

**Performance Work Statement
U.S. Fleet Forces Command
Fleet Experimentation**

1.0 INTRODUCTION

The Department of the Navy, Commander, United States Fleet Forces Command (USFF) requires planning, design, execution, analysis and assessment, and reporting/product delivery support for operational experimentation in Navy, joint, multi-service, and/or Allied environments.

2.0 BACKGROUND

USFF, in coordination with Commander, U.S. Pacific Fleet (CPF) provides guidance, oversight, and programmatic and financial control authority for the Fleet Experimentation (FLEX) program. USFF delegates authority and responsibility for the administration, planning, execution, and assessment of the FLEX program to Commander, Navy Warfare Development Command (NWDC).

NWDC provides experiment leadership and support for many Fleet and other experimentation customers across a wide spectrum, ensuring development of innovative approaches and rapid development of products that solve problems/gaps for the Fleet. In fulfilling this responsibility, NWDC examines high priority capability gaps, then solicits and selects both material and non-material potential solutions for experimentation in an operational environment. Additionally, NWDC further identifies experimentation venues which best support experimentation objectives for the selected experiment initiatives.

3.0 OBJECTIVE

USFF/NWDC works with Navy commands, other services, government labs and science and technology (S&T) activities, Allies, and academic organizations to identify potential solutions/initiatives, coordinate assignment of these initiatives to specific experimentation venues, develop detailed experiment objectives and planning products, determine required metrics and data collection methodologies, plan and design the experiment, execute the experiment, and perform analysis of data to support the development of doctrine, revised organizational efforts, new or revised training, and recommendations to decision makers regarding the future of material solutions. USFF/NWDC's objective is to provide planning and executing FLEX while objectively collecting and analyzing data to ensure consistency in experimentation methodologies, the production of quality products, and development of independent and unbiased recommendations which are supported by well documented and credible data analysis and results. The objective of this Performance Work Statement (PWS) is to provide support for USFF/NWDC Fleet Experimentation efforts in the following areas:

- Experimentation planning and design.
- Production of experiment planning products and development of post-experiment doctrine, organization changes, training process improvements, and material solution recommendations across **Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel and Facilities (DOTMLPF)**.
- Data collection planning, analysis, and assessment.
- Experiment execution/post-experiment briefings and support.
- Development of final experiment reports based on analytical rigor.
- General support for all experiment administrative requirements linked to the execution of the event.

4.0 APPLICABLE DOCUMENTS AND DIRECTIVES

The Contractor shall adhere to the latest version of the applicable documents and directives as identified in Appendix A of this PWS.

5.0 PERFORMANCE REQUIREMENTS

The Contractor shall support USFF/NWDC in the planning, design, execution, analysis, reporting of Fleet Experimentation efforts and development of post-experiment products. The intent of this requirement is

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to ensure all experimentation is conducted using end-to-end consistent methodologies resulting in independent, objective verification of results that inform decision makers. The contractor shall support data collection and analysis, attend all required meetings, conferences, telephone conferences, etc. as necessary to achieve the tasks outlined in this PWS. Contractor shall assist with the production of doctrine, organizational process changes, training process improvements/procedures, and provide beneficial recommendations for both materiel and non-materiel solutions.

The contractor shall provide all required written documentation, reports, briefing materials, studies, meeting minutes, contacts, and other deliverables as described in the format required by the government, free of spelling, grammatical, calculation, or technical errors in accordance with the directives listed in Appendix A of this PWS where appropriate. Contractor personnel supporting this effort shall be proficient in the use of Microsoft Office (Excel, Word, Access, PowerPoint) and contractor will provide capable personnel proficient in Microsoft Project and Sharepoint. Contractor shall provide support in the following areas:

5.1.1 Fleet Experimentation Planning and Management

- 5.1.1.1 Support the mission of the NWDC N8 Experimentation Department by end-to-end coordinating, designing, planning, and executing and analyzing all assigned experimentation campaigns, including the development of related planning products and post-experiment products in support of Fleet experimentation initiatives in the context of: CPF/CUSFF focus areas and all other warfare areas as assigned .
- 5.1.1.2 Support the development of assigned Fleet Experimentation Campaign Plan(s) .
- 5.1.1.3 Provide support to develop related experimentation requirements, future architectures, CONOPs, and TTPs in the areas outlined in 5.1.1.1.
- 5.1.1.4 Develop functional and technical objectives for Fleet Experimentation in all assigned warfare areas.
- 5.1.1.5 Develop measures, programmatic documentation, and supporting operational sequence diagrams.
- 5.1.1.6 Support the development of experiment planning products that comprise the complete Experiment Plan such as Control plans, Technical Engineering Plans (TEPs), Data Collection and Analysis Plans (DCAPs), Manning plans, Logistics plans, Information Management plans, and Public Affairs plans.
- 5.1.1.7 Develop all FLEX documentation/briefs supporting planning conferences/execution events.
- 5.1.1.8 Support post-experiment assessment of technologies and initiatives.
- 5.1.1.9 Assist and the development of FLEX initiative documentation, reports, and other post-experiment documentation such as doctrine, organizational changes, training process improvements, and DOTMLPF recommendations regarding both material and non-materiel solutions.
- 5.1.1.10 Ensure Joint/Allied experimentation requirements are appropriately considered / represented in developing FLEX experimentation priorities and plans.
- 5.1.1.11 Examine long term FLEX planning based on warfighting capability gaps and future capability requirements and provide beneficial recommendations/input as required.
- 5.1.1.12 Conduct research to identify potential warfighting ideas that offer transformational capabilities for joint and Allied/coalition forces.
- 5.1.1.13 As required, attend Navy, service, joint, multinational, and other experimentation related conferences, wargames, exercises, seminars, etc. in order to inform or incorporate those efforts into the FLEX campaign plan(s).
- 5.1.1.14 Coordinate with initiative sponsors/providers to define the specific and detailed objectives for each initiative. Objectives shall be designed to meet or close a Fleet capability gap.
- 5.1.1.15 Coordinate with initiative sponsors/providers to define the specific questions to be answered during the experiment. Questions shall be refined to express the specific qualities or attributes which can be measured and assessed.

