

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-11-D-6561		2. DELIVERY ORDER NO. N0018917F3038		3. EFFECTIVE DATE 2017 Sep 26		4. PURCH REQUEST NO. V5510571380001		5. PRIORITY Unrated			
6. ISSUED BY NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392 Krystal Goodman/200 757-443-1606			CODE N00189		7. ADMINISTERED BY DCMA Manassas 14501 George Carter Way, 2nd Floor Chantilly VA 20151			CODE S2404A		8. DELIVERY FOB DESTINATION OTHER <i>(See Schedule if other)</i>	
9. CONTRACTOR GTANGIBLE 211 North Union Street Alexandria VA 22314			CODE SST11		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
14. SHIP TO See Section D			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264			CODE HQ0338		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.								
	PURCHASE		Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.								
GTANGIBLE					ASGrasis Vice President						
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT		
	See Schedule										
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.					24. UNITED STATES OF AMERICA BY: /s/Herbert Hankins				25. TOTAL		
									26. DIFFERENCES		
27a. QUANTITY IN COLUMN 20 HAS BEEN											
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS		
f. TELEPHONE					g. E-MAIL ADDRESS		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE				34. CHECK NUMBER		
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			PARTIAL				35. BILL OF LADING NO.		
					FULL						
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 2 of 2	FINAL
----------------------------------	-------------------------------------	----------------	-------

GENERAL INFORMATION

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 1 of 111	FINAL
----------------------------------	-------------------------------------	------------------	-------

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	Logistics, engineering, training and administrative support services in accordance with the enclosed Performance Work Statement. (O&MN,N)				

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R706	Travel (O&MN,N)			

REIMBURSEMENT OF TRAVEL COST

(a) Travel

(1) Area of Travel. Performance under this contract may require travel by contractor personnel. If travel, domestic or overseas, is required, the contractor is responsible for making all needed arrangements for his personnel. This includes but is not limited to the following:

- Medical Examinations
- Immunization
- Passports, visas, etc.
- Security Clearances

All contractor personnel required to perform work on any U.S. Navy vessel will have to obtain boarding authorization from the Commanding Officer of the vessel prior to boarding.

(2) Travel Policy. The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract and determined to be in accordance with FAR subpart 31.2, subject to the following provisions:

Travel required for tasks assigned under this contract shall be governed in accordance with rules set forth for temporary duty travel in FAR 31.205-46.

(3) Travel. Travel, subsistence, and associated labor charges for travel time are authorized, whenever a task assignment requires work to be accomplished at a temporary alternate worksite.

Travel performed for personal convenience and daily travel to and from work at contractor's facility will not be reimbursed.

(4) Per Diem. Per diem for travel on work assigned under this contract will be reimbursed to employees consistent with company policy, but not to exceed the amount authorized in the Department of Defense Joint Travel Regulations.

(5) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be reimbursed at the per diem rates identified in paragraphs C8101.2C or C81181.3B(6) of the DOD Joint Travel Regulations, Volume 2.

(6) Air/Rail Travel. In rendering the services, the contractor shall be reimbursed for the actual costs of transportation incurred by its personnel not to exceed the cost of tourist class rail, or plane fare, to the extent that such transportation is necessary

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 2 of 111	FINAL
----------------------------------	-------------------------------------	------------------	-------

for the performance of the services hereunder and is authorized by the Ordering Officer. Such authorization by the Ordering Officer shall be indicated in the order or in some other suitable written form.

NOTE: To the maximum extent practicable without the impairment of the effectiveness of the mission, transportation shall be tourist class. In the event that only first class travel is available, it will be allowed, provided justification therefore is fully documented and warranted.

(7) Private Automobile. The use of privately owned conveyance within the continental United States by the traveler will be reimbursed to the contractor at the mileage rate allowed by Joint Travel Regulations. Authorization for the use of privately owned conveyance shall be indicated on the order. Distances traveled between points shall be shown in standard highway mileage guides. Any deviations from distance shown in such standard mileage guides shall be explained by the traveler on his expense sheet.

(8) Car Rental. The contractor shall be entitled to reimbursement for car rental, exclusive of mileage charges, as authorized by each order, when the services are required to be performed outside the normal commuting distance from the contractor's facilities. Car rental for TDY teams will be limited to a rate of one car for every four (4) persons on TDY at one site.

SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT

FOR

COMMANDER NAVAL BEACH GROUP TWO SUPPORT SERVICES

Joint Expeditionary Base, Little Creek-Fort Story, Virginia Beach, VA

1.0 SCOPE

Commander, Naval Beach Group TWO (CNBG-2) is an Echelon IV Command, subordinate to Commander, Expeditionary Strike Group TWO, located on Joint Expeditionary Base, Little Creek-Fort Story, Virginia Beach, Virginia. CNBG-2 is also the immediate superior in command (ISIC) for four subordinate commands: Assault Craft Unit TWO (ACU-2), Assault Craft Unit FOUR (ACU-4), Amphibious Construction Battalion TWO (ACB-2), and Beachmasters Unit TWO (BMU-2). ACU-2 operates displacement craft (LCU'S); ACU-4 operates non-displacement craft (LCAC); BMU-2 conducts beach operations and surf salvage supporting the landing zones for both displacement and non-displacement craft; and ACB-2 supports Maritime Prepositioning Force (MPF) ship-to-shore movement operations with conventional watercraft as well as limited expeditionary construction operations.

CNBG-2'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

ACRONYM

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

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

EWTGPAC	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
- (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

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 46 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

- (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

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 47 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

- (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
- (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

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 48 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

- (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, maneuvering 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.
- 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.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 49 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

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. **Hold and maintain updated security clearance.**

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.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 50 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

4.2.7 Provide **Training 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.

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.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 51 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

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:

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.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 52 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

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 and 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 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

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 53 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

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.

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 **IPhone** 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

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 54 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

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.

4.5.28 Manager 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.

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

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 **IPhone** 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.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 55 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

- 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

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 56 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

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.

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.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 57 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

4.7.16 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.

4.7.17 Execute TYCOM directed Financial Improvement Audit Readiness (FIAR) across the Supply Department.

4.7.18 Initiate procurement requests for shortages and execute proper disposition procedures.

4.7.19 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.

4.7.20 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.

4.7.21 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. Generate, process and manage the retention of 100 different batch reports within accordance to COMNAVSURLANTINST 4400.1A figure 1-3, consisting of an average of 3,000 different report transactions annually via RSUPPLY. The Contractor shall be responsible for ordering an average of 10,000 parts, tools, equipment and consumable material per year. Provide up to three hours of weekly training on subjects pertaining to logistics management.

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.

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.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 58 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

- 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. 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 ADMINISTRATIVE CLERK SUPPORT SERVICES. Responsible for the daily operations of the Admin Office that services 893 Admin and Reserve Personnel.

4.9.1 Responsible for drafting and sending out Welcome Aboard letters to newly arriving Amphibious Construction Battalion TWO (PHIBCB TWO) personnel.

4.9.2 Liaison between Personnel Support Detachment (PSD) Little Creek for checking in new personnel to the command which includes, preparing the check-in package (Dependency Data PG 2, Service Member's Life Insurance (SGLI), Travel Claim, required paperwork for Admin to include Non-Disclosure Agreement for the Security Officer and Check-in sheet to the Command,

4.9.3 Processes paperwork to include designation letters, Plan of the Week, instructions, various special requests, evaluation and awards.

4.9.4 Assists as the Command Leave Administrator.

4.9.5 Is a Command Pass Coordinator (CPC) for PHIBCB TWO, to include being a liaison between PSD Little creek for Transfers, Gains, Separations, Military Pay and Travel.

4.9.6 Responsible for the Administrative Readiness for all PHIBCB TWO Sailors. This includes Passports, Government Travel Cards, and Family Care Plans.

4.9.7 FRONT OFFICE (CO/XO/CMC) ADMINISTRATIVE CLERK.

Responsible for the daily operations of the Admin Office that services 893 Admin and Reserve Personnel.

4.9.8 Responsible for all front office correspondence for the Commanding Officer.

4.9.9 Responsible for drafting and sending out Welcome Aboard letters to newly arriving Amphibious Construction Battalion TWO (PHIBCB TWO) personnel.

4.9.10 Liaison between Personnel Support Detachment (PSD) Little Creek for checking in new personnel to the command which includes, preparing the check-in package (Dependency Data PG 2, Service Member's Life Insurance (SGLI), Travel Claim, required paperwork for Admin to include Non-Disclosure Agreement for the Security Officer and Check-in sheet to the Command,

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 59 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

4.9.11 Processes paperwork to include designation letters, Plan of the Week, instructions, various special requests, evaluation and awards.

4.9.12 Assists as the Command Leave Administrator.

4.9.13 Is a Command Pass Coordinator (CPC) for PHIBCB TWO, to include being a liaison between PSD Little Creek for Transfers, Gains, Separations, Military Pay and Travel.

Responsible for the Administrative Readiness for all PHIBCB TWO Sailors. This includes Passports, Government Travel Cards, and Family Care Plans.

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 ACB-2.

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

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 60 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

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.

4.11 CNBG-2 MPF TRAINING PROGRAM MANAGER. The Contractor shall:

4.11.1 Support the CNBG-2 Training and Readiness Officer (N7), developing NSE/MPF training plans and implementing procedures required to train approximately 1600 RC and AC NSE personnel on craft that are commonly pre-positioned onboard Maritime Sealift Command (MSC) shipping.

4.11.2 Provide technical support to the CNBG-2 Commander on MPF operations, specifically the NSE and how that element integrates into the larger operation of supporting ground forces ashore.

4.11.3 Provide technical support to the CNBG-2 Commander on all craft (75 hulls total) and equipment resident with all four CNBG-2 subordinate commands: ACU-2, ACU-4, ACB-2, and BMU-2. Craft includes: INLS WT/PM, LARC-V SLEP, LCM-8, LCAC, MPF Utility Boat. Maintain a current MPF Shipping load out diagram for both MPSRONS; detailing the location and specific craft loaded aboard, the location of the support Tri-conns,

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 61 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

and a full understanding of the specific below-decks load out of each ship.

