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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Performance Based Statement of Work
for
Support Division Core Support

1. **INTRODUCTION.** This Performance Work Statement (PWS) specifies the tasks to be performed, deliverables to be provided and performance objectives to be met in support of the U.S. Joint Forces Command (USJFCOM), Joint Enabling Capabilities Command (JECC). Required tasks include analytical, logistical, technical, and managerial support services to enhance execution of U.S. Joint Forces Command's mission.

2. **BACKGROUND.** The U.S. Joint Forces Command (USJFCOM) Joint Enabling Capabilities Command employs, manages and develops current and future USJFCOM Joint Enabling Capabilities (JEC) for Global Response Force execution and other tasks. On order, deploy USJFCOM JEC and other capabilities as directed to enhance Joint Force Command and Control.

3. **SCOPE.** The contractor shall provide non-personal support services to the JECC to maintain the administrative, logistic and operational readiness of members of the JECC, its subordinate JECs and their Active and Reserve Component and Civilian personnel.

4. **APPLICABLE DOCUMENTS.**

SECNAVINST 5211.5E, "Department of the Navy (DON) Privacy Program"

CJCSI 5760.01, "Records Management Policy for the Joint Staff and Combatant Command"

CJCSM 5760.01, "Records Management Manual: Volume I -Procedures and Volume II -Disposition Manual"

USJFCOMD 5025.1 "Directives System Policy"

USJFCOM 5025.1-M "Directives System Manual"

JECC Memo 1-08 "Baseline Joint Enabling Capabilities Individual Equipment List"

JECC Memo 06909 "Joint Enabling Capabilities Command Deployability Standards"

JECC Readiness SOP

JDT IT Kit Equipment List

5. **REQUIREMENTS.** The contractor shall provide support services to JECC with the capability to meet both existing and emerging requirements. Specific tasks are:

5.1. **Reception and Integration (R&I) of New Personnel into the JECC.** The contractor will coordinate all aspects and actions necessary to implement and maintain an efficient and effective R&I Program at the JECC.

5.1.1. **Assist in the selection Process.** Monitor, track, and respond to application submissions (via website provided by JECC), where applicants can apply or send requests for information. Notify ineligible applicants in accordance with internal business processes. Process and monitor applicant packets as appropriate to validate Service qualifications and deployment standards. Prepare a written conditional offer of assignment for each applicant approved for assignment to the JECC. Provide a monthly Executive Summary for the JECC Commander on the number of applications, status in the

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selection process, and status of conditional offers. Make change recommendations to existing internal business processes based on agreements with Services and their assignment processes.

5.1.2. Reception and Integration (R&I). Assist in the management of the JECC R&I process to ensure that each new person is completely checked-in and integrated into the JECC within 3 or more days as prescribed by TA. Manage the JECC Sponsorship program ensuring sponsors are assigned and sponsorship letters received. Focus check-in processes to focus individuals upon becoming deployable. Manage the New Comers brief and schedule Knowledge Management training. Develop and document changes to the check-in process and its business rules.

5.2. Supporting JECC Military Administrative and Personnel Effectiveness. The contractor will coordinate all aspects and actions necessary to ensure that JECC Administrative and Personnel Effectiveness remain within allowable standards.

5.2.1. Reserve Support. . Support the JDT Leadership place Reserve Component personnel on orders through liaison with the Service Reserve Component Commands. Keep Support Davison informed so they can process appropriate Requests for Orders (RFOs). Coordinate the alignment of Reserve Component RPA and MPA funding to support operations and training requirements, informing Support Division of the annual plan. Publish the FY11 Unit Training Assembly / Drill schedule for JECC Reservists. Plan, coordinate, and, when directed, support execution of a Reserve Component (RC) tabletop exercise in Q1 FY11 to revalidate rapidly bringing members of the JECC's RC (known as RC126) on active duty. Build and maintain a Reserve Mandays and Cost Tracking tool, and track Reserve orders requests to ensure they are processed in time to meet their requirement and the needs of the JECC and individual while executing the Reserve Budget Plan. Monitor usage of RC funds designated for pre-deployment readiness, employment, and operational support. Prepare and submit draft annual budget requirements (travel, ammunition, ADT, schools, etc.) based on yearly JECC training plans and RC training schedules. Identify requirements and justify requests for supplies and services. Provide a monthly budget status report to JECC Business Manager (BM). Support the Joint Deployable Teams review, update and document RC-126 administrative policies and procedures

5.2.2. Evaluations Procedures. Provide an effective Service performance management tracking system that ensures that individuals' performance reports are processed on time. Manage the Rating Scheme for the JECC Commander and subordinates. Provide the Support Division Chief a monthly status report of all performance evaluations late, due, and upcoming. Ensure the quality and timely delivery of evaluation reports to Service contacts. Note to Support Division (SD) management any performance evaluation that is not progressing. Maintain the Administrative Electronic Staff Summary Sheet for evaluation, awards and correspondence to include maintenance of the Support Division Page and IG page. Ensure training is given so the individual is current on all web designs and program.

