

**PERFORMANCE WORK STATEMENT  
SPAWAR 5.0, 6.0, AND FRD EXECUTIVE AND PROGRAM MANAGEMENT  
SUPPORT**

**1.0 INTRODUCTION**

The Department of the Navy, Space and Naval Warfare Systems Command (SPAWAR) is acquiring program management, business management, and executive level support for the Office of the Chief Engineer (CHENG) (SPAWAR 5.0), the Acquisition and Program Management Competency (SPAWAR 6.0), the SPAWAR Fleet Readiness Directorate (FRD), and other SPAWAR Competencies.

**2.0 BACKGROUND**

As the Navy's Information Dominance Systems Command, SPAWAR designs, develops, and deploys advanced communications and information capabilities, providing advanced Navy Information Technology (IT) products and services to the fleet and other Department of Defense (DoD) stakeholders.

**2.1 The Office of the Chief Engineer (CHENG) (SPAWAR 5.0)**

SPAWAR 5.0 sets engineering standards, processes, and policies and ensures availability of skilled engineering personnel with the knowledge, technical skills, and abilities to execute TEAM SPAWAR programs and projects and support full-spectrum life cycle C4ISR capabilities. In addition, SPAWAR 5.0 forecasts the demand (competencies, skills, workforce size, and guidance) for support to DoD, Coalition, and other agencies seeking support from TEAM SPAWAR required for systems engineering for acquisition, warfighter technical support, and the development of overarching engineering processes and best practices. SPAWAR 5.0 provides systems engineering and capability skills in support of other TEAM SPAWAR Competencies, including Science and Technology (S&T), Integrated Logistics Support (ILS), and Program Management, through Integrated Product Teams (IPTs) and other cross-teaming venues. These core skills are provided in support of warfighting technologies and systems; system designs; systems engineering within and across platforms, domains, and missions; test, evaluation, and certification of systems and capabilities; analyzing system data; determining and implementing corrective actions; ensuring security, safety, affordability, reliability, maintainability, usability, and availability of systems; and performing engineering assessments, cost estimations, and investigations.

## **2.2 Acquisition and Program Management Competency (SPAWAR 6.0)**

SPAWAR 6.0 is a community of practice that provides a common acquisition and program/project management framework for Team SPAWAR. The common framework includes processes and tools to support workforce development and program/project planning and execution to satisfy domestic and international program customer requirements.

SPAWAR 6.0 supports SPAWAR aligned Program Executive Offices (PEOs) by establishing and maintaining standardized personnel skill assessment and training/development tools. This includes training for program/project management personnel to forecast and plan Integrated Product Team and other team schedule, cost, and performance requirements across the full system life cycle.

## **2.3 SPAWAR Fleet Readiness Directorate (FRD)**

FRD is SPAWAR's focal point for maintenance, repair, installation, delivery, Cyber posture management and sustainment issues for the SPAWAR product line. Installation management includes planning, integration, metrics, contracting, process improvement, analysis, reporting, execution, and other activities which support the installation of hardware (HW) and software (SW) products from across the SPAWAR Enterprise as well as from other SYSCOMs and organizations. FRD supports Fleet Commander, TYCOM, ISIC and unit level in conducting Cyber management of all SPAWAR and liaisons with sister SYSCOMs in the effectiveness and efficiency vulnerability management of networked systems. FRD manages various in-service programs transitioned from PEOs and provides in-service sustainment advocacy through coordination with the Fleet Systems Engineering Teams (FSETs), Program Offices (PMWs), In-Service Engineering Agents (ISEAs), Fleet Support Teams, and Training Support. This task order includes support for the following in-service programs and projects, as well as additional programs or projects that may be transitioned to FRD in the future: Communication Data Link System (CDLS) (ACAT III); International Maritime Satellite Program (INMARSAT) (ACAT III); Navigation Sensor System Interface (NAVSSI) (ACAT IVT); Television Direct to Sailors (TV-DTS) (ACAT IVM); UHF SATCOM 5/25 kHz Abbreviated Acquisition Program (AAP); Enhanced Position Location Reporting System-Data Radios (EPLRS-DR) (AAP); Miniaturized Demand Assigned Multiple Access (Mini-DAMA) (AAP); Shipboard Single Channel Ground and Airborne Radio System (SINCGARS) (ACAT III); Satellite Signals Navigation Set (AN/WRN-6(V)) (AAP); Combat Survivor Evader Locator (CSEL) (Project); Digital Wideband Transmission System (DWTS) (Project); High Frequency (HF) and Switching Systems (Project) to include HF Tilt, High Frequency Radio Group (HFRG); High Frequency Shipboard Automatic Link Establishment Radio Program (HFSAR) (AAP); Tactical Variant Switch (TVS) (Project); Mobile Satellite Service/Personal Communication System (IRIDIUM MSS/PCS) (Project); Defense Advanced GPS Receiver (DAGR) (AAP); Joint Communications Support Element Modernization (JCSE MOD) (Project); Clarinet Merlin Sustainment (CMS) (Project); Time and Frequency Distribution System (TFDS) (AAP); Link 11 (Project); Wireless Reach

Back System (WRBS) (AAP); Global Command and Control Systems-Joint (GCCS-J) (Project); METOC Surface-based Atmospheric Sensing Capabilities (METOC SASC) (Project); Meteorological Mobile Facility (Replacement) (METMF(R) (ACAT IVT); Combat Direction Finding System (CDF); Cooperative Outboard Logistic Update (COBLU); EHF SATCOM (EHF AN-USC-38) (ACAT 1C); SHF SATCOM (AN/WSC-6(V) (ACAT II); 2Z Cog and Submarine 2Z Cog Equipment Restoration (Sub 2Z Cog) (Project); and Battle Force Email (BFEM) (ACAT IVT).

### 3.0 OBJECTIVE

The objective of this task order is to acquire Program Management, Acquisition, Security Cooperation, and contracts support and analysis capabilities for SPAWAR 5.0, SPAWAR 6.0, and SPAWAR FRD, including overarching programmatic support and direct program support in program development, planning, scheduling, and execution; acquisition support, including development and review of acquisition documentation; program management support for security cooperation activities; contracts support, including drafting of contracts and related contractual documentation; and analysis support of Acquisition Categories (ACAT) designated programs, Abbreviated Acquisition Programs (AAPs), and projects.