4.11.4 Provide support to the CNBG-2 Integrated Training Team (ITT) Leader for all MPF training cycles; assist in the development and execution of a standardized Integrated Training Team and be the principle technical assistant supporting the development of MPF and contingency operations training plans. Develop (4) Integrated Team Trainer (ITT) NSE/MPF Training Plans and submit for review and approval quarterly.

4.11.5 Research, collect, and provide trend analysis products quarterly to the Department Head, regarding NSE training and readiness that highlights accomplished certification events, events that are due to be completed, and lessons learned of those certification events based on historical attempt/accomplishment.

4.11.6 Support the CNBG-2 N7 regarding the administration, tracking, and proficiency trend analysis on more than 600 individual Certification Events (CEs) related to MPF and AFOE operations for the CNBG-2 and subordinate commands. Provide a monthly readiness report that spans all five commands, compiling data from FLTMPs, NRRM, RADM, DPAS, NSIPS, OMMS-NG, RSUPPLY, DLA One Touch, and RHS, submitted to the NBG-2 Department heads

4.11.7 Perform as a subject matter expert during Training Readiness Assessments and CEs. Provide annual and as required analysis of training trends and proficiency levels of continual certification requirements to CNBG-2.

4.11.8 Provide training for NSE watch station billets and makes recommendations for qualification determinations.

4.11.9 Conduct periodic Pre-Deployment Inspections (PDI) on AFOE and Rear Echelon (RE) assets, a total of 127 craft and 50 mission-specific 'fly-away' kits. Provide a post PDI report (estimated 20 annually) to the Department Head within 10 days of conclusion of the inspection. Report should highlight areas inspected, issues during the inspection and status of repairs/issues at the conclusion of the inspection that must be corrected before operations commence.

4.11.10 Represent CNBG-2 and subordinate commands (as directed) at COLDS/SSO conferences, workshops and meetings (no less than 5 times annually) and provide a unified response for operational requirements. Provide evening emails to the Chief Staff Officer and Commander discussing the events of the day and any issue/direction that developed.

4.11.11 Coordinate integrated training events focused on MPF/AFOE required skill sets. Maintain and update NBG-2 training/assessment records for MPF/NSE grading sheets used in the training of subordinate units (approximately 10 per week).

4.11.12 Develop and maintain a quarterly MPF and AFOE status report that provides a full, real time snapshot of personnel and equipment readiness.

4.11.13 Provide centralized guidance and training to new and inexperienced MPF Officers on the staff and at subordinate units.

4.11.14 Provide a continuity of MPF/AFOE operational experience from one staff to the successor.

4.11.15 Provide historical background and subject matter expertise for Research and Development efforts, including MPF and SEABASING.

4.11.16 Coordinate bi-annual Mobilization training and coordinate new training development efforts including formal courses of instruction, PQS, web based training, and training aides that aid in improving readiness for the MPF/AFOE mission.

4.11.17 Administer the COLDS formal training program throughout CNBG-2 and all subordinate commands. Coordinate training requirements with the Training Support Agency, school house, subordinate units and SSPO.

4.11.18 Provide research on; review of; revisions to publications as directed by CNBG-2 or other staff members. Draft policy and procedures for an estimated 100 documents that support MPF/NSE operations and NBG2 Training which require annual review and approval.

4.11.19 Provide support to the CNBG-2 N7 for Navy Reserve training planning and execution. Navy Reserves

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 62 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

make up 60% of the manpower throughout the Beach Group and four subordinate commands.

4.11.20 Act as the CNBG-2 Navy Reserve training advocate, supporting RC personnel with access to formal school-house training. Compile a quarterly RC training schedule from subordinate commands for approximately 1,000 personnel and submit a comprehensive NBG-2 RC Training Schedule to the NBG-2 OSO.

4.11.21 Perform as the staff Subject Matter Expert on MPF Mobility and Embarkation. Coordinate annual training for Beach Group subordinate commands as directed.

4.11.22 Attend various meetings and conferences (estimated 20 per year). In cases where decisions or input is required the Contractor must advise those involved that he/she is not the final decision maker, and shall seek the advice from the appropriate authority before providing input.

4.11.23 Be required to prepare clearly written reports summarizing the events of the 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 staff, and possibly for the record. Submit a trip report to the Department Head within 5 days of return

4.11.24 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 classified information, standards of conduct (conflict of interest), and equal opportunity goals.

4.11.25 Hold current SECRET clearance required.

4.12 CNBG-2 TOA PROGRAM MANAGER. The Contractor shall:

4.12.1 Provide expert knowledge and support to the CNBG-2. Process CNBG-2 Table of Allowances (TOA) and all four subordinate command TOA's (total of 12,700 line items, 948,600 piece-parts valued at \$382 M) asset inventory to include all subordinate units, utilizing the Table of Allowance Database (TOAD). Validate and certify CNBG-2 and subordinate commands ROC/POE and TOA mission requirement annually. Provide feedback to CNBG-2 Supply Officer.

4.12.2 Complete inventory of CNBG-2 staff TOA on a monthly basis to ensure 100% accountability of all TOA materials. Identify discrepancies, develop solutions, and implement strategies for process and accountability improvements. Reconcile physical inventory (approximately 13,000 line items) against Advanced Base Functional Component (ABFC-View) TOA on a quarterly basis and provide recommendations for corrective actions and guidance for process improvement.

4.12.3 Coordinate with CNBG-2 Supply Officer to create procurement lists for TOA items required to replace shortages, lost, missing and/or damaged items. Utilize NAVFACs Advanced Base Functional Component (ABFC) View to process CNBG-2 and all four subordinate commands TOA.

4.12.4 Maintain the 2C COG Database for approximately 12,700 line items. Process receipt of all centrally managed 2C Cog items, ensures all necessary documentation is completed as they occur. Input all required fields for 2C COG data within 5 working days of items received.

4.12.5 Coordinate the annual TOA budget request process for CNBG-2 and all subordinate commands by collating and prioritizing procurement list item inputs with respect to inventory shortages, over-age equipment, and items requiring replacement. From the budget request inputs, prepare for review (by the CNBG-2 Supply Officer and approval from CNBG-2), the annual budget request to the NEPO, in support of the Annual Buy Plan process (a total of five different budget lines and \$14M).

4.12.6 Track TOA shelf-life items (approx. 1,000 line items) and deferred purchase items in addition to procuring and disposing of material as required with CNBG-2 subordinate units to validate current and future funding requirements. Report any discrepancies to the CNBG-2 Supply Officer and Subordinate Command Supply Officers.

4.12.7 Review on hand TOA equipment to ensure all applicable items are in compliance with DOD Unit Identification Data (UID) and Radio Frequency Identification Data (RFID) marking requirements.

4.12.8 Perform as NBG-2 Container Control Officer in managing over 660 International Standards Organization

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 63 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

(ISO) containers which ensures a high state of readiness for deployment. Inspect new containers for damages at point of receipt and provide reporting documentation to EXWC.

Inspect and provide a report (via email to the CNBG-2 N4) on the overall material condition and structural integrity for at least 40 containers annually.

4.12.9 Assist Supply Department Personnel in performing the receiving process for TOA materials and document receipt of general supplies.

4.12.10 Support the CNBG-2 N4 in all logistics functions. Provide draft documents regarding policies and instructions, as directed. There are more than 100 individual policies and instructions that the Contractor shall provide a draft input for. Updates are due annually.

4.12.11 Develop the Phased Recapitalization Plan to coincide with annual POM budget submissions.

Compile, draft and submit a quarterly TOA Material Readiness Report to CNBG-2 N4. Report on only the line items that have a deficiency/degradation.

4.12.12 Draft policies, plans and procedures for the physical protection and accountability of TOA material across NBG-2 and subordinate commands. Inspect staff and subordinate unit warehouses and TOA storage facilities quarterly. Provide a status report to the CNBG-2 N4 regarding the upkeep and adequacy of those facilities (approximately 640 warehouses and storage facilities throughout CNBG-2).

4.12.13 Develop and maintain TOA reporting systems that will provide material readiness status of TOA assets. Support annual NEPO-directed TOA reviews by participating in required TELCON/VTC/DCO meetings, and provide CNBG-2 and subordinate command Supply Officers with technical and policy advice.

4.12.14 Provide subordinate unit TOA material readiness updates to the CNBG-2 TOA Program Manager and CNBG-2 Supply Officer on a monthly basis.

4.12.15 Analyze warehouse and container storage requirements for CNBG-2 units and report on the adequacy of containers and storage facilities quarterly.

4.12.16 Support NEPO-directed TOA reviews (one unit per year), by participating in required TELCON/VTC/DCO meetings and provide CNBG-2 and subordinate command Supply Officers with technical and policy advice.

4.12.17 Perform as CNBG-2 liaison to Naval Expeditionary Warfare Command (NEXWC) TOA Commodity Managers and Integrators to ensure that TOA equipment is consistent with current technology. Draft ACR input for CNBG-2 N4/N5 review and further approval, approximately 10 per year.

4.12.18 Coordinate the Allowance Change Request (ACR) process to ensure all TOA'S reflect the overall CNBG-2 requirements as it relates to the ROC/POE. Draft ACR reclama input for CNBG-2 N4/N5 review and further approval, as required. ACRs that originate at other units will require a response letter, and there is no ability to predict the number per year.

4.12.19 Collaborate with all CNBG-2 Unit Supply Officers/ACB2 TOA Manager regularly to ensure the most up-to-date information regarding TOA equipment and required changes are promulgated.

Annually reconcile physical TOA inventory with TOAD databases across the Beach Group clemency, and provide a compiled discrepancy report to the CNBG-2 N4.

4.12.20 Schedule and complete an inventory of TOA materials (12,700 line items valued at \$382M) with CNBG-2 and the subordinate commands on an annual basis. Reconcile physical inventories against the TOAD and maintain that database for CNBG-2. Draft procurement documents for further processing, as shortfalls are identified and funding is available, via CNBG-2 N4.

