

CONTRACT NO. N00178-05-D-4232	DELIVERY ORDER NO. EX04	PAGE 4 of 29	FINAL
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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Section C - Descriptions and Specifications

SERVICES IN SUPPORT OF US JOINT STAFF DEPUTY DIRECTOR FOR JOINT FORCE COORDINATION (JS DDJ31)

1. **INTRODUCTION.** This Contract establishes the operational and analytical requirements for support to JS DDJ31 in the execution of the Joint Force Coordinator (JFC) and Global Force Management (GFM) missions. Required tasks include functional areas that support the execution of the JFC mission sets. These include strategic planning, Joint Force Analysis, Rotation and Deployment planning, management and operational support, Global Force Management (GFM) Policy and Processes and program management, continuous process improvement efforts, and related special resource services that enhance execution of JFC and GFM mission capabilities.
2. **BACKGROUND.** The mission of DDJ31 is to source and deploy trained and ready joint capable forces, lead the improvement of the Global Force Management and Joint Deployment processes, monitor force readiness and deployment, and support the implementation of Adaptive Planning in support of the Joint Staff's mission. Specific mission tasks include: (1) Deploy trained and ready joint forces in support of war fighting requirements of combatant commanders world-wide; (2) Identify and recommend global Joint sourcing solutions to the Chairman, in coordination with the Services and other combatant commanders, from all worldwide forces and capabilities, (except designated forces sourced by USSOCOM, USSTRATCOM and USTRANSCOM); (3) Supervise the implementation of sourcing decisions through force analysis of readiness and availability; (4) Monitor the Joint deployment movement of forces, (5) provide for continuous improvement of the Global Force Management and Joint Force Deployment processes through identification of capabilities gaps and pursuit of high-value, near term solution across the DOTMLPF spectrum; (6) provide support to the implementation of the Adaptive Planning construct. It is critical to maximize the Nation's future and present military capabilities through Joint concept development and experimentation, recommending Joint requirements, advancing interoperability, conducting Joint training and providing ready continental U.S.-based forces and capabilities to support other combatant commanders and domestic requirements. The evolving landscape of the world and changes in threats to our Nation's security continually shape and change tasks required to accomplish these missions. The services necessary to respond to the evolving mission tasks must be flexible to respond to these requirements. The non-personal services identified in this contract allow JS DDJ31 to support new/emerging requirements and functions across a wide spectrum of services.
3. **SCOPE.** The Contractor shall provide non-personal operational and analytical services in support of the J31 Joint Force Coordinator mission and related support functions to include the execution of the Joint force analysis, sourcing, rotation and deployment as well as provide for operational management of related Joint Concept Technology Development efforts and fiscal resource records management that specifically support the sourcing and resources of the JFC and Global Force Management Process. The Contractor shall perform no functions prohibited by Office of Federal Procurement Policy (OFPP) Policy letter 92.1.
4. **APPLICABLE DOCUMENTS.** Unified Command Plan; Global Force Management Implementation Guidance.
5. **REQUIREMENTS.** The contractor shall provide support services across a wide variety of mission areas to provide JS-J31 with the capability to meet both existing and emerging JFC and GFM requirements. The contractor shall provide communications orally and in writing at the Flag Officer/General Officer level. Specific tasks are:
 - 5.1 **Joint Force Coordinator/Deployment Support.** The contractor shall provide planning, analytical, and operational support of J31's Joint Force Provider and Global Force Management functional areas. Requirements for this task include:
 - 5.1.1 Provide coordination of planning, developing, and assistance in the oversight to the concept of operations for the JFC/GFM due to the constant changes in mission support requirements.
 - 5.1.2 In support of the role as the Joint Force Coordinator, provide U.S. Armed Forces subject matter experts to identify Armed Forces capabilities required to support the rapidly evolving mission requirements of Combatant Commanders and Federal Agencies. Provide support with the preparation of tasking orders, and monitor the tasking, deployment, employment, redeployment, and reconstitution of forces to include unit sourcing and Individual Augmentation (IA). Coordinate rotation of forces for ongoing campaigns. Provide support for Global Force Management and Joint Force Coordinator processes improvement. Support the Joint Staff J31 GFM Policy and Process Mission to enhance its ability to perform and support activities within the DOD's Enterprise Architecture initiative.

CONTRACT NO. N00178-05-D-4232	DELIVERY ORDER NO. EX04	PAGE 5 of 29	FINAL
----------------------------------	----------------------------	-----------------	-------

5.1.3 Support the identification and analysis of databases that capture U.S. Armed Forces capabilities, their readiness posture, deployment posture, and other relevant data necessary to identify and monitor the status of available and deployed forces. Provide subject matter experts and database update expertise as necessary to ensure the Joint Force Provider has information assurance to capture required data to execute its Joint force provider role.

