
**IT ENGINEERING AND MISSION SUSTAINMENT PROGRAM
DISCIPLINE A
PROGRAM SUPPORT
PERFORMANCE WORK STATEMENT**

Functional Area #A1 – System Architecture and System Engineering

1. Assist Fleet Numerical Meteorology and Oceanography Center (FLENUMMETOCCEN) program managers with delivering information system solutions, defining system requirements, (validating requirements and recommendations for system architecture upgrades or modifications that are commensurate with systems architecture), production and dissemination requirements to include maintaining operational documents, implementation plans, project schedules and briefings to ensure Meteorology and Oceanography (METOC) systems plans and architectures and data standardization efforts are aligned with Navy, Department of Defense (DoD) and federal standards. This includes all aspects of FLENUMMETOCCEN IT systems, such as high performance computing, cross domain solution (CDS), networks, data processing, data management, data distribution, and web services.
2. Provide Information Technology (IT) system architecture support to enable alignment of the FLENUMMETOCCEN architecture with the Navy METOC architecture for mission planning, decision support and related applications.
3. Participate in the definition of architecture and core technologies for FLENUMMETOCCEN systems. Design, plan and manage the transfer of newly identified/developed technologies into the existing environment; examine architectural and interoperability issues; identify and resolve various constraints.
4. Provide Fleet Numerical Meteorology and Oceanography Center (FLENUMMETOCCEN) sound IT infrastructure architecture analysis responsible for driving policy, integration and sustainment of information technology, communications and equipment for FLENUMMETOCCEN.
5. Draft and maintain requirements documents and diagrams.
6. Provide process development support based on best IT practices, as it relates to infrastructure, and IT architecture management.
7. Plan and develop systems to improve IT business processes.
8. Coordinate and submit FLENUMMETOCCEN inputs and changes to incorporate new entities and standard data element definitions to meet Navy data requirements and support submissions of same to the Department of Defense (DoD) Metadata Registry. Schedule and facilitate Navy modeling activities.

9. Analyze, define and construct conceptual, logical and physical data models for storage, management and dissemination of FLENUMMETOCEN data.
10. Provide IA support/recommendations, participate in IA working groups/Improvement Process Teams (IPTs), and attend/prepare/present IA briefs in project meetings/conferences to assure information availability, integrity, and confidentiality is attained/maintained throughout the FLENUMMETOCEN enterprise.
11. Provide technical and functional support to FLENUMMETOCEN in representing Navy views at DoD METOC collaborative sessions.
12. Perform scalability studies and support all types of integration (User integration, Application Connectivity, Process Integration, Information Integration and Build to Integrate).
13. Assist with development of a standard component framework and management of security of Web services across distributed domains and platforms and building web service interfaces.
14. Analyze and engineer FLENUMMETOCEN systems architecture to enable cost-effective Continuity of Operations (COOP) in compliance with operational Navy requirements.
15. Analyze, plan, engineer, develop, test and document an Enterprise Operational Modeling (EOM) capability to facilitate FLENUMMETOCEN use of the Navy DoD Supercomputer Resource Center (DSRC) at Stennis Space Center, MS.
16. Explore, recommend, and document new concepts, tools, and technical methodologies to secure open architectures and protect interoperable solutions. Prepare white papers and presentation documentation to articulate solutions to IA problems.
17. Conduct research of current DoD/DoN IA policies and guidance, Federal Information Security Management Act (FISMA) related implementing guidance such as National Institute of Standards and Technology (NIST) and industry best practices. Prepare, maintain, and/or support acquisition of IAWF training, course materials, IA tools, etc to facilitate achievement of IAWF compliance and/or maintenance of IAWF member professional credentials and certifications. Assess/attain/maintain certification portfolios for designated IAWF members. Facilitate annual IA conference support, agenda items, coordinate speakers and logistics, research/validate/prepare/present/update materials, etc IAW FLENUMMETOCEN IAM direction.

18. Support FLENUMMETOCEN in fielding IA questions, conduct the necessary research to provide answers, and implement methods to facilitate/broaden IA awareness, including collaboration techniques to educate our partners of IA compliance issues/potential solutions to interoperate securely and compliantly.

