

**Draft - Performance Work Statement (PWS)
High-Risk Training (HRT) and Instructor Support Services
Coastal Riverine Group Two (CRG2) Training Evaluation Unit (TEU)**

1.0 BACKGROUND

The Coastal Riverine Force (CRF) represents a unique capability within the Navy and, as such, requires specialized training at the individual and unit level prior to deployment. In order to capitalize on training capacity resident within the force, Coastal Riverine Group TWO (CRG 2) established a Training Evaluation Unit (TEU) to support Coastal Riverine Squadron (CRS) Unit Level Training (ULT) requirements for two active component and two reserve component squadrons. The TEU is required to train one 460-man active component squadron every eight months; as well as provide approximately eight (8) Mobile Training Team (MTT) to support various reserve component squadron requirements; and semi-annual MTT support and Unit Level Training Readiness Assessments (ULTRA) for CRG-2 Detachment Bahrain. Additionally, TEU conducts 30 courses and evaluations of specialized Coastal Riverine skills per year such as Expeditionary Designated Marksman (EDM), Embarked Security Team (EST), Visit Board Search and Seizure (VBSS), Unmanned Aerial Systems (UAS), Joint Tactical Air Control (JTAC) and High Value Unit (HVV) protection in the Continental United States (CONUS).

Manning for the TEU is defined in an Activity Manning Document (AMD) which establishes personnel requirements for (74) enlisted and three (3) officer active duty personnel and four (4) civilians to act as instructors and training administrators. Current and projected future manpower authorization is (64) enlisted and (3) officer billets, in addition to the 4 civilian positions.

In accordance with NAVEDTRA 135C and OPNAVINST 1000.16K (NAVY TOTAL FORCE MANPOWER POLICIES AND PROCEDURES) an instructor work-week is defined as 40 hours, with 21 of those hours as “contact hours” with students. In accordance with OPNAVINST 1500.75(POLICY AND PROCEDURES FOR CONDUCTING HIGH-RISK TRAINING) Master and Journeyman instructors alike must be qualified as HRT instructors. TEU has an acute shortage of Master level instructors needed to conduct advanced combat arms and combat support training for both CRS Sailors and prospective TEU instructors. Due to range requirements and the need for a high level of experience and maturity, the baseline requirement for a Master instructor is E7 with the possibility of qualifying exceptional E6 (AMD provides 18-E7 and 31-E6). The projected minimum time required to qualify from ground-zero a Master level instructor, with High-risk Training (HRT) qualifications, is approximately 18 months, assuming personnel can immediately get quotas into detailer controlled schools (Crew Served Weapons Instructor (CSWI) and Small Arms Marksmanship Instructor (SAMI)). Given the projected OPTEMPO of the TEU, this time-line could be significantly longer. The shortfall of Master level HRT instructors, as well as the capacity to train Master level HRT instructor candidates will be offset by contractors who provide critical combat skills training in the following evolutions; live-fire Battle Drills, advanced Maritime Coastal and Riverine Operations, and Ground Operations training; as well as exercise planning and support.

Projected total contact-hours (military instructors and contractors) with students required per year at the High-Risk instructor Master levels are 39,700; Contractor supported total contact-hours with students and TEU instructor candidates required per year at the High-Risk instructor Master level are 15,580.

2.0 OBJECTIVE

This is a performance work statement (PWS) for services to support CRG 2 TEU in the execution of HRT, TEU HRT instructor development and training curriculum development.

This requirement is to execute an advanced HRT program, at the collective level (steady-state), to train CRF Companies, platoons, Patrol Boat crews, and other special purpose maritime security teams in Riverine and Coastal Maritime operations, Ground Operations, and Small Unit Tactics. This effort includes program design and management, training staff development, curriculum and course design, instruction, training analysis, and the coordination of all logistical requirements.

This PWS requires the contractor to provide staff support to primarily execute HRT. Additionally the contractor shall assist with the analysis, design and development of Coastal Maritime and Riverine related programs, policy, tasks and functions. The contractor shall assist in the development of exercise scenarios as well as scripting and White Cell support for Command Post Exercises (CPX), Unit Level Training Readiness Assessments (ULTRA) and Final Evaluation Problems (FEP).

