

N00024-11-R-3163
Performance Work Statement
Base Operations Support Statement
31 March 2011

1.0 INTRODUCTION

The Department of the Navy (DoN), Space and Naval Warfare Systems Command (SPAWAR), Command Operations Support Office (8.3) is acquiring support the day-to-day execution of assigned common support and service programs, functions, and responsibilities. The Command Operations Support Office is responsible for policy, management, oversight, and execution of Base Operating Support, Facilities, Command Security and Foreign Disclosure/Visits, Corporate Administration, Safety and Environmental Engineering. Its mission is to provide this support to SPAWAR Headquarters (HQ) and affiliated Program Executive Offices (PEOs) throughout Team SPAWAR.

2.0 BACKGROUND

The Command Operations Support Office arranges or provides day-to-day common support and services to employees of the Old Town campus OTC), including the supported PEOs and Team SPAWAR. It also performs as the Tier 2 for this Competency Aligned Organization (CAO) function. Command Operations personnel utilize a variety of Department of Defense (DoD) information technology (IT) applications, and manage the allocation of funds to and from numerous sources including PEO Program Offices to accomplish the mission. The breadth of the duties and functions require contract support who are familiar with U.S. Navy and SPAWAR organizational and administrative processes, procedures, IT applications, and business systems. By utilizing Continuous Process Improvement, best practice methodology, and adherence to published Navy doctrine and directives, Command Operations Support strives to provide excellent customer service and corresponding customer satisfaction in an effective and efficient manner. The Command Operations team prides itself on commitment to excellence and a work ethic that puts mission accomplishment as a priority. The objective of this contract is to obtain required support while optimizing cost, schedule, and performance through a contract of sufficient size and scope to be responsive to the full range of functions and emergent requirements executed by the Command Operations Support Office.

Base Operations: Conducts the overall management, coordination, and administration for the Command Operations Support Office. Performs as the primary point of contact for internal and external entities on all matters related to Command and Base Operations. Defines, reviews and analyzes program data, information and metrics to assess and improve business operations. Formulates and oversees execution of the annual spend plan. Chairs and provides support for numerous overarching efforts such as the Quality of Life Integrated Process Team (IPT) and the OTC Parking IPT. Authors and maintains disaster preparedness and recovery efforts such as the Continuity of Operations Planning (COOP) and the Installation Protection Program (IPP). Performs as the National Lead for Base Operations CAO.

Facilities: Ensures smooth functioning of SPAWAR HQ and OTC PEO facilities, workspaces, and telecommunications. This entails extensive liaison with all levels of internal management, and with external Government and commercial entities. Provides rapid response and best available solutions for unique and emergency situations. Manages distribution, tracking, funding, and invoicing for SPAWAR HQ and OTC PEO cell phones. Ensures telecommunications (cell and desk phones) are maintained, allocated, and funded, including extensive analysis of financial/billing data and allocation of costs. Provides OTC furniture support, including assigning and coordination of schedules for all major furniture projects including repairs, reconfigurations, design and material shipments. Provides warehouse management for stored materials and mover support for OTC. Provides metrics on all tasks requested and process through the Facilities Office with respect to expenditures and account balances. Provides office and building space design for SPAWAR HQ and OTC PEOs. Ensures accurate accounting of available space and allocation in accordance with applicable standards.

Security: Performs as the National Lead for Security and Technology Transfer programs. Represents SPAWAR HQ and OTC PEOs in Anti-Terrorism/Force Protection (AT/FP) matters. Coordinates with SSC-PAC on Foreign Travel and personal protection plans, Personal Security Investigations (PSIs), personnel badging, locksmith, Physical Security, and Information Security. Conducts and coordinates security-related training for personnel. Oversees and manages Classified Material Control, including annual inventory of Top Secret material. Manages foreign visitor requests and approvals. Monitors, analyzes, and provides recommendations on Committee on Foreign Investment in the United States (CFIUS) cases which affect SPAWAR. Manages and provides support for the SPAWAR Operations Center (SOC).

Corporate Administration: Provides correspondence, records management, directives, official mail, and centralized printing support and expertise to SPAWAR HQ and OTC PEOs. Inventories, tracks, and arranges appropriate disposal of minor property. Manages, distributes, and accounts for the Transportation Incentive Program (TIP) for OTC personnel in concert with Navy Region Southwest (NRSW). Executes the responsibilities of the Agency Program Coordinator (APC) for the Government Purchase Card Program.