19. Assist with the analysis of newly promulgated guidance to determine the impact on IA operational requirements, prepare/recommend resulting revisions to existing FLENUMMETOCEN IA policy and guidance, and create/present IA-related briefs to inform managerial and technical personnel of significant IA impacts/effects.

Functional Area #A2 – Design and Transition Planning of various System Components

1. Conduct technical activities for design, enhancement, test and evaluation of FLENUMMETOCEN systems, to include software and hardware.
2. Modify system designs to comply with Global Information Grid (GIG) readiness, Department of the Navy 21 (DON21), and Naval Integrated Tactical Environmental System Next Generation (NITES-Next) and other future programs, to add new and emerging capabilities.
3. Provide support in technology transfer of newly enhanced and/or deployed systems into operational systems.
4. Identify and provide market research to identify commercial/civil/foreign capabilities adaptable to mission needs.
5. Investigate and provide market research to identify new and emerging technologies to support existing functionality while integrating and combining existing technologies into new systems.
6. Advise and assist FLENUMMETOCEN in accomplishing IA best practices in accordance with DoD/DON policy/guidelines and the (10) Common Body of Knowledge (CBK) IA domains (i.e. Access Control Systems and Methodology; Telecommunications and Network Security; Security Management; Applications and Systems Development/Integration; Cryptography; Security Architecture and Models; Operations Security; Business Continuity Planning and Disaster Recovery Planning; Laws, Investigation, and Ethics; Physical Security).
7. Assist in command level IA management and command policy development, implementation and enforcement.

8. Provide FLENUMMETOCCEN with IA SME liaison support among COMNAVMETCOM command level IA personnel, Naval Network Warfare Command (NETWARCOM) Operational Delegated Approval Authority (ODAA) staff, Navy DoD Supercomputer Resource Center (DSRC) staff, and FLENUMMETOCCEN site IA personnel.
9. Provide certification and accreditation (C&A) and Security Test and Evaluation (ST&E) support of IT components (i.e. systems, networks, circuits, hardware, software) which comprise the FLENUMMETOCCEN IT enterprise. Supplement FLENUMMETOCCEN with team of IA Subject Matter Experts (SMEs) (Information Assurance Work Force (IAWF) Information Assurance Technician (IAT) & Information Assurance Manager (IAM) Levels II/III or equivalent as defined in DODI 8570) to perform technical IA support requirements as needed to attain and maintain site IA compliance.

Functional Area #A3 – System Documentation, Technical Writing, Resource Management, Logistics

1. Provide application portfolio management support for FLENUMMETOCCEN applications software portfolio. This objective requires supporting the use of the Department of Navy Applications and Database Management System (DADMS) and the METOC Application Architecture Database (MAAD).
2. Implement and maintain a standard set of system engineering documentation such as IT Program Management, Concept of Operations (CONOPS), Standard Operating Procedures (SOPs) and Systems Engineering Maintenance Plan (SEMP) documented in the EAF.
3. Provide technical and administrative support for Navy enterprise data calls that relate to FLENUMMETOCCEN infrastructure and architectures.
4. Assimilate sources and produce technical documentation in support of programmatic requirements, including, but not limited to, the System Integration Management Plan; Program Decision Brief (PDB) preparations, budgets, presentations, and schedules.
5. Track, manage, and document the IT resources of the Primary Oceanographic Prediction System (POPS) Program Office.
6. Provide technical and functional support to FLENUMMETOCCEN in following Navy policy and guidance in executing Operations & Maintenance, Navy (O&M,N), Other Procurement, Navy (OP,N), and Research, Development, Test & Evaluation (RDT&E) funds.

7. Assist FLENUMMETOCEN in the preparation/maintenance of security accreditation documentation prepared in accordance with applicable DoD and Department of the Navy (DON) policy/guidelines.
8. Prepare/maintain IA documentation such as: DoD Information Assurance Certification and Accreditation Process (DIACAP) Implementation Plan (DIP), System Security Authorization Agreement (SSAA), Top Secret/Secret and Below Information and System/Network Accreditation Test Plan, diagrams, reports and procedures.
9. Inform, interpret, apply DoD/DON IA policy releases to support FLENUMMETOCEN in the creation and maintenance of IA Standard Operating Procedures (SOPs) for IAM Guidebook releases to FLENUMMETOCEN site IA personnel.