



**PERFORMANCE WORK STATEMENT
FOR
NAVAL BEACH GROUP TWO SERVICES SUPPORT**

1.0 INTRODUCTION

Commander, Naval Beach Group TWO (CNBG-2) is an Echelon IV Command, subordinate to Commander, Expeditionary Strike Group TWO, located on Joint Expeditionary Base, Little Creek-Fort Story, Virginia Beach, Virginia. CNBG-2 is also the immediate superior in command (ISIC) for four subordinate commands: Assault Craft Unit TWO (ACU-2), Assault Craft Unit FOUR (ACU-4), Amphibious Construction Battalion TWO (ACB-2), and Beachmasters Unit TWO (BMU-2). ACU-2 operates displacement craft (LCU'S); ACU-4 operates non-displacement craft (LCAC); BMU-2 conducts beach operations and surf salvage supporting the landing zones for both displacement and non-displacement craft; and ACB-2 is supports Maritime Prepositioning Force (MPF) ship-to-shore movement operations with conventional watercraft as well as limited expeditionary construction operations.

CNBG-2 main missions and scope of responsibilities mandates specific skill sets to primarily support MPF/Naval Support Element (NSE) operations, management of Defense Property Accountability System (DPAS) as the Accountable Property System of Record (APSR) for General Personal Property Equipment (GPPE) assets, manage Reserve Component personnel, expeditionary equipment including watercraft systems, civil engineering support equipment, personal protective equipment, CBRNE outfitting, and cold weather systems.. Expertise to acquire subject matter experts for all matters relating to readiness and training for the stated elements is critical; specifically those programs that focus on the training and equipping of all MPF/NSE craft crew personnel, Reserve Component Program Management (training the Active Component), Reserve Component personnel in expeditionary operations, and management of DPAS equipment.

2.0 ACRONYMS

3M	Material, Maintenance, and Management
ABFC	Advanced Base Functional Component
ACAMS	Army Container Asset Management System
ACB-1	Amphibious Construction Battalion ONE
ACB-2	Amphibious Construction Battalion TWO
ACR	Allowance Change Request
ACU-1	Assault Craft Unit ONE (Coronado, CA)
ACU-2	Assault Craft Unit TWO (Little Creek, VA)
ACU-4	Assault Craft Unit FOUR (Little Creek, VA)

ACU-5	Assault Craft Unit FIVE (Camp Pendleton, CA)
ADT	Active Duty for Training
AFOE	Assault Follow-on Echelon
AIDPMO	Army Intermodal Distribution Platform Management Office
AT	Annual Training
AMD	Activity Manning Document
BIC	Blount Island Command, Jacksonville, FL
BMU-1	Beachmaster Unit ONE (Coronado, CA)
BMU-2	Beachmaster Unit TWO (Little Creek, VA)
C4I	Command, Control, Communications, Computers & Intelligence
CAC	Common Access Card
CBR	Chemical, Biological, Radioactive
CEEI	Civil Engineering End Items
CESE	Civil Engineering Support Equipment
CMS	Career Management System
CNBG-2	Commander, Naval Beach Group TWO (Little Creek, VA)
CNBG-1	Commander, Naval Beach Group ONE (Coronado, CA)
CNSP	COMNAVSURFPAC
COMNAVSURFPAC	Commander, Naval Surface Forces, Pacific Fleet
COMPACFLT	Commander, U.S. Pacific Fleet
COR	Contracting Officer's Representative
CVS	Contractor Verification System
DoD	Department of Defense
DON	Department of the Navy
ESAPI	Enhanced Small Arms Protective Insert
EXWC	Expeditionary Warfare Center
FDNF	Forward Deployed Naval Force
FIE	Fly-in-Echelon
FLTMPS	Fleet Training and Management Planning System
HQ	Headquarters
IA	Individual Augment
IBA	Individually Billed Account
IDTT	Individual Duty Training with Travel
IUID	Individual Unit Identification
JFTR	Joint Federal Travel Regulations
JLOTS	Joint Logistics Over-the-Shore
JOPES	Joint Operations Planning and Execution System
JTR	Joint Travel Regulations
LCU	Landing Craft Utility
MEU	Marine Expeditionary Unit
MPF	Maritime Prepositioning Force
MPSRON	Maritime Prepositioning Force Squadron
NAB	Naval Amphibious Base
NAVFAC	Naval Facilities Command

NAVMAC	Navy Manpower and Analysis Center
NAVSUP	Naval Supply Center
NBC	Naval Base Coronado
NBG-2	Naval Beach Group TWO
NBG-1	Naval Beach Group ONE
NEPO	Naval Expeditionary Programs Office
NROWS	Navy Reserve Order Writing System
NRRM	Navy Reserve Readiness Model
NSIPS	Navy Standard Integrated Personnel System
OSHA	Occupational Safety and Health Administration
OSO	Operations Support Officer
OTA	Outstanding Travel Advance
PGI	Personal Gear Issue
POE	Projected Operational Environment
POM	Projected Operations Memorandum
QST	Quarterly Sustainment Training
RC	Reserve Component
RFI	Request for Information
RFID	Radio Frequency Identification
RHS	Reserve Headquarters System
RO	Reviewing Official
ROC	Required Operational Capabilities
RSO	Reserve Support Operations
TOA	Table of Allowance
TOPS	Transaction Online Processing System
TOAD	Table of Allowance Database
TUSCHA	Type Unit Characteristic Data
USFFC	U.S. Fleet Forces Command

3.0 SCOPE

3.1 The contractor shall make recommendation on the acquisition of equipment for NBG-2. The contractor shall recommend unit requirements by working with NBG-2 staff and subordinate commands to identify shortfalls, capability gaps, and new product initiatives that support mission requirements as defined by the ROC POE. The process will include establishing a working relationship directly with the Naval Facilities Naval Expeditionary Programs Office (NAVFAC NEPO) to develop a systematic plan to acquire equipment to support expeditionary operations including Headquarters Element command, control, communications, computers and information equipment (C4I), CESE, Infantry Gear, equipment maintenance facilities, tent camp material, and sustainment equipment. The contractor shall also familiarize himself/herself with federal and Department of Defense Acquisition Regulations.

