

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE  
J

PAGE OF PAGES  
1 2

2. AMENDMENT/MODIFICATION NO.  
03

3. EFFECTIVE DATE  
04-Apr-2017

4. REQUISITION/PURCHASE REQ. NO.  
V5510563550001

5. PROJECT NO. (If applicable)  
N/A

6. ISSUED BY CODE

N00189

7. ADMINISTERED BY (If other than Item 6)

CODE

S2404A

NAVSUP FLC Norfolk, Code 200  
1968 Gilbert Street Ste 600  
Norfolk VA 23511-3392  
krystal.goodman@navy.mil 757-443-1606

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

SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

Anchor Innovation, Inc.  
208 Golden Oak Court, Suite 121  
Virginia Beach VA 23452-1331

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-14-D-7609 / N00178-14-D-7609-FK01

10B. DATED (SEE ITEM 13)

26-Sep-2015

CAGE CODE  
3DCG2

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.
- 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).
- [X] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.222-43
- D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor  is not,  is required to sign this document and return 1 copies to the issuing office.

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

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)

Chris Powell, President

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Catherine T Purvis, Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

/s/Chris Powell  
(Signature of person authorized to sign)

04-Apr-2017

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

BY /s/Catherine T Purvis  
(Signature of Contracting Officer)

04-Apr-2017

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 incorporate Wage Determination 15-4341 Revision 2 for Option Period One, 29 September 2016 through 28 September 2017. 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 \$ by \$ to \$.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
8005	O&MN,N	0.00		

The total value of the order is hereby increased from \$

CLIN/SLIN	From (\$)	By (\$)	To (\$)
8001			

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

CLIN/SLIN	From	To
8005		9/29/2016- 9/28/2017
8006		9/29/2017 - 9/28/2018

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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	R706	Deck Operations, Engineering Training Support, Engineering Support, Weapons Training Support, Computer Support, Communications Support, Logistics Project Management Support, Logistics Management Support, Warehouse Support, Mechanic and Tool Room Support, and Administrative Support performed in accordance with PWS incorporated herein. (O&MN,N)	12.0	MO	\$	
8001	R706	Deck Operations, Engineering Training Support, Engineering Support, Weapons Training Support, Computer Support, Communications Support, Logistics Project Management Support, Logistics Management Support, Warehouse Support, Mechanic and Tool Room Support, and Administrative Support performed in accordance with PWS incorporated herein. (O&MN,N)	12.0	MO	\$	
8002	R706	Deck Operations, Engineering Training Support, Engineering Support, Weapons Training Support, Computer Support, Communications Support, Logistics Project Management Support, Logistics Management Support, Warehouse Support, Mechanic and Tool Room Support, and Administrative Support performed in accordance with PWS incorporated herein. (O&MN,N)  Option	12.0	MO	\$	
8003	R706	Weapons Training and Program Management Support Service (O&MN,N)	1.0	LO	\$	
8004	R706	For informational purposes. Additional funding adding to CLIN 8001 in accordance with PWS incorporated herein. (O&MN,N)	1.0	LO	\$	
8005	R706	For informational purposes. Additional funding added for CLIN 8001 and 8004 for Service Contract Act pricing adjustment. (O&MN,N)	1.0	LO	\$	
8006	R706	For informational purposes. Additional funding added for CLIN 8002 for Service Contract Act pricing adjustment. (O&MN,N)  Option	1.0	LO	\$	

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R706	Travel in accordance with the PWS. (O&MN,N)	1.0	LO	\$
9001	R706	Travel in accordance with the PWS. (O&MN,N)	1.0	LO	\$

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9002	R706	Travel in accordance with the PWS. (O&MN,N) Option	1.0	LO	\$

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### PERFORMANCE WORK STATEMENT FOR AMPHIBIOUS CONSTRUCTION BATTALION TWO SUPPORT SERVICES Joint Expeditionary Base, Little Creek-Fort Story, Virginia Beach, VA

#### 1.0 SCOPE

Amphibious Construction Battalion TWO (ACB2), subordinate to Commander, Naval Beach Group TWO (NBG2) and Commander, Expeditionary Strike Group TWO (ESG2), is located on Joint Expeditionary Base, Little Creek-Fort Story, Virginia Beach, Virginia. ACB2 supports Maritime Prepositioning Force (MPF) ship-to-shore movement operations with conventional watercraft as well as limited expeditionary construction operations. This task order involves occasional on board travel and participation in exercises. It also includes two positions requiring a secret clearance.

ACB2's main mission and scope of responsibilities mandate specific skill sets to primarily support Maritime Prepositioning Force (MPF) and Naval Support Element (NSE) operations; which includes watercraft systems, management of Command, Control, Communications, Computers & Intelligence (C4I) and network infrastructure, management of weapons and provision of arms training, and provide administrative support for over 740 Reserve Component personnel. ACB2 conducts warehouse operations including inventory and container management, tool and equipment accountability, and issue of personal protective equipment and organizational gear.

#### 2.0 ACRONYMS

3M	Material, Maintenance, and Management
ABFC	Advanced Base Functional Component
AC	Active Component
ACB1	Amphibious Construction Battalion ONE
ACB2	Amphibious Construction Battalion TWO
ACR	Allowance Change Request
ACU1	Assault Craft Unit ONE (Coronado, CA)
ACU2	Assault Craft Unit TWO (Little Creek, VA)
ACU4	Assault Craft Unit FOUR (Little Creek, VA)
ACU5	Assault Craft Unit FIVE (Camp Pendleton, CA)
AFOE	Assault Follow-on Echelon
AIDPMO	Army Intermodal Distribution Platform Management Office
AT	Annual Training
ATP	Additional Training Period
BMU1	Beachmaster Unit ONE (Coronado, CA)
BMU2	Beachmaster Unit TWO (Little Creek, VA)
C4I	Command, Control, Communications, Computers & Intelligence
CCI	Controlled Cryptographic Item
CE	Certification Event
CESE	Civil Engineering Support Equipment
CFMS	Command Financial Management System
CMS	Career Management System
CND	Computer Network Defense
CNBG2	Commander, Naval Beach Group TWO (Little Creek, VA)
CNBG1	Commander, Naval Beach Group ONE (Coronado, CA)
CNSL	COMNAVSURFLANT
CMDCM	Command Master Chief
CO	Commanding Officer
COMNAVFLT	Commander, U. S. Atlantic Fleet
COMNAVSURFLANT	Commander, Naval Surfaces Forces, Atlantic Fleet
COMNAVRESFOR	Commander Naval Reserve Force
COG	Cognizance Code

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COLDS	Cargo Offload Discharge System
COR	Contracting Officer's Representative
COSAL	Coordinated Shipboard Allowance List
CTR	Central Tool Room
CTR	Contractor Technical Representative
DFAS	Defense Financial Accounting Service
DFWP	Drug-Free Work Place
DGR	Designated Government Representative
DIACAP	DoD Information Assurance Certification and Accreditation Process
DoD	Department of Defense
DoN	Department of the Navy
DoNCAF	Department of Naval Central Adjudication Facility
DPAS	Defense Property Accountability System
DRMO	Defense Reutilization and Marketing Office
EKMS	Electronic Key Management System
ELCAS-M	Elevated Causeway System (Modular)
ESAPI	Enhanced Small Arms Protective Insert
EWTPAC	Expeditionary Warfare Training Group, Pacific
EXWC	Expeditionary Warfare Center
FDNF	Forward Deployed Naval Forces
FIAR	Financial Improvement Audit Readiness
FIE	Fly-in-Echelon
FLTMPS	Fleet Training and Management Planning System
FOIA	Freedom of Information Act
GFM	Government Furnished Material
GPPE	General Plant Property Equipment
HQ	Headquarters
IA	Information Assurance
IBA	Individually Billed Account
IDTT	Individual Duty Training with Travel
INLS	Improved Navy Lighterage System
ISIC	Immediate Supervisor in Command
ITT	Integrated Training Team
IUID	Individual Unit Identification
JFTR	Joint Federal Travel Regulations
JLOTS	Joint Logistics Over-the-Shore
JOPES	Joint Operations Planning and Execution System
JPAS	Joint Processing Adjudication System
JTR	Joint Travel Regulations
LCAC	Landing Craft Air Cushion
LCU	Landing Craft Utility
MARCORSYSCOM	Marine Corps Systems Command
MEU	Marine Expeditionary Unit
MPF	Maritime Prepositioning Force
MPSRON	Maritime Prepositioning Force Squadron
MSC	Maritime Sealift Command
NAB	Naval Amphibious Base
NAVFAC	Naval Facilities Command
NAVMAC	Navy Manpower and Analysis Center
NAVSEA	Naval Sea Systems Command
NAVSUP	Naval Supply Center
NBC	Naval Base Coronado
NBG2	Naval Beach Group TWO
NBG1	Naval Beach Group ONE
NCF	Naval Construction Force
NECC	Naval Expeditionary Combat Command
NEPO	Naval Expeditionary Programs Office

NIPRnet	Non-Secure Internet Protocol Router Network
NL	Navy Lighterage
NMCI	Navy Marine Corps Intranet
NROWS	Navy Reserve Order Writing System
NRRM	Navy Reserve Readiness Model
NSE	Naval Support Element
NSIPS	Navy Standard Integrated Personnel System
NTSP	Naval Training Systems Plan
NTCSS	Naval Tactical Command Support System
OIC	Officer In Charge
OMMS-NG	Organizational Maintenance Management System-Next Generation (NTCSS Application)
OSHA	Occupational Safety and Health Administration
OSO	Operations Support Officer
OTA	Outstanding Travel Advance
PDI	Pre-Deployment Inspections
PGI	Personal Gear Issue
PHIBCB TWO	Amphibious Construction Battalion TWO
PII	Personally Identifiable Information
PMS	Planned Maintenance System
POE	Projected Operational Environment
PB4M	Planning Board For Maintenance
PB4T	Planning Board for Training
POM	Projected Operations Memorandum
PQS	Personal Qualifications Standards
QAE	Quality Assurance Evaluator
QASP	Quality Assurance Surveillance Plan
QST	Quarterly Sustainment Training
RADM	Relational Administrative Data Management (NTCSS Application)
RC	Reserve Component
RE	Rear Echelon
RFI	Request for Information
RFID	Radio Frequency Identification
RHS	Reserve Headquarters System
RO	Reviewing Official
ROC	Required Operational Capabilities
RSO	Reserve Support Operations
RSUPPLY	Relational Supply (NTCSS Application)
SAAR	System Authorization Access Request
SAAR-N	System Authorization Access Request-Navy
SIPRnet	Secure Internet Protocol Router Network
SNAP	Shipboard Non-tactical Automated Data Processing
TCCDs	Training Course Control Documents
TFBR	Technical Feedback Reports
TOA	Table of Allowance
TOAD	Table of Allowance Database
TOAMS	See 5.8.7 Table of Allowance Management System
TOPS	Transaction Online Processing System
TUSCHA	Type Unit Characteristic Data
TYCOM	Type Commander
UID	Unique Identifier
USFFC	U.S. Fleet Forces Command
XO	Executive Officer

### 3.0 APPLICABLE DIRECTIVES

- (1) OPNAVINST 3501.93E ROC POE
- (2) NAVFACINST 4423.1H TOA and ABFC Policy and Processes

