

PERFORMANCE WORK STATEMENT (PWS)

U.S. Naval Supply Systems Command (NAVSUP), Fleet Logistics Center Norfolk (FLCN)

1. BACKGROUND AND OBJECTIVES

This requirement is for Physical Distribution support services as required by the NAVSUP FLCN, Logistics Division. The services will support the Fleet Logistics Norfolk (FLCN) - Logistics Division by providing Physical Distribution to various commands.

2. SCOPE

The FLCN Logistics Department has an ongoing requirement for contractor logistical support services, warehousing, kitting, inventory control and physical material distribution expertise. The contractor shall accomplish FLCN objectives in support of the Integrated Logistics Support and Physical Distribution Division.

3. TECHNICAL REQUIREMENTS

The Contractor is solely responsible for the technique which will be used to fulfill the terms of this Performance Work Statement (PWS). Further, the Contractor remains solely responsible for control and supervision of contractor personnel in support of this PWS. In completion of this requirement, the contractor is responsible for performing the following technical requirements/tasks:

- 3.1. The contractor shall provide warehousing, kitting, inventory control; physical material distribution services and ships store room and/or warehouse Wall to Wall (W2W) inventories in the performance of this contract. The tasks and duties to be performed by the contracted support shall include, but are not limited to:
 - 3.1.1. Internal FLCN material storage, issuing, kitting, material inventory control, plant/minor property control, ordering, expediting, material tracking, receipt and inspection, packaging and delivery and/or shipping to include identification and disposition of hazardous, shelf life, Level 1, X-SMIC materials.
 - 3.1.2. Provide support for Removal of Excess Material and Validity Enhancement (REMOVE). A combination of ship's force, Integrated Logistics Overhaul (ILO) government personnel and NAVSUP Fleet Logistics Center Norfolk (FLCN) Parts Management contractors will make up the REMOVE team. The term REMOVE encompasses the following tasks and responsibilities:
 - 3.1.2.1. ILO offload/backload - The contractor shall provide physical material distribution support for the offload and backload of SURFLANT and SUBLANT ships entering CNO availability when an ILO will be conducted. Support to include; provide supplies using Other Direct Costs (ODCs) (Para: 7.4.1), physical movement and transportation of non-security classified and non-hazardous material repair parts, transportation of Technical Manuals and transportation of Maintenance Assist Modules (MAMs) within fifty (50) miles of either commercial or government locations listed in paragraph 7.1 (Place(s) of Performance).
 - 3.1.2.2. REMOVE - Offload and inventory of SURFLANT and SUBLANT ships undergoing the Removal of Excess Material (Document Identifier AT6) and Validity Enhancement (REMOVE) Program Support to include; provide supplies, physical movement and transportation of non-security classified and non-hazardous material repair parts within fifty (50) miles of either commercial or government locations as listed in paragraph 7.1 (Place(s) of Performance). Assistance with 100% pre DLR inventory, assistance with 100% post DLR locations touched inventory and assistance 10% locations touched inventory.
 - 3.1.2.3. Decommissioning (DECOMM) - Decommissioning Strike Force efforts - physical movement and transportation of repair parts. Support to include; provide supplies using ODCs (Para: 7.4.1), physical movement and transportation of non-security classified and non-hazardous material repair parts within 50 miles of either commercial or government locations listed in paragraph 7.1 (Place(s) of Performance).
 - 3.1.2.4. Working Capital Fund (WCF) – Offload of designated material that will be stored temporarily at an off-ship location. Support to include; provide supplies using ODCs (Para: 7.4.1), physical movement and

transportation of non-security classified and non-hazardous material repair parts of either commercial or government locations.

3.1.3. Contractor shall provide, receiving, issuing, packaging and delivery and/or shipping for the following Residual Programs:

3.1.3.1. RESIDUAL PROGRAMS (non-Restricted)

- 3.1.3.1.1. Shipbuilding and Conversion Navy Residual Asset Management Program (SCRAMP) – NAVSEA -ERP plant code MNAW
- 3.1.3.1.2. Residual Material Management System (RMMS) – COMNAVSURFLANT- ERP plant code 1NNN
- 3.1.3.1.3. Ready Resource Material (RRM) – COMNAVSURFLANT- ERP plant code 1PVJ
- 3.1.3.1.4. Submarine Residual Asset Temporary Storage (SUBRATS) – COMNAVSUBLANT- ERP plant code 1P6E
- 3.1.3.1.5. 688 Class Residual program- NAVSEA- ERP plant code MNQ6

3.1.3.2. RESIDUAL PROGRAMS (Restricted)

- 3.1.3.2.1. Temporary Deployment Spares (TDS) – COMNAVSUBLANT – N-ERP plant code 1P7E
- 3.1.3.2.2. LSD Class Modernization - COMNAVSUBLANT – N-ERP plant code 1PE9
- 3.1.3.2.3. CG Class Modernization - COMNAVSUBLANT – N-ERP plant 1PH2

3.1.4. REMOVAL of EXCESS MATERIAL and VALIDITY ENHANCEMENT (REMOVE) –

- 3.1.4.1. Ships ILO Offload and/or Backload of spare parts inventory (ILO Offload/Backload)
- 3.1.4.2. Ships excess spare parts removal (AT6)
- 3.1.4.3. Ships spare parts inventory validity/auditing. Wall to Wall (W2W) Inventory
- 3.1.4.4. Ships store room material temporary relocation. (REMOVE)
- 3.1.4.5. Decommissioning Activity spare parts inventory removal (DECOMM)

3.1.5. Contractor shall provide, kitting, receiving, issuing, packaging and delivery and/or shipping for the following Special Storage Programs:

- 3.1.5.1. General Purpose Electronic Test Equipment (GPETE) – NAVSEA
- 3.1.5.2. Consolidated TANS (Test & Measurement System) Readiness Assessments (CTRA) CNSL
- 3.1.5.3. Integrated Bar Code Supply (IBS) –NAVSUP

3.1.6. Contractor shall maintain inventory control of the Residual and Special Storage Programs utilizing (N-ERP), Real-Time Reutilization Asset Management (RRAM) and Real-Time Outfitting Management Information System (ROMIS).