3.2 The contractor shall manage inventory for NBG-2 to include establishing a program to conduct deliberate inventory of systems down to the assembly. The inventory process shall include assessing material status and determining the need for replacement, disposal or

generation of a new requirement for system enhancement. Inventories will be scheduled on an annual basis or more frequent as required. The status of inventory will be captured by the Inventory Manager in a formal report to be submitted via the chain of command to the unit's commanding officer.

3.3 The contractor shall perform lifecycle support for NBG-2. The contractor will ensure that major end items (i.e. 2C COG material) have the full spectrum of life cycle support for the duration of the equipment's projected operational functionality for the units. The contractor will ensure that equipments and or systems delivered to the customer commands are supported with training (if required), have established 3M systems, facilities support, support equipment (i.e. test equipment), computer resources, and technical documentation. The contractor will provide feedback to the appropriate systems command has not provided support the system being evaluated.

3.4 The contractor shall recommend whether a piece of equipment should be disposed by NGB-2. The contractor will assist the command in determining whether or not the system in question is still capable of meeting mission specifications per the original design. If the system is inadequate or has reached its end of service life, the contractor will make the appropriate recommendation to facilitate the disposal of the system in accordance with DON guidelines. The contractor will prepare, submit for command revision and track all official correspondence related to any equipment disposal.

3.5 The contractor shall provide training to NBG-2 Reserve Component personnel. The contractor will develop and implement a training strategy for NBG-2 Reserve units. The contractor will use all applicable resources to include but not limited to the ROC POE, unit Standard Operating Procedures, Joint and Navy doctrine publications and system technical manuals. The contractor shall provide periodic status reports to the chain of command detailing training progress and/or issues.

4.0 REQUIRED TASKS

4.1 TRAINING PROGRAM MANAGER/SPECIALIST

- Assist in developing training plans and implementing procedures required to manage and train NSE personnel on craft that are commonly pre-positioned onboard Maritime Sealift Command (MSC) shipping.
- Maintain operational knowledge and expertise within the NBG-2 command structure on MPF operations, specifically the NSE and how that element integrates into the larger operation of supporting ground forces ashore.
- Be fully familiar with all craft and equipment resident with all four NBG-2 subordinate commands: ACU-2, ACU-4, ACB-2, and BMU-2.
- Be fully familiar with all of the ship classes, their capabilities, limitations, load outs, and offload requirements for the MSC shipping that supports the MPF mission areas.
- Coordinate the development and execution of a standardized Integrated Training Team (ITT) for all MPF training cycles, and provide recommendations

throughout the NSE training cycle as well as any contingency operation (as directed).

- Provide analysis of training trends and proficiency levels of continual certification requirements to CNBG-2.
- Provide development, recommendations and long-term management of CEs related to MPF and AFOE operations for the NBG-2 and subordinate commands.
- Contribute subject matter expertise during Training Readiness Assessments and CEs.
- Provide training for NSE watch station billets and assist with qualification efforts.
- Conduct periodic Pre-Deployment Inspections (PDI) on AFOE and Rear Echelon (RE) assets.
- Provide vital experience and consistency/continuity at COLDS/SSO conferences, workshops and meetings. Assist NBG-2 and subordinate commands representation (as directed) by recommending unified response for operational requirements.
- Coordinate integrated training events focused on MPF/AFOE required skill sets.
- Develop and maintain a quarterly MPF and AFOE status report that provides a full, real time snapshot of personnel and equipment readiness.
- Provide centralized recommendations for guidance and training to new and inexperienced MPF Officers on the staff and at subordinate units.
- Provide a continuity of MPF/AFOE operational experience from one staff to the successor.
- Assist with exercise planning and policy development, as directed.
- Provide historical background and subject matter expertise for Research and Development efforts, including MPF and SEABASING.
- Coordinate and manage new training development efforts including formal courses of instruction, PQS, web based training, and training aides that aid in improving readiness for the MPF/AFOE mission.
- Provide staff level recommendations of the COLDS formal training program. Coordinate training requirements with the Training Support Agency, school house, subordinate units and SSPO.
- Provide research on, review of and revisions to publications as directed by CNBG-2 or other staff members.
- Verify as directed that the Naval Reserves, who make up 60% of the manpower, are trained by the appropriate commands and have full access to formal school-house training.

4.2 NBG-2 TOA INVENTORY MANAGER

- Assist NBG-2 TOA Program Manager, as well as subordinate units in the management of TOA asset inventory information in the Table of Allowance Database (TOAD).
- Reconcile physical inventory against Advanced Base Functional Component (ABFC-View) TOA on a quarterly basis.

