

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE J	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. 14	3. EFFECTIVE DATE 27-Feb-2019	4. REQUISITION/PURCHASE REQ. NO. N5005419PRFA1LM		5. PROJECT NO. (If applicable) N/A
6. ISSUED BY Mid-Atlantic Regional Maintenance Center P.O BOX 215, NORFOLK NAVAL SHIPYARD, BLDG. 51, 2ND FLOOR PORTSMOUTH VA 23705-0215 joseph.1.estrella@navy.mil 757-400-0316	CODE N50054	7. ADMINISTERED BY (If other than Item 6) Mid-Atlantic Regional Maintenance Center P.O BOX 215, NORFOLK NAVAL SHIPYARD, BLDG. 51, 2ND FLOOR PORTSMOUTH VA 23705-0215		CODE N50054 SCD: C

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. N00178-14-D-7777-8C01
[X]	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)
SEE SECTION G

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

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE 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 type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
[X]	D. OTHER (Specify type of modification and authority) 52.217-9 Option to Extend the Term of the Contract

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, Chief Contracts Officer		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) [REDACTED]	
15B. CONTRACTOR/OFFEROR /s/Michael P. Carlson (Signature of person authorized to sign)	15C. DATE SIGNED 26-Feb-2019	16B. UNITED STATES OF AMERICA BY [REDACTED] (Signature of Contracting Officer)	16C. DATE SIGNED 27-Feb-2019

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

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GENERAL INFORMATION

The purpose of this modification is to exercise Option Year III valued at [REDACTED]. The exercise of this option includes changes in the SOW under section 4.7.9.11 and 4.7.16.15 and replace Assistant Task Order Manager (ATOM) from Stephen J. Lind to Janice L. Moye. This option will be incrementally funded. All other terms and conditions remain the same. Accordingly, said Task Order is modified as follows: 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 \$16,012,377.09 by [REDACTED] to [REDACTED]

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
830001	O&MN,N	0.00	[REDACTED]	[REDACTED]
930001	O&MN,N	0.00	[REDACTED]	[REDACTED]
931001	O&MN,N	0.00	[REDACTED]	[REDACTED]

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

CLIN/SLIN	From (\$)	By (\$)	To (\$)
8300	0.00	[REDACTED]	[REDACTED]
9300	0.00	[REDACTED]	[REDACTED]
9310	0.00	[REDACTED]	[REDACTED]

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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		
8004	R699	Paragraph 4.2.1 Administrative Assistant II Funds (O&MN,N)	6.0	MO		
8005	R699	Management Analyst, Senior - Workload Forecasting (Code 1190) (O&MN,N)	3.0	MO		
8100	R699	OPTION I - Administrative Support Services in accordance with Section C. (O&MN,N)	1.0	MO		
810001	R699	(O&MN,N)				
8101	R699	Administrative Support Services in accordance with Section C. (O&MN,N)	11.0	MO		
810101	R699	Incremental Funding (O&MN,N)				
8200	R699	OPTION II - Administrative Support Services in accordance with Section C (O&MN,N)	2.0	MO		
820001	R699	(O&MN,N)				
8201	R699	OPTION II - Administrative Support Services in accordance with Section C (O&MN,N)	10.0	MO		
8202	R699	Two additional personnel for Admin ICO Contracts (O&MN,N)	6.0	MO		
8300	R699	OPTION III - Administrative Support Services in accordance with Section C (O&MN,N)	12.0	MO		
830001	R699	Labor Funding (O&MN,N)				
8400	R699	OPTION IV - Administrative Support Services in accordance with Section C (O&MN,N)	12.0	MO		

Option

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
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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)	1.0	LO	██████████
9110	R699	OPTION I - NON-TRAVEL ODCs IN SUPPORT OF THE PERFORMANCE WORK STATEMENT (O&MN,N)	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)	1.0	LO	██████████
920001	R699	(O&MN,N)			
9210	R699	OPTION II - NON-TRAVEL ODCs IN SUPPORT OF THE PERFORMANCE WORK STATEMENT (O&MN,N)	1.0	LO	██████████
921001	R699	(O&MN,N)			
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)	1.0	LO	██████████
930001	R699	Travel (O&MN,N)			
9310	R699	OPTION III - NON-TRAVEL ODCs IN SUPPORT OF THE PERFORMANCE WORK STATEMENT (O&MN,N)	1.0	LO	██████████
931001	R699	NON-Travel ODC (O&MN,N)			
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

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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.

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

1.2.1 Location and Hours of Work

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 (1150)~~

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Administrative Assistant II (100L, 106, 130, 205, 300, 960, 1121, ~~1130, 1160~~)

Administrative Specialist (400)

~~Communications Technician/Applications Analyst (1170)~~

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

Financial Management Analyst (~~612~~, 621, 960)

~~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)~~

Management Analyst (Strategic Planning) (1100)

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)~~

Senior Acquisition Policy Analyst (400)

Senior Contracting Policy Analyst (400)

~~Strategic Planning/Process Improvement (1100)~~

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

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

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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 most recent and/or current edition of 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
- 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

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- 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
- hh. OPNAVINST 5513.16B – Declassification of 25 Year Old Department of the Navy Information
- ii. MARMC Command Email Standard Operating Procedure I (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 Series

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

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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.
- 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

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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 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. Due: Update daily.
 - Award Fee Evaluation Board Briefs.
Discussions of Ship contracts, awards, schedules, and dates, set by MARMC Code 400.

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- 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. 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.~~

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~~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.~~

4.1.3 Administrative Assistant II (Code 100L - Legal)

Experience required:

- a. Three (3) years applicable job-related experience performing Military Administrative duties in a military legal professional office setting.
- b. Must be familiar with the current DOD/Navy directives in regards to Military Legal correspondence. Must be proficient in Naval correspondence
- c. Proficient in the use and creation of documents in Microsoft Office applications such as Word, PowerPoint, Excel, Access, and Outlook.