3.0 SCOPE

The objective of this Task Order is to obtain a full range of functional support and service required to perform the roles, responsibilities, and tasks assigned to Command Operations Support managers. The support required includes day-to-day execution of the functions defined by the applicable policies, procedures and processes listed in Section 4.0 and amplified by the performance requirements defined in Section 5.0. The contractor needs to be familiar with the functional policies and processes associated with the Command Operations Support Office functions listed in Section 1.0. In addition to day-to-day execution of defined programs and functions, the contractor will provide the following:

- Provide quarterly cost and labor execution reports.
- Quarterly assessments of business and operating practices and processes.

- Participate in business improvement initiatives, i.e., Continuous Process Improvement activities, initiatives, and events.
- Possess a working familiarity with Microsoft Office and the business systems identified in sections 4.0 and 5.0 associated with each Corporate Operations Office functional unit.
- Demonstrate a working knowledge of SPAWAR and Navy organizational relationships and protocols.

4.0 APPLICABLE DOCUMENTS AND DIRECTIVES

The Contractor shall adhere to the following documentation:

Document Type	No/Version	Title	Date
SPAWAR Instruction	5200.1B	SPAWAR Transportation Incentive Program (TIP)	27 June 2007
DoN ONCR		ONCR Transportation Incentive Program Point of Contact Program Guidelines	February 2011
SPAWAR Instruction	11016.2E	Accountability for Plant and Minor Property	06 Oct 2003
SECNAV Instruction	7320.10A	DoN Personal Property Policy and Procedures	01 Apr 2004
DoD Inst	5000.64	Defense Property Accountability	2 November 2006
NAVSUP Instruction	4200.99	DoN Consolidated Card Program Management	13 October 2006
SSC-SD Instruction	7300.1A	SPAWAR Purchase Card Internal Operating Procedures	6 May 2005
SPAWAR Instruction	5510.1	SPAWAR Security Instruction	22 February 2010
SPAWAR Manual	M-5510.1	SPAWARSYSCOM HQ Security Manual	December 2009

SECNAV Instruction	5510.34A	Disclosure of Classified Military Info & Controlled Unclassified Information to Foreign Governments International Organizations & Foreign Representatives	8 October 2004
SECNAV Instruction	5510.36A	DoN Information Security Program Regulations	6 October 2006
SECNAV Instruction	5510.30B	DoN Personnel Security Program	6 October 2006
DOD Directive	5230.20	Visits & Assignments of Foreign Nationals	22 June 2005
SPAWAR Instruction	5100.15A	SPAWAR Occupational Safety and Health (NAVOSH) Program Manual	3 May 2006
SPAWAR Instruction	11100.1A	SPAWAR Command Facilities Management	17 September 2007
SPAWAR Instruction	1080.1	SPAWAR Check-In Procedures	25 May 2010
SPAWAR Instruction	1601.4N	Command Duty Officer Procedural	26 June 2007
SECNAV Manual	5210.1	DoN Records Management Program	November 2007
SECNAV Manual	M-5213.1	DoN Forms Management Manual	December 2005
OPNAV Instruction	5210.20	Navy Records Management Program	21 December 2010
SPAWAR Instruction	5210.2	SPA WAR Records Management Program	22 November 1998
OPNAV Instruction	5215.17	Navy Directives Issuance System	13 June 2005
DoDInst	4000.19P	Interservice and Intragovernmental Support	9 August 1995
SECNAV Manual	M-5216.5	DoN Correspondence Manual	March 2010

SPAWAR Manual	M-5216.1	SPAWAR Correspondence Manual	13 December 2010
DoD-STD	5015.2	Design Criteria Standard For Electronic Records Management Software Applications	
SPAWAR Instruction	5200.21D CHG 1	Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)	19 September 2001
SPA WAR Notice	5215	Index of SPAWAR Directives	15 Apr 04
OPNAVINST	5218.7B	Navy Official Mail Management Instruction	21 Oct 98

5.0 PERFORMANCE REQUIREMENTS

5.1 The contractor shall provide support services in the work areas listed below:

5.1.1 Base Operations Management Assistant Support (O&MN). The contractor shall provide support to both SPAWAR HQ and to affiliated PEOs, including programs such as Consolidated Afloat Networks and Enterprise Services Deployable Joint Command and Control (CANES DJC2), Distributed Common Ground System – Navy (DCGS-N), Global Command and Control System – Maritime (GCCS-M), Naval Tactical Command Support System (NTCSS), Navy EHF SATCOM (NESP), and Navy Multiband Terminal (NMT) programs. The contractor will define, review, and analyze program data, information and metrics to assess and improve the Base Operations Support (8.3) business effectiveness. Evaluate the impact on Directorate and Division business and operating practices of new or revised approaches to conducting business as a result of externally directed actions and initiatives. Research, analyze, and coordinate effort necessary to draft, refine, and finalize business management policy and procedure emanating from the Base Operations Support Office (8.3). Interface across multiple functional areas within the command (HQ and field activities) and external to the command (PEOs, Naval Network Warfare Command (NETWARCOM), Commander, Navy Installations (CNI), Navy Region Southwest (NRSW), Office of the Chief of Naval Operations (OPNAV), Secretary of the Navy (SECNAV), and Department of Defense (DoD) to support this task.

5.1.1.1 The contractor will assist in the implementation and negotiations of the Base Operations portion of the draft Intra-Service Support (ISSA) agreement with SPAWAR System Center – Pacific (SSC-PAC) or NRSW as applicable, including both a mutually agreed upon spreadsheet to define financial requirements and a document signed by the Commanders which define services to be provided. Assist in providing data for the annual

Spend Plan, including defining and analyzing requirements and costs. Manage the inputs and update the Base Operations CnE web page to ensure timely and complete data is available and accessible. Assist in maintaining a Base Operations Support Office Calendar. Prepare and deliver a variety of correspondence, including formal briefings reports, spreadsheets, visitor requests, and VIP parking requests. Perform various office duties such as filing, copying, scanning and faxing. Perform bi weekly timekeeping for government employees. Serve as the primary 8.3 Facilities Working Group Representative. Must be proficient in MS Office products (Word, PowerPoint, Excel and Access).

5.1.1.2 The contractor will act as the 8.3 alternate Assistant Contract Technical Representative (ACTR) and as the primary Workspace Improvement Program (WIP) ACTR. Defines requirements, tracks assets, coordinates orders of new equipment, and fulfills other responsibilities in accordance with Navy Marine Corps Intranet (NMCI) ACTR duties. Execute Move Task Lists (MTLs) and Move/Add/Change Requests (MACs) in NMCI Enterprise Tool (NET) for WIP. Maintain and initiate updates to the Base Operations Instruction and policy documents. Maintain an action tracker tickler file. Collate budgets and reports. Interface with internal and external customers and suppliers such as Public Works Center (PWC), Office Pavilion, NRSW, and SSC-PAC to track funding actions from initiation to end-user. Audit accounts and ensure timely and accurate billing and payment. Understand and use business systems such as ERP and other databases as they evolve and are put into production for use. Maintain a tracking spreadsheet (checkbox) of Base Operations funding lines. Perform timekeeping function for the 8.3 staff. Assist the entire Base Operations Support Staff in preparation of briefs, and other administrative actions.

5.1.2 Facilities Management (O&MN). The support contractors will provide support to the Facilities Manager 8.3.2. (O&MN) The contractor shall provide support to both SPAWAR HQ and to affiliated PEOs, including programs such as CANES DJC2, DCGS-N, GCCS-M, NTCSS, NESP, and NMT. This includes the day-to-day operations of facilities management, maintenance, refurbishment, and new construction. The contractor will provide Telephone Management Support which includes desk phone moves, desk phones support, cellular phones, and pagers. The contractor may perform work outside the normal core range of hours on an as needed pre-approved basis by 8.3/8.3A or the Facilities Manager. Any emergency work must be documented the next business day.

