

**ATTACHMENT I: DRAFT USFFC CONCEPT OF OPERATIONS (CONOPS) DEVELOPMENT SUPPORT
PERFORMANCE WORK STATEMENT (PWS)**

1.0 BACKGROUND: United States Fleet Forces Command (USFFC) supports both the Chief of Naval Operations (CNO) and Combatant Commanders worldwide by providing responsive, relevant, sustainable Naval forces ready-for-tasking. The command provides operational and planning support to Combatant Commanders and integrated warfighter capability requirements to the CNO. Additionally, USFFC serves as the CNO's designated Executive Agent for Anti-Terrorism/Force Protection, Individual Augmentees (IA), and Sea Basing.

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

This Performance Work Statement (PWS) specifies the tasks and deliverables as they relate to the core functions of USFFC (N8/N9) Fleet Capabilities Requirements, Concepts and Experimentation for the period of performance. USFFC N8/N9 is Commander Fleet Forces Command's agent to manage Fleet Concept of Operations (CONOPs) development.

To accomplish its mission, USFFC N8/N9 performs the following:

- Coordinates development of innovative warfighting CONOPs to better employ Navy capabilities. This involves assigning CONOPs leads, providing developmental guidance and executing overall process management for individually tasked warfighting CONOPs efforts as approved in the annual Fleet CONOPS Development plan. Once assigned, leads are accountable to USFFC for CONOPs development according to the timelines assigned.
- Coordinates development of innovative platform wholeness CONOPs to better man, train for, and equip new platforms as they are delivered to the Fleet. This involves assigning CONOPs leads, providing developmental guidance and executing overall process management for individually tasked platform wholeness CONOPs efforts as approved in the annual Fleet CONOPS Development plan. Once assigned, leads are accountable to USFFC for CONOPS development according to the timelines assigned.
- Conducts advanced analysis and assessment of USFFC assigned CONOPs.

USFFC N8/N9 works directly with Commander, Pacific Fleet, assigned Echelon III Numbered Fleet Commanders and Type Commanders, such as Commander, Navy Surface Force Atlantic; Commander, Navy Air Forces Atlantic; Commander, Submarine Forces Atlantic; Commander Navy Cyber Force; Commander Navy Expeditionary Forces; and Commander Military Sealift Command and coordinates with Navy Component Commanders and Warfighting Development Centers to continuously improve warfighting effectiveness and platform wholeness.

2.0 SCOPE: The contractor shall provide subject matter experts (SME), working with a collaborative team, to develop the draft Microsoft Word document for up to ten (10) CONOPs in various stages of development. Table 1 below provides a generic example of potential topics with estimated completion times. The annual plan development process and promulgated plan will provide yearly guidance on specific topics to be developed. These taskings shall be individually described by USFFC N8/N9 in a Task Order PWS (Enclosure I), providing references for format and expectations for content, participants, scope, and timelines for delivery.

Table 1

Title	Status	Suspense from Start
Surface platform wholeness	New Start	33 Weeks
Aircraft/Air system platform wholeness	New Start	33 Weeks
Submarine platform wholeness	New Start	33 Weeks
Communications, network, intelligence, command & control system platform wholeness	New Start	33 Weeks
Surface Ship Warfighting	New Start	33 Weeks
Aircraft/Air system Warfighting	New Start	33 Weeks
Submarine/Undersea Warfare Warfighting	New Start	33 Weeks
Command and control support Warfighting	New Start	33 Weeks
Warfare Function Warfighting	New Start	33 Weeks
Revision to approved CONOPS	New Start	33 Weeks

These SMEs shall possess expertise in Navy CONOPs development, Navy warfighting areas, and organization, planning, and communication skills to support all facets of USFFC's mission and functions cited above. Additionally, the SME assigned to work a specific CONOPS shall have additional skills as indicated in the following table:

