

# ORDER FOR SUPPLIES OR SERVICES (FINAL)

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1. CONTRACT NO. N00178-12-D-6753		2. DELIVERY ORDER NO. FK07		3. EFFECTIVE DATE 2016 Jun 10		4. PURCH REQUEST NO. 1300534261		5. PRIORITY Unrated	
6. ISSUED BY NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392 Scott E Stewart/230.1 757-443-5612				7. ADMINISTERED BY DCMA Manassas 14501 George Carter Way Chantilly VA 20151		8. DELIVERY FOB DESTINATION OTHER (See Schedule if other)			
9. CONTRACTOR Aermor LLC 109 Main Street, Ste 3 Canton NC 28716-4440				10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS X SMALL X SMALL DISADVANTAGED X WOMEN-OWNED			
14. SHIP TO See Section D				15. PAYMENT WILL BE MADE BY DFAS Columbus Center,South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G			
16. TYPE OF ORDER DELIVERY/ CALL PURCHASE				This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract. Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.					
Aermor LLC				M R Sinclair Principal					
NAME OF CONTRACTOR				SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule									
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT
		See Schedule							
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA  BY: /s/Diane C Krueger			25. TOTAL		
				06/10/2016 CONTRACTING/ORDERING OFFICER			26. DIFFERENCES		
27a. QUANTITY IN COLUMN 20 HAS BEEN									
INSPECTED		RECEIVED		ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:					
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS
					PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR
f. TELEPHONE		g. E-MAIL ADDRESS			FINAL				
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE				34. CHECK NUMBER
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			PARTIAL				35. BILL OF LADING NO.
FULL									
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER	
								42. S/R VOUCHER NO.	

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## GENERAL INFORMATION

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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	H220	BASE YEAR (RDT&E)	12.0	MO		
8001	H220	OPTION I (RDT&E)	12.0	MO		
8002	H220	OPTION II (RDT&E)	12.0	MO		
8003	H220	OPTION III (RDT&E)	12.0	MO		

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	H220	BASE TRAVEL (RDT&E)	1.0	LO	
9001	H220	OPTION I TRAVEL (RDT&E)	1.0	LO	
9002	H220	OPTION II TRAVEL (RDT&E)	1.0	LO	
9003	H220	OPTION III TRAVEL (RDT&E)	1.0	LO	

SINCE TRAVEL IS PAID IAW THE JTR, ALL CONTRACTORS ARE TO USE THE FOLLOWING NOT TO EXCEED (NTE) CALCULATIONS FOR ESTIMATED TRAVEL PER FISCAL YEAR AND TOTAL.

BASE PERIOD OF PERFORMANCE (POP ) FY16:

OPTION I POP FY17:

OPTION II POP FY18:

OPTION III POP FY 19:

TOTAL TRAVEL: BASE PLUS THREE (3) OPTION YEARS:

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### PERFORMANCE WORK STATEMENT

#### 1.0 BACKGROUND

This Statement of Work details the requirement for a Firm, Fixed Price contract. Task-based support to facilitate operational test and evaluation of the USS GERALD R. FORD (CVN 78) class of aircraft carriers in accordance with the hours and labor categories in section 5.4. CVN 78 is the first aircraft carrier acquisition program to fulfill the requirements of Title 10 U.S. Code § 2399 with processes outlined in the DOD 5000, *The Defense Acquisition System*.

#### 2.0 OBJECTIVES

Contractor support will enable a cost effective, efficient method to resolve the assessment of the effectiveness and suitability of an aircraft carrier.

#### 3.0 SCOPE

Contractor will provide administrative, technical and analytical support to Commander, Operational Test and Evaluation Force (COMOPTEVFOR) in the definition, conduct and analysis of structured operational and integrated test and evaluation (IOT&E) of US Navy systems. This support will be required in one or more of the following forms: Documentation Review, Test Planning Support, Operational Test (OT) Design, Test Analysis and Reporting, Test Operations Support, Modeling and Simulation Support (M&S), meeting attendance, and Program Management Support. These tasks will span an Operational Assessment period, Developmental and Integrated test periods, IOT&E, and Follow-on Test & Evaluation (FOT&E) from Fiscal Years (FY) 2016-2019, subject to the availability of funds.

##### 3.1 Milestones

**FY16:** DT/IT-4 Data Collection and Reporting, OT-B4 Test Execution and Reporting, Builder's & Acceptance Trials

**FY17:** DT/IT-5 Data Collection and Reporting, OT-C1 & OT-C2 Planning

**FY18:** DT/IT-5 Data Collection and Reporting, OT-C1 & OT-C2 Planning, OT-C1 Execution

**FY19:** OT-C1 Reporting, OT-C2 Execution and Reporting

#### 4.0 REQUIREMENTS

**Task 4.1 Documentation Review.** Review program documentation to include government, COMOPTEVFOR, and program instructions.

##### **Task 4.1.1 Government Instructions**

- DOD 5000.1 series, The Defense Acquisition System
- DOD 5000.02 series, Operation of the Defense Acquisition System
- SECNAVINST 5000.2 series, Implementation and Operation of the Defense Acquisition System and the Joint Capabilities Integration and Development System
- CJCSM 3500.04 series, Universal Joint Task List (UJTL)
- DODI 5200.40 series, DoD Information Technology Security Certification and Accreditation Process (DITSCAP), 1997
- DODD 8500.1, Information Assurance (IA), 2002
- DODI 8500.2, Information Assurance (IA) Implementation, 2003.
- CJCJM 3170 series, Joint Capabilities Integration and Development System (JCIDS)
- Applicable DoD and DoN Test and Evaluation (T&E) Instructions
- SECNAV M 5000.2 series, Department of Navy Acquisition and Capabilities Guidebook
- OPNAV Instruction 3501.2 series, Required Operational Capability (ROC) and Projected Operational Environment (POE) Statements
- Defense Acquisition Guidebook (DAG) series

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#### **Task 4.1.2 COMOPTEVFOR Instructions**

- COTFINST 3980.2 series, Operational Test Director's Manual
- COTFINST 5000.1 series, Use of Modeling and Simulation (M&S) in OT
- COMOPTEVFOR Instruction 5239.7, Protection of Controlled Unclassified Information
- COMOPTEVFOR applicable product templates

#### **Task 4.1.3 Program Instructions**

- CVN 21 Test and Evaluation Master Plan (TEMP)
- CVN 21 Operational Requirements Document (ORD)
- Navy System Training Plan (NSTP)
- User's Shipboard Logistics Support Summary (ULSS)
- CVN 21 Integrated Logistics Support Plan (ILSP)

**Task 4.1.4 “Acquisition of the Ford Class Platform Working Papers”** and provide comment, based on subject matter expert experience, to various test-related working documents originating from Department of Test & Evaluation, PMS 378, Naval Air Forces (CNAF), Supervisor of Shipbuilding, Naval Air Systems Command (NAVAIR), Program Executive Office (PEO) Integrated Warfare Systems, etc. in direct support of CVN 78 Operational Test objectives.

**Task 4.2 Operational Test Design Development** Plan and design operational tests in conjunction with mission-based Critical Operational Issues (COI), cross-referenced with Navy Mission Essential Task Lists (NMETL) and/or Joint Mission Essential Task Lists (JMETL). Operational Tests are to be conducted in conjunction with the IOT&E methodology, in accordance with existing COMOPTEVFOR Policies.

**Task 4.2.1** Assist in the development and refinement to integrated evaluation framework (IEF) for OT, DT assists, operational assessments (OA), IOT&E, FOT&E, and compile data necessary to draft the test plans (both integrated and operational) to address changes in requirements documentation.

**Task 4.2.2** Conduct background research and provide analytical support and recommendations for the development of data collection plans for testing the operational effectiveness and suitability.

**Task 4.2.3** Devise test matrices and procedures to satisfy COMOPTEVFOR testing objectives.

**Task 4.2.4** Determine data reduction/reconstruction requirements (including hardware and software resources necessary for the collection and storage); identify facilities which can provide this processing; and prepare appropriate documentation to support the required service(s).

#### **Task 4.3 TEMP Development**

**Task 4.3.1** Draft TEMP comments and TEMP Part III and applicable portions of Part IV.

**Task 4.3.2** During the TEMP review process, the contractor should ensure the minimum acceptable MOE/MOS from the approved ORD/ICD/CDD/CPD are incorporated.

**Task 4.3.3** Provide input to all parts of the TEMP (in working sessions, through comment letters, etc.) derived from familiarity with other program documentation (MNS, ORD, ICD/CDD/CPD, Cybersecurity strategy, ONI Capstone TA, etc.) and close coordination with the Decision Authority, particularly during program changes.

**Task 4.4 Operational Test Planning** Assist in use of Mission Based Test Design (MBTD), for OT, DT assists, OAs, IOT&E, FOT&E, Verification Correction of Deficiencies (VCD) and compile data necessary to draft the test plans (both integrated and operational) following the procedures in COMOPTEVFOR test planning checklists.

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**Task 4.4.1** Conduct background research and provide analytical support and recommendations for the development of data collection plans for testing the operational effectiveness and suitability.

**Task 4.4.2** Devise test matrices and procedures to satisfy COMOPTEVFOR testing objectives.

**Task 4.4.3** Determine data reduction/reconstruction requirements (including hardware and software resources necessary for the collection and storage); identify facilities which can provide this processing; and prepare appropriate documentation to support the required service(s).

**Task 4.4.4** Preparation and execution of all post-test analysis efforts, to include Touch Points, Analysis Working Group (AWG), Design of Experiment Working Group (DWG) and System Evaluation Review Board (SERB) Process Documentation. Touch Point preparation and execution, AWG, DWG and SERB process documentation will include all data that is identified critical for subtask/COI resolution, which include Key Performance Parameters (KPP), Critical Technical Parameters (CTP), Measures of Effectiveness and Measures of Suitability that will be included in the applicable section of the test reports.

**Task 4.4.5** MBTD Database Output Reports

**Task 4.4.5.1** MBTD Output formats. Contractor shall prepare Database Output reports based on completed MBTD steps.

**Task 4.4.5.2** Outputs include COI Listing, Sub-Task hierarchy, Conditions and Attributes to Sub-Task cross reference, Attribute matrix, Conditions matrix, Vignette to Data Requirements to Test Methods Matrix, Vignette Resource Matrix and others.

**Task 4.4.6** Design of Experiment IEF Inputs to test planning

**Task 4.4.6.1** Contractor shall produce a statistical package based on the IEF Test Design section format, containing the Factors (Conditions), Response Variables (Measures) and Run Matrix (test design samples) using information gathered during the MBTD Process.

**Task 4.4.7** Operational Test Database Configuration Management

**Task 4.4.7.1** Provided in Client Format, contractor shall provide an OT databases for the purpose of maintaining, organizing, and cross referencing OT risks and deficiencies by COI, task, and MOE for all unclassified and classified issues. Contractor will work with the Operational Test Director (OTD) to ensure that backup files are moved to a secure storage area within COMOPTEVFOR internal network for use and archival purposes. Basic database record queries are expected to be an organic capability of the provided database.

**Task 4.4.8** IEF Document Development and Revision

**Task 4.4.8.1** Contractor shall provide IEF documents for various programs based on MBTD outputs to include: COI Tables, Vignette Tables, Subtask Hierarchy Tables, Conditions, Attributes to Subtask Tables, Vignette to Data Requirements to Test Method Tables, Attribute Tables, Filtered Conditions Tables, Data Element Tables, Resource Tables, Survey Sheets and DOE write-ups.

**Task 4.4.9** Develop Concept of Test and Data Management and Analysis Plan for OT-B4, OT-C1 and OT-C2.

**Task 4.5 Operational Test Execution**

**Task 4.5.1** Attend program review meetings with the OTD during the timeframe in various locations and provide technical reports and observe demonstrations/test events as appropriate with OTD, collect test data, and provide technical reports.

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**Task 4.5.2** Assist OTD as required in briefing test participants, emphasizing the objectives of the test event and specific data-gathering requirements for each participant.

**Task 4.5.3** Attend test coordination and planning working group meetings, mission/test readiness reviews, and other T&E related meetings. Identify tests of interest for leveraging as integrated test events.

**Task 4.5.4** Attend system demonstrations, developmental or operational tests, usability tests, engineering/contractor tests, LFT&E events, systems analysis reviews, and other test and evaluation events.

**Task 4.5.5** Provide technical assistance to the Operational Test Coordinator at the test site during formal phases of testing, primarily for IT as well as other events and conferences, including participating and/or acting as supporting facilitators for conduct of design reviews, executing live test events, performing data collection and test observation, and conducting or supporting test results/analysis reviews.

#### **Task 4.6 Operational Test Data Analysis**

**Task 4.6.1** Perform data reduction and preliminary analysis of data to ensure data validity, prior to more detailed data processing and execute of all post-test analysis efforts, to include AWG, SERB, and E-SERB Process Documentation. AWG, DWG and SERB process documentation will include all data that is identified critical for subtask/COI resolution, which include Key Performance Parameters (KPP), Critical Technical Parameters (CTP), Measures of Effectiveness and Measures of Suitability that will be included in the applicable section of the test reports. Assist the OTD and OTC when making assessments regarding specific risk areas based on the results of data analysis. Using the 5 x 5 consequence versus likelihood risk matrix as the basis for all risk assessments.

