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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### Support to the United States Joint Forces Command (USJFCOM), Norfolk, Virginia, J47 Joint Deployment Process Owner Division

**1.0 INTRODUCTION:** This task order is to provide non-personal support to USJFCOM J3/4, J47, Joint Deployment Process Owner (JDPO) Division to support USJFCOM in the assigned mission as DoD Joint Deployment Process Owner by performing ongoing efforts to lead the transformation of the joint deployment process into a more responsive, effective, and efficient capability that can meet the operational employment needs of the U.S. Armed Forces in the 21<sup>st</sup> century in accordance with DoDI 5158.05, 22 May 2008.

**2.0 BACKGROUND:** The Secretary of Defense (SECDEF) designated U.S. Joint Forces Command (USJFCOM) as the Joint Deployment Process Owner (JDPO) in October 1998. The JDPO is responsible for maintaining current operational effectiveness while leading actions to provide substantial improvement in the overall efficiency of deployment-related processes. The J47 Division is charged with the task of coordinating and executing USJFCOM's responsibilities as the JDPO.

The J47 efforts will align with and be complementary to related initiatives across the command's areas of assigned responsibilities. Transformation activities relating to the role of JDPO should target interoperability and integration and utilize Joint Staff guidelines to coordinate and implement process improvements.

**3.0 PURPOSE:** This performance-based work statement (PWS) specifies the tasks to be performed, deliverables to be provided and performance objectives to be met in support of the J47 efforts in USJFCOM J3/4.

**4.0 SCOPE:** Functional areas to be supported span across the Joint Deployment and Distribution Enterprise (JDDE) which includes: Adaptive Planning and Execution (APEX), Global Force Management (GFM), Force Sourcing, and Joint Force Projection (JFP). Activities supported include; joint operations center planning, management and operational support; transformation initiative support; specialized studies and assessments; logistics support; program management; specialized Command, Control, Communications, and Computer support; and other functional areas that enhance the identification and solutions against joint deployment improvement initiatives.

**4.1 J47 JDPO MISSION STATEMENT:** J47 JDPO efforts support the mission statement: "improve the effectiveness of the joint deployment process to meet combatant commanders' force requirements."

**4.2 J47 JDPO VISION:** The overall vision for the JDPO responsibility is as follows: "Commander USJFCOM, as the DOD JDPO, is responsible for maintaining the global capability for swift and decisive military force power projection. The JDPO leads DOD collaborative efforts to improve the effectiveness of the joint deployment process to meet combatant commanders' force requirements. These efforts must mitigate the challenges of the Joint Operating Environment, wherein the Joint Force maintains both a deterrent posture and the capacity to rapidly provide trained and ready joint-capable forces worldwide. Improving US military deployment capabilities in concert with our interagency and multinational partners creates a responsive, knowledge-based deployment process that enables unity of effort and timely decision-making."

**5.0 REQUIREMENTS:** The contractor shall provide non-personal support to the J3/4 Directorate, J47 Division to enable continuous Joint Deployment Process (JDP) improvement and Joint Deployment and Distribution Process integration. Specific tasks addressed in the Task Order are:

**5.1 Operations and Oversight Branch.** The Contractor shall perform the following representative activities for services required under this task area:

**5.1.1 Strategic Communications.** The contractor shall implement a strategic communications process between the J47 and the COCOMs, military services, and DoD agencies (C/S/A) that play a role in the Joint Deployment Process. The purpose is to effectively communicate J47 efforts to JDPO stakeholders and customers and to receive their feedback as required. Projects include publishing a quarterly newsletter and managing a web-based forum that facilitates collaboration and coordination between the J47 and JDPO stakeholders and customers and provides open insight into current JDPO initiatives. The contractor shall support the J47 Division and USJFCOM at the Joint Deployment and Distribution Conference (JDDC). The contractor shall support the JDDC in the Spring and Fall of 2011 to include planning, development, administrative support and execution of the conference as tasked by the Joint Staff J4. Support shall include developing briefings and information papers that outline current status of J47 initiatives as they relate to USJFCOM's JDPO responsibilities. The contractor shall co-present briefings at the JDDC and support panel discussions on related agenda topics. The contractor will support JDPO engagement at the Spring and Fall 2011 Distribution Steering Group (DSG) as required.

**5.1.2 Joint Deployment Process and Process Map.** The contractor shall evaluate the Joint Deployment Process (JDP) and update, revise and maintain the Joint Deployment Process (JDP) construct including the process map. This map is vital in describing and explaining the JDP to stakeholders and customers and establishing the Joint Force standard for the JDP. The contractor shall coordinate with other divisions within USJFCOM and within the DoD to adequately define and map the JDP. The contractor shall produce and maintain a graphical depiction that accurately and adequately explains the JDP.

**5.1.3 J47 JDPO Engagements.** The contractor shall manage J47 JDPO engagements with the Joint Planning and Execution Community (JPEC) including COCOMs, services, and other stakeholders and customers. The contractor will engage with the JPEC and will solicit, capture, validate, track, and summarize JPEC JDP issues and problems for transition to the J47 Analyses and Solutions (A&S) branch. The contractor will coordinate these efforts for feasibility analysis by the A&S branch.

**5.2 Analyses and Solutions (A&S) Branch.** To support JDP analyses and solutions development, the contractor shall perform the following:

**5.2.1 Review and analyze JDP problems.** The contractor shall review initial problem statements with respect to joint and service deployment publications, guidance and instructions, processes, systems and feedback and provide documented analyses and recommendations for changes that will improve the deployment process and enhance deployment-distribution integration.