5.1.2.1 The contractor will provide support to the facilities manager that includes the day-to-day operations of facilities management, maintenance, refurbishments, and new construction. This includes interactions with Facilities Engineering Center, Regional Operations Center, SPAWAR, SSC-SD, SPAWAR HQ staff and Program Managers, PEO C4I and PEO-SPACE. The contractor will be responsible for providing support and coordination for all moves and reconfigurations at the SPAWAR campus. The contractor will provide initial planning, scheduling, monitoring, and quality assurance for all facilities tasks. The contractor must have good communication skills and will need to be able to communicate with Public Works, outside contractors, telephone technicians, and telecommunications officials on a daily basis. The contractor will be the sole-source in providing customers up-to-date information on all work requests and command wide facilities issues.

5.1.2.2 The Telephone Management support contractor will provide separate cost reports for desk phones, cellular phones and pagers on a monthly basis. The contractor will receive incoming trouble calls and e-mails, establish daily tasking log to the telephone installer and provide operating instructions for telephones, pagers, and cell phones. The contractor will coordinate reconfiguration of office equipment with other vendors. The contractor will be the telecommunication coordinator for SPAWAR Headquarters, San Diego. The contractor will coordinate all telecommunication issues; be responsible for intercepting, distributing, maintaining and troubleshooting cellular phones, desk phones, and pagers. The contractor will be the central point of contact for all telecommunication contractors and supplemental personnel. The contractor must be able work closely with other personnel within the command. The contractor must acquire a broad knowledge of the Facilities Department to include support and coordination for moves, renovations, and planning, scheduling, monitoring and final inspections.

5.1.3 Security and Technology Transfer. (O&MN). The contractor shall provide support to both SPAWAR HQ and to affiliated PEOs, including programs such as CANES DJC2, DCGS-N, GCCS-M, NTCSS, NESP, and NMT. The contractor shall receive and process all Foreign Visit Requests (FVRs) by foreign embassies via the FVR databases. Coordinate with the SPAWAR office of primary responsibility for the information to be disclosed. Coordinate with the SPAWAR Designated Disclosure Authorities (DDAs) to discuss disclosure limitations and options to be included in the official response to the Embassy. Prepare foreign visit approval forms for the DDA's signature. Enter command decisions regarding approval/denial of foreign visit into the Foreign Visit System (FVS). Inform program office of decision and explains disclosure limitations. Processes foreign visitor badge forms and submit them to the SSC-PAC Visitor Reception Office (VRO) to ensure foreign visitor badges are prepared for all approved foreign visitors in a timely manner. The contractor will be responsible to provide guidance on the operation of the FVS to SPAWAR subordinate commands. SPAWARSYSCOM Foreign Disclosure Program consists of all requests for foreign visits, and disclosure review requests to include Committee on Foreign Investment in the United States (CFIUS) case reviews to SPAWARSYSCOM HQ, subordinate commands, all supported PEOs to include their contractor facilities and any other government activities or contractor facilities at which SPAWARSYSCOM/PEO program information will be discussed.

5.1.3.1. Maintain soft/hard copies of all incoming foreign visits. Maintain documentation/files for all foreign national Cooperative Program Personnel (CPP) and Engineer & Scientist Exchange Personnel (ESEP). Collect data for metrics slides and high echelon data calls for the number of foreign disclosure reviews and foreign visits processed (approved/denied/pending). Prepare weekly reports of all foreign visits processed and number of extended foreign national visitors co-located on site. Screen visitors to the foreign disclosure/visit office. Receive/log all incoming foreign disclosure review requests the day they arrive; extremely large packages will be completed as soon as possible. Coordinate with foreign visit technical points of contact (POCs) to obtain their concurrence for foreign visits and maintain all documentation regarding approval/denial for all foreign visits. Prepare orders for supplies, prepare request for maintenance for copier and fax machines. Coordinate

with Navy International Programs Office (Navy IPO) on all foreign visits received. Serve as the POC for foreign visit issues with other SYSCOMS, OPNAV, and other Navy, DoD, or Federal government agencies. Maintain all foreign disclosure office files. Provide foreign visit process training as required. Conduct monthly reviews of all foreign visit files to purge/destroy all foreign visits over two years old. Maintain foreign visit documentation files by Foreign Country/year. Review all incoming foreign visits to determine if there are any distinguished/VIP foreign visitors and provide a daily report of all distinguished/VIP visitors to the SPAWAR Director of Security via the DDA. Coordinate these visits with the SPAWAR Protocol Officer. Must be proficient in MS Office products (Word, PowerPoint, Excel and Access).