3.1.7. Contractor shall Maintain inventory control for the logistics requirements of the Fleet and deliver the full spectrum of necessary resources in order to maximize Fleet readiness and sustainment and support the Mid-Atlantic Regional Maintenance Center (MARMC) Maintenance Teams by providing Integrated Logistics Support (ILS) and material distribution for ship repair, modernization and new construction. The contractor shall receive, check and inspect all material received from the Commercial Carriers, local vendors, parcel post, Air Mobility Command (AMC), Naval Supply system, contractors and other Government agencies.

3.1.7.1. The contractor shall receipt for and unload incoming material from vehicles on a daily basis, and shall move the incoming material into the receiving area of the center. These materials can be destined for temporary storage, direct turnover (DTO) to a customer or for transshipment. The contractor shall process the receipt of these materials and the documentation within one (1) workday in accordance with the requirements of this PWS. The contractor shall record receipts in the automated system. One copy of each signed receipt documents (printout of Material Movement Document, and DD Form 1348-1A) shall be filed in the center for audit purposes.

3.1.7.2. A partial receipt will be held for two (2) working days to await receipt of the remaining pieces. If the remaining pieces are not received in two (2) working days, the contractor shall process the materials as required by this PWS. The contractor shall, at that time, notify the applicable buyer so that action can be taken by the buyer to check status of the outstanding material/equipment.

- 3.1.7.3. Receipt of Shipments on Collect on Delivery (COD). The contractor shall not receive shipments for Collect on Delivery (COD).
- 3.1.7.4. Inspection for Damage and Shortage. The contractor shall inspect all incoming material to verify identity, quantity, damaged containers, and condition of material received. If damage is suspected, the contractor shall notify the Technical Point of Contact (TPOC) or other designated Government representative prior to unloading. Damaged material shall not be removed from delivery vehicle until a Government representative or the TPOC is present unless the driver of the delivery vehicle signs the delivery document noting obvious damage. The contractor shall record and report to the TPOC discrepancies such as incorrect quantities, incorrect material, or nonconforming material. The contractor shall sign and date the carrier's shipping documents, noting any damage and container count. In the event of damage or shortage, the contractor shall prepare and forward the required supply discrepancy documentation in accordance with MARMC Product Data Reporting and Evaluation Program (PDREP) instructions to the TPOC within three (3) working days. The contractor shall not open any containers received in damaged condition but shall notify the TPOC upon receipt. Hidden damage shall be reported to the TPOC immediately.
- 3.1.7.5. The contractor shall issue all material received in the Center to the appropriate code. The contractor shall move requested material from the bin or storage area and issue or stage for shipment or transportation as required by the requestor. The contractor shall retain a copy of all issue transaction documents signed by the individual actually receiving the material. A copy of the issue transaction document shall also be provided to the requestor upon issue of material. Issues shall be delivered within three (3) working days of receipt to the NAVSUP Fleet Logistics Center Norfolk local locations and any other designated Government locations unless the contractor is directed by the TPOC to store material until a later date.
- 3.1.7.6. The contractor shall annotate date and verify quantities on Purchase Requests (PRs) for material received which is requisitioned by MARMC (other than SHIPALTS, ORDALTS, MACALTS, ECs, FCs.) including purchase cards. One copy of the receipt document shall be signed by the recipient upon issue of material. The unsigned copy shall be retained by the requestor and one signed copy shall be retained by the contractor.
- 3.1.7.7. Hazardous Material (HAZMAT) shall be processed immediately. Labeling and marking of HAZMAT containers is a function of the manufacturer, importer, or distributor. HM received from the manufacturer, importer, or distributor which is improperly or incompletely labeled should not be accepted and should be returned to the manufacturer, importer, or distributor. Contractor shall notify requestor or designee of material and, upon issue, shall receive signature on receipt document. Proper storage shall be accomplished on date of receipt. Hazardous materials are labeled in accordance with criteria contained in NAVSUP Pub. 4500.17R and MIL-STD 129B and 755. Inadequate Department of Transportation (DOT) labeling shall not be grounds for excusing improper storage. Any hazardous material received without proper DOT labeling shall be reported to the TPOC immediately. When hazardous material is received by the contractor and pending delivery to the customer, it shall be stored in a container in the designated building that complies with 29 CFR 1910.106, Flammable and Combustible Liquids, and DOD 4145.19-R-1 of Sep. 79, Storage and Handling of Hazardous Materials. Hazardous material shall be removed from the receiving floor, cargo ramps, vehicles, or the area surrounding the center by close of business the day of receipt. If delivery to the ultimate destination is not possible at the time, the material shall be temporarily stored in the hazardous material area. Personnel handling hazardous material shall comply with 29 CFR 1910.176, Handling Materials – General, with regard to appropriate personal protective equipment and clothing. Only equipment that is OSHA/manufacturer approved as spark enclosed shall be operated within flammable stores storage area. On identification of any hazardous material not properly stored or any safety related issue involving HAZMAT, the contractor shall advise the TPOC.
- 3.1.7.8. Upon decision of the technical code, material shall be issued or held for instructions on further distribution. If material is removed from the Center, the recipient shall sign the custody card hard copy. The contractor shall retain hard copy in the file and furnish the recipient the manifold copy. If material is to be shipped to another location, the recipient shall annotate applicable information on the custody card.

