





**ORDER FOR SUPPLIES OR SERVICES (FINAL)**

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1. CONTRACT NO. N00178-14-D-7777		2. DELIVERY ORDER NO. N0018917F3005		3. EFFECTIVE DATE 2017 Mar 09		4. PURCH REQUEST NO. N0006017RC0004RT		5. PRIORITY Unratcd			
6. ISSUED BY NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392 Arijit M Dutta/230.2 757-443-1330			CODE N00189		7. ADMINISTERED BY DCMA HAMPTON 2000 Enterprise Parkway, Suite 200 Hampton VA 23666			CODE SS111A SCD: C		8. DELIVERY FOB DESTINATION OTHER (See Schedule if other)	
9. CONTRACTOR ITA International LLC 111 Cybernetics Way Suite 112 Yorktown VA 23693-5642			CODE LTC80		FACILITY		10. DELIVER TO FOB POINT BY (Date) Sec Schedule		11. X IF BUSINESS IS X SMALL X SMALL DISADVANTAGED WOMEN-OWNED		
12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			13. MAIL INVOICES TO THE ADDRESS IN BLOCK Sec Section G								
14. SHIP TO Sec Section D			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264			CODE HQ0338  MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.								
PURCHASE	Reference your _____ furnish the following on terms specified herein.										
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED. SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
ITA International LLC						Michael Carlson Director, Contracts			9 March 2017		
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
If this box is marked, supplier must sign Acceptance and return the following number of copies: _____											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE Sec Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT		
	Sec Schedule										
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.						24. UNITED STATES OF AMERICA		25. TOTAL			
BY: 								26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN											
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED.									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS		
f. TELEPHONE					g. E-MAIL ADDRESS		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE		34. CHECK NUMBER		35. BILL OF LADING NO.		
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			PARTIAL		FULL				
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

**SECTION B SUPPLIES OR SERVICES AND PRICES**

**CLIN - SUPPLIES OR SERVICES**

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8001	R799	Individual Augmentee Mission Requirement Analyst Services - Base Year - 01 April 2017 - 31 March 2018 (O&MN,N)	1.0	LO	[REDACTED]	[REDACTED]
8101	R799	Individual Augmentee Mission Requirement Analyst services- Option Year One - 01 April 2018 - 31 March 2019 (O&MN,N)  Option	1.0	LO	[REDACTED]	[REDACTED]
8201	R799	Individual Augmentee Mission Requirement Analyst Services - Option Year Two - 01 April 2019 - 31 March 2020 (O&MN,N)  Option	1.0	LO	[REDACTED]	[REDACTED]
8301	R799	Individual Augmentee Mission Requirement Analyst Services - Option Year Three - 01 April 2020 - 31 March 2021 (O&MN,N)  Option	1.0	LO	[REDACTED]	[REDACTED]
8401	R799	Individual Augmentee Mission Requirement Analyst Services - Option Year Four - 01 April 2021 - 31 March 2022 (O&MN,N)  Option	1.0	LO	[REDACTED]	[REDACTED]
8501	R799	FAR 52.217-8 extension for Individual Augmentee Mission Requirement Analyst Services - 01 April 2022 - 30 September 2022 (O&MN,N)  Option	1.0	LO	[REDACTED]	[REDACTED]

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9001	R799	The Contractor shall provide ODCs as required to accomplish the requirements of the Performance Work Statement. Allowable ODCs must be prior approved by the COR and will be COST reimbursed. Costs shall not exceed [REDACTED]. The Period of Performance is established as 01 April 2017 - 31 March 2018. (O&MN,N)	1.0	LO	[REDACTED]
9101	R799	The Contractor shall provide ODCs as required to accomplish the requirements of the Performance Work Statement. Allowable ODCs must be prior approved by the COR and will be COST reimbursed. Costs shall not exceed [REDACTED]. The Period of Performance is established as 01 April 2018 - 31 March 2019 (O&MN,N)  Option	1.0	LO	[REDACTED]

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9201	R799	The Contractor shall provide ODCs as required to accomplish the requirements of the Performance Work Statement. Allowable ODCs must be prior approved by the COR and will be COST reimbursed. Costs shall not exceed [REDACTED]. The Period of Performance is established as 01 April 2019 - 31 March 2020 (O&MN,N)  Option	1.0	LO	[REDACTED]
9301	R799	The Contractor shall provide ODCs as required to accomplish the requirements of the Performance Work Statement. Allowable ODCs must be prior approved by the COR and will be COST reimbursed. Costs shall not exceed [REDACTED]. The Period of Performance is established as 01 April 2020 - 31 March 2021. (O&MN,N)  Option	1.0	LO	[REDACTED]
9401	R799	The Contractor shall provide ODCs as required to accomplish the requirements of the Performance Work Statement. Allowable ODCs must be prior approved by the COR and will be COST reimbursed. Costs shall not exceed [REDACTED]. The Period of Performance is established as 01 April 2021 - 31 March 2022. (O&MN,N)  Option	1.0	LO	[REDACTED]
9501	R799	The Contractor shall provide ODCs as required to accomplish the requirements of the Performance Work Statement. Allowable ODCs must be prior approved by the COR and will be COST reimbursed. Costs shall not exceed [REDACTED]. The Period of Performance is established as 01 April 2022 - 30 September 2022. (O&MN,N)  Option	1.0	LO	[REDACTED]

**Contracting Officer's Representative (COR) / Task Order Manager:**

[REDACTED]  
[REDACTED]  
[REDACTED]

**Technical Point of Contact:**

[REDACTED]  
[REDACTED]  
[REDACTED]

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### Performance Work Statement (PWS) for Individual Augmentee (IA) Mission Requirement Analysts In Support of U.S. Fleet Forces Command

#### 1.0 Introduction

United States Fleet Forces Command (USFFC) supports both the Chief of Naval Operations (CNO) and Combatant Commanders (COCOMs) worldwide by providing responsive, relevant, sustainable Naval forces ready-for-tasking (RFT). This command provides operational and planning support to COCOMs and integrated warfighter capability requirements to the CNO. Additionally, USFFC serves as the CNO's designated Executive Agent (EA) for Anti-Terrorism/Force Protection (ATFP), Individual Augmentees, Sea Basing and European Phased Adaptive Approach (EPAA) Phase II.

