

PWM-120
Financial Management
7 May 2008

1.0 Introduction

The Program Executive Office (PEO) Command, Control, Communications, Intelligence (C4I) and SPACE is responsible for the acquisition, integration, delivery, and support of interoperable C4I and space systems enabling seamless operations for the fleet, joint, and coalition war fighter. PMW 120 is acquiring Program Management support services to include Financial Management, Acquisition and Strategic Planning.

2.0 Background

The PMW 120, Battlespace Awareness and Information Operations Program Office includes Cryptological, Meteorology and Oceanography systems.

Cryptological systems provide tactical intelligence information systems and services that enable the war fighter to place weapons on target and protect our country's interests.

METOC systems provide end-to-end critical environmental information and knowledge to define the battlespace for tactical, operational, and strategic decision makers.

PMW 120 Program Office supports the following programs:

Automated Surface Observing System (ASOS). Sensor Suites, which measures, records, and transmits METOC information

Cooperative Outboard Logistics Update (COBLU). Joint US/UK program to provide comprehensive surface tactical Cryptologic ESM capability

Combat Direction Finding System (COMBAT DF). Automated, cryptology (IW Exploit), Cryptology Electronic Support Measures (CESM) signal acquisition and direction finding system

Cryptologic Carry on Program (CCOP). Commercial-Off-The-Shelf (COTS) signal acquisition equipment (hardware and software)

Cryptologic On-Line Trainer (COLT). Generates and replays software-based operations scenarios

Cryptologic Unified Build (CUB). A collection of software segments that addresses common functional requirements across the naval cryptologic community

Distributed Common Ground System - Navy (DCGS-N). An Intelligence, Surveillance, Reconnaissance, and Targeting (ISR&T) system for major afloat units and the Maritime Headquarters/Maritime Operations Center (MHQ/MOC).

Geodetic/Geophysical Satellite Follow-On (GFO). Near polar orbiting satellite to measure ocean topography and other tactically significant ocean features. Provides near real-time altimetry information.

Maritime Domain Awareness (MDA). Developing an enhanced capability to identify threats to the Maritime Domain.

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Meteorological Mobile Replacement Facility (METMF). Provides a deployable weather office for Marine Corp Expeditionary Operations.

Mini Rawin System (MRS). Provides accurate wind profiles in addition to temperature, pressure, and humidity.

Naval Integrated Tactical Environmental Subsystem (NITES). A set of meteorology and oceanography forecast, database, and decision aid tools, tailored for specific platforms.
Next Generation Radar Principal User Processors (NEXRAD). A state-of-the-art automated signal processor, pulse Doppler weather radar system. It provides its users with a wide array of automated weather information.

Ship’s Signal Exploitation Equipment (SSEE). A spiral acquisition, commercial off-the-shelf/non-developmental item program designed as the building block to improve the tactical cryptologic and Information Warfare exploitation capability.

Supplemental Weather Radar (SWR). Provides state-of-the-art automated signal processor where no NEXRAD is available.

Transportable Radio Direction Finding (T-RDF). A complete communication band shipboard Direction Finding system, antenna.

3.0 Scope

The objective of this task order is to provide financial support to PEO C4I and SPACE, PMW 120. Specific outcomes of this task include leading the financial contracting team and providing support for, and deliverables in support of, Programming, Planning, Budgeting, and Execution (PPBE): supporting the generation and tracking of Program Objective Memorandums (POM/PR), budget exhibits (President’s, FMB, and OSD), Budget Change Proposals, 7300s, spend plan development, Tri-Annual reviews, cost estimating, cost modeling, financial briefings, issue papers, Congressional Briefs, reclaims, impact statements, execution year obligations/expenditures, reporting, and financial reviews support services. Work shall be performed at Contractor facilities, on-site at SPAWAR OTC and during travel in support of designated activities.