The contractor shall keep the custody card attached to the material until disposition has been accomplished. Upon removal of the material from the Center, the contractor shall retain the hard copy of the custody card and forward the manifold copy with applicable information to the technical code.

- 3.1.7.9. Hazardous materials labeled Class C shall be received by the contractor. The explosives shall be stored in the cage in the Center receiving floor and the requisitioning code shall be notified to pick up the material and coordinate proper storage. Under no circumstances shall the contractor allow Class C explosives to stay on the Center receiving floor overnight. The contractor shall notify the TPOC no later than 1500 hours if assistance is needed in getting the customer to arrange for proper pick-up of material before the end of the day.
- 3.1.7.10. Miscellaneous equipment is equipment consigned to MARMC but requisitioned or originated by another activity (i.e., Naval Sea Systems Command, Program Executive Offices, Naval vessels). If there is no receipt document with the incoming equipment, the contractor shall prepare a dummy receipt (DD Form 1348-1A) with as much as information available and notify the TPOC within one working day. One copy shall be provided to consignee and the contractor shall retain the signed original receipt document.
- 3.1.7.11. The contractor shall annotate the exterior of incoming packages with either the document number or contract number, consignee name/code and the material nomenclature or National Stock Number (NSN).
- 3.1.7.12. CONFIDENTIAL material and log book shall be kept in the locked security cage constructed within the Center. SECRET material shall be immediately delivered to intended code/consignee. If delivery to the appropriate code is not possible, the contractor shall immediately contact the Security Office. A log book shall be maintained indicating the nomenclature or NSN of each item entered, the date of entry and the date the material is released and to whom and the applicable signature. All classified material shall be entered in the log book.
- 3.1.7.13. The contractor shall store material accepted at the receiving area in the appropriate storage area of the Center within one day of receipt/inspection. Storage of material and equipment shall be arranged by department code, by project (i.e., ORDALT material) or Shop Stores except where size, weight or other physical characteristics require separate storage. The contractor shall arrange all items in a safe and protected manner to facilitate stock control, physical inventory, issue and security. Highly pilfer-able items shall be placed in the locked security cage. Storage of hazardous material shall be accomplished on the same day of receipt in designated building. The location of the storage of bulk material will be designated by the technical codes.
- 3.1.7.14. Upon decision of the technical code, material shall be issued or held for instructions on further distribution. If material is removed from the Center, the recipient shall sign the custody card hard copy. The contractor shall retain hard copy in the file and furnish the recipient the manifold copy. If material is to be shipped to another location, the recipient shall annotate applicable information on the custody card. The contractor shall keep the custody card attached to the material until disposition has been accomplished. Upon removal of the material from the Center, the contractor shall retain the hard copy of the custody card and forward the manifold copy with applicable information to the technical code.
- 3.1.8. Pilferable property or high value items shall be stored in onsite locked security cages and the contractor shall obtain a signed receipt from the recipient of items prior to issue from these areas.
- 3.1.9. The contractor shall assign a tracking coordinator to maintain an active tracking system in support of FLCN's Material Return Program (MRP) operations. The tracking coordinator shall ensure that offload files from MRP operations are tracked, by expenditure number, to recoup return credits for NAVSEA, FLCN, and the Type Commanders (TYCOMs). The contractor must possess a working knowledge of the MRP, NAVICP B15 stocking objective process, and the FLCN redistribution program.

- 3.1.10. Material technical research, identification and disposition. The contractor shall use various research tools, such as FEDLOG/HAYSTACK, LOGICOM, Financial and Air Clearance Transportation System (FACTS) and material identification publications to identify material. Identification is to primarily determine stock number or manufacturer's part number in order to determine proper disposition of materials.
- 3.1.11. Operation of trucks and Material Handling Equipment (MHE). The Government will furnish trucks and forklifts as identified in Attachment 5. The regulations and guidelines which apply to contractor operation of Government vehicles are found in Chapter 8 of DOD Regulation 4500.36-R (Management, Acquisition, and Use of Motor Vehicles). Additionally, Section 3.8 of NAVFAC Publication P-300 (Management and Support of Civil Engineering Equipment) provides additional guidance on driver testing and licensing.
 - 3.1.11.1. The Contractor shall ensure that contractor personnel has a valid State issued vehicle operator's license, and provide a copy of such license to the Contracting Officer Representative (COR) upon award.
 - 3.1.11.2. For work not performed on a Government installation, the contractor shall have the appropriate liability covering at least the minimum amounts required by the state in which they are operating in. If performance is on a Government installation, the contractor shall provide liability coverage at the minimums stated in FAR 52.228-5 entitled "Insurance-Work on a Government Installation" and FAR 28.307-2 entitled "Liability".
 - 3.1.11.3. The Contractor shall ensure that Contractor personnel operating Materials handling equipment (MHE) pass a periodic physical examination as specified by Naval Medical Command (NAVMED) P-117 published by the Bureau of Medicine and Surgery (BUMED). Each MHE operator must possess a current Medical Examiner's Certificate or proof of a current medical examination document on his or her license. This document must be carried on their person during working hours for inspection purposes.
- 3.1.12. Maintain operational inventory validity at a minimum of 97% on Special Storage and residual program accounts. To maintain these goals the contractor shall establish a continuous inventory program using N-ERP procedures for all material on-hand. The inventory shall not interfere with normal material distribution functions, and shall be five (5) percent of the total inventory each month. The contractor shall develop an inventory plan and have it approved by the COR within thirty (30) days after contract award.
- 3.1.13. Provide support necessary to perform tasks that include entering, editing, and maintaining test equipment inventory data for ships and shore activities; determination of test equipment outfitting requirements for fleet and shore activities systems and equipment; acquisition and redistribution of fleet and shore test equipment assets; test equipment and calibration training; determination of equipment/ component calibration requirements, and transportation and delivery of equipment.
- 3.1.14. Department of Defense (DOD) Wood Packing Material (WPM) requirements - Contractor shall maintain an operational WPM Program using CNO message R 231143Z Oct 06 as guideline. Provide phytosanitary measures which include auditing, inspection and reporting procedures for WPM.