In collaboration with U.S. Pacific Fleet (PACFLT), USFFC organizes, mans, trains, and equips Navy forces, develops and submits budgets, and executes readiness and personnel accounts to develop both required and sustainable levels of Fleet readiness. Additionally, the command serves as the unified voice for Fleet training requirements and policies to generate combat-ready Navy forces per the Fleet Response Plan (FRP) using the Fleet Training Continuum.

#### 2.0 Background

2.1 USFFC is the Navy force provider for Combatant Command (COCOM) Individual Augmentee requirements.

2.2 This contractor will be providing support to the Global Force Management (GFM) Individual Augmentee Branch (N1D11) of the Personnel Development and Allocation Directorate (N1) on the staff of the Commander, U.S. Fleet Forces Command. The N1D11 Branch performs manning requirements analysis, vetting, and Individual Augmentee logistics and training support for all assigned GFM Individual Augmentee manning requirements. The Branch is responsible for reviewing combatant commander individual ad hoc requests for forces and Joint Manning Document (JMD) requirement requests and providing recommendations as to whether Navy can support such requests, considering Navy total force personnel inventories and training, equipping, and deployment timelines. Once reviewed, concurred to, and ordered by the Secretary of Defense, the branch provides Program Manager level oversight, coordination and sourcing solutions for Navy manning requirements for these ad hoc missions and individual personnel augment requirements worldwide.

2.3 During the current surge period of Overseas Contingency Operations (OCO) support for combatant commanders worldwide, the enduring civil service and military positions are required to be augmented with additional personnel that are temporary in nature. While the size of the staff supporting the current contingency has reached a steady state, it is expected to need contractor support for the foreseeable future. The end of the need for augmented support cannot currently be predicted since permanent manning is expected to increase to recommended levels to support sustained operations; and current support required is still above expected sustained levels for the foreseeable future.

2.4 The contractor positions are specifically required to support the N1D11 Branch that oversees the Individual Augmentee logistics and training support for all assigned GFM Individual Augmentee manning requirements.

#### 3.0 Definitions and References

Acronyms: Acronyms, as used in this Performance Work Statement, are provided below:

