PERFORMANCE WORK STATEMENT (PWS)

**FOR**

**Cyberspace Support Services**

**30 September 2018**

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# DESCRIPTION OF SERVICES

## Introduction

This is a non-personal services contract. The Government will neither supervise contractor employees nor control the method by which the contractor performs the required tasks. The contractor shall manage its employees and guard against any actions that are of the nature of personal services, or give the perception of personal services. The contractor shall notify the Contracting Officer (CO) immediately if they perceive any actions constitute personal services. These services shall not be used to perform any Inherently Governmental Functions.

## Background

The 688th Cyberspace Wing’s (CW) mission is to deliver innovative combat power iin, through and from cyberspace in defense of the Nation. The 688th is the Air Force’s focal point for operating, maintaining, and defending Air Force, DODIN, and Combatant Command networks. The 688CW is also supporting the Air Force Information Network (AFIN) through various missions across the wing. Cyber Support Services (CSS) is intended to support the development and employment of cyberspace missions across the 688 CW. The result of this effort will enhance operational effectiveness.

## Scope

The objective of this effort is to provide Subject Matter Expertise (SME) support to the 688CW. These SMEs will work directly with Squadron, Group, Wing, Numbered Air Forces (NAF), and Major Command (MAJCOM) leadership on a daily basis to provide direct support to the operation, maintenance, and defense of Air Force, DODIN, and Combatant Command networks. Additionally, these SMEs will work as liaisons to the 624th Operations Center (OC) to ensure 688 CW interests are represented in all aspects of the 624 OC orders development process.

The 688 CW also needs personnel to administer and maintain the Learning Management System (LMS) and front-end training components. The 688 CW is purchasing a new LMS with flexibility and interoperability that can be customized to support the 688 CW**’**s unique training and education objectives for all assigned military, civilian, and contractor personnel. This effort is required to provide for continued continuity, content management and administration of the advanced LMS features, and for production of custom reports.

Finally, the contractor will work directly with 688 CW current operations, readiness, plans, programming, manpower, resources, personnel, operations support, budget, training, and facilities as required. This could include standing up functions for a wing level Standards and Evaluations function and a Quality Assurance function.

## Period of Performance

The base period of performance shall be for one (1) year with three (3) one-year option periods.

# SPECIFIC TASKS

## Performance Objective: Provide subject matter expertise in the tasking and employment of the network operations forces.

2.1.1 Provide analysis for the organizing, training, and equipping of network operations forces and all other development activities as required

2.1.2 Coordinate and provide support to Squadron Commanders and Group Leadership to ensure network operation activities adhere to USCYBERCOM and JFHQ-DODIN policies.

2.1.3 Coordinate with the 24th Air Force (24 AF) as required to ensure Squadron timelines for organizing, training, and equipping network operations forces adhere to USAF policies.

2.1.4 Coordinate with Air Combat Command (ACC), Headquarters Air Force (HAF), and the Joint Staff when requested from 688 CW

2.1.5 Provide analysis of USCYBERCOM initiatives and requirements as they relate to the network operation activities

2.1.7 Participate in conferences, meetings, and symposiums as required

## Performance Objective: Provide subject matter expertise in the employment of the 688 CW operational missions.

2.2.1 Provide direct support for the employment of all 688 CW missions to the COCOMs, Air Force units, and DOD partners

2.2.2 Work directly with the 624 OC to ensure all 688 CW operations are coordinated through the appropriate units and are carried out in accordance with Air Force, MAJCOM, 24 AF, and 688 CW instructions, policies, and procedures

2.2.3 Provide analysis and feedback to the 688 CW for on-going and planned operations as required

2.2.4 Provide courses of action for unique or time-constrained activities in the 688 CW

2.2.5 Coordinate and provide support to Squadron Commanders and Group Leadership to ensure 688 CW missions proceed appropriately

2.2.6 Participate in conferences, meetings, and symposiums as required

## Performance Objective: Provide subject matter expertise to the 688 CW

2.3.1 Provide direct support to the 688 CW, groups and units as required

2.3.2 Provide program and project management to the 688 CW

2.3.3 Work directly with 688 CW current operations, readiness, plans, programming, manpower, resources, personnel, operations support, budget, training, and facilities as required