**Task 4.6.2** Verify data requirements for each measure were collected. Correlate data using appropriate statistical techniques to analyze operational effectiveness and suitability tests and provide follow-up assistance as necessary on test reports and briefs. Discuss statistical and operational impact of missing data. Document limitations to test. Complete test report data appendix.

**Task 4.6.3** Provide analyses to support COI resolution on all data identified critical for subtask/COI resolution, including KPP, MOE and MOS that will be included in the applicable section of the test reports. This data will also include reliability growth curves, key response variables, and any other data that the government feels is pertinent to the issue or deficiency development or COI resolution.

**Task 4.6.4** Maintain an issues database to describe issues developed from DT Assists, DT, IT, risk assessments, OT and other sources. Trace these issues to COIs, associated requirements, and mission area and tasks in order to create test reports.

#### **Task 4.7 Operational Test Reporting**

**Task 4.7.1** Contractor shall provide the following reports including Operational Test Agency Assessment Report (OAR) and Operational Test Agency Milestone Assessment Report (OMAR), OAR/OMAR, Operational Evaluation Report (OER) or Operational Test Agency Follow-on Evaluation Report (OFER), Letter of Observation (LOO), Operational Utility Assessment (OUA) report, IOT&E report. Reports will include COMOPTEVFOR formatted Blue sheets, Gold sheets, Commander's Concerns, and/or Operational Considerations. As applicable, CVN Tactics Manuals will be updated to reflect system capabilities. Blue sheets, Gold sheets, Commander's Concerns, and/or Operational Considerations shall be generated or updated as risks, issues or new information arises throughout the contract Period of Performance.

#### **Task 4.8 M&S Accreditation Documentation**

**Task 4.8.1** Provide support in liaising between model proponents, Verification and Validation (V&V) agents, developing agencies, Navy laboratories, Navy operational commands, other U.S. Government agencies, and hardware/software contractors to ensure that M&S IOT&E requirements are adequately addressed to permit timely and effective accreditation of M&S in support of IOT&E.

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**Task 4.8.2** Provide support in maintaining an M&S database which consists of the version and accreditation status of all M&S used in IOT&E.

**Task 4.8.3** Provide support to the Virtual Carrier Integrated Product Team (VCVN IPT) through meeting attendance, Design Reference Mission analysis, Operational Reference Mission development, data collection and verification, and updates to COMOPTEVFOR accreditation plan.

**Task 4.8.4** Provide support to the P<sub>RA</sub> Test bed IPT through meeting attendance, scenario working groups, test observation, data collection and verification, and updates to COMOPTEVFOR test planning.

#### **Task 4.9 Administrative Support**

**Task 4.9.1** Provide the Operational Test Coordinator with the following reports include Trip/Technical Reports, Monthly Progress Reports, Annual Summary Reports, progress of work on assigned tasks, conferences/meetings attended, work plans, and the expenditure of funds and labor hours during the month.

**Task 4.9.2** Provide support in liaising between developing agencies, Navy laboratories, Navy Operational Commands, other U.S. Government agencies, and hardware/software contractors to ensure that OT&E requirements are adequately addressed to permit timely and effective testing.

**Task 4.9.3** Monthly Progress and Status Report. Contractor format acceptable. The contractor shall prepare a monthly progress, performance and funds expenditure report within 5 working days after completion of the reporting period starting one month after contract award, unless otherwise agreed upon with the OTD.

**Task 4.9.4 Annual Summary Report** Contractor format acceptable. The contractor shall prepare a progress, performance and funds expenditure report within 30 days after the base year or option year ends.

**Task 4.9.5 Technical Editor Review** Provides complex technical writing and editing. This includes the TEMP, comment and forwarding letters, Test Plans, Evaluation Reports, Blue and Gold sheets, several other variations of test reports in multiple formats, evaluation assessments, tactics guides, modeling and simulation accreditation and other documents associated with IOT&E.

**Task 4.9.6 Project Management** Ensure continuity with project details is maintained, and that all operational, technical, and analytical issues and objectives have been addressed.

**Task 4.9.6.1** The contractor provides technical, writing, and editorial support directed toward ensuring the quality (accuracy, logic, content, clarity, reliability, format, and grammar) of COMOPTEVFOR documentation associated with IOT&E.

**Task 4.9.6.2** Contractor must ensure official markings, downgrading instructions and distribution statements are correctly used on all documents applicable.

**Task 4.9.7 Trip/Technical Report** The contractor shall prepare a trip report detailing key information issued at the program meeting attended within five (5) working days after returning from the meeting. Electronic versions are preferred and are to be submitted in MS Office-compatible media; contractor format of contents acceptable.

**Task 4.10 Meeting Attendance** Attend program review meetings during the timeframe in various locations in person or via telephone and provide trip reports to include meeting minutes.

**Task 4.11 DT/IT Test Event Observation** Observe demonstrations/test events as appropriate, collect test data, and provide technical reports. Assist as required in briefing test participants, emphasizing the objectives of the test event, and specific data-gathering requirements for each participant. Many of these events are expected to be onboard CVN 78, both pierside and underway.

**Task 4.12 CVN 78 Class Integrated Test Team** Provide administrative support services to COMOPTEVFOR and PMS 378 in the management of CVN 78 Class Integrated Test Team (CITT) meetings. As defined in their charter, the CITT will provide the forum necessary to coordinate IT of the CVN 78 Ship Class. IT is managed to achieve synergies from DT and OT prior to IOT&E, and Live Fire Test & Evaluation. The CITT will focus on



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coordinating mission based test planning, test execution, and test resources with the goal of optimizing CVN 78 test related costs, scheduling, and requirement validation while minimizing redundancy. The administrative support includes:

- 4.12.1** Coordination of CITT meeting schedules.
- 4.12.2** Maintenance and updates to the CITT Charter.
- 4.12.3** Preparation of meeting attendance lists and minutes.
- 4.12.4** List of CITT action items including responsible parties and due dates.
- 4.12.5** Make preparations and reservations as needed for conference room and teleconference requirements.
- 4.12.6** Review program documentation including the documents listed in Task 1 of Section 4 of this SOW.
- 4.12.7** Liaise with CITT stakeholders to collaboratively obtain and analyze test objectives and procedures, and proactively pursue optimal data collection opportunities.
- 4.12.8** Assist/help in the resolution of Test and Evaluation (T&E) matters generated through the CITT.
- 4.12.9** Review CVN 78 and related Programs of Record test programs, processes, and technologies with similar design and mission aspects and provide recommendations on how to efficiently obtain and share data among CITT stakeholders.
- 4.12.10** Provide draft briefs for CITT stakeholders
- 4.12.11** Assist in the creation, cross-reference, and maintenance of a PMS 378 common data / information repository to support CITT efforts.
- 4.12.12** Maintain a list of completed and remaining test objectives.
- 4.12.13** Assist in resolution of conflicts to achieve CT, DT and OT objectives prior to IOT&E.
- 4.12.14** Collaborate with CITT stakeholders to obtain and analyze test objectives and procedures, and proactively pursue optimal data collection opportunities.
- 4.12.15** Identify CT, DT and OT interdependencies and provide information when applicable.
- 4.12.16** Coordinate the development of an IT schedule that minimizes test redundancies and costs, and maximizes data sharing amongst CITT stakeholders.
- 4.12.17** Provide a test schedule that depict the status and plans for achieving test objectives
- 4.12.18** Liaise with Commander, Naval Air Forces and Ship's Force to address scheduling/ approval complexities of shipboard / underway testing.
- 4.12.19** Analyze cross-functional and shipboard test objectives, procedures and results throughout all CT, DT and OT phases.
- 4.12.20** Obtain and analyze comparable CT, DT and OT methods from comparable programs of record and use applicable methods and testing technologies for CVN 78 Class ships.
- 4.12.21** Collect key testing issues including test deficiencies/limitations, results, concerns, risks and assist in communicating them between CITT stakeholders.

## **5.0 OPERATIONAL REQUIREMENTS**

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**5.0.1** Continue execution and reporting for OT-B4 OA. The following tasks are anticipated to be completed within a twelve (12) month period.

- Documentation Review
- Meeting Attendance

Meetings expected:

- Electromagnetic Compatibility Advisory Board (EMCAB) Support
- CVN 78 Damaged Scenario Baseline Engineering Analysis (DSBEA)
- CVN 78 Warfare System Systems Integration (WSSI) Team
- Evolved Sea Sparrow Missile (ESSM) integration with the CVN 78 Warfare System and Dual Band Radar (DBR)
- Probability of Raid Annihilation (P<sub>RA</sub>) test bed development
- Virtual Carrier (VCVN) development
- CVN 78 Weapon System(WS)/Combat System(CS) Cross Domain Solution Testing
- Includes DBR to TPX-42
- C2-CS Local Area Network TEMP 1610 (CVN 21) working group
- DBR Frequency Management Scenario Development Support
- TEMP 1714 (Capstone Enterprise Air Warfare Ship Self Defense System (SSDS)) working group
- CVN 78 Cybersecurity working group (also referred to as the IAWG)
- CVN 78 Warfare System Manpower and Human System Interface (HSI) working group
- CVN 78 Warfare System Technical Interchange Meeting (TIM)
- PEO Carriers Program Risk Board (PRB)
- CVN 78 Information Operations working group (IOWG)
- Surveillance of the PEO IWS ViewNet and Carrier Team One portal for scheduled meetings of interest and documentation pertinent to CVN 78 and CVN 79 warfare system performance.
- CITT
- Quarterly Progress Reviews
- Quarterly Design Reviews
- Test Plan Development
- The contractor shall assist in use of Mission Based Test Design (MBTB), for Operational Test OT -B4, OT-C1/2, and DT/IT events and compile data necessary to draft Concept of Test briefs and the test plans in accordance with COMOPTEVFOR procedures.
- Test Execution

The contractor shall plan and attend meetings for the execution of the OT-B4 OA. This will include 13 multi-day COI based meetings which will cover the 92 vignettes listed below:

CVN 78 Vignettes		
Air Warfare (AW)	<i>IT 1-1-1</i>	<i>*Air Space Management, Surveillance, and AIC Operations</i>
	IT 1-1-2	Missile Engagement
	IT 1-1-3	Close in Weapon System (CIWS) Air Engagement
	OT 1-1-4	AW (Electronic Warfare (EW))
	OT 1-1-5	Air Warfare Commander (AWC)
	IT 1-1-6	PRA
Strike	OT 2-1-1	Integrated Strike Planning & Execution (ISP&E)/Strike Warfare Commander (STWC)
	OT 2-1-2	TOMAHAWK Land Attack Missile (TLAM) Strike Coordination
Surface Warfare (SUW)	<i>OT 3-1-1</i>	<i>*Surface Warfare (SUW) Surveillance and Simulated Engagements/SUWC</i>
	OT 3-1-2	Surface to Surface (S2S) Missile Engagement
	OT 3-1-3	CIWS Surface Engagement

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	OT 3-1-4	Crew Served Weapons (CSW) Surface Engagement	
	OT 3-1-5	SUW EW	
Antisurface Warfare (ASW)	OT 4-1-1	Threat Submarine Prosecution with Sea Combat Commander (SCC) and Anti-surface Warfare Commander (ASWC)	
	OT 4-1-2	Torpedo Evasion	
Mine Warfare (MIW)	OT 5-1-1	Swept Channel Transit	
	OT 5-1-2	Mine Counter Measure (MCM)/Mine Warfare Commander (MIWC)	
Command, Control, Communication (CCC)	OT 6-1-1	Carrier Strike Group (CSG) Staff Support Evaluation	
	OT 6-1-2	Joint Forces Air Component Commander (JFACC)/Joint Task Force (JTF) Embarked Commander Support	
	IT 6-1-3	<i>*Provide and Manage Networks</i>	
	IT 6-1-4	<i>*Provide and Manage External Communications</i>	
	IT 6-1-5	<i>*Provide and Manage Internal Communications</i>	
	IT 6-1-6	<i>*Meteorological and Oceanographic (METOC) Support</i>	
Intelligence (INT)	OT 7-1-1	Intelligence (INT) Planning	
	OT 7-1-2	INT Collection and Processing	
	OT 7-1-3	INT Analysis and Production	
Information Operations (IO)	OT 8-1-1	IO/ Information Warfare Commander (IWC)	
	OT 8-1-2	<i>*Spectrum Management (SM)</i>	
	OT 8-1-3	<i>Operational Security (OPSEC)</i>	
	IT 8-1-4	Signature Management	
	OT 8-1-5	Emission Control (EMCON)	
	OT 8-1-6	<i>*Communication Security (COMSEC)</i>	
Mobility (MOB)	IT 9-1-1	<i>*Engineering Pre-underway Preparations</i>	
	IT 9-1-2	<i>*Combat System/Operations Pre-underway Preparations</i>	
	IT 9-1-3	<i>*Get Underway/Restricted Waters Transit</i>	
	IT 9-1-4	Small Boat Operations	
	IT 9-1-5	Be Towed	
	IT 9-1-6	Formation Steaming	
	IT 9-1-7	<i>*Restricted Waters Transit and Return to Port</i>	
	IT 9-1-8	Conduct Fueling at Sea (FAS) (with Oiler)	
	IT 9-1-9	Conduct Connected Replenishment (CONREP) (with Auxiliary)	
	IT 9-1-10	Conduct/Provide Vertical Replenishment (VERTREP)	
	IT 9-1-11	<i>*Man Overboard</i>	
	IT 9-2-1	<i>*Flight Operations (End to End)</i>	

