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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Section C - Performance Work Statement (PWS)

SPAWARSYSCEN-CHARLESTON, Code 5.3.3.3, National Guard Bureau C2 Support

1.0 INTRODUCTION

The National Guard Bureau (NGB) J3 Domestic Operations Directorate (1411 Jefferson Davis Highway, Arlington, Virginia 22202) participates with the Army and the Air Force staffs in the formulation, development, and coordination of all programs, policies, concepts, and plans pertaining to or affecting the National Guard, the Army National Guard of the United States, and the Air National Guard of the United States. The NGB also develops and administers programs for the operation of the Army National Guard and the Air National Guard and assists the states as they provide trained and equipped National Guard units available for service in time of war or emergency.

SPAWAR has requirements to assist the NGB by providing specialized knowledge, expertise and experience to support the National Guard Command and Control (C2) Operations Centers in a 24x7x365 operational environment. This support includes assisting with the governance and maintenance of information-sharing mechanisms; manning the watch centers, and conducting command and control operations.

The National Guard operations centers are central information nodes providing essential communications between the National Guard operations centers, USNORTHCOM, and Federal, State and Local governments. The National Guard provides standardized C2 capabilities to installation commanders for the management of threats and hazards from pre-incident planning through response to recovery. These C2 capabilities include:

- Integrated operations centers that respond to all threats and all hazards across the lifecycle of all incidents and emergencies.
- Accurate, real-time, 24/7 situational awareness (SA) of global “terra firma” through routine and crisis incident reporting.
- Consolidated C2 capability that minimizes “speed to reaction time” for effective event management.
- Standardized communications capabilities that are compatible and interoperable with the other services, DOD, non-DOD agencies, and civil partners.

2.0 BACKGROUND

The National Guard remains focused on operational readiness. Two important areas of the National Guard’s reach are its response to crises here at home and any conflicts overseas. The mission of the NGB is to participate with the Army and the Air Force staffs in the formulation, development, and coordination of all programs, policies, concepts, and plans pertaining to or affecting the National Guard, the Army National Guard, and the Air National Guard; develop and administer such detailed operating programs as are required for the operation of the Army National Guard and the Air National Guard; participate with and assist the states in the organization, maintenance, and operation of their National Guard units so as to provide trained and equipped units capable of immediate expansion to war strength, and availability for service in time of war or emergency to augment the Active Army and Air Force.

In order to support these National Guard requirements, specialized knowledge, expertise and experience supporting C2, Command Centers and related functions, policies and practices is essential, including: Program Management, Command Center Operations, Command and Control Functional Support Operations, Command and Control

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Capability Assessments, Command Center Information Technology Sustainment Operations and Surge Support.

3.0 SCOPE

Under this task order, the contractor will independently provide training and exercise, planning, and management support services to satisfy the overall training and operational objectives of NGB-J3/Domestic Operations Directorate to monitor and assist the States in the organization, maintenance, and operation of National Guard units so as to provide well-trained and well equipped units capable of supporting State Domestic Operations. NGB-J3/DO is responsible for integrating the seven Homeland Defense mission areas into a coherent strategically focused and achievable plan. These seven Homeland Defense mission areas are: Defense Support of Civil Authorities, Response to CBRNE Incidents (Consequence Management), National Missile Defense, Critical Infrastructure Protection, Information Operations, Homeland Defense, and Combating Terrorism. This requires significant requirements and policy development as well as a continuously adaptive training program to support a highly volatile and transformational mission.

NGB provides policy, coordination and resources that permit the augmentation of the Army and Air Force with federalized National Guard forces in time of war or national emergency and to support the governor and combatant commanders with non-federalized forces to meet homeland defense needs. The National Guard Bureau crafts the strategies that will result in the implementation of the Secretary of Defense's guidance to improve National Guard readiness and support to the War on Terrorism, Homeland Defense and Homeland Security.

NGB prescribes the training discipline and training requirements for the Army National Guard and the Air National Guard, and the allocation of Federal funds for the training of the Army National Guard and the Air National Guard.

