

2. AMENDMENT/MODIFICATION NO. 04	3. EFFECTIVE DATE 24-Aug-2016	4. REQUISITION/PURCHASE REQ. NO. N50054-15-NR-55000	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY Norfolk Ship Support Activity	CODE N50054	7. ADMINISTERED BY (If other than Item 6) DCMA Manassas	CODE S2404A SCD: C

Norfolk Ship Support Activity
P.O BOX 215, NORFOLK NAVAL SHIPYARD, BLDG. 51, 2ND FLOOR
PORTSMOUTH VA 23705-0215
theodore.nigro@navy.mil 757-443-3872 Ext. 4741

DCMA Manassas
14501 George Carter Way, 2nd Floor
Chantilly VA 20151

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) ITA International LLC 111 Cybernetics Way Suite 112 Yorktown VA 23693-5642	9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. [X] N00178-14-D-7777-8C01 10B. DATED (SEE ITEM 13) 11-Feb-2016
CAGE CODE 1TC80 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"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such 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: FAR 52.212-4(c) Contract Terms & Conditions - Commercial Items
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, 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) Michael P. Carlson, Vice President	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Morgan B Myrick, Contracting Officer
15B. CONTRACTOR/OFFEROR /s/Michael P. Carlson (Signature of person authorized to sign)	15C. DATE SIGNED 23-Aug-2016
	16B. UNITED STATES OF AMERICA BY /s/Morgan B Myrick (Signature of Contracting Officer)
	16C. DATE SIGNED 23-Aug-2016

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GENERAL INFORMATION

The purpose of this modification is to execute the following at no-cost to the Government:

1. Update Paragraph 4.7.13 Legal Clerk (Code1130) of the Performance Work Statement (PWS) to accurately reflect the experience required and contractor sub-tasks performed by the Legal Clerk,
2. Add Paragraph 4.7.23 Administrative Assistant II (Code 1160) to the PWS, to provide administrative support to the Program Manager requirements identified in Paragraph 4.7.22 Program Manager - Key Personnel (code 1160).

All other terms and conditions remain unchanged.

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

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from [REDACTED] by \$0.00 to [REDACTED]

The total value of the order is hereby increased from [REDACTED] by \$0.00 to [REDACTED]

The Period of Performance of the following line items is hereby changed as follows:

CLIN/SLIN	From	To
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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	R699	Administrative and Financial Support Services in accordance with Section C (O&MN,N)	12.0	MO	██████████	██████████
800001	R699	For funding purposes only. (O&MN,N)				
8001	R699	Administrative and Financial Support Services in accordance with Section C (O&MN,N) MOD 01 (O&MN,N)	11.0	MO	██████████	██████████
8002	R699	Administrative and Financial Support Services in accordance with Section C (O&MN,N)	1.0	LO	██████████	██████████
8003	R699	Administrative and Financial Support Services in accordance with Section C (O&MN,N)	8.0	MO	██████████	██████████
8100	R699	OPTION I - Administrative Support Services in accordance with Section C. (O&MN,N) Option	12.0	MO	██████████	██████████
8200	R699	OPTION II - Administrative Support Services in accordance with Section C (O&MN,N) Option	12.0	MO	██████████	██████████
8300	R699	OPTION III - Administrative Support Services in accordance with Section C (O&MN,N) Option	12.0	MO	██████████	██████████
8400	R699	OPTION IV - Administrative Support Services in accordance with Section C (O&MN,N) Option	12.0	MO	██████████	██████████

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R699	Travel incurred shall be in accordance with the Performance Work Statement (PWS) and the Federal Travel Regulation (FTR) (O&MN,N)	1.0	LO	██████████
900001	R699	For funding purposes only. (O&MN,N)			
9010	R699	NON-TRAVEL ODCs IN SUPPORT OF THE PERFORMANCE WORK STATEMENT (O&MN,N)	1.0	LO	██████████
901001	R699	For funding purposes only. (O&MN,N)			
9100	R699	OPTION I - Travel incurred shall be in accordance with the Performance Work Statement (PWS) and the Federal Travel Regulation (FTR) (O&MN,N) Option	1.0	LO	██████████

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9110	R699	OPTION I - NON-TRAVEL ODCs IN SUPPORT OF THE PERFORMANCE WORK STATEMENT (O&MN,N) Option	1.0	LO	██████████
9200	R699	OPTION II - Travel incurred shall be in accordance with the Performance Work Statement (PWS) and the Federal Travel Regulation (FTR) (O&MN,N) Option	1.0	LO	██████████
9210	R699	OPTION II - NON-TRAVEL ODCs IN SUPPORT OF THE PERFORMANCE WORK STATEMENT (O&MN,N) Option	1.0	LO	██████████
9300	R699	OPTION III - Travel incurred shall be in accordance with the Performance Work Statement (PWS) and the Federal Travel Regulation (FTR) (O&MN,N) Option	1.0	LO	██████████
9310	R699	OPTION III - NON-TRAVEL ODCs IN SUPPORT OF THE PERFORMANCE WORK STATEMENT (O&MN,N) Option	1.0	LO	██████████
9400	R699	OPTION IV - Travel incurred shall be in accordance with the Performance Work Statement (PWS) and the Federal Travel Regulation (FTR) (O&MN,N) Option	1.0	LO	██████████
9410	R699	OPTION IV - NON-TRAVEL ODCs IN SUPPORT OF THE PERFORMANCE WORK STATEMENT (O&MN,N) Option	1.0	LO	██████████

HQ B-2-0004 EXPEDITING CONTRACT CLOSEOUT (NAVSEA) (DEC 1995)

(a) As part of the negotiated fixed price or total estimated amount of this contract, both the Government and the Contractor have agreed to waive any entitlement that otherwise might accrue to either party in any residual dollar amount of \$500 or less at the time of final contract closeout. The term "residual dollar amount" shall include all money that would otherwise be owed to either party at the end of the contract, except that, amounts connected in any way with taxation, allegations of fraud and/or antitrust violations shall be excluded. For purposes of determining residual dollar amounts, offsets of money owed by one party against money that would otherwise be paid by that party may be considered to the extent permitted by law.

(b) This agreement to waive entitlement to residual dollar amounts has been considered by both parties. It is agreed that the administrative costs for either party associated with collecting such small dollar amounts could exceed the amount to be recovered.

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

1.0 Description of Services

1.1 Background

MARMC is the largest Regional Maintenance Center in the world. MARMC also supports Southeast, Southwest, and Forward Deployed Regional Maintenance Centers as required. We are the leader in the ship repair industry in all aspects of ship maintenance. MARMC provides on-site technical services to units of the Atlantic Fleet in the installation, operation, maintenance, modification, and testing of all assigned systems and their components, ensuring long-term fleet readiness. In addition, MARMC procures and administers ship conversion and repair contracts assigned to private shipyards. MARMC has a stated Vision and Mission that is the foundation upon which all MARMC resources should direct their performance:

1. Vision: "We are the leader of the ship repair industry in all aspects of ship maintenance."

2. Mission: "We Fix Ships."

The mission of MARMC has created a necessity for contractor support in the area of non-personal Administrative and Finance Support. Services that may be contracted in the aforementioned area are detailed in this Performance Work Statement.

This Task order is for the procurement of Administrative and Finance Support Services for Mid-Atlantic Regional Maintenance Center (MARMC). MARMC's mission requires the utilization of contractors, as there is an ongoing requirement for Administrative and Finance support services to perform mission tasks.

Under this solicitation, the Navy requires Administrative and Finance Support services as described below.

1.2 Performance Work Statement

The objective of this performance work statement is to provide Administrative and Finance support services to facilitate the overall objectives of MARMC. The Contractor shall transition and ramp up immediately and have the support team in place and fully functioning within twenty (20) days after award of the contract, and the Contractor must assume full responsibility for operations within thirty (30) days of contract award.

General Requirements: The Contractor shall provide an adaptable, flexible team structure that is best suited to accomplish both planned and emergent requirements. Emphasis shall be placed on a team structure that also maximizes productivity, efficiency, and accountability. The Contractor must execute the scope of work that provides for high quality, timely, and well-integrated services while incorporating the proper mix and demonstrate the most effective use of personnel.

For those employees who must access DOD websites in the performance of this contract and need access to DOD Facilities, the contractor will take the necessary steps to secure Common Access Cards (CACs).

The contractor and its employees shall comply with all Federal, State, and local laws, and local base regulations. These include at a minimum smoking regulations (COMSCINST 5100.33), all physical and personnel security regulations, and all traffic regulations, on site and off site as applicable when operating a Government vehicle. The contractor personnel shall wear appropriate safety equipment and follow appropriate safety procedures as required during the conduct of all duties. The contractor shall ensure that its employees are fully aware and knowledgeable of all Federal, State, local, and safety regulations as they pertain to work under this contract. The contractor shall not employ any person who is an employee of the United States Government (either military or civilian), if the employment of that person would create a conflict of interest or the appearance of a conflict of interest as prescribed in the Joint Ethics Regulation (JER) and Department of Defense Directive (DODD) 5500.7-R.

The contractor shall maintain a file system for correspondence, contract documentation, and historical correspondence and presentation material.

All data/deliverables produced under this Task Order shall become the property of the Government.

1.2.1 Location and Hours of Work

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The PWS requires work at Government and private contractor facilities in the Hampton Roads, Virginia area (primarily Norfolk, Portsmouth, Chesapeake, and Virginia Beach, Hampton and Newport News, VA). The services to be furnished hereunder shall be performed primarily at Mid-Atlantic Regional Maintenance Regional Center in Norfolk, VA.

The contractor may be required to work in any MARMC building or a local contractor's facility, depending on the nature of the work. The contractor may also be required to conduct travel in support of MARMC initiatives and mission. For all trips the point of departure will be Norfolk, VA unless otherwise authorized. Normal workdays are Monday through Friday except US Federal Holidays. Workers typically work eight (8) hours per day, 40 hours per week. Government Representative will determine work schedule for staff, which will be between the core hours of 0600 and 1800.

Alternate work sites will be authorized on a case by case basis, determined by the needs of the Government.

The work locations listed in the location of work may be shut down due to adverse weather conditions or threat conditions. In the event of the aforementioned, MARMC Instructions 3140.1D and 3141.1B provide information as to procedures in such cases. Tuning into local radio stations that broadcast closing and delayed opening announcements provides adverse weather notification for the work locations.

1.2.2 Travel

Travel to other government facilities or other contractor facilities may be required and will be specified in the PWS. All travel requirements (including plans, agenda, itinerary, or dates) shall be pre-approved by the government (subject to local policy procedures), and is on a strictly cost reimbursable basis. Costs for travel shall be billed in accordance with the regulatory implementation of Public Law 99-234 and FAR 31.205-46 Travel Costs (subject to local policy and procedures; may reference FAR).

MARMC does not require regular or significant overseas travel under this Task Order. Personnel assigned to overseas travel shall possess a current U.S. passport and be able to speak English.

Specific travel requirements (whether within the United States or overseas) are unknown at this time. As this information becomes available, the Contractor will be advised of dates and location with sufficient time to obtain the most advantageous prices. The Contractor shall adhere to the Joint Travel Regulations.

1.2.3 Safety Equipment/Personal Protective Equipment

The Contractor shall furnish all required safety and personal protective equipment (PPE) required by the specific task that they are assigned. All PPE shall meet the requirements of OSHA regulation 29 CFR 1915 Subpart I, OSHA Regulation 29 CFR 1910 Subpart I, and all other applicable OSHA/ANSI standards. Before going aboard ships or entering industrial maintenance and/or construction areas, all RMC contractor personnel shall wear approved hard hats, safety shoes, safety glasses, and shall have hearing protection and an explosion proof flashlight available on their person. Additional PPE required for performance of specific operations includes fall protection equipment and respirators.

1.2.4 Outline of Labor Categories/Codes:

Accounting Clerk I (Code 612)

Accounting Clerk II (Code 612)

Administrative Assistant (100B)

Administrative Assistant I (1123)

Administrative Assistant II (205, 300, 960, 1121, 1130)

Assistant Fire Safety Officer (106)

Communications Technician/Applications Analyst (1170)

Executive Management Assistant (100B, 205, 300A, 600, 1100)

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Financial Management Analyst (612, 621)

IT Customer Support (1170)

Legal Clerk (1130)

Management Analyst (340, 960, 1121, 1150)

Management Analyst, Senior (1190)

Management Analyst, Senior – Staffing (1121)

Management Analyst-Operations (321)

Management analyst-Planning (350)

Management Analyst-Strategic Planning (100B)

Payroll Specialist (611)

Professional Services (1190)

Program Analyst-Classification (1121)

Program Manager (Key Personnel) (1160)

Public Affairs Specialist (1100P)

Records Management Clerk (1130)

Recruitment Specialist (1121)

Secretary II (130)

Security-Industrial Security Assistant (1110)

Security-Personnel Security Assistant (1110)

Security-Physical Security Assistant (1110)

Technical Instructor/Course Developer-Civ. Office (1140)

Technical Instructor/Course Developer-Mil. Office (1140)

Training Assistant (1140)

Training Specialist (340, 960)

Travel Clerk (612)

2.0 Scope: This PWS will provide support to all MARMC Departments located in Buildings LF-18 and CEP-200 on Naval Station Norfolk and Building 19 and Building 51 on the Norfolk Naval Shipyard, Portsmouth, Virginia; and at contractor facilities in the Hampton Roads locale on an as needed basis.

3.0 Applicable Documents: The Contractor shall be familiar with the following Instructions/Manuals as they are applicable to this PWS:

- a. SECNAV M-5210.2 – SECNAV DON SSIC Manual
- b. SECNAV M-5215.1 – SECNAV DON Directives Manual
- c. SECNAV M-5216.5 – DON Correspondence Manual

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- d. S0570-AC-CCM-010/8010 - NAVSEA Technical Publication, Industrial Ship Safety Manual for Fire Prevention and Response
- e. NAVSEA Standard Items (Invoked fiscal year [FY] version per vessel/maintenance availability)
- f. MARMC Instruction 11320.1 - MARMC Fire Response Plan
- g. 29 CFR Part 1915, Occupational Safety and Health Standards for Shipyard Employment
- h. 29 CFR Part 1910, Occupational Safety and Health, General Industry
- i. NFPA Standard 51B, Standard for Fire Prevention during Welding, Cutting, and Other Hot Work
- j. NFPA Standard 312, Standard for Fire Protection of Vessels during Construction, Repair, and Lay-up
- k. NFPA Standard 306 Standard for the Control of Gas Hazards on Vessels
- l. S0400-AD-URM-010/TUM, NAVSEA Tag-Out Users-Manual
- m. OPNAV Instruction 5100.19 (series) - Navy Occupational Safety and Health for Forces Afloat Program Manual
- n. OPNAV Instruction 5100.23 (series) - Navy Occupational Safety and Health Program Manual
- o. COMFLTFORCOMINST 4790.3 - Joint Fleet Maintenance Manual (JFMM)
- p. NAVSEA S9AAO-AB-GOS-010, General Specifications for Overhaul of Surface Ships (GSO)
- q. Naval Ship's Technical Manual (NSTM) 300, Electric Plant – General
- r. Naval Ship's Technical Manual (NSTM) 555, Surface Ship Firefighting
- s. DOD Directive 5220.22-M - National Industrial Security Program
- t. SECNAV Instruction M-5510.30 - DON Personnel Security Program
- u. SECNAV Instruction M-5510.36 - DON Information Security Program
- v. MARMC Environmental, Safety, and Health (ESH) Department Instructions, Policies & Procedures
- w. OSHA Instruction CSP 03-01-003 - Voluntary Protection Programs (VPP): Policies and Procedures Manual
- x. NAVSEA 04R Letter Serial Number 04R/035, Dated 08 SEP 2010, Reporting Criteria for Level 1 and 2 Safety Incidents
- y. Federal Facilities Compliance Act (FFCA)
- z. Code of Federal Regulations (CFR), Title 40 Protection of Environment
- aa. OPNAVINST 5210.20 - Records Management Program
- bb. SECNAV M-5210.1 - Records Management Manual
- cc. SECNAVINST 5210.8D - DON Records Management Program
- dd. DOD Instruction 5000.64 - Accountability and Management of DOD Equipment and Other Accountable Property
- ee. SECNAV Instruction 7320.10A - Department of the Navy Personal Property Policies and Procedures
- ff. COMUSFLTFORCOMINST 7320.1 - Commander, U.S. Fleet Forces Command Personal Property Policies and Procedures
- gg. MARMCINST 11000.2 - Zone Inspection Program

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- hh. OPNAVINST 5513.16B – Declassification of 25 Year Old Department of the Navy Information
- ii. MARMC Command Email Standard Operating Procedure 1 (Requesting a NICE user account for command email)
- jj. Naval Telecommunications Procedure Telecommunications User’s Manual, NTP-3 dtd July 1997
- kk. OPNAVINST 7130.8A – Guidance for the Execution of Program Funds for Ship Maintenance
- ll. OPNAVINST 4700.7L – Maintenance Policy for U.S. Navy Ships
- mm. DOD 5220.1 – National Industrial Security Program
- nn. OPNAVINST 5530.14 – Navy Physical Security
- oo. SECNAVINST M-5510.30 – Department of the Navy Security Program
- pp. The Associated Press Stylebook and Briefing on Media Law of 2015
- qq. U.S. Navy Style Guide of 18 September 2015

4.0 Requirements: This PWS is written in sections per the requirements of each MARMC Code. A brief background describing each Codes’ duties is provided followed by the labor categories, qualifications, and tasks required for the requisite Code. The labor categories included herein are suggested/historically used labor categories for this requirement. However, the listed qualifications for each labor category are required regardless of the labor category proposed by the contractor. If the offeror does not identify the labor categories listed below by the same specific title, then a cross-reference list should be provided in the offeror's proposals identifying the difference.

4.1 Command Front Office (Codes 100/100A/100B) – The Command Front Office (CFO) is responsible for establishing overall command policy as directed by higher echelons. In addition, the CFO provides for on-site technical services to the Atlantic Fleet in the following areas: installation, operation, maintenance, modification, and testing of all assigned systems and their components ensuring long-term fleet readiness, as well as procurement and administration of ship conversion and repair contracts assigned to private shipyards. Furthermore, the CFO manages and supervises the workforce, establishes, develops, coordinates, and presents the regulatory and technical implications of present and proposed actions of the command, in addition to overall command planning, military and civilian management, and implementation of MARMC programs.

4.1.1 Executive Management Assistant (Code 100B)

Experience required:

- a. Eight (8) years of job related experience in a professional office setting performing the same or similar tasks as described below.
- b. One (1) year of job related experience may be substituted for each year of college completed.
- c. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

- 4.1.1.1 Provide full time clerical, administrative, and management support to the following MARMC CFO personnel: the Commanding Officer (CO), Executive Officer (XO), and Executive Director (ED). The contractor shall work independently using discretion and independent judgment when conducting research in order to prepare reports in support of the CFO personnel.
- 4.1.1.2 Compile, research, analyze, and disseminate the following on a daily, weekly, and monthly basis: budget, personnel, and payroll reports.
- 4.1.1.3 Set up visitor requests, off-site meetings, and meetings with other organizations.

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4.1.1.4 Maintain CFO personnel calendars and appointments (i.e. medical, dental, ID card and other appointments) on a daily basis and coordinate MARMC representation at meetings if/when the Commanding Officer is unavailable to attend.

4.1.1.5 Prepare and maintain a Standard Operating Procedure (SOP) manual.

4.1.1.6 Print out and review all read-ahead material for CFO personnel such as, but not limited to: financial briefs, Surface Team One briefs, lessons learned briefs, staff meeting briefs, and flag level reviews.

4.1.1.7 Track, process, and route official correspondence through the chain of command. Process and distribute personal and official mail for CFO personnel.

4.1.1.8 Submit supply orders to the Government Purchase Card (GPC) holder and upon receipt, disseminate office supplies to support CFO personnel.

4.1.1.9 Submit Information Technology (IT) trouble tickets for the CFO personnel.

4.1.1.10 Provide support to all new personnel (new Officers, Chiefs, and civilians in leadership positions) with their check-in to the command. Schedule check-in and check-out appointments for MARMC command personnel needing to check in/out with CFO personnel.

4.1.1.11 Track and review all civilian assessments, mid-term reviews, annual objectives, position descriptions (PDs), and hiring waivers provided to the appropriate CFO personnel for review/signature.

4.1.1.12 Provide input for and assist in the update of MARMC organizational charts. Update and disseminate the MARMC Executive Office phone listing and recall roster.

4.1.1.13 Provide support to CFO personnel with travel arrangements, along with the submission of travel receipts and vouchers for liquidation.

4.1.1.14 Record, prepare, and distribute minutes for the command department head meetings that occur every two weeks.

4.1.1.15 Assemble data and prepare a preliminary analysis of the results from command surveys and leadership surveys for command leadership.

4.1.1.16 Prepare TDY travel orders and update the leave and TDY matrix for CFO personnel.

4.1.1.17 Prepare Risk Letters for all waterfront ships.

4.1.1.18 Prepare correspondence for Memorandums of Agreement (MOA) between MARMC and other commands.

4.1.1.19 Ensure the Commanding Officer's government vehicle is maintained as per schedule, or as needed.

4.1.1.20 Provide assistance in the arrangement of CFO personnel office furniture.

4.1.1.21 Reserve conference rooms for CFO personnel for specially called meetings. Maintain the Building LF-18 A/B conference room schedule for CFO personnel.

4.1.1.22 Coordinate meetings, with the assistance of the Flag Admin, between CFO personnel and N43 Assistant Chief of Staff (ACOS). Coordinate ship visit and flag level meetings for CFO personnel.

4.1.1.23 Coordinate local shipyard and ship visits for CFO personnel.

4.1.1.24 Coordinate site visits to include arranging for lodging, travel, and individual face to face meetings between MARMC CFO personnel, Type Commander (TYCOM) and other key personnel.