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- (3) COMNAVBEACHGRU TWO 4400.1 TOA Management and Reporting Procedures
- (4) Federal Acquisition Regulation (FAR) 45 and 52, regulations on Government Property
- (5) DoD INST 5000.64 - Defense Property Accountability
- (6) SECNAVINST 7320.10A - DON Personal Property Policies and Procedures
- (7) NAVSUP P-485, Naval Supply Procedures Afloat
- (8) NAVSUP P-485 Volume III, Naval Supply Procedures Volume III, Ashore
- (9) OPNAVINST 5100.23, Navy Occupational Safety and Health Program Manual
- (10) OPNAVINST 3120.32C-Standard Operation and Regulations of U.S. Navy
- (11) NAVSUP P-538, Management of Material Handling Equipment (MHE)
- (12) SECNAVINST 5100.10J-Department of the Navy Policy for Safety, Mishap Prevention, Occupational Health and Fire Protection Programs
- (13) OPNAVINST 3501.93E ROC POE
- (14) NAVFACINST 4423.1H TOA and ABFC Policy and Processes
- (15) SECNAVINST 5100.10J-Department of the Navy Policy for Safety, Mishap Prevention, Occupational Health and Fire Protection Programs
- (16) EKMS 1B
- (17) EKMS 3C
- (18) EKMS CO handbook
- (19) ACP 121, COMMUNICATION INSTRUCTIONS GENERAL
- (20) NAVEDTRA 14182, NEETS, MODULE 10--INTRODUCTION TO WAVE PROPAGATION, TRANSMISSION LINES, AND ANTENNAS
- (21) NAVEDTRA 14189, NEETS, MODULE 17--RADIO-FREQUENCY COMMUNICATIONS PRINCIPLES
- (22) NAVEDTRA 14222, INFORMATION SYSTEMS TECHNICIAN TRAINING SERIES, MODULE 01--ADMINISTRATION AND SECURITY
- (23) NAVEDTRA 14223, INFORMATION SYSTEMS TECHNICIAN TRAINING SERIES, MODULE 02--COMPUTER SYSTEMS
- (24) NTP-3, NAVAL TELECOMMUNICATIONS PROCEDURES TELECOMMUNICATIONS USER`S MANUAL
- (25) OPNAVINST 3100.6, SPECIAL INCIDENT REPORTING (OPREP-3, NAVY BLUE AND UNIT SITREP) PROCEDURES
- (26) CJCSM 6510.01, DEFENSE-IN-DEPTH: INFORMATION ASSURANCE (IA) AND COMPUTER NETWORK DEFENSE (CND)
- (27) COMNAVCYBERFORINST 5239.1, INFORMATION ASSURANCE WORKFORCE IMPROVEMENT PROGRAM (IA WIP)
- (28) DOD DIRECTIVE 8570.01, INFORMATION ASSURANCE TRAINING, CERTIFICATION, AND WORKFORCE MANAGEMENT
- (29) DOD INSTRUCTION 8500.2, INFORMATION ASSURANCE (IA) IMPLEMENTATION
- (30) DODI 8510.01, DOD INFORMATION ASSURANCE CERTIFICATION AND ACCREDITATION PROCESS (DIACAP)
- (31) OPNAVINST 5239.1, NAVY INFORMATION ASSURANCE (IA) PROGRAM
- (32) SECNAV M-5510.30, DEPARTMENT OF THE NAVY PERSONNEL SECURITY PROGRAM
- (33) SECNAV M-5510.36, DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM
- (34) SECNAVINST 5239.3, DEPARTMENT OF THE NAVY INFORMATION ASSURANCE (IA) POLICY
- (35) NAVFACINST 4423.1H TOA and ABFC Policy and Processes
- (36) Federal Acquisition Regulation (FAR) 45 and 52, regulations on Government Property
- (37) Defense Federal Acquisition Regulation 252.211 Reporting UID by Contractors DoD FMR Vol. 2B, Chapter 9
- (38) DoD FMR Vol. 4, Chapter 6 PP&E
- (39) DoD INST 5000.64 - Defense Property Accountability
- (40) SECNAVINST 7320.10A - DON Personal Property Policies and Procedures



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- (41) NAVSUP P-485, Naval Supply Procedures Afloat
- (42) NAVSUP P-485 Volume III, Naval Supply Procedures Volume III, Ashore
- (43) OPNAVINST 5100.23, Navy Occupational Safety and Health Program Manual, Ashore
- (44) OPNAVINST 5100.19E, Navy Occupational Safety and Health Program Manual, Afloat
- (45) COMDTINST M16672.2D, Navigation Rules, International - Inland
- (46) COMNAVSURFPACINST 3340.3D, Wet Well manual
- (47) COMNAVSURFPACINST 3840.1, Joint Surf Manual
- (48) OPNAVINST 3120.32D, Standard Operation and Regulations of U.S. Navy
- (49) NAVSUP P-538, Management of Material Handling Equipment (MHE)
- (50) SECNAVINST 5100.10J-Department of the Navy Policy for Safety, Mishap Prevention, Occupational Health and Fire Protection Programs
- (51) Training Course Control Documents for the following courses: K-062-0113, K-062-0110, and K-551-0101, K-062-0111, K-062-0112
- (52) PHIBCBTWOINST 3120.2, BRAVO Company SOP
- (53) Temporary Standing Orders signed by the Commanding Officer, PHIBCBTWO, applicable to INLS
- (54) NSTM 593, Pollution Control
- (55) RSView32 Runtime
- (56) RSLinx Professional
- (57) RSLogix 000
- (58) RS Networx
- (59) NAVSEAINST 8370.2A, Small Arms and Weapons Management Policy
- (60) NAVSEAINST 8020.9C
- (61) NAVSEAINST 8020.18
- (62) NOSSAINST 8020.14D/E
- (63) OPNAVINST 8023.24B
- (64) OPNAVINST 5530.13C
- (65) OPNAVINST 3591.1E
- (66) OPNAVINST 3120.32C
- (67) NAVADMIN 234/04
- (68) COMNAVSURFORINST 5040.1 series
- (69) COMFIRSTNCDINST4400.3A
- (70) COMFIRSTNCDINST 11200
- (71) OPNAVINST 3591.1F
- (72) COMNAVSURFLANT 4400.1 series, Surface Supply Manual
- (73) COMNAVSURFLANT Comptrollers Fiscal Year Guidance

#### **4.0 REQUIRED TASKS**

**4.1 DECK OPERATIONS TRAINING SUPPORT SERVICES.** Duties include teaching the safe navigation of a vessel and management of the deck department. Training includes, but is not limited to determining the course and speed, manoeuvring to avoid hazards, and continuously monitoring the vessels position using charts and navigational aids, maintaining logs and other records tracking the ships movements and communication with other vessels and radar operations. The position teaches the proper procedures and safety practices, maintenance and the primary upkeep of the vessel, as well as training on loading and discharging of cargo or passengers.

#### **The Contractor shall:**

- 4.1.1 Provide classroom instruction to ACB2 Active and Reserve component personnel for three Navy Center for Seabees and Facilities Engineering approved courses: Improved Navy Lighterage System (INLS) Operator Basic Course (K-062-0113), INLS Craftmaster Course (K-062-0110), and INLS Deck Supervisor (K-551-0101). Contractor shall instruct the courses in accordance with the latest Training Course Control Documents.
- 4.1.2 Provide recommendations to the Operations Officer for the development and execution of Navigation course of instruction for all PHIBCB TWO personnel assigned to INLS Craftmaster and Deck Supervisor watch stations.
- 4.1.3 Teach the following courses prepared by The Center for Seabees and Facilities Engineering: INLS Operator Basic Course (K-062-0113), INLS Craftmaster Course (K-062-0110), and INLS Deck Supervisor (K-551-0101). Contractor shall instruct the courses in accordance with the latest Training Course Control Documents.
- 4.1.4 Administer standard course exams for students. Contractor shall develop and submit a summary of the course exam results to the Executive Officer.

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- 4.1.5 Instruct course material and administer course examinations to evaluate students' performance during the Operator Basic (K-062-0113) and Craftmaster (K-062-0110) practical course exercises to assess students' knowledge and skills in the following course objectives: to assemble and configure INLS for operations; operate and maneuver INLS to complete operations in support of Maritime Prepositioned Force and Joint Logistics Over the Shore missions, and maintain powered and non-powered modules in accordance with applicable references.
- 4.1.6 Instruct course material and administer course examinations to evaluate students' performance on Deck Supervisor (K-551-0101) practical course exercises to assess students' knowledge and skills to meet the following course objectives: assemble and configure INLS for operations, to load/unload, operate, and maneuver INLS to complete operations in support of Maritime Prepositioned Force and Joint Logistics Over the Shore missions, and maintain powered and non-powered modules in accordance with applicable references.
- 4.1.7 Communicate with the Operations Officer, the Training Officer, and B6 Officer to coordinate execution of each training course of instruction throughout the year.
- 4.1.8 Draft and submit a preliminary notification memorandum to the Operations Officer for each course of instruction. Memorandum shall be submitted no less than 21 days' prior to course start.
- 4.1.9 Attend applicable weekly ACB2 staff meetings. The Contractor shall attend, participate in, and furnish input to scheduled meetings. Meetings shall include review and analyses of key process indicators, analyses of process deficiencies, and problem resolution. At these meetings, the Designated Government Representative and the contractor will discuss the contractor's performance as viewed by the Government and problems, if any, being experienced. The contractor shall take appropriate action to resolve outstanding issues.
- 4.1.10 Provide Supply Officer with a recommended list of training materials required for students to successfully complete the course.
- 4.1.11 Attend annual Cargo Offload Discharge System (COLDS) course reviews and curriculum conferences in Expeditionary Warfare Training Group, Pacific (EWTGPAC), Coronado, CA.
- 4.1.12 Coordinate and communicate with Expeditionary Warfare Training Group, Pacific (EWTGPAC) Course Managers and Instructors to ensure ACB2 has the latest content covered in the EWTGPAC courses.
- 4.1.13 Attend all conferences which support ACB2 INLS training. Contractor shall act tactfully and responsibly at the conferences. Contractor shall advise conference attendees that he/she is not the final decision maker, and shall seek the advice from the appropriate authority before providing input.
- 4.1.14 Deliver a related report to the Designate Government Representative within two working days after meetings, conferences, or trips completion. The report shall include identifying information, general observations and conclusions or recommended actions, and any additional information, such as handouts.
- 4.1.15 Comply with the DOD, U.S. Navy, and Command policies and guidelines with respect to the handling and the safeguarding of PII, standards of conduct (conflict of interest), and equal opportunity goals.
- Workload data:** The Deck Operations Trainer will teach up to three five-day classes per month among the three possible courses of instruction, with an average of twelve students per class.
- 4.2 ENGINEERING TRAINING SUPPORT.** Duties are to train personnel on Naval Engineering courses and to represent the unit at conferences. The contractor will be required to coordinate and correspond with other units and commands.
- The Contractor shall:**
- 4.2.1 Provide classroom instruction to ACB2 Active and Reserve component personnel for two Navy Center for Seabees and Facilities Engineering approved courses: INLS Engineering Technician I (K-062-0112) and INLS Engineering Technician II (K-062-0111). Contractor shall instruct the courses in accordance with the latest Training Course Control Documents.
- 4.2.2 Administer standard course exams for students. Contractor shall develop and submit a summary of the course exam results to the Executive Officer.
- 4.2.3 Administer course examinations to evaluate students' performance on practical course exercises to assess students' knowledge and skills to meet the following Engineering Technician I & II course objectives: maintain and perform basic repairs to the machinery control system: main propulsion engines; reduction gears; water jet propulsion systems, bow thruster system, electrical systems, auxiliary system, and deck machinery: operate the communication systems in accordance with applicable references; operate these systems during a normal underway; and how to respond appropriately to an emergency.
- 4.2.4 Develop and provide a summary of the course exam results to the Executive Officer of ACB2.
- 4.2.5 Communicate with the Operations Officer, the Training Officer, and B6 Officer to coordinate execution of each training course of instruction throughout the year.
- 4.2.6 Attend applicable weekly ACB2 staff meetings. The Contractor shall attend, participate in, and furnish input at scheduled meetings. Meetings shall include review and analyses of key process indicators, analyses of process deficiencies, and problem resolution. At these meetings, the Designated Government Representative and the contractor will discuss the contractor's performance as viewed by the Government and problems, if any, being experienced. The contractor shall take appropriate action to resolve outstanding issues.
- 4.2.7 Provide Supply Officer with a recommended list of training materials required for students to successfully complete the course.
- 4.2.8 Draft and submit a preliminary notification memorandum to the Operations Officer for each course of instruction. Memorandum shall be submitted no less than 21 days' prior to course start.

