

## CNIC C3P ASHORE SUPPORT

**Subject:** Navy Command, Control, Communications and Protection Ashore

### **Introduction:**

Commander Navy Installations Command (CNIC) is the Navy's single Installation Management Claimant (IMC) with core responsibility for providing uniform program, policy and funding for management and oversight of shore installation support for the fleet. In this capacity, CNIC is responsible for manning, training, and equipping Navy Regions and Installations with the appropriate resources and providing policy guidance to adequately provide for the safety and protection of the Fleet, Fighter and Family.

### **Scope:**

To assist CNIC in refining and achieving its vision of providing standardized Command, Control, Communications and Protection (C3P) Ashore in response to "all threats/all hazards" from pre-incident, through response, to recovery. This will be accomplished by assisting CNIC establish an official program of record which will ensure the ISC and all ROCs/EOCs are enabled with the means to achieve reliable, seamless, and timely flow of key information and also the policy guidance and authorities to execute assigned missions while supporting local, state, federal and military activities in the preparation for, response to, and recovery from any incident.

### **Services Required:**

Services under this contract include providing CNIC with Consulting and Advisory services in the following areas applicable to the shore enterprise C3P:

- Doctrine, Policy and Plans Development
- Antiterrorism (AT), Emergency Management (EM), Emergency Preparedness (EP), Force Protection (FP), Continuation of Operations (COOP) and other such areas that fall under the broader C2 umbrella
- Fleet readiness, to include Defense Readiness Reporting System—Navy

Assigned tasks may range from project management requirements to deliverables-based research and production tasks such as CONOPS, SOPs, TTPs, ORDERs, etc. Related functions may include analysis of proposed DOTMLPF solutions to ensure each supports CNIC's strategic vision and the Concept of Operations for the Navy Ashore Environment. Assigned activities under this task might include, but are not limited to, assisting CNIC with the development of DOTMLPF recommendations.

## CNIC C3P ASHORE SUPPORT

### **Assumptions:**

- The contractor will be afforded access to applicable websites and program software required to conduct assigned tasks, including NMCI access when required.
- Travel funds will be sufficient to support required out-of-area meetings, conferences, table top exercises, etc.

**Security Requirements.** The performance of tasks under this order may involve access/use of information up to Security Classification of SECRET. All classified matter shall be handled in accordance with the Basic Contract.

### **Key Personnel and Minimum Requirements:**

#### **Program Manager**

The individual must have at a minimum all of the following:

- a. a Secret clearance;
- b. a minimum of a Masters of Business Administration or a Masters Degree in one of the following disciplines: Emergency Management, Public Policy, Public Administration, Information Technology, or Engineering;
- c. a minimum of ten years experience in developing doctrine, policy, plans, and procedures and five years experience in the development and execution of communication strategies in a command and control environment;
- d. a minimum of two years experience in Defense Support of Civil Activities(DSCA), preferably related to Navy shore installations;
- e. recent relevant experience in the development of emergency management plans for either federal or state organizations;
- f. recent relevant experience with Joint Doctrine development; preferably Naval related;
- g. recent relevant experience in directing multiple simultaneous projects within DOD which include: planning group facilitations, studies, gap analyses, COA developments, documentation generation, briefings and in progress reviews;
- h. knowledge of DOD title 10 responsibilities and regulations; and
- i. at least 20 years of military service.

#### **TASK I Project Manager**

The individual must have at a minimum all of the following:

- a. a Secret clearance;

## CNIC C3P ASHORE SUPPORT

- b. a minimum of a Masters of Business Administration or a Masters Degree in one of the following disciplines: Public Policy, Public Administration, Information Technology, or Engineering;
- c. a minimum of ten years experience in developing doctrine, policy and plans in a command and control environment;
- d. recent relevant experience with Joint Doctrine development; preferably Naval related;
- e. recent relevant experience in directing a project within DOD which included: a study, gap analysis, COA development, documentation generation, briefings and in progress reviews;
- f. knowledge of DOD title 10 responsibilities and regulations; and
- g. at least 10 years of military service.