**5.2.1.1.** The contractor shall conduct reviews, maintain situational awareness of, and provide supporting documentation on JDP functional areas. These activities, projects and studies shall include the following considerations:

- Scope and refinement of initial problem statements
- Requirements and detailed gap analysis
- Gaining stakeholder consensus

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- Doctrine and Policy
- Organization and Personnel
- Training, Education & Leadership
- Equipment, Information Systems & Facilities
- Interoperability
- Compliance with legal and regulatory guidance
- Architecture/Common Infrastructure Services
- Open systems environment
- Security
- Standards
- Functional and technical integration

5.2.1.2. The contractor shall provide the principal, functional and technical expertise required to evaluate current deployment and distribution systems, support capabilities based assessments (CBA), define capability gaps, capability needs and approaches to provide those capabilities within a specified functional and operational area.

5.2.2. **Develop Solutions to JDP problems.** The contractor shall provide support in developing potential solution Courses of Action (COA) for command decision and shall work to achieve approved solution documents via appropriate mechanisms and processes in accordance with chosen COAs.

5.2.2.1. The contractor shall develop CBA-related Joint Capabilities Integration Development System (JCIDS) documentation as required by the Government and coordinate the JCIDS staffing process through the Joint Staff. The contractor shall prepare, plan and conduct actions and activities required to support development of approved solutions based on A&S findings and recommendations.

5.2.2.2. The contractor shall coordinate J47 JDPO initiatives with other USJFCOM staff elements, align and support integration actions with other elements of the Department of Defense (DoD), to include the JPEC, the Joint Staff and US Transportation Command (USTRANSCOM). The contractor shall support the coordination, validation and approval of applicable JCIDS documents via the Knowledge Management/Decision Support (KM/DS) tool staffing process.

5.2.2.3. The contractor shall refine the selected COA and will coordinate with the Implementation and Institution (I&I) Branch and develop a plan to implement and execute the solutions. The A&S branch will work with the I&I branch to ensure the selected COA is correctly interpreted and translated into a feasible and viable implementation plan.

5.3 **Implementation and Institution Branch.** The Contractor shall perform the following representative activities for services required under this task area. In addition to these tasks outlined in 5.3.1 and 5.3.2, the I&I branch will continue to implement the current body of work detailed in paragraphs 5.3.3 to 5.3.6.

**5.3.1 Implement Approved Solutions.** The contractor shall implement approved solutions developed by the A&S Branch. The contractor shall coordinate with appropriate DoD agencies, to include USTRANSCOM, Joint Staff, and the Defense Logistics Agency to effectively implement JDP solutions. The contractor shall coordinate with these agencies and in conjunction with the A&S branch, develop and document a plan and timeline for implementing the solutions.

**5.3.2 Tracking Solutions Implementation.** The contractor will develop processes and procedures to track the implementation of solutions to identify and correct deviations from desired future states. The contractor will identify, document, and present substantial deviations as potential new problems for improvement to the J47 division leadership.

**5.3.3 Single Load Plan Capability (SLPC) and Integrated Computerized Deployment System (ICODES).** SLPC maximizes current deployment load planning capability by providing an enterprise single source solution for all load planning activities. This capability will provide coherent input and output IAW the JDDE efforts that seek to resolve the Department of Defense's lack of an integrated, networked, end-to-end deployment and distribution capability. ICODES is a conveyance load-planning software system with intelligent agents that increase the speed, accuracy, and quality of load-planning operations. The contractor shall assist with Studies, Analyses and Specialized Program Support in the preparation, management and execution of the SLPC Master Work plan and supporting Data Quality and Data Integration issues related to the SLPC and ICODES. Support shall include collecting data, coordination, functional and operational support for validation and evaluation, analysis, and DOTMLPF solution identification for a Single Load Planning capability. Fielding of the final SLPC spiral is not projected to be complete until FY 2017 and as such J47 contract requirements during the period of performance are not expected to satisfy all long term SLPC contract support requirements.

5.3.3.1 **Strategic Planning and Transition Plan.** The contractor shall serve as the J47 JDPO lead responsible for identifying Strategic Planning Actions and drafting an executable Transition Plan to quickly achieve full operational capability for the Single Load Planning Capability. Supported tasks will include:

5.3.3.1.1 Provide J47 JDPO input during SDDC led SLPC Bi-weekly Info Needs Teleconferences.

5.3.3.1.2 Develop J47 JDPO SLPC/ICODES input for and serve as the J47 JDPO representative at ICODES Deployment Working Group Meetings.

5.3.3.1.3 Serve as the USJFCOM representative during all SLPC/ICODES Government Acceptance Testing activities.

5.3.3.1.4 Serve as the J47 JDPO SLPC/ICODES subject matter expert in support of the Surface Deployment and Distribution Command (SDDC) development of professional military education ICODES training classes.

5.3.3.1.5 Incorporate SLPC/ICODES process and architecture in the ongoing Joint Deployment/Redeployment Process Mapping initiative currently being conducted by USJFCOM J34.

5.3.3.1.6 Monitor the development of ICODES ATO and advise the J47 division chief of the impact of a change in approval date on JDPO programs and processes.

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5.3.3.1.7 Capture, disseminate and integrate lessons learned following the Apr 2011 ICODES-GS fielding decision.

5.3.3.2. SLPC Deployment Data Quality Strategy: The contractor shall support operational analysis of data relating to the SLPC, attend and support at meetings, working groups and CBATs focusing on deployment process improvements in the Load Planning arena.

5.3.3.2.1. The contractor shall assist in identifying, preparing and coordinating Data Quality input on Deployment Data related to the SLPC.

5.3.3.2.2. The contractor shall support continuous enhancement of and support in activities relating to Data Quality.

5.3.3.3. SLPC Deployment Data Integration Strategy: The contractor shall support operational analysis of Data Integration relating to the SLPC. Attend and support at meetings, working groups and CBATs focusing on deployment process improvements in the Load Planning arena.