4.12.21 Coordinate with the CNBG-2 Supply Officer to create procurement lists for TOA items required to replace shortages, lost, missing, and/or damaged items monthly. Coordinate CNBG-2 efforts, as directed by N4 or higher authority, with program office action officers to ensure accuracy of TOA databases and represent CNBG-2 at the IPT working groups (approximately 12 IPTs per year).

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 64 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

4.12.22 Implement all recommended changes and alternatives with NEPO, NAVFAC EXWC, appropriate commands, and any Initial Planning Team (IPT) working group. Provide a compiled discrepancy report on the Staff TOA physical inventory to the CNBG-2 N4 annually.

4.12.23 Conduct one (1) annual physical inventory of the CNBG-2 Staff TOA which includes approximately 5,000 TOA line items to include Civil Engineering Support Equipment (CESE) and Civil Engineering End Items (CEEI). Provide a compiled confirmation of completed Container Inventory, from ACAMS, to the CNBG-2 N4 every two years (approximately 12,700 line items).

4.12.24 Complete CNBG-2 DOD Biannual Container Inventory and Readiness Assessment in accordance with OPNAV Instruction 4680.1A, for approximately 600 intermodal shipping containers. This includes updating the ACAMS and receiving, inspecting or expending intermodal shipping containers and updating ACAMS as necessary. Provide the initial draft on updates to the TOA and Personal Gear inventory control procedures, to CNBG-2 N4, for further review and approval.

4.12.25 Develop recommended procedures for the handling of \$90M TOA material to include Personal Gear Infantry, Chemical, Biological and Radioactive gear, and Command Control, Communications and Intelligence (PGI, CBR, C41). Draft the annual container maintenance plan, covering all containers throughout N4 clemency (more than 600) to the CNBG-2 N4.

4.12.26 Coordinate as required with the NAVFAC program office for maintenance and corrosion control programs supporting assigned class VII material to include HMWWW's and MTRV's (Total of more than 450 individual items). Conduct comparison analysis of TOA equipment across expeditionary communities, and provide CNBG-2 N4 with advice and recommendations regarding changes to TOA inventories to capture efficiencies in scope and potential cost savings to the Navy.

4.12.27 Report the readiness condition of TOA assets each quarter to CNBG-2 and the subordinate Unit Commanders.

4.12.28 Develop and maintain schedule to track annual inspection of container assets to ensure they are in operational condition. Develop maintenance plan for more than 650 containers, requiring repair/upkeep. Draft all policy documentation regarding security of government assets for further review by CNBG-2 N4.

4.12.29 Liaison quarterly with program communities (SPAWAR, MARCORSSYSCOM, NAVSUP, NAVSEA) for TOA reviews of equipment sets for which they are responsible (CBR, PGI, C41) to ensure that the authorized allowances of equipment are assigned to the units. Report to the CNBG-2 N4 on any discrepancies with inventory files no less than annually in conjunction with any inspection of automotive, construction, weight-handling and material-handling equipment.

4.12.30 Validate Type Unit Characteristic (TUCHA) data sets on an annual basis of N4 units for pre-deployment actions and planning. Draft DRMO documentation and coordinate required support assets for the authorized return/turn in of GFE, as directed. This shall happen as material ages, but no less than semi-annually.

4.12.31 Perform as CNBG-2 Subject Matter Expert in approximately twelve TOA planning conferences, and make recommendations for prioritization of TOA modernization and recapitalization procurements. Facilitate TOA scrubs ensuring changes to items and required quantities are identified.

4.12.32 Coordinate bi-weekly with DPAS Manager to ensure all CNBG-2 Controlled Equipage/TOA items received that meet the Accountable Property reporting criteria are cataloged and reported in DPAS.

4.12.33 Coordinate and assist the Supply Officer to ensure procedures and measures are in place to provide physical protection, control, and security to ensure accountability of TOA/Controlled Equipage (CE) material.

4.12.34 Review inventory files on an annual basis for automotive, construction, weight-handling and material-handling equipment.

4.12.35 Attend various meetings and conferences as CNBG-2 representative. 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.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 65 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

4.12.36 Prepare clearly written reports summarizing the events of the 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 staff, and possibly for the record.

4.12.37 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 classified information, standards of conduct (conflict of interest), and equal opportunity goals.

4.12.38 Support CNBG-2 and subordinate units with the identification of equipment that is at or near its projected end of life cycle and submit appropriate documentation to the CNBG-2 Supply Officer to replace or dispose of the equipment on an as needed basis.

4.12.39 Develop Turn-in Documentation for equipment identified to be sent to Defense Reutilization and Marketing Office (DRMO) in an as needed basis.

4.12.40 Schedule with CNBG-2 Supply Officer for pick-up or delivery of TOA items for DRMO on an as needed basis.

4.13 ACB-2 TOA PROGRAM MANAGER. The Contractor shall:

4.13.1 Provide expert knowledge and support to CACB-2. Process ACB-2 Table of Allowances (TOA). Validate Battalion ROC/POE and TOA mission requirements and coordinate with Battalion companies to provide physical inventory and Ready-For-Issue (RFI) status support for all TOA material.

4.13.2 Complete inventory of TOA materials (13,000 line items) with Company Commanders on a monthly basis to ensure 100% accountability of all TOA material at the end of 12 months. Identify discrepancies, develop solutions, and implement strategies for process and accountability improvements. Maintain the 2C COG Database. Input all required fields for 2C COG data within 5 working days of items received.

4.13.3 Reconcile physical inventories against the TOAD and maintain Battalion database. Provide annual report to ACB-2 Supply Officer (S4) analyzing the status of TOA requirements across the Beach Group as a function of current ROC/POE requirements. Define where shortages/aging equipment may impact mission readiness.

4.13.4 Coordinate with the Supply Officer and Battalion companies to create procurement lists for TOA items required to replace shortages, lost, missing, and/or damaged items. Provide S4 a compiled list of prioritized TOA shortfalls annually.

4.13.5 Utilize NAVFACs Advanced Base Functional Component (ABFC) View to process ACB-2s TOA. Provide S4 with a quarterly phased replacement plan.

4.13.6 Provide guidance for and take actions when required to record lost, missing, stolen, damaged, and/or the appropriate disposal of TOA items. Secure required replacements through NEPO, EXWC, or the unit's Supply Department funding lines.

4.13.7 Review the NEPO Buy Plan regularly and provide feedback as required.

4.13.8 Coordinate with NEPO and ACB-2 personnel to prioritize CESE requirements and determine the overhaul or repair of current CESE on hand. Inspect and provide a report (via email to the S4) on the overall material condition and structural integrity for at least 200 containers annually.

4.13.9 Process shelf-life items and deferred purchase items.

4.13.10 Verify TOA materials compliance with DoD requirements for UID and RFID. Provide draft documents regarding policies and instructions, as directed. There are more than 100 individual policies and instructions that the contractor shall provide a draft input for. Updates are due annually.

4.13.11 Collaborate on a bi-weekly basis with CNBG-2 DPAS Manager to ensure all assets that meet the DPAS criteria are properly recorded in DPAS. Compile, draft and submit a quarterly TOA Material Readiness Report to S4. Report on only the line items that have a deficiency/degradation. This number will vary from quarter to quarter.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 66 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

4.13.12 Provide a draft Phased Recapitalization Plan (prioritized) to the S4 annually. Execute ACB-2 phased recapitalization plan and coordinate annual implementation of requirements with NAVFAC to ensure plan coincides with POM budget submissions. Inspect all ACB-2 warehouses and storage facilities quarterly. Provide a status report to the S4 regarding the upkeep and adequacy of those facilities (approximately 610 warehouses and storage facilities throughout CACB-2).

4.13.13 Represent ACB-2 in approximately twelve annual TOA planning conferences as required and makes recommendations for prioritization of TOA modernization and recapitalization procurements. Facilitate TOA scrubs ensuring changes to items and required quantities are identified. Support annual NEPO-directed TOA reviews by participating in required TELCON/VTC/DCO meetings, and provide the S4 with technical and policy advice.

4.13.14 Draft policy, plans and procedures for the physical protection and accountability of TOA material. Assist ACB-2 in optimizing warehouse and container storage requirements and the stowage of TOA assets for safekeeping.

4.13.15 Perform as ACB-2 liaison to NAVFAC EXWC and NEPO TOA commodity managers and integrators. Contractor shall keep customers apprised of all correspondence and action items due daily with weekly follow-up with cognizant Department Heads.

4.13.16 Coordinate the ACR process to ensure the Battalion TOAs reflect the overall ACB-2 requirements as it relates to the ROC/POE. Draft ACR input for S4/S3 review and further approval, approximately 10 per year. Provide inputs to S4/S3, as required, to support ACR reclamas. ACRs that originate at other units will require a response letter, and there is no ability to predict the number per year.

4.13.17 Collaborate with the CNBG-2 TOA Program Manager weekly regarding the most up-to-date information concerning TOA equipment and promulgation of required changes.

4.13.18 Perform as ACB-2 Container Control Officer in managing approximately 400 International Standards Organization (ISO) containers which ensures a high state of readiness for deployment. Conduct inspection of new containers for damages at point of receipt and provide reporting documentation to EXWC.

4.13.19 Assist Supply Department Personnel in performing the receiving process for TOA materials and document receipt of general supplies. Annually reconcile physical TOA inventory with TOAD databases across the Beach Group clemency, and provide a compiled discrepancy report to the S4.

4.13.20 Act as the principle assistant to the Supply Officer with all logistics functions. Draft procurement documents for further processing, as shortfalls are identified and funding is available, via S4.

4.13.21 Attend various weekly meetings and monthly/quarterly conferences. 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. Contractor shall provide after action report/trip report for every event attended outside the unit, within 5 working days.

4.13.22 Prepare clearly written reports within two business days summarizing the events of the meetings, the action resulting from the meetings, and an analysis of how this may or may not be to the advantage the Command. These reports will be used for internal information of the staff, and possibly for the record.