### **TASK II Project Manager**

The individual must have at a minimum all of the following:

- a. a Secret clearance;
- b. a minimum of a Masters of Business Administration or a Masters Degree in one of the following disciplines: Emergency Management, Public Policy, Public Administration, Information Technology, or Engineering;
- c. a minimum of five years experience in the development of emergency management plans for either federal or state organizations and five years experience in the development and execution of communication strategies;
- d. recent relevant experience in Defense Support of Civil Activities(DSCA) , preferably related to Navy shore installations;
- e. recent relevant experience in directing a project within DOD which included: planning group facilitation, documentation generation, briefings and in progress reviews;
- f. knowledge of DOD title 10 responsibilities and regulations; and
- g. at least 10 years of military service.

### **TASK II Software Engineer**

The individual must have at a minimum all of the following:

- a. a Secret clearance;
- b. a minimum of an Associates Degree in Computer Technology;
- c. a minimum of four years experience in design, development, testing, and evaluation of software for PC based systems.

### **TASK III Project Manager**

The individual must have at a minimum all of the following:

- a. a Secret clearance;

## CNIC C3P ASHORE SUPPORT

- b. a minimum of a Masters of Business Administration or a Masters Degree in the following disciplines: International Relations, Public Policy, Public Administration, or Engineering.
- c. a minimum of ten years experience in ten years experience in intelligence in a command and control environment;
- d. recent relevant experience in DOD intelligence, preferably Navy intelligence.
- e. experience in directing a project within DOD which included: a study, gap analysis, COA development, documentation generation, briefings and in progress reviews;
- f. knowledge of DOD title 10 responsibilities and regulations; and
- g. at least 10 years of military service.

### **TASK IV Project Manager**

The individual must have at a minimum all of the following:

- a. a Secret clearance;
- b. a minimum of a Masters of Business Administration or a Masters Degree in the following disciplines: Public Policy, Public Administration, Information Technology, or Engineering;
- c. a minimum of ten years experience in information management in a command and control environment;
- d. recent relevant experience in DOD information management, preferably Navy related;
- e. experience in directing a project within DOD which included: planning group facilitation, a study, gap analysis, COA development, documentation generation, briefings and in progress reviews;
- f. knowledge of DOD title 10 responsibilities and regulations; and
- g. at least 10 years of military service.

### **TASK IV Software Engineer**

The individual must have at a minimum all of the following:

- a. a Secret clearance;
- b. a minimum of an Associates Degree in Computer Technology; and
- c. a minimum of four years experience in design, development, testing, and evaluation of software for PC based systems.

### **TASK V Project Manager**

The individual must have at a minimum all of the following:

- a. a Secret clearance;

CNIC C3P ASHORE SUPPORT

- b. a minimum of a Masters of Business Administration or a Masters Degree in the following disciplines: Public Policy, Public Administration, Information Technology, or Engineering.
- c. a minimum of ten years experience in Navy doctrine, policy, plans and procedures in a command and control environment
- d. recent relevant experience in Sector Control Centers - Joint;
- e. experience in directing a project within DOD which included: planning group facilitation, a study, gap analysis, COA development, documentation generation, briefings and in progress reviews;
- f. knowledge of DOD title 10 responsibilities and regulations; and
- g. at least 10 years of military service.

## CNIC C3P ASHORE SUPPORT

### **TASK I--C3P ASHORE DOCTRINE, POLICY AND PLANS ARCHITECTURE:**

Contractor will provide services to CNIC N36 in support of their mission to develop, review, and revise doctrine, policies, and plans that enable CNIC to execute C3P ashore.

**1. Background:** Since the inception of CNIC's C3P Ashore program many documents have been developed and promulgated throughout the Navy ashore. There is no concise plan or architecture that shows the required doctrine, policy and plans for the execution of C3P Ashore and the authorities and responsibilities there in.