5.1.4 Provide advice and analytical support to monitor the system/systems utilized to capture the readiness and deployment status of U.S Armed Forces. Monitor the readiness and deployment posture of U.S Armed Forces to support the force tasking decision process.

5.1.5 Provide subject matter expertise to support any plans, studies, analysis, technical data collection, database enhancements, or operational support necessary to support the planning and operations of the J3.

5.1.6 Prepare material for and attend TPFDD and sourcing conferences in support of force rotations in the case of on-going campaigns.

5.1.7 Support the J31 JFC by tracking forces deploying and redeploying in support of Contingency Operations and other combatant command requirements as required within the Conventional Joint Force Provider mission.

5.1.8 Interface with other members of the Force provider team, combatant commands, and other agencies to ensure consistent and continuous monitoring of forces moving.

5.2 JFC Program Management (**Records and resource management**) support needed to execute the JFC and GFM processes.

5.2.1 Contractor shall provide analytical functions, to include validating and verifying travel orders and travel processing under the Defense Travel System, financial reports and records, Support JFC related meetings and facilities preparation, electronic and physical files management through the use of Project and Enterprise Project Manager; Documentum, Logbook, LIMS, and other tools as specified during the contract period. Provide program management technical support and analytical support services in support of the JFC Personnel Management Programs.

5.2.2 Provide program management, research and analysis-related support functions for J31. Provide technical expertise to support the senior government officials on J31 functions. Activities include all supply requisitions, coordination of records management activities to include preparation of outgoing correspondence and messages, message re-addressals, files maintenance, distribution of incoming material.

5.2.3 Recommend priorities for program management, research and analysis work based on the needs of the J3 and overall policies. Support the management of all J3 program management, research and analysis records and correspondence, maintain correspondence control records, maintain and manage program management and analytical records and filing system.

5.2.4 Provide program management support to the J31, to include, research, analysis, technical reviews, assessments, work force/personnel programs, and manage classified and unclassified reports and records.

5.2.5 Provide assistance to the J31 government leads and make recommendations and offer courses of action on program management and analysis issues.

5.2.6 Manage JFC records and correspondence such that documents and records are always locatable, staffed in a timely manner and complies with applicable Directives System Policy, Directives System Manual and templates as well as the Department of Defense Privacy Program and Joint Staff Records Management policy and procedures.

5.2.7 Provide expert support in the development and revision of JFC military and civilian position descriptions such that these documents properly justify the grade and expertise required for each JFC position by the organization's structure. Assist in reshaping of the JFC organization in response to changing operational and staff support requirements. Facilitate the JFC hiring process by coordinating with J3 and human resources offices, supporting the forming and conduct of hiring panels, and assisting with the integration of newly-hired personnel.

5.2.8 Maintain applicable timekeeping system. Administer JFC related accounts, provide training and help desk support to

CONTRACT NO. N00178-05-D-4232	DELIVERY ORDER NO. EX04	PAGE 6 of 29	FINAL
----------------------------------	----------------------------	-----------------	-------

ensure that JFC personnel can properly log their time against the correct JFC projects and their supervisors can approve logged time.

5.2.9 The contractor is responsible for supporting all aspects and provide analysis to ensure the efficient and effective operation of the business process support and management process technical support services to JFC Resource Offices. Support studies, evaluate external resource requests, develop tracking processes for action items and tasking, participate in meetings and briefings and monitor the communication flow of related 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).

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

5.2.11 Support development of Resource Reviews/taskers and make recommendations for continuous improvement of the product.

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

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

5.2.14 Maintain JFC Purchase Commitment File by logging planned purchases

5.2.15 Process and track Funding Document Requests released by JFC.

5.2.16 Respond to JFC requests and provide direct assistance to customers in drafting required Acquisition packages and procurement related

documents. Assist in conducting Market Research (MR) and draft MR documents. Draft Limited Source Justification & Sole Source documents.

5.2.17 Collect JFC cost data and complete related monthly Fiscal or Budgetary Report

5.2.18 Download, generate, or develop finance and budgetary reports from DOD legacy systems, supporting comptrollers, JFC 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.

5.3. JFC **Joint Logistics Management Support** :

5.3.1. Logistics Management. The contractor is responsible for supporting all aspects and logistical actions required to

CONTRACT NO. N00178-05-D-4232	DELIVERY ORDER NO. EX04	PAGE 7 of 29	FINAL
----------------------------------	----------------------------	-----------------	-------

ensure the efficient and effective operation of the J31 JFP and GFM. At a minimum, the contractor shall provide logistical, contingency support, and management technical support, as outlined below.