5.2.3. Leave. Administer the JECC Military leave program to ensure that individuals know their leave is approved, Services and administrative agencies are properly notified, and the individual's absence is properly recorded in JECC muster or other reports.

5.2.4. JECC Manpower. Align personnel with billets on the UMD and ensure they are properly reflected on the JTD and JTMD and associated systems like eJMAPS. Manage incumbent personnel affected by changes in JTD or JTMD structure. Provide PPD advice on draft JTD and JTMD structural, grade or MOS changes. Develop and help execute a plan for the JECC to achieve 80% or better manning. Realign personnel to billets changed with the Joint Deployable Team manning study. Ensure the JDAL is submitted annually per Joint Staff policy. Provide expert support in the development and revision of military and civilian position descriptions such that these documents properly justify the grade and expertise required for each position by the organization's structure. Assist in reshaping of the organization in response to changing operational and staff support requirements. Facilitate the hiring process by coordinating with human resources offices, supporting the forming and conduct of hiring panels, and assisting with the integration of newly-hired personnel.

5.2.5. Records Management and Correspondence. Manage JECC records and correspondence such that documents and records are always locatable, staffed in a timely manner and complies with USJFCOM's Directives System Policy, Directives System Manual and templates as well as the Department of the Navy Privacy Program and Joint Staff Records Management policy and procedures.

5.2.6. Maintain Standard Labor Data Collection and Distribution Application (SLDCADA) timekeeping system. Administer JECC SLDCADA accounts, provide training and help desk support to ensure that JECC personnel can properly log their time against the correct projects and their supervisors can approve logged time.

5.2.7. Other tasks. Provide customer service, general administrative, and personnel management. Collect and

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distribute mail and other correspondence. Maintain personnel files, create, and manage correspondence; and manage visitors. Support deployability processing for all new individuals and as required for operational support.

5.2.8. Reserve Component Exercise and Deployment Order Processing. Ensure that Reserve Component personnel entering the alert window have Requests for Orders (RFOs) submitted to the Services via JDT Chief per the Request for Reserve Travel Orders SOP, and the Service Reserve Commands provide orders per the Readiness SOP Assumption timelines.

5.2.9. Pre-deployment and Re-deployment Actions. Submit Country / Theater Request via Aircraft and Personnel Automated Clearance System (APACS). Ensure request is validated. Generate and manage requests through approval. Ensure IRIS database reflects deployment status of all personnel. Coordinate deployment and redeployment Service specific pay and allowance support with affected personnel.

5.3 Analytical and Managerial Support. Provide analytical and managerial support to JECC. Perform a wide range of integrated functions in direct support of the command mission, goals, and objectives.

5.3.1 Develop, prepare, and make recommendations to the JECC on meeting these policy requirements. Provide input for Management Internal Control (MIC) Studies and IG Inspections.

5.3.2 Joint Deployment Team Support. Provide management support to the Joint Deployable Team (JDT) to build JDT IT Deployable Kit. Maintain its inventory status, maintain the equipment to support the RSOP, pack the IT equipment for deployment, and recover from deployment. Provide exercise and deployment related preparation and training. Provide set-up, packaging and basic operation training on the suite.

5.3.3 IT Acquisition and Management Support, procurement of IT equipment in support of JECC requirements.

5.3.3.1 In-garrison JDT Deployment. Ensure procurements are processed per JECC acquisition procedures. Provide timely and accurate administrative reporting. Ensure market research is adequate and in accordance with JECC standards. Prepare data inputs for the IT Requirements Request (IRR) and IT Maintenance Request (IMR). All acquisition documentation is adequately justified and supported to allow procurements to proceed as scheduled.

5.3.3.2 Receive, process and deliver procurement items to customers.

5.3.4 Provide Technical Audio Visual (AV) and Video Teleconferencing (VTC) support services. Facilitate JECC meetings and VTC's as requested.

5.3.4.1 Ensure meetings which require VTC are properly identified and preparations are made prior to meeting start. Ensure meeting requests are processed timely, accurately and completed satisfactorily.

5.3.4.2 Manage VTC equipment, operations and perform operations maintenance and support duties for VTC, A/V, and distributions systems.

5.4 The contractor is responsible for supporting all aspects and administrative actions required to ensure the efficient and effective operation of the business process support and management process technical support services to JECC Business Office. Support studies, evaluate external resource requests, develop tracking processes for action items and tasking, participate in and arrange meetings and briefings, de-conflict schedules, and monitor the communication flow of information to the commander and staff as required. Develop and prepare multiple reports, documents, standard operating procedures, memoranda of agreements, and command instructions and/or policy papers. Prepare documentation and reports in accordance with established policies, procedures, or regulations. Draft professional quality Information and Point Papers, and Executive Summaries (EXSUM). Prepare and conduct high-level briefings. At a minimum, the contractor shall provide support, as outlined below.