2.3.4 Be prepared to stand up and oversee a Standards and Evaluations function as well as a Quality Assurance function

2.3.5 Coordinate and provide support to Squadron Commanders and Group Leadership to ensure 688 CW mission is successful

2.3.6 Participate in conferences, meetings, and symposiums as required

## Performance Objective: Provide subject matter expertise in the development and overseeing a Learning Management System (LMS)

2.4.1 The contractor will ensure the integrity of all current and future data in the SuccessFactors Learning.

2.4.2 The contractor shall implement and maintain the functionality of the SuccessFactors Learning and administer SuccessFactors Learning capabilities for the 688 CW to include all geographically separated units (GSUs). The contractor shall work with SAP, if required, to ensure both the Administrator and Student functionality are available to the end user 95% of the time.

2.4.3 The contractor shall implement upgrades to the graphical user interface of the SuccessFactors Learning; specifically the look and feel of the SuccessFactors Learning; subsequent to all upgrades and as needed by organizational changes. The contractor shall evaluate and assess current and future SuccessFactors Learning upgrades and provide recommendations to the program manager.

2.4.4 The contractor will be responsible for creating, deleting or suspending all user accounts as necessary. The contractor will reconcile user accounts, at a minimum, quarterly by comparing LMS, ADLS and Active directory accounts and adding or removing those that are no longer applicable. 688 CW will provide access to ADLS and Active Directory data.

2.4.5 The contractor shall provide both group and individual training to end users and program managers as required. The contractor shall also provide video teleconferencing SuccessFactors Learning training to end-users and program managers in the field upon request. 688 CW will be responsible for providing the VTC capability to conduct this training.

2.4.6 The contractor shall assist in the support of all current and future personnel and program training requirements identified by the program manager to sustain 688 CW’s learning initiative. Identified requirements, once approved, will be created in SuccessFactors Learning by the Contractor. Once tested and approved by the program manager, the contractor will then assign training as applicable.

2.4.7 The contractor shall be responsible for creating training content, uploading in SuccessFactors Learning, and assigning as necessary. Initial content will be provided by 688 CW program managers in various formats.

2.4.8 The contractor will advise the 688 CW Program Manager of any known SAP SuccessFactors Learning pending upgrades and/or outages. Contractor will be provided a SAP Support account which allows Contractor to stay abreast of any upcoming changes.

2.4.9 The contractor shall provide a Monthly Status Report (MSR) to 688 CW that addresses the work progress during the reporting month and shall address issues of concerns in this report. The MSR shall be submitted in contractor’s format. **(A001)**

2.4.10 The contractor shall be responsible for maintaining the security compliance for the SuccessFactors Learning implementations. The Contractor will work with the 688 CW Information Assurance office to obtain and maintain all necessary accreditation actions for SuccessFactors Learning in either Enterprise Information Technology Data Repository (EITDR) or the Enterprise Mission Assurance Support Service (eMASS) systems, whichever is applicable.

2.4.11 Ensure interoperability and compatibility with existing Air Force standard IA policies and procedures according to the Air Force i-TRM.

2.4.12 Coordinate Automated Information System (AIS) application-unique requirements for Joint and Defense-wide programs through the Air Force Authority to Connect process according to AFI 33-210, *Air Force Certification and Accreditation (C&A) Program (AFCAP).*

2.4.13 For the LMS portion of this task (2.4), the contractor shall provide and maintain personnel certified in accordance with DoD Directive 8570.1 entitled "Information Assurance Training, Certification, and Workforce Management". All contractor personnel performing support functions will be certified at the Information Assurance Technician (IAT) II level. In accordance with DoD 8570.1M, assigned personnel shall have completed their certification requirements prior to being assigned to the task contract.

2.4.14 The contractor shall perform the function of Program Manager

## Performance Objective: Provide support in humuan resources and military personnel.

2.5.1 The contractor shall provide civilian and military personnel human resource technical guidance, expertise, and management analysis, to compare, formulate, and recommend to 688 CW leadership courses of action, methods to meet mission needs, resource adjustments, improvements in efficiency, and maximization of global wing resources use to ensure the 688 CW is capable of providing the necessary information technology (IT) resources to support

combat ready forces supporting AF, DoD, and global cyberspace operations.