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- 4.2.9 Communicate with Expeditionary Warfare Training Group, Pacific (EWTGPAC) Course Managers and Instructors to verify the unit has the latest content covered in the EWTGPAC courses.
- 4.2.10 Attend all Cargo Offload Discharge System (COLDS) course reviews, personnel qualification standards (PQS) reviews, and curriculum conferences at EWTGPAC, Coronado, CA. Contractor shall act tactfully and responsibly at the conferences. Contractor shall advise conference attendees that he/she is not the final decision maker, and shall seek the advice from the appropriate authority before providing input.
- 4.2.11 Deliver a related report to the Designate Government Representative within two working days after meetings, conferences, or trips completion. The report shall include identifying information, general observations and conclusions or recommended actions, and any additional information, such as handouts.
- 4.2.12 Comply with the DOD, U.S. Navy, and Command policies and guidelines with respect to the handling and the safeguarding of PII, standards of conduct (conflict of interest), and equal opportunity goals.  
**Workload Data:** The Engineering Training Support position will teach up to one 10-day class and one 5-day class per month in two separate courses of instruction, with an average of 12 students per class.

**4.3 ENGINEERING SUPPORT SERVICES.** Duties require the contractor to provide on-the-job training, maintenance and repair oversight, and quality assurance.

**The Contractor shall:**

- 4.3.1 Provide on-site control system training to ACB2 personnel and oversee maintenance performed by Active Component and Reserve Component personnel.
- 4.3.2 Provide on-site guidance on all aspects of Improved Navy Lighterage System (INLS) craft electrical, electronic, navigation and control systems.
- 4.3.3 Provide troubleshooting and repair of INLS craft electrical, electronic, navigation and control systems.
- 4.3.4 Integrate current and future software support for INLS craft utilizing the Software Support Activity's approved configuration baselines.
- 4.3.4 Perform daily safety and readiness inspections of INLS craft as it relates to electrical, electronic, navigation and control systems using the standard INLS engineering checklist. Document any known irregularities or process improvements and submit to B6.
- 4.3.5 Evaluate all applicable corrective action advisements and directives concerning INLS craft electrical, electronic, navigation and control for the Material, Maintenance, and Management (3M) and report the applicable advisements to the Port Engineer and B6.
- 4.3.6 Contractor shall brief status reports concerning the status of each craft's engineering systems (electrical, electronic, navigation, and control systems) to the Bravo Company Commander. Provide a weekly equipment readiness and status report to the Bravo Company Operations Chief (B3).
- 4.3.7 Conduct quarterly 4-day on-the-job training of INLS control system for up to 12 ACB2 personnel.
- 4.3.8 Coordinate with Software Support Activity for software updates to INLS as required. Contractor shall oversee INLS software updates and ensure that they are being implemented to comply with the latest directives and program changes.
- 4.3.9 Provide review of weekly, monthly, quarterly and annual maintenance plans using approved 3M Software and web based scheduling to support the INLS craft electrical, electronic, navigation and control systems.
- 4.3.10 Document lessons learned from INLS equipment failures and provide to Bravo Company Commander to incorporate into future training.
- 4.3.11 Attend weekly meetings which support ACB2 INLS Engineering systems including Bravo Company staff meeting, Planning Board for Maintenance (PB4M), and Planning Board for Training (PB4T).
- 4.3.12 Deliver a related report to the Designate Government Representative within two working days after meetings completion. The report shall include identifying information, general observations and conclusions or recommended actions, and any additional information, such as handouts.
- 4.3.13 Comply with the DOD, U.S. Navy and Command policies and guidelines with respect to the handling and the safeguarding of PII, standards of conduct (conflict of interest), and equal opportunity goals.

**Workload Data:** Engineering Support position will provide troubleshooting and repair of INLS craft electrical, electronic navigation, and control systems as required. There are currently eight (8) INLS craft. It is estimated the INLS craft will be in operation an average of 20 days per month. The contractor will provide an average of 40 software updates per year on board eight (8) INLS craft. The contractor shall perform daily INLS craft inspections in accordance with 4.3.4 of the PWS. Conduct quarterly on-the-job training of INLS control system for an estimated 12 personnel. The Contractor will review weekly, monthly quarterly and annual maintenance plans for the eight (8) INLS craft using 3M database. The Contractor will be required to attend local meetings.

**4.4 WEAPONS TRAINING AND PROGRAM MANAGEMENT SUPPORT SERVICES.** The duties are to serve as assistant head of ACB2 Weapons Department and to lead and manage the Defensive Unit (DU) and Navy Personnel Conventional Ammunition and Explosives Handling Qualification and Certification (QUAL/CERT) Programs. Additional duties are to train personnel on the proper use of weapons, associated equipment and tactics, Combat Lifesaver (CLS) course, and Second Class Swimmer Qualification. The contractor shall be required to conduct all aspects of a weapons range qualification process, track and manage all qualifications, programs and oversee maintenance associated with Arms Ammunition and Explosives as defined in section 4.4.5 below.

**The Contractor shall:**

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- 4.4.1 Serve as assistant head of ACB2 Weapons Department and perform under administrative direction. Provide classroom instruction, up to 40 times per year, for ACB2 Active and Reserve Component personnel. Instruction includes weapons familiarization course to include weapon qualifications, tactics, procedures, and night vision in accordance with OPNAVINST 3591.1E. Administer standard course exams for an average of 32 students per class. Students that do not pass the course with the accepted 80% pass rating shall be re-enrolled into the class until the pass rating is met.
- 4.4.2 After initial inventory with Training Officer, execute all 3M accountability and inventory requirements associated with Table of Allowance for Weapons and Night Vision Goggles, in accordance with all applicable instructions, regulations and SOPs.
- 4.4.3 Implement, no less than monthly, Navy standard course of fire for students to achieve weapons qualifications. Contractor shall provide a summary of the results to the Executive Officer.
- 4.4.4 Track, schedule and safely execute range evolutions as the Range Coordinator for 1,000 Active Duty and Reserve Component personnel to qualify annually on all required unit weapons systems in accordance with all applicable instructions, regulations and SOPs to maintain mission ready status.
- 4.4.5 Be familiar with and adhere to the guidelines, rules and regulation put forth in, at a minimum, the NAVSEAINST 8370.2A, NAVSEAINST 8020.9C, NAVSEAINST 8020.18, NOSSAINST 8020.14D/E, OPNAVINST 8023.24B, OPNAVINST 5530.13C, OPNAVINST 3591.1E, OPNAVINST 3120.32C, NAVADMIN 234/04, and any additional applicable instructions, regulations and SOPs.
- 4.4.6 Prepare and coordinate annual Explosive Safety Self-Assessment, Explosive Safety Assist Visit, and Explosive Safety Inspection in accordance with all applicable instructions in 4.4.5 above.
- 4.4.7 Maintain and track all weapons qualifications for the Active Duty and Reserve Component personnel.
- 4.4.8 Attend various meetings, including but not limited to weekly unit staff meetings and operations & training meetings. At these meetings the Contractor must act tactfully and responsibly. Contractor shall advise attendees that he/she is not the final decision maker, and shall seek the advice from the appropriate authority before providing input.
- 4.4.9 Prepare clearly written reports within two business days summarizing the events of meetings, the action resulting from the meeting, and an analysis of how this may or may not be to the advantage of the Command. Generate accurate reports, point papers, and official correspondence. These reports shall be used for internal information of the staff, and possibly for the record.
- 4.4.10 Comply with the DOD, U.S. Navy, and Command policies and guidelines with respect to the handling and the safeguarding of PII, standards of conduct (conflict of interest), and equal opportunity goals
  - 4.4.11 Hold and maintain a current Secret Clearance.
  - 4.4.12 Serve as assistant head of ACB2 Defensive Unit (DU) program and perform under administrative direction. Plan, direct, and execute programs to include courses of instruction and Individual Training Plans (ITP's) for DU Reserve Component personnel in accordance with ACB2 Required Operational Capabilities /Projected Operational Environment (ROC/POE). Initiate and track orders through operations planners on a weekly basis.
  - 4.4.13 Coordinate with the Defensive Unit Commander, Anti-Terrorism Officer, Force Protection Officer, Training Officer, and Operations Officer on instruction, program organization, design, and project implementation that pertain to the Defensive Unit (DU), Anti-Terrorism (AT), and Force Protection (FP) operations and revisions to ACB2 Tactical Standard Operations Procedures (TACSOP).
  - 4.4.14 Design, implement, and manage grading sheets, drill cards, and course lesson plans to execute required ACB2 Defensive Unit courses of instruction and certification exercises per COMNAVBEACHGRUTWOINST 3502.1A.
  - 4.4.15 Assist with providing classroom instruction, up to 10 times per year, for ACB2 Active and Reserve Component personnel in Combat Lifesaver Course of Instruction. Instruction includes lectures from real world experience in the areas of emergency medicine, tactical field care, along with proper patient evaluation and stabilization in a combat setting. Evaluation and demonstration of emergency medicine adjuncts in accordance with the Tactical Combat Casualty Care & Pre-hospital Trauma Life Saving Military edition guidelines. Assist with administering both written & practical application exams for an average of 25 students per class. Students that do not pass the course with the accepted 80% pass rating shall be re-enrolled into the class until the pass rating is met.
  - 4.4.16 Assist with providing practical instruction, up to 10 times per year, for ACB2 Active and Reserve Component personnel in Second Class Swimmer Qualification

**Workload Data:** The Weapons Training and Program Management Support contractor shall provide leadership, training and technical expertise to 1,000 ACB2 personnel annually. The Contractor shall plan, direct, and execute courses of instruction and Individual Training Plans of unusual variety, difficulty, and responsibility to include all Defensive Unit mission readiness qualifications for 60 ACB2 reserve personnel annually, and instruction in Combat Lifesaver and Second Class Swimmer qualifications for 1000 ACB2 personnel annually. The Contractor shall on a weekly basis attend local operations and training meetings, provide consulting and advisement, manage and develop supporting plans and briefings, and update orders and

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command trackers related to the Defensive Unit and QUAL/CERT programs. The contractor shall be responsible for the monthly inventory and accountability of 1,050 1077 weapons and 34 night vision equipment, 100% accountability must be maintained. The Contractor shall conduct no less than monthly range qualifications. The Contractor shall prepare, coordinate and schedule annual Explosive Safety Self-Assessment, Explosive Safety Assist Visit, and Explosive Safety Inspections. Maintain and track all

**4.5 COMPUTER SUPPORT SERVICES.** The duties are to manage the unit's non-NMCI computer and network assets and to provide trouble shooting and repairs. The Contractor is the single point of contact between the unit and NMCI and other agencies for related computer/network issues.