The contractor shall:

- 4.1.3.1 Provide clerical support for Legal Officer in preparing correspondence, PowerPoint presentations, filing, and recordkeeping duties.
- 4.1.3.2 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.
- 4.1.3.3 Screen and direct telephone calls, visitors, and incoming correspondence to appropriate personnel.
- 4.1.3.4 Interface with visitors requesting appointments and asking questions.
- 4.1.3.5 Make arrangements for conferences and meetings and assemble established background materials as required.
- 4.1.3.6 Identify and escalate workflow issues, provide clerical support on Legal projects, provide administrative support to work directors, and compile daily production statistics and other reports.
- 4.1.3.7 Compose and maintain various types of correspondence such as phone messages, email, fax, and letters.

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

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

4.1.3.10 Establish and/or maintain soft and hard copy of various office documentation, research information, and operate modern office equipment and software.

4.1.3.11 Generate meeting agendas, coordinate times and locations, and any other logistical and clerical support to schedule meetings. Attend meetings/proceedings, record minutes/transcribes recordings, and produce documents.

4.1.3.12 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.

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

4.1.3.14 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.

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

4.1.3.16 Utilize current task specific software programs.

4.1.3.17 Be familiar with the Military Personnel Manual, JAGMAN, and Uniform Code of Military Justice to obtain information to complete taskings.

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 Administrative Assistant II

Experience required:

- a. Administrative Assistant work with Navy Shipbuilding and/or Maintenance Support.
- b. Experience in Safety and Environmental policies and laws.
- c. Proficient in the use of MS Office, MS Word, MS PowerPoint, MS Access, MS Excel and Adobe Acrobat.

The contractor shall:

4.2.1.1 Perform routine clerical functions such as making travel arrangements, ordering supplies, note-taking, scheduling appointments, assisting in preparing for regular meetings, project meetings, greeting guests and escorting Safety visitors.

4.2.1.2 Track and update Code 106 timesheets leave slips and overtime forms. Log in daily to STRIPES and validate the interface into SUPDESK for all Safety Office personnel. Validate time from the STRIPES Payroll System. Extract timesheets and provide electronic copies via PDF to Payroll.

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4.2.1.3 Ensure there are enough printed forms (i.e., Shoe Reimbursement Forms, Wolman Optical Forms) on hand and re-stock as needed. File and organize the forms in binders.

4.2.1.4 Ensure paper and backup supplies for the Xerox copier/printer are on hand and installed when needed. Schedule procurement of supplies before depletion and validate copier/printer updates as necessary.

4.2.1.5 Maintain confidential employee records and/or subject matter files as requested by the management staff.

4.2.1.6 Ensure that the Safety Posters around the building are rotated as needed.

4.2.1.7 Take minutes at the Monthly Safety Council meeting, send completed minutes to the Safety Director for review, and send them to the Front Office Administrative Staff for distribution after approval.

4.2.1.8 Assist in the development of the monthly MARMC Safety Brief and the VA Ship Repair Association Safety Management Board (SMB) utilizing MS PowerPoint. Update links and validate that all included information is current.

4.2.1.9 Process Prescription Safety Eyewear forms for Civilian Employees using the correct process and procedure. File forms and track in MS Excel.

4.2.1.10 Assist civilians with MARMC procedures for the Safety Shoe reimbursement process, provide forms and information as needed. Manage an electronic log of Safety Shoes and track information utilizing MS Excel.

4.2.1.11 Plan itinerary and schedule travel accommodations for military and civilian personnel. Prepare travel orders in the Defense Travel System (DTS). Utilize knowledge of routes, types of carriers, and travel regulations. Prepare passport applications for Code 106 Personnel. Assist personnel in completing travel forms and other business transactions pertaining to travel. Confirm all official travel flights utilizing Virtually There for outgoing flights. Prepare a travel folder for travelers which should include reservations, any other travel information and a trip report. Prepare the trip report from the appropriate template upon the traveler's return.

4.2.1.12 Process and provide safety check-in assistance to the Alteration Installation Teams (AIT). Provide documentation and equipment requirements for all work onboard ships. Update electronic log utilizing MS Excel.

4.2.1.13 Prepare Fire Response Plan Binders for C106 personnel as required. Copy and keep extras on hand at all times. Create CD/RW copies of MARMC Policies and have Notebooks readily available.

4.2.1.14 Issue basic Personal Protective Equipment (PPE) (hard hats, safety glasses, & hearing protection) to MARMC personnel. Maintain and update the PPE Tracking spreadsheet as needed.

4.2.1.15 Generate Completion Cards for MARMC students successfully completing the Department Respiratory Protection and Fall Protection Programs. Laminate cards as necessary.

4.2.1.16 Generate MARMC profiles in Enterprise Safety Administration and Management System (ESAMS) for new employees. Update and transfer employees when validating check-in/check-out sheets.

4.2.1.17 Create meeting requests and reserve meeting rooms for departmental functions. Prepare electronic meeting minutes as necessary.

4.2.1.18 Create and update presentations to be used for special meetings, such as data calls and Safety Management Board meetings.

4.2.1.19 Prepare formal training materials, investigative reports, and Safety and Occupational Health inspections and surveys. Keep electronic copies of reports and update as requested.

4.2.1.20 Register Safety personnel for training and keep records of Training Requests. Keep an electronic log of training attended by Code 106 Employees. Prepare and process training requests to the Training Department. Schedule and register Code 106 Personnel for Naval Safety Center Classes as required.

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4.2.1.21 Provide administrative support to the Code 106 Procurement Specialist for purchasing safety supplies, such as safety office supplies, prescription safety glasses and safety equipment. Research DOD Electronic Mall (EMALL) and the Navy stock system for material and supply procurements. Prepare Purchase Card requests and track purchase in MS Excel. Pick up supplies as needed from NAVSUP, located in the warehouse in Building LF-18, and maintain and keep an inventory. Organize supplies and issue to Code 106 personnel as required.

4.2.1.22 Update safety discrepancy data and validate entries in the Code 106 MS Access Safety databases. Export reports as needed.