4.0 Applicable Directives/Documents

The Contractor shall adhere to the following documents in accordance with paragraph 5.0, Performance Requirements:

Document Type	No./Version	Title	Date
United States Code	Title 10	Armed Forces	
United States Code	Title 31	Money and Finance 31 US Code 1301(a) 31 US Code 1502(a) 31 US Code 1517	
OMB	Circular A-11	Preparation, Submission and Execution of the Budget	16 July 2004
DoD Directive	5000.1	The Defense Acquisition System	12 May 2003
DoD Regulation	7000.14-R	Department of Defense Financial Management Regulations	Varies by volume
Code of Federal Regulation	Title 48 Chapter 1	Federal Acquisition Regulations	28 Jan 2004

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Document Type	No./Version	Title	Date
Code of Federal Regulation	Title 48, Chapter 3	Defense Federal Acquisition Regulations	15 Dec 2003
NAVSO	P-1000	DoN Financial Management Policy Manual	
Navy		DoN Budget Guidance Manual	
SPAWAR		SPAWAR Business Financial Manager's Manual	August 2004
SPAWARINST	7301.1A	TRI-Annual Review of Commitments and Obligations	9 Oct 2002
SPAWARINST	7720.4C	Policy and Responsibilities for SPAWAR Cost Estimating & Analysis	02 Aug 2004
SPAWAR		SPAWAR Standard Reports Policy	7 July 2004
SPAWAR		SPAWAR Global Work Breakdown Structure	
SPAWARINST	7301.1A	Tri-Annual Review of Commitments and Obligations	9 Oct 2002
Guidance		Information Assurance Strategy Template for Submission by Acquisition Program Managers, DON CIO Guidance	
SPAWARINST	5721.1	SPAWAR Section 508 Implementation Policy	18 Jan 2002
SECNAVINST	5210.11	DON File Maintenance Procedures and Standard Subject Identification Codes (SSIC)	
SECNAVINST	5214.2	DON Information Requirements (Reports) Management Program	
OPNAVNOTE	5215	DON Directives Consolidated Subject Index	
CNETINST	5230.9	Electronic Mail (E-Mail) Policy and Standards	
American Society of Cost Estimators		American Society of Cost Estimators Methodologies	

5.0 Performance Requirements

The Contractor shall perform the following tasks in accomplishing the requirements of this Task Order. The Contractor shall provide the necessary timely assistance to meet program emergent requirements as requested by the Program Manager, technical point of contact or other properly designated authority.

All required written documentation, reports, briefing materials, viewgraphs, meeting minutes, budgets, obligation/expenditure reports, contracts, and other materials as described below shall be submitted in the requested format, with few to none spelling, grammatical, or calculation errors and in accordance with the directives listed in Section 4.0 Applicable Directives/Documents where appropriate. Contractor personnel shall be proficient in the use of Microsoft Office (Excel, Word, Access, PowerPoint), Microsoft Project and Primavera in a Microsoft Windows environment to support task order requirements.

5.1 Financial Management (O&MN)

The Contractor shall provide financial management and cost management support services for PEO C4I and Space and Program Office (PMW 120) Battlespace Awareness and Information Operations Program Office in support of Shipboard IW Exploit Programs, Cryptologic Carry-On Programs and METOC Programs. The Contractor shall identify and correct financial problems, make recommendations, and prepare processes and tools to prevent and correct financial and accounting errors. The Contractor shall provide methods, processes, and tools to strive for

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cost, schedule, and performance efficiencies. Final work products shall have few to none accounting or calculation errors (e.g., in numbers in addition or roll up between exhibit pages or within exhibit pages), no spelling or grammatical errors (e.g., in the text used for tasking descriptions, details, or other entry fields), and no technical errors, (e.g., in entry of, for example, unit costs, fielding plans, or contracting lead times, etc.) in the final work product submissions. Contractors shall be proficient with: AMAS, FMIS 2K, N-ERP, iRAPs, STARS, SAP/FIMS +, PBIS, POM Tool, TopVue, NTIRA, SPIDER, SPROCETS, PRISMS, SMARTS, COBRA, Consolidated Acquisition Reporting System (CARS), and the Tri-Annual Review Claimancy Tool.

5.1.1 Program Objective Memorandum (POM)/Program Review (PR) (O&MN)

5.1.1.1. (O&MN) The Contractor shall assist in the preparation and maintenance of PEO C4I and Space PMW 120 POM/PR exhibits, including POM/PR briefing packages. The Contractor shall prepare POM/PR exhibits, initial, drafts, and final, within the time required to support the PMW and PEO schedules. Initial POM/PR briefing packages, POM/PR Executive Summary and backup documentation shall be provided to the requester within the timeframe assigned.

5.1.1.2 (O&MN) The Contractor shall compile and maintain POM/PR data and shall track, maintain, and update POM/PR documentation and data through the budget cycle. Documentation shall be prepared in accordance with the POM/PR exhibit standard and submitted to the requester within the timeframe assigned to support the PMW and PEO schedules.