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- 5.1.1.16 Identify specific metrics and measures required to evaluate the attributes needed to answer the experiment questions.
- 5.1.1.17 Coordinate with initiative sponsors/providers to generate diagrams for initiatives. These include both technical diagrams for understanding system interaction (both experimental and existing), and decision diagrams (e.g. time sequence diagrams for decisions/workflow relevant to the initiative).
- 5.1.1.18 Coordinate with initiative sponsor/providers to determine the data needed to support the identified metrics, possible data collection methods, necessary test conditions, requirements for run variations and the appropriate quantity of runs under different conditions needed to support the experiment objectives. If the data cannot be collected given experiment constraints, contractor shall provide or recommend alternative venues/options that could be used to successfully support the experiment.
- 5.1.1.19 Prepare briefs/reports/other products as a result of the experiment findings and effectively present them upon experiment completion.
- 5.1.1.20 Assist in the development of a strategic experimentation plan to identify and validate potential technology and non-material solutions for identified capability gaps.
- 5.1.1.21 Coordinate with other organizations such as Office of Naval Research (ONR), OPNAV, Naval War College (NWC), SPAWAR, NAVAIR, NAVSEA, USFFC, industry, Allies (ex. AUSCANNZUKUS) and coalition.
- 5.1.1.22 Identify potential experimentation venues for FLEX and provide recommendations for inclusion in operational experimentation plans.
- 5.1.1.23 Provide experiment initiative management and technical services to include (1) experiment and initiative design, planning, and execution; (2) management, systems engineering, test/experiment and evaluation; and (3) integration engineering and data collection and analysis.
- 5.1.1.24 Assist in the development of changes to, or creation of new concepts of operation (CONOPS) or tactics, techniques and procedures (TTPs) as solutions to gaps in operational capability, including CONOPs or TTPs arising from the introduction of new technologies.
- 5.1.1.25 Review experimentation initiatives/plans for feasibility to participate in specific experiment venues and provide value added recommendations to NWDC N8 Experimentation Director/assigned Project Leads including how proposals align with venue goals and venue platforms/architecture(s).
- 5.1.1.26 Coordinate the participation and integration of technologies from different providers into specific experiment events within all warfare areas; determine and coordinate objectives derived from the integration of technologies within a category to establish relevant and measurable metrics for specific experiments.
- 5.1.1.27 As required, coordinate with USFF and Numbered Fleet schedulers to identify specific platforms for use in underway experimentation venues to ensure selected platforms will support achievement of experiment objectives.
- 5.1.1.28 Assist with the development of event scenario and Master Scenario Event List (MSEL) documentation.
- 5.1.1.29 Coordinate with technology providers to assess risk to operational platform systems from installation of experiment systems.
- 5.1.1.30 Coordinate with technology providers to ensure that all applications, networks, servers, or associated devices procured and/or connected to a Navy network have completed all required Information Assurance certifications and accreditations. Equipment that is required to be installed on a naval vessel or aircraft with have the appropriate documentation completed prior to an experimentation event.
- 5.1.1.31 Coordinate with government personnel to ensure compliance with all current Navy IT, IA, and ship/ashore policies associated with the introduction of equipment or modification of ships and aircraft to include:
 - Navy Modernization Process (aka SHIPMAIN)/ Non-Permanent Change Ship Change Document (NPC-SCD's)

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** Application Integration (AI) Process - Additional steps have been incorporated into this process that require an earlier architecture lock down date (from 01DEC to 01NOV) and additional effort from our C&A team to provide the labs detailed C&A info.

- Fleet Readiness Certification Board (FRCB) Process
- Next Generation Enterprise Network (NGEN) which includes OCONUS Navy Enterprise Network (One-Net) Request for Change (RFC)/Navy Marine Corps Intranet (NMCI) Application Release processes
- Regional Maintenance and Modernization Coordination Office (RMMCO) process
- Electromagnetic Spectrum use

** Integrated Warfare Systems Enterprise Configuration Control - this process involves coordination with applicable warfare systems owners and Configuration Control Board (CCB) members to conduct detailed assessments of impact to the combat or weapon system that our initiatives interface with.