5.3.3.3.1 The contractor shall assist in preparation and coordination of Data Integration Strategy for Deployment interfaces/reuse related to the SLPC.

5.3.3.3.2 The contractor shall support continuous enhancement of and support in activities relating to Data Integration related initiatives, providing input to outlines, concept papers, concepts of Operation, briefings, white papers, and others as required to socialize the concepts.

5.3.3.3.3 The contractor shall conduct detailed analysis of system interfaces for all "Feeder Systems" related to Load Planning and identify key problems areas of the SLPC process and detailed analysis of "All Receiving Systems" related to Load Planning and identify key problems areas of the SLPC process.

**5.3.4 Department of Defense Automatic Information Technology (DoD AIT) Unit Move Team.** The contractor shall serve as the USJFCOM J47 interface between the Joint Planning and Execution Community (JPEC) and the Global DoD AIT community. The contractor shall serve as the USJFCOM J47 representative in support of AIT Unit Move workshops, meetings, and conferences. The contractor shall develop required input to the DoD AIT Implementation Plan for Supply and Distribution Operations Spiral III (DoD AIT CONOPS), information papers and briefing materials in support of the JDPO work plan. In specific support of this task, the contractor will:

5.3.4.1. Support DoD AIT Events: Provide presentation and read ahead briefs, minutes and provide interface support, to include calendar updates and facilities coordination.

5.3.4.2. Support tasks, internal and Community of Interest calendars, document libraries, Point of Contact (POC) lists and information on the JDPO DoD Unit Move collaborative web page.

5.3.4.3. Support the implementation and execution of the DoD AIT CONOPS Spiral III. The contractor will support execution of the following DoD AIT CONOPS Spiral III tasks as assigned by the Global AIT Executive Steering Group and additional tasks as required:

5.3.4.3.1 Make system, process and architecture recommendations to the Global AIT Team for AIT incorporation into future Unit Move Processes, project expected resulting improvements, and identify potential requirements for development of these initiatives by the Services.

5.3.4.3.2 Provide required changes to the Global AIT Team to synchronize OSD policy with unit move regulations and policy documents.

5.3.4.3.3 Provide continuous review of deployment and redeployment processes for opportunities to apply primary and emerging AIT Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel, and Facilities (DOTMLPF) solutions to gain efficiencies.

5.3.4.3.4 Explore emerging AIT and potential opportunities to leverage technology in unit move processes. Provide recommended input to the AIT Global team and integrate findings into JDPO Continuous Process Improvement activities.

5.3.4.3.5 Identify potential technologies and synchronize implementation of premium AIT to meet emerging C/S unit move requirements. Document C/S requirements for premium AIT, such as the Containerized Intrusion Detection Device (CIDD).

5.3.4.3.6 Serve as the J47 JDPO Subject Matter Expert (SME) responsible for the integration of the AIT CONOPS Spiral III training requirements into to the AIT Community Of Interest to support the successful integration of AIT related processes in C/S professional military training classes, courses and exercises.

**5.3.5 Data Quality.** The contractor shall conduct and support technical analysis of information requirements, data elements, data sources, and interoperability between GFM, APEX, and Joint Deployment Systems. The contractor will provide recommended actions to improve data sharing in support of APEX, GFM, and Joint Deployment processes and activities. Actions must comply with the DoD net-centric strategy, leverage existing and future Net-Centric Enterprise Service capabilities, and provide a near (6-18 months) and mid-term (18-36 months) plan to improvement data sharing across each sub-system mentioned.

**5.3.6. Unified View 09 In-Transit Visibility (ITV) DOTMLPF Change Recommendation (DCR) Support.** The USJFCOM J47 projects the ITV DCR will be submitted to the Joint Capabilities Board (JCB) in Jan 2011 and to the Joint Requirements Oversight Council (JROC) in Feb 2011. The DCR will help resolve the problem statement: "*Limited scheduling and movement capability and inadequate in-transit visibility (ITV) of force movements via all modes limits the capability to coordinate and synchronize movement requirements and degrades joint total asset visibility (JTAV),*" and the scenario of "*Force Projection from CONUS to CENTCOM AOR.*" Following the submission of the ITV DCR to the JROC the contractor will oversee and facilitate the delivery of information requirements to and from the JROC. The information requirements will be delivered in the form of Word documents, PowerPoint briefings, and information papers. The contractor will be responsible for serving as the J47 OPR until the ITV DCR is approved for implementation as a Joint Requirements Oversight Council Memorandum (JROCM) or other Joint Staff policy initiative. The contractor shall be responsible for dissemination, implementation and integration of ITV DCR JROCM guidance to the JDDE community.

**5.3.7 Doctrine Review.** Using Chairman Joint Chiefs of Staff Instruction (CJCSI) 5120.02B as guidance, conduct doctrine reviews as tasked based on documents identified in the J47 Doctrine Portfolio using the J47 internal publication revision process. The J47 doctrinal continuous process improvement requirement is directed by the Joint Staff. Publications of critical concern to the J47 JDPO include but are not limited to: JP's 3-35 Deployment and Redeployment Operations, JP 1-02 DOD Dictionary of Military and Associated Terms, JP 4-0 Joint Logistics, JP 4-09 Global Distribution and JP 5-0 Joint

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**Operation Planning.** The level of review will be based on requirements as directed by the publications technical review authority. The contractor shall draft, staff and produce outlines, synopsis and other documentation derived from all reviews, studies, analyses, assessments, system change recommendations and Lessons Learned.

**5.3.7.1. Deployment Doctrine and Policy Support.** The contractor shall maintain a plan that utilizes the J47 deployment doctrine portfolio to identify USJFCOM deployment doctrine equities that affect joint deployment processes. The contractor shall assist in the alignment efforts of key strategic documents, and DOD Directives and Instructions relating to the roles of JDPO.