2.5.2 The contractor shall assist in 688 CW management of positions, coordinating with several different Civilian Personnel Offices on staffing, Request Personnel Action (RPA) generation, employee/management relations, performance management issues and civilian training issues, ensuring the 688 CW civilian resources are trained producing a high level briefing detailing

impacts the 688 CW resources.

2.5.3 Coordinate with MAJCOM personnel on the conversion of contractor to civilian billets and create actions to encumber all newly created positions; assist in 688 CW management of positions, coordinate with several different Force Support Squadrons (FSS) on military requirements, change force restructuring requirements and programs, then analyze the impact to the 688 CW and ending with a producing high level briefings for the 688 CW CC.

2.5.4 Provide reports and briefing as required by leadership; provide military personnel management analysis and evaluations that assists and supports the 688 CW staff in the management of military wing staff personnel and the overall Wing's military personnel policies,

procedures, training, and programs; coordinate and advise military wing staff personnel supervisors and military members about military upcoming personnel issues and force management programs in conjunction with the Military Personnel specialist; respond to inquiries and engages the appropriate agency for resolution.

2.5.5 The contractor shall provide guidance and consult IAW AFI 36/38 series established directives and guidelines. The contractor shall assist in ensuring military programs, i.e., promotions, awards and decorations, and Professional Military Education (PME) selection are scheduled, coordinated and meet appropriate timelines for notification and submission to 688 CW, 24 AF or AFSPC for action.

2.6 Performance Objective: Provide financial data analyst support

2.6.1 The contractor shall perform and conduct data collection and analysis, including business case analysis, AoA's, cost-benefit analysis, financial impact analysis, government budget planning, expenditure tracking and reconciliation, cost allocation, and cost recovery.

2.6.2 The contractor shall analyze multiple data sources to generate strategic fiscal planning reports for 688 CW Command and Wing staff; operate and improve existing tools and models, build new financial models to analyze and reconcile program data plus forecast over the FYDP, and develop program reports and recommendations for improvements regarding the overall budget and execution process and strategic reporting capabilities.

2.6.3 Prepare briefings and reports for 688 CW to summarize estimates, findings, cost-benefit analysis and recommend best course of action.

2.6.4 Participate in conference, meetings, and symposiums as required.

## 2.7 Performance Objectives: Provide support to 688 CW Programming and Requirments

2.7.1 The Contractor shall identify and define requirements and resources for Planning, Programming, Budgeting, and Execution (PPBE) process to meet 688 CW strategic goals. This requirement includes identifying future needs and matching those needs with corresponding fund types for resourcing in the areas of: manpower, IT, travel, training and annual supply needs

2.7.2 The contractor shall document the requirements and associated information in Government approved formats. The contractor shall maintain these documents in an appropriate electronic Government approved shared location.

2.7.2 The contractor employee shall present AFRR reports to senior level audiences; develop and deliver initial and as needed AFRR training for assigned Wing/Group/Unit level POCs, UDM and commanders.

2.7.3 The contractor shall reconcile program data and develop program reports and recommendations for improvements regarding the readiness program and strategic reporting capabilities.

2.7.4 Conduct readiness reporting and deployment planning activities; develops and

## 2.8 Performance Objectives: Provide support to 688 CW Air Force Readiness Program

2.8.1 The contractor shall provide the 688 CW a person who analyzes data sources

to generate Capabilities and Resource reports to support Air Force Readiness

Reports (AFRR) through applications the Defense Readiness Reporting System

(DRRS).

2.8.2 The contractor employee shall present AFRR reports to senior

level audiences; develop and deliver initial and as needed AFRR training for

assigned Wing/Group/Unit level POCs, UDM and commanders.

2.8.3 The contractor shall reconcile program data and develop program reports and recommendations for improvements regarding the readiness program and strategic reporting capabilities.

2.8.4 Conduct readiness reporting and deployment planning activities; develops and

maintains readiness program tracking and delivery of requisite support to global units/mission.

2.9 Performance Objectives; Provide support to 688 CW support agreement programs

2.9.1 The contractor shall provide oversight expertise of approximately 150 MOA/MOU Programs, Continuity of Operations Plans, Implementation Plans, Service-Level Agreements, and Host-Tenant Support Agreements affecting 14 geographically separated units worldwide.

2.9.2 The contractor shall serve as the 688 CW requirements advocate during essential negotiations for all formal plans, inter-service, intra-service agreements; develop, analyze, and coordinate programming and planning documents, and identify functions and tasks to be performed by participating organizations.