- 5.1.1.32 Coordinate rigorous ship, shore, and aircraft installation processes.
- 5.1.1.33 Coordinate execution of experiments to ensure that technologies follow the experiment plan and record required data for the evaluation of experiment objectives.
- 5.1.1.34 Provide technical and engineering expertise to monitor and maintain data collection systems during the experiment events.
- 5.1.1.35 Ensure proper security is maintained at all times and that OPSEC is given due consideration in the planning and conduct experiment campaigns. Comply with all security guidance.

5.1.2 Experimentation Data Collection and Analysis

- 5.1.2.1 For each assigned experimentation campaign, assist in the development of a Data Collection and Analysis Plan (DCAP). This plan shall include a summary of all necessary equipment, personnel, and metrics required for collection of experiment data at each location, ashore or afloat. The plan shall be promulgated to all involved organizations as a final draft at the Final Planning Conference (FPC) then NLT 30 days in advance of the actual experiment as directed.
- 5.1.2.2 Assist in the development of the resulting experiment analysis report.
- 5.1.2.3 Identify the scenario or sequence of events, including changing conditions, necessary to collect the required data. Document this scenario or sequence for inclusion in the event test plan or the Master Scenario Event List (MSEL). The MSEL shall provide all experiment activities in a timeline, to include changing conditions, start and stop times for each run, and de-confliction of initiatives where required.
- 5.1.2.4 Identify the methodologies that will be used to gather metrics for each initiative.
- 5.1.2.5 For quantitative metrics to be obtained using technical/mechanical measurement, identify equipment to be used and how the equipment will be connected/utilized to collect the required data.
- 5.1.2.6 For quantitative metrics, coordinate with initiative sponsors/providers to identify the organizations responsible for providing collection equipment, recording, transportation, and archiving of data for analysis.
- 5.1.2.7 For quantitative metrics, coordinate with initiative providers/sponsors to identify qualified and capable individuals responsible for data collection and ensure they are fully informed of required duties.
- 5.1.2.8 Coordinate with experimentation certification and accreditation personnel to obtain all required certifications for data collection equipment requiring connection to any network.

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- 5.1.2.9 For qualitative metrics to be obtained by survey/questionnaire, identify whether data is to be collected from observers or operators, or both.
- 5.1.2.10 For qualitative metrics, coordinate with initiative sponsors/providers to design surveys to obtain required metrics to answer experiment questions and to provide feedback to the sponsor/providers in terms of the objective and overall experiment question.
- 5.1.2.11 For qualitative metrics, coordinate with initiative sponsors/providers to identify the numbers and types (qualifications/experience) of personnel required to complete surveys, observation logs, or other forms.

5.1.3 Experiment Execution

- 5.1.3.1 Execute experiment plans. Coordinate start/stop directions for each event, ensure individual initiatives are conducting experiments according to the schedule, and report results.
- 5.1.3.2 When required, provide recommendations to NWDC leads to modify schedule during an event to optimize data collection based on current circumstances.
- 5.1.3.3 Support the development of daily SITREPs to NWDC FLEX representative at beginning and end of experiment periods, as required..
- 5.1.3.4 Ensure completion of surveys, logs, forms, or other documentation required for individual initiatives and track completion.
- 5.1.3.5 Ensure that the data collection, storage and handling/transport plan is executed as approved; report any failures to the NWDC FLEX representative via the daily SITREP.
- 5.1.3.6 Arrange/coordinate/conduct de-installation of data collection equipment at completion of experiment.

5.1.4 Reporting and Experiment Product Delivery

- 5.1.4.1 Provide monthly status reports including obligations, expenditures, significant accomplishments, breakdowns of individual personnel costs, contractor travel in support of the program, any other issues deemed appropriate for documentation.
 - Support the development of all experiment products including doctrine (TTP), changes to organizations, changes to training processes, and DOTMLPF change recommendations for all technologies/material solutions, as required..
 - Produce and support the production of a Quick Look report, Final Experimentation Report, experiment Analysis report and briefs, as required.
- 5.1.4.2 Final Experimentation template shall include but NOT LIMITED TO, the following data:
 - EXECUTIVE SUMMARY
 - Background / Discussion
 - Construct of the Experiment
 - Analysis Results – Key Findings and Recommendations
 - INTRODUCTION TO THE EXPERIMENT
 - FLEX Initiative Description
 - OR
 - Summary of Tasking
 - Baseline Assessment (Research) Summary
 - Problem Statement
 - If re-stated/refined from the original problem statement submission, briefly describe the changes from the original version and the reasons therefore)
 - Experiment Event Description and Scope (What, when, where, who, constraints, limitations)
 - Experiment Approach
 - Operational View (OV-1)
 - Stakeholders
 - ANALYTICAL APPROACH