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	IT 9-2-2	*Flight Operations (Planning)	
	IT 9-2-3	*Flight Operations (Preparations)	
	IT 9-2-4	*Flight Operations (Launch)	
	IT 9-2-5	*Flight Operations (Recover)	
	IT 9-2-6	Integrated Sortie Generation Rate (SGR) Demonstration	
	IT 9-3-1	Vulnerability	
	IT 9-3-2	Mission Oriented Protective Posture (MOPP)	
	IT 9-3-3	Collective Protection System (CPS)	
	IT 9-3-4	Laboratory and Shipboard Chemical, Biological, and Radiological (CBR) Detection	
	OT 9-3-5	Integrated CBR Operations and Decontamination	
	OT 9-3-6	*Damage Control (DC)	
	IT 9-3-7	*Combat Systems Casualty Control	
	IT 9-3-8	Basic Engineering Casualty Control	
	OT 10-1-1	Provide FAS	
Logistics (LOG)	OT 10-1-2	Provide CONREP	
Fleet Health Protection (FHP)	OT 11-1-1	*Medical Services	
Fleet Support Operations (FSO)	OT 12-1-1	Rescue and Assistance (R&A)	
	OT 12-1-2	Explosive Ordnance Demolition (EOD)	
	OT 12-1-3	Fleet Support Services	
	OT 12-1-4	Search and Rescue (SAR)/Combat Search and Rescue (CSAR)/Tactical Recovery of Aircraft and Personnel (TRAP)	
Missions of State (MOS)	OT 13-1-1	MOS (Humanitarian Assistance (HA)/Disaster Relief (DR))	
	OT 13-1-2	MOS (Exclusion Zone Scenario)	
Non-Combat Operations (NCO)	OT 14-1-1	Noncombatant Evacuation Operations (NEO) Demonstration	
	OT 14-1-2	*Environmental Protection	
	OT 14-1-3	*Antiterrorism Force Protection (ATFP)	
Naval Special Warfare (NSW)	OT 15-1-1	Special Operation Forces (SOF) Embark	
	OT 15-1-2	SOF Employment Demonstration/Walk-through	
Amphibious Warfare (AMW)	OT 16-1-1	Amphibious Warfare (AMW) Embark Demonstrations	
	OT 16-1-2	AMW Operations	
Cybersecurity (CS)	IT 17-1-1	Operational IA Vulnerability Evaluation (OIVE)	
	OT 17-1-2	*IA Penetration Test	
Maintenance (MAINT)	OT 19-1-1	*Preventive Maintenance	
	OT 19-1-2	*Corrective Maintenance	
Logistics (Log) Support	OT 21-1-1	Calibration and Certification	
	OT 21-1-2	*Maintenance Planning	
	OT 21-1-3	Embark Detachments	
	OT 21-1-4	Ordnance Onload and Handling	
	OT 21-1-5	*Supply Support Management	

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	<i>OT 21-1-6</i>	<i>*Repair Parts Management</i>
	<i>OT 21-1-7</i>	<i>*Tools, Equipment, and Equipage</i>
	<i>OT 21-1-8</i>	<i>*Handling Gear Maintenance and Management</i>
	<i>OT 21-1-9</i>	<i>*In-Port Replenishment of Fuel and Stores</i>
	<i>OT 21-1-10</i>	<i>*In-Port Services</i>
Personal (Pers) Support	<i>OT 23-1-1</i>	<i>*Habitability</i>
	<i>OT 23-1-2</i>	<i>*Food Service Operations</i>
	<i>OT 23-1-3</i>	<i>*Crew and Mission Support Services</i>
	<i>OT 23-1-4</i>	<i>*Law Enforcement/Physical Security</i>
	<i>OT 23-1-5</i>	<i>*Training</i>

***\* Italic vignettes are Core Vignettes that will be executed during multiple events. Subsequent tables will reference this group of vignettes as “Core vignettes”.***

- Underway CVN 78 for observation of Builder’s and Acceptance Trails
- Underway for Independent Steaming Exercises (ISE) 1-6

The contractor shall conduct site visits to include:

- Aqueous Film Forming Foam (AFFF) distribution system testing (Chesapeake Beach, MD & HII-NNS)
- Advanced Arresting Gear (AAG) land-based testing (Lakehurst, NJ) (See Note)
- DBR Wallops Island Land Based Test Facility (LBTF) with SSDS and TPX 42 integration (location TBD) (See Note)
- Electromagnetic Aircraft Launching System (EMALS) trough firefighting test (Lakehurst, NJ) (See Note)
- EMALS operational testing (Lakehurst, NJ) (See Note)
- Aviation Data Management And Control System (ADMACS) integration (location TBD)
- JP-5 fuel system testing (HII-NNS)
- Carrier Analysis Room (Lakehurst, NJ)
- Hangar Bay Conflagration Monitoring System (HBCMS) review and testing (Newport News, VA)
- Consolidated Afloat Network Enterprise Solution (CANES) Application Integration Testing (HII-NNS) (See Note)
- CANES Systems Integration Testing with SSDS (See Note)
- CANES Cybersecurity Testing (See Note)
- SSDS Cybersecurity (See Note)
- CVN 78 Shipboard Testing In-port supporting DT/IT-3

*Note: Testing of systems will likely require more than one evaluator per event for data collection.*

· Data Analysis

- The contractor shall perform data reduction and preliminary analysis of data from questionnaires, survey sheets, site visits, and meetings.
- Correlate data using appropriate statistical techniques to analyze operational effectiveness and suitability tests and provide follow-up assistance as necessary on test reports and briefs.

· Administrative Support

· Database Administration

**5.0.2 Subject to the availability of funds; Option I, CLINs 8001 and 9001;** The following tasks are anticipated to be completed within a twelve (12) month period.

· Documentation Review

· Meeting Attendance

- Attend program review meetings during the timeframe in various locations and provide technical reports and observe demonstrations/test events as appropriate, collect test data, and provide technical reports.
- Assist as required in briefing test participants, emphasizing the objectives of the test event, and specific data-gathering requirements for each participant.
- Meetings include the meetings listed in Section 5.01

· Test Plan Development

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- The contractor shall assist in use of MBTD, for Operational Test OT-C1/2, and DT/IT events and compile data necessary to draft Concept of Test briefs and the test plans in accordance with COMOPTEVFOR procedures.
- Test Execution
- The contractor shall attend meeting for the execution of the IOT&E OT-C1 / OT-C2. This will include twelve underway periods (ISE 7-18). It will also require site visits to include:

Vignettes for ISE 7-9, 13, 14, 17, 18
Core Vignettes

Vignettes for ISE10		
Core Vignettes		
AW	IT 1-1-2	Missile Engagement
	OT 1-1-4	AW EW
Log Support	OT 21-1-4	Ordnance Onload and Handling

Vignettes for ISE 11		
Core Vignettes		
IO	IT 8-1-4	Signature Measurement

Vignettes for ISE 12		
Core Vignettes		
MOB	IT 9-1-9	Conduct Connected Replenishment

Vignettes for ISE 15		
Core Vignettes		
AW	IT 1-1-2	Missile Engagement
	IT 1-1-3	CIWS Air Engagement
	OT 1-1-4	AW EW
SUW	OT 3-1-2	Surface-to-Surface Missile Engagement
	OT 3-1-4	CIWS Surface Engagement
	OT 3-1-5	SUW EW
Log Support	OT 21-1-4	Ordnance Onload and Handling

Vignettes for ISE 16
Core Vignettes

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FSO	OT 12-1-3	Fleet Support Services
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- Data Analysis, Administrative Support, and Database Administration

**5.0.3 Subject to the availability of funds; Option II, CLINs 8002 and 9002,** The following tasks are anticipated to be completed within a twelve (12) month period.

- Documentation Review
- Meeting Attendance

Meetings include:

- PRA test bed development (Task 8.4)
- Virtual Carrier (VCVN) development (Task 8.3)

- Test Plan Development
- Test Execution

The contractor shall attend meetings for the execution of the IOT&E OT-C1 / OT-C2. This will include, but not limited to nine underway periods (ISE 19-27) and eight in-port periods. Testing of systems may require more than one evaluator per event to collect data.

Vignettes for ISE 19, 22, 23, 25, 26
Core Vignettes

Vignettes for ISE 20		
Core Vignettes		
AW	OT 1-1-4	AW EW
SUW	OT 3-1-5	SUW EW
ASW	OT 4-1-2	Torpedo Evasion
MIW	OT 5-1-1	Swept Channel Transit
INT	OT 7-1-1	Intelligence Planning
	OT 7-1-2	Intelligence Collection and Processing
	OT 7-1-3	Intelligence Analysis and Production
IO	OT 8-1-5	Emission Control
MOB	IT 9-1-4	Small Boat Operations
	IT 9-1-5	Be Towed
	IT 9-1-8	Conduct FAS
	IT 9-1-9	Conduct Connected Replenishment
	IT 9-1-10	Conduct / Provide VERTREP
	IT 9-3-1	Vulnerability
	IT 9-3-2	Mission-Oriented Preparedness Posture (MOPP)

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	IT 9-3-3	Collective Protection Systems (CPS)
	IT 9-3-4	Lab and Shipboard Detectors
	OT 9-3-5	Integrated CBR Operations and Decontamination
Log Support	OT 10-1-1	Provide FAS
	OT 10-1-2	Provide CONREP / VERTREP
NCO	OT 12-1-1	Rescue and Assistance (R&A)

Vignettes for ISE 21		
Core Vignettes		
MOB	IT 9-3-1	Vulnerability
	OT 9-3-6	Damage Control

Vignettes for ISE 24		
Core Vignettes		
AW	OT 1-1-4	AW EW
	OT 1-1-5	AWC
Strike	OT 2-1-1	Integrated Strike Planning and Execution / STWC
	OT 2-1-2	TLAM Strike Coordination
SUW	OT 3-1-5	SUW EW
ASW	OT 4-1-1	Threat Submarine Prosecution
	OT 4-1-2	Torpedo Evasion
MIW	OT 5-1-1	Swept Channel Transit (AMISS or VEMS)
	OT 5-1-2	MCM / MIWC
	OT 6-1-1	CSG Staff Support Evaluation
INT	OT 7-1-1	Intelligence Planning
	OT 7-1-2	Intelligence Collection and Processing
	OT 7-1-3	Intelligence Analysis and Production
IO	OT 8-1-1	IO Eval / IWC
	OT 8-1-5	Emission Control
MOB	IT 9-1-4	Small Boat Operations
	IT 9-1-6	Formation Steaming
	IT 9-1-8	Conduct FAS
	IT 9-1-9	Conduct Connected Replenishment
	IT 9-1-10	Conduct / Provide VERTREP



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	IT 9-3-2	Mission-Oriented Preparedness Posture (MOPP)
	IT 9-3-3	Collective Protection Systems (CPS)
	IT 9-3-4	Lab and Shipboard Detectors
	OT 9-3-5	Integrated CBR Operations and Decontamination
LOG	OT 10-1-1	Provide FAS
	OT 10-1-2	Provide CONREP / VERTREP
FSO	OT 12-1-3	Fleet Support Services
	OT 12-1-4	SAR/CSAR/TRAP
Log Support	OT 21-1-1	Calibration / Certification
	OT 21-1-3	Embark Detachments
	OT 21-1-4	Ordnance Onload and Handling

Vignettes for ISE 27		
Core Vignettes		
AW	OT 1-1-4	AW EW
	OT 1-1-5	AWC
Strike	OT 2-1-1	Integrated Strike Planning and Execution / STWC
	OT 2-1-2	TLAM Strike Coordination
SUW	OT 3-1-5	SUW EW
ASW	OT 4-1-1	Threat Submarine Prosecution
MIW	OT 5-1-2	MCM / MIWC
CCC	OT 6-1-1	CSG Staff Support Evaluation
INT	OT 7-1-1	Intelligence Planning
	OT 7-1-2	Intelligence Collection and Processing
	OT 7-1-3	Intelligence Analysis and Production
IO	OT 8-1-1	IO Eval / IWC
	OT 8-1-5	Emission Control
MOB	IT 9-1-4	Small Boat Operations
	IT 9-1-6	Formation Steaming
	IT 9-1-8	Conduct FAS
	IT 9-1-9	Conduct Connected Replenishment
	IT 9-1-10	Conduct / Provide VERTREP
	IT 9-2-1	Flight Ops
	IT 9-2-2	Flight Ops (Planning)

	IT 9-2-3	Flight Ops (Preps)
	IT 9-2-4	Flight Ops (Launch)
	IT 9-2-5	Flight Ops (Recover)
	IT 9-2-6	Integrated SGR Demo
	IT 9-3-2	Mission-Oriented Preparedness Posture (MOPP)
	IT 9-3-3	Collective Protection Systems (CPS)
	IT 9-3-4	Lab and Shipboard Detectors
	OT 9-3-5	Integrated CBR Operations and Decontamination
LOG	OT 10-1-1	Provide FAS
	OT 10-1-2	Provide CONREP / VERTREP
FSO	OT 12-1-3	Fleet Support Services
	OT 12-1-4	SAR/CSAR/TRAP
MOS	OT 13-1-1	HADR
	OT 13-1-2	Exclusion Zone Enforcement
NCO	OT 14-1-1	NEO Demo
NSW	OT 15-1-1	SOF Staff and Embarkation
	OT 15-1-2	SOF Employment Demo / Walk-through
Log Support	OT 21-1-1	Calibration / Certification
	OT 21-1-3	Embark Detachments
	OT 21-1-4	Ordnance On-load and Handling

- Data Analysis, Administrative Support, Database Administration
- OT-C1 Interim Report

**5.0.4 Subject to the availability of funds; Option III, CLINs 8003 and 9003,** The following tasks are anticipated to be completed within a twelve (12) month period.

- OT-C2 Final Report
- Test and Evaluation Master Plan (TEMP) Rev C/D
- Test Planning for FOT&E
- Data Analysis for Hull, Mechanical , and Electrical (HM&E), Aviation, Command, Control, Communications, Computers, and Intelligence (C4I), Combat Systems / Weapons Systems (CS/WS), Logistics, VCVN, AW Enterprise P<sub>RA</sub> testbed.

Meeting Attendance

## 5.1 Deliverables

Required reports	Estimated Due Date	Description of Deliverable Content
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IEF Update #1	Mar-16	Account for adjustments in program scope, technical requirements, COTF format changes or budgetary constraints
OT-B4 Final Report	Aug-16	Report summarizing findings of OT-B4 testing in accordance with COMOPTEVFOR templates
OT-C1 Concept of Test Brief	Mar-17	COT for COMOPTEVFOR and DOT&E in adherence to COMOPTEVFOR templates
OT-C1 Test Plan	Aug-17	Test Plan for the first phase of IOT&E of CVN 78
OT-C2 Concept of Test Brief	Jan-18	COT for COMOPTEVFOR and DOT&E in adherence to COMOPTEVFOR templates
OT-C2 Test Plan	May-18	Test Plan for the second phase of IOT&E of CVN 78
OT-C1 Interim Report	Sep-18	Report summarizing effectiveness and suitability of OT-C1 and recommendations for OT-C2
FOT&E Concept of Test Brief	Dec-19	COT for COMOPTEVFOR and DOT&E for FOT&E in adherence to COMOPTEVFOR templates

#### 5.1.1. Delivery Instructions

One copy of each report will be submitted to the client representative. The contractor shall deliver each report in a mutually agreed upon format. Deliverables are to be transmitted with a cover letter, on the prime contractor's letterhead, describing the contents.

#### 5.1.2 Inspection and Acceptance

All periodic reports and task deliverables shall be inspected, reviewed, and accepted by the Government within 30 days. Reports and deliverables will be considered accepted if feedback is not received within 60 days.

Acceptance criteria are as follows:

- Reports will adhere to establish guidelines and COMOPTEVFOR templates
- Reports will be free of grammatical errors
- Reports will be transmitted electronically as applicable MS Office products (.doc, .ppt, etc).

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- Final reports will be printed in hard copy and transmitted electronically as applicable MS Office products (.doc, .ppt, etc).

Only COMOPTEVFOR Code 52, or designated alternate, can report acceptance. Final acceptance of all deliverables will be provided in electronic format. Performance by the Contractor to correct defects found by the Government as a result of quality assurance surveillance and by the Contractor as a result of quality control will be provided within 30 days. The client representative will monitor compliance and report to the contractor.

## 5.2 Quality Control

The contractor shall establish and maintain a complete Quality Control Plan to ensure the services are performed in accordance with the SOW and commonly accepted commercial practices. The contractor shall develop and implement procedures to identify, prevent and ensure non-recurrence of defective services. The government reserves the right to perform inspections on services provided to the extent deemed necessary to protect the government's interests. The contractor must control the quality of the services and deliverables provided in support of this task and maintain substantiating evidence that services conform to contract quality requirements and furnish such information to the government if requested.

This is a contract for commercial services. The contractor shall develop and maintain a quality process to ensure services are performed in accordance with commonly accepted commercial practices and existing quality control systems. The contractor shall develop and implement procedures to identify, prevent and ensure non-recurrence of defective services. However, the government reserves the right to perform inspections on services provided to the extent deemed necessary to protect the government's interests. The contractor must control the quality of the services and deliverables provided in support of this contract; the contractor must maintain substantiating evidence that services conform to contract quality requirements and furnish such information to the government if requested.

**5.3 Desired Skills and Knowledge** Personnel provided under this order are critical to the mission of the Department of the Navy, therefore, the contractor must provide personnel working under this PWS that possess the following minimum qualifications at all times during PWS performance.

### 5.3.1 Minimum Requirements for All positions (except Tech Editor and Database Manager)

- Experience (within 3 years) of developmental and operational test strategies for CVN systems.
- Must have working knowledge of processes and procedures for range scheduling and test surrogate applications.
- Must have experience (5 of the last 8 years) with the Navy and multi-service missions, operations, logistics, management, and organizational responsibilities.
- Must have working knowledge of the DoD 5000 series, OPNAVINST 5000.42 series, as well as SECNAVINST 5000 series instructions.
- Must have demonstrated the ability to interact effectively within the naval community and have a demonstrated ability to communicate the results of the operational analysis to sponsoring activities and decision makers.
- Must have working knowledge of DOE and expertise in development of the CVN 78 IEF and expertise in entry/extraction of data within the COMOPTEVFOR IEF database tool.
- Completion of COMOPTEVFOR OTD and Framework courses within three months of contract award.
- Previous operational test experience.
- Previous active duty Naval experience.
- A minimum security clearance of SECRET is required for personnel supporting this SOW. Any personnel proposed to work on this effort shall be eligible for necessary clearances to immediately begin performance at the time of contract award.
- Demonstrated proficiency with Microsoft Outlook, PowerPoint, Excel, Word, and Project.

### 5.3.2 Minimum Requirements for each Personnel Position

#### 5.3.2.1 Program Manager

- In addition to the requirements listed in paragraph 5.3.1, the following personnel qualifications are required over the life cycle of the contract:
- A minimum of the following is required:
  - Two years' experience in program management and Doctorate or;
  - Four years' experience in program management and Master's degree or;
  - Six years' experience in program management and Bachelor's degree or;
  - Eight years' experience in program management and Associates degree.

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#### **5.3.2.2 Database Manager**

- The following personnel qualifications are required over the life cycle of the contract:
- A minimum of the following is required:
  - Four years' experience in database management and Bachelor's degree or;
  - Six years' experience in database management and Associates degree.
- The contractor should possess a specialized combination of writing and information skills and IOT&E documentation experience. Specifically:
  - Experience in developing and maintaining operational test databases for risks and deficiencies.
  - Experience in developing and maintaining queries and reports for organization events and projects.
  - Familiarity with the main data manipulation languages and the principles of database design.
  - Demonstrate understanding of information and data protection legislation.

#### **5.3.2.3 Technical Editor**

- The following personnel qualifications are required over the life cycle of the contract:
- A minimum of the following is required:
  - Four years' experience in technical editing and Bachelor's degree or;
  - Six years' experience in technical editing and Associates degree.
- The contractor should possess a specialized combination of writing and information skills and IOT&E documentation experience. Specifically:
  - Four years understanding of scientific methods involved in T&E in order to make necessary judgments concerning validity of documents and contents. The contractor must be familiar with the Navy's current technical reporting style and common formats used by the community to describe documentation and procedures.
  - Four years knowledge of technical subject matter, and a demonstrated proficiency in researching, writing, editing and publishing technical reports, test plans, and related documents. The contractor must also have a sound working knowledge of the principles and techniques of composition, illustration, layout and printing.
  - All IOT&E documents must meet COMOPTEVFOR formatting criteria, using standard proofreader's marks when editing, and provide clear and concise guidance for required changes.
  - Be able to analyze the technical aspects of an IOT&E report for adherence to sound engineering concepts and principles as well as ensuring that the conclusions and recommendations of the report are technically sound and flow logically from the results. Evaluate test plans for validity and review test results for reliability and adequacy. Proficient with electronic review and routing of Microsoft documents
  - Familiarity with the United States Government Printing Office Style Manual.

#### **5.3.2.4 HM&E Warfare Systems T&E Specialist**

- In addition to the requirements listed in paragraph 5.3.1, the following personnel qualifications are required over the life cycle of the contract:
- The contractor shall provide documented expertise in:
  - CVN Deck Department
  - CVN 78 General Arrangements
  - CVN 78 Damage Control
  - Machinery Control and Monitoring System
  - Survivability
  - CVN 78 Vulnerability Assessment Report (VAR)
  - CVN 78 Total Ship Survivability Test (TSST)
  - Full Ship Shock Trial (FSST)
  - Auxiliary Equipment
  - CVN 78 Zonal Electrical Distribution System (ZEDS)
  - CVN 78 unique electrical generation requirements
  - Navigation

#### **5.3.2.5 Aviation Warfare Systems T&E Specialist**

- In addition to the requirements listed in paragraph 5.3.1, the following personnel qualifications are required over the life cycle of the contract:
- The contractor shall provide documented expertise in:
  - CVN Flight Deck Operations
  - CVN Airborne Flight Operations

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- CVN Aircraft Handling
- Carrier Analysis Room, Naval Air Engineering Station Lakehurst, NJ
- Electromagnetic Aircraft Launching System (EMALS)
- Advanced Arresting Gear (AAG)
- Aviation Data Management and Control System (ADMACS)
- Integrated Launch and Recovery Television System (ILARTS)
- Visual Landing Aids (VLA)
- Virtual Aircraft Carrier Modeling and Simulation
- Carrier Air Traffic Control Center (CATCC)
- Hazards of Electromagnetic Radiation to Fuel
- JP-5 fuels distribution and stowage system

#### **5.3.2.6 Naval Ordnance T&E Specialist**

- In addition to the requirements listed in paragraph 5.3.1, the following personnel qualifications are required over the life cycle of the contract:
- The contractor shall provide documented expertise in:
  - CVN 78 Ordnance Handling Equipment
  - CVN 78 Ordnance Magazine (Includes Shipboard Weapons)
  - CVN 78 Advanced Weapon Elevators
  - CVN Flight Deck Operations
  - CVN 78 Weapons Transfer and Handling Area
  - Hazards of Electromagnetic Radiation to Ordnance

#### **5.3.2.7 C4I Warfare Systems T&E Specialist**

- In addition to the requirements listed in paragraph 5.3.1, the following personnel qualifications are required over the life cycle of the contract:
- The contractor shall provide documented expertise in:
  - Command and Control Elements
  - Cybersecurity and Network Security
  - External Communications
  - Electromagnetic Interference
  - Interior Communications
  - CVN 78 Consolidated Afloat Networks and Enterprise Services (CANES)
  - Joint Interoperability
  - Net-Ready Key Performance Parameter
  - CVN 78 Information Assurance
  - Intelligence
  - CVN 78 Electronic Warfare
  - Operational Security
  - CVN Command, Control, Communications, Computers, Combat Systems and Intelligence Management Center (C5IMC)
  - Naval Aviation Logistics Command Management Information Systems (NALCOMIS) and Naval Tactical Command Support System (NCTSS)

#### **5.3.2.8 WS/CS Warfare Systems T&E Specialist**

- In addition to the requirements listed in paragraph 5.3.1, the following personnel qualifications are required over the life cycle of the contract:
- Must have current working knowledge of the Enterprise Air Warfare Ship Self Defense test planning and execution processes.
- The contractor shall provide documented expertise in:
  - Sensors
  - § CVN 78 DBR
  - § Electro-Optical/Infrared
  - § SPS-73
  - NAVSSI

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- Integrated Bridge System
- Self Defense Weapon Systems
- § Close-in Weapon System
- § CVN 78 Evolved Sea Sparrow Missile
- § Rolling Airframe Missile
- § MK-38 25 mm Machine Gun System
- § Ship's Self-Defense System
- § Global Command and Control System
- CVN 78 CS Integration
- CVN 78 Ship's Self Defense System
- CS Command and Control (C2)
- CVN 78 Combat System integration on the AW Enterprise Self-Defense Test Ship, Ex-USS PAUL FOSTER
- PRA Testbed
- Anti-Terrorism/Force Protection
- Hazards of Electromagnetic Radiation to Personnel

#### **5.3.2.9 Senior Warfare System Test and Evaluation (T&E) Specialists**

- In addition to the requirements listed in paragraph 5.3.1, the following personnel qualifications are required over the life cycle of the contract:
- Five (in the last eight years) of T&E experience AND;
- Eight years' experience in specified field and Doctorate or;
- 5.3 10 years' experience in specified field and Master's degree or;
- 5.4 12 years' experience in specified field and Bachelor's degree or;
- 5.5 14 years' experience in specified field and Associates degree.

#### **5.3.2.10 Junior Warfare System T&E Specialist**

- In addition to the requirements listed in paragraph 5.3.1, the following personnel qualifications are required over the life cycle of the contract:
- Three (in the last five years) of T&E experience AND;
- Two years' experience in specified field and Doctorate or;
- Four years' experience in specified field and Master's degree or;
- Six years' experience in specified field and Bachelor's degree or;
- Eight years' experience in specified field and Associates degree.