### 4.0 APPLICABLE DOCUMENTS AND DIRECTIVES

Performance shall be subject to the following directives (latest version):

Document Type	No./Version	Title	Date
Guidance		DoN Defense Acquisition Workforce Improvement Act (DAWIA) Operating Guide	06/24/2014
Chairman of the Joint Chiefs of Staff Instruction (CJCSI)	3170.01I	Joint Capabilities Integration and Development System (JCIDS)	01/23/2015
Chairman of the Joint Chiefs of Staff Instruction (CJCSI)	6212.01F	Net Ready Key Performance Parameter (NR KPP)	03/21/2012
Chairman of the Joint Chiefs of Staff Manual (CJCSM)		Operation of the Joint Capabilities Integration and Development System (JCIDS)	12/18/2015

DFARS SUBPART	SUBPART 5239.71	Security and Privacy for Computer Systems 21 Sep 15	09/21/2015
DoD	5000.1	The Defense Acquisition System	11/20/2007
DoD	8570.01-M	Information Assurance Workforce Improvement Program	12/19/2005 ; CHG 3 01/24/2012
DoDD	8140.01	DoD Directive – Cyberspace Workforce Management	08/11/2015
DoD Directive Type Memo (DTM) USD (AT&L)	DTM-09-027	Implementation of the Weapon Systems Acquisition Reform Act of 2009, Change 4	01/11/2013
DoDI DoD CIO	8500.01	Cybersecurity	03/14/2014
DoD DTM USD (AT&L)	DTM-10-017	Development Planning to Inform Materiel Development Decision (MDD) Reviews and Support Analyses of Alternatives (AoA), Change 3	01/16/2013
DoD DTM CAPE	DTM-09-007	Estimating and Comparing the Full Costs of Civilian and Military Manpower and Contract Support, Change 4	10/02/2012
DoD Guide		DoD Earned Value Management Implementation Guide	02/18/2015
DoD Guidebook		Online Defense Acquisition Guidebook <a href="https://dag.dau.mil/Pages/Default.aspx">https://dag.dau.mil/Pages/Default.aspx</a>	
DoD Instruction	5000.02	Operation of the Defense Acquisition System, Change 2	02/02/2017

DoD Manual	5000.4-M-1	Cost and Software Data Reporting (CSDR) Manual	11/04/2011
DoD Regulation	7000.14-R	Department of Defense Financial Management Regulations (FMR)	June 2011
DoD Regulation	CFR 48, Ch 2	Defense Federal Acquisition Regulations System, Department of Defense	
DoD	5105.38-M	Security Assistance Management Manual	10/3/2003
DON	CIO Memo	Acceptable use of Department of the Navy Information Technology (IT)	02/12/2016
Federal Regulation	CFR 48, Ch 1	Federal Acquisition Regulations	
Federal Law	Title 10 USC	Armed Forces	
JTR		Joint Travel Regulations (JTR) for Uniformed Service Members and DoD Civilian Employees	05/01/17
Navy Telecom Directive	NTD 10-11	System Authorization Access Request (SAAR) – Navy	
OMB Circular	A-11	Preparing, Submitting, and Executing the Budget	07/01/2016
SECNAVINST	M-5216.5	Department of The Navy Correspondence Manual	June 2015
SECNAVINST	M-5239.2	DON Cyberspace Information Technology and Cybersecurity Workforce Management and Qualification Manual	June 2016
SECNAVINST	5000.2E	Department of the Navy Implementation and Operation of the Defense Acquisition System and the Joint Capabilities Integration and Development System	09/01/2011

SECNAVINST	5239.2	DON Cyberspace Information Technology and Cybersecurity Workforce Management and Qualification	02/10/2016
SECNAVINST	5239.3B	DON Information Assurance Policy	06/17/2009
SECNAVINST	5400.15C Change 1	Department of The Navy (DON) Research and Development, Acquisition, Associated Life-Cycle Management, and Logistics Responsibilities and Accountability	12/02/2011
SECNAVINST	5420.196A	Establishment and Review of Department of the Navy Independent Cost Estimates for Acquisition Category's IC and IA Programs	12/03/2012
SECNAVINST	5210.2	DON Records Management Program Standard Subject Identification Code (SSIC) Manual	12/31/2005
SPAWAR Guide		SPAWAR Contracts Management Process Guide (CPMG)	
SPAWARINST	468	Program Cost and Schedule Data Collection	02/26/2007
SPAWARINST	4130.2	SPAWAR Life Cycle Configuration Management Policy	03/28/13
SPAWARINST	5000.19D	Earned Value Management (EVM)	11/07/2013
SPAWARINST	5400.1A	Joint SYSCOM Instruction VS-J1-22A Virtual SYSCOM Engineering and Technical Authority Policy	10/31/2006
SPAWARINST	5400.3	Systems Engineering Technical Review Process	10/09/2007
SPAWARINST	5430.32B	Management of the Systems Command Security Cooperation Office	12/27/2010

SPAWARINST	5721.1B	SPAWAR Implementation of Section 508 Compliance Standards	11/17/2009
SPAWARINST	12600.1D	Timekeeping Policy And Procedures For Civilian Employees	05/09/2011
SPAWARINST	3058.1	Naval SYSCOM Risk Management Policy	04/07/2008
SPAWARINST	1402.1	Team SPAWAR Slating Panel for Program Oversight and Major Acquisition Command Positions	07/06/2010
SPAWAR 5.0.D Policy		Technical Authority Execution Plan	
SPAWAR 5.0 Policy		Engineering Governance Board Charter v2.0	
SPAWAR 5.0 Resource		Process Asset Library (PAL)	
SPAWAR		SPAWAR Global Work Breakdown Structure	
SPAWAR		SPAWAR Standard Reports Policy	
USD (AT&L) Memorandum		Implementation of Should-Cost Management	07/19/2011

## **5.0 PERFORMANCE REQUIREMENTS**

The Contractor shall provide the following support in accomplishing the requirements of this Task Order (TO). The Contractor shall engage appropriate Subject Matter Experts (SMEs), regardless of geographic location, near real time as needed to timely support emergent requirements and issues resolution.

### **5.1 Program Support (O&M, N)**

#### **5.1.1 Navy Standard Program Management Processes and Tools Implementation and Maintenance**

The Contractor shall provide the following support:

5.1.1.1 Planning for programming, budget, and other aspects of resource management to include a performance-based approach to setting long-range goals, prioritization of resources to prepare annual Program Objective Memorandum (POM) submissions, reclaims, and mid-year budget reviews.

5.1.1.2 Organizational process management for business operations, engineering operations and program and project management processes; identification and designation of strategic management and organizational processes; organization modeling expertise; SMEs with appropriate level of expertise.

5.1.1.3 Strategic planning, business intelligence analysis, and organization process architecture development to enhance the efficiency and effectiveness of the business operations of the SPAWAR enterprise, including support for ongoing Competency Aligned Organization (CAO) efforts and assessment of emergent issues and their impact to the organization and facilitation of communications.

5.1.1.4 Installation management includes planning, integration, metrics, contracting, process improvement, analysis, reporting, execution, and other activities which support the installation of HW and SW products from across the SPAWAR Enterprise as well as from other SYSCOMs and organizations.

5.1.1.5 Program management research, analysis, and support for planning and implementing the SPAWAR 5.0 CHENG operating model, Single IT Technical Authority and Cloud Computing, and other initiatives across the SPAWAR enterprise.

5.1.1.6 Process evaluation, development and maintenance support for program and project management processes for SPAWAR 6.0, including identification and implementation of program and project management best practices.

5.1.1.7 Evaluation and recommendation of program and project management tools.

5.1.1.8 Support and maintenance of program and project management human capital strategy, including Competency development models, training programs, manpower (skills) assessment models, certifications/compliance, bench strength analysis, manpower analysis/metrics, staffing assistance, support (manpower) modeling, manpower projections, and manpower reporting.

5.1.1.9 Support and maintenance of Competency strategic plans, including near-term action plans, long-term strategies, and communications plans.

5.1.1.10 Administrative support for SPAWAR slating panel activities, including process management and updates, preparation and management of slating documentation, and conduct of the slate, in accordance with the current SPAWARINST.

5.1.1.11 Evaluation of program management tools, processes and products, including preparation of briefings with recommendations to increase efficiencies in program management, including Information Management tools for FRD and assistance in subsequent transition as necessary; and management of the content for the FRD Systems Engineering Environment



(SE2) site.