5.3.2. Logistics Plans. 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 JFP and GFM mission success.

5.3.3 Facilities Support. Provide facilities support that ensures efficient, effective and economical day to day operation of the JFP 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 JFP 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 setup and tear down for various activities to ensure logistics operations support the requirements and mission of the JFP.

5.3.4 Provide logistics support services across a wide variety of mission areas to provide the J31 with the capability to meet both existing and emerging requirements.

5.3.5 Support logistic requirements/plans related to current and planned operations and mission requirements.

5.3.6 Develop technical reports including logistics management plans.

5.3.7 Support oversight for the development and management of new and existing logistics projects.

5.3.8 Develop Course of Action analysis for various scenarios, make recommendations on best course of action, provide input on development of approved course of action, and support the execution of the activity.

5.3.9 Provide training and logistics management subject matter expertise to the J31 and other commands as requested or required.

5.3.10 Provide logistics technical support and associated services to assist in the management of locations supporting the J31 and other related activities. Support to include assisting with space allocation, coordinating maintenance and repair activities, and material set-up and tear down for various activities to ensure the logistics support the requirements and mission of the Joint Force Provider.

5.4 **Force Analysis Branch:** Develop Draft Plans of Actions and Milestones (POA&M) for assignment, rotation, and movement of forces in support of Joint Staff J31 mission.. The contractor shall support the development, implementation, and monitoring of the Government approved POA&M and will include reports, recommendations, plans, schedules and orders. The POA&M will be submitted to the Government as required for review and approval. This POA&M shall cover the following program elements as related to operational and readiness elements:

5.4.1 Develop and expand database and capability requirements in the Force Analysis and Readiness modules in the Global Force Management Tool Set (GFMTS).

5.4.2 Provide analysis and input to support the identification and/or development of databases that capture U.S. Armed Forces capabilities, their readiness levels, force availability, and other relevant data necessary to support preparation of joint sourcing solutions.

5.4.3 Monitor and perform analysis of Joint and Service unit readiness and availability data.

CONTRACT NO. N00178-05-D-4232	DELIVERY ORDER NO. EX04	PAGE 8 of 29	FINAL
----------------------------------	----------------------------	-----------------	-------

5.4.4 Ensure JS J31 equities are maintained in the Office of the Secretary of Defense (OSD) continued development and system improvement of the Defense Readiness Reporting System (DRRS) by participating in DRRS System Tests, the Software Management System (SMS) Enhancement Working Group, Operations Force Battle Staff Working Group, General Officer/Flag Officer Steering Group, and DRRS Operational document review.

5.4.5 Utilize DRRS, and provide user feedback to support proposed system enhancement.

5.4.6 Support Global Status of Resources and Training System (GSORTS) to DRRS transition.

5.4.7 JCRM, PFG, GCCS-J/GSORTS & JOPES software evaluation and testing.

5.4.8 Maintain position in the Ballistic Missile Defense (BMD) Force Management Working Group to ensure connectivity link within GFM Process.

5.4.9 Prepare briefs, point papers, and reports on selected topics and issues

5.4.10 Recommend and develop improved JS J31 business practices..

5.4.11 Provide recommendations which support the development and improvement of new or existing force analysis initiatives

5.4.12 Maintain roster of Joint Task Force Headquarters (JTF HQ).

5.4.13 Support review and development of JTF Doctrine

5.4.14 Review and provide input to Joint Doctrine, Department of Defense Instructions (DODI) and Chairman Joint Chiefs of Staff Instructions (CJCSI)

5.4.15 Support development of Global Force Management Tool Set (Joint Capabilities Requirements Manager (JCRM) and Force Deployment).

5.4.16 Monitor, track, and report the readiness status and composition of the Global Response Force (GRF)

5.4.17 Track and report the movement of deploying forces.

5.4.18 Provide subject matter expertise to support current and future development of the JCRM program Force Deployment Section.

5.4.19 Prepare material for and attend Joint Operations Planning and Execution System (JOPES) Time Phased Force and Deployment Data (TPFDD) and sourcing conferences in support of force rotations in the case of on-going campaigns.

CONTRACT NO. N00178-05-D-4232	DELIVERY ORDER NO. EX04	PAGE 9 of 29	FINAL
----------------------------------	----------------------------	-----------------	-------

5.4.20 Provide subject matter expertise on the Department of Defense force deployment process and the adjustment to the Start or End dates of an ordered unit to the Joint Staff and as the point of contact for COCOM, service, and subordinate commands.