4.2.1.23 Reserve government vehicles for Code 106 personnel as needed.

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

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, 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

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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.

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

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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.

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.~~

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~~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.~~

~~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.~~

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~~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.

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

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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 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.

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- 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.

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:

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- 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)

Experience required:

- a. Two (2) years of job-related experience in a professional office setting.

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- 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.

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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.

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

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~~Excel, Access and Outlook-~~

~~e. 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.~~

~~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-~~

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~~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.~~

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 sets 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

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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.

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 610)

Experience required: All of the following skill sets 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.

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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.

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 sets 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), and 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~~

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~~Programs & Policies DoD Travel Policies~~

~~Programs & Policies – City Pair Program~~

~~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 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.

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As well as all of the following skill sets 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.
- 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.
- 4.5.5.12 Be familiar with the following Applicable Documents from Section 3: 3a., 3b., and 3c.

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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 manage 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.~~
- ~~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.~~

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~~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 Financial Management Analyst (Code 960)

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. 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

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proficient with financial accounting information systems including, but not limited to COST, STARS-FL, and WAWF.

The contractor shall:

4.6.3.1 Provide analysis and reporting to ensure compliance with Navy Accounting practices and fiscal policies.

4.6.3.2 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.

4.6.3.3 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.

4.6.3.4 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.

4.6.3.5 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.

4.6.3.6 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.

4.6.3.7 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.

4.6.3.8 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.

4.6.3.9 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.

4.6.3.10 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.

4.6.3.11 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.

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

4.6.3.13 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.

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

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

4.6.3.16 Coordinate and assist accounting personnel on system interfaces and implementation requirements when performing accounting classification data.

4.6.3.17 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.

~~4.6.4 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.~~
- ~~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:-~~

~~4.6.4.1 Provide clerical support for Department/Division Heads in preparing correspondence, PowerPoint presentations, filing, record keeping, and timekeeping.~~

~~4.6.4.2 Answer phone calls, take and/or transfer messages as required.~~

~~4.6.4.3 Interface with visitors requesting appointments and other questions.~~

~~4.6.4.4 Maintain Division Head and/or other unit managers' weekly schedules.~~

~~4.6.4.5 Identify and escalate workflow issues, provide clerical support on departmental projects, provide support to work directors, and compile daily production statistics and other reports.~~

~~4.6.4.6 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.~~

~~4.6.4.7 Conduct administrative management surveys, projects, or studies.~~

~~4.6.4.8 Update Command Tracker daily that provides status of work.~~

~~4.6.4.9 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:-~~

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~~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 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.~~

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4.7.1.(a) Management Analyst (Strategic Planning/Process Improvement) (Code 1100)

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. 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:

- 4.7.1.1 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.
- 4.7.1.2 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.
- 4.7.1.3 Conduct position management reviews and organizational reviews, studies of organizational structures and make position management recommendations that integrate various management styles in Code 100.
- 4.7.1.4 Communicate information effectively and efficiently in order to gather information, present recommendations and coordinate services. Make on-the-spot presentations to large groups.
- 4.7.1.5 Prepare smooth naval messages, letters, e-mails, memoranda and correspondence reports, as **well as other administrative duties, such as answering the phone, taking messages, scheduling Code 1100 Conference Rooms and assisting with calendar requests as necessary for the Department Head. Provide appropriate details** in writing on the status of strategic planning requirements/events/goals, work, costs, technical problems and other required communications on assigned projects in accordance with Navy format.
- 4.7.1.6 Identify and describe data elements and data files/tables required to complete assigned projects and make recommendations regarding the creation of analytical reports.
- 4.7.1.7 Ensure the reports and statistical data developed achieves client organizational and/or business goals.
- 4.7.1.8 Monitor performance and manage parameters to provide fast query responses to front-end users.
- 4.7.1.9 Identify significant differences, relationships, and trends in data as well as factors that could affect the results of statistical research.
- 4.7.1.10 Perform data mining, analysis, and reporting to support client organizations and initiatives.
- 4.7.1.11 Perform various statistical analyses using data drawn from diverse sources to map and identify genuine trends and relationships.
- 4.7.1.12 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

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into a specific data model; maintain data standards, including adherence to the Data Protection Act; write database documentation, including data standards, procedures and definitions.

4.7.2 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 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:

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- 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.
- 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.

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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 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.

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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 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

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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.

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: 3oo.

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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.
- 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.

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- c. Ability to communicate effectively verbally and in writing.
- d. Knowledge of position management and organizational structures.
- e. Minimum **four (4)** 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 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.

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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.

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.

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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).

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.

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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 during the year: : 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.~~ Travel both local and out of state is expected for this task. Personnel will make approximately 12 trips during the year to Virginia colleges and other out of state location as necessary limited to the budget allocated.

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

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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 1150)

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)

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Experience required:-

- ~~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.~~

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~~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.~~

~~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.~~

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~~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.~~

~~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.~~

~~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.~~

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~~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.~~

~~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.

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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 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 a. 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 personnel.

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

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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.

4.7.16.15 At least one person from the Military Civilian Training Office, should have and use the necessary protective equipment including personal protective equipment (PPE) during all shipboard visits. This is the employee who is regularly involved in providing reviews, training information, or report onboard vessels, dry docks, docking areas piers of Naval Shipyard and Naval Industrial areas. shall have a valid 10-hours OSHA Maritime Shipyard Course completion card within 60 days of employment.

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

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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 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:~~

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~~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.~~

~~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.~~

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~~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 (2) of job related experience may be substituted for each year of college completed.~~
- ~~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, 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~~

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~~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.~~

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.

~~Note: 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

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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 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 2017

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.