## **5.1.2 Project/Program Management Support**

The Contractor shall provide project/program management support including:

5.1.2.1 Participating in program management/project meetings, conferences, and reviews, including preparing agendas, meeting minutes, and tracking action items; developing, preparing, and providing graphics support for executive level briefs and presentations; and, producing professional quality copies.

5.1.2.2 Preparation and maintenance of technical reports, information papers, quad charts, trade studies, reclaims, policy positions, and fielding plans. This includes submission of final drafts for approval and monitoring status of submitted documents, updates and progress through the approval chain until complete, including interfacing with outside agencies as necessary to obtain required document approvals.

5.1.2.3 Coordination and participation in working groups, meetings, and conferences, internal and external to the SPAWAR Enterprise, including support for acquisition, execution, production, and integration efforts at working group meetings, IPTs, in-process reviews, and other meetings; and analysis of the information including programmatic impacts as required.

5.1.2.4 Managing action items, including timely response to external and internal inquiries, data calls, and program/project status updates.

5.1.2.5 Processing and handling classified and unclassified materials in accordance with policy; managing and processing visit requests; and general support for program management related correspondence and travel.

5.1.2.6 Support for special projects assigned to 5.0, 6.0, and FRD, as required.

5.1.2.7 Performing risk assessments, including preparing risk management plans and assessment methods. Preparing and maintaining risk tracking methods to assist in managing program risks throughout various phases /life cycles for program/projects within the SPAWAR Enterprise, including Science and Technology (S&T), system concept, development, implementation, integration, test and fleet support. The SPAWAR Enterprise may include C4 systems, air and ship installations, fleet support, enterprise-wide IT systems, and international programs.

5.1.2.8 Developing and maintaining performance reports and dashboards, including tracking the status of various program processes such as Configuration Management tracking and approval and Certification and Accreditation (C&A) status.

5.1.2.9 Preparing, updating, and maintaining programmatic briefings, including POM, C4I/IT Seminar, PEO Program Management Reviews (PMRs), Numbered Fleet N6 conferences, and various briefs to other stakeholders which also may include key stakeholders

5.1.2.10 Analysis of data supporting both internal and external data calls, including collating and summarizing data to analyze cost, schedule, performance and Fleet impacts with respect to FRD systems and status of current and proposed programs and projects in response to external or internal data calls.

5.1.2.11 Preparing and maintaining organizational metrics and supporting Continuous Process Improvement (CPI) efforts to include Lean Six Sigma (LSS) events.

5.1.2.12 Reviewing and analyzing communications related to studies and reports (e.g., Center for Naval Analysis (CNA) studies, Government Accountability Office (GAO) audits and reports, Fleet Feedback reports, Exercise Quicklook Reports (QLRs)), including analysis of impacts and facilitating the routing of comments and proposed changes to programmatic documents, including: updates or changes to Chairman, Joint Chief of Staff (CJCSI), Office of Secretary of Defense (OSD), Department of Defense (DoD), and Department of the Navy (DoN) policies, instructions, and position papers.

5.1.2.13 Management of routing for internal documentation below the Program Manager (PM) level and tracking of documents being routed through formal routing (e.g., TRIM or Yellow folder) for documents at or above the PM level, including interfacing with outside agencies as necessary to obtain required document approvals.

5.1.2.14 Preparing and reviewing test plans, test readiness review briefings, and assist in staffing to support test events.

### **5.1.3 Acquisition Management**

The Contractor shall provide overarching and direct program Acquisition Management Support and overall coordination of acquisition related efforts (including risk management) including:

5.1.3.1 Responding to both routine and non-routine internal and external data calls assigned to the FRD Acquisition Management team, including drafting, revising, reviewing, and/or routing inputs to respond to the data calls in the form of point papers, impact statements, spreadsheet updates, and emails, as dictated by the specific data call; and assignment, delegation, tracking and status reporting of all assigned Acquisition data calls, including responding where directed, or providing assistance with responses, within the assigned due date.

5.1.3.2 Performing routine acquisition and risk related events and reports (e.g., Probability of Program Success (PoPS) and PMRs), including drafting, revising, reviewing, and/or routing inputs for the designated brief or report, in the specified template or format; assessing the data for acquisition implications with statutory and regulatory (or policy) requirements and

program/project execution risks, reporting discrepancies or risk concerns to the In-Service Program Manager; assistance with scheduling internal reviews and previews, where required; and attendance at routine acquisition and risk events, briefings, or reviews, as needed.

5.1.3.3 Analyzing and providing recommendations for potential changes to existing acquisition related policy, guidance, and directives, including assessment of the impact on FRD programs and projects and recommendations for compliance, including acquisition and/or risk related refresher training needed across FRD for Acquisition/risk-related tools (such as PoPS, Risk Exchange). The Contractor shall maintain acquisition SE2 and WIKI sub-sites.

5.1.3.4 Coordinating and monitoring of acquisition and program transition issues within SPAWAR and other acquisition/joint commands, including providing recommendations regarding acquisition requirements needed to implement a new program/project or modification to an existing system or to transition a project to a Program of Record (POR); and identifying criteria and recommendations for transitioning programs/projects to FRD as part of an annual review in accordance with the PEO C4I/SPAWAR FRD Memorandum of Agreement (MOA) schedule.

5.1.3.5 Developing acquisition documentation to support specified program or project requirements, as requested by the Acquisition Manager, including such acquisition documents as Acquisition Strategy (AS), Acquisition Program Baseline (APB), Program Deviation Reports (PDRs), Acquisition Decision Memorandums (ADM), Abbreviated Acquisition Program (AAP) request letters/update memos and Project Definition Documents (PDDs); tracking of each active Acquisition program APB threshold and objective cost or schedule parameters and notifying the Acquisition manager whenever an APB cost or schedule parameter is nearing or exceeds a threshold value; annual review of all Project Definition Documents (PDDs) for scope and funding validation in accordance with the PEO policy for Project Management (reference the PEO C4I Project Management policy within the PEO C4I Operating Guide (POG)).

5.1.3.6 Reviewing Engineering Change Requests (ECRs) for acquisition authority compliance, as requested.

5.1.3.7 Identifying and providing recommendations for developing and tracking acquisition and risk metrics to provide insight into trends within FRD programs, projects, and/or acquisition/risk- processes, ensuring consistency with PEO C4I metrics where applicable.

5.1.3.8 Establishing and maintaining program/project specific binders.

#### **5.1.4 Scheduling Support as a Service**

The Contractor shall support the preparation of program and project Integrated Master Schedules (IMSS) by SPAWAR competencies, program offices, and PEOs including:

5.1.4.1 Providing training and consulting services to PM Offices for new and existing

schedules. Training provided should cover scheduling basics, project planning, project monitoring and control, and conduct of schedule health checks.

5.1.4.2 Providing Scheduling consulting services for new and existing programs/projects, including use of MS Project and Oracle Primavera and assistance with project schedule set-up and long-term maintenance, including: performance of health checks, toolset identification, IPT establishment, IMS development and maintenance, schedule standard operating procedure development, Monte Carlo performance; and resource leveling and loading.

5.1.4.3 Supporting the SPAWAR scheduling processes and procedures by developing program schedules using MS Project and Primavera, including reviewing and maintaining Standard Integrated Master Schedules (S-IMS's); uploading and maintaining schedule data based on government task lead input; providing scheduling reports as requested, and assisting SPAWAR and affiliated PEO's in the development of Activity Based models that provide activity duration and work estimates for recurring, regularly scheduled activities.