3.0 ACRYNOMYS

CAC	Common Access Card
CONUS	Continental United States
COR	Contracting Officer Representative
CRF	Coastal Riverine Force
CRG	Coastal Riverine Group
CRS	Coastal Riverine Squadron
DOD	Department of Defense
DON	Department of Navy
FAR	Federal Acquisition Regulations
FRP	Fleet Response Plan
FRTP	Fleet Response Training Plan
GFE	Government Furnished Equipment
GFF	Government Furnished Facilities
GFI	Government Furnished Information
GR/GPM	Government Representative/Government Project Manager
ISO	International Organization for Standards
KO	Contracting Officer
MSR	Monthly Status Report
NAVICP	Naval Inventory Control Point
NECC	Navy Expeditionary Combat Command
NMETL	Navy Mission Essential Task List
NMCI	Navy Marine Corps Intranet
NTCSSII	Navy Tactical Command Support System II
OPNAV	Office of the Chief of Naval Operations
PB	Patrol Boat
PCO	Procuring Contracting Officer
POP	Period of Performance
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
SG	Strike Group
SME	Subject Matter Expert
TA	Technical Assistant
TPOC	Technical Point of Contact
USFF	United States Fleet Forces

4.0 SPECIFIC REQUIREMENTS

Services provided by the Contractor shall encompass the following task areas:

4.1 Mission Analysis

4.1.1 The contractor shall correlate programs, policy and training requirements with the Coastal Riverine Concept of Operations (CONOPS), Coastal Riverine Training CONOPS, CRF Required Operational Capabilities/Projected Operational Environment (ROC/POE), OPNAVINST 1500.75B and Navy Mission Essential Task List (NMETL) documents in support of the Expeditionary Warfare mission. The contractor will review existing Navy and joint training, and functional area operations that support expeditionary warfare in order to identify training and exercise requirements and policy, programs and equipment shortfalls.

4.1.2 The contractor shall conduct analysis, provide recommendations and develop additional training to address identified training shortfalls.

4.1.3 The contractor shall advise, conduct analysis, provide recommendations, and develop point-papers and position briefs to support CRF goals, programs and policy.

4.1.4 The contractor shall correlate equipment requirements with Coastal Riverine CONOPS, ROC/POE and NMETL documents in support of the Expeditionary Warfare mission. The contractor shall review existing equipment, identify shortfalls and recommend additional equipment to address training/mission shortfalls.

4.1.5 Review and make recommended changes to CRG 2 and CRS NMETL based on the results of mission analysis for NECC and all component commands to determine the effect on the training requirements.

4.1.6 The contractor shall correlate training requirements with the NMETLs tasks in support of the Expeditionary Warfare mission, review existing Navy training/other service training/joint training in support of expeditionary warfare, identify training shortfalls, recommend additional training to address training shortfalls and ensure training readiness reporting.

4.2 Training

4.2.1 The contractor shall assist the TEU in the conduct of an in-depth evaluation and validation of the training requirements needed to develop a training program for training units, at the collective level, during the basic training phase.

4.2.2 Assist the TEU in the development of an advance training program for Riverine, Coastal and Land Warfare Operations, Small Arms and Crew Served Weapons (CSW) training and Tactical Ground Mobility training to include: design and development of advanced training courses, current Tactics, Techniques, and Procedures (TTP), Standard Operating Procedures (SOP) and challenging combat-like training scenarios.

4.2.3 Provide training and exercise support services: schedule and coordinate ranges and training areas, identify equipment and gear requirements, coordinate logistical support, and design training trip folders. Additionally the contractor shall provide exercise scenario development, scripting and White Cell functions.

4.2.4 The contractor shall provide division instructors for Maritime Patrol Boat and Ground Operations. Duties to include but not limited to the following: instruction, staff training, course design, logistical coordination, and training schedule development.

4.2.5 All contractor provided support personnel shall have sufficient experience in accordance with CORIVFORINST 1500.1 (POLICY AND PROCEDURES FOR CONDUCTING HIGH-RISK TRAINING) to qualify as a HRT Instructor at the Master level in one or more of the required disciplines.

4.3 Management Support/Project Management

4.3.1 The contractor shall develop presentations, reports, point papers, lesson topic guides, safety briefing formats, and other documents in support of the CORIVGRU TWO TEU training and exercise program. The contractor shall participate in all meetings and conferences that affect CORIVGRU TWO TEU's training program, plans and policy. The contractor shall submit end of course reports, lessons learned, instructor's comments, and student critiques.

4.4 Technical/Staff Support

4.4.1 The contractor is required to participate in TEU curriculum development.

4.4.2 Assist the TEU staff in the detailed training evaluation and validation of all Coastal Riverine operations functional areas.