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- Lines of Inquiry
- Hypotheses
- Objectives
- Analytical Questions
- Measures
- Data Collection
- SUMMARY OF RESULTS
- KEY FINDINGS AND RECOMMENDATIONS
- CONCLUSIONS
- ENCLOSURES:
- ENCLOSURE 1 – LIST OF ACRONYMS AND ABBREVIATIONS
- ENCLOSURE 2 – DEFINITION OF TERMS
- ENCLOSURE 3 – BASELINE ASSESSMENT REPORT
- ENCLOSURE 4 – EXPERIMENT PLAN
- ENCLOSURE 5 – DATA CAPTURE AND ANALYSIS PLAN
- ENCLOSURE 6 – ANALYSIS REPORT

6.0 DELIVERABLES

a) Monthly Progress and Status Report (MPSR)

- i) The Contractor will provide a monthly progress, status and management report consistent with the invoice period by the 15th of each month to the COR and ACOR. At a minimum the reports shall include the following information:
- ii) Activities of the past month. A summary of the action taken and progress made on outstanding tasks for the past month, including travel, problems, issues and technical assistance log (as applicable) etc.
- iii) Routine teleconference/meeting/ conference attendance.
 - (1) Do not report on routine teleconferences, meetings and conferences in support of daily requirements/tasks.
 - (2) Provide report in conjunction with roadmap/way ahead to address specific problem/issues.
- iv) Activities of the next month. A review of the work planned for the next month to meet task requirements, including projected travel, anticipated risk and/or issues.
- v) Management synergies and cost efficiencies.
- vi) Resource status, constraints, number and forecast.

b) Monthly Financial Status Report (MFSR).

- i) The Contractor will provide a MFSR by the 15th of each month to the COR and ACOR. At a minimum the reports shall include the following information:
- ii) Total funds expended during the previous month; cumulative total to date and the remaining ceiling amount.
- iii) Total labor funds expended by labor category, PWS section and by funding activity.

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- iv) Current and forecasted funding burn rates.
- v) Total hours by individual, labor category, PWS section and by funding activity
- vi) Total hours by labor category and command/functional areas for each training event/exercise from planning through execution. The purpose of this requirement is to obtain cost and level of effort data for each training event/exercise conducted.
- vii) Travel funds expended during the previous month; cumulative total to date and the remaining ceiling amount.
- viii) Travel funds expended by labor category, PWS section and by funding activity during the previous month and cumulative total to date.
- ix) ODC funds expended during the previous month; cumulative total to date and the remaining ceiling amount in total and by funding activity.

c) Quality Control Plan (QCP).

- i) The Contractor shall provide their QCP to the COR no later than 10 business days after the contract period of performance start date. The Contractor's QCP shall demonstrate their approach to delivering and maintaining an effective quality control (QC) program that ensures services are performed in accordance with the PWS and its requisite attachments and references. The proposed QCP will be reviewed by the COR and either accepted or provided back to the Contractor with questions/corrections/comments, etc., no later than five (5) business days following receipt of the QCP. The Contractor shall provide the revised QCP back to the COR addressing all areas of the COR's concern no later than five (5) business days following receipt from the COR. Once the QCP has been accepted, the COR will notify the Contractor of the acceptance of the deliverable. At a minimum, the Contractor's QCP shall address:
 - (1) Procedures to establish and comply with the Government's baseline training requirements. These procedures include: identifying adjustments to required subjects, qualification levels, required time for exercise augmentee training, training on the conduct site surveys, training on event simulation systems and control techniques.
 - (2) Procedures for sustainment of event proficiency and resolution of identified capability deficiencies.
 - (3) Procedures to be implemented to ensure successful completion of tasks identified within the PWS.
 - (4) Procedures to be implemented to ensure contractual requirements and deliverables are met and are provided in a timely manner.
 - (5) Procedures to be implemented to ensure that tasks are completed in a cost efficient manner.
 - (6) Procedures to be implemented to ensure that the Contractor's work force, level of effort and labor mix, is effectively managed to ensure that tasks are completed in an efficient and effective manner.
 - (7) Procedures to be implemented to ensure the tracking of labor hours expended in the correction or replacement of work that has not met contract requirements.

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(8) Procedures to be implemented to ensure lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations.

(9) After acceptance of the QCP the Contractor shall receive the Contracting Officer's acceptance in writing of any proposed change to his QC system.

d) Trip Report.

- i) The Contractor shall submit a post travel trip report to the COR, ACOR, and applicable functional area TA within five (5) business days following the conclusion of the trip. The report shall include a summary of time tables, accomplishments, significant discussions/events, contacts and action items.