**5.3.7.2** The contractor shall support Joint Staff and USJFCOM JP 3-35 “Deployment and Redeployment Operations” development in the execution of the following:

**5.3.7.2.1 Delivery of JP 3-35 First Draft to the JSJ7.**

**5.3.7.2.2 JP 3-35 Adjudication through the JP3-35 Joint Working Group.**

**5.3.7.2.3 Development of the final coordinating draft and submission to the JS J7.**

**5.3.7.2.4 Support JP 3-35 Final Coordination Staffing.**

**5.3.7.2.5 Support JP 3-35 Final Adjudication through the JP 3-35 Joint Working Group.**

**5.3.7.2.6 Facilitate dissemination of the approved JP 3-35 to the JDDE.**

**5.3.7.3** The contractor shall represent J47 JDPO doctrinal concerns and equities at the semi-annual Joint Doctrine Planning Conference (JDPC), semi-annual JDDC, and other relevant JPEC meetings and conferences.

**5.3.7.4** The contractor shall conduct semi-annual meetings with the Joint Deployment Training Center (JDTC) in order to assess the alignment and continuity of deployment doctrine with professional military education.

## 6.0 DELIVERABLES:

### 6.1.1

Deliverables	Due	Approximate Date
Develop quarterly JDPO Newsletter capturing top 3-5 actions and initiatives that have an impact on the JDPO community , 2-3 pages, prepared for dissemination to all JDPO C/S/A stakeholders	Quarterly	Apr, Jul, Oct, Jan
Conduct daily management of the JDPO web-based collaboration tool where JDPO staff and JDPO stakeholders can coordinate via electronic correspondence and interactive blog. Hosted on a JFCOM provided portal.	Daily	n/a
Research, staff and develop multi-media based information briefings and corresponding information papers on JDPO initiatives for presentation at semi-annual Joint Deployment and Distribution Conferences (JDDC). Presentations will be in Microsoft PowerPoint or similar medium.	Once every 6 months	Apr and Oct 2011
Provide USJFCOM J47 support of the JDDC as tasked by the Joint Staff J4 or Deployment and Distribution Integrated Steering Group (DDISG). Requirements include development and management of the following: Attendee lists Agenda Presentation binders for key leaders Meeting minutes Administrative support Action Item capture and post conference dissemination to conference attendees	- Agenda and read-aheads for semi-annual JDDC at least five (5) working days prior to conference - Conference minutes w/ action items within five (5) days of the conferences	Apr and Oct 2011

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6.1.2

Deliverables	Due	Approximate Date
Lead collaborative refinement and update of the Joint Deployment Process (JDP) to include graphical depiction of the high level and detailed joint deployment process mapping and architecture.	Once per year	May 2011
Provide JDP mapping progress reports using technical papers and PowerPoint presentations to document progress and to update JFCOM leadership and JDPO key stakeholders.	Approximately once every 2 months until completion	March, May 2011

6.1.3

Deliverables	Due	Approximate Date
Maintain existing database to identify, track, and summarize JDP issues captured during JDPO engagements with COCOMs and Services. Database should be maintained in Excel, Word, Access or similar format.	Updated Monthly	1 <sup>st</sup> of each month
Provide semi-annual summary reports and corresponding presentations on current JDPO problems that need to be resolved.	Semi-annually	March and Sep 2011

6.2.1

Deliverables	Due	Approximate Date
Develop the initial project scope of problems identified during JDPO engagement with C/S/A JDP stakeholders with periodic updates and refinements. Problem statements will be documented on the J47 web portal and captured in a white paper and/or PowerPoint presentation. Total number of project scopes to be developed during the POP is 8-12.	As required IAW J47 Continuous Process Improvement (CPI) SOP	Due within 10 days of an issue that is identified and prioritized to be resolved
Develop Analyses and Solution project Work Breakdown Structures (WBS) in MS Project with periodic updates and refinements. Total number of WBS to be developed during the POP is 8-12.	As required IAW J47 Continuous Process Improvement (CPI) SOP	Due within 10 days of Initial Project Scope
Identify and develop "Quick Win" solutions to problems identified during JDPO engagement with C/S/A JDP stakeholders. Quick Wins will be documented and associated transition plans developed. Total number of Quick Wins to be developed during the POP is 4-6.	When quick wins solutions are identified through analyses and scoping	Periodic, within 30 days of a quick win being identified
Develop results of research and detailed gap analysis for each of the JDP problem statements, framed in DOTMLPF functional areas. Documented in a Word document report and/or PowerPoint.	As required IAW J47 Continuous Process Improvement (CPI) SOP	Approximately 8-12 gap analyses due 60 days after issue identified

6.2.2

Deliverable	Due	Approximate Date
Develop C/S/A engagement problem statement solution	As required IAW J47 Continuous Process Improvement (CPI) SOP	Approximately 8-12 due annually, within 30 days of

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COAs. PowerPoint presentation should list the COAs to each problem statement. A corresponding information paper will be developed to explain the COAs in further detail for JFCOM leadership. Details need to include multiple distinct COAs, estimated time and level of effort, and an estimate of how well each COA will solve problem.		detailed gap analysis
Develop technical reports explaining problem statements in detail and present a comparative analyses of COAs.	As required IAW J47 Continuous Process Improvement (CPI) SOP	Approximately 8-12 due annually, within 10 days of solution COAs.
Develop a transition plan for implementing selected COAs with stakeholders. Plan shall be in the form of a MS Project WBS with accompanying narrative Word document.	Based on timeline established in approved COA.	Approximately 8-12 due throughout the year
Develop approved solution products that will be used to convey approved COA selections to stakeholders. Products will be Word documents and PowerPoint briefs.	Based on timeline established in approved COA.	Approximately 8-12 due throughout the year
Develop and present a project transition briefing for each C/S/A engagement related problem set to the J47 leadership and J47 I&I section.	Based on timeline established in approved COA.	Approximately 8-12 due throughout the year