4. PERSONNEL QUALIFICATIONS

Personnel assigned to or utilized by the Contractor in the performance of this contract shall, at a minimum, meet the experience and/or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner.

If the Contracting Officer or Contracting Officers Representative, questions the qualifications or competence of any person performing under the contract, the burden of proof to sustain that the person is qualified as prescribed herein shall be upon the Contractor.

The Contractor shall have the personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in the contract. The work history of each Contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Contracting Officer or Contracting Officers Representative reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonably ensure the ability for effective and efficient performance.

4.1. Labor Category Descriptions

Below are the four (4) labor categories and descriptions outlining the minimum qualifications required for this contract's positions:

4.1.1. Project Manager

The Project Manager Labor category will provide logistics and physical material distribution services for the FLCN Logistics Department. In the execution of their duties, the Project Manager shall determine the overall support requirements including facilities, personnel, material and transportation for this program. The Project Manager is also responsible for scheduling and assigning duties through subordinate supervisors at each site along with training and discipline of assigned employees. The Project Manager is to be an onsite full time position.

- 4.1.1.1. Minimum Qualifications: Twelve (12) years of relevant experience. Experience in DOD or commercial services logistics and physical material distribution are the factors for determining experience relevancy. This experience shall include:
- 4.1.1.2. General Experience: Minimum eight (8) years as a senior-level manager of a logistics oriented work force.
- 4.1.1.3. Specialized Experience: Minimum four (4) years' experience in the management of personnel in implementing and maintaining inventory control systems.

4.1.2. Warehouse Supervisor

The Warehouse Supervisor labor category is responsible for the supervision of all personnel performing duties in support of one (1) or more of the warehousing programs. Their personnel will perform the functions of receiving, stowage, issuing, packaging, delivery, shipping, and inventory control. Analyzes workloads and determines production hours required for each evolution. Coordinates and schedules transportation. Ensure the proper distribution of materials IAW the current CNO Total Asset Visibility (TAV) business rules. The Warehouse Supervisor is to be an onsite full time position.

- 4.1.2.1. Minimum Qualifications: Twelve (12) years' experience in DOD or commercial services logistics and physical material distribution. This experience shall include:
- 4.1.2.2. General Experience: Minimum seven (7) years' experience in a DOD or commercial services logistics and physical material distribution activity supervising a minimum of ten (10) personnel.
- 4.1.2.3. Specialized Experience: Experience in identification and disposition of hazardous materials.

4.1.3. Supply Technician

The Supply Technician works under limited contractor supervision and relies on pre-established guidelines/instructions to perform daily functions. Supply Technician duties include the following task: receives/unpacks materials and supplies to include report damages and discrepancies for accounting, reimbursement and record-keeping purposes. In addition, the Supply Technician verifies materials received against receiving documents and reports discrepancies and all obvious damages; routes all materials received to prescribed storage locations; performs research of materials received for manufacturer and part number to Navy Stock Number cross reference equivalents when necessary; completes all shipping and receiving reports assigned; operates a hand or power truck in the performance of warehouse duties and may perform other related duties in support of the warehouse; and ensures the proper distribution of materials IAW the current CNO TAV business rules. Supply Technician positions are to be onsite full time positions.

- 4.1.3.1. Minimum Qualifications: Two (2) years' experience in DOD or commercial services logistics, supply and physical material distribution. This experience shall include:
- 4.1.3.2. General Experience: Minimum two (2) years' experience in a DOD or commercial services with logistics, supply and physical material activity.
- 4.1.3.3. Specialized Experience:
 - 4.1.3.3.1. Experience in material part numbers identification for Navy Stock Number equivalence.
 - 4.1.3.3.2. Experience in identification and disposition of hazardous materials.

4.1.4. Warehouse Specialist

The Warehouse Specialist works under limited contractor supervision and relies on pre-established guidelines/instructions to perform daily functions. In the performance of their duties, the Warehouse Specialist is responsible for performing the following task; receiving and unpacking materials and supplies; reporting damages and discrepancies for accounting, reimbursement and record-keeping purposes; verifying materials received against receiving documents and reports discrepancies and all obvious damages; routing all materials received to prescribed storage locations; completes all shipping and receiving reports assigned; operation of a hand or power truck in the performance of warehouse duties; perform other related duties in support of the warehouse as they arise; ensure the proper distribution of materials IAW the current CNO TAV business rules. Warehouse Specialist positions are to be onsite full time positions.

- 4.1.4.1. Minimum Qualifications: One (1) years' experience in DOD or commercial services logistics, supply and physical material distribution. This experience shall include:
 - 4.1.4.1.1. General Experience: Minimum one (1) year' experience in a DOD or commercial services with logistics, supply and physical material activity.
 - 4.1.4.1.2. Specialized Experience: Not applicable

4.2. Key Personnel Functions and Qualifications

The following describes the Labor Categories that are considered "key". The personnel filling the labor categories listed below are considered essential to the work being performed under this contract. Before removing, replacing, or diverting any of the personnel in these labor categories, the Contractor must: (1) Notify the Contracting Officer reasonably in advance; (2) submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract; and (3) obtain the Contracting Officer's written approval. Notwithstanding the foregoing, if the Contractor deems immediate removal or suspension of any member of its organization fulfilling these labor categories to maintain satisfactory standards of employee competency, conduct, and integrity, the Contractor may remove or suspend such person at once. In the event that the Contractor does remove or suspend a "Key" individual on this contract, the Contractor must notify Contracting Officer prior to or concurrently with such action.