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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 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 a. 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.~~

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~~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.~~

~~4.7.24 Strategic Planning/Process Improvement (Code 1100)~~

~~Experience required:~~

~~a. Expert knowledge of the Weinstein Factor Process (or equivalent).~~

~~b. Able to provide a Peak Leadership program using unique/creative methods for teaching leadership (use of horses, etc.) or equivalent.~~

~~c. A thorough understanding of the Navy ship maintenance business/culture.~~

~~d. Ability to achieve results that can be measured within a short period of time.~~

~~The contractor shall:~~

~~4.7.24.1 Provide programmatic support for Mid Atlantic Regional Maintenance Center (MARMC). Facilitate MARMC's Strategic Planning and Process Improvement efforts.~~

~~4.7.24.2 Provide leadership training, strategic team planning, organization support services, as well as executive coaching and leadership development. Support is to be provided to teams in which MARMC personnel are leaders or members.~~

~~4.7.24.3 Develop implementation strategies, an implementation plan and a communication plan.~~

~~4.7.24.4 Provide Project Management support and develop and maintain a project plan and schedule.~~

~~4.7.24.5 Provide strategic planning support, data collection and identification of strategic issues along with facilitation of planning meetings.~~

~~4.7.24.6 Identify strategic issues and perspectives, provide assessment of the current strategic planning environment and provide a detailed agenda for strategic transformation sessions.~~

~~4.7.24.7 Provide facilitation services, assess strategic alignment and shall provide coaching workshops as well as baseline assessments resulting from workshops.~~

~~4.7.24.8 Provide organizational change recommendations, a strategic team development plan and transformation planning. The contractor shall also provide implementation support.~~

~~4.7.24.9 The contractor shall conduct an assessment of all improvements to processes and culture as well as recommended process reengineering and recommended next steps.~~

~~4.7.24.10 Provide Equus team training or its equivalent to the MARMC Management Team. This training shall be follow-on to previous Equus leadership training obtained by MARMC to build on prior progress.~~

~~4.7.24.11 The contract shall hold Twelve (12) one week meetings at MARMC (Norfolk, VA) per year. A week is defined as a business week—Monday through Friday. Two (2) of the twelve (12) one week meetings will be dedicated to Equus Training. In addition, the contractor shall hold 18-25 one-on-one meetings per week.~~

~~4.7.24.12 MARMC personnel shall provide the necessary and/or required information to support this tasking.~~

~~4.7.24.13 This tasking will not require a Secret clearance.~~

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<u>Program</u>	<u>2018 Offerings</u>
Emerging Leadership Program (ELP)	2 Programs
Leadership Mastery (LM)	2 Program/Group (7 people)
LM Change Initiatives	2 (Professionalism)
Peak Leadership 1 day	6
Leadership From Within 3 hour One On One	2
APEX 2 Day	3
REAL Communication	1
Executive Consulting/Coaching	14 19 People
360 Assessment	5
Weinstein Factor Team Development	30
Mini Survey's	30
Voice of Your Soul (VoYS)	2
Voice Mastery (VoYS Deep Dive)	1

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)

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 **official US Navy Correspondence Manual requirements, associated letter formats and types, Standard Subject Identifier Code assignments and serialization methodology.**
- f. Know how to handle Classified and Unclassified **correspondence.**
- g. Administrative work experience with Navy Shipbuilding 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:

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4.8.1.1 Provide clerical support for Department and Division Heads in preparing correspondence, power point presentations, filing, record keeping, and timekeeping.

4.8.1.2 Answer phone calls and take/transfer messages.

4.8.1.3 Frequently interface with visitors requesting appointments and asking questions.

4.8.1.4 Maintain Department Head, Division Head, and/or other unit managers' weekly schedules.

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

4.8.1.6 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.

4.8.1.7 Conduct administrative management surveys, projects or studies.

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

4.8.1.9 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.

4.8.1.10 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.

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

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

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

4.9.1 Administrative Specialist (Code 400)

Experience required:

a. Expert in the use and creation of documents/databases using Microsoft applications such as Word, PowerPoint, Excel, Access and Outlook.

b. Proficient with automated contract systems such as Standard Procurement System, SeaPort-e, Wide Area Workflow and Federal Procurement Data System Next Generation.

c. Ability to provide quick responses to data calls.

The contractor shall:

4.9.1.1 Provide the necessary level of administrative support required to satisfy the overall operational objectives of the Mid-Atlantic Regional Maintenance Center (MARMC) Code 400.

4.9.1.2 Provide a broad range of non-personal services and non-engineering acquisition support to the Contracts Department at MARMC. This support may occur at the various MARMC locations or may occur at the contractor's facilities. The scope of this effort includes, but is not limited to, such functions as metrics support, assistance with policy development, budgeting and workload planning, and miscellaneous clerical

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and administrative duties.

4.9.1.3 Provide guidance and assistance to organizational personnel in areas such as, but not limited to, use of automation and decision support tools, special projects, training, fact-finding, and other contract support. These tasks may involve the use of automated contract systems such as, but not limited to, Standard Procurement System (SPS), SeaPort-e, Wide Area Workflow (WAWF) and Federal Procurement Data System Next Generation FPDS-NG). The nature of this work will, at times, require the contractor support personnel to be capable of quick response to stringent deadlines.

4.9.1.4 Assist in the preparation of the Contracts Department Metrics. This support may include creation of new databases and entry/verification of data, as well as the establishment of formulas and reporting parameters in complex Access and Excel databases. The data is then entered into PowerPoint presentations and presentation materials for use by the Contracts Department and Command. The contractor support personnel shall be required to create reports from various databases that will aid in the management and reporting of the Contracts Department workload. The contractor shall set-up (as required), and assist in maintaining databases. Databases include, but are not limited to:

- a) Budget/financial Databases**
- b) Work-in-Process Databases**
- c) Management and Operations Databases**
- d) Activity and Action Item Tracking/Coordination**

4.9.1.5 Prepare monthly Small Business Program status reports. These reports shall be in narrative form with graphics, as appropriate, to better define information. They shall include basic financial, program historical information, current status, and expected status of future events. The contractor shall prepare, organize, file, and distribute data as necessary. The contractor shall validate that Contract Action Reports (CARs) have been entered into the appropriate reporting sites. The contractor shall review CARs for accuracy of data being entered with emphasis being placed on the Small Business statistics being reported.