4.13.23 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 classified information, standards of conduct (conflict of interest), and equal opportunity goals.

4.13.24 Complete ACB-2 DOD Biennial Container Inventory and Readiness Assessment in accordance with OPNAV Instruction 4680.1A, for approximately 400 intermodal shipping containers. This includes updating the ACAMS and receiving, inspecting or expending intermodal shipping containers and updating ACAMS as necessary.

4.13.25 Develop recommended procedures for the handling of \$90M in TOA material to include Personal Gear Infantry, Chemical, Biological and Radioactive gear, and Command Control, Communications and Intelligence (PGI, CBR, C41).

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 67 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

4.13.26 Coordinate as required with the NAVFAC program office for maintenance and corrosion control programs supporting assigned class VII material to include HMWWW's and MTRV's.

4.13.27 Report the readiness condition of TOA assets each quarter to CACB-2.

4.13.28 Develop and maintain schedule to track annual inspection of container assets to ensure they are in operational condition. Develop maintenance plan for containers requiring repair/upkeep.

4.13.29 Liaison quarterly with program communities (SPAWAR, MARCORSSYSCOM, NAVSUP, NAVSEA) for TOA reviews of equipment sets for which they are responsible (CBR, PGI, C41) to ensure that the authorized allowances of equipment are assigned to the units.

4.13.30 Validate Type Unit Characteristic (TUCHA) data sets on an annual basis of NBG units for pre-deployment actions and planning.

4.13.31 Review inventory files on an annual basis for automotive, construction, weight-handling and material-handling equipment.

4.13.32 Develop Turn-in Documentation for equipment identified to be sent to Defense Reutilization and Marketing Office DRMO in an as needed basis.

4.13.33 Schedule with ACB-2 Supply Officer for pick-up or delivery of TOA items for DRMO on an as needed basis.

4.14 ACB-2 RESERVE COMPONENT PROGRAM MANAGER – ADMINISTRATION. The Contractor shall:

4.14.1 Support the Commanding Officer for all RC administrative items.

Execute the overall ACB-2 Navy Reserve Component Administration and Personnel program, responsible for tracking, routing and completing all administrative and personnel actions for 14 ACB-2 Reserve Detachments comprised of 850 RC personnel

4.14.2 Manage the overall ACB-2 Navy Reserve Component calendar for all required administrative actions including mid-term counseling, end of tour awards, sailor of the quarter (SOQ), Command Advancement Program (CAP), letters of designation and regular awards for 14 Detachments to ensure timely and accurate submittal. Provide a weekly update at the ACB-2 Planning Board for Training meeting that keeps the command advised of all the latest RC training events and administrative action due dates. Inform Training Officer of upcoming due dates to include in his weekly RC update report to the RC staff.

4.14.3 Process the creation of and monitor accuracy for submitted awards/evaluations and qualifications, such as 3M or SCW, for efficiency and effectiveness, and provide continual input and report recommendations to the Training Officer.

4.14.4 Process welcome aboard packages and recall rosters. Document each shipping outlay via the official log and gain expenditure approval via the Training Officer or his designated Government representative. Generate welcome aboard packages for newly reporting RC personnel (approximately 2/month) and update weekly the RC recall rosters. Package and ship all incoming/outgoing RC official correspondence (approximately 1 piece of correspondence/week).

4.14.5 Execute the overall ACB-2 Reserve Component ALFA/CHARLIE/HEADQUARTERS Company Occupational Field-7 (OF-7) Rate qualification program. Track the accuracy for all submitted OF-7 Rate qualifications ensuring mission readiness. Verify mission skills tracking; recall information, monitoring gains/losses, and awards. Assist S7 in tracking all ACB-2 RC ALFA/CHARLIE/HQ mission assignment qualifications weekly, assist in routing completed qualification packages and provide ALFA/CHARLIE/HQ mission training recommendations (approximately 2/week). Provide weekly input to the Training Officer on which RC are qualified for 3M and SCW to coordinate command training.

4.14.6 Execute the overall ACB-2 Reserve Component Readiness program, creates and conducts monthly reviews of ACB-2 Reserve detachment readiness reports for accuracy. Coordinate with each detachment to correct

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 68 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

discrepancies. Assist S7 in tracking of ACB-2 RC Detachment Overall Monthly Readiness Reports (including medical, mission, SCW qualification requirements) for completion and accuracy (14 Detachments/month).

4.14.7 Provide a monthly report of 5.5.6 above to the Training Officer include any discrepancies, delinquencies, and recommendations for improvements. Track and follow up all missing Detachment Readiness Reports, provide monthly update to the Training Officer (14 Detachments/month).

4.14.8 Plan and execute quarterly Reserve Component training events and Cargo Offload and Discharge System (COLDS) courses, including participants, guest speakers, schedules and location/facilities.

Participate in COLDS course planning process (one COLDS conference/year), analyze current RC personnel and assign to COLDS local and out of area training as needed, coordinate school house facilities and accommodate instructors as needed at JEBLC (10 training events/year).

4.14.9 Coordinate operational, administrative and mobilization support. Ensure accuracy of contact information, letters and orders by verifying RC personal contact information, travel intentions, and other miscellaneous travel and order support needed to execute orders (40 training events/year).

4.14.10 Perform as Subject Matter Expert on reserve evaluations, recognition programs and awards. Schedules deadlines and coordinates with Detachment OIC's for review and submittal of enlisted evaluation reports, recognitions and awards for 14 Detachments. Screen 850 RC enlisted evaluations (once/year) to ensure they are in compliance with ACB-2 guidance, proper format and consistency. Provide feedback to respective RC leadership and Executive Officer for correction and final submission.

4.14.11 Provide assistance with CONUS and OCONUS mobilization requirements, including passports, gear issue, medical, orders and travel arrangements. Determine outstanding mobilization requirements for RC personnel assigned to mission deployment and coordinate completion of 100% mobilization requirements (as needed, dependent on contingency operations events, for planning purposes, once/year up to 200 RC personnel).

4.14.12 Recommend source of funding for all Reserve training events: AT, ADT, and IDTT. Screen source of funding for incoming RC personnel orders and help determine the best funding allocation available (Estimated 36 events/year and 90 personnel/event).

4.14.13 Schedule, plan and execute Reserve Mission Training for the reserve detachments when locally reporting to JEBLC to accomplish mission assignment training. Coordinate school house facilities, operational training equipment and instructors for all local RC training events towards mission and SCW qualifications (40 training events/year).

4.14.14 Attend all meetings/conferences involving RC personnel training and/or mobilization and serve as the principle assistant to the Commanding Officer in RC (Planning Board for Training once/week, Reserve Manager meeting once/week, Reserve Detachment OIC monthly conference call, Training Officer update meeting once/week, operations meeting once/week). 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.

4.14.15 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 the Command. These reports will be used for internal information of the staff, and possibly for the record. Submit reports to the S7 for further review and distribution.

4.14.16 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 classified information, standards of conduct (conflict of interest), and equal opportunity goals.

4.15 ACB-2 RESERVE COMPONENT PROGRAM MANAGER – OPERATIONS. The Contractor shall:

4.15.1 Provide support for the overall ACB-2 Navy Reserve Component Operations program, responsible for tracking, management and operations support for 14 ACB-2 Reserve Detachments. Track all required operations requirements for 850 RC personnel, serve as the principal assistant to the Commanding Officer for all RC operations

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 69 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

items, including orders writing, funding required and tracking all RC personnel movement.

4.15.2 Assist with the coordination all ACB-2 Reserve Component detachment enlisted billets to properly fill and extend billets supporting ACB-2's ROC/POE requirements. Provide a monthly update to the Commanding Officer on fit/fill ACB-2 RC personnel to ROC/POE personnel requirements.

4.15.3 Perform as Subject Matter Expert between Active and Reserve components in an effort to increase overall readiness through augmentation, mobilization and peacetime contributory support. Complete RC manpower analysis report twice/year.

4.15.4 Plan and execute monthly training evolutions, ensuring reserve component mission requirements are incorporated into monthly training periods and support CNBG-2's Reserve Component training philosophy and all bi-annual training exercises. Plan RC training events to coincide with integrated CNBG-2 training events to maximize AC/RC overlapping participation amongst all CNBG-2 commands (Approximately 5 integrated training events/year).

4.15.5 Provide ACB-2's Supply Officer with information required to obtain funding for reserve component personnel that require additional exercise, operational or school training periods.

Provide ACB-2 S4 with any unexpected/unplanned funding requirements outside of the RC budget, as required to support RC training events (approximately 40/year).

4.15.6 Process in-house quota control for assigned Cargo Offload Discharge System (COLDS) training classes. Coordinate with ACB-1 RC point of contact to ensure all COLDS training class vacancies are filled. Provide weekly update to the RC master schools report that assigns RC to specific courses locally or out of area at the weekly Planning Board for Training.

4.15.7 Process school quotas through Civil Engineer Corps (CEC) and Reserve Forces Command (RESFORCOM) quota control managers for OF-7 ratings. Serve as on call principle advisor to RC Detachment OICs in the assigning RC personnel to achieve full mission readiness (as needed for daily questions, once/month RC Detachment OIC conference call).

4.15.8 Instruct Reserve Component Detachment OICs on developing training plans and policies that conforms to detachment management procedures, required monthly detachment readiness reports to the Battalion and quarterly ACB-2 RC readiness reports to COMNAVSURFLANT. Perform a monthly screening of all ACB-2 mission areas to determine how to best assign/re-assign 850 RC personnel.

4.15.19 Review ACB-2 Reserve Component AFOE billet assignments monthly for training shortfalls and

issue mission assignment training pipelines to all Reserve personnel. Ensure compliance with the 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 training

pipelines supporting the base camp mission. Screen source of funding for incoming RC personnel orders and help determine the best funding allocation available (Approximately 36 events/year and 90 personnel/event).

4.15.20 Recommend source of funding for all Reserve training events: AT, ADT, and IDTT. Provide monthly ACB-2 budget and expenditure report, tracking all RC uniform/equipment/travel expenditures against a \$1M RC budget.