5.1.4.4 Providing schedule – performance analysis, the Contractor, in conjunction with the SPAWAR 1.6 IPM/EVM analyst, shall perform schedule analysis to assess schedule network logic health, along with maintaining and updating schedule progress reports, analysis and trending charts for post Milestone C programs or programs in sustainment.

5.1.4.4.1 The contractor shall conduct in-depth analyses of government or contract schedules, information, and reports to provide the program office with insight into the schedule performance with respect to program resources and the program technical baseline. The contractor is responsible for addressing all schedule and technical performance issues; and preparing the analysis; coordinating it through SPAWAR 1.6 and communicating and presenting the findings to the program office, as requested. Monthly reports are to be incorporated with the monthly SPAWAR 1.6 IPM/EVM analysis briefs, if applicable, and are due to the program office within 7 working days of IPMR CDRL deliveries. The SPAWAR 6.0 schedule analyst will deliver the completed monthly analysis to SPAWAR 1.6 for incorporation into a complete IPMR package, which the SPAWAR 1.6 Portfolio Lead will provide to the APM/PM, in coordination with the SPAWAR 6.0 analyst.

### **5.1.5 Executive Support**

The Contractor shall provide Executive support, including the following:

5.1.5.1 Performing analysis, conducting surveys, and compiling statistics necessary to prepare reports, correspondence, messages and memoranda in coordination with the requesting SPAWAR Office.

5.1.5.2 Collecting, organizing, filing, and retrieval of all program office documentation, including reports, correspondence, messages, meeting minutes, memos and all other

incidental documentation associated with official Front Office business. All documentation shall be promptly filed in accordance with SECNAVINST 5210.11 or local procedures as appropriate.

5.1.5.3 Assistance in the production of point papers, briefings, flag level technical correspondence, and interviewing/speaking engagement preparation, including pre-screening read-aheads, preparing executive summaries as requested to outline key issues, and providing recommendations prior to flag visits and meetings.

5.1.5.4 Arranging special events, meetings, conferences, and working groups in accordance with the procedures and schedules set by the requestor and in coordination with the SPAWAR Public Affairs Office (PAO), including notifying participants, providing agendas and directions, and making arrangements for equipment.

5.1.5.5 Entering travel orders into Defense Travel System (DTS) as requested, and assistance with travel vouchers, ticketing, and general travel arrangements in accordance with Joint Federal Travel Regulations (JFTR).

5.1.5.6 Drafting, preparing, editing and coordinating reports, briefs, papers, development of graphics and multimedia presentations, and other written documentation required for the proper functioning of the requesting office, including providing document content and control for business operations, program/project management, and initiatives as assigned.

5.1.5.7 Performing data and statistical analysis of information, including the ability to transform the information into spreadsheets, graphs, pivot charts, and other output using the advanced features of Microsoft Word, Excel, Power Point, Outlook within the time constraints specified by the requestor.

5.1.5.8 Navy Enterprise Resource Planning (N-ERP) timekeeper functions, including preparation of reports, confirmation of employee time entry, and timekeeping oversight.

## **5.1.6 Contracts Management**

The Contractor shall provide overarching and direct program Contracts Management Support including the overall coordination of contract related efforts for FRD projects and programs in conjunction with the respective APM/PAPM, PAPM/PAPM and Functional Leads, including:

5.1.6.1 Drafting, revising and routing inputs for data calls, metrics, point paper and status drills for FRD and external contracts, including coordinating all program and projects inputs for review with the PEO and SPAWAR Front Office(s) and the Contracts Support Office, to support contract actions as assigned by the requestor.

5.1.6.2 Assisting in the development and review of contracts related to FRD program and project impact assessments, including: point papers, briefings, and contracts-related internal and external

data calls, as assigned by the requestor in accordance with the required schedule for approval.

5.1.6.3 Review and analysis of potential changes to existing contracts-related policy, guidance and directives, including assessment of impact on FRD programs and projects.

5.1.6.4 Attending meetings as required to support acquisition efforts of contracts related documentation and support the efforts related to internal and external data calls, including Program/Project Acquisition Coordination Team (ACT) meetings, Pre- and Post-Procurement Planning and Strategy Meetings (PPSMs), FRD monthly meetings, Working Groups (WGs), Program Management Reviews (PMRs), and IPT meetings for active programs/projects, as requested by the program/project APM/APM-C.

5.1.6.5 Supporting contract administrative efforts for individual program or project contract efforts, including coordinating with the Procurement Contracting Officer (PCO), Contracting Officer Representative (COR) and Alternate Contracting Officer Representative (ACOR) to support ad hoc tasking requests as required in the execution of the contract(s) as prioritized and approved by the COR/ACOR. The Contractor shall summarize all AD HOC tasking in the monthly report.

5.1.6.6 Drafting, developing, and coordinating review of assigned contract documents related to contract execution.

5.1.6.7 Establishing and maintaining a hardcopy binder for each prime mission contract consisting of the contract and all contract documentation and correspondence, including emails relevant to contract execution. An electronic copy (e.g., CD ROM) of the contract binder shall also be maintained and included with each hardcopy binder.

### **5.1.7 Acquisition Documentation as a Service**

The Contractor shall assist in preparation and maintenance of acquisition documentation as requested by SPAWAR competencies, program offices, and program executive offices. The contractor shall:

5.1.7.1 Assist with preparing, coordinating and staffing acquisition documentation (e.g., Acquisition Strategy (AS), Acquisition Baseline (AB), Acquisition Plan (AP), requirements documents, Selected Acquisition Report (SAR) and Defense Acquisition Executive Summary (DAES)) to support monthly and/or quarterly submissions, audits, reviews, and milestone decisions for ACAT and non-ACAT programs and projects.

5.1.7.2 Track acquisition documentation (statutory and regulatory) progress and advise the Program Office of potential delays and provide recommendations.

5.1.7.3 Interpret impacts of acquisition documentation updates.

5.1.7.4 Identify impacts to ACAT and non-ACAT program documentation.

5.1.7.5 Create and maintain an acquisition documentation repository and identify best of breed documentation in order to shorten the documentation development timeline.

### **5.1.8 Cyber-related Installation Support**

The Contractor shall manage Cyber evolutions throughout the Availability, and support Post Availability efforts that lead to Cyber Baseline Certification. The Installation Coordinator will provide support to the PM via a Principal APM (PAPM). The duties of this position requires coordination with multiple activities to develop and analyze information associated with C4I program of record security postures and information available from various Information Assurance (IA) tools and processes.

Specific requirements include:

5.1.8.1 Provide assistance to the PAPM and PM in preparing briefs and associated information to SPAWAR, PEO Leadership, Program Managers, Type Commanders, Fleet Cyber Communications, Navy CYBER Force, and other operational Commands and stakeholders. This position requires an extremely close working relationship with FRD 200, PEO C4I Program offices, and PAC/LANT Fleet IMO's.

5.1.8.2 Participate and act on Pre installation readiness activities to facilitate both H/W and S/W asset management to support proper VRAM configuration.

5.1.8.3 Leverage available Information Assurance processes and tools to capture individual platform and site specific information on patch availability, delivery, and distribution for IAV's and STIG's which have been made available for release and Fleet/Site implementation.