Table 2

CONOPs	Skills
Expeditionary Warfare	<ul style="list-style-type: none"> • Minimum Experience - 12 years' experience as a US Navy surface/aviator/submarine line officer • Minimum Education Level - Undergraduate • Knowledge of irregular warfare • Knowledge of Naval expeditionary operations • Knowledge of man/train and equip issues as they may relate to implementing capability
Air Defense/Air warfare/Strike Warfare	<ul style="list-style-type: none"> • Minimum Experience - 12 years' experience as a US Navy surface/aviator line officer • Minimum Education Level - Undergraduate • Knowledge of CSG operations • Knowledge of command and control as it relates to execution of operational and tactical level warfare • Knowledge of man/train and equip issues as they may relate to implementing capability
C2, Combat Systems, Communications	<ul style="list-style-type: none"> • Minimum Experience - 12 years' experience as US Navy a surface/aviator line officer

	<ul style="list-style-type: none"> • Minimum Education Level - Undergraduate • Knowledge of surface, air fire control systems and capabilities • Knowledge of tactical data links • Knowledge of man/train and equip issues as they may relate to implementing capability
Surface Ship Platform Wholeness	<ul style="list-style-type: none"> • Minimum Experience - 12 years' experience as a US Navy surface line officer • Minimum Education Level - Undergraduate • Knowledge of surface warfare platforms • Knowledge of Aegis capability • Knowledge of man/train and equip issues as they may relate to implementing capability
Unmanned Systems	<ul style="list-style-type: none"> • Minimum Experience - 12 years' experience as a US Navy surface/aviator/submarine line officer • Minimum Education Level - Undergraduate • Knowledge of undersea warfare • Knowledge of Navy UAS, USV, UUS • Understanding of unmanned systems operations and challenges • Knowledge of man/train and equip issues as they may relate to implementing capability
Functional Warfare Area Warfare Warfighting	<ul style="list-style-type: none"> • Minimum Experience - 12 years' experience as a US Navy surface/aviator/submarine line officer • Minimum Education Level - Undergraduate • Knowledge of surface warfare • Knowledge of ISR capabilities • Knowledge of man/train and equip issues as they may relate to implementing capability
Joint Combined Arms Warfighting	<ul style="list-style-type: none"> • Minimum Experience - 12 years' experience as a US Navy line officer • Minimum Education Level - Undergraduate • Knowledge of Joint, multi-service, allied and coalition operations • Knowledge of man/train and equip issues as they may relate to implementing capability

Once assigned to develop a CONOPS document, the SME will work on a daily basis with and for the CONOPS lead (military personnel). Coordination and collaboration with Fleet subject matter representatives will be required to meet the suspense timelines for document delivery.

3.0 REFERENCE DOCUMENTS: COMFLTFORCOM Instruction 5401.1 (series); Fleet CONOPS Writers Guide, The Navy Warfare Library (NTTP 1-01); and U.S. Government Printing Office Style Guide (series) will guide production and format of a draft document that is coherent, well written and meets the basic requirements of the commander's intent promulgated in the task order PWS for each CONOPs project. These reference documents will be cited for use in each PWS.

4.0 REQUIREMENT: USFFC's CONOPS SME support requirements are technically rigorous and highly dynamic. They can encompass a wide variety of maritime disciplines including logistics; tactical aviation; various gun/missile systems; cyber systems; information dominance; and surface, aviation, expeditionary and submarine warfare. SMEs with the requisite experience/skills noted in Paragraph 2.0; Notional skill sets, and education and background requirements as noted in Table 2 will be needed for various periods during the contract period to meet USFFC Fleet CONOPs development requirements. The contractor shall provide subject matter expertise to develop the draft CONOPS documents with the support of a collaborative team. Employees will be assigned to the CONOPS military lead (e.g, C3F if assigned a CONOPS lead) and physically co-located at the military lead's location when feasible. Otherwise, the work location will be the USFF HQ facility. The demand signal to develop documents will be articulated in the Fleet CONOPs Annual Plan, notionally promulgated at the beginning of the calendar year. It is anticipated that up to ten (10) CONOPs will be in development in any one year. Each CONOPS SME must have the requisite skills specifically applicable to the assigned CONOPs. Information and expectations with respect to specific CONOPs will be provided by USFFC CONOPS program manager using the PWS format provided in Enclosure I.

5.0 PROJECT MANAGEMENT: The contractor shall provide for Project Management of assigned SME personnel. Project Management includes monitoring and reporting of SME assignments, deliverables, and schedules. The Project Manager shall act as a single point of contact regarding all contract deliverables and metrics. The Project Manager shall receive and consolidate SME monthly reports. The Project Manager shall be the primary interface for the Government's Contracting Officer Representative (COR) regarding all technical and business related issues.