4.15.21 Provide official ACB-2 guidance to Reserve Component staff codes and DET OICs in managing monthly reserve readiness reports. Provide information briefings to the Commanding Officer. Provide recommendations to ensure readiness reports are of acceptable detail and accurate.

Assist S7 in tracking of ACB-2 RC Detachment Overall Readiness Reports (including medical, mission, SCW qualification requirements) for completion and accuracy (14 Detachments/month).

4.15.22 Coordinate the annual budget for Operations and Maintenance, Naval Reserve (OMNR) funds supporting

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 70 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

reserve component training, equipment, and supplies. Coordinate school house facilities, operational training equipment and instructors for all local RC training events towards mission and SCW qualifications (Estimated 40 training events/year).

4.15.23 Coordinate the attendance and/or initiation of required quarterly and annual Reserve Component training and conferences. Determine outstanding mobilization requirements for RC personnel assigned to mission deployment and coordinate completion of 100% mobilization requirements (as needed, dependent on contingency operations events, for planning purposes, once/year up to 200 RC personnel).

4.15.24 Assist with the CONUS and OCONUS mobilization requirements, including passports, gear issue, orders, travel arrangements, and RC training events as required by CNBG-2 and ESG-2 (approximately 5 integrated training events/year).

4.15.25 Coordinate ATP/RMP (add-drills) for Reserve Component personnel provided by USFF/COMNAVRESFOR through CNBG-2's Operational Support Officer (OSO).

4.15.26 Attend all meetings/conferences involving RC personnel training and/or mobilization and serve as the principle assistant to the Commanding Officer in RC matters (Planning Board for Training once/week, Reserve Manager meeting once/week, Reserve Detachment OIC monthly conference call, Training Officer update meeting once/week, operations meeting once/week). 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. Though OPTEMPO is fluid, expect no less than 5 required meetings per week.

4.15.27 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 staff, and possibly for the record. Submit them to the S7 for further review and distribution.

4.15.28 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 classified information, standards of conduct (conflict of interest), and equal opportunity goals.

4.16 CNBG-2 DPAS PROGRAM MANAGER. The Contractor shall:

4.16.1 Provide daily subject matter expertise and advice to CNBG-2 N4 and subordinate command Supply Officers on the maintenance and accuracy of Defense Property Accountability System (DPAS) as the APSR, while ensuring data security and data integrity. Spot check Staff and subordinate command DPAS accounts monthly and provide discrepancy reports to CNBG-2 N4.

4.16.2 Process daily receipt, delivery, or acceptance, to establish accountability for all Government furnished property as specified in applicable instructions, to include controlled, pilferable, and sensitive items. Provide training on use and application of DPAS to staff and subordinate command supply personnel on a monthly basis, and as directed. Training topics will be determined based on observed deficiencies &/or changes to Navy DPAS policy/procedures.

4.16.3 Conduct quarterly spot checks and confirm annual completion of physical inventories for Staff and subordinate commands, for Government furnished property including TOA items (more than 10,000 line items valued at \$370M), to include reconciling, documenting, and filing all discrepancies as well as correctly entering that data into DPAS. Input all required data for new GFE into DPAS system. Coordinate actions with CNBG-2 TOA Manager.

4.16.4 Validate property tagging actions using Automated Information Technologies (AIT) DPAS scanners, labels, and printers on current command personal property, with the results entered into DPAS. Submit triennial physical inventory certification of completion to Commander, U.S. Fleet Forces Command. Compile and provide completed inventory report from staff and subordinate commands, to CNBG-2 N4 annually.

4.16.5 Maintain auditable records for CNBG-2 staff and subordinate units in paper and/or electronic formats. Records shall be kept for a period beginning at time of receipt and expiring 3 years after an item has been retired (via disposal, transfer, or survey). Recommend local controls and utilize all available management reporting to ensure data completeness and accuracy. Spot check subordinate commands physical TOA inventories for accuracy

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 71 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

quarterly. Provide all discrepancies to the respective command Supply Officer and CNBG-2 N4.

4.16.6 Disseminate personal property system policies and procedures information and provide necessary oversight to ensure compliance with directives throughout CNBG-2 and four subordinate commands. Draft triennial physical DPAS AIT inventory and provide to CNBG-2 N4 for further review and approval prior to submitting to higher echelons.

4.16.7 Provide management information required by the Major Claimant, CNBG-2 Commander and all of CNBG-2 unit Supply Officers to support property management or budget related decisions.

As required, provide tracking data and historical data on GFE to support tasking as directed by CNBG-2 N4 or higher authority.

4.16.8 Follow unit processing procedures to ensure assets are entered into DPAS and bar coded within 7 calendar days of receipt, with custody cards signed for all assets. Provide content input, assist/conduct annual reviews of, draft policy and instruction changes to CNBG-2 N4 for review and approval. There are more than 100 individual policy documents/instructions that support Supply management and DPAS. Documents are reviewed annually.

4.16.9 Liaison with CNBG-2 and units TOA Program Managers in perpetual TOA inventory. Assist Supply Officers and Supply Department personnel with all logistics management functions as directed.

4.16.10 Perform weekly visits to all CNBG-2 units supply warehouses and spaces to disseminate personal property policies and provide training to supervisors and managers. Document any known irregularities or process improvements to the CNBG-2 Supply Officer.

4.16.11 Conduct triennial physical inventory for approximately 1,000 Defense Property Accountability (DPAS)-registered line items, reconcile results with previous inventories and update Web DPAS: receive or expand DPAS items and update Web-DPAS as necessary.

4.16.12 Provide weekly progress reports to the CNBG-2 Commander and CNBG-2 Supply Officer.

Perform weekly visits to all unit supply warehouses and spaces, within the NBG-2 clemency, to disseminate personal property policies and provide training to supervisors and managers. Document any known irregularities or process improvements to the CNBG-2 N4.

4.16.13 Perform as the subject matter expert (SME) for DoD, SECNAV, USFFC, and CNSL General Plant, Property and Equipment (Gen PP&E) policies and procedures. Advise CNBG-2 leadership on supplemental DPAS and personal property management oversight to staff and subordinate units Supply Officers. Assist with Command reviews and audits as required. Contractor shall keep customers apprised of all correspondence and actions items due daily with weekly follow-up with cognizant Staff Department Head.

4.16.14 Attend various meetings and conferences, at these meetings and conferences the Contractor must act tactfully and responsibly. In cases where input is required the Contractor must so advise those involved and seek the advice from the appropriate authority before providing input.

4.16.15 Be required to prepare clearly written reports within two business days summarizing the events of the 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 staff, and possibly for the record. Contractor shall provide after action report/trip report within 5 working days for every event attended outside the unit.

4.16.16 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 classified information, standards of conduct (conflict of interest), and equal opportunity goals.

4.16.17 Coordinate CNBG-2 and subordinate unit execution of Commander, U.S. Fleet Forces Command Financial Improvement and Audit Readiness (FIAR) test requirements as well as all internal and external audits of DPAS. Submit timely discrepancy reports to CNBG-2 via each Supply Officer and unit Commanding Officer.

4.17 ACB-2 MAINTENANCE and MATERIAL MANAGEMENT (3-M) PROGRAM ADMINISTRATOR. The Contractor shall:

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 72 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

4.17.1 Execute the ACB-2 3-M program. Provide validation of weekly requirements across the Battalion to the Battalion XO via the Battalion 3-M Coordinator (3MC). Provide a weekly 3M report to the ACB-2 Executive Officer (XO). This shall include checks complete, checks incomplete, and other pertinent data. Due to the fluidity of maintenance from week to week, the scope of this report will change frequently.

4.17.2 Facilitate completion of unresolved technical feedback reports (TFBR) concerning Civil Engineer Support Equipment (CESE) and Improved Navy Lighterage System (INLS). Track and report to ACB-2 XO (weekly) all active TFBRs, to include most current status on their approval/ disapproval.

4.17.3 Coordinate integration of present and future Naval Construction Force (NCF) and Type Commander policy changes into the 3-M system. Maintain an accurate OMMS/SKED database based on the current command and NCF structure.

4.17.4 Evaluate and correspond corrective action advisement to the Battalion's long-term training plan regarding 3-M and the Planned Maintenance System via the Training Officer. Support the development and submission of weekly, monthly, quarterly and annual maintenance plans using approved 3M software. All plans shall be routed through ACB-2 Training and Readiness Officer (S7) for review and further approval.

4.17.5 Process resolution of maintenance index pages that are only used as scheduling place holders vice documentation of required maintenance. Coordinate with Company 3M managers and

ACB-2 3-MC weekly to ensure adequate consumable material is available for scheduled maintenance.

4.17.6 Perform daily visits to Supply Warehouse, Hazardous Material Issue Points and each Company's spaces to disseminate 3-M processes and procedures and provide training to supervisors and managers. Document any known irregularities or process improvements via 3MC to the Battalion XO. Provide weekly, monthly and quarterly training to command maintenance persons and company 3M Managers and report completion to S7.

4.17.7 Perform as the subject matter expert (SME) for all matters regarding performance of the 3-M system and its inter-relation to supply and logistics systems of NAVSUP (i.e. SNAP, SKED, TOAMS, RSUPPLY). Draft a quarterly training plan for deploying equipment to ensure program includes training of deploying personnel and oversight for execution of required PMS on deployed equipment. Submit to ACB-2 S7 for further review.

4.17.8 Create and implement a quarterly training plan for deploying equipment to ensure program includes training of deploying personnel and oversight for execution of required PMS on deployed equipment.

4.17.9 Execute the 3-M program for ACB2's equipment including, NL, INLS, CESE, ELCAS-M, and associated sub-systems. Provide guidelines and lessons learned from most recent and historical ATG 3M certifications to Battalion 3MC and company 3M managers.

4.17.10 Conduct weekly 3-M meetings and provide weekly updates to the Executive Officer (XO) via the Battalion 3-M Coordinator (3MC). Contractor shall keep customers apprised of all correspondence and actions items due daily with weekly follow-up with cognizant Staff Department Head.