1.4 Additionally, under the provisions of Title 10 U.S. Code, § 10503, the NGB is responsible for:

- Prescribing the training discipline and training requirements for the ARNG and ANG;
- Assisting the Secretary of Defense in facilitating and coordinating the use of National Guard personnel and resources operating under Title 32 duty status or in support of state missions with other federal agencies, the TAGs of the several states, U.S. Joint Forces Command, and with the Combatant Commands with geographic responsibility for the United States;
- Ensuring that units and members of the ARNG and ANG are trained by the states in accordance with approved programs, policies, and guidance from the Secretaries of the Army, Air Force, and the respective Service Chiefs of Staff; and,
- Facilitating and supporting the training of members and units of the National Guard to meet state requirements.

4.0 PLACE OF PERFORMANCE

The work under this contract shall be performed at the following places of performance:

- The primary location will be JP1, 1411 Jefferson Davis Highway, Arlington, Virginia, 22202-3231.
- Other locations include the Joint Force Headquarters in each state, as requested by the TOM
- Atlanta, GA
- Lexington, KY
- Burlington, VT
- Columbus, OH

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- Albany, NY
- Denver & Colorado Springs, CO
- Tampa, FL
- Seattle, WA

5.0 APPLICABLE DIRECTIVES / REFERENCES

Document Type	No./Version	Title	Date
DODD	5111.13	Assistant Secretary of Defense for Homeland Defense and America's Security Affairs (ASD(HD&ASA))	1/2009
NGB SOP	Version 4	Adaptive Battle Staff SOP	7/2009
EXORD	N/A	JS Standing CBRNE-CM EXORD	4/2009
EXORD	N/A	JS DSCA Standing EXORD	5/2008
NC CONPLAN	3501	DSCA	05/2009
NC CONPLAN	3400	Homeland Defense	
FEMA Publications	N/A	National Response Framework	1/2008
FEMA Publications	N/A	National Incident Management System	12/2008
Jt Publication	3-26	Homeland Security	4/2008
Jt Publication	3-28	Civil Support	9/2007

6.0 SECURITY

Contractor's request for visit authorization shall be submitted in accordance with DOD 5220.22M (Industrial Security Manual for Safeguarding Classified Information) not later than one week prior to visit. Request shall be forwarded via Space and Naval Warfare Systems Center (PO Box 190022, North Charleston, SC 29419-9022) Attn: Security Office, for certification of need to know by the specified COR/Task Order Manager (TOM). DD form 254 of the basic contract applies.

Work under this task order is CLASSIFIED. The contractor shall comply with all applicable Department of Defense (DoD) security regulations and procedures during the performance of this task order. The contractor shall not disclose and must safeguard sensitive information, computer systems and data, privacy act data, and Government personnel work products that are obtained or generated in the performance of this task order. The contractor will be required to provide clearances for personnel requiring access to Government computers and workstations. A security clearance of SECRET is required for all Contractor employees. Selected Individuals assigned to this task will be required to have and maintain up to a TOP SECRET security clearance.

7.0 COR DESIGNATION/TASK ORDER MANAGER

The Point of Contact for this Task Order is: Leslie Sharp, Code 5333, leslie.sharp@navy.mil, 843-218-6790.

8.0 PERFORMANCE REQUIREMENTS

The contractor shall: Provide comprehensive Management, Organizational and Program Management support to the

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National Guard Bureau in the coordination and integration of the seven NG Homeland Defense mission areas to ensure both the States and the Nation have a trained and equipped domestic operations capability. All tasks identified in these performance requirements are in direct support to SSC-LANT's project management, technical and operational services for the governance and maintenance of information-sharing systems. These services include systems maintenance, upgrade, operations and related technical support services.

The National Guard Bureau will review its force structure, and redefine requirements in view of the above Homeland Defense mission areas to include development of METs, organization of equipment, training and exercise requirements. This review will include analysis of required interface with NORTHCOM and Federal Agencies, associated training requirements and exercises.

Tasks to be performed include: Facilitating and supporting, as appropriate, the organization, training and equipping of members and units of the National Guard to meet State and DoD requirements, policy development, contingency plan development, strategic plan development, doctrine and training development, implementation plan development, organizational and management plan development, integration plan development, requirements determination & definition, comparative analysis, documentation development, scenario development, program development, program management, support to USNORTHCOM, and exercise development and participation in support of National Level, NGB Joint Staff, and Regional National Guard exercises. The contractor will provide Subject Matter Expertise to J7 Led JFHQ Exercise programs. They will assist in the development and implementation of operational training programs to standardize Joint Operations Coordination Center (JOCC) and Battle Staff standard operating procedures and capabilities. Additionally the contractor will assist in the development of Joint Staff Training Exercises and day-to-day training programs.