#### **5.3.2.11 Logistics Warfare Systems T&E Specialist**

- In addition to the requirements listed in paragraph 5.3.1, the following personnel qualifications are required over the life cycle of the contract:
- The contractor shall provide documented expertise in:
- CVN 78 Manning/Manpower
- § Naval Air Forces CVN 78 Manning Wargames
- CVN 78 Messing & Berthing
- CVN Shipboard Laundry
- CVN Stock Control/Documentation
- CVN Hazardous Material Handling
- Plasma Arc Waste Disposal System
- Underway Replenishment (Heavy E-Stream)
- Reliability, Maintainability, and Availability test planning, data collection, and analysis
- Habitability
- Retrograde Handling/Accountability
- CVN Supply/CVW/AIMD (Triad) relationship and responsibilities
- Hazardous Material (HAZMAT) procurement, storage, and disposal
- Aircraft Intermediate Maintenance operations
- CVN Supply/CVW/AIMD (Triad) relationship and responsibilities
- Consolidated Automated Support System (CASS) environmental and workflow requirements

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- Security classification of spaces particular to AIMD
- Gas Free Engineering (GFE) program requirements
- Engine test cell operations
- Tire and Wheel program requirements
- Support Equipment maintenance and stowage requirements
- Non-Destructive Inspection (NDI) program requirements
- Workspace power and lighting
- Lean Six Sigma

**5.4 Man-hours/labor Categories** Similar efforts have been supported based on the following skill sets and anticipated FTE's throughout the performance of this contract.

**5.4.1** To be used for informational purposes only; the below table is an estimate anticipated effort projected by the command to support this PWS in a 12 month period.

**Table 1**

<b>TASK</b>	<b>EST. HOURS BASE YEAR</b>	<b>EST. HOURS OPTION I</b>	<b>EST. HOURS OPTION II</b>	<b>EST. HOURS OPTION III</b>
TASK 4.1: DOCUMENT REVIEW	1145	1200	1200	100
TASK 4.2: Operational Test Design	900	900	900	100
TASK 4.3: TEMP Development	400	200	200	100
TASK 4.4: Operational Test Planning	8300	7200	1940	500
TASK 4.5: Operational Test Execution	4500	13140	15000	1600
TASK 4.6: Operational Test Data Analysis	3200	2725	5500	1950
TASK 4.7: Operational Test Reporting	3500	900	1125	4880
TASK 4.8: M&S Accreditation Doc	900	900	900	855
TASK 4.9: Admin Support	1000	1800	1800	900
TASK 4.10: Meeting Attendance	1000	1200	1200	360
TASK 4.11: Test Event Observation	1900	900	1500	200
TASK 4.12: CITT	1800	1800	1600	200
<b>TOTALS</b>	<b>28545</b>	<b>32865</b>	<b>32865</b>	<b>11754</b>

The table above depicts an estimate of the number of hours it should take to accomplish the expected work load based on a 40 hour work week per FTE working during the commands available hours of Monday through Friday 0730 am to 330 pm.

**5.4.2** No overtime is authorized under this contract.

## **5.5 Travel**

Travel will be required throughout the course of this contract. Travel has historically been to the following locations:

- Naval Surface Warfare Center (NSWC), Dahlgren, VA
- NSWC, Port Hueneme, CA
- Program Manager Ships (PMS) 378, Washington, DC
- Office of Naval Intelligence, Washington, DC
- Naval Air Engineering Station, Lakehurst, NJ
- Naval Air Systems Command (NAVAIR), Pax River, MD
- Surface Combat Systems Center, Wallops Island, VA
- Underway CVN 78

The following amounts are the estimated Not to Exceed (NTE) travel amounts expected by the customer.



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All proposals shall use only the figures in the travel matrix below in their proposals.

Period of Performance	Estimated Travel Costs
Base	
Option 1	
Option 2	
Option 3	
Total	

#### Other requirements

**5.6.1 Type of Contract.** This contract is a FFP

**5.6.2 Period of Performance (POP)** The POP for this contract is a one year plus three option years.

**5.6.3 Place of performance** COMOPTEVFOR can seat up to two FTE's (work space permitting) onsite. Should there be additional FTE's they will be required to work offsite. One of which will perform as primary technical project lead coordinating work effort and deliverables. Unless required to support mission accomplishment, all other work will be performed at the contractor's site. The customer location is:

Commander, Operational Test and Evaluation Force  
7970 Diven Street  
Norfolk, VA 23505-1498

While onsite at COMOPTEVFOR, the contractor shall comply with COMOPTEVFORINST 5239 (series), with specific regard to non-governmental hardware and software.

**5.6.3.1 CVN 78 –Shipyard** Certain aspects of test will require time spent onboard CVN 78 while in the shipyard of Huntington Ingalls Industries in Newport News, VA and pierside in Naval Station Norfolk, Norfolk, VA. These locations represent varying industrial environments. Certain physical activities, visual acuity, and working conditions are expected in the execution of the tasks identified in section 4.

#### Physical Activities

- § Climbing: Ascending and descending of ladders, stairs;
- § Standing: Remaining upright on feet, particularly for sustained periods of time;
- § Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another;
- § Talking: Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly;
- § Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.

**Visual Acuity** The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.

#### Conditions

- § The worker may be subject to environmental conditions: Activities may occur inside (protected) or outside (unprotected from weather);
- § The worker may be subject to heat: Temperatures above 100 degrees F for periods of time;
- § The worker may be subject to noise: There may be sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
- § The worker may be required to function in narrow aisles or passageways.
- § The worker will require use of hard hat, hearing protection and steel-toed boots.

**5.3.3.2 CVN 78 –Underway** It is expected that embarking contract personnel will be able to comply with

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COMUSFLTFORCOM/COMPACFLT INSTRUCTION 6320.3B, “Medical Screening for U.S. Government Civilian Employees, Contractor Employees, Guest and Visitors Prior to Embarking Fleet Units” (07 APR 2014).

**5.6.4 Post Award Orientation Conference** The contractor shall participate in a post-award conference for the purposes of making introductions, coordinating security requirements, discussing schedules, prioritizing PWS requirements, and providing details regarding the transition of work requirements from the incumbent contractor.

**Note: This applies to re-competed requirements with a new awardee.** The contractor shall commence work on the first day of the period of performance. The Post Award Orientation Conference shall occur at COM OPTEVFOR seven days after award.

**5.6.5 Transition Plan (Phase Out of Contract)** The contractor shall provide a transition plan that outlines the designated time period and strategy to transition out of the contract at the end of the total period of performance.

Note: The transition period shall not exceed 30 days.

**5.6.6 Personal Service**

The command has determined that use of this contract to satisfy this requirement is in the best interest of the government, economic and other factors considered, and this contract is not being used to procure personal services prohibited by the Federal Acquisition Regulation (FAR) Part 37.104 titled “Personal services contract”.

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## 6.0 ACRONYMS AND ABBREVIATIONS

3M	Maintenance and Material Management
6TV	Six Television
AA&E	Arms, Ammunition, and Explosives
AAG	Advanced Arresting Gear
AAW	Antiair Warfare
A/C	Aircraft
AC&R	Air Conditioning and Refrigeration
ACE	Aircraft Carrier Elevator
ACINT	Acoustic Intelligence
ACO	Air Control Officer
ADC	Air Defense Commander
ADEX	Air Defense Exercise
ADMACS	Aviation Data Management and Control System
ADP	Automated Data Processing
ADWC	Air Defense Warfare Commander
AESOP	Afloat Electromagnetic Spectrum Operations Program
AFFF	Aqueous Film-Forming Foam
AHT	Aircraft Handling Team
AIC	Air Intercept Controller
AIMD	Aircraft Intermediate Maintenance Depot
ALSP	Acquisition Logistic Support Plan
ALSS	Acquisition Logistics Support Specification
AMISS	Advanced Mine Simulation System
AMW	Amphibious Warfare
ANOVA	Analysis of Variance
A <sub>o</sub>	Operational Availability
AO	Area of Operations
AOA	Amphibious Objective Area
AOCC	Air Operations Control Center
AORR	Aviation Ordnance Readiness Review
AREC	Air Resource Element Coordination
AREPS	Atmospheric Radar Environmental Prediction System
ASCM	Antiship Cruise Missile
ASD	Assistant Secretary of Defense
ASMD	Antiship Missile Defense
ASU	Antisurface Warfare
ASW	Antisubmarine Warfare
ASWC	Antisubmarine Warfare Commander
AT	Acceptance Trial
ATC	Air Traffic Control
ATFP	Antiterrorism Force Protection
ATG	Afloat Training Group
ATO	Air Tasking Order
AUTEC	Atlantic Undersea Test and Evaluation Center
AVCAL	Aviation Consolidated Allowance List
AW	Air Warfare
AWC	Air Warfare Commander
AWE	Advanced Weapons Elevator
BDA	Battle Damage Assessment
BECCE	Basic Engineering Casualty Control Exercise

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BG	Battle Group
BGIXS	Battle Group Information Exchange System
BHA	Bomb Hit Assessment
BMD	Ballistic Missile Defense
BMO	Battle Management Organization
BT	Builder's Trial
C&A	Certification and Accreditation
C2	Command and Control
C2W	Command and Control Warfare
C3	Command, Control, and Communications
C3I	Command, Control, Communications, and Intelligence
C4I	Command, Control, Communications, Computers, and Intelligence
C4ISP	Command, Control, Communications, Computers, and Intelligence Support Plan
C4ISR	Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance
C5I	Command, Control, Communications, Computers, Combat Systems, and Intelligence
C5IMC	Command, Control, Communications, Computers, Combat Systems, and Intelligence Maintenance Central
C5RA	Combat Systems, Command, Control, Communications, and Computer Readiness Assessment
CAC	Common Access Card
CAG	Carrier Air Wing Group
CANES	Consolidate Afloat Networks and Enterprise Services
CAP	Combat Air Patrol
CASREP	Casualty Report
CATCC	Carrier Air Traffic Control Center
CATF	Commander, Amphibious Task Force
CBR	Chemical, Biological, and Radiological
CCC	Command, Control, and Communications
CCTV	Closed-Circuit Television
CCS	Central Control Station
CD	Compact Disk
CDC	Combat Direction Center
CDD	Capability Development Document
CDL	Common Data Link
CDLS	Common Data Link System
CEC	Cooperative Engagement Capability
CEMAT	CVN Engineering Maintenance Assist Team
CFDM	Common Flight Deck Model
CFE	Contractor-Furnished Equipment
CFFC	Commander, Fleet Forces Command
CGU	Cellular Group Unit
CI	Critical Information
CIC	Carrier Intelligence Center
CID	Combat Identification
CIEA	Classification, Identification, and Engagement Area
CIO	Chief Information Officer
CIWS	Close-in Weapon System
CJTF	Commander, Joint Task Force
CMS	Combat Management System
CNAF	Commander, Naval Air Forces
CNO	Chief of Naval Operations
CO	Commanding Officer

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COA	Course of Action
COD	Carrier Onboard Delivery
COE	Combat Operations Efficiency
COI	Critical Operational Issue
COMDOC	Combat Operations [Documentation]
COMNAVAIRLANT	Commander, Naval Air Force Atlantic
COMOPTEVFOR	Commander, Operational Test and Evaluation Force
COMPTUEX	Composite Training Unit Exercise
COMSC	Commander, Military Sealift Command
COMSEC	Communications Security
COMUSFLTFORCOM	Commander, United States Fleet Forces Command
CONFLAG	Conflagration
CONOPS	Concept of Operations
CONREP	Connected Replenishment
COOP	Continuity of Operations Plan
COP	Common Operational Picture
COSR	Conventional Ordnance Safety Review
COTS	Commercial Off-the-Shelf
CPO	Chief Petty Officer
CPS	Collective Protection System
CQ	Carrier Qualification
CRC	Cryptologic Resource Coordinator
CRD	Capstone Requirements Document
CS	Combat System Cybersecurity
CSAR	Combat Search and Rescue
CSCCE	Combat System Casualty Control Exercise
CSG-4	Commander, Carrier Strike Group Four
CSG	Carrier Strike Group
CSOSS	Combat Systems Operational Sequencing System
CSSQT	Combat Systems Ship Qualification Trial
CSTA	Capstone Surface Threat Assessment
CSTT	Combat System Training Team
CSW	Crew-Served Weapon
CT	Contractor Test(ing)
CTP	Critical Technical Parameter
CTPC	Critical Technical Parameter Catalog
CUDIXS	Common User Digital Information Exchange System
CV NATOPS	Aircraft Carrier Naval Air Training Operations Procedures Standardization
CVIC	Aircraft Carrier Intelligence Center
CVIS	Aircraft Carrier Intelligence Support
CVN	Aircraft Carrier (Nuclear)
CVNX	Aircraft Carrier (Nuclear) Experimental
CVNX STAR	Aircraft Carrier Next Generations Systems Threat Assessment Report
CVTRAMAN	Aircraft Carrier Training and Readiness Manual
CVW	Carrier Air Wing
DAPS	Dynamic Armored Protection System
DBR	Dual Band Radar
DC	Damage Control
DCA	Defensive Counterair
DCGS	Distributed Common Ground System
DCID	Director of Central Intelligence Directive