4.1.1.25 Submit and verify Aircraft and Personnel Automated Clearance System (APACS) requests and Blackberry transition, from CONUS to International (OCONUS) travel. Verify all overseas travel via Foreign Clearance Guide and State Department.

4.1.1.26 Liquidate travel for MARMC CFO personnel to all site visits, including verification of payment for

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Government Travel Credit Card (GTCC).

4.1.1.27 Review naval messages.

4.1.1.28 Prepare and update deliverables consisting of the following items:

- Weekly MARMC/USFF Review.

MARMC input to USFF N-43 includes Operations Report and Read Aheads. Due: Thursday of each week.

- Weekly MARMC Calendar.

Weekly schedules of CO, XO, and ED. Updated daily.

- Weekly Quad Chart Report.

Current Ship status due dates and overdue status. Due: Every Wednesday.

- Weekly MARMC Tasker Report.

Tracks all outstanding and upcoming MARMC events. Update Daily.

- Award Fee Evaluation Board Briefs.

Discussions of Ship contracts, awards, schedules, and dates, set by MARMC Code 400.

- Daily Playbook Reports.

Schedule of Events for CFO personnel. Due: Daily.

- Weekly Operations Report.

Status and issues for each ship undergoing an availability. Due: Every Tuesday.

- Weekly CMAV Execution Brief.

Incorporates issues and concerns and status of each Ship in an availability. Update Every Thursday.

- Command Calendar.

Update command schedule and Battle Rhythm as necessary. Due: Verify and change every Monday.

- Leave Matrix.

Update the leave schedules for CFO personnel, command

Department Heads, and other covered staff. Due: Change as necessary.

4.1.1.29 Be familiar with the following Applicable Documents from Section 3: 3a., 3b., and 3c.

4.1.2 Management Analyst (Strategic Planning) (Code 100B)

Experience required:

a. Bachelor's degree in Business/Computer Science/Software Engineering or related field. One year of job-related experience may be substituted for each year of college.

b. Minimum of one year job-related experience with analyzing large datasets utilizing statistical software packages, such as; SAS, SQL, and the advanced analytical features of MS Excel or MS Access. Support statistical analysis by leveraging cluster analysis, time series, multivariable regression, etc. Ability to support statistical data interpretation as it relates to design/engineering, new construction, and/or software programming as required.

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Knowledge of data processing, systems support background is required.

c. Proficient in the use and creation of documents in other Microsoft Office applications such as Word, PowerPoint and Project.

The contractor shall:

4.1.2.1 Provide analytical and administrative support to Code 100. Obtain data from various available systems and generate historical or predictive analysis to assist in resource allocation or other trend analysis in support of strategic goals.

4.1.2.2 Provide support to staff on business/management and personnel practices, management principles, organizational theory, and techniques of analysis and evaluation. Provide support to staff on standardized business practices and procedures to conduct studies of said work processes in various organizations in order to identify, analyze, and recommend solutions to problems in organizational structure, staffing, administrative procedures, business processes, or workload distribution.

4.1.2.3 Conduct position management reviews and organizational reviews, studies of organizational structures and make position management recommendations that integrate various management styles in Code 100.

4.1.2.4 Communicate information effectively and efficiently in order to gather information, present recommendations and coordinate services. Make on-the-spot presentations to large groups.

4.1.2.5 Prepare smooth naval messages, letters, e-mails, memoranda and correspondence reports as appropriate, detailing the status of strategic planning requirements/events/goals, work, costs, technical problems and other required communications on assigned projects in accordance with Navy format.

4.1.2.6 Identify and describe data elements and data files/tables required to complete assigned projects and make recommendations regarding the creation of analytical reports.

4.1.2.7 Ensure the reports and statistical data developed achieves client organizational and/or business goals.

4.1.2.8 Monitor performance and manage parameters to provide fast query responses to front-end users.

4.1.2.9 Identify significant differences, relationships, and trends in data as well as factors that could affect the results of statistical research.

4.1.2.10 Perform data mining, analysis, and reporting to support client organizations and initiatives.

4.1.2.11 Perform various statistical analyses using data drawn from diverse sources to map and identify genuine trends and relationships.

4.1.2.12 Develop the conceptual design for a planned statistical database in outline; considering both back-end organization of data and front-end accessibility for end-users; refine the logical design so that it can be translated into a specific data model; maintain data standards, including adherence to the Data Protection Act; write database documentation, including data standards, procedures and definitions.

4.2 Occupational Safety, Health and Environmental (OSHE) Department (Code 106) - The OSHE Department ensures MARMC employees have a safe working environment and MARMC operations are performed in a manner that protects the environment. The Internal Environment Safety and Health Division (Code 106.1) within the OSHE Department is responsible for ensuring MARMC is in compliance with environmental and safety regulations including federal, state, and local laws and Navy instructions and directives. The division ensures MARMC personnel have a safe and healthy work environment by integrating workplace inspections, hazard abatement, and operational risk management into day-to-day operations. The Waterfront Operations Code 106.2 is responsible for providing environmental safety oversight for contractor ship repair operations performed throughout the Hampton Roads port area.

4.2.1 Assistant Fire Safety Officer

Experience required:

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- a. Demonstrated knowledge of the NAVSEA Technical Publication 8010 Manual.
- b. Working knowledge of shipboard firefighting.
- c. Ability to communicate professionally and effectively orally and in writing.
- d. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access and Outlook.
- e. Working knowledge level of understanding in OSHA laws as found in shipboard work in accordance with references 3g. and 3h.
- f. Proficient level of understanding of industrial U.S. Navy ship repair activities, to include hot work operations, fire prevention, and damage control efforts.
- g. Thorough understanding of all U.S. Navy ship layout, configuration, and firefighting/damage control plates, placards, markings, and symbols.
- h. Knowledge gained from working in the field of U.S. Navy shipboard damage control equipment, firefighting principles, risk assessment, and ship's systems and equipment.
- i. Be knowledgeable of the NAVSEA developed Industrial Ship Safety Manual for Fire Prevention and Response, reference 3d., which provides numerous additional fire safety and response-related requirements.
- j. Expertise and experience in shipboard fire safety assessments and inspections.
- k. Be fully capable of walking for extended periods, including ascending and descending shipboard ladders, and safely traversing an entire U.S. Navy ship in a dangerous and noisy environment during the course of most days, which will be aboard U.S. Navy ships in an industrial environment at contractor plants, shipyards, in dry docks, or pier-side in the Hampton Roads Area 100% of the time.

The contractor shall:

- 4.2.1.1 Provide technical support services to the MARMC Occupational Safety, Health and Environmental Department, in support of the NAVSEA/MARMC Industrial Ship Safety for Fire Prevention and Response Program (Fire Safety Program).
- 4.2.1.2 Provide support to the MARMC Fire Safety Officer (FSO) Supervisor with Fire Safety Program development, implementation, inspection, and training, in order to ensure safe industrial repair operations for U.S. Navy ships during maintenance availabilities under MARMC's cognizance.
- 4.2.1.3 Ensure all work performed under this task is in accordance with the requirements of references 3d. through 3z., as applicable.
- 4.2.1.4 Provide direct support including the successful and safe execution of industrial maintenance, repair, and modernization activities during depot-level ship availabilities to Type Commanders and their U.S. Navy Fleet units.
- 4.2.1.5 Provide support to the Government workforce in ensuring the safety of personnel and the protection of equipment during the execution of U.S. Navy ship maintenance availabilities. Perform daily fire, safety, and housekeeping surveillances onboard Navy ships. Document all discrepancies and track until corrected/repared and put in the Code 106 database.
- 4.2.1.6 Provide technical support for MARMC's Fire Safety Program and Fire Prevention and Damage Control Response, to include oversight and training services onboard U.S. Navy vessels in maintenance availabilities.
- 4.2.1.7 Provide direct support for various MARMC Environmental, Safety, and Health (ESH) Department programs and functions. Attend meetings, training, and conferences when required by the ESH Department Head, as part of direct support.
- 4.2.1.8 Provide the ESH Department with Special Project Support preparations for audits and inspections. Provide

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support with other relevant Fire Safety Program-related tasks such as preparing quarterly and annual fire drill packages in accordance with 3d.

4.2.1.9 Provide support with Fire Prevention monitoring, assistance, training, verifying the requirements of references 3d. through 3z., as well as ensuring all local, state and federal laws and regulations are abided by all parties (Government employees, ships force, and prime and subcontractor employees).

4.2.1.10 Attend daily availability Production meetings to determine what housekeeping, fire, safety, and industrial work surveillances will be conducted shipboard to include hotwork-related operations. Determine and discuss areas of concern with the MARMC Maintenance Team (MT) members (including Project Manager [PM], Project Officer [PO], Shipbuilding Specialists [SBSs] and other assigned personnel), MARMC FSO Supervisor, and contractor safety representatives. Provide pertinent fire-safety related feedback to the MARMC FSO Supervisor and MARMC MT PM by documenting and providing meeting minutes.

4.2.1.11 Attend and participate in daily availability Shipboard Safety, Fire and Housekeeping Walk-Through inspections. Document discrepancies noted and recommend corrective actions. Ensure all observations, discrepancies, non-conformities and areas of concern aboard the ship, related to industrial work and fire safety, are documented and inputted into the Code 106 database.

4.2.1.12 Conduct shipboard walkthroughs/tours, documenting whether industrial shipboard work is being conducted in accordance with all safety requirements, including, but not limited to, Navy Standard Items and all specified references, with an emphasis on fire safety. Inquire daily and obtain input from the MARMC FSO Supervisor and MARMC MT PM, for work areas of concern regarding shipboard industrial work, fire, housekeeping, and safety. All parties are responsible for safety teamwork and immediately stopping any unsafe work in progress that could result in injury/death to personnel or damage to equipment, and then immediately notifying the correct authority. The contractor shall immediately notify the MARMC FSO and MARMC MT PM of imminent safety violations (including fire-related) that could result in injury/death to personnel or damage to equipment.

4.2.1.13 Monitor compliance with all Fire Safety Program-related requirements for ship/availability-specific firefighting and damage control equipment, response organization, and program implementation monitoring to include, but not limited to, the following aspects:

4.2.1.13.1 Temporary shipboard services including firefighting, fire-zone boundaries, communication, and alarm system integrity.

4.2.1.13.2 Electrical power and lighting distribution and isolation.

4.2.1.13.3 Fire-watches and hot work.

4.2.1.13.4 Flammable and combustible materials.

4.2.1.13.5 Gas-free procedures and special hazards.

4.2.1.13.6 Fire Safety Watch (FSW) requirements.

4.2.1.14 Provide support with the approval of deviation to fire safety standards due to work to be performed, such as accessibility of DC gear, temporarily blocking a fire lane, hot work during refueling operations, in-hull fuel storage, degradation of fire suppression and detection equipment, hot work without any fire alarms or warning systems, removal of lighting from spaces, location change or removal of gangways and moving or removing fire zone boundaries.

4.2.1.15 Attend and participate in the availability Fire Safety Conference for availabilities assigned, and verify and document that all required topics are discussed, in accordance with reference 3d.

4.2.1.16 Attend and participate in weekly availability Fire Safety Council meetings. Assist in developing meeting agendas with topic input and guidance from the MARMC FSO Supervisor and MT PM. Document meeting minutes to include all topics of discussion and action items.

4.2.1.17 Provide guidance and training to ship's force personnel and the MARMC MT, as required, throughout

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each availability, regarding industrial shipboard safety for fire prevention and response for the ships in maintenance availabilities.

4.2.1.18 Enter all noted deficiencies/non-conformances into the MARMC database for review by the MARMC FSO Supervisor.

4.2.1.19 Provide support with all aspects of the Fire Safety program, including development, implementation, auditing, execution, documentation and reporting.

4.2.1.20 Provide support in the development, standardization, and improvement of the Fire Prevention training delivered to ship's force personnel during industrial maintenance activities and availabilities. Produce reports as required.

4.2.1.21 Accomplish all general DOD/DON mandatory training requirements, as required. Contractor management shall track and provide results of completion for all contractor training to the MARMC Training Division.

4.2.1.22 Within ninety (90) days of contract award, obtain and maintain the following training/qualifications, at no additional cost to the Government:

4.2.1.22.1 OSHA 5400 Maritime Safety Course (10-hour)

4.2.1.22.2 FEMA IS 100.b - Introduction to the Incident Command System

4.2.1.22.3 FEMA IS 200.b - ICS for Single Resources and Initial Action Incidents

4.2.1.22.4 IS-700.a – National Incident Management System (NIMS), An Introduction

4.2.1.22.5 IS-800.b – National Response Framework, An Introduction

4.2.1.22.6 Hazardous Waste Operations and Emergency Response (HAZWOPER) Training (24-hour), in accordance with 29 CFR 1910.120e3ii

4.2.1.23 Possess a camera (point-and-shoot type/no cell phone cameras) to be kept with self in order to document fire-safety related conditions/discrepancies onboard ships. Obtain a camera pass from MARMC Security Division before using the camera onboard ships, and all cameras shall be NMCI compatible (i.e. not require software installation). Ensure proposed camera model is compatible with all requirements by discussing with MARMC IT and Security Divisions.

4.2.1.24 Be familiar with various U.S. Navy, military and industrial technical documents, to include specifications, standards, handbooks, and technical manuals in addition to the references stated in Paragraph 3.0 of this PWS as applicable. Ensure that the latest available versions of all documents are being utilized, by verifying against the appropriate database, including SSRAC, ASSIST and TDMIS websites. The NAVSEA-SSRAC database (for NAVSEA Standard Items) can be accessed at <http://www.navsea.navy.mil/Home/RMC/CNRM/OurPrograms/SSRAC.aspx>, ASSIST database can be accessed at <https://assist.dla.mil/online/start/>, and TDMIS can be accessed at <https://mercury.tdmis.navy.mil>. Additionally, as applicable, coordinate with the government Requirements Generator, in order to gain access to required documents via the MARMC Technical Library or other available resources.

4.2.1.25 Use protective equipment, including personal protective equipment (PPE), during shipboard walkthroughs/tours in accordance with the requirements of reference 3g. Repair and maintenance employees who are regularly involved in Ship maintenance and repair, working aboard vessels, dry docks, docking areas and piers of Naval Shipyards and Naval Industrial areas, shall have a valid 10-hour OSHA Maritime Shipyard Course completion card within 60 days of employment.

4.3 Engineering Program Management Office (Code 205) – The Engineering Department supports the engineering and technical services for MARMC, including providing or obtaining engineering technical support services and fleet technical assistance (FTA) for MARMC Departments and naval vessels in our areas of responsibility. The Engineering Program Management Office (Code 205) is directly responsible for the management and operation of key functional elements of the Department such as the following: departmental Contracting Officer's Representatives (CORs), financial management and oversight, scheduling center operations, administrative and clerical support,

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oversight of the operations of the Department in the absence of the Department Head, and database management.

4.3.1 Executive Management Assistant

Experience required:

- a. Eight (8) years applicable job-related experience performing Management Assistant duties in a professional office setting.
- b. One (1) year of job related experience can be substituted for each year of college completed.
- c. Must be familiar with the current DOD message traffic system, message formatting, transmission, delivery method, classification guide, processing and handling.
- d. Must also be able to properly handle Classified and Unclassified messaging.
- e. Must have Management Assistant work experience with Navy Shipbuilding and/or Maintenance Support.
- f. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

4.3.1.1 Provide a high-level of administrative support in a Department/Division Head environment with top executives. Provide office management support to include timekeeping records, scheduling appointments, and managing visitors. Work independently on projects requiring research and preparation for briefing charts and other presentation materials as required.

4.3.1.2 Review incoming documents, conduct research, prepare reports, and arrange meetings. Read publications, regulations, and directives and take action or refer those that are important to MARMC management and staff.

4.3.1.3 Provide support to administrative staff in contractor subordinate offices on new procedures, request information needed from the subordinate office(s) for periodic or special conferences, reports, and inquiries.

4.3.1.4 Maintain paper and electronic filing systems for records and messages, route and distribute incoming mail and email. Answer routine letters and email, reply and attach files to incoming messages, and ensure correct spelling and grammar is used to ensure accuracy. Anticipate and prepare correspondence materials for conferences, appointments, meetings, telephone calls, and inform the customer on matters to be considered.

4.3.1.5 Operate fax machines, videoconferencing and phone systems, and other office equipment. Maintain and update spreadsheets, word processing, database management, and other needed applications utilizing Microsoft Office and other computer and web-based applications.

4.3.1.6 Complete forms in accordance with DoD and Navy organizational policies, processes, and procedures. Organize and arrange travel itineraries.

4.3.1.7 Follow Navy guidance to meet Federal compliance of Records Management/Electronic Records Management, including the handling of Vital Records, categorizing, moving, archiving, and backup of stored data to and/or already within a digital environment. Ensure proper web links and user permissions to directory folders and maintain more than 500 security groups.

4.3.1.8 Determine the approach or action to take in non-routine situations, and interpret and adapt guidelines appropriately.

4.3.1.9 Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans.

4.3.1.10 Requisition supplies by submitting a list of requested items to the Government Purchase Card (GPC) Holder. Upon approval, retrieve items from SERVMART and restock. When needed, disseminate to office personnel. Make arrangements for the maintenance of office equipment and other services through the appropriate government personnel.

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4.3.1.11 Utilize current task specific software programs such as, but not limited to, Supervisor's Desk (SUPDESK) and Business Objects.

4.3.1.12 Be familiar with the following Applicable Documents from Section 3: 3a., 3b., and 3c.

4.3.2 Administrative Assistant II

Experience required:

- a. Five (5) years applicable job-related experience performing Administrative duties in a professional office setting.
- b. One (1) year of job related experience may be substituted for each year of college completed.
- c. Must be familiar with the current DOD message traffic system, message formatting, transmission, delivery method, classification guide, processing and handling.
- d. Must also be able to properly handle Classified and Unclassified messaging.
- e. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

4.3.2.1 Provide clerical support for Division/Branch Heads in preparing correspondence, PowerPoint presentations, filing, recordkeeping, and timekeeping duties. Handle differing situations, problems, and deviations in the work of the office.

4.3.2.2 Screen and direct telephone calls, visitors, and incoming correspondence to appropriate staff. Control mail and assure timely staff response, as well as send out form letters.

4.3.2.3 Interface with visitors requesting appointments and asking questions. Respond to requests for information concerning office procedures and determine which requests should be handled by the supervisor, appropriate staff member, or other offices.

4.3.2.4 Maintain Division/Branch Head and/or other unit managers' calendar. Schedule tentative appointments. Make arrangements for conferences and meetings and assemble established background materials as required.

4.3.2.5 Identify and escalate workflow issues, provide clerical support on divisional projects, provide administrative support to work directors, and compile daily production statistics and other reports.

4.3.2.6 Compose and maintain various types of correspondence such as phone messages, email, fax, and letters.

4.3.2.7 Create spreadsheets, and manage databases by selecting the guideline or reference that fits the specific case.

4.3.2.8 Generate technical/non-technical correspondence such as office policies, procedures, and guidance, requests for information, letters of accomplishment, commendation, notification, reports, and presentations as requested.

4.3.2.9 Establish and/or maintain soft and hard copy of various office documentation, research information, provide orientation for new staff, operate modern office equipment and software, and prepare, submit, and file time and attendance records. Support basic accounting and financial operations.

4.3.2.10 Generate meeting agendas, coordinate times and locations, and any other logistical and clerical support to schedule meetings. Attend meetings, record minutes, and produce meeting minutes for distribution.

4.3.2.11 Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, and other offices.

4.3.2.12 Research requested administrative issues or problems and relay findings to employees and management.

4.3.2.13 Draft command DoD/DoN messages utilizing the current DoD message traffic system. Review materials prepared for Government Representative's approval for typographical accuracy and proper format.

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4.3.2.14 Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans.

4.3.2.15 Requisition and restock supplies by providing a list to the Government Purchase Card holder, and arrange for maintenance of office equipment.

4.3.2.16 Utilize current task specific software programs such as, but not limited to, Supervisor's Desk (SUPDESK) and Business Objects.

4.3.2.17 Be familiar with the following Applicable Documents from Section 3: 3a, 3b, and 3c.

4.4 Waterfront Operations (Code 300) – The mission of the Waterfront Operations Department is to manage the US Navy ship life-cycle maintenance and modernization contracts under the cognizance of MARMC and as directed by the Contracting Officer for other transient ships and crafts in port. The primary function of the Waterfront Operations Department is to ensure the success of scheduled availabilities and emergent repairs assigned to MARMC. The Department serves as the overall coordinator of MARMC activity related to ship repair work and serves as the COMLANTFLT agent for management of the Berthing and Messing Program including berthing barge management and off-ship berthing requirements.

4.4.1 Management Analyst (Code 340)

Experience required:

- a. Must be able to communicate well verbally and in writing and know the rules of composition and grammar.
- b. Broad based knowledge of governmental administrative requirements, methods, sources, procedures, and business processes.
- c. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook and SharePoint.
- d. Be able to apply tact and diplomacy in dealing with others and have an extensive knowledge of directives systems. Interpret and apply numerous guidelines available in accomplishing the functions of the position.
- e. Must be familiar with the functions of various departments and codes to properly inform and interface within the command.
- f. Must possess knowledge of capabilities planning and workload forecasting processes and databases.

The contractor shall:

4.4.1.1 Provide administrative and analytical support in the area of position management, personnel and manpower management, personnel recruitment, ~~actions~~ workload forecasting, including, but not limited to Workload and Resources Report (WARR) and general administration in Code 300.

4.4.1.2 Provide technical support in the management and allocation of Code 300 manpower resources, determining manpower requirements, and initiating and reviewing requests.

4.4.1.3 Provide support to all levels of management in Code 300 relative to manpower, position management, and personnel functions, as well as proposed changes in organizational structure.

4.4.1.4 Identify and gather pertinent factual and statistical data and apply analytical techniques and methods in evaluating data.

4.4.1.5 Prepare reports of findings and present recommendations to improve the efficiency of Code 300 organizational programs and operations.