**The Contractor shall:**

- 4.5.1 Provide execution of day to day physical management of network infrastructure and assets for 1,000 Active Duty and Reserve Component personnel to the Communications Department Leading Chief Petty Officer (S6C).
- 4.5.2 Develop and provide a weekly status brief to Department Heads of the current network structure, functionality, information assurance training, hardware and software capabilities, and connectivity challenges. Provide a summary report to the Executive Officer.
- 4.5.3 Collaborate and communicate with NMCI contractors to request, change, delete, and reactive a disabled Navy Marine Corps Internet (NMCI) account on behalf of ACB2 personnel.
- 4.5.4 Contractor shall be single point of contact for ACB2's transition from NMCI to Next Generation (NGEN).
- 4.5.5 Execute a change of seat location (e.g., logical move of location and/or command) change orders.
- 4.5.6 Complete connection and sustainability actions associated with ACB2 BlackBerry cellular telephone accounts.
- 4.5.7 Install or transfer software that is not included in the NMCI Core Build (such as new or legacy applications).
- 4.5.8 Support and maintain new and existing hardware requirements across all of the Battalion assets (i.e. warehouse and tool room bar code system, local printers, scanner, memory, external hard drive, or a graphic card) from cradle to grave.
- 4.5.9 Execute the Battalion's network port actions including activating, deactivating, and installation.
- 4.5.10 Coordinate personnel work station movement to include administrative changes with NMCI such as to Asset Management (computers and printers located in ACB2), Remedy, and Active Directory (Global Address Book and associated changes).
- 4.5.11 Conduct a review and escalate to the next level of repair if required on opened break/fix or request management issue on behalf of ACB2 personnel.
- 4.5.12 Create or change a network share/group, storage, or functional account on behalf of ACB2 personnel.
- 4.5.13 Troubleshooting of NMCI and non-NMCI IT equipment with ACB2 personnel. Contractor shall be the ACB2's single point of contact for all trouble calls for maintenance and repair to the next higher level and NMCI as required.
- 4.5.14 Requests IT asset information from COMNAVSURFLANT, NMCI or NGEN IT personnel on behalf of ACB2.
- 4.5.15 Use NMCI Enterprise Tool (NET) to submit work requests and create equipment/software build outs on behalf of ACB2 personnel.
- 4.5.16 Perform duties and functions as the ACB2 Information Assurance Manager (IAM) Level 1 IAW SECNAV Manual 5239.2 dated May 2009. Document and maintain SAAR forms and accounts for both NIPRnet and SIPRnet, interface between NMCI/NGEN and ACB2 personnel. Identify required equipment, personnel and procedural security according to NMCI/NGEN guidelines for ACB2 information systems.
- 4.5.17 Identify, designate, document and track ACB2 personnel's information assurance training against position requirement. Include training status in reports to Department Heads and the Executive Officer.
- 4.5.18 Maintain IAM Level 2 certification in accordance with DoD Directive 8570.01-M.
- 4.5.19 Provide monthly reports to Department Heads and the Executive Officer on ACB2's DoD component training including IA awareness, personally identifiable information (PII), and Information Assurance Workforce (IAWF) programs.
- 4.5.20 Provide monthly reports delineating requests for services and disposition to the Executive Officer via the S6C.
- 4.5.21 Provide maintenance and tracking of non-NMCI and NMCI printer assets and peripherals.
- 4.5.22 Manage unit's copier maintenance and repairs by working with Supply Department financial manager to enforce contract requirements (Contract with DLA Document Services with whom the unit pays for monthly lease of 11 copiers from different vendors).
- 4.5.23 Comply with DOD, U.S. Navy, and Command policies and guidelines with respect to the handling and the safeguarding of PII, standards of conduct (conflict of interest), and equal opportunity goals.
- 4.5.24 Hold and maintain a current Secret Clearance.
- 4.5.25 Follow guidance and instructions that govern the management of the NMCI network.
- 4.5.26 Attend various meetings and conferences, including but not limited to weekly unit staff, operations & training meetings. At these meetings and conferences the Contractor must act tactfully and responsibly. In cases where decisions or input is required the Contractor must so advise those involved that he/she is not the final decision maker, and shall seek the advice from the appropriate authority before providing input.
- 4.5.27 Prepare written reports within two business days summarizing the events of meetings, the action resulting from the meeting, and an analysis of how this may or may not be to the advantage of the Command. These reports will be used for internal information to the Battalion staff and for the Battalions records.

**Workload Data:** Provide technical expertise and physical management of the unit's network, infrastructure and assets for

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1,000 personnel. Act as a single point of contact to coordinate and track up to 250 NMCI actions per month for ACB2. Perform up to 500 non-NMCI software and or hardware installs across the Battalion per year. Manage 15 Blackberry telephones and accounts. Manager the units 100 owned computers and 11 leased copiers.

**4.6 COMMUNICATIONS SUPPORT SERVICES.** The duties are to manage and provide accountability for the units secure communications assets and provide training and compliance with DoD directives, and confers with other commands.

**The Contractor shall:**

- 4.6.1 Provide execution of day to day operations in Communication Department including management of ACB2's tactical and mobile communication, training and operation of Battalion communications equipment including but not limited to: Harris field communication radios, Raytheon field communications radios, Motorola XTS-5000's, Simple Key Loader (SKL), Broadband Global Area Network (BGAN) Terminal, Hawkeye Lite III, Iridium's, GPS, Satellite Communications (SATCOM) and other communications and/or display systems that may be incorporated into the Battalion's Table Of Allowance. Required to design and brief Department Head level status reports to the Executive Officer.
- 4.6.2 Operate Harris communications programming applications.
- 4.6.3 Manage and operate Harris Situational Awareness, Amphibious Assault Directional System (AADS), and associated software.
- 4.6.4 Provide overall management and security of all ACB2 classified material to include providing on-the-job training for Controlled Cryptographic Item (CCI) radios and classified keying material.
- 4.6.5 Manage and operate ACB2's tactical data network including servers, switches, routers, laptops, printers, VOIP phones and web based cameras. Provide no less than monthly on-the-job training on the tactical data network for an average of 100 ACB2 personnel.
- 4.6.6 Manage and operate tactical audio visual equipment and vehicle communications in the field.
- 4.6.7 Contractor shall review JPAS documentation provided by the ACB2 Security Manager to ensure all personnel have proper clearance for receiving classified material, CCI radios, and personnel have EKMS 301 User Lite qualification.
- 4.6.8 Develop, execute and report annual emergency action plan/emergency destruction plan (EAP/EDP) training for 1,000 Active Duty and Reserve Component personnel.
- 4.6.9 Contractor shall conduct quarterly EKMS self-assessments.
- 4.6.10 Conduct biannual inventory of all EKMS material listed on the Automated Inventory Sheet (AIS) provided by Assault Craft Unit FOUR (ACU-4).
- 4.6.11 Conduct quarterly EKMS CO Spot Check with PHIBCB TWO Commanding Officer.
- 4.6.12 Hold and maintain a current Secret Clearance. Be qualified as Local Element Electronic Keying Management System (EKMS Manager).
- 4.6.13 Travel with and participate in unit field training events and exercises. Field training exercise participation is required no less than twice annually for a period of 12 days each. Field training event participation is required an average of twice per month for 6 days each.
- 4.6.14 Inventory all Controlled Cryptographic Item equipment and material on a semi-annual basis with 100% accuracy.
- 4.6.15 Validate and identify equipment shortfalls and suitable substitutes. Coordinate with program communities (NAVFAC, SPAWAR, MARCORSSYSCOM, NAVSUP, and NAVSEA) to ensure unit TOA are outfitted according to ROC POE requirements. Provide accurate and timely responses to all audit documentation requirements and ensure ACB2 maintains compliance with current DoD instructions and regulations.
- 4.6.16 Attend various meetings and conferences, including but not limited to weekly unit staff, operations & training meetings. At these meetings and conferences the Contractor must act tactfully and responsibly. In cases where decisions or input is required the Contractor must so advise those involved that he/she is not the final decision maker, and shall seek the advice from the appropriate authority before providing input.
- 4.6.17 Prepare written reports within two business days summarizing the events of meetings, the action resulting from the meeting, and an analysis of how this may or may not be to the advantage of the Command. These reports will be used for internal information to the Battalion staff and for the Battalions records.
- 4.6.18 Be knowledgeable of and comply with the letter and the spirit of DOD, U.S. Navy, and Command policies and guidelines with respect to the handling and the safeguarding of PII, standards of conduct (conflict of interest), and equal opportunity goals.

**Workload data:** Provide training and operation of the Battalions communications assets as listed in 4.6.1 of the PWS. The Contractor shall provide Monthly/Annual training to 85 personnel on the unit's communications assets. Train 1,000 personnel on the emergency action plan. Conduct quarterly EKMS self-assessments. Conduct bi-annual inventory of approximately 500 EKMS items.

**4.7 LOGISTICS PROJECT MANAGEMENT SUPPORT SERVICES.** The duties are to manage ACB2's Supply Department assets including all warehouses, financial management, containers, and tools. Contractor shall provide an on-site Project Manager to ensure tasks under 4.7, 4.8 and 4.9 are performed and ensure the results produced meet the customer standards.

**The Contractor shall:**

- 4.7.1 Provide execution of day to day logistics management for ACB2. Contractor shall brief Division Head level status reports to the Supply Officer (S4).
- 4.7.2 Maintain accountability of all items listed in the Coordinated Shipboard Allowance List (COSAL) as well as organization clothing, tactical gear, storage containers, and tools.

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- 4.7.3 Evaluate and provide recommendations to implement process improvements, training, accountability, and efficiencies.
- 4.7.4 Maintain strict security protocols to ensure inventory integrity. Communicate items of concern to the TOA Manager and Supply Officer.
- 4.7.5 Execute all standard RSUPPLY activity reporting on a daily, weekly, monthly, quarterly, and annual basis.
- 4.7.6 Maintain accurate and audit ready transaction (receipt, inventory, issue, Reports of Survey, financial) records for six (6) years and three (3) months.
- 4.7.7 Conduct RSUPPLY financial and inventory management system audits in preparation for yearly inspections and execute end of fiscal year close-out by preparing and delivering final fiscal year reports via RSUPPLY in accordance with applicable DoD and DON instructions and directives including NAVSUP P-485, Naval Supply Procedures Afloat.
- 4.7.8 Manage plan of action and milestones related to Supply Management Certification in accordance with COMNAVSURFORINST 5040.1 series.
- 4.7.9 Contractor shall order repair parts, equipment, and material in accordance with the COSAL within RSUPPLY (NTCSS Application) and the Table of Allowance (TOA).
- 4.7.10 Contractor provides management of ACB2's financial activities including execution of accounting and disbursing policies and procedures to ensure compliance with Department of the Navy (DON), NAVSUP, US Fleet Forces Command, and Commander, Naval Surface Forces, Atlantic Fleet (COMNAVSURFLANT) fiscal regulations.
- 4.7.11 Operate and maintain ACB2's accounting, finance, financial management, and financial feeder systems (RSUPPLY, CFMS) supporting accounting, reporting and management information under COMNAVSURFLANT.
- 4.7.12 Provide analysis concerning all methods of procurement via Navy Stock System, Defense Logistics Agency-Tailored Logistics Support, and Fleet Logistics Centers.
- 4.7.13 Provide on-the- job training weekly on subjects pertaining to logistics management. Provide training to assigned personnel on the use and system maintenance of Government furnished bar code systems as required.
- 4.7.14 Follow Type Commander (TYCOM) required and Supply Officer directed inventory schedule; provide written reports at each interval.
- 4.7.15 Operate a Government 4K through 20K forklifts and 15-ton truck to perform movement of government property between receiving and storage warehouses within ACB2 facilities.
- 4.7.16 Act as Battalion Container Control Supervisor for 723 containers. Track container movements, oversee inventory, and ensure security. Develop and recommend controls, processes and procedures to the Supply Officer. Facilitate and report outcome of monthly Company Container Representative Coordination Meetings. Coordinate with ALFA Company to process movement requests.
- 4.7.17 Communicate and coordinate with TYCOM Logistics (N4), Comptroller Staff, and Afloat Training Group with regard to ACB2's logistics management matters while keeping the Supply Officer informed of progress.
- 4.7.18 Execute TYCOM directed Financial Improvement Audit Readiness (FIAR) across the Supply Department.
- 4.7.19 Initiate procurement requests for shortages and execute proper disposition procedures.
- 4.7.20 Attend various meetings and conferences, including but not limited to weekly unit staff, operations, training, and Supply Department meetings. At these meetings and conferences the Contractor must act tactfully and responsibly. In cases where decisions or input is required the Contractor must so advise those involved that he/she is not the final decision maker, and shall seek the advice from the appropriate authority before providing input.
- 4.7.21 Prepare clearly written reports within two business days summarizing the events of meetings, the action resulting from the meeting, and an analysis of how this may or may not be to the advantage of the Command. These reports will be used for internal information of the Battalion staff, and possibly for the Battalion record.
- 4.7.22 Comply with the DOD, U.S. Navy, and Command policies and guidelines with respect to the handling and the safeguarding of PII, standards of conduct (conflict of interest), and equal opportunity goals.

