

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE U		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 03		3. EFFECTIVE DATE 19-Jun-2014		4. REQUISITION/PURCHASE REQ. NO. 1300432370	
5. PROJECT NO.(If applicable) N/A		6. ISSUED BY CODE		7. ADMINISTERED BY(If other than Item 6) CODE	
NUWC, KEYPORT DIVISION 610 Dowell Street Keyport WA 98345- 7610 dawyn.martinez@navy.mil 360-519- 8501		N00253		S0514A	

8. NAME AND ADDRESS OF CONTRACTOR(No., street, county, State, and Zip Code) INDUS TECHNOLOGY INC 2243 San Diego Ave San Diego CA 92110		9A. AMENDMENT OF SOLICITATION NO.	
		9B. DATE(SEE ITEM 11)	
		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4067-FY05	
		10B. DATE(SEE ITEM 13) 19-May-2014	
CAGE CODE 1BGW9	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA(If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority)THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGESsuch as changes in paying office, appropriation date, etc.)SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of Both Parties
<input type="checkbox"/>	D. OTHERSpecify type of modification and authority)

E. IMPORTANT: Contract ☐ is not, ☒ X is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
SEE PAGE 2

15A. NAME AND TITLE OF SIGNER(Type or print) Linda P. Totanes, Contracts Administrator		16A. NAME AND TITLE OF CONTRACTING OFFICER(Type or print) Monique A Klose, Contracting Officer	
15B. CONTRACTOR/OFFEROR /s/Linda P. Totanes (Signature of person authorized to sign)	15C. DATE SIGNED 19-Jun-2014	16B. UNITED STATES OF AMERICA BY /s/Monique A Klose (Signature of Contracting Officer)	16C. DATE SIGNED 19-Jun-2014

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## GENERAL INFORMATION

The purpose of this modification is to clarify exercise of Option CLIN 4002, revise Performance Work Statement (PWS) paragraphs 5.10.1.1, 5.10.1.2, 5.10.1.3, 5.10.2, and 5.18 Joint Use Property, correct an error in the description of CLIN 6013, revise the payment instructions in Section G.

Accordingly, said Task Order is modified as follows:

### Section B:

Exercise of Option CLIN 4002 under Modification 02 is in support of PWS paragraphs 2.11.3 Detachment Security Coordinator Support and 2.11.5 Detachment Facility Coordinator Support. Please note that funding for 2.11.3 and 2.11.5 is under CLIN 4018.

Revise description of CLIN 6013 by deleting "San Diego" and replacing with "Hawaii".

### Section C:

PWS Paragraph 5.10.1.1 Spaces is revised as follows:

From:

5.10.1.1 Spaces: Up to Top Secret Sensitive Compartmented Information (SCI)

To:

5.10.1.1 Spaces: Up to **Top Secret**

PWS Paragraph 5.10.1.2 Equipment is revised as follows:

From:

5.10.1.2 Equipment Up to Top Secret SCI

To:

5.10.1.2 Equipment Up to **Top Secret**

PWS Paragraph 5.10.1.3 Documents is revised as follows:

From:

5.10.1.3 Documents Up to Top Secret SCI

To:

5.10.1.3 Documents Up to **Top Secret**

PWS Paragraph 5.10.2 is revised as follows:

From:

5.10.2 Contractor personnel supporting this Task Order require a security clearance level of up to Secret with the following exceptions. Personnel supporting cryptographic material at FTEC require a security clearance of Top Secret. Personnel performing technical analysis/assessment of certain systems will require access to Alternative Compensatory Control Measures (ACCMs). Personnel supporting MSF will require a security level of Secret and access to ACCM for submarine systems. Personnel supporting Periscope, ESM, IT, and IA for Code 45 require Top Secret SCI Clearances.

To:

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5.10.2 Contractor personnel supporting this Task Order require a security clearance level of up to Secret with the following exceptions. Personnel supporting cryptographic material at **Hawaii FTEC** require a security clearance of Top Secret. Personnel performing technical analysis/assessment of certain systems will require access to Alternative Compensatory Control Measures (ACCMs). Personnel supporting MSF will require a security level of Secret and access to ACCM for submarine systems. Personnel supporting Periscope, ESM, IT, and IA for Code 45 require **Top Secret**.

PWS Paragraph 5.18 Joint Use Property is revised as follows:

From:

The contractor shall be responsible for obtaining any vehicles other than those listed as joint use government vehicles that are required for the performance of this task order. Estimates for other vehicles needed are as follows:

Task	Site	Vehicle	Quantity
2.3	Kauai, HI	Pickup Truck	1
2.6	Pearl Harbor, HI	Flatbed Trucks, with 26 foot wood beds and a minimum capacity of 16,000 lbs.	2
2.17	Point Loma, CA	Van	1
2.18	Point Loma, CA	Dive Support Vessel (Barge)	1

To:

The contractor shall be responsible for obtaining any vehicles other than those listed as joint use government vehicles that are required for the performance of this task order. Estimates for other vehicles needed are as follows:

Task	Site	Vehicle	Quantity
2.3	Kauai, HI	Pickup Truck	1
2.6	Pearl Harbor, HI	Flatbed Trucks, with <b>24-26</b> foot wood beds and a minimum capacity of 16,000 lbs.	2
<b>2.6</b>	<b>Pearl Harbor, HI</b>	<b>Van/Crew Cab Truck</b>	<b>1</b>
2.17	Point Loma, CA	Van	1
2.18	Point Loma, CA	Dive Support Vessel (Barge)	1

#### Section G

Revise description of CLIN 6013 by deleting "San Diego" and replacing with "Hawaii."

The total amount of funds obligated to the task is hereby increased from \$2,361,597.26 by \$0.00 to \$2,361,597.26.

The total value of the order is hereby increased from \$6,317,426.66 by \$0.00 to \$6,317,426.66.

A conformed copy of this Task Order is attached to this modification for informational purposes only.

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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4000	R425	BASE PERIOD Labor to provide Technical and Administrative Support to the Hawaii Detachment in accordance with the Performance Work Statement (PWS) and the level of effort set forth in Attachment 2, Labor Breakdown. (O&MN,N)	49280.0	HR			\$1,660,592.58
400001	R425	Incremental Funds for PWS para. 2.3 (O&MN,N)					
4001	R425	BASE PERIOD Labor to provide Technical and Administrative Support to the San Diego Detachment in accordance with the PWS and the level of effort set forth in Attachment 2, Labor Breakdown. (O&MN,N)	19672.0	HR			\$812,124.12
400101	R425	Incremental Funds for PWS para. 2.19 (O&MN,N)					
4002	R425	BASE PERIOD Option Item Labor to provide Technical and Administrative Support to the Hawaii Detachment in accordance with the PWS and the level of effort set forth in Attachment 2, Labor Breakdown. (Fund Type - TBD)	32955.0	HR			\$1,173,312.70
4003	R425	BASE PERIOD Option Item Labor to provide Technical and Administrative Support to the San Diego Detachment in accordance with the PWS and the level of effort set forth in Attachment 2, Labor Breakdown. (Fund Type - TBD)	4040.0	HR			\$167,775.79
		Option					
4004	R425	BASE PERIOD Option Item Surge Labor to provide Technical and Administrative Support to the Hawaii Detachment in accordance with the PWS and the level of effort set forth in Attachment 2, Labor Breakdown. (Fund Type - TBD)	11520.0	HR			\$209,677.17

Option

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
4005	R425	BASE PERIOD Option Item Surge Labor to provide Technical and Administrative Support to the San Diego Detachment in accordance with the PWS and the level of effort set forth in Attachment 2, Labor Breakdown. (Fund Type - TBD)	7680.0	HR			\$124,409.33
		Option					
4010	R425	Hawaii Base Period PWS 2.3 (Fund Type - TBD)	2669.0	HR			\$89,945.30
401001	R425	PWS 2.3 TO Add \$10,000 Mod 01 moved \$9,975.20 to SLIN401001, remainderdeob (O&MN,N)					
401002	R425	PWS 2.3 Mod 01 Add \$79,970.10 (O&MN,N)					
4011	R425	Hawaii Base Period PWS 2.4 (RDT&E)	1779.0	HR			\$59,986.00
401101	R425	PWS 2.4 Mod 01 Add \$59,986 (RDT&E)					
4012	R425	Hawaii Base Period PWS 2.5 (Fund Type - TBD)	11868.0	HR			\$399,985.30
401201	R425	PWS 2.5 Mod 01 Add \$399,985.30 (Fund Type - OTHER)					
4013	R425	Hawaii Base Period PWS 2.6 (Fund Type - TBD)	9790.0	HR			\$329,923.00
401301	R425	PWS 2.6 Mod 01 Add \$64,973.60 (O&MN,N)					
401302	R425	PWS 2.6 Mod 01 Add \$64,973.60 (Fund Type - OTHER)					
401303	R425	PWS 2.6 Mod 01 Add \$199,975.80 (O&MN,N)					
4014	R425	Hawaii Base Period PWS 2.7 (Fund Type - TBD)	5428.0	HR			\$182,957.30
401401	R425	PWS 2.7 Mod 01 Add \$25,982.70 (O&MN,N)					
401402	R425	PWS 2.7 Mod 01 Add \$34,980.60 (O&MN,N)					
401403	R425	PWS 2.7 Mod 01 Add \$121,994.00 (OPN)					
4015	R425	Hawaii Base Period PWS 2.8 (Fund Type - TBD)	1779.0	HR			\$59,986.00

401501	R425	PWS 2.8 Mod 01 Add \$69,994.90 PWS 2.8 Mod 02 Deob (\$10,008.90) (SCN)				
4016	R425	Hawaii Base Period PWS 2.9 (Fund Type - TBD)	3292.0	HR		\$110,940.40

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
401601	R425	PWS 2.9 Mod 01 Add \$64,973.60 (Fund Type - OTHER)					
401602	R425	PWS 2.9 Mod 01 Add \$45,966.80 (Fund Type - OTHER)					
4017	R425	Hawaii Base Period PWS 2.10 (Fund Type - TBD)	7804.0	HR			\$262,961.10
401701	R425	PWS 2.10 Mod 01 Add \$194,988.20 (O&MN,N)					
401702	R425	PWS 2.10 Mod 01 Add \$67,972.90 (Fund Type - OTHER)					
4018	R425	Hawaii Base Period PWS 2.11.3and 2.11.5 (Fund Type - TBD)	4211.0	HR			\$149,989.32
401801	R425	PWS 2.11 Mod 01 Add \$149,998.70 PWS 2.11 Mod 02 Deob (\$9.38) (Fund Type - OTHER)					
4030	R425	San Diego Base Period PWS 2.16 (Fund Type - TBD)	120.0	HR			\$4,996.09
403001	R425	PWS 2.16 Mod 01 Add \$4,996.09 (O&MN,N)					
4031	R425	San Diego Base Period PWS 2.17 (Fund Type - TBD)	1075.0	HR			\$44,428.04
403101	R425	PWS 2.17 Mod 01 Add \$29,976.54 (O&MN,N)					
403102	R425	PWS 2.17 Mod 01 Add \$4,459.32 (O&MN,N)					
403103	R425	PWS 2.17 Mod 01 Add \$9,992.18 (O&MN,N)					
4032	R425	San Diego Base Period PWS 2.18 (Fund Type - TBD)	8476.0	HR			\$349,974.04
403201	R425	PWS 2.18 Mod 01 Add \$349,974.04 (O&MN,N)					
4033	R425	San Diego Base Period PWS 2.19 (Fund Type - TBD)	967.0	HR			\$39,968.72
403301	R425	PWS 2.19 TO Add \$30,000 on CLIN 4000 Mod 01 moved \$29,976.54 to SLIN 403301, remainder deob (O&MN,N)					
403302	R425	PWS 2.19 Mod 01 Add \$9,992.18 (O&MN,N)					



4035	R425	San Diego Base Period PWS 2.21 (Fund Type - TBD)	920.0	HR		\$38,069.38
403501	R425	PWS 2.21 Mod 01 Add \$8,092.84 (Fund Type - OTHER)				

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
403502	R425	PWS 2.21 Mod 01 Add \$9,992.18 (O&MN,N)					
403503	R425	PWS 2.21 Mod 01 Add \$19,984.36 (O&MN,N)					
4036	R425	San Diego Base Period PWS 2.22 (Fund Type - TBD)	3462.0	HR			\$142,987.27
403601	R425	PWS 2.22 Mod 01 Add \$142,987.27 (O&MN,N)					
4100	R425	OPTION PERIOD 1 Labor to provide Technical and Administrative Support to the Hawaii Detachment in accordance with the PWS and the level of effort set forth in Attachment 2, Labor Breakdown. (Fund Type - TBD)	23423.0	HR			\$789,376.91
		Option					
4101	R425	OPTION PERIOD 1 Labor to provide Technical and Administrative Support to the San Diego Detachment in accordance with the PWS and the level of effort set forth in Attachment 2, Labor Breakdown. (Fund Type - TBD)	8673.0	HR			\$340,313.04
		Option					
4102	R425	OPTION PERIOD 1 Option Item Labor to provide Technical and Administrative Support to the Hawaii Detachment in accordance with the PWS and the level of effort set forth in Attachment 2, Labor Breakdown. (Fund Type - TBD)	9292.0	HR			\$302,021.51
		Option					
4103	R425	OPTION PERIOD 1 Option Item Labor to provide Technical and Administrative Support to the San Diego Detachment in accordance with the PWS and the level of effort set forth in Attachment 2, Labor Breakdown. (Fund Type - TBD)	1010.0	HR			\$39,498.81
		Option					
4104	R425	OPTION PERIOD 1 Option Item Surge Labor to provide Technical and Administrative Support to the Hawaii Detachment in accordance			with the PWS and the level of effort set forth in Attachment 2, Labor Breakdown. (Fund Type - TBD)		

2880.0	HR	\$85,640.49	\$4,282.02
		\$89,922.51	

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
		Option					
4105	R425	OPTION PERIOD 1 Option Item Surge Labor to provide Technical and Administrative Support to the San Diego Detachment in accordance with the PWS and the level of effort set forth in Attachment 2, Labor Breakdown. (Fund Type - TBD)	1920.0	HR			\$31,102.33
		Option					

For Cost Type / NSP Items

4200		Contract Data Requirements List (CDRL) in accordance with Exhibit A. Applicable to CLINs 4000-4005 and 4100-4105. Any labor cost associated with the submittal of the CDRLs shall be included in the labor CLIN associated with the work being performed.					\$0.00
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For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
6000	R425	BASE PERIOD ODC's and Travel (per Federal Travel Regulations) for services in support of Hawaii Detachment. (FundType - TBD)	1.0	IO	\$208,000.00
6001	R425	BASE PERIOD ODC's and Travel (per Federal Travel Regulations) for services in support San Diego Detachment. (FundType - TBD)	1.0	IO	\$101,800.00
6002	R425	BASE PERIOD Option Item ODC's and Travel (per Federal Travel Regulations) for services in support of Hawaii Detachment. (FundType - TBD)	1.0	IO	\$100,700.00
		Option			
6003	R425	BASE PERIOD Option Item ODC's and Travel (per Federal Travel Regulations) for services in support of San Diego Detachment. (FundType - TBD)	1.0	IO	\$33,200.00
		Option			
6004	R425	BASE PERIOD Option Item Surge ODC's and Travel (per Federal Travel Regulations) for services in support of Hawaii Detachment. (FundType - TBD)	1.0	IO	\$108,000.00
		Option			
6005	R425	BASE PERIOD Option Item Surge ODC's and Travel (per Federal Travel Regulations) for services in support of San Diego Detachment. (FundType - TBD)	1.0	IO	\$72,000.00

Option

6010	R425	Hawaii Base Period PWS 2.3 (Fund Type - TBD)	1.0	LO	\$20,000.00
601001	R425	PWS 2.3 Mod 01 Add \$20,000.00 (O&MN,N)			
6013	R425	San Diego Base Period PWS 2.6 (Fund Type - TBD)	1.0	LO	\$12,000.00

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
601301	R425	PWS 2.6 Mod 01 Add \$2,000.00 (Fund Type - TBD)			
601302	R425	PWS 2.6 Mod 01 Add \$10,000.00 (Fund Type - TBD)			
6014	R425	Hawaii Base Period PWS 2.7 (Fund Type - TBD)	1.0	LO	\$40,000.00
601401	R425	PWS 2.7 Mod 01 Add \$7,000.00 (O&MN,N)			
601402	R425	PWS 2.7 Mod 01 Add \$33,000.00 (OPN)			
6015	R425	Hawaii Base Period PWS 2.8 (Fund Type - TBD)	1.0	LO	\$8,000.00
601501	R425	PWS 2.8 Mod 01 Add \$8,000.00 (SCN)			
6030	R425	San Diego Base Period PWS 2.16 (Fund Type - TBD)	1.0	LO	\$10,000.00
603001	R425	PWS 2.16 Mod 01 Add \$10,000.00 (O&MN,N)			
6031	R425	San Diego Base Period PWS 2.17 (Fund Type - TBD)	1.0	LO	\$4,500.00
603101	R425	PWS 2.17 Mod 01 Add \$4,500.00 (O&MN,N)			
6100	R425	OPTION PERIOD 1 ODC's and Travel (per Federal Travel Regulations) for services in support of HawaiiDetachment. (FundType - TBD)	1.0	LO	\$72,000.00
		Option			
6101	R425	OPTION PERIOD 1 ODC's and Travel (per Federal Travel Regulations) for services in support of San Diego Detachment. (Fund Type - TBD)	1.0	LO	\$29,075.00
		Option			
6102	R425	OPTION PERIOD 1 Option Item ODC's and Travel (per Federal Travel Regulations) for services in support of HawaiiDetachment. (FundType - TBD)	1.0	LO	\$25,175.00
		Option			
6103	R425	OPTION PERIOD 1 Option Item ODC's and Travel (per Federal Travel Regulations) for services in support of San Diego Detachment. (Fund Type - TBD)	1.0	LO	\$8,300.00
		Option			
6104	R425	OPTION PERIOD 1 Option Item Surge ODC's and Travel (per Federal Travel Regulations) for services in support of HawaiiDetachment. (FundType - TBD)	1.0	LO	\$27,000.00
		Option			
6105	R425	OPTION PERIOD 1 Option Item Surge ODC's and Travel (per Federal Travel Regulations) for services in support of San Diego Detachment. (Fund Type - TBD)	1.0	LO	\$18,000.00
		Option			

**NOTE A** - Offeror shall complete the "Price Group" and "Estimated Total Price" blocks of each data item on the Contract Data Requirements List(s), attached hereto.

**(End of Text)**

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**HQ B-2-0015 PAYMENTS OF FEE(S) (LEVEL OF EFFORT – ALTERNATE 1)  
(NAVSEA) (MAY 2010)**

(a) For purposes of this contract, "fee" means "target fee" in cost-plus-incentive-fee type contracts, "base fee" in cost-plus-award-fee type contracts, or "fixed fee" in cost-plus-fixed fee type contracts for level of effort type contracts.

(b) The Government shall make payments to the Contractor, subject to and in accordance with the clause in this contract entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE", (FAR 52.216-10), as applicable. Such payments shall be submitted by and payable to the Contractor pursuant to the clause of this contract entitled "ALLOWABLE COST AND PAYMENT" (FAR 52.216-7), subject to the withholding terms and conditions of the "FIXED FEE" or "INCENTIVE FEE" clause, as applicable, and shall be paid at the hourly rate(s) specified above per man-hour performed and invoiced. Total fee(s) paid to the Contractor shall not exceed the fee amount(s) set forth in this contract. In no event shall the Government be required to pay the Contractor any amount in excess of the funds obligated under this contract.

**(End of Text)**

**HQ B-2-0021 CONTRACT SUMMARY FOR PAYMENT OFFICE (COST TYPE) (FEB 1997)**

This entire contract is cost type.

**(End of Text)**



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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### HQ C-1-0001 DATA REQUIREMENTS (NAVSEA)(SEP 1992)

The data to be furnished hereunder shall be prepared in accordance with the Contract Data Requirements List, DD Form 1423, Exhibit A, attached hereto.

(End of Text)

### HQ C-2-0002 ACCESS TO PROPRIETARY DATA OR COMPUTER SOFTWARE (NAVSEA) (JUN 1994)

(a) Performance under this contract may require that the Contractor have access to technical data, computer software, or other sensitive data of another party who asserts that such data or software is proprietary. If access to such data or software is required or to be provided, the Contractor shall enter into a written agreement with such party prior to gaining access to such data or software. The agreement shall address, at a minimum, (1) access to, and use of, the proprietary data or software exclusively for the purposes of performance of the work required by this contract, and (2) safeguards to protect such data or software from unauthorized use or disclosure for so long as the data or software remains proprietary. In addition, the agreement shall not impose any limitation upon the Government or its employees with respect to such data or software. A copy of the executed agreement shall be provided to the Contracting Officer. The Government may unilaterally modify the contract to list those third parties with which the Contractor has agreement(s).

(b) The Contractor agrees to: (1) indoctrinate its personnel who will have access to the data or software as to the restrictions under which access is granted; (2) not disclose the data or software to another party or other Contractor personnel except as authorized by the Contracting Officer; (3) not engage in any other action, venture, or employment wherein this information will be used, other than under this contract, in any manner inconsistent with the spirit and intent of this requirement; (4) not disclose the data or software to any other party, including, but not limited to, joint venturer, affiliate, successor, or assign of the Contractor; and (5) reproduce the restrictive stamp, marking, or legend on each use of the data or software whether in whole or in part.

(c) The restrictions on use and disclosure of the data and software described above also apply to such information received from the Government through any means to which the Contractor has access in the performance of this contract that contains proprietary or other restrictive markings.

(d) The Contractor agrees that it will promptly notify the Contracting Officer of any attempt by an individual, company, or Government representative not directly involved in the effort to be performed under this contract to gain access to such proprietary information. Such notification shall include the name and organization of the individual, company, or Government representative seeking access to such information.

(e) The Contractor shall include this requirement in subcontracts of any tier which involve access to information covered by paragraph (a), substituting "subcontractor" for "Contractor" where appropriate.

(f) Compliance with this requirement is a material requirement of this contract.

(End of Text)

### HQ C-2-0011 COMPUTER SOFTWARE AND/OR COMPUTER DATABASE(S) DELIVERED TO AND/OR RECEIVED FROM THE GOVERNMENT (NAVSEA) (APR 2004)

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(a) The Contractor agrees to test for viruses all computer software and/or computer databases, as defined in the clause entitled "RIGHTS IN NONCOMMERCIAL COMPUTER SOFTWARE AND NONCOMMERCIAL COMPUTER SOFTWARE DOCUMENTATION" (DFARS 252.227-7014), before delivery of that computer software or computer database in whatever media and on whatever system the software is delivered. The Contractor warrants that any such computer software and/or computer database will be free of viruses when delivered.

(b) The Contractor agrees to test any computer software and/or computer database(s) received from the Government for viruses prior to use under this contract.

(c) Unless otherwise agreed in writing, any license agreement governing the use of any computer software to be delivered as a result of this contract must be paid-up and perpetual, or so nearly perpetual as to allow the use of the computer software or computer data base with the equipment for which it is obtained, or any replacement equipment, for so long as such equipment is used. Otherwise the computer software or computer database does not meet the minimum functional requirements of this contract. In the event that there is any routine to disable the computer software or computer database after the software is developed for or delivered to the Government, that routine shall not disable the computer software or computer database until at least twenty-five calendar years after the delivery date of the affected computer software or computer database to the Government.

(d) No copy protection devices or systems shall be used in any computer software or computer database delivered under this contract to restrict or limit the Government from making copies. This does not prohibit license agreements from specifying the maximum amount of copies that can be made.

(e) Delivery by the Contractor to the Government of certain technical data and other data is now frequently required in digital form rather than as hard copy. Such delivery may cause confusion between data rights and computer software rights. It is agreed that, to the extent that any such data is computer software by virtue of its delivery in digital form, the Government will be licensed to use that digital-form data with exactly the same rights and limitations as if the data had been delivered as hard copy.

(f) Any limited rights legends or other allowed legends placed by a Contractor on technical data or other data delivered in digital form shall be digitally included on the same media as the digital-form data and must be associated with the corresponding digital-form technical data to which the legends apply to the extent possible. Such legends shall also be placed in human-readable form on a visible surface of the media carrying the digital-form data as delivered, to the extent possible.

**(End of Text)**

#### **HQ C-2-0014 CONTRACTOR'S PROPOSAL (NAVSEA) (MAR 2001)**

(a) Performance of this contract by the Contractor shall be conducted and performed in accordance with detailed obligations to which the Contractor committed itself in Proposal dated 16 December 2013 in response to NAVSEA Solicitation No. N00024-13-R-3473.

(b) The technical volume(s) of the Contractor's proposal is incorporated by reference and hereby made subject to the provisions of the "ORDER OF PRECEDENCE" (FAR 52.215-8) clause of this contract. Under the "ORDER OF PRECEDENCE" clause, the technical volume of the Contractor's proposal referenced herein is hereby designated as item (f) of the clause, following "the specification" in the order of precedence.

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(End of Text)

**HQ C-2-0037 ORGANIZATIONAL CONFLICT OF INTEREST (NAVSEA)  
(JUL 2000)**

(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 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

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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 cognizant 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 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 Contracting Officer in making a determination on this matter. Notwithstanding this notification, the Government may terminate the contract 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 Contracting Officer, the Government may terminate this contract 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 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 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 this contract.

(n) Compliance with this requirement is a material requirement of this contract.

**(End of Text)**

## **PERFORMANCE WORK STATEMENT**

Sections:

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- 1.0 Background
- 2.0 Description of Services
- 3.0 Performance Requirements Summary
- 4.0 Reporting Requirements
- 5.0 General Requirements and Information
- 6.0 Confidentiality/Personal Services
- 7.0 Transition Plan

Definition(s): A list of acronyms and definitions is provided in Attachment 1.

## **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 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**

The Pearl Harbor Torpedo Division, Code 34 operates the MK 48 Torpedo Intermediate

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Maintenance Activity (IMA) located at West Loch, HI. The Division is responsible for the oversight of production weapons built by contractors. Division functions include planning, organizing, directing, and monitoring the daily operations of the Intermediate Maintenance Activity (IMA) in the production of the Heavyweight Torpedoes. The IMA coordinates and monitors the disposal of hazardous waste and repair of all facility systems fixtures. 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 Fleet Technical Support Branch**

The Submarine Fleet Technical Support Division, Code 45, 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 (Periscope On Site Reps (POSR)), Imaging and Electronic Warfare (I&EW), External Communication Systems (ECS), Local Area Network (LAN), Information Technology and Assurance (IT and IA), Combat Systems (CS), Sonar, Towed Systems, Vertical Launch System Peculiar Support Equipment (VLS PSE) and other systems/tasking assigned by COMSUBPAC N4 (TYCOM). The Division performs ECS/LAN grooms on deploying submarines home-ported in Pearl Harbor and LAN grooms as directed by TYCOM. The Division supports submarine modernization with coordination, management, and oversight of TEMPALT installations such as integrated augmentation display and other alteration instructions as tasked by TYCOM. The Division 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 Division performs administrative and logistics functions in support of technical operations. The Division also perform 688 and VA class shipboard VLS PSE, Heavyweight Torpedo, Heavyweight Exercise Torpedoes, and Tomahawk Cruise Missile UGM-109-2, Intermediate Level Activity Handling, Loading, Unloading and storage.

#### **1.5 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 task order 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 planning meetings the contractor will receive information that the contractor may utilize in setting milestones and performance objectives relative to specific subtasks discussed in accordance with contract and task order performance work statement (PWS).

A contractor point of contact (POC) shall be identified for each PWS functional area (2.X). The POC shall be the main line of communication between government technical leads and contractor personnel for technical tasking.

Acceptable Quality Levels (AQLs):

- Support issues addressed within one (1) day of notification.
- A corrective action plan implemented within five (5) working days of notification.

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

### 2.3 Underwater Vehicles Support

The contractor shall provide engineering, technical and logistic support for underwater vehicles operations by preparing, operating, transporting, testing, inspecting, repairing, maintaining, and providing turnaround of the vehicles and its associated test, handling, and launch equipment. The contractor shall provide and perform logistics/supply/ HAZMAT handling support relative to underwater vehicles operations as needed, including documentation, administration, hardware, software and technical library support. This support will be provided as permanent support at the Kauai, HI and Guam Operational Sites with additional fly-away support between sites and at other remote locations. Initial support will primarily focus on MK30 targets. All travel will be identified by a Technical Instruction Letter.

Primary Support Locations: Kauai, HI and Guam

Estimated Travel:

Origin	Destination	# Travelers	#Days/Trip	# Trips
Kauai	Guam	4	14	4
Kauai	Oahu	2	3	6
Guam	Kauai	1	14	2

References:

- a) MK30 Target Operations Schedule
- b) TM 94-15, NUWCDET HI/SOCAL Kauai Operations Branch Standard Operating Procedure (SOP)
- c) SW581-C1-MMI-690, Planned Maintenance System (PMS)
- d) SW581-C0-MMI-010, Special Support Equipment Mark 578 Mod 0 System Test Set 9A1 Description, Operation, and Maintenance
- e) SW581-C0-MMI-020, Special Support Equipment Mark 578 Mod 0 Subsystem Test Set 9A2 Description, Operation, and Maintenance
- f) SW581-C0-MMI-030, Special Support Equipment Mark 578 Mod 0 Guidance and Control Test Set 9A3 Description, Operation and Maintenance
- g) SW581-C0-MMI-040, Special Support Equipment Mark 578 Mod 0 Acoustic Test Set 9A4 Description, Operation and Maintenance
- h) SW581-C0-MMI-050, Special Support Equipment Mark 578 Mod 0 Miscellaneous Special Support Equipment Description, Operation and Maintenance
- i) SW581-C0-MMI-060, Special Support Equipment Planned Maintenance System Mark 578 Mod 0
- j) SW581-C0-MMI-070, Special Support Equipment Automated By-pass Battery Charger (ABBC) 9A5 Description, Operation and Maintenance
- k) TM 87-115, NUWCDET Pacific Kauai Target Operational Site MK 30 Mod 1 ASW Target Certification Procedures
- l) NAVFAC P-307, Management of Weight Handling Equipment
- m) KPT Directive 4855, NUWC Division Keyport Quality Policy and Quality Management System
- n) KPT Directive 5090, Environmental Program Policy and Manual
- o) SW581-AA-MAN-010, Target TDS Reporting Handbook
- p) SW581-AC-MAN-010, MK 30 Target Dolly and Cart Maintenance
- q) [SW581-BA-LSS-010](#), Operational Logistic Support Summary
- r) [SW581-C1-IPB-010](#), Illustrated Parts Breakdown
- s) SW581-C1-GYD-010, MK30 Target Program Electrostatic Discharge (ESD) Protection Plan

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- t) SW581-C1-MMI-010, Description
- u) SW581-C1-MMI-020, Preparation for Use and Maintenance, Pt 1
- v) SW581-C1-MMI-030, Preparation for Use and Maintenance, Pt 2
- w) SW581-C1-MMI-040, Firing Craft Procedures
- x) SW581-C1-MMI-050, Table of Contents
- y) Reserved
- z) Reserved
- aa) SW581-C1-MMI-100, Casualty Network Electronics Assembly 5A1 Test Procedure
- bb) SW581-C1-MMI-110, Control Assembly 3A2 Test Procedure
- cc) SW581-C1-MMI-120, Deployment System Assembly Procedure
- dd) SW581-C1-MMI-130, Modification and Configuration Control of the Target Preparation and Analysis Software
- ee) SW581-C1-MMI-140, EOR Radio System 4A1 Charging Procedure
- ff) SW581-C1-MMI-150, EOR Radio Refurbishment Procedure
- gg) SW581-C1-MMI-170, Acoustic System Deck Check Test Procedure
- hh) SW581-C1-MMI-230, Leak Detector Amplifier 5A2 Test Procedure
- ii) SW581-C1-MMI-240, Main Battery MK 128 Mod 0 Activating Procedure
- jj) SW581-C1-MMI-250, Main Battery MK 128 Mod 0 Charging Procedure
- kk) SW581-C1-MMI-260, Main Battery MK 128 Mod 0 Drain Discharge and Capacity Test
- ll) SW581-C1-MMI-270, Main Battery MK 139 Mod 0 Activating Procedure
- mm) SW581-C1-MMI-280, Main Battery MK 139 Mod 0 Charging Procedure
- nn) SW581-C1-MMI-290, Main Battery MK 139 Mod 0 Drain Discharge and Capacity Test
- oo) SW581-C1-MMI-300, Payload Programmable Assembly Programming Procedure
- pp) SW581-C1-MMI-310, Recorder Interface Electronics Assembly 7A7/Performance Recorder Electronics Assembly 7A1 Test Procedure
- qq) SW581-C1-MMI-320, Pressure Sensor 3A3 Ceiling Cutoff Check and Depth Cutoff Adjustment Procedure
- rr) SW581-C1-MMI-330, Pressure Sensor 3A3 Test Procedure
- ss) SW581-C1-MMI-340, Propulsion Motor 2B1 Operational Test Procedure
- tt) SW581-C1-MMI-350, Skeg Cable W702 Post Run Test Procedure
- uu) SW581-C1-MMI-380, Speedsetter Auxiliary Converter 2A5 Test Procedure
- vv) SW581-C1-MMI-390, Speedsetter Logic Assembly 2A2 Test Procedure
- ww) SW581-C1-MMI-400, Speedsetter Power Switch Control Assembly 2A4 Test Procedure
- xx) SW581-C1-MMI-410, Speedsetter Power Switch 2A3 Test Procedure
- yy) SW581-C1-MMI-430, Target Incoming Inspection Procedure
- zz) SW581-C1-MMI-440, Target Prelaunch Deck Test Procedure
- aaa) SW581-C1-MMI-450, Target Post-Run Procedure
- bbb) SW581-C1-MMI-460, Target Prelaunch Dynamic Test Procedure
- ccc) SW581-C1-MMI-470, Target Vacuum Leak Test and Backfill Procedure
- ddd) SW581-C1-MMI-480, Target Weight and Center of Gravity Determination Procedure
- eee) SW581-C1-MMI-490, Towed Array 1A11 Post Run Test Procedure
- fff) SW581-C1-MMI-500, Transducer Section Assembly Leak Test Procedure
- ggg) SW581-C1-MMI-510, Target Pullaround/Static Heel Test Procedure
- hhh) SW581-C1-MMI-520, Transducer Section Charging Procedure



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- iii) SW581-C1-MMI-540, Target Data Acquisition System Data Extraction Procedure
- jjj) SW581-C1-MMI-560, Target Control Cable (A-Cable) and Receptacle Handling Procedure
- kkk) SW581-C1-MMI-580, G&C Run Profile Generation and Loading Procedure
- III) SW581-C1-MMI-590, G&C Automated Memory Loading and System Test Procedure
- mmm) SW581-C1-MMI-600, G&C Automated Troubleshooting Procedures
- nnn) SW581-C1-MMI-620, APU Assembly Special Test Procedure
- ooo) SW581-C1-MMI-630, Capacitor Bank 1A5 Test Procedure
- ppp) SW581-C1-MMI-640, APU Acoustic Module Assembly 2A6 Test Procedure
- qqq) SW581-C1-MMI-650, APU MAD Assembly 2A7 Test Procedures
- rrr) SW581-C1-MMI-660, APU Low Voltage Module Assembly 2A8 Test Procedure
- sss) SW581-C1-MMI-670, APU Control Module Assembly 2A9 Test Procedure
- ttt) SW581-C1-MMI-710, Remote Site Target Post Run/ Short Turnaround Procedure
- uuu) SW581-C1-MMI-720, Remote Site Over-the-Side Target Recovery Procedure
- vvv) SW581-C1-MMI-730, Remote Site Battery Safety Procedure
- www) SW581-C1-MMI-740, Remote Site MK30 Mod1 Transducer Section Assembly Packing and Unpacking
- xxx) SW581-C0-IPB-010, Illustrated Parts Breakdown
- yyy) DH 194 C, Calibration Not Required Equipment Maintenance Procedure
- zzz) DH 195, Control Procedure for CNR Equipment Listing
- aaaa) DH 207, Electrical Checks for Helo Launch System MK 146 Mod 0
- bbbb) DH 218, MK 139 Mod 0 Unattended Charging Procedure
- cccc) TM 03-21, MK 30 Mod 1, Target Open-Ocean Firing Craft Procedure
- dddd) TM 03-28, Operation and Maintenance of the MK30 Battery Charger Set Table Simulator
- eeee) TM 05-19, Complex Lift Procedure Using Jib Crane 422
- ffff) TM 11-10, MK 30 Truck Onload/Offload Procedure
- gggg) TM 11-12, Target MK 30 Automated Vacuum System Maintenance Procedure
- hhhh) TM 80-110, Operation & Maintenance of the MK 30 Mod 1 Target Battery Charger Set
- iiii) TM 84-076, Operation & Maintenance of the MK 30/ 27 Target Multilauncher
- jjjj) TM 84-167, Mobile ASW Target MK 30 Run Geometry Handbook for Air Combatants
- kkkk) TM 84-169, Pinger Extension Cable EX 54157 Test Procedure
- IIII) TM 85-242, MK 30 Mod 1 ASW Target Troubleshooting Guide
- mmmm) TM 86-171, Operation & Maintenance of the MK 30 Target Launcher/Kingpost Assembly on a 120 Foot TWR
- nnnn) TM 88-029, Preventative Maintenance for Test, Measuring, and Diagnostic Equipment & Standard Commercial Equipment Categorized as "Certification, Calibration, or Weight Testing Not Required"
- oooo) TM 90-040, MK 30 Mod 1 Target Shell Repair Procedure
- pppp) TM 95-22, MK 30 Mod 1 A-Cable Recycling
- qqqq) TM 96-02, MK 30 Mod 1 Target Range Operations Procedure
- rrrr) TM 96-064, MK 30 Mod 1 Main Battery Section Weight/ Static Heel Procedure
- ssss) TM 96-20, MK 30 Mod 1 Automated Vacuum System
- tttt) Field Change Instructions (FCIs) and Engineering Change Proposals (ECPs)
- uuuu) SECNAVINST 5210.2, Standard Subject Identification Code (SSIC) Manual
- vvvv) SECNAVINST 5210.8\_, Department of the Navy Records Management Program
- wwww) SECNAVINST 5215.1\_, Secretary of the Navy Directives Policy

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- xxxx) PMRF, Manu Kai, Hazardous Waste/ Hazardous Material/ Oil and Hazardous Substance Spill Contingency Integrated Management Plan
- yyyy) PMRF Notice 5215, Numerical Index of Effective PMRF Instructions and Notices
- zzzz) NUWES Procedure 8915, Fir Repair/Test Procedure for MK 30 Mod 1 Target Cables
- aaaaa) NAVSEA Dwg. No. 7608093, MK 84 Pinger Bench/Operating Procedure
- bbbbb) NAVSEA Dwg. No. 7083768, MK 84 Mod 1 Sonar Transmitter Installation and Removal Procedure for MK 30 Mod 1
- ccccc) SW395-AA-MMO-020, Description, Operation and Maintenance Torpedo Control Cables and Test Equipment
- dddd) SW591-C0-MMO-010/LCHSYS MK 30 TGT, Helicopter Launch System MK 146 Mods 0 and 1
- eeeee) SW591-B0-MMO-010/WPN RECOV SYS, Helicopter Weapon Recovery System Mark 2 Mod 2 MOD 0/1
- ffff) NAVSEA SW591-AD-MMO-010/SONXMT 84/1, Description, Operation, Installation and Maintenance Instruction, Sonar Transmitter MK 84 Mod 1
- ggggg) ASW Target MK 30 Mod 1 Ring Laser Gyro (RLG) Units Guidance and Control Status, Dwg 6689407-7
- hhhhh) Explosives Safety Technical Manuals (ESTM), CD Rom
- iiii) Mobile ASW MK 30 Mod 1 Target Certification Examining Board (TARCEB) Procedure

Government-owned applications are used in this work item for reference, modification, data extraction, validation, or other action as specified. Government will provide permissions required for actions. These include but are not limited to:

- a) Kauai Operations Support System (KOSS)
- b) Detachment Share Drive
- c) Target Technical Data System (TTDS)
- d) Configuration Management Program (CMPPro)
- e) Battery Management System (BMS)
- f) Technical Data Management Information System (TDMIS)
- g) Keyportal Command Access
- h) Lightweight Information Desk On-Line (LIDOL)
- i) Corrective and Preventative Action (CAPA)
- j) Workforce Development System (WDS)
- k) Total Workforce Management Systems (TWMS)

AQLs: (unless otherwise indicated at the 2.3.x or 2.3.x.x level)

For report deliverables, 95% of documents produced contain no more than one content error or no more than three typographical/format errors per page upon Government review. No remaining errors upon incorporation of Government comments. Reports shall be professional, concise and articulate.

For database-type deliverables, 99% of individual data fields recently updated are correct as indicated by a random sampling of a minimum of 20 recently updated data records once a month. No remaining errors shall remain after first validation.