5.1.3.2 Foreign Disclosure Program (O&MN). The contractor will be responsible for receiving/processing/tracking and obtaining Government approval for all incoming CFIUS case reviews, foreign disclosure briefings, presentations, and training material reviews. The contractor will use the FVS requests and the Foreign Disclosure & Technical Information System (FORDTIS) via the Security Policy Automation Network (SPAN). The contractor will coordinate with the SPAWAR/PEO technical point of contact (POC) to determine if the information/technology to be disclosed/released visit is owned by SPAWAR/PEO or another government agency. If information/technology belongs to another government agency, the contractor will ensure proper research/coordination to obtain appropriate approvals for release and provide the DDA with the results of his/her research. The contractor receives all foreign disclosure review requests (briefings, presentations, training material) and logs them into the Foreign Disclosure Log. Researches the subject to identify the SPAWAR/PEO office of primary responsibility for the information to be disclosed and obtains the referenced material for the DDA. Provides DDA with results of his/her research to assist the DDA in making a final foreign disclosure/release decision and/or coordinates with SPAWAR program office personnel to discuss disclosure limitation options. Prepare foreign visit approval forms for DDA's signature. Enters command decisions regarding approval/denial of all foreign disclosure decisions made by the DDA. Processes visitor badge forms and submits to the SSC-PAC VRO to ensure visitor badges are prepared for all approved foreign visitors. Must be proficient in MS Office products (Word, PowerPoint, Excel and Access).

5.1.4 Corporate Administration (O&MN) SPAWAR HQ is responsible for managing the day-to-day Corporate Administrative Support for the command. This includes mail, records, correspondence, notices and instructions and official outgoing correspondence, Flag Secretariat support, directives, records management, librarian support, ISSA/Memorandum of Understanding (MOU) Conference requests and general command investigations support. The contractor shall provide automated data processing, day-to-day operations, customer service, and administrative support. This includes mail, records, official correspondence and instructions for Legacy Property, Transportation Incentive Program (TIP) and Purchase Card Program.

5.1.4.1 Corporate Administration - Office Manager: Provide on-site project management to supervise Project Management of assigned contractor support personnel. Serve as Subject Matter Expert (SME) in the areas of Naval administration and correspondence. Centralize coordination of correspondence control and review for executive leadership.

Provide executive level support as required to the Command and Directorate staff. Continually review existing procedures for efficiency, conformity, and cost effectiveness. Employ use of command Information Portal to educate support staff and provide “how to.” Additionally will provide and maintain a system to measure trends and averages, ensure correct format and administrative content, and provide recommendations into governing directives and policy.

5.1.4.2 Directives Manager: Provide a SME in Navy policy and directives; expert knowledge of Navy Directives Issuance System. Provide intimate insight and interpretation of policy as contained at the Federal, DoD, OPNAV and SECNAV, level. Review existing and emerging policies to ensure compliance with overarching guidance. Provide a demonstrated ability to write policy and directives in a clear, concise and methodical manner.

5.1.4.3 Records Management: Ensure adherence to DoN Records Management Program, and DoD 5015.2-STD, Design Criteria Standard for Electronic Records Management Software Applications. Serve as the SPAWAR deputy liaison to the OPNAV Director of Naval Records and assist in modernization and migration strategies.

5.1.4.4. Forms Management: Ensure adherence to DoN Forms Management Program. Demonstrated understanding of the relationship of directives (which define procedures and processes), forms (which provide uniformity of information), and outputs (completed form information which becomes an official record), as well as knowledge of managing information captured by official forms and resultant reports control.

5.1.4.5 Corporate Correspondence: Ensure adherence to established Naval procedures in accordance with DoN Correspondence Manual. Provide executive level review of correspondence requiring signature of the Commander; ensure complete and proper staffing work has been accomplished; and that associated staff offices have been included in the routing and review process. NMCI/SPAWAR Command Information Office (8.0) Liaison. Demonstrated ability to manage complex data systems and requirements; to include NMCI Assistant Contract Technical Representative (ACTR), and fluency with the NMCI Network Enterprise Tool (NET). Provide astute technical acumen to provide technical assistance to the SPAWAR Executive Staff Offices.

5.1.4.6. Directives/Knowledge Center Librarian. Maintain and updates SPAWAR index of instructions (Instruction Wiki). Ensure existing directives meet compliance with section 508 of the Rehabilitation Act.

5.1.4.7 Inspector General Support: Provide administrative coordination for SPAWAR command inspection team and serve as subject matter expert for Corporate administration. Assist in SPAWAR Management Control Program and provide clerical support as required. Coordinate receipt, review and reply to claimancy Conference Requests.

5.1.4.8 Mail and Federal Express: Establish and manage centralized mailroom; receive, process and route SPAWAR mail. Provide “FEDEX” service with associated tracking and

record keeping. Receive and transmit Classified material in compliance SSC San Diego Classified Material Control Center (CMCC) and SECNAV Instruction 5510.36 of 17 Mar 99, Department of the Navy (DON) Information Security Program (ISP) Regulation. Provide liaison with the Naval Region Southwest Consolidated Mail Facility to maximize efficiency and cost savings. Review procedures for compliance to DoN Postal Manual, Navy Official Mail Management Instruction. Manage \$1 50k postal budget.

5.1.4.9 Document Automation and Production Service (DAPS) Printing Service Liaison: Provides SPAWAR central POC for printing and production services provided by DAPS. Monitor expenditures and provide budget recommendations as required.

5.1.4.10 The contractor will provide day-to-day administrative support for the TIP. Assist in tracking, enrolling, withdrawing, and changing TIP applications. Process and distribute Fare Media monthly. Manage accurate spreadsheets, distribution list, and reconcile data with the quarterly summary TIP Outside the National Capital Region (ONCR) validation reports provided by Department of Transportation (DOT), via Office of Financial Operations (FMO). Conduct quarterly review of required records (tickets, stubs, monthly passes and receipts). Provide employee checkout, ad hoc reports and welcome aboard training for new applicants.

5.1.5 Purchase Card Program (O&MN). The contractor will provide administrative support for the Purchase Card Program. The Agency Program Coordinator (APC) will need to have direct oversight over the contractor. Contractor acting as Purchase Card Assistant will not be an Accountable Official. The contractor shall:

- 5.1.5.1 Have access to the banks electronic access systems and the Navy Enterprise Resource Planning (Navy ERP) system. Contractor will have “read only” access for data collection/analysis.
- 5.1.5.2 Sign a Non-Disclosure Statement.
- 5.1.5.3 Assist with preparing semi-annual purchase card briefings regarding the status of the program to the Head of the Activity. Topics to consider for these briefings will include: number of credit cards, spending patterns, delinquency issues, and all instances of misuse, abuse or fraud.
- 5.1.5.4 Assist HQ Level V APC with day-to-day operations.
- 5.1.5.5 Assist with preparing monthly certification packages. Documents include : Certification Statement, Citibank Monthly Statement, and N-ERP transaction code FBL1N Vendor line Item Buyer PCard Report and ZMPU3 Reports.
- 5.1.5.6 Perform as a Customer Service Champion
- 5.1.5.7 Establish and maintain an individual file for each Purchase Card Program participant. These files shall be retained for the complete duration the employee serves in this capacity, and for three years beyond. File documents include: Delegation Letters, DD577 Forms, Nomination Forms, Training Certificates, and Appointment Memorandums & Letters.
- 5.1.5.8 Assist with program oversight by utilizing reports and spreadsheets located on 8.3 share drive.
- 5.1.5.9 Provide customer service to program participants.

- 5.1.5.10 Assist with training program participants on the use of N-ERP purchase card transactions to allow for role activation.
- 5.1.5.11 Assist with training program participants on NAVSUPINST & SPAWARINST policies.
- 5.1.5.12 Assist with defining metrics for reporting purposes.
- 5.1.5.13 Become knowledgeable with N-ERP basic functions of purchase card transactions, and the basic fundamentals of the CitiDirect transactions.
- 5.1.5.14 Write and maintain the Standard of Operation (SOP) Purchase Card Program Assistant Desk Guide.
- 5.1.5.15 Assist with updating SPAWARINST 7320.1

5.1.6 SPAWAR Operations Center Support (SOC) (O&MN). The contractor shall provide support to both SPAWAR HQ and to affiliated PEOs, including programs such as CANES DJC2, DCGS-N, GCCS-M, NTCSS, NESP, and NMT. The contractor shall provide direct technical, automated data processing, day-to-day operational and administrative support, and production staff briefs for the myriad of data calls for the various levels at SPAWAR.

5.1.6.1. Provide day-to-day administrative support including preparing, tracking and managing correspondence, preparing reports, graphics and presentations and assisting in all office support functions. Provide Information Technology assistance as Admin for Secret Internet Protocol Router Network (SIPRNet) workstations. Provide comprehensive graphics support.

5.1.6.2 The contractor provides personnel in the management of the SOC including the production of staff briefs, collating inputs, and message preparation. The SOC manager will schedule, coordinate, direct, monitor, and review the activities of the SOC staff, and interact with senior SPAWAR management and other agencies on a regular basis. The SOC Manager will provide minimal support to the Command Duty Officer and the Assistant Command Duty Officer. Support includes preparing, tracking, and managing messages. SOC access control personnel will have knowledge of Navy security, Navy message procedures, and required protocols and procedures to handle visitors of all grades.

5.1.7 The contractor shall participate in government sponsored training as required for duties. This training would be on a space available basis and not result in additional cost to the government.

6.0 DELIVERABLES

Deliverable	Due Date
Quarterly Status Report	Quarterly by the 10 th of the month
Qtrly Program Manager Review Meeting	Quarterly at SPA WAR HQ

7.0 SECURITY

Contractor representatives will be required to hold a current DoD issued Security Clearance at the Secret level. The nature of this task requires access to controlled unclassified information (CUI) and classified information up to and including and including SECRET. Only U.S. Citizens shall provide services under this contract.

8.0 GOVERNMENT FURNISHED PROPERTY

The Government will provide property, information, and/or material for the performance of this Task Order including Navy Marine Corps Intranet (NMCI) Common Access Cards (CACs). The Contractor PM/Facility Security Officer (FSO) is responsible for notifying the Government COR and the Trusted Agent (TA) when an employee who has been issued a CAC leaves the Company or transfers to another Program/Project. In the case of an employee who no longer works for the Company, the Company must collect the CAC and turn it over to the TA within 2 working days of the employee's departure (**NOTE: This above process may change in the future once the SPAWAR Contractor Check Out Procedures are solidified, approved and implemented**). In the case of an employee still retained by the company transferring to another Program/Project with-in SPAWAR, the company will notify the COR and the TA with-in 2 working days so the TA can transfer the TA responsibilities to the new TA vice revoking and issuing a new CAC.

9.0 NAVY MARINE CORPS INTRANET (NMCI)

The government does not authorize the contractor to procure any seats as part of this Task Order.

10.0 BEST PRACTICES:

Work performed by the Contractor shall provide support to SPAWAR 00, 00A, and SPAWAR command-level "Best Practices" principles incorporated in the following guides:

- Business Financial Managers Manual
- Correspondence Manual
- Security Manual
- Facility Working Group Guide
- Program Managers Handbook
- Foreign Disclosure Manual
- Foreign Disclosure/Visit processes

11.0 QUALITY ASSURANCE PLAN (QAP) OR QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

Meet with the COR to review: the Governments QAP/QASP grading criteria and surveillance requirements and responsibilities, and the contractor's Quality Control Program Plan for maintaining an acceptable quality level under the Contract/Delivery Order.

12.0 CONTRACTING OFFICERS REPRESENTATIVE (COR)

Primary: To be provided at time of award

13.0 TRAVEL

There is minimal travel expected on this Task Order. Any travel request will be made by soft copy correspondence., and must be received by the COR not later than five working days in advance of travel date for final approval. Emergent Travel Requests identified within 3 days of actual travel date must be approved by the COR verbally with contractor providing the follow-up electronic Travel Request with-in 5 working days. The Travel Request shall include the following:

- Travelers Name
- Name of specific Government Sponsor requesting the travel
- Program/Project Name travel is required for
- Applicable PWS Paragraph #
- Reason for travel
- Duration of travel
- Dates of travel
- Travel cost estimate
- Total travel spent to date
- Balance of authorized travel funding

14.0 TECHNICAL POINT OF CONTACT

Contracting Officer's Representative:

██████████, ██████████

Financial Point of Contract:

██████████, ██████████