5.4.21 Interface with other members of the Joint Force Provider community of interest, combatant commands, and other agencies to ensure consistent and continuous monitoring of force movement.

5.4.22 Provide subject matter expertise on the adjustment to the Start or End dates of an ordered unit to the Joint Staff and as the point of contact for COCOM, service and subordinate commands.

5.4.23 Prepare and maintain the Microsoft Office SharePoint Server portal page for the JS J31 Force Deployment branch.

5.4.24 Maintain the Microsoft Office Access database used for Force Deployment tracking as well as providing reports that are used by both COCOM and service levels to ensure accuracy of Deployment Data.

5.4.25 Provide support to in JS J31 in accordance with the Joint Deployment Processes. Contractor shall maintain expert/advanced knowledge of the use of workstation tools such as Microsoft Office Word, Excel, PowerPoint, Outlook, Access, SharePoint Server; Logbook, JCRM, JOPES, and other tools as specified during the contract period.

5.5 GFM Policy and Processes. Provide experience, knowledge, and insights of planning and execution requirements at the strategic national, strategic theater, and operational levels of war. Supports, coordinates interaction with personnel and organizations across the Joint Planning and Execution Community (JPEC) within the Department of Defense (DoD) to include Combatant Commands, Services, and Combat Support Agencies. Work under this task shall support the Joint Staff J31 GFM Policy and Process Division and enhance its ability to perform and support activities within the DoD's Enterprise Architecture initiative. The primary effort focuses on the integration of GFM tools and JOPES execution databases and specifically includes:

5.5.1. Analyze, identify and support, initiatives for the improvement of access to authoritative data and integrated GFM with Net -Centric Data and Enterprise services.

6. DELIVERABLES. Deliverables shall be in contractor format and provided to Technical AdvisorsTA (TA) as identified in the below matrix. Draft copies shall be provided as noted and when provided shall be returned to the TATA within three working days after receipt of comment. The Government TATA shall have three days to comment on draft documents when presented. If the TATA does not return the draft with comments, within the three days allowed, the draft is considered final for tracking and final delivery. Reports will be delivered in accordance with the matrix below.

Applicable Reference	Report Name	Specific Deliverable Information
5.1.1-5.1.8	Technical Reports: GCCS /LIMS logbook maintenance; planning documents supporting JDC standup; plans, studies, assessments, and technical data collection reports for JDC operations	All technical reports shall be provided as a draft for TA comments. Final documents shall be provided as required in para 6.
5.1.1-5.1.8, 5.2.1-5.2.5.2.18, 5.3.1-5.3.10, 5.4.1-5.4.2.5	Analytical Reports: Brief preparation, log book maintenance, JESS, SMS, JOPES and related reports , trip reports, analytical briefs, OPORDER preparations, operational situation reports, watch turnover information , facilities support	Analytical reports shall be provided in accordance with USJFCOM Standard Operating procedures provided by the TA.
5.1.1-5.1.8, 5.4.1-5.4.2.5	Operate Various Systems: Global Force Management Tool Set (GFMTS), Global Status of Resources and Training System, Joint Capabilities Requirements Manager, Joint Operations Planning	Attend VTC's, meeting and briefings as needed and prepare power point slides, point papers, and/or senior level briefings in

CONTRACT NO. N00178-05-D-4232	DELIVERY ORDER NO. EX04	PAGE 10 of 29	FINAL
----------------------------------	----------------------------	------------------	-------

Applicable Reference	Report Name	Specific Deliverable Information
	and Execution System , Department of Defense Readiness Reporting System, Air Force AEF Readiness Tool, Army Readiness Management System, Navy's TYCOM Readiness Management System	response to taskers
5.4.26	Joint Capabilities Requirements Manager (JCRM) program input.	As needed in response to taskers
5.1.1-5.1.8, 5.4.1-5.4.2.5	Microsoft Access Database that facilitates Time Phased Force and Deployment Data (TPFDD), Latest Arrival Date (LAD) Shifts, Force tracking/ monitoring	As needed in response to taskers
5.4.25	Microsoft Office SharePoint Server portal page up to date	As needed in response to taskers
5.1.25	Microsoft Office Word, Excel, PowerPoint, Outlook, Access, SharePoint Server; Logbook, JCRM, JOPES Documents	As needed in response to taskers
5.1.1-5.1.8, 5.2.1-5.2.5.2.18, 5.3.1-5.3.10, 5.4.1-5.4.2.5	Draft position/white paper	As needed in response to taskers
5.1.1-5.1.8, 5.2.1-5.2.5.2.18, 5.3.1-5.3.10, 5.4.1-5.4.2.5	Technical reports	As required in response to program analysis
5.4.1-5.4.2.6	Security Administration and classified material inventory reports	IAW JFCOM SSO instructions (Monthly)
5.4.1-5.4.2.5	Summary reports. Request database, maintain records of all MilAir requests for possible audit by Office of SECDEF IAW DOD policy. These records must be available for daily review.	Daily NLT 13:00
5.4.1-5.4.2.5	Tasker Log status : Status of requirements IAW COS Suspense dates	Daily NLT 13:00
5.5	GFM Policy and Process Analysis reports and taskings (JSAPs, data calls, information or point papers).	As required iaw GFM Policy and Process Division taskers per the Joint Staff JSAP system.
8	Trip Reports	2 days after travel
5.4.1-5.4.2.5	Briefing Inputs	As directed by FO/GO Schedule
6.3	Monthly Report	Due to the TA by the 15th of the following month for the month being reported.