4.9.1.6 Coordinate and prepare responses to procurement data calls, including those generated from external sources as well as those in support of MARMC internal management. Research, compile and analyze data and maintain performance metrics as requested by MARMC management. Such data calls often have extremely short response times.

4.9.1.7 Assist ACO Division personnel with research to determine status of contract closeout. This research is conducted utilizing various financial systems and personal contact with customers and vendors. Assist in preparing contract close-out documentation for the file and verifying final payment through WAWF.

4.9.1.8 Provide personnel to schedule and coordinate meetings associated within the scope of this PWS. Results shall be reported in the contractor's monthly status report. Meeting coordination shall include, but is not limited to:

- a) Draft meeting agendas**
- b) Coordinate meeting locations, facilities and times**
- c) Prepare and disseminate literature for the meetings**
- d) Prepare and disseminate meeting minutes**

Coordinate and provide space when requested by the Government for meetings and/or conference support. Provide audiovisual, computer, security and telephone services (teleconferencing) as necessary for complete support of meetings/conferences and evaluations.

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4.9.1.9. Provide administrative support to the Contracts Department. Assist Contracts Department personnel in correspondence, reports, data entry, coordination of meetings and schedules, scanning of documents and maintenance of departmental files and reports. Provide administrative support in developing and drafting department instructions. Have knowledge in the use of Microsoft Office applications such as Access databases, Excel spreadsheets, PowerPoint presentations and MS Word documents as well as report writing software to efficiently perform the defined tasks.

4.9.1.10 Be proficient with skills in Microsoft Office as well as SPS. Keeping contractor employees trained on emerging technology shall be the responsibility of the contractor. The contractor shall be knowledgeable of and comply with all current security and safety requirements for worker access to the designated place of performance.

4.9.1.11 Contractor employees performing service under this Task Order shall be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management shall ensure those employees properly comply with the performance work standards outlined in the PWS. Perform their duties independent of, and without the supervision of any government official. The tasks, duties and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of the Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The government will control access to the facility and will perform the inspection and acceptance of the completed work.

4.9.1.12 The place of performance is MARMC, Building 51, Norfolk Naval Shipyard (NNSY), Portsmouth, VA and MARMC, Building LF-18, Norfolk Naval Station, Norfolk, VA or an alternate MARMC facility within the Hampton Roads commuting area. No reimbursement of local travel cost is authorized.

4.9.1.13 The maximum level of security required for this task is CONFIDENTIAL. Personnel performing classified work or requiring access to classified material or spaces under this order shall possess both a DOD security clearance at the appropriate level (or higher) and the need-to-know. The contractor shall provide clearance information to the MARMC Security Office.

4.9.1.14 Confidentiality: All information obtained in support of this task shall be deemed Confidential (Unclassified Controlled Information (UCI); business/personal sensitive) and the contractor shall not release any documents, records, information, proprietary data, business practices, accounting data, management plans or other related matters, or Personal Identity Information (PII) or similar information to anyone unless authorized by the SME in writing and have a need-to-know. Non-disclosure agreements for personnel performing on this task are required in advance of performance.

4.10.1 Senior Acquisition Policy Analyst (Code 400)

Experience required:

- a. Ten (10) years' experience in Government Acquisition.
- b. Five (5) years' experience in Government Acquisition Policy Analysis.
- c. The requisite experience and/or training to meet the requirements for DAWIA certification at Level III.
- d. Acquisition program analysis, budgeting and workload planning, budgeting and workload planning, statistical reporting, and metrics support
- e. Proficient with automated contract systems such as Standard Procurement System, SeaPort-e, Wide Area Workflow and Federal Procurement Data System Next Generation.

The contractor shall:

- 4.10.1.1 Provide the necessary level of administrative support required to satisfy the overall operational objectives

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of the Mid-Atlantic Regional Maintenance Center (MARMC) Code 400.

4.10.1.2 Provide a broad range of non-personal services and non-engineering acquisition support to the Contracts Department at MARMC. This support may occur at the various MARMC locations or may occur at the contractor's facilities. The scope of this effort includes, but is not limited to, such functions as metrics support, assistance with policy development, budgeting and workload planning, and miscellaneous clerical and administrative duties.

4.10.1.3 Provide guidance and assistance to organizational personnel in areas such as, but not limited to, use of automation and decision support tools, special projects, training, fact-finding, and other contract support. These tasks may involve the use of automated contract systems such as, but not limited to, Standard Procurement System (SPS), SeaPort-e, Wide Area Workflow (WAWF) and Federal Procurement Data System Next Generation (FPDS-NG). The nature of this work will, at times, require the contractor support personnel to be capable of quick response to stringent deadlines.

4.10.1.4 Assist in the preparation of the Contracts Department Metrics. This support may include creation of new databases and entry/verification of data, as well as the establishment of formulas and reporting parameters in complex Access and Excel databases. The data is then entered into PowerPoint presentations and presentation materials for use by the Contracts Department and Command. The contractor support personnel shall be required to create reports from various databases that will aid in the management and reporting of the Contracts Department workload. The contractor shall set-up (as required), and assist in maintaining databases. Databases include, but are not limited to:

- a) Budget/financial Databases
- b) Work-in-Process Databases
- c) Management and Operations Databases
- d) Activity and Action Item Tracking/Coordination

4.10.1.5 Prepare monthly Small Business Program status reports. These reports shall be in narrative form with graphics, as appropriate, to better define information. They shall include basic financial, program historical information, current status, and expected status of future events. The contractor shall prepare, organize, file, and distribute data as necessary. The contractor shall validate that Contract Action Reports (CARs) have been entered into the appropriate reporting sites. The contractor shall review CARs for accuracy of data being entered with emphasis being placed on the Small Business statistics being reported.

4.10.1.6 Coordinate and prepare responses to procurement data calls, including those generated from external sources as well as those in support of MARMC internal management. Research, compile and analyze data and maintain performance metrics as requested by MARMC management. Such data calls often have extremely short response times.