4.4.1.6 Provide support in determining manpower requirements by tracking statistics for Code 300, collecting and analyzing data to determine the necessity for work performed and the types of employees required to accomplish assigned functions.

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4.4.1.7 Initiate and review requests for manpower requirement changes, respond to manpower issues and studies involving analysis of manpower quality and quantity and recommend appropriate actions.

4.4.1.8 Provide support with the management of the civilian personnel process. This will include the review of personnel action requests to assess possible impact on position management and assuring compliance with policy and regulatory procedures in Code 300.

4.4.1.9 Provide support with the review of assignment of personnel to assure compatibility with properly classified position descriptions, and recommend changes, as necessary, to assure proper alignment.

4.4.1.10 Provide support to MARMC management, supervisors, and Code 1120 personnel specialists regarding personnel actions, workload, mission, and/or other management actions in Code 300 to ensure compliance with appropriate personnel procedures and regulations.

4.4.1.11 Collect data and respond to data calls.

4.4.1.12 Analyze proposed or estimated personnel losses based on attrition levels to project numerical on-board strength in Code 300.

4.4.1.13 Anticipate overall staffing needs. Receive and respond to various taskers and data calls.

4.4.1.14 Expect major deliverables with periodicities other than monthly/weekly/daily to be driven by annual processes. Monthly/ weekly/daily deliverables for manning levels and recruitment status can also be expected.

4.4.1.15 Learn and use Ship Technical Reporting Information Projection Execution System (STRIPES) and Tech Assist, Assessments, and Scheduling Information (TAAS) databases.

4.4.1.16 Analyze, compile and input future fiscal year data into STRIPES workload forecasting tool.

4.4.1.17 Compile inputs from Code 300 management to provide ship assignment and workload coverage information for Code 1190 for the Workload and Resources Report (WARR)

4.4.1.18. Provide support collecting and composing Code 300 management inputs monthly for the annual Command History data call.

4.4.1.19. Provide support collecting and composing Code 300 management inputs for the weekly operation Report.

4.4.1.20 Maintain Code 300 SharePoint sites.

4.4.2 Management Analyst - Planning (Code 350)

Experience required:

- a. Five (5) years of in depth knowledge of ship maintenance and repair.
- b. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, Outlook, and Project.

The contractor shall:

4.4.2.1 Learn and become proficient with Naval Maintenance Database (NMD) and Validation, Scheduling and Brokering (VSB) databases.

4.4.2.2 Provide analytical and administrative support to Code 300. Obtain data from various available systems and generate historical or predictive analysis to assist in resource allocation or other trend analysis in support of strategic goals.

4.4.2.3 Recommend changes in business, management, administrative processes, policies, procedures in the planning and execution of ship maintenance availabilities.

4.4.2.4 Provide support in developing budget estimates and forecasts while providing detailed justifications.

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4.4.2.5 Revise correspondence such as risk letters and naval messages in accordance with DON format.

4.4.2.6 Provide support to staff on business/management and personnel practices, management principles, organizational theory, and techniques of analysis and evaluation. Provide support to staff on standardized business practices and procedures to conduct studies of said work processes in various organizations in order to identify, analyze, and recommend solutions to problems in organizational structure, staffing, administrative procedures, business processes, or workload distribution.

4.4.2.7 Review work specifications, generate and maintain planning and execution reports and validate integrated schedules.

4.4.2.8 Conduct position management reviews and organizational reviews, studies of organizational structures and make position management recommendations that integrate various management styles in Code 300.

4.4.2.9 Communicate information effectively and efficiently in order to gather information, present recommendations and coordinate services. Make on-the-spot presentations to large groups.

4.4.2.10 Use protective equipment, including personal protective equipment (PPE), during shipboard walkthroughs/tours in accordance with the requirements of reference 3g. Repair and maintenance employees who are regularly involved in Ship maintenance and repair, working aboard vessels, dry docks, docking areas and piers of Naval Shipyards and Naval Industrial areas, shall have a valid 10-hour OSHA Maritime Shipyard Course completion card within 60 days of employment.

4.4.3 Management Analyst - OPS (Code 321)

Experience required:

- a. Five (5) years of in-depth ship maintenance and repair knowledge.
- b. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

4.4.3.1 Provide support to the Project Team/Manager for repair availabilities, and as such, coordinate, schedule and administer assigned work to ensure that planning functions are completed in time to permit orderly work list preparation, screening, specification preparation, invitation to bid, contractor inspection, bid opening, and award.

4.4.3.2 Prepare smooth naval messages, letters, e-mails, memoranda and correspondence reports as appropriate, detailing the status of advance planning, repair work, costs, technical problems and other required communications on assigned projects in accordance with Navy format.

4.4.3.3 Assure that technical decisions regarding reliability, configuration and system performance are properly made by the appropriate technical authority. Inform responsible manager when customer screening action prevents accomplishment of repairs and alterations in accordance with applicable directives and specifications.

4.4.3.4 Support the planning and execution of availability work including pre-production planning.

4.4.3.5 Edit, correlate and support quality audits of work specification packages to ensure authorized work is accomplished as agreed upon with customers. Monitor and assure that the use of NAVSEA approved Standard Items, Standard Work Items, Class Standard Work Items and Recurring Work Items (RWI) are invoked and used in each work package.

4.4.3.6 Present information and support to inquiring parties on matters of mutual concern, such as, cost and time estimates, planning future work, plant capabilities and capacity for varied work accomplishment, production management, production problems and providing technical guidance regarding repair work, alterations and overhaul on a variety of types of ships projects.

4.4.3.7 Use protective equipment, including personal protective equipment (PPE), during shipboard walkthroughs/tours in accordance with the requirements of reference 3g. Repair and maintenance employees who are regularly involved in Ship maintenance and repair, working aboard vessels, dry docks, docking areas and piers of

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Naval Shipyards and Naval Industrial areas, shall have a valid 10-hour OSHA Maritime Shipyard Course completion card within 60 days of employment.

4.4.4 Training Specialist (Code 340)

Experience required:

- a. Must have worked under stress and often with short lead times.
- b. Applied tact and diplomacy in dealing with others.
- c. Have an extensive knowledge of directive systems, be able to interpret and apply NAVSEA, CNRMC, and MARMC instructions available in accomplishing the functions.
- d. Must have knowledge of the functions of all departments and codes to properly inform and interface within the command.
- e. Must have worked with Navy Shipbuilding and/or Maintenance Support.
- f. Must have experience performing a variety of training or human resources duties related to training.
- g. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

4.4.4.1 Provide support maintaining training programs and information in training program databases including TWMS, NKO and ESAMS.

4.4.4.2 Provide Code 300 organizational management with the development and delivery of training programs, literature and structure.

4.4.4.3 Maintain assigned reporting functions involving attendance statistics, certifications, and industry benchmarks.

4.4.4.4 Provide recommendations regarding the development and administration of existing and new programs.

4.4.4.5 Provide support in the dissemination of information and data as needed. Perform general office support functions and assist area personnel as necessary.

4.4.4.6 Upon receiving general guidance on a course, develop course content for general and specific course objectives which are relevant to the needs of the audience.

4.4.4.7 Be responsible for coordinating course material for Code 300 personnel.

4.4.4.8 Counsel Code 300 personnel on various subjects such as required training or meeting pre-requisites for schools applied for.

4.4.4.9 Examine training or workforce development related information for disparities between schedules, requests and available training.

4.4.4.10 Maintain the appropriate information into the current program/system for training and make necessary corrections for those exceptions discovered.

4.4.4.11 Provide guidance to personnel in the department regarding training questions.

4.4.4.12 Note omissions, errors, and discrepancies in the training requests and training performed, calling it to the attention of the supervisor.

4.4.4.13 Maintain training records, verifying their accuracy for adherence to rules, regulations, policies, and instructions.

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4.4.4.14 Serve as the contact point for the resolution of problems affecting training for employees. Prepare necessary documentation required to correct errors. Provide information to management and employees concerning training.

4.4.5 Executive Management Assistant (Code 300A)

Experience required:

- a. Five (5) years of job-related experience in a professional office setting doing Management Assistant work.
- b. Capable of working under stress and often with short lead times.
- c. Able to apply tact and diplomacy in dealing with others.
- d. Extensive knowledge of directive systems, be able to interpret and apply numerous guidelines available in accomplishing the functions of the position, and be familiar with technical terms related to the position.
- e. Be familiar with the functions of various departments and codes to properly inform and interface with command personnel.
- f. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

4.4.5.1 Provide a high-level of administrative support for an office and top executives of an organization.

4.4.5.2 Be required to handle complex responsibilities, such as reviewing incoming documents, conducting research, preparing reports, and arranging meetings.

4.4.5.3 Maintain paper and electronic filing systems for records and messages. Route and distribute incoming mail and email. Answer routine letters and email. Reply and attach files to incoming messages. Correct spelling and grammar to ensure accuracy.

4.4.5.4 Operate fax machines, videoconferencing and phone systems, and other office equipment. Maintain and update spreadsheets, word processing, database management, and other applications.

4.4.5.5 Complete forms in accordance with DoD and Navy organizational policy, processes, and procedures.

4.4.5.6 Organize and arrange travel itineraries.

4.4.5.7 Handle Vital Records in accordance with Navy guidance to meet Federal compliance of Records Management. Categorize, move, archive, and backup stored data to and/or already within a digital environment.

4.4.5.8 Provide calendar management support, daily and weekly senior manager information management book support, meeting minutes and note taking, and meeting invitation management to include MARMC and other maintenance community stakeholders.

4.4.5.9 Develop informational reports, briefing products, and reports from pushed or pulled information and distribute to needed stakeholders.

4.4.5.10 Provide support in maintaining situational awareness of non-routine deliverables from the department to other departments and agencies.

4.4.5.11 Deliver the current SITREP report, burn rate graphs, execution brief support, weekly binder updates, and attendance and minute taking at drumbeat meetings such as strategic planning. These items are subject to change with business process improvements.

4.4.5.12 Be familiar with the following Applicable Documents from Section 3: 3a., 3b., and 3c.

4.4.6 Administrative Assistant II (Code 300)

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Experience required:

- a. Two (2) years of job-related experience in a professional office setting.
- b. Capable of working under stress and often with short lead times.
- c. Able to apply tact and diplomacy in dealing with others. Have an extensive knowledge of directive systems, be able to interpret and apply numerous guidelines available in accomplishing the functions of the position.
- d. Be familiar with the functions of various departments and codes to properly inform and interface with command personnel.
- e. Be familiar with the DOD message traffic system, message formatting, transmission, delivery method, classification guide, processing and handling.
- f. Know how to handle Classified and Unclassified messaging.
- g. Administrative work with Navy Ship building and/or Maintenance Support.
- h. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

- 4.4.6.1 Provide clerical support for Department and Division Heads in preparing correspondence, power point presentations, filing, record keeping, and timekeeping.
- 4.4.6.2 Answer phone calls and take/transfer messages.
- 4.4.6.3 Frequently interface with visitors requesting appointments and asking questions.
- 4.4.6.4 Maintain Department Head, Division Head, and/or other unit managers' weekly schedules.
- 4.4.6.5 Identify and escalate workflow issues, provide clerical support on departmental projects, provide support to work directors, and compile daily production statistics and other reports.
- 4.4.6.6 Provide administrative support which may include, but are not limited to office management, budget, pay, security, personnel actions, employee relations, employee services, travel, training, correspondence, reports, and supplies.
- 4.4.6.7 Conduct administrative management surveys, projects or studies.
- 4.4.6.8 Research administrative, management and program issues or problems and provide advice and guidance to employees and management.
- 4.4.6.9 Draft command DoD/DoN messages utilizing DoD message traffic system.
- 4.4.6.10 Receive rough timecards and timesheets from supervisors and examine for accuracy of hours posted, completeness, and certification signatures. Input in the timekeeping system and make necessary corrections for those exceptions discovered. Provide guidance to personnel in the department regarding timekeeping questions. Note omissions, errors, and discrepancies in the time, calling to the attention of the supervisor.
- 4.4.6.11 Maintain time and leave reports and records, verifying their accuracy for adherence to rules, regulations, policies, and instructions. Serve as contact point for the resolution of problems affecting time and leave discrepancies for employees. Prepare necessary documentation required to correct errors.
- 4.4.6.12 Provide information to management and employees concerning leave, pay, salary deductions, bonds.
- 4.4.6.13 Provide data entry for payroll operations on a daily basis and data compilation for overtime on a weekly basis.
- 4.4.6.14 Be familiar with the following Applicable Documents from Section 3: 3a., 3b., and 3c.

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4.5 Financial Department (Code 600) – The Department is responsible for the overall administration and business operations of all Financial management for the Mid-Atlantic Regional Maintenance Center(MARMC). The Comptroller is directly responsible for and serves as a Command Technical Advisor for financial procedures, policy, manpower, programming and planning. The Comptroller is the command’s fiscal advisor for financial regulations, law, directives as well as the command budget advisor for development of operating budgets, reimbursable processing and accounting, ship maintenance/repair funds and the command funds administrator. Under the Comptroller are the following Divisions and Branches: Budget Division and the Ship Repair Division, Budget Formulation, Budget Execution, Ship Repair Accounting, and the Financial Analysis Branches.

Note: The end of fiscal year (August-September) is the period of highest workload for Code 600, specifically the Ship Repair Division. Accordingly, time off (any period of non-support) in the Ship Repair Branch during this timeframe should be only attributable to extenuating circumstances.

4.5.1 Financial Management Analyst (Code 621) - Ship Repair Branch

Experience required: One or more of the following criteria (a-c) must be met:

- a. Four (4) years of job-related equivalent experience, or
- b. Associates Degree in Business Management and/or Accounting with a minimum of two (2) years of job-related experience, or
- c. Bachelor’s Degree in Business Management/Accounting with a minimum of one (1) year of job-related experience.

As well as all of the following skill sets must be met:

- a. Possess a broad knowledge of military concepts and financial business processes in relation to budget and accounting funds execution.
- b. Be proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, Excel, Outlook and Project.
- c. Perform work at a proficient level across various accounting and reporting systems; contractor must be proficient with financial accounting information systems such as, but not limited to CFMS/ COST/STARS-FL/ NMDR/ WAWF.

The contractor shall:

- 4.5.1.1 Provide analysis and reporting to ensure compliance with Navy Accounting practices and fiscal policies.
- 4.5.1.2 Work independently and exercise sound judgment and analyze and clearly define financial needs of the command and make recommendations of findings to management through verbal or written communication.
- 4.5.1.3 Gather requirements, perform analysis, support the development and testing of any new processes. Understand the applications and data for supported financial functional areas and Ship Repair Maintenance accounting.
- 4.5.1.4 Evaluate and analyze complex financial transactions and perform corrective actions/reconciliations to resolve any/all deficiencies associated with financial records and supporting/ mandated official accounting systems.
- 4.5.1.5 Perform all financial processes of accounting requirements associated with Ship Maintenance funding to maintain accounting and contract management records. Coordinate and recommend changes in financial execution practices with emphasis on efficiency and improved accountability associated with ship repair initiatives and other financial management aspects.
- 4.5.1.6 Perform duties that span across a broad range of complex accounting systems/applications that may entail, but are not limited to Ship Repair Funds Execution, Accounting record management, and Contract execution as it supports management associated with the Ship Maintenance and Modernization Program. Perform a continuous analysis of funds execution, conduct special studies and provide management with status of both.

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4.5.1.7 Provide direct accounting support to acquisition programs and perform focused analysis of accounting transactions associated with contracts actions/records, and other financial management aspects in the oversight of official financial documentation.

4.5.1.8 Conduct analysis and reviews to determine adherence to policies and procedures established by Congress, DOD, DON, various naval commands, and generally accepted accounting principles and to determine reliability and adequacy of internal control mechanisms on all facets of agency/command financial operations.

4.5.1.9 Research and analyze data to provide information in response to data calls from outside activities as well as internal departments in support of Ship Repair Maintenance program.

4.5.1.10 Perform special studies to identify accounting deficiencies, correction of reconciliation from audits, evaluation of any areas of concern, and preparing the necessary reports as it pertains to Ship Repair Maintenance program.

4.5.1.11 Provide current status of funds for current and prior year accounts to include validation of unliquidated obligations and processing of funds available for recapture.

4.5.1.12. Provide determinations of accounting techniques, prepare reports that identify discrepancies or irregularities and initiate corrective action. Implement internal financial controls to ensure that all financial transactions and internal financial reports provide the financial data to meet the needs of management of all levels within the command.

4.5.1.13 Provide technical trends and analysis of accounting data to provide details for management decision making and evaluation of areas of concern.

4.5.1.14 Coordinate and assist on training instructions, provide user training and assistance on system applications, respondent to questions, and problem solving.

4.5.1.15 Coordinate and assist accounting personnel of system interfaces and implementation requirements when performing accounting classification data.

4.5.1.16 Coordinate with accounting personnel to develop and monitor on a continuing basis the annual, quarterly, and monthly financial plan for the Ship Maintenance Program while incorporating changes in funding levels.

4.5.2 Financial Management Analyst (Code 612) - Budget Execution Branch

Experience required: One or more of the following

Criteria (a-c) must be met:

- a. Four (4) years of job-related equivalent experience, or
- b. Associates Degree in Business Management and/or Accounting with a minimum of two (2) years of job-related experience, or
- c. Bachelor's Degree in Business Management/Accounting with a minimum of one (1) year of job-related experience.

As well as all of the following skill set must be met:

- a. Possess a broad knowledge of military concepts and financial business processes in relation to budget and accounting funds execution.
- b. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access and Outlook.
- c. Perform work at a proficient level across various accounting and reporting systems; incumbent must be proficient with financial accounting information systems including, but not limited to COST, STARS-FL, and WAWF.

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The contractor shall:

- 4.5.2.1 Provide analysis and reporting to ensure compliance with Navy Accounting practices and fiscal policies.
- 4.5.2.2 Work independently and exercise sound judgment and analyze and clearly define financial needs of the command and make recommendations of findings to management through verbal or written communication.
- 4.5.2.3 Gather requirements, perform analysis, support the development and testing of any new processes, and understand the applications, data, and associated technologies for supported financial functional areas.
- 4.5.2.4 Evaluate and analyze complex financial transactions and perform corrective actions/reconciliations to resolve any/all deficiencies associated with financial records and supporting/ mandated official accounting systems.
- 4.5.2.5 Perform work in multiple financial phases of budget administration such as: formulation of budget and cost estimates to support plans, programs, and activities, review and evaluate budget requests, control and reporting of obligations and expenditures, and budget execution.
- 4.5.2.6 Perform all financial processes of accounting requirements in relation to Mission and Reimbursable Funding in order to maintain accounting and contract management records. Coordinate and recommend changes in financial execution practices with emphasis on efficiency and improved accountability associated with mission initiatives.
- 4.5.2.7 Perform duties that span across a broad range of complex accounting systems/applications that may entail, but are not limited to Mission and Reimbursable Funds Execution, Accounting Record Management, and Contract Execution. Perform a continuous analysis of funds execution, ability to conduct special studies and provide management with status of both.
- 4.5.2.8 Provide direct accounting support to acquisition programs and perform focused analysis of accounting transactions associated with contracts actions/records, and other financial management aspects in the oversight of official financial documentation.
- 4.5.2.9 Conduct analysis and reviews to determine adherence to policies and procedures established by Congress, DoD, DON, various naval commands, and generally accepted accounting principles and to determine reliability and adequacy of internal control mechanisms on all facets of agency/command financial operations.
- 4.5.2.10 Research and analyze data to provide information in response to data calls from outside activities (i.e., USFFC, CNRMC) as well as internal departments in support of the MARMC Mission.
- 4.5.2.11 Perform special studies to identify accounting deficiencies, correction of reconciliation from audits, evaluation of any areas of concern, and preparing the necessary reports as it pertains to MARMC's Mission Funded programs.
- 4.5.2.12 Provide current status of funds for current and prior year accounts to include validation of unliquidated obligations and processing of funds available for recapture.
- 4.5.2.13 Provide determinations of accounting techniques; prepare reports that identify discrepancies or irregularities and initiate corrective action. Implement internal financial controls to ensure that all financial transactions and internal financial reports provide the financial data to meet the needs of management of all levels within the command.
- 4.5.2.14 Provide technical trends and analysis of accounting data to provide details for management decision making and evaluation of areas of concern.
- 4.5.2.15 Coordinate and assist on training instructions, provide user training and assistance on system applications, respond to questions, and problem solving.
- 4.5.2.16 Coordinate and assist accounting personnel on system interfaces and implementation requirements when performing accounting classification data.
- 4.5.2.17 Coordinate with accounting personnel to develop and monitor on a continuing basis the annual, quarterly, and monthly mission funded financial plan while incorporating changes in funding levels.

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4.5.3 Payroll Specialist (Code 611) - Payroll Branch

Experience required: One or more of the following

criteria (a-c) must be met:

- a. Four (4) years of job-related equivalent experience, or
- b. Associates Degree in Business Management and/or Accounting with a minimum of two (2) years of job-related experience, or
- c. Bachelor's Degree in Business Management/ Accounting with a minimum of one (1) year of job-related experience.

As well as all of the following skill set must be met:

Specialized Experience required:

- a. Experience and proficiency in using Defense Civilian Payroll System (DCPS).
- b. Experience and proficiency in using the Supervisor's Desk (SUPDESK) payroll system.
- c. Understanding of DoD financial management regulations and OPM guidance regarding payroll procedures and policies as well as Federal labor laws.
- d. Ability to interpret regulations to provide payroll guidance to command.
- e. Proficient in the use of Microsoft Office applications such as Word, PowerPoint, Excel, Access and Outlook.
- f. Knowledge of, experience and proficiency with Defense Finance and Accounting Service (DFAS) Remedy Ticket Input System for taking action on payroll issues.

The contractor shall:

4.5.3.1 Provide support to MARMC while performing duties as a Customer Service Representative for payroll functions, servicing nearly 1,200 civilian personnel.