- Validate the mission requirements provided by NBG-2 subordinate units and listed as part of the MPF ABFC/TOA missions against current ROC/POE mission requirements as directed.
- Upon receipt of all centrally managed 2C Cog items, draft and submit a DoD Property Record Form DD1342 and Material Inspection and Receiving Report Form DD250 to NAVFAC EXWC.
- Assist in the coordination of the budget request process for NBG-2 and all subordinate commands as directed including but not limited to collating and prioritizing procurement list item inputs with respect to inventory shortages, over-age equipment, and items requiring replacement
- From the budget request inputs, prepare for review (by the NBG-2 Supply Officer and approval from CNBG-2), the annual budget request to the NEPO, in support of the Annual Buy Plan process.
- Coordinate the tracking of TOA shelf-life items and deferred purchase items with NBG-2 subordinate units and the TOA Program Manager to identify current and future funding requirements and provide recommendation accordingly.
- Coordinate review of on hand TOA equipment to ensure all applicable items are in compliance with DOD Unit Identification Data (UID) and Radio Frequency Identification Data (RFID) marking requirements.
- Assist in the development of a Phased Recapitalization Plan to coincide with POM budget submissions.
- Assist the CNBG-2 Supply Officer and subordinate units with establishing policy, procedures and planning for the physical protection and accountability of TOA material.
- Assist in the development and maintenance of TOA reporting systems that will provide material readiness status of TOA assets.
- Provide subordinate unit TOA material readiness updates to the NBG-2 TOA Program Manager and NBG-2 Supply Officer on a monthly basis.
- Analyze warehouse and container storage requirements for NBG-2 units to ensure adequate containers and storage facility area are available; and that proper labeling/identification of assets are applied to each.
- Assist in the development, implementation and maintenance of the material location tracking system for all TOA items across CNBG-2 and all subordinate commands.
- Facilitate TOA reviews with the NBG-2 Supply Officer and subordinate command representatives, ensuring appropriate and correct changes to TOA items and quantities are identified and applied.
- Assist the NBG-2 liaison to Naval Expeditionary Warfare Command (NEXWC) TOA Commodity Managers and Integrators as directed to ensure that TOA equipment is consistent with current technology.
- Assist with the management and review of ACR submissions to ensure requested updates and changes to NBG-2 TOA are properly identified and submitted for review to the TOA Program Manager.

- Coordinate all recommended changes and alternatives with NEPO, NAVFAC EXWC, appropriate commands, and any Initial Planning Team (IPT) working group.
- Participate in TOA planning conferences (as required), and make recommendations for prioritization of TOA modernization and recapitalization procurements based on staff guidance.
- Update DPAS with all TOA items received that meet the Accountable Property reporting criteria.
- The contractor will attend various meetings and conferences. At these meetings and conferences the contractor must act tactfully and responsibly. In cases where decisions or input is required the contractor must so advise those involved that he/she is just fulfilling an advisory role and is not the final decision maker, and shall seek the advice from the appropriate authority before providing input.
- The contractor shall also be required to prepare clearly written reports summarizing the events of the meetings, the action resulting from the meeting, and an analysis of how this may or may not be to the advantage of the Command. These reports will be used for internal information of the staff, and possibly for the record.

4.3 RESERVE COMPONENT MANAGEMENT ASSISTANT-SUPPLY

- Provide ACB-2 Reserve Component detachment management supply support.
- Provide liaison between Active and Reserve components in an effort to increase overall readiness through augmentation, mobilization and peacetime contributory support.
- Provide logistical management support to maintain uniform and consumable inventories, required for disbursement to Reserve Component personnel.
- Review ACB-2 detachments readiness reports for thoroughness and accuracy. Verify mission skills tracking; recall information, monitoring gains/losses, and awards. Monitor the annual training management report.
- Assist in coordinating annual Reserve Component conferences, including participants, guest speakers, schedules and location/facilities.
- Assist the Training Officer with mobilization support tasks. Provide assistance with CONUS and OCONUS mobilization requirements including passports, gear issue, medical, orders and travel arrangements.
- The contractor will attend various meetings and conferences. At these meetings and conferences the contractor must act tactfully and responsibly. In cases where decisions or input is required the contractor must so advise those involved that he/she is just fulfilling an advisory role and is not the final decision maker, and shall seek the advice from the appropriate authority before providing input.
- The contractor shall prepare clearly written reports summarizing the events of the meetings, the action resulting from the meeting, and an analysis of how this may or may not be to the advantage of the Command. These reports will be used for internal information of the staff, and possibly for the record.

4.4. ACB-2 TOA INVENTORY MANAGER

- Assist the Supply Officer to validate ROC/POE and TOA mission requirements, and coordinate with Battalion companies to provide physical inventory and Ready-For-Issue (RFI) status support for all TOA material.
- Facilitate and coordinate a scheduled inventory of TOA materials with Company Commanders on a monthly basis.
- Reconcile physical inventories against the TOAD and maintain that database for the unit.
- Coordinate with the Supply Officer and Battalion companies to create procurement lists for TOA items required to replace shortages, lost, missing, and/or damaged items.
- Provide recommendation for and take actions when required to record lost, missing, stolen, damaged, and/or the appropriate disposal of TOA items. Secure required replacements through NEPO, NEXWC, or the unit's Supply Department.
- Review the NEPO Buy Plan regularly and provide recommendations as required.
- Coordinate with NEPO and ACB-2 personnel to prioritize CESE requirements and determine the overhaul or repair of current CESE on hand.
- Coordinate with the Supply Officer and Battalion companies to identify and track shelf-life items and deferred purchase items.
- Coordinate with the Supply Officer and Battalion companies to ensure items are in compliance with DoD requirements for UID and RFID initiatives.
- Collaborate with DPAS Administrator to ensure all assets that meet the DPAS criteria are properly recorded in DPAS.
- Assist ACB-2 and NAVFAC in the development of a phased recapitalization plan to coincide with POM budget submissions.
- Participate in TOA planning conferences as required and make recommendations for prioritization of TOA modernization and recapitalization procurements. Facilitate TOA scrubs ensuring changes to items and required quantities are identified.
- Coordinate and assist the Supply Officer and Battalion companies to ensure procedures and measures are in place to provide physical protection, control, and security to ensure accountability of TOA material. Assist in optimizing warehouse and container storage requirements and the stowage of TOA assets for safekeeping.
- Assist ACB-2 liaison to NAVFAC EXWC and NEPO TOA commodity managers and integrators as directed to ensure that TOA equipment is consistent with the latest mature technology.
- Coordinate and manage the ACR process to ensure the P01A TOA reflects the overall ACB-2 requirements as it relates to the ROC/POE.
- Collaborate with the NBG-2 TOA Program Manager regularly to ensure the most up-to-date information regarding TOA equipment and required changes are promulgated.
- Collaborate with the command Container Control Officer in managing International Standards organization (ISO) containers that ensures a high state of

readiness for deployment. Inspect new containers for damages at point of receipt and provide reporting documentation to EXWC.