4.4.3 Assist with the development of CRS Certification Exercise Objectives.

4.4.4 Provide additional staff support as required/developed from the ongoing analysis process

4.5 Working Group Meetings

4.5.1 The contractor shall participate in working group meetings to recommend requirements for training development, assist in the coordination and development of training facilities, training areas/ranges and other project related purposes. The contractor shall submit meeting minutes/trip reports documenting the results of these meetings within five (5) working days of the completion of each pertinent event.

4.6 Progress Reports

4.6.1 The contractor shall provide Monthly Status reports no later than 5 days after the end of the month for which services were rendered (Example: the MSR for May is due no later than June 5th). Report format and contents shall be determined by the Technical Representatives and Technical Coordinator and shall include enclosures for Actual Summary of Hours and Actual Detailed Hours, current invoice amount and cumulative totals for hours expended and cumulative invoiced amount.

5.0 QUALIFICATIONS: At a minimum, the Contractor shall have the following qualifications:

5.1 Training experience as a Special Warfare Combatant Crewman, Naval Special Warfare, USN Riverine, or USMC Small Boat Company operator.

5.2 Hold a current security clearance, secret or higher

5.3 Qualified Riverine, Special Operations Force (SOF) or civilian industry standard equivalent Range Safety Officer for small arms and CSW static and dynamic live-fire ranges.

5.4 Excellent oral and written communication skills.

5.5 Microsoft Office proficiency.

6.0 REFERENCES:

OPNAVINST 1500.75

NAVEDTRA 135C

OPNAVINST 3500.39C

OPNAVINST 5100.23G CH-1

OPNAVINST 5102.1D CH-2

OPNAVINST 6110.1 series

Navy Safety Center High Risk Training Survey Checklist

NECCINST 3502.1A

NECCINST 3591.1

7.0 OTHER PERFORMANCE REQUIREMENTS

7.1 SAFETY REQUIREMENTS: Safety shall be paramount. The Contractor shall comply with applicable OPNAV, NETC, OSHA and command safety instructions and standards governing these requirements. The Contractor shall maintain all contractor employee qualification and certification records as required by these instructions.

7.1.1 Contractor Responsibility for Safety: Nothing in this PWS, nor any government action or failure to act in surveillance of this contract, shall relieve the Contractor of its responsibility for the safety of the Contractor's personnel and property, the Government's personnel and property, and the general public. Furthermore, nothing in this PWS shall relieve the Contractor of its responsibility for complying with

applicable federal, state, and local laws, ordinances, codes, and regulations (including those requiring applicable licenses and permits) in connection with the performance of this contract.

7.1.2 Emergency Action Plan: The Contractor shall comply with the U.S. Navy Emergency Action Plan.

7.1.3 Mishap: If a mishap involving services under this contract results in an injury or damage to Government property, the Contractor shall report the incident to the CRF COR/TA and KO within 1 hour of the mishap. If the U.S. Navy conducts an investigation of the accident, the Contractor (including all Sub-Contractors) shall cooperate with the government personnel until the investigation is completed. The Contractor shall allow authorized government representatives access to the Contractor's facilities, personnel, and safety program documentation.

7.1.4 Medical Care Requirement: Emergency medical care is available in government facilities to contractor employees who suffer on-the-job injury or illness. The Contractor shall make care reimbursement to the appropriate Navy collection agent upon receipt of statement(s).

7.2 SECURITY REQUIREMENTS:

7.2.1 Unless otherwise indicated, all personnel shall have a current Defense Security Service issued **SECRET** clearance with a current single scope background investigation, which must be maintained during the performance of this contract.

7.2.2 Contractor shall conform to the provisions of OPNAVINST 5510.1 (series) and Department of the Navy Information and Personnel Security Program regulations. DD Form 254 will be provided at the time of award.

7.2.3 Common Access Card (CAC): The Contractor shall ensure each of its employees obtain a Common Access Card (CAC). The government CAC serves as the primary method of identification for the Contractor employees, as well as providing the basis of public key infrastructure access to the U.S. Navy/Marine Corps Intranet, websites, and systems (on and off site), as well as the Secret Internet Protocol Router Network (on site only). The Contractor **MUST IMMEDIATELY** surrender/return any/all CACs to the COR for employees no longer working on this contract or contract completion.

7.2.4 The Contractor shall advise the COR of all new employees or any ex-employees. The Contractor shall contact the COR whenever a contracted employee resigns, is dismissed, laid-off, or if a change to his/her personnel security clearance status occurs. Additionally, the Contractor shall ensure all ex-employee security access badges are returned to the appropriate Government authority.