**2. Services:** Contractor will perform, but not be limited to, the following services.

- a. Provide a project manager with a masters degree and ten years experience in developing Navy doctrine, policy and plans in a command and control environment that will lead this task from inception to completion.
- b. Develop an over-arching C3P doctrine, policy and plans architecture for CNIC N36 using the Navy's standard doctrine, policy and planning procedures with strong linkages to NMETLs, DRRS-N, and DOTMLPF architecture. This architecture must show how authorities and responsibilities flow from doctrine to policy and then to plans. It must also define what documents have precedence over others.
- c. Support CNIC in the development and execution of doctrine, policy or plans workshops for CNIC and Regional Command (REGCOM) staffs to enable continued maturation of CNIC's C3P Ashore. This includes the planning and facilitation of Working Groups (WGs) to include deliverables for promulgation to the WG membership for each planned/ scheduled event, to include objectives, draft agenda and read aheads.
- d. Provide project plans and periodic reporting on project status to designated oversight personnel, as directed.

**3. Deliverables:** Specifically, KTR will prepare and deliver following:

1. Study: Conduct surveys, interviews and research to determine what doctrine, policy and plans are required for an ashore C3P program. Sources must include but are not limited to DOD, all the armed services, OPNAV, USFF, COMPACFLT, and CNE. Provide a report that shows all the requirements, needs and recommendations gathered during the study.
2. Gap Analysis: Analyze current CNIC documentation compared to the Study to determine gaps in CNIC's current documents architecture. Provide a report outlining the findings of the assessment and specific recommendations for improvement.

## CNIC C3P ASHORE SUPPORT

3. COA Development: Based on Study and Gap Analysis develop Courses of Action (COA) for the documentation architecture. Develop COA analysis, pros and cons, and recommendations.
4. Instruction: Develop and write a comprehensive Navy instruction that outlines the doctrine, policy and plan requirements for CNIC's C3P Ashore. The instruction should consider and follow Department of Navy, OPNAV, US Fleet Forces and COMPACFLT doctrine, policies, plans, and guidelines. The instruction should reflect, relevant standards and guidelines, relevant factors, roles and responsibilities of key individuals and organizations, along with any other information the Consultant may suggest. In addition, the instruction should identify revision or update requirements for each piece of doctrine, policy and plan.
5. Briefings: Prepare and deliver briefings at beginning, midpoint and on completion of tasks.
6. IPR Meetings: Prepare and conduct in-progress reviews monthly.

#### **4. Government/Contractor Furnished Facilities, Equipment and Information**

The contractor shall furnish the necessary personnel, incidental materials, facilities, travel, and other services required to perform the tasks.

The Government will provide information and access to uniquely available equipment and government owned applications/information required to accomplish task objectives.

Security Clearance Requirements. (Work on these tasks may require access to classified material and security Standard Operating Procedures (SOPs) and may result in the production of classified material).

#### **5. Task Manager**

The Contract Task Manager regarding these tasks is: LCDR Mike Kenney (202) 433-0281 Commander, Navy Installations Command 1325 10<sup>th</sup> Street SE, Washington, DC 20374.

The Government Technical Point of Contact regarding Task 1 is: Nora Field (202) 433-0353, Commander, Navy Installations Command 1325 10<sup>th</sup> Street SE, Washington, DC 20374.

#### **6. Period of Performance**

Expected completion date for this task is nine months from the date of task order award.

#### **7. Place of Performance**

## CNIC C3P ASHORE SUPPORT

Support by the contractor for this task will be provided from the contractor's facilities. When required, the contractor will provide reports and briefs at the government site. When required, the contractor will travel to associated CNIC facilities or commands throughout the world.

## CNIC C3P ASHORE SUPPORT

**TASK II –C3P ASHORE ALL-HAZARDS PLANNING:** Contractor will provide services to CNIC N36 in support of their mission to review and revise plans and procedures that enable CNIC to execute C3P ashore.