4.5.3.2 Provide payroll in-processing briefing to newly assigned MARMC employees; collect payroll financial documents and enter information into Defense Civilian Payroll System (DCPS).

4.5.3.3 Perform time and attendance payroll audits; develop reports to disperse to organizational departments; establish follow-up actions to complete audits.

4.5.3.4 Perform time and attendance corrective actions; input prior pay corrections and other manual entries to resolve discrepancies.

4.5.3.5 Perform actions on personnel leave input, to include, but not limited to; advanced/restored/donated/family leave.

4.5.3.6 Perform actions to input work schedule changes.

4.5.3.7 Perform research of debt and other pay inquiries involving time and attendance issues and submit Remedy request to DFAS (Defense Finance & Accounting Service), as required.

4.5.3.8 Perform actions to produce daily, weekly, bi-weekly and monthly time/attendance and CSR (Customer Service Reps) reports; distribute reports to applicable organizational representatives for actions and ensure all reports are cleared in DCPS.

4.5.3.9 Perform actions to retrieve and clear bi-weekly undistributed labor suspense reports.

4.5.3.10 Maintain daily payroll filing.

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4.5.3.11 Maintain CSR Payroll Desk Guide.

4.5.3.12 Provide support in the training of timekeepers.

4.5.3.13 Maintain access to required systems.

4.5.3.14 Provide excellent customer service and interact in a timely manner to all MARMC personnel in person, via email, and by phone.

4.5.3.15 Work independently and exercise sound judgment to analyze and clearly define payroll requirements of the command.

4.5.3.16 Make recommendations of findings to management through verbal or written communication.

4.5.3.17 Provide excellent customer service and interaction with all staff.

4.5.4 Travel Clerk (Code 612)

Experience required: All of the following skill set must be met:

a. Two (2) years of job-related equivalent experience in a DOD travel office. Job related experience is defined as applying knowledge of the Joint Travel Regulations (JTR) in arranging official government travel for military and civilians to international and domestic locations, assisting in review and completion of travel orders, vouchers, and local vouchers and reviewing travel authorizations and vouchers within the Defense Travel System (DTS) for accuracy and proper split disbursement.

b. Knowledge of the Joint Travel Regulation (JTR), DoD Financial Management Regulation (FMR), Foreign Clearance Guide (FCG), Defense Travel System (DTS), Citi Direct Card Management System (CCMS).

c. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

d. Travel Clerk is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various travel orders, vouchers, expenses reports and documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.

The contractor shall:

4.5.4.1 Provide instructions to customers in accurately completing DTS documents in accordance with internal and external policy.

4.5.4.2 Provide subject matter expertise to the travelers and the approving official to identify and resolve travel issues.

4.5.4.3 Process travel orders for MARMC civilian and military personnel by creating authorization for domestic and international travel destinations. Verify flights, rental car, lodging and expenses are accurate and in accordance with the Joint Travel Regulation (JTR). Obtain the proper Mode of Transportation and provide assistance in obtaining hotel reservations within per diem rates or military lodging facilities as required.

4.5.4.4 Review travel authorizations and vouchers to ensure compliance with Joint Travel Regulation (JTR), Naval Supply Systems Command (NAVSUP), and Fleet Forces Command (FFC) guidance, and MARMC guidance.

4.5.4.5 Verify Government Travel credit card is active and available credit limits are sufficient to cover all travel expenses when reviewing authorizations.

4.5.4.6 Review Government Travel Charge Card transactions using the CITI Direct Card Management system (CCMS) to verify that the correct split disbursement is made when reviewing vouchers.

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4.5.4.7 Ensure all required receipts are uploaded into the voucher are legible and in accordance with local guidance and the Joint Travel Regulation (JTR) when reviewing or completing vouchers.

4.5.4.8 Assist with generating reports in DTS to ensure airfare is ticketed and documents are stamped "approved" prior to traveler departure.

4.5.4.9 Monitor proper usage of the Government Travel Credit Card (GTCC) and ensure cardholders are in compliance with policies.

4.5.4.(a) Defense Travel System Analyst (Code 612)

Experience required: All of the following skill set must be met:

a. A minimum of two (2) years of experience in a DOD travel office. Advance knowledge and experience of the Joint Travel Regulations (JTR) in arranging official government travel for military and civilians to international and domestic locations, review and completion of travel orders, vouchers, and local vouchers and reviewing travel authorizations and vouchers within the Defense Travel System (DTS) for accuracy and proper split disbursement.

b. Advance Knowledge and experience of the Joint Travel Regulation (JTR), DOD Financial Management Regulation (FMR), Foreign Clearance Guide (FCG), Defense Travel System (DTS), Citi Direct Card Management System (CCMS).

c. Advance Knowledge and experience of the Defense Travel Management Office and Travel Explorer websites.

d. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

e. Possess a high degree of self-initiative, the ability to multi-task, and meet and effectively communicate with personnel at all levels.

f. Demonstrated ability for oral and written communication with the highest levels of management.

g. Demonstrated successful completion of these mandatory training classes within Travel Explorer (TraX):

- DTS Basics (About DTS)
- DTS Basics (Travel Documents) DTS 101
- Programs & Policies DoD Travel Policies
- Programs & Policies - City Pair Program

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- Programs & Policies - U.S. Government Rental Car Program
- DTS Cancellation Procedures
- DTS (Special Topic) OCONUS Travel
- DTS Constructed Travel
- DTS Itinerary Changes
- DTS Personal Leave with Official Travel

The contractor shall:

4.5.4.1 Provide instructions to Travel Clerks and customers in accurately completing DTS documents in accordance with internal and external policy. Review computer printouts, detect and correct erroneous postings.

4.5.4.2 Provide subject matter expertise to Travel Clerks and to the travelers and the approving official to identify and resolve travel issues. Determine reasons for rejections, and prepare necessary correcting documentation.

4.5.4.3 Process travel orders for MARMC civilian and military personnel by creating authorization for domestic and international travel destinations. Verify flights, rental car, lodging and expenses are accurate and in accordance with the Joint Travel Regulation (JTR). Obtain the proper Mode of Transportation and provide assistance in obtaining hotel reservations within per diem rates or military lodging facilities as required.

4.5.4.4 Review travel authorizations and vouchers to ensure compliance with Joint Travel Regulation (JTR), Naval Supply Systems Command (NAVSUP), and Fleet Forces Command (FFC) guidance, and MARMC guidance.

4.5.4.5 Verify Government Travel credit card is active and available credit limits are sufficient to cover all travel expenses when reviewing authorizations.

4.5.4.6 Review Government Travel Charge Card transactions using the CITI Direct Card Management system (CCMS) to verify that the correct split disbursement is made when reviewing vouchers.

4.5.4.7 Ensure all required receipts are uploaded into the voucher are legible and in accordance with local guidance and the Joint Travel Regulation (JTR) when reviewing or completing

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vouchers.

4.5.4.8 Generate reports in DTS to ensure airfare is ticketed and documents are stamped "approved" prior to traveler departure.

4.5.4.9 Monitor proper usage of the Government Travel Credit Card (GTCC) and ensure cardholders are in compliance with policies.

4.5.5 Executive Management Assistant (Code 600) - Department Head Office

Experience required: One or more of the following criteria must be met:

- a. Six (6) years of job-related equivalent experience performing Management Assistant duties in a professional office setting, or
- b. Associates Degree in Business Management and a minimum of two (2) years of job-related experience, or
- c. Bachelor's Degree in Business Management with a minimum of one (1) year of job-related experience.

As well as all of the following skill set must be met:

Specialized Experience required:

- a. Must be familiar with the current DOD message traffic system, message formatting, transmission, delivery method, classification guide, processing and handling.
- b. Must be able to handle Classified and Unclassified messaging.
- c. Must have Management Assistant work experience with Navy Support.
- d. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.
- e. Possess a working knowledge of current task specific software programs such as, but not limited to, SUPDESK SLDCADA, and Business Objects.

The contractor shall:

4.5.5.1 Provide a high-level of administrative support in a Department Head environment with top executives. Office management responsibilities include budgeting, personnel records, payroll, scheduling appointments, and managing visitors. May be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

4.5.5.2 Review incoming documents, conduct research, prepare reports, and arrange meetings.

4.5.5.3. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff.

4.5.5.4 Provide guidance on new procedures, request information needed from the other Financial Codes for periodic or special conferences, reports, and inquiries.

4.5.5.5 Maintain paper and electronic filing systems for records and messages, route and distribute incoming mail and email. Answer routine letters and email, reply and attach files to incoming messages, and ensure correct spelling and grammar is used to ensure accuracy. Anticipate and prepare correspondence materials needed by the supervisor for conferences, appointments, meetings, telephone calls, and inform the supervisor on matters to be considered.

4.5.5.6 Operate fax machines, videoconferencing and phone systems, and other office equipment. Maintain and update spreadsheets, word processing, database management, and other needed applications.

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4.5.5.7 Complete forms in accordance with DoD and Navy organizational policies, processes, and procedures. They shall also organize and arrange travel itineraries.

4.5.5.8 Handle Vital Records, categorize, move, archive, and backup stored data to and/or already within a digital environment in accordance with Navy guidance to meet Federal compliance of Records Management/Electronic Records Management.

4.5.5.9 Exercise greater judgment and initiative to determine the approach or action to take in non-routine situations.

4.5.5.10 Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans.

4.5.5.11 Requisition and restock supplies, arrange maintenance of office equipment and other services, develop presentation material, office memos, and letters from verbal instructions.

4.5.5.13 Be familiar with the following Applicable Documents from Section 3: 3a., 3b., and 3c.

4.6 Production Department (Code 900) – This department is directly responsible for the management, effective utilization and continuous improvement of the Production Department’s resources, processes and procedures in conjunction with the Production Department Head and in support of the command’s mission. This department is responsible for the overall management of the MARMC I-Level maintenance component. They are responsible for the execution of work during CMAVs and ensuring work is properly integrated during CNO Restricted Availability.

They are also responsible for the management and executive control of non-nuclear surface ship maintenance and diving operations to ensure the timely completion of all production work on-schedule and within cost.

4.6.1 Management Analyst (Code 960)

Experience required:

- a. Must be able to clearly communicate verbally and in writing and possess a good working knowledge of Human Resources rules and regulations.
- b. Broad based knowledge of governmental administrative requirements, methods, sources, procedures, and business processes is required.
- c. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook, as well as additional experience with financial accounting software(s).

The contractor shall:

4.6.1.1 Perform administrative and analytical duties in the area of position management, personnel and manpower management, personnel recruitment actions and general administration in support of the Production Department.

4.6.1.2 Provide support with the initiation and review of the management and allocation of manpower resources and requirements.

4.6.1.3 Review position assignments to ensure personnel are properly aligned with the Command structure and manages the departmental Organizational Chart. Provide support to Code 960 in regard to manpower assignments to best maintain the proper supervisor to mechanic ratio.

4.6.1.4 Prepare reports of findings and present recommendations to improve the efficiency of Code 900 programs and operations.

4.6.1.5 Determine manpower requirements by tracking statistics for Code 900. Collect and analyze data to determine necessity for work performed and the types of employees required to accomplish assigned functions.

4.6.1.6 Initiate and review requests for manpower requirement changes. Respond to manpower issues and studies involving analysis of manpower quality and quantity and recommends appropriate actions to Code 900.

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4.6.1.7 Provide support during the hiring processes for all Code 900 civilian personnel.

4.6.1.8 Provide support to management, supervisors, and Code 1120 personnel specialists regarding personnel actions and/or other management actions relative to position and organizational restructuring, and position structures to ensure compliance with appropriate personnel procedures and regulations.

4.6.1.9 Provide support to Code 900 in the development of appropriate position descriptions and review vacancy announcements to ensure compliance.

4.6.1.10 Maintain Personnel Action matrix which tracks all civilian personnel actions in the department.

4.6.1.11 Analyze proposed or estimated personnel losses based on attrition levels to project numerical on-board strengths.

4.6.1.12 Obtain from management input on current and projected scheduling of various operations or projects, and predicts future staffing needs.

4.6.2 Training Specialist (Code 960)

Experience required:

- a. At least one (1) year of experience as a training instructor.
- b. At least two (2) years as an active duty military training facilitator on technical and non-technical areas of instruction.
- c. Must have public speaking experience and proficient writing skills.
- d. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

4.6.2.1 Provide support in maintaining training programs.

4.6.2.2 Provide MARMC organizational management with the development and/or delivery of training programs, literature and structure.

4.6.2.3 Maintain assigned reporting functions involving attendance statistics, certifications, and industry benchmarks.

4.6.2.4 Provide recommendations regarding the development and administration of existing and new programs.

4.6.2.5 Provide support in the dissemination of information and data as needed. Perform general office support functions and assist area personnel as necessary.

4.6.2.6 Upon receiving general guidance on a course, develop the general and specific course objectives which are relevant to the needs of the audience.

4.6.2.7 Counsel MARMC personnel on various subjects such as required training or meeting pre-requisites for schools applied for.

4.6.3 Administrative Assistant II (Code 960)

Experience required:

- a. Four (4) years of job-related experience in a professional office setting.
- b. Must be able to communicate effectively verbally and in writing.
- c. Must be able to properly handle Classified and Unclassified messaging.

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- d. Must have Administrative work experience with Navy Shipbuilding and/or Maintenance Support.
- e. Be familiar with general clerical/secretarial duties and practices.
- f. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

4.6.3.1 Provide clerical support for Department/Division Heads in preparing correspondence, PowerPoint presentations, filing, record keeping, and timekeeping.

4.6.3.2 Answer phone calls, take and/or transfer messages as required.

4.6.3.3 Interface with visitors requesting appointments and other questions.

4.6.3.4 Maintain Division Head and/or other unit managers' weekly schedules.

4.6.3.5 Identify and escalate workflow issues, provide clerical support on departmental projects, provide support to work directors, and compile daily production statistics and other reports.

4.6.3.6 Provide administrative support which may include, but are not limited to filing, security, office management, processing travel orders, training data input, correspondence, reports, and supplies, as needed.

4.6.3.7 Conduct administrative management surveys, projects, or studies.

4.6.3.8 Update Command Tracker daily that provides status of work.

4.6.3.9 Be familiar with the following Applicable Documents from Section 3: 3a., 3b., and 3C.

4.7 Corporate Operations Department (Code 1100) – The mission of the Corporate Operations Department is to provide high quality customer service as strategic partners to both internal and external customers in all areas of Human Resource Management as it pertains to Civilian and Military Manpower/Manning, Security, Administrative/Personnel Support, Training, Facility Improvements, Business Operations, Information Technology and Public Affairs.

4.7.1 Executive Management Assistant (Code 1100)

Experience Required:

- a. Eight (8) years applicable job-related experience performing Management Assistant duties in a professional office setting.
- b. One (1) year of job related experience can be substituted for each year of college completed.
- c. Must be familiar with the current DOD message traffic system, message formatting, transmission, delivery method, classification guide, processing and handling.
- d. Must be able to properly handle Classified and Unclassified messaging.
- e. Possess a working knowledge of current task specific software programs such as, but not limited to, SUPDESK, and Business Objects.
- f. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access and Outlook.

The contractor shall:

4.7.1.1 Provide a high-level of administrative support in a Department Head environment with top executives. Office management responsibilities include budgeting, personnel records, payroll, scheduling appointments, and managing visitors. Work independently on projects requiring research and preparation of briefing charts and other

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presentation materials.

4.7.1.2 Review incoming documents, conduct research, prepare reports, and arrange meetings. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff.

4.7.1.3 May advise secretaries in subordinate offices on new procedures, request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries.

4.7.1.4 Maintain paper and electronic filing systems for records and messages, route and distribute incoming mail and email. Answer routine letters and email, reply to and attach files to incoming messages, and ensure correct spelling and grammar is used to ensure accuracy. Anticipate and prepare correspondence materials needed by the supervisor for conferences, appointments, meetings, telephone calls, and inform the supervisor on matters to be considered.

4.7.1.5 Operate fax machines, videoconferencing and phone systems, and other office equipment. Maintain and update spreadsheets, word processing, database management, and other applications utilizing Microsoft Office and other computer and web-based applications.

4.7.1.6 Complete forms in accordance with DoD and Navy organizational policies, processes, and procedures.

4.7.1.7 Organize and arrange travel itineraries.

4.7.1.8 Handle Vital Records, categorize, move, archive, and backup stored data to and/or already within a digital environment in accordance with Navy guidance to meet Federal compliance of Records Management/Electronic Records Management.

4.7.1.9 Determine the approach or action to take in non-routine situations, and interpret and adapt guidelines accordingly.

4.7.1.10 Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans.

4.7.1.11 Requisition and restock supplies, arrange maintenance of office equipment and other services, develop presentation material, office memos, and letters from verbal instructions.

4.7.1.12 Be familiar with the following Applicable Documents from Section 3: 3a., 3b., and 3c.

4.7.2 Public Affairs Specialist (Code 1100P)

Experience required:

- a. Excellent communicator, both written and verbal.
- b. Knowledge of writing, editing and communicating principles, practices and techniques for both print and electronic media.
- c. Experience in conceiving, developing, researching, writing and editing a wide array of publications and stand-alone materials in Associated Press (AP) and U. S. Navy style including magazines and newsletters dealing with technical subjects.
- d. Knowledge and skill in communicating via the World Wide Web and other electronic media.
- e. Knowledge of the methods of professional photography and other types of digital imaging.
- f. Knowledge of the professional standards, workflows, hardware, and software necessary to help develop and oversee maintenance of a digital asset system.
- g. Knowledge of ship building industry and the business of the Regional Maintenance Centers.
- h. Experience involving a thorough knowledge of writing in AP and U. S. Navy style and communication

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principles, methods and techniques that relate to public affairs of the Navy.

- i. Experience in developing new information written and web-based materials including, but not limited to public affairs plans, news releases, speeches, scripts, feature stories, fact sheets, brochures, invitations, tickets, programs, flyers, booklets, that increase communication with the agency's audiences.
- j. Experience in using Microsoft Publisher software.
- k. Experience making on-the-spot presentations to audiences with opposing points of view or erroneous understanding of agency positions.
- l. Experience with disseminating written informational materials through a variety of media (i.e., Facebook, Twitter, and Digital Signage).
- m. Experience with establishing and enhancing intercommunication between management and its audiences.
- n. Experience in the production of high-resolution still and video images that are constructed of a wide variety of materials, sometimes oversized, and generally difficult to photograph, scan, or film.
- o. Experience in operating photographic and digital imaging equipment to create accurate and professional color proofs and presentation prints.
- p. Possess a valid Virginia Driver License in order to travel to and participate in any local events and meetings as required.
- q. Provide proof of Liability Insurance and complete the Virginia Ship Repair Association (VSRA) Safety Orientation prior to receiving clearance to enter BAE Systems.
- r. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Outlook, and Publisher.

The contractor shall:

- 4.7.2.1 Collaborate with the Executive Staff (Commanding Officer (CO), Executive Officer (XO), and Executive Director (ED), Department Heads, Public Affairs Division Head and command personnel to maintain a robust Public Affairs program.
- 4.7.2.2 Provide support in conceptualizing, planning, administering and evaluating the program's "voice" to the industry and the public.
- 4.7.2.3 Provide professional photography, video, and audio services for command events then develop, write, edit and submit articles for publication in regional Navy newspaper, MARMC Monthly newsletter, CNRMC, NAVSEA and Navy news websites.
- 4.7.2.4 Create, develop, and provide invitations, tickets, flyers, booklets, programs and pamphlets for special events using Microsoft Publisher software.
- 4.7.2.5 Develop and execute communication plans.
- 4.7.2.6 Develop, establish layout and edit command in-house newsletter.
- 4.7.2.7 Conduct crisis communications for the command.
- 4.7.2.8 Required to serve as member(s) of the MARMC Fire Response Team (FRT). Serve as a Public Affairs representative in the Emergency Operations Center (EOC). Provide support at the site of an incident to assist with the control of media and provide timely facts of the incident as well as provide digital photographs.
- 4.7.2.9 Be responsible for the upkeep of the command's official bulletin boards.
- 4.7.2.10 Serve as a customer service advocate.

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4.7.2.11 Update and maintain the command web calendar with all command events.

4.7.2.12 Maintain the scrolling banner in CEP-200.

4.7.2.13 Update the command's Information/weather advisory line weekly or as needed to inform the command of base closures or delays due to inclement weather.

4.7.2.14 Establish storyboard, professional photographs, and conduct interviews for products.

4.7.2.15 Set-up event sites and audio equipment for award ceremonies, change of commands, or other large events.

4.7.2.16 Create, upload and maintain slide presentations on the MARMC website.

4.7.2.17 Update and maintain Facebook, Twitter and all Digital Signage. Create how-to learning and advertising tri-folds.

4.7.2.18 Be familiar with the most recent editions of the *Associated Press Stylebook* and the *U.S. Navy Style Guide*.

4.7.2.19 Experience responding timely and appropriately to requests for information concerning agency programs and services.

4.7.2.20 Be familiar with the following Applicable Documents from Section 3: 3pp. and 3qq.

4.7.2.21 Use protective equipment, including personal protective equipment (PPE), during shipboard walkthroughs/tours in accordance with the requirements of reference 3g. Repair and maintenance employees who are regularly involved in Ship maintenance and repair, working aboard vessels, dry docks, docking areas and piers of Naval Shipyards and Naval Industrial areas, shall have a valid 10-hour OSHA Maritime Shipyard Course completion card within 60 days of employment.

4.7.3. Security – Industrial Security Assistant (Code 1110) _

Experience required:

- a. Five (5) years of job related experience in an Industrial Security setting.
- b. Experience in applying conventional fact finding, analytical, and problem solving methods.
- c. Experience with database management and proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

4.7.3.1 Be responsible for the performance, integrity and security of a Personal Identifiable Information (PII) database. Additional role requirements are likely to include planning, development and troubleshooting of the PII database.