**Workload Data:** The Logistics Manager manages 4 warehouses consisting of approximately 15,000 line items of material. Process over 50 daily logistics actions including receiving, stowing, inventorying, inspecting, and issuing of material. Designs and briefs status reports to Division level heads. Process an average of 3,000 reports annually via RSUPPLY. The Contractor shall be responsible for ordering an average of 10,000 parts, tools, equipment and consumable material per year. Manage a \$10M annual budget. Provide up to three hours of weekly training on subjects pertaining to logistics management. Duties also include acting as the Battalion Container Control Supervisor for 500 storage containers. The Contractor will be required to attend local conferences as well as weekly unit staff, operations and training meetings.

**4.8 WAREHOUSE SUPPORT SERVICES.** Duties are to provide receiving, warehousing inventory, issue and other logistics services.

**The Contractor shall:**

- 4.8.1 The Contractor shall after Government inventory with the Supply Officer maintain inventory validity across Coordinated Shipboard Allowance List (COSAL), organization clothing, tactical gear, and tools. Contractors required to brief status reports to their cognizant manager.
- 4.8.2 Receive delivery trucks and unload Government furnished material by operating a Government 4K through 20K forklifts and up to 15 ton truck.
- 4.8.3 Store material in assigned location.
- 4.8.4 Contractor shall check material handling and machinery equipment daily to ensure they are functional and in compliance with standard government checklist.

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- 4.8.5 Process receipts and affix labels. Record receipts and issues.
- 4.8.6 Match purchase orders to sales orders and distribute to procuring agent for processing.
- 4.8.7 Provide professional customer service to fulfill customer requirements.
- 4.8.8 Move materials off racks and package for shipment.
- 4.8.9 Fill requisitions or requests for materials, tools, or other stock items.
- 4.8.10 Follow all safety regulations.
- 4.8.11 Place material on pallets or shelves for distribution.
- 4.8.12 Record amounts of materials or items received.
- 4.8.13 Perform general facilities maintenance including daily general cleanliness, disposal of refuse, recycling of shipping cartons, cleaning storage shelves weekly, ensure space is free from dust and dirt.
- 4.8.14 Sort material according to size, type, style, color, stock location, or product code.
- 4.8.15 Identify damage, loss, or surplus of materials stored in the warehouse and make report to manager.
- 4.8.16 Complete daily accurate inventories as assigned by manager.
- 4.8.17 Maintain records of all activities and processes pertaining to the warehouse.
- 4.8.18 Maintain strict security protocols to ensure inventory integrity.
- 4.8.19 Operate a Government 4K to 20K forklift and up to 15 ton truck. Move material on pallets or shelves utilizing Government material handling equipment.

**Workload data:** The Warehouse Support receive, warehouse, identify, maintain and issue property from 4 warehouses and 500 containers. Conduct daily inventory. Process an average of 50 daily logistics actions per contractor including receiving, stowing, inventorying, inspecting, and issuing of material per person.

**4.9 MECHANIC AND TOOL ROOM SUPPORT SERVICES.** Duties are to provide logistics management, tool accountability and small engine repairs. The position requires aspects of maintenance and warehousing duties.

**The Contractor shall:**

- 4.9.1 Provide logistics support to the Table of Allowance Manager in logistics management including maintaining tool inventory validity after government inventory with the Supply Officer. Create and provide weekly status report to the Supply Officer detailing tool and equipment maintenance completed, planned maintenance, customers served, inventory completed and scheduled, as well as any accountability issues noted.
- 4.9.2 Troubleshoot equipment experiencing problems or equipment that is not operating and perform maintenance.
- 4.9.3 Execute government directed Material, Maintenance, and Management (3M) schedule for tool room assigned tools, equipment, and containers. Ensure properly documented maintenance records are submitted prior to suspense.
- 4.9.4 Based on manufacturers recommended maintenance guidelines, develop and provide to the Supply Officer prior to implementation, a maintenance and repair schedule for all small engines assigned to Central Tool Room.
- 4.9.5 Maintain all equipment identified for contingency operations in deployment state of readiness.
- 4.9.6 Submit orders to the Supply Officer for tool replacements, repair and maintenance parts, and collateral equipment required to support operations.
- 4.9.7 Conduct tool and equipment inventories across the Battalion in accordance with Supply Officer approved schedule, no less than quarterly. Report results and provide recommendations for accuracy and efficiency improvements to the Supply Officer.
- 4.9.8 Maintain strict security protocols to ensure inventory integrity. Utilize government furnished bar code system for inventory, issue, and receipt of Battalion's tools and equipment.
- 4.9.9 Maintain records for three (3) years of equipment and tool inventories, check-in and check-out logs, and maintenance records.
- 4.9.10 Perform general facilities maintenance including daily general cleanliness, disposal of refuse, recycling of shipping cartons, cleaning storage shelves weekly, ensure space is free from dust and dirt.
- 4.9.11 Provide professional customer service to fulfill customer requirements.
- 4.9.12 Operate a Government 4K through 20K forklifts and 15-ton truck to perform movement of government property between receiving and storage warehouses within ACB2 facilities.

**Workload Data:** The Mechanic and Tool Room position will develop and execute a maintenance schedule for 45 small engines. The Contractor will be responsible for the accountability and inventory of 1,500 items. An estimated 20 items will be required to be calibrated per week. Receive and issue an estimated 45 tools and equipment per week.

**4.10 ADMINISTRATION SUPPORT SERVICES.** Duties are to manage the units administrative and personnel support for Reserve Component Personnel. Contractor's personnel will be required to correspond with individuals, commands and agencies inside and outside of the unit. Track assignments and funding and record minutes at meetings.

**The Contractor shall:**

- 4.10.1 Provide administration support services to the Training Department in the areas of operational and mobilization support for up to 250 Reserve Component personnel each. Manage ACB2's Navy Reserve Component personnel records. Responsibilities include tracking of Reserve personnel's training, combat readiness, and qualifications, as well as processing military orders, awards and special recognitions, personnel fitness reports and evaluations, and coordinating mission travel requirements.
- 4.10.2 Provide weekly reports to the Training Officer including the training, combat readiness, and qualifications of each Reserve member.
- 4.10.3 Screen newly assigned ACB-2 Reserve Component personnel to ensure proper billet assignment within the command to meet mission requirements (Required Operational Capabilities & Projected Operational Environment). Interview incoming personnel, review skills and experience and make recommendation to the Training Officer for final billet assignment within



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- 4.10.4 Collect requests from Reserve Component Personnel for completing monthly, quarterly and annual training requirements and forward to the Training Officer for final approval.
- 4.10.5 Coordinate monthly training evolutions by providing input during training plan development to ensure Reserve Component mission requirements are incorporated into monthly training periods, and support ACB2's Reserve Component training philosophy and all bi-annual training exercises.
- 4.10.6 Track, monitor, and provide ACB2's Supply Officer with information required to obtain funding for Reserve Component personnel that require additional exercise material, operational equipment or classroom training spaces.
- 4.10.7 Review Cargo Offload Discharge System (COLDS) Course rosters for 100% quota fulfillment weekly, advise Training Officer of shortfalls and recommend Reserve or Active Component personnel solutions to attain 100% attendance to fully utilize the course offering.
- 4.10.8 Request school quotas through Civil Engineer Community (CEC) and Reserve Forces Command (RESFORCOM) quota control managers for OF-7 ratings.
- 4.10.9 Provide standardized training plans and policies that conform to ACB2 detachment management procedures provided by the Training Officer. Contractor shall gather required monthly detachment readiness reports from Detachment Officers in Charge (OICs) and provide input to the Training Officer for the quarterly ACB2 Reserve Component readiness reports to Commander, Naval Surface Forces, Atlantic Fleet (COMNAVSURFLANT).
- 4.10.10 Manage and monitor ACB2 Reserve Component Assault Follow-on Echelon Combat Force billet assignments to maximize reserve component readiness. Ensure compliance by reporting to the Operations and Training Officers the status of the execution of training pipelines delineated in the COLDS Naval Training Systems Plan (NTSP) for: Amphibious Bulk Liquid Transfer System (ABLTS), Roll On/Roll Off Discharge Facility (RRDF), Elevated Causeway System-Modular (ELCAS- M), Causeway Ferry (CF), warping tug (WT), and Offshore Petroleum Discharge System (OPDS). Provide similar compliance for OF-7 (Seabee Ratings) training pipelines supporting the base camp mission of ACB2.
- 4.10.11 Monitor the regular submission of Reserve Component readiness reports and advise the Training Officer when reports are not submitted. Summarize significant issues arising from the readiness reports requiring command action and recommend assignment and completion dates of solutions.
- 4.10.12 Make recommendations to Training Officer and Supply Officer for budget allocations of Operations and Maintenance, Naval Reserve (OMNR) funds supporting Reserve Component training, equipment and supplies.
- 4.10.13 Review Reserve Component orders weekly, to ensure all travel reservations and orders have accurate dates and funding, reporting any discrepancies or special requests to the Training Officer for final resolution.
- 4.10.14 Update command contact information, letters of appointment and orders with any changes to assigned personnel. Collect reserve evaluations, recognition and award nominations, provide any recommended changes to the chain of command and route changes through the ACB-2 Administration Department. Be familiar with most recent CONUS and OCONUS mobilization requirements, including passports, wills, powers of attorney, gear issue and travel arrangements to provide guidance and recommendations to ACB-2 staff and/or individual Reserve Component personnel requiring administrative support.
- 4.10.15 Identify, plan and coordinate Additional Training Periods for Reserve Management Period tailored specifically for those respective Reserve Component personnel.
- 4.10.16 Communicate and coordinate with active duty personnel, on behalf of ACB2, to inform personnel about conference registration deadlines/requirements and providing registered conference attendees with conference material.
- 4.10.17 Attend various meetings and conferences with ACB2 personnel to provide administrative support. At these meetings or conferences the Contractor must act tactfully and responsibly.
- 4.10.18 Responsible for recording meeting minutes within two business days summarizing the details of meetings and the action resulting from the meeting. These minutes will be used for internal information of the staff, and possibly for the record.
- 4.10.19 Comply with the letter and the spirit of DOD, U.S. Navy, and Command policies and guidelines with respect to the handling and the safeguarding of PII, standards of conduct (conflict of interest), and equal opportunity goals  
**Workload Data:** The Contractors will manage up to 250 ACB2 Reserve Component personnel records each including training schedules and progress, mobilization readiness status, and provision of weekly status reports on orders and billet management. The Contractor shall be required to coordinate monthly training evolutions. Manage training course quotas and track training progress for up to 250 ACB2 personnel.