- Assist the coordination of the receiving process for TOA materials as required.
- Assist the Supply Officer and Supply Department personnel with all logistics management functions as directed.
- The contractor shall also be required to prepare clearly written reports summarizing the events of the meetings, the action resulting from the meeting, and an analysis of how this may or may not be to the advantage the Command. These reports will be used for internal information of the staff, and possibly for the record.

4.5. ACB2 RESERVE COMPONENT MANAGEMENT ASSISTANT-ADMIN

- Provide ACB-2 Reserve Component detachment management administrative support.
- Tracks and provides scheduled dates for mid-term counseling, EOT awards, SOQ, CAP program, LOD's and regular awards.
- Creates tracking mechanisms for submitted awards/evaluations, and provides input and recommendations to the Training Officer, via the RCPM.
- Manages welcome aboard packages and recall rosters.
- Review ACB-2 detachments readiness reports for thoroughness and accuracy. Verify mission skills tracking, monitoring gains/losses and the annual training management report.
- Assist in coordinating annual Reserve Component conferences, to include arranging for and management of participants, guest speakers, schedules and location/facilities.
- Assist the RCPM and Training Officer with operational, administrative and mobilization support. Ensure accuracy of contact information, letters and orders.
- Assist the Administrative Department with guidance on reserve evaluations, recognition programs and awards. Provide assistance with CONUS and OCONUS mobilization requirements, including passports, gear issue, medical, orders and travel arrangements.
- The contractor shall also be required to prepare clearly written reports summarizing the events of meetings, the action resulting from the meeting, and an analysis of how this may or may not be to the advantage the Command. These reports will be used for internal information of the staff, and possibly for the record.

4.6. ACB-2 RESERVE COMPONENT COORDINATOR

- Monitor and coordinate the ACB-2 Reserve Component detachment enlisted billets to properly fill and extend billets supporting ACB-2's ROC/POE requirements.
- Provide assistance as directed between Active and Reserve components in an effort to increase overall readiness through augmentation, mobilization and peacetime contributory support.
- Coordinate monthly training evolutions, ensuring reserve component mission requirements are incorporated into monthly training periods and support NBG-2's Reserve Component training philosophy and all bi-annual training exercises.
- Provide ACB-2's Supply Officer with information required to obtaining funding for reserve component personnel that require additional exercise, operational or school training periods.
- Provide in-house quota control for assigned COLDS training classes. Coordinate with ACB-1 RC point of contact to ensure all COLDS training class vacancies are filled.
- Request school quotas through Civil Engineer Community (CEC) and Reserve Forces Command (RESFORCOM) quota control managers for OF-7 ratings.
- Assist Reserve Component Detachment OICs with developing training plans and policies that conforms to detachment management procedures.
- Monitor AFOE billet assignments to maximize reserve component readiness.
- Ensure compliance with the training pipelines delineated in the COLDS Naval Training Systems Plan (NTSP) for Amphibious Bulk Liquid Transfer System (ABLTS) , Roll On/Roll Off Discharge Facility (RRDF), Elevated Causeway System- Modular (ELCAS- M), , causeway ferry (CF), warping tug (WT), and Offshore petroleum Discharge System (OPDS). Provide similar compliance for OF-7 training pipelines supporting the base camp mission.
- Provide recommendations for AT, ADT, and IDTT in the form of the ATMR.
- Provide assistance and guidance to Reserve Component staff codes and DET OIC in managing monthly reserve readiness reports. Provide information briefings to the Commanding Officer. Provide recommendations to ensure readiness reports are of acceptable detail and accurate.
- Assist ACB-2's Supply Officer with coordination of Operations and Maintenance, Naval Reserve (OMNR) funds supporting reserve component training, equipment, and supplies.
- Coordinate attendance and/or initiation of required annual Reserve Component conferences, as directed.
- Assist the CO/XO/CMDCM, and each company with operational, administrative and mobilization support. Ensure accuracy of contact information, letters and orders. Assist the Administrative Department with reserve evaluations, recognition programs and awards. Provide assistance with CONUS and OCONUS mobilization requirements, including passports, gear issue, orders and travel arrangements.
- Assist as directed in the coordination of ATP/RMP (add-drills) for Reserve Component personnel provided by USFF/COMNAVRESFOR through NBG-2's Operational Support Officer (OSO).

- The contractor shall prepare clearly written reports summarizing the events of meetings, the action resulting from the meeting, and an analysis of how this may or may not be to the advantage the Command. These reports will be used for internal information of the staff, and possibly for the record.