2.9.3 Provide guidance in the form of correspondence to 688 CW units concerning support

matters; maintain the 688 CW Plans and Agreements library to ensure all plans and agreements maintained are current and accurate; address and resolves problems with host base or parties involved in the documents

2.10 Performance Objectives; Provide support to 688 CW Quality Assurance

2.10.1 The contractor shallprovide 688 CW Commander (688 CW/CC), 690 Cyberspace Operations Group Commander (COG/CC), and 26 Cyberspace Operations Group Commander (COG/CC) with analysis, assessments, and recommendations for maintaining QA programs for the 688 CW. The 688 CW supports four weapon systems, all of which have associated QA requirements.

The contractor will ensure 688 CW personnel are properly trained and equipped to correctly maintain and sustain communication systems/equipment across the AFNetOps Enterprise. The contractor shall also provide research and analysis to develop planning materials to identify and define processes, procedures, requirements, and resources to assist Air Combat Command (ACC) and the 688 CW in developing an effective QA program. The contractor shall ensure programs are integrated across 688 CW units. Additionally, the contractor shall conduct staff assistance and training visits across all three groups providing key assessments on QA standards, requirements and procedures, something previously lacking within the cyber operational community. The contractor shall report status of required documents

2.11 Performance Objectives; Provide support to 688 CW Standard and Evaluations

2.11.1 The contractor shallprovide the 688 CW with analyses, assessments, and recommendations for developing and implementing Stan/Eval programs for cyber and network defense requirements.

2.11.2 The contractor shall provide analysis to ensure alignment and synchronization of 688 CW mission areas and priorities with national requirements; assesses program requirements through Staff Training Visits to develop comprehensive plans and recommends viable options to develop solutions for future Stan/Eval challenges, shortfalls, and manning/programmatic needs.

# SERVICES SUMMARY (SS)

The contract service requirements are summarized in performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimally acceptable levels of service required for each requirement. The Services Summary (SS) provides information on contract requirements and the expected level of contractor performance to be successful. These thresholds are critical to mission success. Procedures as set forth in the applicable Inspection clause in the contract will be used to remedy all deficiencies. The Government retains the right to inspect any item included in the contract.