**1. Background:** The CONUS All-Hazards Plan (AHP) effort is aligned to the CNIC initiative to integrate the Shore Force response to emergencies and ties in closely with the C3P Ashore Concept of Operations, the ROC Standing Operating Procedures (SOP), and Continuity of Operations, REGCOM Emergency Management, and Anti-Terrorism planning. Although the AHP is complete, further refinement is needed to make it a useful crisis management tool throughout the enterprise. First, the AHP must be readily accessible and useable over the internet. Second, all navy personnel and their families must understand the AHP and how they fit into it. Finally, continued creation of more unique Hazard Specific Annexes and decision support tools associated with each hazard must be completed. CNIC N36 led the initial development the AHP Hazard Specific Annexes by conducting a series of working group meetings that initially focused on cross-functional responsibilities and then evolved into Operational Planning Group (OPG) meetings with expanded USFF, CNIC/other Echelon II partners and REGCOM N3/Emergency Management representation. More OPG's must be conducted to further refine more potential hazards.

**2. Services:** Contractor will perform, but not be limited to, the following services.

- a. Provide a project manager that will lead this task from inception to completion with a masters degree and five years experience in the development of emergency management plans for either federal or state organizations and five years experience in the development and execution of communication strategies. In addition, the contractor will provide IT technical support to the project manager for any related software needs.
- b. Convert the AHP from a standard document to a user friendly web-based tool that can be easily accessed and tailored to the needs of the individual. The AHP should be able to function in conjunction with or within CNIC's C4I suite.
- c. Implement and execute a communication strategy to inform all Navy personnel and families of the AHP and each person's role in executing it.
- d. Develop web based Hazard-Specific Annexes, Global Shore Capability Matrices/Databases, Decision-Support Checklists, and other decision support tools as directed. Information must be placed in searchable databases accessible by the C4I suite that can be linked to DRRS-N. Also, the annexes, databases, and checklists must be compliant with JOPES planning requirements as well as the National Incident Management System (NIMS) and the National Response Framework (NRF).
- e. Support the development and execution of workshops and training for CNIC and Regional Command (REGCOM) staffs to enable continued

## CNIC C3P ASHORE SUPPORT

maturation of CNIC's C3P Ashore. This includes the planning and facilitation of Operational Planning Group (OPG) TTX (Table Top Exercises) related to the continued development and maturation of the AHP. Six OPG sessions will be conducted for one scenario each. The first two OPG sessions will cover response protocols to an influenza pandemic and a terrorism incident. Support includes but not limited to the facilitation of each OPG and promulgation of correspondence and documents to the OPG membership for each meeting.

- f. Support the Incident Management System (IMS) Implementation Working Group through the application of the AHP Global Shore Capability Matrices (GSCMs) including the development and implementation of a process for capabilities documentation based on FEMA Resource Typing.
- g. If needed, make changes or improvements to the AHP.

### **3. Deliverables:**

1. AHP Conversion: Develop, test, and execute a web based AHP that is compatible with CNIC's C4I Suite.
2. Communication Strategy: Develop, implement and execute a communication strategy focused on the educating all Navy personnel and families on their individual role in the execution of the AHP.
3. Hazard Specific Annexes: Convert the existing four hazard specific annexes to a web based tool that is compatible with CNIC's C4I suite. Also, develop, test, and execute at least six new web based hazard specific annexes that are compatible with CNIC's C4I Suite. New annexes will address but not limited to pandemic influenza, terrorist incidents, power grid failure, etc.
4. Global Shore Capability Matrices/Databases: Develop, test, and execute at a minimum 10 web based Global Shore Capability matrices/databases that support the any of the AHP annexes and are compatible with CNIC's C4I Suite.
5. Decision Support Checklists: Develop, test, and execute 30 web based decision support checklists that support the any of the AHP annexes and are compatible with CNIC's C4I Suite.
6. Operational Planning Groups: Develop and execute six workshops that will gather the key personnel within CNIC and key external partners to develop response protocols to a given hazard. The first two OPG's will discuss response to an influenza pandemic and a terrorism incident. The outputs of the workshops will produce templates for the required hazard specific annexes, global shore capability matrices/databases, and decision support checklists.