5.1 The deliverable will be development of Fleet CONOPs documents tasked by USFFC N8/N9. In performing this PWS, the contractor SME shall at times interact with staff from Fleet Forces Command, Commander, Pacific Fleet, Navy Component Commanders, Numbered Fleet Commanders, Type Commanders, Warfare Development Centers, other relevant Navy organizations, other Services, and DoD agencies. The contractor SME shall have an experience profile containing significant, senior Navy operational experience in maritime missions/functions/tasks and shall demonstrate a robust working knowledge of Navy and naval capabilities and concepts. Minimum requirements are 12 years' experience in subject matter area and an undergraduate degree.

Other specific requirements include the following:

- 5.1.1** Coordinate with the assigned Fleet stakeholder commands to develop a USFFC tasked CONOPS document. (Contract Data Requirements List (CDRL) A001)
- 5.1.2** Draw on Operational fleet experience to describe and illustrate capability employment in draft CONOPS documents. (CDRL A001)
- 5.1.3** Coordinate with Navy Warfare Development Command (NWDC) staff and USFFC N8/N9 warfare and platform leads to review and ensure adequacy of CONOPs in a joint context. (CDRL A001)
- 5.1.4** When capability gaps are identified during Fleet CONOPS development, work with the collaborative team personnel to identify Doctrine, Organization, Training, Materiel, Leadership & Education, Personnel, and Logistics (DOTMLPF) actions to mitigate identified gaps and ease capability transition into the Fleet. (CDRL A001)
- 5.1.5** Work with the collaborative team to identify demonstration and experimentation opportunities to evaluate operational capabilities proposed in the CONOPS document. Articulate those opportunities and venues in the draft CONOPS document. (CDRL A001)

- 5.1.6 Work with the collaborative team to provide language in the draft CONOPS on recommendations to address critical operational issues, and capability shortfalls. (CDRL A001)
- 5.1.7 Organize material and technical support for work sessions, briefings and other meetings that support CONOPS development. (CDRL A002)
- 5.1.8 Coordinate planning and execution of Fleet key stakeholder SME participation in CONOPS development work session events. (CDRL A002)
- 5.1.9 Refine CONOPS draft documents based on guidance from the Fleet stakeholders during work sessions to improve CONOPS document content. (CDRL A002)
- 5.1.10 Assist in drafting, editing and staffing reviews of CONOPS document drafts. (CDRL A002)
- 5.1.11 Attend working groups, focus groups, tiger teams, integrated product teams, etc. as requested by the USFFC CONOPS program manager or designated representative. (CDRL A002)
- 5.1.12 Provide monthly progress reports to the CONOPS program manager that include at a minimum; progress on the CONOPS development (include: outline, content, flow), key events accomplished, major stakeholders engaged, developmental suspense milestones met, developmental suspense milestones in jeopardy of not being met, and any issues impacting the progress and/or quality of the CONOPS development effort. (CDRL A003)
- 5.1.13 When the length of the CONOPS effort warrants (greater than 3 months), provide a quarterly in progress review that leverages the monthly reports and provides an aggregated view of CONOPS deliverable status, funding expended, and any issues impacting quality and delivery of draft CONOPS. (CDRL A003)

6.0 GOVERNMENT FURNISHED EQUIPMENT (GFE): While performing work at government facilities, the Contractor will be provided office space as appropriate by the assigned lead for the CONOPS development. The Contractor will have access to a computer, printer, facsimile machine, copy machine, and telephone on a temporary and not-to-interfere basis with existing services. The Contractor will also be provided access to reference material, Web site access, and CD ROMs for required research. All provided databases will remain property of the U.S. government. The contractor shall not retain any government furnished equipment or materials without prior written approval from USFFC N8/N9.

7.0 TRAVEL: If travel becomes necessary, it will be approved on a case-by-case basis by the Contracting Officer. Travel may be required by contractor SME to coordinate the initial development of a document with the assigned supporting organization. A 3-day trip in CONUS per document is the threshold.