The contractor shall provide the following deliverables within the timeframe specified below:

Products	Due Date
<u>CDRL A001 Monthly Progress and Status Report</u>	Due to the COR no later than the 15 th of each month
<u>CDRL A002 Monthly Financial Status Report</u>	Due to the COR Quarterly (on Jan 15, Apr 15, Jul 15, and Oct 15).
<u>CDRL A003 Quality Control Plan</u>	Due 10 business days after the contract period of performance start date.
<u>CDRL A004 Trip Reports</u>	Due to the COR no later than 5 working days upon completion of trip.
Technical Analysis Report (A005)	As required by the Experimentation Manager
Technical Risk Report (A005)	As required by the Experimentation Manager
Technical/Discussion Reports (A005)	As required by the Experimentation Manager
Technical Review Summary Reports (A005)	As required by the Experimentation Manager
Requests for Action (A005)	As required by the Experimentation Manager

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Products	Due Date
Action Tracking Reports (A005)	As required by the Experimentation Manager
Technical Studies (white papers) (A005)	As required by the Experimentation Manager
Meeting Agendas (A005)	As required by the Experimentation Manager
Meeting Minutes (A005)	As required by the Experimentation Manager
Information, Status and Decision Briefs (A005)	As required by the Experimentation Manager
All experiment-related reports and experiment products as described in Section 5 PERFORMANCE REQUIREMENTS above	As required by the Experimentation Manager

7.0 SECURITY

The contractor may be required to obtain and possess varying levels of security clearances in the performance of task orders issued under this contract. The minimum security clearance for contractor personnel assigned to work on-site at USFF, NWDC and associated secure spaces is a U.S. SECRET security clearance, or its equivalent; for personnel working onsite, a U.S. SECRET clearance is required no later than the first day of performance. In a limited number of cases contractor personnel will require a TOP SECRET (TS) security clearance, and access to Sensitive Compartmented Information (SCI). TS/SCI work will primarily be conducted at the NWDC facility in Norfolk, VA or any Government facility in San Diego, CA; occasionally, other remote locations may also require TS/SCI access and effort.

It may be possible for contractors to work on classified deliverables if they are working at a cleared facility. In a like manner, it is anticipated there may be unclassified deliverables that do not require access to USFF, NWDC or U.S. Government network, and as such do not require a security clearance to perform the tasks at a contractor site.

The contractor shall abide by all USFF, DON, and DOD instructions, rules, procedures, and standards of conduct. The contractor's request for visit authorization shall be submitted in accordance with COMUSFLTFORCOM Staff Instruction 5531.1 (Industrial Security Manual for Safeguarding Classified Material) no later than one (1) week prior to visit.

In addition to access to classified information, in the performance of this effort the contractor may have access to accountable or non-accountable COMSEC information and controlled cryptographic items (CCI), access to classified information or documents belonging to the NATO or containing NATO classified information, and access to Foreign Government information.

All security requirements shall be coordinated with the COR and respective local security personnel. All work will be accomplished in strict compliance with DOD and Navy Operations Security (OPSEC) Requirements. The DD254 provides further details as to the security requirements of this contract.

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8.0 Common Access Card

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. If performing work at NWDC, TASS request will be process by NWDC.

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 GOVERNMENT FURNISHED PROPERTY

As available, the government will provide to the on-site contractor support desk space, administrative/office supplies, property, information, and/or material for the performance of this PWS Task Order including Navy/Marine Corps Intranet (NMCI) Common Access Cards (CAC's). The Contractor Program Manager is responsible for notifying the Government COR spell out and the Trusted Agent (TA) when an employee who has been issued a CAC leaves the company or transfers to another program/project. In the case where an employee no longer works for the company, the company must collect the CAC and surrender it to the COR within 2 working days of the employee's departure. In the case where an employee is retained by the company but transfers to another program/project within USFF/NWDC domain, the company will notify the COR within 2 working days so the TA can transfer the TA responsibilities to the new TA vice revoking and issuing a new CAC.

10.0 NAVY MARINE CORPS INTRANET (NMCI)

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

11.0 TRAVEL

Travel is anticipated in support of Fleet Experimentation execution. Travel to Washington, D.C., San Diego, and multiple experimentation venues will be required in execution of duties. Infrequent travel to Pearl Harbor, HI may be required. Travel expenses shall be reimbursed on the basis of actual costs in accordance with the Joint Travel Regulations. All travel requests shall be submitted to the COR per USFF travel processes and procedures utilizing the Travel Authorization Request form. All travel shall be approved in advance by the COR. When required, contractor personnel shall be expected to travel on short notice to designated worldwide locations. Advance booking and/or discount rates shall be utilized, whenever possible, if military/government travel is available it should be used. All contractor personnel providing continuing support on a world-wide basis shall be required to have a valid passport on hand at all times. Ship stuff...