|  |  |
| --- | --- |
| **Performance Objective** | **Performance Threshold** |
| **SS#1.**  Provide subject matter expertise in the employment of the network operations forces. | |  | | --- | | 95% of all initiated work for analysis and expert advice, shall be initiated within 24 hours and worked with priority as directed by the government client. Deliver at least 95% of all requested inputs as needed for weekly, monthly, and final reports. Deliver at least 95% of all requested inputs as needed for documentation to support client deliverables. Attend at least 90% of requested meetings and teleconferences to support network operations activities. Provide at least 90% of notes for these meetings and teleconferences. Drafts of complex products shall be submitted within 5 days of the Government request; Final products shall be submitted within 5 days. Maximum errors: 90% of all work products shall be error-free. Maximum 3-day turnaround by contractor after Government review for corrections. | |
| **SS#2**  Provide subject matter expertise in the employment of 688 CW operational missions. | 95% of all taskings for analysis and expert advice shall be initiated within 24 hours and worked with priority and directed by the government client. Deliver at least 95% of the requested inputs for weekly, monthly, and final reports. Deliver at least 95% of the requested inputs for documentation to support client deliverables. Attend at least 90% of the requested meetings and teleconferences as needed to support network operations activities. Provide at least 90% of the notes as requested for these meetings and teleconferences. Final products shall be submitted within 5 days. Maximum errors: 90% of all work products shall be error-free. Maximum 3-day turnaround by contractor after Government review for corrections. |
| **SS#3**  Provide subject matter expertise to the 688 CW as cyber liason | 95% of all taskings for analysis and expert advice shall be initiated within 24 hours and worked with priority and directed by the government client. Deliver at least 95% of the requested inputs for weekly, monthly, and final reports. Deliver at least 95% of the requested inputs for documentation to support client deliverables. Attend at least 90% of the requested meetings and teleconferences as needed to support network operations activities. Provide at least 90% of the notes as requested for these meetings and teleconferences. Final products shall be submitted within 5 days. Maximum errors: 90% of all work products shall be error-free. Maximum 3-day turnaround by contractor after Government review for corrections. |
| **SS#4**  Relating to LMS:  Accurately administer and maintain the SuccessFactors Learning | Contractor shall process User Account Requests within 48 hrs of receipt.  Contractor shall resolve all account issues promptly but NLT 48 hrs after notification. |
| **SS#5**  Relating to LMS:  Provide on-going support for the continuity of operations and planning | Contractor shall provide 688 CW with a Monthly Status Report (MSR) NLT 15 days following end of the reporting month.  The report shall be provided in contractor’s format and shall address the status on the support of operations and planning. |
| **SS#6**  Relating to LMS:  System availability | Contractor shall work with SAP to ensure system availability to users no less than 95% of time. |
| **SS#7**  Relating to LMS:  Outages | Scheduled outages will be coordinated a month in advance. Causes of unscheduled outages will be identified and responded to as appropriate. |
| **SS#8**  Provide support to civilian and military personnel human resources technical guidanceand management analysis | Provide civilian and military personnel human resources technical guidance and management analysis to 688 CW staff and leadership, formulating resource management solutions or courses of action to meet mission needs, improve efficiency, and maximize use of global wing resources. |
| **SS#9**  Provide technical support to Financial Management | Perform and conduct data collection and analysis, including business case analysis, Analysis of Alternatives (AoA), cost-benefit analysis, financial impact analysis, government budget planning, expenditure tracking and  reconciliation, cost allocation, and cost recovery, analyzing multiple data sources to generate strategic fiscal planning reports for the 688 CW staff and submit solid recommendations to 688 CW/CC. |
| **SS#10**  Provide technical support Programing and Requirements | Identify and define requirements and resources for PPBE; Document the requirements and associated information in Government approved formats in an appropriate electronic Government approved shared location. |
| **SS#11 Provide support to Readiness Program** | The contractor shall provide the 688 CW a person who analyzes data sources to generate Capabilities and Resource reports to support Air Force Readiness Reports (AFRR) through applications the Defense Readiness Reporting System (DRRS). This contractor employee shall: present AFRR reports to senior level audiences; develop and deliver initial and as needed AFRR training for assigned Wing/Group/Unit level POCs, UDM and commanders; Reconcile program data and develop program reports and recommendations for improvements  regarding the readiness program and strategic reporting capabilities; conduct readiness reporting and deployment planning activities; develops and  maintains readiness program tracking and delivery of requisite support to global units/mission.  The contractor shall support AFRR by complying with Air Force Instruction  (AFI) 10-201, paragraph 2.9 and 2.10 for the 688 CW.  The contractor shall ensure unit deployment taskings are met by complying with AFI 10-403 paragraph 1.9.4. Unit deployment taskings include: tracking and reporting individual and unit deployment statistics in a monthly UDM  report for the 688 CW within specified deadline; maintaining the CW's unit deployment continuity binder in an appropriate electronic Government  approved shared location; and preparing the 688 CW for the unit compliance inspection system. |
| **SS#12 Quality Assurance** | The contractor shallprovide 688 CW Commander (688 CW/CC), 690 Cyberspace Operations Group Commander (COG/CC), and 26 Cyberspace Operations Group Commander (COG/CC) with analysis, assessments, and recommendations for maintaining QA programs for the 688 CW. The 688 CW supports four weapon systems, all of which have associated QA requirements. The contractor will ensure 688 CW personnel are properly trained and equipped to correctly maintain and sustain communication systems/equipment across the AFNetOps Enterprise. The contractor shall also provide research and analysis to develop planning materials to identify and define processes, procedures, requirements, and resources to assist Air Combat Command (ACC) and the 688 CW in developing an effective QA program. The contractor shall ensure programs are integrated across 688 CW units. Additionally, the contractor shall conduct staff assistance and training visits across all three groups providing key assessments on QA standards, requirements and procedures, something previously lacking within the cyber operational community. The contractor shall report status of required documents. |
| **SS#13 Standard and Evaluations** | The contractor shallprovide the 688 CW with analyses, assessments, and recommendations for developing and implementing Stan/Eval programs for cyber and network defense requirements. Provide research and analysis to develop materials to identify and define processes, requirements, and resources to assist Air Combat Command (ACC) in development of effective Stan/Eval programs and to integrate these programs into 688 CW operations. Additionally, the contractor shall provide analysis to ensure alignment and synchronization of 688 CW mission areas and priorities with national requirements; assesses program requirements through Staff Training Visits to develop comprehensive plans and recommends viable options to develop solutions for future Stan/Eval challenges, shortfalls, and manning/programmatic needs. The contractor shall report status of required documents |

# GOVERNMENT FURNISHED PROPERTY AND SERVICES

## Facilities

The contractor will work in 688 CW and 624 OC facilities and in their own contractor location as required.