4.7.3.2 Monitor data performance and manage parameters to provide fast query responses to front-end users.

4.7.3.3 Map out the conceptual design for a planned database in outline, consider both back-end organization of front-end accessibility for end-users.

4.7.3.4 Refine the logical design so that it can be translated into a specific data model, and further refine the physical design to meet system storage requirements.

4.7.3.5 Install and test new versions of the Ships Visit Request database management system, maintain data standards, including adherence to the Data Protection Act, write database documentation, including data standards, and procedures and definitions for the data dictionary (metadata).

4.7.3.6 Control access permissions and privileges, develop, manage and test back-up and recovery plans, ensure that storage, archiving, backup and recovery procedures are functioning correctly, and perform capacity planning.

4.7.3.7 Provide support to IT project managers, database programmers and multimedia programmers by

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communicating regularly with technical, applications and operational staff to ensure database integrity and security.

4.7.3.8 Ensure Data remains consistent across the database and is clearly defined; commission and install new applications and customize existing applications in order to make them fit for purpose.

4.7.3.9 Provide support to Industrial Security in developing, implementing, reviewing and improving the procedures and requirements for special access security requirements, clearance, and badging of employees or other persons for access to restricted and/or classified information, material, or work sites. Maintain clearance data on personnel from other activities who visit MARMC on a continuing or intermittent basis. Arrange visitor admission to ships in contractor plants, and other naval installations for work. Ensure deletions of personnel from access lists received from contractors are promptly forwarded to ship's in contractor facilities and contractor facility security personnel. Ensure all personnel are US Citizens. Process and coordinate with ship's Commanding Officers and MARMC Project Managers for approval of visit requests.

4.7.3.10 Review contractor requests for Non-US Citizens to perform ship repair work. Evaluate the feasibility of permitting Non-US citizens of Immigrant Aliens to enter MSR/ABR/MSMO contractor facilities or other Naval installations for work on board US Vessels without jeopardizing security disclosure restrictions.

4.7.3.11 Coordinate all camera pass requirements for MARMC and MARMC contractor personnel for access to private ship repair facilities. Ensure photographs are inspected by both MARMC Public Affairs Officer (PAO) and Security Officer prior to release. Coordinate camera pass requests by MARMC personnel for access to Norfolk Naval Ship Yard (NNSY) to ensure all NNSY requirements are met.

4.7.3.12 Coordinate access for MARMC personnel to US Ships and various government commands for inspections, training, meetings and work assignments. Process all visit authorization letters for U.S./non-U.S. citizens access on government ships that are assigned to the Fleet for admission to ships in contractor plants and other naval installations for work. Ensure deletions of personnel from access lists received from contractors are promptly forwarded to ships in contractor facilities and contractor facility security personnel.

4.7.3.13 Be familiar with the following Applicable Documents from Section 3: 3mm.

4.7.3.14 Use protective equipment, including personal protective equipment (PPE), during shipboard walkthroughs/tours in accordance with the requirements of reference 3g. Repair and maintenance employees who are regularly involved in Ship maintenance and repair, working aboard vessels, dry docks, docking areas and piers of Naval Shipyards and Naval Industrial areas, shall have a valid 10-hour OSHA Maritime Shipyard Course completion card within 60 days of employment.

4.7.4. Security – Physical Security Assistant (Code 1110)

Experience required:

- a. Five (5) years of job related experience in a Physical Security setting.
- b. Experience in applying conventional fact finding, analytical, and problem solving methods.
- c. Experience with database management and proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access and Outlook.

The contractor shall:

4.7.4.1 Provide a high-level of administrative support for an office and for top executives of an organization. Review incoming documents, conduct research, prepare reports, and arrange meetings.

4.7.4.2 Maintain paper and electronic filing systems for records and messages. Route and distribute incoming mail and email. Answer routine letters and email. Reply and attach files to incoming messages. Correct spelling and grammar to ensure accuracy.

4.7.4.3 Operate fax machines, videoconferencing and phone systems, as well as other office equipment.

4.7.4.4 Maintain and update spreadsheets, word processing, database management, and other applications utilizing Microsoft Office and other computer and web-based applications. Complete forms in accordance with DoD and Navy

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organizational policy, processes, and procedures. Organize and arrange travel itineraries.

4.7.4.5 Provide support to Physical Security in developing, implementing, reviewing and improving the procedures and requirements for keys, locks, and safe inventories and accountability. Provide support in the re-location, markings, and combination changes of safes. Provide support in maintaining an accurate key and lock inventory. Coordinate key and lock change outs and the proper documentation.

4.7.4.6 Provide support in conducting Physical Security Surveys at various MARMC buildings, and Private Shipyard Facilities.

4.7.4.7 Provide support in the training of and providing force protection briefings to deploying civilians, military, and contractors. Stay current on the country specific requirements, ensuring traveling personnel meet all of the necessary requirements.

4.7.4.8 Ensure Anti-Terrorism/Force Protection (AT/FP) security concerns are addressed and security responsibilities are maintained (Federal and civil agencies or military activities).

4.7.4.9 Participate in the planning of new construction and modifications to existing facilities.

4.7.4.10 Provide support in the management of an effective, viable physical security program designed to address standards for safeguarding personnel and to prevent unauthorized access to property, material, classified information and to protect them against espionage, sabotage, damage and theft.

4.7.4.11 Be familiar with the following Applicable Document from Section 3: 3nn.

4.7.4.12 Use protective equipment, including personal protective equipment (PPE), during shipboard walkthroughs/tours in accordance with the requirements of reference 3g. Repair and maintenance employees who are regularly involved in Ship maintenance and repair, working aboard vessels, dry docks, docking areas and piers of Naval Shipyards and Naval Industrial areas, shall have a valid 10-hour OSHA Maritime Shipyard Course completion card within 60 days of employment.

4.7.5 Security – Personnel Security Assistant (Code 1110)

Experience required:

- a. Experience in applying conventional fact finding, analytical, and problem solving methods.
- b. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access and Outlook.

The contractor shall:

4.7.5.1 Enter and maintain data identified and designated by the MARMC management into systems they select. Provide prompt and accurate information to be utilized by MARMC leadership/management.

4.7.5.2 Maintain information from various sources and enter information into the organizational or designated computer system. Audit and verify data for accuracy. Work with MARMC Leadership/management to set up new and deleted data items/ elements. Monitor and update weekly changes in system and communicate out changes to management. Notify management of any discrepancies. Troubleshoot data integrity issues. Process camera passes, complete travel briefs, complete visit requests, conduct random anti-terrorism measures, and provide reports using divisional databases.

4.7.5.3 Provide support in developing, implementing, reviewing and improving the procedures and requirements for special access security requirements, clearance, and badging of employees or other persons for access to restricted and or classified information, material, or work sites.

4.7.5.4 Process new employees (civilian, military and contractors) coming onboard. Ensure that necessary documentation is obtained (e.g. verification of citizenship, certificate of clearance, establish in the Joint Personnel Adjudication System (JPAS), and create a personal security file). Execute the Non-Disclosure agreement on all employees requiring a security file.

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4.7.5.5 Maintain clearance data on personnel assigned to MARMC on a continuing or intermittent basis. Arrange visitor admission to ships in contractor plants and other naval installations.

4.7.5.6 Ensure deletion of personnel from access lists and promptly forward to ships and contractor facility security personnel. Ensure all personnel are U.S. Citizens. Maintain current status of all personnel security clearances and related actions. Ensure that personnel security files and related databases are kept current.

4.7.5.7 Process and coordinate with ships' Commanding Officers and MARMC Section Heads for approval of visit requests.

4.7.5.8 Coordinate access for MARMC personnel to US Ships and various government commands for inspections, training, meetings and work assignments. Ensure deletion of personnel from access lists upon transfer from MARMC.

4.7.5.9 Be familiar with the following Applicable Document from Section 3: 300.

4.7.6 Program Analyst - Classification (Code 1121)

Experience required:

- a. Minimum of five (5) years of experience in developing/ writing federal government position descriptions and position management. A Certification in Position Classification is required.
- b. A Program Analyst – Classification applicant may request a waiver of the Position Classification Certification. The purpose of this waiver is to recognize the efforts of any applicant who has the minimum experience, but has not received certification. In addition, the applicant must attend the appropriate training within six (6) months of their hiring date and receive Certification in Position Classification.
- c. Two (2) years of federal government position classification writing after receipt of certification.
- d. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

4.7.6.1 Provide support in reviewing position management reviews and organizational reviews, studies of organizational structures. Participate in Code 1120's position management recommendations that integrate various management and business improvement programs and projects within the Command and its various DOD customers.

4.7.6.2 Provide support during the development of organizational charts as required.

4.7.6.3 Provide support to managers in collecting required information to develop and write draft position descriptions and classification analyses. Participate in the review of proposed reorganizations and other organizational changes and provide position management and classification advice.

4.7.6.4 Provide support during interviews of supervisors and employees regarding their positions; conduct desk audits; prepare and write position descriptions; provide support in classification of positions; prepare and write evaluation statements in FES, narrative, and General Schedule Supervisory Guide (GSSG) formats.

4.7.6.5 Evaluate current pay system, research and recommend possible changes, such as pay bands.

4.7.6.6 Evaluate changes in assigned duties for possible impact on classification determinations and recommend appropriate changes in title, series, and/or grade. Prepare evaluation statements in support of recommended classification.

4.7.6.7 Evaluate impact of new or updated OPM Classification Standards for possible impact on positions and recommend appropriate changes in title, series, and/or grade.

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4.7.6.8 Gather and analyze data.

4.7.6.9 Establish and evaluate positions in a variety of occupational groups to determine appropriate pay systems, occupational grouping, title and grade of positions.

4.7.6.10 Prepare evaluation statements that clearly explain classification rationale.

4.7.7 Management Analyst Senior – Staffing (Code 1121)

Experience required:

- a. An expert level of knowledge and skill in applying the full range of Human Resource methods, principles, and practices sufficient enough to advise on and/or resolve the full range of staffing problems.
- b. Knowledge of government Staffing and Classification practices.
- c. Ability to communicate effectively verbally and in writing.
- d. Knowledge of position management and organizational structures.
- e. Minimum seven (7) years of job-related experience in governmental hiring and classification environment or human resource which may be in a management environment.
- f. Analytical and evaluative skills to identify and resolve issues.
- g. Previous government experience is required.
- h. Clearly communicate with others verbally and in writing.
- i. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

4.7.7.1 Provide the command with technical, analytical and administrative support in the development and direction of command programs such as: manpower, workload forecasting, staffing, and classification.

4.7.7.2 Provide administrative and analytical support for staffing and classification topics.

4.7.7.3 Research and prepare staffing and classification related information for management. Provide support to management including the administration of staffing and classification policies.

4.7.7.4 Perform administrative and analytical duties in the area of position management, personnel and manpower management, personnel recruitment actions and general administration.

4.7.7.5 Assist with the management and allocation of manpower resources, determine manpower requirements, initiate and review requests, assist management with Drug Free Workplace Program after any positive results.

4.7.7.6 Provide support to all levels of management relative to manpower and position management and personnel functions in support of the command mission and assigned personnel.

4.7.7.7 Provide support during the analytical studies involving position, personnel and manpower management as well as proposed changes in organizational structure. Identify and gather pertinent factual and statistical data and apply analytical techniques and methods in evaluating data.

4.7.7.8 Prepare reports of findings and provide support in the recommendations to improve efficiency of the organization's programs and operations.

4.7.7.9 Provide support to the management of the civilian personnel process, which includes the review and processing of personnel action requests.

4.7.7.10 Provide support in assessment, verification, testing, and implementation of complex business practices

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designed to improve specific departments' labor efficiencies within MARMC.

4.7.8 Management Analyst (Code 1121)

Experience required:

- a. Must be able to communicate effectively verbally and in writing.
- b. Must have knowledge of the rules of composition and grammar.
- c. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access and Outlook.
- d. Knowledge of applicable directives, regulations, procedures, and policies governing the federal government Human resources.
- e. Experience in applying analytical and evaluative methods and techniques in new procedures and approaches to identify and resolve significant issues and problems.

The contractor shall:

4.7.8.1 Perform administrative and analytical duties in the area of position management, personnel and manpower management, personnel recruitment actions and general administration.

4.7.8.2 Provide support in the management and allocation of manpower resources, determine manpower requirements, initiate and review requests.

4.7.8.3 Provide information to all levels of management relative to manpower and position management and personnel functions in support of MARMC's Mission and assigned personnel.

4.7.8.4 Provide support during analytical studies involving position, personnel and manpower management as well as proposed changes in organizational structure.

4.7.8.5 Identify and gather pertinent factual and statistical data and apply analytical techniques and methods in evaluating data.

4.7.8.6 Prepare reports of findings and provide support during the recommendations to improve the efficiency of the organization's programs and operations.

4.7.8.7 Determine manpower requirements by tracking statistics for each department, within the command, by collecting and analyzing data.

4.7.8.8 Initiate and review requests for manpower requirement changes, respond to manpower issues and studies involving analysis of manpower quality and quantity and provide support to recommendations for appropriate actions.

4.7.8.9 Provide support during the management of the civilian personnel process, which includes the review of personnel action requests to assess possible impact on position management and assure compliance with policy and regulatory procedures.

4.7.8.10 Review the assignment of personnel to assure compatibility with properly classified position descriptions, and recommend changes, as necessary, to assure proper alignment.

4.7.8.11 Provide support to management, supervisors, and personnel specialists regarding personnel actions and/or other management actions relative to position and organizational restructuring, workload, missions, and position structures to ensure compliance with appropriate personnel procedures and regulations.

4.7.8.12 Provide support during the development of appropriate personnel procedures and regulations within MARMC. Provide support during the development of appropriate position descriptions and review vacancy announcements to ensure compliance.

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4.7.8.13 Review recruitment packages for supporting documents. Process and trace all civilian personnel actions.

4.7.8.14 Provide support to management with the allocation of manpower resources.

4.7.8.15 Provide support to all levels of management relative to manpower and position management.

4.7.8.16 Collect data and respond to data calls.

4.7.8.17 Analyze proposed or estimated personnel losses based on attrition levels to project numerical on-board strength.

4.7.8.18 Obtain from management input on current and projected scheduling of various operations or projects, and anticipate overall staffing needs. Respond to various taskers and data calls. Propose course of action and draft internal taskers.

4.7.8.19 Participate on recruitment team initiatives to include, but not limited to, the Federal Career Intern Program and MARMC Intern Program. Provide support to supervisors and HROs to identify the competencies needed in order for an individual to perform the work of a position and identify appropriate targeted recruitment sources of candidates.

4.7.9 Recruitment Specialist (Code 1121)

Experience required:

- a. Recruiting skill/experience.
- b. Excellent communicator, for both one on one, and to groups.
- c. Training or experience on developing recruiting material.
- d. Knowledge of government hiring practices and programs; Extensive knowledge of USAJobs.gov.
- e. Knowledge of ship building industry and the business of the Regional Maintenance Centers.
- f. Experience developing innovative recruitment, marketing and branding strategies targeted at attracting specific talent based on organizational needs.
- g. Demonstrated ability to professionally exhibit an organization to external customers, such as academic outreach and partner with external professional organizations.
- h. Demonstrated experience in developing recruiting strategies that include workforce diversity principles and talent management philosophies.
- i. Possess a valid Driver's License in order to travel to and participate in any local or out of town meetings as required.
- j. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

4.7.9.1 Collaborate with the Corporate Operations Department Head and the Manpower Division Head to create an innovative program of recognition, retention, and recruitment for the MARMC workforce. Organize several recruiting events at professional organizations or select Colleges and Universities.

4.7.9.2 Strive to recruit the best and brightest talent. Develop relationships with colleges and universities, maintain communication, participate in career fairs, assist during information sessions, and market MARMC as the employer of choice.

4.7.9.3 Build the workforce through recruiting at college and other job fairs as well as outreach to colleges and high schools to support programs like Science, Technology, Engineering and Math (STEM).

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4.7.9.4 Have a thorough understanding of the organization's mission and the structure that supports the accomplishment of the mission. Develop professional recruiting material representing MARMC as the employer of choice.

4.7.9.5 Schedule, coordinate, and participate in college and other types of job fairs, networking, and recruiting events.

4.7.9.6 Continuously explore new recruiting sources, job boards, and forums to assist MARMC in growing a pool of interested and qualified applicants.

4.7.9.7 Diligently pursue a broad and deep understanding of all MARMC's business functions and core competencies/skill sets in order to proactively target outreach and recruiting efforts.

4.7.9.8 Review private sector and government sector practices and provide recommendations for the best recruitment and hiring strategies for MARMC.

4.7.9.9 Deliver corporate strategies to retain a superior workforce to support the MARMC mission.

4.7.9.10 Define and provide common processes and procedures to establish requirements for a diverse workforce that are aligned with current and projected capability needs.

4.7.9.11 Travel both local and out of state is expected and required for this task. Personnel will make approximately 12 trips from January – March annually: One (1) trip to State University of New York (SUNY), five (5) trips to Virginia colleges and six (6) trips to schools in the Hampton Roads area. These events/job fairs are one full day events.

4.7.9.12 Assess, plan, implement, evaluate, and participate in activities to recruit and retain qualified employees, reduce employee turnover, and improve staff satisfaction.

4.7.10 Administrative Assistant II (Code 1121)

Experience required:

- a. Two years job-related experience in administrative work.
- b. Experience in customer service related work.
- c. Be familiar with general clerical/secretarial duties and practices.
- d. Proficient in the use and creation of documents in Microsoft Office applications and programs such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

4.7.10.1 Provide clerical support for Division Head and subordinates in preparing correspondence, assisting lead and supervisor by obtaining information from a variety of internal and external sources, certificates, PowerPoint presentations, reports, filing, record keeping, and monitoring status of actions in the Division.

4.7.10.2 Answer phone calls, take and transfer messages as required.

4.7.10.3 Interface with visitors requesting appointments, questions, information and assistance with HR/manpower issues.

4.7.10.4 Maintain Division Head, and/or other unit managers weekly schedules.

4.7.10.5 Identify and escalate workflow issues, provide clerical support on departmental projects, provide support to work directors, and compile daily production statistics and other reports.

4.7.10.6 Use graphics software, prepare briefing packages, design charts and packages to provide information in the most effective manner.

4.7.10.7 Use database management software and electronic spreadsheets. Maintain statistical databases to monitor

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and report on recurring or one time statistical requirements used for briefings and other reports.

4.7.10.8 Provide administrative support which may include, but are not limited to office management, budget, pay, security, personnel actions, employee relations, employee services, travel, training, correspondence, reports, and supplies.

4.7.10.9 Coordinate and conduct new employee orientation. Manage the check in/out process.

4.7.10.10 Research administrative, management and program issues or problems and provide advice and guidance to employees and management.

4.7.10.11 Be familiar with the following Applicable Documents from Section 3: 3a., 3b., and 3c.

4.7.11 Administrative Assistant I (Code 1123)

Experience required:

- a. Three (3) years applicable job-related experience performing Administrative duties in a professional office setting.
- b. One (1) year of job related experience may be substituted for each year of college completed.
- c. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

4.7.11.1 Compose and maintain various types of correspondence such as phone messages, email, fax, and letters. Create spreadsheets and manage databases by selecting the guideline or reference that fits the specific case.

4.7.11.2 Provide a range of general office tasks such as receiving visitors, establishing and/or maintaining soft and hard copies of various office documentation, and researching information. Provide orientation for new staff, operate modern office equipment and software, and prepare and submit time and attendance records. Support basic accounting and financial operations.

4.7.11.3 Generate technical/non-technical correspondence such as office policies, procedures, and guidance. Process requests for information, letters of accomplishment, commendation, notification, and reports and presentations as requested.

4.7.11.4 Provide clerical support in preparing correspondence, PowerPoint presentations, filing, recordkeeping, and timekeeping. Handle differing situations, problems, and deviations in the work of the office according to the Government Representative's general instructions, priorities, duties, policies, and program goals.

4.7.11.5 Screen telephone calls, visitors, and incoming correspondence. Respond to routine telephone requests that have standard answers, and refer calls and visitors to appropriate staff. Control mail and assure timely staff response and send form letters.

4.7.11.6 Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, and other offices, under general directions.

4.7.11.7 Generate meeting agendas and coordinate locations, and any other required services to conduct meetings. Attend meetings, record minutes, and produce meeting minutes for distribution.

4.7.11.8 Learn current task specific software programs such as, but not limited to, SUPDESK and Business Objects.

4.7.11.9 Be familiar with the following Applicable Documents from Section 3: 3a., 3b., and 3c.

4.7.12 Records Management Clerk (Code 1130)

Experience required:

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- a. Two (2) years job related experience working within a Military Administrative Office specializing in records management. Job related experience is defined as work experience applying knowledge of General Record Schedules, and Department of Defense and Department of the Navy (DON) guidance in records management, Federal guidance on the use and release of information collected via agency forms, reports and surveys conducted, created or used within the DON.
- b. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access and Outlook.
- c. Have experience in Electronic Records Management including the Total Records and Information Management (TRIM) system.
- d. Proficient knowledge of the Standard Subject Identification Codes (SSIC) system and records management procedures and manuals.

The contractor shall:

4.7.12.1 Provide support to the Records Manager with the responsibilities concerning requirements and appropriateness for indexing, retention and disposition of all records. Responsible for assisting in the development of MARMC's records management policy and implementing procedures for the creation, use, and maintenance and disposition of MARMC records.

4.7.12.2 Scan, file and record all records to be placed in the electronic records system using the Navy's Standard Subject Identification Code (SSIC) to identify and categorize similar subject matter records within logical systematic codes.

4.7.12.3 Communicate effectively orally and in writing sufficient to brief Chain of Command and lead meetings in regards to records management in the absence of the Records Manager.

4.7.12.4 Collaborate successfully with professional peers within MARMC and external commands to effectively complete the job.