4.7. ACB-2 DPAS ADMINISTRATOR

- Recording and accounting for government furnished property using DPAS as the APSR while ensuring data security and data integrity.
- Upon receipt, delivery, or acceptance, establish accountability for all government furnished property as specified in applicable instructions, to include controlled pilferable, and sensitive items with a security classification level up to and including secret items.
- Schedule and execute physical inventories for government furnished property, to include reconciling, documenting, and filing all discrepancies as well as correctly entering that data into DPAS.
- Perform and/or monitor property tagging actions using Automated Information technologies (AIT) DPAS scanners, labels, and printers on current command personal property, with the results entered into DPAS. Submit triennial physical inventory certification of completion to Commander, U.S. Fleet Forces Command.
- Maintain auditable records in paper and/or electronic formats of property records for review. Records shall be kept for a period beginning at time of receipt and expiring 3 years after an item has been retired (via disposal, transfer, or survey). Establish local controls and utilizes all available management reporting to ensure data completeness and accuracy.
- Disseminate personal property system policies and procedures information and provide necessary oversight to ensure compliance with directives throughout ACB2.
- Perform queries in DPAS to provide management information required by the Major Claimant, the Commander, the Supply Officer, or other personnel to support property management or budget related decisions.
- Ensure assets are entered into DPAS and bar coded within 7 calendar days of receipt, with custody cards signed for all assets.
- Optimize warehouse and container storage requirements for ACB-2.
- Provide weekly updates to the Commanding Officer via the Supply Officer.
- The contractor will attend various meetings and conferences, at these meetings and conferences the contractor must act tactfully and responsibly. In cases where input is required the contractor must so advise to those involved that he/she is just fulfilling and advisory roll and is required to seek the advice from the appropriate authority before providing input.
- The contractor shall also be required to prepare clearly written reports summarizing the events of the meetings, the action resulting from the meeting, and an analysis of how this may or may not be to the advantage the Command. These reports will be used for internal information of the staff, and possibly for the record.

- The contractor must be knowledgeable of and comply with the letter and the spirit of DOD, U.S. Navy, and Command policies and guidelines with respect to the handling and the safeguarding of classified information, standards of conduct (conflict of interest), and equal opportunity goals.
- Act as the subject matter expert (SME) providing supplemental DPAS and personal property management oversight assistance to NBG-2 Supply Officer, regarding DoD, SECNAV, USFFC, and CNSL General Plant, Property, and Equipment (Gen PP&E) policies and procedures. Assist with Command reviews and audits as required.

5.0 APPLICABLE DOCUMENTS

- OPNAVINST 3501.93E ROC POE
- NAVFACINST 4423.1H TOA and ABFC Policy and Processes
- COMNAVBEACHGRU ONE 4400.1 TOA Management and Reporting Procedures

6.0 REQUIREMENTS

6.1 Vendor Requirements

- The selected vendor shall be eligible to obtain a “Confidential or Secret” level clearance as required by the position.
- The selected vendor shall be issued a CAC Card.
- The selected vendor shall service NBG-2 units and must be able to access Navy and Marine Corps bases, including NBC, Navy Outlying Field, BIC, and MCB Camp Pendleton.
- The selected vendor will require access to the Navy Marine Corps Intranet.

7.0 PERFORMANCE OBJECTIVES

- Contractor shall inventory TOA to the Assembly Level on a Quarterly basis.
- Contractor shall inventory TOA to the NSN Level on an Annual basis.
- Contractor shall assist as directed in the development of guidance and instructions that govern the management of unit TOA.
- Contractor shall validate and identify equipment shortfalls and recommend suitable substitutes and provide procurement priorities.
- Contractor shall coordinate with program communities (NAVFAC, SPAWAR, MARCORSYSCOM, NAVSUP, and NAVSEA) to ensure unit TOA are outfitted according to ROC POE requirements.
- Contractor shall be proficient in the use of the Master Reserve Unit Assignment Document (RUAD)

- Contractor shall be proficient in the use of multiple Navy databases to include: FLTMPMS, the Navy Reserve Readiness Module (NRRM), CMS, Reserve Headquarters System (RHS), and NSIPS.
- Contractor shall assist as directed in the coordinate with Navy Manpower Analysis Center to ensure Reserve manning and training meets operational requirements.
- Contractor shall be proficient in processing Reserve orders for Active Duty for Training, Annual Training, and Individual Duty Training for Travel.
- Contractor shall schedule, plan, and execute Quarterly Sustainment training for the Reserve Detachments.

8.0 DELIVERABLE REQUIREMENTS

8.1 Required Reporting:

- The Inventory manager shall submit a weekly report to the Commander detailing the status of unit TOA and actions taken to mitigate issues.
- The Inventory Manager shall submit a quarterly report to the Commander addressing TOA status for all NBG-2 units.
- The Training Coordinator shall submit a weekly report to the Commander detailing the status of Active and Reserve training and actions taken to mitigate issues.

9.0 WORK ENVIRONMENT AND GOVERNMENT FURNISHED EQUIPMENT

For CNBG-2, a permanent workspace for contractor employees will be provided on Joint Expeditionary Base, Little Creek-Fort Story, Virginia Beach, Virginia. Regular working hours are based on a 40-hour work week and shall include a minimum of eight hours between 0730 hours and 1600 hours, Monday through Friday, excluding Government holidays. The contractor shall ensure that the hours chosen for daily operation are adequate to provide representation during the full workday. Access to the space may be granted on weekends and Federal Holidays. The contractor may use these facilities as necessary to complete the required tasking under the PWS.

For ACB-2, a permanent workspace for contractor employees will be provided at on Joint Expeditionary Base, Little Creek-Fort Story, Virginia Beach, Virginia. Regular working hours are based on a 40-hour work week and shall include a minimum of eight hours between 0730 hours and 1600 hours; Monday through Friday, excluding Government holidays. The contractor shall ensure that the hours chosen for daily operation are adequate to provide representation during the full workday. Access to the space may be granted on weekends and Federal Holidays. The contractor may use these facilities as necessary to complete the required tasking under the PWS.

Computer hardware and software, access to local telephones including long distance access and other necessary supplies will be provided by the Government when the contractor is performing

under this contract at CNBG-2 or CNSL spaces. All equipment procured by the Government will remain the property of the Government upon completion of this effort.