5.1.1.3 (O&MN) The Contractor shall support the Department of the Navy POM/PR process, including Sponsor Program Proposals (SPP) preparation, Base Realignment And Closure (BRAC) and “what-if” scenarios for all appropriations. POM/PR submissions include the gathering, consolidation, and validation of requirements from all organizations associated to support government preparation of current and out-year spend plans. POM/PR submissions may require cost estimate development to support the issue. All information compiled to support the POM/PR process shall be provided to the requestor within the timeframe assigned for POM/PR submission, and in the format prescribed by the customer.

POM/PR Work Products/Deliverables	Schedule
POM/PR Briefing Packages and Backup	As required
POM/PR Executive Summary	As required
7300 Submissions	As required
PARM Review Brief	As required

5.1.2. Budget (O&MN)

5.1.2.1 (O&MN) The Contractor shall provide initial budgetary products and updates to draft and existing President’s/Office of the Secretary of Defense (OSD)/Financial Management & Budget (FMB) budget exhibits. The Contractor shall prepare President’s/OSD/FMB budget exhibits initial, draft, and final, within the time required to support program of record, PMWs, and PEO schedules. Budget exhibits include all special exhibits and the Department of Navy, Chief Information Officer (DoN CIO) Information Technology (IT) budget. The contractor

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shall provide updated budget controls tracking and Executive control summary reports for all PMW 120 programs. The Contractor shall provide mid-year exhibits and justifications. The Contractor must meet accuracy, timeliness and quality requirements of the customer. Documentation shall be prepared in accordance with the FMB, OSD, PEO C4I, ASN RDA, SPAWAR, and Program Office budget guidance.

5.1.2.2 (O&MN) The Contractor shall generate, update and draft Budget change proposals, Congressional briefing packages, budgetary reclamas, and impact statements. The Contractor shall prepare Congressional briefing packages, Congressional Plus Up Release papers, budget change proposals, BRAC budget related data calls, reclamas, and impact statements, initial, draft, and final, in accordance with FMB, OSD, PEO C4I, SPAWAR, and Program Office budget guidance within the time required to support the program of record, PMWs, and PEO schedules. Documentation shall be prepared in accordance with the Congressional briefing, budget change proposal, reclamas, and impact statement standard provided by the customer.

5.1.2.3 (O&MN) The Contractor shall prepare issue papers. The Contractor shall prepare issue papers, initial, revision, and final, in accordance with FMB, OSD, PEO C4I, ASN RDA, SPAWAR, and Program Office guidance within the time required to support the program of record, PMWs and PEO schedules. Documentation shall be prepared in accordance with the issue papers standard.

5.1.2.4 (O&MN) The Contractor shall support initial preparation and updates to budget data calls as required by PEO C4I, Resource Sponsors, ASN RDA, SPAWAR Comptroller, SPAWAR BRM, Congress, OSD, FMB, and BRAC. Contractor shall provide budgetary information in support of data calls, and Requests for Information (RFI). The Contractor shall prepare responses to budgetary data calls, initial, revisions, and final, within the time requested to support schedule deadlines. Documentation shall be prepared in accordance with the customer requested data call standard.

5.1.2.5 (O&MN) The Contractor shall Support the Program Office in the following activities: defend budgets; respond to FMB, OSD, and President’s budget review questions; what-if drills, BRAC data calls, plus-ups and supplementals; respond to Congressional requests for information; and prepare program briefings to higher authority. Budget support must be completed within the assigned timeframe and meet the technical and quality requirements assigned by the requestor. Documentation shall be prepared in accordance with the customer requested data call standard.

Budget Work Products/Deliverables	Schedule
Controls Tracking – Budget (FMB/OSD/PB)	As required
Executive Controls Summary	As required
Budget Exhibits (All APPN) including backup –OMN: OP5, OP32 -OPN: P40, P5, P5a, P-3a, P-21 -RDTE: R1, R2, R2a, R-3, R-4 - DON CIO IT Budget exhibits	As required
Special Exhibits (e.g. PB15, RD-3A, RD-5, SNAP T&E, BOCS, NC50/60)	As required
Congressional Briefs	As required
Budget Change Proposals/Reclamas/Impact Statement	As required
Request for Information	As required

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Congressional Plus Up Release Papers	As required
Issue Papers	As required
Budget Questions and Answers	As required
Program Status Brief	As required
Midyear Exhibits and Justification	As required
IT Budget	As required
National Science Foundation Annual Request for Statistical Information	As required
FFRDC (Federally Funded Research & Development Center) exhibit	As required

5.1.3 Execution (O&MN)

5.1.3.1 (O&MN) The Contractor shall provide initial execution data, analysis and updates in support of mid-year and program reviews. The Contractor shall prepare mid-year and program review analysis and documentation, within the time required to support schedule deadlines. The Contractor shall provide monthly PEO execution status briefs and weekly PMW action item tracking issues. Documentation shall be prepared in accordance with the format and content requirements contained in the mid-year and program review instructions.