## CNIC C3P ASHORE SUPPORT

7. Briefings: Prepare and deliver briefings at beginning, midpoint and on completion of tasks.
8. IPR Meetings: Prepare and conduct in-progress reviews monthly.

#### **4. Government/Contractor Furnished Facilities, Equipment and Information**

The contractor shall furnish the necessary personnel, incidental materials, facilities, travel, and other services required to perform the tasks.

The Government will provide information and access to uniquely available equipment and government owned applications/information required to accomplish task objectives.

Security Clearance Requirements. (Work on these tasks may require access to classified material and security Standard Operating Procedures (SOPs) and may result in the production of classified material).

#### **5. Task Manager**

The Contract Task Manager regarding these tasks is: LCDR Mike Kenney (202) 433-0281 Commander, Navy Installations Command 1325 10<sup>th</sup> Street SE, Washington, DC 20374.

The Government Technical Point of Contact regarding Task 2 is: Nora Field (202) 433-0353, Commander, Navy Installations Command 1325 10<sup>th</sup> Street SE, Washington, DC 20374.

#### **6. Period of Performance**

The completion date for this task is twelve months from the date of task order award.

#### **7. Place of Performance**

Support by the contractor for this task will be provided from the contractor's facilities. When required, the contractor will provide reports and briefs at the government site. When required, the contractor will travel to associated CNIC facilities or commands throughout the world.

## CNIC C3P ASHORE SUPPORT

**TASK III--C3P ASHORE INTELLIGENCE:** Contractor will provide services to CNIC N36 in support of their mission to review and revise plans and procedures that enable CNIC to execute C3P ashore.

**1. Background:** During day-to-day and crisis operations CNIC and Navy Region decision-makers need to know not only how the civilian infrastructure (i.e. highways, bridges, seaports, airports, etc.) will affect Navy Command, Control and Protection Ashore but also how the civilian infrastructure affects the Navy's ability to give aid and support to an affect area. An "intelligence preparation of the environment" (IPE) capability for planning, response, recovery and restoration activities before, during and after a disaster or incident in CONUS will provide CNIC and Navy Region decision-makers the ability to allocate resources efficiently. CNIC's vision is a cell that provides collection, fusion, analysis and production to provide CNIC and Regional Commanders with current analyzed and fused information products and analysis on infrastructure, civilian activities, weather, geodesy and mapping, overhead photography and other information. N00's vision can be interpreted to include pre-incident and post-incident development of a "common operating picture" of installations.

The emerging concept is for Ashore Intelligence (N3I) to first build pre-incident "foundational" databases and books on installations and civilian support infrastructure information such as infrastructure and aerial photography. When an incident occurs, CNIC N3I will rapidly compile estimates: a comparative "post-incident" analysis decision-makers can use to determine scope and scale of damage describing the effects of the incident on infrastructure. Such information will enable anticipation of support required. N3I will "pull" information and intelligence products from various intelligence and government agencies (and their EOCs) rather than trying to create or collect information that may already exist. For example, agencies with needed information might be: DHS, FEMA, DOT, DHHS, DIA, NGA, CIA, NSA, State and local government EOCs and emergency planners, BUMED, NAVFAC, NEPLOs, and CONUS Navy Region ROCs.

NCIS (while commonly, but erroneously, seen as CNIC's intelligence source, NCIS MTAC provides intelligence limited to pre-incident terrorist, criminal, foreign and counter-intelligence threat and warning information. NCIS does not provide post-incident installation or infrastructure intelligence except within its defined scope).

**2. Services:** Contractor will perform, but not be limited to, the following services.

- a. Provide a project manager with a masters degree and ten years experience in intelligence in a command and control environment that will lead this task from inception to completion.