5.4.1 Business Management Support. Improve existing and develop new SD processes to capture and analyze business elements of the Division's strategic planning processes making recommendations for changes to the senior leadership. Refine existing and develop new quantitative tools to monitor the progress of Business Management Branch (BMB) operations providing reproducible data and information for the decision makers. Develop new and novel procedures and processes to capture and analyze the business aspects of emergent issues in the changing business

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environment.

5.4.1.1 Document the improvement in the JECC Business Office Guidelines (BOG).

5.4.1.2 Draft and provide input for the budget and finance aspects of Command Plans, Commander's Guidance Memoranda, and other guidance documents.

5.4.1.3 Support development of the Quarterly Business Review and make recommendations for continuous improvement of the product.

5.4.1.4 Make recommendations on the data collection, analysis, and presentation processes for the JECC's budgetary actions.

5.4.1.5 Develop and coordinate the Business Management Branch Training Program.

5.4.2 Supporting JECC Managers' Internal Controls (MIC) Program Effectiveness. Refine existing and develop new procedures to analyze the efficiency of the existing JECC's Managers' Internal Controls (MIC) program. Develop new and novel tools to capture and analyze MIC process data. Refine existing and develop new processes and procedures to capture literature research to ensure that all recommendations comply with governing guidance and external compliance requirements such as Federal Managers Financial Integrity Act (FMFIA), Office of Management & Budget (OMB), DoD, and the USJFCOMINST 5010.1. Refine process data collection and analysis tools, procedures, and structures to identify areas of potential improvement within JECC to make the command a high-performance organization using Lean/Six Sigma and other tools. Support implementation of recommendations for cross divisional collaboration and cooperation to improve the identified areas developing monitoring tools to ensure continuous process improvement. Refine and update administrative audit procedures and improve standardized format analytical reports to support the JECC Business Manager, the SD Chief, and the senior leadership to determine appropriate organizational changes or corrective actions. Support the JECC Business Manager in the preparations for biennial inspections by the Inspector General under the auspices of the MIC Program. Develop and standardize procedures to prepare the Command for the inspection. Develop and present plans of action and milestones (POA&M), status briefings, and other documents required by the Business Manager to inform the senior leadership and document Command preparation and readiness for inspection.

5.4.2.1 Develop standard procedures for implementation of directorate-wide best business management processes.

5.4.2.2 Collect data and draft the Command's Annual Statement of Assurance for signature by the Commander.

5.4.2.3 Develop the MIC training Plan and provide training annually to Assessable Unit Managers (AUM)

5.4.2.4 Develop plans and briefings for the preparations and execution of all aspects of the JECC's biennial IG Inspections

5.4.2.5 Design and develop procedures to analyze the efficiency of the existing JECC and its subordinate units (JPASE, JCSE, and others). Based on data collection and analysis procedures provide recommendations on how to improve the "As-Is" MIC processes.

5.4.2.6 Develop MIC program procedures; coordinate/ perform self assessments, risk assessments, and risk mitigation plans and maintain auditable records of MIC processes, procedures, and other requirements.

5.4.2.7 Execute the MIC program per OMB Circular A-23, DoD and USJFCOM instructions, and JECC Administrative Instruction. Develop 5-Year and Annual plans, and conduct quarterly assessments.

5.4.3 Division Support. Provide direct administrative support to the SD Chief and Deputy coordinating meetings, calendars, developing agendas, and capturing division/branch action items. Coordinate submission of the SD inputs for the weekly Smartbook. Coordinate updates and submission of SD inputs for the JECC CDR's Monthly Update.

5.4.3.1 Collect information and draft the weekly Smartbook input for the Support Division.

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5.4.3.2 Coordinate weekly Support Division Staff Meetings including development of agendas and production of action items.

5.4.3.3 Coordinate Support Division Lean Six Sigma (LSS) initiatives.

5.4.3.4 Collect information and draft the weekly Smartbook input for the Support Division.

5.4.3.4 Monitor and modify the SD inputs to the JECC CDR's Updates

5.4.4 Provide in-garrison procurement support.

5.4.4.1 Review and recommend improvements in JECC procurement procedures.

5.4.4.2 Route approved GCPC packages to Cardholders (CH) for purchase and monitor card purchase. Report delays and discrepancies and make recommendation for corrective actions.

5.4.4.3 Maintain Purchase Commitment File by logging planned purchases

5.4.4.4 Process and track Funding Document Requests (FDR) released by JECC.

5.4.4.5 Respond to requests and provide direct assistance to customers in drafting required procurement related documents. Conduct Market Research (MR) and draft MR documents. Draft Limited Source Justification & Sole Source documents.