7.3 ADP ENVIRONMENT

7.3.1 All reports, technical documentation, etc. must be fully operable with standard Department of Navy (DON), NMCI desktop and portable MS Windows operating based systems unless otherwise specified.

7.3.2 Content Integrity. The Contractor shall take necessary action, including use of commercially available virus software, to ensure all documentation is free of elements that might be detrimental to the secure operation of the resource operating system, including the following:

- Malicious code
- Trojans, worms, logic bombs, and other computer viruses
- Backdoors
- Ad-ware, Spy-ware, or web bugs that have the ability to track user behavior
- Code that permits functions that are beyond the actual publicized intent of application capability

- Software that will not function properly with the operating system configured secure
- Code that permits functions that are beyond the actual publicized intent of application capability

7.4 GOVERNMENT FURNISHED ITEMS

7.4.1 The Contractor shall specifically identify in the proposal the type, amount, and time frames for any Government resources that are required and not listed below.

7.4.2 Government Furnished Tools and Software. The government will furnish the contractor with the following Government owned tools for their use. The contractor shall use the tools provided. Tools provided by the Government to the contractor are:

- Navy Marine Corps Intranet (NMCI) access as required.
- The Government will provide all necessary Personal Protective Equipment (PPE) necessary to conduct Small Arms, Crew Served Weapons (CSW) and Tactical Boat Operations training. Following is a list of specific items of PPE which will be issued to, and custody signed for, by contractors conducting training at the TEU:
 - Front and Back ESAPI Plates: \$500.00
 - Side ESAPI Plates: \$250.00
 - Eagle Vest: \$500.00
 - Soft Armor pad front/back set: \$490.00
 - Floatation Foam front/back set: \$54.00
 - Combat Helmet: \$275.00
 - Night Vision Goggles (NVG) Helmet mount: \$454.00
- The Government will make available to contractors the weapons systems they instruct on, as well as the ammunition required for the contractor to qualify and maintain weapons proficiency as Range Safety Officer, in accordance with CORIVFORINST 3591.1 (SMALL ARMS AND CREW SERVED WEAPONS TRAINING AND QUALIFICATION), prior to instructing CRF personnel.
Note: All purchases using government funds are to be considered government property.

7.4.3 Government Furnished Equipment (GFE) and Government Furnished Facilities (GFF): The government will provide a desk with a computer to facilitate the development of presentations, reports, point papers, lesson topic guides, safety briefing formats, and other documents in support of the CRG TWO TEU training and exercise program.

7.5 CONTRACTOR FURNISHED EQUIPMENT, FACILITIES, SUPPORT: The contractor must specifically identify in the proposal the type, amount, and time frames for any Government resources that are required and not listed in section 7.4.

7.6 PRIVACY ACT COMPLIANCE: The Contractor may be in contact with data and information subject to the Privacy Act of 1974 (Title 5 of the U.S. Code Section 552a). The Contractor shall ensure that its employees assigned to this effort understand and adhere to the requirements of the Privacy Act and to DOD and DON regulations that implement the Privacy Act. DON policy and procedures implementing the Privacy Act are detailed in SECNAVINST 5211.5 (series), which is available on-line at <http://privacy.navy.mil>. The Contractor shall identify and safeguard data, information and reports accordingly. The Contractor shall ensure that Contractor employees assigned to the contract are trained on properly identifying and handling data and information subject to the Privacy Act prior to commencing work.

7.7 DISCLOSURE OF INFORMATION: Information made available to the contractor by the government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written agreement of the Contracting Officer.

The Contractor agrees to assume responsibility for protecting the confidentiality of Government records, which are not public information. Each contractor or employee of the contractor to whom information may be made available or disclosed shall be notified in writing by the contractor that such information may be disclosed only for a purpose and to the extent authorized herein.

7.8 LIMITED USE OF DATA: Performance of this effort may require the Contractor to access and use data and information proprietary to a government agency or government contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the government and/or others.

Contractor and/or contractor personnel shall not divulge or release data or information developed or obtained in performance of this effort, until made public by the government, except to authorized government personnel, or upon written approval of the PCO. The Contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the Contractor without such limitations or prohibit an agreement at no cost to the government between the contractor and the data owner which provides for greater rights to the contractor.

7.9 HOURS OF WORK: Normal working hours are 7:30 AM to 4:00 PM (Local Time), Monday through Friday, with the exception of Federal government holidays, or when the government facility is closed due to local or national emergencies, administrative closings, or similar government-directed facility closings. Normal working hours include an allowance for a 30 minute lunch period. There may be circumstances where work hours may be adjusted to meet mission critical requirements.