# GENERAL INFORMATION

## Contractor Identification in the Government Workplace

When conversing with Government personnel during business meetings, over the telephone or via electronic mail, the contractor shall identify themselves as such to avoid situations arising where sensitive topics might be better discussed solely between Government employees. The contractor shall identify themselves on all attendance sheets or any coordination documents they review. Electronic mail signature blocks shall identify their company affiliation. In accordance with (IAW) AFFARS clauses 5352.242-9000, “Contractor Access to Air Force Installations” and 5352.242-9001, “Common Access Cards (CAC) for Contractor Personnel”, the contractor shall provide a listing of personnel, who require access to the base and those employees who require a CAC. (A001)

## Industrial Security

DD Form 254. Overarching security requirements and contractor access to classified information will be as specified in the DD Form 254, Department of Defense (DoD) Security Classification Specifications, attached to the contract. The contractor shall have and maintain a final U.S. Government issued Top Secret security clearance.

## Operations Security (OPSEC)

Operations Security: The Contractor is required to comply with AFI 10-701, *Operations Security*, requirements, to include all current Critical Information (CI) listings.

## Location(s) of Work

The contractor shall perform the work under this contract primarily at 688 CW XP offices 1220 Truemper Street, Building 9225, 688 CW XP offices 102 Hall Blvd, Ste 313 Building 2000, 624 Operations Center 3515 South General McMullen Drive Building 1 and at the contractor’s facility when required. Unclassified work is authorized at the contractor’s facilities.

## Hours of Operation

5.5.1 Normal Hours of Operation. The contractor shall perform the services required under this contract during the following core hours: Mon - Fri, 0800-1600, except federal holidays.

5.5.2 Recognized Holidays. The contractor shall not provide service on the following days: New Year’s Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Days, Thanksgiving Day and Christmas Day. If the holiday falls on Saturday, it is observed on Friday. If the holiday falls on a Sunday, it is observed on Monday.

## Records

The contractor shall create, maintain and dispose of only those Government records that are specifically cited in this SOW or required by the provisions of a mandatory directive listed in Appendix C, Applicable Publications and Instructions. The contractor shall provide the original record or a reproducible copy of any such record within five (5) workdays of receipt of the Government request.

## Contractor Manpower Reporting

5.7.1 General Information: In accordance with Section 8108 of the National Defense Appropriations Act of Fiscal Year 2011 the contractor shall report, annually, the number of contractor employees performing services on Department of Defense (DoD) installations in support of this contract.

5.7.2 The contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. Entitled eCRMA (electronic Contractor Manpower Reporting Application) located at <http://www.ecmra.mil>.

5.7.3 The contractor shall input data and complete all required data fields for Air Force service requirements at the Air Force CMRA link at <https://afcmra.hqda.pentagon.mil>.

5.7.4 Reporting Period: Reporting inputs shall be for the labor executed during the period of performance for each Government fiscal year (FY), which runs 1 October through 30 September. While inputs may be reported any time during the FY, all data shall be reported no later than the 31st of October of each year. Contractors may direct questions to the CMRA help desk.

5.7.5 Uses and Safeguarding of Information: Information from the secure web site is considered to be proprietary in nature when the contract number and contractor identity are associated with the direct labor hours and direct labor dollars. At no time shall any data be released to the public with the contractor name and contract number associated with the data.

5.7.6 Contractor User Manual/Online Demo: The contractor user manual is available at <https://cmra.army.mil/help/glossary.html> and the Air Force online demo is located at <https://afcmra.hqda.pentagon.mil/Demo/CMRADemo.htm>.

## Contractor Personnel Training

Contractor personnel requiring access to a DoD Information System shall receive initial IA awareness orientation as a condition of access and thereafter shall complete annual IA refresher awareness, as required by DoD Directive 8140.01, “Cyberspace Workforce Management.”