AFRICOM

Africa Command

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AOR

Area of Responsibility

APEX

Adaptive Planning and Execution

AQD

Additional Qualification Designation

ATFP

Anti-Terrorism/Force Protection

BOG

Boots on Ground

CDRL

Contract Data Requirements List

CENTCOM

Central Command

CJCS

Chairman of the Joint Chiefs of Staff

CNO

Chief of Naval Operations

COCOM

Combatant Command

COR

Contracting Officer's Representative

DEPORD

Deployment Order

DOD

Department of Defense

DODM

Department of Defense Manual

DON

Department of the Navy

EA

Executive Agent

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ECRC

Expeditionary Combat Readiness Command

eJMAPS

Electronic Joint Manpower and Personnel System

EPAA

European Phased Adaptive Approach

EXORD

Execution Orders

FMTS

Fourth Estate Manpower Tracking System

FOUO

For Official Use Only

FRP

Fleet Response Plan

FTN

Force Tracking Number

GENSER

General Service

GFE

Government Furnished Equipment

GFM

Global Force Management

GFMAP

Global Force Management Allocation Plan

GS

General Service

IA

Individual Augmentee

JCRM

Joint Capabilities Requirements Manager

JMD

Joint Manning Document

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JOPES

Joint Operation Planning and Execution System

NEC

Navy Enlisted Classification

NIPR/ NIPRNET

Non-Secure Internet Protocol Router/Network

NMCI

Navy Marine Corps Intranet

NMCMPS

Navy Marine Corps Mobilization Processing System

NOBC

Navy Officer Billet Classification

OPNAV

Office of the Chief of Naval Operations

OPSEC

Operations Security

ORDMOD

Order Modification

OSD

Office of the Secretary of Defense

PACFLT

U.S. Pacific Fleet

PERs/NAVPERSCOM

Navy Personnel Command

PWS

Performance Work Statement

RESFOR/COMNAVRESFOR

Commander, Navy Reserve Forces Command

RFF

Request For Forces

RFT

Ready-For-Tasking

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SECNAV

Secretary of the Navy

SIPR/SIPRNET

Secure Internet Protocol Router/Network

SME

Subject Matter Expert

SOW

Statement of Work

SSP

Subspecialty Code

TDY

Temporary Duty

TPFDD

Time Phased Force and Deployment Data

USFFC

United States Fleet Forces Command

**TASKS**

**4.0 INDIVIDUAL AUGMENTEE (IA) MISSION REQUIREMENT ANALYST**

**Overview:** To retain contract support that provides Individual Augmentee logistics and training support, mission requirement program management and analysis for assigned mission sets and provide additional support as assigned to augment the GFM Individual Augmentee management team to provide coverage of missions during absence of other personnel. The contractor shall perform problem solving and program manager level analysis regarding training and logistics actions to include training/deployment timing, and personnel sourcing to include subsequent rotations that are required to support mission planning for Individual Augmentee rotations to COCOM requirements in support of Overseas Contingency Operations (OCO). Supported COCOMs include all COCOMs that currently support OCO requirements such as the Africa Command (AFRICOM) and Central Command (CENTCOM) area of responsibilities (AORs), but may include others in the future. The contractor shall track assigned Individual Augmentee requirements to conclusion in support of N1D11 Branch's goal of fulfilling USFFC's role as "force provider." The contractor will provide the correct quantity and quality of Navy personnel to report to the correct training for each assigned mission requirement. The contractor shall provide assistance and back-up to other Individual Augmentee mission sets as needed, and perform on-site assistance to the USFFC N1D staff managing Individual Augmentee rotations for assigned missions. Contractor independently plans and carries out mission analysis and assignments, keeping the assigned/designated government entity informed of progress and of controversial matters. The assigned/designated government entity provides guidance regarding governing regulations and the contractor is expected to adhere to those the governing regulations when applying new methods to resolve complex problems. Completed work is reviewed for soundness of overall approach, adherence to established policy and procedures and effectiveness in producing results. All work is performed utilizing the Navy Marine Corps Intranet (NMCI) Secure Internet Protocol Router (SIPR) and/or Non-Secure Internet Protocol Router (NIPR) networks.

**Breadth of Personnel Requirements:** The contractor shall provide the necessary level of support to successfully accomplish all requirements set forth within this PWS. All contractor personnel must possess the necessary qualifications, skills, background, and expertise as specified within Section 5 of this PWS. Historically, the



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requirement covered by this PWS has been filled by two personnel.

**Requirements:** The contractor personnel must have knowledge of and experience in the Joint manning process in support of Overseas Contingency Operations. The contractor personnel must be highly proficient in the following database systems or comparable systems: USFFC Individual Augmentee (IA) Portal, Navy Marine Corps Mobilization Processing System (NMCMPMS), Joint Capabilities Requirements Manager (JCRM), Fourth Estate Manpower Tracking System (FMTS), Electronic Joint Manpower and Personnel System (eJMAPS), Global Force Management Allocation Plan (GFMAP), and NMCI installed office products.

#### **Performance Characteristics:**

##### **4.1 Analysis and Assessment**

4.1.1. Contractor shall conduct comprehensive program manager level analysis, coordinate complex issues, develop plans for fulfilling mission requirement tasking, forecast impact of changing situations in assigned mission areas globally, provide recommendations for actions and liaise with various organizations both internally and externally to manage assigned military manpower requirements, and enable execution of sourcing solutions in support of global force management.

4.1.2. Upon receipt of draft order or published GFMAP order for requirements assigned, the contractor shall review complete data available for requirement in applicable databases to include FMTS and JCRM and any relevant requirement documentation to include the combatant commander's request for forces (RFF), force tracking number (FTN) in JCRM, eJMAPS number in FMTS, information deployment orders (DEPORDS), execution orders (EXORDS), augmentation support requests and rotational plans to determine the manpower requirements and make recommendations for appropriate course of action. The contractor shall conduct all classified research utilizing the SIPR network in accordance with DOD 5220.22-M, DODM 5200.01 V1-V4, SECNAV M-5510.36 and local USFFC security policies.

4.1.3. The contractor shall conduct analysis on various complex issues that impact ability to meet ordered latest arrival date such as establishment of required training, availability of required training, and required sourcing timelines. Based on conclusions derived, develop the preliminary plan to execute comprehensive requirement build to enable mission. This involves the creation of the requirement in the NMCMPMS data base to include all relevant data such as mission description, order reference, billet details, manpower requirements, training required, reporting instructions, etc.

4.1.4. The contractor shall interact with relevant stakeholders, both internal and external, to identify solutions to meet near and long-term requirements based on mission, availability of resources and established priorities.

4.1.5. The contractor shall attend various meetings, briefings and conferences as required in order to either provide valuable mission related data to GFM Individual Augmentee stakeholders and leadership or to gather critical background for personnel and mission related information in order to prepare briefs as required to NID11 Branch leadership to enable leadership decisions between available courses of action relative to issues at hand. There is no requirement for temporary duty (TDY) travel to support these meetings, briefings, and conferences.

##### **4.2 Mission Requirement Management**

4.2.1 The contractor personnel shall verify mission specific manpower/manning needs based on current order (Global Force Management Allocation Plan (GFMAP) Annex A/B for ad hoc unit or Annex D for Joint Manpower Document (JMD)) Individual Augmentees and after conducting the relevant manpower and logistical analysis, either create the initial requirements package or revalidate the requirements package in NMCMPMS, a SIPRNET and NIPRNET web-based application. Review and validate each requirement to ensure all critical data pertinent for approval and sourcing is included. Ensure each request and line item is complete and results in an organizational package and structure of manpower requirements which provide an effective method for mission management. The contractor shall conduct this mission requirement research, creation, validation, and revalidation work on the SIPR NMCI network in accordance with DOD 5220.22-M, DODM 5200.01 V1-V4, SECNAV M-5510.36 and local USFFC security policies.

4.2.2 The contractor personnel shall track the processing of a request from its inception through approval; validate the proper upload and updates into the USFFC IA Portal to ensure correct personnel sourcing; verify the generation of orders, and retain the ability to capture historical data related to manning needs in

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support of global force tasking. In addition, the contractor personnel shall maintain requirements in the USFFC IA Portal to ensure accuracy of information, and track status of each valid requirement to ensure requirements are filled with personnel either boots on ground (BOG) or on orders. The contractor personnel shall ensure that appropriate actions are in place to fill the requirements initially or rotationally according to established processes, or are designated as "officially on hold". Most of the routine management of the mission requirements takes place on the NIPR NMCI network with some communications taking place on the SIPR NMCI network in accordance with DOD 5220.22-M, DODM 5200.01 V1-V4, SECNAV M-5510.36 and local USFFC security policies.