### 6.3.1

Deliverables	Due	Approximate Date
As part of the J47 I&I branch, coordinate implementation of C/S/A engagement related problem solution sets with JPDO and Distribution Process Owner (DPO) partners and agencies including but not limited to: USTRANSCOM, DLA, JS J3/J4 and other C/S/As. Conduct coordination and collaboration teleconferences and meetings as needed.	Within 30 days of receiving detailed plan for implementation.	8-12 due throughout the year

### 6.3.2

Deliverables	Due	Approximate Date
As part of the J47 I&I branch, develop database, metrics and procedures to track solutions and identify and correct deviations from desired end state. Monitor each solution that is implemented.	Within 30 days of implementing a solution.	8-12 due throughout the year

### 6.3.3 – SLPC/ICODES

Deliverables	Due	Approximate Date
SLPC and ICODES PowerPoint briefings, White Papers, session products, Meeting Minutes.	As required	May, Nov 2011
Finalize consolidated load planning system requirements into Use Case Document	May, Nov 2011	Nov 2011
Final Refined “Use Case”	May, Nov 2011	May, Nov 2011
First draft of consolidated data supporting development of Air Craft Module	As developed	May 2011

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Final draft of consolidated data supporting development of Air Craft Module	As developed	Nov 2011
First draft of consolidated data supporting development of Rail Load Module	As developed	May 2011
Final draft of consolidated data supporting development of Rail Load Module	As developed	Nov 2011
First draft of consolidated transportation Reference Data in single database	As developed	May 2011
Final draft of consolidated transportation Reference Data in single database	As developed	Nov 2011
First draft of consolidated data supporting development of Ship load Module	As developed	May 2011
Final draft of consolidated data supporting development of Ship load Module	As developed	Nov 2011
First draft of consolidated data supporting developing of Standard Stowing Configurations	As developed	May 2011
Final draft of consolidated data supporting developing of Standard Stowing Configurations	As developed	Nov 2011
First draft of consolidated data supporting developing of Port/Yard Modules	As developed	May 2011
Final draft of consolidated data supporting developing of Port/Yard Modules	As developed	Nov 2011
First draft of consolidated data supporting development of Truck Load Module	As developed	May 2011
Final draft of consolidated data supporting development of Truck Load Module	As developed	Nov 2011
Maintain site confirmation, attendee lists, agendas, PowerPoint briefings, session products, meeting minutes	As required	May, Nov 2011
PowerPoint briefings, session products, meeting minutes	As required	May, Nov 2011
Final proposed Data Repository Structure	As developed	May, Nov 2011
Final list of Interfaces (Interface Requirements Document or Interface Definition Document)	As required	May, Nov 2011

#### 6.3.4 – AIT Unit Move

Deliverables	Due	Approximate Date
Develop and disseminate to appropriate JDPO stakeholders Pre- and Post – DSG agendas,	Follow DSG Schedule	Apr 11

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information papers, point papers, White Papers, meeting minutes, session products		
Provide DoD Unit Move and Global Team functional support and presentations.	Follow DOD AIT Schedule	Mar, May, Jul, Sep, Nov 11 Jan 12
Complete AIT CONOPS Spiral III tasks as required	IAW AIT CONOPS Spiral III	Mar 2011 – Jan 2012
Maintain J47 Unit Move AIT Portal page	As required	Mar 2011 – Jan 2012
Support development of DoD AIT CONOPS III, and AIT iPlan updates (including iterative changes)	As required	Mar 2011 – Jan 2012

### 6.3.5 – Data Quality

Deliverables	Due	Approximate Date
Attendee list/Agendas/Information Papers/Point Papers/White Papers/Meeting Minutes	Pre- and Post- Data Quality Working Groups & Summits, DDCOI, DTEB, as appropriate	Mar 2011 – Jan 2012
Provide Data Quality review and input to the J47 staff on JDPO projects with data issues	As required	Mar 2011 – Jan 2012
Provide Data Quality review and input to the J47 staff on Deployment Data related JCIDS issues	As required	Mar 2011 – Jan 2012
Provide Key data elements for Deployment Applications to the Distribution Data Community of Interest (DDCOI) Team	As required	Mar 2011 – Jan 2012
Provide Key data elements for Deployment Applications to the Command and Control Community of Interest (C2COI) Team	As required	Mar 2011 – Jan 2012
Provide a Deployment Data Taxonomy to the Data Quality and DDCOI teams	As required	Mar 2011 – Jan 2012
Maintain close relationship with the Defense Transportation Regulation (DTR) and all proposed changes that may affect Deployment Data Quality	As required	Mar 2011 – Jan 2012
Interface and support the Source System Capabilities Board USJFCOM Co-Chair with Deployment Data needs and issues	As required	Mar 2011 – Jan 2012
Update the J47 Data Quality Portal Page	As needed	Mar 2011 – Jan 2012

### 6.3.6 – In-Transit Visibility DOTMLPF DCR

Deliverables	Due	Approximate Date
Final In-Transit Visibility (ITV) DOTMLPF Change Recommendation (DCR) Staffing through the Joint Requirements Oversight Council	As required	Mar 2011
ITV DCR Briefing and	As required	Mar - June 2011



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Information Papers		
Implementation and dissemination of the ITV DCR JROCM following JROC approval	As required	June 2011