- 4.2.1. Project Manager
- 4.2.2. Warehouse Supervisor

4.3. Required Training

Contractor personnel shall complete all required pre-requisite training and certifications prior to the commencement of work. This required training shall include, but not limited to, Navy ERP courses, Information Assurance, Safety, and any other training that is or becomes required throughout the life of the contract. Personnel who currently possess Navy ERP certifications, Information Assurance, and or any other current required certificates will not be required to re-certify, unless deemed necessary. The required training shall be accomplished in the timeframe agreed upon between the COR and the Contractor.

- 4.3.1. Provide subject matter, monthly safety and any applicable Lessons Learned training to contractor personnel workforce on Navy Enterprise Resource Planning (N-ERP) warehouse support.
- 4.3.2. Material Handling Equipment Operator
 - 4.3.2.1. Contractor shall provide certified personnel who are authorized to instruct and license contractors for fork truck operators.
- 4.3.3. Hazardous Material Handling will be supported by a minimum of ten (10) authorized contractor personnel.
 - 4.3.3.1. A minimum four (4) contractor personnel shall successfully complete a Hazardous Materials Transportation Safety course to include:
 - 4.3.3.2. US Department of Transportation (DOT) Hazardous Materials Regulations (49 CFR 172-178) as specified per DoD Instruction 4500.9-R (Defense Transportation Regulation part II Cargo Movement)
 - 4.3.3.3. International Air Transport Association (IATA) Dangerous Goods Regulations.

4.3.3.4. A minimum of six (6) additional contractor personnel shall successfully complete the eight (8) hour hazardous material handling course.

4.3.4. All REMOVE Team contractor participants shall at a minimum qualify and maintain current status of valid certifications/licenses for the following:

4.3.4.1. Occupational Safety and Health Administration (OSHA) Shipyard Industry Standards (OSHA 2268-03R)

4.3.4.2. Virginia Ship Repair Association (VSRA)

5. APPLICABLE DIRECTIVES AND PUBLICATIONS

5.1. This Performance Work Statement (PWS) may specify the applicability of various military or industrial specifications, standards, or handbooks. Unless otherwise specified, the revision level and date for each specification or standard cited within this PWS/contract (including any specifications or standards cited in any drawing, handbook or referenced specification or standard contained within this PWS/solicitation/contract) shall be that listed in the Department of Defense (DOD) Index of Specifications and Standards (DODISS) (most current version at time of award).

5.2. Obtaining Copies of Documents - When needed in the performance of duties, contractor shall be provided with necessary copies of Specifications, Standards, Handbooks, and Data Item Descriptions stocked at Naval Publications and Forms Center (NPFC). If the document is not in stock at NPFC when it is needed, the Government technical point of contact will request and obtain a copy.

5.3. When needed for performance of the work defined herein, the technical originator will provide technical documents such as technical manuals, engineering drawings, maintenance documentation, which are not stocked at NPFC.

5.4. The specifications, standards or handbooks that may be applicable to work performed under this PWS may include but will not be limited to the following:

- 1) NAVSUP P-284, Navy Supply Publication – Storage and Material Handling
- 2) NAVSUP P-437, Naval Supply Systems Command Manual Operation Procedures
- 3) NAVSUP P-442, Navy Supply Publication – Instructor’s Guide for Basic Military Preservation and Packing
- 4) NAVSUP P-454, Navy Supply Publications – Freight Description
- 5) NAVSUP P-446, Contractors Facilities Guide
- 6) NAVSUP P-484, Supply Afloat Fleet & Field Packaging Procedures (4030)
- 7) NAVSUP P-485, Afloat Supply Procedures
- 8) NAVSUP P-502, Navy Supply Publication, Preservation and Packaging
- 9) NAVSUP P-504, Department of Navy Publication – Preparation of Freight for Air Shipment
- 10) NAVSUP P-505, Preparation of Hazardous Materials for Military Air Shipment
- 11) NAVSUP P-538, Materials Handling
- 12) NAVSO P-3013, Financial Management of Resources, Vols. 1 and 2
- 13) NAVSO P-1000, Volume 2, Naval Comptroller Manual
- 14) NAVICPINST 4710.2(series), Supply Support of Naval Nuclear Reactor Propulsion Plants Under Construction, Conversion, Overhaul or Inactivation
- 15) BUMEDINST 6260.16, Measures for Control of Health Hazards
- 16) MILSTD 129.K, Marking for Shipment and Storage
- 17) DOD 4140.27, Life Item Management Manual
- 18) DOD 4145.19, Storage and Materials Handling
- 19) DOD 4500.32, Military Standard Transportation Movement Procedures (MILSTAMP)
- 20) DOD 4500.9-R Defense Traffic Management Regulation (DTR)
- 21) DOD 650.5L, Hazardous Information System (HMIS)
- 22) OPNAVINST 4614.1, Uniform Material Movement and Issue Priority System (UMMIPS)
- 23) OPNAVINST 4790.4 (series) 3M Manual
- 24) OPNAVINST 4406.1 (series) Joint Fleet Maintenance Manual (JFMM)
- 25) OPNAVINST 5090.1, Environmental and Natural resources Program Manual.
- 26) OPNAVINST 5100.23, Navy Occupational Safety and Health (NAVOSH Program)
- 27) OPNAVINST 5102.1, Mishap Investigation and Reporting