5.1.8.4 Assist Product programs of record in development of plans and execution strategies to support delivery of zero vulnerabilities in systems that have been installed during the CNO availability. Work with Alteration Installation Team (AIT) teams to support Scan/Patch/Scan Efforts that support VRAM Dash boarding.

5.1.8.5 Brief Shipboard personnel on Cyber security platform vulnerability baseline status and provide recommendations and actions to improve the cyber security vulnerability posture to all levels of senior leadership

5.1.8.6 Assist Shipboard personnel with Patch/Scan/Patch/Scan evolutions, serve as a "over the shoulder" training asset to support Ship's Force with vulnerability management activities

5.1.8.7 Implement an Installation Vulnerability Cyber Risk Management Process (Identify, Analysis, Mitigation planning and implementation, and Tracking) to track and manage Platform and Site IA vulnerabilities in support of SOVT close out, SOT, and the establishment of the Cyber Baseline.

5.1.8.8 Assist in the coordination across Program Executive Offices (PEOs), Program Management Offices (PMOs), Space and Naval Warfare Systems Command (SPAWARSYSCOM), SPAWAR System Centers (SSCs), other Systems Commands, etc.) to ensure the project is executable with acceptable risk.

5.1.8.9 Work with SPAWAR Cyber Tools - specifically VRAM, Assured Compliance Assessment Solution (ACAS), RETINA (cyber scanning system), and Windows Software Update Services (WSUS) (Host based security system is a plus but not required).

The Contractor shall demonstrate familiarity with Navy IT environment, leadership, and fleet challenges (i.e. bandwidth/reboot struggles) and possess basic knowledge of Navy networks (ISNS, CANES, etc.) and processes. This work will require travel to support multiple fleet concentration areas.

#### 5.1.8.10 Cybersecurity

Cybersecurity (which replaced the term Information Assurance (IA)) is defined as prevention of damage to, protection of, and restoration of computers, electronic communications systems, electronic communications services, wire communication, and electronic communication, including information contained therein, to ensure its availability, integrity, authentication, confidentiality, and nonrepudiation. Contractor personnel shall perform tasks to ensure Navy applications, systems, and networks satisfy Federal/DoD/DON/Navy cybersecurity requirements.

##### 5.1.8.10.1 Cyber IT and Cybersecurity Personnel

(a) The Cyberspace workforce elements addressed include contractors performing functions in designated Cyber IT positions and Cybersecurity positions. In accordance with DFARS Subpart 5239.71, DoDD 8140.01, SECNAVINST 5239.20A, and SECNAV M-5239.2, contractor personnel performing cybersecurity functions shall meet all cybersecurity training, certification, and tracking requirements as cited in DoD 8570.01-M prior to accessing DoD information systems. Proposed contractor Cyber IT and cybersecurity personnel shall be appropriately qualified prior to the start of the contract performance period or before assignment to the contract during the course of the performance period.

(b) The contractor shall be responsible for identifying, tracking and reporting cybersecurity personnel, also known as Cybersecurity Workforce (CSWF) and Cyber IT workforce personnel. Although the minimum frequency of reporting is monthly, the task order can require additional updates at any time.

(c) Contractors that access Navy IT shall also follow guidelines and provisions documented in Navy Telecommunications Directive (NTD 10-11) and are required to complete a System Authorization Access Request (SAAR) – Navy form



(d) Contractor personnel with privileged access will be required to acknowledge special responsibilities with a Privileged Access Agreement (PAA) IAW SECNAVINST 5239.20A.

#### 5.1.8.10.2 Design, Integration, Configuration or Installation of Hardware and Software

The contractor shall ensure any equipment/system installed or integrated into Navy platform will meet the cybersecurity requirements as specified under DoDI 8500.01. The contractor shall ensure that any design change, integration change, configuration change, or installation of hardware and software is in accordance with established DoD/DON/Navy cyber directives and does not violate the terms and conditions of the accreditation/authorization issued by the appropriate Accreditation/Authorization official. Contractors that access Navy IT are also required to follow the provisions contained in DON CIO Memorandum: Acceptable Use of Department of the Navy Information Technology (IT) dated 12 Feb 16. Use of blacklisted software is specifically prohibited and only software that is registered in DON Application and Database Management System (DADMS) and is Functional Area Manager (FAM) approved can be used. Procurement and installation of software governed by DON Enterprise License Agreements (ELAs) – Microsoft, Oracle, Cisco, Axway, Symantec, ActivIdentity, VMware, Red Hat, NetApp, and EMC shall be in accordance with DON CIO Policy and DON ELAs awarded.

## **5.2 Program Support (OPN)**

### **5.2.1 Production Management, Acquisition and Procurement**

The Contractor shall provide overall and programmatic production management support for FRD programs and projects, including:

5.2.1.1 Attending working group and Integrated Product Team (IPT) meetings and program reviews and developing, reviewing, monitoring, updating, and tracking programmatic documents.

5.2.1.2 Providing support for FRD programs and projects including production planning and tracking of Plan of Action and Milestones (POA&Ms), acquisition of system hardware and software, integration planning and tracking, and assisting the APM with program activities as required.

5.2.1.3 Preparing programmatic and technical documentation and information for programs in the production and deployment phase required for approval for fielding of production systems, including preparation of briefing materials and related production or fielding plans.

5.2.1.4 Reviewing Work Plan tasks in the Future Year Defense Plan (FYDP) in support of ship installations. The contractor shall update and deliver weekly Installation Milestone status updates for all current and pending installation tasks.

5.2.1.5 Performing analysis of production operations, processes, and systems, including reviewing and assisting in the reduction of program risk in accordance with risk

management plans to assess progress and identify schedule and technical variances, and prepare technical briefing material.

5.2.1.6 Updating engineering documentation during the production phase as result of the Engineering Change Proposal (ECP) process. Implementation and integration of the ECP and Value Engineering Change Proposals (VECPs), including engineering analysis of the programmatic requirements, plans of production, and specification compliance test and evaluation criteria within the scope of the performance envelope.

5.2.1.7 Providing representation for FRD programs at working group meetings, IPT sessions, in-process reviews, and other meetings, on behalf of the acquisition manager, relating to production.

## **5.2.2 Platform and Product Installation Support**

The Contractor shall provide programmatic Platform and Product Installation Support required to install products onboard ships, aircraft and shore facilities for FRD Programs and Projects, including:

5.2.2.1 Providing Liaison support to installation activities and platform offices, including collecting equipment installation documentation and plans for review and approval.

5.2.2.2 Tracking installations, including entering documentation and installation plans into existing tracking systems and files. The Contractor shall ensure that change installation strategies due to outside factors (such as moving installation schedules) are communicated in writing to the program APM and reflected in program planning documentation.

5.2.2.3 Generating and forwarding tickler notices within and outside the Program Office when approval documentation is not received within the appropriate schedule for the designated platforms.

5.2.2.4 Tracking installation estimated costs, including updates to shore installation cost and approval spreadsheets and information, and support as required for the development and approval of Justification Cost Forms (JCFs), Installation Control Drawings (ICD), SHIPALT Installation Drawings (SID), Equipment Delivery Date(s) (EDD) and Ship Change Documents (SCD), and development and approval of Shore related products such as Standard Plans, Test Plans, Installation Ship Operation and Verification Test Report (SOVT), Base Electronic System Engineering Plan (BESEP), Fleet Readiness Control Board (FRCB) inputs, Risk Mitigation Plan, Installation Design Plans (IDPs) and Site Survey Reports.