5.4.5 Provide project management support for Support Division and JECC Business Office.

5.4.5.1 Maintain Business Office Electronic Staff Summary Sheets (ESSS) routing system. Update the system annually.

5.4.5.2 Collect cost data and complete monthly Overseas Contingency Operations (OCO) Report

5.4.5.3 Support Business Office Budget Analysts in maintaining records for expenditure tracking, including the records contained in the Aged Document File (three (3) years and older).

5.4.5.4 Download, generate, or develop finance and budgetary reports from DOD legacy systems, USJFCOM J02F, and JECC internal systems (i.e. FastData, Wide Area Work Flow, Consolidated Omnibus Budget Reconciliation Act (COBRA), Fast Access, and others) in a scheduled cycle or on demand.

5.5. Logistics Management. The contractor is responsible for supporting all aspects and logistical actions required to ensure the efficient and effective operation of the JECC and RJP. At a minimum, the contractor shall provide logistical, contingency support, and management technical support, as outlined below.

5.5.1. Logistics Plans. Ensure that the RJP can deploy per the Outload Sequence. Provide plans and material estimates, coordinate logistic activities, develop Courses of Action, make recommendations on the best course of action, and provide any other expert actions, coordination, oversight or advice to ensure JECC and RJP mission success.

5.5.2. Facilities Support. Provide Suffolk, VA facilities support that ensures efficient, effective and economical day-to-day operation of the JECC and during crisis deployment operations. Develop and execute facilities management and improvement plan. Assure maintenance and improvement of work spaces in order to create a model working environment that enhances and advances JECC operational capabilities. Ensure that facilities related issues are addressed and resolved in a timely manner with minimal impact to customer work flow. Integrate and align personnel and resources to achieve planned projects and remedy ad-hoc requirements that arise. Provide guidance, and coordination to ensure continuity of operations. Allocate spaces; coordinate logistics and material repair activities; and provide set-up and tear down for various activities to ensure logistics operations support the requirements and mission of the JECC.

5.5.3. Equipment Support Management. Ensure RJP personnel are properly equipped per the JECC Individual

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Equipment List. Through liaison with supporting agencies and tracking, ensure each individual receives their equipment and it is returned to the issuing facility before individuals check-out. Ensure missing, lost, or stolen equipment is reported to management.

5.5.4 Transportation Scheduling: Contractor will Support JFCOM JECC by coordinating with government and commercial carriers to facilitate scheduling of ground transportation for movement of personnel, equipment and cargo. Ensure personnel, equipment and cargo is transported in support of movement plans to the right place at the right time. Maintain a transportation dispatch log and provide in-transit visibility (ITV) status to the JECC Commander in order to answer questions regarding the status of personnel. Screen requirements lists and advise the Logistics Branch Chief regarding effective and efficient scheduling of lift. Provide input to the command's budget and transportation line of accounting to ensure adequate funds are allocated. Track and report allocation and expenditure of transportation funds in order to ensure economical use of this asset.

5.5.5 GSA Vehicles Management: Contractor will Support JFCOM JECC by maintaining and dispatching JECC GSA vehicles. Assume responsibility for GSA vehicles from Naval Facilities Engineering Command (NAVFAC) Mid-Atlantic and ensure proper use, maintenance and security of each vehicle. Vehicles shall be made available for use by all military and government civilian personnel assigned to JECC to transport government personnel or equipment in support of official business. Sign for GSA vehicles' fleet fuel credit cards. Safeguard and distribute the GSA vehicle fleet fuel credit cards to vehicle operators. Maintain vehicle records and fleet fuel credit card receipts and reconcile records to ensure proper use of vehicles and the fleet fuel credit card. Collect, collate and report fleet fuel card expenditures on a monthly basis.

5.6. Technical Support Services. The contractor will provide Technical Support Services to standard.

5.6.1. Video Conferencing (VTC) and Audio/Visual (A/V) Services. Ensure JECC meetings and leadership receives requested technical services on time. Manage the VTC equipment operation to include VTC bridges, gateways, MCUs, DVSGs, and both VTC equipment and transmission products in classified and unclassified modes. Perform operations and maintenance support duties for VTC, A/V, and distributions systems. Provide analysis and technical support to JECC users for methods and best practices for utilizing the VTC and A/V equipment in support of JECC Operations and Training. Contractor will provide input on the Life Cycle Maintenance of JECC VTC and A/V Equipment including identifying warranty and new technology refresh requirements.

5.6.2. Wireless Communications, COMSEC and Telecommunications. Ensure the RJP has coordinated wireless communications devices and COMSEC. Ensure the JECC COMSEC program is compliant with the JECC COMSEC custodian's policies and procedures. Provide Telecommunications Control Officer Services. Ensure that JECC members have effective desktop, Blackberry and wireless PC card support. Ensure that the JECC recall system operates effectively. Support exercise and contingency telecommunications requirements.