## Periodic Progress Meetings

The CO, COR, and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the CO will apprise the contractor of how the Government views the contractor's performance and the contractor shall apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. The contractor shall provide minutes of these meetings to the Government. (A005)

## Contractor Travel

Contractor shall travel to other Government facilities, both within the continental United States (CONUS) and outside the continental United States (OCONUS) sites. This travel shall support training efforts and support specific tasks to include attending meetings, conferences, and providing training. All travel requirements (including destination, purpose, plans, agenda, itinerary, number and names of personnel, and dates) shall have prior coordination with the COR. The LMS portion of this contract will be completed in Building 2000, Room 119, Lackland Air Force Base, TX. Costs for travel shall be billed on a strictly cost reimbursable basis IAW, the regulatory implementation of Public Law 99-234, FAR subpart 31.205-46 entitled Travel Costs and the limitation of funds specified in this contract.

## Deliverables

Reports and other data required in this SOW shall be submitted IAW the Contract Data Requirements List (CDRL) in Exhibit 01 of this contract/order.

|  |  |  |  |
| --- | --- | --- | --- |
| **CDRL #** | **Data Item Number** | **Data Item Description** | **Delivery Schedule** |
| A001 | DI-MGMT-2017001 | Monthly Status Report (MSR) | 15th of each month |
| A002 | DI-MGMT-2017002 | Monthly Financial Report (MFR) | 15th of each month |
| A003 | DI-MGMT- 2017004 | Briefings | 2 days before briefing |
| A004 | DI-MGMT- 2017005 | Bullet Background Papers (BBPs)/Analytical Reports/Meeting Minutes | 1 day before due date |

# GENERAL INFORMATION

1. Acronyms & Abbreviations List
2. Estimated Workload Data
3. Applicable Publications & Instructions

APPENDIX A - ACRONYMS AND ABBREVIATIONS LIST

Acronym/Abbreviation Definition

AF Air Force

AFB Air Force Base

CAC Common Access Card

CDRL Contract Data Requirements List

CFR Code Federal Regulation

CLIN Contract Line Item Number

CNSSP Committee on National Security Systems Publication

CO Contracting Officer

COB Close of Business

COCOM Combatant Command

CONUS Continental United States

COR Contracting Officer’s Representative

CMF Cyber Mission Force

DISA Defense Information Systems Agency

DOD Department of Defense

DODIN Department of Defense Information Network

DSCR Defense Systems Certification Repository

eCRMA electronic Contractor Manpower Reporting Application

FAR Federal Acquisition Regulation

FISMA Federal Information Systems Management Act

FY Fiscal Year

IAW In accordance with

ICD Intelligence Community Directive

ICS Intelligence Community Standard

ISR Intelligence Surveillance and Reconnaissance

JWICS Joint Worldwide Intelligence Communications Systems

NDA Non-Disclosure Agreement

NLT no later than

OCONUS Outside the Continental United States

ODNI Office of the Director of National Intelligence

OSHA Occupational Safety and Health Act

PWS Performance Work Statement

QA Quality Assurance

QASP Quality Assurance Surveillance Plan

SCI Sensitive Compartmented Information

SIPRNET Secret Internet Protocol Router Network

SME Subject Matter Expertise

SS Services Summary

SSBI Single Scope Background Investigation

TS Top Secret

USAF United States Air Force

APPENDIX B - ESTIMATED WORKLOAD DATA

The estimated workload data provided is for informational use only. Contractors shall propose based on their own technical approach. (\*Draft note – additional disciplines and hours expected)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **NAME** | **Site** | **Hours** | **Estimated PE'S** |
|  | **Program Manager** | **Joint Base San Antonio/AFSPC/ACC** | **1880** | **1.00** |
|  | **CYBER Subject Matter Expert** | **Joint Base San Antonio/AFSPC/ACC** | **5640** | **3.00** |

APPENDIX C - APPLICABLE PUBLICATIONS & INSTRUCTIONS

The contractor shall comply with all publications, regulations and operating instructions provided by the Government when they pertain to the procedures for materials expediting herein and where the contractor is authorized by the SOW to accomplish the work specified in the publication, regulation or operating instructions. The publications prescribe USAF policies, use of materials, procedures and processes applicable to the work requirements. The contractor shall acquire and work on the latest version of the publication.