Applicable Reference	Report Name	Specific Deliverable Information
6.2	End-of-Contract Summary Report	Due in draft 60 days prior to contract end date, providing the contract perspective of lessons learned and recommendation in improvements in providing support for future versions of this contract vehicle.

6.1 Technical Reports. Technical reports shall be provided within five (5) working days after the initial action requiring the report.

6.2 Operational and Analytical Reports. Reports include but are not limited to meeting minutes, trip reports, studies, analysis, operations plans/orders, deliberate plans, budgetary reports, mission analysis reports, and other reports as directed in this task order. Analytical reports shall be provided in accordance with procedures provided by the TA.

6.3 Monthly Report. The contractor shall provide a description of work accomplished during the period, funds expended, funding remaining, any issues, recommendations, trips and significant results, progress made during the period (including any problems encountered), recommendations (if any) for solution beyond the scope for the task area, and highlights of the next month's activity. The report shall be provided no later than the 15th of each month following the reporting period month to the TA and Contracting Officer

7. QUALITY ASSURANCE (QA) METRICS.

This table below is an example of a QASP that will assist you with quantifying the metrics.

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level	Performance Standard (PS)
Contractor Quality Control Plan <i>(If required by the contract)</i>	QC activities, inspections, and corrective actions completed as required by the plan.	Inspection by the COR	Quarterly for overall QC activities; As Required for corrective actions.	100% Compliance with the contractor plan.	Timeliness > 95% Quality > 95%
Contract Deliverables	Contract deliverables furnished as prescribed in the PWS, attachments,	Inspection by the COR	100% inspection of all contract deliverables.	>95% of deliverables submitted timely and	Timeliness > 95% Quality > 95%

	CDRLs, Task Orders, etc., as applicable.			without rework required.	
Overall Contract Performance	Overall contract performance of sufficient quality to earn a Satisfactory (or higher) rating in the COR's annual report on Contractor Performance	Assessment by the COR	Annual	All performance elements rated Satisfactory (or higher)	Timeliness > 95% Quality > 95%
Invoicing	Monthly invoices per contract procedures are timely and accurate.	Review & acceptance of the invoice	Monthly	100% accuracy	Timeliness > 95% Quality > 95%

8. TRAVEL. Local and distance travel may be required for performance of this task order. Travel shall be in accordance with applicable Joint Travel Regulations related to contractor travel in performance and support of contract tasks. Long distance travel may also be required to support research efforts, meeting facilitation activities.

9. PLACE OF PERFORMANCE. The Contractor's place of performance and unique duty hours normal working hours as directed by mission sets within the J3.

9.1. Place of Performance. Contractors shall be required to support the USJFCOM/JS J31 in Norfolk, VA. Primary support will occur at the Norfolk or Suffolk locations. Support may include other locations world-wide to support daily, exercise, and contingency operations.

9.2. Hours. During routine day-to-day operations, the core duty day shall be 0730-1700.. However, contractors may be required to perform for extended duty hours and work shift work to support the requirements of this task order, exercises, and contingency operations.

10. GOVERNMENT FURNISHED EQUIPMENT. The Government shall provide office space, equipment, and computers with email/LAN access as required supporting the desired staffing. The contractor shall provide a National Agency Check (NAC) to be given such access.

11. PERIOD OF PERFORMANCE. Base Year 01 September 2013 through 31 August 2014 with 2 Option Periods

12. Task Order Manager. Kevin Quill

13. SECURITY CLEARANCE. On-site contractor personnel assigned to this project shall require access to information up to and including SECRET. Personnel assigned shall have a minimum FINAL SECRET clearance before reporting. 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.

Qualifications: