

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**1. CONTRACT ID CODE  
UPAGE OF PAGES  
1 22. AMENDMENT/MODIFICATION NO.  
153. EFFECTIVE DATE  
18-Mar-2020

4. REQUISITION/PURCHASE REQ. NO.

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NAVSUP FLC Norfolk, Code 200

DCMA Manassas

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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

T-Solutions, Inc.  
860 Greenbrier Cir, Ste 405  
Chesapeake VA 23320

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-14-D-7979-FK01

10B. DATED (SEE ITEM 13)

12-Mar-2015

CAGE CODE  
3EZR6

FACILITY CODE

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS** The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**(\*)  A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:  
FAR clause 52.243-1 Alt I, Changes-Fixed Price D. OTHER (Specify type of modification and authority)E. IMPORTANT: Contractor  is not,  is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

18-Mar-2020

BY

(Signature of Contracting Officer)

18-Mar-2020

NSN 7540-01-152-8070

30-105

**STANDARD FORM 30** (Rev. 10-83)

PREVIOUS EDITION UNUSABLE

Prescribed by GSA

FAR (48 CFR) 53.243

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 2 of 2	FINAL
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## GENERAL INFORMATION

Pursuant to FAR clause 52.243-1 Alternate I, Changes-Fixed Price, the purpose of this modification is to amend the Performance Work Statement (PWS) to allow for work tasks to be performed at remote locations (telework) by contracted personnel. Ability and specific timeframe for contractor personnel to work remotely will be at the discretion of the Contracting Officer's Representative (COR). The Government reserves the right to rescind this ability to work remotely at any time. Authorization by the COR to work remotely shall not result in additional cost to the Government. See PWS paragraph 17. A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$ [REDACTED] by \$ [REDACTED] to \$ [REDACTED]

The total value of the order is hereby increased from \$ [REDACTED] by \$ [REDACTED] to \$ [REDACTED]

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 1 of 50	FINAL
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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	R408	SFF N3 Maritime Operations Program Management Support Services. Two week Transition Period to allow for the contractor's assumption of all full contract operations . (O&MN,N)	█	MO	\$ █	\$ █
8001	R408	USFF N3 Maritime Operations Program Management Support Services. Base Period. (O&MN,N)	█	MO	\$ █	\$ █
8002	R408	USFF N3 Maritime Operations Contingency Operations Overtime. Base Period. (O&MN,N)	█	LH	\$ █	\$ █
8003	R408	USFF N3 Maritime Operations Program Management Support Services. Option Period 1. (O&MN,N)	█	MO	\$ █	\$ █
8004	R408	USFF N3 Maritime Operations Contingency Operations Overtime. Option Period 1. (O&MN,N)	█	LH	\$ █	\$ █
8005	R408	USFF N3 Maritime Operations Program Management Support Services. Option Period 2. (O&MN,N)	█	MO	\$ █	\$ █
8006	R408	USFF N3 Maritime Operations Contingency Operations Overtime. Option Period 2. (O&MN,N)	█	LH	\$ █	\$ █
8007	R408	USFF N3 Maritime Operations Program Management Support Services. Option Period 3. (O&MN,N)	█	MO	\$ █	\$ █
800701	R408	(O&MN,N)				
800702	R408	(O&MN,N)				
800703	R408	(O&MN,N)				
8008	R408	USFF N3 Maritime Operations Contingency Operations Overtime. Option Period 3. (O&MN,N)	█	LH	\$ █	\$ █
8009	R408	USFF N3 Maritime Operations Program Management Support Services. Option Period 4. (O&MN,N)	█	MO	\$ █	\$ █
8010	R408	USFF N3 Maritime Operations Contingency Operations Overtime. Option Period 4. (O&MN,N)	█	LH	\$ █	\$ █
8011	R408	USFF N3 Maritime Operations Program Management Support Services. FAR clause 52.217-8 (O&MN,N)	█	MO	\$ █	\$ █
8012	R408	USFF N3 Maritime Operations Program Management Support Services. FAR clause	█	LH	\$ █	\$ █

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 2 of 50	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
		52.217-8 (O&MN,N)				

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R408	USFF N3 Maritime Operations Travel. In accordance with Joint Travel Regulations and Performance Work Statement Requirements. Base Period. (O&MN,N)		LO	\$
9001	R408	USFF N3 Maritime Operations Travel. In accordance with Joint Travel Regulations and Performance Work Statement Requirements. Option Period 1. (O&MN,N)		LO	\$
9002	R408	USFF N3 Maritime Operations Travel. In accordance with Joint Travel Regulations and Performance Work Statement Requirements. Option Period 2. (O&MN,N)		LO	\$
900201	R408	(O&MN,N)			
9003	R408	USFF N3 Maritime Operations Travel. In accordance with Joint Travel Regulations and Performance Work Statement Requirements. Option Period 3. (O&MN,N)		LO	\$
900301	R408	(O&MN,N)			
900302	R408	(O&MN,N)			
900303	R408	(O&MN,N)			
9004	R408	USFF N3 Maritime Operations Travel. In accordance with Joint Travel Regulations and Performance Work Statement Requirements. Option Period 4. (O&MN,N)		LO	\$
9005	R408	Travel (O&MN,N)		LO	\$

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 3 of 50	FINAL
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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### USFF DIRECTOR MARITIME OPERATIONS AND FLEET COMMAND CENTER SUPPORT

**1. BACKGROUND:** United States Fleet Forces Command (USFFC) supports both the Chief of Naval Operations (CNO) and Combatant Commanders (CCDRs) worldwide by providing responsive, relevant, sustainable naval forces ready-for-tasking (RFT). This command provides operational and planning support to CCDRs and integrated warfighter capability requirements to the CNO. Additionally, USFFC serves as the CNO's designated Executive Agent (EA) for Anti-Terrorism/Force Protection (ATFP), Individual Augmentees (IA), Sea Basing and European Phased Adaptive Approach (EPAA) Phase II.

In collaboration with U.S. Pacific Fleet (PACFLT), USFFC organizes, mans, trains, and equips Navy forces, develops and submits budgets, and executes readiness and personnel accounts to develop both required and sustainable levels of Fleet readiness. Additionally, the command serves as the unified voice for Fleet training requirements and policies to generate combat-ready Navy forces per the Fleet Response Plan (FRP) using the Fleet Training Continuum.

This performance work statement specifies the tasks and deliverables as they relate to the core functions of USFFC N31 Fleet Command Center (FCC), N32 Future Plans (FUPLANS) and N33 Current Operations (COPS), N35 Future Operations (FOPS).

1.1.1 N31 Core Functions: To accomplish its mission, USFFC N31 Fleet Command Center (FCC) performs the following:

Provides the Commander, USFF staff, and the Maritime Operations Center (MOC) functional Boards, Bureaus, Centers, Cells and Working Groups (B2C2WGs) with situational awareness and real-time clarity of USFF current operations and the status of USFF forces on a global scale. Working closely with N33 COPS and N2 Intelligence, the FCC attains, maintains, and shares operational situational awareness across the B2C2WG. Specific functions of the N31 FCC include:

- Tracking and immediately reporting USFF Commander's Critical Information Requirements (CCIR), relevant information to the appropriate command level (CUSFFC, DCOM-DMO, N3) and making recommendations, as required. Developing and maintaining FCC standard operating procedures (SOPs) and pre-planned responses addressing required Battle Watch actions in support of CCIRs, routine and crisis response activities executed through the Battle Watch, and other operations as directed by the FCC branch head.
- Maintaining coordination with OPNAV, CCDRs, Numbered Fleets, Regions, TYCOMs, Interagency/NGO command and operations centers.
- Collecting and monitoring administrative and operational data on USFF fleet unit operations globally and provide a centralized point for the handling, tracking, and recording of information used by the Commander and FCC; deliverables provided as outlined in the USFF Battle Rhythm.
- Serving as the communications focal point for ongoing USFF and JFMCC operations to include asset movements, requests for information (RFI) and assets, and directed actions during routine and crisis operations.
- Maintaining a significant events log to a level of detail capable of reconstruction.
- Managing and displaying the force's Common Operational Picture (COP) for USFF and USNORTHCOM; establishing and maintaining Maritime Domain Awareness (MDA). Maintain the global COP via GCCS-J for OPNAV, NORTHCOM, SOUTHCOM, EUCOM, AFRICOM, CENTCOM, PACOM, COMPACFLT, USCG, ONI, Canadian authorities, and PJHQ Northwood. Maintaining the overwater Tactical Common Data Link (TCDL) picture for the East Coast in support of Operation Noble Eagle (ONE). Coordinating with other Department of Defense (DoD) organizations, the Department of Homeland Security (DHS), civil maritime, partner nations, other U.S. Navy commands, and inter-agency partners to develop a maritime COP and establishing methods and procedures for sharing information.

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 4 of 50	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

- Coordinating airspace, air operations, and integrated air and missile defense (IAMD) within the area of operations (AO) for USFF and NORAD Eastern Air Defense Sector (NEADS).
- Providing Meteorological and Oceanographic Center (METOC) and geographic information system (GIS) support presence in the FCC.
- Participating in exercise and operational planning efforts to maintain situation awareness, assisting in the development of Commander's Estimates, Concept of Operations (CONOPS), and Courses of Action (COA) as directed. Coordinate FCC support to/from other Directorates. Monitor the execution of operations and exercises.
- Directing the development of daily and situation awareness products for Flag and General Officers and senior leadership.
- Supporting routine and crisis operations.
- Providing management support of personnel assigned to the FCC including the associated reporting and accountability programs and monitoring task accomplishment.
- Integrating reserve component employment in FCC routine and crisis action execution.
- Initiating the Command Center Re-location Plan to ensure Continuity of Operations (COOP) for USFF/JFMCC FCC.
- Building and maintaining situational awareness, to include METOC, space, and external communications.
- Reporting satisfaction of priority intelligence requirement (PIRs) to the Commander and MOC Director when advised by intelligence.
- Providing service and service component command CCIR notifications.
- Communicating the commander's directions to subordinate commands (other FCCs, task forces, groups, units, and elements).
- Releasing intentions or orders messages.
- Serving as the primary liaison with USCG CAA, Canadian Maritime Forces Atlantic/ Joint Task Force Atlantic, II MEF, CNIC/CNRMA/CNRSE/CNRMW/CRNWS/ CNRNW, NSN/JEBLC, TYCOMs, STFS staffs, Strike Group, PHIBRON, DESRON, Air Wing and unit CO's concerning current operations and potential impact on USFF/JFMCC maritime missions.
- Applying policies and directives prescribed by higher authority.
- Executing USFF/NAVNORTH/CTF-80/JFMCC MDA in accordance with the USFF MDA SOP with personnel qualified using the current version of the MDA Analyst Joint Qualification Requirement (JQR).