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DCTT	Damage Control Training Team
DESRON	Destroyer Squadron
DFM	Diesel Fuel Marine
DHS	Department of Homeland Security
DIACAP	DoD Information Assurance Certification and Accreditation Process
DII-COE	Defense Information Infrastructure/Common Operating Environment
DIRMS	Digital Infrared Measuring System
DITSCAP	DoD Information Technology Security Certification and Accreditation Process
DLR	Depot Level Repair
DMAP	Data Management and Analysis Plan
DMS	Defense Message System
DoD	Department of Defense
DoDAF	Department of Defense Architecture Framework
DOE	Design of Experiment
DON	Department of the Navy
DOT&E	Director, Operational Test and Evaluation
DRM	Design Reference Mission
DRRS-N	Defense Readiness Reporting System - Navy
DRSN	Defense Red Switched Network
DSN	Defense Switched Network
DT	Development(al) Test(ing)
DTE	Detection, Tracking, and Engagement
DW	Dumb Waiter
DX	Data Extraction
E3	Electromagnetic Environmental Effects
EA	Electronic Attack
ECDIS-N	Electronic Chart Display and Information System - Navy
EEBD	Emergence Escape Breathing Device
EFO	Experienced Fleet Operator
EHF	Extremely High Frequency
EKMS	Electronic Key Management System
EMALS	Electromagnetic Aircraft Launch System
EMCON	Emission Control
EMI	Electromagnetic Interference
EMP	Electromagnetic Pulse
EOA	Early Operational Assessment
EOD	Explosive Ordnance Disposal
EO/IR	Electro-Optical Infrared
EOOW	Engineering Officer of the Watch
EOS	Enclosed Operating Station
EOSS	Engineering Operational Sequence System
EP	Electronic Protection
EPA	Environmental Protection Agency
ERDR	Engineered Radar Design Requirement
ES	Electronic Support
ESP	Emergent Strike Package
ESSM	Evolved Sea Sparrow Missile
EW	Electronic Warfare
EXTORP	Exercise Torpedo
FAC	Fast Attack Craft
FAS	Fueling at Sea
FEP	Final Evaluation Period
FEZ	Fighter Engagement Zone

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FF	Firefighting
FHP	Force Health Protection
FIAC	Fast Inshore Attack Craft
FIW	Fleet Information Warfare
FLIR	Forward Looking Infrared
FMC	Full Mission Capability
FoS	Family of Systems
FOT&E	Follow-on Operational Test and Evaluation
FOTC	Force Over-the-Horizon Track Coordinator
FP	Force Protection
FPCON	Force Protection Condition
FPEX	Force Protection Exercise
FRTTP	Fleet Readiness Training Program
FSO	Fleet Support Operations
FSST	Full Ship Shock Trial
FTC	Force Track Coordinator
FXP	Fleet Exercise Publication
GCCS	Global Command and Control System
GCCS-M	Global Command and Control System – Maritime
GENSER	General Service
GFE	Government-Furnished Equipment
GIG	Global Information Grid
GMLS	Guided Missile Launcher System
GMS	Guided Missile Simulator
GPS	Global Positioning System
GTN	Global Transportation Network
HADR	Humanitarian Assistance and Disaster Relief
HAZMAT	Hazardous Material
HAZMINCEN	Hazardous Waste Minimization Center
HCS	Helicopter Coordination Section
HDC	Helicopter Direction Center
HEC	Helicopter Element Command/Coordinator
HERF	Hazard of Electromagnetic Radiation to Fuels
HERO	Hazard of Electromagnetic Radiation to Ordnance
HERP	Hazard of Electromagnetic Radiation to Personnel
HF	High Frequency
HICOM	High Command
HICSWIN	Hazardous Material Inventory Control System for Windows
HII	Huntington Ingalls Industries
HLA	High Level Architecture
HLC	Helicopter Logistic Coordinator
HM	Hazardous Material
HM&E	Hull, Mechanical, and Electric
HMI	Human-Machine Interface
HSI	Human Systems Integration
HSMST	High Speed Maneuvering Surface Target
HUD	Heads Up Display
HUMINT	Human Intelligence
I&W	Indications and Warnings
IA	Information Assurance
IATO	Interim Authority to Operate
IC	Interior Communications
ICAV	Inspections, Certifications, Assists, and Visits
ICC	International Common Criteria

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ICU	Intensive Care Unit
ID OP	Identification Operator
IDE	Integrated Data Environment
IDS	Intrusion Detection System
IEF	Integrated Evaluation Framework
IER	Information Exchange Requirement
IFF	Identification, Friend or Foe
IFLOLS	Improved Fresnel Lens Optical Landing System
ILARTS	Integrated Launch and Recovery Television Surveillance
ILSP	Integrated Logistic Support Plan/
IMINT	Imagery Intelligence
INFOCON	Information Condition
INMARSAT	International Maritime Satellite
INPT	In Port
INSURV	Board of Inspection and Survey
INT	Intelligence
IO	Information Operations
IOC	Initial Operational Capability
IOT&E	Initial Operational Test and Evaluation
IP	Internet Protocol
IR	Infrared
ISAR	Inverse Synthetic Aperture Radar
ISE	Independent Steaming Exercise
ISIC	Immediate Superior in Command
ISOPREP	Isolation Preparation
ISPEM	Integrated Strike Planning and Execution Model
ISPM	Integrated Strike Planning Model
ISR	Intelligence, Surveillance, and Reconnaissance
IT	Integrated Test(ing)
IT21	Information Technology for the 21 <sup>st</sup> Century
ITS	Information Technology System
IW	Information Warfare
IWC	Information Warfare Commander
IWS	Integrated Warfare System
JBD	Jet Blast Deflector
JBPDS	Joint Biological Point Detection System
JEZ	Joint Engagement Zone
JFACC	Joint Force Air Component Commander
JFC	Joint Force Commander
JMCIS	Joint Maritime Command Information System
JPALS	Joint Precision Approach and Landing System
JRCC	Joint Rescue Coordination Center
JSF	Joint Strike Fighter
JTA	Joint Test Authority
JTAV	Joint Total Asset Visibility
JTCB	Joint Targeting Coordination Board
JTF	Joint Task Force
JTFEX	Joint Task Force Exercise
JTRS	Joint Tactical Radio System
J-UCAS	Joint – Unmanned Combat Aerial System
KG	Ship's Center of Gravity above the Keel
KIP	Key Interface Profile
KPP	Key Performance Parameter



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LAN	Local Area Network
LCP	Local Control Panel
LF	Low Frequency
LFT&E	Live Fire Test and Evaluation
LOG	Logistics
LOGSTAT	Logistics Support Assistance Team
LOS	Line of Sight
LPI	Low Probability of Intercept
LPOD	Las Plane on Deck
LSM	Linear Synchronous Motor
LSO	Landing Signals Officer
M&S	Modeling and Simulation
MAC	Mission Assurance Category
MAGTF	Marine Air-Ground Task Force
MARPOL	Prevention of Pollution from Ships
MBTD	Mission-Based Test Design
MCCP	Mast-Clamp Current Probe
MCM	Mine Countermeasure
MCMRON	Mine Countermeasure Squadron
MCTBOMF	Mean Corrective Time Between Operational Mission Failures
MDA	Mine Danger Area
MEDAL	Mine Warfare and Environmental Decision Aids Library
METOC	Meteorological and Oceanographic
MEU	Marine Expeditionary Unit
MEZ	Missile Engagement Zone
MFR	Multifunction Radar
MHE	Materials Handling Equipment
MICRS	Mechanical Instrument Calibration and Repair Ship
MILDEC	Military Deception
MIL-STD	Military Standard
MIO	Maritime Interdiction Operations
MIW	Mine Warfare
MIWC	Mine Warfare Commander
MLAN	Maintenance Local Area Network
MLDT	Mean Logistic Delay Time
MNF	Multinational Force
MOA	Memorandum of Agreement
MOB	Mobility
MOE	Measure of Effectiveness
MOOTW	Military Operations Other Than War
MOPP	Mission-Oriented Protective Posture
MOS	Missions of State Measure of Suitability (table 4.2 only)
MOVLAS	Manually Operated Visual Landing Aid System
MPACU	Maritime Patrol Aircraft Unit
MRR	Mission Readiness Review
MRS	Missile Round Simulator
MSD	Marine Sanitation Device
MSF	Magnetic Silencing Facility
MSL	Multi-Security Level
MSSC	Magazine Sprinkler System Certification
MTBF	Mean Time Between Failures
MTBOMF	Mean Time Between Operational Mission Failures
MTBOMF <sub>HW</sub>	Mean Time Between Operational Mission Failures, Hardware

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MTTR	Mean Time To Repair
N/A	Not Applicable
NATO	North Atlantic Treaty Organization
NATOPS	Naval Air Training and Operating Procedures Standardization
NAVCERT	Navigation Systems Certification
NAVIOCOM-N	Navy Information Operations Command - Norfolk
NAVMACS	Naval Modular Automated Communications Subsystem
NAVOSH	Navy Occupational Safety and Health
NAVSEA 08	Naval Sea Systems Command Nuclear
NAVSEASYS COM	Naval Sea Systems Command
NBC	Nuclear, Biological, Chemical
NCO	Noncombatant Operations
NCS	Network Control Station
NEO	Noncombatant Evaluation Operations
NGC2P	Next Generation Command and Control Processor
NGO	Non-Government Official
NGSB	Northrop Grumman Shipbuilding
NIMA/NGA	National Imagery and Mapping Agency/National Geospatial-Intelligence Agency
NIPRNET	Nonsecure Internet Protocol Router Network
NMT	Navy Multiband Terminal
NPEB	Nuclear Propulsion Examination Board
NPMTT	Nuclear Propulsion Mobile Training Team
NR-KPP	Net-Ready Key Performance Parameter
NRL	Navy Research Laboratory
NSA	Naval Support Activity
NSFS	Naval Surface Fire Support
NSS	National Security System
NSSMS	NATO Sea Sparrow Missile System
NSTM	Navy Ship's Technical Manual
NSW	Naval Special Warfare
NTCS-A	Navy Tactical Command System – Afloat
NTDS	Navy Tactical Data System
NTP	Naval Tactical Publication
NTSP	Navy Training Systems Plan
NTTP	Navy Tactics, Techniques, and Procedures
NWP	Naval Warfare Publication
OA	Operational Assessment
OCA	Offensive Counterair
OCM	Oil Content Measure
ODAA	Operational Designated Approving Authority
ODS	Ozone Depleting Substance
OHM	Ordnance Handling Model
OHO	Ordnance Handling Officer
OIVE	Operational IA Vulnerability Evaluation
OPDOC	Operation Requirements [Documentation]
OPGEN	General Operational Order
OPORD	Operational Order
Ops	Operations
OPSEC	Operations Security
OPTASK	Operational Tasking
OPTEVFOR	Operational Test and Evaluation Force
ORD	Operational Requirements Document
ORSE	Operational Reactor Safeguards Examination

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OSD	Office of the Secretary of Defense
OT	Operational Test(ing)
OT&E	Operational Test and Evaluation
OTCIXS	Officer-in-Tactical Command Information Exchange Subsystem
OTD	Operational Test Director
OTH-T	Over-the-Horizon Targeting
OTRR	Operational Test Readiness Review
OWS	Oily Water Separator
P&FCO	Pointing and Firing Cutouts
PALS	Precision Approach and Landing System
PARM	Participating Acquisition Resource Manager
PAWDS	Plasma Arc Waste Disposal System
PC	Personal Computer
PEO	Program Executive Officer
PEO IWS	Program Executive Officer, Integrated Weapons Systems
PGM	Precision Guided Munitions
PHIBRON	Amphibious Squadron
PIRAZ	Positive Identification Radar Advisory Zone
PMK	Probability of Mission Kill
PMS	Planned Maintenance System
PMT	Preventive Maintenance Time
PNH	Probability of No Hit
POE	Projected Operational Environment
POR	Program of Record
PPE	Personal Protective Equipment
PPP	Preplanned Procedure
PRA	Platform Information Technology (PIT) Risk Acceptance
PRA	Probability of Raid Annihilation
PRCA	Precision Radar Controlled Approach
PREINSURV	President, Board of Inspection and Survey
Preps	Preparations
PRI S/S	Primary Ship/shore
PSA	Phased Ship Availability
PSC	Percent Sorties Completed
PSMD	Preliminary Ship's Manning document
PSYOP	Psychological Operation
PTT	Percent Threats Tracked
PVO	Private Volunteering Organization
QA	Quality Assurance
QoS	Quality of Service
R&A	Rescue and Assistance
RADHAZ	Electromagnetic Radiation Hazards
RAM	Rolling Airframe Missile
RAS	Replenishment at Sea
RBS	Readiness-Based Sparing
RCC	Rescue Coordination Center
RCP	Remote Control Panel
RCS	Radar Cross Section
RCV	Receive
RF	Radio Frequency
RFI	Request for Information
RMA	Reliability, Maintainability, and Availability
ROC	Required Operational Capabilities
RODU	Reverse Osmosis Desalination Unit