## CNIC C3P ASHORE SUPPORT

b. Support development and initiation of CNIC N3I (Intelligence) and Region cell(s) for “intelligence preparation of the environment”, including requirements determination, gap analysis, concept development, concept of operations (CONOPS) development, briefings, and on-going support for collection, fusion, analysis, and production of intelligence estimates, and liaison with other “intelligence” agencies. Coordinate with NCIS and other intelligence agencies for information to support CNIC and Regional Commanders.

c. Open-source intelligence (OSINT), operations security (OPSEC), Geographic Information Systems (GIS), collaborative tools and traditional concepts of the intelligence cycle, intelligence preparation of the battlefield (IPB), critical information requirements (CIRs), and requests for information (RFIs) will be considered as sources to build and maintain pre- and post-incident databases of information products.

### **3. Deliverables:** Specifically, KTR will prepare and deliver following:

1. Requirements Study: Conduct surveys, interviews and research to determine what information and IPE is needed by N00, CNIC, N-Codes, CONUS Navy Regions, and other Echelon II and III commands as decision-support materials. Provide a report that shows all the requirements gathered during the study.
2. Gap Analysis: Analyze current CNIC capabilities compared to requirements determined in the Requirements Study to determine gaps in CNIC’s capability for IPE. Provide a report outlining the findings of the assessment and specific recommendations for improvement.
3. COA Development: Based on Requirements Study and Gap Analysis develop Courses of Action for: 1) Personnel staffing (using input from Captain Steve Grover’s study of use of Navy Reservists for staffing CNIC N3I cell); 2) Training; 3) Functions of N3I; and, 4) Sources of Information. Develop COA analysis, pros and cons, and recommendations.
4. CONOPS: Develop and write a comprehensive high-level Concept of Operations (CONOPS) to support establishment and execution of a CNIC IPE capability. CONOPS should reflect best practices, relevant standards and guidelines, relevant factors, roles and responsibilities of key individuals and organizations, along with any other information the Consultant may suggest. CONOPS should include consideration of DoD Intelligence Oversight Guidelines, US NORTHCOM, and Department of Navy, OPNAV, and US Fleet Forces policies, guidelines, capabilities, and activities.

## CNIC C3P ASHORE SUPPORT

5. Briefings: Prepare and deliver briefings at beginning, midpoint and on completion of tasks.

6. IPR Meetings: Prepare and conduct in-progress reviews monthly.

#### **4. Government/Contractor Furnished Facilities, Equipment and Information**

The contractor shall furnish the necessary personnel, incidental materials, facilities, travel, and other services required to perform the tasks.

The Government will provide information and access to uniquely available equipment and government owned applications/information required to accomplish task objectives.

Security Clearance Requirements. (Work on these tasks may require access to classified material and security Standard Operating Procedures (SOPs) and may result in the production of classified material).

#### **5. Task Manager**

The Contract Task Manager regarding these tasks is: LCDR Mike Kenney (202) 433-0281 Commander, Navy Installations Command 1325 10<sup>th</sup> Street SE, Washington, DC 20374.

The Government Technical Point of Contact regarding Task 3 is:

Nora Field (202) 433-0353, Commander, Navy Installations Command 1325 10<sup>th</sup> Street SE, Washington, DC 20374.

#### **6. Period of Performance**

The completion date for this task is six months from the date of task order award.

#### **7. Place of Performance**

Support by the contractor for this task will be provided from the contractor's facilities. When required, the contractor will provide reports and briefs at the government site. When required, the contractor will travel to associated Ashore Intelligence facilities or commands throughout the world.

## CNIC C3P ASHORE SUPPORT

**TASK IV: C3P ASHORE C4I MANAGEMENT BOARDS** Contractor will provide services to CNIC N36 in support of their mission to execute C3P Ashore via C4I.