11.1 TRAVEL AND ODC COSTS

- a) Travel costs are included as Other Direct Cost in the CLIN structure of the order. Travel cost incurred shall be invoiced to the requisite ODC CLIN included in the task order for that period.
- b) Reimbursable Travel Costs.
 - i) Except as otherwise provided below under non-reimbursable travel costs, the Contractor will be reimbursed for travel costs in accordance with the Joint Travel Regulations (JTR) in effect at the time of the travel. This directive can be accessed at:
<http://www.defensetravel.dod.mil/site/travelreg.cfm>. Travel will be reimbursed at actual JTR in effect at the time of the travel. This directive can be accessed at:
<http://www.defensetravel.dod.mil/site/travelreg.cfm>. cost plus any allowable, allocable and reasonable G&A and/or overhead cost in accordance with the Contractors accounting system and practices. The application of profit and/or any other indirect cost on Travel are not allowable under this contract. The COR shall notify the Contractor in advance when travel is required. Upon notification, the Contractor shall submit a travel request which identifies the estimated travel cost to the COR for approval. Supporting actual cost documentation shall be provided with invoice or the incurred cost will not be approved for reimbursement. Additionally, a trip report (deliverable) shall be submitted in contractor format upon completion of all approved travel.
- c) Non-reimbursable Travel Costs.
 - i) Travel performed for personal convenience or daily travel to and from the Contractor's facility will not be reimbursed by the Government.
 - ii) Travel costs incurred in the replacement of contractor personnel, for any reason, will not be reimbursed by the Government.
 - iii) No travel or subsistence costs will be reimbursed for work performed within a 50-mile radius of the place of performance where services are being provided.
 - iv) Relocation cost and travel costs incident to relocation of Government facilities are not allowed.
 - v) Relocation cost and travel cost incident to the relocation of contractor/subcontractor employees are not allowed.

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- vi) Reimbursement of privately owned vehicle mileage from residence to place of primary work assignment, facility/military command, installation or pier on the day of departure or return when travel is expected to commence as a result of embarking a vessel or any other Government furnished transportation in the same general location as primary place of work.

11.2 REIMBURSABLE ODCs

- a) The Contractor may be required to obtain limited materials (binders, booklets, paper printing) required to produce training materials in performance under the contract. Additionally, Defense Base Act (DBA) Insurance and Longshoreman Insurance (if required) may be incurred as an ODC as long as those costs are in accordance with FAR part 31. All other costs shall be unallowable unless the contract is modified to include it as an allowable cost. These items shall be purchased by the Contractor, only after receiving prior approval from the COR, and shall be allocated in accordance with the estimated not to exceed amounts identified in Section B of the contract. ODCs will be reimbursed at actual cost plus any allowable, allocable and reasonable G&A and/or overhead cost in accordance with the Contractors accounting system and practices. The application of profit and/or any other indirect cost on ODCs are not allowable under this contract. Supporting actual cost documentation shall be provided with invoice or the incurred cost will not be approved for reimbursement.

11.3 NON-REIMBURSABLE ODCs

- a) Any cost related to education tuition for dependents of contractor employees performing in OCONUS locations.
- b) Any costs relating to relocation and household goods shipment expenses for contractor employees and dependents of contractor employees.

12.0 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.

12.1 QUALITY CONTROL (QC)/QUALITY ASSURANCE (QA)

- b) Quality Control Plan (QCP).
 - i) General Requirements:
 - (1) The Contractor shall adhere to their proposed/accepted QCP and maintain an effective QC program to ensure services are performed in accordance with this PWS.
 - (2) The Contractor shall implement procedures to identify, prevent and ensure non-recurrence of unsatisfactory products and services.
 - (3) The Contractor's QC program is the means by which he assures himself that his work complies with the requirements necessary for the successful execution of the PWS tasks and an acceptable level of quality for the products and services delivered.
 - (4) The Contractor shall implement and modify, as necessary, the procedures specified within the QCP to ensure the provision of services that will produce the desired outcomes and result in performance of work within the required standards.

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- c) Quality Assurance Surveillance Plan (QASP).
 - i) The Government will evaluate the Contractor's performance under this contract in accordance with the QASP. This plan is primarily focused on what the Government must do to ensure that the Contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).
 - ii) The Government will consider the technical content and accuracy of deliverables/work products, product/task quality, timeliness, cost management, and other aspects of contract management, as well as any other aspects of performance as defined in FAR 42.1501.
 - iii) The Contractor is responsible for the analysis of results based upon quantitative and qualitative data collected as defined in the QA Plan and the Government will assess the outcome and use this information in the evaluation process in assessing Contractor performance.

- d) Government Remedies.
 - i) The contracting officer shall follow the applicable remedies contained in the clauses and provisions of the contract for Contractor's failure to perform satisfactory services or failure to correct non-conforming services.

13.0 POLICY AND PROCEDURES

All Contractors working at or on a USFFC contract must comply with all USFFC Security and Administrative policy and procedures, as identified by the COR.

14.0 NON-DISCLOSURE AGREEMENTS

Due to the interrelationship of contractor workforce assigned to USFFC, all contractors assigned to a USFFC contract shall sign a non-disclosure agreement in accordance with DFARS 227.7103-7 and/or a USFFC Non-Disclosure agreement.

15.0 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 shall include, but not limited to, all documents, spreadsheets, reference material and briefs, (both verbal and written). All information, techniques, strategy, and derived components that are associated to this effort shall also be considered intellectual property of the government. No dissemination of information shall occur without the consent of the agency COR.