**5.0 SKILLS AND KNOWLEDGE REQUIREMENTS:** During performance of this contract, the Contractor shall provide personnel with sufficient skills to accomplish the tasks contained in this PWS. The Government reserves the right to require the Contractor to remove and replace any personnel who provide unsatisfactory performance, demonstrate insufficient knowledge, or possess inadequate skill. The Government will not bear the costs of any Contractor training or travel to execute this PWS. All Contractors shall become familiar with ACB2's Required Operational Capabilities / Projected Operational Environment mission requirements.

**5.1 DECK OPERATIONS TRAINING SUPPORT SERVICES. Contractor shall:**

- (1) Be knowledgeable with craft support requirements and craft operator experience required for INLS

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Operator Basic, Craftmaster and Deck Supervisor courses.

- (2) Be knowledgeable about DoD and Navy operational, maintenance and logistic support organizations and procedures and have detailed knowledge on the characteristics and operating parameters of the INLS Causeway Ferry and Warping Tug.
- (3) Have experience in data and word processing formats required to maintain and process data, create reports, schedules, and training materials, and to provide rapid access to specific information.
- (4) Taught Maritime Prepositioning Force (MPF) Operations Course (Course K-2E-3119) and/or hold a certificate of completion in MPF Operations Course.
- (5) Hold a certificate of completion in Naval Support Element (NSE) MPF Operations Seaward (NKO Course CSFE-NSE-010).
- (6) Hold a certificate of completion in Craftmaster (NEC 0180) course.
- (7) Have experience executing maneuvers on Warping Tugs for surf salvage.
- (8) Hold prior designation as Deck Supervisor (NEC 0181).
- (9) Have experience controlling deck evolutions of Causeway Ferries and Warping Tugs in support of

amphibious operations and MPF operations.

- (10) Have experience providing on-the-job training to military or civilian personnel.
- (11) Have a working knowledge of Navy's Planned Maintenance System program.
- (12) Have experience with the preservation/de-preservation requirements for operating in a marine environment.
- (13) Have experience evaluating the readiness conditions of equipment and proficiency levels of personnel.
- (14) Possess working knowledge of Navy's Personal Qualifications Standards program and the policies that govern its application, development and revisions.
- (15) Have expert knowledge in small craft/deck department operations and INLS Craftmaster experience in Navy Reserve or Active Component.
- (16) Possess the ability to analyze and research problems, arrive at conclusions, and make decision and recommendations; prepare correspondence for final draft; and converse effectively with Government personnel.
- (17) Have the ability to exercise sound judgment and make independent decision in managing the administrative affairs, establishing schedules and setting priorities.
- (18) Be able to direct/teaching learning activities, write learning objectives, prepare test items, and create and evaluate instructional materials.

**5.2 ENGINEERING TRAINING SUPPORT. Contractor shall:**

- (1) Have instructor experience for the Engineering Technician I and II courses or completion of Engineering Technician I and II courses.
- (2) Have operating knowledge of Improved Navy Lighterage System (INLS) watercraft.
- (3) Have experience in data and word processing formats required to maintain and process data, create reports, schedules, and training materials, and to provide rapid access to specific information.
- (4) Hold prior designation as Causeway Lighterage Engineer (NEC 4370).
- (5) Have experience in maintaining and repairing the Improved Navy Lighterage System Warping Tug and Causeway Ferry.
- (6) Have experience providing on-the-job training to military or civilian personnel.
- (7) Be able to direct/teaching learning activities, write learning objectives, prepare test items, and create and evaluate instructional materials.
- (8) Have prior designation as Caterpillar Electronically Controlled Engine Technician (NEC 4306).
- (9) Have experience in performing organizational level maintenance and troubleshooting on Caterpillar B series engines.
- (10) Have working knowledge of the Navy's Planned Maintenance System program.
- (11) Have experience with the preservation/de-preservation requirements for operating in a marine environment.
- (12) Have experience evaluating the readiness conditions of equipment and proficiency levels of personnel.
- (13) Possess working knowledge of Navy's Personal Qualifications Standards program and the policies that govern its application, development and revisions.
- (14) Have expert knowledge in leading a Navy engineering department and INLS engineering experience in Navy Reserve or Active Component or DoD equivalent.

**5.3 ENGINEERING SUPPORT SERVICES. Contractor shall:**

- (1) Hold prior designation as Improved Navy Lighterage System (INLS) Engineering Technician I and II (NEC 4370).
- (2) Have experience in maintaining and operating the Improved Navy Lighterage System Warping Tug (WT) and Causeway Ferry (CF).

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- (3) Hold prior designation as Improved Navy Lighterage System (INLS) Lighterage Repair Facility Senior Technician.
- (4) Have experience in operating INLS Lighterage Repair Facility.
- (5) Have experience instructing and evaluating INLS craft Engineers in the performance of field repairs in accordance with applicable references.
- (6) Have experience in utilizing and instructing on the proper use of approve technical manuals: Maintain/Troubleshoot Machinery Control System, Maintain/Troubleshoot Main Propulsion Engine, Maintain/Troubleshoot Electrical Systems, Maintain/Troubleshoot Auxiliary Systems, Maintain/Troubleshoot/Operate Communication System in accordance with applicable references.
- (7) Have knowledge in the theory and execution of electrical applications with emphasis on operations and maintenance of INLS craft and Amphibious Bulk Liquid Transfer System (ABLTS).
- (8) Have the ability to assess the operational and technical capability of all ACB-2 INLS equipment required to fulfill MPF mission requirements.
- (9) Be familiar with the operating procedures pertaining to INLS craft and systems assigned to ACB-2: INLS Warping Tug/PM, Roll On/Roll Off Discharge Facility, and ABLTS.
- (10) Be familiar with the Navy's PMS program and have the ability to determine requirements for special applications for ensuring equipment/craft operability and readiness.
- (11) Be knowledgeable in preservation/de-preservation requirements for operating in a marine environment.
- (12) Have in-depth working knowledge of personal computers, automated data entry systems, and Microsoft Word Windows applications.
- (13) Have Journeyman level experience as an engine mechanic that is capable of working independently on marine equipment and craft electrical components.
- (14) Have strong working knowledge of electric and pneumatic tools.
- (15) Prior designation as a Navy Material, Maintenance, and Management Work Center Supervisor
- (16) Possess subject matter expertise in INLS engineering for Navy or DoD equivalent.

**5.4 WEAPONS TRAINING SUPPORT SERVICES. Contractor shall:**

- (1) Have experience training personnel in classroom, on a shooting range and in an expeditionary environment.
- (2) Have experience in data and word processing formats.
- (3) Have the ability to evaluate the readiness conditions of equipment and proficiency levels of personnel.
- (4) Be knowledgeable with the maintenance requirements for operating weapons in a training environment.
- (5) Be familiar with Navy's PQS program and the policies that govern its application, development and revisions.
- (6) Be familiar with Navy's curriculum development requirements for conventional and web based applications.
- (7) Have experience developing, executing, and improving small arms training program for a large group of personnel (i.e. 500 or more).
- (8) Have experience in operating an Armory including inventory, qualification/certification program, ammunition allocation and expenditure tracking.
- (9) Be familiar with Naval Support Elements organization and sub elements, to include their missions, procedures and manning requirements.
- (10) Possess subject matter expertise in military night vision and small arms, tactics, technics, procedures.
- (11) Prior designation as Small Arms Marksmanship Instructor and Crew Serve Weapons Instructor.

**5.5 COMPUTER SUPPORT SERVICES. Contractor shall:**

- (1) Be qualified as Naval Information Awareness Manager (IAM) Level 2 with a minimum of 3 years' experience working as Contract Technical Representative for the Navy or Marine Corps.
- (2) Be familiar with policies and procedures on Naval Information Awareness.
- (3) Hold current SECRET clearance required.
- (4) Have three years technical experience in hardware and software support.
- (5) Be familiar with utilizing Blackberry Operating System.
- (6) Have experience utilizing Microsoft Office suite applications.
- (8) Have experience managing IT assets, liaison with help desk personnel to resolve complex trouble tickets.
- (9) Be familiar with NMCI policies and procedures.
- (10) Have the ability to communicate with Echelon II and below command's Contract Technical Representatives (CTRs).
- (11) Have experience and proficiency in the use of multiple Navy databases including the Navy Reserve Readiness Module (NRRM), CMS, and Reserve Headquarters System (RHS).
- (12) Have experience and ability to build, expand, develop, implement and update bar coding system software and utilize hardware.

**5.6 COMMUNICATIONS SUPPORT SERVICES. Contractor shall:**

- (1) Hold current SECRET clearance required.
- (2) Be qualified as Electronic Key Management System (EKMS) User (EKMS 301), EKMS Local Element (EKMS 302), and

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EKMS Manager (EKMS 304).

- (4) Possess subject matter expertise in working with and controlling HF, VHF, UHF and UHF Satellite communications in a tactical/expeditionary environment using existing Harris, Motorola, Raytheon, and equivalent communications allowance.
- (5) Have experience providing on-the-job training for classified material to include Controlled Cryptographic Item (CCI) radios and classified keying material.
- (6) Have the ability to follow guidance and instructions that govern the Electronic Key Management System.
- (7) Have experience managing and operating a tactical data network.
- (8) Have a minimum of five (5) years experience in operations, set up and maintenance of military communications.

**5.7 LOGISTICS PROJECT MANAGEMENT SUPPORT SERVICES. The Contractor shall:**

- (1) Have experience in data and word processing formats required to maintain and process data, and to provide rapid access to specific information.
- (2) Have the ability to study and execute ways to use space and distribute supplies efficiently.
- (3) Have the ability to determine the fastest, most economical way to transport cargo or personnel.
- (4) Have experience overseeing the handling of special items, such as medicine, Depot Level Repairables, and bulk items.
- (5) Have experience preparing inventory reports and correspondence.
- (6) Proficient at keeping official publications, financial documentation, pricing software, and inventories up-to-date.
- (7) Possess license to operate a Government 4K through 20K forklifts and 15-ton truck.
- (8) Have working knowledge of Financial Improvement Audit Readiness (FIAR) processes and procedures.
- (9) Have three (3) years of experience working directly with NTCSS RSUPPLY.
- (10) Possess subject matter expertise with experience in DoD logistics management including financial management and warehouse management.
- (11) Have experience and ability to utilize bar code system including hardware and software.

**5.8 WAREHOUSE SUPPORT SERVICES. Contractor shall:**

- (1) Have a minimum of two (2) years of experience with NTCSS RSUPPLY or equivalent DoD logistics management system.
- (2) Have the ability to execute the inspection, shipping, handling, and packaging of supplies and equipment.
- (3) Have experience in receiving inventory and issuing supplies and equipment.
- (4) Have the ability to keep accurate fiscal records.
- (5) Have experience executing daily issuance of parts, equipment, organization clothing, and tactical gear in an organized and timely manner.
- (6) Have experience maintaining financial logs and records.
- (7) Have experience executing accurate and timely inventory processing in store rooms with greater than 20,000 line items.
- (8) Possess license to operate a Government 4K through 20K forklifts and 15-ton truck.
- (9) Possess a minimum of two years of experience performing warehouse operations including proper storage and safety procedures.
- (10) Have experience and ability to utilize bar code system including hardware and software.

**5.9 MECHANIC AND TOOL ROOM SUPPORT SERVICES. Contractor shall:**

- (1) Have expertise at a Journeyman level small engine mechanic with experience working independently performing repairs on equipment such as, but not limited to chain saw, lawn care equipment, air compressor, and mechanics tools.
- (2) Have experience diagnosing, troubleshooting, and repairing, four stroke and two stroke gas and diesel engines.
- (3) Possess strong working knowledge of electric and pneumatic tools.
- (4) Have prior designation as Navy Material, Maintenance, and Management Work Center Supervisor.
- (5) Experience with proper issue, receipt, and inventory management procedures.
- (6) Have experience and ability to comply with tool maintenance schedules.
- (7) Have experience completing and maintaining accurate inventories for over 20,000 line items of material.
- (8) Have experience and ability to utilize bar code system including hardware and software.