### 6.3.7 - Doctrine

Deliverables	Due	Approximate Date
High level Project Plan for 2011-2012 deployment doctrine review	Two weeks after project start date	15 March 2011
Technical review of publications/draft publications with comments provided in approved matrix format	- All review documents/doctrine and presentations developed by the Contractor are due in first draft NLT five (5) days before official submission deadline - Final draft, incorporating changes from Government Lead review of first draft, are due in GOV specified format NLT two (2) day before official submission deadline	
First Draft JP 3-35 and staffing/coordination	JP 3-35 First Draft	Mar 2011
Final Draft JP 3-35 and staffing/coordination	JP 3-35 Final Draft	Dec 2011
Draft revisions of selected vignettes, paragraphs, chapters related to deployment doctrine	As required	
Executive Summaries/White Papers on deployment/redeployment/Joint Capability Area (JCA) issues	As required.	
Minutes from JDDC, JDPC and other doctrine and JPEC forums	As required	
PowerPoint presentations for briefing of joint deployment/redeployment doctrine/JCA issues.	As required	
Updated Doctrine and Policy Portfolio that accurately tracks and de-conflicts Joint Publications, DoD Instructions, CJCSIs, and other documents related to Joint Deployment doctrine	May 2011 and updated Nov 2011.	May, Nov 2011

**7.0 PLACE OF PERFORMANCE:** Work shall be primarily performed on-site in USJFCOM J47 at Bldg X-132, 9712 Virginia, Norfolk, VA. A minimum of one doctrine SME will work out of Bldg X-132 each week. Work may also be required at other USJFCOM sites; USJFCOM component command sites; sites that relate to USJFCOM missions and operations as required to accommodate specific tasking; and contractor facilities located in the Tidewater area of Virginia. CONUS and OCONUS travel may be required under this SOW.

#### ESTIMATED TRAVEL:

##### Operations and Oversight

<i>Travel From</i>	<i>Travel To</i>	<i>Month</i>	<i>No Days</i>	<i>No of travelers</i>
Norfolk	Various CONUS COCOMs	Mar, Jun, Sep, Jan	16	2
Norfolk	Washington DC (JDDC)	May, Oct	4	5
Norfolk	TRANSCOM (JAG)	Jan, Apr, Jul	4	1
Norfolk	Washington DC	Apr	4	2
Norfolk	San Diego, CA	Apr	5	1
Norfolk	TRANSCOM	Aug	5	1

##### Analyses and Solutions

<i>Travel From</i>	<i>Travel To</i>	<i>Month</i>	<i>No Days</i>	<i>No of travelers</i>
Norfolk	Various CONUS locations to provide analysis and solutions to problems and to implement approved solutions.	Mar, Apr, May, Jun, July, Aug, Sep, Oct, Jan, Feb	50	2

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**Single Load Plan Capability (SLPC).**

<i>Travel From</i>	<i>Travel To</i>	<i>Month</i>	<i>No Days</i>	<i>No of travelers</i>
Norfolk	USTRANSCOM	Mar, Jul	8	1
Norfolk	Atlanta, GA	Jul	5	1

**Department of Defense Automatic Information Technology (DoD AIT) Unit Move Team.**

<i>Travel From</i>	<i>Travel To</i>	<i>Month</i>	<i>No Days</i>	<i>No of travelers</i>
Norfolk	Washington DC	Mar, May, Jul, Sep, Nov	20	1
Norfolk	USTRANSCOM	Jun, Oct	8	1

**Data Quality.**

<i>Travel From</i>	<i>Travel To</i>	<i>Month</i>	<i>No Days</i>	<i>No of travelers</i>
Norfolk	Washington, DC	Nov, Jul	8	1
Norfolk	USTRANSCOM	May, Oct, Dec	16	1
Norfolk	Atlanta, GA	Jul	5	1

**Doctrine Review**

<i>Travel From</i>	<i>Travel To</i>	<i>Month</i>	<i>No Days</i>	<i>No of travelers</i>
Norfolk	Washington DC	Apr, May, Oct, Nov	20	2

**9.0 APPLICABLE DOCUMENTS:** Applicable documents will include copies of and/or access to the latest versions of the following documents/actions and related materials as required for JDPI initiatives:

Joint Operations Planning and Execution Systems (JOPES) Strategic Plan

JOPES CONOPs

GFM Allocation Plan (GFMAP)

GFM Implementation Guidance (GFMIG)

Joint Requirements Oversight Council Memorandum 042-05, "Operation IRAQI FREEDOM (OIF) Lessons Learned (LL) – Deployment Planning and Execution (DPE), 16 February 2005

Joint Requirements Oversight Council Memorandum 218-06, Joint Deployment and Global Distribution Process Improvement: Force Tracking Number and Focus Warfighter DOTMLPF Change Recommendation, 18 October 2006

Force Projection Working Group Charter and other GCCS WG charters

Universal Joint Task List 4.0 with changes (5.0 draft/or replacement document)

Joint "To Be" Deployment Process Narrative, Process Map, Systems Listing, and Memorandum

Joint Training publications and policies

JDPI related lessons learned, reports and AARs from DoD (DoD sponsored) review groups

JOPES "To Be" Concept Papers and formation developed by JOPES User Advisory Group

Joint Publications, doctrine and policies such as CJCSI and CJCSM relating to Force Projection and Joint Deployment Process (including DOTMLPF aligned products) approved and in draft

Copies of appropriate minutes, briefings, and papers presented to the Global Command and Control (GCC) Advisory Board and the GCC Review Board

Access to and information from the NRiD

Copies of appropriate minutes, briefings, and papers prepared by Global Combat Support System (GCSS) office

Access to and copies of JDPO database documentation

JDPO briefings, papers and information relative to contract support, including Millennium Challenge reports and findings

Joint Strategic Planning System (JSPS) documents approved and access to those being developed

Copies of and access to appropriate staff actions, minutes, briefings and papers discussing Joint Requirements Oversight Council (JROC)

Strategic Topics, Joint Operations Architecture and associated Joint Mission Areas, and Joint Vision Implementation Process

Access to JROC, JWCA, JMMR, and Joint Interoperability and Integration DOTMLPF actions relating to contract focus on Force Projection

JDPO High Level Action Plan and Business Process Reengineering (BPR) updates

Joint Deployment Systems Mission Area Initial Capabilities Document

DOD Logistics Roadmap

USJFCOM Strategic Plan

- DEFENSE TRANSPORTATION REGULATION (DIGITAL VERSION)
- ACCESS TO THE USTRANSCOM TOOLS SUITE SOURCE TO ACCESS ANY NEEDED JOINT DEPLOYMENT ARCHITECTURE PRODUCTS.