4.7.12.5 Conduct records management surveys and audits, ensuring that records management policies, practices, and procedures are consistent with the strategic goals and objectives of the command.

4.7.12.6 Provide support to the Records Manager with MARMC's disposition program to ensure the systematic, timely and economical transfer of historically significant records to National Archives and Records Administration (NARA), the retirement of semi-active records to the Federal Records Centers or other holding or storage areas, and the destruction of records when they are no longer needed. In conjunction with this duty, will assist the Records Manager in validating the monthly NARA Records Center Program invoice for MARMC.

4.7.12.7 Provide support to the Records Manager with the vital records program to ensure that appropriate records consisting of emergency operating records and rights and interest records are maintained and safeguarded to enable the Navy continuity of operations program to function during emergency conditions.

4.7.12.8 Provide technical and operational support to command staff for their records management programs.

4.7.12.9 Analyze and evaluate major record groups and holdings to ensure appropriate records are created and maintained to document Navy organizations, procedures and transactions. Ensure records disposition is in compliance with statutes, orders and directives of a higher authority. Maintain and update the database containing all Record Group owners within MARMC.

4.7.12.10 Review the accuracy of all permanent and temporary records for MARMC.

4.7.12.11 Provide support to the Records Manager with the rollout and establishment of an ERM system for all MARMC end users per OPNAV/SECNAV directive. Coordinate and schedule the ERM tool and the facilitation of this tool. Work with senior managers for joint requirements and DOD wide applicability of ERM solution.

4.7.12.12 Provide customer service when needed in regards to records management.

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4.7.12.13 Maintain cleanliness of personal work space assigned.

4.7.12.14 Travel requirements will be limited to locations within the Hampton Roads area.

4.7.12.15 Be familiar with the following Applicable Documents from Section 3: 3a., 3aa., 3bb., and 3cc.

4.7.13 Legal Clerk (Code 1130)

Experience required:

a. **Five (5) years job related experience working in a Military Legal Office or completing the Naval Justice School with two (2) years of job related experience working in a Military Legal Office. Job related experience is defined as work experience applying knowledge of the Uniform Code of Military Justice, military administrative investigations, courts-marital procedures, non-judicial punishments, legal assistance, and administrative, civil, operational and procedural law.**

b. **Current Commonwealth of Virginia Notary Public commission.**

c. **Proficient in the use and creation of documents in Microsoft Office applications such as Word, Excel, PowerPoint, Access and Outlook.**

The contractor shall:

4.7.13.1 Provide assistance to the Military Legalman and assist the Military Legalman in providing military legal services and legal guidance to military personnel and the Chain of Command at MARMC.

4.7.13.2 Draft legal correspondence, documents, messages, reports, and forms for review by the Military Legalman.

4.7.13.3 Coordinate with the Command Career Counselor and Personnel Support Detachment Activity, Norfolk to help MARMC sailors schedule appointments to complete pre-separation requirements including pre-separation counseling, Transition Counseling and Assistance, separation physical, and dental evaluation.

4.7.13.4 Coordinate with the Defense Service Office Northeast and the Judge Advocate General Corps to schedule, prepare and execute administrative separation boards when elected by MARMC personnel during the Administrative Separation process, and in the processing of all Special Courts-Martial and General Courts-Martial. Coordinate with Navy Military Personnel Command in regards to the final disposition of administrative separation boards and cases requiring that BUPERS is the Separation Authority.

4.7.13.5 Coordinate with Naval Criminal Investigative Service and various city, state and federal government agencies and courts to secure documentation on active civilian criminal cases involving MARMC personnel.

4.7.13.6 Once confinement has been ordered by an authorized official, communicate with Navy Consolidated Brig, Chesapeake, in regards to the placement of service members into pre-trial confinement and post-trial confinement, the movement of prisoners during all courts-marital proceedings, and the training of MARMC personnel as Brig Escorts.

4.7.13.7 Draft verbatim transcriptions of administrative separation boards.

4.7.13.8 Provide notarial services to MARMC personnel eligible to receive legal assistance services.

4.7.13.9 Draft letters of indebtedness for MARMC military personnel.

4.7.13.10 Update the MARMC legal tracker and Unit Punishment Book.

4.7.13.11 Assist in providing military legal customer service to military personnel. Draft Powers of Attorney for MARMC personnel eligible to receive legal assistance services.

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4.7.13.12 Contractor personnel shall not perform duties reserved for attorneys pursuant to the ABA Model Guidelines for the Utilization of Paralegal Services.

4.7.13.13 All contractor work products shall be submitted to a U.S. Navy Legalman and/or a U.S. Navy JAG Attorney for review and approval.

Experience required:-

a. ~~Five (5) years job related experience working in a Military Legal Office or completing the Naval Justice School with two (2) years of job related experience working in a Military Legal Office. Job related experience is defined as work experience applying knowledge of the Uniform Code of Military Justice, JAGMAN investigations for compliance, courts marital procedures, non judicial punishments, legal assistance, and administrative, civil, operational and procedural law.~~

b. ~~Current Commonwealth of Virginia Notary Public commission.~~

c. ~~Proficient in the use and creation of documents in Microsoft Office applications such as Word, Excel, PowerPoint, Access and Outlook.~~

The contractor shall:

~~4.7.13.1 Provide support to the Military Legalman and provide military legal services and legal advice for military personnel and the Chain of Command at MARMC.~~

~~4.7.13.2 In the absence of the Military Legalman, inform the Chain of Command on Military Legal issues, provide support for the Disciplinary Review board, Executive Officer's Inquiry and Commanding Officer's Non Judicial Punishment.~~

~~4.7.13.3 Research and communicate with various entities within MARMC and outside commands to draft and prepare all correspondence, documents, messages, reports, and forms for signature in regards to Military Legal.~~

~~4.7.13.4 Process all violations of the Uniform Code of Military Justice for Disciplinary Review boards Executive Officer's Inquiry and Commanding Officer's Non Judicial Punishment in accordance with the Manual for Courts Martial. Compile packages using fact finding and relevant instructions pursuant to the case.~~

~~4.7.13.5 Initiate and process all administrative separations in accordance with the Military Personnel Manual, providing direction on pre-separation. Communicate with the Command Career Counselor and Personnel Support Detachment Activity, Norfolk to help MARMC sailors complete all required pre-separation requirements including pre-separation counseling, Transition Counseling and Assistance, separation physical, and dental evaluation.~~

~~4.7.13.6 Communicate with Defense Service Office Northeast and the Judge Advocate General Corps to schedule, prepare and execute administrative separation boards when elected by MARMC personnel during the Administrative Separation process, and in the processing of all Special courts Martials and General Courts Martials. Communicate with Navy Military Personnel Command in regards to the final disposition of administrative separation boards and cases requiring that BUPERS is the Separation Authority.~~

~~4.7.13.7 Communicate with Commander, Navy Regional Mid Atlantic to respond to non-judicial punishment appeals, providing all applicable documentation necessary, and in cases requiring a General Courts Martial Convening Authority as the Separation Authority.~~

~~4.7.13.8 Communicate with Naval Criminal Investigative Service and various city, state and federal government agencies and courts to secure documentation on active civil cases involving MARMC personnel.~~

~~4.7.13.9 Communicate with Navy Consolidated Brig, Chesapeake, in regards to the placement of service members into pre-trial confinement and post trial confinement, the movement of prisoners during all courts marital proceedings and the training of MARMC personnel as Brig Escort.~~

~~4.7.13.10 Draft verbatim transcriptions of administrative separation boards requiring Senior Member's signature to be forwarded with exhibits to the Separation Authority.~~

~~4.7.13.11 Provide notarial services to all MARMC personnel.~~

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~~4.7.13.12 Process all letters of indebtedness for MARMC military personnel. Communicate with the Chain of Command to resolve indebtedness with companies requesting assistance.~~

~~4.7.13.13 Provide updates on the MARMC legal tracker and Unit Punishment Book.~~

~~4.7.13.14 Provide customer service to military personnel in regards to military legal. Provide Power of Attorneys to all MARMC active duty, retired military personnel, and civilian personnel.~~

4.7.14 Administrative Assistant II (Code 1130)

Experience required:

- a. Five (5) years applicable job-related experience performing Administrative duties in a professional office setting.
- b. One (1) year of job related experience may be substituted for each year of college completed.
- c. Must be familiar with the current DOD message traffic system, message formatting, transmission, delivery method, classification guide, processing and handling.
- d. Must also be able to properly handle Classified and Unclassified messaging.
- e. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

4.7.14.1 Provide clerical support for Division Heads in preparing correspondence, PowerPoint presentations, filing, recordkeeping, and timekeeping duties. Handle differing situations, problems, and deviations in the work of the office.

4.7.14.2 Screen and direct telephone calls, visitors, and incoming correspondence to appropriate staff. Control mail and assure timely staff response, and send out form letters.

4.7.14.3 Interface with visitors requesting appointments and asking questions. Respond to requests for information concerning office procedures and determine which requests should be handled by the supervisor, appropriate staff member, or other offices.

4.7.14.4 Maintain Division Head and/or other unit managers' calendar. Schedule tentative appointments. Make arrangements for conferences and meetings and assemble established background materials as required.

4.7.14.5 Identify and escalate workflow issues, provide clerical support on divisional projects, provide administrative support to work directors, and compile daily production statistics and other reports.

4.7.14.6 Compose and maintain various types of correspondence such as phone messages, email, fax, and letters.

4.7.14.7 Create spreadsheets, and manage databases by selecting the guideline or reference that fits the specific case.

4.7.14.8 Generate technical/non-technical correspondence such as office policies, procedures, and guidance, requests for information, letters of accomplishment, commendation, notification, and reports and presentations as requested.

4.7.14.9 Establish and/or maintain soft and hard copy of various office documentation, research information, provide orientation for new staff, operate modern office equipment and software, and prepare, submit, and file time and attendance records. Support basic accounting and financial operations.

4.7.14.10 Generate meeting agendas, coordinate times and locations, and any other logistical and clerical support to schedule meetings. Attend meetings, record minutes, and produce meeting minutes for distribution.

4.7.14.11 Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, and other offices.

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4.7.14.12 Research requested administrative issues or problems and relay findings to employees and management.

4.7.14.13 Draft command DoD/DoN messages utilizing the current DoD message traffic system. Review materials prepared for Government Representative's approval for typographical accuracy and proper format.

4.7.14.14 Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans.

4.7.14.15 Requisition and restock supplies by providing a list to the Government Purchase Card holder, and arrange for maintenance of office equipment.

4.7.14.16 Utilize current task specific software programs such as, but not limited to Supervisor's Desk (SUPDESK) and Business Objects.

4.7.14.17 Be familiar with the following Applicable Documents from Section 3: 3a, 3b, and 3c.

4.7.15 Technical Instructor/Course Developer – Civilian Training Office (Code 1140)

Experience required:

- a. At least one (1) year of experience as a Training Instructor.
- b. Must have at least five (5) years of experience with Navy Shipbuilding or Maintenance. This experience must come from the Shipbuilding Specialist, Marine Surveyor, Quality Assurance Specialist, Industrial Manager, Production Controller, Cost/Price Analyst (Contract Specialist), or Engineer/ Engineering Technician career fields.
- c. Must have public speaking experience and proficient writing skills.
- d. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

4.7.15.1 Provide MARMC Training Officer with the development and/or delivery of training programs, literature, and structure as directed.

4.7.15.2 Plan and direct classroom training, electronic learning, multimedia programs, and other computer-aided instructional technologies, simulators, conferences and workshops.

4.7.15.3 Review and provide recommendations for adequacy and improvements regarding the development and administration of existing and new training programs.

4.7.15.4 Create instructor materials (course outlines, background material, instructional materials, and training aids).

4.7.15.5 Prepare training material and classroom agenda. Present course material to MARMC personnel.

4.7.15.6 Ensure the quality and consistency of course content throughout a course life cycle.

4.7.15.7 Mentor other instructors in the subject matter, content, and course delivery techniques

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for assigned technical courses.

4.7.15.8 Assist in design of computer-based and multimedia curriculum.

4.7.15.9 Maintain assigned reporting functions involving attendance statistics, certifications, and other training related information as required.

4.7.15.10 Provide support with the dissemination of information and data as needed.

4.7.15.11 Perform general support functions and assist area personnel as necessary.

4.7.15.12 Upon receiving general topical guidance regarding a course, independently develop the total course content, including direction and focus, as well as general and specific course objectives relevant to the needs of the MARMC audience.

4.7.15.13 Counsel MARMC personnel on various subjects such as, required training and meeting school/course pre-requisites.

4.7.16 Technical Instructor/Course Developer – Military Training Office (Code 1140)

Experience required:

- a. At least one (1) year of experience as a Training Instructor.
- b. At least three (3) years of experience as an Active Duty Navy Training Petty Officer (TPO). The TPO experience must be in one of the Engineering Rates and include experience administering the Navy's Personnel Qualification System/Job Qualification Requirements (PQS/JQR) program and/or the Navy Afloat Maintenance Strategy (NAMTS) program.
- c. Must have public speaking experience and proficient writing skills.
- d. Have an expert level working knowledge of the Corporate Enterprise Training Activity Resource System (CETARS) and be able to add, read, and edit military training records.
- e. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

4.7.16.1 Provide MARMC Training Officer with the development and/or delivery of training programs, literature, and structure as directed.

4.7.16.2 Plan and direct classroom training, electronic learning, multimedia programs, and other computer-aided instructional technologies, simulators, conferences and workshops.

4.7.16.3 Review and provide recommendations for adequacy and improvements regarding the development and administration of existing and new training programs.

4.7.16.4 Create instructor materials (course outlines, background material, instructional materials, and training aids).

4.7.16.5 Prepare training material and classroom agenda. Present course material to MARMC

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personnel.

4.7.16.6 Ensure the quality and consistency of course content throughout a course life cycle.

4.7.16.7 Mentor other instructors in the subject matter, content, and course delivery techniques for assigned technical courses.

4.7.16.8 Assist in the design of computer-based and multimedia curriculum.

4.7.16.9 Maintain assigned reporting functions involving attendance statistics, certifications, and other training related information as required.

4.7.16.10 Review and provide recommendations regarding the development and administration of existing and new programs.

4.7.16.11 Provide support with the dissemination of information and data as needed.

4.7.16.12 Perform general support functions and assist area personnel as necessary.

4.7.16.13 Be responsible for developing and presenting course material for MARMC personnel. Must also coordinate and monitor MARMC military training programs and monitor the military personnel in the Military Training and Navy Afloat Maintenance Training Strategy (NAMTS) office.

4.7.16.14 Counsel MARMC personnel on various subjects such as required training or meeting school/course pre-requisites.

4.7.17 Training Assistant (Code 1140)

Experience required:

- a. Two years of experience in an academic or training office setting.
- b. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

4.7.17.1 Provide administrative support for personnel in the training division of the Cooperate Operations Department.

4.7.17.2 Provide support in performing a variety of training related duties.

4.7.17.3 Provide support with maintaining training programs.

4.7.17.4 Provide support to Training staff in providing the MARMC Training Officer with the development and/or delivery of training programs, literature and structure.

4.7.17.5 Maintain assigned reporting functions involving attendance statistics, certifications, and other required training information.

4.7.17.6 Provide support with dissemination of information and data as needed.

4.7.17.7 Perform general office support functions and assist area personnel as necessary. Duties may also include identifying and escalating workflow issues, providing clerical support on departmental projects, reservations of command classrooms/ conference rooms, providing support to work directors, and compiling daily training statistics

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and other reports. Further provide administrative support which may include, but are not limited to office management, budget, training, correspondence, reports, and supplies.

4.7.17.8. Be familiar with the following Applicable Documents from Section 3: 3a., 3b., and 3c.

4.7.18 Management Analyst (Code 1150)

Experience required:

- a. Must be able to clearly communicate verbally and in writing.
- b. Broad based knowledge of governmental administrative requirements, methods, sources, procedures, and business processes is required.
- c. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook, to include additional experience in Personal Property Management, Inventory Control and the Management of Data.

The contractor shall:

4.7.18.1 Perform administrative and analytical duties in the area of Facilities, Inventory Control and Personal Property Management.

4.7.18.2 Provide support with the coordination and allocation of Facilities requests, updating and forwarding tasks based on skill sets needed to complete the requirements via an Access database.

4.7.18.3 Maintain a database in support of the Command's Zone Inspection Program. Ensure Zone Inspection Deficiency Lists (ZIDLs) that require the attention of the Facilities Division are properly assigned for immediate corrective action. Track the progress of deficiency status, preservation/painting, carpet replacement, inoperative lighting or electrical outlets, material condition of installed equipment or emergency equipment.

4.7.18.4 Provide support in the maintenance of the Defense Property Accountability System (DPAS), a database of all government owned equipment with an acquisition cost equal to \$5,000 or greater. This equipment may also include highly pilfer-able, mission critical, or hard to repair or replace. Maintenance requires a triennial inventory of more than 700 items ensuring all necessary paperwork is on file and items correctly bar coded. Assist in physical inventories and ensure accountable asset records are maintained and reportable transactions are processed. Ensure key personnel are scheduled for appropriate personal property management training within 30 days of assuming duties.

4.7.18.5 Provide support in the maintenance of the command's personal property program to include accountability and inventory control of government property. Ensure property is properly reported and tracked on both a quantitative and monetary basis.

4.7.18.6 Prepare report of findings and provide support during the recommendations to improve the efficiency of the organization's programs and operations.

4.7.18.7 Identify and gather pertinent factual and statistical data and apply analytical techniques and methods in evaluating data. Collect data and respond to data calls.

4.7.18.8 Review the assignment of command personnel to include the maintenance of a Command seating chart. Ensure the timely processing of move requests which include the coordination with other strategic departments to acquire both telecommunication and IT assets and ensure they are connected in the new location.

4.7.18.9 Deliverables:

- Monthly Facilities Tracker Status Report
- Monthly Command Seating Chart

4.7.18.10 Be familiar with the following Applicable Documents from Section 3: 3dd. through 3gg.

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4.7.18.11 Use protective equipment, including personal protective equipment (PPE), during shipboard walkthroughs/tours, in accordance with the requirements of reference 3g. Repair and maintenance employees who are regularly involved in Ship maintenance and repair, working aboard vessels, dry docks, docking areas and piers of Naval Shipyards, Naval Industrial areas, shall have a valid 10-hour OSHA Maritime Shipyard Course completion card within 60 days of employment.

4.7.19 Communications Technician/Applications Analyst (Code 1170)

Experience required:

- a. Skill/experience with military message handling system(s).
- b. Knowledge of military messaging format lines, trouble call response for message drafters, and knowledge of who can release messages.
- c. Training or experience on developing/managing military messaging systems.
- d. Knowledge of ship building industry and the business of the Regional Maintenance Centers.
- e. Experience with Command and Control Official Information Exchange (C2OIX) which is the Navy messaging system and used here at MARMC.
- f. Experience using functional and or technical specifications for various operating systems and software applications for both NIPRNET and SIPRNET network systems.
- g. Meet guidelines under the Department of the Navy, Department of Defense, Naval Computer and Telecommunications Station Atlantic, and Commander Naval Network Warfare Command.
- h. Possess a valid Driver's License in order to travel to/from the message center as required.

The contractor shall:

- 4.7.19.1 Answer trouble calls for naval message drafters.
- 4.7.19.2 Draft and release naval messages once they are approved by the proper authority.
- 4.7.19.3 Maintain MARMC message processing capabilities.
- 4.7.19.4 Provide Naval Message Administration and tech support to all Military, Government Employees, and Contractors assigned to MARMC.
- 4.7.19.5 Provide functional and/or technical specifications for operating systems for SIPRNET and NIPRNET Command Email/ Navy Interface for Command Email Messaging System (C2OIX messaging) or current naval messaging system to meet current DOD, DON, NETWARCOM classified and unclassified message processing.
- 4.7.19.6 Maintain databases and assign user accounts for SIPRNET and NIPRNET command email systems (C2OIX).
- 4.7.19.7 Provide after-hours continuous messaging support via MARMC duty phone as required.
- 4.7.19.8 Coordinate with local NCTAMS in troubleshooting of C2OIX (or current) SIPR and NIPR systems to provide minimal system outages.
- 4.7.19.9 Be familiar with the following Applicable Documents from Section 3: 3a., and 3hh. through 3jj.

4.7.20 IT Customer Support (Code 1170)

Experience required:

- a. Six (6) years of job related IT customer support experience.
- b. Two years of job-related experience may be substituted for each year of college completed.

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- c. Minimum of two (2) years' experience with computer based training/applications skills.
- d. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

4.7.20.1 Provide sufficient IT experience to be able to send calls to the appropriate individuals in the division. Screen telephone calls, visitors, and incoming correspondence.

4.7.20.2 Assess and provide assistance to command personnel on IT related service requests received from within and outside the command and track each one as they move through each phase of resolution.

4.7.20.3 Prepare formal requests and reports for request processes that must be sent out of the IT division.

4.7.20.4 Have a solid grasp of command business processes and both the Department of the Navy and Fleet Forces Command Information Technology policies and system requirements.

4.7.20.5 Assess the impact of IT related requests to ensure they are addressed correctly and in the most expedient manner.

4.7.20.6 Provide various information systems solutions support that bridge the gap between organization mission and existing government technical capabilities.

4.7.20.7 Activate and deactivate command cellular telephones.

4.7.20.8 Prepare activity reports and progress reports relating to the Command Cellular telephones audit functions.

4.7.20.9 Serve as liaison for any third-party vendors providing Cellular telephone services and support for legacy applications or systems not transitioning to the NMCI environment.

4.7.20.10 Identify and escalate workflow issues, provide clerical support on divisional projects, provide support to work directors, and compile daily production statistics and other reports.

4.7.20.11 Compose and maintain various types of correspondence such as phone messages, emails, faxes, and letters.

4.7.20.12 Generate technical/non-technical correspondence such as office policies, procedures, and guidance, requests for information, letters of accomplishment, commendation, notification, and reports and presentations as requested by the Program Office or Program Manager.