4.2.3 The contractor personnel shall assist in the development of and aid in the assignment of training tracks for assigned mission personnel. The contractor shall assist in the management of deployments and follow-on sourcing requirements to cover the order. The contractor personnel shall work closely with the NI sourcing team, Reserve Forces (RESFOR) Command, Navy Personnel (PERS) Command, Theater Representatives, and Expeditionary Combat Readiness Command (ECRC) as appropriate throughout the mission cycle.

4.2.4 The contractor personnel shall define mission specific requirements and prepare administrative correspondence to provide reporting instructions to stakeholders where needed to provide information and direction to commands and individuals preparing for deployment.

4.2.5 The contractor shall monitor administration and management and sourcing of military Manpower/manning requirements for "in lieu of" missions and individual personnel augments worldwide. The contractor shall answer questions and resolve any issues that arise related to these requirements. The contractor shall forward any issues related to appropriateness of skillset (pay grade, designator, rating, Navy Enlisted Classification (NEC), or other skill requirement) to USFFC requirements team for resolution. The contractor shall work with requirements team as needed to resolve issues or assist in planning of future rotations.

4.2.6. The contractor shall ensure appropriate tasking messages are issued to source personnel for missions and monitor identification of personnel to correctly fill mission requirements; track issuance of personnel orders to make sure they are prepared correctly to meet reporting and training track guidelines; check pending changes, identify discrepancies and recommend corrective action to appropriate organization.

4.2.7 The contractor shall engage daily with relevant stakeholders, both internally and externally, in order to respond to changing mission logistics and training requirements, e.g. theater extension requests, order modification (ORDMOD) requests, training updates, requests for information, late drops, emergent requirements, curtailed missions, change in tour lengths, and others. The contractor shall perform required processes in response to, and in coordination with, applicable stakeholders.

4.2.8 The contractor shall assist in the monitoring and tracking of personnel once assigned to various mission requirements, coordinating with ECRC when applicable, to include in-processing, training track completion, arrival in theater and planned rotation dates. The contractor shall identify shortfalls and ensure attrition data is collected and personnel are replaced in a timely manner.

4.2.9 The contractor shall capture and retain statistical data related to mission management; prepare statistical analysis and produce trend chart and tables to organize and summarize data as required; perform various queries and analysis to assist with development of responses to inquiries and request for manpower/manning requirements data from numerous sources.

4.2.10 The contractor shall initiate planning action for follow on mission rotations to ensure all actions are taken as described in above paragraphs 4.2.1 through 4.2.9 to facilitate requirements rotationally with reliefs that are properly trained and equipped to relieve deployed personnel on time in accordance with all required process timelines.

4.2.11 The contractor shall perform additional related functions that are required in performance of mission requirement management such as attend meetings, provide GFM Individual Augmentee related training, provide status reports, coordinate communications with stakeholders to resolve questions, but at no time will the related functions be those that are inherently governmental in nature.

4.2.12 The contractor shall perform work processes in accordance with established guidelines. Any situation requiring deviation must be briefed and approved by the appropriate assigned/designated government entity.

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## 5.0 Personnel Qualifications

### 5.1 Knowledge required by this position

5.1.1 Minimum two years' experience with the assignment and utilization of both active component and reserve component personnel to fill global force management requirements to ensure personnel have the appropriate funding, uniforms, equipment, transportation, and skills necessary to meet mission objectives.

5.1.2 Minimum one year's experience working within the Department of Defense organization structure with particular emphasis on the authority and responsibility of Office of the Secretary of Defense (OSD), the Joint Staff, the various Combatant Commanders, and the interface with service headquarters as it relates to the process of organizing, training, and deploying forces and individual personnel.

5.1.3 Minimum two years' experience working with the Department of the Navy organization structures, with demonstrated understanding of its interdepartmental relationships, Fleet organization and lines of authority and an understanding of the organization and mission of USFFC staff and subordinate commands.

5.1.4 Minimum one year's experience working with the Navy enlisted rating structure and associated Navy Enlisted Classification (NEC) codes and Navy officer designators, Subspecialty (SSP) codes, Additional Qualification Designation (AQD) codes, Navy Officer Billet Classification (NOBC) codes, and military pay, entitlements, and benefits.

5.1.5 Minimum four years' experience providing program manager level analysis with the demonstrated ability to analyze complex situations, identify problems, probe causes, develop logical solutions and recommendations and the ability to gather, assemble, correlate and analyze facts and draw conclusions.

5.1.6 Minimum one year's experience working with the following database systems or comparable systems: Joint Capabilities Requirements Manager (JCRM), Fourth Estate Manpower Tracking System (FMTS), Electronic Joint Manpower and Personnel System (eJMAPS), and Global Force Management Allocation Plan (GFMAP).

5.1.7 Minimum one year's experience working with Global Force Management planning.

5.1.8 Minimum four years' experience working with management theories, techniques, and practices and experience applying that knowledge to military human resources manpower management and personnel distribution.

5.1.9 Ability to communicate clearly and persuasively, both orally and in writing. Knowledge of Navy correspondence and message procedures is required. Possess writing skills to draft official correspondence and presentations.

5.1.10 Minimum one year's experience working in the use of computer systems and associated programs, to include the use of Microsoft WINDOWS, WORD, EXCEL, Access, PowerPoint. Ability to develop spreadsheets and utilize databases to track work flow.

### 5.2 Education/Qualifications

5.2.1 **Education:** Bachelor of Arts or Bachelor of Science degree plus four (4) years' work experience performing the same or closely related work; or an Associate's Degree plus six (6) years' work experience performing the same or closely related work; or eight (8) years' work experience performing the same or closely related work.