1. **Background:** During day-to-day and crisis operations CNIC and Navy Region decision-makers utilize CNIC's C4I suite to manage information throughout the Navy's Shore Enterprise. Currently, there are no official or documented business rules or standards for the C4I suite. Two management boards are needed to continue to operate the C4I suite. The first board is the Policy Standards Board which is needed to identify operational intent and develop overarching policy, desired features, and interoperability. The second board is the Configuration Control Board which is needed to capture all the best practices on C4I and standardize its use in order to maximize C4I's ability to pass critical information quickly.

2. **Services:** Contractor will perform, but not be limited to, the following services.

a. Provide a project manager with a masters degree and ten years experience in information management in a command and control environment that will lead this task from inception to completion.

b. Support the development and management of a CNIC C4I Policy Standards Board and the Configuration Control Board, including board meeting facilitation, .

c. Study, analyze, and recommend standard C4I policy, plans, procedures, and configuration with certain areas that can be customized for individual commander preferences. Consider interoperability with NIMS ICS, Previstar, PSNET, SMS, and MHS-OPS.

d. Develop a comprehensive web based user's guide with checklists that acts as a simple operations manual for C4I.

3. **Deliverables:** Specifically, KTR will prepare and deliver following:

1. Policy Standards Board: Facilitate the quarterly meetings with all the required support from the development of the agenda to the production of the meeting minutes and action items

2. Configuration Control Board: Facilitate the quarterly meetings with all the required support from the development of the agenda to the production of the meeting minutes and action items.

3. Requirements Study: Conduct surveys, interviews and research to determine what information is needed in C4I by N00, CNIC, N-Codes,

## CNIC C3P ASHORE SUPPORT

CONUS Navy Regions, fleet commanders and other Echelon II and III commands as decision-support materials. Consider integration with other programs such as MHS-OPS, SMS, and ELMRs. Provide a report that shows all the requirements gathered during the study.

4. Gap Analysis: Analyze current CNIC C4I capabilities compared to requirements determined in the Requirements Study to determine gaps in CNIC's C4I capability. Provide a report outlining the findings of the assessment and specific recommendations for improvement.
5. COA Development: Based on Requirements Study and Gap Analysis develop Courses of Action. Develop COA analysis, pros and cons, and recommendations.
6. C4I Standard Operating Procedure (SOP): Develop and write a comprehensive SOP to support the operation of CNIC's C4I suite. Incorporate the SOP into C4I to ensure ease of accessibility while using C4I. The SOP should reflect Commander's Intent and vision, system requirements, relevant standards and guidelines, relevant factors, roles and responsibilities of key individuals and organizations, along with any other information the Contractor may suggest. The SOP should include consideration of DoD Command, Control and Communications Guidelines, US NORTHCOM, and Department of Navy, OPNAV, and US Fleet Forces policies, guidelines, capabilities, and activities.
7. C4I Users guide: Develop and write a comprehensive users guide to support the standard operation of CNIC's C4I suite. Incorporate the user guide into C4I to ensure ease of accessibility while using C4I. The user guide should reflect best practices, relevant standards and guidelines, relevant factors, roles and responsibilities of key individuals and organizations, along with any other information the Contractor may suggest. The user guide should include consideration of DoD Command, Control and Communications Guidelines, US NORTHCOM, and Department of Navy, OPNAV, and US Fleet Forces policies, guidelines, capabilities, and activities.
8. Briefings: Prepare and deliver briefings at beginning, midpoint and on completion of tasks.
9. IPR Meetings: Prepare and conduct in-progress reviews monthly.

#### **4. Government/Contractor Furnished Facilities, Equipment and Information**

The contractor shall furnish the necessary personnel, incidental materials, facilities, travel, and other services required to perform the tasks.

## CNIC C3P ASHORE SUPPORT

The Government will provide information and access to uniquely available equipment and government owned applications/information required to accomplish task objectives.

Security Clearance Requirements. (Work on these tasks may require access to classified material and security Standard Operating Procedures (SOPs) and may result in the production of classified material).

### **5. Task Manager**

The Contract Task Manager regarding these tasks is: LCDR Mike Kenney (202) 433-0281 Commander, Navy Installations Command 1325 10<sup>th</sup> Street SE, Washington, DC 20374.