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

Contractor personnel shall be required to wear a Contractor identification badge and government supplied badge and/or CAC at all times while on Government property. The Contractor shall take appropriate precautions to prevent security violations, ensure possible compromises are reported in a

timely manner, and promote a high level of security awareness among personnel assigned to the contract.

The primary place of performance shall be on-site/off-site at the locations listed, which dictates that all personnel performing on-site must possess U.S. Citizenship and an active DoD clearance at the Secret Level and may be subject to a Government Security Investigations and must meet eligibility for access to classified information. The positions require the proposed personnel to be trained and certified to DoD requirements in order to perform the duties.

The contractor shall abide by established processes and procedures for the issuance and collection of government furnished Common Access Cards (CACs) for all contractor personnel when there is a hire, resignation or termination. All CACs contain personal identifiable information (PII) that shall be controlled in accordance with government directives. Upon termination or resignation all CACs are to be turned in immediately to the contractor's respective government appointed Technical Assistant reporting to the COR. The cards shall then be returned to any RAPIDS issuance location for proper disposal.

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

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

- 9.0 QUALITY CONTROL:** The contractor will be responsible for quality control while performing under this contract and will ensure that the requirements of the contract are adhered to as specified in the Quality Assurance Surveillance Plan (QASP).
- 10.0 POLICY AND PROCEDURES:** All Contractors working at USFFC or assigned on a USFFC contract must comply with all USFFC Security and Administrative policy and procedures, as identified by the agency Contracting Officer's Representative (COR).
- 11.0 NON-DISCLOSURE AGREEMENTS:** Due to the interrelationship of contractor workforce assigned to USFFC, all contractors assigned to a USFFC contract are required to sign a non-disclosure agreement in accordance with DFARS 227.7103-7 and/or a USFFC Non-Disclosure agreement.
- 12.0 GOVERNMENT PURPOSE RIGHTS AND INTELLECTUAL PROPERTY:** All products generated by personnel assigned to this effort shall be considered both the physical and intellectual property of the government. This includes, but is not limited to, all documents, spreadsheets, reference material, and briefs (both verbal and written). All information, techniques, strategy, and derived components associated to this effort are also considered intellectual property of the government. No dissemination of information will occur without the consent of the agency COR.
- 13.0 SECURITY CLEARANCE REQUIREMENTS:** Contractor will provide SME support with clearances up to and including SECRET. Specific security clearance requirements will be CONOPS dependent and will be specified in the PWS.
- 14.0 CONTRACT DELIVERABLES:** The contractor will provide the deliverables in accordance with the USFFC Annual Fleet CONOPS Development Plan and as described in listed in Paragraph 2, Table 1 and as articulated in the Contract Data Requirements List (CDRL). Deliverables will be submitted in both hard copy and fully editable soft copy. Deliverables are subject to review and, if warranted, may be returned to the contractor for revision due to content inaccuracies and/or clerical errors. Upon receipt of Government comments, the contractor will provide the final revised report according to the USFFC Annual Fleet CONOPS Development Plan schedule provided by the Fleet CONOPS program manager. The CDRLs are Enclosure II.

All documentation will provide traceability to enable Government review and verification. At specific milestones, the contractor will provide interim reviews of the work accomplished to permit determination of the quality of the effort or receive government guidance. If deficiencies are found, the contractor will provide for timely and corrective action.

15.0 PLACE OF PERFORMANCE: Performance will be onsite with the CONOPS development lead at their government work space (e.g., San Diego for C3F leads; Pearl Harbor for CPF leads, etc.). All CONOPS are managed from the USFF headquarters (Building NH-4N, Room 256) located on the Naval Support Activity Headquarters Complex Norfolk, Virginia.