#### 5.2.2 Qualifications:

5.2.2.1 Shall have minimum two (2) years' experience working operational staff officer issues for operational or headquarters military staffs.

5.2.2.2 Shall have minimum two (2) years' experience in USN training, operational planning, and Individual Augmentee management/logistics.

## 6.0 Deliverables:

Provide management reports as required in performance of duties. Monthly contract reporting will be accomplished

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in accordance with the contract.

Deliverable requirements are summarized below. Copies of all deliverables, both formal and informal, shall be provided to the assigned/designated government entity per designated schedule and will be provided to the Contracting Officer's Representative (COR) upon request. The COR will also conduct inspection spot checks and monthly meetings with the contractors to track and confirm contract compliance. Other distribution may be mutually agreed. Deliverables are subject to review and, if warranted, may be returned to the contractor for revision due to content inaccuracies and/or errors.

All documentation will provide traceability to enable Government review and verification. At specific milestones, the contractor will provide interim reviews of the work accomplished to permit determination of the quality of the effort or receive government guidance. If deficiencies are found, the contractor shall provide for timely corrective action.

The contractor shall comply with classification guidance provided in section 10.1 of this PWS and any additional applicable security classification guidance contained in the National Industrial Security Program Operating Manual (DOD 5220.22-M), DOD Information Security Program: Protection of classified information (DODM 5200.01 VI-V4), DON Information Security Program (SECNAV M-5510.36), and local USFFC security policies for applicable documents. Additionally, the contractor shall comply with Operations Security (OPSEC) policies and procedures contained in the DoD OPSEC Manual (DODM 5205.02M) and the USFF Instruction (COMUSFLTFORCOMINST 3432.1A) and/or as directed by the OPSEC Manager/Officer or an OPSEC representative. All contractor personnel shall protect information listed in the USFF Critical Information List and any other sensitive, but unclassified information that may be useful to our adversaries. Contractors shall accomplish USFF initial OPSEC training within 90 days of in-processing and complete refresher OPSEC training annually.

Contractors shall notify their OPSEC Coordinator or the OPSEC Manager/Officer of recommendations for the OPSEC program or potential OPSEC concerns.

The following is a summary listing of deliverables required under this Task Order. Information on this list has the same force and effect as if it were provided on a formal Contract Data Requirements List (CDRL), DD Form 1423. It is anticipated that delivery of unclassified deliverables will be accomplished electronically. The contractor shall provide deliverables at the level of classification as identified by the USFFC NID leadership when requested. An unclassified version will be provided, as required by the Government.

**CDRL No:** A0002

**Title:** MISSION ACCOMPLISHMENT REPORT  
**Subtitle:** Historical summary of mission accomplishment  
**Frequency:** Bi-Monthly

**Remarks:** Specific items include but not limited to summary of relevant tasks, discussions, or missions built or updated that week. Include statistics pulled from USFF IA Portal documenting work accomplished. Ref. PWS 4.2 paragraphs above.

**CDRL No:** A0003

**Title:** NMCMPs VALIDATION REQUEST REPORT  
**Subtitle:** Mission requirement build check list on SIPR  
**Frequency:** As required with each GFMAP order release

**Remarks:** Report is a check list provided electronically on SIPR at the Secret level documenting completed mission requirement builds and updates that need approval. Ref. PWS 4.1.2, 4.1.3, 4.2.1, 4.2.7, & 4.2.10 above.

**CDRL No:** A0004

**Title:** MONTHLY BOOTS ON GROUND (BOG) REPORT  
**Subtitle:** Technical Reports

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**Frequency:** Monthly

**Remarks:** Report is generated and delivered via the USFF IA Portal database. Information generated by the Individual Augmentee Portal needs to be verified for accuracy and a screen shot or spreadsheet download of the report as of the 1<sup>st</sup> of each month shall be provided for the record. Ref. PWS 4.2.2 above.

**CDRL No:** A0005

**Title:** WRITTEN/ELECTRONIC PRODUCTS AND REPORTS

**Frequency:** As required

**Remarks:** Specific items include but not limited to briefs, point papers, issue papers, analysis reports, draft correspondence for Flag/SES signature, and any other written reports/documentation. Ref. PWS 4.1 & 4.2 paragraphs above.

#### 7.0 PROPRIETARY DATA RIGHTS

All intellectual property created and/or developed during the life of this contract is the property of the U.S. Government.

#### 8.0 GOVERNMENT FURNISHED EQUIPMENT (GFE)

The Government will furnish equipment or facilities, needed by contractor personnel, to accomplish objectives and tasks identified in this performance work statement (PWS). Equipment: Office Cubicle with storage space, Desktop/Laptop Computer as required, printer, facsimile machine, copy machine, telephone, and office supplies, etc. on a temporary and not-to-interfere basis with existing services. All provided databases will remain property of the U.S. Navy. The contractor shall not retain any government furnished equipment or materials. FAR 45.000(b)(5) applies.

#### 9.0 MATERIALS

All materials required to perform duties will be provided by the Government to include workspace, phone, and NIPR/SIPR computers.

#### 10.0 SECURITY REQUIREMENTS

Contractor shall be able to provide Subject Matter Expert (SME) support with clearances up to and including General Service (GENSER)/SECRET level. The contractor shall abide by all USFF, DON, and DOD instructions, rules, procedures, and standards of conduct. The contractor's request for visit authorization shall be submitted in accordance with DOD 5220.22M (Industrial Security Manual for Safeguarding Classified Material) no later than one (1) week prior to arrival. Active secret clearances are required for all positions. All contractor personnel shall be eligible for secret clearances for all positions as required. It is the contractor's responsibility to obtain the requisite clearance levels for all contractor personnel prior to the start of work. In the event that contractor personnel cannot obtain a secret clearance, prior to the required start date, the contractor shall notify the COR. A DD-254 shall be provided for the contractor to complete and utilize for security purposes. A copy of the completed form shall be emailed to the COR and USFF security officer.