- 28) OPNAV Notice 5400, Standard Naval Distribution List (SNDL)
- 29) OPNAVINST 5530.14, Physical Security and Loss Prevention
- 30) SECNAVINST 5210.11, Standard Subject Identification Codes (SSIC)
- 31) SECNAVINST 5510.36, DoN Information Security Program Regulations.
- 32) CFR, The Hazardous Material Regulation, Parts 100-185, Transportation of Hazardous Material
- 33) Navy ERP Manuals and Directives
- 34) ICC NMF 100-V, National Motor Freight Classification 100-V
- 35) NMF 101, National Motor Freight Traffic Association Inc.
- 36) NMF 102, Continental Directory of Standard Point Location Codes
- 37) FLCN Manuals and Directives
- 38) RRAM/Lawson Implementation Training Guide and Procedures Manual
- 39) TARP (Technical Assistance for Repairable Processing)
- 40) NAVSEAINST 4400.24, Physical Inventory Management
- 41) NAMSOINST 4790, Equipment Identification Code Master Index
- 42) MIL-N, Navy Management List
- 43) MCRL, Master Cross Reference List
- 44) CHIL, Consolidated Hazardous Item List
- 45) ROMIS MMS/ILSMIS, Standard Operating Procedures
- 46) Navy Modernization Process Management and Operations Manual NMP-MOM SL720-AA-MAN-030
- 47) COMNAVSURFOR INST 4440.1B Shipboard Management of Maintenance Assistance Modules (MAMS)
- 48) COMNAVSUBFORINST 4406.1B Submarine Supply Instruction
- 49) SPCINST 4441.170 series, COSAL use and maintenance manual
- 50) NAVSUP ERP material movement end-user desktop guides.

5.5. The following websites may be used to access the publications listed above:

- 5.5.1. DOD Instructions: <http://www.dtic.mil/whs/directives/index.html>
- 5.5.2. OPNAV and SECNAV Instructions: <http://dodssp.daps.dla.mil/>
- 5.5.3. MISC: <http://usmilitary.about.com/od/publicationsregulations/>

6. PERFORMANCE CRITERIA

6.1. Quality Control

The Contractor shall establish and maintain a complete quality control program to assure that the requirements of the contract are provided as specified. A copy of the Quality Control Plan (QCP) shall be submitted to the COR at the time of award. The COR will review the plan and give final acceptance of approval. If QAP is determined by the COR to be insufficient, the contractor and the COR shall negotiate an acceptable plan within a reasonable timeframe. As changes occur, the plan shall be updated by the contractor and a copy shall be provided to the COR. At a minimum the QCP shall include the following:

- 6.1.1. An inspection/supervision system covering all services required by this contract. The QCP must specify the areas to be inspected/supervised on either a scheduled or unscheduled basis. How often inspections/supervision will be accomplished, and the title of the individuals who will perform the inspection or supervision.
- 6.1.2. The methods to be employed for identifying and preventing defects in the quality of services provided before the level of performance becomes unacceptable.
- 6.1.3. On-site records of all inspections conducted by the Contractor and necessary corrective action taken. This documentation shall be provided to the COR on a monthly basis.
- 6.1.4. Methods of communication with the Government regarding quality and contract performance.
- 6.1.5. A monthly reporting system to the Contractor's home office.
- 6.1.6. A description of the manner in which the Contractor shall promptly investigate and respond to any comment or complaint.

6.2. Quality Assurance Surveillance Plan (QASP)

The Government will evaluate the Contractor's performance under this contract using the methods of surveillance specified in the Quality Assurance Surveillance Plan (QASP) included as Attachment 2. This contractor performance evaluation will be performed by the COR and/or any assigned Technical Assistant (TA).

7. GENERAL PROVISIONS

7.1. Place(s) of Performance

The government will provide assistance to the personnel supporting this requirement in obtaining base and workplace access during the period of support. All access documentation is considered Government Furnished Information (GFI) shall be returned to the COR at the completion of the support services. Compliance with all Navy communications regulations pertaining to access to e-mail and Internet activities is mandatory.

The places of performance include Government furnished warehouse and Integrated Logistics Support (ILS) support locations as follows:

- 7.1.1. FLCN Physical Distribution Division
Code 501
1968 Gilbert Street
Bldg. W-143, 5th Floor
Norfolk, VA 23512-0001
- 7.1.2. ILS Support Division
Code 503
Bldgs.74, 75 & 1556; Saint Julien's Creek Annex
Portsmouth, Va. 23702-5000
- 7.1.3. FLCN Physical Distribution Division
Cheatham Annex
Warehouse # 5, C-Street
Williamsburg, VA 23185
- 7.1.4. Fleet Support Center Mayport
Bldg. 191 Door 10E
Naval Station Mayport
Mayport, FL 32228
- 7.1.5. FLCN Physical Distribution Division
9727 Avionics Loop
Bldg. LF-18
Norfolk, VA 23511

The government will provide assistance to the personnel supporting this requirement in obtaining base and workplace access during the period of support. All access documentation is considered Government Furnished Information (GFI) shall be returned to the COR at the completion of the support services. Compliance with all Navy communications regulations pertaining to access to e-mail and Internet activities is mandatory.

7.2. Government Furnished Resources and Equipment

7.2.1. Government Furnished Resources

The Government will provide resources required for completion of task activities at Government facilities. These resources include but are not limited to office space, furniture, supplies, storage, equipment, computers, laptops, pagers, printers, shredders, scanners, copiers, telephones, cell phones, fax, information, manuals, guidelines, policies, procedures, data, and access to information, databases, systems, Internet and Email at the Government Facilities.

7.2.2. Government Furnished Equipment

The government will provide with trucks and forklifts as identified in Attachment 5. The contractor is responsible for ensuring that this equipment is returned in the same condition (minus normal wear and tear) to the Government at the completion of the contract or termination, whichever occurs soonest.

7.3. Prior Written Consent to Subcontract

- 7.3.1. Pursuant to FAR 44.101, subcontractor is defined as "any supplier, distributor, vendor, or firm that furnishes supplies or services to or for "prime contractor."
- 7.3.2. Pursuant to FAR 44.201-1, Contractors are required to request consent to subcontract under a time and materials contract if the Prime contractor does not have an approved purchasing system. Consent request can either be submitted with the offers' proposal prior to award or after award. FAR 52.244-2 provides further guidance on required consent request.