5.2.2.5 Updating a log of all installation changes, approvals, and documentation received and entered, for each installation file. The Contractor shall assist in coordinating Ship-check/Site Survey and equipment installation dates. The Contractor shall track all installation completion

documentation such as Ship Operation and Verification Test Report (SOVT), Integrated Logistics Support (ILS), initial training and Installation (Alteration) Completion Reports in accordance with current policies and associated processes. The Contractor shall support and track any install related information required to answer Planning Yard (PY), Installation Management Office (IMO), Consolidated Installation Contractor (CIC) and Alteration Installation Team (AIT) questions concerning system installation relating to the assigned Program Office. The Contractor shall notify appropriate personnel when installation documentation is incomplete, missing or late on the same day the oversight is noted.

5.2.2.6 Preparing documentation to support working groups and planning meetings, and attendance at Installation Planning Working Groups (IPWG), Production, and other installation planning/coordination/status meetings and conferences as assigned.

5.2.2.7 Technical support for Production Configuration Management, including recommendations for tracking, reporting, and management in support of production and procurement.

5.2.2.8 Preparing Production acquisition documentation, including drafting, reviewing, modifying, and providing input to contracting and technical documentation, and support to the APM for development of briefs, position papers, statements of work and other documentation for execution of fielding plans and required revisions.

5.2.2.9 Support preparation for and participate in Production acquisition decision, program and design reviews, conferences, technical working groups, discussions, and meetings in support of the APM/PAPM, including develop, recommend, review, revise, or coordinate systems/equipment/Field Changes production Fielding Plans and required coordination with the appropriate SPAWAR Program Office and the designated platform installation/integration key personnel.

5.2.2.10 Review, update, modify or assist in the development of logistics documentation, strategies, schedules and plans, briefs, position papers, specifications and statements of work and other documentation necessary for program execution or sound program management.

5.2.2.11 Conduct schedule and performance analysis in conjunction with the SPAWAR 1.6 IPM/EVM analyst.

5.2.2.11.1 Contractor shall develop schedule analysis to assess schedule network logic health, along with preparing and presenting schedule progress reports, analysis and trending charts for programs in the procurement/production phase. The contractor shall develop in-depth analyses of government or contract schedules, information, and reports to provide the program office with insight into the schedule performance with respect to program resources and the program technical baseline. The contractor is responsible for addressing all schedule and technical performance issues; acquiring necessary technical, programmatic information; modeling,

researching, and preparing the analysis; coordinating it through SPAWAR 1.6 and communicating the findings to the program office, as requested. Monthly reports are to be incorporated with the monthly SPAWAR 1.6 IPM/EVM analysis briefs, if applicable, and are due to the program office within 7 working days of IPMR CDRL deliveries. The SPAWAR 6.0 schedule analyst will deliver the completed monthly analysis to SPAWAR 1.6 for incorporation into a complete IPMR package, which the SPAWAR 1.6 Portfolio Lead will provide to the APM/PM, in coordination with the SPAWAR 6.0 analyst.

### **5.3 RESERVED (OPN (I))**

### **5.4 Program Support (RDT&E)**

#### **5.4.1- Acquisition documentation as a service**

The Contractor shall assist in development of acquisition documentation as requested by SPAWAR competencies, program offices, and program executive offices, for all programs in the initial developmental phase for or all research and developmental criteria up to any Milestone C decision including:

5.4.1.1- Assist with the development of initial required acquisition documentation (e.g., Acquisition Strategy (AS), Acquisition Baseline (AB), Acquisition Plan (AP), requirements documents, Selected Acquisition Report (SAR) and Defense Acquisition Executive Summary (DAES)) to support monthly and/or quarterly submissions, audits, reviews, and milestone decisions for ACAT and non-ACAT programs and projects that are currently in the developmental phase of the acquisition lifecycle.

5.4.1.2- Track developmental phase acquisition documentation (statutory and regulatory) progress and advise the Program Office of potential delays and provide recommendations for RDTE program requirements.

5.4.1.3- Interpret impact of acquisition documentation updates during the developmental pre-milestone C stages of research and development for programs within the SPAWAR HQ, program offices etc... portfolio.

5.4.1.4 -Identify development impacts to ACAT and non-ACAT program documentation that are required during the developmental phase.

5.4.1.5- Develop acquisition documentation repository and identify best of breed documentation in order to shorten the documentation development timeline for all program currently in the research and development lifecycle phase.

#### **5.4.2 Schedule – Performance Analysis**

The contractor, in conjunction with the SPAWAR 1.6 IPM/EVM analyst, shall develop schedule analysis to assess schedule network logic health, along with preparing and presenting schedule progress reports, analysis and trending charts for programs in the development acquisition phase.

5.4.2.1 The contractor shall develop in-depth analyses of government or contract schedules, information, and reports to provide the program office with insight into the schedule performance with respect to program resources and the program technical baseline. The contractor is responsible for addressing all schedule and technical performance issues; acquiring necessary technical, programmatic information; modeling, researching, and preparing the analysis; coordinating it through SPAWAR 1.6 and communicating the findings to the program office, as requested. Monthly reports are to be incorporated with the monthly SPAWAR 1.6 IPM/EVM analysis briefs, if applicable, and are due to the program office within 7 working days of IPMR CDRL deliveries. The SPAWAR 6.0 schedule analyst will deliver the completed monthly analysis to SPAWAR 1.6 for incorporation into a complete IPMR package, which the SPAWAR 1.6 Portfolio Lead will provide to the APM/PM, in coordination with the SPAWAR 6.0 analyst.

### **5.4.3 CHENG/Information Dominance System of Systems Support**

The Contractor shall provide program/project management support for SPAWAR 5.0 CHENG to include developing Information Dominance, System of Systems (SoS) Construct, Single IT Technical Authority, Budget Submit Office (BSO), Integration and Interoperability (I&I) and other cross-SYSCOM/Joint efforts as part of the systems engineering processes during system development and upgrades, Cloud Computing and the tools that support the CHENG 5.0 operating model, and support strategic planning, planning initiatives across the SPAWAR Enterprise, FLTCYBERCOM/TENTH Fleet. The Contractor shall work independently for the CHENG to liaise with all levels of the command and stakeholders. The Contractor shall support the following:

5.4.3.1 Assist in review of 5.0 missions, functions and tasks and update any recommended changes required for a SoS construct to the prescribed format, style and content. Support the development of the specifics of a SoS architecture and requirements model as they develop as part of the Information Dominance Way Ahead initiatives and assist program and project managers to develop a transition strategy for new ship construction for C4I suites.

5.4.3.2 Support the developing IT initiatives teams for Single IT Technical Authority (IT/TA), Single BSO, Cloud Computing technical baseline and other new and developing IT initiatives as they emerge, Integration and Interoperability (I&I) as part of the systems engineering and SoS/Family-of-Systems engineering processes during system development and upgrades.

5.4.3.3 Participate in conferences, meetings, Integrated Product Teams (IPTs), working groups, and other gatherings within the Department of Defense (DoD) and non-DoD organizations with the CHENG 5.0 to facilitate the developing IT initiatives, single IT/TA, Single BSO,

Information Dominance, I&I and Cloud Computing per SPAWAR CHENG 5.0 direction by CNO.

5.4.3.4 Edit, review, and comment on program documentation including plans for acquisition, program management, logistics, training and configuration management for new and developing IT initiatives.