5.6.3. INFOSEC. Provide engineering support and assistance to maintain and coordinate system compliance with the Information Security (INFOSEC) policy and DODI 8500 instruction, and develop, prepare, and make recommendations to the JECC on meeting these policy requirements to include evaluating new requirements to ensure continual compliance. Ensure Information Assurance (IA) compliance of all command, control, communications and computers support services devices, computer software, and hardware.

5.6.4. Property Management. Execute JECC property management and other associated tasks involved with inventory control. Perform daily collection of IT inventory records and ensure databases maintain an accurate account of government property. Submit monthly reports on line item changes in the following categories: Capital Assets, Minor Assets, Sub-Minor Assets, Pilferable Assets, Sensitive Assets, Cryptographic Assets, Historical Assets and Total Assets. Ensure that accountable IT equipment, materials, and tools are reported IAW current DoD and JECC directives. Monitor Navy Plant Property and Equipment (PP&E) Monthly Statistics/Metrics and report errors or adverse trends. Ensure JECC readiness for physical inventories; develop, publish and maintain Annual Inventory Control Plan and procedures to maintain equipment inventory, accountability and disposal. Develop plan of action and milestones (POA&M) to conduct physical inventories that do not conflict with day-to-day operations to include procurement of supplies, tagging, signing and general maintenance. Track milestones and adjust plan objectives as necessary to ensure completion of an effective and efficient physical inventory. Use Defense Property Accountability System, (DPAS) and locally generated databases in the performance of duties. Databases permit regulatory financial and physical reporting of property throughout the entire life cycle. Contractor shall provide report of physical inventory results with accuracy of 90% or greater. Reconcile the results of the physical inventory with the personal property inventory management system(s), close-out the inventory, and maintain report for one year. Submit a physical inventory completion letter via

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chain of command to major claimant at the conclusion of the inventory period.

5.6.5. Supply. Support JECC supply operations by sourcing requirements and procuring supplies and services. Support JECC supply operations via ESSS, DOD E-Mall, SERV-Mart, commercial vendors, etc. Perform functions in inventory, storage, cataloging, and receipt and control processes. Establish stock levels and reorder points using standard formulae as prescribed by NAVSUP P 485 volumes. Monitor and maintain stock at greater than 10 percent of prescribed level stocks and replenish inventory stock at less than 10 percent. Screen requirements lists or other documents specifying supplies or materials needed to support planned programs or work operations. Conduct market research via customers, supply organizations, catalogs, records, or other data sources to obtain stock numbers or to find authorized substitutes for stock items and prepare requisition documents to stock. Follow up on urgently required items, and/or expedite delivery of material to work sites. Maintain documentation for item receipts, material issue and local stock records to work center personnel. Prepare standard reports such as item demand/consumption report, fund expenditures report, and asset status report. Perform related stock receipt, storage, control, and issue functions for expendable and non-expendable items. Requisition, issue, or distribute office and administrative supplies, forms, publications, or other printed materials. Operate computer to perform records search, data input, and data corrections.

5.6.6. JOPES. Support JECC with planning and executing deployment operations in the Joint Operation Planning and Execution System (JOPES). JOPES is JECC's primary joint contingency and crisis action planning tool. Use JOPES daily to provide in-place status, in-transit visibility and movement requirements to lift provider for deploying forces and their equipment and high priority sustainment to all supported combatant commanders areas of responsibility (AOR) or CJCS-sponsored exercises. The Chairman, Joint Chiefs of Staff (CJCS) Exercise Program is the Department of Defense's (DOD) primary vehicle to train its forces and staff in joint operations. Ensure that JECC JOPES data provides current situational awareness of JECC readiness to deploy and activities during conventional, contingency, humanitarian assistance/disaster relief (HA/DR) and Defense Support of Civil Authorities (DSCA) operations. Provide subject matter expertise on JOPES matters to JECC. Coordinate with the higher and subordinate headquarters on maintaining and validating JECC's Unit Type Code (UTC) and Type Unit Characteristic (TUCHA) data in JOPES on an annual basis or when there is a change of JECC's structure. Submit Timed-Phased Force and Deployment Data (TPFDD) Worksheets to identify JECC deploying force movement requirements in JOPES within 24 hours of notification to deploy. Ensure JECC Unit Line Numbers (ULN) are built and validated in accordance with Combat Commanders' TPFDD letters of instruction (LOI). Request accounts and maintain access to JOPES and other associated applications (JET, RQT, etc.).

5.6.7 Shipping and Receiving. Support JECC with shipment and receipting of government material. Coordinate with government and commercial carriers to facilitate the shipment and receipting of materiel in accordance with command objectives. Ensure materiel is shipped or received at the designated place and time. Confirm shipment, receipt and transfer of property in the property accounting system is recorded within seven work days in order to maintain proper accountability and control of incoming/outgoing assets. Establish and maintain Department of Defense Account Activity Codes (DODAAC) for the command and deploying JDTs.