ENCLOSURE I

**Task Order Performance Work Statement
Serial Number 2015 XXX**

Date:

- I. **CONOPS Title:** TBD
- II. **CONOPS Description:** TBD
- III. **SME Skills Required:** TBD
- IV. **Security Clearance Required:** TBD
- V. **Organizational Lead:** Numbered Fleet Commander, or Type Commander
Contact Information:
- VI. **CONOPS Development References:** COMFLTFORCOM Instruction 5401.1 (series); Fleet CONOPS Writers Guide, The Navy Warfare Library (NTTP 1-01); and U.S. Government Printing Office Style Guide (series)
- VII. **Anticipated CONOPS Development Participants:** TBD
- VIII. **Timeline:** Table of Contents & Terms of Reference, Working Draft, Planner Draft, Flag Draft and Final Draft
- IX. **Comments:** TBD

ENCLOSURE II

CONTRACT DATA REQUIREMENTS LIST <i>(1 Data Item)</i>					Form Approved OMB No.		
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA. 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for Contract/PR No. listed in Block E.							
A. CONTRACT LINE ITEM NO. A001		B. EXHIBIT	C. CATEGORY: TDP TM OTHER				
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR			
1. DATA ITEM NO.	2. TITLE OF DATA ITEM Draft CONOPS Word Document Development			3. SUBTITLE			
4. AUTHORITY (<i>Data Acquisition Document No.</i>)		5. CONTRACT REFERENCE PWS para 5.1.1-5.1.6		6. REQUIRING OFFICE			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE		b. COPIES	
					Draft	Final	
						Reg	Re pro

16. REMARKS: DELIVERABLE WILL TAKE THE FORM OF DRAFT MS-WORD DOCUMENT. DRAFT DOCUMENT WILL BE COMPLIANT WITH FORMAT DESCRIBED IN USFFI 5401.1(SERIES) AND THE FLEET CONOPS WRITERS GUIDE. DRAFT DOCUMENT TO BE SUBMITTED WITHIN 5 WORKING DAYS OF THE PROMULGATED DUE DATE FOR A FINAL DRAFT DOCUMENT AS SPECIFIED IN TASKING MESSAGES TO THE ASSIGNED COMMAND. COORDINATE WITH THE ASSIGNED FLEET STAKEHOLDER COMMANDS TO DEVELOP A USFF TASKED CONOPS DOCUMENT. DRAW ON OPERATIONAL FLEET EXPERIENCE TO DESCRIBE AND ILLUSTRATE CAPABILITY EMPLOYMENT IN DRAFT CONOPS DOCUMENTS. COORDINATE WITH NWDC STAFF AND USFFC N8/N9 WARFARE LEADS TO REVIEW AND ENSURE ADEQUACY OF CONOPS IN A JOINT CONTEXT. WHEN CAPABILITY GAPS ARE IDENTIFIED DURING FLEET CONOPS DEVELOPMENT, IDENTIFY DOCTRINE, ORGANIZATION, TRAINING, MATERIEL, LEADERSHIP & EDUCATION, PERSONNEL, AND FACILITIES (DOTMLPF) ACTIONS TO MITIGATE IDENTIFIED GAPS AND EASE CAPABILITY TRANSITION INTO THE FLEET. IDENTIFY VALIDATION AND EXPERIMENTATION OPPORTUNITIES TO EVALUATE OPERATIONAL CAPABILITIES PROPOSED IN THE CONOPS. ARTICULATE THOSE OPPORTUNITIES AND VENUES IN THE DRAFT CONOPS DOCUMENT. PROVIDE LANGUAGE IN THE DRAFT CONOPS ON RECOMMENDATIONS TO ADDRESS CRITICAL OPERATIONAL ISSUES, AND CAPABILITY SHORTFALLS.			CONOPS LEAD	10	10	10
			15. TOTAL	10	10	10
G. PREPARED BY Alexander L. Urrutia	H. DATE 13NOV14	I. APPROVED BY Steven C. Cade	J. DATE 08DEC14			

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No.		
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA. 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for Contract/PR No. listed in Block E.							
A. CONTRACT LINE ITEM NO. A002		B. EXHIBIT	C. CATEGORY: TDP TM OTHER				
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR			
1. DATA ITEM NO.	2. TITLE OF DATA ITEM CONOPS Document Development Coordination			3. SUBTITLE			
4. AUTHORITY (<i>Data Acquisition Document No.</i>)		5. CONTRACT REFERENCE PWS para 5.1.7-5.1.11		6. REQUIRING OFFICE			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE		b. COPIES	
					Draft	Final	
						Reg	Re pro