4.7.20.13 Provide a range of other general office tasks such as establish and/or maintain soft and hard copy of various office documentation, research information, provide orientation for new staff, operate modern office equipment and software, and prepare, submit, and file time and attendance records. Support basic accounting and financial operations.

4.7.20.14 Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, under general directions.

4.7.20.15 Research administrative issues or problems and provide advice and guidance to employees and management with minimal directions.

4.7.20.16 Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans.

4.7.20.17 Requisition and restock supplies, arrange maintenance of office equipment and other services.

4.7.20.18 Possess a working knowledge of current task specific software programs such as, but not limited to, SUPDESK and Business Objects.

4.7.20.19 Be familiar with the following Applicable Documents from Section 3: 3a., 3b., and 3c.

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4.7.21 Management Analyst, Senior - Workload Forecasting/Requirements (Code 1190)

Experience required:

- a. Contractor must be able to clearly communicate with others verbally and in writing.
- b. Must have excellent presentation skills.
- c. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.
- d. A minimum of fifteen (15) years of ship availability forecasting and resource planning experience plus fifteen (15) years of waterfront operations experience, all of which is with a Department of Navy ship maintenance facility.
- e. Have an in-depth knowledge of DON ship maintenance workload forecasting and resource planning in addition to a thorough understanding of the inner-working of either a Naval Shipyard's and/or Regional Maintenance Center's Waterfront Operations.
- f. Thorough understanding of the Joint Fleet Maintenance Manual (JFMM), Regional Maintenance policies and required milestones for achieve desired timelines and schedules during CNO availabilities and CMAVs.
- g. Thorough understanding of Knowledge Sharing Network (KSN) and Surface Maintenance Engineering Planning Program (SURFMEPP) and Type Command's (TYCOM) maintenance availabilities.
- h. Understanding the impact of Regional Maintenance Center's (RMC), Total Ship Readiness Assessment (TSRA), Open-End Inspect Tasks and how they influence planning and scheduling as well as availability execution and completion.
- i. Develop or implement production tracking or quality control systems, analyzing production, quality control, maintenance, or other operational reports to track availability timelines to forecast potential delays and the impact those delays may have on port loading and available manpower resources.
- j. Maintain current knowledge of the quality control field, relying on current literature pertaining to materials use, technological advances, or statistical studies.
- k. Analyze data to inform operational decisions or activities.

This requirement is part-time (24 hours per work week).

The contractor shall:

4.7.21.1 Provide MARMC's leadership with the command's oversight capacity for CNO availabilities and CMAVs.

4.7.21.2 Provide support during the assessment, verification, testing, and implementation of complex workload and resource planning business practices designed to improve specific departments' mission capacity and capability efficiencies within MARMC.

4.7.21.3 Provide support in the development of the short and long range Workload and Resource Report (WARR) necessary for the continuous execution of the command's personnel resources. Provide support in the development and maintenance of all CNO and CMAV schedules.

4.7.21.4 Analyze data inputs from all credible sources in the development of future port loading and dry-docking

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schedules.

4.7.21.5 Provide support during the establishment of critical business relationships in both the private and public ship maintenance sectors.

4.7.21.6 Provide support to the Workload Forecasting Division's Subject Matter Expert (SME) in discussions with higher command elements (i.e. USFFC, NAVSEA, SURFLANT, and CNRMC) regarding ship availability scheduling.

4.7.21.7 Provide support in the development of ad-hoc queries related to the movement of surface ships within the various ship availability maintenance schedules and/or models.

4.7.21.8 Provide support to the Point of Contact (POC) for the Workload Forecasting Division for all discussions with Waterfront Operations (Code 300) personnel. Work to establish the proper utilization of MARMC's direct labor force assets in the oversight of ongoing CNO availabilities and CMAVs.

4.7.21.9 Be knowledgeable of the Project Management Body of Knowledge (PMBOK) best practices and applicable command policies and procedures.

4.7.21.10 Produce and Maintain:

Monthly Layercake: 1st business day of each month

Monthly WARR Report: 3rd Thursday of each month

Capability Plan: 30 September 2016

4.7.21.11 Be familiar with the following Applicable Documents from Section 3: 3kk. and 3ll.

4.7.22 Program Manager - Key Personnel (Code 1160)

Experience required:

- a. Bachelor's degree in Business Administration or related field
- b. Minimum of ten (10) years of experience in the management of projects involving Administrative Support.
- c. A minimum of five (5) years of experience in Administrative Support Services.
- d. Vast experience in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, and Project.

The contractor shall:

4.7.22.1 Provide program management support and administrative support to MARMC. Utilize expert communication skills needed to direct the skilled technical resources and report on the technical progress, issues, and problem areas, as well as write and review technical documents.

4.7.22.2 Provide strong organizational and technical management skills and ability to perform detail oriented work. Self-motivated, possess strong analytical skills and be customer oriented. Clearly communicate ideas to others verbally and in writing.

4.7.22.3 Serve as the contracting company's main point of contact with the Contracting Officer (KO), the Contracting Officer's Representative (COR), the Government Program Manager, and the Contractor's senior management. This includes being the main point of contact for all subcontractors.

4.7.22.4 Reports to the KO and COR that all work is performed according to contractual requirements and performance standards.

4.7.22.5 Reports to the KO and COR that regular feedback on performance is provided to the Government on all areas of contract performance.

4.7.22.6 Reports to the KO and COR that all personnel involved in providing or supporting services under the

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contract meet requirements established by the Task Order, including security clearance requirements.

4.7.22.7 Reports to the KO and COR that appropriate controls to prevent and detect cases of employee fraud or malfeasance and notification of appropriate security personnel to determine required actions.

4.7.22.8 Reports to the KO or COR appropriately for Key Personnel turnover. Ensure that replacements are identified, proposed and replaced in a timely manner.

4.7.22.9 Supervises all the contracting company's employees and responsible for the performance of their tasks.

4.7.23 Administrative Assistant II (Code 1160)

Experience required:

- a. **Two (2) years of job-related equivalent experience in a professional office setting.**
- b. **Two (2) years' experience in Human Resources.**
- c. **Quickly become familiar with the function of various departments and codes to properly inform and interface with MARMC personnel.**
- d. **Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.**
- e. **Good oral and written communication skills.**
- f. **Able to apply tact and diplomacy in dealing with others while working under stress and often with short lead times.**

The Contractor shall:

4.7.23.1 Provide administrative support to the Program Manager (PM) of the MARMC Administrative and Financial Services Support Services Task Order by managing the PM's schedule and calendar, as related to MARMC operations.

4.7.23.2 Provide clerical support to the PM, such as preparing correspondence, power point presentations, filing, record keeping and emails. Assist with consolidation and submission of Contract Data Requirements List (CDRL) and Monthly Status Reports (MSR).

4.7.23.3 Answer telephone calls and take, or transfer, messages.

4.7.23.4 Interface with visitors requesting appointments and asking questions.

4.7.23.5 Assist contract personnel with on-boarding, check-ins, check-outs and out-processing.

4.7.23.6 Provide flexible, responsible temporary staffing to support MARMC codes during vacancies in contract positions if qualified for the position.

4.7.23.7 Be familiar with the following Applicable Documents from Section 3:3a., 3b., and 3c.

4.8 **Quality Assurance (Code 130)** – The Quality Assurance Department, Code 130, is responsible for implementing the Contract Administration Quality Assurance Program (CAQAP) in accordance with the Joint Fleet Maintenance Manual (JFMM) Volume VII, Chapter 11, as described in MARMCINST 4355.2 (QA Manual) and the Intermediate Level (I-Level) Maintenance Quality Assurance Program in accordance with JFMM Volume V. The QA Department ensures compliance with technical and contractual specifications of repair and overhaul contracts administered by MARMC. This is accomplished through document review/Procedure Review (PR), Procedure Evaluation (PE), Product Verification Inspection (PVI), Quality Audits, Corrective Action and Quality Data Evaluation. Data related to PE, PVI, Quality Audits and Corrective Action elements is used to support the Contractor Performance Appraisal Reporting System. Additionally, the QA Department ensures compliance with I-Level maintenance quality control requirements for work performed by the Code 900 Production Department through procedure review, training, qualification, audit and surveillance functions.

4.8.1 **Administrative Assistant II (Code 130)**

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Experience required:

- a. Two (2) years of job-related experience in a professional office setting.
- b. Capable of working under stress and often with short lead times.
- c. Able to apply tact and diplomacy in dealing with others. Have an extensive knowledge of directive systems, be able to interpret and apply numerous guidelines available in accomplishing the functions of the position.
- d. Be familiar with the functions of various departments and codes to properly inform and interface with command personnel.
- e. Be familiar with the DOD message traffic system, message formatting, transmission, delivery method, classification guide, processing and handling.
- f. Know how to handle Classified and Unclassified messaging.
- g. administrative work with Navy Ship building and/or Maintenance Support
- h. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

- 4.8.1 Provide clerical support for Department and Division Heads in preparing correspondence, power point presentations, filing, record keeping, and timekeeping.
- 4.8.2 Answer phone calls and take/transfer messages.
- 4.8.3 Frequently interface with visitors requesting appointments and asking questions.
- 4.8.4 Maintain Department Head, Division Head, and/or other unit managers' weekly schedules.
- 4.8.5 Identify and escalate workflow issues, provide clerical support on departmental projects, provide support to work directors, and compile daily production statistics and other reports.
- 4.8.6 Provide administrative support which may include, but are not limited to office management, budget, pay, security, personnel actions, employee relations, employee services, travel, training, correspondence, reports, and supplies.
- 4.8.7 Conduct administrative management surveys, projects or studies.
- 4.8.8 Research administrative, management and program issues or problems and provide advice and guidance to employees and management.
- 4.8.9 Draft command DoD/DoN messages utilizing DoD message traffic system.
- 4.8.10 Receive rough timecards and timesheets from supervisors and examine for accuracy of hours posted, completeness, and certification signatures. Input in the timekeeping system and make necessary corrections for those exceptions discovered. Provide guidance to personnel in the department regarding timekeeping questions. Note omissions, errors, and discrepancies in the time, calling to the attention of the supervisor.

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4.8.11 Maintain time and leave reports and records, verifying their accuracy for adherence to rules, regulations, policies, and instructions. Serve as contact point for the resolution of problems affecting time and leave discrepancies for employees. Prepare necessary documentation required to correct errors.

4.8.12 Provide information to management and employees concerning leave, pay, salary deductions, bonds.

4.8.13 Provide data entry for payroll operations on a daily basis and data compilation for overtime on a weekly basis.

4.8.14 Be familiar with the following Applicable Documents from Section 3: 3a., 3b., and 3c.

Deliverables:

A001 Staffing Plan – Due on the 10th day of each month or within three (3) working days when requested by the COR

A002 Workload Report – Due on the 10th day of the month

A003 Monthly Status Report – Due on the 10th day of the month

A004 Trip Report – Due on the 10th day of the month

A005 Mission Essential Services Plan – Due in accordance with DFARS Clause 252.237-7023

A006 Transitions-Out Plan – Due 30 days prior to completion of the contract

A007 Non-Disclosure Agreement – Due on the report to work date of each employee arriving at MARMC

5. Delivery and Performance Information

The contractor shall provide deliverables as described in subsequent task orders. Deliverables shall be specified by the government. Format and delivery schedule for deliverables shall be outlined in Contract Data Requirements List (CDRL) and/or other means TBD.

Identifier/Name/Description:

A001 Staffing Plan – Due on the 10th day of each month or within three (3) working days when requested by the COR

A002 Workload Report – Due on the 10th day of the month

A003 Monthly Status Report – Due on the 10th day of the month

A004 Trip Report – Due on the 10th day of the month

A005 Mission Essential Services Plan – Due in accordance with DFARS Clause 252.237-7023

A006 Transitions-Out Plan – Due 30 days prior to completion of the contract

A007 Non-Disclosure Agreement – Due on the report to work date of each employee arriving at MARMC

6. Contract Line Items and Contract Type

CLINs 8000, 8100, 8200, 8300, 8400 (Firm-Fixed-Price) Administrative and Financial Support Services in accordance with Section C.

CLINs 9000, 9100, 9200, 9300, 9400 (Cost-Reimbursable) Travel incurred shall be in accordance with the Performance Work Statement (PWS) and the Federal Travel Regulation (FTR).

CLINs 9010, 9110, 9210, 9310, 9410 (Cost-Reimbursable) Non-Travel ODCs in support of the Performance Work

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7. Quality Assurance Surveillance Plan (QASP)

The Government shall monitor the contractor's performance under this Task/Delivery Order in accordance with the QASP (Attachment 1). The Government will develop and evaluate the contractor's performance using the Quality Assurance Surveillance Plan (QASP). Government surveillance by methods other than those listed in the QASP (such as provided for by the Inspection of Services clause) may occur during the performance period of this contract. The performance of the services specified herein shall be subject to review by the Government at its discretion and in accordance with the QASP. The COR will inform the contractor Program Manager when discrepancies occur in performance of the Contract. When the COR requests corrective action, the contractor shall notify the COR in writing within 24 hours of correction of a discrepancy. The Government representative who is responsible for this action is identified as the COR. The QASP describes the methods of inspection to be used, the reports required, and the resources to be employed, and the estimated work hours. This QASP will be utilized by the COR to carry out an effective and systematic surveillance of each listed service in the Performance Work Statement (PWS). The QASP is established to ensure that Technical and Professional Support Services are operated in an efficient manner regardless of who is providing the service. When necessary the Government may revise or update the QASP.

8. Transitions-Out Plan

Prior to completion of this contract, the Contractor shall produce a Transition-Out Plan that details all activities necessary to curtail operations and transition activities to a designated follow-on support organization. The Transition-Out Plan must address activities to migrate operations from the Contractor's staff to the organization who will be assuming responsibility following the end of the Contractor's contract. This will include processes, systems, data, and facilities. The Contractor shall provide documentation, training, and assistance to the new support team during the transition phase.

The Transition-Out Plan shall identify planned efforts to ensure a smooth transition with no disruption to the system users and minimal risk to MARMC during both contract start-up and contract completion.

The Transition-Out Plan shall be submitted to the Contracting Officer 30 days prior to completion of the contract.

9. Staffing Plan

The contractor shall maintain a current listing/roster of all contractor employees authorized access to facilities. A copy of this listing shall be provided to the COR not later than the first working day of each month, or on a more frequent basis when specifically requested by the COR. (A001) The list shall be validated and signed by the contractor's Security Officer and provided to the COR when the contractor brings in new employees, employees depart, or when an employee's clearance, status, work assignment/location, status or information changes. The list shall include employee's full name, level of security clearance, and any other pertinent data that the ACO/COR deem necessary to validate contractor personnel. The contractor shall provide the activity head and department heads with a list of all employees assigned, or to be assigned to work or work areas under their cognizance. The contractor shall immediately notify MARMC IT department of any employee changes (i.e., new employees, departing employees, re-located employees) necessitating NMCI seat reassignment or establishment actions. The contractor shall give at least a month's advance notice in order to obtain seat reassignment.

10. Security Requirements

The contractor shall ensure that its personnel are U.S. citizens.

The contractor shall ensure that all staff have at a minimum a SECRET clearance and must be able to gain access to the Norfolk Naval Base and Norfolk Naval Shipyard.

DD Forms 254: Overarching security requirements and Contractor access to classified information shall be as specified in the basic DD Form 254. (Attachment 2).

All contractor personnel with access to unclassified information systems, including e-mail, shall have at a minimum a favorable National Agency Check (NAC). Security consists of Physical Security, Information Security, Personnel Security, and Operational Security (OPSEC).

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This contract may contain, or in the performance thereof, may involve access to information affecting the national defense of the United States within the meaning of the Espionage Laws, Title 18 U.S.C., Sections 793 and 794. The transmission or the revelation of classified contents, or of classified matter, to which access may be had, in any manner to an unauthorized person is prohibited by law. The contractor's loss of security clearance will result in the loss of access to secure buildings and spaces within MARMC.

The contractor shall ensure that its personnel requiring access to classified information are appropriately cleared to handle classified material, up to and including Secret. The contractor must certify the clearances to MARMC; ATTN: Command Security Manager (CSM) which is located within MARMC, Code 1100 and the COR. The clearance requirement is related to the function to which each contractor employee is assigned. Any contractor losing their security clearance will result in the loss of access to classified material and/or loss of access to the facility. All other personnel must be able to obtain and maintain a Secret Clearance if so requested by the Government after contract award.

Upon termination of employment, and if applicable the contractor shall prepare security debriefing sheets which are executed by the employee and local security manager. Records shall be retained in a closed-out status. The contractor will provide COR and CSM with a contractor employee roster containing all current security clearance and investigation information on a monthly basis and/or as requested by the COR or CSM. (CDRL A001)

All new contractor employees shall be issued a contractor ID card (CAC card) upon being employed and before commencing work on this contract. An OMB, form number 6150047 shall be completed by the contractor and provided to the COR. The contractor shall either make a CAC appointment for the new employee, or advise the employee where to report for card issuance. Identification badges shall be displayed when on Government premises.

Upon presentation of a valid Government picture identification badge and completion of a non-Government Vehicle Registration request, the installation security office will issue a Government automobile decal if necessary. The contractor assumes full responsibility for its employee's proper use of the Government identification badge, and shall be responsible for the return of the badge upon termination of an employee's assignment or expiration of the contract.

The contractor shall ensure that all departing contractor employees are out-processed, to include turning in passes and security identification badges to the appropriate COR. The employee's passes and badge shall be returned to the COR by close of business on the employee's last working day.

11. Other General Security Information and Security

Indoctrination Training

The contractor shall ensure that its employees are trained and knowledgeable of security policies and procedures in accordance with OPNAVINST 5530.14 series, (The Navy Physical Security Manual: Operations Security in accordance with OPNAVINST 3421.1(Department of the Navy Operations Security manual); Information Security in accordance with SECNAVINST 5510.36 (Department of the Navy Information Security Program), and Personnel Security (SECNAVINST 5510.30 series), and applicable command and base security regulations as they relate to work performed under this contract and facility security. Thereafter, the contractor will be invited to annual refresher training conducted by the Government. All security training or indoctrination provided to contractor employees by the contractor or the Government shall be fully documented by the contractor. The contractors accessing government computer systems (e.g. NMCI) will be required to complete Information Assurance Awareness training and file a completed User Agreement Form. Annual refresher training is also required. The contractor shall maintain the status of User Agreement Forms and training completion and make this status available to the MARMC Information Assurance Manager.

12. Continuation of Essential Contractor Services

The Government has identified a portion of the services performed under this contract as essential contractor services in support of mission essential functions in accordance with DFARS Clause 252.237-7023. The contractor shall submit a Mission-Essential Contractor Services Plan to be incorporated into the contract, and maintain the plan and submit updates to the Contracting Officer for approval.

The following list of contractor services have been determined to be essential contractor services in support of mission essential functions under this contract:

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Program Manager
Assistant Fire Safety Officer
Communications Technician/Applications Analyst
Security-Industrial Security Assistant
Security-Personnel Security Assistant
Security-Physical Security Assistant

13. ISO 9001:2008

The contractor shall be ISO 9001:2008 certified and maintain that certification for the life of the task order.

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 and 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 it's 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 venture, affiliate, successor, or assignee 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 involves 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.

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 it's 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

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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 re-competition for those systems, components or services furnished pursuant to this contract. As provided in FAR 9.505-2, if the Government procures the system, component, or services on the basis of work statements growing out of the effort performed under this contract, from a source other than the contractor, subcontractor, affiliate, or assign of either, during the course of performance of this contract or before the three year period following completion of this contract has lapsed, the Contractor may, with the authorization of the 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

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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.

NON- DISCLOSURE AGREEMENTS

Contractor personnel shall be provided a Statement of Non-Disclosure of Information (Attachment 3) which shall be completed and signed by each employee as a condition for each employee providing services under this Task Order. Completed Non-Disclosure Statements shall be returned to the Contracting Officer's Representative (identified as the Task Order Manager in Section (G) within fifteen working days after Task Order award or from the date of hire for new employees during the contractor's transition in (Section C, paragraph 1.2). Following the initial transition-in period, the contractor shall provide the non-disclosure agreement on the day of check-in at MARMC.

NMCARS 5237.102-90 Enterprise-wide Contractor Manpower Reporting Application (ECMRA)

The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for ADMINISTRATIVE AND FINANCE SUPPORT SERVICES via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs).

The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) S, Utilities ONLY;
- (5) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

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SECTION D PACKAGING AND MARKING

APPLICABLE TO ALL ITEMS

There are no packaging or marking requirements for the services ordered under this Task Order. All requirements for packaging and marking of supplies or documents associated with the services shall be packaged, packed and marked in accordance with the provisions set forth below or as specified in the Technical Instructions.

DATA PACKAGING LANGUAGE

All unclassified data 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.

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) task order number
- (4) whether the contract was competitively or non-competitively awarded
- (5) sponsor:

Name of Individual Sponsor:

Name of Requiring Activity:

City and State:

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

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SECTION E INSPECTION AND ACCEPTANCE

52.246-4 Inspection of Services - Fixed Price (Aug 1996)

INSPECTION AND ACCEPTANCE LANGUAGE FOR LOE SERVICES

Item(s) 8000 Series - Inspection and acceptance shall be made by the Contracting Officer's Representative (COR) or a designated representative of the Government. **Note that the COR is the TOM identified in Section G of this Task Order.*

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 (Exhibit A).

SPECIAL CONTRACT REQUIREMENTS, QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to make sure the systematic quality assurance methods are used in the administration of the performance based service order. The intent is to ensure that the contractor performs in accordance with the performance metrics and the Government receives the quality of services called for in the order. A properly executed QASP will assist the Government in achieving the objectives of this procurement. (Attachment 1)

WORK AT A GOVERNMENT INSTALLATION

If the Schedule requires work to be performed aboard ship while located at a Government installation, Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves as to all general and local conditions, including security requirements that may affect the cost of performing the work, in the event such information is reasonably obtainable. In no event will the failure to inspect the site constitute grounds for a claim after award of the job order/contract.