10. DATA RIGHTS

In accordance with the data rights clauses, all data or software deliverables are to be prepared at Government expense using Government data -- and are therefore subject to unlimited or unrestricted rights. The Government will retain care, custody, and control of all records associated with contractor performance and/or deliverables. Contractor shall not duplicate, destroy, distribute, or retain any data/software provided, maintained, developed, or delivered under this contract without the express and written permission of the contracting officer.

11.0 CONTRACTOR PERSONNEL REQUIREMENTS

11.1 TRAINING PROGRAM MANAGER/SPECIALIST: General Knowledge. The contractor must have an in-depth knowledge or in-depth working experience in the following:

- The theory of mechanical applications with emphasis on operations, maintenance and training of CESE, and marine craft.
- Ability to determine operating parameters of both personnel and equipment.
- Ability to determine the readiness conditions of equipment and proficiency levels of personnel.
- In-depth technical knowledge to accurately assess the operational and technical capability of all NSE equipment required to fulfill MPF mission requirements. Assessment of the operational capability of the equipment shall include ascertaining the equipment suitability to support the mission. Knowledge of the technical characteristics of the equipment shall include the equipment characteristics and capabilities.
- DoD and Navy operational, maintenance, training and logistic support organizations.
- Have specific knowledge of their operating procedures pertaining to CESE and watercraft.
- The Navy's PMS program and the ability to determine requirements for special applications for ensuring equipment/craft operability and readiness.
- The preservation/de-preservation requirements for operating in a marine environment.
- The Navy's PQS program and the policies that govern its application, development and revisions.
- The Navy Training program and its requirements.
- The Navy's curriculum development requirements for conventional and web based applications.
- The MPF mission operating procedures, policies, ships, capabilities and cargo.
- Amphibious operations, ship to shore movement, command and control organizations during the AE, AFOE, MPF and JLOTS environment.
- The NSE organization and sub elements, to include their missions, procedures and manning requirements.
- The Ready Reserve Force, managed by MARAD.

11.2 NBG-2 TOA INVENTORY MANAGER: The contractor must have an in-depth knowledge or in-depth working experience in the following:

- All NAVFAC TOA instructions and procedures for management of TOA items, and submission of ACRs
- Tracking and implementation of technical updates/modifications to TOA equipment, facilities, and assemblies.
- ROC/POE for NBG-2 and their subordinate commands.
- Microsoft Office programs, the use of which is required to maintain and process inventory data, generate reports and presentations.
- DoD and Navy operational, maintenance, and logistic support instructions
- NBG-2 organizational, operational, maintenance and logistic support instructions.
- DoD and OPNAV instructions for the management, maintenance, certification and repair of Intermodal Dry Cargo Storage and Transportation Containers.
- Navy Supply administration, organization, procedures, and forms required to perform tasks associated with material management.
- Working knowledge and experience accessing and updating DPAS as well as the Army Container Asset Management System (ACAMS)

11.3 RESERVE COMPONENT MANAGEMENT ASSISTANT-SUPPLY: The contractor must have a working level of knowledge and experience in the following:

- The ROC/POE mission requirements.
- COLDS NTSP.
- Navy supply system functions and procedures.
- Personal Gear Issue (PGI) requirements
- Inventory procedures and processes
- DoD and Navy operational, maintenance and logistic support organizations and procedures, and have specific operating knowledge of the CESE and watercraft assigned to each organization.
- Funding sources provided by RESFOR and COMNAVSURFLANT for AT/ADT/IDTT/ADSW/Mobilization orders.
- RESFOR, BUPERS, DoD instructions for reserve management, specifically regarding funding, training, administrative and mobilization requirements and processes.
- Experience in data and word processing formats required to maintain and process data, and to provide rapid access to specific information.

11.4ACB-2 TOA INVENTORY MANAGER: General Knowledge: The contractor must have an in-depth knowledge or in-depth working experience in the following:

- TOA management procedures and terminology, and the ability to track shelf life and technical updates/modifications to equipment.

- Data and word processing formats required to maintain and process data, and the ability to provide rapid access to specific information.
- DoD and Navy operational, maintenance, and logistic support organizations and procedures.
- Navy Supply administration, organization, procedures, and forms required to perform tasks associated with the safe, effective and efficient management of materiel.

11.5 ACB2 RESERVE COMPONENT MANAGEMENT ASSISTANT-ADMIN: The contractor must have knowledge and working experience in the following:

- The ROC/POE mission requirements.
- COLDS NTSP.
- DoD and Navy operational, maintenance and logistic support organizations and procedures, and have specific operating knowledge of the CESE and watercraft assigned to each organization.
- Funding sources provided by RESFOR and COMNAVSURFLANT for AT/ADT/IDTT/ADSW/Mobilization orders.
- RESFOR, BUPERS, DoD instructions for Reserve management, specifically regarding funding, training, administrative and mobilization requirements and processes.

11.6. ACB-2 RESERVE COMPONENT COORDINATOR: The contractor must have an in-depth knowledge and in-depth working experience in the following:

- The ROC/POE mission requirements.
- COLDS NTSP.
- DoD and Navy operational, maintenance and logistic support organizations and procedures, and have specific operating knowledge of the CESE and watercraft assigned to each organization.
- Funding sources provided by RESFOR and COMNAVSURFLANT for AT/ADT/IDTT/ADSW/Mobilization orders.
- RESFOR, BUPERS, DoD instructions for Reserve management, specifically regarding funding, training, administrative and mobilization requirements and processes.
- Experience in data and word processing formats required to maintain and process data, and to provide rapid access to specific information.