1.1.2 N32 Objectives: To accomplish its mission, USFFC N32 Future Plans (FUPLANS) performs the following:

Supports MOC operations by conducting long-range planning and coordinating staff assessments facilitating the Commander's contribution to Higher Headquarters (HHQ) long-range plans such as Campaign Plans, Concept Plans (CONPLANS) and standing Operations Orders (OPORDs) (e.g. USNORTHCOM OPORD 01-11 and USFF OPORD 2000-11). Specific functions of FUPLANS include:

- Preparing and coordinating required plans in support of the Commander.
- Conducting operation planning within the framework of the Commander's assigned objective or mission, forces available, and the Commander's intent.
- Coordinating planning efforts with higher, lower, adjacent, and multinational headquarters, and coalition partners as required.
- Producing the Commander's estimate of supportability and the maritime support plan.
- Advising whether the superior's campaign plans are correct with regard to the Commander's capabilities, command relationships, and operational environment.
- Identifying operational scenarios requiring branch or sequel plans and assist the FOPS cell in crisis action planning, if required.
- FUPLANS will typically conduct planning with personnel organic to the N32 FUPLANS Center, but may stand up Operational Planning Teams (OPTs) as required to conduct long-range contingency planning. OPTs rely on the functional expertise of individuals from across the command to support Plan development. FUPLANS will be

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 5 of 50	FINAL
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responsible for the following tasks:

- Developing, revising, and coordinating required long range plans and orders in support of assigned USFF missions. These plans or orders may exist as a coordinated part of a supported combatant commander's plans or orders or as a supporting Operation Plan (OPLAN) or OPORD. Plans or Operations Orders may be prepared in response to a combatant commander's planning directive or a Commander USFF directive.
- Coordinating planning efforts with higher, lower, adjacent, multinational HQ and the interagency, IGOs, and NGOs as required.
- Reviewing subordinate supporting plans for adequacy, feasibility, acceptability, completeness, and compliance with joint and Navy doctrine.
- Advising CUSFFC on any supported combatant commanders' plans and orders that relate to and may impact the USFF mission.
- Keeping the supported combatant commanders' J-5 or operational planning team aware of the USFF status of operational planning especially during the initial planning efforts.
- In addition to operational planning functions above, N32 FUPLANS executes routine staff functions including but not limited to following: Attends meetings/conferences as directed; Completes work assigned by the Command Tasker System (CTS); Prepares Flag-level staff products such as PowerPoint briefings and staff info papers; Executes command battle rhythm events; Coordinates as required with other staff Directorates/Divisions/Branches.

1.1.3 N33 Objectives: To accomplish its mission, USFFC N33 Current Operations (COPS) performs the following:

COPS' focus is on control and assessment of ongoing operations and execution of the commander's intentions. COPS is responsible for providing situational awareness and acts as the executive agent for implementation and coordination of the commander's orders. It is the central fusion node to which all centers forward information regarding pertinent key events and which receives information related to the execution of operations. Specific functions of COPS include:

- Executing the Battle Rhythm.
- Coordinating, monitoring and maintaining situational understanding of orders and operations in execution (OPORDs, FRAGORDs, other current directives) and those to be executed in the near future.
- Supporting the Operational Assessment Working Group's (OAWG) collection and analyzing current operations Measures of Performance (MOP); synthesizing task assessments; collecting and passing Measures of Effectiveness (MOE) indicator data for effects assessment.
- Informing the Commander and MOC Director of assessments indicating impending decision points.
- Tracking and maintaining an operations RFI process.
- Providing support to B2C2WGs as depicted in the MOC SOP, Appendix A.
- Managing the safe and effective execution of day-to-day Joint and Fleet maritime operations to defend the homeland, supporting the training and certification of Strike Groups and independent units for forward deployment, and achieving other assigned mission objectives, such as defense support of civil authorities (DSCA) and foreign humanitarian assistance/disaster response (FHA/DR).
- Monitoring the readiness, capability and capacity of Fleet assets and units assigned to USFF to accomplish designated mission sets.
- Conducting rapid response planning as required.
- Synchronizing, coordinating, de-conflicting, and/or integrating maritime operations with other joint force operations.
- Drafting and releasing Situation Reports (SITREPs).
- Acting as principal advisor to the MOC Director for all matters regarding current operations, primarily focused on events and actions occurring within the next 72 hours, to include Fleet and Force operations and exercises for CNO and designated CCDRs as well as Fleet assets under the command authority of USFFC or NAVNORTH. Directing and coordinating operations and exercises within the USNORTHCOM maritime

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 6 of 50	FINAL
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AO.

- Advising the MOC Director regarding the planning of scheduled and unscheduled contingency operations. Conducting short range planning for all assigned forces.
- Reviewing and approving requests for Disabled Machinery, Fuel Waivers, Tiger Cruises, embarking civilians, emergent services, overtime requests, transit plans, transporting civilians by air, and aviation facility waivers. Coordinate with additional USFF entities, as required.
- Providing oversight of all functions relating to the Tomahawk Land Attack Missile (TLAM) training and certification of all TLAM-equipped deploying units and strike groups and development of all TLAM tactics, techniques and procedures (TTP). Providing CONPLAN surge TLAM mission planning and execution capability for campaign strikes.
- Acting as the Commander's direct representative regarding all operational matters pertaining to Ballistic Missile Defense (BMD). Maintaining situational awareness for the commander in all BMD related matters.
- Acting as the co-lead of the DSCA and Maritime Homeland Defense (MHD) Operations Planning Teams.
- Organizing the Crisis Action Team (CAT) for execution of USFF/NAVNORTH assigned missions to include: identification of manning shortfalls; maintenance of the CAT watch bill; identification, scheduling and oversight of CAT training; preparation for and execution of CAT response; and establishing and maintaining CAT SOPs.
- Overseeing the integration of MOC B2C2WGs; future operations exercise development, operational planning teams; FCC training, exercises and SOPs; and fleet scheduling in support of routine and crisis response operations.
- Providing assistance to the Deputy Director, Force Employment in analyses and studies for Fleet scheduling as may be directed or required.
- Establishing response and reporting procedures for events and/or activity affecting NAVNORTH and Atlantic Fleet maritime operations in coordination with the Battle Watch.
- Provide support to civilian and contractor personnel assigned to COPS including associated reporting and accountability programs.
- Integrating reserve component employment in CAT and Current Operations routine and crisis action requirements. Responsible for validating Reserve Component JTF unit augmentation billets. Coordinating validation and allocation of billets with USFF Manpower Officer (N1) and Commander, Navy Reserve Force (CNRF).
- Conducting Service, USNORTHCOM, USSTRATCOM, CTF-80, and Crisis Action duties as defined in the current version of the MOC SOP.

1.1.4 N35 Objectives: To accomplish its mission, USFFC N35 Future Operations (FOPS) performs the following:

Assists with operational-level planning for near-term operations. Anticipated or desired actions that require any analytical rigor, within the realm of the existing supporting plan, are staffed with support from FUPLANS. The coordination and execution of branch and sequel plans produced by FUPLANS are synchronized by FOPS. In conjunction with the Maritime Planning Group (MPG) and COPS, FOPS works to conduct rapid planning in support of the branch plan. Specific functions of FOPS include:

- Development of plans and orders for operations that are generally inside the 24-96 hour threshold.
- Focusing on operation sequels and branches in the time horizon which is beyond COPS but within the current phase of the operation.
- Coordinating with entities internal and external to the staff during the future planning processes and development of products.
- In the normal battle rhythm, the FOPS center (FOC) is staffed by a handful of full time FOPS personnel, and during crisis battle rhythm FUPLANS incrementally augments subject matter expertise (SME) and resources to staff crises support demand. This allows FOPS, in concert with COPS and FUPLANS, to



CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 7 of 50	FINAL
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leverage functional expertise.

- Providing direct support to the CATChief.
- Participating in operational-level of war (OLW) planning efforts.
- Presenting competing requirements for scarce resources to the commander and recommend courses of action for decision.
- Synchronizing branch and sequel plans developed by FUPANS
- Producing orders (e.g. PLANORD, WARNORD, EXORD) based on plans, branches and sequels produced.
- Coordinating with HHQ, supported, supporting and subordinate staffs in development and refinement of courses of actions (COAs).
- Recommending changes to the commander's CCIRs based upon revisions to existing plans and branch plans.

**2. SCOPE:** Contractor support for USFF N31, N32, N33, and N35 will provide a broad range of technical services to address wholeness gaps in Operational Planning, Maritime Domain Awareness, Defense Readiness Reporting System, Information Management/Knowledge Management Operational Level of War (OLW) manpower, personnel, training and education (MPT&E) issues across the range of OLW/Maritime Operations Center (MOC) activities as articulated in the annual OLW/MOC Integrated Priorities Capability List (IPCL).

**3. REFERENCE DOCUMENTS:**

United States Fleet Forces Missions Functions and Tasks, Maritime Operations Center (NTTP 3-32.1), Maritime Operations at the Operational Level of War (NWP 3-32), Navy Planning (NWP 5-01), Guidance for the Defense Readiness Reporting System (DRRS) (DoDI 7730.66), Force Readiness Reporting (CJCSI 3041.02B), DRRS-N Fleet Readiness Reporting (USFF/PACFLTINST 3501.31), Integrated Fleet Capabilities Requirements in Support of Fleet Navy Planning (USFF/PACFLTINST 7100.2A), Fleet MDA CONOPS, Navy MDA Concept, Warfare Improvement Program (USFF/PACFLTINST 7101.xx) and the 2012 Program Objectives Memorandum-15 (POM-15) OLW/MOC IPCL guides. These reference documents will be sited for use in each Technical Direction Letter, and Maritime Domain Awareness (MDA) Joint Qualifications Record (JQR)

**4. REQUIREMENT.**

**4.1 Analyst Support for Maritime Domain Awareness for USFF N31:** Support for Maritime Domain Awareness (MDA) focuses on providing the USFF FCC 24/7/365 situational awareness of the Maritime Domain based on the reporting requirements set forth by COMUSFLTFORCOM and the unique reporting or information requirements of USFF, NAVNORTH, CTF-80, and JFMCC. This includes but is not limited to a Geo-visual display of a Common Maritime Picture (CMP), specific daily product development, and participation in key collaborative efforts with USNORTHCOM, USCG, International and Interagency Partners, management of the Operational MDA Process and training of MOC personnel. The Contractor shall perform the following tasks:

- 4.1.1** Ability to leverage multiple computer and web-based applications for oversight of real-world, crisis and contingency operations in the maritime domain. (Geo-visualization services, Google Earth, SeaLink Advanced Analysis / Dark Fusion, Global Command and Control System-Joint (GCCS-J), Ship Arrival Notification System (SANS), Web-Enabled Temporal Analysis System (WebTAS), Chat, etc).
- 4.1.2** Display and navigate the CMP as directed during the Commanders operational brief.
- 4.1.3** Develop twice daily classified and non classified Maritime Interest Item (MII), Strategic Military Shipment and SITREP products for distribution to supported commander and external collaborative partners.
- 4.1.4** Provide the N31 Technical Director with support during MDA-related activities (e.g. Meetings, Teleconferences, VTC, SVTC, Defense Connect Online (DCO)) as directed.
- 4.1.5** Provide suggestions to OPNAV- generated MDA policy, initiatives, roadmaps, and participating in VTC's, meetings, and executive-level briefings.
- 4.1.6** Provide support in the development and maintenance of Command Center and MDA policies, concept generation, CONOPS, TTP, tactical memos (TACMEMOS), SOPs, and other documentation as required supporting MDA development.
- 4.1.7** Provide support in the production, management, and coordination in the development of Flag Officer

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 8 of 50	FINAL
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level correspondence and presentations to include preparing staff inputs, briefs, papers and/or other documentation as required to support USFF FCC, CAT, and MDA / policy development and implementation.

**4.1.8** Develop draft and coordinate changes to doctrine, education and training requirements to enhance Fleet MDA processes to support the Commander's decision cycle and battle rhythm.

**4.1.9** Provide operational and administrative support as required by the BWC/ABWC and CAT. This support should be performed on a not-to-interfere basis with other assigned work.

**4.1.10** Produce Point Papers, Issue Papers, Analysis reports, PowerPoint Briefs, Comment Resolution data as required by the tasks described above. Provide tailored MDA products, to include, organizational assessment in support of training and operations.

**4.1.11** Provide trip reports to USFF N31/MDA Technical Director and the COR in accordance with the USFF standard trip report format.

**4.1.12** Provide assessments of new MDA technologies including Joint Concept Technology Demonstrations (JCTDs), Advanced Concept Technology Demonstrations (ACTDs) and process improvement initiatives.

**4.2 Exercise and Operational Planning Support to USFF N32.** Contract will support OPLAN, CONPLAN, and Supporting Plan staffing and development efforts for USFF, NAVNORTH, CTF-80, and JFMCC efforts. The Contractor shall perform the following tasks:

**4.2.1** Assist in the development, coordination, preparation and execution of USFF participation in Joint or Service exercises.

**4.2.2** Provide planner level technical expertise in exercise planning meetings.

**4.2.3** Assist in the execution and control of individual exercises; develop, validate, monitor and update exercise data bases; validate and monitor unit or individual exercise participation; and develop lessons learned and after action reports associated with each exercise.

**4.2.4** Provide planner level technical expertise in the N3MOC Operations Planning Group (OPG), Strategic Planning Group (SPG), STRATCOM Working Group, Crisis Action Team (CAT), Crisis Action Planning process, and other staff working groups, as required.

**4.2.5** Participate at meetings, conferences, VTCs, staff battle rhythm events, war games, concept development and experimentation (CD&E) events, etc.

**4.2.6** Provide technical expertise in staff planning and produce staff products in support of Navy service projects as may be assigned to N3 FCC and N32.

**4.2.7** Support and assist the development of Flag Officer level staff briefing books, correspondence and presentations; and prepare staff inputs, briefs, papers and/or other documentation as required.

**4.2.8** Provide planning and staff support to the USFF N3 Global Force Management (GFM) Branch as required. Prepare staff inputs, briefs, papers and/or other documentation as required to support GFM sourcing solutions.

**4.2.9** Provide trip reports to USFF N32/MOC Director and the COR in accordance with USFF standard trip report format.

**4.3 Information Management/Knowledge Management (IM/KM) Support to Director Maritime Operations (DMO) MOC.** Contract will support the capacity and capability gap in IM/KM necessary to address specific areas articulated in the 2012 POM-15 OLW/MOC IPCL. The Contractor shall perform the following tasks:

**4.3.1** Develop, design and manage WEB sites to facilitate information sharing and archiving to support the execution of USFF DMO and responsibilities.

**4.3.2** Conduct document, architecture, and OPLAN/CONPLAN/SupPLAN technical reviews and ensure knowledge management plans are supported by NMCI.

**4.3.3** Identify DMO information management requirements and present technical proposals to the appropriate N3/N5 leadership.

**4.3.4** Attend meetings, conferences, VTCs, staff battle rhythm events, war games, concept development and experimentation (CD&E) events, etc.

**4.3.5** Provide technical expertise to maintain the USFF DMO portion of the Command Information

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 9 of 50	FINAL
----------------------------------	---	----------------------------------	-----------------	-------

Plan, Knowledge Management Plan, and or other such applicable documentation developed for exercise and/or real-world event execution.

- 4.3.6** Provide trip reports to USFF N33/MOC Director and the COR in accordance with USFF standard trip report format.
- 4.3.7** Provide Support to N3 MOC operations during Exercises and real-world events by training staff and watch standers in IM/KM procedures with a key focus on adherence to USFF standards.
- 4.3.7** Support and assist in the development of: Issue Papers, White Papers, Analysis reports, PowerPoint Briefs, Comment Resolution data and other written documents as required by the tasks described above.
- 4.4 Operational Planning Support to USFF N35.** Contract will support OPLAN, CONPLAN, and Supporting Plan staffing and development efforts for USFF, NAVNORTH, CTF-80, and JFMCC efforts. The Contractor shall perform the following tasks:
- 4.4.1** Provide support in the development, coordination, and staffing of Operational plans and Contingency plans (OPLANS/CONPLANS), Crisis Action plans, Concepts of Operation (CONOPS), and other similar documents and directives.
- 4.4.2** Provide planner level technical expertise in the N3MOC Operations Planning Group (OPG), Strategic Planning Group (SPG), STRATCOM Working Group, Crisis Action Team (CAT), Crisis Action Planning process, and other staff working groups as required.
- 4.4.3** Participate at meetings, conferences, VTCs, staff battle rhythm events, war games, concept development and experimentation (CD&E) events, etc. as a N3 MOC planner level representative.
- 4.4.4** Provide technical expertise and assist in drafting staff products as assigned to N3 MOC and N35.
- 4.4.5** Producing, and coordinating the development of Flag Officer level staff briefing books, and presentations; and prepare, briefs, papers and/or other documentation as required.
- 4.4.6** Provide technical expertise to the USFF N3 Global Force Management (GFM) Branch as required. Prepare briefs, papers and/or other documentation as required to support GFM branch.
- 4.4.7** Providing trip reports to USFF N33/MOC Director and the COR in accordance with USFF standard trip report format.

**5. Deliverables:**

**5.1 Monthly Financial Status Report (MFSR) (CDRL A0001):**

The contractor will provide a MFSR consistent with the invoice period, by the 5th workday of the month, to the COR and Technical Assistant (TA). The reports will include the following information:

- Total funds expended during the previous month, total hours by individual, and travel expended during the previous month, and cumulative total to date.
- Hours and travel expended identified by individual, functional role (as applicable), and labor category.
- Financial synergies and cost efficiencies.

**5.2 Trip Report (CDRL A0002 and CDRL A0003):**

The contractor will submit a post travel trip report to the COR, ACOR, and applicable TAs within five (5) working days following the conclusion of the trip. The report will include a summary of time tables, accomplishments, significant discussions, events, contacts, and action items.

<b>Deliverables</b>	<b>Frequency</b>
Manning briefs, papers, and documents	As Required
Weekly meetings and reports	Weekly
Contract Deliverables- Trip Reports	5 working days from conclusion of trip
Written/Electronic products and reports	As required
MPT&E Documentation Support	As required
MOC MPT&E Requirements	As required
Recommended MPT&E Related Changes to OLW/MOC Doctrine	As required

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 10 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Document DOTMLPF-P solutions	As required
MOC doctrine revisions	As required
Contract Deliverables –Financial Status	Monthly
Invoicing	Monthly

## 6. Personnel Qualifications

### 6.1 Maritime Domain Awareness (MDA) Analyst Support to N31 :

- **Program Analyst (ESTIMATED 7 FTEs)**

- **Experience Requirement(s):**

- Service related experience in the following areas:

- Possess technical expertise consisting of 10 or more years in the operation of U.S. Navy GCCS-M/J, C4I suite, USCG GALE or equivalent systems.
- Basic understanding consisting of 4-6 years experience of the commercial maritime industry\environment and interagency maritime operations.
- Must have the ability to communicate effectively
- Leadership skills. Experience with mentoring, training and developing a diverse team ensuring quality assured on-time products and customer satisfaction.
- Working knowledge of Google Earth, Microsoft Power Point, Excel, Word, and Outlook.
- Ability to complete MDA JQR within 14 calendar days or less (Required)
- Secret Clearance.

- **Education Requirement(s):**

- AA or AS degree preferred; prior completion and certification as a MOC MDA Analyst using the MDA JQR may be substituted for the degree requirement.

- **MDA Operational Supervisor (ESTIMATED 1 FTE)**

- **Experience Requirement(s):**

- Service related experience in the following areas:

- Possess superior knowledge and technical experience, 10 or more years, in the operation of U.S. Navy GCCS-M/J, C4I suite, USCG GALE or equivalent systems.
- Knowledge of the commercial maritime industry/environment and DoD/DHS operations.
- Must have the ability to communicate effectively
- Leadership Experience. Experience with mentoring, training and developing a diverse team ensuring quality assured, on-time products and customer satisfaction.
- Expert working knowledge of Google Earth, Power Point, Excel, Word, and Outlook.
- Expert knowledge of keyhole markup language (KML) and keyhole markup language zipped (KMZ) file creation, management, and file sharing
- Past experience in working and collaborating with interagency, international, coalition, and non-governmental partners to share information
- Ability to complete MDA JQR within 14 calendar days or less (Required)
- Top Secret Clearance.

- **Education Requirement(s):**

- BA or BS degree required.
- Joint Advanced Warfighting School (JAWS) or Maritime Advanced Warfighting School (MAWS) graduate required. Three (3) years' experience in the last five (5) years serving in and directly supporting a Joint or Navy Command Center battle rhythm during contingency and crisis operations may be substituted for the school requirement.

#### 6.1.1 Exercise and Operational Planning Support to N32:

- **Program Analyst (ESTIMATED 4 FTEs); Senior Program Analyst (ESTIMATED 2 FTEs)**
- At least 1 each of the Program Analyst and Senior Program Analyst should be capable of supporting with a TOP

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 11 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

SECRET/SCI security clearance.

**Experience Requirement(s):**

Service related experience in the following areas:

- Five (5) years relevant experience within the last ten (10) years serving on a CCDR, NFC, NCC, or Joint Force Commander staff.
- Three (3) years experience in a J5, N5 or similar contingency planning position.
- Knowledge and experience with Joint and/or Navy planning processes.
- Knowledge of and familiarity with proper employment of Navy Service capabilities at the operational level of war.
- Knowledge and familiarity with Navy and Joint command and control policy and relationships.
- Knowledge and familiarity with operational level of war battle staff organization and processes; specifically the Maritime Operations Center (MOC) and / or Joint Operations Center (JOC)

**Education Requirement(s):**

- BA or BS degree required.
- Specific to Senior Program Analyst: Joint Advanced Warfighting School (JAWS) or Maritime Advanced Warfighting School (MAWS) graduate required. Three (3) years' experience in the last five (5) years serving in a J5, N5 or similar contingency planning position on a CCDR, NFC, NCC, or Joint Force Commander staff satisfies and may be substituted for the school requirement.

**6.1.2 Information Management/Knowledge Management (IM/KM) Support to N33 :**

- **Program Analyst (2 FTEs)**
- Support to N33 is for SECRET security clearance.

**Experience Requirement(s):**

Service related experience in the following areas:

- Five (5) years relevant experience within the last ten (10) years serving on a CCDR, NFC, NCC, Joint, senior flag, or service staff preferred.
- At least one (1) of the following required:
  - Served three (3) or more years on a Type Commander, NFC, NCC, CCDR, or joint staff
  - Program Analyst experience serving on a Type Commander, NFC, NCC, CCDR or joint MPT&E requirements related position.
- Two (2) years experience within the last ten (10) years in a MPT&E related staff position on a Type Commander NCC, NFC, or equivalent Navy command desired.
- Experience in developing, staffing, and presenting staff IM/KM Training and organizational IM/KM Plans
- Experience with building and maintaining classified and unclassified portal pages in support of daily operations, exercises, and emergent real-world crisis response events.
- Small group leadership/management to include reporting and product development (e.g., IM/KM Working Groups)
- General knowledge of computers and computer networks to include SECRET Internet Protocol Router Network (SIPRNet), Nonsecure Internet Protocol (IP) Router Network (NIPRNet), CAS, Combined Enterprise Regional Information Exchange (CENTRIX), and All Partners Area Network (APAN)

**Education Requirement(s):**

- Sharepoint Administrator
- Collaboration at Sea (CAS) Administrator
- Knowledge based Hyper Text Markup Language (HTML)
- BA or BS degree required.

**6.1.3 Operational Planning Support to N35 :**

- **Program Analyst (ESTIMATED 2 FTEs)**
- Support to N35 is for SECRET security clearance.

**Experience Requirement(s):**

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 12 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Service related experience in the following areas:

Five (5) years relevant experience within the last ten (10) years serving on a CCDR, NFC, NCC, Joint, senior flag, or service staff preferred.

- At least one (1) of the following required:
  - Served three (3) or more years on a Type Commander, NFC, NCC, CCDR, or joint staff
  - Program Analyst experience serving on a Type Commander, NFC, NCC, CCDR or joint MPT&E requirements related position.
- Two (2) years experience within the last ten (10) years in a MPT&E related staff position on a Type Commander NCC, NFC, or equivalent Navy command.
- Knowledge and experience with the OPNAV Planning, Prioritization, Budgeting and Execution (PPB&E) process.
- Knowledge and experience with Joint and/or Navy planning processes.
- Knowledge of and familiarity with proper employment of Navy Service capabilities at the operational level of war
- Knowledge and familiarity with Navy and Joint command and control policy and relationships.

**Education Requirement(s):**

- BA or BS degree required.
- Joint Advanced Warfighting School (JAWS) or Maritime Advanced Warfighting School (MAWS) graduate required. Three (3) years' experience in the last five (5) years serving in a J5, N5 or similar contingency planning position on a CCDR, NFC, NCC, or Joint Force Commander staff satisfies and may be substituted for the school requirement.

**7. Government Furnished Property/Material (GFP/GFM):** While performing work at government facilities, the Contractor will be provided office space, as appropriate, by the assigned lead. The Contractor will have access to a computer, printer, facsimile machine, copy machine, and telephone on a temporary and not-to-interfere basis with existing services. The Contractor will also be provided access to reference material, Web site access, and CD ROMs for required research. All provided databases will remain property of the U.S. Navy. The contractor will not retain any government furnished equipment or materials without approval from COR.

**8. Common Access Card (CAC):** The Contractor employee, fulfilling this contract must obtain a DoD CAC. The CAC is a multi-functional "smart" card. It is the official DoD identification card for military, civil service and Contractor personnel. It is also the DoD Geneva Convention for all military, civil service and Contractors accompanying military personnel in hostile areas. It is used to grant access to DoD installations and some buildings. It is also used to access DoD networks and secure websites. The COR will connect the contractor personnel with the Trusted Agent. The employee will submit an application to the TA, who will review the application, verify, reject and/or approve. If rejected, the system notifies the Contractor and records the rejection. If approved, the system will update Defense Enrollment Eligibility Reporting System (DEERS) with the Contractor information and direct the Contractor, by e-mail to proceed to a military facility/installation that has a Real-time Automated Personnel Identification System (RAPIDS) workstation for CAC issuance.

Contractor personnel will be required to wear a Contractor identification badge and government supplied badge and/or CAC at all times while on Government property. The Contractor will take appropriate precautions to prevent security violations, ensure possible compromises are reported in a timely manner, and promote a high level of security awareness among personnel assigned to the contract.

The primary place of performance will be on-site at USFLTFORCOM which dictates that all personnel (1) must possess U.S. Citizenship and an active DoD clearance at the Secret Level (minimum), (2) may be subject to a Government Security Investigations, and (3) must meet eligibility for access to classified information. The positions require the proposed personnel to be trained and certified to DoD requirements in order to perform the duties. The contractor will abide by established processes and procedures for the issuance and collection of government furnished Common Access Cards (CACs) for all contractor

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 13 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

personnel when there is a hire, resignation or termination. All CACs contain personal identifiable information (PII) that will be controlled in accordance with government directives. Upon termination or resignation all CACs are to be turned in immediately to the contractor's respective government appointed Technical Assistant (TA) reporting to the COR. The cards will then be returned to any RAPIDS issuance location for proper disposal.

Any unauthorized possession of an official identification card, (i.e. CAC) can be prosecuted criminally under section 701 of title 18, United States Code (U.S.C) which prohibits photographing or otherwise reproducing or possessing DoD identification cards in an unauthorized manner, under penalty of fine, imprisonment or both. The Contractor will have procedures in place to ensure the retrieval and return of the government furnished equipment (CACs) from contractor personnel who are no longer supporting the contract.

The CAC is the property of the U.S. Government and will not be retained by the cardholder upon expiration, replacement or when the DoD affiliation of the contracted personnel has been terminated.

**9. Travel:** Travel expenses will be reimbursed on the basis of actual costs in accordance with the Joint Travel Regulations. All travel requests will be submitted to the COR per USFF travel processes and procedures utilizing the Travel Authorization Request form. All travel will be approved in advance by the COR. When required, contractor personnel will be expected to travel on short notice to designated worldwide locations. Advance booking and/or discount rates will be utilized, whenever possible, if military/government travel is available it should be used. All contractor personnel will be required to have a valid passport on hand at all times.

**9.1** Travel is planned for N31 for up to two persons to Washington DC (2 trips), San Diego, CA (2 trips), Halifax, NS (1 trip), Colorado Springs, CO (3 trips), and Naples, IT (2 trips).

**9.2** Travel is planned for N32 for up to two persons to Colorado Springs, CO (2 trips), Washington DC (2 trips), Newport RI (1 trip), San Diego CA (1 trip), Honolulu, HI (1 trip), Anchorage AK (1 trip), and Halifax, NS (2 trips).

**9.3** Travel is not required for N33.

**9.4** Travel is planned for N35. Four trips per year are planned to Colorado Springs, CO , two trips per year to San Diego, CA, and two trips per year to Washington, DC for 1 person each trip.

**10. Contingency Operations Overtime:** Contingency Operations Overtime outside the aforementioned normal operating hours may be necessary to meet urgent program needs/schedules, including emergency callback times. "Contingency Operations Overtime" are all the USFF N3 Maritime Operations Program Management Support Services identified in this PWS provided at times other than those defined as "normal duty hours". The COR may authorize overtime in writing. In the event the contractor deems overtime necessary to meet work requirements, the contractor shall submit written request to the COR identifying in detail the circumstances requiring overtime and how many hours are required. The COR shall approve all requests by the contractor for overtime in advance and in writing provided overtime has been negotiated on the task. Overtime will be paid and not to exceed at the rate specified *in* Section B of the contract.

**11. Quality Control:** The contractor will be responsible for quality control while performing under this contract and will ensure that the requirements of the contract are adhered to as specified in the Quality Assurance Surveillance Plan outlined in paragraph (14).

**12. Policy and Procedures:** All Contractors working at or on a USFFC contract must comply with all USFFC Security and Administrative policy and procedures, as identified by the-COR.

**13. Non-Disclosure Agreements:** Due to the interrelationship of contractor workforce assigned to USFFC, all contractors assigned to a USFFC contract will sign a non-disclosure agreement (NDA) in

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 14 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

accordance with DFARS 227.7103-7 and/or a USFFC NDA.

**14. Government Purpose Rights and Intellectual Property:** All products generated by personnel assigned to this effort will be considered both the physical and intellectual property of the government. This will include, but not limited to, all documents, spreadsheets, reference material and briefs, (both verbal and written). All information, techniques, strategy, and derived components that are associated to this effort will also be considered intellectual property of the government. No dissemination of information will occur without the consent of the agency COR.

**15. Security Clearance Requirements:** Contractor will be able to provide SME support with clearances up to and including TOP SECRET/SCI level. The contractor will abide by all USFF, DoN, and DoD instructions, rules, procedures, and standards of conduct. The contractor's request for visit authorization will be submitted in accordance with DoDINST 5220.22M (Industrial Security Manual for Safeguarding Classified Material) no later than one (1) week prior to visit. Active secret clearances are required for all positions except as noted below. All contractor personnel will be eligible for secret clearances for all positions, as required. It is the contractor's responsibility to obtain the requisite clearance levels for all contractor personnel prior to the start of work. In the event that contractor personnel cannot obtain a secret clearance, prior to the required start date, the contractor will notify the COR. The COR will decide if the delay in obtaining a clearance while the contractor is charging to the task is acceptable. A DD-254 will be provided for the contractor to complete and utilize for security purposes. A copy of the completed form will be faxed back to the COR and USFF security officer.

**15.1. OPSEC:** IAW DODM 5205.02M, SECNAVINST 3070.2, and COMUSFLTFORCOMINST 3070.2, contractor shall protect information listed in the Critical Information List (CIL) and any other sensitive, but unclassified information that may be useful to our adversaries. Contractor shall abide by OPSEC policies and procedures, as detailed in DODM 5205.02M, SECNAVINST 3070.2, COMUSFLTFORCOMINST 3070.2, and/or as directed by the OPSEC Program Manager or directorate OPSEC Coordinator. Contractor shall accomplish USFF initial OPSEC training within 90 days of in-processing and complete refresher OPSEC training at least annually. Contractor shall notify their directorate OPSEC Coordinator or the OPSEC Program Manager of recommendations for the OPSEC program or potential OPSEC concerns. POC: USFF OPSEC Program Manager, phone 757-836-3987. The critical information list can be found in COMUSFLTFORCOMSTAFFNOTE 3070 (CRITICAL INFORMATION LIST).

**16. Contract Deliverables:** Deliverables will be submitted in hard copy and fully editable soft copy. Deliverables are subject to review and, if warranted, may be returned to the contractor for revision due to content inaccuracies and/or clerical errors. All documentation will provide traceability to enable Government review and verification. At specific milestones, the contractor will provide interim reviews of the work accomplished to permit determination of the quality of the effort or receive government guidance. If deficiencies are found, the contractor will provide for timely and corrective action.

**17. Telework:** Work tasks may be performed at remote locations (telework) by contracted personnel subject to approval by the Contracting Officer's Representative (COR). Ability and specific timeframe for contractor personnel to work remotely will be at the COR's discretion. The Government reserves the right to rescind this ability to work remotely at any time. Authorization by the COR to work remotely shall not result in additional cost to the Government.

**~~17.~~ 18. Abbreviations and Acronyms**

ABWC – Assistant Battle Watch Captain

ACTDs – Advanced Concept Technology Demonstrations



CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 15 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

AFRICOM – United States Africa Command

AO – Area of Operations

ATFP – Anti-Terrorism/Force Protection

B2C2WGs – Boards, Bureaus, Centers, Cells and Working Groups

BMD – Ballistic Missile Defense

BWC – Battle Watch Captain

CAC – Common Access Card

CAT – Crisis Action Team

CCDRs – Combatant Commanders

CCIR – Commander’s Critical Information Requirements

CD&E – Concept Development & Experimentation

CDRL – Contract Data Requirements List

CENTCOM – United States Central Command

CMP – Common Maritime Picture

CNIC – Commander, Navy Installations Command

CNO – Chief of Naval Operations

CNRF – Commander, Navy Reserve Force

CNRMA – Commander, Navy Region Mid-Atlantic

CNRMW – Commander, Navy Region Midwest

CNRNW – Commander, Navy Region Northwest

CNRSE – Commander, Navy Region Southeast

CNRSW – Commander, Navy Region Southwest

CO – Commanding Officer

COA – Courses of Action

COMPACFLT – Commander, United States Pacific Fleet

CONOPS – Concept of Operations

CONPLANs – Concept Plans

COOP – Continuity of Operations

COP – Common Operational Picture

COPS – Current Operations

COR – Contracting Officer Representative

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 16 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

CTF-80 – Commander Task Force 80

CTS – Command Tasker System

CUSFFC – Commander, U.S. Fleet Forces Command

DCO – Defense Connect Online

DCOM – Deputy Commander

DMO –Director, Maritime Operations

DEERS – Defense Enrollment Eligibility Reporting System

DESRON – Destroyer Squadron

DHS – Department of Homeland Security

DoD – Department of Defense

DSCA – Defense Support to Civil Authorities

EA – Executive Agent

EPAA – European Phased Adaptive Approach

EUCOM – United States European Command

EXORD – Execute Order

FCC – Fleet Command Center

FHA/DR – Foreign Humanitarian Assistance/Disaster Response

FOPS – Future Operations

FRAGORDs – Fragmentary Order

FRP – Fleet Response Pan

FUPLANS – Future Plans

GCCS-J – Global Command and Control System - Joint

GFM – Global Force Management

GIS – Geospatial Information System

HHQ – Higher Headquarters

IA – Individual Augmentees

IAMD – Integrated Air and Missile Defense

IGOs – intergovernmental organization

II MEF – II Marine Expeditionary Force

IM/KM – Information Management/Knowledge Management

IPCL – Integrated Priorities Capability List

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 17 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

JCTDs – Joint Concept Technology Demonstrations

JFMCC – Joint Force Maritime Component Commander

JQR – Joint Qualification Requirement

MDA – Maritime Domain Awareness

METOC – Meteorological and Oceanographic Center

MFSR – Monthly Financial Status Report

MHD – Maritime Homeland Defense

MII – Maritime Interest Item

MOC – Maritime Operations Center

MOE – Measures of Effectiveness

MOP – Measures of Performance

MPG – Maritime Planning Group

MPT&E – Manpower, Personnel, Training and Education

NAVNORTH – Naval Forces, U.S. Northern Command

NCC – Naval Component Commander

NDA – Non-Disclosure Agreements

NEADS – NORAD Eastern Area Defense Sector

NFC – Navy Functional Component

NGO – Non-Governmental Organization

NORAD – North American Aerospace Defense Command

NSN/JEBLC – Naval Station Norfolk/Joint Expeditionary Base Little Creek

OAWG – Operational Assessment Working Group

OLW – Operational Level of War

ONE – Operation Noble Eagle

ONI – Office of Naval Intelligence

OPG – Operations Planning Group

OPLAN – Operation Plan

OPNAV – Office of the Chief of Naval Operations

OPORDs – Operations Orders

OPTs – Operational Planning Teams

PACFLT – United States Pacific Fleet

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 18 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

PACOM – United States Pacific Command

PHIBRON – Amphibious Squadron

PII – Personal Identifiable Information

PIR – Priority Intelligence Requirement

PLANORD – Planning Order

PPB&E – Planning, Prioritization, Budgeting and Execution

RAPIDS – Real-Time Automated Personnel Identification System

RFI – Request for Information

SANS – Ship Arrival Notification System

SITREPs – Situation Reports

SME – Subject Matter Expert

SOPs – Standard Operating Procedures

SOUTHCOM – United States Southern Command

SPG – Strategic Planning Group

STFS – Surface Task Forces

TA – Technical Assistant

TACMEMOS – Tactical Memos

TCDL – Tactical Common Data Link

TLAM – Tomahawk Land Attack Missile

TS – Top Secret

TS/SCI – Top Secret / Sensitive Compartmented Information

TTP – Tactics, Techniques, and Procedures

TYCOMs – Type Commanders

USCG – United States Coast Guard

USCG CAA – United States Coast Guard Commander, Atlantic Area

USFFC – United States Fleet Forces Command

USFLTFORCOM – United States Fleet Forces Command

USNORTHCOM – United States Northern Command

USSTRATCOM – United States Strategic Command

WARNORD – Warning Order

WebTAS – Web-Enabled Temporal Analysis System

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 19 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

The following is now mandated by all contractors associated with this Task order.

"The Contractor is responsible for its employees (and subcontractors) supporting this contract completing and staying up to date on all training required by USFF and supported activities for individuals working on Government installations. Some examples of required training and their requisite course numbers/references are listed below. The required training is subject to change throughout the life of this contract; however, the Contractor should assume at least a total of eight (8) hours for all required training courses annually per Contractor/Subcontract employee. The Contractor shall provide documentation (copies of training certificates) to the COR confirming that Contractor employees have completed the required training within five (5) days of the specific training due date."

Program	Course	Reference(s)
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Cyber Awareness	DOD-IAA-V12.0  Or  DOD-IC-IAA-V12.0	SECNAVINST 5239.3B, para. 7(a)(4)
Privacy Act & PII	DOD-PII-V2.0	SECNAVINST 5211.5E, para. 18(d)(2)
Antiterrorism Level I Awareness	CENSECFOR-AT-010.1.0	DoDI 2000.16, para. E3.25.1.5 supported by E2.11; E3.18.6
OPSEC	NIOC-USOPSEC-2.0	OPNAVINST 3432.1A, para. 3 & para. 4c(3)  COMUSFLTFORCOMINST 3432.1, para. 8a(7)
Suicide Prevention	CPPD-GMT-SAP-1.0	OPNAVINST 1720.4A, para. 5a(1)
Records Management	DOR-RM-010	OPNAVINST 5210.20, para. 25c
Counterintelligence Awareness	NCIS Face-to-Face contractor); defined in Appendix A.	SECNAVINST M-5510.30, Chap 4; employee (to include
Security Awareness	Local Brief/Seminar (to include contractor) is defined in Appendix A.	SECNAVINST M-5510.30, chapter 4 & para. 10-2; employee

Additionally, there is a requirement which relates to contractor manpower labor hour reporting.

"The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the (NAMED COMPONENT) via a secure data collection site.

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 20 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

The contractor is required to completely fill in all required data fields using the following web address:  
<http://www.ecmra.mil/>

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2013. Contractors may direct questions to the help desk at help desk at: <http://www.ecmra.mil/>

**In accordance with NMCARS 5237.102-90, Enterprise-wide Contractor Manpower Reporting Application (ECMRA)**

“The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract **for the United States Navy** via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) S, Utilities ONLY;
- (5) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address  
<https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 21 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

## **SECTION D PACKAGING AND MARKING**

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 22 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

## SECTION E INSPECTION AND ACCEPTANCE

### QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

Purpose: To ensure that the Government has an effective and systematic method of surveillance for the services in the Performance Work Statement (PWS). The Quality Assurance Surveillance Plan (QASP) will be used primarily as a tool to verify that the contractor is performing all services required by the PWS in a timely, accurate and complete fashion.

1. Critical performance processes and requirements. Critical to the performance of this effort is providing program management support services to United States Fleet Forces Command N3 Maritime Operations Directorate.
2. Performance Standards
  - a. Schedule - The due dates for deliverables and the actual accomplishment of the schedule will be assessed against original due dates and milestones established for the contract or task order(s).
  - b. Deliverables – The deliverables required to be submitted will be assessed against the specifications for the deliverables detailed in the contract/task order(s) and the Quality Control Plan (QCP), if required by the contract, for the required content, quality, timeliness, and accuracy.
  - c. Past Performance - In addition to any schedule, and deliverables, of performance discussed above, pursuant to FAR 42.15, the Government will assess the contractor’s record of conforming to contract requirements and to standards of good workmanship, the contractor’s adherence to contract schedules including the administrative aspects of performance, the contractor’s history of reasonable and cooperative behavior and commitment to customer satisfaction, and the contractor’s business-like concern for the interest of the customer.
3. Surveillance methods: The primary methods of surveillance used to monitor performance of this contract will include, but not be limited to, random or planned sampling, periodic or inspection, and validated customer complaints.
4. Performance Measurement: Performance will be measured in accordance with the following table: The contractor service requirements are summarized into performance elements that relate directly to mission essential items as well as performance thresholds which briefly describe the minimum acceptable levels of service required for each requirement. A QASP is provided below and outlines the performance elements, performance thresholds, surveillance methods, and associated payment for this task order.

<b>Deliverables</b>	<b>Performance Requirement</b>	<b>Surveillance Method</b>	<b>Frequency</b>	<b>Acceptable Quality Level</b>
Manning briefs, papers, and documents	Provide briefs, Point Papers, and other written documents as required to support and defend guidance, structure and manning principles. (See <b>Paragraphs 4.1 thru 4.5 inclusive</b> ) (CDRL A0002)	Inspection by COR	As Required	90% Compliance
Weekly meetings and reports	Provide weekly verbal and written status report updates to division director, as appropriate, and the COR. Include a summary of relevant tasks, discussions, or products completed that week. (See <b>Paragraphs 4.1 thru 4.5 inclusive</b> ) (CDRL A0002)	Inspection by COR	Weekly	95% Compliance
Contract Deliverables- Trip Reports	Trip Reports (See <b>Paragraphs 4.1 thru 4.5 inclusive and 5.2 in PWS</b> ) (CDRL A0003)	Inspection by COR	5 working days from conclusion of trip	100% Compliance



CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 23 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Written/ Electronic products and reports	Produce Point Papers, Issue Papers, Analysis Reports, PowerPoint Briefs, Comment Resolution Matrix data and other written reports.. <b>(See Paragraphs 4.1 thru 4.5 inclusive)</b> <b>(CDRL A0002)</b>	Inspection by COR	As required	90% Compliance
MPT&E Documentation Support	Produce written documentation as required to support OLW/MOC MPT&E decisions regarding requirements and solutions within the PPB&E process <b>(See Paragraph 4)</b> <b>(CDRL A0002)</b>	Inspection by COR	As required	90% Compliance
MOC MPT&E Requirements	Provide written/electronic status reports documenting end-to-end tracking of MOC MPT&E Requirements <b>(See Paragraph 4)</b> <b>(CDRL A0002)</b>	Inspection by COR	As required	90% Compliance
Recommended MPT&E Related Changes to OLW/MOC Doctrine	Provide recommended MPT&E related changes to OLW/MOC doctrine, education and training requirements in writing via Comment Resolution Matrix, email or other written format as required to enhance OLW/MOC operations. <b>(See Paragraph 4)</b> <b>(CDRL A0002)</b>	Inspection by COR	As required	90% Compliance
Document DOTMLPF-P solutions	Present Point Papers and other written documents, reports and briefs as required to document the recommended DOTMLPF-P solutions related POM OLW/MOC IPCL and support leadership decisions via the PPBE process <b>(See Paragraph 4)</b> <b>(CDRL A0002)</b>	Inspection by COR	As required	90% Compliance
MOC doctrine revisions	Provide recommended revisions to doctrine via Comment Resolution Matrix, email or other written means to reflect alignment of MOC processes to facilitate information exchanges with Joint headquarters and	Inspection by COR	As required	90% Compliance

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 24 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

	subordinate CTFs. <b>(See Paragraph 4)</b> <b>(CDRL A0002)</b>			
Contract Deliverables –Financial Status	Monthly Financial Status Reports <b>(See Paragraph 5.1)</b> <b>(CDRL A0001)</b>	Inspection by COR	Monthly	100% Compliance
Invoicing	Monthly invoices per contract procedure are timely and accurate <b>(CDRL A0001)</b>	Review and acceptance of the invoice	Monthly	100% accuracy

If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

**Incentives/Disincentives:**

The TOM makes an annual report(s) on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the contract/task order, reflected in the TOM's annual report, may result in termination of the contract/task order and may also result in the loss of future Government contracts/task orders. The contractor's failure to achieve satisfactory performance under the contract/task order may result in the non-exercise of available options.

For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken.

In accordance with contract clause FAR 52.246, the Inspection of Services series, the contractor will be incentivized

to provide quality products in a timely manner since the Government can require the Contractor, at no additional cost, to replace or correct work that fails to meet contract requirements.

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 25 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

## SECTION F DELIVERABLES OR PERFORMANCE

The periods of performance for the following Items are as follows:

8000	4/1/2015 - 4/15/2015
8001	4/16/2015 - 3/31/2016
8002	4/16/2015 - 3/31/2016
8003	4/1/2016 - 3/31/2017
8004	4/1/2016 - 3/31/2017
8005	4/1/2017 - 3/31/2018
8006	4/1/2017 - 3/31/2018
8007	4/1/2018 - 3/31/2019
8008	4/1/2018 - 3/31/2019
8009	4/1/2019 - 3/31/2020
8010	4/1/2019 - 3/31/2020
8011	4/1/2020 - 9/30/2020
8012	4/1/2020 - 9/30/2020
9000	4/1/2015 - 3/31/2016
9001	4/1/2016 - 3/31/2017
9002	4/1/2017 - 3/31/2018
9003	4/1/2018 - 3/31/2019
9004	4/1/2019 - 3/31/2020
9005	4/1/2020 - 9/30/2020

## CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following Items are as follows:

8000	4/1/2015 - 4/15/2015
8001	4/16/2015 - 3/31/2016
8002	4/16/2015 - 3/31/2016
8003	4/1/2016 - 3/31/2017
8004	4/1/2016 - 3/31/2017
8005	4/1/2017 - 3/31/2018
8006	4/1/2017 - 3/31/2018
8007	4/1/2018 - 3/31/2019
8008	4/1/2018 - 3/31/2019
8009	4/1/2019 - 3/31/2020
8010	4/1/2019 - 3/31/2020
8011	4/1/2020 - 9/30/2020
8012	4/1/2020 - 9/30/2020
9000	4/1/2015 - 3/31/2016

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 26 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

9001	4/1/2016 - 3/31/2017
9002	4/1/2017 - 3/31/2018
9003	4/1/2018 - 3/31/2019
9004	4/1/2019 - 3/31/2020
9005	4/1/2020 - 9/30/2020

Services to be performed hereunder will be provided at United States Fleet Forces Command, Norfolk, VA.

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 27 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

## SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause—

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

2-N-1

(Contracting Officer: Insert applicable document type(s). Note: If a “Combo” document type is identified but not supportable by the Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

NOT APPLICABLE

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable.”)

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF
--------------------	----------------------------

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 28 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Pay Official DoDAAC	
Issue By DoDAAC	
Admin DoDAAC	<b>S5111A</b>
Inspect By DoDAAC	
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	
Service Acceptor (DoDAAC)	
Accept at Other DoDAAC	
LPO DoDAAC	
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

(\*Contracting Officer: Insert applicable DoDAAC information or “See schedule” if multiple ship to/acceptance locations apply, or “Not applicable.”)

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the e-mail address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

**██████████ ACCEPTOR**

(Contracting Officer: Insert applicable email addresses or “Not applicable.”)

(g) WAWF point of contact.

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity’s WAWF point of contact.

NOT APPLICABLE

(Contracting Officer: Insert applicable information or “Not applicable.”)

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

**CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES**

In order to expedite administration of this contract/order, the following delineation of duties is provided including



CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 30 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.
- j. Planning, coordinating, scheduling and authorization for use of Contingency Operations Overtime.
- k. Tracking and monitoring utilized Contingency Operations Overtime hours.

NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. **THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.**

[REDACTED]

[REDACTED]

[REDACTED]

In the event that the COR named above is absent due to leave, illness, or official business, all responsibilities and functions assigned to the COR will be the responsibility of the alternate COR listed below:

ACOR Name: NOT APPLICABLE

Address: -----

-----

-----

Phone: -----

6. TECHNICAL ASSISTANT, if assigned by the requiring activity, is responsible for providing technical assistance and support to the COR in contract administration by:

- a. Identifying contractor deficiencies to the COR;
- b. Reviewing contract/delivery/task order deliverables and recommending acceptance/rejection of deliverables;
- c. Identifying contractor noncompliance of reporting requirements;



CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 31 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

- d. Evaluating contractor proposals for specific contracts/orders and identifying areas of concern affecting negotiations;
- e. Reviewing contractor reports providing recommendations for acceptance/rejection;
- f. Reviewing invoices for appropriateness of costs and providing recommendations to facilitate certification of the invoice;
- g. Providing COR with timely input regarding the SOW, technical direction to the contractor and recommending corrective actions; and
- h. Providing written reports to the COR as required concerning trips, meetings or conversations with the contractor.

Name: NOT APPLICABLE

Address: -----

-----

-----

Phone: -----

7. ORDERING OFFICER is responsible for:

- a. Requesting, obtaining, and evaluating proposals for orders to be issued;
- b. Determining the estimated cost of the order is fair and reasonable for the effort proposed;
- c. Obligating the funds by issuance of the delivery/task order;
- d. Authorization for use of overtime;
- e. Authorization to begin performance; and/or
- f. Monitoring of total cost of delivery/task orders issued.

The following limitations/restrictions are placed on the Ordering Officer:

- a. Type of order issued is limited by this contract to ----- pricing arrangements;
- b. No order shall be placed in excess of \$----- without the prior approval of the PCO; and/or
- c. No order shall be placed with delivery requirements in excess of -----.

Name: NOT APPLICABLE

Address: -----

-----

-----

Phone: -----

(End of text)

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 32 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

CONTRACT ADMINISTRATION PLAN (CAP)  
FOR FIXED PRICE CONTRACTS

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications, or information regarding the administration function assigned.

1. The Procuring Contract Office (PCO) is responsible for:

- a. All pre-award duties such as solicitation, negotiation and award of contracts.
- b. Any information or questions during the pre-award stage of the procurement.
- c. Freedom of Information inquiries.
- d. Changes in contract terms and/or conditions.
- e. Post award conference.

2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.

3. The paying office is responsible for making payment of proper invoices after acceptance is documented.

4. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:

a. Technical Interface

(1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The COR is prohibited from issuing any instruction which would constitute a contractual change. The COR shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Contract Surveillance

(1) The COR shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the COR should exercise extreme care to ensure that he/she does not cross the line of personal services. The COR must be able to distinguish between surveillance (which is proper and

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 33 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the COR's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

(2) The COR shall monitor contractor performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the COR is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation.

(3) The COR will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the COR should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the COR is responsible for monitoring the recovery and keeping the PCO advised of progress.

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of contract performance. Subsequent CPARs covering any contract option periods should be ready at 1-year intervals thereafter.

#### c. Invoice Review and Approval/Inspection and Acceptance

(1) The COR is responsible for quality assurance of services performed and acceptance of the services or deliverables. The COR shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the COR must take into consideration all documentary information available and any information developed from personal observations.

(2) The COR must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The COR must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

(3) The COR will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The COR shall work with the Contractor to obtain and execute a final invoice no more than 60 days after completion of contract performance. The COR shall ensure that the invoice is clearly marked as a "Final Invoice."

d. Contract Modifications. The COR is responsible for developing the statement of work for change orders or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

#### e. Administrative Duties

(1) The COR shall take appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The COR shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 34 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

(3) The COR must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the COR will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

Enclosure (1)

g. Security. The COR is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The COR is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Contract Completion Statement.

(1) The COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of contract completion.

(3) The COR is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

5. The Technical Assistant (TA), if appointed, is responsible for providing routine administration and monitoring assistance to the COR. The TA does not have the authority to provide any technical direction or clarification to the contract. Duties that may be performed by the TA are as follows:

- a. Identify contractor deficiencies to the COR.
- b. Review contract deliverables, recommend acceptance/rejection, and provide the COR with documentation to support the recommendation.
- c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the COR.
- d. Identify contract noncompliance with reporting requirements to the COR.
- e. Review contractor status and progress reports, identify deficiencies to the COR, and provide the COR with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.
- f. Review invoices and provide the COR with recommendations to facilitate COR certification of the invoice.
- g. Provide the COR with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.
- h. Provide detailed written reports of any trip, meeting, or conversation to the COR subsequent to any

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 35 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

interface between the TA and contractor.

Accounting Data

SLINID	PR Number	Amount
8000	N0006015RC012RT	[REDACTED]
LLA :		
AA 1751804 60CA 252 00060 W 068732 2D C012RT		
Standard Number: N0006015RC012RT		
8001	N0006015RC012RT	[REDACTED]
LLA :		
AA 1751804 60CA 252 00060 W 068732 2D C012RT		
Standard Number: N0006015RC012RT		
8002	N0006015RC012RT	[REDACTED]
LLA :		
AA 1751804 60CA 252 00060 W 068732 2D C012RT		
Standard Number: N0006015RC012RT		
9000	N0006015RC012RT	[REDACTED]
LLA :		
AA 1751804 60CA 252 00060 W 068732 2D C012RT		
Standard Number: N0006015RC012RT		
BASE Funding [REDACTED]		
Cumulative Funding [REDACTED]		
MOD 01		
8001	N0006015RC012RT	[REDACTED]
LLA :		
AA 1751804 60CA 252 00060 W 068732 2D C012RT		
Standard Number: N0006015RC012RT		
8002	N0006015RC012RT	[REDACTED]
LLA :		
AA 1751804 60CA 252 00060 W 068732 2D C012RT		
Standard Number: N0006015RC012RT		
9000	N0006015RC012RT	[REDACTED]
LLA :		
AA 1751804 60CA 252 00060 W 068732 2D C012RT		
Standard Number: N0006015RC012RT		
MOD 01 Funding [REDACTED]		
Cumulative Funding [REDACTED]		
MOD 02		
8001	N0006015RC012RT	[REDACTED]
LLA :		
AA 1751804 60CA 252 00060 W 068732 2D C012RT		
Standard Number: N0006015RC012RT		
MOD 02 Funding [REDACTED]		
Cumulative Funding [REDACTED]		
MOD 03 Funding [REDACTED]		
Cumulative Funding [REDACTED]		
MOD 04		

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 36 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

8003 N0006016RC038RT [REDACTED]  
 LLA :  
 AB 1761804 60CA 252 00060 W 068732 2D C038RT 000606N30CTQ  
 Standard Number: N0006016RC038RT

8004 N0006016RC038RT [REDACTED]  
 LLA :  
 AB 1761804 60CA 252 00060 W 068732 2D C038RT 000606N30CTQ  
 Standard Number: N0006016RC038RT

9001 N0006016RC038RT [REDACTED]  
 LLA :  
 AB 1761804 60CA 252 00060 W 068732 2D C038RT 000606N30CTQ  
 Standard Number: N0006016RC038RT  
 CLIN 9001, TRAVEL Funded fully.