5.7. Task Management

5.7.1. POAM. Provide a POAM outlining the contractor's plan to accomplish the deliverables identified in paragraph 4 of this Task Order. TOM approved format, paginated and formatted for letter size printing in Task Order. Include the basic requirements of DID DI-MGMT-81117 and amplify how, when and the resources the contractor will apply to complete Task Order deliverables.

5.7.2. SLDCADA. The Contractor shall record labor hours logged on a bi-weekly basis into support Standard Labor Data Collection and Distribution Application (SLDCADA), and certify the time as correct based on the SLDCADA schedule. JECC SLDCADA Users Manual, its updates, and codes provided for special events or crises provide the work breakdown structure (WBS). Record time per the table provided by the TOM that aligns PWS tasks to SLDCADA WBS.

5.7.3. Reports.

5.7.3.1. Monthly Progress Report. Provide a Monthly Progress Report by the 21st of the month following the month being reported using DID DI-FNCL-80331A format. Tailor this DID to show only fully burdened costs and add DI-FNCL-80003A to report man-hours projected and expended. Use DID DI-MGMT-80368A to report the status of your effort towards achieving contract objectives, accomplishments to date and difficulties encountered, and compare the status achieved to planned goals and the resources expended. Consolidate these DIDs into one report.

5.7.3.2. End of Award Progress Report. Using the Monthly Progress Report format and DIDs, provide a report before

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the end of award that addresses accomplishments and resources management.

5.7.3.3. Administrative Reports. Administrative reports include, but are not limited to meeting minutes, trip reports, studies, analysis and other reports. Administrative reports shall be provided within 5 working day of the event or as agreed to when tasked.

5.7.4. Meetings. The contractor will arrange for a kick-off meeting with the TOM. The meeting is for introductions, to review policies and procedures, and establish ground rules. The contractor will meet monthly with the TOM and Division leadership to discuss the monthly report, burn rates, progress toward deliverables and any issues.

5.7.5. Report any circumstances required by standing CCIR policy to the Command Duty Officer and TOM.

6. DELIVERABLES. Information regarding specific deliverables under the contract is provided in Table 1. Draft copies shall be provided as noted and when provided shall be returned to the TA within five working days after receipt of comment. The Government TA shall have five days to comment on draft documents when presented. If the TA does not return the draft with comments, within the five days allowed the draft is considered accepted.

Table 1: Deliverables

| Reference | Description | Standard | Due/Periodicity |
|-----------|--|--|---|
| 5.1.1. | Selection Process Status Report | Timely, accurate | 5th of the month for prior month , Monthly |
| 5.1.1. | Written conditional offer of assignment | Timely, accurate, per business rules | Within 5 days of Service Representative qualifying applicant |
| 5.1.2. | Check-in | Timely, complete, initiative to complete process within timelines | Within 3 days or as extended by TA |
| 5.1.2. | Sponsor Assignments and Letters | Timely, accurate | Within 5 days of assignment or receipt of orders |
| 5.2.1. | Reserve Orders | Timely, accurate, effective | Within 2 days of request/in time to meet requirement |
| 5.2.1. | RC Budget Report | Accurate, timely, complete, thorough and in compliance with directives. | 5th day of the 1st month of quarter for prior quarter , Quarterly |
| 5.2.1. | RC Mandays Tool | Accurate, timely, complete, thorough and in compliance with directives. | Within 20 days of award |
| 5.2.1. | RC Forecast | Accurate, timely, complete, thorough and in compliance with directives. | 25th day of the month for the next month , Monthly |
| 5.2.1. | RC Reports | Accurate, timely, complete, thorough and in compliance with directives. | 5th day of the month for prior month , Monthly |
| 5.2.2. | Evaluations Status Report | Timely, accurate | 5 th day of the month for prior month , Monthly |
| 5.2.2. | Service contact receives properly prepared evaluation report | Accurate, timely, complete, thorough and in compliance with directives, Service contact accepts report | No later than JECC Evaluation SOP deadline |
| 5.2.3. | Leave papers processed on time | Timely, accurate, effective | No later than JECC deadline |
| 5.2.4. | Update Employability Matrix | Timely, accurate | 5 th day of the 1st month of quarter for |