16.0 PLACE OF PERFORMANCE

Work shall be performed primarily at the NWDC N8 Experimentation Department site, Bldg. O-27, Norfolk Naval Station. When required, work may be performed at the contractor's facilities and if deemed necessary, during travel in support of designated activities or events. The contractor shall coordinate and participate in working group meetings, Integrated Product Team (IPT) sessions, in-process reviews, and other meetings deemed necessary. The anticipated places of performance will be Norfolk, San Diego, Washington D.C., Pearl Harbor, Hawaii, and the Northern Virginia/Crystal City area. Contractors working off-site shall be capable of responding within one hour driving time of the following Government-site places of performance: San Diego, Norfolk, and the Northern Virginia/Crystal City area.

17.0 CONTRACTOR MANPOWER REPORTING

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The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Department of the Navy via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.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, beginning with 2013. Contractors may direct questions to the help desk at help desk at: <http://www.ecmra.mil/>.

18.0 MANDATORY CONTRACTOR TRAINING

The Contractor is responsible for its employees (and subcontractors) supporting this contract completing and staying up to date on all training required by USFF and supported activities for individuals working on Government installations. Some examples of required training and their requisite course numbers/references are listed below. The required training is subject to change throughout the life of this contract; however, the Contractor should assume at least a total of eight (8) hours for all required training courses annually per Contractor/Subcontract employee. The Contractor shall provide documentation (copies of training certificates) to the COR confirming that Contractor employees have completed the required training within five (5) days of the specific training due date.

Program	Course	Reference
Cyber Awareness	DOD-IAA-V12.0 or DOD-IC-IAA-V12.0	SECNAVINST 5239.3B, para. 7(a)(4)
Privacy Act & PII	DOD-PII-V2.0	SECNAVINST 5211.5E, para. 18(d)(2)
Antiterrorism Awareness Level I	CENSECFOR-AT-010.1.0	DoDI 2000.16, para. E3.25.1.5 supported by E2.11; E3.18.6
OPSEC	NIOC-USOPSEC-2.0	OPNAVINST 3432.1A, para. 3 & para. 4c(3) and COMUSFLTFORCOMINST 3432.1, para. 8a(7)
Suicide Prevention	CPPD-GMT-SAP-1.0	OPNAVINST 1720.4A, para. 5a(1)
Records Management	DOR-RM-010	OPNAVINST 5210.20, para. 25c
Counterintelligence Awareness	NCIS Face-to-Face	SECNAVINST M-5510.30, chapter 4; employee (to include contractor) is defined in Appendix A
Security Awareness	Local Brief/Seminar	SECNAVINST M-5510.30, chapter 4 & para. 102; employee (to include contractor) is defined in Appendix A.
Active Shooter	CNIC-TRTAS-1.1	USFF Commander directed.

19.0 ACRONYM LIST

DON - Dept of Navy

FBX – Fleet Battle Experiment

FIMS- Fleet Experimentation Information Management System

FLEX - Fleet Experimentation

IAMD – Integrated Air and Missile Defense

ISR - Intelligence, Surveillance, Reconnaissance

LOE - Limited Objective Experiment

MSEL - Master Scenario Events List

NAVAIR – Naval Air Systems Command

NAVSEA – Naval Sea Systems Command

NRL – Naval Research Laboratory

NWC – Naval War College

NWDC – Navy Warfare Development Command

ONR– Office of Naval Research

OPNAV – Office of the Chief of Naval Operations

RR - Risk Reduction

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SPAWAR – Space and Naval Warfare Systems Command
USFF – United States Fleet Forces

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Appendix A

Document Type	No./Version	Title	Date
CJCS Instruction	3170.01H	Joint Capabilities Integration and Development System	01/10/2012
CJCS Instruction	3312.01B	Joint Military Intelligence Requirements Certification	06/10/2010
CJCS Instruction	6211.02D	Defense Information System Network and Connected Systems	01/24/2010
CJCS Instruction	6212.01F	Net Ready Key Performance Parameter (NR KPP)	03/21/2012
DoD Directive	4630.5	Interoperability and Supportability of Information Technology (IT) and National Security Systems (NSS)	05/05/2004 Certified Current as of 04/23/2007
DoD Instruction	4630.8	Procedures for Interoperability and Supportability of Information Technology (IT) and National Security Systems (NSS)	06/30/2004
DoD Directive	5000.1	The Defense Acquisition System	04/12/2003 Certified Current as of 11/20/2007
DoD Instruction	5000.02	Operation of the Defense Acquisition System	11/25/2013 Interim
DoD Directive	8500.01E	Information Assurance (IA)	10/24/2002 Certified Current as of 04/23/2007
DoD Instruction	8510.01	Defense Information Assurance Certification and Accreditation Process (DIACAP)	11/28/2007
SECNAVINST	5000.2E	Implementation and Operation of the Defense Acquisition System and the Joint Capabilities Integration and Development System	09/01/2011
SECNAV	M-5216.5	Department of The Navy Correspondence Manual	03/2010