5.1.3.2 (O&MN) The Contractor shall populate and maintain “real time data” in corporate financial databases, e.g., Financial Management Information Systems (FMIS) 2000, Navy Enterprise Resource Planning (N-ERP), Intranet Resource Allocation Planning Systems (iRAPS), System Applications and Products (SAP), Naval Tool for Interoperability Risk Assessment (NTIRA), SPAWAR-PEO Integrated Data Environment and Repository (SPIDER), POM Tool, the SCN financial data repository (SMARTS) and SPROCETS web sites, Program Resources-Integrated Solutions Management System (PRISMS), COBRA (Computerized Optimized Batch Reconciliation Application), Tri-Annual Review Claimancy Tool, within the time required to support program of record, PMWs, and PEO schedules. Maintenance of data shall be in accordance with the instructions contained in the corporate financial database requirements.

5.1.3.3 (O&MN) The Contractor shall support initial preparation and updates to execution data calls as required by PEO C4I, Resource Sponsors, ASN RDA, SPAWAR Comptroller, SPAWAR BRM, Congress, OSD, and FMB. Contractor shall provide execution information in support of data calls. The Contractor shall prepare responses to Cost of War (COW), execution data calls, initial, revisions, and finals within the time requested to support schedule deadlines. The Contractor shall provide weekly PMW execution and travel status reports. Documentation shall be prepared in accordance with format and content requirement provided by the customer.

5.1.3.4 (O&MN) The Contractor shall prepare and provide updates to tri-annual reviews and outstanding commitments data calls. The Contractor shall prepare initial, revisions and final, within the time required to support scheduled deadline. Documentation shall be prepared in accordance with the format and content requirements prescribed by the customer.

5.1.3.5 (O&MN) The Contractor shall prepare initial data and analysis and update information to BRM data calls. The Contractor shall prepare responses within the time required to meet scheduled deadlines and in accordance with the BRM data call standard format.

5.1.3.6 (O&MN) The Contractor shall track and analyze execution data. The Contractor shall prepare initiations, commitments, obligations, and expenditures reports; initial and revisions, within the time required to meet program scheduled deadlines. Execution analyses and reports shall be provided weekly to the Program Manager.

5.1.3.7 (O&MN) The Contractor shall prepare and maintain current execution spend plans for prior year, execution year and future years. The Contractor shall prepare detailed spend plans, both initial and revisions as prescribed by the customer's reporting requirements, within the time-frame required by the customer. The Contractor shall maintain up-to-date spend plans for all programs including OCF (Other Customer Funds) that reflect the most recent information reviewed and approved by the Program Manager or designated representative. Spend plans shall be provided to the requester in the format and by the assigned delivery date.

5.1.3.8 (O&MN) The Contractor shall provide corporate spend plans and roll up summaries and reports at a consolidated PEO level in the format prescribed by the customer and within the required delivery date.

5.1.3.9 (O&MN) The Contractor shall assist in the planning, preparation and organization of Activity Task Planning Sheets (TPS). Activity Planning Sheets shall be prepared in accordance with the format and content requirements requested by the customer.

5.1.3.10 (O&MN) The Contractor shall provide monthly updates to the Program Manager, Deputy Program Manager, Business Financial Manager's (BFM's), and Assistant Program Manager Financial Notebooks to incorporate the latest on budget exhibits (with backup), budget change proposals, reclaims, impact statements, Congressional briefs, POM/PR submissions, spend plans (prior year and current year), execution reports (prior year and current year), milestone decision financial briefs, Mid Year status reports, budget questions & answers, budget controls track, installation financial status, and Other Customer Funds (OCF) execution status.

5.1.3.11 (O&MN) The Contractor shall manage the funding, transfer and monitor execution of the PMW 120 installation processes including coordination of initial funding requirements, documents and related fielding plans by Program of Record/Project and at a summary PMW 120 level to support fielding plans in accordance with budget. The Contractor shall manage the funding and installation process as assigned and approved by the program APM. The Contractor shall make APM approved changes within one workday of receipt.