All contractor personnel shall be eligible for a Secret security clearance for NIPRNET and/or SIPRNET information access to perform management of USFF NID tasks. All classified SIPRNET work in performance of this contact will take place at USFFC. Any contractor personnel proposed to work on this effort shall be eligible to immediately begin performance at the time of contract award.

**10.1 Mission Classification guidance:** Classification Guidance is provided by the following:

1. Current Global Response Force Executive Order
2. Chairman of the Joint Chiefs of Staff (CJCS) Instruction 3130.06, "Global Force Management Allocations Policies and Procedures"
3. CJCS Manual 3130.03, "Adaptive Planning and Execution (APEX) Planning Formats and Guidance"
4. CJCS Manual 3122.02D Change 1, "Joint Operation Planning and Execution System (JOPES) Volume III, Time Phased Force and Deployment Data (TPFDD)"
5. Individual COCOM TPFDD Letters of Instruction

**10.2 Additional Security Classification Guidance:** In addition to the above mission requirement classification guidance, the contractor shall comply with any additional applicable security classification guidance contained in the National Industrial Security Program Operating Manual (DOD 5220.22-M), DOD Information Security Program: Protection of classified information (DODM 5200.01 V1-V4), DON Information Security Program (SECNAV M-5510.36) and local USFF security policies. The contractor shall not release any Government information e.g. classified, controlled unclassified/For Official Use Only (FOUO) information without the express permission of the Government representative or COR.

### 11.0 ADDITIONAL TRAINING REQUIREMENTS

The Contractor is responsible for its employees (and subcontractors) supporting this contract completing and staying up-to-date on all training required by USFF and supported activities for individuals working on Government installations. Some examples of required training and their requisite course numbers/references are listed below. The required training is subject to change throughout the life of this contract; however, the Contractor should assume at least a total of eight (8) hours for all required training courses annually per Contractor/Subcontract employee. The Contractor shall provide documentation (copies of training certificates) to the COR confirming that Contractor employees have completed the required training within five (5) days of the specific training due date.

Program	Course	Reference(s)
Cyber Awareness	DOD-IAA-V12.0 Or DOD-IC-IAA-V12.0	SECNAVINST 5239.3B, para. 7(a)(4)
Privacy Act & PII	DOD-PII-V2.0	SECNAVINST 5211.5E, para. 18(d)(2)
Antiterrorism Level I by Awareness	CENSECFOR-AT-010.1.0	DoDI 2000.16, para. E3.25.1.5 supported E2.11; E3.18.6
OPSEC	NIOC-USOPSEC-2.0	OPNAVINST 3432.1A, para. 3 & para. 4c(3) COMUSFLTFORCOMINST 3432.1, para. 8a(7)
Suicide Prevention	CPPD-GMT-SAP-1.0	OPNAVINST 1720.4A, para. 5a(1)
Records Management	DOR-RM-010	OPNAVINST 5210.20, para. 25c

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Counterintelligence NCIS Face-to-Face SECNAVINST M-5510.30, chapter 4;  
employee Awareness (to include contractor) is defined  
in Appendix A.

Security Awareness Local Brief/Seminar SECNAVINST M-5510.30, chapter 4 & para.  
10-2; employee (to include contractor) is defined in Appendix A.

#### 12.0 PLACE OF PERFORMANCE/PERIOD OF PERFORMANCE:

Place of performance will be USFF N1D, Building NH-140, First Floor, 1562 Mitscher Avenue, Norfolk, VA 23551-2487. Much of the work is sedentary; however, walking and climbing stairs is required. Period of performance will be 4/01/2017 – 3/31/2018 with four (4) available option years from 4/01/2018 – 3/31/2019; 4/01/2019 – 3/31/2020; 4/01/2020 – 3/31/2021; 4/01/2021 – 3/31/2022.

#### 13.0 RECOGNIZED FEDERAL HOLIDAYS:

Below are the traditional Federal holidays in which Government facilities will be closed. With the exception of responsibilities, such as 24-hour operations to support training events/exercises and real world events, where prior approval has been granted by the COR to perform on-site at the Government installation, Contractor shall follow their corporate policy for work on recognized Federal holidays where on-site performance cannot be conducted:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

#### 14.0 ENTERPRISE 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 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>.

#### 15.0 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – "DoD Implementation of Homeland Security Presidential Directive – 12

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(HSPD-12)" dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

#### **APPLICABILITY**

This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

#### **ACCESS TO FEDERAL FACILITIES**

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy Command and shall out-process prior to their departure at the completion of the individual's performance under the contract.

#### **ACCESS TO DOD IT SYSTEMS**

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity's Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

#### **INTERIM ACCESS**

The Navy Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or



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DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

#### **DENIAL OR TERMINATION OF ACCESS**

The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

#### **CONTRACTOR'S SECURITY REPRESENTATIVE**

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

#### **BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES**

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as Non-Critical Sensitive [ADP/IT-II] when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLIC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLIC consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

- SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded

to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual

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Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

#### **BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES**

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

- Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and
- Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a FBI fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

- SF-85 Questionnaire for Non-Sensitive Positions
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM

Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

\* Consult with your Command Security Manager and Information Assurance Manager for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

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## SECTION D PACKAGING AND MARKING

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

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**SECTION E INSPECTION AND ACCEPTANCE**

**Quality Assurance Surveillance Plan.** These are the standards against which the contractor's performance work on this contract will be measured.