11.7. ACB-2 DPAS ADMINISTRATOR: The contractor must have an in-depth knowledge or in-depth working experience in the following:

- Federal Acquisition Regulation (FAR) 45 and 52, regulations on Government Property
- Defense Federal Acquisition Regulation 252.211 Reporting UID by contractors DoD FMR Vol 2B, Chapter 9

- DoD FMR Vol 4, Chapter 6 PP&E
- DoD INST 5000.64 - Defense Property Accountability
- SECNAVINST 7320.10A - DON Personal Property Policies and Procedures
- Defense Property Accountability System (OSD Property & Equipment Policy Office)
- Defense Finance Accounting Service (DFAS) Columbus
- DPAS Columbus
- Financial Management Office (FMO)
- Federal Financial Management Improvement Act (FFMIA)

12.0 CNSL GUIDELINES FOR CONTRACTOR

12.1 When performing the tasks associated with this PWS using e-mail, through phone calls, at meetings, in public or otherwise, contractor personnel will make clear to all individuals that they are contractor employees and not DoD employees.

12.2 Contractor personnel will not make any commitment to non-DoD personnel, including a foreign official, which commits the expenditure of US Government resources.

12.3 Contractor's employees performing services shall be required to comply with all local installation rules and regulations applicable to conduct, safety, security, and procedures governing site entry and exit.

12.4 All personnel performing work under this PWS shall be fully trained in the areas to which they are assigned. Personnel shall arrive on site ready and able to perform all specified tasks. The Government will not provide substantial instruction or on-the-job training for personnel not directly employed by the Government. The Government will provide one day of instruction to review local instruction.

12.5 Conduct: The contractor shall comply with Federal drug-free workplace and workforce requirements. The Service Provider shall not utilize the services of any person in the performance of this contract whose presence or action(s) endangers the health, life, safety, and security of personnel or property.

12.6 Dress Code: Contractor employees shall wear clothing appropriate to their assigned task, especially with regard to safety and IAW applicable Occupational Safety and Health Administration (OSHA) requirements.

12.7 Identification Card/Badge: Every contractor employee shall obtain an Identification Card/Badge (ID card) from the Government prior to starting work on any Government facility. All employees will wear the ID card conspicuously on their outer clothing at all times while working on the Government installation. Personnel are subject to challenge and removal from the work area or denial of access to the installation if the ID card is not worn. It is the contractor's responsibility to enforce this requirement. In the event a contractor employee loses his/her ID card, loss of the ID card shall be reported to the site Security Manager, who will issue

replacement ID cards. All Government-issued ID cards shall be returned to the Government either at the completion of the contract or upon termination of employment of individual employees. The contractor is responsible for return of all ID cards issued to the contractor employees.

13.0 SECURITY REQUIREMENTS

Contractor personnel must have a minimum-Confidential security clearance for CNSP facility access and access and exposure to classified data. DPAS Administrator requires a minimum Secret Security Clearance in order to be able to receive and handle secret materials as described in 4.7. ACB-2 DPAS ADMINISTRATOR's required tasks. Contractor will process the paperwork for a National Agency Check with Local Agency and Credit Check (NACLIC) on all assigned employees. Contractor must have complete knowledge of, and comply with, all standard DoD security procedures, which include but are not limited to, those as outlined in the below list of DoD Regulation Manuals.

- DoD 5200.1R Information Security Program
- DoD 5200.2-R Personnel Security Program
- DoD 5220.22-M National Industrial Security Program Operations Manual
- DD FORM 254 Contract Security Classification Specification

The contractor will provide to the Program Manager or Security Manager a Visit Authorization Letter (VAL) identifying all employees performing on the contract. The VAL shall be validated and signed by the company Facility Security Officer (FSO) or company owner. The VAL is required for CAC issuance and will include the following information:

- Contractor's company name, address, and telephone number, assigned CAGE Code, certification of the level of facility security clearance, contract number and expiration date.
- Name, date and place of birth, SSN and citizenship of the employee(s).
- Contractor employee(s) email address (for CAC issuance).
- Certification of the employees' personnel security clearance (type of clearance, date, clearance granted, type of investigation and date investigation completed).
- Purpose of visit.
- Date or period during which the VAL is to be valid. (Can be up to 12 months)

An application for a CAC will be initiated by a DoD employee via the CVS using the submitted VAL. The CAC will be used to gain access to DOD resources, installations and sensitive information. When the CAC is no longer required, the contractor or Program manager will recover the CAC from the contractor employee and return the CAC to the DoD CVS Trusted Agent (TA) for disposal.

14.0 TRAVEL REQUIREMENTS

In the performance of this contract, travel may be required and shall be coordinated with the COR and approved prior to commencement of travel. It is estimated that travel will not exceed

ten times per year for conference attendance and/or training. Duration of each travel period is approximately five days. All estimated travel will proceed in accordance with Joint Federal Travel Regulations (JFTR) and will be reimbursed accordingly. Travel expenses shall be invoiced to the Government on an as-incurred basis. Only valid costs as identified in the JFTR shall be reimbursed.

DRAFT



Quality Assurance Surveillance Plan Commander, Naval Beach Group TWO

1. PURPOSE

This Quality Assurance Surveillance Plan (QASP) provides a standard of surveillance for “*awarded to*” for professional services provided including Table of Allowance inventory management for Naval Beach Group TWO (NBG-2) staff and four subordinate units and for services provided by a training coordinator for the staff and subordinate units. It is a systematic approach for conducting surveillance over the performance aspects of the effort. The QASP is for the use of Government Quality Assurance (QA) personnel to ensure that the standards of the contract are being met. For the purposes of this effort the QA is the Contracting Officer’s Representative (COR) assigned by Contracting Officer (KO) as nominated by Commander Naval Beach Group TWO.

The QASP provides a systematic method to evaluate the services that the Contractor is required to furnish, but not the details of how the Contractor accomplishes the work. This plan uses inspection as the primary evaluation criteria. This surveillance assures the Government that the Contractor’s performance is acceptable.