5.1.3.12 (O&MN) The Contractor shall update installation funding as a result of any changes in installation costs, budget changes or fielding plans which occur during the execution of funding. The contractor shall evaluate consistency of APM fielding plans to the budgets. The Contractor shall provide feedback to APM for funding realignment to support installations, provide a funding impact on each requested revision to the fielding plan and identify funding impacts required by the PEO prior to granting approval. The Contractor shall maintain current project funding, notifying the APM within one workday when changes to project funding occur.

5.1.3.13 (O&MN) The Contractor shall ensure SPIDER estimates and revisions accurately reflect the budget, evaluate impacts of installation estimates on program fielding plans, assist the APMs and BFM with adjusts for installation cost over/under-runs and provide installation cost inputs to the BFM in response to SHIPMAIN drills. The Contractor shall review SPIDER estimates as frequently as necessary, notifying the APM of cost over/under-runs when discovered.

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Execution Work Products/Deliverables	Schedule
PEO Monthly Status Brief	As required
PMW Execution Status Reports	As required
PMW Travel Execution Status Reports	As required
Cost of War Execution Status Reports	As required
Tri-Annual Review	As required
Reconciliation Report (STARS vs. FMIS 2K)	As required
PMW Action Item Tracking Report	As required
Spend Plans	As required
PM/Deputy PM/BFM/APM Financial Notebooks	As required
Monthly Status Review Analysis Report	As required
Obligation Phasing Plan	As required
Funding Document Log	As required
Task Planning Sheet	As required
Installation Fielding Plan Report	As required

5.1.4 Cost Model

5.1.4.1 (O&MN) The Contractor shall employ cost estimating techniques and processes to prepare and maintain consistent and viable cost models to articulate and defend financial requirements throughout the planning, programming, and budgeting cycles. Cost estimating tools and techniques shall meet the standards contained in SPWARINST 7720.4C, SECNAVINST 5420 and DoD Manual 5000.4-M.

5.1.4.2 (O&MN) The Contractor shall prepare cost estimates based on program acquisition strategy, deliverables, schedule, operations, and maintenance concepts. Cost estimating methodologies used shall be consistent with SPAWARINST 7720.4C, SECNAVINST 5420 and DoD Manual 5000.4-M and all cost estimates shall be submitted within the timeframe and format prescribed by the customer.

5.1.4.3 (O&MN) The Contractor shall perform trend analysis, variance analysis, risk assessments, and business modeling to identify issues and provide guidance and recommendations to customers and management. Analyses and recommendations shall be provided to the requestor within the timeframe assigned and shall be accurate and complete.

5.2 Financial Management (SCN)

5.2.1 Program Objective Memorandum (POM)/Program Review (PR) (SCN)

5.2.1.1 (SCN) The Contractor shall support the Department of Navy POM/PR process, including the generation of 7300s for new ship construction programs. 7300 submissions include the gathering, consolidation, and validation of requirements from all organizations associated to support government preparation of current and out-year spend plans. The Contractor shall prepare information to support the POM/PR process and provide it to the requestor within the timeframe assigned for NAVSEA POM/PR submission deadline and annual Shipbuilding and Conversion, Navy (SCN) Execution Reviews.

SCN SPD Part I Documents/revisions, Execution Plan Report	As required
SCN SPD Part II input,	

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Reconciliation Reports,	As required
SCN Sprockets/SOW/POM/PR Configuration Report	As required
Planning Cost Model	As required

5.2.2 Execution (SCN)

5.2.2.1 (SCN) The Contractor shall review Ship Project Directive (SPD) basic documents and revisions to ensure that Part I is in accordance with C4I requirements and spend plans. The effort includes collecting, consolidating, and validating requirements from all organizations to support PEO C4I SCN preparation of current and out-year spend plans. The Contractor shall provide markups as applicable and monitor execution to ensure compliance within the timeframe required by the customer.

5.2.2.2 (SCN) The Contractor shall support financial activities, to include the following functions: enter and maintain SPD Part II financial data in SMARTS, Program Resources-Integrated Solutions Management Systems (PRISMS), and FMIS 2000 as new revisions and acquisition documents are available; coordinate and review all funding transactions; support the reconciliation of program documentation with STARS/iRAPS; identify and initiate reprogramming recommendations; monitor and analyze the status of actual execution year program tasking against planning documentation, proposing resolution of discovered conflicts. Efforts must be completed within the timeframe required by the customer.