4.17.11 Perform as the subject matter expert (SME) providing 3-M training and oversight to AC and RC personnel. Conduct, no less than semi-annually, prepared, in-depth 3-M refresher training to all Battalion personnel. Provide 3-M training at Command Indoctrination for newly reporting personnel as required.

4.17.12 Liaison weekly with Afloat Training Group (ATG) 3-M training team members to ensure the Battalion standards are being maintained and comply with the latest directives and program changes. Provide assistance to 3-M Coordinator to ensure the Battalion is ready for bi-annual ATG certifications by maintaining consistent daily analysis of the program.

4.17.13 Attend various meetings and conferences, at these meetings and conferences the Contractor must act tactfully and responsibly. In cases where input is required the Contractor must so advise those involved and seek the advice from the appropriate authority before providing input. Contractor shall provide after action report/trip report, within 5 working days, for every event attended outside the unit.

4.17.14 Be required to prepare clearly written reports within two business days summarizing the events of the meetings, the action resulting from the meeting, and an analysis of how this may or may not be to the advantage of

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 73 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

the Command. These reports will be used for internal information of the staff, and possibly for the record.

4.17.15 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 classified information, standards of conduct (conflict of interest), and equal opportunity goals.

4.19ACB-2 RESERVE COMPONENT TRAINING PROGRAM MANAGER. The Contractor shall:

4.19.1 Execute the ACB-2 Reserve Component ALFA and HQ Company training programs. Create and process accurate records of OF-7 Rate and Support Rate qualifications ensuring an efficient and effective program. Provide monthly reports and process improvement recommendations to the Training Officer. Assist the S7 in tracking all ACB-2 RC ALFA and HQ company qualifications by verifying RC monthly readiness reports, assist in routing all RC completed qualification packages and provide crew qualification training recommendations, after each training event.

4.19.2 Review all RC requests for command training related issues and provide a recommendation directly to the Training Officer.

4.19.3 Design, implement, and manage grading sheets, drill cards, and course lesson plans to execute required ALFA and HQ Company courses of instruction and certification exercises per COMNAVBEACHGRUTWOINST 3502.1A.

4.19.4 Execute the overall ACB-2 Reserve Component Readiness program. Track the ACB-2 RC Detachment Overall Monthly Readiness Reports (4Gs reports) for completion and accuracy (13 Detachments/month). Coordinate with each detachment to correct discrepancies and update mission skills qualifications and proficiencies, assigned PQS/JQR completions, SCW qualification, recall information, and monitoring gains/losses in the Relational Administration Management (RADM) database. Serve as Primary RADM Coordinator for the Training Department.

4.19.5 Manage the timely creation and publication of all Warning Order and Letters of Instruction for all ACB-2 training events and formal courses. Coordinate all personnel and logistics requirements to include participant rosters, instructors, schedules and location/facilities.

4.19.6 Schedule, plan and execute Reserve Mission Trainings (RMTs) for the reserve detachments when locally reporting to JEBLC to accomplish mission assignment training. Coordinate school house facilities, operational training equipment and instructors for all local RC training events towards mission and SCW qualifications (approximately 4 training events/year).

4.19.7 Schedule, plan and execute Remote Reserve Mission Training (R-RMT) and Mobile Training Teams (MTT) for the reserve detachments when reporting to their NOSC or another detachment location to accomplish mission assignment training. Coordinate school house facilities, operational training equipment and instructors for all local RC training events towards mission and SCW qualifications (approximately 5 training events/year).

4.19.8 Provide instruction to the Command both locally, at detachment sites, off-site, or in the field. Topics may include but are not limited to the PHIBCB mission, SCWS, OF-7 and Support rate training, INLS craft crew qualifications, 3M program, and general military trainings.

4.19.9 Provide an After Action Report for coordinated trainings, events, and exercises to the Training Officer. Include any discrepancies, delinquencies, and recommendations for improvements.

4.19.10 Attend all meetings/conferences involving RC personnel training, the Weekly Training Meeting, the Planning Board for Training, and the Reserve Detachment OIC monthly conference call. 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.

4.19.11 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 classified information, standards of conduct (conflict of interest), and equal opportunity goals.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 74 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

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 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.
- (19) Hold current SECRET clearance required.**

5.2 ENGINEERING TRAINING SUPPORT. Contractor shall:

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 75 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

- (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).
- (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.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 76 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

(9) Be familiar with the operating procedures pertaining to INLS craft and systems assigned to ACB-2: INLS Warring 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.

(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 **iPhone** Operating System.

(6) Have experience utilizing Microsoft Office suite applications.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 77 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

- (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 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.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 78 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

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 ADMINISTRATION SUPPORT SERVICES. Contractor shall:

- (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.

5.10 CNBG-2 MPF TRAINING PROGRAM MANAGER: The employee must have in-depth knowledge or the skill levels requested in each of the following:

1. Causeway Commander Craftmaster/Barge Ferry Pilot (NEC 0160): Pilots Causeway Ferries up to 360 feet long for the ship-to-shore movement of equipment and cargo during assault follow-on logistics operations and MPF operations. Communicates piloting instructions to craft used for barge ferry propulsion. Directs ferries alongside ships for lift-on/lift-off operations. Directs ferry beaching and retraction. Expertise in this area is essential for execution of expected tasks supporting training and readiness of the MPF Force.
2. Barge Ferry Coxswain (NEC 0169): Operates Causeway section Powered and side Loadable Warping Tugs with water jet propulsion systems in support of amphibious operations and MPF operations. Expertise in this

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 79 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

- area is essential for execution of expected tasks supporting training and readiness of the MPF Force.
3. Offshore Petroleum Discharge System Officer in Charge Unique system that is submerged beneath the water and supports provisioning forces ashore with vehicular fuel and water from MPF shipping in excess of 2 miles off coast. Expertise in this area is essential for execution of expected tasks supporting training and readiness of the MPF Force.
 4. Roll On/Roll Off Discharge Facility OIC course. Unique system that provides a capability to more efficiently conduct the discharge of rolling stock and container stock from MPF shipping to lighterage; supporting ground forces ashore in Assault Follow-On Echelon operations. Expertise in this area is essential for execution of expected tasks supporting training and readiness of the MPF Force.
 5. Floating Causeway Commander (NEC 0810) supports the construction and operation of a series of floating causeway sections that can be used to transition equipment from lighterage to the shore without the craft landing ashore. Expertise in this area is essential for execution of expected tasks supporting training and readiness of the MPF Force.
 6. Amphibious Bulk Liquid Transfer System OIC PQS course and certification. Unique system that is submerged beneath the water and supports provisioning forces ashore with vehicular fuel and water from MPF shipping in excess of 2 miles off coast. Expertise in this area is essential for execution of expected tasks supporting training and readiness of the MPF Force.
 7. Planning Joint Logistics Over The Shore (JLOTS) Operations (Course S-8A-0004).
 8. Naval Support Element (NSE) MPF Operations Seaward (NKO Course CSFE-NSE-010).
 9. Maritime Pre-Positioning Force (MPF) Operations Course (Course K-2E-3119).
 10. Theory of mechanical applications with emphasis on operations, maintenance and training of CESE, and expeditionary craft.
 11. Evaluating the readiness conditions of equipment and proficiency levels of personnel.
 12. Ability to assess the operational and technical capability of all CNBG-2/NSE equipment required to fulfill MPF mission requirements.
 13. DoD and Navy operational, maintenance, training and logistic support organizations.
 14. Operating procedures pertaining to CESE and watercraft assigned to CNBG-2 and subordinate commands including: INLS WT/PM, LARC-V SLEP, LCM-8, LCAC, UB.
 15. The Navy's PMS program and the ability to determine requirements for special applications for ensuring equipment/craft operability and readiness.
 16. The preservation/de-preservation requirements for operating in a marine environment.
 17. Navy's PQS program and the policies that govern its application, development and revisions.
 18. Navy's Training program and various COLDS training programs, and the requirements for both.
 19. Navy's curriculum development requirements for conventional and web based applications
 20. MPF/JLOTS mission operating procedures, policies, ships, capabilities and cargo.
 21. Experience with all variations on amphibious operations, shipboard operations and technical experience, specifically with respect to ship-to-shore movement operations and procedures, as well as command and control organizations during the AE, AFOE, MPF and JLOTS missions/phases of operation.
 22. NSE organization and sub elements, to include their missions, procedures and manning requirements.
 23. The Ready Reserve Force, managed by MARAD.
 24. MSC ship classes, their capabilities, limitations, load outs, and offload requirements that support the MPF/JLOTS mission areas.
 25. Minimum of 10 years (operations or technical) consistent landing craft/lighterage experience.
 26. A four-year degree from an accredited institution can be substituted for four years of the required experience outlined above. Bachelor's degrees in the field of management are appropriate for tasks outlined in this PWS.

5.11 CNBG-2 TOA PROGRAM MANAGER: The employee must have in-depth knowledge or the skill levels requested in each of the following:

1. Proficient user of the Army Container Asset Management System (ACAMS) and Defense Property Accountability System (DPAS). Expertise in this area is essential for execution of expected tasks supporting their role as Assistant Container Manager.
2. Proficient Army Surface Deployment and Distribution Command (SDDC) Container Manager. Expertise in this area is essential for execution of expected tasks supporting their role as Assistant Container Manager.
3. Certified completion of the Defense Property Accountability System (DPAS) course DPAS1130 – Data

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 80 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

Inquiry.