For documentation/record keeping requirements, data is 99% accurate as indicated by a random sampling of a minimum of 20 recently updated data entries once a month. No remaining errors shall remain after first validation.

Procedural Compliance: Less than 2 findings of non-compliance in a quarter, and zero repeat

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findings.

Quality and Target Certification Examining Board Audits (TARCEB): No major findings due to contractor related actions and no repeat findings, major or minor due to contractor related issues.

Quality: No more than one personnel error leading to an UNSAT run per quarter or mission impact. No validated customer complaints concerning performance of vehicles due to contractor related actions.

Timeliness: No validated customer complaints concerning availability of vehicles due to contractor related actions. Technical support is provided and completed within given time frames. Reporting deliverables are submitted on time.

### **2.3.1 Operational Life-Cycle Support**

The contractor shall provide vehicle and equipment operational life-cycle support. Tasks shall include but is not limited to testing, processing, maintaining, repairing, and shipping and receiving in accordance with (IAW) applicable references. In conjunction with tests, prepare required documentation on configuration, preventive maintenance, vehicle processing, and test/inspection actions on hardware IAW applicable references.

#### **2.3.1.1 Vehicle Processing**

The contractor shall review reference (a) and any other applicable instructions daily for scheduled operations, vehicle assignments and launch mode. The contractor shall prepare, turnaround, and test vehicles IAW reference (b) and any other applicable instructions. Required documentation shall be turned into the Government technical lead no later than noon of the day prior to the scheduled operation. The contractor shall complete post run procedures IAW reference (b) and any other applicable instructions within 48 hours or 2 working days. Post run procedures includes but is not limited to data extraction, removal of the data recorder, shaft bearing/seal, tracking system, main battery, towed array, etc. from expended vehicles. Using the extracted data, the contractor shall provide a summary report and data CD to the government lead.

AQLs:

- No more than 2 late items per quarter.
- No more than 2 errors in documentation turned in per quarter.
- Vehicles processed and available to meet all scheduled operations.

Estimate 15 vehicles per month.

#### **2.3.1.2 Vehicle and Equipment Maintenance**

The contractor shall prepare, turnaround, inspect, test, maintain, and repair hardware in accordance with applicable references. Items include but are not limited to End of Run (EOR) assemblies, A-cables, towed array umbilical connectors, test sets, Electrostatic Discharge (ESD) workbenches and wrist straps, torque wrenches, digital multimeters, oscilloscopes, and gauges. The contractor shall identify items in need of repair, request concurrence from the government lead to execute the repair, and once concurrence is received, utilizing government furnished parts and materials, they shall perform repairs in accordance with applicable references.

AQL: No items in repair status for more than 3 months due to contractor related issues.

Estimate 40 maintenance actions per month.

#### **2.3.1.3 Batteries and Battery Related Equipment**

Utilizing government furnished equipment, the contractor shall maintain, charge, discharge and turnaround vehicle batteries. The contractor shall maintain battery chargers, battery handling

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equipment and associated hardware. This includes inspection, repair, test, preventive maintenance, calibration and preparation, and distribution and retention of required documentation. The contractor shall identify equipment in need of repair and notify the government lead for authorization. The contractor shall verify, update, and track battery information in a government database. The contractor shall provide a mid-month battery status report by the 15<sup>th</sup> of each month and a monthly battery status report by the last working day of each month to the Government lead.

AQL:

- At minimum, 1 battery ready for issue (RFI) at any given time.
- No errors found in battery reports
- Battery reports issued on time.

Estimate 12-15 batteries per month.

#### **2.3.1.4 Preventive Maintenance (PM)**

The contractor shall perform preventive maintenance on vehicle components and shop and support equipment. This also includes but is not limited to hull maintenance, painting, and component replacements. The contractor shall verify, update, and track PM information in a government database. The contractor shall complete PM documentation. PMs and documentation shall be done in accordance with references (c) and (d) through (j), and other applicable procedures.

AQL: No items overdue for preventive maintenance.

Estimate 40-70 PMs per month.

#### **2.3.1.5 Documentation Change Implementation**

The contractor shall document status of hardware modifications and shall implement Field Change Instructions (FCI) and Engineering Change Proposals (ECPs).

Estimate 4 documentation change implementations per year.

#### **2.3.1.6 Launch Master Functions**

The contractor shall perform helicopter launch master and surface craft launch master functions. Functions include, but are not limited to: interfacing with helicopter crew or surface craft crew, preparing launch and recovery equipment, loading of equipment, and providing instructions to crew for launch. This requires certification in launch master functions for both surface and helicopter launch modes IAW reference (k) and any other applicable instructions. Functions may require underway time on surface craft to perform launch and recovery assessments and observe/collect data on launch and recovery.

AQL: No more than one personnel error leading to an UNSAT run per quarter or mission impact.

Estimate 9 launch master requirements per month.

#### **2.3.1.7 Troubleshooting**

The contractor shall support troubleshooting functions including, but not limited to: tracking and reporting status of critical asset items, analyzing Solid State Recorder (SSR) printouts, and testing hardware identified by government personnel. The contractor shall prepare required documentation for failure and damage reports and provide to the government lead.

AQL: Documentation and reports are accurate, complete, and in compliance with applicable

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instructions.

Estimate troubleshooting will be performed on 3 vehicles per month and 15-20 report documents per year.

#### **2.3.1.8 Logistics**

The contractor shall make preparations for air, ground, and sea shipments as required. This includes, but is not limited to containerizing vehicles, placing/securing vehicles onto trailers for shipment via aircraft, ship and/or truck in accordance with applicable references and procedures. Vehicles will be offloaded and picked up from TWRs, aircraft, or trucks. The contractor shall operate forklifts, shop cranes, and a contractor provided truck to pick up and deliver vehicles within the Op Site area. The contractor shall provide information for barge requests to government lead.

Estimate 6 shipments per year and 10 vehicle movements per month.

#### **2.3.2 Documentation Processing and Data Maintenance**

The contractor shall process, maintain, and manage technical documentation, drawings, correspondence, messages, and memorandums IAW applicable references.

Estimate 10-15 documents daily

##### **2.3.2.1 Data Entry**

The contractor shall provide data entry support into government databases and applications including but not limited to: Target Technical Data System (TTDS) , Kauai Operations Support System (KOSS), and Battery Management System (BMS).

Estimate 60-70 entries per week and an additional 15-20 entries during event operations.

##### **2.3.2.2 Data Reporting**

The contractor shall report discrepancy and logistics data (as appropriate) into required databases and information systems. This includes but is not limited to submitting Target Management Information System (TMIS) reports, entering discrepancy data into TTDS, and submitting corrective suggestions using TDMIS. The contractor shall maintain vehicle management logs and submit information as required per reference (b) and any other applicable instructions.

AQL: No more than one personnel data entry error per quarter

Estimate 30-40 entries daily.

##### **2.3.2.3 Documentation and File Maintenance**

The contractor shall receive, process, reproduce, distribute, file, archive, maintain, and distribute documentation including but not limited to technical documentation, correspondence, messages, memorandums, manuals, reports, viewgraphs, directives, presentations, waivers, and letters.

Estimate 20-30 actions daily.

##### **2.3.2.4 Documentation Processing**

The contractor shall locate, retrieve, distribute, and file hard and electronic documentation. The contractor shall file and update changes to documentation and drawings as required, using government applications including but not limited to LIDOL and CMPPro. The contractor shall retrieve documents and drawings, update them as required, and file as required.

AQL: No more than one personnel data entry error per quarter

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Estimate 20-25 documents weekly.

#### **2.3.2.5 Record Support**

The contractor shall prepare, maintain, and provide documentation. This includes but is not limited to: updating and tracking training requirements, qualifications, and certifications for all Detachment C245 personnel in government databases and applications including but not limited to WDS, TWMS, and CAPA.

AQL: No more than one personnel data entry error per quarter

Estimate 8-10 updates per month and record support for approximately 15 personnel.

#### **2.3.2.6 Miscellaneous Reports**

The contractor shall provide a weekly muster and monthly security inventory report. The contractor shall provide status briefs on all support areas in weekly shop meetings or as required.

### **2.3.3 Equipment and Material Inventory Management Support**

The contractor shall provide on-site technical support for parts and materials in accordance with applicable references.

#### **2.3.3.1 Equipment Calibration**

The contractor shall maintain the government calibration recall system. The contractor shall remove and replace calibration equipment from work area as required, tag equipment, complete documentation, store, and turn over and receive calibration equipment as required for shipment to/from calibration facilities. Equipment requiring calibration includes but is not limited to vehicle and support equipment, test set equipment, torque wrenches, digital multimeters, oscilloscopes, and gauges. All equipment shall be tracked and maintained in a government database. The contractor shall provide status reports to include but not limited to items at calibration lab, items that will be due for calibration and items in repair. The status reports shall be provided quarterly or as needed to the government lead.

AQL:

- No work is held up due to un-calibrated or un-available equipment.
- All overdue calibration items are tagged and stored in proper areas.
- No errors in reports.

Estimate 8 items need to be recalled from the work area per month and 2 shipments to calibration facilities per month.

#### **2.3.3.2 Inventory Support**

The contractor shall provide equipment and material inventory management. The contractor shall maintain and track an inventory of all equipment in a government database. Equipment includes but is not limited to: vehicles/shapes, and test/support equipment. Inventory information provided shall include but is not limited to status and location of equipment. The contractor shall tag all equipment in accordance with reference (m).

#### **2.3.3.3 Supply Requisition Support**

The contractor shall conduct market research and provide pertinent information to government representative to enter into government requisition application.

Estimate 3-5 items per month.

#### **2.3.3.4 Handling Equipment**

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The contractor shall maintain an inventory of all handling equipment, track in a government database, and notify government lead at least one month in advance when handling equipment will be due for inspection or weight test. The contractor shall be responsible for prior to use inspection IAW reference (I) and notify government lead if equipment is non-compliant. The contractor shall pick up and deliver handling equipment as required in support of weight tests and provide an inventory report quarterly or as required.

AQL: No work is held up due to un-available equipment.

Estimate total of 30 pieces of handling equipment and weight test pick-up and delivery 4 times per year.

#### **2.3.4 System Engineering Support**

The contractor shall perform engineering and operational support.

##### **2.3.4.1 Program Support**

The contractor shall review existing programs and identify emerging trends and other issues with potential to impact current programs. Perform on-range and off-range customer support and services for all levels of the Program community. Provide weekly verbal briefing (assume 30 minutes in length) of discussion of emerging trends or other issues, conclusions, and recommendations. Attend meetings and provide meeting reports. At no time will the contractor represent the government, their attendance is only to gather or provide information. The report shall be provided to the government lead and include overview, discussion, conclusions, and recommendations (contractor's format).

Estimate four reports, approximately three pages each, per year.

##### **2.3.4.2 Engineering Change Proposals (ECP) and Technical Manual Deficiency / Evaluation Reports (TMDER) Support**

The contractor shall review, develop, maintain, troubleshoot, and perform analyses (such as failure, statistical, etc.) of ECPs and TMDERs for vehicles, ancillary equipment, and systems. This effort involves a broad range of equipment, systems, and components, of which typical examples include but is not limited to: guidance and control systems, ring laser gyro, power and propulsion systems, acoustic systems, batteries, end of run systems, global positioning system, charging systems, discharging systems, emergency shutdown systems, weight and balance measurement equipment, launcher systems, databases, hulls, and vibration measurement systems.

Estimate 8 ECPs and 20 TMDERs per year.

**2.3.4.3** Perform engineering planning, scheduling, expediting, coordination, and provide related documentation for operational support functions. This effort includes but is not limited to support and recommendations related to procurement, facilities repairs and improvements, security, safety, quality control, environmental, maintenance and preparation scheduling, and information technology (IT) design, maintenance, and repair. The contractor shall provide a verbal status brief on support performed and issues encountered at each weekly shop meeting.

Estimate 6 actions per month.

#### **2.4 Readiness, Test and Evaluation Support**

The contractor shall provide technical support for the Fleet Integrated Synthetic Testing and Training Facility (FIST2FAC) and the Fleet Test and Evaluation Facility (FTEC). Primary programs supported by FIST2FAC include Office of Navy Research (ONR) Future Naval Capability (FNC) programs and Fleet Synthetic Training (FST) standalone and integrated distributive events.

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Primary programs supported by FTEC are Command and Control (C2) test systems.

Travel and overtime may be required. All travel to be conducted in accordance with the Joint Travel Regulations. The contractor shall submit a detailed travel report to the government lead within 2 working days of return. The travel report for each trip taken shall address destination dates, meeting overview, attendees, key personnel and any action items assigned. Travel is estimated at 4 total trips in support of customer directed technical interchange meetings, program reviews, developmental testing, and operational testing.

Primary Support Locations: Ford Island, HI; Kapolei, HI

Estimated Travel:

Origin	Destination	# Travelers	# Trips	# Days/Trip
Oahu	East Coast	1	2	5
Oahu	West Coast	1	2	5

References:

- (a) Reserved
- (b) NAVSEA Style Guide
- (c) Defense Acquisition Guidebook
- (d) American National Standard Institute Information Organization (ANSI/NISO) Z39.18-2005
- (e) Reserved
- (f) DOD IA Workforce (DoD Directive 8570.1, and DoD Directive 8570.1-M, and DoD Manual 3305.13-M)

AQLs: (unless otherwise indicated at the 2.4.x or 2.4.x.x level)

For text-based deliverables, 95% of documents produced contain no more than one content error or no more than three typographical/format errors per page upon Government review. No remaining errors upon incorporation of Government comments.

For code-based deliverables, 100% of compiled code produced contain no critical errors. No remaining non-critical errors or bugs for final delivery.

For database-type deliverables, 99% of individual data fields recently updated are correct as indicated by a random sampling of 5% of recently updated data records once a month (not to exceed 100 records). No remaining errors shall remain after first validation.

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

The contractor shall prepare facilities for operations and perform operation and maintenance of facility equipment. This also includes following facility established procedures for accessing and securing the facilities. The contractor shall secure the Fleet Integrated Testing and Training facility following daily maintenance and operations.

Estimate 222 facility preparation and securing operations per year.

##### **2.4.1.1 Maintenance**

Maintenance includes systems, their components, operating systems and software applications. Software applications may be either Commercial Off-the-Shelf or Government Off-the-Shelf or prototype software under development. System and component maintenance includes installing, removing, cleaning, troubleshooting, and organizing system components. The contractor may be required to coordinate with applicable vendors for replacement parts. Operating system and software application maintenance includes maintaining system configurations in accordance with



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Information Assurance standards and accreditations, installing desktop and server-based operating systems, installing and configuring COTS/GOTS applications, installing and configuring prototype developmental applications. The contractor shall ensure compliance with DOD IA/network security requirements and will perform IA tasking at user, system administrator, and IA workforce levels of authority. Network management protocols, IAVA and STIG compliance is implied.

Estimate 180.5 maintenance occurrences per year where an occurrence is a level of effort not to exceed 8-hours of dedicated support to the activity.

#### **2.4.1.2 Operations**

Operations includes developing and executing start-up and shutdown procedures for systems and their component and conducting pre-operational checks of systems. Systems include but is not limited to the AN/SQQ-34C(V)2 Carrier Tactical Support Center (CV-TSC,), AN/UYQ-100 Undersea Warfare Decision Support System Tactical Training Equipment, Common Communications Terminal, Global Command and Control System, Systems (GCCS), and Combined Enterprise Regional Information Exchange System.

Contractor must have expertise in the following technical concepts: Navy Continuous Training Environment, simulation interoperability such as Distributed Interactive Simulation (DIS) and High-Level Architecture (HLA), C4I systems and tactical communications protocols like GCCS (CST), ADSI (JREAP), CV-TSC and emerging technologies like the Bravo-Romeo Acoustic Tactical Team Trainer, Bravo-Romeo Acoustic sensors Simulation System, Virtual Carrier Platform, Effective Active Acoustic Simulation, Virtual Anti-submarine Warfare/Anti-surface Warfare Tactical Air Controller, Joint Semi-Automated Forces, and Navy Continuous Training Environment, speech recognition and gesture control and use of intelligent agents in simulations, and configuring artificial intelligence technology.

The contractor shall create and operate software applications including but not limited to the Joint Semi-Automated Forces application. The contractor shall create and control multiple Joint Semi-Automated Forces entities and setup and configure Global Command and Control System Maritime version and Joint version applications. The contractor is expected to be a proficient operator of the AN/SQQ-34C CV-TSC system.

Estimate 150.5 operations occurrences per year where an occurrence is a level of effort not to exceed 8-hours of dedicated support to the activity.

#### **2.4.1.3 Documentation**

In support of operations and maintenance the contractor shall generate and distribute testing and demonstration plans and reports, develop and maintain maintenance and troubleshooting logs and records, prepare meeting and conference reports and minutes, and maintain COTS/GOTS license inventory, Troubleshooting logs and records include network, and/or software problems as they arise, documenting root cause analysis as trouble reports for the respective systems owners and assist with problem resolution and operations restoration. The contractor shall maintain configuration documentation for all systems and networks within the facilities, to include but not limited to Standard Operating Procedures (SOPs), "as is" network implementation, and other technical artifacts that detail the system interconnectivity.

Estimate no more than 8 demonstration plans and reports per year.

Estimate fewer than 100 maintenance and troubleshooting log entries per year.

Estimate 50 reports meeting and conference reports per year.

Estimate fewer than 250 inventory entries per year.

Estimate 12 SOP procedure developments per year.

The contractor shall use Microsoft Office software tools to assist with the preparation of briefing

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materials. This includes but is not limited to Microsoft Project, Microsoft Visio, Microsoft Access, Microsoft Power Point, and Microsoft Excel to provide status summaries, timeline charts, Gantt charts, network diagrams, Work Breakdown Structures, resource estimates, cost estimates, and funding expenditure graphs.

#### **2.4.2 Cryptographic Material**

The contractor shall provide technical support to include handling, loading, storing, documenting, and destruction, of cryptographic material IAW Electronic Key Material System (EKMS) procedures. Periodicity of rekeying is directly associated with individual key material effective date.

Estimate 2 cryptographic actions per year.

#### **2.4.3 Qualifications and Training**

Contracted personnel will attend the Navy Warfare Development Command Integrated Working Group and related courses and training as necessary to attain/maintain qualifications to support Navy, Joint, and FMS requirements supported by the FIST2FAC/FTEC facilities. Estimated duration of time associated with the working group and related courses and training is no more than three weeks. Contractor Personnel are required to attain/maintain Information Assurance workforce certifications including but not limited to Operating System Certification and CompTIA Security+ in accordance with reference (f) of paragraph 2.4 and paragraph 5.10.3 Information Assurance. Contracted personnel shall complete all necessary COMSEC training requirements in order to be designated as NUWC DET PAC Local Element in accordance with paragraph 2.4.2 Cryptographic Material.

#### **2.5 Information/Computer Technology Support**

The contractor shall provide trained and certified IT resources to support the design, testing, deployment, maintenance, administration, secure operation, and related IT system operations for the NUWC Division Keyport Detachment in Hawaii. Support shall include but is not limited to computer software and hardware information assurance tasks, inventory, technical research to provide recommendations on products, help desk support, routine systems (hardware and software) maintenance, and evaluation and documentation of systems environmental requirements. Personnel will be designated as Information Assurance Technical (IAT) workforce personnel and must be fully trained and certified to baseline requirements to perform their IA duties. Reference (a) defines IAT workforce members as persons with privileged information system access performing IA functions e.g. systems administrator. Contractor personnel supporting IA functions shall be appropriately certified in accordance with paragraph 2.10.3. Personnel in technical category positions must maintain certifications, as required by the certifying provider, to retain privileged system access. If they fail to maintain their certification status they shall not be permitted privileged access. This support will primarily be provided at Ford Island, HI but may require travel and overtime to support these requirements. Travel will be identified in a Technical Instruction Letter.

Primary Support Location: Ford Island, HI

Estimated Travel:

Origin	Destination	# Travelers	# Trips	# Days/Trip
Oahu	Kauai	1	4	3
Oahu	Guam	1	2	5

References:

- a) DoD Directive 8570.1M Information Assurance Workforce Improvement Program – 20 Apr 2010
- b) Keyport Associated Applications List
- c) Electronic Key Management System (EKMS)-1B
- d) NUWC Keyport Directive 5239

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Government-owned applications are used in this work item for reference, modification, data extraction, validation, or other action as specified. Government will provide permissions required for actions. These include but are not limited to:

- a) Security Content Automation Protocol (SCAP) Compliance Checker
- b) Vulnerator software

AQLs: (unless otherwise indicated at the 2.5.x or 2.5.x.x level)

Timeliness: Support is performed within government provided timeframes.

## **2.5.1 General IT Operational Support**

**2.5.1.1** A receive only pager will be required for the provider technician for obtaining trouble calls. The pager shall be supplied by the Contractor.

**2.5.1.2** Provide and maintain systems configuration documentation of specified computer systems. Systems include but are not limited to the following systems:

- Keyport Unclassified RDTE Network
- Keyport Classified RDTE Network
- Anti-Submarine Warfare Analysis System (ASWAS)
- Hawaii Fleet Test and Evaluation Center (FTEC)
- AN/SQQ-89(V)15 Surface Ship Undersea Warfare Combat System Portable Maintenance Device (PMD)
- Torpedo Tube Monitoring System (TTMS)
- Automated Vacuum System (AVS)
- MK30 Acoustic Command Link (ACL)
- Fleet Integrated Synthetic Testing and Training Facility (FIST2FAC)

Estimate systems above to be comprised of approximately 242 computers. Estimate fifty four (54) of the systems to be classified as Non-IT meaning that the computers are used to control equipment such as air conditioning units.

**2.5.1.3** Provide technical support on installed system software. Supported software includes but is not limited to those in the Keyport Associated Applications List, reference (b).

Estimate 10 software support actions per month.

**2.5.1.4** Provide Workstation, Server, and network support. This includes but is not limited to installation, testing, troubleshooting, operating and repairing, performing password resets, preventative and corrective maintenance repair of systems, and network cabling (CAT 5/6, Fiber Optic, Thin-wire) to support continued operations.

Estimate 242 devices and 50 users requiring support. Estimate 20 actions per month.

**2.5.1.5** Provide 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.).

AQL: The contractor shall call the customer within 60 minutes of help desk request to acknowledge troubleticket.

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Estimate 50 calls per month.

**2.5.1.6** Provide desktop and peripheral support (including but not limited to VOIP, printers, scanners, etc.) with hardware/software installation(s) and removal(s), software updates, latest virus protection, install information assurance vulnerability alerts (IAVA), bulletins and technical advisories, maintain hardware and software inventories and logs, operating system service pack updates, system driver updates. Perform security scans of computer systems and install and maintain the latest Host Based Security System (HBSS) software on RDT&E systems and networks. Results of security scans shall be posted to a government provided location as they are completed. IAVA's and other security patches are sent out weekly and must be applied to all RDT&E computer systems.

Estimate 242 items to support and 20 actions per month.

**2.5.1.7** Provide Server support including the items listed in section 2.5.1.6 as well as the following: Perform server backups to provide for system restoration, file and database recovery, and disaster recovery. Certify that backups are completed successfully. Recover, reload, and restore files, server volumes, and databases as required to provide immediate user access to required data. Provide resource utilization and capacity planning support which includes, but is not limited to: base-lining utilization of server resources (CPU, memory, storage space, backup capacity). Monitor server resources to identify utilization/consumption trends, and projecting when resource utilization/consumption will be such that delivery of services by the servers falls below acceptable performance levels in accordance with Government instruction. Provide Internet Information Services Web administration support.

Estimate 242 items to support and 20 actions per month.

**2.5.1.8** Provide electronic documentation necessary in the disposition of excess computer related equipment. This includes but is not limited to populating Defense Resource Management Office (DRMO) forms electronically and performing photo documentation of computer resources to be excessed. Provide other disposition support such as hard disk drive removal, disk data wipe and destruction per DoD guidance. Provide assistance in inventory data calls for all computer related items.

Estimate 50 computer related items excessed per quarter and 200 hard disk drives supported per year.

**2.5.1.9** 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).

Estimate 2 installs and/or tests per month.

**2.5.1.10** 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.

Estimate 2 actions per year.

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

Estimate 2-5 shipments per year.

**2.5.1.12** Provide support work that may also include life cycle support planning, drafting presentation materials, Tech Brief input, developing charts and metrics, drafting technical documentation of procedures, and giving ad-hoc verbal presentations/training sessions to an

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estimate of 2 groups of 5-20 people.

Estimate 2 support actions per year.

**2.5.1.13** Provide administrative (accounts, login, etc.) and security/user access control (folders, files, etc) support for customers.

Estimate 2 actions per week

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

Estimate 4 issues per year.

**2.5.1.15** Monitor consumable requirements and prepare documentation to order replacements. Process hazardous items for disposal in accordance with local and federal regulations.

Estimate 6 actions per year.

**2.5.1.16** Utilizing government provided information, conduct research, provide recommendations and other pertinent information to government representative, and assist in implementing hardware and software items for existing and/or new projects.

Estimate 10 information assists per month.

**2.5.1.17** Provide a monthly report on changes made to computers, computer services, and peripherals.

**2.5.1.18** Provide assistance in planning major system upgrades, improvements, replacements and relocations. Tasking includes but is not limited to technical research, equipment, electrical and network cable layout, and air conditioning requirements.

Estimate major system updates, improvements, replacements and relocations are done every two years.

**2.5.1.19** Support personnel are required to be certified in Information Assurance Technical (IAT) Level II to support the Keyport RDT&E environment.

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

**2.5.2.1** Provide liaison with NUWCDIVKPT for installation, upgrade, troubleshooting, maintenance and life cycle support of Video Teleconference (VTC) and audio conference systems.

Estimate 1 action per week.

**2.5.2.2** Provide support for unclassified and classified VTC systems. This task includes but is not limited to scheduling, coordination, configuring, troubleshooting, and setup. Support provided in accordance with Electronic Key Management System (EKMS)-1B when supporting classified VTCs.

Estimate 1 VTC per month.

## **2.5.3 Navy Marine Corps Intranet (NMCI) Computer Move, Add and Change (MAC) Process Support**

Detachment office automation is currently provided by the Navy Marine Corps Intranet (NMCI) for

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unclassified (NIPRNET) and classified (SIPRNET) management information systems. There are approximately 181 computer systems installed at Detachment operations in Pearl Harbor, West Loch, Kauai and at remote facilities which may require this support. Processing, coordination, tracking, and reporting of MACs are requirements to maintain efficient operations.

Estimate 158 NIPRNET and 23 SIPRNET systems.

**2.5.3.1** Process, coordinate and track move, add or change (MAC) requests in accordance with local and Keyport processes. Assist end user in the preparation of MAC request and identify the applicable contract line item (CLIN) to satisfy the need. Monitor requests to assure the management review process is followed for all required approvals.

Estimate 10 MACs per month.

## **2.5.4 Information Assurance (IA) and Information Security (INFOSEC) Support**

Provide Information Assurance (IA) and Information Security (INFOSEC) support to include, but not limited to the scanning and remediation of network and device vulnerabilities, the management of network wide Host Based Security System (HBSS), the preparation of Certification and Accreditation documentation utilizing the Defense Information Assurance Certification and Accreditation Process (DIACAP) Platform Information Technology (PIT) Certification & Accreditation (C&A) and Classified Network Administration. Additional duties will include assisting with Intrusion Detection Systems and Firewall Administration.

Responsibilities will include:

- Scanning RDT&E Unclassified and Classified computer systems by Government direction twice a month for vulnerabilities and remediating discovered vulnerabilities.
- Scanning systems and devices on demand and providing results to system owners for remediation.
- Administration of RDT&E systems that have HBSS software installed to include ePolicy Orchestrator, McAfee Agent, ePolicy Auditor, Rogue System Detection, Asset Baseline Monitor, Host Intrusion Prevention, and the Super Agent in accordance with the System Technical Implementation Guide (STIG).
- Shall assist as needed in the administration and maintenance of RDT&E Lab systems IDS and Firewall systems to include the creation of IDS signatures and IDS event analysis along with the general configuration control and administrative maintenance of Keyport Firewall Systems.
- The continued Certification and Accreditation (C&A) of RDT&E Lab assets including DIACAP and PIT C&A. The lab currently maintains between 5 and 10 separate accreditations.
- Within 15 minutes of identification, advise the cognizant Information Assurance Officer (IAO) and Information Assurance Manager (IAM) of any inappropriate use, security anomalies, system vulnerabilities, suspicious activities, security violations, or irregularities.
- Assure that systems under their cognizance are compliant with all Information Assurance Vulnerability Management (IAVM) requirements.
- Assure that systems under their cognizance are in compliance with all applicable System Technical Implementation Guides (STIG)
- Utilizing DISA approved scan results, provide IAVM reporting on:
  - 1) The number of systems effected

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2) The number of systems corrected  
for all systems under their cognizance one day prior to the deadline specified by Government instructed deadline.

AQL: Support is discussed with the government technical lead within the same day of support request and delivered within government provided timeframe.

## 2.5.5 Qualifications and Training

All contractor personnel supporting this task area shall maintain a SECRET clearance and comply with DoD 8570.01-M IAT LEVEL II requirements which include:

1. IA Technical (IAT) Workforce Level II certification as described in DoD 8570.01-M, maintain certification and perform continuous education or sustainment training. If not currently certified, certification must be obtained within 6 months of filling their position and must include the following:
  - a. Either CompTIA Security + and/or Network + certification or Certified Information Systems Security Professional (CISSP) certification from ISC2
  - b. Microsoft Windows Server (current version) and Red Hat Linux certification for System Administrators
  - c. Continuous points as required to maintain certification.
2. Cryptographic local element certification per local, Keyport and DoD standards.

## 2.6 Waterfront Operations

The contractor shall support the Submarine Fleet Technical Support Division which is responsible for the technical support of all SUBPAC AOR Periscopes, Imagery and Electronic Warfare (I&EW), External communications Systems (ECS), Installed Submarine Local Area Networks (LAN), Submarine Information Technology (IT) and Information Insurance (IA), Combat Systems, Sonar, Towed Systems, (C5I Systems) as well as corrective and preventative maintenance and waterfront loading/unloading of Submarine Vertical Launch System Peculiar Support Equipment (VLS PSE), submarine Countermeasure set Acoustic (CSA) handling equipment, and VA class weapons cradles and related equipment. Waterfront loading and unloading will also encompass MK48 exercise weapons, occasional MK48 War Shots, 6" countermeasure CSA Pods (688 Class), and External Countermeasures Launcher (ECL) Modules. The Division conducts day to day operations in Hawaii, San Diego, CA, Bangor and Bremerton, WA, and Guam with fly away support required at these and other locations throughout the Pacific Rim. The contractor shall provide emergent and routine technical support and system grooming to all installed shipboard and shore based systems previously mentioned in this paragraph. The contractor shall provide recommendations and support for the selected C5I systems and pre/post equipment installation system check out (pre Installation check Out (PICO) and System Operational Validity Checks (SOVT)). The contractor shall also provide administrative and logistics support for the supported C5I programs in Hawaii. The contracted support will primarily be at Pearl Harbor, HI but may include any of the sites listed above as permanent or fly away support areas. Travel may be required to support emergent shipboard repair actions. While performing work in support of this subtask, the contractor may be required to pass through spaces containing Navy Nuclear Propulsion Information (NNPI), including Restricted Data (RD).

Primary Support Location: Pearl Harbor, HI

### References:

- a) SE110-B3-MMA-010; Safety Requirements for Attaching Lifting, Backup, Safety Clamps and Slings to Submarine Antenna Masts and Periscopes
- b) S9425-CG-STD-010; Submarine Antenna and Mast Assembly, Installation Standards Manual
- c) 0900-LP-024-1050; Procedure for alignment check of guide rails and installation of bearing shoes (SHIPALT 2134)

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- d) S9425-AK-MMI-010; General Intermediate Level, Periscope Maintenance Area, Facility Guide
- e) T9425-AB-PRO-010; Periscope Maintenance Facility Certification Procedures and Criteria
- f) S9425-CF-STD-010; Submarine Antenna and Mast materials; Quality Assurance standards manual.
- g) S9425-CS-MMA-010; Radar Camouflage Units on the Type 18( ) Periscope, Procedure for Installation & Removal
- h) S6365-AA-PRO-010; Radar Camouflage Unit Components and Installing RAM on Closure Cap; (Non-Kit Areas), Procedure for Repair and Painting
- i) S9425-A8-PRO-010; No. 2 Periscope System, (applicable to 688 Class) Verification of Alignment
- j) MS 7650-081-001; General Acceptance Criteria
- k) MS 5850-081-045; Inspect Faired Mast/Periscope Assembly (Type 8B, Type 18B)
- l) AN/BLQ-10V CERTIFICATION TEST PROCEDURES FOR SSN 688 AND SSN 21 CLASS SUBMARINE ELECTROMAGNETIC SENSOR EQUIPMENT (U), 4/29/2010, NUWC-NPT-3495-TM-GC-10-1191
- m) NUWC-NPT-3495-TM-GC-10-0951; SYSTEM CERTIFICATION FOR THE IMPROVED COMMUNICATIONS ACQUISITION AND DIRECTION FINDING (ICADF) SYSTEM ON 688 CLASS PLATFORMS FOR THE TWO DIGITAL PROCESSING UNIT (DPU) CONFIGURATION (U)
- n) NUWC-NPT-3495-TM-GC-0991; TYPE 18B AN/WLR-8A(V)2 HPI, EARLY WARNING AND AUTOMATIC DIRECTION-FINDING (ADF) CERTIFICATION TEST PROCEDURES (U), 4/29/2010
- o) NUWC-NPT-3495-TM-GC-10-0881; AN/BLQ-10 V(2)/PMV GROOM AND CERTIFICATION TEST PROCEDURES FOR SUBMARINE ELECTROMAGNETIC SENSOR EQUIPMENT (U), 4/1/2010
- p) NUWC-NPT-3495-TM-GC-10-1542; RF GROOM / CERTIFICATION TEST PROCEDURES FOR VIRGINIA CLASS SUBMARINE ELECTROMAGNETIC SENSOR EQUIPMENT AN/BLQ-10 V(1) WITH AN/BVS-1 PEPI 2 (U), 6/3/2010,
- q) NUWC-NPT-3495-TM-GC-10-1541; GROOM / CERTIFICATION TEST PROCEDURES FOR VIRGINIA CLASS SUBMARINE ELECTROMAGNETIC SENSOR EQUIPMENT AN/BLQ-10AV(1) WITH IMPROVED COMMUNICATIONS ACQUISITION AND DIRECTION FINDING (ICADF) (U), 6/3/2010
- r) SYSTEM CERTIFICATION FOR THE IMPROVED COMMUNICATIONS ACQUISITION AND DIRECTION FINDING (ICADF) SYSTEM ON 688 CLASS PLATFORMS FOR THE TWO DIGITAL PROCESSING UNIT (DPU) AS CONFIGURED WITH MULTI-FUNCTION MODULAR MAST (MMM) (U), 11/23/2012
- s) NUWC-NPT-3495-TM-GC-13-0711; GROOM / CERTIFICATION TEST PROCEDURE FOR VIRGINIA CLASS SUBMARINE ELECTROMAGNETIC SENSOR EQUIPMENT AN/BLQ-10A(V)1 WITH AN/BYS-1 PEPI-3 (Rev 1.0) (U), 4/25/2013
- t) NUWC-NPT-3495-TM-HC-11-2941; SYSTEM HEALTH CHECK FOR THE IMPROVED COMMUNICATION ACQUISITION AND DIRECTION FINDING (ICADF) SYSTEM ON 688 CLASS PLATFORMS FOR THE TWO DIGITAL PROCESSING UNIT (DPU) CONFIGURATION (U), 1/27/2012
- u) NUWC-NPT-3495-TM-HC-11-2942; AN/BLQ-10V SYSTEM HEALTH CHECK FOR SSN 688 AND SSN 21 CLASS SUBMARINE ELECTROMAGNETIC SENSOR EQUIPMENT (U), 1/27/2012
- v) NUWC-NPT-3495-TM-HC-12-1112; HEALTH CHECK FOR THE IMPROVED COMMUNICATION ACQUISITION AND DIRECTION FINDING (ICADF) SYSTEM ON AN/BLQ-10A(V)1 VA CLASS FOR THE TWO DIGITAL PROCESSING UNIT (DPU) CONFIGURATION (U), 6/8/2012
- w) NUWC-NPT-3495-TM-HC-12-1701; AN/BLQ-10 V(2)/PMV HEALTH CHECK PROCEDURES FOR SUBMARINE ELECTROMAGNETIC SENSOR EQUIPMENT (U), 6/18/2012
- x) NUWC-NPT-3492-TM-CERT-12-0471, NAVAL UNDERSEA WARFARE CENTER RECOMMENDATIONS FOR PHOTONICS MAST REPLACEMENT ESM CERTIFICATION PROCEDURES AN/BVS-1 PEPI2 WITH AN/BLQ-10 V(1) (U), 2/16/2012
- y) NUWC-NPT-TM-349-12-2551, Photonics Mast/Antenna PEPI-2 Replacement Shipboard Operation and Verification Procedures (U), 1/8/2013
- z) NUWC-NPT-TM-349-12-0181; PHOTONICS MAST VARIANT REPLACEMENT SHIPBOARD OPERATION AND VERIFICATION PROCEDURES (U), 3/8/2012
- aa) DOD 8570.1M Information Assurance Workforce Improvement Program



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- bb) SECNAV M-5239.2 DON Information Assurance Workforce Management Manual to support the IA Workforce Improvement Program
- cc) DoD Security Requirements Guides (SRGs) <http://iase.disa.mil>
- dd) DoD Security Technical Implementation Guides (STIGs) <http://iase.disa.mil>
- ee) DoD Security Readiness Review (SRR) Tools ) <http://iase.disa.mil>
- ff) NAVY CYBER DEFENSE OPERATIONS COMMAND <https://www.ncdoc.navy.mil>
- gg) PMW 160 Program Executive Office C4I IT21 Configuration Management <https://navalnetworks.spawar.navy.mil>
- hh) United States Cyber Command <https://www.cybercom.mil>
- ii) Collaborative Information Management System (CIMS) <https://isc.nmci.navy.mil> (This is ECS documentation management)
- jj) SUBMARINE TECHNICAL ASSISTANCE, ASSESSMENT, & REPORTING SYSTEM (STAARS) <https://www.spear.navy.mil/FSC/staars>
- kk) S9726-AC-MMA-010; NUWC DET PAC SOP VLS-PSE-451-01 Ballast Cans:
- ll) SW394-AG-MMA-010; NUWC DET PAC SOP VLS-PSE-02 All Up Round Volumetric shape (AURVS)
- mm) SG420-CC-MME-010; 688 CLASS VLS PLATFORM:
- nn) VA CLASS VLS PLATFORM: SG420-C9-MME-010
- oo) SW820-AF-OMP-020; VLS HANDLING GEAR: VLS/SSN SUPP EQUIP
- pp) MIP: 7221/CLS, Submarine Tomahawk Cruise Missile Capsule Launching System Loading & Handling Equipment
- qq) MIP: 7211/022: Vertical Launch System Peculiar Support Equipment
- rr) NAVSEA Drawing 6987212
- ss) SW570-AK-MMI-020, Intermediate Handling and Maintenance Procedures for Countermeasure Set, Acoustic (CSA) Systems
- tt) SW570-AK-MMI-040, Intermediate Handling and Maintenance Procedures for Countermeasure Set Acoustic (CSA) Systems
- uu) SG420-DQ-IEM-010, Intermediate Maintenance Level - Virginia Class Weapon Cradle Assembly
- vv) NAVSEA OR-99/8521000, Organizational, Intermediate and Depot Maintenance Instructions for Container, MK 793 MOD 0
- ww) SW-394-AG-MMA-010; All Up Round (AUR) Simulator
- xx) NAVFAC P-307
- yy) NAVSEA OP-5 Ammunition And Explosives Safety Ashore
- zz) OPNAVINST 8023.24 (series)
- aaa) DFARS 252.223-7002, Safety Precautions for Ammunition and Explosives
- bbb) DFARS 252.223-7002, Change in Place of Performance

Government-owned applications are used in this work item for reference, modification, data extraction, validation, or other action as specified. Government will provide permissions required for actions. These include but are not limited to:

- a) Defense Travel System (DTS) or SATO Travel Desk
- b) Government IT Systems (NIPR/SIPR/Systems Administration)
- c) Joint Personnel Adjudication System (JPAS)

AQLs: (unless otherwise indicated at the 2.6.x or 2.6.x.x level)

- For text-based deliverables, 95% of documents produced contain no more than one content error or no more than three typographical/format errors per page upon Government review. No remaining errors upon incorporation of Government comments.
- For database-type deliverables, 99% of individual data fields recently updated are correct as indicated by a random sampling of 5% of recently updated data records once a month (not to exceed 100 records). No remaining errors shall remain after first validation.
- Procedural Compliance: Less than 2 findings of non-compliance in a quarter, and zero repeat

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findings. For VLS PSE technical and waterfront support, less than 1 finding of non-compliance in a quarter, and zero repeat findings.