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SECTION F DELIVERABLES OR PERFORMANCE

The periods of performance for the following Items are as follows:

8000	3/1/2016 - 2/28/2017
8001	3/1/2016 - 2/28/2017
8002	6/20/2016 - 6/30/2016
8003	7/1/2016 - 2/28/2017
9000	3/1/2016 - 2/28/2017
9010	3/1/2016 - 2/28/2017

CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following Items are as follows:

8000	3/1/2016 - 2/28/2017
8001	3/1/2016 - 2/28/2017
8002	6/20/2016 - 6/30/2016
8003	7/1/2016 - 2/28/2017
9000	3/1/2016 - 2/28/2017
9010	3/1/2016 - 2/28/2017

The periods of performance for the following Option Items are as follows:

8100	3/1/2017 - 2/28/2018
8200	3/1/2018 - 2/28/2019
8300	3/1/2019 - 2/29/2020
8400	3/1/2020 - 2/28/2021
9100	3/1/2017 - 2/28/2018
9110	3/1/2017 - 2/28/2018
9200	3/1/2018 - 2/28/2019
9210	3/1/2018 - 2/28/2019
9300	3/1/2019 - 2/29/2020
9310	3/1/2019 - 2/29/2020
9400	3/1/2020 - 2/28/2021
9410	3/1/2020 - 2/28/2021

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SECTION G CONTRACT ADMINISTRATION DATA

TASK ORDER MANAGER (TOM)

[REDACTED]

9727 Avionics Loop

Norfolk, VA 23511-2124

[REDACTED]

[REDACTED]

ASSISTANT TASK ORDER MANAGER (ATOM)

[REDACTED]

9727 Avionics Loop

Norfolk, VA 23511-2124

[REDACTED]

[REDACTED]

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.

(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/>.

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(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).

Invoice as 2-in-1

(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.

N/A

(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*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC:	<u>N68732</u>
Issue By DoDAAC:	<u>N50054</u>
Admin DoDAAC:	<u>N50054</u>
Inspect By DoDAAC:	<u>N/A</u>
Ship To Code:	<u>N/A</u>
Ship From Code:	<u>N/A</u>
Mark For Code:	<u>N/A</u>
Service Approver (DoDAAC):	<u>N50054</u>
Service Acceptor (DoDAAC):	<u>N50054</u>
Accept at Other DoDAAC:	<u>N/A</u>
LPO DoDAAC:	<u>N50054</u>
DCAA Auditor DoDAAC:	<u>N/A</u>
Other DoDAAC(s):	<u>N/A</u>

*(*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 documentation, as defined in DFARS Appendix F,

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(e.g. timesheets) in support of each payment request.

(5) *WAWF email notifications.* The Contractor shall enter the email address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

Rachel.b.holley@navy.mil
denise.m.jenkins@navy.mil
Antonio.bengco@navy.mil
Kelly.gooch@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.

GLENDAMENDEZ Glenda.mendez@navy.mil - ACCEPTOR - PHONE (757) 396-4732

YVES TATAYE yves.tataye1@navy.mil - CERTIFIER - PHONE (757) 396-4001 x2201

NAVSEA HQ WAWF Helpdesk: WAWFHQ@navy.mil; Local Contracting Office WAWF POC/Group Administrator: Rachel.b.holley@navy.mil

(Contracting Officer: Insert applicable information or "Not applicable.")

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

Accounting Data

SLINID	PR Number	Amount
800001	N5005416RCMCM13800001	[REDACTED]
LLA :		
AA 1761804	60BA 254 50054 068732 2D CMCM13 500546004PTQ 500546004PTQ	
Standard Number: N5005416RCMCM13		
900001	N5005416RCMCM13900001	[REDACTED]
LLA :		
AA 1761804	60BA 254 50054 068732 2D CMCM13 500546004PTQ 500546004PTQ	
901001	N5005416RCMCM13901001	[REDACTED]
LLA :		
AA 1761804	60BA 254 50054 068732 2D CMCM13 500546004PTQ 500546004PTQ	
Standard Number: N5005416RCMCM13		

BASE Funding 5514784.60
Cumulative Funding 5514784.60

MOD 01

8001	N5005416RCMCM138001	[REDACTED]
LLA :		
AA 1761804	60BA 254 50054 068732 2D CMCM13 500546004PTQ 500546004PTQ	
Standard Number: N5005416RCMCM13		

MOD 01 Funding [REDACTED]
[REDACTED]

MOD 02 Funding [REDACTED]
[REDACTED]

MOD 03

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8002 N5005416RCMCM138002 [REDACTED]
LLA :
AA 1761804 60BA 254 50054 068732 2D CMCM13 500546004PTQ 500546004PTQ
Standard Number: N5005416RCMCM13

8003 N5005416RCMCM138003 [REDACTED]
LLA :
AA 1761804 60BA 254 50054 068732 2D CMCM13 500546004PTQ 500546004PTQ
Standard Number: N5005416RCMCM13

MOD 03 Funding [REDACTED]
[REDACTED]

MOD 04 Funding [REDACTED]
[REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

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.

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.

Note: *The number of days specified for notification may be varied.* SPECIAL REQUIREMENTS

AGENCY TASK ORDER OMBUDSMAN

Concerns involving the issuance of task orders among the awardees shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgement of receipt from:

██

Task and Delivery Order Ombudsman

Mid-Atlantic Regional Maintenance Center

P.O. 215

Portsmouth, VA 23705-0215

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Telephone: [REDACTED]

Facsimile: [REDACTED]

E-mail: [REDACTED]

SECTION H - NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

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

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SECTION I CONTRACT CLAUSES

52.203-3 GRATUITIES (APR 1984)
52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)
52.203-17 CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS. (JUN 2010)
52.204-2 SECURITY REQUIREMENTS (AUG 1996)
52.204-13 SYSTEM FOR AWARD MANAGEMENT REQUIREMENTS (JUL 2013)
52.204-19 INCORPORATION BY REFERENCE OF REPRESENTATIONS AND CERTIFICATIONS (DEC 2014)
52.212-4 CONTRACT TERMS AND CONDITIONS -- COMMERCIAL ITEMS (MAY 2015)
52.224-1 -- PRIVACY ACT NOTIFICATION
52.224-2 -- PRIVACY ACT
52.232-39 UNENFORCEABILITY OF UNAUTHORIZED OBLIGATIONS (JUN 2013)
52.232-40 PROVIDING ACCELERATED PAYMENTS TO SMALL BUSINESS SUBCONTRACTORS (DEC 2013)
252.201-7000 CONTRACTING OFFICER'S REPRESENTATIVE (DEC 1991)
252.203-7000 REQUIREMENTS RELATING TO COMPENSATION OF FORMER DOD OFFICIALS (SEP 2011)**252.203-7002 REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS (SEP 2013)**
252.203-7003 AGENCY OFFICE OF THE INSPECTOR GENERAL (DEC 2012)
252.204-7003 CONTROL OF GOVERNMENT PERSONNEL WORK PRODUCT (APR 1992)
252.204-7005 ORAL ATTESTATION OF SECURITY RESPONSIBILITIES (NOV 2001)
252.204-7009 LIMITATIONS ON THE USE OR DISCLOSURE OF THIRD-PARTY CONTRACTOR REPORTED CYBER INCIDENT INFORMATION (AUG 2015)
 252.204-7012 SAFEGUARDING OF UNCLASSIFIED CONTROLLED TECHNICAL INFORMATION (DEVIATION 2016-00001) (OCT 2015)
 252.204-7015 DISCLOSURE OF INFORMATION TO LITIGATION SUPPORT CONTRACTORS (FEB 2014)
252.223-7003 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS (DEC 1991)
252.225-7048 EXPORT-CONTROLLED ITEMS (JUN 2013)
252.232-7010 LEVIES ON CONTRACT PAYMENTS (DEC 2006)
252.243-7002 - REQUESTS FOR EQUITABLE ADJUSTMENT (DEC 2012)
252.244.7000 SUBCONTRACTS FOR COMMERCIAL ITEMS (JUN 2013)

52.212-5 -- Contract Terms and Conditions Required to Implement Statutes or Executive Orders -- Commercial Items (Oct 2015)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Dec 2014)
- (2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).
- (3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Public Laws 108-77, 108-78 (19 U.S.C. 3805 note)).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

 X (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).

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X (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509).

___ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (Jun 2010) (Section 1553 of Pub L. 111-5) (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009).

X (4) 52.204-10, Reporting Executive compensation and First-Tier Subcontract Awards (Oct 2015) (Pub. L. 109-282) (31 U.S.C. 6101 note).

___ (5) [Reserved]

___ (6) 52.204-14, Service Contract Reporting Requirements (Jan 2014) (Pub. L. 111-117, section 743 of Div. C).

___ (7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Jan 2014) (Pub. L. 111-117, section 743 of Div. C).

X (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Oct 2015) (31 U.S.C. 6101 note).

___ (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013) (41 U.S.C. 2313).

___ (10) [Reserved]

___ (11) (i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (Nov 2011) (15 U.S.C. 657a).

___ (ii) Alternate I (Nov 2011) of 52.219-3.

___ (12) (i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Oct 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer)(15 U.S.C. 657a).

___ (ii) Alternate I (Jan 2011) of 52.219-4.

___ (13) [Reserved]

___ (14) (i) 52.219-6, Notice of Total Small Business Aside (Nov 2011) (15 U.S.C. 644).

___ (ii) Alternate I (Nov 2011).

___ (iii) Alternate II (Nov 2011).

___ (15) (i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).

___ (ii) Alternate I (Oct 1995) of 52.219-7.

___ (iii) Alternate II (Mar 2004) of 52.219-7.

X (16) 52.219-8, Utilization of Small Business Concerns (Oct 2014) (15 U.S.C. 637(d)(2) and (3)).

___ (17) (i) 52.219-9, Small Business Subcontracting Plan (Oct 2015) (15 U.S.C. 637 (d)(4)).

___ (ii) Alternate I (Oct 2001) of 52.219-9.

___ (iii) Alternate II (Oct 2001) of 52.219-9.

___ (iv) Alternate III (Oct 2015) of 52.219-9.

___ (18) 52.219-13, Notice of Set-Aside of Orders (Nov 2011) (15 U.S.C. 644(r)).

X (19) 52.219-14, Limitations on Subcontracting (Nov 2011) (15 U.S.C. 637(a)(14)).

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- ___ (20) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).
- ___ (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (Nov 2011) (15 U.S.C. 657f).
- _X_ (22) 52.219-28, Post Award Small Business Program Rerepresentation (Jul 2013) (15 U.S.C. 632(a)(2)).
- ___ (23) 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (Jul 2013) (15 U.S.C. 637(m)).
- ___ (24) 52.219-30, Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (Jul 2013) (15 U.S.C. 637(m)).
- _X_ (25) 52.222-3, Convict Labor (June 2003) (E.O. 11755).
- _X_ (26) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Jan 2014) (E.O. 13126).
- _X_ (27) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).
- _X_ (28) 52.222-26, Equal Opportunity (Apr 2015) (E.O. 11246).
- _X_ (29) 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212).
- _X_ (30) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).
- _X_ (31) 52.222-37, Employment Reports on Veterans (Oct 2015) (38 U.S.C. 4212).
- _X_ (32) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).
- _X_ (33) (i) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627).
- ___ (ii) Alternate I (Mar 2015) of 52.222-50, (22 U.S.C. chapter 78 and E.O. 13627).
- ___ (34) 52.222-54, Employment Eligibility Verification (Oct 2015). (E. O. 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)
- ___ (35) (i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- ___ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- ___ (36) (i) 52.223-13, Acquisition of EPEAT® -Registered Imaging Equipment (Jun 2014) (E.O.s 13423 and 13514)
- ___ (ii) Alternate I (Oct 2015) of 52.223-13.
- ___ (37) (i) 52.223-14, Acquisition of EPEAT® -Registered Television (Jun 2014) (E.O.s 13423 and 13514).
- ___ (ii) Alternate I (Jun 2014) of 52.223-14.
- ___ (38) 52.223-15, Energy Efficiency in Energy-Consuming Products (Dec 2007) (42 U.S.C. 8259b).
- ___ (39) (i) 52.223-16, Acquisition of EPEAT® -Registered Personal Computer Products (Oct 2015) (E.O.s 13423 and 13514).

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___ (ii) Alternate I (Jun 2014) of 52.223-16.

X (40) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging while Driving (Aug 2011) (E.O. 13513).

___ (41) 52.225-1, Buy American--Supplies (May 2014) (41 U.S.C. chapter 83).

___ (42) (i) 52.225-3, Buy American--Free Trade Agreements--Israeli Trade Act (May 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).

___ (ii) Alternate I (May 2014) of 52.225-3.

___ (iii) Alternate II (May 2014) of 52.225-3.

___ (iv) Alternate III (May 2014) of 52.225-3.

___ (43) 52.225-5, Trade Agreements (Nov 2013) (19 U.S.C. 2501, *et seq.*, 19 U.S.C. 3301 note).

X (44) 52.225-13, Restrictions on Certain Foreign Purchases (Jun 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

___ (45) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

___ (46) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

___ (47) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

___ (48) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 4505), 10 U.S.C. 2307(f)).

___ (49) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

X (50) 52.232-33, Payment by Electronic Funds Transfer— System for Award Management (Jul 2013) (31 U.S.C. 3332).

___ (51) 52.232-34, Payment by Electronic Funds Transfer—Other Than System for Award Management (Jul 2013) (31 U.S.C. 3332).

___ (52) 52.232-36, Payment by Third Party (May 2014) (31 U.S.C. 3332).

___ (53) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

___ (54) (i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

___ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

X (1) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495)

X (2) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67.).

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X (3) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

X (4) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards -- Price Adjustment (Multiple Year and Option Contracts) (May 2014) (29 U.S.C.206 and 41 U.S.C. chapter 67).

___ (5) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards -- Price Adjustment (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

___ (6) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (May 2014) (41 U.S.C. chapter 67).

___ (7) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (May 2014) (41 U.S.C. chapter 67).

X (8) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2014) (E.O. 13658).

___ (9) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (May 2014) (42 U.S.C. 1792).

___ (10) 52.237-11, Accepting and Dispensing of \$1 Coin (Sep 2008) (31 U.S.C. 5112(p)(1)).

(d) *Comptroller General Examination of Record* The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records -- Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)

(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509).

(ii) 52.219-8, Utilization of Small Business Concerns (Oct 2014) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$700,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495). Flow down required in accordance with paragraph (1) of FAR clause 52.222-17.

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- (iv) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).
- (v) 52.222-26, Equal Opportunity (Apr 2015) (E.O. 11246).
- (vi) 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212).
- (vii) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).
- (viii) 52.222-37, Employment Reports on Veterans (Oct 2015) (38 U.S.C. 4212).
- (ix) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.
- (x) 52.222-41, Service Contract Labor Standards (May 2014), (41 U.S.C. chapter 67).
- (xi) ____ (A) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627).
____ (B) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 E.O. 13627).
- (xii) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (May 2014) (41 U.S.C. chapter 67.)
- (xiii) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (May 2014) (41 U.S.C. chapter 67)
- (xiv) 52.222-54, Employment Eligibility Verification (Oct 2015) (E. O. 12989).
- (xv) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2014) (E.O. 13658).
- (xvi) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).
- (xvii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.
- (xviii) 52.247-64, Preference for Privately-Owned U.S. Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of Clause)

52.217-8 OPTION TO EXTEND SERVICES (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 1 day of contract expiration.

52.217-9 Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 1 days of contract expiration; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 7 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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- (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 options under this clause, shall not exceed five (5) years.

52.219-18 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS (JUN 2003)

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer--

- (1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and
- (2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) Any award resulting from this solicitation will be made to the Small Business Administration, which will subcontract performance to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d) (1) Agreement. A small business concern submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This subparagraph does not apply in connection with construction or service contracts.

(2) The will notify the Naval Sea Systems Command Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(End of clause)

52.222-42 Statement of Equivalent Rates for Federal Hires (May 2014)

In compliance with the Service Contract Labor Standards statute 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.

*This Statement is for Information Only:
It is not a Wage Determination*

Employee Class	Monetary Wage -- Fringe Benefits
PROGRAM MANAGER	GS-13
ADMIN ASSISTANT I	GS-5
ADMIN ASSISTANT II	GS-7
ASSISTANT FIRE SAFETY OFFICER	GS-12
COMMUNICATIONS TECHNICIAN/APPLICATIONS ANALYST	GS-7
EXECUTIVE MANAGEMENT ASSISTANT	GS-9
FINANCIAL MANAGEMENT ANALYST	GS-11
INDUSTRIAL SECURITY ASSISTANT	GS-9

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IT CUSTOMER SUPPORT	GS-7
LEGAL CLERK	GS-9
MANAGEMENT ANALYST	GS-11
MANAGEMENT ANALYST (OPERATIONS)	GS-12
MANAGEMENT ANALYST (PLANNING)	GS-12
MANAGEMENT ANALYST (STRATEGIC PLANNING)	GS-12
MANAGEMENT ANALYST, SR.	GS-12
PAYROLL SPECIALIST	GS-9
PERSONNEL SECURITY ASSISTANT	GS-7
PHYSICAL SECURITY ASSISTANT	GS-9
PROGRAM ANALYST (CLASSIFICATION)	GS-11
PUBLIC AFFAIRS SPECIALIST	GS-11
RECORDS MANAGEMENT CLERK	GS-09
RECRUITMENT SPECIALIST	GS-11
TECHNICAL INSTRUCTOR/ COURSE DEVELOPER -CIVILIAN	GS-11
TECHNICAL INSTRUCTOR/ COURSE DEVELOPER - MILITARY	GS-11
TRAINING ASSISTANT	GS-7
TRAINING SPECIALIST	GS-11
TRAVEL CLERK	GS-9

(End of Clause)

252.203-7005 REPRESENTATION RELATING TO COMPENSATION OF FORMER DOD OFFICIALS (NOV 2011)

(a) Definition. Covered DoD official is defined in the clause at 252.203-7000, Requirements Relating to Compensation of Former DoD Officials.

(b) By submission of this offer, the offeror represents, to the best of its knowledge and belief, that all covered DoD officials employed by or otherwise receiving compensation from the offeror, and who are expected to undertake activities on behalf of the offeror for any resulting contract, are presently in compliance with all postemployment restrictions covered by 18 U.S.C. 207, 41 U.S.C. 2101-2107, and 5 CFR parts 2637 and 2641, including Federal Acquisition Regulation 3.104-2.

(End of provision)

252.237-7023 CONTINUATION OF ESSENTIAL CONTRACTOR SERVICES (OCT 2010)

a) *Definitions.* As used in this clause—

(1) “Essential contractor service” means a service provided by a firm or individual under contract to DoD to support mission-essential functions, such as support of vital systems, including ships owned, leased, or operated in support of military missions or roles at sea; associated support activities, including installation, garrison, and base support services; and similar services provided to foreign military sales customers under the Security Assistance Program. Services are essential if the effectiveness of defense systems or operations has the potential to be seriously impaired by the interruption of these services, as determined by the appropriate functional commander or civilian equivalent.

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(2) "Mission-essential functions" means those organizational activities that must be performed under all circumstances to achieve DoD component missions or responsibilities, as determined by the appropriate functional commander or civilian equivalent. Failure to perform or sustain these functions would significantly affect DoD's ability to provide vital services or exercise authority, direction, and control.

(b) The Government has identified all or a portion of the contractor services performed under this contract as essential contractor services in support of mission essential functions. These services are listed in attachment 4, Mission-Essential Contractor Services, dated 10/02/2015.

(c)(1) The Mission-Essential Contractor Services Plan submitted by the Contractor, is incorporated in this contract.

(2) The Contractor shall maintain and update its plan as necessary. The Contractor shall provide all plan updates to the Contracting Officer for approval.

(3) As directed by the Contracting Officer, the Contractor shall participate in training events, exercises, and drills associated with Government efforts to test the effectiveness of continuity of operations procedures and practices.

(d)(1) Notwithstanding any other clause of this contract, the contractor shall be responsible to perform those services identified as essential contractor services during crisis situations (as directed by the Contracting Officer), in accordance with its Mission-Essential Contractor Services Plan.

(2) In the event the Contractor anticipates not being able to perform any of the essential contractor services identified in accordance with paragraph (b) of this section during a crisis situation, the Contractor shall notify the Contracting Officer or other designated representative as expeditiously as possible and use its best efforts to cooperate with the Government in the Government's efforts to maintain the continuity of operations.

(e) The Government reserves the right in such crisis situations to use Federal employees, military personnel or contract support from other contractors, or to enter into new contracts for essential contractor services.

(f) Changes. The Contractor shall segregate and separately identify all costs incurred in continuing performance of essential services in a crisis situation. The Contractor shall notify the Contracting Officer of an increase or decrease in costs within ninety days after continued performance has been directed by the Contracting Officer, or within any additional period that the Contracting Officer approves in writing, but not later than the date of final payment under the contract. The Contractor's notice shall include the Contractor's proposal for an equitable adjustment and any data supporting the increase or decrease in the form prescribed by the Contracting Officer. The parties shall negotiate an equitable price adjustment to the contract price, delivery schedule, or both as soon as is practicable after receipt of the Contractor's proposal.

(g) The Contractor shall include the substance of this clause, including this paragraph (g), in subcontracts for the essential services.

(End of Clause)

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SECTION J LIST OF ATTACHMENTS

ATTACHMENT 1 - QASP

ATTACHMENT 2 - DD254

ATTACHMENT 3 - NON-DISCLOSURE AGREEMENT

ATTACHMENT 4 - ESSENTIAL CONTRACTOR SERVICES LIST

ATTACHMENT 5 - WD 15-4341, REV. 2

EXHIBIT A - CDRLs

EXHIBIT B - DELIVERABLE SAMPLE TEMPLATES