4.10.1.7 Assist ACO Division personnel with research to determine status of contract closeout. This research is conducted utilizing various financial systems and personal contact with customers and vendors. Assist in preparing contract close-out documentation for the file and verifying final payment through WAWF.

4.10.1.8 Provide personnel to schedule and coordinate meetings associated within the scope of this PWS. Results shall be reported in the contractor's monthly status report. Meeting coordination shall include, but is not limited to:

- a) Draft meeting agendas
- b) Coordinate meeting locations, facilities and times
- c) Prepare and disseminate literature for the meetings

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d) Prepare and disseminate meeting minutes

Coordinate and provide space when requested by the Government for meetings and/or conference support. Provide audiovisual, computer, security and telephone services (teleconferencing) as necessary for complete support of meetings/conferences and evaluations.

4.10.1.9. Provide administrative support to the Contracts Department. Assist Contracts Department personnel in correspondence, reports, data entry, coordination of meetings and schedules, scanning of documents and maintenance of departmental files and reports. Provide administrative support in developing and drafting department instructions. Have knowledge in the use of Microsoft Office applications such as Access databases, Excel spreadsheets, PowerPoint presentations and MS Word documents as well as report writing software to efficiently perform the defined tasks.

4.10.1.10 Be proficient with skills in Microsoft Office as well as SPS. Keeping contractor employees trained on emerging technology shall be the responsibility of the contractor. The contractor shall be knowledgeable of and comply with all current security and safety requirements for worker access to the designated place of performance.

4.10.1.11 Contractor employees performing service under this Task Order shall be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management shall ensure those employees properly comply with the performance work standards outlined in the PWS. Perform their duties independent of, and without the supervision of any government official. The tasks, duties and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of the Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The government will control access to the facility and will perform the inspection and acceptance of the completed work.

4.10.1.12 The place of performance is MARMC, Building 51, Norfolk Naval Shipyard (NNSY), Portsmouth, VA and MARMC, Building LF-18, Norfolk Naval Station, Norfolk, VA or an alternate MARMC facility within the Hampton Roads commuting area. No reimbursement of local travel cost is authorized.

4.10.1.13 The maximum level of security required for this task is CONFIDENTIAL. Personnel performing classified work or requiring access to classified material or spaces under this order shall possess both a DOD security clearance at the appropriate level (or higher) and the need-to-know. The contractor shall provide clearance information to the MARMC Security Office.

4.10.1.14 Confidentiality: All information obtained in support of this task shall be deemed Confidential (Unclassified Controlled Information (UCI); business/personal sensitive) and the contractor shall not release any documents, records, information, proprietary data, business practices, accounting data, management plans or other related matters, or Personal Identity Information (PII) or similar information to anyone unless authorized by the SME in writing and have a need-to-know. Non-disclosure agreements for personnel performing on this task are required in advance of performance.

4.11.1 Senior Contracting Policy Analyst (Code 400)

Experience required:

- a. Seven (7) years' experience in Government Contracting.
- b. Three (3) years' experience in Government Contracting Policy analysis.
- c. 1. The requisite experience and/or training to meet the requirements for DAWIA certification at Level II.
- d. Proficient with automated contract systems such as Standard Procurement System, SeaPort-e, Wide Area Workflow and Federal Procurement Data System Next Generation.

The contractor shall:

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4.11.1.1 Provide the necessary level of administrative support required to satisfy the overall operational objectives of the Mid-Atlantic Regional Maintenance Center (MARMC) Code 400.

4.11.1.2 Provide a broad range of non-personal services and non-engineering acquisition support to the Contracts Department at MARMC. This support may occur at the various MARMC locations or may occur at the contractor's facilities. The scope of this effort includes, but is not limited to, such functions as metrics support, assistance with policy development, budgeting and workload planning, and miscellaneous clerical and administrative duties.

4.11.1.3 Provide guidance and assistance to organizational personnel in areas such as, but not limited to, use of automation and decision support tools, special projects, training, fact-finding, and other contract support. These tasks may involve the use of automated contract systems such as, but not limited to, Standard Procurement System (SPS), SeaPort-e, Wide Area Workflow (WAWF) and Federal Procurement Data System Next Generation (FPDS-NG). The nature of this work will, at times, require the contractor support personnel to be capable of quick response to stringent deadlines.

4.11.1.4 Assist in the preparation of the Contracts Department Metrics. This support may include creation of new databases and entry/verification of data, as well as the establishment of formulas and reporting parameters in complex Access and Excel databases. The data is then entered into PowerPoint presentations and presentation materials for use by the Contracts Department and Command. The contractor support personnel shall be required to create reports from various databases that will aid in the management and reporting of the Contracts Department workload. The contractor shall set-up (as required), and assist in maintaining databases. Databases include, but are not limited to:

- a) Budget/financial Databases
- b) Work-in-Process Databases
- c) Management and Operations Databases
- d) Activity and Action Item Tracking/Coordination

4.11.1.5 Prepare monthly Small Business Program status reports. These reports shall be in narrative form with graphics, as appropriate, to better define information. They shall include basic financial, program historical information, current status, and expected status of future events. The contractor shall prepare, organize, file, and distribute data as necessary. The contractor shall validate that Contract Action Reports (CARs) have been entered into the appropriate reporting sites. The contractor shall review CARs for accuracy of data being entered with emphasis being placed on the Small Business statistics being reported.

4.11.1.6 Coordinate and prepare responses to procurement data calls, including those generated from external sources as well as those in support of MARMC internal management. Research, compile and analyze data and maintain performance metrics as requested by MARMC management. Such data calls often have extremely short response times.

4.11.1.7 Assist ACO Division personnel with research to determine status of contract closeout. This research is conducted utilizing various financial systems and personal contact with customers and vendors. Assist in preparing contract close-out documentation for the file and verifying final payment through WAWF.