- Timeliness: Technical support is provided and completed within given time frames. Reporting deliverables are submitted on time. No more than 2 customer complaints concerning timeliness and no validated repetitive complaints concerning timeliness per year.
- Quality: No more than 2 validated customer complaints and no repetitive validated customer complaints concerning accuracy or completeness of products or services per year.
- For documentation/record keeping requirements, data is 99% accurate and 100% accurate after first validation.

### **2.6.1 Operational and Material Readiness Support**

The contractor shall provide operational and material readiness support for Periscope, Imaging and Electronic Warfare (I&EW) Systems, and Exterior Communication Systems (ECS) onboard ships and submarines.

**2.6.1.1** Using government furnished equipment and tools the contractor shall operate, troubleshoot, test, maintain, repair, install, remove, replace, upgrade, inspect and provide technical support for periscope, I&EW and ECS systems, and interconnecting cabling connections. Support shall be in accordance with applicable technical manuals, ships drawings, PMS cards or other NAVSEA or SPAWAR guidance. The contractor will provide support identified in the government provided project plans and schedules.

#### **2.6.1.1.1 Imagery and Electronic Warfare**

Periscopes and I&EW Systems supported include but is not limited to: Type-8 and Type-18 Periscopes, Integrated Submarine Imaging Systems (ISIS), Cluster Swan Imaging Systems, Night Owl Periscope Imaging Systems, AN/WLR-8 Electronic Warfare Receivers, AN/BLQ-10 Electronic Warfare Receivers, Global Positioning System (GPS) Receivers, and R&D Imagery and Electronic Warfare systems. Programs and tests supported include but is not limited to: the Submarine Surveillance Equipment Program (SSEP), ship checks, Pre-Installation Check Out (PICO) testing, System Operation Verification Tests (SOVT) in support of submarine modernization, and temporary alteration (TEMPALT) installations.

Estimate 30 support actions per month

Estimated Travel:

	<b>Destination</b>	<b># Travelers</b>	<b># Trips</b>	<b># Days/Trip</b>
Oahu	East Coast	1	2	5
Oahu	West Coast	1	2	5
Oahu	Singapore	1	1	5

#### **2.6.1.1.2 Exterior Communication Systems**

The contractor shall groom ECS systems in accordance with established SPAWAR Groom procedures. ECS Systems supported includes but is not limited to: Extremely High Frequency (EHF) Systems, Ultra High Frequency (UHF) Systems, High Frequency (HF) Systems, Low Frequency (LF) Systems, Very Low Frequency (VLF) Systems, Super High Frequency (SHF) Systems, Battle Force Tactical Training (BFTT)/Multi-Unit Tactical Training Systems, Cryptographic and Ancillary Communications Systems, and Submarine Local Area Networks (LANs).

Estimate 30 support actions per month

**2.6.1.2** During or following technical support, provide informal hands-on or group training to ship's force and comparable technicians/operators at training commands about identified training deficiencies.

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Estimate 50 training actions per month

**2.6.1.3** Meet with ship's force and comparable technicians at training commands to discuss, evaluate, and investigate any technical or maintenance issues on assigned systems and provide feedback to QAE.

Estimate daily interactions

**2.6.1.4** Provide weekly inputs to government QAE of activities as related to assigned tasking.

**2.6.1.5** Contractor shall attend various Project Team meetings including project team status checks, internal/external reviews, tradeshow/conferences, video teleconferences, phonecons, etc. that are often attended by Program Sponsors, other field activity personnel, and senior management officials.

Contractor participation in such meetings is to gain further understanding of NUWC Keyport's project requirements/milestones relating to associated functional area that Contractor supports.

Estimate 4 one hour meeting per month.

**2.6.1.6** Assume that the Contractor may be required on an ad hoc short-notice basis, to procure locally and provide various minor, commercially-available material items such as cables, fasteners, etc. required to expedite completion of support events. Consumable and semi-consumable Personnel Protective Equipment (PPE) may be required for access to Navy vessels. All procurements shall be completed in accordance with the FAR. Procurements in excess of \$2,500.00 must be reviewed by the COR.

## **2.6.2 Process Engineering Support**

Contractor shall provide process-engineering and technical support for submarine combat system, fire control, sonar and other systems as it relates to TEMPALT's, SHIPALTs, AIT modernizations, and repair and maintenance. Support shall include the following efforts:

Origin	Destination	# Travelers	# Trips	# Days/Trip
Oahu	Bremerton WA	1	2	5
Oahu	San Diego	1	1	5

**2.6.2.1** Accompany a government lead to availability planning and pre-planning meetings as scheduled for US Pacific Fleet (PACFLT) submarines. Contractor participation in such meetings is to gain further understanding of NUWC Keyport's project requirements/milestones relating to associated functional area that Contractor supports.

Estimate 6 meetings per year.

**2.6.2.2** Review submarine schedules and provide to government lead timelines, schedule updates and other installation planning tools as required to support installation planning and execution.

Estimate 100 installs per year.

**2.6.2.3** Draft and submit to government lead TEMPALT installation/removal authorization messages.

Estimate 100 installation/removal authorization messages per year.

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**2.6.2.4** Assist in the planning and perform administrative support functions for quarterly TEMPALT installation/removal planning meetings.

Estimate 4 TEMPALT planning meetings per year

**2.6.2.5** Assist in the maintenance of the Quarterly Magnetic Silencing watch list. Maintenance includes the review of data and recommending or making changes to the TEMPALT tracking database.

Estimate 30 changes per month

**2.6.2.6** Review, identify discrepancies, and provide recommendation for changes to the TEMPALT and Magnetic Silencing Websites to the government lead.

Estimate 10 changes per month.

**2.6.3 Administration and Logistics Support**

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

**2.6.3.1** Prepare and edit technical and administrative documentation.

Estimate 30 documents per month.

**2.6.3.2** Maintain division inventory of office and test equipment, tools and supplies.

Estimate 400 inventory items

**2.6.3.3** Receive process, reproduce, distribute, route, file, & maintain unclassified and classified technical and administrative documentation.

Estimate 300 documents per year.

**2.6.3.4** Receive & distribute naval messages to the Division Head and all Branch Heads. Provide assistance in the drafting and sending of Naval Messages. Work with authorities to obtain date time groups and other administrative actions necessary to send these messages.

Estimate 120 messages per year.

**2.6.3.5** Maintain one visitor sign-in log and clearance book

**2.6.3.6** From travel information provided by the Government, the Contractor shall utilize the Defense Travel System (DTS) to book travel, enter orders, sign (electronically) for traveler, and forward to Government official for approval. The Contractor shall prepare travel order amendments, retrieve orders, and enter travel claims.

Estimate 60 Travel actions per year.

**2.6.3.7** Coordinate Supply Requisitions – Conduct market research and provide pertinent information to government representative to enter in ERP.

Estimate 500 market research actions per year.

**2.6.3.8** Coordinate Branch training requirements. Contact vendors/providers (e.g. CPR and First

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Aid) to research Branch training. Provide training information to appropriate government personnel for entry into government training system.

Estimate 30 training requirements per year.

**2.6.3.9** Provide Property Pass forms for all Division personnel and record and Log all property passes in the property pass database.

Estimate 50 per year

**2.6.3.10** Receive, log, and distribute parts and material from shippers or other Naval supply system personnel.

Estimate 200 shipments per year

#### **2.6.4 Submarine Weapons Support Equipment Support**

**2.6.4.1** Perform Submarine Vertical Launch System (VLS) Peculiar Support Equipment (PSE) preventative and corrective maintenance IAW VLS PSE Preventative Maintenance System (PMS) documentation, technical manuals, and other NAVSEA Directives, Drawings, or locally developed Standard Operating Procedures (SOPs) as appropriate.

Estimate 300 pieces of equipment.

**2.6.4.2** Operate and perform operator level maintenance on Material Handling Equipment (MHE) and support vehicles, such as forklifts, to move material and equipment to and from warehouses, pier and/or staging areas.

Estimate 5 movements per day.

**2.6.4.3** Assist in the transfer of PSE items to and/or from PHNSY&IMF for large scale (DEPOT) maintenance. Assistance may include the use of forklifts, carts, and government vehicles.

Estimate 10 transfers per year.

**2.6.4.4** Assist with VLS PSE shipment preparation and receipt. Assistance may include the use of forklifts, carts, and government and contractor provided vehicles.

Estimate 10 shipments per month.

**2.6.4.5** Provide Technical Support for NUWC Newport VLS Tiger Team maintenance. Support includes but is not limited to cleaning and preservation, electrical repairs, and transportation of VLS PSE items within shop, utilizing government furnished tools and equipment. Assistance may include the use of forklifts, carts, and government vehicles. All work will use Preventative Maintenance System (PMS) Documents, technical manuals, or other provided NAVSEA directives as appropriate.

Estimate 2 support periods per year for 10 days for 8 people.

**2.6.4.6** Conduct refurbishment and repairs to 688 SOF Pallets IAW PMS cards or other NAVSEA directives.

Estimate 3 pallets refurbishment and repairs per year.

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**2.6.4.7** Assist in the maintenance and storage and issue of submarine Torpedo Handling Equipment. Assistance may include the use of government forklifts, carts, and vehicles. Items will be maintained and stored IAW PMS cards or other NAVSEA directives.

Estimate 12 actions per year.

**2.6.4.8** Repair or refurbish submarine PSE Containers IAW PMS cards, technical manuals or other NAVSEA directives.

Estimate 10 containers per year.

**2.6.4.9** Hazardous Material/Waste (HAZMAT/HAZWASTE): Maintain HAZMAT/HAZWASTE documents to include but not limited to monthly inventory, tagging/labeling and storage upon receipt, and Material Safety Data Sheets(MSDSs). MSDSs shall be maintained in a government provided binder. Process HAZWASTE items for disposal in accordance with local and federal regulations. Support the control and management HAZMAT and HAZWASTE in accordance with OPNAVINST 5090.1, and all applicable Federal, State, Local and Navy regulations and guidance.

AQL:

- MSDS Binder is 100% complete
- Inventory is 99% accurate
- 100% of items are properly labeled and stored or disposed of.

Estimate 40 types of HAZMAT items and 20 disposals per year.

## **2.6.5 Submarine Vertical Launch System Peculiar Support Equipment (VLS PSE) Support**

**2.6.5.1** The contractor shall support the Submarine Fleet Technical Support Division which is responsible for the technical support of all Pearl Harbor based SUBPAC Submarine Vertical Launch System Peculiar Support Equipment (VLS PSE), submarine Countermeasure Set Acoustic (CSA) handling equipment, and VA class Weapons Cradles and related equipment. The Division conducts day to day operations in Hawaii. Travel may be required to support emergent shipboard repair actions. Support for this contract may include the use of forklifts, carts, and government and contractor provided vehicles. The Contractor shall have sufficient capability to schedule and service at a minimum but not limited to the following types of operations at Joint Base Pearl Harbor Hickam (JBPHH) Submarine Pier locations:

**2.6.5.1.1** Maintain inventory, custody control, and custody transfer for all NAVSEA 688 and VIRGINIA Class Vertical Launch System Peculiar Support Equipment (PSE), VIRGINIA Class Special Operating Forces (SOF) Berthing Modules, VIRGINIA Class Weapons Cradles, VIRGINIA & 688 Class External Countermeasures Launcher (ECL) unique tools and handling equipment, and weapons handling related consumable materials for use at JBPHH submarine piers.

**2.6.5.1.1.1** Process and complete documentation for all material received, transferred, stored, and issued/shipped to include movements to and from warehouses within Pearl Harbor. (See 2.6.5.1.1.3 for number of items per year)

**2.6.5.1.1.2** Manage stowage and control of all COMSUBPAC N42 weapons handling and support equipment inventories at JBPHH.

**2.6.5.1.1.3** Perform shore-side storage, preventative, and intermediate maintenance activity (IMA) level corrective maintenance for, but not limited to, the following NAVSEA equipment:

- a. VIRGINIA VLS Loading Platforms (10 per year)
- b. 688 Class VLS Loading Platforms (40 per year)

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- c. VIRGINIA Payload Tube (VPT) Loading Platforms (6 per year)\*
- d. All-Up Round Electronics Simulators (AURES MK 101 & MK 112( 75 per year)
- e. All-Up Round Volumetric Shapes (AURVS) (30 per year)
- f. Ballast Cans (70 per year)
- g. Mk 101 & MK 112 Accessory/Cable Sets (75 per year)
- h. Static and Dynamic Load Bank Assemblies (30 per year)
- i. Hydraulic Power Units (30 per year)
- j. Lifting Adapters (40 per year)
- k. Missile Tube Extender Loaders (MTEL) (40 per year)
- l. Alignment Guides (40 per year)
- m. Mk-23 Tilt Fixtures (40 per year)
- n. VLS Loading Platform Deployment Stands (40 per year)
- o. MK 34 Shipping and Stowage Containers (10 per year)
- p. VIRGINIA Class Weapon Cradles (40 per year)
- q. VIRGINIA Class Weapon Cradle Shipping Containers (40 per year)
- r. VIRGINIA Class SOF Berthing Module (1 per year)
- s. VIRGINIA Class ECL handling equipment, unique ECL tools and consumables (3 per year)
- t. 688-Class Six inch counter measure handling equipment, unique tools and consumables (14 per year)
- u. Multiple All-Up-Round Canisters (MAC) (2 per year)\*
- v. MAC Special Support Equipment (SSE) (4 per year)\*
- w. VPT Peculiar Support Equipment (4 per year)\*
- x. VPT Center Cell Access Plugs (1 per year)\*
- y. VPT Unique AURVS (4 per year)\*
- z. VPT Unique Ballast Cans (20 per year)\*

\* Starting in FY15

**2.6.5.1.1.4** Provide issue control and custody transfer of materials to support VLS maintenance, repairs, inspections, testing, loading/offloading.

**2.6.5.1.1.5** Maintain inventory control and management of VIRGINIA Class weapons handling equipment to include:

- a. Storage and maintenance of Weapon Cradle Assemblies
  - b. Storage and maintenance of MK 793 MOD 0 Weapon Cradle Containers
- REFs: NAVSEA SG420-DQ-IEM-010, Virginia Class Weapon Cradle Assy & NAVSEA OR-99/8521000, Organizational, Intermediate and Depot Maintenance Instructions for Container, MK 793 MOD 0

**2.6.5.1.1.6** Maintain inventory control and management of 688 and VIRGINIA Class external countermeasures handling equipment to include:

- a. Storage and maintenance of one Breach Extension Guide (BEG).
  - b. Storage and maintenance of external countermeasures handling equipment.
- REFs: NAVSEA SW570-AK-MMI-040, Virginia Class Intermediate Handling and Maintenance Procedures for Countermeasure Set, Acoustic (CSA) Systems & SW570-AK-MMI-020, 688 Class Intermediate Handling and Maintenance Procedures for Countermeasure Set, Acoustic (CSA) Systems

**2.6.5.1.1.7** Submit reports as required by the ISEA and COMSUBPAC N421. (4 reports per week)

**2.6.5.1.1.8** Maintain maintenance records and material record books (if applicable) associated with all equipment. (100 records per year)

**2.6.5.1.1.9** Maintain applicable documentation and references required to maintain inventory in

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ready for issue status. (Estimate 50 per year)

**2.6.5.1.1.10** Assist in the inventory control, maintenance, and monitoring of all weight handling equipment (WHE) and ordnance handling equipment (OHE) supporting these tasks utilizing locally developed spreadsheets and maintenance requirement cards or other NAVSEA or NAVFAC directives.

Estimate 150 pieces of equipment that are tracked and monitored monthly.

**2.6.5.1.1.11** Provide technical input to government personnel to support requisition of tools, materials, consumables, and repair parts necessary to maintain readiness of assigned materials.

**2.6.5.1.1.12** Provide qualified drivers as required to maintain inventory control and readiness requirements utilizing government supplied forklifts, cranes, carts, and government vehicles.

**2.6.5.1.1.13** Record, report and file all prior to use/post-use inspections of COMSUBPAC Weapons Handling Equipment.

**2.6.5.2** The contractor shall be required to occasionally transport VLS PSE items to/from JBPHH and NMC Detachment Pearl Harbor (Ewa Beach).

Estimate 10 events per year with an average of 3 round trips per event.

**2.6.6 Ordnance and PSE On loading / Off Loading Operations – JBPHH Submarine Piers (OPTION ITEM ONLY)**

**2.6.6.1** The contractor shall support the Submarine Fleet Technical Support Division which is responsible for the loading and unloading of all Pearl Harbor based SUBPAC Submarine Vertical Launch System Peculiar Support Equipment (VLS PSE), submarine Countermeasure Set Acoustic (CSA) handling equipment, and VA class Weapons Cradles and related equipment, MK 48 exercise weapons, MK 48 War Shots, 6" countermeasure CSA Pods (688 Class) and External Countermeasures Launcher (ECL) Modules (VA Class). The Division conducts day to day operations in Hawaii. Support for this contract may include the use of forklifts, carts, and government and contractor provided vehicles. The Contractor shall have sufficient capability to schedule and service at a minimum but not limited to the following types of operations at Joint Base Pearl Harbor Hickam (JBPHH) Submarine Pier locations:

**2.6.6.2** The contractor shall use a NUWC KEYPORT approved SOP for all on-loading/off-loading and waterfront ordnance and PSE handling operations.

**2.6.6.3** The contractor shall unload and load 1) MK 48 exercise weapons, 2) MK 48 War Shots, 3) 6" countermeasure CSA Pods (688 Class) and ECL Modules (VA Class) to/from Small Boats/Submarines at the JBPHH Submarine Piers (to include Ford Island if required) 50 events per year. The contractor shall be responsible for the transport of ordnance to/from a TWR to the pier in which operations are being conducted. Contractor shall be responsible for meeting all Explosive Safety requirements. Schedules for this work will be provided by government personnel.

**2.6.6.4** The contractor shall transport to/from a storage facility located on JBPHH and load/offload: 1) Pre-settable Launch Vehicles (PLV); 2) Ballast Cans; 3) Totems; 4) VLS Loading Platforms; 5) Deck Skids; 6) AURVS; 7) AURES; 8) Submarine VLS and External Countermeasure Handling Equipment; and, 9) Virginia Class Weapon Cradles to/from Submarines at JBPHH Submarine Piers (to include Ford Island if required) and piers located inside Pearl Harbor Naval Shipyard including piers located inside the Controlled Industrial Area (CIA) (125 events per year) The contractor shall load all VLS Loading Platforms and Weapons Deck Skids regardless of use. The items listed



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previously are not all inclusive but this is the majority of the items involved. When performing work requirements, the contractor must fully comply with COMNAVREGHIINST 8020.1A and comply with PHNSY & IMF Instruction 5530.1C Security regulations when working within the confines of the PHNSY&IMF (CIA). Operations will normally be conducted at JBPHH Submarine Piers on a single submarine at one time. No concurrent operations are anticipated between separate vessels. Schedules for this work will be provided by government personnel.

**2.6.6.5 Ordnance On-load/Offload Requirements.** The contractor shall use a NUWC KEYPORT approved SOP for all ordnance on-load/offload operations. The contractor shall have the ability to on-load, offload and transport to or from storage (VLS, PSE, SSE, etc.), or a combination of both simultaneously.

**2.6.6.6 Pre-arrival Preparations.** Prior to the commencement of waterfront operations for all off-loading and on loading operations, as applicable, the contractor shall:

- a) Ensure prior-to-use maintenance requirements are complete for all equipment to be used during the scheduled operation.
- b) Transport VLS PSE handling equipment and ordnance slings, tag lines, etc. and have prepositioned at the designated wharf all of the equipment to perform either offload or on-load operations. Such equipment may consist of, but is not limited to the following: tools, crates, tubs, handling gear, lashing gear, MHE, ramps, forklifts (electric/diesel), VLS PSE, , vehicles, slings, bridles, strongbacks, spreaders, , fire extinguishers and fire hoses.
- c) Only use handling gear that has been satisfactorily tested and is currently certified in accordance with NAVSEA OPs 4, 5, 3347 and SW023-AH-WHM-010, NAVSUP P-538, NAVSEA SG420-AP-MMA-010 and NAVFAC P-307. Immediately inform the government lead of any handling gear out of specification.
- d) Position "Explosive Handling" signs on the pier to restrict unauthorized vehicular traffic.
- e) Display the red BRAVO flag.
- f) In accordance with the submarine VLS/CLS Tomahawk Intermediate Level and submarine VLS/CLS Tomahawk Intermediate Level Activity Handling, Loading and Stowage Manual SW820-AD-WHS-010 /UGM-109-2 provide certified personnel and perform all onloading and offloading of Tomahawk Expended Capsule Launching System (CLS), Ballast Cans and AURVS.
- g) Load material on vehicles and transport the material to the designated JBPHH storage location.
- h) Ensure a qualified and certified Safety Observer (SO) and Pier Safety Loading Officer (SLO) are present for all evolutions involving ammunition and explosives per NAVSEA OP5 requirements.

**2.6.6.7 Contractor personnel supporting ordnance and PSE on-loading/offloading operations** shall comply with all COMNAVREGHI/Pearl Harbor Naval Shipyard station security requirements and shall control access to classified elements of the contract and maintain a system of security control in accordance with Government prescribed standards, i.e., DOD 5100.76, DOD 5200.2-R, etc. Government inspections will be conducted in accordance with NAVMAG PHNSY & IMF Instruction 5530.1C.

**2.6.6.8 Safety Plan (CDRL A001)**

The Contractor shall provide a Safety Plan. The plan shall implement a program conforming but not limited to Occupation Safety and Health Act (OSHA) requirements and conforming to NAVSEA OP 5. The Safety Plan shall include provisions for training of Contractor personnel in safety, policies, practices, and how the contractor will successfully administer provisions of the safety plan. In addition, the safety plan shall include the following:

- a) Accident/Explosive Incident Reporting
- b) Emergency protocols, including emergency evacuations of personnel, community, plan of actions, simulated emergency response drills and preparedness.
- c) Acceptable articles of adornment/personnel safety conduct/restricted areas/mishap prevention and safety incident avoidance.
- d) Other areas of concerns, based on Contractor's experience and expertise, which significantly

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contribute to zero mishaps or incidents during the period of performance.

- e) Immediate actions and response to an Otto Fuel spill.
- f) Requirements when working with Hazards of Electromagnetic Radiation (HERO) susceptible ordnance.

#### 2.6.6.9 Qualifications and Training

Contractor personnel must comply with references (zz), (aaa) and (bbb). The contractor, who will be performing services involving ammunition and explosive material on behalf of the government, shall have an established explosives handling qualification and certification program.

All government contractor personnel, performing ammunition and explosives (AE) tasks under the scope of the contract, shall be included in the contractor's or the government's QUAL/CERT program.

Contractor personnel providing direct support of ammunitions and explosives handling will be required to attend training to comply with OPNAVINST 8023.24B, shall be in the Government's Ammunition and Explosives Handling Qualification and Certification (QUAL/CERT) Program, and will be required to be annually screened in the Government's Arms, Ammunition & Explosives (AA&E) program in accordance with OPNAVINST 5530.13C.

Contractor personnel providing material handling equipment (MHE) operator services shall be trained and licensed in accordance with NAVSUP P-538. Contractor personnel providing MHE explosive operator services shall be certified in accordance with NAVSEA SW023-AH-WHM-010.

The contractor shall ensure that all personnel in direct support of ammunitions and explosives handling have physical examinations performed in accordance with OPNAVINST 8024.23 (series) and NAVSEA OP-5.

#### 2.7 Technical Analysis and Assessment Support

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 assessments of Fleet training and certification events as well as Trusted Agent responsibilities to Commander Operational Test and Evaluation Force (COMOPTEVFOR) and non-COMOPTEVFOR projects also involving data analysis and system evaluation. Travel and/or underway time on-board a Navy ship or submarine may be required to support technical or program support. This support will primarily be provided at Ford Island, HI and at Yokosuka, JA with additional support at other remote locations.

Primary Support Locations: Ford Island, HI and Yokosuka, JA

Estimated Travel:

Origin	Destination	# Travelers	# Trips	# Days/Trip
Oahu	East Coast	1	2	14
Oahu	West Coast	1	2	14
Oahu	East Coast	1	2	7
Oahu	West Coast	1	2	7
Japan	Oahu	1	2	7
** Oahu	East Coast	1	6	23
** Oahu	West Coast	1	6	14

\*\* Option Items

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AQLs: (unless otherwise indicated at the 2.7.x or 2.7.x.x level)

- For text-based deliverables, 95% of documents produced contain no more than one content error or no more than three typographical/format errors per page upon Government review. No remaining errors upon incorporation of Government comments.
- For database-type deliverables, 99% of individual data fields recently updated are correct as indicated by a random sampling of recently updated data records. No remaining errors shall remain after first validation.
- Technical support is in compliance with applicable references/directives/manuals/procedures. Less than 2 findings of non-compliance in a quarter, and zero repeat findings.
- Timeliness: Technical support is provided and completed within given time frames. Reporting deliverables are submitted on time. No repetitive validated customer complaints concerning timeliness.
- Quality: No repetitive validated customer complaints concerning accuracy or completeness of products or services.
- For documentation/record keeping requirements, data is 99% accurate and 100% accurate after first validation.

### **2.7.1 Test Data Analysis Support**

Conduct analysis of project test data obtained during at-sea testing. Perform on-board system and crew performance evaluations during at-sea test and training events. Perform post-operational exercise reconstruction and analysis culminating in debriefs of the at-sea events. 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.

Estimate four at-sea test/training evolutions each year and 10-12 event analysis assessments.

### **2.7.2 Software support**

Design, develop, test, debug, maintain, and update NUWCDP USW Analysis System software and analysis tools (including but not limited to 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 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.

Estimate 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

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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.

Estimate four (4) projects each year

**2.7.4** The Contractor may be required on an ad hoc short-notice basis, to procure locally and provide various minor, commercially-available material items such as cables, fasteners, etc. required to expedite completion of support events. Consumable and semi-consumable Personnel Protective Equipment (PPE) may be required for access to Navy vessels. All procurements shall be completed in accordance with the FAR. Procurements in excess of \$2,500.00 must be reviewed by the COR.

## **2.8 Combat Systems and USW Test Administrative Support**

Using government provided information and references, provide support for program reporting requirements. Verify, prepare, distribute and maintain documentation and data in accordance with references. The contractor may be required to provide minor consumable items.

Primary Support Location: Ford Island, HI

Estimated Travel:

Origin	Destination	# Travelers	# Trips	# Days/Trip
Oahu	East Coast	1	1	15
Oahu	West Coast	1	1	15

References:

- a) DoN Correspondence Manual (SECNAV M-5216.5)
- b) Correspondence Management (NUWC DIVKPT 5216)
- c) DoD Standard Practice for Manuals (MIL-STD-38784)
- d) Code 24 Internal Document Control (FOA 5210-02-01)
- e) Standard Navy Distribution List (OPNAV Notice 5400)
- f) Correspondence Procedures and Guidelines (KPT 5216-01A)
- g) Authorized Signature for Official Correspondence (KPT 5216-02)
- h) Official Mail Management Program (KPT 5218)
- i) DoN Information Security Program (SECNAV M-5510.36)
- j) Information and Personnel Security Programs (KPT 5510)
- k) Standard Subject Identification Code (SSIC) Manual (SECNAV M-5210.2)
- l) DoD Guide to Marking Classified Documents (DoD 5200.1-PH)
- m) DoD Foreign Clearance Manual

Government-owned applications are used in this work item for reference, modification, data extraction, validation, or other action as specified. Government will provide permissions required for actions. These include but are not limited to:

- a) ERP (Time Keeper, Training Coordinator, Shipping)
- b) KEYPORT TECHNICAL DATA CENTER (CODE 41TDC)

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- c) Joint Personnel Adjudication System (JPAS)
- d) Aircraft and Personnel Automated Clearance System (APACS) - Foreign Travel
- e) Travel Tracker/Individual Anti-Terrorism Plan (TT/IATP) - Foreign Travel
- f) Defense Travel System (DTS) or SATO Travel Desk
- g) LOCUS
- h) COMSEC/EKMS-Local Element (CRYPTO)
- i) CTO-Code 20 Media Transfer Agent (MTA) Information
- j) Navy Logistic Library (NLL)/Naval System Data Support Activity (NSDSA)
- k) Schedule for Ships (SKED) on SIPRNET
- l) Preventive Maintenance System (PMS) Viewer - Maintenance Requirement Card (MRC)

#### AQLs:

- For text-based deliverables, 95% of documents produced contain no more than one content error or no more than three typographical/format errors per page upon Government review. No remaining errors upon incorporation of Government comments.
- For database-type deliverables, 99% of individual data fields recently updated are correct as indicated by a random sampling of 5% of recently updated data records once a month (not to exceed 100 records). No remaining errors shall remain after first validation.
- Timeliness: Technical support is provided and completed within given time frames. Reporting deliverables are submitted on time. No repetitive validated customer complaints concerning timeliness.
- Quality: No repetitive validated customer complaints concerning accuracy or completeness of products or services.
- For documentation/record keeping requirements, data is 99% accurate and 100% accurate after first validation.

#### 2.8.1 CSSQT/USW Reports

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

Estimate 12 – 16 reports/documents per year.

#### 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. Using applicable references, 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.

Estimate 30 manuals and reports, 50 correspondence and messages, and 100 other items will be processed on an annual basis.

#### 2.8.3 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 government lead. 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 government lead for review prior to finalization. Reproduction and distribution requirements will be identified by the government lead.

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Estimate 5 briefing/presentation items per month.

#### **2.8.4 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 CSSQT and ASW Test Equipment Inventory Listing to government lead prior to each CSSQT operation. Enter tech inventory data into online databases including but not limited to the Keyport Technical Data Center.

Estimate 12 Equipment Inventory Listings and 5 data entries into inventory database per year.

#### **2.8.5 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 CSSQT Facilities. Work specifics will be provided via the contractor's in basket or by electronic notification. Typical work assignments include:

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

Estimate each action to be done daily.

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

**2.8.5.3** Maintain a travel log for Branch personnel. The travel log shall include but is not limited to personnel names, contact information, and lodging information for all personnel on travel.

Estimate 7 to 8 log entries per month.

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

Estimate 15 documents per month.

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

Estimate 10 actions per day.

#### **2.9 Administrative Services**

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 business systems including but not limited to: Navy Enterprise Resource Planning (ERP), Leave Overtime Comptime User System (LOCUS), 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), Navy and Marine Corp Intranet (NMCI), and Joint Personnel Adjudication System (JPAS).

Primary Support Location: Ford Island, HI

AQLs (unless otherwise indicated at the sub-task level):

- Tasks completed on time as determined by the government-established due date.

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- For text-based deliverables, 95% of documents produced contain no more than one content error or no more than three typographical/format errors per page upon Government review. No remaining errors upon incorporation of Government comments.
- For database-type deliverables, 99% of individual data fields recently updated are correct as indicated by a random sampling of recently updated data records. No remaining errors shall remain after first validation.
- Quality: No repetitive validated customer complaints concerning accuracy or completeness of products or services.
- For documentation/record keeping requirements, data is 99% accurate and 100% accurate after first validation.

### **2.9.1 General Documentation Maintenance**

**2.9.1.1** 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 information(CUI), for official use only (FOUO), Privacy Act (PA), non-critical/non-sensitive (CONFIDENTIAL), or critical/non-sensitive (SECRET).

AQL: Work is not held up due to any contractor caused delay.

Estimate 300 occurrences per month.

### **2.9.2 Documentation Preparation**

**2.9.2.1** 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.

AQL: Documentation shall be 100% error free unless determined to be beyond the contractor's control.

Estimate 100 documents per month.

**2.9.2.2** All documents and media shall be prepared in accordance with applicable instructions and directives including but not limited to: NUWCDIVKPT 5216, Correspondence Manual; NUWCDIVKPT 5215, Keyport Directives Management System; ANSI-NISO Z39.18-2005, American National Standards – Scientific and Technical Reports – Preparation, Presentation, and Preservation; MIL-STD-38784, Technical Manuals: General Style and Format Requirements; Government Printing Office Style Manual; SECNAV M-5510.36, DON Information Security Program (ISP) Manual; FOA 5210-01-01, Code 24 External Document Control; FOA 5210-02-01, Code 24 Internal Document Control.

### **2.9.3 Documentation Distribution and Maintenance**

**2.9.3.1** Copy, scan, reduce, fax, bind, route, file, distribute, archive, shred, and dispose of applicable documents. Controlled Unclassified Information (CUI) and CLASSIFIED disposal will be in accordance with the most current revision of SECNAV M-5510.36 and approved Keyport directives/standard operating procedures.

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Estimate 500 documents per month.

**2.9.3.2** Prepare outgoing CLASSIFIED and UNCLASSIFIED mail for USPS first class, certified, registered, 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. Send tracer notices to intended mail recipients as required to confirm receipt of Secret items. Report mail count including breakdown of special services, i.e., Express, Registered, and Certified in a monthly mail report. The mail report shall be provided to the government lead by the third working day of each month that captures the data of the previous month. The government LEAD will provide the report format.

AQLs:

- Outgoing mail processed within one-day of receipt using acceptable methods of wrapping and transmission.
- Weekly follow-up of outstanding secret receipts through completion, i.e., signed confirmation received.

Estimate 50 mail pieces per month.

**2.9.3.3** Distribute correspondence and publications, based on subject matter or distribution list or tree stamp, routing slip, or incoming correspondence transmittal form. Tasking includes but is not limited to making photocopies or electronic scanned copies, or CD/DVD-ROM media back-up copies for archiving purposes.

AQL: Incoming mail processed within one-day of receipt to appropriate recipients.

Estimate 150 documents per month.

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

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

**2.9.4.1** 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/receive classified messages and the Official Information Exchange (OIX) Navy Interface for Command Email (NICE) to transmit/receive unclassified messages. Coordinate message documentation corrections with message originator/reviewer(s).

AQL: Messages 100% error free unless determined to be beyond the contractor's control.

Estimate 50 messages per month.

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

**2.9.4.3** Coordinate the resolution of NREMS and OIX NICE program availability with Naval Computer Telecommunications Area Master Station (NCTAMS) Pacific and/or the Keyport message administrators as needed.



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AQL:

- Address availability issues within one day of identification or notification.
- Resolution coordinated and tracked consistently through completion without the need for government reminders.

Estimate two occurrences per quarter.

## **2.9.5 Travel Order Support**

AQL: Tasks completed error-free within one-day of receipt.

**2.9.5.1** From travel information provided by the Government, utilize the Defense Travel System (DTS) to input travel, and forward to Government official for approval; input travel order amendments, retrieve orders; input travel claim expenses utilizing information provided by the government.

Estimate ten travel actions per month.

**2.9.5.2** Assist individuals in preparing required travel documentation including but not limited to official DOD Travel passport (maroon colored), DD 1056, and Authorization to Apply for a "No Fee" Passport.

Estimate three occurrences per month.

## **2.9.6 Visitor Support**

AQL: Actions performed 100% error free unless determined to be beyond the contractor's control.

**2.9.6.1** Incoming visitors support.

**2.9.6.1.1** 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.

AQL: Requests retrieved daily and government POC notification within one-day of receipt.

Estimate 50 incoming visit requests per month.

**2.9.6.1.2** Prepare Visitor Base Access requests utilizing current Joint Base Pearl Harbor-Hickam (JBPHH) requirements as documented in the Process Folder, obtain authorization signature from NUWCDDP government sponsor, and forward to JBPHH Pass & ID Office.

Estimate 25 requests per year.

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

Estimate ten per month.

**2.9.6.1.4** Provide visitor control for detachment facilities. Includes validating security clearance letters, assigning Visitor pass/badge, maintaining sign in/out logs, notifying host of arrival and escorting visitor to host's desk or internal building location, as needed.

AQL: All visitors checked in and provided the appropriate visitor badge as appropriate to their clearance level.

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Estimate 150 visitors per month.

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

#### **2.9.6.2 Government Personnel Visit Requests**

**2.9.6.2.1** 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 Personnel Security Program Manual. Maintain a file for all outgoing visit clearances.

Estimate 20 outgoing visit requests per month.

**2.9.6.2.2** Handle/store visit request files in accordance with Privacy Act requirements of KPT 5211-01, Privacy Act Program.

#### **2.9.7 General Office Administration**

**2.9.7.1** 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.

Estimate 50 calls per month.

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

Estimate two updates per month.

**2.9.7.3** For common office printers, copiers, and fax machines, replace toner cartridges and/or troubleshoot equipment problem with NMCI service desk as required.

Estimate two occurrences per quarter.

**2.9.7.4** 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 government lead.

**2.9.7.5** Monitor/maintain office supplies inventory. Identify items requiring replenishment prior to depletion to the GOVERNMENT LEAD. Include item name/description, source availability, manufacturer, NSN or part number, unit of issue, and recommended quantity.

**2.9.7.6** Participate in LEAN projects involving administrative processes supported by this task order as necessary.

#### **2.9.8 Program Financial Management Support**

##### **2.9.8.1 Financial Tracking Support**

**2.9.8.1.1** Collect information, update databases, and reconcile committed, obligated, and expended transactions to maintain a financial "checkbook" status of project funds. Provide status of incoming funds. Validate data inputs, correct input errors, and generate supporting detail reports. Archive reports and work paper documents.

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Estimate all actions to occur daily for approximately 150 funding lines.

**2.9.8.1.2** Maintain supporting documentation for research and reconciliation purposes, such as: Funds Tracking reports, Work Request Logs, travel reports, travel compensation time reports, and labor reports.

Estimate 36 documents per month.

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

**2.9.8.2** Timekeeping Support.

**2.9.8.2.1** Based on information provided via work schedules, phone calls, and/or emails, input timekeeping data into the Enterprise Resource Planning (ERP) system for Government review and certification. Validate proper coding and sufficient funding.

Estimate 400 line entries per month.

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

Estimate 4 documents per month.

**2.9.8.2.3** Create, process and maintain documentation files for timekeeping corrections, labor cost transfers, special leave records, and outgoing correspondence forwarded to the Keyport Timekeeping Office.

Estimate 2 files per month

## **2.10 MK 48 Torpedo Intermediate Maintenance Activity Support**

The contractor shall provide administrative, information technology and Facility Maintenance support. This support will primarily be provided at Ewa Beach, HI but may require support at Yorktown, Keyport, Ford Island, Australia, and Newport.

Primary Support Location: Ewa Beach, HI

Estimated Travel:

Origin	Destination	# Travelers	# Trips	# Days/Trip
Oahu	Newport	1	1	7
Oahu	Australia	1	1	7

Government-owned applications are used in this work item for reference, modification, data extraction, validation, or other action as specified. Government will provide permissions required for actions. These include but are not limited to:

- a) Heavyweight Torpedo Technical Data System (HTTDS)
- b) Shop Process Automation System (SPAS)
- c) Automated Process Control System (APCS)
- d) Torpedo Information Logistics Database System (TILDS)
- e) Retail Ordnance Logistics Management System (ROLMS)
- f) Defense Travel System (DTS)
- g) HP Service Manager (SM7)

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- h) Common Problem Reporting System (CPRS)
- i) Navy Information Dominance Approval System (NAVIDAS)
- j) Haystack
- k) Continuous Process Improvement Management System (CPIMS)
- l) CODE 34 SharePoint
- m) Navy Enterprise Tool (.NET)
- n) Code 19 Procurement Website (New Service) and (MAC)
- o) Naval Ordnance Safety and Security Activity (NOSSA)
- p) Enterprise Document Management System (EDMS)
- q) Advanced Interactive Management Technology Center (AIMTC)

#### AQLs:

For text-based deliverables, 95% of documents produced contain no more than one content error or no more than three typographical/format errors per page upon Government review. No remaining errors upon incorporation of Government comments.

For database-type deliverables, 99% of individual data fields recently updated are correct as indicated by a random sampling of 5% of recently updated data records once a month (not to exceed 100 records). No remaining errors shall remain after first validation.

#### **2.10.1 IMA APCS and Operations Information Technology Support**

The contractor shall provide technical support for hardware and software systems installed in the facility.

Number of systems is approximately 145

**2.10.1.1** The contractor shall provide technical support regarding the Naval Regional Enterprise Messaging System (NREMS). NREMS support includes but is not limited to troubleshooting network latency, outlook issues, profile issues, and any hardware issues associated with the NREMS system. i.e., keyboard replacement, monitor replacement, mouse replacement, slider replacement. Trouble calls are made to the NMCI service desk. Technical support is provided daily as needed. Estimate four actions monthly.

**2.10.1.2** The contractor shall provide legacy workstation and server support. Tasking includes but is not limited to utilization of systems to:

- Print pictures and create movies. The contractor shall also send the products printed or created to other government entities. (Estimate operations are conducted 3 times weekly)
- Create stencils used for canning and un-canning torpedoes. (Estimate operations are conducted 4 times monthly)
- Control access and badging to the IMA building. (Estimate operations are conducted 6 times monthly)

Estimate 3 workstations

**2.10.1.3** The contractor shall provide analysis and resolution of hardware/software interface and interoperability problems as necessary for continued system operation.

Estimate 50-60 actions a month depending on network problems, hardware failure, and software upgrades.