MOD 04 Funding [REDACTED]  
 Cumulative Funding [REDACTED]

MOD 05

9001 N0006016RC038RT [REDACTED]  
 LLA :  
 AB 1761804 60CA 252 00060 W 068732 2D C038RT 000606N30CTQ  
 Standard Number: N0006016RC038RT  
 CLIN 9001, TRAVEL Funded fully.

MOD 05 Funding [REDACTED]  
 Cumulative Funding [REDACTED]

MOD 06 Funding [REDACTED]  
 Cumulative Funding [REDACTED]

MOD 07

8005 N0006017RC027RT [REDACTED]  
 LLA :  
 AC 1771804 60CA 252 00060 W 068732 2D C027RT  
 Standard Number: N0006017RC027RT  
 Cost Code: 000607N30CTQ

8006 N0006017RC027RT [REDACTED]  
 LLA :  
 AC 1771804 60CA 252 00060 W 068732 2D C027RT  
 Standard Number: N0006017RC027RT  
 Cost Code: 000607N30CTQ

900201 N0006017RC027RT [REDACTED]  
 LLA :  
 AC 1771804 60CA 252 00060 W 068732 2D C027RT  
 Standard Number: N0006017RC027RT  
 Cost Code: 000607N30CTQ

MOD 07 Funding [REDACTED]  
 Cumulative Funding [REDACTED]

MOD 08 Funding [REDACTED]  
 Cumulative Funding [REDACTED]

MOD 09

800701 N0006018RC019RT [REDACTED]  
 LLA :  
 AD 1781804 60CA 252 00060 W 068732 2D C019RT 000608N30CTQ  
 Standard Number: N0006018RC019RT

900301 N0006018RC019RT [REDACTED]

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 37 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

LLA :  
AD 1781804 60CA 252 00060 W 068732 2D C019RT 000608N30CTQ  
Standard Number: N0006018RC019RT

MOD 09 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 10

800702 N0006018RC019RT [REDACTED]  
LLA :  
AD 1781804 60CA 252 00060 W 068732 2D C019RT 000608N30CTQ  
Standard Number: N0006018RC019RT

900302 N0006018RC019RT [REDACTED]  
LLA :  
AD 1781804 60CA 252 00060 W 068732 2D C019RT 000608N30CTQ  
Standard Number: N0006018RC019RT

MOD 10 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 11

800703 N0006018RC019RT [REDACTED]  
LLA :  
AD 1781804 60CA 252 00060 W 068732 2D C019RT 000608N30CTQ  
Standard Number: N0006018RC019RT

8008 N0006018RC019RT [REDACTED]  
LLA :  
AD 1781804 60CA 252 00060 W 068732 2D C019RT 000608N30CTQ  
Standard Number: N0006018RC019RT

900303 N0006018RC019RT [REDACTED]  
LLA :  
AD 1781804 60CA 252 00060 W 068732 2D C019RT 000608N30CTQ  
Standard Number: N0006018RC019RT

MOD 11 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 12

8009 N0006019RC017RT [REDACTED]  
LLA :  
AE 1791804 6C6C 252 A0060 056521 2D C017RT 00060N30CTQ  
Standard Number: N0006019RC017RT

8010 N0006019RC017RT [REDACTED]  
LLA :  
AE 1791804 6C6C 252 A0060 056521 2D C017RT 00060N30CTQ  
Standard Number: N0006019RC017RT

9004 N0006019RC017RT [REDACTED]  
LLA :  
AE 1791804 6C6C 252 A0060 056521 2D C017RT 00060N30CTQ  
Standard Number: N0006019RC017RT

MOD 12 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 13 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 14

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 38 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

8011 N0006020RC019RT

LLA :

AF 1701804 6C6C 252 A0060 056521 2D C019RT 000600N30CTQ

Standard Number: N0006020RC019RT

██████████

8012 N0006020RC019RT

LLA :

AF 1701804 6C6C 252 A0060 056521 2D C019RT 000600N30CTQ

Standard Number: N0006020RC019RT

██████████

9005 N0006020RC019RT

LLA :

AF 1701804 6C6C 252 A0060 056521 2D C019RT 000600N30CTQ

Standard Number: N0006020RC019RT

██████████

MOD 14 Funding

Cumulative Funding

██████████

██████████

MOD 15 Funding

Cumulative Funding

██████████

██████████



CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 39 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

Section L - Instructions, Conditions and Notices to Bidders

### ORGANIZATIONAL CONFLICT OF INTEREST

#### NOTICE OF INCLUSION OF AN ORGANIZATIONAL CONFLICT OF INTEREST

The Contracting Officer has determined that there is a substantial likelihood that organizational conflicts of interest (OCI) could arise during the performance of this contract. Offerors are invited to examine 10 U.S.C. § 2399, Federal Acquisition Regulation (FAR) Part 9.5, as well as the contract clause entitled ORGANIZATIONAL CONFLICT OF INTEREST addressed in “Section H – Special contract Requirements” of solicitation.

By the very nature of the tasks assigned under the anticipated contract, the contractor(s) will provide consulting services that result in rendering opinions, advice, analysis, and recommendations regarding a broad range of items, systems, products, devices, and processes either currently in the Navy’s inventory or being evaluated for future acquisition. The field of contractors that hold credentials and expertise regarding Navy systems, hardware, and processes are sometimes the same companies that design, manufacture, test, or maintain these items. In addition, the contractor may be called upon to assist with the design or identification of specifications/performance characteristics that may be used in upcoming procurements in which the contractor could have an economic interest. Finally, the contractor could have access to non-public information that might result in an unfair competitive advantage in future procurements. Accordingly, it is foreseeable that organizational conflicts of interest (OCI) could arise in some instances due to performance under this contract.

Pursuant to FAR 9.507-1(d), the terms of the OCI clause and the application of 10 U.S.C. § 2399 and FAR 9.5 are not subject to negotiation. Notwithstanding this, nothing herein will prevent the Contracting Officer from reviewing an offeror’s proposed OCI Plan to determine whether such complies, or can be conformed to, the requirements of law and regulation.

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 40 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

## SECTION I CONTRACT CLAUSES

### CLAUSES INCORPORATED BY REFERENCE

52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (NOV 2011)

52.219-8 UTILIZATION OF SMALL BUSINESS CONCERNS (OCT 2014)

52.219-14 LIMITATIONS ON SUBCONTRACTING (NOV 2011)

52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REPRESENTATION (APR 2009)

52.222-50 COMBATING TRAFFICKING IN PERSONS (FEB 2009)

52.233-3 PROTEST AFTER AWARD (AUG 1996)

52.237-3 - CONTINUITY OF SERVICES (JAN 1991)

252.232-7010 LEVIES ON CONTRACT PAYMENTS (DEC 2006)

252.203-7000 REQUIREMENTS RELATING TO COMPENSATION OF FORMER DOD OFFICIALS (SEPT 2011)

### CLAUSES INCORPORATED BY FULL TEXT

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 5 days.

(End of clause)

#### **52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)**

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

52.233-2 SERVICE OF PROTEST (SEP 2006)

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 41 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

#### **252.232-7007 LIMITATION OF GOVERNMENT'S OBLIGATION (APR 2014)**

(a) Contract line item(s)

**9002** is/are incrementally funded. For this/these item(s), the sum of \$ [REDACTED] of the total price is presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (j) of this clause.

(b) For items(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit and estimated termination settlement costs for those item(s).

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor will notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause, or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "TERMINATION

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 42 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

FOR THE CONVENIENCE OF THE GOVERNMENT".

(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraph (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.

(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "disputes."

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "DEFAULT." The provisions of this clause are limited to work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) or (e) of this clause.

(h) Nothing in this clause affects the right of the Government to this contract pursuant to the clause of this contract entitled "TERMINATION FOR CONVENIENCE OF THE GOVERNMENT."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.

(j) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule:

On execution of contract (EOC) \$ [REDACTED]

Remaining to be funded:

CLIN 9002: \$ [REDACTED]

(End of clause)

**5252.204-9400 CONTRACTOR ACCESS TO FEDERALLY CONTROLLED FACILITIES AND/OR UNCLASSIFIED SENSITIVE INFORMATION OR UNCLASSIFIED IT SYSTEMS (May 2010)**

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 43 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type

Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12

(HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12.

This clause is in accordance with HSPD-12 and its implementing directives. This clause applies to contractor employees requiring physical Access to any area of a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform certain unclassified both non-sensitive and sensitive duties. It is the responsibility of the command/facility where the work is performed to ensure compliance.

The requirement to control access to sensitive information applies to all US government IT systems and/or areas where unclassified but sensitive information may be discussed, displayed or maintained. DON policy prescribes that all unclassified data that has not been approved for public release and is stored on mobile computing devices must be treated as sensitive data and encrypted using commercially available encryption technology. Whenever granted access to sensitive information, contractor employees shall follow applicable DoD/DoN instructions, regulations, policies and procedures when reviewing, processing, producing, protecting, destroying and/or storing that information. Operational Security (OPSEC) procedures and practices must be implemented by both the contractor and contract employee to protect the product, information, services, operations and missions related to the contract.

The contractor shall designate an employee to serve as the Contractor’s Security Representative. Within three work days after contract award, the contractor shall provide to the Navy Command’s Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor’s Security Representative. The Contractor’s Security Representative shall be the primary point of contact on any security matter. The Contractor’s Security Representative shall not be replaced or removed without prior notice to the Contracting Officer.

### **Non-Sensitive Positions**

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the US (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a Federal Bureau of Investigation (FBI) fingerprint check prior to installation access. To be considered for a favorable trustworthiness determination, the Contractor’s Security Representative must submit for all employees each of the following:

- \* SF-85 Questionnaire for Non-Sensitive Positions
- \* Two FD-258 Applicant Fingerprint Cards
- \* Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed NACI. The Contractor’s Security Representative shall be responsible for initiating reinvestigations as required. Failure to provide the required documentation at least 30 days prior to the individual’s start date shall result in delaying the individual’s start date.

### **Sensitive Positions**

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 44 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Contractor employee whose duties require accessing a DoD unclassified computer/network, working with sensitive unclassified information (either at a Government or contractor facility), or physical access to a DoD facility must be a US citizen and possess a favorable trustworthiness determination prior to installation access. To obtain a favorable trustworthiness determination, each contractor employee must have a favorably completed National Agency Check with Local Credit Checks (NACLIC) which consists of a NACI including a FBI fingerprint check plus credit and law enforcement checks. Each contractor employee applying for a trustworthiness determination is required to complete:

- \* SF-85P Questionnaire for Public Trust Positions
- \* Two FD-258 Applicant Fingerprint Cards
- \* Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. To maintain continuing authorization for an employee to access a DoD unclassified computer/network, and/or have access to sensitive unclassified information, the contractor shall ensure that the individual employee has a current requisite background investigation. The Contractor's Security Representative shall be responsible for initiating reinvestigations as required and ensuring that background investigations remain current (not older than 10 years) throughout the contract performance period.