5.4.3.5 Edit, review and comment on presentations for all levels of the command for developing IT initiatives involving SPAWAR 5.0., including SPAWAR Enterprise, CNO, FLTCYBERCOM/TENTH Fleet, Naval Operations (OPNAV), Fleet Forces Command (FFC), Navy Personnel Command (NPC), Naval Education and Training Command (NETC), Naval Sea Systems Command (NAVSEA), Naval Air Systems Command (NAVAIR), ASN/RDA and various Program Executive Offices (PEOs) and various Program Management Offices (PMOs), and Space and Naval Warfare Systems Centers Echelon IIIs.

5.4.3.6 Provide financial management research, analysis, development and support for on-going business operations, and implementation of improvement initiatives, including financial analysis of program cost drivers, infrastructure costs, general/administrative and overhead cost contributors; reviews of resource consumption, performance measures and return on investment (ROI) analysis/monitoring on contracts held by SPAWAR 5.0 and FRD; participation in working group meetings, IPTs, and in-process reviews in support of this task; assistance in the processing of delivery orders and project orders; funds reconciliation; budget forecasting; generation of status reports; and financial tracking for assigned contracts.

## **5.5 Program Support (SCN)**

### **5.5.1 Program Management Support**

The Contractor shall provide overall and programmatic management and acquisition support services for new ship construction programs, including significant coordination with multiple Navy ship construction programs, shipyards, land-based test sites, foreign military sales, other PEOs, PMWs PMAs, and Government offices. Specific hulls will be identified with each funding increment. The Contractor shall:

5.5.1.1. Prepare program/project briefing materials/viewgraphs, project schedules and related documentation to support Participating Manager (PARM) reviews, Technical PARM summits and other reviews.

5.5.1.2 Provide support for program reviews and data calls, including Obligation Phasing Plans (OPP), SCN Execution Reviews, Participating Manager (PARM) reviews, and POM coordination, resulting in completion and submission of required information by the assigned date. The Contractor shall prepare AD HOC reports on an as required basis, within the timeframe assigned and in the format required by the customer.

5.5.1.3 Prepare, maintain and track project management data including Work Breakdown Structures (WBS), Plan of Action & Milestones (POA&Ms), cost estimates/models and cost, schedule and technical baselines, in accordance with the SPAWAR Program Managers Handbook, or APM/PAPM guidance to provide cost effective POR network solutions during new ship construction as resourced by NAVSEA to include CVN RCOH installation.

5.5.1.4 Gather, consolidate, and validate project information/requirements and project schedules from all organizations associated with programs assigned to the requiring office. The Contractor shall provide markups as applicable and monitor program execution to ensure compliance within the timeframe required by the customer in accordance with SCN standards. The Contractor shall report all deviations from approved requirements.

5.5.1.5 Gather and consolidate the documentation necessary to obtain Information Assurance (IA) Certification and Accreditation (C&A) for programs which require Information Assurance requirements as identified by NAVSEA in support of shipboard requirements in Shipbuilding and Conversion, Navy, (SCN). Contractor will support to improve IA tools, systems, products and management. The contractor shall make recommendations to support continued evaluation and assessment of new technologies and applications.

## **5.5.2 Acquisition Support Services**

The Contractor shall:

5.5.2.1 Prepare, update, route and maintain acquisition documentation within the requested schedule in accordance with NAVSEA new construction requirements to include the delivery of Government Furnished Information (GFI) and assist in the preparation of NAVSEAINST 7300.13B for submission to applicable NAVSEA sponsors.

5.5.2.2 Review, analyze and develop impact statements and issue papers recommending course of actions with respect to potential changes to acquisition related policy, guidance and directives. Contractor will assist in providing NAVSEA sponsors applicable POR documentation such as updates to GFI to be used during Engineering Change Proposals (ECP) that support the Detailed Design and Contract (DD&C) during the shipboard design phase and contractual negotiation phase with shipbuilders during ship new construction. The Contractor shall assess the acquisition policy change impacts and provide input to the acquisition support team.

5.5.2.3 Attend meetings including ACT and IPT meetings for active programs to support acquisition related documentation efforts. The Contractor shall prepare briefing material and presentations as necessary to actively participate in and support the Program Office position such as during Program Acquisition Resource Manager (PARM) semi-annual reviews with new construction NAVSEA sponsors. The Contractor shall submit this material to the APM/PAPM for review and approval no later than five (5) working days prior to the

scheduled meeting. The Contractor shall take meeting minutes, and submit a written summary of the meeting within five (5) working days of the meeting.

5.5.2.4 Analyze, develop, review and track installation management plans and cost estimates to install systems on new construction ships. The Contractor shall make recommendations as appropriate and in sufficient time for the recommendations to be integrated into the installation plans.

5.5.2.5 Respond to new ship construction queries and data calls and act as the point of contact for and represent the Program Office to SPAWAR and PEO C4I Front Office staff. The Contractor shall coordinate responses through designated government representatives to ensure authorization for information release, and consistent programmatic response.

5.5.2.6 Review new ship construction related technical documentation including risk assessments and Ship Project Directive updates needed for specific systems installs and submit written analysis, including recommendations or suggested changes to the requiring office.

5.5.2.7 Coordinate specific Program installations in New Construction Ships. The Contractor shall review installation schedules, and coordinate installations and material deliveries as necessary to ensure efficiency and program cost savings. The Contractor shall summarize all coordination efforts in the monthly report.

5.5.2.8 Coordinate delivery of GFI/GFE for specific program including hardware, software and information to New Construction Ship Programs. The Contractor shall coordinate deliveries according to the approved installation plans, keeping designated government representatives apprised of all potential problems and recommending solutions.

5.5.2.9 Review Functional Interface Diagrams (FID) for new ship construction including architecture and interfaces with the ships' C4I/IT and combat systems and provide a written program management analysis of the documents.

5.5.2.10 Provide Production/Procurement Acquisition Support in installation planning through the preparation and update of the Plan of Action and Milestone (POA&M) integral to the execution of installation and new ship construction. The Contractor shall prepare the POA&M in accordance with the SPAWAR Acquisition Program Structure Guide.

5.5.2.11 Provide acquisition manager support including preparation for and updates to the installation planning schedules, and updating milestone schedules. The Contractor shall provide technical briefing material and support the preparation of technical reports on issues related to integrated shipboard navigation system, memorandum of understanding with NAVSEA entities and related issues. The Contractor shall provide the requested materials in the assigned format and per the required schedule.



### **5.5.3 Support of engineering, installation and fielding of specific programs for new construction ships**

The Contractor shall:

5.5.3.1 Provide overarching technical support for installation on new construction ships (LHA, DDG, etc.), including analysis, review, and tracking of ECPs aboard new construction ships.

5.5.3.2 Provide representation and reports as needed to support new ship construction working group meetings, IPT sessions, in process reviews, and other related meetings.

5.5.3.3 Support the preparation of risk management and mitigation plans as it relates to new ship construction.

5.5.3.4 Prepare all required documentation, presentations, and reports necessary to support program installation for new ship construction.

5.5.3.5 Develop and maintain programmatic tracking matrices for required FRD communications program's SCN equipment and information deliveries. The Contractor shall develop, update and track form 7300 cost estimates, quarterly program reviews, in process reviews and statement of work documents.

5.5.3.6 Record, track, and report configuration change requests and system upgrades submitted by Control and Electronic Tracking System (SPROCETS), Statement of Work (SOW), or POM/PR web site users for the Program Office communications systems.