**2.10.1.4** The contractor shall monitor consumable requirements and prepare documentation to order replacements. Hazardous material should be disposed of in accordance with material handling documentation and local and federal regulations. Hazardous Material shall be brought to

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a local vendor for turn in. The contractor shall dispose of all other computer equipment in accordance with DRMS Instruction 4160.14 found on the DLA website.) Documentation is available through NAVAIDS. Disposal documentation can be obtained through Fleet Logistics Command (FLC). Directive falls under NUWCDIVKPT 5090 environmental program policy & manual.

Estimate 5 orders monthly.

**2.10.1.5** The contractor shall provide technical support, this includes but is not limited to troubleshooting web based applications to ensure security patching is up to date. Monitors proxy setting for web based programs to ensure functionality throughout the day. Provided guidance on topics including but not limited to proper applications used for printing, screen shots, and saving files. Train new users and old users on proper security protocol directives in NUWCDIVKPT 5230 Directives to adhere to all Information Assurance protocols. Ensures the users are up to date on all Java applications used to access and perform daily duties on these systems. Provide users with access support, input support, data entry support, profile support, and data extraction 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. This support is done daily as needed.

**2.10.1.6** The contractor shall monitor system status for approximately 145 computer systems installed in the facility. Prepare documentation to support movement, addition, and change (MAC Requests) of systems to support IMA technical operations. Documentation shall be maintained in N.E.T.

Estimate 40-50 new service and MAC requests per fiscal year.

**2.10.1.7** The contractor shall provide technical interface with NMCI on system troubleshooting, repair and replacement.

Estimate 25 NMCI issues per month.

**2.10.1.8** The contractor shall provide training to all IMA personnel on system operation, applications software and network services. This is accomplished during the indoctrination process in the facility. Training is accomplished on a daily basis as needed by providing user with technical support. While troubleshooting the NMCI network for one hundred twenty five users, training is given to the end user on the spot. Troubleshooting includes network errors due to profile issues, connectivity, and hardware issues. Manage and maintain permissions to share drive, support all software issues associated with NMCI network. Train users on simple tasks including but not limited to PST creation, network printer mapping, and profile resets.

Estimate 1000+ individual training needs that are met annually.

**2.10.1.9** The contractor shall maintain equipment installed throughout the IMA for daily use and operational readiness. This includes the VTC in the main conference room and the projector installed in the IMA training room. This includes any and all computer hardware in the IMA including but not limited to laptop computers, desktop computers, VTC, training room computer and projector equipment, two copiers, two multifunctional devices, multiple network printers, desktop scanners, monitors, keyboards, mouse, JACO or other mobile carts, scanners, and numerous switch cabinets that house a T-1 line needed for access control.

**2.10.1.10** The contractor shall provide Systems Management Automated Process Control System (APCS) support. Support includes but is not limited to system troubleshooting, troubleshooting report generation, responding to and executing data change requests and system change requests, and resolving APCS Post Master Notices. The contractor shall also verify and track government

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published changes and prepare and host APCS Users Team meetings to discuss issues within the torpedo enterprise. The Users Team is a collective group of subject matter experts to improve usage and process of APCS.

Estimate 3-4 Systems Troubleshooting Reports (STR) generated per week, 1-2 Data Change Request (DCR) per week, 1-2 System Change Request (SCR) per week, and an average of 40 APCS Post Master Notices per year.

Changes in Document Review Board (DRB) occur weekly.

Users Team meeting occurs bi-monthly.

### **2.10.2 IMA Facility Support**

The contractor shall perform tracking, monitoring and coordination of IMA facility.

**2.10.2.1** The contractor shall provide monthly tracking of maintenance and testing of active installed CAT 3 overhead cranes and JIBS.

Estimate 22 total cranes, 1 Jib with boom, 1 chain, monorail, 3 electrical, 1 Stanly Vidmar Stacker crane, maintained, tested and inspect IAW NAVFAC P-307. 15 inactive cranes are inspected quarterly and tracked IAW NAVFAC P-307.

**2.10.2.2** The contractor shall provide liaison and coordination with NAVFAC and various Regional activities in support of facility maintenance and repair. The contractor shall also generate and complete the appropriate documentation.

Estimate 12 to 15 trouble calls per month.

**2.10.2.3** The contractor shall perform quarterly testing and routine maintenance of the security/access control system. The contractor shall perform coordination with Naval Facilities Command (NAVFAC) and RDC for testing both during normal working hours and in emergency situations, i.e. power failure, power spikes.

**2.10.2.4** The contractor shall monitor facility operations to identify energy conservation issues in accordance with power and natural resource conservation guidelines.

The contractor shall provide monthly inputs to the Building Energy Monitor Monthly Audit Report in accordance with (IAW) OPNAVINST 4100.5E, Region Energy Instruction COMNAVREGHINST 4101.1D and Energy and Water Conservation Tip newsletter.

**2.10.2.5** The contractor shall schedule monthly, quarterly and annual testing and maintenance of stand-by generators with NAVFAC. Weekly visual inspections of areas and equipment are required.

Estimate monthly, quarterly and annual testing of 180KW and 350KW Caterpillar Diesel Generators.

**2.10.2.6** The contractor shall coordinate with NAVFAC and contractor maintenance personnel for facility repair work orders and Region personnel for State and Federal inspections. When interfacing with outside entities, the contractor shall identify themselves as non-government employees.

Estimate 3-5 TF-1 (Work Orders) generated after inspections.

**2.10.2.7** The contractor shall perform research for facility repair and maintenance projects and

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provide information to the government lead for review.

Estimate 1-3 projects per year at a 50K or greater value, 2-4 at below 50K.

**2.10.2.8** The contractor shall assist in troubleshooting facilities (e.g. ventilation) and associated support equipment related problems.

**2.10.2.9** The contractor shall schedule, coordinate, monitor, and maintain records of all Hot Work required within the ordnance facility. Work shall be performed in accordance with requirements defined by OP 5, NMCEADDETPHINST 5100.3G, and SUBTORPIMAINST 5100.2C. The contractor shall coordinate with the explosive safety officer (ESO), NMCEAD, and Federal Fire Department.

Estimate 50 Hot Work Chits per year.

**2.10.2.10** The contractor shall maintain custody of government vehicle keys, maintain and assign government vehicles to requestors, and maintain government vehicle mileage logs.

Estimate 2 vans and 2 trucks.

**2.10.2.11** The contractor shall perform vehicle safety check inspections according to government 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.

**2.10.2.12** The contractor shall schedule vehicles for maintenance. The contractor shall work with NAVFAC PH Transportation Services to schedule all vehicles needing maintenance IAW the vehicle maintenance log.

**2.10.2.13** The contractor shall keep vehicles clean and fueled. Government funding will be used to fuel the vehicles.

### **2.10.3 IMA Operations Administrative Support (OPTION ITEM ONLY)**

#### **Administrative Services**

The contractor shall provide the following administrative support for the Pearl Harbor Torpedo Division. 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 business systems including but not limited to: Navy Enterprise Resource Planning (ERP), Leave, Overtime, Comp-time User System (LOCUS), 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), Navy and Marine Corp Intranet (NMCI), and Joint Personnel Adjudication System (JPAS).

#### **2.10.3.1 General Documentation Maintenance**

Information may be provided or may require the contractor to perform 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 information(CUI), for official use only (FOUO), Privacy Act (PA), non-critical/non-sensitive (CONFIDENTIAL), or critical/non-sensitive (SECRET).

Estimate 10 occurrences per month.

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### **2.10.3.2 Documentation Preparation**

The contractor shall 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.

Estimate 15 documents per month.

All documents and media shall be prepared in accordance with applicable instructions and directives including but not limited to: NUWCDIVKPT 5216, Correspondence Manual; NUWCDIVKPT 5215, Keyport Directives Management System; ANSI-NISO Z39.18-2005, American National Standards – Scientific and Technical Reports – Preparation, Presentation, and Preservation; MIL-STD-38784, Technical Manuals: General Style and Format Requirements; Government Printing Office Style Manual; SECNAV M-5510.36, DON Information Security Program (ISP) Manual; FOA 5210-01-01.

### **2.10.3.3 The contractor shall provide courier (mail) services**

Estimate 56 actions per year.

### **2.10.3.4 Travel Order Support**

From travel information provided by the Government, the contractor shall utilize the Defense Travel System (DTS) to input travel, and forward to Government official for approval; input travel order amendments, retrieve orders; input travel claim expenses utilizing information provided by the government.

Estimate 2 travel actions per month.

The contractor shall assist individuals in preparing required travel documentation including but not limited to official DOD Travel passport (maroon colored), DD 1056, and Authorization to Apply for a "No Fee" Passport.

Estimate 2 occurrences per month.

Estimate 24 travel orders and claims per year.

### **2.10.3.5 Documentation Distribution and Maintenance**

The contractor shall copy, scan, reduce, fax, bind, route, file, distribute, archive, shred, and dispose of applicable documents. Controlled Unclassified Information (CUI) and CLASSIFIED disposal will be in accordance with the most current revision of SECNAV M-5510.36 and approved Keyport directives/standard operating procedures.

Estimate 50 documents per month

The contractor shall prepare outgoing CLASSIFIED and UNCLASSIFIED mail for USPS first class, certified, registered, 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



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Program Manual. Maintain classified mail logs and follow-up on mail receipt confirmation. Send tracer notices to intended mail recipients as required to confirm receipt of Secret items. Report mail count including breakdown of special services, i.e., Express, Registered, and Certified in a monthly mail report. The mail report shall be provided to the government lead by the third working day of each month that captures the data of the previous month. The government lead will provide the report format.

Estimate 10 mail pieces per month.

The contractor shall distribute correspondence and publications, based on subject matter or distribution list or tree stamp, routing slip, or incoming correspondence transmittal form. Support includes but is not limited to making photocopies or electronic scanned copies, or CD/DVD-ROM media back-up copies for archiving purposes.

Estimate 3 documents per month.

The contractor shall maintain an accountable documentation control system in accordance with SECNAV M-5210.2, DON SSIC Manual, NUWC DIV KPT 5216, and Correspondence Manual.

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

The contractor shall prepare and process Outgoing Navy Messages in accordance with NTP 3, Naval Telecommunications User's Manual using Defense Message System (DMS) preparation software, Common Message Processor (CMP) and the Naval Regional Enterprise Messaging System (NREMS), to transmit/receive classified messages and the Official Information Exchange (OIX) Navy Interface for Command Email (NICE) to transmit/receive unclassified messages. Coordinate message documentation corrections with message originator/reviewer(s).

Estimate 4 messages per month.

The contractor shall maintain an auditable message archiving system of all outgoing messages.

The contractor shall coordinate the resolution of NREMS and OIX NICE program availability with Naval Computer Telecommunications Area Master Station (NCTAMS) Pacific and/or the Keyport message administrators as needed.

Estimate two occurrences per quarter.

#### **2.10.3.7 Visitor Support**

The contractor shall provide incoming visitors support.

The contractor shall coordinate visit requests from official visitors to the Hawaii Detachment sites. The contractor shall provide location maps and directions. Advise visitor of special and local regional base security notification requirements. The contractor shall notify Hawaii point of contact/host of impending visit and provide visitor information.

Estimate 20 incoming visit requests per month.

The contractor shall prepare Visitor Base Access requests utilizing current Joint Base Pearl Harbor-Hickam (JBPHH) requirements as documented in the Process Folder, obtain authorization signature from NUWC DP government sponsor, and forward to JBPHH Pass & ID Office.

Estimate 25 requests per year.

The contractor shall prepare and post parking stall assignments and welcome signs for visitors.

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Estimate 3 per month.

The contractor shall provide visitor control for detachment facilities. Support includes but is not limited to validating security clearance letters, assigning Visitor pass/badge, maintaining sign in/out logs, notifying host of arrival and escorting visitor to host's desk or internal building location, as needed. The contractor shall maintain a log, current list, and file of visitor clearances.

Estimate 75 visitors per month.

#### **2.10.3.8 Government Personnel Visit Requests**

The contractor shall 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 Personnel Security Program Manual. The contractor shall maintain a file for all outgoing visit clearances.

Estimate 4 outgoing visit requests per month.

The contractor shall handle and store visit request files in accordance with Privacy Act requirements of KPT 5211-01, Privacy Act Program.

#### **2.10.3.9 General Office Administration**

The contractor shall process incoming general telephone calls. The contractor shall answer calls with proper command greeting and attendant identification (i.e., caller is speaking to contracted personnel). The contractor shall 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.

Estimate 50 calls per month.

The contractor shall receive and post current Bulletin Board information as required.

Estimate two updates per month.

The contractor shall perform appropriate work space maintenance where tasks are performed to ensure a safe working environment. The contractor shall report facility service requirement (i.e., non-working lights, office electrical power deficiency, and work area safety hazard) to the building supervisor or government lead.

**2.10.3.10** The contractor shall monitor and maintain office supplies inventory. The contractor shall identify items requiring replenishment prior to depletion and provide replenishment information to the government lead. Information shall include item name, description, source availability, manufacturer, NSN or part number, unit of issue, and recommended quantity.

**2.11 Hawaii Detachment Infrastructure Support (OPTION ITEMS ONLY)** This support will primarily be provided at Ford Island, HI but will require support at other remote locations.

#### **2.11.1 Detachment Environment Coordinator Support (OPTION ITEM ONLY)**

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

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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. Support is required during normal business hours only.

Primary Support Location: Ford Island, HI

#### References:

- a) Environmental Management System, OPNAVINST 5090.1C
- b) ENVIRONMENTAL Program Policy and Manual, KPT 5090 Rev K
- c) International Standard ISO 14001, ISO14001:2004 standard

AQL: No more than 5 minor findings and 0 major audit findings due to lack of deficiency notifications from the contractor.

**2.11.1.1** The contractor shall assist in the review of operations compliance with environmental program directives. This shall include but is not limited to daily inspections of at least one building or work area focusing on proper handling, use, storage, inventory, and documentation of hazardous materials (HAZMAT) and/or hazardous waste (HAZWASTE). The contractor shall also support periodic reviews of compliance with HAZMAT and HAZWASTE accumulation point storage requirements. The contractor shall notify the Government Environmental Coordinator and building supervisor of all deficiencies found and follow up on corrections.

AQL: For significant or major deficiencies found, the building supervisor shall be notified prior to the contractor leaving the building and the Government Environmental Coordinator is notified as soon as possible within 24 hours of the finding.

Estimate daily inspections and 4 other Environmental Management System (EMS) and Environmental Quality Assessment reviews per year.

**2.11.1.2** Training. The contractor shall maintain copies of assigned personnel (government and contractor) completed training records to satisfy program requirements. The contractor shall make training records available for review upon government request and during internal and external audits and reviews. The contractor shall review training records and notifies personnel and Government Environmental Coordinator on upcoming training requirements. Records shall be reviewed semi-annually, at a minimum, to ensure required annual training does not lapse. Based on identified training requirements, the contractor shall research availability of environmental and task related training and provide the information or resources to the Government Environmental Coordinator. Training may be conducted from resources including but not limited to: online, subject matter experts matter experts in the local area, mobile training teams, or formal classroom training funded by the government or contractor.

AQL: No overdue training requirements due to lack of contractor review, notification, or assistance in coordination.

Estimate performance of this task 12 times per year

Estimate training records will be maintained for approximately (30) Detachment personnel

**2.11.1.3** The contractor shall coordinate collection of information for environmental data calls and assessments providing draft results for review. This includes but is not limited to following

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environmental directives to evaluate environmental aspects and impacts of new or changes to activities and processes.

Estimate 8 actions per year.

#### **2.11.1.4 Reporting Requirements**

2.11.1.4.1 After each inspection or review the contractor shall provide an environmental inspection report to the Government Environmental Coordinator. The report shall include location of the inspection, any environmental infractions, notice of any previously identified discrepancies which have not been corrected, references as required, and recommendations for immediate, short term, and long term corrective actions. A hard copy of all reports shall be placed in a binder and an electronic copy on a government specified network location for future reference.

2.11.1.4.2 A monthly task summary shall be included in the overall Contract Monthly Status Report. The summary shall include but is not limited to:

- Environmental issues found
- Status of discrepancies or deficiencies that have not been corrected since the previous monthly report.

#### **2.11.2 Detachment Industrial Safety Coordinator Support (OPTION ITEM ONLY)**

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. Support is required during normal business hours only.

Primary Support Location: Ford Island, HI

#### **References:**

- a) Employee Safety Handbook Rev S
- b) Navy Occupational Safety and Health Program Manual - OPNAVINST 5100.23
- c) NUWC DIVKPT 3440.1 - Emergency Action Plan (EAP)

AQL: No more than 5 minor findings and 0 major audit findings due to lack of deficiency notifications from the contractor.

**2.11.2.1** The contractor shall maintain and ensure work areas and Emergency Action Plans (EAP) for Detachment are in compliance with NUWC Keyport directives, OPNAV Instructions, State, and other local government agency industrial and environmental safety directives. This includes conducting follow-up actions on Notice of Deficiencies; preparing and updating Emergency Action

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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; scheduling annual Industrial Hygiene Surveys; and assisting Detachment employees in documenting workplace safety hazards.

Estimate 40 EAP directives throughout the Detachment; checked annually.

**2.11.2.2** The contractor shall maintain stock of government supplied Personal Protective Equipment (PPE) and specialized equipment. The contractor shall inventory the PPE and develop stock inventory limits and submit to the Detachment Safety Coordinator for approval based on current inventory. The contractor shall initiate and submit supply requests for approval as required to maintain established levels of PPE as approved by the Detachment Safety Coordinator. The contractor shall issue PPE and interface with government personnel regarding PPE needs. The contractor shall maintain a PPE issue log and inventory. Provide a monthly PPE usage report and inventory report. The inventory report shall include but is not limited to item descriptions and quantities in stock.

Estimate 6 actions per month.

**2.11.2.3** Training. The contractor shall maintain copies of assigned personnel (government and contractor) completed training records to satisfy program requirements. The contractor shall make training records available for review upon government request and during internal and external audits and reviews. The contractor shall review training records and notifies personnel and Government Safety Coordinator on upcoming training requirements. Records shall be reviewed semi-annually, at a minimum, to ensure required annual training does not lapse. Based on identified training requirements, the contractor shall research availability of safety and task related training and provide the information or resources to the Government Safety Coordinator. Training may be conducted from resources including but not limited to: online, subject matter experts matter experts in the local area, mobile training teams, or formal classroom training funded by the government or contractor.

AQL: No overdue training requirements due to lack of contractor review, notification, or assistance in coordination.

Estimate performance of this task 12 times per year

Estimate training records will be maintained for approximately (30) Detachment personnel

**2.11.2.4** The contractor shall recommend workplace design layout to Government Safety Coordinator for consideration in developing a safe work environment.

Estimate performance of this task 12 times per year/monthly.

**2.11.2.5** The contractor shall coordinate collection of information for safety data calls, perform assessment, and draft results for review. Prepare report in final format.

Estimate 12 data call submissions and 4 drill monitoring events per year.

**2.11.2.6** The contractor shall provide technical support in implementing fire prevention and safety program requirements in accordance with KPT 5100.2-11, Fire Warden Program, and OPNAVINST 11320.23F, Naval Station Pearl Harbor Fire Regulations. This includes but is not limited to handling, storing, inventorying, replacing, and disposing of fire extinguishers and completing building inspections. Inspections include but are not limited to inspections of fire extinguishers, emergency lights and exit signs, smoke and CO2 sensors, electrical panels, Emergency Action

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Plans, and inspection for fire/life safety hazards. The contractor shall coordinate with Building Officers or Space Custodians for escorted access to Secure Rooms and other Restricted Areas. The contractor shall notify the respective Building Officer or work area supervisor (if available), and Safety Program Coordinator on issues related to life safety where there is an immediate danger to human life or significant damage to government property on same day as issues are identified.

At a minimum, all inspections shall address the following:

- Inspect for Fire/Life Safety Hazards as identified in NAVSTAPEARLINST 11320.1.
- Check that Emergency Action Plans are posted and up-to-date.
- Inspect Extinguishers for operational condition and inventory all Fire Extinguishers within and immediately outside each building/area. Initial each Extinguisher inspection tag as required.
- Fire exits should be clear, fire doors should not be blocked or left open, and aisles should be clear, lighted, and free of obstructions.
- Conduct test of all Exit Signs within each building inspected.
- Conduct test of all Emergency Lights within each building inspected.
- Visible sensors (smoke, CO2) and electrical panels should be unobstructed.
- Pressurized Gas Cylinders should be secured with caps in place (if not in use) and stored in an upright position.
- Ensure nothing is stacked closer than 18 inches below fire sprinklers. Sprinklers above suspended ceilings or in confined crawlspace areas are exempt.
- Flammable liquids should be stored in Flammable Storage lockers.
- Inspect for general workplace safety and that work areas are in compliance with OSHA safety standards.
- Identify potential safety issues, electrical problems, trip hazards, etc.

At a minimum, at least one building or work area shall be inspected on a daily basis and at least one building or work area not on Ford Island, HI shall be inspected each week. Sites should be randomly chosen and inspected on fairly short notice.

AQL: For significant or major deficiencies found, the building supervisor shall be notified prior to the contractor leaving the building and the Government Safety Coordinator is notified within 1 hour of the finding.

**2.11.2.7** When change notifications are received the contractor shall review and update the corresponding local document to ensure that they are kept current. These include but are not limited to safety Directives, SOPs, and manuals. The contractor shall also draft and recommend document and process changes to the government safety coordinator.

Estimate 40 updates per year.

#### **2.11.2.8 Reporting Requirements**

2.11.2.8.1 After each inspection or review the contractor shall provide an inspection report to the Government Safety Coordinator. The report shall include location of the inspection, any safety infractions, notice of any previously identified discrepancies which have not been corrected, references as required, and recommendations for immediate, short term, and long term corrective actions. A hard copy of all reports shall be placed in a binder and an electronic copy on a government specified network location for future reference.

2.11.2.8.2 A monthly task summary shall be included in the overall Contract Monthly Status Report. In addition to the Monthly Status Report requirements, the task summary shall include but is not limited to:

- Identification of fire extinguishers exceeding the one year inspection time frame by the service contractor. Note any extinguishers that have been discharged or are otherwise in need of service.
- Fire/life safety issues found

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- Status of discrepancies or deficiencies that have not been corrected since the previous monthly report.

### **2.11.3 Detachment Security Coordinator Support (OPTION ITEM ONLY)**

The Detachment Security Coordinator (DSC), a government employee, functions as an on-site representative of Keyport's Security Officer and is responsible for monitoring security programs to ensure security requirements are implemented. The contractor shall support the DSC in all areas of security and emergency management. All work/deliverables shall be in accordance with applicable instructions and directives including but not limited to: SECNAV M-5510.36, DON Information Security Program; M-5510.30, DON Personnel Security Program; NTTP 3-07-2-3, Law Enforcement and Physical Security; KPT 5510.1, Information Security Program; KPT 5510.2, Personnel Security, KPT 5530.1, Physical Security Manual; KPT 3432, Operations Security Program; and KPT 3440, Emergency Management Program. The contractor must be proficient in using Microsoft Office programs (Word, Excel, Access, Outlook, and PowerPoint).

Primary Support Location: Ford Island, HI

AQL: Deliverables provided on-time 100% of the time.

**2.11.3.1** The contractor shall monitor and assess Detachment compliance with Navy and Command security directives utilizing a security compliance checklist provided by the DSC. Support includes but is not limited to completing, preparing, and issuing items including but not limited to courier cards, badges, alarm monitoring sheets, MTA ISP certifications, and photo permits. Travel may include routine visits to various Detachment locations on Oahu and Kauai to perform on-site assessments of security compliance. Results of on-site assessments shall be provided to the DSC within one working day of assessment. Site locations include Ford Island, Pearl Harbor, Waipahu, Westloch, Barbers Point, Nanakuli, Lualualei, and Barking Sands.

AQL:

- Security assessments conducted within the annually established schedule unless beyond contractor's control.
- Items to be issued are processed within two business days of request

Estimates per year:

- 20 Security assessments
- 4 drill monitoring events
- 80 courier cards
- 100 badges
- 20 alarm monitoring sheets
- 20 MTA ISP certifications
- 5 photo permits

**2.11.3.2** The contractor shall maintain and ensure security references applicable to Detachment operations are available to include security classification guides. Prepare, review, update, and assess directives, SOPs, and manuals. Prepare directives in final format for review by the appropriate technical oversight and directives control point. Provide recommendations for changes/updates to local implementing documents. Prepare changes/updates for DSC and review. Ensure compliance with Keyport and Navy Region directives.

AQL: Review summaries completed by government-established due date.

Estimate 12 Directives, SOP, and manual reviews and revisions per year

**2.11.3.3** The contractor shall coordinate and schedule counterintelligence and country-specific

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briefs.

AQL: Briefings scheduled in advance of personnel expiration dates to preclude delinquencies.

Estimate 10 actions per year

**2.11.3.4** The contractor shall coordinate information for security related data calls and prepare in final format.

Estimate 20 Data Call submissions per year

**2.11.3.5** The contractor shall prepare and coordinate Visitor Base Access requests utilizing current Joint Base Pearl Harbor-Hickam (JBPHH) requirements, obtain authorization signature, and forward to JBPHH Pass & ID Office.

Estimate 12 Base access requests per year

**2.11.3.6** The contractor shall assist with emergency management operations and coordination of Detachment requirements with Keyport, Navy Region Hawaii, Joint Base Pearl Harbor-Hickam, and/or local commands.

**2.11.4 Detachment Weight Handling Equipment Coordinator Support (OPTION ITEM ONLY)**

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

Primary Support Location: Ford Island, HI

AQL: No more than 12 minors and no major findings during audits and certification visits due to lack of deficiency notifications from the contractor.

**2.11.4.1 Management Review and Program Policy Support.** The contractor shall assist management and WHE Program Manager with WHE inventory (current and planned upgrades/replacements) and WHE program self-assessments at each site. The contractor shall review training and certification compliance for applicable Detachment personnel. The contractor shall update records and prepare draft Command correspondence for review as required. The contractor shall prepare disposition documentation to transfer and dispose of WHE. The contractor shall 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.

Estimate 10 actions per month.

**2.11.4.2 Inspection, Repair, and Maintenance Support.** The contractor shall coordinate the periodic and emergency inspection, repair and maintenance, testing and certification of WHE per established directives and guidance at each site. The contractor shall provide all coordination information to the government WHE Coordinator for execution. The contractor shall tag out inactive equipment and reactivate equipment to support operational requirements as required.



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Estimate coordination performed for 25 items 2 times per year.

**2.11.4.3 Program Inspection and Audit Support.** The contractor shall coordinate with site managers and WHE Program Manager for internal and external audits. Estimate external audits to be conducted annually at each site. Support requires coordination, escort and support with NAVFAC Navy Crane Center and NAVFAC service providers during audits. The contractor shall coordinate visit clearances for external auditors and service providers. Internal audits will be coordinated with site managers and the WHE Program Manager and include participating in refresher training and qualification, inventory, and certification verification. The contractor shall work with site managers and the WHE Program Manager to document audit results and develop and execute corrective actions for findings.

Estimates per year :

- 1 Crane Inspection
- 4 Refresher Training Sessions
- 2 Inventory Verification Events

**2.11.5 Detachment Facility Coordinator Support (OPTION ITEM ONLY)** The government Detachment Facilities Manager functions as an on-site subject matter expert for shore facilities planning, management and project execution and as liaison between the Detachment and Keyport's Engineering and Planning Branch. The Facilities Manager is responsible for coordinating with Navy Region Hawaii, Joint Base Pearl Harbor/Hickam, PACMISRANFAC Public Works Department, NAVFAC Pacific and NAVFAC Hawaii regarding planning, programming, budgeting and execution of projects to construct, alter, sustain, repair and maintain shore facilities infrastructure in support of the Detachment. Drafts work request (TF-1) for projects and repairs. This requirement includes contractor support for the Detachment Facilities Manager to accomplish these functions on Oahu (i.e.: FTEC, SUBASE, etc.) and on Kauai at the MK30 Operational Site on PMRF. Contractor personnel shall have a working level knowledge of facilities and its associated equipment/systems, be able to operate a PC computer, and have a basic operating knowledge of using word processor, spreadsheet, and email.

Primary Support Location: Ford Island, HI

Estimated Travel:

Origin	Destination	# Travelers	#Days/Trip	# Trips
Oahu	Kauai	1	1	2

**2.11.5.1** The contractor shall provide liaison and coordination with NAVFAC and various Regional activities in support of facility services. Specifically, the contractor shall manage services including but not limited to Preventive Maintenance (PM), custodial, industrial refuse, and grounds-keeping. The contractor shall draft, submit, and monitor work requests for projects and repairs through to completion.

AQL:

- Work requests submitted within 2 working days of notification.
- No delays in work request completions due to lack of contractor monitoring.

Estimate 8 actions per month.

**2.11.5.2** The contractor shall assist in the implementation of NUWC Division Keyport's Energy Management system as it applies to the Detachment. Support includes but is not limited to monitoring of facility operations to identify energy conservation ideas and issues, Building Energy Monitor (BEM) teaming for energy savings, performing periodic building energy audits, and

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attending monthly locally sponsored Navy energy meetings. For all meetings, the contractor shall take notes to include all applicable action items and provide to the government Detachment Facilities Manager upon return from the meeting.

The contractor shall complete government provided weekly and monthly building energy usage reports which includes the status of energy saving initiatives and provide to the Detachment Facility Coordinator for submittal. The contractor shall monitor all required training requirements for detachment building efficiency managers and provide a status report to the Detachment Facility Coordinator.

AQL: Meeting notes provided within one working day of meeting.

Estimate performance of this task is 12 times per year for each facility.

**2.11.5.3** The contractor shall inspect buildings for facilities maintenance and repair deficiencies. After each inspection, the contractor shall provide a report including but not limited to the maintenance and repair deficiencies identified, and suggestions/recommendations for improvements to mitigate future failures/reoccurrences. The contractor shall also draft a work request for corrective action, provide to the Detachment Facility Coordinator for concurrence, and submit upon approval.

Estimate performance of this task is monthly.

**2.11.5.4** The contractor shall receive and document facility problems using NAVFAC emergency trouble calls, service work request, and order services by DOD E-Mail. A cell phone and/or pager is required as an out-of-office contact tool.

**2.11.5.5** The contractor shall assist in the establishment of and subsequent maintenance of facility equipment (i.e.: alarms, air conditioners, Intrusion Detection System, etc.) maintenance configuration information.

Estimate performance of this task is 24 times per year.

**2.11.5.6** The contractor shall assist in the execution and implementation of approved facilities projects with appropriate service providers.

Estimate performance of this task is 15 times per year.

**2.11.5.7** The contractor shall coordinate base access requests for facilities related visitors and escorting visitors as required.

Estimate performance of this task is 3-4 times per week.

## **2.12 Magnetic Silencing Support (OPTION ITEM ONLY)**

The contractor shall provide technical support for operations and maintenance of the government measurement and treatment Facilities. Support shall include systems engineering support for troubleshooting, reverse engineering, operations coordination, technical studies/research, repairs, process development, process improvements, technical briefs/presentations, and equipment installation. Support location will alternate between the treatment facility and degaussing range at Pearl Harbor, HI as required.

Primary Support Locations: Pearl Harbor, HI

References:

- a) NAVSEA NUWCDET PAC 00-19, Standard Operating Procedure for the Magnetic Silencing Facility

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- b) OPNAVINST C8950.2G, Magnetic and Acoustic Signature Control for Mine Warfare
- c) OPNAVINST 5090.1, Environmental Readiness Program Manual
- d) Reserved
- e) NSTM CH 475, Magnetic Silencing
- f) Pearl Harbor Magnetic Silencing Facility Maintenance Manual
- g) 29 CFR 1910.147, The Control Of Hazardous Energy (Lockout/Tagout)
- h) KPTINST 5100.4-04, Energy Control Program (Lockout/Tagout)
- i) NSWCCD-75-UM-2009/07, Technical Manual, Magnetic Silencing Range Type VI, Pearl Harbor, Hawaii
- j) NSWCCD-75-UM-2009/03, Technical Manual-Magnetic Treatment Facility at Pearl Harbor, Hawaii
- k) NUWCDIVKPT Directive 5090, Environmental Program Policy & Manual
- l) FOA 5210-02-011, Code 24 Official Correspondence and Naval Message Procedures

AQLs (unless otherwise indicated at the 2.12.x or 2.12.x.x level):

- For text-based deliverables, 95% of documents produced contain no more than one content error or no more than three typographical/format errors per page upon Government review. No remaining errors upon incorporation of Government comments. For database-type deliverables, 99% of individual data fields recently updated are correct as indicated by a random sampling of 5% of recently updated data records once a month (not to exceed 100 records). No remaining errors shall remain after first validation.
- Technical support is in compliance with applicable references/directives/manuals/procedures. Less than 2 findings of non-compliance in a quarter, and zero repeat findings.
- Timeliness: Technical support is provided and completed within given time frames. Reporting deliverables are submitted on time. No repetitive validated customer complaints concerning timeliness.
- Quality: No repetitive validated customer complaints concerning accuracy or completeness of products or services.
- For documentation/record keeping requirements, data is 99% accurate and 100% accurate after first validation.

## **2.12.1 Operational and Material Readiness Support**

**2.12.1.1** Using government furnished equipment and tools, the contractor shall operate, design, troubleshoot, test, maintain, repair, install, remove, dispose, replace, upgrade, inspect, and provide technical support for magnetic silencing facilities and equipment. Items to be supported includes but is not limited to mechanical and electrical sensors, piers, communication equipment, weight handling equipment, tools, electromagnetic measurement systems, high power deperming equipment, auxiliary mechanical systems, air conditioners, sewage collection, holding, and transfer (CHT) systems, oily waste and waste oil (OWWO) tanks, transformers, silicon-controlled rectifiers, homerun and loop cables, new technology implementations, and all other support equipment and infrastructure. Tasking shall also include but is not limited to software updates and installation, library edits, network troubleshooting, and component replacements. It will also include support to the Treatment Engineer, ensuring all deperming, control and sensing systems are operational for the treatment event, and that the supporting systems to moor and berth the ship during the treatment are operational. Support shall be in accordance with but not limited to applicable technical manuals, directives, and NAVSEA guidance. The contractor shall be notified of support requirements through government task lead notifications and government provided project plans and schedules.

AQL: No mission delays due to contractor related operational or maintenance issues.

Estimate five actions per day.

**2.12.1.2** The contractor shall perform preventive maintenance (PM) on all required electrical,

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electronic, computer, and mechanical systems in accordance with applicable manuals and documentation. Items requiring preventive maintenance include but are not limited to sensors, cables, computer systems, tide gauges, and underwater electronics, loops, and hardware. Tasking shall also include but is not limited to updating and maintain government preventive maintenance logs, developing preventive maintenance statements, recommending changes to the preventive maintenance schedule, and working with government and commercial entities to assist in the development of the government maintenance program. Preventive maintenance statements and recommendations shall be based on manufacturer's recommendations, professional standards, orders, and directives.

AQL: No items overdue for preventive maintenance.

Estimate 10 PMs and four PM statements per month.

**2.12.1.3** The contractor shall perform pre-operation staging and setup for submarine magnetic treatments, verify the government magnetic treatment facility is ready to support scheduled operations, assist in treatment operations, and perform post-operation staging and clean up. Actions will include, but are not limited to, operational checks and baseline system analysis of the deperming system, support infrastructure, and the mechanical and electrical equipment used in the support of operations, such as capstans and material handling equipment. Adherence to standards of cleanliness, security, and environmental compliance will also be verified.

Estimate six treatments per year.

## **2.12.2 Equipment and Material Inventory Management Support**

**2.12.2.1** The contractor shall provide equipment and material inventory management maintain an inventory of all equipment, spare parts, tools, government personal protective equipment, and consumables in government paper and electronic logs. Inventory information shall include but is not limited to location, quantity, and calibration status and due dates if applicable. The contractor shall notify the government personnel when on hand quantities of items fall below government defined minimum requirements. The contractor shall coordinate replacements and prepare documentation for equipment transfers and disposition of defective material. The contractor shall monitor and identify upcoming calibration requirements, draft documentation required for shipment to/from calibration facilities, and make updates to the inventory log. Inventory logs shall be available at both support locations.

AQLs:

- No work is held up due to un-calibrated or un-available equipment.
- Inventory log up to date and readily available at all times.

Estimate six pieces of equipment, six equipment transfers per year, and annual calibration cycles for 14 pieces of equipment.

**2.12.2.2** The contractor shall operate and perform operator level maintenance on Material Handling Equipment (MHE) and support vehicles, such as forklifts, to move material and equipment to and from warehouses, pier and/or staging areas.

Estimate four maintenance actions per month.

**2.12.2.3** The contractor shall support the control and management of hazardous material/waste (HAZMAT/HAZWASTE) in accordance with OPNAVINST 5090.1, and all applicable Federal, State, Local and Navy regulations and guidance. Tasking shall include but is not limited to maintaining an inventory of all hazardous material, conducting research for ordering materials, maintaining

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Material Safety Data Sheets (MSDSs), and coordinating disposal of out of date material with Navy Region activities.

AQLs:

- MSDS Binder is 100% complete
- Inventory is 99% accurate
- 100% of items are properly labeled and stored.

Estimate 30 HAZMAT items and 10 disposals per year.

**2.12.2.4** The contractor shall manage a government lockout/tagout program for the magnetic treatment facility systems per the Occupational Safety and Health Administration (OSHA) Instruction 29 CFR 1910.147, OPNAVINST 5100.23, and KPTINST 5100.4-04.

### **2.12.3 Administration Support**

**2.12.3.1** The contractor shall provide visitor control. Tasking shall include but is not limited to maintaining a visitor log, supporting visitors to the treatment facility and degaussing sites, providing information on equipment functionality and operational characteristics of the sites, and assisting visitors with access to site buildings and equipment.

Estimate 18 visits per year.

**2.12.3.2** The contractor shall secure work areas and material. Tasking shall include but is not limited to storing classified material at the end of the day in an approved container, setting alarms, and securing computers, SIPRNET, and communication systems, in accordance with the MSF Standard Operating Procedures. If intrusion is detected, the contractor shall notify the government task lead and contact Base Police. The contractor shall provide information and support to security personnel. The contractor shall ensure facilities perimeter physical security requirements are met by identifying and adjudicating problems with items including but not limited to fence, gates, locks, and the obscuration, thereof. The contractor shall inform the government task lead of any security issues found. The contractor shall perform site repairs approved by the government task lead including but not limited to fences, building elements, and gates.

Estimate daily security actions, six intrusion alarms per year, and 12 repairs per year.

### **2.12.4 Degaussing Support**

**2.12.4.1** Utilizing government equipment, the contractor shall monitor ship movement schedules, measure and analyze ship signatures, perform data acquisition, perform analysis, update Magnetic Signatures database managed by the In-Service Engineering Agent, update watch lists, draft messages, and provide draft magnetic condition reports. The contractor shall provide weekly tech brief inputs to the government Lead on platforms ranged. The contractor shall upload database information to a program repository via SIPRNET on a monthly basis.

Estimate 50 ships per month.

**2.12.4.2** The contractor shall perform onboard technical support for shipboard degaussing systems including but not limited to troubleshooting, training, minor repairs as determined by the government task lead, system calibration, and assisting ship's crew on the setup and configuration of the shipboard degaussing system for optimal magnetic signature reduction. Changes will be recommended by qualified Degaussing Range Analysts and directed by the government Lead. Support will primarily be dockside but may require at sea personnel transfer to complete the tech assist. Repair and replacement components will be provided by the government.

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Estimate onboard support required six times monthly.

#### **2.12.5 Port Operations Technical Support**

The contractor shall provide technical support for the operation, data collection, and maintenance of government underwater test equipment including but not limited to remotely operated vehicles, side scan sonars, and acoustic measurement tools for underwater surveys or ship measurement.

Estimate six actions per year.

#### **2.12.6 Distance Support**

The contractor shall perform distance support to deployed platforms via methods including but not limited to naval messages, voice, and/or secure chat on issues including but not limited to degaussing system troubleshooting, set up and repair.

Estimate two distance support requirements per year.

#### **2.12.7 Qualifications and Training**

All contractor personnel supporting this task area shall be Cardiopulmonary Resuscitation (CPR) and adult first aid certified through the American Red Cross or equivalent certification body. Contractor personnel shall maintain a working knowledge of magnetic signature reduction techniques, data collection, electromagnetic signature analysis, signature evaluation, shipboard degaussing system installation, and magnetic sensing equipment and configurations. The contractor shall maintain security clearance requirements and be ready to support SEAWOLF and VIRGINIA class systems for Alternate Compensatory Control Measures (ACCM) purposes.

#### **2.13 Fleet Operations Support (OPTION ITEM ONLY)**

The contractor shall provide Fleet Operations support 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 other Detachment projects. Technicians installing Pingers at the IMA are required to be explosive handling certified. This support will primarily be provided at Ford Island, HI but may require support at other locations.