7.9.1 Overtime: Overtime may be required to perform tasks outlined within Paragraphs 4.1 through 4.5 of this PWS.

7.10 GOVERNMENT HOLIDAYS

7.10.1 The following government holidays are typically observed by government personnel: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, and any other day designated by Federal Statute, Executive Order, and/or Presidential Proclamation.

7.10.2 Typically, there is no training conducted during government holidays.

7.11 CONTRACTOR PERSONNEL

7.11.1 The Contractor shall be responsible for managing and overseeing the activities of all Contractor personnel, as well as subcontractor efforts used in performance of this effort. The Contractor's management responsibilities shall include all activities necessary to ensure the accomplishment of timely and effective support, performed in accordance with the requirements contained in the Performance Work Statement, including appropriate policies and procedures. Contractor employees shall perform their duties independent of, and without the supervision of, any government official.

7.11.2 The tasks, duties, and responsibilities set forth in this PWS may not be interpreted or implemented in any manner that results in any Contractor employee creating or modifying federal policy, obligating the appropriated funds of the United States Government, overseeing the work of federal employees, providing direct personal services to any federal employee, or otherwise violating the prohibitions set forth in parts 7.5 and 37.1 of the Federal Acquisition Regulations (FAR). The Government shall control access to the facility and perform the inspection and acceptance of completed work.

7.13 CONTRACTOR INTERFACES: The Contractor and/or his subcontractors may be required as part of the performance of this effort to work with other contractors working for the government. Such other contractors shall not direct this contractor and/or their subcontractors in any manner. Also, this contractor and/or their subcontractors shall not direct the work of other contractors in any manner.

The Government Contracting Officer will establish an initial contact between the Contractor and other contractors and will participate in an initial meeting at which the conventions for the scheduling and conduct of future meetings / contacts will be established. The COR will be informed and or included in these meetings or conventions.

7.14 PLACE(S) OF PERFORMANCE: The primary location of performance is CRG 2 TEU, Joint Expeditionary Base Little Creek – Fort Story, Virginia Beach, VA 23459. However, support personnel may be required to travel to other CRF Commands and training locations to perform work addressed in paragraphs 4.1 through 4.5 of this PWS. Locations include, but are not limited to: Portsmouth, Williamsburg, Yorktown, Norfolk and Virginia Beach, VA; Jacksonville, FL; Newport, RI; Groton, CT; Charleston, SC; Annapolis, MD; Earle, NJ; Toledo, OH; Milwaukee, WI; San Diego, Seal Beach, Alameda and Sacramento, CA; Portland, OR; Oak Harbor, and Spokane, WA; Oklahoma City, and Broken Arrow, OK; Whiteman, MO; El Paso, Ft Worth, San Antonio, and Corpus Christi, TX; Fort Knox, KY; and other locations as designated.

7.15 PERIOD OF PERFORMANCE: The period of performance will begin from date of award and will contain a base year and four (4) twelve month option periods.

7.16 TRAVEL: Travel IS AUTHORIZED to accomplish this task. Travel expenses include airfare, per diem, rental car, local travel and miscellaneous expenses as authorized by the JFTR. Costs for transportation may be based upon mileage rates, actual costs incurred, or a combination thereof, provided the method used results in a reasonable charge. No mileage costs will be incurred when travel is within a 50-mile radius of the primary work location. Travel locations include but are not limited to: Newport, RI; Groton, CT; Charleston, SC; Jacksonville, FL; Annapolis, MD; Earle, NJ; Toledo, OH; Milwaukee, WI; San Diego, CA; Seal Beach, CA; Alameda, CA; Sacramento, CA; Portland, OR; Oak Harbor, WA; Spokane, WA; Oklahoma City, OK; Broken Arrow, OK; Whiteman, MO; El Paso, TX; Ft Worth, TX; San Antonio, TX; and Corpus Christi, TX; Fort Knox, KY; and other CONUS locations as designated.

7.16.1 Travel costs will be considered reasonable and allowable only to the extent that they do not exceed on a daily basis, the maximum per diem rates in effect at the time of the travel. The Joint Federal Travel Regulations (JFTR), while not wholly applicable to contractors shall provide the basis for the determination as to reasonable and allowable. Maximum use is to be made of the lowest available customary standard coach or equivalent airfare accommodations available during normal business hours. All necessary travel meeting the above criteria shall be approved in advance by the COR/GTL. Exceptions to these guidelines shall be approved in advance by the Contracting Officer or his Designee.