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| | | | prior quarter , Quarterly |
| 5.2.8 | Reserve Alert Orders | Timely, accurate, effective | Assumption (A) -60, Quarterly |
| 5.2.9 | Maintain deployment records, IRIS up dated | Timely, accurate | As required, within 1 working day |
| 5.2.9 | Country / Theater Request | Accurate, timely, per system format | Within 3-days of request |
| 5.2.9 | Personnel pay changes coordinated, IRIS up dated | Timely, accurate, effective, leadership notified quickly of any issues. | As required, within 5 calendar days of deployment |
| 5.4.1 | MIC Administrative Instruction | Accurate, timely, complete, thorough and complies with directives. | As required and Annually Q4FY |
| 5.4.1 | Draft ASA Memo | Accurate, timely, complete, thorough and in compliance with directives. | Annually Q4FY |
| 5.4.1 | MIC Training Guide. Cadre of trained AUMs. | Effective | continuous |
| 5.4.1 | JEC MIC Program Project Plans | Accurate, timely, complete, thorough and in compliance with directives. | As required |
| 5.4.1 | IG Inspection plans and briefings | Accurate, timely, complete, thorough and in compliance with directives. | As required |
| 5.4.2 | Inspection plans, briefings and after action reports. | Accurate, timely, complete, thorough and in compliance with directives. | As required |
| 5.4.2 | Quarterly MIC Self Assessment Status Reports. | Accurate, timely, complete, thorough and in compliance with directives. | 5th day of the 1st month of quarter for prior quarter , quarterly |
| 5.4.3 | Updated BOG | Accurate, timely, complete, thorough and in compliance with approved directives and procedures | As required |
| 5.4.3 | Current action items (Internal Taskers) List in the portal. | Accurate, timely, complete, and thoroughly reflects the Division Chief's intent | As required |
| 5.4.3 | When directed provide written recommendation on integration of LSS tools into BMB, SD, and JECC operations. | Accurate, timely, complete, thorough and in compliance with directives. | As required |
| 5.4.3 | Weekly draft Smartbook. | Accurate, timely, complete, thorough and in compliance with directives. | NLT Thursday noon ;Weekly |
| 5.4.3 | Current CDR Update brief. | Accurate, timely, complete, thorough and in compliance with directives. | 96 hrs prior to scheduled brief |
| 5.4.3 | Track and log Commitments | Accurate, timely, complete, thorough and in compliance with directives. | daily |
| 5.4.4 | FDR Submission | Accurate, timely, complete, thorough and in compliance with directives. | As required |
| 5.4.4 | Quarterly Business Review (QBR). | Per the JECC Business Office Guide (BOG), SOPs and governing Navy regulations. Accurate, timely, complete, thorough and in compliance with directives | 5th day of the 1st month of quarter for prior quarter , quarterly |
| 5.4.4 | Conduct Market Research | Accurate, timely, complete, thorough and in compliance with directives. | As Required |
| 5.4.4 | Draft Market Research documents | Accurate, timely, complete, thorough and in compliance with directives. | As Required |
| 5.4.4 | Draft and submit limited source justification (LSJ) | Accurate, timely, complete, thorough and in compliance with directives. | As Required |
| 5.4.5 | Monthly budget brief | Accurate, timely, complete, thorough and in compliance with directives. | monthly |
| 5.4.5 | Maintain Business Office ESSS | Accurate, timely, complete, thorough and in compliance Business Office ESSS SOP | As required |

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| 5.4.5 | OCO Report | Accurate, timely, complete, thorough and in compliance with directives. | Wednesday, last week of the month , monthly |
| 5.5.1. | RJP Deploys on time | Complete efficient, effective and economical deployment of personnel | Per SOP within 72-hours |
| 5.5.3. | RJP personnel are properly equipped | Personnel outfitted with required equipment | Quarterly, during RJP assumption |
| 5.5.4 | Transportation Dispatch Log: Status and whereabouts of transportation assets | | Per Each Event Due 30 Calendar |
| | Transportation Budget: Status of program allocation and expenditure | | Annual with quarterly updates Due 30 Calendar Days Provide copies to: COR, JECC and TA |
| 5.5.5 | Fuel and Credit Card Mileage Log: Track Usage of Fuel and Credit Card | | Monthly Due 30 calendar Provide copies to: NAVFAC Mid Atlantic BSVEPW7 |
| 5.5.2. | Facilities Management and Improvement Plan | Plan created and published that supports command objectives | Award plus 30 calendar days. Annual update |
| 5.6.1. | Working Hours/After hours VTC | VTC is ready and connects to participants | As Required, Notice: 1-hour notice/4-hour |
| 5.6.2. | RJP Wireless Capability | JECC has coordinated wireless communications device distribution plan | As Required |
| 5.6.2. | COMSEC | complies with DoD 5220.22-M, COMSEC Supplement to the NISPOM or subsequent, no company incidents, no missing materials, all violations reported | As Required, immediate reporting |
| 5.6.3. | JECC INFOSEC complies with DODI 8500 and related guidance | Compliant, no company incidents, no missing materials, all violations reported | As Required |
| 5.6.4. | Line items Report | Fluctuations in line item totals reported to Personal Property Manager | Award plus 30 calendar days , Monthly |
| 5.6.4. | Navy PP&E Report Monthly Statistics and Metrics | Statistics monitored and reported to Personal Property Manager | Award plus 30 calendar days , Monthly |
| 5.6.4. | Inventory Control Procedures Plant Property SOP | SOP published and updated | Award plus 90 calendar days, Annual update |
| 5.6.4. | Wall-to-Wall Plan of Action and Milestones (POA&M) | POA&M published and executed completely | 90 calendar days prior to inventory , As required |
| 5.6.4. | Wall-to-Wall Inventory Reconciliation/Close-out report | Inventories completed with 90 percent or greater of assets accounted for. | 30 calendar days after completion of inventory , As required |
| 5.6.5. | Annual Inventory Plan | Plan published and executed completely | A ward plus 30 calendar days Annual update |