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- FORSCOM REG 55-1 UNIT MOVEMENT PLANNING
- FORSCOM REG 55-2 UNIT DATA MOVEMENT REPORTING
- TRADOC PAM 525-5-500
- DISTRIBUTION DATA COMMUNITY OF INTEREST (DD COI) CHARTER
- TRMR -TRANSCOM REFERENCE MANAGER REGISTER
- TRANSPORTATION NODE STATUS REPORT 315.N.004010- DOD TRANSPORTATION
- ELECTRONIC BUSINESS (DTEB) CONVENTION
- USTRANSCOM DATA QUALITY WORKING GROUP (DQWG) CHARTER
- DISTRIBUTION DATA COMMUNITY OF INTEREST (COI) CHARTER
- SINGLE LOAD PLAN CONCEPT (SLPC) CONCEPT OF OPERATIONS (CONOPS)
- SLPC TIMELINE
- SLPC GOALS, OBJECTIVES AND TASKS (MASTER WP)
- TECHNICAL STATEMENT OF WORK FOR EXTENDED DEVELOPMENT REQUIREMENTS WITHIN THE INTEGRATED COMPUTERIZED DEPLOYMENT SYSTEM (LCODES)
- GLOBAL FORCE MANAGEMENT IMPLEMENTATION GUIDANCE (GFMIG)
- GLOBAL EMPLOYMENT OF THE FORCE (GEF)
- VERSION 3.0, CCJO
- TITLE 10, USC
- ALL AVAILABLE & APPROPRIATE JOINT OPERATING CONCEPTS
- ALL AVAILABLE & APPROPRIATE JOINT INTEGRATING CONCEPTS
- ALL AVAILABLE & APPROPRIATE JOINT FUNCTIONAL CONCEPTS
- MISSION AREA ICD, JOINT DEPLOYMENT SYSTEMS, DATED 8 MAY 03
- ALL JOINT CAPABILITY AREAS (JCA)
- UJTL
- OIF DEPLOYMENT STUDY DATA
- UNIFIED VIEW-SERIES REPORTS, AND FSA
- JOINT LESSONS LEARNED OIF MCO, 22 MAR 04
- JFCOM DATA TRANSPARENCY PROJECT NET-CENTRIC PROTOTYPE FINAL REPORT, 23 SEP 05
- GAO REPORT, IRAQ: KEY ISSUES CONGRESSIONAL OVERSIGHT, MAR 09
- GAO REPORT, OIF REPOSTURING, SEP 08
- ADAPTIVE PLANNING ROADMAP II, MAR 08
- DOD AUTOMATIC IDENTIFICATION TECHNOLOGY CONCEPT OF OPERATIONS FOR SUPPLY AND DISTRIBUTION OPERATIONS.
  
- DOD AIT IMPLEMENTATION PLAN FOR SUPPLY AND DISTRIBUTION OPERATIONS, VOLUME I, MARCH 2008
- DOD AIT SPIRALS I & II, LATEST VERSION OCT 2009

TR701C/ 11 JUNE2007

10.0 QUALITY ASSURANCE PLAN: Section 5 of this Statement of Work specifies the tasks to be performed, and Section 6 specifies the required deliverables and their associated metrics. The contractor shall designate a J47 contract employee as the contractor's on-site representative in order to facilitate the legal assignment of tasks requirements to contract employees. In accordance with the Contract Administration/Quality Assurance Surveillance Plan, Attachment I of the contract, the Contracting Officer's Representative (COR), with the assistance of designated technical assistants, will measure and evaluate the Contractor's performance of this SOW in terms of:

Requirement	Performance Measurement	Performance Standard
Task Completion	Timeliness	Tasks completed in required timeframes
	Successful completion	PWS requirements are successfully completed
Contract Deliverables	Timeliness	Deliverables provided in required timeframes
	Content & Format	Deliverable complies with DD Form 1423, CDRL, applicable DIDs or other pertinent reference
Cost Control	Effective and efficient cost control	An established and effectively implemented OCP.
		Task order completed within negotiated CPFF amount.
Level of Effort	Effective and efficient management of workforce	An established and effectively implemented OCP.
		Task order completed within the negotiated LOE.

10.1 MONTHLY PERFORMANCE (STATUS / FINANCIAL) REPORTS: The contractor will meet with the J47 government technical evaluator and deliver a monthly performance/status report detailing the following information:

10.1.1 Hours expended during the reporting period.

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10.1.2 Cumulative hours expended throughout the contract period.

10.1.3 Contract funds expended during the reporting period, to include travel expenses.

10.1.4 Cumulative funds expended throughout the contract period.

10.1.5 The capacity to describe activities of the past month (Summary of work accomplished during the reporting period and percent complete.)

10.1.6 The description of milestones and deliverables for the month, the description should account for the percentage complete of products expected by the project manager to meet project objectives for outcomes.

10.1.7 Any issues or problems impacting project progress along with their ultimate resolution.

10.1.8 Schedule of estimated hours for the next reporting period and number of remaining hours to complete activities.

10.1.9 Final Report: The contractor shall provide a final report to the COR at the conclusion of this task. The report will summarize objectives achieved, significant issues, problems and recommendations to improve the process in the future.