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ROE	Rules of Engagement
ROV	Remotely Operated Vehicle
RSA	Round Simulator Assembly
RV	Response Variable
S2S	Surface-to-Surface
SA	Surveillance Area
SACC	Supporting Arms Coordination Center
SAG	Surface Action Group
SALTS	Standard Automated Logistics Tool Set
SAP	Special Access Program
SAR	Search and Rescue
SAT	Submarine Assessment Team
SATCOM	Satellite Communication
SATV	Satellite Television
SCC	Sea Combat Commander
SCI	Sensitive Compartmented Information
SCIF	Sensitive Compartmented Information Facility
SDST	Ship Deployed Surface Target
SDTS	Self-Defense Test Ship
SEAL	Sea, Air, Land
SEC	Submarine Element Coordinator
SERB	System Evaluation Review Board
SESEF	Shipboard Electronic Systems Evaluation Facility
SEWIP	Surface Electronic Warfare Improvement Program
SF	Ship's Force
SG	Strike Group
SGR	Sortie Generation Rate
SHROS	Super High Resolution Optical System
SI LAN	Signals Intelligence Local Area Network
SIAP	Single Integrated Air Picture
SIGINT	Signal Intelligence
SINS	Ship's Inertial Navigation System
SIPRNET	Secret Internet Protocol Router Network
SITE	Shipboard Information Training Education
SLA	Service Life Allowances
SLAM	Standoff Land Attack Missile
SM	Spectrum Management
SMA	Supply Management Assessment
SME	Subject Matter Expert
SMI	Supply Management Inspection
SOF	Special Operating Force
SOP	Standard Operation Procedure
SoS	System of Systems
SOVT	System Operational Verification Test
SPECAT	Special Category
SPECOPS	Special Operations
SPINTCOM	Special Intelligence Communications
SPS	Surface Radar Search
SRA	Shop Replaceable Assembly
SSDS	Ship Self-Defense System
SSES	Ship Signal Exploitative Space
SSO	Special Security Officer
STREAM	Standard Tensioned Replenishment Alongside Method
STRR	Systems Test Readiness Review

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STT	Seamanship Training Team
STW	Strike Warfare
STWC	Strike Warfare Commander
SUSCC	Surface Undersea Systems Combat Center
SUT	System Under Test
SUW	Surface Warfare
SUWC	Surface Warfare Commander
SVDS	Shipboard Video Distribution System
T&E	Test and Evaluation
TACC	Tactical Air Control Center
TACINTEL	Tactical Intelligence
TACLOG	Tactical Logistics Center
TADC	Tactical Air Directive Center
TADIXS	Tactical Data Information Exchange System
TAMD CRD	Theater Air Missile Defense Capstone Requirements Document
TAO	Tactical Action Officer
TBD	To Be Determined
TBMCS	Theater Battle Management Core System
TCDL	Tactical Common Data Link
TCT	Time Critical Targeting
TDL	Tactical Data Link
TDU	Target Drone Unit
TECHDOC	Technical Evaluation [Documentation]
TEMP	Test and Evaluation Master Plan
TEOB	Technical Electronic Order of Battle
TFCC	Tactical Flag Command Center
TIC	Tactical Information Coordinator
TIPS	Tactical Information Processing System
TIRM	Time for Immediate Response Mission
TLAM	TOMAHAWK Land Attack Missile
TOC	Total Operating Cost
TRACKEX	Tracking Exercise
TRAP	Tactical Recovery of Aircraft and Personnel
TRC	Torpedo Readiness Certification
TSST	Total Ship Survivability Testing
TST	Time-Sensitive Targeting
TSTA	Tailored Ship's Training Assessment
TSTT	Total Ship Test Team
TTP	Tactics, Techniques, and Procedures
UAS	Unmanned Aerial System
UAV	Unmanned Aerial Vehicle
UHF	Ultrahigh Frequency
UN	United Nations
UNREP	Underway Replenishment
URG	Underway Replenishment Group
U.S.	United States
USCG	United States Coast Guard
USMC	United States Marine Corps
USW	Undersea Warfare
USWC	Undersea Warfare Commander
V&V	Verification and Validation
VACAPES	Virginia Capes
VAR	Vulnerability Test Report
VASCIC	Virginia Advanced Shipbuilding and Carrier Integration Center

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VCVN	Virtual Carrier
VERTREP	Vertical Replenishment
VHF	Very High Frequency
VID	Visual Identification
VIDOC	Visual Information Document
VIP	Very Important Person
VLf	Very Low Frequency
VMS	Voyage Management System
VOD	Vertical Onboard Delivery
VPC	Vertical Package Conveyor
VSR	Volume Search Radar
VSTOL	Vertical Short Takeoff and Landing
VTC	Video Teleconference
WGS	World Geodetic System
WHE	Weight Handling Equipment
WHTA	Weapons Handling Transfer Area
WMIS	Wind Measuring and Indicating System
WP	Weapons Posture
WSAT	Weapon Safety Assessment Team
WSESRB	Weapon System Explosive Safety Review Board
XBT	Expendable Bathythermograph
XMT	Transmit
ZEDS	Zonal Electrical Distribution System

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## **SECTION D PACKAGING AND MARKING**

All deliverables shall be packaged and marked IAW best commercial practices.

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## **SECTION E INSPECTION AND ACCEPTANCE**

### **INSPECTION AND ACCEPTANCE BY THE GOVERNMENT**



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## SECTION F DELIVERABLES OR PERFORMANCE

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

8000	6/27/2016 - 6/26/2017
8001	6/27/2017 - 6/26/2018
8002	6/27/2018 - 6/26/2019
8003	6/27/2019 - 6/26/2020
9000	6/27/2016 - 6/26/2017
9001	6/27/2017 - 6/26/2018
9002	6/27/2018 - 6/26/2019
9003	6/27/2019 - 6/26/2020

### CLIN - DELIVERIES OR PERFORMANCE

The Periods of Performance for the following Base years are as follows:

8000	Base Year	27 JUNE 2016 - 26 JUNE 2017
9000	Base Travel	27 JUNE 2016 - 26 JUNE 2017

The Periods of Performance for the following Options are as follows:

8001	Option I	27 JUNE 2017 - 26 JUNE 2018
8002	Option II	27 JUNE 2018 - 26 JUNE 2019
8003	Option III	27 JUNE 2019 - 26 JUNE 2020
9001	Option I Travel	27 JUNE 2017 - 26 JUNE 2018
9002	Option II Travel	27 JUNE 2018 - 26 JUNE 2019
9003	Option III Travel	27 JUNE 2019 - 26 JUNE 2020

At least one contractor is expected to work ONSITE at:

COMMANDER OPERATIONAL TEST AND EVALUATION FORCE  
7970 DIVEN STREET  
NORFOLK, VA 23505

while the others on this contract will be expected to work OFFSITE at the Contractor's Facility.

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## SECTION G CONTRACT ADMINISTRATION DATA

### 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.

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(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-IN-1\_\_\_\_\_

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

\_\_\_\_\_NA\_\_\_\_\_

(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
Pay Official DoDAAC	N68732
Issue By DoDAAC	N00189
Admin DoDAAC	N00189
Inspect By DoDAAC	
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	
Service Acceptor (DoDAAC)	N57023

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Accept at Other DoDAAC	
LPO DoDAAC	N57023
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

(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@cotf.navy.mil](mailto:acceptor@cotf.navy.mil)

[certifier@cotf.navy.mil](mailto:certifier@cotf.navy.mil)

[nicole.vonderheyde@cotf.navy.mil](mailto:nicole.vonderheyde@cotf.navy.mil)

(g) WAWF point of contact.

Not Applicable

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

\_\_\_\_\_NA\_\_\_\_\_

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

(End of clause)

#### ORGANIZATIONAL CONFLICT OF INT

#### **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) Subpart Part 9.5, as well as, the contract clause entitled ORGANIZATIONAL CONFLICTS OF INTEREST addressed in the solicitation.

By the very nature of the tasks assigned under the anticipated contract, the contractor(s) could gain non-public information about forthcoming Navy IT requirements that might result in an unfair competitive advantage in future procurements. The field of potential contractors which are capable of performing this task are sometimes the same vendors that support and provide the supplies and services under the approved requests. Accordingly, it is foreseeable that organizational conflicts of interest could arise in some instances due to performance under this contract and warrant the existence of conflicting roles that might bias a contractor's judgment and create an unfair

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competitive advantage.

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. The contractor shall disclose to the Government information concerning all conflicts of interest and explain how it intends to avoid, neutralize, or mitigate any possible conflicts of interests.

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.

#### **ORGANIZATIONAL CONFLICTS OF INTEREST**

(a) Purpose. This clause seeks to ensure that the contractor (1) does not obtain an unfair competitive advantage over other parties by virtue of its performance of this contract, and (2) is not biased because of its current or planned interests (financial, contractual, organizational or otherwise) that relate to the work under this contract.

(b) Scope. The restrictions described herein shall apply to performance or participation by the contractor (as defined in paragraph (d)(7)) in the activities covered by this clause.

(1) The restrictions set forth in paragraph (e) apply to supplies, services, and other performance rendered under this contract.

(2) The financial, contractual, organizational and other interests of contractor personnel performing work under this contract shall be deemed to be the interests of the contractor for the purposes of determining the existence of an Organizational Conflict of Interest. Any subcontractor that performs any work relative to this contract shall be subject to this clause. The contractor agrees to place in each subcontract affected by these provisions the necessary language contained in this clause.

(c) Waiver. Any request for waiver of the provisions of this clause shall be submitted in writing to the Procuring Contracting Officer. The request for waiver shall set forth all relevant factors including proposed contractual safeguards or job procedures to mitigate conflicting roles that might produce an Organizational Conflict of Interest. No waiver shall be granted by the Government with

respect to prohibitions pursuant to access to proprietary data.

(d) Definitions. For purposes of application of this clause only, the following definitions are applicable:

(1) "System" includes system, major component, subassembly or subsystem, project, or item.

(2) "Nondevelopmental items" as defined in FAR 2.101.

(3) "Systems Engineering" (SE) includes, but is not limited to, the activities in FAR 9.505-1(b). (4) "Technical direction" (TD) includes, but is not limited to, the activities in FAR 9.505-1(b). (5) "Advisory and Assistance Services" (AAS) are those services acquired from

non-governmental sources to support or improve agency policy development or decision making; or, to support or improve the management of organizations or the operation of hardware systems. Such services may encompass consulting activities, engineering and technical services, management support services and studies, analyses and evaluations.

(6) "Consultant services" as defined in FAR 31.205-33(a).

(7) "Contractor", for the purposes of this clause, means the firm signing this contract, its subsidiaries and affiliates, joint ventures involving the firm, any entity with which the firm may hereafter merge or affiliate, and any other successor or assignee of the firm.

(8) "Affiliates," means officers or employees of the prime contractor and first tier subcontractors involved in the program and technical decision-making process concerning this contract.

(9) "Interest" means organizational or financial interest.

(10) "Weapons system supplier" means any prime contractor or first tier subcontractor engaged in, or having a known prospective interest in the development, production or analysis of any of the weapon systems, as well as any major component or subassembly of such system.

(e) Contracting restrictions.

(1) To the extent the contractor provides systems engineering and/or technical direction for a system or commodity but does not have overall contractual responsibility for the development, the integration, assembly and checkout (IAC) or the production of the system, the contractor shall not (i) be awarded a contract to supply the system or any of its major components or (ii) be a subcontractor or consultant to a supplier of the system or of its major components. The contractor agrees that it will not supply to the Department of Defense (either as a prime contractor or as a subcontractor) or act as consultant to a supplier of, any system, subsystem, or major component utilized for or in connection with any item or other matter that is (directly or indirectly) the subject of the systems engineering and/or technical direction or other services performed under this contract for a period of 30 days after the date of completion of the contract. (FAR 9.505-1(a))

(2) To the extent the contractor prepares and furnishes complete specifications covering nondevelopmental items to be used in a competitive acquisition, the contractor shall not be allowed to furnish these items either as a prime contractor or subcontractor. This rule applies to the initial production contract, for such items plus a specified time period or event. The contractor agrees to prepare complete specifications covering non-developmental items to be used in competitive acquisitions, and the contractor agrees not to be a supplier to the Department of Defense, subcontract supplier, or a consultant to a supplier of any system or subsystem for which complete specifications were prepared hereunder. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of these systems of their subsystems extends for a period of 30 days after the terms of this contract. (FAR 9.505-2(a)(1))

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(3) To the extent the contractor prepares or assists in preparing a statement of work to be used in competitively acquiring a system or services or provides material leading directly, predictably and

without delay to such a work statement, the contractor may not supply the system, major components thereof or the services unless the contractor is the sole source, or a participant in the design or development work, or a contractor involved in preparation of the work statement. The contractor agrees to prepare, support the preparation of or provide material leading directly, predictably and without delay to a work statement to be used in competitive acquisitions, and the contractor agrees not to be a supplier or consultant to a supplier of any services, systems or subsystems for which the contractor participated in preparing the work statement. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of any services, systems or subsystems extends for a period of 30 days after the terms of this contract. (FAR 9.505-2(a)(1))

(4) To the extent work to be performed under this contract requires evaluation of offers for products or services, a contract will not be awarded to a contractor that will evaluate its own offers for products or services, or those of a competitor, without proper safeguards to ensure objectivity to protect the Government's interests. Contractor agrees to the terms and conditions set forth in the Statement of Work that is established to ensure objectivity to protect the Government's interests. (FAR 9.505-3)