Deliverables	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
Mission Accomplishment Report	Provide summary of tasks accomplished related to execution of assigned mission requirements. Summary should include but not limited to: significant tasks or issues; statistics demonstrating lines being ripped on time and accurately reflecting ordered requirement in accordance with established policies, status of mission requirement fills, being sourced, on orders, in training, or BOG; projects completed, status of NMCMPs build of mission requirements either emergent or updated being in process or completed (See Paragraphs 4.2 inclusive) (CDRL A0002)	Inspection by COR	Bi-Monthly	90% accuracy
Monthly Boots on Ground (BOG) Report	Maintain and monitor accuracy, currency and status of each valid requirement to ensure accurate IA Portal Reporting of BOG personnel. A screen shot or spreadsheet download of the report as of the 1st of each month shall be provided for the record. (See Paragraph 4.1.2) (CDRL A0004)	Inspection by COR	Monthly	90% Accuracy
NMCMPs Validation Request Report	All emergent mission requirements ordered by Global Force Management Allocation Plan (GFMAP) modifications accurately built in NMCMPs database and submitted for approval within 5 working days of order release (See Paragraphs 4.1.2, 4.1.3, 4.2.1, 4.2.7, & 4.2.10) (CDRL A0003)	Inspection by COR	As required	95% Compliance
NMCMPs Validation Request Report	Similar to emergent missions, all GFMAP modified changes be accurately updated in NMCMPs database and submitted for approval within 10 working days of order release (See Paragraphs 4.1.2, 4.1.3, 4.2.1, 4.2.7, & 4.2.10) (CDRL A0003)	Inspection by COR	As required	90% Compliance
NMCMPs Validation Request Report	Annual revalidations of recurring missions ordered in the GFMAP Base order be accurately updated in NMCMPs database and submitted for approval within 30 calendar days of order release (See Paragraphs 4.1.2, 4.1.3, 4.2.1, 4.2.7, & 4.2.10) (CDRL A0003)	Inspection by COR	Annually	90% Compliance
Written/Electronic Products and Reports	Produce briefs, point papers, issue papers, analysis reports, draft correspondence for Flag/SES signature, and any other written reports/ documentation. Ref. PWS 4.1 & 4.2 paragraphs above. (See Paragraphs 4.1 & 4.2 inclusive) (CDRL A0005)	Inspection by COR	As required	90% Compliance
Invoicing of Contract hours	Monthly invoices per contract procedure are timely and accurate and include validated hours worked per month. (CDRL A0001)	COR	Monthly	98% accuracy and compliance

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## SECTION F DELIVERABLES OR PERFORMANCE

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

8001	4/1/2017 - 3/30/2018
9001	4/1/2017 - 3/31/2018

### CLIN - DELIVERIES OR PERFORMANCE

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

8001	4/1/2017 - 3/30/2018
9001	4/1/2017 - 3/31/2018

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

8101	4/1/2018 - 3/31/2019
8201	4/1/2019 - 3/31/2020
8301	4/1/2020 - 3/31/2021
8401	4/1/2021 - 3/31/2022
8501	4/1/2022 - 9/30/2022
9101	4/1/2018 - 3/31/2019
9201	4/1/2019 - 3/31/2020
9301	4/1/2020 - 3/31/2021
9401	4/1/2021 - 3/31/2022
9501	4/1/2022 - 9/30/2022

Services to be performed hereunder will be provided at the location specified in the PWS.

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## SECTION G CONTRACT ADMINISTRATION DATA

### CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:

- a. All pre-award information, questions, or data;
- b. Freedom of Information inquiries;
- c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
- d. Arranging the post award conference (See FAR 42.503).

[REDACTED]

[REDACTED]

[REDACTED]

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

[REDACTED]

[REDACTED]

[REDACTED]

3. DEFENSE CONTRACT AUDIT AGENCY (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of the contract prior to final payment to the contractor. Not Applicable

4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.

Name: (Follow WAWF instructions in DFARS 252.232-7006 herein.)

Address:

Phone:

5. CONTRACTING OFFICER REPRESENTATIVE (COR) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;

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h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.

**Contracting Officer's Representative (COR) / Task Order Manager:**

[REDACTED]

**CONTRACT ADMINISTRATION PLAN (CAP)  
FOR FIXED PRICE CONTRACTS**

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications, or information regarding the administration function assigned.

1. The Procuring Contract Office (PCO) is responsible for:
  - a. All pre-award duties such as solicitation, negotiation and award of contracts.
  - b. Any information or questions during the pre-award stage of the procurement.
  - c. Freedom of Information inquiries.
  - d. Changes in contract terms and/or conditions.
  - e. Post award conference.
2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.
3. The paying office is responsible for making payment of proper invoices after acceptance is documented.
4. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:

**a. Technical Interface**

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(1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The COR is prohibited from issuing any instruction which would constitute a contractual change. The COR shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

#### b. Contract Surveillance

(1) The COR shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the COR should exercise extreme care to ensure that he/she does not cross the line of personal services. The COR must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the COR's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

(2) The COR shall monitor contractor performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the COR is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation.

(3) The COR will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the COR should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the COR is responsible for monitoring the recovery and keeping the PCO advised of progress.

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of contract performance. Subsequent CPARS covering any contract option periods should be ready at 1-year intervals thereafter.

#### c. Invoice Review and Approval/Inspection and Acceptance

(1) The COR is responsible for quality assurance of services performed and acceptance of the services or deliverables. The COR shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the COR must take into consideration all documentary information available and any information developed from personal observations.

(2) The COR must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The COR must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

(3) The COR will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The COR shall work with the Contractor to obtain and execute a final invoice no more than 60 days after completion of contract performance. The COR shall ensure that the invoice is clearly marked as a "Final Invoice."