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| 5.6.5. | Supply Asset Status/ demand/consumption Report | Asset status monitored and reported to Personal Property Manager | A ward plus 30 calendar days Monthly |
| 5.6.5. | Supply Fund Expenditure Report / Operational Target (OPTAR) | Supply fund expenditures monitored and reported to Business Management Branch | A ward plus 30 calendar days Monthly |
| 5.6.6. | Maintain and update JOPEs Data (UTC, ULN, UIC, etc.) | JOPEs data for command and deploying JDTs created and maintained | Within 10 days of organization change , As required |
| 5.6.6. | Create, input and validate Deployment JOPEs data, CTP authorizations | JOPEs data for command and deploying JDTs created and maintained | Within 12 hours, or as required by COCOM , As required |
| 5.6.7. | Update DODAAC for JECC and create DODAAC for deploying JDTs | DODAACs for command and deploying JDTs established and maintained | Award plus 30 calendar. As required. |
| 5.7.1. | POA&M Task Order Plan to provide the deliverables | DID DI-MGMT-81117 | Within 25 calendar days of award |
| 5.7.2. | SLDCADA hours reporting | Certified time provided per SLDCADA schedule. Accurate, timely, complies with TOM provided WBS table. | Bi-weekly per SLDCADA schedule |
| 5.7.3.1. | Progress, Status and Management Report | Timely, comprehensive, and easily understandable. Provides information required by DI-FNCL-80331A, DI-FNCL- 80003A, and DI-MGMT-80368A consolidated into one report. | 21 calendar days after end of month , Monthly |
| 5.7.3.2. | End of Award Progress Report | Timely, comprehensive, and easily understandable. Provides information required by DI-FNCL-80331A, DI-FNCL- 80003A, and DI-MGMT-80368A consolidated into one report. | 15 calendar days task before end of task order |
| 5.7.3.3. | Administrative Reports | Timely, company format, accurate | Within 5 working days |
| 5.7.4. | Kick-off meeting | Timely, comprehensive, includes appropriate contractor leadership. Scheduled so that Division (or Deputy) Chief, TAs and TOM can attend. | Within 5 working days of award |
| 5.7.4. | Monthly progress meetings | Discusses specified topics comprehensively. Scheduled so that Division (or Deputy) Chief, TAs and TOM can attend. | NLT 28 th of the month |
| 5.7.5. | Comply with existing CCIR policy | Incidents covered by policy reported to TOM and per policy | As required per policy |

7. SECURITY CLEARANCE: On-site contractor personnel assigned to this project will require access to information up to and including SECRET. At a minimum, personnel must possess a final SECRET security clearance to accomplish work identified under this contract. Selected personnel will be required to access TS/SCI to support force providing, planning or contingency operations support tasks. Work on this project may require that personnel have access to Privacy Act Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable DOD rules and regulations.

8. GOVERNMENT FURNISHED EQUIPMENT. The Government will furnish the Contractor with workspace to accomplish the tasks in this work statement. The Government will provide utilities, heating and air-conditioning, and telephone service. The Government will provide the Contractor workstations for all Contractor personnel, consisting of a desk, chair, and personal computer with access to the JECC local area classified and unclassified networks, and telephone for use during the period of this Contract. The Government will approve adjustments in the number of workstations if personnel increase. The Government will provide access to copier, and fax equipment necessary to produce deliverables. The Contractor shall comply with the JECC property management and inventory policies for all Government provided equipment. The Contractor shall be provided supplies, materials, and services to support performance for this task order.

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9. PLACE OF PERFORMANCE. The work required under this Task Order shall primarily be accomplished at the JECC, Suffolk, VA. Occasional CONUS travel may be required. These trips are expected to be of short duration, and performed only with the specific approval of the TA.

10. PERIOD OF PERFORMANCE: 01 February 2011 through 31 January 2012.

11. CONTRACT SURVEILANCE:

11.1. Task Order Manager. Ms. Sheila Reshard-Bryant, (757) 203-5460

11.2. Technical Representative (TA)

11.3. Technical Representative (TA)