Any noncompliance with contract performance is deemed “sub par”. The term “sub par” refers to a support service that does not meet the standard of performance specified in the contract. The Contractor, not the Government, is responsible for management and quality control actions to meet the terms of the contract. The methods of surveillance recognize that unforeseen and uncontrollable problems do occur. Effective management and use of a quality control plan will allow the Contractor to operate within the specified surveillance requirements. QA’s are expected to be objective, fair, and consistent in evaluating the Contractor’s performance against the standards.

2. PROCEDURES

2.1 Quality Assurance Schedule

Delivery schedule shall be weekly reporting by the Inventory Managers and the Training Coordinators to Commander, Naval Beach Group TWO. Additionally, the Inventory Managers will provide an annual inventory of all assets assigned to Naval Beach Group TWO. The Contractor’s performance will be evaluated at every delivery by the COR or designated representative by conducting quality and timeliness inspection of delivered products.

2.2 Surveillance

The COR will conduct the surveillance inspection during each delivery as noted above, basing quality within the standards established in the PWS. In the case that discrepancies of performance are identified by the COR or designated representative, the COR will submit the surveillance reports to the KO delineating discrepancies noted during the inspection and recommend a course of action for correction. All surveillance inspections made by the COR will be recorded on a Government or locally devised form. The completed form(s) becomes the official Government record of the Contractor’s performance.

2.3. Method of Surveillance

The COR or designated representative will review the weekly and or quarterly reports of each Inventory Manager and Training Coordinator and ensure conformance to PWS standards and other contractual provisions. The COR may periodically, on an unannounced basis, inspect the records and documents pertinent to the Inventory Manager and Training Coordinator for conformance with the PWS.

3. UNACCEPTABLE PERFORMANCE

When performance is deemed unacceptable, the COR will inform the Contractor via email, and the Contractor shall acknowledge receipt of the email. The Contractor can then negotiate with the COR to correct discrepancies. Disputes in surveillance should be referred to the KO.

The COR will notify the KO of sub par performance. If any services do not conform to contract requirements, the Government may require the Contractor to re-perform the contract requirements at no increased cost to the Government. When sub-par performance cannot be corrected by re-performance the Government may:

- Require the Contractor to take action necessary to ensure future performance conforms to contract requirements.
- Reduce the contract price to reflect the reduced value of the services performed.

If the Contractor fails to promptly re-perform the services, or to take the necessary action to ensure that future performance conforms to contract requirements, the Government may:

- By separate contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service or:
 - Issue a Cure Notice
 - Issue Show Cause Notice
 - Terminate the contract for Convenience
 - Terminate the contract for Default

4. SURVEILLANCE GUIDE

The QASP Surveillance Guide defines the performance objective and shows the pertinent portion of the PWS, the Performance Threshold and the Government's Method of Surveillance for this contract. The table below may be reproduced and used for documenting the results of each surveillance inspection.

INVENTORY MANAGER INSPECTION SURVEILLANCE FORM

Performance Objective - Quality & Timeliness	Acceptable Quality Levels	Number of Discrepancy
(1) Contractor shall inventory Tables of Allowance to the Assembly Level on a Quarterly basis.	95%	
(2) Contractor shall inventory Tables of Allowance to the NSN Level on an Annual basis.	90%	
(3) Contractor shall develop guidance and instructions that govern the management of unit Tables of Allowance.	95%	
(4) Contractor shall validate and identify equipment shortfalls and suitable substitutes and provide procurement priorities.	100%	
(5) Contractor shall coordinate with program communities (NAVFAC, SPAWAR, MARCORSSYSCOM, NAVSUP, NAVSEA) to ensure unit Table of Allowances are outfitted according to ROC POE requirements.	100%	
TOTAL		

Method of surveillance: COR conducts visual inspection of Inventory Documents.

Performance threshold: Any performance objective criteria with number of discrepancy exceeding set performance threshold can be deemed “unacceptable performance” per Section 3 of QASP by the COR.

**TRAINING COORDINATOR INSPECTION SURVEILLANCE FORM
 NAVSUP FLC SD CONTRACT TBD**

Performance Objective - Quality & Timeliness	Acceptable Quality Levels	Number of Discrepancy
(1) Contractor shall be proficient in the use of the Master Reserve Unit Assignment Document (RUAD)	95%	
(2) Contractor shall be proficient in the use of multiple Navy databases to include: Fleet Training and Management Planning System (FLTMPS), the Navy Reserve Readiness Module (NRRM), Career Management System (CMS), Reserve Headquarters System (RHS), and the Navy Standard Integrated Personnel System (NSIPS).	95%	
(3) Contractor shall coordinate with Navy Manpower Analysis Center to ensure Reserve manning and training meets operational requirements.	95%	
(4) Contractor shall be proficient in processing Reserve orders for Active Duty for Training, Annual Training, and Individual Duty Training for Travel.	100%	
(5) Contractor shall schedule, plan, and execute Quarterly Sustainment training for the Reserve Detachments.	100%	
TOTAL		

Method of surveillance: COR conducts visual inspection of all Training Documents.

Performance threshold: Any performance objective criteria with number of discrepancy exceeding set performance threshold can be deemed “unacceptable performance” per Section 3 of QASP by the COR.

Commander, Naval Beach Group Two (CNBG-2) IGE	
CNBG-2 and ACB-2 Level of Effort	
Labor Category	Tech Hours OnSite
Training Support	2000.0
Reserve Component Coordination Support for ACB-2	2000.0
Inventory Management Support For CNBG-2	2000.0
Inventory Management Support For ACB-2	2000.0
DPAS Administration Support for ACB-2	2000.0
Reserve Component Management Support For ACB-2 (Supply)	2000.0
Reserve Component Management Support For ACB-2 (Admin)	2000.0