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d. **Contract Modifications.** The COR is responsible for developing the statement of work for change orders or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

e. **Administrative Duties**

(1) The COR shall take appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The COR shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

(3) The COR must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. **Government Furnished Property.** When government property is to be furnished to the contractor, the COR will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

Enclosure (1)

g. **Security.** The COR is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. **Standards of Conduct.** The COR is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. **Written Report/Contract Completion Statement.**

(1) The COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of contract completion.

(3) The COR is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

5. The Technical Assistant (TA), if appointed, is responsible for providing routine administration and monitoring assistance to the COR. The TA does not have the authority to provide any technical direction or clarification to the contract. Duties that may be performed by the TA are as follows:

a. Identify contractor deficiencies to the COR.

b. Review contract deliverables, recommend acceptance/rejection, and provide the COR with documentation to support the recommendation.

c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the COR.

d. Identify contract noncompliance with reporting requirements to the COR.

e. Review contractor status and progress reports, identify deficiencies to the COR, and provide the COR with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.

f. Review invoices and provide the COR with recommendations to facilitate COR certification of the invoice.

g. Provide the COR with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.

h. Provide detailed written reports of any trip, meeting, or conversation to the COR subsequent to any interface between the TA and contractor.

Accounting Data

SLINID	PR Number	Amount
8001	N0006017RC004RT	[REDACTED]
LLA :		
AA 1771804 60CA 252 00060 W 068732 2D C004RT		
Standard Number: N0006017RC004RT		
9001	N0006017RC004RT	[REDACTED]
LLA :		
AA 1771804 60CA 252 00060 W 068732 2D C004RT		
Standard Number: N0006017RC004RT		

BASE Funding [REDACTED]  
Cumulative Funding [REDACTED]

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### 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 SETASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBAs 8(a) program, or a Service Disabled Veteran Owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

#### FAR 52.232-18 - Availability of Funds

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract. The notice of availability of funds issued pursuant to this clause will be posted to the NAVSUP FLC Norfolk web page at

[https://www.navsup.navy.mil/navsup/ourteam/navsupgls/prod\\_serv/contracting/con\\_navsupflcn](https://www.navsup.navy.mil/navsup/ourteam/navsupgls/prod_serv/contracting/con_navsupflcn)

(End of Clause)

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## **SECTION I CONTRACT CLAUSES**

### **REFERENCE**

**IN ADDITION TO THE CLAUSES INCLUDED IN THE MULTIPLE AWARD CONTRACT, THE FOLLOWING CLAUSES ARE INCORPORATED BY REFERENCE:**

**FAR 52.204-18 CAGE MAINTENANCE**

**FAR 52.222-40 NOTIFICATION OF EMPLOYEE RIGHTS UNDER THE NATIONAL LABOR RELATIONS ACT**

**FAR 52.222-55 MINIMUM WAGES UNDER EXECUTIVE ORDER 13658**

**FAR 52.222-60 PAYCHECK TRANSPARENCY**

**FAR 52.233-3 PROTEST AFTER AWARD**

**FAR 52.237-2 PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION**

**FAR 52.245-1 GOVERNMENT PROPERTY**

**FAR 52.245-9 USE AND CHARGES**

**DFARS 252.203-7995 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS (DEV 2017-O0001)**

**DFARS 252.223-7006 PROHIBITION ON STORAGE, TREATMENT, AND DISPOSAL OF TOXIC OR HAZARDOUS MATERIALS**

**DFARS 252.245-7001 TAGGING, LABELING AND MARKING OF GFP**

**DFARS 252.245-7002 REPORTING LOSS OF GOVERNMENT PROPERTY**

**DFARS 252.245-7003 CONTRACTOR PROPERTY MANAGEMENT SYSTEM ADMINISTRATION**

**DFARS 252.245-7004 REPORTING, REUTILIZATION AND DISPOSAL**

**DFARS 252.211-7007 REPORTING OF GFP**

### **FULL TEXT**

**IN ADDITION TO THE CLAUSES INCLUDED IN THE MULTIPLE AWARD CONTRACT, THE FOLLOWING CLAUSES AND PROVISIONS ARE INCORPORATED BY FULL TEXT:**

**FAR 52.217-8 OPTION TO EXTEND SERVICES**

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.

(End of Clause)

**FAR 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT**

(a) The Government may extend the term of this contract by written notice to the Contractor within 1 day prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its

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intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(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 66 months.

**52.222-42 -- STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES**

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 Analyst	GS-12

(End of Clause)

**52.232-18 -- Availability of Funds.**

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of Clause)

**252.232-7006 Wide Area WorkFlow Payment Instructions.**

**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—

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(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.cb.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.cb.mil/>

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions.* The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) *Document type.* The Contractor shall use the following document type(s).

**COMBO**

*(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.

**USFF N1D, Building NH-140, First Floor, 1562 Mitscher Avenue, Norfolk, VA 23551-2587**

*(Contracting Officer: Insert inspection and acceptance locations or "Not applicable.")*

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	N68732
Issue By DoDAAC	N00189
Admin DoDAAC	N00189
Inspect By DoDAAC	N00060
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	N00060
Service Acceptor (DoDAAC)	N00060
Accept at Other DoDAAC	
LPO DoDAAC	N00060
DCAA Auditor DoDAAC	

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Other DoDAAC(s)	
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(\*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, (e.g. timesheets) in support of each payment request.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(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.

\_\_\_\_\_  
\_\_\_\_\_

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

(2) For technical WAWF help, contact the WAWF helpdesk at \_\_\_\_\_

(End of clause)

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**SECTION J LIST OF ATTACHMENTS**

Wage Determination

DD 254