5.2.2.3 (SCN) The Contractor shall record, track, and report configuration change requests and system upgrades submitted by SPROCETS, SOW, or POM/PR web site users. The Contractor shall pre-validate configuration change requests for applicability prior to submission for review and analysis performed by the customer. The Contractor shall provide system maintenance support, which includes correction of problems, user/operator assistance and technical support. Efforts must be completed within the timeframe required by the customer.

Execution Work Products/Deliverables	Schedule
PEO Monthly Status Brief	As required
PMW Execution Status Reports	As required
PMW Travel Execution Status Reports	As required
Cost of War Execution Status Reports	As required
Tri-Annual Review	As required
Reconciliation Report (STARS vs. FMIS 2K)	As required
PMW Action Item Tracking Report	As required
Spend Plans	As required
PM/Deputy PM/BFM/APM Financial Notebooks	As required
Monthly Status Review Analysis Report	As required
Obligation Phasing Plan	As required
Funding Document Log	As required
Task Planning Sheet	As required
Installation Fielding Plan Report	As required

6.0 Other Deliverables

The Contractor shall provide the following deliverables within the timeframe specified:

Requirement	Due Date
Monthly Status Report	Due the 15th of the following month
Information Technology Personnel Security Information	See Data Item A002

7.0 Government Furnished Property

The Government will provide workspace, classified/unclassified workstations, telephones, fax, PPBS databases, and proper building access identification badges. The Government will provide access to appropriate reference material and databases necessary in the performance of this effort. Official government cell phones are authorized.

GFE: Access to Government Databases from NMCI seat, e.g., MS Word, Excel, PowerPoint, Access, FMIS2K, N-ERP, PD2, STARS, IRAPS, SAP/FIMS+, POM/PR database, SMARTS, PRISMS, COBRA, Tri-Annual Claimancy Tool, CARs, NTIRA, Spider, SPROCKETS, TopVue, and RTS

GFE: Access via Internet using security protocols required by Government to assure secure data transmission: FMIS2K, N-ERP, PD2, STARS, IRAPS, SAP/FIMS+, POM/PR database, SMARTS, PRISMS, COBRA, Tri-Annual Claimancy Tool, NTIRA, Spider, SPROCKETS, TopVue, and RTS.

GFI: Required programmatic and financial information required in order to complete deliverables.

Definitions of terms: GFI: Verbal or written (e.g. electronic or hand written) guidance and information required for the preparation of work products and deliverables.

8.0 Security

The nature of this task requires access to Secret Information. The work performed by the Contractor will include access to Secret data, information, and spaces. The Contractor will be required to attend meetings classified at the Secret level.

9.0 Electronic And Information Technology (EIT) Section 508 Accessibility Standards Determination Of Applicability

This requirement has been reviewed and is not for EIT.

10.0 Navy Marine Corps Intranet (NMCI)

The government authorizes the contractor to procure no NMCI seats as part of this Task Order. PMW-120 will provide a total of 7 full-time available on-site NMCI computers/desk space for use on this Task Order.

11.0 Best Practices

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Work performed by the Contractor shall provide support to PMW 120 using SPAWAR command-level “Best Practices” principles incorporated in the SPAWAR Program Manager’s Toolkit Acquisition Support Office Guide(s) (1) Acquisition Program Structure Guide; (2) Contract Management Process Guide; (3) Business and Financial Manager’s Manual; (4) Program Manager’s Handbook; (5) Scheduling Guide; (6) Systems Engineering Guide; (7) Technology Alignment Guide and support the command wide implementation process.

All financial products produced under this Task order shall adhere to:

SPAWAR Business Financial Managers Manual

SPAWARINST 7720.4C, Policy and Responsibilities for SPAWAR Cost Estimating & Analysis

SPAWAR Standard Reports Policy, dated 7 Jul 04

SPAWAR Global Work Breakdown Structure

SPAWARINST 7301.1A, Triannual Reviews of Commitments and Obligations dated 09 Oct 2002

12.0 INFORMATION ASSURANCE AND PERSONNEL SECURITY REQUIREMENTS FOR ACCESSING GOVERNMENT INFORMATION TECHNOLOGY SYSTEMS (JAN 2008)

Work performed for this task requiring access to Government Information Technology Systems shall be conducted in accordance with Clause H-705 of the contract.