**PERIOD OF PERFORMANCE: 1 Mar 11 – 29 Feb 12 plus two one-year option periods**

**CONTRACTING OFFICER'S REPRESENTATIVE - Ms. Theresa DeWitt (757-836-7933 (DSN: 836)**

**13.0 SECURITY: Contractor support requires a minimum of a SECRET clearance some areas may require eligibility of TOP SECRET.**

#### 14. SLDCADA Instructions:

A. Reporting labor hours by project. To meet the USJFCOM Commander's oversight requirements into projects supported by the command, a command-wide workload collection system for all personnel working on command projects is to be implemented in phases. The system will ultimately be mandatory for all military, government civilian and contractor personnel who provide direct support to projects. Based on the foregoing, initially, all prime and subcontractor personnel working on-site at USJFCOM in the Tidewater region of Virginia, using Government furnished facilities and equipment, shall load their hours by project into a government developed database weekly or within two working days upon return from travel. This reporting requirement is for operational oversight of command efforts and does not eliminate or obviate any requirements to provide financial data through DCAA approved corporate financial systems. The time required for inputting such data is considered to be directly chargeable to the contract/task order under which hours are being reported. Information derived from this data collection will not be used for validation of invoices. Moreover, any verification or validation of contractor employee hours will be the responsibility of their management as the Government will not validate or approve contractor entries.

B. The Government will provide system orientation training to the contractor's project manager or his designee and also identify USJFCOM job order numbers that correspond to the various work being performed or supported by the contractor.

#### 15. USJFCOM COMMANDER'S CRITICAL INFORMATION REQUIREMENT (CCIR)

Certain types of incidents or occurrences during contract or task order performance can affect mission accomplishment and, therefore, require timely information management and immediate notification to the Command. Examples include degradation, outage, or compromise of USJFCOM communications networks and systems; death or serious injury of contractor personnel; and any accident or event involving contractor personnel that could result in immediate and adverse media attention, police, or legal action. Accordingly, the contractor shall immediately report any such instances to the Contracting Officer's Representative (COR) or Alternate COR. If neither is immediately reachable, the contractor shall contact the USJFCOM Command Duty Officer directly at (757)836-5586/5658 or [jfcom.cdo@jfc.com](mailto:jfcom.cdo@jfc.com).

#### 16. PERSONNEL QUALIFICATIONS

The contractor shall provide personnel with qualifications and experience as described below:

##### (a) PRINCIPAL ANALYST

DUTIES: Serves as contractor team leader for a major project(s). Responsible for managing project efforts, including planning, defining objectives and priorities, evaluating performance, resolving problems, establishing quality control procedures, assigning duties, supervising assigned contract personnel, and coordinating with Government and other Contractor personnel.

##### QUALIFICATIONS:

a. Bachelor's degree from an accredited college or university in Management, Finance, Engineering, Computer Science, Information Technology or an area of expertise related to the PWS, with three (3) years experience in the analysis and application of medium-to-large scale systems which enable or enhance decision support OR ten (10) years of experience in the analysis and application of medium-to-large scale systems in lieu of a bachelor's degree.

b. Experience in at least two (2) of the following

(1) At least three (3) years experience in, operations and plans execution, theory, development, and applications. At least three (3) additional years experience in planning, scheduling and coordinating military activities in support of operations and exercises, and at least one (1) year additional experience in military computer modeling. Experience requirements are in addition to those required in paragraph a above;

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- (2) Three (3) years experience in military strategy and sourcing, methodology and data base preparation;
- (3) Three (3) years experience in the development of analytical plans and procedures;
- (4) Three (3) years experience in the joint planning process;
- (5) Demonstrated experience in the preparation of scenarios for joint events is desirable;
- (6) Demonstrated experience in the conduct of post experimentation event effectiveness analysis and evaluations is desirable.

**17. PERSONNEL QUALIFICATIONS (NAVSUP 5252.237-9401)(JAN 1992)**

- (a) Personnel assigned to or utilized by the Contractor in the performance of this contract shall, as a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner. If the offeror does not identify the labor categories listed below by the same specific title, then a cross-reference list should be provided in the offeror's proposal identifying the difference.
- (b) If the Ordering Officer questions the qualifications or competence of any person performing under the contract, the burden of proof to sustain that the person is qualified as prescribed herein shall be upon the Contractor.
- (c) The Contractor must have the personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in delivery/task orders. The work history of each Contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Ordering Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonable ensure the ability for effective and efficient performance.

**LABOR CATEGORIES MINIMUM REQUIREMENTS**

\* See Paragraph 16.0 of the performance work statement

**18. REQUIRED STANDARD OF WORKMANSHIP (OCT 1992)**

Unless otherwise specifically provided in this contract, the quality of all services rendered hereunder shall conform to the highest standards in the relevant profession, trade or field of endeavor. All services shall be rendered by or supervised directly by individuals fully qualified in the relevant profession, trade or field, and holding any licenses required by law.

(End of Provision)

**19. REIMBURSEMENT OF TRAVEL COSTS (OCT 1998)**

(a) Travel

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

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

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

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

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

(3) Travel. Travel, subsistence, and associated labor charges for travel time are authorized, whenever a task assignment requires work to be accomplished at a temporary alternate worksite. Travel performed for personal convenience and daily travel to and from work at contractor's facility will not be reimbursed.

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

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

Regulations, Volume 2.

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

Such authorization by the Ordering Officer shall be indicated in the order or in some other suitable written form.

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

(7) Private Automobile. The use of privately owned conveyance within the continental United States by the traveler will be reimbursed to the contractor at the mileage rate

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allowed by Joint Travel Regulations. Authorization for the use of privately owned conveyance shall be indicated on the order. Distances traveled between points shall be shown in standard highway mileage guides. Any deviations from distance shown in such standard mileage guides shall be explained by the traveler on his expense sheet.

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

(End of Provision)