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Document Type	No./Version	Title	Date
SECNAVINST	5400.15C	Department of The Navy (DON) Research and Development, Acquisition, Associated Life-Cycle Management, and Logistics Responsibilities and Accountability	12/02/2011
SECNAV	M-5210.2	DON File Maintenance Procedures and Standard Subject Identification Codes (SSIC)	07/2012
SECNAV	M-5214.1	DON Information Requirements (Reports) Management Program	12/05
SECNAVINST	5239.3B	DON Information Assurance (IA) Policy	06/17/2009
OPNAVINST	5218.7C	Navy Official Mail Management Instruction	02/01/2011
SECNAV	M 5239.3B	DON Information Assurance Policy	06/17/2009
JFTR	Vol 1	The Joint Federal Travel Regulations Volume 1 Uniformed Services Members	10/01/2012
JTR	Vol 2	The Joint Travel Regulations Volume 2 DOD Civilian Personnel	10/01/2012
COMUSFLTFORCO M/COMPACFLT Instruction	3900.1C	Fleet Experimentation Program	06/19/2012
COMUSFLTFORCO M/COMPACFLTINS T	6320.3B	Medical Screening for U.S. Government Civilian Employees, Contractor Employees, guests and Visitors Prior to Embarking Fleet Units	04/07/2014

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Document Type	No./Version	Title	Date
SECNAVINST	8570.01-M	Information Assurance Workforce Improvement Program	12/ 2005 Incorporating Change 3, 01/24/2012
NAVSEA	SL720-AA-MAN-030	Navy Modernization Process Management and Operational Manual	1 June 2011
NETWARCOMINS	12271.1	Network Operations Alignment Plan	10/17/2006
NTP	NTP6 (E)	Electromagnetic Spectrum (EMS) Guide	04/01/2011

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**Appendix B
LABOR CATEGORY DESCRIPTIONS**

Level	Skill Description
Level 1/Junior	Requires a HS Diploma (BA/BS Preferred) and 0-5 years experience in the field or in a related area. Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.
Level 2/Mid	May require a Master's degree; at least 5-10 years of experience in the field or in a related area. Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.
Level 3/Senior	May require a Master's degree; at least 10 years of experience in the field or in a related area. Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technical assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.

Labor Category	Skill Level	Description
Program Manager	3	Serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Develops, analyses, evaluates, advises on, and/or improves the effectiveness of work methods and procedures, organizations, manpower utilization, distribution of work assignments, delegations of authority, management controls, information and documentation systems, and similar functions of management. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract. Previous military experience and experience working with military commands (preferably Navy).
Program Analyst	1	Supports one or more of the following areas: program analysis, strategic planning, integrated master scheduling, event planning, graphics, export control, risk management, and responsible for gathering requirements, producing project documentation, project

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		reporting and tracking. This documentation includes but is not limited to project charters, user requirements, business process flows, system diagrams, and test documentation. This resource will also be responsible for documenting meetings and producing minutes, and following up on open items. Previous military experience and experience working with military commands (preferably Navy).
Technical Analyst	3	Formulates/defines system scope and objectives for assigned projects. Devises or modifies procedures to solve complex problems considering equipment/materials capacity and limitations, operating time and form of desired results. Prepares detailed specifications from which programs will be written. Responsible for program design(s), testing, and documentation. Has full technical knowledge of all phases of technical applications analysis. Has good understanding of the business or function for which applications is designed. Previous military experience and experience working with military commands (preferably Navy).
Technical Analyst	2	Formulates/defines system scope and objectives for assigned projects. Devises or modifies procedures to solve complex problems considering equipment/materials capacity and limitations, operating time and form of desired results. Prepares detailed specifications from which programs will be written. Responsible for program design(s), testing, and documentation. Has full technical knowledge of all phases of technical applications analysis. Has good understanding of the business or function for which applications is designed. Previous military experience and experience working with military commands (preferably Navy).
Operational Analyst	3	High level problem solvers using advanced techniques, such as data mining, statistical analysis, and/or mathematical modeling, and develop solutions that would help government organizations operate more efficiently and cost-effectively. Previous military experience and experience working with military commands (preferably Navy).
Operational Analyst	2	High level problem solvers using advanced techniques, such as data mining, statistical analysis, and/or mathematical modeling, and develop solutions that would help government organizations operate more efficiently and cost-effectively. Previous military experience and experience working with military commands (preferably Navy).
Subject Matter Expert	3	Provides extremely high level subject matter expertise for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems which require doctorate level knowledge of the subject matter for effective implementation. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Previous military experience and experience working with military commands (preferably Navy).
Certification and Accreditation	2	Responsible for tracking, monitoring and provide assistance to Certification and Accreditation efforts by technology providers in

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(Experimentation)		operational experiments. Provide extremely high level subject matter proficiency for work described in the tasks. Will work with the installation team in developing a plan to achieve required certifications and accreditations to support installation and connectivity for experiment participation. Previous military experience and experience working with military commands (preferably Navy).
Certification and Accreditation Analyst (Experimentation)	1	Responsible for tracking, monitoring and provide assistance to Certification and Accreditation efforts by technology providers in operational experiments. Assist the installation team in developing a plan to achieve required certifications and accreditations to support installation and connectivity for experiment participation. Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. Previous military experience and experience working with military commands (preferably Navy).