7.4. Other Direct Cost (ODCs)

7.4.1. Other Direct Cost (Materials/Supplies)

Materials and supplies required in the performance of the duties will be required. 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. These are not to exceed amounts and shall not include any profit, overhead, material handling and/or G&A indirect rates. The applications of these indirect rates on ODC's (Materials/Supplies) are not allowable under this contract. Material and supply cost will be reimbursed at actual cost, so long as supporting documentation is provided with invoice.

7.4.2. Reimbursable Travel Costs

Except as otherwise provided below and under non-reimbursable travel costs, the contractor will be reimbursed for travel costs in accordance with the Federal Travel Regulations (FTR) in effect at the time of the travel. This directive can be accessed at: <http://www.gsa.gov/portal/content/104790>. Travel will be reimbursed at actual cost, excluding any profit, G&A and/or Overhead. The applications of these indirect rates 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. A trip report will be submitted in contractor format upon completion of all approved travel (contractor format). Examples of authorized travel to include work related training, conference briefs and any out of area in excess of fifty (50) miles REMOVE team evolution.

7.4.3. Non-reimbursable Travel Costs

- 7.4.3.1. Travel performed for personal convenience, daily travel to and from the contractor's facility will not be reimbursed by the Government.
- 7.4.3.2. Travel costs incurred in the replacement of contractor personnel, for any reason, will not be reimbursed by the Government.
- 7.4.3.3. No travel or subsistence costs will be reimbursed for work performed within a fifty (50) mile radius of the place of performance where services are being provided.
- 7.4.3.4. Relocation costs and travel costs incident to relocation of Government facilities are not allowed.

8. DELIVERABLES

The following deliverables will be provided to the COR: Report formats are included as Attachment 8 to the contract:

- 8.1. Weekly Executive Steering Committee (ESC) RRAM Free Issue by Priority Report. (Refer Attachment 8.1)
- 8.2. Monthly Cumulative Cost and Labor Report (Refer Attachment 8.2)
- 8.3. Monthly (N-ERP RRAM/Special Program(s)/REMOVE Program) Program(s) Summary Report. (Refer Attachment 8.3)
- 8.4. Monthly Remove of Excess Material and Validity Enhancement (REMOVE) program Cost and Labor Report. (Refer Attachment 8.4)
- 8.5. Monthly QA Report (Refer Attachment 8.5)
- 8.6. Monthly Credits Report (Refer Attachment 8.6)
- 8.7. Monthly Enterprise Contractor Manpower Reporting Application (ECMRA) (Refer Attachment 8.13)
- 8.8. Semi-Annual TDL Annual Period of Performance Report (Refer Attachment 8.7)
- 8.9. Annual End of Fiscal Year (FY) Report (Refer Attachment 8.8)
- 8.10. Annual End of Technical Direction Letter (TDL) Period of Performance Report (Refer Attachment 8.9)
- 8.11. Annual QA Statistical Report (Refer Attachment 8.10)

As applicable:

- 8.12. Pre-Trip Report Purpose/Location/Estimate Dates & Costs (Refer Attachment 8.11)
- 8.13. Post Trip Report Summary/Actual Dates & Costs (Refer Attachment 8.12)
- 8.14. MHE Inspection Form (Refer Attachment 8.13 IAW (Para: 5.3; Refer: Item: 11; Figure: 8-1)).

9. HOURS OF OPERATION

Contractor support shall be provided five (5) days per week, eight (8) hours per day Monday through Friday, from during the core hours of 0730 to 1600 except on recognized Federal holidays.

- 9.1. Changes in the core work hours for personnel supporting specific task may be required and approved in writing by the COR in order to address specific requirement demands.
- 9.2. The contractor shall provide emergency services on weekends and holidays on a call as required basis.
- 9.3. Overtime may be authorized by prior approval from the COR on an as needed basis.
 - 9.3.1. Overtime hours are those hours of work officially authorized in excess of eight (8) hours in a normal work day, however, only when forty (40) consecutive hours in a workweek have been completed.

10. SECURITY

Some work to be performed as a result of this PWS requires access to and handling of classified information and material up to and including SECRET. All contractor personnel must maintain a Department of Defense (DOD) SECRET clearance. DD Form 254, Department of Contract Security Classification Specification, Attachment 7, is hereby incorporated into this solicitation and resulting contract and compliance is mandatory.

10.1. CONTRACTOR RESPONSIBILITIES

The work to be performed under this contract requires access to and handling of classified information up to and including SECRET security level. The contractor shall obtain personnel clearances as required by the Department. The Contractor is responsible for providing information to the Government or civilian facility necessary to obtain clearances, permits, and security badges which will allow Contractor personnel access to work sites. This shall include any police checks, investigations, or other requirements of the badge issuing activity. Further, the Contractor is responsible for ensuring security badges are promptly returned to the COR upon termination of an employee or completion of a given project.

10.2. CONTRACTOR BADGES

The Contractor shall provide picture identification badges for all employees performing work under the Contract. When temporary employees are used for periods of two weeks or less, temporary identification badges without photos may be used. Identification badges shall clearly identify the Contractor's name, Contract number, the individual's full name, and gender. Badges shall be worn at all times and clearly displayed while performing work located on a

government facility. Contractor employees' identification badges shall be worn in addition to any security badges or passes required by a host government activity where work is being performed.

10.3. Industrial Security Program

The contractor shall immediately submit a request to Defense Industrial Security (DIS) for individual personnel clearances. A copy of this shall be provided to the COR. The contractor shall provide the COR and TPOC with a copy of the clearance status (either approved or disapproved) on each individual when received from DIS.