16. REMARKS: ORGANIZE MATERIAL AND TECHNICAL SUPPORT FOR WORK SESSIONS, BRIEFINGS AND OTHER MEETINGS THAT SUPPORT CONOPS DEVELOPMENT. COORDINATE PLANNING AND EXECUTION OF FLEET KEY STAKEHOLDER SUBJECT MATTER EXPERT (SME) PARTICIPATION IN CONOPS DEVELOPMENT WORK SESSION EVENTS. ENSURE FOCUS IS GIVEN TO FLEET PRIORITIES AND WARFIGHTING GAPS AND THAT NAVY CAPABILITIES AND EQUITIES ARE APPROPRIATELY AND ACCURATELY REPRESENTED IN THE DRAFT CONOPS DOCUMENT. REFINE CONOPS DRAFT DOCUMENTS BASED ON GUIDANCE FROM THE FLEET STAKEHOLDERS DURING WORK SESSIONS TO IMPROVE CONOPS DOCUMENT CONTENT. ASSIST IN DRAFTING, EDITING AND STAFFING REVIEWS OF CONOPS DRAFTS. REPRESENT USFFC AND THE NAVY AT SPONSORED WORKING GROUPS, FOCUS GROUPS, TIGER TEAMS, AND INTEGRATED PRODUCT TEAMS, ETC. AS REQUESTED BY THE USFFC FLEET CONOPS PROGRAM MANAGER OR DESIGNATED REPRESENTATIVE.		CONOPS LEAD		10	10	10
		15.	TOTAL	10	10	10
G. PREPARED BY Alexander L. Urrutia	H. DATE 13NOV14	I. APPROVED BY Steven C. Cade	J. DATE 08DEC14			

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No.	
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA. 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for Contract/PR No. listed in Block E.						
A. CONTRACT LINE ITEM NO. A003		B. EXHIBIT	C. CATEGORY: TDP TM OTHER			
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR		
1. DATA ITEM NO.	2. TITLE OF DATA ITEM CONOPS Development Progress Reporting			3. SUBTITLE		
4. AUTHORITY (<i>Data Acquisition Document No.</i>)		5. CONTRACT REFERENCE PWS para 5.1.11-5.1.14		6. REQUIRING OFFICE		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION		
8. APP CODE	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	a. ADDRESSEE		b. COPIES	
				Draft	Final	
					Reg	Re pro

16. REMARKS: PROVIDE MONTHLY PROGRESS REPORTS (DUE BY THE 5 TH OF THE MONTH) TO THE CONOPS PROGRAM MANAGER THAT INCLUDE AT A MINIMUM; PROGRESS ON THE CONOPS DEVELOPMENT (INCLUDE: OUTLINE, CONTENT, FLOW), KEY EVENTS ACCOMPLISHED, MAJOR STAKEHOLDERS ENGAGED, DEVELOPMENTAL SUSPENSES MET, DEVELOPMENTAL SUSPENSES IN JEOPARDY OF NOT BEING MET, ANY ISSUES IMPACTING THE PROGRESS AND/OR QUALITY OF THE CONOPS DEVELOPMENT EFFORT. WHEN THE LENGTH OF THE CONOPS EFFORT WARRANTS (GREATER THAN 3 MONTHS), PROVIDE A QUARTERLY IN PROGRESS REVIEW THAT LEVERAGES THE MONTHLY REPORTS AND PROVIDES AN AGGREGATED VIEW OF CONOPS DELIVERABLE STATUS, FUNDING EXPENDED, ANY ISSUES IMPACTING QUALITY AND DELIVERY OF DRAFT CONOPS. AS REQUIRED BY THE CONOPS MANAGER, PROVIDE POWER POINT BRIEFINGS THAT SUMMARIZE THE INFORMATION REQUIRED IN THE MONTHLY AND QUARTERLY REPORTS. ELECTRONIC COPIES ARE PREFERRED AND ARE REQUIRED TO BE SUBMITTED IN MS OFFICE-COMPATIBLE MEDIA; CONTRACTOR FORMAT OF CONTENTS ACCEPTABLE.		CONOPS LEAD		10	10	10
		15. TOTAL 	10	10	10	
G. PREPARED BY Alexander L. Urrutia	H. DATE 13NOV14	I. APPROVED BY Steven C. Cade	J. DATE 08DEC14			