4.11.1.8 Provide personnel to schedule and coordinate meetings associated within the scope of this PWS. Results shall be reported in the contractor's monthly status report. Meeting coordination shall include, but is not limited to:

- a) Draft meeting agendas
- b) Coordinate meeting locations, facilities and times
- c) Prepare and disseminate literature for the meetings

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d) Prepare and disseminate meeting minutes

Coordinate and provide space when requested by the Government for meetings and/or conference support. Provide audiovisual, computer, security and telephone services (teleconferencing) as necessary for complete support of meetings/conferences and evaluations.

4.11.1.9. Provide administrative support to the Contracts Department. Assist Contracts Department personnel in correspondence, reports, data entry, coordination of meetings and schedules, scanning of documents and maintenance of departmental files and reports. Provide administrative support in developing and drafting department instructions. Have knowledge in the use of Microsoft Office applications such as Access databases, Excel spreadsheets, PowerPoint presentations and MS Word documents as well as report writing software to efficiently perform the defined tasks.

4.11.1.10 Be proficient with skills in Microsoft Office as well as SPS. Keeping contractor employees trained on emerging technology shall be the responsibility of the contractor. The contractor shall be knowledgeable of and comply with all current security and safety requirements for worker access to the designated place of performance.

4.11.1.11 Contractor employees performing service under this Task Order shall be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management shall ensure those employees properly comply with the performance work standards outlined in the PWS. Perform their duties independent of, and without the supervision of any government official. The tasks, duties and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of the Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The government will control access to the facility and will perform the inspection and acceptance of the completed work.

4.11.1.12 The place of performance is MARMC, Building 51, Norfolk Naval Shipyard (NNSY), Portsmouth, VA and MARMC, Building LF-18, Norfolk Naval Station, Norfolk, VA or an alternate MARMC facility within the Hampton Roads commuting area. No reimbursement of local travel cost is authorized.

4.11.1.13 The maximum level of security required for this task is CONFIDENTIAL. Personnel performing classified work or requiring access to classified material or spaces under this order shall possess both a DOD security clearance at the appropriate level (or higher) and the need-to-know. The contractor shall provide clearance information to the MARMC Security Office.

4.11.1.14 Confidentiality: All information obtained in support of this task shall be deemed Confidential (Unclassified Controlled Information (UCI); business/personal sensitive) and the contractor shall not release any documents, records, information, proprietary data, business practices, accounting data, management plans or other related matters, or Personal Identity Information (PII) or similar information to anyone unless authorized by the SME in writing and have a need-to-know. Non-disclosure agreements for personnel performing on this task are required in advance of performance.

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

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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 Statement.

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

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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).

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

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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:

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.

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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 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

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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 development model or prototype of any such equipment. Additionally, sale of catalog or standard commercial items are exempt from this requirement.

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(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
8004	9/1/2016 - 2/28/2017
8005	11/21/2016 - 2/28/2017
8100	3/1/2017 - 3/31/2017
8101	4/1/2017 - 2/28/2018
8200	3/1/2018 - 4/30/2018
8201	5/1/2018 - 2/28/2019
8202	9/1/2018 - 2/28/2019
8300	3/1/2019 - 2/29/2020
9000	3/1/2016 - 2/28/2017
9010	3/1/2016 - 2/28/2017
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

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
8004	9/1/2016 - 2/28/2017
8005	11/21/2016 - 2/28/2017
8100	3/1/2017 - 3/31/2017
8101	4/1/2017 - 2/28/2018
8200	3/1/2018 - 4/30/2018
8201	5/1/2018 - 2/28/2019
8202	9/1/2018 - 2/28/2019
8300	3/1/2019 - 2/29/2020
9000	3/1/2016 - 2/28/2017

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9010	3/1/2016 - 2/28/2017
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

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

8400	3/1/2020 - 2/28/2021
9400	3/1/2020 - 2/28/2021
9410	3/1/2020 - 2/28/2021

52.242-15 Stop-Work Order (Aug 1989)

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SECTION G CONTRACT ADMINISTRATION DATA

TASK ORDER MANAGER (TOM)

[REDACTED]

9727 Avionics Loop

Norfolk, VA 23511-2124

[REDACTED]

[REDACTED]

[REDACTED]

ASSISTANT TASK ORDER MANAGER (ATOM)

[REDACTED]

[REDACTED]

[REDACTED]

9727 Avionics Loop

Norfolk, VA 23511-2124

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[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.

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(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/>.

(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: N/A

LPO DoDAAC: N50054

DCAA Auditor DoDAAC: N/A

Other DoDAAC(s): N/A

(*Contracting Officer: Insert applicable DoDAAC information or "See schedule" if multiple ship to acceptance locations apply, or "Not applicable.")

(4) *Payment request and supporting documentation.* The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up 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 email address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(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.

[REDACTED]

[REDACTED]

NAVSEA HQ WAWF Helpdesk: WAWFHQ@navy.mil; Local Contracting Office WAWF POC/Group Administrator [REDACTED]

(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 CMC13 500546004PTQ	500546004PTQ
Standard Number: N5005416RCMCM13		
900001	N5005416RCMCM13900001	[REDACTED]
LLA :		
AA 1761804	60BA 254 50054 068732 2D CMC13 500546004PTQ	500546004PTQ
901001	N5005416RCMCM13901001	[REDACTED]

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LLA :

AA 1761804 60BA 254 50054 068732 2D CMC13 500546004PTQ 500546004PTQ
Standard Number: N5005416RCMCM13

BASE Funding [REDACTED]

MOD 01

8001 N5005416RCMCM138001 [REDACTED]

LLA :

AA 1761804 60BA 254 50054 068732 2D CMC13 500546004PTQ 500546004PTQ
Standard Number: N5005416RCMCM13

MOD 01 Funding [REDACTED]

Cumulative Funding [REDACTED]

MOD 02 Funding [REDACTED]

Cumulative Funding [REDACTED]

MOD 03

8002 N5005416RCMCM138002 [REDACTED]

LLA :