**5.10 ADMINISTRATION SUPPORT SERVICES. Contractor shall:**

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- (1) Have the ability to design and execute training schedules.
- (2) Possess working knowledge of Navy Reserve Forces Command, Navy Personnel Command, and DoD instructions for Reserve management, specifically regarding funding, training, administrative and mobilization requirements and processes.
- (3) Shall have expertise knowledge of Navy Reserve Order Writing System, Navy Reserve Enlisted Evaluation reports including NAVY FIT98 (evaluation system for enlisted officers), Navy Correspondence Manual, Fleet Training and Management Planning System, Relational-ADMIN (database program that holds military training certs).
- (4) Have experience in data and word processing formats required to maintain and process data, and to provide rapid access to specific information.
- (5) Minimum of five (5) years of Navy Reserve experience to include detailing, drilling and readiness reporting requirements.
- (6) Contractor shall be able to complete the following courses when offered: Operational Support Officer (OSO) Training (Course R-7A-0020) and Naval Reserve Unit Management (NRUM) (Course R-7A-0031).
- (7) Have experience operating NTCSS RADM and performing data entry and management of a minimum 250 personnel records.

**6.0 PROFESSIONAL CONTACTS:**

**Professional contacts are units and organizations with which ACB2 frequently communicates and Contractors are required to work with:**

- o Naval Beach Group TWO, Virginia Beach, VA
- o COMNAVSURFLANT, Norfolk, VA
- o U.S. Fleet Forces, N1, Norfolk, VA
- o RCC Mid-Atlantic
- o RCC Mid-West
- o RCC South-West
- o RCC South-East
- o Navy Personnel Command (PERS), Millington, TN
- o COMNAVRESFOR, Norfolk, VA
- o EWTGPAC, Coronado, CA
- o Amphibious Construction Battalion ONE, Coronado, CA
- o 31st SRG, Port Hueneme, CA
- o 20th SRG, Gulfport, MS
- o First Naval Construction Division, Virginia Beach, VA
- o NMCB's (Naval Mobile Construction Battalions)
- o Commands within Naval Beach Group Two
- o NOSC Manchester
- o NOSC Schenectady
- o NOSC Pittsburgh
- o NOSC Raleigh
- o NOSC Detroit
- o NOSC Erie
- o NOSC Ebensburg
- o NOSC Battle Creek
- o NOSC Des Moines
- o NOSC Akron
- o NOSC Minneapolis
- o NOSC Norfolk
- o NOSC Toledo
- o NOSC New York City
- o PSD Little Creek
- o PSD Norfolk
- o PSD Willow Grove
- o PSD Great Lakes
- o Other Civilian Contractors

**7.0 PERIOD OF PERFORMANCE:**

Base Year: 29 September 2015 – 28 September 2016

Option Year I: 29 September 2016 – 28 September 2017

Option Year II: 29 September 2017 – 28 September 2018

**8.0 PLACE OF PERFORMANCE:**

The primary place of performance is at Joint Expeditionary Base, Little Creek-Fort Story, 1815 Seabee Drive, in the vicinity of Headquarters Building CB310, Virginia Beach, VA 23459-2943

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Temporary duty may be required at other military installations such as Naval Base Coronado; Camp Lejeune, NC; Fort Story; Cheatham Annex; Fort Eustis; Fort A.P. Hill; NSA Northwest; Academi Range, Moyock, NC; Naval Station Norfolk; Blount Island Command and Marine Corps Base Camp Pendleton.

For tasks 4.1, 4.2, 4.3, 4.6 temporary duty will take place onboard INLS craft and landing craft.

For task 4.4 Temporary duty may be required at other military installations such as Naval Base Coronado; Camp Lejeune, NC; Fort Story; Cheatham Annex; Fort Eustis; A.P. Hill; Academi Range; Moyock, NC; Naval Station Norfolk; Blount Island Command and Marine Corps Base Camp Pendleton.

For tasks 4.5 temporary duty will take place away from primary place of performance including Naval Base Coronado; Camp Lejeune, NC; Fort Story; Cheatham Annex; Fort Eustis; Fort A.P. Hill; NSA Northwest; Academi Range, Moyock, NC; Naval Station Norfolk; Blount Island Command and Marine Corps Base Camp Pendleton.

## 9.0 WORK HOURS:

The contractor shall develop personnel work schedules to ensure task described in the PWS are performed. The below information is provided as historical information only to provide insight on existing work schedule: Core hours are Monday through Friday 0600 – 1800. Services may not be required on Federal Holidays; if services are required due to training or operational requirements, the TOM will advise the contractor of the requirement.

Tasks 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10 works Monday through Friday. Any alternative work schedules shall be approved in writing by the ACB2 Commander.

Anticipate the above mentioned work week will change based on operational and training schedules. ACB2 staff will provide advanced notice to the contractor of any work schedules changes required.

The following Contractors shall be required to work **8% overtime annually** to support active/reserve unit training and exercises: **Engineering Training Support, Engineering Support, Communications Support, and Administrative Support Services**. Contractor shall be responsible for managing additional hours worked outside of normal working hours to ensure that the anticipated amount of overtime is not exceeded during the period of performance.

Task 4.4 Weapons Training and Program Management Support Service position shall be required to work 246 hours of overtime annually to support active/reserve unit training and exercises. Contractor shall be responsible for managing additional hours worked outside of normal working hours to ensure that the anticipated amount of overtime is not exceeded during the period of performance.

## 10.0 WORK ENVIRONMENT AND PHYSICAL DEMAND

### 10.1 WORK ENVIRONMENT

Work is performed in an office setting, warehouse/storeroom, outdoors or underway on a Navy vessel. Contractors performing under Task 4.1, 4.2, 4.3, 4.4, and 4.6, shall perform in expeditionary and shipboard environments.

### 10.2 PHYSICAL DEMAND

Moderate physical activity required.

For tasks 4.3, 4.4, 4.6, 4.7, 4.8, 4.9 requires handling of items up to 50 pounds.

Sitting, standing and/or walking for up to eight hours per day and be able to change positions including sitting, standing, kneeling, bending and lifting.

Occasional driving of a vehicle is required.

Warehouse positions require Government Forklift and Truck licenses.

Expeditionary environment includes being required to operate for long periods of time in an unimproved terrain through a wide range of potentially adverse environmental conditions.

For tasks 4.1, 4.2, 4.3, 4.6 must be able to embark and debark and operate on a high-freeboard maritime vessel.

### 11.0 MANDATORY CLEARANCES/CERTIFICATIONS/PERMITS:

11.1 The Communication Support Contractor and the Computer Support Contractor must possess and maintain a **SECRET** Security Clearance.

11.2 All Contractors' personnel must possess the certificates and training as listed in this PWS under sections 5.0 through 5.10.

### 11.3 CONTRACTOR UNCLASSIFIED ACCESS TO FEDERALLY CONTROLLED FACILITIES, SENSITIVE INFORMATION, INFORMATION TECHNOLOGY (IT) SYSTEMS OR PROTECTED HEALTH INFORMATION

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

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(DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

#### APPLICABILITY

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

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

#### ACCESS TO FEDERAL FACILITIES

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

#### ACCESS TO DOD IT SYSTEMS

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

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

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

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

#### INTERIM ACCESS

The Navy Command’s Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

#### DENIAL OR TERMINATION OF ACCESS

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

#### CONTRACTOR’S SECURITY REPRESENTATIVE

The contractor shall designate an employee to serve as the Contractor’s Security Representative. Within three work days after

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

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

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

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

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

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

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

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a determination. If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

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

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

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

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

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



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

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

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

**12.0 GOVERNMENT PROPERTY FURNISHED:**

The work under this contract is located at a Government site or installation. In accordance with DFARS PGI 245.102-70(2) property that is incidental to the place of performance; such as when the contract requires contractor personnel to be located on a Government site or installation where the use of Government-provided office space and equipment, e.g., chairs, telephones, and computers, is standard practice will be made available and used by contractor personnel. The contractor shall maintain the assigned office space(s) in a neat and orderly manner. Contractor shall only use Government provided items to accomplish the tasks required under this contract. Personal or company use of phones, utilities, computers, printers, copiers, etc., not directly related to required services is strictly prohibited. Contractor shall not remove any Government provided items from the worksite without the express written permission of the Contracting Officer's Representative or his/her designated representative

**13.0 TRAVEL AND PER DIEM:** In the performance of this contract, travel may be required and will be coordinated with the TOM and approved prior to commencement of travel. It is estimated that travel will not exceed ten times per year for conference attendance and/or training. Duration of each travel period is approximately five days for each trip. All estimated travel will proceed in accordance with Joint Federal Travel Regulations (JFTR) and will be reimbursed accordingly. Travel expenses shall be invoiced to the Government on an as-incurred basis. Travel claim for reimbursable expenses shall be submitted within five (5) working days after completion of travel. Only valid costs as identified in the JFTR shall be reimbursed. Invoice amount shall detail the actual cost of the per diem and travel expenses.

**14.0 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 the Navy via a secure data collection site. Contracted services excluded from reporting are based on Product Services 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**

All Deliverables shall be packaged and marked in accordance with Best Commercial Practices.

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## SECTION E INSPECTION AND ACCEPTANCE

### Naval Amphibious Construction Battalion-TWO (PHIBCB-2)

#### QUALITY ASSURANCE SURVEILLANCE PLAN

#### 1.0 PURPOSE

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to make sure that systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this contract. The intent is to ensure that the Contractor performs in accordance with performance metrics set forth in the contract documents, that the Government receives the quality of services called for in the contract and that the Government only pays for the acceptable level of services received.

#### 2.0 AUTHORITY

Authority for issuance of this QASP is provided under FAR 52-212-4(a), Inspection/Acceptance, which provides for inspections and acceptance of the articles, services, and documentation called for in the contract to be accomplished by the Contracting Officer or their duly authorized representative.

#### 3.0 SCOPE

The Contractor, and not the Government, is responsible for management and quality control actions necessary to meet quality standards set forth by the contract. The QASP is put in place to provide Government surveillance oversight of the Contractor's quality control efforts to assure that they are timely, effective and are delivering the results specified in the contract. The QASP is not a part of the contract nor is it intended to duplicate the Contractor's Management Plan. The Government may provide the Contractor an information copy of the QASP as an Attachment to the solicitation to support the Contractor's efforts in developing its plan for maintaining the levels of quality anticipated to be delivered under the terms of the contract.

#### 4.0 RESPONSIBILITIES

The Government resources shall have responsibilities for the implementation of this QASP as follows:

- **Contracting Officer** – The Contracting Officer ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interests of the United States in the contractual relationship. It is the Contracting Officer that assures the Contractor receives impartial, fair and equitable treatment under the contract. The Contracting Officer is ultimately responsible for the final determination of the adequacy of the Contractor's performance.
- **Task Order Manager (TOM)** – An individual designated in writing by the Contracting Officer to act as his authorized representative to assist in administering a contract. The source and authority for the TOM is the Contracting Officer. TOM limitations are contained in the written letter of appointment.

#### 5.0 METHODS OF QA SURVEILLANCE

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The below listed methods of surveillance shall be used in the administration of this QASP. The Performance-Based Matrix (Attachment 1) describes the methods of surveillance that may be used to monitor the services and deliverables to be provided under the contract.

- **Customer Feedback** – Customer feedback may be obtained either from the results of formal customer satisfaction surveys or from random customer complaints. Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed and must be forwarded to the TOM. The TOM shall maintain a summary log of all formally received customer complaints as well as a copy of each complaint in a documentation file. The TOM shall also keep the tabulated results of all customer satisfaction surveys on file and shall enter the summary results into the Surveillance Activity Checklist.
  