### **5.6 WPN Reserved**

### **5.7 Foreign Military Sales (FMS) Program Management Support (FMS ADMIN)**

The Contractor shall provide program management support to the SPAWAR SYSCOM Security Cooperation Officer (SSCO) and other International programs included in the SPAWAR Enterprise including support of SPAWAR Enterprise FMS related administrative functions. To support this requirement, the contractor shall:

5.7.1 Promulgate FMS policy, manpower analyses, FMS strategic planning, legislative affairs, and management; preparing responses to international interests, including preparation of point papers and briefing material; and, conducting research and coordinating responses to Requests for Information (RFIs).

5.7.2 Participate in SPAWAR and Navy International Program Office (NIPO) FMS related Business Process Reengineering (BPR) by assessing current processes and making recommendations that will support FMS related business process improvement, improvements to customer service, and participating in FMS related process improvement events.

5.7.3 Coordinate FMS claimancy compliance with external and internal management guidance. This includes monitoring and reporting against established metrics and managing processes and procedures to collect metrics; assessing FMS program implementation by tracking schedules, progress, and cost performance against program objectives.

5.7.4 Support planning for programming, budget, and other aspects of resource management to include a performance-based approach to the setting of long-range goals, prioritization of resources to prepare annual FMS Program Objective Memorandum (POM) submissions, reclaims, and mid-year budget reviews. This includes coordination with the SPAWAR FMS claimancy, FMS sales forecasting, and consolidation of stakeholder input. It accounts for other activities to create and manage FMS budgets and for FMS programming efforts.

5.7.5 Support workforce education & training through tracking and maintenance of FMS personnel training records, coordination of training opportunities, and promulgation of FMS training related policy and guidance to assist the SPAWAR FMS workforce to achieve the appropriate level of certification in the International Affairs Workforce Career Development Certification, sponsored by the Defense Security Cooperation Agency, and in the DAU Program Management - International Affairs (PMT-IA) career path.

## **5.8 Program Support (OCF)**

It is anticipated that Funds from government agencies outside of SPAWAR may be accepted for services performed under this Task Order. Tasking will be assigned by PWS paragraph, aligned with appropriate funds cite.

## 6.0 Deliverables

The contractor shall provide the following deliverables in accordance with the timeframe specified. Deliverable formats shall be provided, in Microsoft (MS) Office formats, or proposed formats by the contractor and approved by the Program Office.

<b>Products Example</b>	<b>Due Date Example</b>
Monthly Status Report (MSR) (CDRL A001)	By the 15th business day following end of month.

## 7.0 SECURITY

The nature of this task requires access to SECRET and unclassified information. The work performed by the Contractor will include access to SECRET and unclassified data, information and spaces. The Contractor shall be required to attend meetings classified at the SECRET and unclassified levels.

## 8.0 GOVERNMENT FURNISHED PROPERTY

The Government will provide property, information, and/or material for the performance of this Task Order including Navy/Marine Corps Intranet (NMCI) Common Access Cards (CAC's). The Contractor PM/FSO is responsible for notifying the Government COR and the Trusted Agent (TA) when an employee who has been issued a CAC leaves the Company or transfers to another Program/Project. In the case of an employee who no longer works for the Company, the Company must collect the CAC and turn it over to the TA with-in 2 working days of the employee's departure (NOTE: This above process may change in the future once the SPAWAR Contractor Check Out Procedures are solidified, approved and implemented). In the case of an employee still retained by the company transferring to another Program/Project with-in SPAWAR, the company will notify the COR and the TA with-in 2 working days so the TA can transfer the TA responsibilities to the new TA vice revoking and issuing a new CAC

## 9.0 NAVY MARINE CORPS INTRANET (NMCI)

The nature of this task does not require Contractors to procure NMCI seats for personnel working at the Contractor's site.

## 10.0 ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) SECTION 508 ACCESSIBILITY STANDARDS DETERMINATION OF APPLICABILITY

This requirement has been reviewed and EIT is not applicable.

## 11.0 BEST PRACTICES

Work performed by the Contractor shall conform to command-level “Best Practices” principles incorporated in the following SPAWAR Program Manager’s Toolkit Acquisition Support Office Guides: (1) Acquisition Program Structure Guide; (2) Contract Management Process Guide; (3) Program Manager’s Handbook; (4) Scheduling Guide; (5) Systems Engineering Guide; (6) Technology Alignment Guide (7) and support the command wide implementation process.

## **12.0 PLACE OF PERFORMANCE**

The place of performance for efforts under this performance work statement shall be at Government facilities as designated by the COR in the San Diego, CA area, and in the Arlington, VA area.

## **13.0 CONTRACTOR EMPLOYEE TASKING**

The Government shall neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Procuring Contracting Officer (PCO) immediately.

The contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement. The contractor must maintain continuity between the support operations at San Diego, CA and the contractor's corporate offices.

## **14.0 EMPLOYEE IDENTIFICATION**

For all services provided by the Contractor under this PWS and associated Task Order, the Contractor's employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. Additionally, the Contractor's personnel shall appropriately identify themselves as Contractor employees in telephone conversations and in formal and informal written correspondence.

## **15.0 Travel**

Occasional travel in support of designated activities may be required.

It is estimated that 35 trips per year may be required for the completion of the deliverables for this Contract/Delivery Order. The estimated duration of the trips is five days each, to be

supported by one traveler for each trip. The location of these trips is to be determined, but is estimated to consist mainly of trips to Washington D.C.; Norfolk, VA; and Charleston, SC. Contractor is required to utilize the electronic Travel Request form (provided separately) for all required travel in support of this PWS. The request for all routine travel will be made by soft copy correspondence. All travel requests must be received by the COR NLT five working days in advance of travel date for final approval. Emergent Travel Requests identified within 3 days of the actual travel date must be approved by the COR verbally with Contractor providing the follow-up electronic Travel Request within 5 working days. The Travel Request shall include the following:

- Traveler's Name
- Name of specific Government Technical Lead requesting the travel
- Project Name associated to travel requirement
- Applicable PWS Para #
- Reason for travel
- Duration of travel
- Dates of travel
- Travel cost estimate
- Total travel spent to date
- Balance of authorized travel funding

### **15.1 Foreign Travel**

If foreign travel is required, the Contractor shall obtain the country specific briefing, required within 30 days of departure by contacting Code 8.33, (619) 524-2285, [SSC\\_fortrav@navy.mil](mailto:SSC_fortrav@navy.mil). A staff briefer will assist in obtaining a country briefing and necessary travel information.

### **16.0 Quality Assurance Surveillance Plan (QASP)**

Meet with the COR to review the Governments QASP grading criteria and surveillance requirements and responsibilities, and the contractor's Quality Control Program Plan for maintaining an acceptable quality level under the Contract/Delivery Order.

### **17.0 Initial Staffing Requirements**

Anticipated workload demand at start-up is expected to require 35 full time senior support staff, 58 mid-level full time support staff, and 41 Junior/Administrative level support staff. Some additional senior level and Mid-level support may be required to support anticipated emergent requirements on an as needed basis. This surge potential is accounted for and will be accomplished within contract ceiling.

### **18.0 Labor Hour Reporting (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 DoD via a secure data collection website – Enterprise-wide Contractor Manpower Reporting Application (eCMRA). 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://www.ecmra.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://www.ecmra.mil>.