Performance of these tasks requires the use of the following tools and/or systems: Air Force Knowledge Network (AFKN); Army Knowledge Online (AKO); Guard Knowledge Online (GKO); Defense Knowledge Online (DKO); Wide Area Work Flow (WWAF); Automated Business Services System (ABSS); Mobilization Common Operational Picture (MOBCOP); PRWEBB; ITSOLUTIONS: Lessons Learned Information System (LLIS); Joint Action Staffing Management System (JASMS); Defense Connect Online (DCO); Command and Control Personal Computer (C2PC); Joint Information Exchange Environment (JIEE); Defense Readiness Reporting System (DRRS); Army Records Information Management System (ARIMS); Global Combat Support System/ Air Force (GCSS-AF); and Jefferson Plaza 1 Network (JP1Net).

9.0 GOVERNMENT FURNISHED INFORMATION None

10.0 GOVERNMENT FURNISHED MATERIAL None

11.0 GOVERNMENT FURNISHED EQUIPMENT

The Government will provide contractor personnel with an office environment typically provided to Government personnel that includes workstations, facsimile, telephones and computers with access to the Internet and local area network (LAN). The Government will request access to all necessary areas once correct security clearance information has been provided.

12.0 CONTRACTOR FURNISHED MATERIAL None

13.0 CONTRACTOR FURNISHED EQUIPMENT None

14.0 TRAVEL REQUIREMENTS

Travel is required. The contractor will be required to travel to other locations in support of the tasks described in this statement of work. Prior to incurring any travel expenses, contractor personnel must obtain written authorization from the Project Officer that approves approximate travel, dates, expected duration, origin and destination, purpose, estimated costs and the number and names of personnel traveling. Contractor expense reports shall be prepared and processed in accordance with the Federal Travel Regulation (FTR).

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All travel shall be in accordance with the Government's Joint Travel Regulation (JTR) or Federal Travel Regulation (FTR). Travel vouchers and supporting documents must be presented for payment within 10 days after completion of the travel.

The Contractor may be required to conduct local and / or long distance travel in support of the requirements outlined above. The number of Contractor personnel required will be determined at the discretion of the Client Representative or designee. For all trips, the point of departure is Washington, D.C., unless otherwise directed by the Client Representative, TOM or designee.

A trip report shall be submitted 10 days following the completion of required travel. Report shall include as a minimum, the purpose of the trip, date of travel, labor category and significant outcome of the trip.

All travel must be approved in advance by the Task Order Manager (TOM). The contractor's personnel must adhere to the cost constraints of the Joint Travel Regulation to the maximum practical extent. Copies of the contractor's reimbursement vouchers for travel costs will be submitted to the TOM and must contain supporting detail that is satisfactory to the TOM. The contractor may apply G&A to travel costs only if this practice is consistent with both the contractor's GSA Contract and its accounting system.

The travel requirements listed below are for informational purposes only to assist in estimating the price of this Task Order.

Location	# Trips	# Travelers	Duration
Burlington, VT	1	1	6 days
Ohio	1	1	5 days
New York	1	1	5 days
Colorado Springs	1	1	4 days
Atlanta, GA	2	2	3 days
Denver, CO	2	1	5 days
Seattle, WA	1	2	4 days
Tampa, FL	2	2	3 days

15.0 DELIVERABLES

Monthly Status Report – Contractor shall submit a consolidated monthly report listing the total number of hours of effort for each employee, which summarizes their significant events and actions during the previous month. Due by the 10th workday following the end of the month.

In addition to the monthly invoice a labor detail report showing the employee's name, position title, hourly rate, total hours for the month, total hours to date, total monthly dollar cost and total to date dollar cost. In addition a breakout of employees' travel for the month to include name, dates of travel, destination(s), reason for travel, and total dollar amount paid.

Final documentation deliverables shall be provided in hard and soft copy using MS Office. Daily, weekly, interim, informal deliverables and working-copy products may be provided by e-mail or disk, as arranged.