Primary Support Location: Ford Island, HI

Estimated Travel:

<b>Origin</b>	<b>Destination</b>	<b># Travelers</b>	<b># Days/Trip</b>	<b># Trips</b>
Oahu	Guam	1	4	1
Oahu	Kauai	1	1	1

References:

- a) Reserved
- b) KPT 4855.7-01 Material Storage Controls
- c) NAVSUP PUB 502, Packaging of Material, Preservation, Vol. 1
- d) NAVSUP PUB 503, Packaging of Material, Packing Military Supplies & Equipment, Volume 2
- e) NAVSUP PUB 504, Preparation of Freight for Airlift Transportation
- f) NAVSUPINST 4410.52, Shelf-life Item Identification Management and Control
- g) TO0300-AM-ORD-010, Quality System Requirements and Methods for Navy Weapons and Combat Systems
- h) MIL-STD-129, Department of Defense Standard Practice for Military Marking
- i) KPT 5090-03-01, Hazardous Material Procedures
- j) Waste Accumulation Point Guidebook
- k) KPT 10550-01, The Electrostatic Discharge Protection Program

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- l) KPT 10550-02, Packaging ESDS Components and Products
- m) FOA 4855.7-05-01, Code 24 Calibration Recall
- n) Form PINGER-A-01, Work Request for Pinger Buildup
- o) Form UTS-A-01, UTS Work Request
- p) SW591-AD-MMO-010/SONXMTR 84/1, Technical Manual-Description, Operation, Installation, and Maintenance Instructions-Sonar Transmitter MK 84 Mod 1
- q) SW591-AG-MMO-010/PVF, Technical Manual-Description, Operation, Installation, and Maintenance-Programmer Verifier Field (PVF) System
- r) NAVSEA Dwg. No. 7447942, Programmer Tester Operating Procedure for the MK 84 Mod1 and MK84 Mod 2 Pinger Electronics Assembly
- s) NAVSEA Dwg. No. 7608093, MK 84 Pinger Bench/Operating Procedure
- t) NAVSEA Dwg. No. 7083763, MK 84 Mod 1/Mod 2 Sonar Transmitter Installation and Removal Procedures for MK 46 Exercise Torpedo
- u) NAVSEA Dwg. No. 7083764, MK 84 Mod 1/Mod 2 Sonar Transmitter Installation and Removal Procedures for MK 46 REXTORP
- v) NAVSEA Dwg. No. 7083765, MK 84 Mod 1/Mod 2 Sonar Transmitter Installation and Removal Procedures for MK 50 REXTORP
- w) NAVSEA Dwg. No. 7609115, MK 84 Mod 2 Sonar Transmitter Installation and Removal Procedures for MK 54 REXTORP
- x) NAVSEA Dwg. No. 7083767, MK 84 Mod 2 Sonar Transmitter Installation and Removal Procedures for MK 48 Exercise Torpedo
- y) NAVSEA Dwg. No. 7083769, Battery Readiness Recheck for MK 84 Mod 1/Mod 2 Sonar Transmitters in Lightweight Torpedoes
- z) NAVSEA Dwg. No. 7608332, Programmer Verifier Operating Procedure for the MK 84 Mod 1 and MK84 Mod 2 Pinger Electronics Assembly
- aa) NAVSEA Dwg. No. 7446667, MK 84 Transducer Depth Sensor Adjustment and Pressure Test Procedure
- ab) NUWCDET PAC TM 84-33, Hazeltine MK 84 Mod 0 Sonar Transmitter Transducer Assembly Servicing and Repair Procedure
- ac) NAVSEA Dwg. No. 6939410, Surface Repair Procedure for Corrosion Removal, Defect Repair, and Epoxy Fill of Electroacoustic Transducers
- ad) NAVSEA NUWCDET PAC TM 84-169, MK 84 Pinger Extension Cable EX54157/6627584 Test Procedure
- ae) Reserved
- af) SW591-AF-MMO-010/ASTEP, Technical Manual-Description, Operation, and Maintenance-Depot Level-Electronics, Portable-Advanced Shipboard Tracking (ASTEP)
- ag) NAVSEA Dwg. No. 7083770, Advanced Shipboard Tracking Electronics, Portable (ASTEP) Bench Preparation and Certification
- ah) NAVSEA Dwg. No. 7083772, Underwater Tracking System (UTS) Installation and Removal for Los Angeles Class Submarines
- ai) NAVSEA Dwg. No. 7083773, Underwater Tracking System (UTS) Installation and Removal for Ohio Class Submarines
- aj) NAVSEA Dwg. No. 7608218, Underwater Tracking System (UTS) Installation and Removal for USS VIRGINIA (SSN 774) Class Submarines
- ak) NAVSEA Dwg. No. 7608516, LC-STEP 2-Wire Operation Procedure
- al) NAVSEA Dwg. No. 7447894, 3WPCAT Vessel Transducer Inspection, Service, and Zero and Span Field Calibration Procedure
- am) NUWCDET Hawaii TM 87-66, Underwater Tracking System (UTS) Cable Measurement Data Test Procedure
- an) Reserved
- ao) NUWCDET PAC TM 91-62, Submersible Container (SUBCAN) Preparation and Instrumentation Procedure
- ap) Reserved

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aq) Reserved

ar) Reserved

as) NAVSEA NUWCDET PAC TM 88-29, Preventative Maintenance for Test, Measuring, Diagnostic Equipment, and Standard Commercial Equipment Categorized as "Certification, Calibration, or Weight Testing Not Required"

at) NUWCDET HAWAII TM 93-14, 12-Volt Lead Acid Battery Inspection, Maintenance, & Test Procedures Modification Procedure MK 84 Mod 1 Tracking Pinger Upgrade dated 28 July 2000

Government-owned applications are used in this work item for reference, modification, data extraction, validation, or other action as specified. Government will provide permissions required for actions. These include but are not limited to:

a) Pinger 2000 (P2K) Database

b) Pinger Logistics Information System (PLIS) Database

c) Metbench Cal Management System (MCMS) Database

AQLs (unless otherwise indicated at the 2.13.x or 2.13.x.x level)

- For text-based deliverables, 95% of documents produced contain no more than one content error or no more than three typographical/format errors per page upon Government review. No remaining errors upon incorporation of Government comments.
- For database-type deliverables, 99% of individual data fields recently updated are correct as indicated by a random sampling of 5% of recently updated data records once a month (not to exceed 100 records). No remaining errors shall remain after first validation.
- No unsuccessful operations due to contractor fault.
- Timeliness: Technical support is provided and completed within given time frames. Reporting deliverables are submitted on time. No repetitive validated customer complaints concerning timeliness.
- Quality: No repetitive validated customer complaints concerning accuracy or completeness of products or services.
- For documentation/record keeping requirements, data is 99% accurate, and 100% accurate after first validation.
- Compliance: Less than 2 findings of procedural, safety, security, environmental, and administrative non-compliance in a quarter, and zero repeat findings.
- Deliverable defects and deficiencies shall be corrected within government determined required date or two days after identification if no date is given.

### **2.13.1 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 for the above which include instrument operation, turnaround, test, defects, repair, and inventory, and update any other supporting documentation. The contractor shall update the Pinger database (Pinger 2000 data system (P2K)) for UTRE status, configuration and defects.

Estimate 250 installations, 250 removals, 250 turnarounds, and 40 repairs per year. Also estimate 40 upgrades or modifications per year as required. Upgrades and modifications do not happen every year.

### **2.13.2 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.



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Estimate 3 training vehicles/shapes per year as required. (Not required every year)

### **2.13.3 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 (if required) on service support equipment.

Estimate 100 pieces of test equipment every 18 months.

### **2.13.4 Equipment and Material Inventory Management**

The contractor shall provide logistic support, equipment and material inventory management. Equipment includes the following but is not limited to: UTRE, training vehicles/shapes, and test/support equipment. Support shall include the following:

**2.13.4.1** Receipt, inspection, tagging/labeling, and storage of equipment and materials upon receipt, and issue of equipment and materials as required.

AQL: 100% of equipment properly tagged and stored.

Estimate 380 pieces of equipment and materials per month.

**2.13.4.2** Maintain/update equipment and material inventories as changes occur in associated databases including but not limited to: Pinger 2000 (P2K), Logistics Information System (LIS), and Metbench Cal Management System (MCMS) databases.

Estimate 150 updates in P2K, 1250 updates in LIS, and 200 updates in MCMS.

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

AQL: No shortages of material that impacts operations.

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

**2.13.4.5** Material requisitions support to include procurement market research and Material Safety Data Sheet (MSDS) research.

**2.13.4.6** Equipment calibration and preventative maintenance (PM): Maintain a government calibration recall system/database and a government PM recall system/database. Check calibration and PM recall system/databases monthly to see what equipment is due for calibration and PM. Process equipment going to and from calibration facility.

AQLs:

- No shortage of equipment to support operations due to fault of contractor.
- No failures due to poor maintenance.
- Status of all equipment current.
- Equipment due for calibration and PM are scheduled (per plan approved by the Government lead).

Estimate 187 items requiring calibration and 98 items requiring PM every 18 months.

**2.13.4.7** Hazardous Material/Waste (HAZMAT/HAZWASTE): Maintain HAZMAT/HAZWASTE documents to include but not limited to monthly inventory, tagging/labeling and storage upon receipt, and MSDSs. MSDSs shall be maintained in a government provided binder. Process

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HAZWASTE items for disposal in accordance w/ local and federal regulations.

AQL:

- MSDS Binder is 100% complete
- Inventory is 99% accurate
- 100% of items are properly labeled and stored or disposed of.

Estimate 125 HAZMAT items and 20 disposals per year.

**2.13.4.8** Packing and/or palletization of about 3 outgoing shipments/month.

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

AQL: Processing and disposal of items completed within one week of excess/surveyed/expiration date.

#### **2.13.5 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 but is not limited to: 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.

Estimate five (5) engineering or technician actions will occur per year, with each action comprised of up to 80 hours of effort.

#### **2.14 Industrial Operations and Engineering Support (OPTION ITEM ONLY)**

The contractor shall perform machine shop duties to include operation of lathes, mills, computer numerical controlled equipment, welding, hand tools, hydraulics and similar equipment. Field duties to include performance of at-sea engineering, recovery, and operational support for various surface craft mechanical-hydraulic systems. Work assignments will be required in accordance with operations schedules. Travel, field work, and ship riding may be required and will be identified through a TI letter.

Primary Support Location: Ford Island, HI

Estimate 10 at sea assignments per year.

Estimated Travel:

Origin	Destination	# Travelers	# Trips	# Days/Trip
Oahu	San Diego	1	1	7
Oahu	Guam	1	1	7
Oahu	Kauai	1	2	2

#### **2.15 HI Surge Support (OPTION ITEM ONLY)**

In the event that increased requirements develop during the performance period, negotiated surge options for HI may be added to the task order.

The surge option may be exercised for up to an additional 6 work years. Support requirements or organizational area detail for each surge option is unknown and may be in support of PWS 2.3 through 2.14. Requirements will be addressed at the time the option item is deemed necessary. The additional option items for Labor and ODCs are set forth as CLINs 4004 and 6004 (Base Year); 4104 and 6104 (Option Period 1). The estimated workload for contract award is included in

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Attachment 2, Estimated Labor.

## **Naval Undersea Warfare Center Division Keyport Detachment San Diego**

### **2.16 Calibration Support**

The contractor shall provide on-site technical support for parts and materials in accordance with applicable references.

Primary Support Location: North Island, CA

#### References:

- a) KPT 4855.7-05, Inspection, Measurement, and Test Equipment Calibration
- b) KPT 10550, Electrostatic Discharge Protection of Electronic Components and Assemblies
- c) Metrology Requirements List (METRL)
- d) METCAL Form

Government-owned applications are used in this work item for reference, modification, data extraction, validation, or other action as specified. Government will provide permissions required for actions. These include but are not limited to:

- a) Calibration Recall Inventory System (MESWEB/MEASUREIQ)
- b) METCAL Database
- c) Detachment Share Drive
- d) Keyportal Command Access
- e) Workforce Development System (WDS)
- f) Advanced Skills Management (ASM)

#### **2.16.1 Equipment Calibration**

The contractor shall maintain the government calibration recall system. The contractor shall remove and replace calibration equipment from work area as required, tag equipment, complete documentation, store, and turn over and receive calibration equipment as required for shipment to/from calibration facilities. Equipment requiring calibration includes but is not limited to vehicle and support equipment, test set equipment, torque wrenches, digital multimeters, oscilloscopes, and gauges. All equipment shall be tracked and maintained in a government database. The contractor shall provide status reports to include but not limited to items at calibration lab, items that will be due for calibration and items in repair. The status reports shall be provided to the government lead quarterly or as needed.

#### AQL:

- No work is held up due to un-calibrated or un-available equipment.
- All overdue calibration items are tagged and stored in proper areas.
- No errors in reports.

Estimate 25 items need to be recalled from the work area per month and 1 shipment to calibration facilities per month.

### **2.17 Fleet Test and Evaluation Center (FTEC) and Shipboard Electronics Systems Evaluation Facility Support (SESEF)**

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), Common Data Link (CDL) Simulator, 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 by the Navy. Technical support includes scheduling, test conduct, and operations and maintenance of FTEC equipment and systems. The contractor

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will be required to support SESEF Ediz Hook for short durations. (Ediz Hook support consists of installation, troubleshooting, corrective maintenance, and operational support. Ediz Hook support actions will be provided by a TI Letter.)

Primary Support Location: Point Loma, CA with temporary support at Ediz Hook, WA

Estimated Travel:

Origin	Destination	# Travelers	# Trips	# Days/Trip
San Diego, CA	Port Angeles, WA	1	4	6

References:

- a) COMNAVSURFOR MSG 082145Z APR 11 COMNAVSURFOR WAR FIGHTING IMPROVEMENT PROGRAM NUMBER 115E ULM-4 RANGE POLICY
- b) Reserved
- c) SESEF Procedures Manual
- d) INSURV Guide Surface-Ship External-Communications Material Inspections 25 Aug 2004
- e) INSURVINST 4730.1F MATERIAL INSPECTIONS (MI) OF SURFACE SHIPS 28 Feb 08
- f) INSURVINST 4730.3 Trials of Surface Ships 6 June 08
- g) a) SESEF Shipboard Test Execution Manual (STEM)I, 15 March 2006
- h) WFIP Warfighter Improvement Program Policies and Procedures
- i) Reserved
- j) Reserved
- k) Reserved

Government-owned applications are used in this work item for reference, modification, data extraction, validation, or other action as specified. Government will provide permissions required for actions. These include but are not limited to:

- a) SESEF Access Database for testing events
- b) Navy Planned Maintenance System (PMS)

AQLs (Unless otherwise indicated at the 2.17.x or 2.17.x.x level):

For text-based deliverables, documents produced shall have 100% technical accuracy and no more than one grammatical error per page upon Government review. No remaining errors upon incorporation of Government comments.

For database-type deliverables, 95% accuracy per a one month sampling of data inputs and data entered into databases within one working day of receipt.

**2.17.1 Operational Support** – The contractor shall operate government owned equipment to provide technical support in the testing and evaluation of shipboard systems. Tasking includes but is not limited to equipment operation, test scheduling, fleet interfacing, and data collection, processing, evaluation, entry into government databases, and reporting.

Estimate 15 tests per day.

**2.17.1.1** Using provided or retrieved operational and test data, the contractor shall process data, perform analysis, enter data into government databases, prepare test results, and generate, complete, and distribute associated documentation, messages, and reports.

Estimate 24 messages, 200 reports, and 2000 database entries per year.

**2.17.1.2** The contractor shall schedule, coordinate, and interface with government and commercial activities as necessary for tasks including but not limited to installations, repairs, collaboration,

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planning, and testing. If necessary, the contractor shall get underway and provide technical guidance to ships visiting the FTEC range for services. When visits to entities are made, a trip report detailing the purpose, discussions, and outcomes of the visit shall be provided to the government lead.

AQL: Trip reports provided within one working day of visit.  
Estimate bi-weekly visits to HSL/HSM Helicopter squadrons.

**2.17.2 Technical Support** - Using government furnished equipment and tools, the contractor shall provide technical support to include but not limited to operating, scheduling, maintaining, installing, troubleshooting, removing, repairing, replacing, in-service engineering, testing, and aligning equipment and tools. Items to be supported include but is not limited to ULM-4 (ESM/ESM Testing Equipment), Antenna/Radar Pattern systems, Tactical Air Navigation (TACAN), HF/VHF/UHF communication systems, TADIL-A/Link 11, TADIL-C/Link 4a and TADIL-J/Link 16, Common Data Link (CDL), HAWKLINK, Ku-Band/C-Band, signal generators, spectrum analyzers, amplifiers, and dry air systems. Tasking shall also include cryptographic support including but not limited to handling, loading, storing, documenting, and destroying of cryptographic material in accordance with applicable references and procedures. Maintenance shall be performed in accordance with a government provided planned maintenance schedule.

Estimate daily operations, daily crypto loading evolutions, weekly crypto destructions, 4 hours per month of maintenance support per system, and 4 installation and repair support actions per year.

**2.17.2.1** The contractor shall provide calibration support including but not limited to coordinating calibration requirements with the Technical Design Agent and installing/uninstalling equipment.

Estimate 80 items calibrated per year.

**2.17.3** The contractor shall prepare unclassified and classified (up to secret) material for transmittal to other activities. Tasking shall include proper wrapping and documentation in accordance with applicable references and/or instructions.

Estimate two transmittals of classified material and twenty transmittals of unclassified material per month.

**2.17.4** The contractor shall assist with the generation and briefing of technical information to FTEC customers and management. This includes but is not limited to developing, proposing, presenting, planning, and managing technical information and program initiatives.

Estimate weekly inputs of technical briefing information to management and six briefings of technical information to FTEC customers per year.

AQLs:

- Technical Brief inputs provided by the close of business on Mondays for the previous week's testing.
- Information provided will be 100% accurate with no more than one grammatical error per page when documented.

**2.17.5** The contractor shall perform studies and market research, assist in process developments, and recommend process improvements as required.

Estimate six studies, market research or process development events per year.

#### **2.17.6 Qualifications and Training**

- All contractor personnel supporting this task area shall maintain a SECRET clearance.
- Contractor personnel shall have technical experience and background in military electronics, fire

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control, technical operations, interior communications, cryptographic equipment and processes, sonar, military communication systems, and Tactical Digital Information Links (TADIL-A/Link 11, TADIL-C/Link 4a and TADIL-J/Link 16/HAWKLINK/Ku-Band/C-Band).

- At least one contractor will be required to qualify as a RICO (Regional Interface Control Officer) by attending an accredited training program. The contractor shall be qualified within 12 months of contract award.
- The contractor will be required to attend, or have attended, the Air Defense System Integrator (ADSI) Combination course.
- The contractor will attend courses and training as necessary to attain/maintain qualifications to support Navy, Joint and FMS requirements supported by FTEC. (Most training will be on-site government provided training)

Estimate four training sessions per year.

### 2.17.7 Shipboard Waterfront Technical Support (OPTION ITEM ONLY)

Contractor shall provide waterfront shipboard Subject Matter Experts (SMEs) for Tactical Data Links, Communications Systems, Combat Systems, Fire Control, Electronic Warfare, Weapon, Engineering and Damage Control systems to support INSURV. Provide SME and/or technical representative for selected system(s) as part of INSURV inspections, C5RA assessments, and CCR support. Systems to be supported, location and period of performance will be provided in a TI Letter. CONUS and OCONUS travel may be required to Everett Washington, Pearl Harbor Hawaii, Sasebo Japan, Guam, Bahrain, and other Fleet locations. For estimating purposes, assume the following:

- 25 INSURV/C5RA/CCR events and other assessment requiring one person for 3 days per event at the following locations:
  - San Diego (15 events)
  - Sasebo Japan (3 events)
  - Pearl Harbor (3 events)
  - Everett Washington (4 events)
- ~~Estimated Travel:~~

Estimated Travel:

Origin	Destination	# Travelers	# Trips	# Days/Trip
San Diego, CA	Everett, WA	1	4	5
San Diego, CA	Sasebo, Japan	1	3	6
San Diego, CA	Pearl Harbor, HI	1	3	5

### 2.18 Magnetic Silencing Facility (MSF) Support

The contractor shall provide technical support for Magnetic Measurements, Magnetic Treatment, Electromagnetic Roll and Shipboard Technical Assistance. This support will primarily be provided at MSF Point Loma. Contractor may be required to attend training courses and participate in training events at other CONUS locations.

Primary Support Location: Point Loma, CA

References:

- a) NAVSEA NUWCDET PAC 00-19: Standard Operating Procedure for the Magnetic Silencing Facility
- b) NUWC DIVKPT Directive 5090: Environmental Program Policy & Manual
- c) OPNAVINST 8950.2G
- d) OPNAVINST 5090.1
- e) NSTM CH 475 – Magnetic Silencing
- f) NSWCCD-75-UM-2009/05 - Technical Manual Magnetic Treatment System
- g) NSWCCD-75-UM-2009/06 - Technical Manual ElectroMagnetic Roll (EMR) and Stray Field System

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Government-owned applications are used in this work item for reference, modification, data extraction, validation, or other action as specified. Government will provide permissions required for actions. These include but are not limited to:

a) Planned Maintenance System (PMS)

AQLs (unless otherwise indicated at the 2.18.x or 2.18.x.x level:

- For text-based deliverables, 95% of documents produced contain no more than one content error or no more than three typographical/format errors per page upon Government review. No remaining errors upon incorporation of Government comments.
- For database-type deliverables, 99% of individual data fields recently updated are correct as indicated by a random sampling of 5% of recently updated data records (not to exceed 100 records). No remaining errors shall remain after first validation.
- Technical support is in compliance with applicable references/directives/manuals/procedures. Less than 2 findings of non-compliance in a quarter, and zero repeat findings.
- Timeliness: Technical support is provided and completed within given time frames. Reporting deliverables are submitted on time. No repetitive validated customer complaints concerning timeliness.
- Quality: No repetitive validated customer complaints concerning accuracy or completeness of products or services.
- For documentation/record keeping requirements, data is 99% accurate and 100% accurate after first validation.

## **2.18.1 Operational and Material Readiness Support**

**2.18.1.1** Using government furnished equipment and tools, the contractor shall operate, troubleshoot, test, maintain, assemble, repair, install, replace, upgrade, inspect, and provide technical support for magnetic silencing facilities and equipment. Items to be supported includes but is not limited to electronic measurement systems, power distribution systems, field generating equipment, cables, pumps, instrument room electronics, data acquisition systems, machine shop equipment, air supply systems, and in-water sensor systems. The contractor shall notify the government lead and correct any deficiencies found during inspections, testing, and/or operations performed per a government provided schedule.

AQL: No equipment unavailability or inoperability issues due to contractor fault.

Estimate 48 inspections and tests, 24 repairs, 10 troubleshooting actions, and 10 operational requirements per year. Estimate cabling must be maintained to support up to 6 deperm events per year

**2.18.1.2** The contractor shall provide range operational support. Tasking shall include but is not limited to preparing and verifying equipment is stable and ready prior to events for each support day by performing startup of the data acquisition system and analysis computer at the start of each support day, collecting, analyzing, and entering ship measurement data, and generating reports and/or messages of ship's status for government release. Ship measurement requirements will be provided per Port Operations schedules.

AQL: No inability to support events due to contractor fault.

Weekly Estimates: 2 days of range operations, 20 ship measurements, and 1 message.

**2.18.1.3** The contractor shall perform as rigging and unrigging section leads for cable wrapping of ships during magnetic treatment operations. Section leads are responsible for coordinating and

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leading working parties of approximately 20 people to safely wrap ships under the direction of the deperming engineer. Tasking will also require coordination with ship's force in the conduct of duties.

Estimate 6 deperm events per year.

**2.18.1.4** The contractor shall perform preventive maintenance (PM) on all required electrical, electronic, computer, and mechanical systems in accordance with applicable manuals per the Planned Maintenance System (PMS) schedule. Items requiring preventive maintenance include but are not limited to sensors, cables, cameras, computer systems, tide gauges, and underwater electronics, loops, and hardware. Tasking shall also include but is not limited to updating and maintaining data in the PMS SKED 31 application, installing quarterly PMS force revisions, and completing PMS maintenance logs.

AQLs:

- PMS updated within one working day of receiving new equipment data.
- No items overdue for preventive maintenance due to contractor fault.
- Maintenance documentation is 95% accurate.

Estimate 2 maintenance items per month.

**2.18.1.5** The contractor shall interface and coordinate with government and commercial activities as necessary for tasks including but not limited to maintenance, scheduling, and information exchange.

**2.18.1.6** The contractor shall provide diving services and barge platform services required to support range operations, maintenance, repairs and troubleshooting as approved by the government via a technical instruction (TI) letter.

Estimate: Diving services for up to six deperm range events per year and up to two maintenance events per year. Barge platform services for up to two maintenance events per year.

## **2.18.2 Equipment and Material Inventory Management Support**

**2.18.2.1** The contractor shall provide equipment and material inventory management. The contractor shall maintain an inventory of all equipment, spare parts, tools, hazardous material/waste, government personal protective equipment, and consumables in a government log. Inventory information shall include but is not limited to location, quantity, and calibration status and due dates if applicable. The contractor shall notify the government lead when on hand quantities of spares or consumables fall below government defined minimum requirements. The contractor shall monitor and identify upcoming calibration requirements, draft documentation, transport items to/from calibration facilities, and make updates to the inventory log. Inventory logs shall be made available at all support locations.

AQLs:

- No work is held up due to un-calibrated or un-available equipment caused by contractor inefficiencies.
- Inventory log up to date and readily available at all times.
- Inventory is 99% accurate.

Estimate 10 inventory items and 10 calibration requirements per year.

**2.18.2.2** The contractor shall control and manage hazardous material/waste in accordance with



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OPNAVINST 5090.1, and all applicable federal, state, local, and navy regulations and guidance. The contractor shall coordinate disposal of hazwaste with Command Navy Region South West (CNRSW) in accordance with all federal, state, and local regulations and requirements.

Estimate 10 hazardous material items and 5 disposals semi-annually.

**2.18.2.3** The contractor shall perform mobilization and demobilization of equipment in support of MSF operations. Tasking shall include but is not limited to operating and performing operator level maintenance on Material Handling Equipment and support vehicles, such as forklifts and category 3 cranes. The contractor shall move material and equipment to, from, in, and around warehouses, buildings, structures, piers, and staging areas.

Estimate 22 actions per year.

#### **2.18.3 Program Support**

The contractor shall provide MSF technical expertise. Tasks include but are not limited to conducting trend analysis and assisting government personnel in developing technical briefs and program initiatives.

AQL: Weekly technical brief input provided by close of business on Friday.

Estimate weekly technical brief inputs.

#### **2.18.4 Ship Support**

**2.18.4.1** The contractor shall coordinate the shipboard technical assistance program for ship degaussing system problems. Tasking includes but is not limited to on-board troubleshooting, repair, assisting ship's force with the restoration of the ship's degaussing system to full operability, and providing training to ship's force in the operation and maintenance of the ship's degaussing system.

AQL: Tech support initialized within one working day of ship's request 95% of the time.

Estimate 15 actions per year.

**2.18.4.2** The contractor shall provide distance support to deployed ships to verify proper set up and operation of degaussing systems. Utilizing data provided via Naval message or other means, the contractor shall analyze equipment operation and notify government lead on recommended actions.

Estimate 15 ships per year.

#### **2.18.5 Maintain and Operate Small Boats**

MSF has one 22 ft Boston Whaler with twin outboard engines, and one 18 ft boat with a single outboard engine.

**2.18.5.1** The contractor shall perform boat and trailer maintenance in accordance with the PMS schedule. Utilizing government furnished equipment, the contractor shall make all necessary repairs based on coordination and consensus with government representatives.

AQL: No boat unavailability or inoperability issues due to any contractor caused delays.

Estimate one maintenance action per month per boat.

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**2.18.5.2** The contractor shall perform functions necessary to operate small boat(s). Boat operations may extend beyond MSF direct support, and may be provided for other projects. The contractor shall be Coast Guard Certified for safety and operations of a small boat.

Estimate a boat required for 60 events per year at 4 hours per event.

### **2.18.6 Qualifications and Training**

Contractor personnel shall be licensed to operate forklifts and certified for CAT-3 Cranes.

### **2.19 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, Underwater Targets, MASTT, 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. This support will primarily be provided at Naval Base San Diego, CA.

Primary Support Location: San Diego, CA

#### **2.19.1 Program Information**

**2.19.1.1** The contractor shall 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.

**2.19.1.2** The contractor shall provide data input/transfer/update for existing Division databases and websites including but not limited to:

- Magnetic Silencing Data System/ Estimate data transfers two times per month
- MK30 Operating Site Data System. Estimate weekly maintenance and updates.
- Library Tracking System. Estimate one maintenance or query issue per month.
- Qualifications Data System (periodic input). Estimate weekly updates and maintenance.
- Battery Shop Inventory/Log. Estimate monthly maintenance updates
- Hawklink Data Collection System. Estimate monthly data maintenance and monthly data report.
- Fleet Readiness Web Site (FRWS) (update with new data reports approximately two times / week). Estimate weekly maintenance and posting of new reports and testing data.
- Mobile Training Team (MTT) Database. Provide weekly development support and maintenance.
- Common Data Link (CDL) Data Collection System. Provide weekly development support.
- SESEF Data Reporting. Prepare monthly testing reports from SESEF Database.

AQL: The contractor shall respond to queries and maintenance requests within one business day.

**2.19.1.3** The contractor shall provide data, information, metrics, and reports in response to internal and external data-calls.

Estimate one data call per week.

#### **2.19.2 Program Management**

**2.19.2.1** The contractor shall support financial planning spreadsheets and other tools to assist in program budgeting and workload planning and leveling. The contractor shall take data from ERP financial spreadsheets and on a weekly basis provide simplified spreadsheets of charge numbers of interest to Code 25 Division management. The contractor shall provide a weekly financial report. The contractor shall input updated financial information into financial planning spreadsheets to

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assist with execution planning and budgeting on a weekly basis. The contractor shall provide updated spreadsheets and inputs to fiscal year financial planning spreadsheets weekly.

AQL: Financial spreadsheets and planning and budgeting spreadsheets updated and provided within one business day of receipt of ERP data from the government.

## 2.20 Underwater Tracking Range Equipment Support

The contractor shall provide technical support for all phases of the Underwater Tracking Range Equipment (UTRE) program: preparation, installation, removal, turnaround, repair, test, maintain, upgrades, and 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. This support will primarily be provided at North Island, CA but may require support at other CONUS locations.

Primary Support Location: North Island, CA

Estimated Travel:

Origin	Destination	# Travelers	# Trips	# Days/Trip
SD	CONUS	1	1	5

References:

- a) NAVSEA Dwg. No. 7083764, MK84 Mod 1/Mod 2 Sonar Transmitter Installation and Removal Procedures for MK 46 REXTORP
- b) NAVSEA Dwg. No. 7083765, MK 50 REXTORP Install
- c) NAVSEA Dwg. No. 7083768, MK 84 Mod 1/Mod 2 Sonar Transmitter Installation and Removal Procedures for MK 30 Mobile Target
- d) NAVSEA Dwg. No. 7083769, Battery Readiness Recheck for MK84 Mod 1/Mod 2 Sonar Transmitters in Lightweight Torpedoes
- e) NAVSEA Dwg. No. 7083770, Advanced Shipboard Tracking Electronics, Portable (ASTEP) Bench Prep/Operating Procedure
- f) NAVSEA Dwg. No. 7083772, UTS Installation and Removal for Los Angeles Class Submarines
- g) NAVSEA Dwg. No. 7083773, Installation and Removal for Ohio Class Submarines
- h) NAVSEA Dwg. No. 7083775, OLSS
- i) NAVSEA Dwg. No. 7447894, 3WPCAT Vessel Transducer Inspection, Service, and Zero Span Field Calibration Procedure
- j) NAVSEA Dwg. No. 7447942, Programmer Tester Operating Procedure for the MK 84 Mod 1 and MK 84 Mod 2 Pinger
- k) NAVSEA Dwg. No. 7608093, MK 84 Pinger Bench/Operating Procedure
- l) NAVSEA Dwg. No. 7608332, Programmer Verifier Operating Procedure for the MK 84 Mod 1 and MK 84 Mod 2 Pinger Electronics
- m) NAVSEA Dwg. No. 7608333, Acoustic Portable Underwater Tracking Transducer (PUTT) System Test and Operating Procedure
- n) NAVSEA Dwg. No. 7608508, Underwater Tracking System (UTS) Installation and Removal for SSN 21 Class Submarines
- o) NAVSEA Dwg. No. 7609115, MK 84 Mod 1/Mod 2 Sonar Transmitter Installation and Removal Procedures for MK 54 REXTORP
- p) NAVSEA Dwg. No. 7609810, Light Submersible Canister (SUBCAN) Preparation, Inspection and Test Procedure

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Government-owned applications are used in this work item for reference, modification, data extraction, validation, or other action as specified. Government will provide permissions required for actions. These include but are not limited to:

- a) Detachment Share Drive
- b) Keyport Command Access
- c) Configuration Management Program (CMPRO)
- d) Pinger 2000 (P2K)
- e) Underwater Tracking Range Equipment Share Drive
- f) Workforce Development System (WDS)
- g) Advanced Skills Management (ASM)

**2.20.1** The contractor shall support Underwater Tracking System (UTS) installations and removals from U.S. Navy and foreign submarines

AQL:

- 100% procedural compliance

Estimate 15-20 installs/removals per year.

**2.20.2** The contractor shall support UTS equipment turnaround and preparation to include but not limited to: Advanced Shipboard Tracking Electronics, Portable (ASTEP) post use, pre-use inspection; UTS cabling inspection; UTS transducer preparation and post use reconditioning (to include 3 wire phase coded acoustic transducers (3WPCAT), broadband low frequency (BBLF) and mini broadband low frequency (miniBBLF), minipingers, ITC broadband transducers, and any additional transducers developed for future UTRE use); and UTS accessory preparation and maintenance.

AQLs:

- 100% procedural compliance
- No more than 1% errors in documentation.

Estimate 15-20 preparations/turnarounds per year

**2.20.3** The contractor shall perform sonar transmitter systems bench test and preparation on equipment to include: MK 84 Mod 2 sonar transmitter, towed pinger assemblies (TPA), submersible canisters (SUBCAN), ASTEP, Programmer Verifier Assemblies (PVA) and portable underwater tracking transducer (PUTT).

AQLs:

- 100% procedural compliance
- No more than 1% errors in documentation.

Estimate 30 test & preparations per month

**2.20.4** The contractor shall install sonar transmitter systems in various exercise weapons and MK 30 targets.

AQLs:

- 100% procedural compliance
- No more than 1% errors in documentation.

Estimate 200 installations per year

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**2.20.5** The contractor shall support delivery of UTRE equipment such as TPAs and SUBCANs to platforms when use of UTS equipment by those platforms that are not supported by temporary alteration (TEMPALT).

AQLs:

- Delivery accomplished in time to support fleet operational schedule.

Estimate 5-10 deliveries per year

**2.20.6** The contractor shall maintain the Pinger 2000 database (P2K) through the entering of install, removal and inventory data of UTRE equipment.

AQLs:

- No more than 1% data entry error rate
- Data entry accomplished within 1 business day of work completion

Estimate 30 entries per month

**2.20.7** The contractor shall troubleshoot and repair all UTRE equipment as necessary.

AQLs:

- 100% procedural compliance

Estimate 5 repairs per month

**2.20.8** The contractor shall maintain current UTRE procedures as required.

AQLs:

- Check for procedural updates and incorporate no less than monthly

Estimate 3 procedural updates per year

**2.20.9** The contractor shall support pinger shop custom system configuration efforts to include but not limited to; configurations design, wiring schematic, fabrication, etc.

Estimate 3 modifications per year

## **2.21 Administrative Office Services**

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 business systems including but not limited to: Navy Enterprise Resource Planning (ERP), Leave Overtime Comptime User System (LOCUS), 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), Navy and Marine Corp Intranet (NMCI), and Joint Personnel Adjudication System (JPAS). This support will primarily be provided at Naval Base San Diego, CA, but may require support at other San Diego locations.

### **AQLs:**

- For text-based deliverables, 95% of documents produced contain no more than one content error or no more than three typographical/format errors per page upon Government review. No remaining errors upon incorporation of Government comments.
- For database-type deliverables, 99% of individual data fields recently updated are correct as indicated by a random sampling of recently updated data records. No remaining errors shall remain after first validation.

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- Technical support is in compliance with applicable references/directives/manuals/procedures. Less than 2 findings of non-compliance in a quarter, and zero repeat findings.
- Timeliness: Technical support is provided and completed within given time frames. Reporting deliverables are submitted on time. No repetitive validated customer complaints concerning timeliness.
- Quality: No repetitive validated customer complaints concerning accuracy or completeness of products or services.
- For documentation/record keeping requirements, data is 99% accurate and 100% accurate after first validation.

### **2.21.1 General Documentation Maintenance**

Information may be provided or may require the contractor to perform 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 information (CUI), for official use only (FOUO), Privacy Act (PA), non-critical/non-sensitive (CONFIDENTIAL), or critical/non-sensitive (SECRET).

Estimate 50 occurrences per month.

### **2.21.2 Documentation Preparation**

**2.21.2.1** The contractor shall prepare general correspondence (memos, letters, naval messages, email), technical papers, technical briefs, manuals and publications (including tables, graphs, charts, metrics, photos, drawings, schematics, videos, storyboards) 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.

Estimate 50 documents per month.

**2.21.2.2** The contractor shall prepare all documents and media in accordance with applicable instructions and directives including but not limited to: NUWCDIVKPT 5216, Correspondence Manual; NUWCDIVKPT 5215, Keyport Directives Management System; ANSI-NISO Z39.18-2005, American National Standards – Scientific and Technical Reports – Preparation, Presentation, and Preservation; MIL-STD-38784, Technical Manuals: General Style and Format Requirements; Government Printing Office Style Manual; SECNAV M-5510.36, DON Information Security Program (ISP) Manual; FOA 5210-01-01, Code 24 External Document Control; FOA 5210-02-01, Code 24 Internal Document Control.

### **2.21.3 Documentation Distribution and Maintenance**

**2.21.3.1** The contractor shall copy, scan, reduce, fax, bind, route, file, distribute, archive, shred, and dispose of applicable documents. Controlled Unclassified Information (CUI) and CLASSIFIED disposal will be in accordance with the most current revision of SECNAV M-5510.36 and approved Keyport directives/standard operating procedures.

Estimate 300 documents per month.

**2.21.3.2** The contractor shall prepare outgoing CLASSIFIED and UNCLASSIFIED mail for USPS first class, certified, registered, express mail, bulk/consolidated mail, and guard mail handling, in accordance with OPNAVINST 5218.7B, Navy Official Mail Management Instruction; SECNAVINST

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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. Send tracer notices to intended mail recipients as required to confirm receipt of Secret items. Report mail count including breakdown of special services, i.e., Express, Registered, and Certified in a monthly mail report. The mail report shall be provided to the government lead by the third working day of each month that captures the data of the previous month. The government lead will provide the report format.

Estimate 20 mail pieces per month.

**2.21.3.3** The contractor shall distribute correspondence and publications, based on subject matter or distribution list or tree stamp, routing slip, or incoming correspondence transmittal form. Tasking includes but is not limited to making photocopies or electronic scanned copies, or CD/DVD-ROM media back-up copies for archiving purposes.

Estimate 100 documents per month.

**2.21.3.4** The contractor shall maintain an accountable documentation control system in accordance with SECNAV M-5210.2, DON SSIC Manual, NUWC DIV KPT 5216, Correspondence Manual.

**2.21.3.5** The contractor shall document processes and procedures in accordance with ISO-9001/14001/31000 and Keyport Directives/Quality Management Program. The contractor shall update technical documents and manuals. The contractor shall document and write qualification guidelines. Support will range across various projects/programs of the San Diego Division.

Estimate 5 documented procedures per month.

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

**2.21.4.1** The contractor shall 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/receive classified messages and the Official Information Exchange (OIX) Navy Interface for Command Email (NICE) to transmit/receive unclassified messages. The contractor shall coordinate message documentation corrections with message originator/reviewer(s).

Estimate 10 messages per month.

**2.21.4.2** The contractor shall maintain an accountable message archiving system of all outgoing messages.

#### **2.21.5 Travel Order Support**

**2.21.5.1** From travel information provided by the Government, the contractor shall utilize the Defense Travel System (DTS) to input travel, and forward to Government official for approval; input travel order amendments, retrieve orders; input travel claim expenses utilizing information provided by the government.

Estimate 5 travel actions per month

**2.21.5.2** The contractor shall assist individuals in preparing required travel documentation including but not limited to official DOD Travel passport (maroon colored), DD 1056, and Authorization to Apply for a

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“No Fee” Passport.

Estimate two occurrences per quarter

## **2.21.6 Visitor Support**

### **2.21.6.1 Incoming visitors**

**2.21.6.1.1** The contractor shall coordinate visit requests from official visitors to the SOCAL Detachment sites. The contractor shall provide location maps and directions. The contractor shall advise visitor of special and local regional base security notification requirements. The contractor shall notify SOCAL Detachment point of contact/host of impending visit and provide visitor information.

**2.21.6.1.2** The contractor shall prepare Visitor Base Access Letters, obtain authorization signature, and forward letter to respective Naval Base Pass & ID Office.

Estimate 20 requests per year

**2.21.6.1.3** The contractor shall prepare and post parking stall assignments and welcome signs for visitors.

Estimate 5 per month

**2.21.6.1.4** The contractor shall provide visitor control for SOCAL Buildings from 0700-1530. Support includes but is not limited to validating security clearance letters, assigning Visitor pass/badge, maintaining sign in/out log for the buildings, notifying host of arrival and escorting visitor to host's desk or internal building location, as needed.

Estimate 10 visitors per month

**2.21.6.1.5** The contractor shall maintain a log, current list, and file of visitor clearances.

### **2.21.6.2 Government Personnel Visit Requests**

**2.21.6.2.1** The contractor shall 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. The contractor shall maintain a file for all outgoing visit clearances.

Estimate 5 visit requests per month

**2.21.6.2.2** The contractor shall handle and store visit request files in accordance with Privacy Act requirements of KPT 5211-01, Privacy Act Program.

## **2.21.7 General Office Administration**

**2.21.7.1** The contractor shall process incoming general telephone calls. The contractor shall answer call with proper command greeting and attendant identification (i.e., caller is speaking to a contractor). The contractor shall 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.



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Estimate 25 calls per month

**2.21.7.2** The contractor shall receive and post current Bulletin Board information as required.

Estimate two updates per month

**2.21.7.3** The contractor shall replace toner cartridges and call for services for common office printers, copiers, and fax machines as required.

Estimate two occurrences per quarter

**2.21.7.4** The contractor shall perform appropriate space maintenance where tasks are performed to maintain a safe working environment. The contractor shall report facility service requirement (i.e. non-working lights, office electrical power deficiency, work area safety hazard) to the building supervisor or government lead.

**2.21.7.5** The contractor shall monitor and maintain office supply inventory. The contractor shall identify items requiring replenishment prior to depletion and provide item information to the government lead. Item information shall include item name, description, source availability, manufacturer, NSN or part number, unit of issue, recommended quantity, and required regulatory and statutory accompanying documentation.

## **2.21.8 Training Support**

**2.21.8.1** The contractor shall schedule and coordinate training with instructors.

Estimate 4 occurrences per quarter

**2.21.8.2** The contractor shall setup and organize classrooms. Ensuring necessary facilities and accessories are available for attendees.

Estimate 2 occurrences per quarter

## **2.21.9 Timekeeping Administration**

**2.21.9.1** Based on information provided via work schedules, phone calls, and/or emails, the contractor shall input timekeeping data into the Enterprise Resource Planning (ERP) system for Government review and certification. The contractor shall validate proper coding.

Estimate 100 line entries per month

**2.21.9.2** The contractor shall track completion of government employee timecard completion in ERP. The contractor shall inform government supervisory personnel and employees of discrepancies.

Estimate 10 ERP database timecard assessments per month

## **2.22 Underwater Vehicles Support**

The contractor shall provide engineering, technical and logistic support for underwater vehicles operations by preparing, operating, transporting, testing, inspecting, repairing, maintaining, and providing turnaround of the vehicles and its associated test, handling, and launch equipment. The contractor shall provide and perform logistics/HAZMAT handling support relative to underwater vehicles operations as needed, including documentation, administration, hardware, software and technical library support. This support will be based from the North Island, CA facility with

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additional periodic support at San Clemente Island and CONUS locations. Initial support will primarily focus on MK30 targets, although other underwater target support may be required. All travel will be identified by a Technical Instruction Letter.

Primary Support Location: North Island and San Clemente Island, CA

Estimated Travel:

Origin	Destination	# Travelers	#Days/Trip	# Trips
SD	HI	1	14	2
SD	CONUS	1	5	2

References:

- a) MK30 Target Operations Schedule
- b) TM 10-001 NUWCDET SD Administrative Standard Operating Processes
- c) TM 10-002 Local Procedures for the San Diego MK 30 Operating Site
- d) TM 07-001 Target Transport Vehicle Loading-Offloading
- e) TM 07-002 MK 30 Mod 1 Main Battery Section Weight Static Heel
- f) TM 09-001 Complex Lift Procedure Using Category 3 (Non-Cab) Crane and Hoist
- g) TM 94-042 Mobile Target A-Cable Refurbishment
- h) SW581-C1-IPB-010, Illustrated Parts Breakdown
- i) SW581-C0-MMI-010, Special Support Equipment Mark 578 Mod 0 System Test Set 9A1  
Description, Operation, and Maintenance
- j) SW581-C0-MMI-020, Special Support Equipment Mark 578 Mod 0 Guidance and 9A2  
Description, Operation, and Maintenance
- k) SW581-C0-MMI-030, Special Support Equipment Mark 578 Mod 0 Guidance and Control  
Test Set 9A3 Description, Operation, and Maintenance
- l) SW581-C0-MMI-040, Special Support Equipment Mark 578 Mod 0 Acoustic Test Set 9A4  
Description, Operation, and Maintenance
- m) SW581-C0-MMI-050, Special Support Equipment Mark 578 Mod 0 Miscellaneous Special  
Support Equipment Description, Operation, and Maintenance
- n) SW581-C0-MMI-060, Special Support Equipment Planned Maintenance System Mark 578  
Mod 0
- o) SW581-C0-MMI-070, Special Support Equipment Automated By-pass Battery Charger  
(ABBC) 9A5 Description, Operation, and Maintenance
- p) NAVFAC P307, Management of Weight Handling Equipment
- q) KPT Directive 5090, Environmental Program Policy and Manual
- r) SW581-AA-MAN-010, Target TDS Reporting Handbook (pertains to Mod 1 and Mod 2)
- s) SW581-AC-MAN-010, MK 30 Target Dolly and Cart Maintenance
- t) SW581-BA-LSS-010, Operational Logistic Support Summary
- u) SW581-C1-GYD-010, MK 30 Target Program Electrostatic Discharge (ESD) Protection Plan
- v) SW581-C1-MMI-010, Description
- w) SW581-C1-MMI-020, Preparation for Use and Maintenance, Pt 1 x)  
SW581-C1-MMI-030, Preparation for Use and Maintenance, Pt 2 y)  
SW581-C1-MMI-040, Firing Craft Procedures
- z) SW581-C1-MMI-050, Table of Contents
- aa) SW581-C1-MMI-100, Casualty Network Electronics Assembly 5A1 Test Procedure
- bb) SW581-C1-MMI-110, Control Assembly 3A2 Test Procedure
- cc) SW581-C1-MMI-120, Deployment System Assembly Procedure
- dd) SW581-C1-MMI-130, Modification and Configuration control of the Target Preparation and  
Analysis Software
- ee) SW581-C1-MMI-140, EOR Radio System 4A1 Charging Procedure
- ff) SW581-C1-MMI-150, EOR Radio System 4A1 Refurbishment Procedure
- gg) SW581-C1-MMI-170, Acoustic System Deck Check Test Procedure (for Upgraded 9A4

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Acoustic Test Set)

- hh) SW581-C1-MMI-230, Leak Detector Amplifier 5A2 Test Procedure
- ii) SW581-C1-MMI-240, Main Battery MK 128 Mod 0 Activating Procedure
- jj) SW581-C1-MMI-250, Main Battery MK 128 Mod 0 Charging Procedure
- kk) SW581-C1-MMI-260, Main Battery MK 128 Mod 0 Drain Discharge and Capacity Test
- ll) SW581-C1-MMI-270, Main battery MK 139 Mod 0 Activating Procedure
- mm) SW581-C1-MMI-280, Main Battery MK 139 Mod 0 Charging Procedure
- nn) SW581-C1-MMI-290, Main Battery MK 139 Mod 0 Drain Discharge and Capacity Test
- oo) SW581-C1-MMI-300, Payload Programmable Assembly Programming Procedure
- pp) SW581-C1-MMI-310, Recorder Interface Electronics Assembly 7A7/Performance Recorder  
Electronics Assembly 7A1 Test Procedure
- qq) SW581-C1-MMI-320, Pressure Sensor 3A3 Ceiling Cutoff Check and Depth Cutoff Adjustment  
Procedure
- rr) SW581-C1-MMI-330, Pressure Sensor 3A3 Test Procedure
- ss) SW581-C1-MMI-340, Propulsion Motor 2B1 Operational Test Procedure
- tt) SW581-C1-MMI-350, Skeg Cable W702 Post-Run Test Procedure
- uu) SW581-C1-MMI-380, Speedsetter Auxiliary Converter 2A5 Test Procedure
- vv) SW581-C1-MMI-390, Speedsetter Logic Assembly 2A2 Test Procedure
- ww) SW581-C1-MMI-400, Speedsetter Power Switch Control Assembly 2A4 Test Procedure
- xx) SW581-C1-MMI-410, Speedsetter Power Switch 2A3 Test Procedure
- yy) SW581-C1-MMI-430, Target Incoming Inspection Procedure
- zz) SW581-C1-MMI-440, Target Prelaunch Deck Test Procedure
- aaa) SW581-C1-MMI-450, Target Post-Run Procedure
- bbb) SW581-C1-MMI-460, Target Prelaunch Dynamic Test Procedure
- ccc) SW581-C1-MMI-470, Target Vacuum Leak test and Backfill Procedure
- ddd) SW581-C1-MMI-480, Target Weight and Center of Gravity Determination Procedure
- eee) SW581-C1-MMI-490, Towed Array 1A11 Post-Run Test Procedure
- fff) SW581-C1-MMI-500, Transducer Section Assembly Leak Test Procedure
- ggg) SW581-C1-MMI-510, Target Pullaround/Static Heel Test Procedure
- hhh) SW581-C1-MMI-520, Transducer Section Charging Procedure
- iii) SW581-C1-MMI-540, Target Data Acquisition System Data Extraction Procedure
- jjj) SW581-C1-MMI-560, Target Control Cable (A-Cable) and Receptacle Handling  
Procedure
- kkk) SW581-C1-MMI-580, G&C Run Profile Generation and Loading Procedure
- lll) SW581-C1-MMI-590, G&C Automated Memory Loading and System Test Procedure
- mmm) SW581-C1-MMI-600, G&C Automated Troubleshooting Procedures
- nnn) SW581-C1-MMI-620, APU Assembly Special Test Procedure
- ooo) SW581-C1-MMI-630, Capacitor Bank 1A5 Test Procedure
- ppp) SW581-C1-MMI-640, APU Acoustic Module Assembly 2A6 Test Procedure
- qqq) SW581-C1-MMI-650, APU MAD Module Assembly 2A7 Test Procedure
- rrr) SW581-C1-MMI-660, APU Low Voltage Module Assembly 2A8 Test Procedure
- sss) SW581-C1-MMI-670, APU Control Module Assembly 2A9 Test Procedure
- ttt) SW581-C1-MMI-690, Planned Maintenance Systems (PMS)
- uuu) SW581-C1-MMI-710, Remote Site Target Post-Run/Short Turnaround Procedure
- vvv) SW581-C1-MMI-720, Remote Site Over-the-Side Target Recovery Procedure
- www) SW581-C1-MMI-730, Remote Site Battery Safety Procedure
- xxx) SW581-C1-MMI-740, Remote Site MK 30 Mod 1 Transducer Section Assembly Packing  
and Unpacking
- yyy) SW591-C0-MMO-010/LCHSYS MK 30 TGT, Helicopter Launch System MK 146 Mods 0  
and 1
- zzz) TM 08-003, MK 30 Target Towing Procedure
- aaaa) TM 13-001, Qualifications Data System (QDS) Certification Process Description
- bbbb) Mobile ASW MK 30 Mod 1 Target Certification Examining Board (TARCEB)

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cccc) SW581-C0-IPB-010, Illustrated Parts Breakdown  
 dddd) SECNAVINST 5210.2, Standard Subject Identification Code (SSIC) Manual  
 eeee) SECNAVINST 5210.8, Department of the Navy Records Management Program  
 ffff) SECNAVINST 5215.1, Secretary of the Navy Directives Policy  
 gggg) NAVSEA Dwg. 7083768, MK84 Mod 1/Mod 2 Sonar Transmitter Installation and Removal Procedures for MK 30 Mobile Target  
 hhhh) SW591-B0-MMO-010, WPN RECOV SYS, Helicopter Weapon Recovery System MK 2 Mod2 Mod 0/1  
 iiiii) Target Procedure 8821, Maintenance Procedure Mobile MK 30 Mod 1 Commercial Power Supplies  
 jjjj) Target Procedure 5215, Numerical Index of Effective PMRF Instructions and Notices  
 kkkk) SW395-AA-MMO-020, Description, Operation, and Maintenance Torpedo Control Cables and Test Equipment  
 llll) S6430-AE-TED-010, Piping, Devices, Flexible Hose Assemblies  
 mmmm) TM 84-76, Operation and Maintenance of the MK 30 Target Multilauncher  
 nnnn) TM 86-171, Operation and Maintenance of the MK 30 Target Launcher/Kingpost Assembly on a 120 Foot TWR  
 oooo) TM 09-02, MK 30 Target Firing Craft Procedure San Diego  
 pppp) Mobile Anti-Submarine Training Target (MASTT) Procedures

Government-owned applications are used in this work item for reference, modification, data extraction, validation, or other action as specified. Government will provide permissions required for actions. These include but are not limited to:

- a) Operating Site Data System (OSDS)
- b) Detachment Share Drive
- c) Target Technical Data System (TTDS)
- d) Configuration Management Program (CMPPro)
- e) Battery 2000
- f) Enterprise Resource Program (ERP)
- g) Keyportal Command Access
- h) Lightweight Information Desk On-Line (LIDOL)
- i) Corrective and Preventative Action (CAPA)
- j) Workforce Development System (WDS)
- k) Total Workforce Management Systems (TWMS)

AQLs: (unless otherwise indicated at the 2.22.x or 2.22.x.x level)

For report deliverables, 95% of documents produced contain no more than one content error or no more than three typographical/format errors per page upon Government review. No remaining errors upon incorporation of Government comments. Reports shall be professional, concise and articulate.

For database-type deliverables, 99% of individual data fields recently updated are correct as indicated by a random sampling of 5% of recently updated data records once a month (not to exceed 100 records). No remaining errors shall remain after first validation.

For documentation/record keeping requirements, data is 99% accurate.

Procedural Compliance: Less than 2 findings of non-compliance in a quarter, and zero repeat findings.

Quality and Target Certification Examining Board Audits (TARCEB): No major findings due to contractor related actions and no repeat findings, major or minor due to contractor related issues.

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Quality: No more than one personnel error leading to an UNSAT run per quarter or mission impact. No validated customer complaints concerning performance of vehicles due to contractor related actions.

Timeliness: No validated customer complaints concerning availability of vehicles due to contractor related actions. Technical support is provided and completed within given time frames. Reporting deliverables are submitted on time.

### **2.22.1 Operational Life-Cycle Support**

The contractor shall provide vehicle and equipment operational life-cycle support. Tasks shall include but is not limited to testing, processing, maintaining, repairing, and shipping and receiving in accordance with (IAW) applicable references. In conjunction with tests, prepare required documentation on configuration, preventive maintenance, vehicle processing, and test/inspection actions on hardware IAW applicable references.

#### **2.22.1.1 Vehicle Processing**

The contractor shall review applicable references daily for scheduled operations, vehicle assignments and launch mode. The contractor shall prepare, turnaround, and test vehicles IAW applicable references and instructions. Required documentation shall be turned into the Government lead no later than noon of the day prior to the scheduled operation. The contractor shall complete post run procedures IAW applicable references and instructions at the earliest convenience within 48 hours or 2 working days, whichever occurs first. Post run procedures includes but is not limited to data extraction, removal of the data recorder, shaft bearing/seal, tracking system, main battery, towed array, etc. from expended vehicles. Using the extracted data, the contractor shall provide a summary report and data CD to the government lead.

AQLs:

- No more than 2 late items per quarter.
- No more than 2 errors in documentation turned in per quarter.
- Vehicles processed and available to meet all scheduled operations.

Estimate 15 vehicles per month.

#### **2.22.1.2 Vehicle and Equipment Maintenance**

The contractor shall prepare, turnaround, inspect, test, maintain, and repair hardware in accordance with applicable references. Items include but are not limited to launch support equipment, End of Run (EOR) assemblies, target control cables, towed array umbilical connectors, test sets, Electrostatic Discharge (ESD) workbenches and wrist straps, torque wrenches, digital multimeters, oscilloscopes, and gauges. The contractor shall identify items in need of repair and perform repairs in accordance with applicable references.

AQL: No items in repair status for more than 3 months due to contractor related issues.

Estimate 40 maintenance actions per month.

#### **2.22.1.3 Batteries and Battery Related Equipment**

Utilizing government furnished equipment, the contractor shall maintain, charge, discharge and turnaround vehicle batteries. The contractor shall maintain battery chargers, battery handling equipment and associated hardware. This includes inspection, repair, test, preventive maintenance, calibration and preparation, and distribution and retention of required documentation. The contractor shall identify equipment in need of repair and notify the government lead for authorization. The contractor shall verify, update, and track battery information in a government database. The contractor shall provide battery status report(s) as needed and a monthly battery status report by the last working day of each month.

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AQL:

- At minimum, 1 battery ready for issue (RFI) at any given time.
- No errors found in battery reports
- Battery reports issued on time.

Estimate 12-15 batteries per month.

Required qualifications: Battery school training (currently Yardney Battery)

**2.22.1.4** The contractor shall track precious metals including but not limited to silver-zinc batteries. The contractor shall include status in daily oral battery status reports, and monthly status spreadsheet, and deliver to MK-30 engineer.

AQLs:

- Required reports contain no more than 1 error
- Revised reports no more than zero errors

Estimate 23 reports per month

Estimate 1500 items to track

#### **2.22.1.5 Preventive Maintenance (PM)**

The contractor shall perform preventive maintenance on vehicle components and shop and support equipment. This also includes but is not limited to hull maintenance, painting, and component replacements. The contractor shall verify, update, and track PM information in a government database. The contractor shall complete PM documentation. PMs and documentation shall be done in accordance with applicable references and procedures.

AQL: No items overdue for preventive maintenance.

Estimate 40-70 PMs per month.

#### **2.22.1.6 Documentation Change Implementation**

The contractor shall document status of hardware modifications and shall implement Field Change Instructions (FCI) and Engineering Change Proposals (ECPs).

Estimate 4 documentation change implementations per year.

#### **2.22.1.7 Launch Master Functions**

The contractor shall perform helicopter launch master and surface craft launch master functions. Functions include, but are not limited to: interfacing with helicopter crew or surface craft crew, preparing launch and recovery equipment, loading of equipment, and providing instructions to crew for launch. This requires certification in launch master functions for both surface and helicopter launch modes IAW applicable references and instructions. Launch master certification is achieved through successful completion of on the job training and proven task proficiency. The length of time required to obtain certification is highly dependent on operation schedules and training opportunities. Functions may require underway time on surface craft to perform launch and recovery assessments and observe/collect data on launch and recovery.

AQL: No more than one personnel error leading to an UNSAT run per quarter or mission impact.

Estimate 20 launch master requirements per year.

#### **2.22.1.8 Troubleshooting**

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The contractor shall support troubleshooting functions including, but not limited to: tracking and reporting status of critical asset items, analyzing Solid State Recorder (SSR) printouts, and testing hardware identified by government personnel. The contractor shall prepare required documentation for failure and damage reports.

AQL: Documentation and reports are accurate, complete, and in compliance with applicable instructions.

Estimate troubleshooting will be performed on 3 vehicles per month and 15-20 report documents per year.

#### **2.22.1.9 Logistics**

The contractor shall make preparations for air, ground, and sea shipments as required. This includes, but is not limited to shipping documents (HAZMAT or otherwise), condition code and shipping records, containerizing vehicles, placing/securing vehicles onto trailers for shipment via aircraft, ship and/or truck. Vehicles will be offloaded and picked up from surface craft, aircraft, or trucks. The contractor shall operate forklifts, and shop cranes to pick up and deliver vehicles or other materials/equipment within the Op Site area via a government owned vehicle. The contractor shall perform truck inspections for hazardous material shipments and researching of carriers. Truck inspections for hazardous material shipments shall be in accordance with applicable references to ensure compliance with hazardous material transportation requirements. The contractor shall provide information for barge requests to government lead. Required qualifications include: Naval Motor Vehicle Inspection, AMMO-51-MV-OS, Transportation of Hazardous Material (VTT) A-822-0012, Category 3 and 4 crane, California Class B Driver's license

AQLs:

- Truck inspections performed in time to meet pick up or delivery schedule
- No errors on shipping documents
- All material packed in accordance with federal shipping regulations

Estimate 4 shipments per week.

#### **2.22.2 Documentation Processing and Data Maintenance**

The contractor shall process, maintain, and manage technical documentation, drawings, correspondence, messages, and memorandums IAW applicable references.

Estimate 10-15 documents daily

##### **2.22.2.1 Data Entry**

The contractor shall provide data entry support into government databases and applications including but not limited to: Target Technical Data System (TTDS), Operating Site Data System (OSDS), and Battery 2000.

Estimate 60-70 entries per week and an additional 15-20 entries during event operations.

##### **2.22.2.2 Data Reporting**

The contractor shall report discrepancy and logistics data (as appropriate) into required databases and information systems. This includes but is not limited to submitting Target Management Information System (TMIS) reports, entering discrepancy data into TTDS, and submitting corrective suggestions using applicable data base. The contractor shall maintain vehicle management logs and submit information as required per applicable references and instructions.

AQL: No more than one personnel data entry error per quarter

Estimate 30-40 entries daily.

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#### **2.22.2.3 Documentation and File Maintenance**

The contractor shall receive, process, reproduce, distribute, file, archive, maintain, and distribute documentation including but not limited to technical documentation, correspondence, messages, memorandums, manuals, reports, viewgraphs, directives, presentations, waivers, and letters.

Estimate 20-30 actions daily.

#### **2.22.2.4 Documentation Processing**

The contractor shall locate, retrieve, distribute, and file hard and electronic documentation. The contractor shall file and update changes to documentation and drawings as required, using government applications including but not limited to LIDOL and CMPPro. The contractor shall retrieve documents and drawings, update them as required, and file as required.

AQL: No more than one personnel data entry error per quarter

Estimate 20-25 documents weekly.

#### **2.22.2.5 Record Support**

The contractor shall prepare, maintain, and provide documentation. This includes but is not limited to: updating and tracking training requirements, qualifications, and certifications for all Detachment C251 personnel in government databases and applications including but not limited to WDS, TWMS, and CAPA.

AQL: No more than one personnel data entry error per quarter

Estimate 8-10 updates per month.

### **2.22.3 Equipment and Material Inventory Management Support**

The contractor shall provide on-site technical support for parts and materials in accordance with applicable references.

**2.22.3.1** The contractor shall provide support in all Hazardous Material/Waste (HAZMAT/HAZWASTE) processes: e.g., inventory, tagging/labeling, storage, MSDS binder, HAZWASTE documents. The contractor shall support 3 HAZWASTE accumulation sites, process HAZWASTE in preparation for disposal in accordance with local and federal regulations, and notify government HAZMAT/HAZWASTE coordinator of any discrepancies found during inspections.

AQLs:

- No discrepancies in HAZMAT or HAZWASTE segregation
- No errors in documentation
- HAZWASTE disposal on proper timelines

Estimate 12 HAZMAT/HAZWASTE actions per week

Estimate 100 HAZMAT/HAZWASTE items maintained

#### **2.22.3.2 Inventory Support**

The contractor shall provide equipment and material inventory management. The contractor shall maintain and track an inventory of all equipment in a government database. Equipment includes but is not limited to: vehicles/shapes, and test/support equipment. Inventory information provided shall include but is not limited to status and location of equipment. The contractor shall tag all equipment in accordance with applicable references.



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### **2.22.3.3 Supply Requisition Support**

The contractor shall conduct market research and provide pertinent information to government representative to enter into government requisition application.

Estimate 3-5 items per month.

### **2.22.3.4 Handling Equipment**

The contractor shall maintain an inventory of all handling equipment, track in a government database, and notify government lead at least one month in advance when handling equipment will be due for inspection or weight test. The contractor shall be responsible for prior to use inspection IAW applicable references and notify government lead if equipment is non-compliant. The contractor shall pick up and deliver handling equipment as required in support of weight tests and provide an inventory report quarterly or as required.

AQL: No work is held up due to un-available equipment.

Estimate total of 30 pieces of handling equipment and weight test pick-up and delivery 4 times per year.

## **2.22.4 System Engineering Support**

The contractor shall perform engineering and operational support.

### **2.22.4.1 Program Support**

The contractor shall review existing programs and identify emerging trends and other issues with potential to impact current programs. Perform on-range and off-range customer support and services for all levels of the Program community. Provide verbal briefing as necessary of discussion of emerging trends or other issues, conclusions, and recommendations. Attend meetings and provide meeting reports to the government lead within one working day of the meeting. At no time will the contractor represent the government, their attendance is only to gather or provide information. The report shall include overview, discussion, conclusions, and recommendations (contractor's format).

Estimate four reports per year.

### **2.22.4.2 Engineering Change Proposals (ECP) and Technical Manual Deficiency / Evaluation Reports (TMDER) Support**

The contractor shall review, develop, maintain, troubleshoot, and perform analyses (such as failure, statistical, etc.) of ECPs and TMDERs for vehicles, ancillary equipment, and systems. This effort involves a broad range of equipment, systems, and components, of which typical examples include but is not limited to: guidance and control systems, ring laser gyro, power and propulsion systems, acoustic systems, batteries, end of run systems, global positioning system, charging systems, discharging systems, emergency shutdown systems, weight and balance measurement equipment, launcher systems, databases, hulls, and vibration measurement systems.

Estimate 8 ECPs and 20 TMDERs per year.

**2.22.4.3** The contractor shall perform weekly engineering planning, scheduling, expediting, coordination, and provide related documentation for operational support functions. This effort includes but is not limited to support and recommendations related to procurement, facilities repairs and improvements, security, safety, quality control, environmental, maintenance and preparation scheduling, and information technology (IT) design, maintenance, and repair, and assistance with maintaining operational working status boards.

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### 2.23 Equipment and Material Inventory Management (OPTION ITEM ONLY)

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 Enterprise Resource Program (ERP) Users Guide, NUWCSITESD TM 93-003, Store room Standard Operating Procedures and other applicable references and applications in support of Material Inventory task.

Primary Support Location: North Island, CA

Estimated Travel:

Origin	Destination	# Travelers	# Trips	# Days/Trip
SD	CONUS	1	1	5

References:

- a) TM 11-001, Supply Support and Equipment Storeroom Procedures for NUWC Detachment San Diego
- b) KPT 4855.5-01, Management Review of the Quality and Environmental Management System
- c) NAVCOMP Form 2276
- d) Standard Form 1449, Solicitation/Contract/order for Commercial Items
- e) NAVSEAINST 12752.02, Accountability for Proper Use of Government Purchase Card
- f) NUWCKPT Form 4235/1, Request for Material Form
- g) KPT 4855.7-06, Control of Age Sensitive (Shelf Life) Material
- h) OPNAVINST 5100.23 Hazardous Material Instruction
- i) DD Form 2521 or 2522, Hazardous Chemical Warning Label
- j) SW581-GYD-010, MK30 Target Program ESD Protection Plan
- k) KPT 5090-17-03, Environmental Operational Control Procedure
- l) KPT 10550, Electrostatic Discharge Protection of Electronic Components and Assemblies
- m) DOD 4160.21, Defense Material Disposition Manual
- n) SECNAVINST 4355.18, Reporting of Supply Discrepancies
- o) DD Form 364, Report of Discrepancy (ROD)
- p) MIL-STD-129, Military Marking for Shipment and Storage
- q) MIL-STD-2073-1E, Standard Practice for Military Packaging
- r) KPT 5218-01, Mail Handling Procedures and Guidelines
- s) DD Form 1149, Requisition and Invoice/Shipping Document
- t) DD Form 836, Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles
- u) NAVSUP Publication 485, Naval Supply Procedures
- v) KPT 4600 (Series), Transportation of Material

Government-owned applications are used in this work item for reference, modification, data extraction, validation, or other action as specified. Government will provide permissions required for actions. These include but are not limited to:

- a) Enterprise Resource Program (ERP)
- b) Detachment Share Drive
- c) Keyportal Command Access
- d) Industrial Logistics Support Management Information System (ILSMIS)
- e) MESWEB/MEASUREIQ Database
- f) Federal Catalog System (FEDLOG)
- g) Federal Logistics Information System (FLIS)
- h) Workforce Development System (WDS)
- i) Advanced Skills Management (ASM)

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AQLs: (unless otherwise indicated at the 2.23. x or 2.23.x.x level)

For text-based deliverables, 95% of documents produced contain no more than one content error or no more than three typographical/format errors per page upon Government review. No remaining errors upon incorporation of Government comments.

For database-type deliverables, 99% of individual data fields recently updated are correct as indicated by a random sampling of 5% of recently updated data records once a month (not to exceed 100 records). No remaining errors shall remain after first validation.

**2.23.1** The contractor shall provide typical storeroom functions, e.g., inspect, tag/label, store, issue, transportation, research material and equipment and generate Material Service Requests (MSR).

AQLs:

- No more than 2 inventory errors per quarter.
- MSR's processed within 1 business day of receipt.

Estimate 75-100 actions per week.

**2.23.2** The contractor shall maintain equipment and material inventories in government databases including but not limited to: Pinger, Enterprise Resource Program (ERP)

AQLs:

- No more than 2 database entry errors per quarter.

Estimate 75-100 database inputs per week.

**2.23.3** The contractor shall maintain shelf-life material and records.

AQLs:

- No expired shelf life items in stock (items removed from inventory within 1 business week of expiration and no extension possible of desired).

Estimate 3 stock removals per month

**2.23.4** The contractor shall process excess and surveyed equipment and material for disposal.

AQLs:

- Items processed within 1 month of designation for disposal

Estimate 30 items per month

**2.23.5** The contractor shall conduct inventory surveys as required in accordance with local Standard Operating Procedures (SOP). This would include, but is not limited to triennial, cycle count, and physical inventory. The contractor shall notify government lead when quantities of items fall below minimum requirements defined by program requirements.

AQLs:

- Required reports contain no more than 1 error
- Revised report no more than zero errors

Estimate 5 inventories per month

Estimate 3000 items to track

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## 2.24 SD Surge Support (OPTION ITEM ONLY)

In the event that increased requirements develop during the performance period, negotiated surge options for SD may be added to the task order.

The surge option may be exercised for up to an additional 4 work years. Support requirements or organizational area detail for each surge option is unknown and may be in support of PWS 2.16 through 2.23. Requirements will be addressed at the time the option item is deemed necessary. The additional option items for Labor and ODCs are set forth as CLINs 4005 and 6005 (Base Year) and 4105 and 6105 (Option Period 1). The estimated workload for contract award is included in Attachment 2, Estimated Labor.

## 3.0 PERFORMANCE REQUIREMENTS SUMMARY

The Performance Requirements Summary table provided as Attachment 3 identifies the mission critical items for performance under this contract. Only performance deficiencies that are directly attributable to contractor error are considered when measured against the performance threshold.

## 4.0 REPORTING REQUIREMENTS

All reports shall be in a Microsoft Office compatible format and submitted electronically. Reports shall be written in a professional, concise, and articulate manner meeting industry standards.

Monthly reports are due by the 5<sup>th</sup> working day of the month unless agreed upon at the subtask level. The Government shall have 5 working days to review the document, if after 5 days no comments are received, the contractor can assume that the report is acceptable. All required plans and reports shall be provided to the COR unless otherwise indicated at the 4.X level.

AQLs:

- All reporting requirements 95% accurate on first submittal and 100% accurate on first revision of reports requiring corrections. No repeat inaccuracies on subsequent reports.
- All reporting requirements submitted by associated due dates unless prior concurrence for a date change is received from the COR. No late deliverables.

**4.1 Monthly Status Report:** The contractor will be required to submit a monthly status report (CDRL A002) to the COR starting no later than forty-five (45) days after issuance of task order and by the 5<sup>th</sup> working day of every month thereafter. A Monthly Status Report Template is provided in Attachment 4. The report shall contain the following elements broken out by PWS functional areas:

4.1.1 Quantitative details of workload performed by PWS sub-paragraphs.

4.1.2 A summary of technical and management work performed during the reporting period and work planned for the next reporting period.

4.1.3 Current or anticipated problems/deficiencies and actions taken to correct or recommended solutions.

4.1.4 Acceptable Quality Level (AQL) achievements/deficiencies. For performance not meeting associated AQLs, an explanation for the deficiency and corrective action plan shall be included. In addition to what will be done to correct the current deficiency, the corrective action plan shall also identify how future deficiencies will be prevented. Achievement/Deficiency data shall be color coded as follows: green for results that meet the AQL, orange for results that contribute to an AQL but did not yet surpass the threshold, and red for results that are deficient in meeting the AQL.

**4.2 Bi-Weekly Expenditure Reports:** The contractor will be required to submit an expenditure report (CDRL A003) to the COR titled Bi-Weekly Depletion Report every two weeks starting no later

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than fourteen (14) days after issuance of task order and by Friday every other week thereafter. Costs and labor hours shall be updated with actual values through Friday of the prior week and projected with best estimates through the remainder of the current task order period of performance. A Bi-Weekly Report Template is provided in Attachment 5. The report shall contain the following elements:

4.2.1 Cost details and summary including contract year labor and other direct cost (ODC) ceilings, total labor funded, total ODC funded, new labor funding increments received, new ODC funding increments received, cumulative and weekly labor funding spent, cumulative and weekly ODC funding spent, cumulative and weekly labor hours expended by individual and labor type (regular vs overtime (OT)), burdened individual labor rates, average labor and ODC weekly spend rates, projected cumulative and weekly costs and hours for the remaining contract year, and total estimated labor and ODC costs at completion of the current task order period of performance. In addition to total contract values, data shall also be broken down by PWS functional area and at the sub-paragraph level where necessary.

4.2.2 Contract Line Item Number (CLIN) Ceiling and the following data broken down by associated PWS functional area and contract sub line item number (SLIN): total dollars and corresponding hours funded, cumulative and weekly dollars and hours expended, and total dollars and hours remaining.

4.2.3 PWS functional area 75% and 100% labor and ODC funding depletion dates. 100% depletion dates shall be highlighted in orange when dates are within two months of the report date and highlighted in red when dates are within one month of the report date.

4.2.4 OT hours with respective description of work and justification. Total contract OT used in current period of performance, total OT in each PWS functional area used in current period of performance, and weekly OT used in each PWS functional area used in current period of performance.

**4.3 75% Funding Expended Report (CDRL A004).** The contractor shall provide a 75% report when total funded labor or ODC has been expended to 75% of the funded ceiling to the COR. A report will also be provided when funding on a CLIN (or SLIN where applicable) has been expended to 75% of its funded value. Note: This report does not replace the Contracting Officer notification requirements of 52.232-20 and 52.232-22.

**4.4 Monthly Training Reports:** The contractor will be required to submit a monthly training report (CDRL A005) to the COR titled Monthly Training Report starting no later than forty five (45) days after issuance of the task order and by the 5<sup>th</sup> working day of each month thereafter for the previous month. At a minimum, the report shall contain a matrix of all training and certification requirements, with current training/certification due dates, completion dates, and next due dates if applicable for all contractor personnel by name. Requirements due within the month shall have the due date highlighted in yellow. Training/certifications past due shall have the due date associated with the delinquent individual highlighted in red and the contractor shall include an explanation for the deficiency and corrective action plan in the report. In addition to what will be done to correct the current deficiency, the corrective action plan shall also identify how future deficiencies will be prevented. A Monthly Training Report Template is provided in Attachment 6.

**4.5 New Rate/Rate Adjustment Report (CDRL A006).** The contractor shall provide a new rate or rate adjustment report within thirty (30) days after task order award and within ten (10) days from the date a new rate or rate change is implemented thereafter. Rates to be reviewed include but are not limited to all labor rates and miscellaneous rates (e.g. G&A, overhead, fee, etc.) used for invoicing. At a minimum the report shall include all miscellaneous invoicing rates, personnel, and their

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associated labor category and fully burdened annual labor rate. The report shall also identify if the rate was originally included in the contractor's proposal at award. Annual burdened labor rates in excess of \$156.00/MH shall be highlighted. Updated reports shall highlight all new or changed rates. Note: This notification does not relieve the contractor of performing the requirements in accordance with the overall proposed rates.

**4.6 Cost Comparison Report (CDRL A007).** The contractor shall provide a cost comparison report within thirty (30) days after task order award and with each invoice submittal thereafter. At a minimum this report shall include a comparison of proposed versus actual labor categories and rates for all contractor personnel charging to each PWS area, average spend rates, and all other rates included on invoices (e.g. G&A, overhead, fringe, etc.), and the difference (in percentage) between the proposed and actual rates. Actual rates that are greater than their associated proposed rates by 10% or more shall be highlighted in orange and those greater by 15% or more shall be highlighted in red. For each highlighted rate, the contractor shall include an explanation for the higher cost.

**4.7 Year End Report (CDRL A008).** The contractor shall provide a year end report sixty (60) days prior to the end of the current task order period of performance. At a minimum, this report shall include the cumulative task order amounts and period of performance amounts for: total cost of invoices processed to date, total cost of labor processed to date, total cost of ODCs processed to date, and the average billing rate.

**4.8 Desk Procedures (CDRL A009).** The contractor shall develop and maintain, with all latest information, desk procedures for each contracted task. Desk procedures shall be completed within 60 days after task order award, provided to the government task lead for review, and updated as necessary. For optional PWS tasks, desk procedures shall be completed within 60 days after the task is exercised, provided to the government task lead for review, and updated as necessary. Updates shall be completed within 10 working days of procedural changes.

**4.9 Other Required Plans and Reports (CDRL A010).** The contractor shall provide data to answer all contract related miscellaneous data calls. Estimate 10 per year.

**4.10 Qualifications and Certifications.** Evidence of required qualifications, necessary licenses, certifications, training, experience levels, and security clearances shall be kept at each support site and made readily available for any audit and government request.

**4.11 Contract Data Requirements List Items.** Contract Data Requirements List (CDRL) items are specified in Exhibit A, CDRLs.

## **5.0 GENERAL REQUIREMENTS AND INFORMATION**

**5.1 Quality Management System.** The contractor shall have or establish a quality management system manual (CDRL A011) that includes their Quality Control Program and Quality Assurance Plan. A copy shall be provided to the Contracting Officer's Representative (COR) within twenty (20) calendar days after task order award.

**5.1.1 Quality Control.** The Contractor is responsible for the quality of services provided. 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 Contracting Officer's Representative (COR) 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

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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.

5.1.2 Quality Assurance. The Government will monitor the Contractor's performance. The Government reserves the right to monitor and measure contractor performance for all requirements defined within the PWS. Government quality assurance will be conducted on behalf of the Contracting Officer. The COR will be appointed to coordinate the overall quality assurance of technical compliance.

5.1.3 Quality Assurance Plan. The Quality Assurance Plan will ensure the products or services conform to the specified contract technical requirements as defined in the Performance Work Statement; provide and maintain an inspection system acceptable to the government covering the services under the contract; and implement procedures to identify and prevent defective services from recurring. The contractor shall develop quality control procedures that address the areas identified in the Acceptable Quality Levels (AQLs) identified in the section 2.0 paragraphs contained herein.

**5.2 Management Plan** (CDRL A012). The contractor shall establish and maintain a management program during contract performance, incorporating details of all major paragraphs (2.X) of the PWS. The management plan must reflect an understanding of all tasks and performance objectives specified in this PWS and describe an approach 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. A copy shall be provided to the COR within twenty (30) calendar days after task order award.

### **5.3 Travel Requirements.**

Local travel on and around the island of Oahu and travel to 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). If travel, domestic or overseas, is required, the Contractor shall be responsible for making all needed arrangements for its 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. Underway support may be required and shall be in compliance with all applicable guidance including but not limited to COMUSFLTFORCOM/COMPACFLT INSTRUCTION 6320.3A.

5.3.1 There may be situations where contractor employees and government employees travel together in government vehicles, or in vehicles rented by the government under the terms of the U.S. Car Rental Agreement (currently available at <https://www.defensetravel.dod.mil/Docs/CarRentalAgreement.pdf>) the government has with various rental car companies. In such situations, contractor employees may only be passengers (not drivers) in such vehicles. If a contractor employee is a passenger in a government vehicle or a vehicle rented by the government, it would be on a "no additional cost to the government" basis. If a contractor employee is a passenger in a government vehicle, the contractor shall indemnify and hold the government harmless from all liability resulting from personal injury or death or damage to property which may occur as a result of such joint travel. When a contractor is a passenger in a vehicle rented by the government, liability would be limited to the terms set out in the U.S. Car Rental Agreement in effect at the time of any incident.

5.3.2 All travel will be identified to the contractor through use of Technical Instructions issued by the

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COR identifying purpose, dates, and locations of travel. Estimated travel has been identified in each applicable task area.