10.4. Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information (5252.204-9400; July 2013).

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – "DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)" dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

10.5. APPLICABILITY

This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DoN as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

10.6. ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy Command and shall out-process prior to their departure at the completion of the individual's performance under the contract.

10.7. ACCESS TO DOD IT SYSTEMS

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity's Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N;

therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

10.8. INTERIM ACCESS

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

10.9. DENIAL OR TERMINATION OF ACCESS

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

10.10. CONTRACTOR'S SECURITY REPRESENTATIVE

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity's Security Manager and the

Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

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

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

- SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations

remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DoN Central Adjudication Facility (CAF) for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

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

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

- Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and
- Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a FBI fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

- SF-85 Questionnaire for Non-Sensitive Positions
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM.

Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

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

11. CONTRACTOR POINTS OF CONTACT

Within 5 days of contract award, Contractor shall provide points (ex. cell phones/email) of contact information for all key personnel identified in the contract. These individuals will be required to be accessible though these points of contact after standard work hours, on weekends, and for emergencies.

12. GOVERNMENT POINTS OF CONTACT

12.1. COR

Beth-Anne Pursley
FLC Norfolk
1968 Gilbert Street
Building W-143 Floor 6; Rm A604
Norfolk, VA 23511-3392
Phone number: 757-443-1736
Email: bethanne.pursley@navy.mil

12.2. TPOC

John Krebs
FLC Norfolk
1968 Gilbert Street
Building W-143 Floor 5; Rm 502
Norfolk, VA 23511-3392
Phone number: (757) 443-1141
Email: john.krebs@navy.mil

13. LIST OF ACRONYMS

AT6 – Excess Materials assigned a COSAL Allowance Type Code of Six (6)
BUMED – Bureau of Medicine and Surgery
CAF - Central Adjudication Facility
CFR – Code of Federal Regulations
CNO – Chief of Naval Operations
CNSL – Commander, Naval Surface Forces, U.S. Atlantic Fleet
COMNAVSUBLANT – Commander, Naval Submarine Forces, U.S. Atlantic
COMNAVSURFLANT – Commander, Naval Surface Forces, U.S. Atlantic
COR – Contracting Officer Representative
COSAL – COordinated Ships Allowance List
CTRA – Consolidated TAMS Readiness Assessment
DECOMM - Decommissioning Activity
DIS - Defense Industrial Security
DoD – Department of Defense
DODISS – Department of Defense Index of Specifications and Standards
DoN – Department of the Navy
ERP – Enterprise Resource Planning FLCN – Fleet and Industrial Supply Center, Norfolk
FAR – Federal Acquisition Regulation
FBI - Federal Bureau of Investigation
FEDLOG – Federal Logistics Information Database
FTR – Federal Travel Regulations
G&A – General & Administrative
GFE/CFE – Government/Contractor Furnished Equipment
GFI – Government Furnished Information
GFR – Government Furnished Resources
GPETE – General Purpose Electronic Test Equipment
HAYSTACK – Online Database FLIS (Federal Logistics Information System)
HAZMAT – Hazardous Material
HSPD - Homeland Security Presidential Directive

IATA - International Air Transport Association
IAW – In Accordance With
ILO – Integrated Logistics Overhaul
ILS – Integrated Logistics Support
ILSMIS – Integrated Logistics Support Management Information Systems
LOGICOM – Online Database Resource for NSN and NIIN
MAM-Maintenance Assist Module
MHE – Material Handling Equipment
MRP – Material Return Program
N-ERP – Navy Enterprise Resource Planning
NACI - National Agency Check with Written Inquiries
NACLIC - National Agency Check with Law and Credit
NAVCOMPT – Naval Comptroller
NAVICP – Naval Inventory Control Point
NAVMED – Naval Medical Command
NAVSEA – Naval Sea Systems Command
NAVSEALOGCEN – Naval Sea Systems Command Logistics Center
NAVSUP – Naval Supply Systems Command
NIIN – National Item Identification Number
NNSY – Norfolk Naval Shipyard
NPFC – Naval Publications and Forms Center
NSA – Naval Supervising Activity
NSN – National Stock Number
ODC – Other Direct Costs
OPM - Office of Personnel Management
OPNAV – Operations of the Navy
OSI – Operating Space Items
PHI - Protected Health Information
PR – Purchase Request
PWS – Performance Work Statement
QASP – Quality Assurance Surveillance Plan
QCP – Quality Control Plan
REMOVE – Removal of Excess Material and Validity Enhancement
RFI – Ready for Issue
RMMS – Residual Material Management System
ROMIS – Real-Time Outfitting Management Information System
RRAM – Real-Time Reutilization Asset Management
RRM – Ready Resource Material
SAAR-N - System Authorization Access Request Navy
SECNAV – Secretary of the Navy
SCRAMP – Shipbuilding and Conversion Navy Residual Asset Management Program
SHIPALT – Ship Alteration
SOA – Start of Availability
SOM – Sponsor Owned Material
SPETERL – Ships Portable Electrical/Electronic Test Equipment Requirement List
SSBI -
SUBCLINS – Contract Line Item Number
SUBLANT – Submarine Forces, U.S. Atlantic
SUBRATS – Submarine Residual Asset Temporary Storage SURFLANT – Surface Forces, U.S. Atlantic
TA – Technical Assistant
TAC – Transportation Accounting Code
TAMS – Test and Measurement System
TARP – Technical Assistance for Repairable Processing
TAV – Total Asset Visibility
TDS – Temporary Deployment Spares
TPOC – Technical Point of Contact
TYCOM – Type Commander
VAR - Visit Authorization Request
WPM – Wood Packaging Material
X-MAM – Excess Maintenance Assistance Module

(End of Text)