The Government Technical Point of Contact regarding Task 4 is: Nora Field (202) 433-0353, Commander, Navy Installations Command 1325 10<sup>th</sup> Street SE, Washington, DC 20374.

### **6. Period of Performance**

The completion date for this task is twelve months from the date of task order award.

### **7. Place of Performance**

Support by the contractor for this task will be provided from the contractor's facilities. When required, the contractor will provide reports and briefs at the government site. When required, the contractor will travel to associated CNIC C4I facilities or commands throughout the world.

## CNIC C3P ASHORE SUPPORT

### **TASK V: C3P ASHORE SECTOR CONTROL CENTER JOINT PLANNING:**

Contractor will provide services to CNIC N36 in support of their mission to ensure plans and operations are integrated between the Navy and Coast Guard within each Sector Control Center Joint (SCC-J).

**1. Background:** The establishment of the SCC-Js created two joint working groups that review, develop and implement doctrine, plans and procedures for the SCC-Js. The two working groups are the Requirements Working Group (RWG) and Design Working Group (DWG). The RWG is charged with establishing doctrine, capability requirements, command relationships, staffing requirements, qualification requirements, and training requirements. The DWG is charged with establishing systems solutions, facility designs, interoperable networks and communications, and costs for construction, operation, maintenance and staffing of SCC-Js. These two groups require planning support in order to meet the intent of their missions.

**2. Services:** Contractor will perform, but not be limited to, the following services.

- a. Provide a project manager that will lead this task from inception to completion with a masters degree and ten years experience in Navy doctrine, policy, plans and procedures in a command and control environment.
- b. Support the management of the two working groups (RWG & DWG).
- c. When directed, develop doctrine, plans and procedures for the RWG and DWG.

**3. Deliverables:** Specifically, KTR will prepare and deliver following:

1. Requirements Working Group(RWG): Participate in the management of the RWG by providing routine guidance and recommendations on the issues discussed within the RWG. Facilitate monthly meetings with all the required support from the development of the agenda to the production of the meeting minutes and action items. Meeting formats can range from phone teleconferences to multi-day off site conferences. Develop the doctrine, plans and procedures the RWG determines are required.
2. Design Working Group(DWG): Participate in the management of the DWG by providing routine guidance and recommendations on the issues discussed within the DWG. Facilitate monthly meetings with all the required support from the development of the agenda to the production of the meeting minutes and action items. Meeting formats can range from

## CNIC C3P ASHORE SUPPORT

phone teleconferences to multi-day off site conferences. Develop the doctrine, plans and procedures the DWG determines are required.

3. Briefings: Prepare and deliver briefings at beginning, midpoint and on completion of tasks.
4. IPR Meetings: Prepare and conduct in-progress reviews monthly.

#### **4. Government/Contractor Furnished Facilities, Equipment and Information**

The contractor shall furnish the necessary personnel, incidental materials, facilities, travel, and other services required to perform the tasks.

The Government will provide information and access to uniquely available equipment and government owned applications/information required to accomplish task objectives.

Security Clearance Requirements. (Work on these tasks may require access to classified material and security Standard Operating Procedures (SOPs) and may result in the production of classified material).

#### **5. Task Manager**

The Contract Task Manager regarding these tasks is: LCDR Mike Kenney (202) 433-0281 Commander, Navy Installations Command 1325 10<sup>th</sup> Street SE, Washington, DC 20374.

The Government Technical Point of Contact regarding Task 4 is: Nora Field (202) 433-0353, Commander, Navy Installations Command 1325 10<sup>th</sup> Street SE, Washington, DC 20374.

#### **6. Period of Performance**

The completion date for this task is twelve months from the date of task order award.

#### **7. Place of Performance**

Support by the contractor for this task will be provided from the contractor's facilities. When required, the contractor will provide reports and briefs at the government site. When required, the contractor will travel to associated SCC-J facilities or commands throughout the world.