5.3.3 Management Travel. It is the responsibility of the contractor to perform proper management of the task order and their personnel. Unless directed by a TI Letter, all management travel shall not be charged directly to the task.

#### **5.4 Mandatory Training**

The Government requires embedded contractors to participate in certain mandatory training requirements. It is the responsibility of the contractor to ensure that these training requirements are met and properly reported to the COR. Examples of mandatory training include, but are not limited to, Personally Identifiable Information (PII), Information Assurance, Antiterrorism briefing, OPSEC, and Trafficking in Persons basic awareness training. These mandatory training requirements will be identified at the task order level. When travelling to foreign countries, it is the responsibility of the contractor to ensure that all required training is accomplished. Contractor personnel with a common access card (CAC) shall obtain accounts in the Total Workforce Management System to access available training.

**5.5 Digital Data Management.** The contractor shall be responsible for the digital generation, reception and electronic delivery of data. All data shall be developed, managed, used, and exchanged electronically to the greatest extent practicable. The contractor shall maintain compatibility with the World Wide Web (WWW) browser, electronic mail (e-mail), and software used by NUWC Division Keyport (NUWC DIVKPT) and Detachments throughout the life of the task order. NUWC Division Keyport uses Microsoft Office products and Adobe Acrobat. Controlled Unclassified Information (CUI), as defined in Attachment 7, DD254, or other sensitive information requiring encryption, transmitted via email must be encrypted to the current Department of Defense (DoD)/Department of Navy (DON) standard employing PKI credentials. Classified data shall not be transmitted electronically on unclassified network. It is the contractor's responsibility to obtain and maintain PKI credentials.

5.5.1 Delivery. Items submitted electronically shall be in accordance with paragraph 5.5 Digital Data Management above and the specific Contract Data Requirements List (CDRL). If deliveries to the Government are unreadable or unacceptable, the Government will notify the contractor, and the contractor shall correct any problems and resubmit. The contractor shall only recognize comments received from the Contracting Officer's Representative (COR) or the Contracting Officer. Items not delivered electronically shall be delivered using best commercial practice.

5.5.2 Electronic Mail. E-mail shall be used to facilitate the transfer of unclassified data only. Use of e-mail shall not relieve the contractor from compliance with other areas of this task order requiring other types of communication. If tasking requires it, the Government will provide the offeror with user accounts on the Government's electronic mail system to facilitate the contractor's performance under this PWS. The contractor shall comply with applicable site instructions regarding the use of electronic mail.

**5.6 Contractor Employees.** The contractor shall provide capable personnel necessary to accomplish all contract work and services within the government specified performance parameters and timeframes. It is the contractor's responsibility to ensure that their employees are able to access the required support locations. It is not the government's responsibility to develop private contractor employees. The contractor shall provide personnel with qualifications, necessary licenses, certifications, training, experience levels, and security clearances that are required, including all those required by Federal, State, and local laws and regulations. The contractor will provide training opportunities, when necessary, to maintain contractor capabilities/skills to coincide with changing technology environments. When contractor personnel changes occur, it is the contractor's responsibility to develop, update, and train the incoming personnel to effectively perform the



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assigned tasking.

The contractor is responsible for all costs associated with obtaining necessary qualifications, licenses, certifications, training, physicals, and security clearances that are commercially available. In the event that a onetime 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.

Contractors must have the ability to effectively communicate (both orally and in writing) to all applicable parties, as necessary for the task performance.

The contractor shall resolve any and all personnel conflicts or performance issues. If a contracted employee is not performing at the appropriate level of competence or professionalism while performing the requirements of the PWS, the COR will notify the Contractor's Project Manager. The contractor shall address the issue within one day of notification and will have five (5) working days from the time of notification to provide the COR with a corrective action plan. The contractor is responsible for ensuring that all personnel employed for this task order are given a copy of the PWS.

### **5.7 Contractor Picture Badge**

5.7.1 If base and Navy Marine Corps Intranet (NMCI) logical access are required, a contractor common access card (CAC) may be issued to contractor personnel by the Moanalua Navy Service Center upon NUWC Detachment Hawaii's receipt of a valid visit request from the contractor and a completed and approved CAC application. A list containing personnel requiring CACs, their date of birth, and valid company email address, valid visit request, and proof of final clearance must be provided to the COR to initiate the CAC application process via the Contractor Verification System. If the Government determines that contractor personnel do not meet requirements to receive a CAC, it will be the contractor's responsibility to enroll in the Navy Commercial Access Control System (NCACS) program and obtain RAPIDGate access cards from the Joint Base Pearl Harbor-Hickam Pass and ID office for their personnel. Allowed government sponsorship for non direct supporting contractor personnel will be determined by NUWC Detachment Hawaii's security office on a case by case basis. If the Government determines not to sponsor an individual, a current JB2 Form 0-180 will need to be completed and submitted to the Joint Base Pearl Harbor-Hickam Pass and ID office via NUWC Detachment Hawaii at least ten days prior to receiving a one-day pass for any necessary base access. JB2 Form 0-180 is only valid for 30 days at the time of issuance and must be resubmitted for any access thereafter.

5.7.2 Contractor personnel requiring base access must register their vehicle(s) with Pass and ID in the Consolidated Law Enforcement Operations Center (CLEOC). Registration involves the presentation of a valid registration, current safety check, and proof of insurance. If ownership of any registered vehicle is relinquished, the contractor must notify Pass and ID.

5.7.3 The contractor assumes full responsibility for the proper use of any government issued badges. Unless the COR determines otherwise, the contractor shall be responsible for the return of the badges to NUWC Detachment Hawaii's security office or NUWC Detachment San Diego's security point of contact upon termination of personnel or expiration or completion of the contract.

5.7.4 Unless the COR determines otherwise, at the completion of the contract, the contractor shall send a list of all unreturned badges with a written explanation of any missing badges to NUWC Detachment San Diego's security point of contact or NUWC Detachment Hawaii's security office and Moanalua Navy Service Center.

### **5.8 Contractor Identification**

5.8.1 Contractor employees must be clearly identifiable while on government property by wearing appropriate badges.

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5.8.2 Contractor employees are required to clearly identify themselves and the company they work for whenever making contact with government personnel by telephone or other electronic means including email signatures.

5.8.3 Contractor employees are required to clearly identify themselves and the company they work for on any name plates or similar identifying work areas on government facilities.

**5.9 Task Order Modification:** Changes to the general scope of the task order will be made in accordance with FAR 52.243-2 Changes – Cost Reimbursable. 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 requested by Government personnel other than the Contracting Officer that the Contractor considers outside of the scope of the requirements of this Task Order, the Contractor shall notify both the COR and the Contracting Officer in writing within 48 hours providing the date, nature, and circumstances of the conduct regarded as a change.

#### **5.10 Security Requirements**

5.10.1 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, National Industrial Security Program Operating Manual (NISPOM); DoD 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.

5.10.1.1 Spaces: Up to Top Secret

5.10.1.2 Equipment: Up to Top Secret

5.10.1.3 Documents: Up to Top Secret

5.10.2 Contractor personnel supporting this Task Order require a security clearance level of up to Secret with the following exceptions. Personnel supporting cryptographic material at Hawaii FTEC require a security clearance of Top Secret. Personnel performing technical analysis/assessment of certain systems will require access to Alternative Compensatory Control Measures (ACCMs). Personnel supporting MSF will require a security level of Secret and access to ACCM for submarine systems. Personnel supporting Periscope, ESM, IT, and IA for Code 45 require Top Secret.

5.10.3 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.

5.10.4 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.

Contractor personnel requiring privileged access to DoD systems (Ex: System Administrators) are required to meet the following additional Information Assurance performance requirements. IAW

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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 position requires full positive adjudication of a Single Scope Background investigation (SSBI) which must be completed prior to work performance. 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 six (6) months of any currently contracted employee and must be met within six (6) months of any newly reporting personnel being assigned.

5.10.5 Operations Security (OPSEC) Requirements: During the period of this contract, the contractor may be exposed to, use, or produce, U.S. Government Critical Information (CI) and/or Observables and Indicators which may lead to discovery of CI. The contractor will accomplish the following minimum requirements in support of the Naval Undersea Warfare Center Division Keyport Program.

5.10.5.1 The contractor shall practice OPSEC and implement countermeasures to protect CI and other sensitive unclassified information. Protection of CI will include the adherence to and execution of countermeasures which the contractor initiates or as provided by NUWC Keyport Detachments, for CI on or related to the PWS.

5.10.5.2 OPSEC Awareness Education and Training will be provided or coordinated through government channels (NUWCDIVKPT OPSEC Program, IOSS, etc.) as a cost management process. All personnel supporting the contract will receive initial OPSEC awareness training and Annual OPSEC Refresher training; contact the Detachment site security point of contact to assist in this requirement.

5.10.5.3 The contractor shall assign an OPSEC Point of Contact for this contract.

5.10.5.4 CI listed below and that listed in the NUWCDIVKPT Command Critical Information List (CIL) or additional information identified by NUWCDIVKPT and its Detachments or the COR will be marked and handled appropriately as FOR OFFICIAL USE ONLY (or FOUO), Controlled Unclassified Information (CUI), COMPANY PROPRIETARY. CI includes but is not limited to those facts, which individually, or in the aggregate, reveal sensitive details about the U.S. Government and/or NUWCDIVKPT and its Detachments, or the contractor's security or operations related to the support or performance of this PWS, and thus requires a level of protection from adversarial collection or exploitation not normally afforded to unclassified information. This includes but is not limited to:

- Known or probable vulnerabilities to any U.S. system and their direct support systems
- Details of information about military operations, missions, and exercises
- Details of U.S. systems supporting combat operations (numbers of systems deployed, deployment timelines, locations, effectiveness, unique capabilities, etc.)
- Required performance characteristics of U.S. systems using leading edge or greater technology (new, modified, or existing)
- Telemetered or data-linked data or information from which operational characteristics can be inferred or derived
- Existence and/or details of intrusions into or attacks against DoD Networks or Information Systems including, but not limited to, tactics, techniques and procedures used, network vulnerabilities exploited, and data targeted for exploitation
- Network User ID's and Passwords
- Vulnerabilities in Command processes, disclosure or which could allow someone to circumvent security, financial, personnel safety, or operations procedures.
- Force Protection specific capabilities or response protocols (timelines/equipment/numbers of personnel/training received/etc.)
- Command leadership and VIP agendas, reservations, plans/routes, etc.
- Detailed facility maps or installation overhead photography (photo with annotation of Command

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areas or greater resolution than commercially available)

- Details of NUWCDIVKPT or Detachment Emergency evacuation or emergency recall procedures
- Government personnel information that would reveal force structure and readiness (such as recall rosters or deployment lists)
- Compilations of information that directly disclose Command CI

5.10.5.5 All CI in electronic or hardcopy form must be protected in accordance with the level of protection required for Controlled Unclassified Information as specified under the Information and Physical Security requirements of this PWS.

5.10.5.6 All CI must be destroyed at contract termination or returned to the government at the government's discretion.

5.10.5.7 CI, Indicators, and Observables shall not be divulged to third parties, including sub-contractors, without approval of the NUWC Keyport OPSEC Program Manager.

## **5.11 Environmental Compliance Requirements**

5.11.1 The contractor shall comply, and ensure that all sub-contractors 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 the NAVSEA NUWC Division Keyport, Contractor's Guide to Environmental Compliance, Attachment 8. The contractor shall comply with all federal, state, local and Department of the 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 COR 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.

5.11.2 Hazardous Waste and Material Control/Handling. The contractor shall comply with all Navy instructions applicable, e.g., but not limited to KPT 5090-09K Hazardous Waste Management Program and NUWCDIVPT 5090K, 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.

## **5.12 Safety**

The contractor is solely responsible for the occupational safety and health of their employees and shall comply with the requirements delineated in NUWC Division Keyport's Safety Requirements for Contractors and Subcontractors, Attachment 9, as well as the latest applicable federal and state laws, regulations, management plans, and requirements regarding occupational safety and health. This includes submitting a comprehensive written safety plan in accordance with CDRL A001. 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. While working on government facilities the contractor shall follow all local regulations and guidance for workplace safety including but not limited to electronics, explosives, cranes/weight handling equipment, and Electrostatic Discharge (ESD) requirements. The contractor shall adhere to industry safety standards, material safety data sheets (MSDS and/or SDS) for handling hazardous material and local guidance on cleanliness of the work area.

Work to be performed under this contract must be accomplished IAW 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 Division Keyport and

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its Detachments. These include but are not limited to: 29 CFR 1910 General Industry Standards, 29 CFR 1915 Maritime Standards, 29 CFR 1926 Construction Standards, EM385-1-1 Safety and Health Requirements Manual (U.S. Army Corps of Engineers), Unified Facilities Guide Specifications UFGS-01 35 26 (April 2008), Naval Facilities Engineering Command (NAVFAC) P-307 for weight handling operations, NAVSEA OP-5, and the Station Occupational Safety and Health Manual (including references cited therein). General information for Contractors; including a short list of references, in the Occupational Safety and Health Booklet for Contractors and Visitors is posted on NUWC Division Keyport's internet site and is also available from the Safety Office upon request ((360) 396-2462).

### **5.13 Hours of operation**

Normal hours of operation at NUWC Division Keyport Detachments are from 0700-1530, Monday through Friday, except Federal holidays. Alternate work schedules used by the Contractor must be approved by the COR prior to execution and must not negatively impact contract deliverables or project schedules. At times the contractor will need to schedule employees to work other than normal duty hours based on government schedules and priorities, as provided by government technical representatives. The contractor shall have a manager or designee available by phone/pager to support schedule changes. The manager shall respond to contingencies within one hour to support emergencies. An emergency recall list (CDRL A013) shall be provided to the COR fourteen (14) days after task order award and an updated list provided within two (2) days of any personnel change.

NUWC Detachments are normally closed between 25 December and 1 January each year as a Christmas Shutdown. During periods of government closure due to National Holidays, acts of nature, enemy threat/attack, and Christmas Shutdown, contractor personnel will be expected to not work during this time frame and no direct charges will be allowed for contractor personnel unless tasking requires it and work is performed.

### **5.14 Overtime**

Overtime may be required to support emergent requirements. For the base period of performance, 5,151 hours of overtime is estimated and authorized for HI and 1,700 hours in SD. For the base period HI optional CLIN 4002, an additional 1,646 overtime hours is estimated and authorized, and for the SD optional CLIN 4003, an additional 200 overtime hours is estimated and authorized. For option period one, 1,288 hours of overtime is estimated and authorized for HI and 425 hours in SD. For option period one, HI optional CLIN 4102, an additional 412 overtime hours is estimated and authorized, and for the SD optional CLIN 4103, an additional 50 overtime hours is estimated and authorized. The COR will maintain oversight of OT usage IAW Federal Acquisition Regulation (FAR) 22.103-4(h) by monitoring the amount of OT used on a monthly basis and looking for trends in OT usage. OT in excess of the authorized amounts that is not approved in advance shall not be authorized for payment. If an option is exercised for additional support, additional OT may be authorized at that time.

### **5.15 Early Dismissal and Closure of Government Facilities**

When a government facility is closed and/or early dismissal of Federal employees is directed due to severe weather, a security threat, or a facility related problem that prevents personnel from working, onsite contractor personnel regularly assigned to work at that facility should follow the same reporting and/or departure directions given to government personnel. The contractor shall not direct charge to the contract for time off, but shall follow parent company policies regarding taking leave (administrative or other). Non-essential contractor personnel, who are not required to remain at or report to the facility, shall follow their parent company policy regarding whether they should go/stay home or report to another company facility. Subsequent to an early dismissal and during periods of inclement weather, on-site contractors should monitor radio and television announcements before departing for work to determine if the facility is closed or operating on a delayed arrival basis.

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When Federal employees are excused from work due to a holiday or a special event (that is unrelated to severe weather, a security threat, or a facility related problem), on site contractors will continue working established work hours or take leave IAW parent company policy. Those contractors who do not take leave shall not direct charge the non-working hours to the task order.

Contractors are responsible for predetermining and disclosing their charging practices for early dismissal, delayed openings, or closings IAW the FAR, applicable cost accounting standards, and company policy. This policy (CDRL A014) shall be provided to the COR within 45 days after start of the contract.

Contractors shall follow their disclosed charging practices during the task order period of performance and shall not follow any verbal directions to the contrary. A determination of allowable cost for time lost due to facility closure will be made IAW FAR, applicable Cost Accounting Standards, and the contractor's established accounting policy.

#### **5.16 Government Furnished Property and Services**

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

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

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

5.16.3.1 Government equipment, software, systems, and services made available to the contractor shall only be used for official use that is directly related to the performance of work under this PWS. The contractor shall comply with the following guidelines in which the term "PCs" pertains to both desktop and laptop computers.:

- Connection to privately owned PCs to a government network is prohibited.
- Connection of privately owned handheld computing devices to government PCs is prohibited.
- Contractors shall not modify government furnished PCs unless tasking requires it.
- Use of privately owned software on government PCs is prohibited.

5.16.4 All data generated in the performance of PWS requirements and system database updates is the sole property of the Government. Data files generated under this contract may not be transferred to third parties, or disseminated or used for any purpose other than as required for contract performance.

**5.17 Contractor Furnished Material.** Contractor furnished material are anticipated under this task order. When required; it will be limited to consumable items and minor support or repair items. The contractor shall procure any items in accordance with Federal Acquisition Regulations. Items over \$3000 shall be identified to the COR prior to purchase and directed for purchase via a technical instruction (TI) letter. Receipts shall be provided to the COR with the associated invoice. Material procured by the Contractor in performance of this contract shall be transferred using a DD1149 within the timeframes for project efforts or for items used by the contractor no later than 10 calendar days after completion of the period of performance of this contract.

**5.18 Joint Use Property.** The Government will make specific Government-owned vehicles and equipment available to the Contractor as joint use vehicles and equipment for the Contractor's use in the performance of this contract. The Contractor will have access and use of this property, with the Government having first priority for the use of this property. The Government will remain the

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accountable custodian of the joint use vehicles and equipment and will be responsible for the equipment's replacement. The use of designated joint use property for other than this contract is prohibited. Advanced notice shall be provided and arrangements made with Government when the Contractor requires use of the joint use vehicles/equipment. Accidents or abuse by either is at full cost of operator's agency at fault. The Contractor shall provide insurance in accordance with FAR clause 52.228-5 and Section H, paragraph 1.0 of this solicitation.

**Joint Use Government Vehicles**

<b>Task</b>	<b>Site</b>	<b>Vehicle</b>	<b>Quantity</b>
2.3	Kauai, HI	2 Ton Forklifts	2
2.6	Pearl Harbor, HI	Pickup Trucks	5
2.6	Pearl Harbor, HI	Jeep SUV	1
2.6	Pearl Harbor, HI	Sedan	1
2.6	Pearl Harbor, HI	Passenger Carts	5
2.6	Pearl Harbor, HI	Passenger Flatbed	2
2.6	Pearl Harbor, HI	6000 lb Forklift	1
2.6	Pearl Harbor, HI	15,000 lb Forklift	1
2.12	Pearl Harbor, HI	Electric Cart	1
2.12	Beckoning Point, HI	Pickup Truck	1
2.12	Beckoning Point, HI	Forklift	1
2.4, 2.5, 2.7, 2.8, 2.9, 2.11, 2.13, 2.14	Ford Island, HI	Pickup Truck	1
2.4, 2.5, 2.7, 2.8, 2.9, 2.11, 2.13, 2.14	Ford Island, HI	Van	2
2.4, 2.5, 2.7, 2.8, 2.9, 2.11, 2.13, 2.14	Ford Island, HI	Passenger Carts	2
2.4, 2.5, 2.7, 2.8, 2.9, 2.11, 2.13, 2.14	Ford Island, HI	4 Ton Forklift	1
2.10	Ewa Beach, HI	Pickup Trucks	2
2.10	Ewa Beach, HI	Stake Truck	1
2.16, 2.20, 2.22	North Island, CA	Pickup Trucks	2
2.16, 2.20, 2.22	North Island, CA	Mobile CAT4 Crane Truck	1
2.16, 2.20, 2.22	North Island, CA	6k Forklift	1
2.16, 2.20, 2.22	North Island, CA	8000 lb Forklift	1
2.18	Point Loma, CA	Pickup Truck	1
2.18	Point Loma, CA	2k Ton Forklift	1
2.18	Point Loma, CA	6k Ton Forklift	1
2.19, 2.21	Naval Base San Diego, CA	7 Passenger Van	1
2.22	San Clemente Island, CA	Pickup Trucks	2

The contractor shall be responsible for obtaining any vehicles other than those listed as joint use government vehicles that are required for the performance of this task order. Estimates for other vehicles needed are as follows:

<b>Task</b>	<b>Site</b>	<b>Vehicle</b>	<b>Quantity</b>
2.3	Kauai, HI	Pickup Truck	1
2.6	Pearl Harbor, HI	Flatbed Trucks, with 24-26 foot wood beds and a minimum capacity of 16,000 lbs.	2

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2.6	Pearl Harbor, HI	Van/Crew Cab Truck	1
2.17	Point Loma, CA	Van	1
2.18	Point Loma, CA	Dive Support Vessel (Barge)	1

**5.19 Cell Phone** – When determined necessary for performance of duties, the Government may authorize the contractor to obtain cell phone services. Cell phone authorization will be provided via Technical Instruction Letter.

## **6.0 CONFIDENTIALITY / PERSONAL SERVICE**

**6.1 Confidentiality.** Work on this Task Order may require some performers have access to Privacy Act Information. Such personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations. Contractor personnel shall not divulge or release data or information developed or obtained in performance of this contract until made public by the Government, except to authorize Government personnel. The Contractor shall not use, disclose, or reproduce proprietary data other than as required in the performance of this contract.

**6.2 Personal Service.** The use of a SEAPORT-e Task Order to satisfy this requirement is in the best interest of the government, economic and other factors considered, and this task order is not being used to procure personal services which are prohibited by FAR Part 37.104 titled Personal Services Contract. The contractor is specifically prohibited from performing functions which are defined as inherently governmental functions (See FAR 7.503) and require performance by Government employees in order to retain essential control and responsibility.

This order is for "non-personal services" as defined in FAR 37.101. It is, therefore, understood and agreed that the contractor and/or the contractor's employees and subcontractors: (1) shall perform the services specified herein as independent contractors, not as employees of the Government; (2) shall be responsible for their own management and administration of the work required and bear sole responsibility for complying with any and all technical, schedule, or financial requirements or constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any Government employee with respect to the manner or method of performance of the services specified; but (4) shall, pursuant to the Government's right and obligation to inspect, accept, or reject the work, comply with such general direction of the Contracting Officer, or the duly authorized representative of the Contracting Officer, as is necessary to ensure accomplishment of the contract objectives.

The contractor is solely responsible for the control and supervision of contractor personnel. This includes contractor employee leave and timekeeping issues. The contractor is responsible for properly training its employees before they commence work to recognize the scope of their duties. Contractor personnel must be qualified to perform the duties of their assigned labor classifications at the beginning of the task order.

Although the Department of Labor SCA Labor Classification descriptions may include references to supervision or supervisory responsibility, it is an overarching requirement of the contract that only contractor employees shall supervise other contractor employees. In no instance shall a contractor employee supervise a Government employee nor shall any Government employee be a supervisor of a contractor employee. However, on site Government technical personnel may assess contractor work to assure quality performance and accuracy, as set forth.

All contractor personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify



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themselves as such to avoid creating an impression in the minds of members of the public or Congress that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

## 7.0 TRANSITION PLAN

**7.1 Phase In/Phase Out Plan:** The contractor shall provide phase-in/transition services. Phase-in/transition services shall be limited to only those services required to prepare for full performance of services.

**7.2 Phase In/Observation:** During the phase in for this contract, contractor shall participate in a joint walk down inventory. Additionally, the government will provide task familiarization training for selected tasks. Non-selected task familiarization may be arranged through the contract office. Any costs associated with training for these areas will be considered part of the basic effort.

**7.3 Phase Out:** In addition to the clause "continuity of services" (Federal Acquisition Regulation (FAR) 52.237-3), contractor shall give support to and cooperate with any successor that may be designated prior to the expiration of this contract. Phase in assistance may be required during the final 90 days of this contract. The incumbent contractor shall comply in good faith with any successor contractor to provide reasonable access to employees and employee records for recruitment efforts.

With respect to any such employees who are offered positions by the successor contractor, contractor further agrees to release, without penalty, any employee who chooses to accept employment by successor contractor. This obligation shall not require contractor to release an employee prior to the end of performance under this contract if such early release would affect contractor's ability to perform its obligations. Contractor shall make available to successor contractor copies of maintenance instructions, records, and processes developed in the performance of this contract. Contractor shall make available historical data developed and documented in the performance of this contract. Contractor agrees to execute formal transfer of GFP, as applicable. Phase out assistance of this contract is considered within the scope of the contract and no adjustment to estimated costs.

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## SECTION D PACKAGING AND MARKING

### HQ D-1-0001 DATA PACKAGING LANGUAGE

Data to be delivered by Integrated Digital Environment (IDE) or other electronic media shall be as specified in the contract.

All unclassified data to be shipped shall be prepared for shipment in accordance with best commercial practice.

Classified reports, data, and documentation shall be prepared for shipment in accordance with National Industrial Security Program Operating Manual (NISPOM), DOD 5220.22-M dated 28 February 2006.

**(End of Text)**

### HQ D-2-0008 MARKING OF REPORTS (NAVSEA) (SEP 1990)

All reports delivered by the Contractor to the Government under this contract shall prominently show on the cover of the report:

- (1) name and business address of the Contractor
- (2) contract number
- (3) contract dollar amount
- (4) whether the contract was competitively or non-competitively awarded
- (5) sponsor: \_\_\_\_\_

\_\_\_\_\_  
(Name of Individual Sponsor)

\_\_\_\_\_  
(Name of Requiring Activity)

\_\_\_\_\_  
(City and State)

**(End of Text)**

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

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## **SECTION E INSPECTION AND ACCEPTANCE**

### **HQ E-1-0001 INSPECTION AND ACCEPTANCE LANGUAGE FOR DATA**

Inspection and acceptance of all data shall be as specified on the attached Contract Data Requirements List(s), DD Form 1423.

**(End of Text)**

### **HQ E-1-0007 INSPECTION AND ACCEPTANCE LANGUAGE FOR LOE SERVICES**

Item(s) ALL - Inspection and acceptance shall be made by the Contracting Officer's Representative (COR) or a designated representative of the Government.

**(End of Text)**

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## SECTION F DELIVERABLES OR PERFORMANCE

The periods of performance for the following Items are as follows:

4000	5/31/2014 - 5/30/2015
4001	5/31/2014 - 5/30/2015
4002	5/31/2014 - 5/30/2015
4010	5/31/2014 - 5/30/2015
4011	5/31/2014 - 5/30/2015
4012	5/31/2014 - 5/30/2015
4013	5/31/2014 - 5/30/2015
4014	5/31/2014 - 5/30/2015
4015	5/31/2014 - 5/30/2015
4016	5/31/2014 - 5/30/2015
4017	5/31/2014 - 5/30/2015
4018	5/31/2014 - 5/30/2015
4030	5/31/2014 - 5/30/2015
4031	5/31/2014 - 5/30/2015
4032	5/31/2014 - 5/30/2015
4033	5/31/2014 - 5/30/2015
4035	5/31/2014 - 5/30/2015
4036	5/31/2014 - 5/30/2015
6000	5/31/2014 - 5/30/2015
6001	5/31/2014 - 5/30/2015
6010	5/31/2014 - 5/30/2015
6013	5/31/2014 - 5/30/2015
6014	5/31/2014 - 5/30/2015
6015	5/31/2014 - 5/30/2015
6030	5/31/2014 - 5/30/2015
6031	5/31/2014 - 5/30/2015

### CLIN - DELIVERIES OR PERFORMANCE

Services to be performed hereunder will be provided at NUWC Keyport Detachments in Hawaii and San Diego, CA, unless otherwise stated in Section C.

### HQ F-1-0003 PERFORMANCE LANGUAGE FOR LOE SERVICES

The Contractor shall perform the work described in SECTION C, at the level of effort specified in SECTION B, as follows:

The periods of performance for the following Items are as follows:

4000	5/31/2014 - 5/30/2015
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4001	5/31/2014 - 5/30/2015
4002	5/31/2014 - 5/30/2015
4010	5/31/2014 - 5/30/2015
4011	5/31/2014 - 5/30/2015
4012	5/31/2014 - 5/30/2015
4013	5/31/2014 - 5/30/2015
4014	5/31/2014 - 5/30/2015
4015	5/31/2014 - 5/30/2015
4016	5/31/2014 - 5/30/2015
4017	5/31/2014 - 5/30/2015
4018	5/31/2014 - 5/30/2015
4030	5/31/2014 - 5/30/2015
4031	5/31/2014 - 5/30/2015
4032	5/31/2014 - 5/30/2015
4033	5/31/2014 - 5/30/2015
4035	5/31/2014 - 5/30/2015
4036	5/31/2014 - 5/30/2015
6000	5/31/2014 - 5/30/2015
6001	5/31/2014 - 5/30/2015
6010	5/31/2014 - 5/30/2015
6013	5/31/2014 - 5/30/2015
6014	5/31/2014 - 5/30/2015
6015	5/31/2014 - 5/30/2015
6030	5/31/2014 - 5/30/2015
6031	5/31/2014 - 5/30/2015

The periods of performance for the following Option Items are as follows:

4003	5/31/2014 - 5/30/2015
4004	5/31/2014 - 5/30/2015
4005	5/31/2014 - 5/30/2015
4100	5/31/2015 - 8/30/2015
4101	5/31/2015 - 8/30/2015
4102	5/31/2015 - 8/30/2015
4103	5/31/2015 - 8/30/2015
4104	5/31/2015 - 8/30/2015
4105	5/31/2015 - 8/30/2015
6002	5/31/2014 - 5/30/2015
6003	5/31/2014 - 5/30/2015
6004	5/31/2014 - 5/30/2015
6005	5/31/2014 - 5/30/2015
6100	5/31/2015 - 8/30/2015
6101	5/31/2015 - 8/30/2015

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6102	5/31/2015 - 8/30/2015
6103	5/31/2015 - 8/30/2015
6104	5/31/2015 - 8/30/2015
6105	5/31/2015 - 8/30/2015

**(End of Text)**

**HQ F-2-0003 DATA DELIVERY LANGUAGE FOR SERVICES ONLY PROCUREMENTS**

All data to be furnished under this contract shall be delivered prepaid to the destination(s) and at the time(s) specified on the Contract Data Requirements List(s), DD Form 1423.

**(End of Text)**

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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 PRIOR WRITTEN PERMISSION REQUIRED TO SUBCONTRACT

In accordance with the basic contract clause 52.244-2 Subcontracts (OCT 2010) – Alternate I (June 2007), 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.

Camber Corporation  
Kratos Defense & Rocket Support  
L-3 Unidyne Inc.  
Phoenix International Holdings Inc.  
Referentia Systems incorporated  
Serco Inc.

### 252.204-0002 LINE ITEM SPECIFIC: SEQUENTIAL ACRN ORDER (SEP 2009)

The payment office shall make payment in sequential ACRN order within the line item, exhausting all funds in the previous ACRN before paying from the next ACRN using the following sequential order: Alpha/Alpha; Alpha/numeric; numeric/alpha; and numeric/numeric.

(End of Text)

### 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) *Definitions.* As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) *Electronic invoicing.* The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

(c) *WAWF access.* To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

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(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions.* The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) *Document type.* The Contractor shall use the following document type(s).

COST VOUCHER

*(Contracting Officer: Insert applicable document type(s).*

*Note: If a “Combo” document type is identified but not supportable by the Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)*

(2) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

DESTINATION/DESTINATION

*(Contracting Officer: Insert inspection and acceptance locations or “Not applicable.”)*

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0339
Issue By DoDAAC	N00253
Admin DoDAAC	S0514A
Inspect By DoDAAC	N/A
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N00253
Service Acceptor (DoDAAC)	N/A
Accept at Other DoDAAC	N/A
LPO DoDAAC	N/A
DCAA Auditor DoDAAC	HAA05B
Other DoDAAC(s)	N/A

*(\*Contracting Officer: Insert applicable DoDAAC information or “See schedule” if multiple ship to/acceptance locations apply, or “Not applicable.”)*

(4) *Payment request and supporting documentation.* The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up



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documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) *WAWF email notifications.* The Contractor shall enter the e-mail address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

[receiptcontrol.nuwckpt.fct@navy.mil](mailto:receiptcontrol.nuwckpt.fct@navy.mil)  
[tammy.sumida@navy.mil](mailto:tammy.sumida@navy.mil)  
[roberto.amador@navy.mil](mailto:roberto.amador@navy.mil)  
[monique.klose@navy.mil](mailto:monique.klose@navy.mil)  
[dawyn.martinez@navy.mil](mailto:dawyn.martinez@navy.mil)  
*(Contracting Officer: Insert applicable email addresses or "Not applicable.")*

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

Keyport VendorPay Group at 360-315-8500 or [vendorpay@nuwckpt.fct@navy.mil](mailto:vendorpay@nuwckpt.fct@navy.mil)  
*(Contracting Officer: Insert applicable information or "Not applicable.")*

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

**(End of clause)**

#### **HQ G-2-0002 CONTRACT ADMINISTRATION DATA (NO DATE)**

Enter below the address (street and number, city, county, state and zip code) of the Contractor's facility which will administer the contract if such address is different from the address shown on the SF 26 or SF 33, as applicable.

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**(End of Text)**

#### **HQ G-2-0003 CONTRACTING OFFICER'S REPRESENTATIVE (NO DATE)**

CONTRACTING OFFICER'S  
REPRESENTATIVE:

Tammy Sumida  
1894 Wasp Blvd. Bldg 133  
Peral Harbor HI 96860  
[tammy.sumida@navy.mil](mailto:tammy.sumida@navy.mil)  
808-472-1775  
Hawaii/Guam/Japan - Primary COR  
San Diego - Alternate COR

Roberto Amador  
NUWC Det SD  
3755 Brinser St, Bldg 36  
San Diego CA 92136  
[roberto.amador@navy.mil](mailto:roberto.amador@navy.mil)

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619-232-2060  
San Diego - Primary COR  
Hawaii/Guam/Japan- Alternate COR

The Contractor shall forward a copy of all invoices to the Contracting Officer's Representative.

**(End of Text)**

**HQ G-2-0004 PURCHASING OFFICE REPRESENTATIVE (NO DATE)**

PURCHASING OFFICE  
REPRESENTATIVE:

PROCUREMENT CONTRACTING OFFICER  
Monique A. Klose  
610 Dowell Street  
Keyport WA 98345  
[monique.klose@navy.mil](mailto:monique.klose@navy.mil)  
360-315-2215

CONTRACT SPECIALIST  
Dawyn Martinez  
610 Dowell Street Keyport  
WA 98345  
[dawyn.martinez@navy.mil](mailto:dawyn.martinez@navy.mil)  
360-315-8501

**(End of Text)**

**HQ G-2-0009 SUPPLEMENTAL INSTRUCTIONS REGARDING ELECTRONIC INVOICING (NAVSEA) (SEP 2012)**

(a) The Contractor agrees to segregate costs incurred under this contract/task order (TO), as applicable, at the lowest level of performance, either at the technical instruction (TI), sub line item number (SLIN), or contract line item number (CLIN) level, rather than on a total contract/TO basis, and to submit invoices reflecting costs incurred at that level. Supporting documentation in Wide Area Workflow (WAWF) for invoices shall include summaries of work charged during the period covered as well as overall cumulative summaries by individual labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of other direct costs (ODCs), materials, and travel, by TI, SLIN, or CLIN level. For other than firm fixed price subcontractors, subcontractors are also required to provide labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of ODCs, materials, and travel invoiced. Supporting documentation may be encrypted before submission to the prime contractor for WAWF invoice submittal. Subcontractors may email encryption code information directly to the Contracting Officer (CO) and Contracting Officer Representative (COR). Should the subcontractor lack encryption capability, the subcontractor may also email detailed supporting cost information directly to the CO and COR; or other method as agreed to by the CO.

(b) Contractors submitting payment requests and receiving reports to WAWF using either Electronic Data Interchange (EDI) or Secure File Transfer Protocol (SFTP) shall separately send an email notification to the COR and CO on the same date they submit the invoice in WAWF. No payments shall be due if the contractor does not provide the COR and CO email notification as required herein.

**(End of Text)**

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Accounting Data

SLINID	PR Number	Amount
400001	130042342700001	10000.00
LLA :		
AA 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002279891		
Incremental Funds for PWS para. 2.3		

400101	130042503400001	30000.00
LLA :		
AB 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002290871		
Incremental Funds for PWS para. 2.19		

BASE Funding 40000.00  
Cumulative Funding 40000.00

MOD 01

400001	130042342700001	(10000.00)
LLA :		
AA 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002279891		
Incremental Funds for PWS para. 2.3		

400101	130042503400001	(30000.00)
LLA :		
AB 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002290871		
Incremental Funds for PWS para. 2.19		

401001	130042342700001	9975.20
LLA :		
AA 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002279891		
Standard Number: N0007014WR4R607		
PWS 2.3 TO Add \$10,000		
Mod 01 moved \$9,975.20 to SLIN 401001, remainder deob		

401002	130042534900001	79970.10
LLA :		
AC 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002293917		
Standard Number: N0007014WR4R607		
PWS 2.3 Mod 01 Add \$79,970.10		

401101	130042668200001	59986.00
LLA :		
BE 1741319 W3F3 255 RA329 0 068342 2D 000000 0334600038T0		
Standard Number: N0001414RX20054		
PWS 2.4 Mod 01 Add \$59,986		

401201	130042592900001	399985.30
LLA :		
AP 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002300993		
PWS 2.5 Mod 01 Add \$399,985.30		

401301	130042541500001	64973.60
LLA :		
AL 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002294211		
Standard Number: N0007014WRK9804		
PWS 2.6 Mod 01 Add \$64,973.60		

401302	130042541500002	64973.60
LLA :		
AM 97X4930 NH6B 252 77777 0 050120 2F 000000 A10002294211		
PWS 2.6 Mod 01 Add \$64,973.60		

401303	130042541600001	199975.80
LLA :		
AN 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002294213		
Standard Number: N0007014WRK9804		

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PWS 2.6 Mod 01 Add \$199,975.80

401401 130042639500002 25982.70  
LLA :  
AJ 97X4930 NH6B 252 77777 0 050120 2F 000000 A10002301476  
Standard Number: RP000714WX002BM  
PWS 2.7 Mod 01 Add \$25,982.70

401402 130042639500003 34980.60  
LLA :  
AK 97X4930 NH6B 252 77777 0 050120 2F 000000 A20002301476  
Standard Number: N6660414WX00095  
PWS 2.7 Mod 01 Add \$34,980.60

401403 130042639500001 121994.00  
LLA :  
BD 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002301476  
Standard Number: N0002414WX03067  
PWS 2.7 Mod 01 Add \$121,994.00

401501 130042561400001 69994.90  
LLA :  
BC 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002295844  
Standard Number: N0002414WX03725  
PWS 2.8 Mod 01 Add \$69,994.90

401601 130042552700001 64973.60  
LLA :  
AE 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002295326  
PWS 2.9 Mod 01 Add \$64,973.60

401602 130042624600001 45966.80  
LLA :  
AH 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002300682  
PWS 2.9 Mod 01 Add \$45,966.80

401701 130042536800001 194988.20  
LLA :  
AD 1741804 8D4D 252 SB404 0 050120 2D 000000 A00002294195  
Standard Number: N0002414WX00869  
PWS 2.10 Mod 01 Add \$194,988.20

401702 130042552700002 67972.90  
LLA :  
AF 97X4930 NH6B 252 77777 0 050120 2F 000000 A10002295326  
PWS 2.10 Mod 01 Add \$67,972.90

401801 130042552700003 149998.70  
LLA :  
AG 97X4930 NH6B 252 77777 0 050120 2F 000000 A10002295326  
PWS 2.11 Mod 01 Add \$149,998.70

403001 130042556200001 4996.09  
LLA :  
AQ 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002295034  
Standard Number: N0007014WR4R607  
PWS 2.16 Mod 01 Add \$4,996.09

403101 130042577400001 29976.54  
LLA :  
AS 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002296520  
Standard Number: N5702514WR001JI  
PWS 2.17 Mod 01 Add \$29,976.54

403102 130042577500001 4459.32  
LLA :  
AT 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002296633  
Standard Number: N6660414WX00124  
PWS 2.17 Mod 01 Add \$4,459.32

403103 130042590900001 9992.18  
LLA :

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AV 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002298403  
Standard Number: N0007014WRK9008  
PWS 2.17 Mod 01 Add \$9,992.18

403201 130042602500001 349974.04  
LLA :  
AW 1741804 52FA 252 00052 0 068732 2D C001RQ 002424PR408Q  
Standard Number: N0024214RC001RQ  
PWS 2.18 Mod 01 Add \$349,974.04

403301 130042503400001 29976.54  
LLA :  
AB 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002290871  
Standard Number: N0007014WR4R607  
PWS 2.19 TO Add \$30,000 on CLIN 4000  
Mod 01 moved \$29,976.54 to SLIN 403301, remainder deob

403302 130042598200001 9992.18  
LLA :  
AX 1741804 52FA 252 00052 0 068732 2D C001RQ 002424PR408Q  
Standard Number: N0024214RC001RQ  
PWS 2.19 Mod 01 Add \$9,992.18

403501 130042614100002 8092.84  
LLA :  
AZ 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002302983  
PWS 2.21 Mod 01 Add \$8,092.84

403502 130042614200001 9992.18  
LLA :  
BA 1741804 52FA 252 00052 0 068732 2D C001RQ 002424PR408Q  
Standard Number: N0024214RC001RQ  
PWS 2.21 Mod 01 Add \$9,992.18

403503 130042626400001 19984.36  
LLA :  
BB 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002300542  
Standard Number: N0007014WR4R607  
PWS 2.21 Mod 01 Add \$19,984.36

403601 130042598600001 142987.27  
LLA :  
AY 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002298857  
Standard Number: N0007014WR4R607  
PWS 2.22 Mod 01 Add \$142,987.27

601001 130042534900001 20000.00  
LLA :  
AC 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002293917  
Standard Number: N0007014WR4R607  
PWS 2.3 Mod 01 Add \$20,000.00

601301 130042541500001 2000.00  
LLA :  
AL 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002294211  
Standard Number: N0007014WRK9804  
PWS 2.6 Mod 01 Add \$2,000.00

601302 130042541600001 10000.00  
LLA :  
AN 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002294213  
Standard Number: N0007014WRK9804  
PWS 2.6 Mod 01 Add \$10,000.00

601401 130042639500003 7000.00  
LLA :  
AK 97X4930 NH6B 252 77777 0 050120 2F 000000 A20002301476  
Standard Number: N6660414WX00095  
PWS 2.7 Mod 01 Add \$7,000.00

601402 130042639500001 33000.00  
LLA :

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BD 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002301476  
Standard Number: N0002414WX03067  
PWS 2.7 Mod 01 Add \$33,000.00

601501 130042561400001 8000.00  
LLA :  
BC 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002295844  
Standard Number: N0002414WX03725  
PWS 2.8 Mod 01 Add \$8,000.00

603001 130042556400001 10000.00  
LLA :  
AR 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002295141  
Standard Number: N0007014WR4R607  
PWS 2.16 Mod 01 Add \$10,000.00

603101 130042577600001 4500.00  
LLA :  
AU 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002296636  
Standard Number: N6660414WX00124  
PWS 2.17 Mod 01 Add \$4,500.00

MOD 01 Funding 2331615.54  
Cumulative Funding 2371615.54

MOD 02

401501 130042561400001 (10008.90)  
LLA :  
BC 97X4930 NH6B 252 77777 0 050120 2F 000000 A00002295844  
Standard Number: N0002414WX03725  
PWS 2.8 Mod 01 Add \$69,994.90  
PWS 2.8 Mod 02 Deob (\$10,008.90)

401801 130042552700003 (9.38)  
LLA :  
AG 97X4930 NH6B 252 77777 0 050120 2F 000000 A10002295326  
PWS 2.11 Mod 01 Add \$149,998.70  
PWS 2.11 Mod 02 Deob (\$9.38)

MOD 02 Funding -10018.28  
Cumulative Funding 2361597.26

MOD 03 Funding 0.00  
Cumulative Funding 2361597.26

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### 1.0 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: \$200,000 per person and \$500,000 per accident for bodily injury.
- (2) Automobile Insurance: \$200,000 per person and \$500,000 per accident for bodily injury and \$20,000 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 \$100,000.