- **Random Monitoring** – Random monitoring shall be conducted if and when deemed necessary to ensure compliance with the terms of the contract. The TOM will conduct the random monitoring.
  
- **Random Checks/Inspections on Completion of Workload Tasking** – Random checks will be conducted to ensure compliance with the QASP Matrix. The TOM will conduct the random checks.

## 6.0 IDENTIFIED QA SURVEILLANCE ITEMS

The PBSC items that have been identified for surveillance are identified in the Performance-Based Matrix.

## 7.0 DOCUMENTATION

- The TOM will maintain a complete Quality Assurance file. The file will contain copies of all reports, evaluations, recommendations, and any actions related to the Government's performance of the quality assurance function. All such records will be retained for the life of this contract. The TOM shall forward these records to the Contracting Officer at termination or completion of the contract.
  
- For each item on the following QASP Matrices that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken.
  
- In accordance with the inspection of services provisions of the contract, the contractor will be incentivized to provide quality services in a timely manner since the Government can require the Contractor, at no additional cost, to replace or correct work that fails to meet contract requirements.

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## SECTION F DELIVERABLES OR PERFORMANCE

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

8000	9/29/2015 - 9/28/2016
8001	9/29/2016 - 9/28/2017
8003	9/20/2016 - 9/28/2016
8004	9/29/2016 - 9/28/2017
8005	9/29/2016 - 9/28/2017
9000	9/29/2015 - 9/28/2016
9001	9/29/2016 - 9/28/2017

## CLIN - DELIVERIES OR PERFORMANCE

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

Period	Dates
Base (12-Months)	29 September 2015 – 28 September 2016
Option 1(12-Months)	29 September 2016 – 28 September 2017
Option 2(12-Months)	29 September 2017 – 28 September 2018

Services to be performed hereunder will be provided at:

Joint Expeditionary Base, Little Creek-Fort Story

1815 Seabee Drive

Virginia Beach, VA 23459-2943

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## SECTION G CONTRACT ADMINISTRATION DATA

### 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause—

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at

<https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

(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).

#### **2-N-1**

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

#### **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	
Issue By DoDAAC	
Admin DoDAAC	
Inspect By DoDAAC	
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	
Service Acceptor (DoDAAC)	
Accept at Other DoDAAC	
LPO DoDAAC	<b>N46581</b>
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the e-mail address identified below in the “Send

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Additional Email Notifications” field of WAWF once a document is submitted in the system.

**Name: Todd Dirks**

**Email: [todd.dirks@navy.mil](mailto:todd.dirks@navy.mil)**

**Name: Janet Mackey**

**Email: [janet.e.mackey@navy.mil](mailto:janet.e.mackey@navy.mil)**

**Name: LT. Imani Charles**

**Email: [imani.charles@navy.mil](mailto:imani.charles@navy.mil)**

(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.

**Name: Todd Dirks**

**Phone: 757-836-3912**

**Email: [todd.dirks@navy.mil](mailto:todd.dirks@navy.mil)**

**Name: Janet Mackey**

**Phone: 757-836-3104**

**Email: [janet.e.mackey@navy.mil](mailto:janet.e.mackey@navy.mil)**

**Name: LT. Imani Charles**

**Phone: 757-462-2163**

**Email: [imani.charles@navy.mil](mailto:imani.charles@navy.mil)**

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

(End of clause)

#### CONTRACT ADMINISTRATION PLAN (CAP)

#### FOR FIXED PRICE CONTRACTS

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

1. The Procuring Contract Office (PCO) is responsible for:

- a. All pre-award duties such as solicitation, negotiation and award of contracts.
- b. Any information or questions during the pre-award stage of the procurement.
- c. Freedom of Information inquiries.

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d. Changes in contract terms and/or conditions.

e. Post award conference.

2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (TOM) or someone else herein.

3. The paying office is responsible for making payment of proper invoices after acceptance is documented.

4. The Task Order Manager (TOM) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The TOM duties are as follows:

a. Technical

Interface

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

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

b. Contract Surveillance

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



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personnel as if they were government employees and would constitute transforming the contract into one for personal services.

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

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

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

c. Invoice Review and Approval/Inspection and Acceptance

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

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

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

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

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

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e. Administrative Duties

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

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

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

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

Enclosure (1)

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

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

i. Written Report/Contract Completion Statement.

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

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

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

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

- a. Identify contractor deficiencies to the TOM.
- b. Review contract deliverables, recommend acceptance/rejection, and provide the TOM with documentation to support the recommendation.
- c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the TOM.
- d. Identify contract noncompliance with reporting requirements to the TOM.
- e. Review contractor status and progress reports, identify deficiencies to the TOM, and provide the TOM with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.
- f. Review invoices and provide the TOM with recommendations to facilitate TOM certification of the invoice.
- g. Provide the TOM with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.
- h. Provide detailed written reports of any trip, meeting, or conversation to the TOM subsequent to any interface between the TA and contractor.

#### CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

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

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:
  - a. All pre-award information, questions, or data;
  - b. Freedom of Information inquiries;

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- c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
- d. Arranging the post award conference (See FAR 42.503).

**Name: Aster S. Lyon**

**Address: 1968 Gilbert Street, Suite 600, Norfolk, VA 23511**

**Phone: 757-443-1373**

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

**Name: Krystal Goodman**

**Address: 1968 Gilbert Street, Suite 600, Norfolk, VA 23511**

**Phone: 757-443-1606**

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

**Name: Commander Naval Surface Force, U.S. Atlantic Fleet**

**Address: 1751 Morris St. Bldg. D-29, Norfolk, VA 23511**

**Phone: 757-836-3104**

5. TASK ORDER MANAGER (TOM) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the TOM requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. THE TOM IS NOT AN

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ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.

**TOM Name: LCDR Bobby Allen**

**Address: Naval Amphibious Construction Battalion TWO  
Joint Expeditionary Base, Little-Creek Fort Story  
1815 Seabee Drive  
Virginia Beach, VA. 23459**

**Phone: 757-462-2163**

(End of text)

**5252.243-9400 Authorized Changes Only By The Contracting Officer (Jan 1992)**

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicate with Contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

(b) The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is:

**Mrs. Cathy Purvis  
NAVSUP FLC Norfolk  
1968 Gilbert Street  
Norfolk, VA 23511  
757-443-1352**

(End of Clause)

Accounting Data

SLINID	PR Number	Amount
8000	N4658115RC052AD	
LLA :		

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AA 1751804 60CD 251 53825 S 060951 2D C052AD  
Cost Code 465815BUCB2Q

9000 N4658115RC052AD  
LLA :  
AA 1751804 60CD 251 53825 S 060951 2D C052AD  
Cost Code 465815BUCB2Q

BASE Funding 1333945.40  
Cumulative Funding

MOD 01

8003 V551056238  
LLA :  
AB 1761804 60CD 2600 53825 S 060951 2D V55105  
Cost Code: 0062380001BU

MOD 01 Funding  
Cumulative Funding

MOD 02

8001 N4658116RC027AD  
LLA :  
AC 1761804 60CD 251 53825 S 060951 2D C027AD  
Cost Code: 465816BU002Q

8004 V551056238  
LLA :  
AE 1761804 60CD 2600 53825 S 060951 2D V55105  
Cost Code: 0062380002BU

9001 N4658116RC027AD  
LLA :  
AD 1761804 60CD 251 53825 S 060951 2D C027AD  
Cost Code: 465816BU002Q

MOD 02 Funding  
Cumulative Funding

MOD 03

8005 V5510563550001  
LLA :  
AF 1771804 60CD 260 53825 S 060951 2D V55105  
Cost Code: 0063510001BU

MOD 03 Funding  
Cumulative Funding 2

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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

### **5252.204-9400 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information (July 2013)**

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – "DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)" dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

### **APPLICABILITY**

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

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

### **ACCESS TO FEDERAL FACILITIES**

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

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

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

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract.

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Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

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

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

### **INTERIM ACCESS**

The Navy Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

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

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

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

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

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

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as Non-Critical Sensitive [ADP/IT-II] when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably



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completed NACLC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLC consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

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

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

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

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

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

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

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

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

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

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fingerprint check prior to installation access.

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

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

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

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

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

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## SECTION I CONTRACT CLAUSES

### CLAUSES INCORPORATED BY REFERENCE

52.217-5	Evaluation Of Options	JUL 1990
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7002	Requirements to Inform Employees of Whistleblower Rights	SEP 2013
252.204-7012	Safeguarding of Unclassified Controlled Technical Information	NOV 2013
252.204-7015	Disclosure of Information to Litigation Support Contractors	FEB 2014
252.225-7048	Export-Controlled Items	JUN 2013

### CLAUSES INCORPORATED BY FULL TEXT

#### 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** day; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **1** day 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 **30 months**.

(End of clause)

#### 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

Labor Category	DOL Labor Code	Government Equivalent	Monetary Wage	Fringe Benefits
Engineering Technician V	30085	GS-9	\$23.19	\$8.41
Engineering Technician VI	30086	GS-11	\$28.06	\$10.17
Course Developer	15095	GS-9	\$23.19	\$8.41
Electronic Technician Maintenance III	23183	WG-10	\$22.35	\$8.10
Supply Technician	01410	GS-7	\$18.96	\$6.87
Small Engine Mechanic	23910	WG-8	\$20.19	\$7.32
Administrative Assistant	01020	GS-7	\$18.96	\$6.87

(End of clause)

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#### 52.232-18 AVAILABILITY OF FUNDS (APR 1984)

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

(End of clause)

#### 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

FAR Clauses: <http://acquisition.gov/far/>

DFARS Clauses: <http://www.acq.osd.mil/dpap/dars/dfarspgi/current/>

(End of clause)

#### 52.237-3 CONTINUITY OF SERVICES (JAN 1991)

- (a) The Contractor recognizes that the services under this contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another contractor, may continue them. The Contractor agrees to (1) furnish phase-in training and (2) exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.
- (b) The Contractor shall, upon the Contracting Officer's written notice, (1) furnish phase-in, phase-out services for up to 90 days after this contract expires and (2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.
- (c) The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct onsite interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.
- (d) The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

(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 post-employment restrictions covered by 18 U.S.C. 207, 41 U.S.C. 2101-2107, and 5 CFR parts 2637 and 2641, including Federal

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Acquisition Regulation 3.104-2.

(End of provision)

252.203-7999 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS (DEVIATION 2015-O0010)(FEB 2015)

(a) The Contractor shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contactors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The Contractor shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect. (c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d)(1) In accordance with section 743 of Division E, Title VIII, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015, (Pub. L. 113-235), use of funds appropriated (or otherwise made available) under that or any other Act may be prohibited, if the Government determines that the Contractor is not in compliance with the provisions of this clause.

(2) The Government may seek any available remedies in the event the Contractor fails to perform in accordance with the terms and conditions of the contract as a result of Government action under this clause.

(End of clause)

AVAILABILITY OF FUNDS

Pursuant to FAR 52.232-18, funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract. The notice of availability of funds issued pursuant to this clause will be posted to the NAVSUP FLC Norfolk web page at [http://www.navsup.navy.mil/navsup/ourteam/navsupgls/prod\\_serv/contracting/con\\_navsupflcn](http://www.navsup.navy.mil/navsup/ourteam/navsupgls/prod_serv/contracting/con_navsupflcn).

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## **SECTION J LIST OF ATTACHMENTS**

Attachment 1-QASP and QASP Matrices

Attachment 2- DD254

Attachment 3- Wage Determination No.: 2005-2543, Revision No.:18, Dated:07/08/2015