(5) To the extent work to be performed under this contract requires access to proprietary data of other companies, the contractor must enter into agreements with such other companies which set forth procedures deemed adequate by those companies (i) to protect such data from unauthorized use or disclosure so long as it remains proprietary and (ii) to refrain from using the information for any other purpose other than that for which it was furnished. Evidence of such agreement(s) must be made available to the Procuring Contracting Officer upon request. The contractor shall restrict

access to proprietary information to the minimum number of employees necessary for performance of this contract. Further, the contractor agrees that it will not utilize proprietary data obtained from such other companies in preparing proposals (solicited or unsolicited) to perform additional services or studies for the United States Government. The contractor agrees to execute agreements with companies furnishing proprietary data in connection with work performed under this contract, obligating the contractor to protect such data from unauthorized use or disclosure so long as such data remains proprietary, and to furnish copies of such agreement to the Contracting Officer. Contractor further agrees that such proprietary data shall not be used in performing for the Department of Defense additional work in the same field as work performed under this contract if such additional work is procured competitively. (FAR 9.505-4(b))

(6) Preparation of Statements of Work or Specifications. If the contractor under this contract assists substantially in the preparation of a statement of work or specifications, the contractor shall be ineligible to perform or participate in any capacity in any contractual effort (solicited or unsolicited) that is based on such statement of work or specifications. The contractor shall not incorporate its products or services in such statement of work or specifications unless so directed in writing by the Contracting Officer, in which case the restrictions in this subparagraph shall not apply. Contractor agrees that it will not supply to the Department of Defense (either as a prime contractor or as a subcontractor) or act as consultant to a supplier of, any system, subsystem or major component utilized for or in connection with any item or work statement prepared or other services performed or materials delivered under this contract, and is procured on a competitive basis, by the Department of Defense with 30 days after completion of work under this contract. The provisions of this clause shall not apply to any system, subsystem, or major component for which the contractor is the sole source of supply or which it participated in designing or developing. (FAR 9.505-4(b))

(7) Advisory and Assistance Services (AAS). If the contractor provides AAS services as defined

in paragraph (d) of this clause, it shall be ineligible thereafter to participate in any capacity in Government contractual efforts (solicited or unsolicited) which stem directly from such work, and the contractor agrees not to perform similar work for prospective offerors with respect to any such contractual efforts. Furthermore, unless so directed in writing by the Contracting Officer, the contractor shall not perform any such work under this contract on any of its products or services, the products or services of another firm for which the contractor performs similar work, or the

products or services of a competitor. Nothing in this subparagraph shall preclude the contractor from competing for follow-on contracts for AAS.

(f) Remedies. In the event the contractor fails to comply with the provisions of this clause, such noncompliance shall be deemed a material breach of the provisions of this contract. If such noncompliance is the result of conflicting financial interest involving contractor personnel performing work under this contract, the Government may require the contractor to remove such personnel from performance of work under this contract. Further, the Government may elect to exercise its right to terminate for default in the event of such noncompliance. Nothing herein shall prevent the Government from electing any other appropriate remedies afforded by other provisions of this contract, or statute or regulation.

(g) Disclosure of Potential Conflicts of Interest. The contractor recognizes that during the term of this contract,

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conditions may change which may give rise to the appearance of a new conflict of interest. In such an event, the contractor shall disclose to the Government information concerning the new conflict of interest. The contractor shall provide, as a minimum, the following information: (1) a description of the new conflict of interest (e.g., additional weapons systems supplier(s), corporate restructuring, new first-tier subcontractor(s), new contract) and identity of parties involved;

(2) a description of the work to be performed; (3) the dollar amount;

(4) the period of performance; and

(5) a description of the contractor's internal controls and planned actions, to avoid any potential organizational conflict of interest.

## ORGANIZATIONAL CONFLICTS OF INTEREST REPRESENTATION

The prime contractor shall complete this representation and submit it with their task order proposal. I represent, as part of this offer, to the best of my knowledge and belief that:

(a) The award of the task order for technical, analytical, administrative and material support services for the CVN-78 Platform Initial Operational Test and Evaluation (IOT&E) under Solicitation N00024-15-R-3542

\_\_\_\_\_ (hereinafter "Contractor")

[PRIME CONTRACTOR]

does /\_\_\_/ does not /\_\_\_/

involve "Organizational Conflicts of Interests" - meaning situations or relationships of the type described in 10 U.S.C. § 2399, FAR Subpart 9.5 and defined at FAR Subpart 2.101 – with respect to Contractor, (including any of its parent organizations or corporations, all subsidiaries, divisions, affiliates, and directorates) and with respect to any subcontractor that will perform the services under this task order.

(b) The supplies, services, and other performance to be rendered by Contractor and any subcontractor under this task order

are /\_\_\_/ are not /\_\_\_/

subject to terms, conditions and restrictions imposed by other current and/or prior federal contracts now being performed or performed arising from Organizational Conflicts of Interests. Identify the subcontractors, if any, providing services under this task order. If none, so state.

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If organizational conflicts of interest or conditions and restrictions exist, I understand that the contracting officer has the discretion to take any of the following actions:

(1) Disqualify and exclude the offeror from consideration for the subject task order;

(2) Impose appropriate conditions and restrictions which avoid, neutralize or mitigate such conflicts; or

(3) Determine that it is otherwise in the best interests of the <st1:ST1:COUNTRY-REGION w:st="on">United States</st1:ST1:COUNTRY-REGION> to seek award of the contract under applicable waiver procedures. Offerors should note that COMOPTEVFOR and FISC Norfolk have never sought an organizational conflict of interest waiver. The refusal or failure of the prime contractor to provide this representation shall result in the disqualification

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of the offeror for award of the task order.

This representation will be incorporated by reference into and made a part of the awarded task order.

I understand that this representation constitutes a material representation.

I am authorized to make this representation on behalf of \_\_\_\_\_.

[NAME OF CONTRACTOR]

By, \_\_\_\_\_/signed name

\_\_\_\_\_/printed name

\_\_\_\_\_/title

\_\_\_\_\_

[NAME OF CONTRACTOR]

## 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



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(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 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

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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.

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(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.

(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.

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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 interface between the TA and contractor.

## **CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES**

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:

- a. All pre-award information, questions, or data;
- b. Freedom of Information inquiries;
- c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
- d. Arranging the post award conference (See FAR 42.503).

Name: Anthony Karanikas

Address: 1968 Gilbert Street.,STE 600

Norfolk, VA 23511

Phone: 757-443-1965

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

Name: Jill Jocelyn

Address: 1968 Gilbert Street,., STE 600

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Norfolk, Va 23511

Phone: 757-443-1219

3. DEFENSE CONTRACT AUDIT AGENCY (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of the contract prior to final payment to the contractor.

Name: - - - - - TBD- - - - -

Address: -----

-----

-----

Phone: -----

4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.

Name: -----See 252.232-7006 Table-----

Address: -----

-----

-----

Phone: -----

5. CONTRACTING OFFICERS REPRESENTATIVE (COR) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- 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.

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.

COR

Name:

Nicole E von der Heyde, 01COR

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7970 Diven Street  
Norfolk, VA 23451  
nicole.vonderheyde@cotf.navy.mil  
757-282-5546

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: - - - - - TBD- - - - -

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;

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b. Reviewing contract/delivery/task order deliverables and recommending acceptance/rejection of deliverables;

c. Identifying contractor noncompliance of reporting requirements;

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: - - - - - TBD- - - - -

Address: - - - - -

- - - - -  
- - - - -

Phone: - - - - -

(End of text)

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# Accounting Data

SLINID	PR Number	Amount
8000	1300573476	
LLA :		
AA 1761319 64PF 251 CV378 0 050120 2D 000000		
Cost Code: A00003459561		
CIN: 130057347600010		
9000	1300573476	
LLA :		
AA 1761319 64PF 251 CV378 0 050120 2D 000000		
Cost Code: A00003459561		
CIN: 130057347600020		

BASE Funding      Cumulative  
Funding

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE,

52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SETASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBAs 8(a) program, or a Service Disabled Veteran Owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

(end of text)

### **5252.204-9400 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information**

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.

#### **APPLICABILITY**

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 DoN or DoD computer/network /system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance. Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

#### **ACCESS TO FEDERAL FACILITIES**

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Navy



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Command's Security 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.

### **ACCESS TO DOD IT SYSTEMS**

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI).

All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity's Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain. Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. 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 decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

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 may 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.

### **INTERIM ACCESS**

The Navy Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

### **DENIAL OR TERMINATION OF ACCESS**

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The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

#### **CONTRACTOR'S SECURITY REPRESENTATIVE**

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 requiring activity'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 and Command Security Manager.

#### **BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES**

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as Non-Critical Sensitive [ADP/IT-II] when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLC consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

- SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- 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. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period.

The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required. Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of

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the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. 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. The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. 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 may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation 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 determination. If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. 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.

#### **BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES**

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 United States (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 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 (or an electronic fingerprint submission)

Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National

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Agency Check with Written Inquiries (NACI) or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

\* Consult with your Command Security Manager and Information Assurance Manager for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

### **Enterprise 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 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>.

**Pursuant to FAR 52.232-18**, Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of text)

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## SECTION I CONTRACT CLAUSES

### CLAUSES INCORPORATED BY REFERENCE

52.217-5 Evaluation of Options  
 52.219-6 Notice of Total Small Business Set Aside  
 52-219-13 Notice of Set-Aside of Orders  
 52.219-14 Limitations on Subcontracting  
 52.222-17 Non-displacement of Qualified Workers  
 52.222-41 Service Contract Act of 1965  
 52.222-43 Fair Labor Standards Act-Price Adjustment  
 52.222-55 Minimum Wages Under Executive Order 13658  
 52.222-99 (Dev) Establishing a Minimum Wage for Contractors (Deviation)  
 52.232-18 Availability of Funds  
 52.233-1 Alt I Disputes  
 52.236-13 Alt I Accident Prevention  
 52.245- 1Alt I Government Property Alternate I  
 252.201-7000 Contracting Officer's Representative  
 252.204-7003 CONTROL OF GOVERNMENT PERSONNEL WORK PRODUCT  
 252.204-7012 Safeguarding of unclassified controlled technical information  
 252.204-7015 Disclosure of Information to Litigation Support Contractors  
 252.232-7007 Limitation of Government's Obligation

### 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 three (3) one(1) year periods. The Contracting Officer may exercise the option by written notice to the Contractor within 7 days.

(End of clause)

#### 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor within 7 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 14 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 four (4) years.

(End of clause)

#### 52.222-42 Statement of Equivalent Rates for Federal Hires (May 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

This Statement is for Information Only:It is not a Wage Determination

#### 252.203-7999 Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements (DEVIATION 2015-O0010) (FEB 2015)

- (a) The Contractor shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
- (b) The Contractor shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect.
- (c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.
- (d) (1) In accordance with section 743 of Division E, Title VIII, of the Consolidated and Further Continuing

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Resolution Appropriations Act, 2015, (Pub. L. 113-235), use of funds appropriated (or otherwise made available) under that or any other Act may be prohibited, if the Government determines that the Contractor is not in compliance with the provisions of this clause.

(2) The Government may seek any available remedies in the event the Contractor fails to perform in accordance with the terms and conditions of the contract as a result of Government action under this clause.

(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:

NAME: Jill Joscelyn

ADDRESS: NAVSUP Fleet Logistics Center (FLC) Norfolk

Contracting Department, Code 230

1968 Gilbert Street, Suite 600

Norfolk, VA 23511-3392

TELEPHONE: (757) 443-1219

EMAIL: [jill.joscelyn@navy.mil](mailto:jill.joscelyn@navy.mil)

(End of clause)

#### PROSPECTIVE CONTRACTOR RESPONSIBILITY

In accordance with Federal Acquisition Regulation (FAR) Part 9.1, the Contracting Officer shall award contracts only to responsible offerors. No purchase or award shall be made unless the contracting officer makes an affirmative determination of responsibility. To be determined responsible, a prospective contractor must have adequate financial resources to perform the contract, or the ability to obtain them. The contracting officer shall require acceptable evidence of the prospective contractor's current sound financial status, as well as the ability to obtain required resources if the need arises. In regard to resources, the contractor must be prepared to present acceptable evidence of subcontracts, commitments or explicit arrangement that will be in existence at the time of contract award, to rent, purchase, or otherwise acquire the needed facilities, equipment, services, materials, other resources, or personnel. Consideration of a prime contractor's compliance with limitations on subcontracting shall be taken into account for the time period covered by the contract base period or quantities, plus option periods or quantities, if such options are considered when evaluating offers for award.

Pursuant to FAR 9.104-4, the Contracting Officer reserves the right to request adequate evidence of responsibility on the part of any prospective subcontractor(s). In the absence of information clearly indicating that the prospective contractor is responsible, the contracting officer shall make a determination of non-responsibility. As a minimum requirement, all offerors must submit, as part of the original proposal, the following:

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(1) Company's Financial Statement which includes Balance Sheet and Income Statement; and

(2) Point of Contact from their Bank or any financial institution with which they transact business.

(End of provision)

#### LIMITATION OF GOVERNMENT'S OBLIGATION (APR 2014)

(a) Contract line item(s) 8001 and 9001 are incrementally funded. For this/these item(s), the sum of xx 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 item(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 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 a 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 for 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 paragraphs (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 the 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

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regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) and (e) of this clause.

(h) Nothing in this clause affects the right of the Government to terminate 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

CLIN 8000:

CLIN 9000:

13 January 2017

CLIN 8000:

CLIN 9000: NA

(End of clause)



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## **SECTION J LIST OF ATTACHMENTS**

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