### 5252.202-9101 ADDITIONAL DEFINITIONS (MAY 1993)

As used throughout this Task Order, 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.

**(End of clause)**

### 5252.216-9122 LEVEL OF EFFORT (DEC 2000)

(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 222,285 total man-hours, including all options, 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) 0 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

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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.

(d) The level of effort for this contract shall be expended at an average rate of approximately 3,420 hours per week, including all options. 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:

$$\text{Fee Reduction} = \text{Fee} \frac{(\text{Required LOE} - \text{Expended LOE})}{\text{Required LOE}}$$

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



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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 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 worksite 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.

(End of Text)

#### **5252.232-9104 ALLOTMENT OF FUNDS (JAN 2008)**

(a) This contract is incrementally funded with respect to both cost and fee. The amount(s) presently available and allotted to this contract for payment of fee for incrementally funded contract line item number/contract 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 contract for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this contract 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	ALLOTED TO COST	ALLOTED TO FIXED FEE	ALLOTED TO AWARD FEE	CPFF	M/HS	EST. POP
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(b) The parties contemplate that the Government will allot additional amounts to this contract from time to time for the incrementally funded CLINs/SLINs by unilateral contract 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~~ None fully funded and performance under these CLINs/SLINs is subject to the

clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20).

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

**(End of clause)**

#### **5252.233-9103 DOCUMENTATION OF REQUESTS FOR EQUITABLE ADJUSTMENT (APR 1999)**

(a) For the purposes of this special contract requirement, the term "change" includes not only a change that is made pursuant to a written order designated as a "change order" but also (1) an engineering change proposed by the Government or by the Contractor and (2) any act or omission to act on the part of the Government in respect of which a request is made for equitable adjustment.

(b) Whenever the Contractor requests or proposes an equitable adjustment of \$100,000 or more per vessel in respect to a change made pursuant to a written order designated as a "change order" or in respect to a proposed engineering change and whenever the Contractor requests an equitable adjustment in any amount in respect to any other act or omission to act on the part of the Government, the proposal supporting such request shall contain the following information for each individual item or element of the request:

(1) A description (i) of the work required by the contract before the change, which has been deleted by the change, and (ii) of the work deleted by the change which already has been completed. The description is to include a list of components, equipment, and other identifiable property involved. Also, the status of manufacture, procurement, or installation of such property is to be indicated. Separate description is to be furnished for design and production work. Items of raw material, purchased parts, components and other identifiable hardware, which are made excess by the change and which are not to be retained by the Contractor, are to be listed for later disposition;

(2) Description of work necessary to undo work already completed which has been deleted by the change;

(3) Description of work not required by the terms hereof before the change, which is substituted or added by the change. A list of components and equipment (not bulk materials or items) involved should be included. Separate descriptions are to be furnished for design work and production work;

(4) Description of interference and inefficiencies in performing the change;

(5) Description of each element of disruption and exactly how work has been, or will be disrupted:

- (i) The calendar period of time during which disruption occurred, or will occur;
- (ii) Area(s) aboard the vessel where disruption occurred, or will occur;
- (iii) Trade(s) disrupted, with a breakdown of manhours for each trade;
- (iv) Scheduling of trades before, during, and after period of disruption;
- (v) Description of measures taken to lessen the disruptive effect of the change;

(6) Delay in delivery attributable solely to the change;

(7) Other work attributable to the change;

(8) Supplementing the foregoing, a narrative statement of the direct "causal" relationship

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between any alleged Government act or omission and the claimed consequences therefore, cross-referenced to the detailed information provided as required above; and

(9) A statement setting forth a comparative enumeration of the amounts "budgeted" for the cost elements, including the material costs, labor hours and pertinent indirect costs, estimated by the Contractor in preparing its initial and ultimate proposal(s) for this contract, and the amounts claimed to have been incurred and/or projected to be incurred corresponding to each such "budgeted cost" elements.

(c) Each proposal in excess of \$100,000 submitted in support of a claim for equitable adjustment under any requirement of this contract shall, in addition to the information required by paragraph (b) hereof, contain such information as the Contracting Officer may require with respect to each individual claim item.

(d) It is recognized that individual claims for equitable adjustment may not include all of the factors listed in paragraph (b) above. Accordingly, the Contractor is required to set forth in its proposal information only with respect to those factors which are comprehended in the individual claim for equitable adjustment. In any event, the information furnished hereunder shall be in sufficient detail to permit the Contracting Officer to cross-reference the claimed increased costs, or delay in delivery, or both, as appropriate, submitted pursuant to paragraph (c) of this requirement, with the information submitted pursuant to paragraph (b) hereof.

**(End of Text)**

#### **5252.237-9106 SUBSTITUTION OF PERSONNEL (SEP 1990)**

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. 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.

**(End of Text)**

#### **KEY PERSONNEL**

The following billets shall be considered key personnel. The contractor shall notify the Government of any changes regarding authority, responsibility, substitution of Team Members, Substitution of Personnel, or key personnel changes made by the contractor.

Program Manager

**(End of Text)**

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#### **5252.242-9115 TECHNICAL INSTRUCTIONS (APR 1999)**

(a) Performance of work hereunder may be subject to written technical instructions signed by the Contracting Officer's Representative specified in Section G of this task order. As used herein, technical instructions are defined to include the following:

(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details and otherwise serve to accomplish the contractual statement of work.

(2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications or technical portions of work descriptions.

(b) Technical instructions must be within the general scope of work stated in the task order. Technical instruction may not be used to: (1) assign additional work under the task order; (2) direct a change as defined in the "CHANGES" clause in this task order; (3) increase or decrease the task order price or estimated task order amount (including fee), as applicable, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions or specifications of the task order.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the task order or is inconsistent with this requirement, the Contractor shall notify the Contracting Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Contracting Officer that the technical instruction is within the scope of the task order.

(d) Nothing in the foregoing paragraph shall be construed to excuse the Contractor from performing that portion of the contractual work statement which is not affected by the disputed technical instruction.

**(End of clause)**

#### **5252.245-9106 FACILITIES TO BE GOVERNMENT-FURNISHED (COST REIMBURSEMENT) (SEP 2009)**

(a) The estimated cost and fee, if any, and delivery schedule set forth in this contract contemplate the rent-free use of the facilities identified in paragraph (b) below and in paragraph (d) (applicable only for research and development contracts) if such paragraph (d) is added to this requirement. If the Government limits or terminates the Contractor's rent-free use of said facilities, and such action affects the ability of the Contractor to perform this contract in accordance with its terms and conditions, then an equitable adjustment in the estimated cost and fee, if any, or delivery schedule, or both, shall be made pursuant to the clause entitled "CHANGES-- COST-REIMBURSEMENT" (FAR 52.243-2), provided, however, that if the limitation or termination is due to failure by the Contractor to perform its obligations under this contract, the Contractor shall be entitled only to such adjustment as the Contracting Officer determines as a fact to be appropriate under the circumstances.

(b) The Contractor is authorized to acquire or use the facilities described below upon the prior written approval of the cognizant Contract Administration Office, which shall determine that such facilities are required to carry out the work provided for by this contract. Immediately upon delivery of each item of approved facilities to the Contractor's plant, the Contractor shall notify the cognizant Contract Administration Office of the receipt of such facilities owned by the Government, which shall be made a part of the plant account assigned to the Contractor at that location.

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DESCRIPTION AND IDENTITY OF FACILITIES  
AS DEFINED IN SECTION C

(c) In the event there is in existence a facilities management contract effective at the same plant or general location, the facilities provided hereunder shall be made subject to all the terms and conditions of the facilities management contract.

(End of Text)

**C.106 QUALIFIED U.S. CONTRACTORS FOR EXPORT-CONTROLLED TECHNICAL DATA**

(a) By Department of Defense (DOD) Directive 5230.25 (hereinafter referred to as "the Directive"), a program was established to allow Qualified U.S. Contractors to obtain export-controlled technical data under certain conditions. A "Qualified U.S. Contractor" is a private individual or enterprise (hereinafter described as a "U.S. Contractor") that, in accordance with procedures established by the Under Secretary of Defense for Research and Engineering, certifies, as a condition of obtaining export-controlled technical data subject to the Directive from the Department of Defense, that:

(1) The individual who will act as recipient of the export-controlled technical data on behalf of the U.S. Contractor is a U.S. citizen or a person admitted lawfully into the United States for permanent residence and is located in the United States;

(2) Such data are needed to bid or perform on a contract with the Department of Defense, or other U.S. Government agency, or for other legitimate business purposes in which the U.S. Contractor is engaged, or plans to engage. The purpose for which the data are needed shall be described sufficiently in such certification to permit an evaluation of whether subsequent requests for data are related properly to such business purpose.

(3) The U.S. Contractor acknowledges its responsibilities under U.S. export control laws and regulations (including the obligation, under certain circumstances, to obtain an export license prior to the release of technical data within the United States) and agrees that it will not disseminate any export-controlled technical data subject to the Directive in a manner that would violate applicable export control laws and regulations.

(4) The U.S. Contractor also agrees that, unless dissemination is permitted by the Directive, it will not provide access to export-controlled technical data subject to the Directive to persons other than its employees or persons acting on its behalf, without the permission of the DOD component that provided the technical data.

(5) To the best of its knowledge and belief, the U.S. Contractor knows of no person employed by it, or acting on its behalf, who will have access to such data, who is debarred, suspended or otherwise ineligible to perform under U.S. Government contracts; or has violated U.S. export control laws or a certification previously made to the Department of Defense under the provisions of the Directive.

(b) Private individuals or enterprises are certified as Qualified U.S. Contractors by submitting a DD Form 2345 to U.S./Canada Joint Certification Office, Defense Logistics Information Services, Federal Center, 74 Washington Avenue, North, Battle Creek, MI 49017-3084.

(c) Canadian contractors may be qualified in accordance with the Directive for technical data that do not require a license for export to Canada under section 125.12 of the International Traffic in Arms Regulations and sections 379.4(d) and 379.5(e) of the Export Administration Regulations, by submitting an equivalent certification to the DLSC.

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(End of Text)

#### **C.114 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.

(End of Text)

#### **C.121 CONTROLLED UNCLASSIFIED INFORMATION (INCLUDES FOR OFFICIAL USE ONLY INFORMATION)**

Ref: DoD Regulation 5200.1-R, DoD Information Security Program//SECNAV M-5510.36, DON Information Security Program Manual

Contractor may be required to handle Controlled Unclassified Information (CUI). There are numerous types of CUI, e.g. documents with limited distribution statements, documents marked as For Official Use Only (FOUO), etc. The minimum level of protection for all CUI is adherence to FOUO protection standards. Distribution Statements (DS) and warning labels, such as the Arms Export Control Act Warning, identify additional protection requirements for a given document. Minimum FOUO protection requirements/controls applicable to the performance of this contract for CUI are listed below. Additional protection requirements, as marked on a given CUI document, are in addition to the standards listed.

1. Handling/Storage: Access to FOUO is limited to those needing it to conduct official business for the Department of Defense (DoD). FOUO information is not classified information, but requires extra precautions to ensure it is not released to the public. During business hours, reasonable steps shall be taken to minimize risk of access by unauthorized personnel. After business hours, FOUO information shall be stored in unlocked containers, desks, or cabinets if Government or Government-contracted building security is provided. If it is not, store in locked desks, file cabinets, bookcases, locked rooms, or similar items.

2. Transporting/Transmitting/Release/Destruction: FOUO information shall be transported in a manner that prevents disclosure of the contents. FOUO information may be sent via USPS first-class mail, parcel post, or – for bulk shipments – 4th class mail. Electronic transmission of FOUO information (voice, data, or facsimile) shall be by approved secure communications systems. Transmission via unsecure fax is acceptable if an authorized person is standing by on the receiving end to take custody. All emails containing FOUO or attachments with FOUO must be digitally signed if being transmitted within Navy networks, and digitally signed and encrypted if being transmitted outside a Navy network to an approved contractor email address. Transmission of FOUO (i.e. any CUI) to personal email accounts (e.g. AOL, Yahoo, Hotmail, Comcast, etc.) is strictly prohibited. FOUO sent out of the contractor's facility electronically must be encrypted (DoD

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FIPS 140-2 standard). FOUO material shall not be released outside the contractor's facility except to representatives of DoD. When no longer needed, destroy FOUO by a method that precludes its disclosure to unauthorized individuals.

3. Markings: Unclassified documents (paper or electronic) generated in support of this contract which contain FOUO are to be 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. DS on technical documents identify access restrictions. DS "B" through "X" preclude public release and while not marked as FOUO, are subject to all FOUO protection requirements, including the prohibition on unencrypted transmission over the public Internet.

(End of Text)

#### **C.123 SECURITY REQUIREMENTS FOR CONTRACTOR PERSONNEL**

a. Permission to visit. Whenever Contractor personnel are required to perform work aboard a ship of U.S. Navy or associated Shore Facility, the Contractor shall submit a visit request via the Joint Personnel Adjudication System (JPAS) using the visiting ship/facility's SMO (NUWC Keyport's SMO is 002536). If company does not have access to JPAS, a written request to visit must be sent to that ship/facility or ship Security Officer using the guidance below.

(1) For classified visits, the visit request shall include all information required by paragraph 6-100 of DOD 5220.22M Industrial Security Manual.

(2) For unclassified visits, the visit request shall include the following information on each person visiting the users agency's facility or ship. The request shall be on company letterhead stationery with company address/telephone number and provide the following information:

Name: \_\_\_\_\_  
 Job Title/Position: \_\_\_\_\_  
 Government Security Clearance, if any: \_\_\_\_\_  
 SSN: \_\_\_\_\_  
 Date/Place of Birth: \_\_\_\_\_  
 Citizenship: \_\_\_\_\_  
 Current Residence Address: \_\_\_\_\_  
 Length of Visit (if known) \_\_\_\_\_

Additional access information: [http://www.cnic.navy.mil/Kitsap/CNICP\\_A233976](http://www.cnic.navy.mil/Kitsap/CNICP_A233976)

b. Citizenship. No employee or representative of the contractor shall be admitted to any facility or ship of the U.S. Navy unless satisfactory proof of citizenship of the United States can be furnished. If citizenship cannot be verified via JPAS an I9 Employment Eligibility Verification form may be required.

c. Compliance with Security Regulations.



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(1) The Contractor shall comply with the security regulations in force at Naval Undersea Warfare Center, Division Keyport, WA and Keyport Annex Bangor. Company-granted clearances are not valid for access to restricted areas or information. If access to these areas or information is involved, contractor personnel must possess a Government-granted clearance based on formal investigative actions. Contractor personnel may be required to fill out a form regarding involvement with alcohol or dangerous drugs, police records, relative living abroad, and personal foreign travel as a condition for receiving a clearance.

(2) If applicable, special security provisions for access to classified information are set forth in the attached DD Form 254, Contract Security Classification Specifications.

(3) It is the Contractor's responsibility to collect and account for all personnel identification passes/badges and vehicle passes issued to his employees when no longer needed. The Contractor must return all passes/badges to the facility security office within three (3) days of the separation of an individual from employment on this contract.

(4) It is the Contractor's responsibility to assure that his employees are aware of, and comply with, the security requirements of the facility or ship as set forth in the contract and as explained at the pre-award conference, if applicable. Noncompliance by an individual can result in denial of access to the facility or ship.

(5) If a Contracting Officer's Representative (COR) is appointed in this contract, a listing of persons employed on the contract indicating that they have been briefed on the facility/ship security requirements shall be submitted to the COR within 14 days after award of the contract. The list is in addition to that shown in paragraphs a, b, and c above. The list shall also include a description of all company vehicles, including road equipment and office supply trailers, to be employed on the facility, along with license numbers, if applicable. The Contractor shall promptly notify the COR of any changes to the list.

(6) Per SECNAV M-5510.36, contractor employees working in government spaces are subject to the activity's security education program. Such employees at NUWCDIVKPT must review each NUWCDIVKPT Security Training Quarterly (STQ) Bulletin and report same to the company's Training or Facility Security Officer. Contractor employees with SECRET or higher clearances must attend one counterintelligence briefing annually. Briefings are conducted quarterly and are advertised in the STQ.

**(End of Text)**

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## SECTION I CONTRACT CLAUSES

**NOTE: All clauses incorporated by reference and full text in the basic IDIQ contract apply to this Task order, as applicable, in addition to those added here.**

### CLAUSES INCORPORATED BY REFERENCE:

52.204-2	Security Requirements (Aug 1996)
52.204-13	System for Award Management Maintenance (Jul 2013)
52.209-10	Prohibition on Contracting with Inverted Domestic Corporations (May 2012)
52.215-11 (Aug 2011)	Price Reduction for Defective Certified Cost or Pricing Data—Modifications
52.215-13	Subcontractor Certified Cost or Pricing Data—Modifications (Oct 2010)
52.215-20	Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data (Oct 2010)
52.219-6	Notice of Total Small Business Set-Aside (Nov 2011)
52.219-8	Utilization of Small Business Concerns (Jul 2013)
52.219-14	Limitations on Subcontracting (Nov 2011)
52.222-17	Nondisplacement of Qualified Workers (Jan 2013)
52.222-29	Notification of Visa Denial (Jun 2003)
52.222-40 (Dec 2010)	Notification of Employee Rights Under the National Labor Relations Act
52.223-5	Pollution Prevention and Right-to-Know Information (May 2011) Alt I (May 2011)
52.223-10	Waste Reduction Program (May 2011)
52.224-1	Privacy Act Notification (Apr 1984)
52.224-2	Privacy Act (Apr 1984)
52.228-5	Insurance—Work on a Government Installation (Jan 1997) See Section 1.0
52.232-33	Payment by Electronic Funds Transfer-System Award Management (Jul 2013)
52.232-39	Unenforceability of Unauthorized Obligations (Jun 2013)
52.237-2	Protection of Government Buildings, Equipment, and Vegetation (Apr 1984)
52.237-3	Continuity of Services (Jan 1991)
52.251-1	Government Supply Sources (Apr 2012)
252.204-7002	Payment for Subline Items Not Separately Priced (Dec 1991)
252.204-7004	Alternate A, System for Award Management (May 2013)
252.204-7005	Oral Attestation of Security Responsibilities (Nov 2001)
252.204-7006	Billing Instructions (Oct 2005)
252.215-7008	Only One Offer (Jun 2012)
252.222-7002	Compliance with Local Labor Laws (Overseas)(Jun 1997)
252.223-7002	Safety Precautions for Ammunition and Explosives (May 1994)
252.223-7003	Change in Place of Performance--Ammunition and Explosives (Dec 1991)
252.223-7006	Prohibition on Storage and Disposal of Toxic and Hazardous Materials (Apr 2012)
252.225-7027	Restriction on Contingent Fees for Foreign Military Sales (Apr 2003)
252.225-7028	Exclusionary Policies and Practices of Foreign Governments (Apr 2003)
252.225-7048	Export-Controlled Items (Jun 2013)
252.227-7013	Rights in Technical Data--Noncommercial Items (Jun 2013)
252.227-7016	Rights in Bid or Proposal Information (Jan 2011)
252.227-7025	Limitations on the Use or Disclosure of Government-Furnished Information
	Restrictive Legends (May 2013) Marked with
252.244-7001	Contractor Purchasing System Administration (Jun 2012)
252.251-7000	Ordering From Government Supply Sources (Aug 2012)

### CLAUSES INCORPORATED BY FULL TEXT

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**52.217-7 OPTION FOR INCREASED QUANTITY—SEPARATELY PRICED LINE ITEM (MAR 1989)**

(APPLICABLE TO CLINS 4002-4005, 4102-4105, 6002-6005, AND 6102-6105)

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 no later than 15 days prior to start of work. Delivery of added items shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

**(End of clause)**

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

**(SEP 2009)** (APPLICABLE TO CLINS 4100-4101 AND 6100-6101)

(a) The Government may extend the term of this contract by written notice(s) to the Contractor within the periods specified below. If more than one option exists the Government has the right to unilaterally exercise any such option whether or not it has exercised other options.

ITEM(S)	DESCRIPTION	LATEST OPTION EXERCISE DATE
4100	Hawaii Option Period	365 days after the effective date of task order award
4101	San Diego Option Period	365 days after the effective date of task order award
6100	Hawaii Option Period	365 days after the effective date of task order award
6101	San Diego Option Period	365 days after the effective date of task order award

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

(c) The total duration of this contract, including the exercise of any option(s) under this clause, shall not exceed three (3) years, however, in accordance with paragraph (g) of the requirement of this contract entitled "LEVEL OF EFFORT" (NAVSEA 5252.216-9122), if the total manhours delineated in paragraph (a) of the LEVEL OF EFFORT requirement, have not been expended within the period specified above, the Government may require the Contractor to continue to perform the work until the total number of manhours specified in paragraph (a) of the aforementioned requirement have been expended.

**(End of Clause)**

**52.222-2 PAYMENT FOR OVERTIME PREMIUMS (JULY 1990)**

(a) The use of overtime is authorized under this contract if the overtime premium does not exceed the hours shown in the table below or the overtime premium is paid for work—

CLIN	DESCRIPTION	HOURS
4000	Hawaii Base Year	5,251
4001	San Diego Base Year	1,300
4002	Hawaii Base Year Optional Item	1,728

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4003	San Diego Base Year Optional Item	400
4004	Hawaii Base Year Optional Item Surge	0
4005	San Diego Base Year Optional Item Surge	0
4100	Hawaii Option Period	1,314
4101	San Diego Option Period	425
4102	Hawaii Option Period Optional Item	0
4103	San Diego Option Period Optional Item	50
4104	Hawaii Option Period Optional Item Surge	0
4105	San Diego Option Period Optional Item Surge	0

(1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

(3) To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or

(4) That will result in lower overall costs to the Government.

(b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall—

(1) Identify the work unit; e.g., department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;

(2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;

(3) Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and

(4) Provide reasons why the required work cannot be performed by using multishift operations or by employing additional personnel.

\* Insert either “zero” or the dollar amount agreed to during negotiations. The inserted figure does not apply to the exceptions in paragraph (a)(1) through (a)(4) of the clause.

**(End of clause)**

## **52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)**

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

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This Statement is for Information Only:

It is not a Wage Determination

Employee Class Monetary Wage—Fringe Benefits

LABOR CATEGORY DESCRIPTION	SCA DIRECTORY OF OCCUPATIONS CODE	GENERAL SCHEDULE OR WAGE GRADE	WAGE (Hawaii)	WAGE (San Diego)	WAGE (Guam)
Computer Systems Analyst I	03101	GS-9	\$26.30	\$28.03	\$25.77
Computer Systems Analyst III	03103	GS-12	\$38.14	\$40.65	\$37.37
Divers	99080	None			
Engineering Tech I	29081	GS-3	\$13.82	\$14.73	\$13.54
Engineering Tech II	29082	GS-4	\$15.51	\$16.53	\$15.20
Engineering Tech III	29083	GS-5	\$17.35	\$18.50	\$17.00
Engineering Tech IV	29084	GS-7	\$21.50	\$22.92	\$21.07
Engineering Tech V	29085	GS-9	\$26.30	\$28.03	\$25.77
General Clerk III	01117	GS-3	\$13.82	\$14.73	\$13.54
Longshoreman	28040	WG-7	\$25.31	\$21.13	
Secretary I	01311	GS-4	\$15.51	\$16.53	\$15.20
Supply Technician	01400	GS-7	\$21.50	\$22.92	\$21.07
Word Processor III	01613	GS-5	\$17.35	\$18.50	\$17.00

(End of clause)

## **252.223-7007 SAFEGUARDING SENSITIVE CONVENTIONAL ARMS, AMMUNITION, AND EXPLOSIVES (SEP 1999)**

(a) *Definition.* “Arms, ammunition, and explosives (AA&E),” as used in this clause, means those items within the scope (chapter 1, paragraph B) of DoD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives.

(b) The requirements of DoD 5100.76-M apply to the following items of AA&E being developed, produced, manufactured, or purchased for the Government, or provided to the Contractor as Government-furnished property under this contract:

In accordance with paragraph 5.16 of the Performance Work Statement (PWS), there is no Government-furnished material that will be transferred to the contractor. However, in the performance of work identified in paragraph 2.6 of the PWS, the contractor will be handling Government property which is subject to the requirements of DoD 5100.76-M.

(c) The Contractor shall comply with the requirements of DoD 5100.76-M, as specified in the statement of work. The edition of DoD 5100.76-M in effect on the date of issuance of the solicitation for this contract shall apply.

(d) The Contractor shall allow representatives of the Defense Security Service (DSS), and representatives of other appropriate offices of the Government, access at all reasonable times into its facilities and those of its subcontractors, for the purpose of performing surveys, inspections, and investigations necessary to review compliance with the physical security standards applicable to this

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contract.

(e) The Contractor shall notify the cognizant DSS field office of any subcontract involving AA&E within 10 days after award of the subcontract.

(f) The Contractor shall ensure that the requirements of this clause are included in all subcontracts, at every tier<sup>3/4</sup>

- (1) For the development, production, manufacture, or purchase of AA&E; or
- (2) When AA&E will be provided to the subcontractor as Government-furnished property.

(g) Nothing in this clause shall relieve the Contractor of its responsibility for complying with applicable Federal, state, and local laws, ordinances, codes, and regulations (including requirements for obtaining licenses and permits) in connection with the performance of this contract.

**(End of Clause)**

**252.225-7046 EXPORTS BY APPROVED COMMUNITY MEMBERS IN RESPONSE TO THE SOLICITATION (JUNE 2013)**

(a) Definitions. The definitions of ``Approved Community'', ``defense articles'', ``Defense Trade Cooperation (DTC) Treaty'', ``export'', ``Implementing Arrangement'', ``qualifying defense articles'', ``transfer'', and ``U.S. DoD Treaty-eligible requirements'' in DFARS clause 252.225-7047 apply to this provision.

(b) All contract line items in the contemplated contract, except any identified in this paragraph, are intended to satisfy U.S. DoD Treaty-eligible requirements. Specific defense articles that are not U.S. DoD Treaty-eligible will be identified as such in those contract line items that are otherwise U.S. DoD Treaty-eligible.

**CONTRACT LINE ITEMS NOT INTENDED TO SATISFY U.S. DoD TREATY-ELIGIBLE REQUIREMENTS:**

-----  
[Enter Contract Line Item Number(s) or enter ``None" \_\_\_\_ ]

(c) Approved Community members responding to the solicitation may only export or transfer defense articles that specifically respond to the stated requirements of the solicitation.

(d) Subject to the other terms and conditions of the solicitation and the contemplated contract that affect the acceptability of foreign sources or foreign end products, components, parts, or materials, Approved Community members are permitted, but not required, to use the DTC Treaties for exports or transfers of qualifying defense articles in preparing a response to this solicitation.

(e) Any conduct by an offeror responding to this solicitation that falls outside the scope of the DTC Treaties, the Implementing Arrangements, and the implementing regulations of the Department of State in 22 CFR 126.16 (Australia), 22 CFR 126.17 (United Kingdom), and 22 CFR 126 Supplement No. 1 (exempted technologies list) is subject to all applicable International Traffic in Arms Regulations (ITAR) requirements, including any criminal, civil, and administrative penalties or sanctions, as well as all other United States statutory and regulatory requirements outside of ITAR.

(f) If the offeror uses the procedures established pursuant to the DTC Treaties, the offeror agrees that, with regard to the export or transfer of a qualifying defense article associated with responding to the solicitation, the offeror shall—

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(1) Comply with the requirements and provisions of the applicable DTC Treaties, the Implementing Arrangements, and corresponding regulations (including the ITAR) of the U.S. Government and the government of Australia or of the United Kingdom, as applicable; and

(2) Prior to the export or transfer of a qualifying defense article—

(i) Mark, identify, transmit, store, and handle any defense articles provided for the purpose of responding to such solicitations, as well as any defense articles provided with or developed pursuant to their responses to such solicitations, in accordance with the DTC Treaties, the Implementing Arrangements, and corresponding regulations of the United States Government and the government of Australia or the government of the United Kingdom, as applicable, including, but not limited to, the marking and classification requirements described in the applicable regulations;

(ii) Comply with the re-transfer or re-export provisions of the DTC Treaties, the Implementing Arrangements, and corresponding regulations of the United States Government and the government of Australia or the government of the United Kingdom, as applicable, including, but not limited to, the re-transfer and re-export requirements described in the applicable regulations; and

(iii) Acknowledge that any conduct that falls outside or in violation of the DTC Treaties, Implementing Arrangements, and implementing regulations of the applicable government including, but not limited to, unauthorized re-transfer or re-export in violation of the procedures established in the applicable Implementing Arrangement and implementing regulations, remains subject to applicable licensing requirements of the government of Australia, the government of the United Kingdom, and the United States Government, as applicable, including any criminal, civil, and administrative penalties or sanctions contained therein.

(g) Representation. The offeror shall check one of the following boxes and sign the representation:

[ ☐ ] The offeror represents that export(s) or transfer(s) of qualifying defense articles were made in preparing its response to this solicitation and that such export(s) or transfer(s) complied with the requirements of this provision.

-----

Name/Title of Duly Authorized Representative Date

[ ☐ ] The offeror represents that no export(s) or transfer(s) of qualifying defense articles were made in preparing its response to this solicitation.

-----

Name/Title of Duly Authorized Representative Date

(h) Subcontracts. The offeror shall flow down the substance of this provision, including this paragraph (h), but excluding the representation at paragraph (g), to any subcontractor at any tier intending to use the DTC Treaties in responding to this solicitation.

**(End of provision)**

## **252.225-7047 EXPORTS BY APPROVED COMMUNITY MEMBERS IN PERFORMANCE OF THE CONTRACT (JUNE 2013)**

(a) Definitions. As used in this clause--

“Approved Community” means the U.S. Government, U.S. entities that are registered and eligible exporters, and certain government and industry facilities in Australia or the United Kingdom that are approved and listed by the U.S. Government.

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“Australia Community member” means an Australian government authority or nongovernmental entity or facility on the Australia Community list accessible at <http://pmddtc.state.gov/treaties/index.html>.

“Defense articles” means articles, services, and related technical data, including software, in tangible or intangible form, listed on the United States Munitions List of the International Traffic in Arms Regulations (ITAR), as modified or amended.

“Defense Trade Cooperation (DTC) Treaty” means—

(1) The Treaty Between the Government of the United States of America and the government of the United Kingdom of Great Britain and Northern Ireland concerning Defense Trade Cooperation, signed at

Washington and London on June 21 and 26, 2007; or

(2) The Treaty Between the Government of the United States of America and the Government of Australia Concerning Defense Trade Cooperation, signed at Sydney on September 5, 2007].

“Export” means the initial movement of defense articles from the United States Community to the United Kingdom Community and the Australia Community.

“Implementing Arrangement” means—

(1) The Implementing Arrangement Pursuant to the Treaty between the Government of the United States of America and the Government of the United Kingdom of Great Britain and Northern Ireland Concerning

Defense Trade Cooperation, signed on February 14, 2008; or

(2) The Implementing Arrangement Pursuant to the Treaty between the Government of the United States of America and the Government of Australia Concerning Defense Trade Cooperation, signed on March 14, 2008.

“Qualifying defense articles” means defense articles that are not exempt from the scope of the DTC Treaties as defined in 22 CFR 126.16(g) and 22 CFR 126.17(g).

“Transfer” means the movement of previously exported defense articles within the Approved Community.

“United Kingdom Community member” means a United Kingdom government authority or nongovernmental entity or facility on the United Kingdom Community list accessible at <http://pmddtc.state.gov>.

“United States Community” means—

(1) Departments and agencies of the U.S. Government, including their personnel, with, as appropriate, security accreditation and a need-to-know; and

(2) Nongovernmental U.S. entities registered with the Department of State and eligible to export defense articles under U.S. law and regulation, including their employees, with, as appropriate, security accreditation and a need-to-know.

“U.S. DoD Treaty-eligible requirements” means any defense article acquired by the DoD for use in a combined military or counterterrorism operation, cooperative research, development, production



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or support program, or DoD end use, as described in Article 3 of the U.S.-U.K. DTC Treaty and sections 2 and 3 of the associated Implementing Arrangement; and Article 3 of the U.S.-Australia DTC Treaty and sections 2 and 3 of the associated Implementing Arrangement.

(b) All contract line items in this contract, except any identified in this paragraph, are intended to satisfy U.S. DoD Treaty-eligible requirements. Specific defense articles that are not U.S. DoD Treaty-eligible will be identified as such in those contract line items that are otherwise U.S. DoD Treaty-eligible.

**CONTRACT LINE ITEMS NOT INTENDED TO SATISFY U.S. DoD TREATY-ELIGIBLE REQUIREMENTS:**

-----  
[Enter Contract Line Item Number(s) or enter ``None" \_\_\_\_ ]

(c) Subject to the other terms and conditions of this contract that affect the acceptability of foreign sources or foreign end products, components, parts, or materials, Approved Community members are permitted, but not required, to use the DTC Treaties for exports or transfers of qualifying defense articles in performance of the contract.

(d) Any conduct by the Contractor that falls outside the scope of the DTC Treaties, the Implementing Arrangements, and 22 CFR 126.16(g) and 22 CFR 126.17(g) is subject to all applicable ITAR requirements, including any criminal, civil, and administrative penalties or sanctions, as well as all other United States statutory and regulatory requirements outside of ITAR, including, but not limited to, regulations issued by the Bureau of Alcohol, Tobacco, Firearms and Explosives found at 27 CFR parts 447, 478, and 479, which are unaffected by the DTC Treaties.

(e) If the Contractor is an Approved Community member, the Contractor agrees that—

(1) The Contractor shall comply with the requirements of the DTC Treaties, the Implementing Arrangements, the ITAR, and corresponding regulations of the U.S. Government and the government of Australia or the government of the United Kingdom, as applicable; and

(2) Prior to the export or transfer of a qualifying defense article the Contractor—

(i) Shall mark, identify, transmit, store, and handle any defense articles provided for the purpose of responding to such solicitations, as well as any defense articles provided with or developed pursuant to their responses to such solicitations, in accordance with the DTC Treaties, the Implementing Arrangements, and corresponding regulations of the United States Government and the government of Australia or the government of the United Kingdom, as applicable, including, but not limited to, the marking and classification requirements described in the applicable regulations;

(ii) Shall comply with the re-transfer or re-export provisions of the DTC Treaties, the Implementing Arrangements, and corresponding regulations of the United States Government and the government of Australia or the government of the United Kingdom, as applicable, including, but not limited to, the re-transfer and re-export requirements described in the applicable regulations; and

(iii) Shall acknowledge that any conduct that falls outside or in violation of the DTC Treaties, Implementing Arrangements, and implementing regulations of the applicable government including, but not limited to, unauthorized re-transfer or re-export in violation of the procedures established in the applicable Implementing Arrangement and implementing regulations, remains subject to applicable licensing requirements of the government of Australia, the government of the United Kingdom, and the United States Government, including any criminal, civil, and administrative penalties or sanctions contained therein.

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(f) The contractor shall include the substance of this clause, including this paragraph (f), in all subcontracts that may require exports or transfers of qualifying defense articles in connection with deliveries under the contract.

**(End of clause)**

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## SECTION J LIST OF ATTACHMENTS

HQ J-2-0002 CONTRACT LANGUAGE FOR SECTION J (NO DATE)

The following document(s), exhibit(s), and other attachment(s) form a part of this contract:

EXHIBIT A: Contract Data Requirements List, DD Form 1423

- A001 Safety Plan
- A002 Monthly Status Report
- A003 Bi-Weekly Expenditure Report
- A004 75% Funding Expended Report
- A005 Monthly Training Report
- A006 New Rate/Rate Adjustment Report
- A007 Cost Comparison Report
- A008 Year End Report
- A009 Desk Procedures
- A010 Other Required Plans and Reports
- A011 Quality Management System Manual
- A012 Management Plan
- A013 Emergency Recall List A014
- Company Charging Policy
- A015 Technical Data Requirements

- ATTACHMENT 1: Acronym List
- ATTACHMENT 2: Estimated Labor
- ATTACHMENT 3: Performance Requirements Summary
- ATTACHMENT 4: Monthly Status Report Template
- ATTACHMENT 5: Bi-Weekly Expenditure Report Template
- ATTACHMENT 6: Monthly Training Report Template
- ATTACHMENT 7: Contract Security Classification Specification, DD Form 254
- ATTACHMENT 8: NAVSEA NUWC Division Keyport, Contractor's Guide to Environmental Compliance, Rev 12/2011 (Not actual attachment; can be downloaded from <http://www.navsea.navy.mil/nuwc/keyport/default.aspx>; click on environmental Policy on the left-hand side, then click on Contractor's Guide to Environmental Policy)
- ATTACHMENT 9: NAVSEA NUWC Division Keyport, Safety Requirements for Contractors and Subcontractors, Rev M, dated Sept 2013 (Not actual attachment; can be downloaded from <http://www.navsea.navy.mil/nuwc/keyport/default.aspx>; click on Contractor Safety Manual on the left-hand side)
- ATTACHMENT 10: Wage Determination, 2004-0047, Rev 11, dated 01/23/2012
- ATTACHMENT 11: Wage Determination, 2005-2058, Rev 15, dated 06/19/2013

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ATTACHMENT 12: Wage Determination, 2005-2148, Rev 17, dated 06/19/2013

ATTACHMENT 13: Wage Determination, 2005-2154, Rev 14, dated 09/09/2010

ATTACHMENT 14: Labor Hour Breakdown (Deleted at Award)

ATTACHMENT 15: Past Performance Questionnaire (Deleted at Award)

ATTACHMENT 16: Cost Summary Format (Deleted at Award)

ATTACHMENT 17: Sample Indirect Rate Supporting Documentation (Deleted at Award)