AA 1761804 60BA 254 50054 068732 2D CMC13 500546004PTQ 500546004PTQ
Standard Number: N5005416RCMCM13

8003 N5005416RCMCM138003 [REDACTED]

LLA :

AA 1761804 60BA 254 50054 068732 2D CMC13 500546004PTQ 500546004PTQ
Standard Number: N5005416RCMCM13

MOD 03 Funding 104138.76

Cumulative Funding [REDACTED]

MOD 04 Funding 0.00

Cumulative Funding [REDACTED]

MOD 05

8004 N5005416RCMCM138004 [REDACTED]

LLA :

AA 1761804 60BA 254 50054 068732 2D CMC13 500546004PTQ 500546004PTQ
Standard Number: N5005416RCMCM13

MOD 05 Funding [REDACTED]

Cumulative Funding [REDACTED]

MOD 06

8005 N5005417PRAN2LM8005 [REDACTED]

LLA :

AB 1771804 60BA 251 50054 068732 2D RAN2LM 500547004PTQ 500547004PTQ
Standard Number: N5005417PRAN2LM

MOD 06 Funding [REDACTED]

Cumulative Funding [REDACTED]

MOD 07

810001 N5005417PRCMDLM810001 [REDACTED]

LLA :

AC 1771804 60BA 251 50054 068732 2D RCM13 500547004PTQ 500547004PTQ
Standard Number: N5005417PRCMDLM

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9100 N5005417PRCMDLM9100 [REDACTED]
 LLA :
 AC 1771804 60BA 251 50054 068732 2D RCMDLM 500547004PTQ 500547004PTQ
 Standard Number: N5005417PRCMDLM

9110 N5005417PRCMDLM9110 [REDACTED]
 LLA :
 AC 1771804 60BA 251 50054 068732 2D RCMDLM 500547004PTQ 500547004PTQ
 Standard Number: N5005417PRCMDLM

MOD 07 Funding [REDACTED]
 Cumulative Funding [REDACTED]

MOD 08

810001 N5005417PRCMDLM810001 [REDACTED]
 LLA :
 AC 1771804 60BA 251 50054 068732 2D RCMDLM 500547004PTQ 500547004PTQ
 Standard Number: N5005417PRCMDLM

810101 N5005417PRCMDLM810101 [REDACTED]
 LLA :
 AC 1771804 60BA 251 50054 068732 2D RCMDLM 500547004PTQ 500547004PTQ

MOD 08 Funding [REDACTED]
 Cumulative Funding [REDACTED]

MOD 09

810101 N5005417PRCMDLM810101 [REDACTED]
 LLA :
 AC 1771804 60BA 251 50054 068732 2D RCMDLM 500547004PTQ 500547004PTQ

MOD 09 Funding [REDACTED]
 Cumulative Funding [REDACTED]

MOD 10

820001 N5005418PRFA4LM820001 [REDACTED]
 LLA :
 AD 1781804 60BA 251 50054 068732 2D RFA4LM 500548004PTQ

920001 [REDACTED]
 LLA :
 AD 1781804 60BA 251 50054 068732 2D RFA4LM

921001 [REDACTED]
 LLA :
 AD 1781804 60BA 251 50054 068732 2D RFA4LM

MOD 10 Funding [REDACTED]
 Cumulative Funding [REDACTED]

MOD 11

820001 N5005418PRFA4LM820001 [REDACTED]
 LLA :
 AD 1781804 60BA 251 50054 068732 2D RFA4LM 500548004PTQ

8201 [REDACTED]
 LLA :
 AD 1781804 60BA 251 50054 068732 2D RFA4LM 500548004PTQ

MOD 11 Funding [REDACTED]
 Cumulative Funding [REDACTED]

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MOD 12

8202 N5005418PRFA4LM8202 [REDACTED]

LLA :

AD 1781804 60BA 251 50054 068732 2D RFA4LM 500548004PTQ

Standard Number: N5005418PRFA4LM

MOD 12 Funding [REDACTED]

Cumulative Funding [REDACTED]

MOD 13

8201 [REDACTED]

LLA :

AD 1781804 60BA 251 50054 068732 2D RFA4LM 500548004PTQ

MOD 13 Funding [REDACTED]

Cumulative Funding [REDACTED]

MOD 14

830001 N5005419PRFA1LM830001 [REDACTED]

LLA :

AE 1791804 60BA 251 50054 068732 2D RFA1LM 500549004PTQ

Standard Number: N5005419PRFA1LM

930001 N5005419PRFA1LM930001 [REDACTED]

LLA :

AE 1791804 60BA 251 50054 068732 2D RFA1LM 500549004PTQ

Standard Number: N5005419PRFA1LM

931001 N5005419PRFA1LM931001 [REDACTED]

LLA :

AE 1791804 60BA 251 50054 068732 2D RFA1LM 500549004PTQ

Standard Number: N5005419PRFA1LM

MOD 14 Funding [REDACTED]

Cumulative Funding [REDACTED]

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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-O0001) (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:

(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.]

(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.]

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(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.

(e)

(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.

(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)

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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
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

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TRAVEL CLERK	GS-9
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(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.

(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

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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)

252.232-7007 Limitation of Government's Obligation.

LIMITATION OF GOVERNMENT'S OBLIGATION (APR 2014)

(a) Contract line item **8300, 9300, and 9310** are incrementally funded. For this item, the sum of [REDACTED] of the total price is presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (j) of this clause.

(b) For item(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "Termination for Convenience of the Government." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit, and estimated termination settlement costs for those item(s).

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor will notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for a subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.

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(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "Disputes."

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default." The provisions of this clause are limited to the work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) and (e) of this clause.

(h) Nothing in this clause affects the right of the Government to terminate this contract pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.

(j) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule:

CLIN 8200: 01 March 2019 to 29 February 2020,

████████

CLIN 9200: 01 March 2019 to 29 February 2020,

████████████████

CLIN 9210: 01 March 2019 to 29 February 2020,

████████████████

(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