7.16.2 Travel will include at least two trips annually to Fort Knox, KY, for at least two weeks in duration; and multiple trips for varying time periods to training facilities and ranges outside of 50 miles from the TEU headquarters on Joint Expeditionary Base, Little Creek (JEBLC), including but not limited to Fort Pickett, VA, Fort A.P. Hill, VA, and Camp Lejeune, NC. Travel will normally include working 12 hour days. Travel may sometimes be concurrent from location to location.

7.17 DELIVERABLES/DELIVERABLE SCHEDULE: In fulfillment of this effort, the Contractor shall provide the following deliverables. All deliverables shall be submitted to the COR, unless otherwise agreed upon, in an accurate and timely manner. Reports shall be provided in Microsoft Excel Spreadsheet, Microsoft Power Point and Microsoft Word. The reports specified herein shall be forwarded by traceable means to locations specified by the COR/GTL and command TPOC. "Traceable" means shall be defined as a cover letter, identifying the task and deliverable being sent, along with a properly filled out Task Action Memorandum (TAM) for each product. The cover letter shall include a statement indicating to what other activities the product has been delivered. Reports shall be delivered to the COR for review and acceptance.

7.17.1 Develop exercise scenarios and scripting to support Coastal Riverine FMP, ULTRAs and FEPs.

7.17.2 Provide Lesson Topic Guides.

7.17.3 Provide Subject Matter Experts at the Master level with experience in Advanced Land warfare.

7.17.4 Provide Subject Matter Experts at the Master level with experience in Maritime Riverine warfare.

7.17.5 Provide Subject Matter Experts at the Master level with experience in Maritime Coastal warfare.

7.17.6 Monthly Status Report: The Contractor shall document the efforts performed in the completion of each task in a detailed Monthly Status Report, due on or before the 5th of each month for services rendered in the previous month (Ex. MSR for May services shall be due on June 5th). The report format may be at the Contractor's discretion, but the report may be modified at the COTR's request. At a minimum, the monthly status report shall include:

- Progress for the Period: The Contractor shall provide a summary of work, and activities, accomplished during the reporting period.
- Problems Encountered: The Contractor shall provide a brief summary of any problems, issues or delays identified/encountered and recommendations as to their resolution, or any corrective action that was taken to correct identified problems.

7.17.7 Travel/Trip Report: The Contractor shall document the efforts performed while on travel. Reports shall be provided within five (5) working days from return. The report format may be at the Contractor's discretion, but the report may be modified at the COTR's request. At a minimum, the Travel/Trip Report shall include:

- A summary of work and activities accomplished during the trip.
- Problems Encountered: The Contractor shall provide a brief summary of any problems, issues or delays identified/encountered and recommendations as to their resolution, or any corrective action that was taken to correct identified problems.
- Costs associated with the trip.
- Receipts for all charges requiring reimbursement.

7.17.8 Final Report: The Contractor shall provide a Final Report to the COTR within two (2) calendar weeks from the conclusion of this contract period. The report shall summarize all monthly reports addressing: complete summary of work completed and activities accomplished during the performance period, significant issues, problems and recommendations to improve the process in the future.

7.17.9 DELIVERABLE TABLE: The Contractor shall submit reports to the COR as prescribed by paragraph 7.19 of this PWS.

Reference	Milestone/Deliverable	Due Date
7.17.6	Monthly Status Report	5th of each month
7.17.7	Travel/Trip Report	Within 5 Days from return of travel
7.17.8	Final Report	Within 2 weeks of contract period expiration

7.18 INSPECTION AND ACCEPTANCE CRITERIA: Final inspection and acceptance of all work performed at the place of delivery, will be accepted by the receiving Unit's Maintenance Officer. Results will be provided to the COR. Reports and other deliverables will be accepted by the COR, and in accordance with the Quality Assurance Surveillance Plan (QASP).

7.19 ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA): The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the [named component] via a secure data collection

site. 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, 2015 through September 30, 2016. 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>.

7.20 QUALITY ASSURANCE: The COR will review, for completeness, all documentation that the Contractor submits, and may return it to the Contractor for correction. Absence of any comments by the COR will not relieve the Contractor of the responsibility for complying with the requirements of this work statement. Final approval and acceptance of documentation required herein shall be by letter of approval and acceptance by COR. The Contractor shall not construe any letter of acknowledgment of receipt material as a waiver of review, or as an acknowledgment that the material is in conformance with this work statement.

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