4. Certified completion of the DPAS course DPAS1024 – Property Administrator for Navy.
5. Certified completion of Defense Acquisition University (DAU) Physical Inventories(CLM037) course.
6. Certified completion of Defense Acquisition University (DAU) Foundations of Government Property (CLM039) course.
7. Certified completion of Defense Acquisition University (DAU) Fiscal and Physical Accountability and Management of DoD Equipment (CLM047) course.
8. NAVFAC TOA instructions, procedures for management of TOA items, and submission of ACRs.
9. Tracking and implementation of technical updates/modifications to TOA equipment, facilities, and assemblies.
10. ROC/POE for CNBG-2 and subordinate commands (or similar program).
11. Microsoft Office programs, the use of which is required to maintain and process inventory data, generate reports and presentations.
12. DoD and Navy operational, maintenance, and logistic support instructions
13. CNBG-2 organizational, operational, maintenance and logistic support instructions.
14. DoD and OPNAV instructions for the management, maintenance, certification and repair of Intermodal Dry Cargo Storage and Transportation Containers.
15. Navy Supply administration, organization, procedures, and forms required to perform tasks associated with material management.
16. Experience executing DoD Property Record Form DD1342 and Material Inspection and Receiving Report Form DD250 to NAVFAC EXWC or similar echelon levels.
17. Minimum of 10 years consistent supply management experience.
18. A four-year degree from an accredited institution can be substituted for four years of the required experience outlined above. Bachelor's degrees in the field of management are appropriate for tasks outlined in this PWS.

5.12 ACB-2 TOA PROGRAM MANAGER: The employee must have in-depth knowledge or the skill levels requested in each of the following:

1. Certified and proficient Army Container Asset Management System (ACAMS) user.
2. Certified and proficient Army Surface Deployment and Distribution Command (SDDC) Container Manager.
3. Certified completion of the Defense Property Accountability System (DPAS) course DPAS1130 – Data Inquiry.
4. Certified completion of the Defense Property Accountability System (DPAS) course DPAS1024 – Property Administrator for Navy.
5. Certified completion of Defense Acquisition University (DAU) Physical Inventories (CLM037) course.
6. Certified completion of Defense Acquisition University (DAU) Foundations of Government Property (CLM039) course.
7. Certified completion of Defense Acquisition University (DAU) Fiscal and Physical Accountability and Management of DoD Equipment (CLM047) course.
8. TOA management procedures and terminology, and the ability to track shelf life and technical updates/modifications to equipment.
9. Subject Matter Expert on all NAVFAC TOA instructions and procedures for management of TOA items and submission of ACRs.
10. Subject Matter Expert on tracking and implementation of technical updates/modifications to TOA equipment, facilities, and assemblies.
11. ROC/POE for ACB-2 and subordinate commands (or similar program).
12. Microsoft Office programs, the use of which is required to maintain and process inventory data, generate reports and presentations.
13. DoD and Navy operational, maintenance, and logistic support instructions.
14. Navy Supply administration, organization, procedures, and forms required to perform tasks associated with the safe, effective and efficient management of material.
15. Civil Engineer Support Equipment (CESE) and Improved Navy Lighterage Systems (INLS)
16. Experience in data and word processing formats required to maintain and process data, and to provide rapid access to specific information.
17. Experience executing DoD Property Record Form DD1342 and Material Inspection and Receiving Report Form DD250 to NAVFAC EXWC or similar echelon levels.
18. Minimum of 10 years consistent supply management experience in U.S. Military Reserve or Active

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 81 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

Component.

19. A four-year degree from an accredited institution can be substituted for four years of the required experience outlined above. Bachelor's degrees in the field of management are appropriate for tasks outlined in this PWS.

5.13 ACB-2 RESERVE COMPONENT PROGRAM MANAGER – ADMINISTRATION: The employee must have in-depth knowledge or the skill levels requested in each of the following:

1. ACB-2 ROC/POE mission requirements.
2. COLDS NTSP.
3. DoD and Navy operational, maintenance and logistic support organizations and procedures, and have specific operating knowledge of the CESE and watercraft assigned to each organization.
4. Subject Matter Expertise with funding sources provided by RESFOR and COMNAVSURFLANT for AT/ADT/IDTT/ADSW/Mobilization orders.
5. RESFOR, BUPERS, DoD instructions for Reserve management, specifically regarding funding, training, administrative and mobilization requirements and processes.
6. Experience in data and word processing formats required to maintain and process data, and to provide rapid access to specific information.
7. Subject Matter expertise Navy Reserve Order Writing System, Navy Reserve Enlisted Evaluation reports including NAVFIT98, Navy Correspondence Manual, FLTMP5, R-ADMIN.
8. Naval Reserve Unit Management (NRUM) (Course R-7A-0031).
9. Maritime Pre-Positioning Force (MPF) Operations Course (Course K-2E-3119).
10. Operational Support Officer (OSO) Training (Course R-7A-0020).
11. Planning Joint Logistics Over The Shore (JLOTS) Operations (Course S-8A-0004).
12. Naval Support Element (NSE) MPF Operations Seaward (NKO Course CSFE-NSE-010).
13. Minimum of 10 years of U.S. Military Active or Reserve experience (if Reserve, to include detailing and drilling requirements).OF-7/Seabee experience and Seabee Combat Warfare qualification preferred.
14. A four-year degree from an accredited institution can be substituted for four years of the required experience outlined above. Bachelor's degrees in the field of management are appropriate for tasks outlined in this PWS.

5.14 ACB-2 RESERVE COMPONENT PROGRAM MANAGER – OPERATIONS: The employee must have in-depth knowledge or the skill levels requested in each of the following:

1. Subject matter expertise on ACB-2 Navy Reserve ROC/POE mission requirements.
2. Reserve manpower expertise to support execution of 'fit versus fill' requirements for all ACB-2 missions. This will become significantly more critical and involved when RC manpower is 83% of the total billeted manning.
3. Subject matter expertise on database systems designed to capture completion of training/qualifications.
4. DoD and Navy operational, maintenance and logistic support organizations and procedures, and have specific operating knowledge of the CESE and watercraft assigned to ACB-2.
5. Subject matter expertise on funding sources and budget processes directed by RESFOR and COMNAVSURFLANT for AT/ADT/IDTT/ADSW/Mobilization orders.
6. RESFOR, BUPERS, DoD instructions for Reserve manpower, administration, budgets, and mobilization management and requirements.
7. Subject matter expertise on Navy Reserve Order Writing System, Navy Reserve Enlisted Evaluation reports including NAVFIT98, Navy Correspondence Manual, FLTMP5, R-ADMIN.
8. Experience in data and word processing formats required to maintain and process data, and to provide rapid access to specific information.
9. Naval Reserve Unit Management (NRUM) (Course R-7A-0031).
10. MPF Operations Course (Course K-2E-3119).
11. Operational Support Officer (OSO) Training (Course R-7A-0020).
12. Planning JLOTS Operations (Course S-8A-0004).
13. NSE MPF Operations Seaward (NKO Course CSFE-NSE-010).
14. Minimum of 10 years of U.S. Military Active or Reserve experience (if Reserve, to include detailing and drilling requirements).OF-7/Seabee experience and Seabee Combat Warfare qualification preferred.
15. A four-year degree from an accredited institution can be substituted for four years of the required experience outlined above. Bachelor's degrees in the field of management are appropriate for tasks outlined in this PWS.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 82 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

5.15 CNBG-2 DPAS PROGRAM MANAGER: The employee must have in-depth knowledge or the skill levels requested in each of the following:

1. Certified Professional Property Specialist.
2. Subject matter expertise with the Defense Property Accountability System (DPAS).
3. Certified completion of the Defense Property Accountability System 1024 - Property Administrator for Navy Course and Defense Property Accountability System 1130-Data Inquiry Course.
4. Certified completion of Defense Acquisition University (DAU) Physical Inventories (CLM037) course.
5. Certified completion of Defense Acquisition University (DAU) Foundations of Government Property (CLM039) course.
6. Certified completion of Defense Acquisition University (DAU) Fiscal and Physical Accountability and Management of DoD Equipment (CLM047) course.
7. Federal Acquisition Regulation (FAR) 45 and 52, regulations on Government Property
8. Defense Federal Acquisition Regulation 252.211 Reporting UID by Contractors.
9. DoD FMR Vol 2B, Chapter 9.
10. DoD FMR Vol 4, Chapter 6 PP&E.
11. DoD INST 5000.64 - Defense Property Accountability.
12. SECNAVINST 7320.10A - DON Personal Property Policies and Procedures.
13. Defense Property Accountability System (OSD Property & Equipment Policy Office).
14. Defense Finance Accounting Service (DFAS) Columbus, OH.
15. Financial Management Office (FMO).
16. Federal Financial Management Improvement Act (FFMIA).
17. Experience in data and word processing formats required to maintain and process data, and to provide rapid access to specific information.
18. Must have a minimum of 5 years of experience working directly with DPAS.
19. A four-year degree from an accredited institution can be substituted for four years of the required experience outlined above. Bachelor's degrees in the field of management are appropriate for tasks outlined in this PWS.

5.16 MAINTENANCE and MATERIAL MANAGEMENT (3-M) PROGRAM ADMINISTRATOR:

The employee must have in-depth knowledge or the skill levels requested in each of the following:

1. Completion of 3-M System Coordinator/Inspector training course (NEC 9517). Contractor will coordinate all facets of maintenance and material management (3-M) systems; most critically they shall develop, implement, evaluate, and coordinate the unit's planned maintenance systems (PMS). Shall act as the Maintenance Data Systems (MDS) manager which will necessitate an advanced understanding and ability to operate and effectively manage the MDS.
2. 3-M "Best practices" and ability to properly document discrepancies, maintenance accomplishment, and all other functions within the systems. Must demonstrate the ability to effectively communicate solutions to complex maintenance/systems problems.
3. In-depth knowledge of the 3-M system and its inter-relation to supply and logistics systems of NAVSUP (i.e. Micro SNAP, SKED, TOAMS, OMMS-NG, RSUPPLY).
4. In-depth knowledge of deployed 3-M systems and PMS scheduling/maintenance and tracking for deployed assets.
5. Understanding of the maintenance requirements of all manner of Civil Engineer Support Equipment (CESE) and Improved Navy Lighterage Systems (INLS) lighterage.
6. Integration of Naval Construction Force (NCF) policy changes into the 3-M system, supporting CESE.
7. Development and execution of 3M training plans throughout the command. Contractor must demonstrate the ability to evaluate and provide corrective action to ensure all support staff have and maintain a thorough understanding and implementation of the 3-M system and the Planned Maintenance System.
8. Correct and authorized use of Maintenance Index Pages.
9. Maintaining the 3-M program afloat and/or similar to ACB2's equipment including, NL, INLS, CESE, ELCAS-M, and associated sub-systems.
10. Experience in data and word processing formats required to maintain and process data, and to provide rapid access to specific information.
11. Minimum of 10 years consistent maintenance or material management experience in U.S. Military Reserve &/or Active Component.
12. A four-year degree from an accredited institution can be substituted for four years of the required experience

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 83 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

outlined above. Bachelor's degrees in the field of management are appropriate for tasks outlined in this PWS.