Deliverable	Schedule
Contractor's Progress, Status and Management Reports (CDRL A001)	Due on the 10 th of each month for the previous month.
Trip Reports (CDRL A002)	Due Ten days after completion of trip.
Contingency Plans (CDRL A003)	As scheduled by TOM

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Strategic Plans (CDRL A004)	As scheduled by TOM
Implementation Plans (CDRL A005)	As scheduled by TOM

16.0 WORKLOAD ESTIMATE

<p>WORKLOAD ESTIMATE</p> <p>Number of man-hours per year: 32,640</p> <p>Other Direct Costs: \$60,000 per year</p>

17. ADDITIONAL INFORMATION

The work will be performed during normal business hours (7:30 AM to 4:30 PM), Monday-Friday, excluding Federal holidays. Core business hours are 9:00 AM to 3:30 PM. Performance must be provided during core business hours with flexibility before or after these hours to achieve the 40-hour per week support mark. Legal holidays are presented in the next paragraph. Contractor shall be capable of scaling operations to meet the operational requirements of a dynamic national security environment with a possible requirement of 24-hour/7-day operations and reporting. Be prepared to orchestrate expanded operations for support of federal, state, or local missions and/or in support of other federal agencies. Operational hours and days may vary between Task Orders. The Standard Man Year definition for this task is provided in **Table A-1, Standard Man-Year**.

Table A-1, Standard Man-Year

<u>Description</u>		<u>Hours</u>
Standard Man-Year (Full-time) (52 weeks at 40 hours per week)		2080
	Allowance for vacation, administrative leave, sick days, etc. (2 weeks at 40 hours per week)	(80)
	Allowance for 10 Federal holidays	(80)
Total Support Hours – Standard Man-Year (Full-time)		1920

Overtime is not authorized. Extended work hours must be pre-approved by the TOM.

The work described herein is primarily sedentary, performed in an office setting. Some walking will be required throughout the workplace facilities and at work sites. The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as conference rooms or office spaces. There are no unusual

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physical demands.

No data provided to, or developed by, the contractor shall be used for any purpose other than this delivery order. All information (data files and hard copy) become the property of the government and the contractor shall return them to the National Guard Bureau at the completion of the task.

The tasks described in this Statement of Work require specialized skills and diplomacy due to the nature of the projects.

The Contractor shall not substitute personnel assigned to perform work under this contract without the prior approval of the Contracting Officer. Requests for approval of substitutions shall be in writing and shall provide a detailed explanation of the circumstances necessitating the proposed substitutions. The request must contain a complete resume for the proposed substitute, and any other information requested or needed by the Contracting Officer to approve or disapprove the request. Proposed substitutes must have qualifications that are equal to or higher than the personnel being augmented. The Contracting Officer or his authorized representative shall evaluate such requests and promptly notify the Contractor in writing whether the proposed substitution is acceptable. The Government reserves the right to review all contractor resumes.

The contractor shall be responsible for employing technically qualified personnel to perform the work specified in this statement of work. The contractor shall maintain the personnel, organization, and administrative control necessary to ensure that the work delivered meets the contract specifications and requirements. The work history of each contractor employee must contain experience directly related to the task and functions he/she is intended to perform under this contract.

The Government reserves the right, during the life of the resulting contract, to request work histories on any contractor employee for the purposes of verifying compliance with the above requirements; additionally, the government reserves the right to review resumes of contractor personnel proposed to be assigned. Personnel assigned to, or utilized by, the contractor in performance of work shall be fully capable of performing the contemplated functions of the respective labor categories in an efficient, reliable, and professional manner.

Specific Personnel Qualifications Requirements - Personnel required to perform the services set forth within this Statement of Work shall meet minimum qualifications for the respective labor categories identified herein. Personnel assigned to or utilized by the contractor in the performance of the contract shall, as a minimum, be a United States Citizen, meet the experience, educational, or other background requirements set forth in the job description below and shall be fully capable of performing in an efficient, reliable, and professional manner.

Personnel shall have relevant education and recent, relevant experience and skills to accomplish all the efforts of the Performance Work Statement (PWS).

Key positions will be identified in the Position Description. Key personnel assigned to those positions will possess comprehensive and significant experience in Program Development and Program Management particularly as it relates to high level military operations.

The Contractor shall assign personnel who are capable of performing the technical requirements of this task. Contractor personnel shall possess technical expertise and operational experience in all aspects of program development and program management. Contractor personnel shall be willing to work unsupervised in a highly stressful environment, on rotating shifts, and in a one deep position.

C-313 SECURITY REQUIREMENTS (DEC 1999)

The work to be performed under this contract as delineated in the DD Form 254, Attachment No. 2 involves access to and handling of classified material up to and including Top Secret.