### **IT Systems Access**

When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

### **Security Approval Process**

The Contractor's Security Representative shall ensure that each individual employee pending assignment shall accurately complete the required forms for submission to the Navy Command's Security Manager. The Contractor's Security Representative shall screen the investigative questionnaires for completeness and accuracy and for potential suitability/security issues prior to submitting the request to the Navy Command's Security Manager. Forms and fingerprint cards may be obtained from the Navy Command's Security Manager.

These required items, shall be forwarded to the Navy Command's Security Manager for processing at least 30 days prior to the individual employee's anticipated date for reporting for duty. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy Command's Security Manager may render the contract employee ineligible for the assignment. A favorable review of the questionnaire and advance fingerprint results are required as an interim measure prior to the contract employee start date. An unfavorable determination made by the Navy Command's Security Manager is final and such a determination does not relieve the contractor from meeting any contractual obligation under the contract.

If contractor employees already possess a current favorably adjudicated investigation, the Navy Command's

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 45 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

Security Manager will use the Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS). The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a position of trust determination. When a favorable determination is not made, contractor employees shall not be permitted to work on this contract effort and if already working on the contract shall be removed immediately.

The potential consequences of any requirements under this clause including denial of access for a proposed contractor employee who fails to obtain a favorable trustworthiness determination in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified the contract. Contractors shall plan ahead in processing their employees and subcontractor employees for working in non-sensitive positions, with sensitive information, and/or on Government IT systems. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have physical access to a federally controlled facility and/or access to a federally-controlled information system/network and/or access to government information.

(End of Clause)

5252.243-9400 Authorized Changes Only By The Contracting Officer (Jan 1992)

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicate with Contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

(b) The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

(End of Clause)

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 46 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

DFARS 252.204-7012 SAFEGUARDING OF UNCLASSIFIED CONTROLLED TECHNICAL INFORMATION (NOV 2013)

(a) *Definitions.* As used in this clause—

“Adequate security” means protective measures that are commensurate with the consequences and probability of loss, misuse, or unauthorized access to, or modification of information.

“Attribution information” means information that identifies the Contractor, whether directly or indirectly, by the grouping of information that can be traced back to the Contractor (e.g., program description or facility locations).

“Compromise” means disclosure of information to unauthorized persons, or a violation of the security policy of a system, in which unauthorized intentional or unintentional disclosure, modification, destruction, or loss of an object, or the copying of information to unauthorized media may have occurred.

“Contractor information system” means an information system belonging to, or operated by or for, the Contractor.

“Controlled technical information” means technical information with military or space application that is subject to controls on the access, use, reproduction, modification, performance, display, release, disclosure, or dissemination. Controlled technical information is to be marked with one of the distribution statements B-through-F, in accordance with DoD Instruction 5230.24, Distribution Statements on Technical Documents. The term does not include information that is lawfully publicly available without restrictions.

“Cyber incident” means actions taken through the use of computer networks that result in an actual or potentially adverse effect on an information system and/or the information residing therein.

“Exfiltration” means any unauthorized release of data from within an information system. This includes copying the data through covert network channels or the copying of data to unauthorized media.

“Media” means physical devices or writing surfaces including, but is not limited to, magnetic tapes, optical disks, magnetic disks, large-scale integration memory chips, and printouts onto which information is recorded, stored, or printed within an information system.

“Technical information” means technical data or computer software, as those terms are defined in the clause at DFARS [252.227-7013](#), Rights in Technical Data-Non Commercial Items, regardless of whether or not the clause is incorporated in this solicitation or contract. Examples of technical information include research and engineering data, engineering drawings, and associated lists, specifications, standards, process sheets, manuals, technical reports, technical orders, catalog-item identifications, data sets, studies and analyses and related information, and computer software executable code and source code.

(b) *Safeguarding requirements and procedures for unclassified controlled technical information.* The Contractor shall provide adequate security to safeguard unclassified controlled technical information from compromise. To provide adequate security, the Contractor shall—

(1) Implement information systems security in its project, enterprise, or company-wide unclassified information technology system(s) that may have unclassified controlled technical information resident on or transiting through them. The information systems security program shall implement, at a minimum—

(i) The specified National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53 security controls identified in the following table; or

(ii) If a NIST control is not implemented, the Contractor shall submit to the Contracting Officer a written explanation of how—



- (A) The required security control identified in the following table is not applicable; or
- (B) An alternative control or protective measure is used to achieve equivalent protection.

(2) Apply other information systems security requirements when the Contractor reasonably determines that information systems security measures, in addition to those identified in paragraph (b)(1) of this clause, may be required to provide adequate security in a dynamic environment based on an assessed risk or vulnerability.

Table 1 -- Minimum Security Controls for Safeguarding

Minimum required security controls for unclassified controlled technical information requiring safeguarding in accordance with paragraph (d) of this clause. (A description of the security controls is in the NIST SP 800-53, "Security and Privacy Controls for Federal Information Systems and Organizations" (<http://csrc.nist.gov/publications/PubsSPs.html>).)

<u>Access Control</u>	<u>Audit &amp; Accountability</u>	<u>Identification and Authentication</u>	<u>Media Protection</u>	<u>System &amp; Comm Protection</u>	
AC-2	AU-2	IA-2	MP-4	SC-2	
AC-3(4)	AU-3	IA-4	MP-6	SC-4	
AC-4	AU-6(1)	IA-5(1)	-	SC-7	
AC-6	AU-7	-	<u>Physical and Environmental Protection</u>	SC-8(1)	
AC-7	AU-8	<u>Incident Response</u>	PE-2	SC-13	
AC-11(1)	AU-9	IR-2	PE-3	SC-15	
AC-17(2)	<u>Configuration Management</u>	IR-4	PE-5	SC-28	
AC-18(1)		IR-5	<u>Program Management</u>	-	
AC-19		IR-6		PM-10	<u>System &amp; Information Integrity</u>
AC-20(1)		-		-	SI-2
AC-20(2)	CM-6	<u>Maintenance</u>	-	SI-3	
AC-22	CM-7		<u>Risk Assessment</u>	SI-4	
	CM-8		RA-5	-	
<u>Awareness &amp; Training</u>	<u>Contingency Planning</u>	MA-4	-	-	
AT-2	CP-9	MA-5			
		MA-6			
				-	

Legend:

AC: Access Control

AT: Awareness and Training

AU: Auditing and Accountability

CM: Configuration Management

CP: Contingency Planning

MA: Maintenance

MP: Media Protection

PE: Physical & Environmental Protection

PM: Program Management

RA: Risk Assessment

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 48 of 50	FINAL
----------------------------------	---	----------------------------------	------------------	-------

IA: Identification and Authentication  
IR: Incident Response

SC: System & Communications Protection  
SI: System & Information Integrity

(c) *Other requirements.* This clause does not relieve the Contractor of the requirements specified by applicable statutes or other Federal and DoD safeguarding requirements for Controlled Unclassified Information (CUI) as established by Executive Order 13556, as well as regulations and guidance established pursuant thereto.

(d) *Cyber incident and compromise reporting.*

(1) *Reporting requirement.* The Contractor shall report as much of the following information as can be obtained to the Department of Defense via (<http://dibnet.dod.mil/>) within 72 hours of discovery of any cyber incident, as described in paragraph (d)(2) of this clause, that affects unclassified controlled technical information resident on or transiting through the Contractor's unclassified information systems:

- (i) Data Universal Numbering System (DUNS).
- (ii) Contract numbers affected unless all contracts by the company are affected.
- (iii) Facility CAGE code if the location of the event is different than the prime Contractor location.
- (iv) Point of contact if different than the POC recorded in the System for Award Management (address, position, telephone, email).
- (v) Contracting Officer point of contact (address, position, telephone, email).
- (vi) Contract clearance level.
- (vii) Name of subcontractor and CAGE code if this was an incident on a Sub-contractor network.
- (viii) DoD programs, platforms or systems involved.
- (ix) Location(s) of compromise.
- (x) Date incident discovered.
- (xi) Type of compromise (e.g., unauthorized access, inadvertent release, other).
- (xii) Description of technical information compromised.
- (xiii) Any additional information relevant to the information compromise.

(2) *Reportable cyber incidents.* Reportable cyber incidents include the following:

(i) A cyber incident involving possible exfiltration, manipulation, or other loss or compromise of any unclassified controlled technical information resident on or transiting through Contractor's, or its subcontractors', unclassified information systems.

(ii) Any other activities not included in paragraph (d)(2)(i) of this clause that allow unauthorized access to the Contractor's unclassified information system on which unclassified controlled technical information is resident on or transiting.

(3) *Other reporting requirements.* This reporting in no way abrogates the Contractor's responsibility for additional safeguarding and cyber incident reporting requirements pertaining to its unclassified information systems under other clauses that may apply to its contract, or as a result of other U.S. Government legislative and regulatory requirements that may apply (e.g., as cited in paragraph (c) of this clause).

(4) Contractor actions to support DoD damage assessment. In response to the reported cyber incident, the Contractor shall—

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 49 of 50	FINAL
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(i) Conduct further review of its unclassified network for evidence of compromise resulting from a cyber incident to include, but is not limited to, identifying compromised computers, servers, specific data and users accounts. This includes analyzing information systems that were part of the compromise, as well as other information systems on the network that were accessed as a result of the compromise;

(ii) Review the data accessed during the cyber incident to identify specific unclassified controlled technical information associated with DoD programs, systems or contracts, including military programs, systems and technology; and

(iii) Preserve and protect images of known affected information systems and all relevant monitoring/packet capture data for at least 90 days from the cyber incident to allow DoD to request information or decline interest.

(5) *DoD damage assessment activities.* If DoD elects to conduct a damage assessment, the Contracting Officer will request that the Contractor point of contact identified in the incident report at (d)(1) of this clause provide all of the damage assessment information gathered in accordance with paragraph (d)(4) of this clause. The Contractor shall comply with damage assessment information requests. The requirement to share files and images exists unless there are legal restrictions that limit a company's ability to share digital media. The Contractor shall inform the Contracting Officer of the source, nature, and prescription of such limitations and the authority responsible.

(e) *Protection of reported information.* Except to the extent that such information is lawfully publicly available without restrictions, the Government will protect information reported or otherwise provided to DoD under this clause in accordance with applicable statutes, regulations, and policies. The Contractor shall identify and mark attribution information reported or otherwise provided to the DoD. The Government may use information, including attribution information and disclose it only to authorized persons for purposes and activities consistent with this clause.

(f) Nothing in this clause limits the Government's ability to conduct law enforcement or counterintelligence activities, or other lawful activities in the interest of homeland security and national security. The results of the activities described in this clause may be used to support an investigation and prosecution of any person or entity, including those attempting to infiltrate or compromise information on a contractor information system in violation of any statute.

(g) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (g), in all subcontracts, including subcontracts for commercial items.

(End of clause)

CONTRACT NO. N00178-14-D-7979	DELIVERY ORDER NO. N00178-14-D-7979-FK01	AMENDMENT/MODIFICATION NO. 15	PAGE 50 of 50	FINAL
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## SECTION J LIST OF ATTACHMENTS

DD254