REQUIRED REPORTING TO THE COMMANDER

The CNBG-2 TOA Program Manager shall submit a weekly report detailing the status of unit TOA and actions taken to mitigate issues.

The CNBG-2 DPAS Program Manager shall submit a weekly report detailing the status of unit property management and actions taken to mitigate issues.

The ACB-2 TOA Manager and shall submit a weekly report detailing the status of unit TOA and actions taken to mitigate issues.

The ACB-2 Reserve Component Program Managers shall submit a weekly report detailing the status of Active and Reserve training and actions taken to mitigate issues.

6.0 PROFESSIONAL CONTACTS:

Professional contacts are units and organizations with which ACB2 frequently communicates and Contractors are

required to work with:

- Naval Beach Group TWO, Virginia Beach, VA
- COMNAVSURFLANT, Norfolk, VA
- U.S. Fleet Forces, N1, Norfolk, VA
- RCC Mid-Atlantic
- RCC Mid-West
- RCC South-West
- RCC South-East
- Navy Personnel Command (PERS), Millington, TN
- COMNAVRESFOR, Norfolk, VA
- EWTGPAC, Coronado, CA
- Amphibious Construction Battalion ONE, Coronado, CA
- 31st SRG, Port Hueneme, CA
- 20th SRG, Gulfport, MS
- First Naval Construction Division, Virginia Beach, VA
- NMCB's (Naval Mobile Construction Battalions)

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 84 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

- Commands within Naval Beach Group Two
- NOSC Manchester
- NOSC Schenectady
- NOSC Pittsburgh
- NOSC Raleigh
- NOSC Detroit
- NOSC Erie
- NOSC Ebensburg
- NOSC Battle Creek
- NOSC Des Moines
- NOSC Akron
- NOSC Minneapolis
- NOSC Norfolk
- NOSC Toledo
- NOSC New York City
- PSD Little Creek
- PSD Norfolk
- PSD Willow Grove
- PSD Great Lakes
- Other Civilian Contractors

7.0 PERIOD OF PERFORMANCE:

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

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.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 85 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

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 **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.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 86 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

The Contractor may be required to work additional hours 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. The following estimates the number of additional hours required under this contract.

Task

CNBG-2 MPF Training Program Manager
ACB-2 Reserve Component Program Manager-
Logistics
ACB-2 Reserve Component Program Manager-
Administration
ACB-2 Reserve Component Program Manager-
Operations

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.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 87 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

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 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 [NAMED COMPONENT]** via a secure data collection site.

Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) D, Automatic Data Processing and Telecommunications, IT and Telecom- Telecommunications Transmission (D304) and Internet (D322) ONLY;
- (5) S, Utilities ONLY;
- (6) 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>.

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

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

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 88 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

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 Command's Security Manager upon arrival to the 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) or T5 or T5R equivalent investigation , which is a higher level investigation than the National Agency Check with Law and Credit (NACLC)/T3/T3R described below. Due to the privileged system access, an investigation suitable for High Risk national security 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 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.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 89 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

INTERIM ACCESS

The 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. Contractor employees under this contract are recognized as Non-Critical Sensitive [ADP/IT-II] positions 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 as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLIC or T3 or T3R equivalent investigation to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The investigation 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:

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 90 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

- 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 Command's Security Manager upon arrival to the 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 Command Security Manager. The Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM); Potential suitability or security issues identified may render the contractor employee ineligible for the assignment. An unfavorable determination 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 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 DoD 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 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:

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 91 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

- 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) or T1 investigation equivalent including a FBI fingerprint check prior to installation access.

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

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

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or T1 equivalent investigation, 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.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 92 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

SECTION D PACKAGING AND MARKING

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

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 93 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

SECTION E INSPECTION AND ACCEPTANCE

COMMANDER NAVAL BEACH GROUP TWO (CNBG-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.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 94 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

5.0 METHODS OF QA SURVEILLANCE

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.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 95 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 96 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

SECTION F DELIVERABLES OR PERFORMANCE

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

8000	9/29/2017 - 9/28/2018
9000	9/29/2017 - 9/28/2018

CLIN - DELIVERIES OR PERFORMANCE

29 September 2017 – 28 September 2018

Services to be performed hereunder will be provided at:

Joint Expeditionary Base, Little Creek-Fort Story

Virginia Beach, Virginia 23459-2943

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 97 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

SECTION G CONTRACT ADMINISTRATION DATA

SECURITY ADMINISTRATION

The highest level of security required under this contract is Secret as designated on DD Form 254 attached hereto and made a part hereof.

The Commander, Defense Investigative Service, Director of Industrial Security, Mid-Atlantic Region, is designated Security Administrator for the purpose of administering all elements of military security hereunder.

CONTRACT ADMINISTRATION PLAN (CAP) FOR FIXED PRICE CONTRACTS

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

1. The Procuring Contract Office (PCO) is responsible for:
 - a. All pre-award duties such as solicitation, negotiation and award of contracts.
 - b. Any information or questions during the pre-award stage of the procurement.
 - c. Freedom of Information inquiries.
 - d. Changes in contract terms and/or conditions.
 - e. Post award conference.
2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Task Order Manager (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 NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 98 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

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 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

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 99 of 111	FINAL
----------------------------------	-------------------------------------	-------------------	-------

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.

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.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 100 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

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

Enclosure (1)

g. Security. The 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.

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.

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 101 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

- 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;
 - 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: Herbert Hankins
Address: 1968 Gilbert Street, Suite 600, Norfolk, VA 23511
Phone: 757-443-1375
Email: Herbert.hankins@navy.mil

- 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
Email: krystal.goodman@navy.mil

- 3. 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, Building D-29, Norfolk, VA 23511
Phone: 757-836-3104

- 4. 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;

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 102 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

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

TOM Name: LCDR Bobby Allen
Address: Joint Expeditionary Base, Little Creek – Fort Story
1815 Seabee Drive, Virginia Beach, VA 23459
Phone: 757-462-2163

Accounting Data

SLINID	PR Number	Amount
-----8000	V5510571380001	
LLA :		
AA 1771804 60CD 2600 53825 S 060951 2D V55105		
0071380001BU		
9000	V5510571380001	
LLA :		
AA 1771804 60CD 2600 53825 S 060951 2D V55105		
0071380001BU		

BASE Funding Cumulative
Funding

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 103 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

SECTION H SPECIAL CONTRACT REQUIREMENTS

Not Applicable

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 104 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

SECTION I CONTRACT CLAUSES

CLAUSES INCORPORATED BY REFERENCE

52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements	JAN 2017
52.204-2	Security Requirements	AUG 1996
52.204-18	Commercial and Government Entity Code Maintenance	JUL 2016
52.219-27	Notice of Service-Disabled Veteran-Owned Small Business Set-Aside	NOV 2011
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	DEC 2010
52.222-59	Compliance with Labor Laws (Executive Order 13673)	DEC 2016
52.222-60	Paycheck Transparency (Executive Order 13673)	OCT 2016
52.222-62	Paid Sick Leave Under Executive Order 13706	JAN 2017
52.224-3	Privacy Training	JAN 2017
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.245-1	Government Property	JAN 2017
52.245-9	Use And Charges	APR 2012
252.204-7005	Oral Attestation of Security Responsibilities	NOV 2001
252.211-7007	Reporting of Government-Furnished Property	AUG 2012
252.223-7006	Prohibition On Storage, Treatment, and Disposal of Toxic or Hazardous Materials	SEP 2014
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property	APR 2012
252.245-7002	Reporting Loss of Government Property	APR 2012
252.245-7003	Contractor Property Management System Administration	APR 2012
252.245-7004	Reporting, Reutilization, and Disposal	SEP 2016

CLAUSES INCORPORATED BY FULL TEXT

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

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 105 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the

provisions of 5 U.S.C. 5341 or 5332.

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

Employee Class	Monetary Wage	Fringe Benefits
Engineering Technician V	\$33.54	\$11.40
Course Developer	\$31.09	\$10.57
Electronic Technician Maintenance II	\$24.32	\$8.27
Supply Technician	\$23.81	\$8.10
Administrative Assistant	\$23.81	\$8.10

(End of clause)

52.233-2 SERVICE OF PROTEST (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Herbert Hankins

1968 Gilbert Street, Suite 600

Norfolk, VA 23511-3392

(b) The copy of any protest shall be received in the office designated above within one day

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 106 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

of filing a protest with the GAO.

(End of provision)

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

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 107 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

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-IN-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	N68732
Issue By DoDAAC	N00189
Admin DoDAAC	N00189
Inspect By DoDAAC	_____
Ship To Code	_____
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	N46581
Service Acceptor (DoDAAC)	N46581
Accept at Other DoDAAC	_____
LPO DoDAAC	N46581
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 109 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

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

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

LCDR Bobby Allen, bobby.l.allen@navy.mil, 757-462-2163

LS2 Amber Orr, amber.orr@navy.mil, 757-462-3545

(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.

Not applicable.

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

(End of clause)

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 110 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

CONTRACT NO. N00178-11-D-6561	DELIVERY ORDER NO. N0018917F3038	PAGE 111 of 111	FINAL
----------------------------------	-------------------------------------	--------------------	-------

SECTION J LIST OF ATTACHMENTS

Attachmet 2-Wage Determination 2015-4341 Revision 6

DD Form 254