

**PMW/A 170 FINANCIAL AND ADMINISTRATIVE SUPPORT SERVICES (FM&A)
PERFORMANCE WORK STATEMENT (PWS) FOR SEAPORT-E
10 June 2011**

1.0 INTRODUCTION

The Program Executive Office (PEO) Command, Control, Communications, Intelligence (C4I) is responsible for the acquisition, integration, delivery, and support of interoperable C4I systems enabling seamless operations for the fleet, joint, and coalition war fighter. Program Management Warfare – Air (PMW/A) 170 Communications Program Office is acquiring Financial and Program Administrative support services.

2.0 BACKGROUND

PMW/A 170 Communications Program Office supports the following programs:

Navy Satellite Communications (SATCOM):

SATCOM systems satisfy many military communications requirements with reliable, high-capacity, secure, and cost-effective telecommunications. Satellites provide a solution to the challenge of communication with highly mobile forces deployed worldwide. Satellites also provide an alternative to large, fixed ground installations. They provide almost instantaneous military communications throughout the world. The SATCOM division consists of the following programs: Commercial Broadband Satellite Program (CBSP) (ACAT III), Commercial Wideband Satellite Program (CWSP) (ACAT III), Television Director To Sailors (TV-DTS) (ACAT IVM), IRIDIUM (Project), International Maritime Satellite (INMARSAT) (ACAT III), Navy Multiband Terminal (NMT) (ACAT IC), Navy Extremely High Frequency (EHF) SATCOM Program (NESP) (ACAT IC), Super High Frequency (SHF) (ACAT II), Joint Explosive Ordinance Disposal Very Small Aperture Terminal (JEOD VSAT) (Project), Global Broadcast Service (GBS) (ACAT III), Environmental Satellite Receiver Processor (ESRP) SMQ-11 (ACAT IVT) and FMQ-17 (AAP). Contractor shall support the listed programs within the division as well as additional programs or projects that may be added to the PMW/A 170 portfolio in the future

Tactical Communications:

Tactical communications is a reliable means of communication, in which some systems are restricted in the distance over which the user can communicate. VHF and UHF radio frequencies propagate principally along Line of Sight (LOS) paths, while HF frequencies can propagate beyond line of sight (BLOS). VHF and UHF LOS communications are used extensively by the Navy and Marine Corps. UHF SATCOM communications are used extensively by the Army and Navy Expeditionary Forces. HF communications are the primary method used for communications with Allied/Coalition partners when SATCOM is unavailable. These mediums are used for both tactical and non-tactical circuits, and can be set up for secure and non-secure communications. They are utilized extensively to communicate with allied nations during exercise or operations. The Tactical Communications division consists of the following programs: Communications Data Link System (CDLS) (ACAT III), Combat Survivor Evader Locator (CSEL) (ACAT III), Digital Modular Radio (DMR) (ACAT III), High Frequency Radio Group (HFRG) (ACAT III), Mini Demand Assigned Multiple Access (Mini-DAMA) (ACAT III), Single Channel Ground and Airborne Radio System (SINCGARS) (ACAT III), Battle Force E-Mail 66 (BFEM 66) (ACAT IV), Digital Wideband Transmission System (DWTS) (ACAT IV), 5/25kHz Ultra High Frequency Satellite Communications (UHF SATCOM) (AAP), Enhanced Position Location Reporting System – Data Radio (EPLRS-DR) (AAP), High Frequency Shipboard Automatic Link Establishment (ALE) Radio (HFSAR) (AAP), Battle Force Tactical Network (BFTN) (Pre-ACQ), Mobile Network High-bandwidth/Maritime Aerial

Layer Network (MNH/MALN) (Pre-ACQ), HF Legacy (Project), High Frequency Antenna Tilting Group (HF TILT) (Project), Joint Communications Support Element (JCSE MOD) (Project), Airborne/Maritime Fixed Joint Tactical Radio System (AMF JTRS) (Project), Portable Radios Program (PRP) (Project). Contractor shall support the listed programs within the division as well as additional programs or projects that may be added to the PMW/A 170 portfolio in the future.

Navigation Division:

Navigation principles rely heavily on GPS technology. GPS is an all-weather, radio based, satellite navigation system that enables users to accurately determine three-dimensional positions, velocity, and time worldwide. Navigation is accomplished by passive multi-lateration. GPS Navigation is employed by all military services and uses ships, aircraft and ground units to provide accurate global positioning. The Navigation division consists of the following programs: Navigation Warfare Air (Air NAVWAR) (ACAT III), Navigation Warfare Sea (Sea NAVWAR) (ACAT III), Navigation Sensor System Interface (NAVSSI) (ACAT IVT), Defense Advanced GPS Receiver (DAGR) (AAP), Satellite Signals Navigation Set (WRN-6) (AAP), GPS-based Positioning, Navigation, and Timing Service (GPNTS) (Pre-ACQ). Contractor shall support the listed programs within the division as well as additional programs or projects that may be added to the PMW/A 170 portfolio in the future.

Support under this contract will include new programs that may be established during the Contract period of performance and will include funds received from other Government Activities to support integration efforts into PMW/A 170 programs/projects.

3.0 SCOPE

This task includes PMW/A 170 Financial Management to include all phases of Programming, Planning, Budgeting and Execution (PPBE) and Program Administrative support. Specific tasking is identified within the PMW/A 170 Program Management Performance Work Statement. The Contractor shall provide methods, processes, and tools to strive for cost, schedule, and performance efficiencies. The Contractor must meet accuracy, timeliness and quality requirements of the customer.

Work will be performed at the Contractor's facilities, on-site at the SPAWAR Old Town Campus (4301 Pacific Highway, San Diego, CA), at operational sites and, if it is deemed necessary, during travel in support of designated activities. The contractor will provide services from contractor site located within a 30-minute commute-time to client site location. Response time availability is essential for responding to higher level ad hoc inquiries and data calls.

4.0 APPLICABLE DIRECTIVES

The following list provides a comprehensive but not exhaustive listing of the documents the Contractor shall adhere to in the performance of Section 5.0 Performance Requirements

Document Type	No./Version	Title	Date
CNETINST	4650.4	Government Travel Charge Card Program	CNETINST
CNETINST	5230.9	Electronic Mail (E-Mail) Policy and Standards	
CNNWC Message	NIA 11-04	Navy, Marine Corps Internet (NMCI) Information Advisory – Continued Strategy for Managing Navy Applications and Databases Within NMCI	8-Jul-2004
CNNWC Message	NIA 16-04	NMCI Information Advisory – Preventing Access of FAM Disapproved Applications from NMCI	17-Sep-2004
Code of Federal Regulations	Title 10	Armed Forces	
Code of Federal Regulations	Title 31	Money and Finance 31 US Code 1301(a) 31 US Code 1502(a) 31 US Code 1517	
Code of Federal Regulations	Title 48 Vol 1,2	Federal Acquisition Regulation (FAR)	Current year
Code of Federal Regulation	Title 48 Vol 3	Defense Federal Acquisition Regulation Supplement (DFARS) and Procedures, Guidance, and Information (PGI)	15 Jan 2009
DEPSECDEF		Web Site Administration Policy and Procedures	25-Nov-1998
DOD Directive	5000.01	The Defense Acquisition System	16 Dec 2008
DoD Regulation	7000.14-R	DoD Financial Management Regulations	Varies by volume
DoD Directive	8500.1	Information Assurance (IA)	24 Oct 2002
DoD Instruction	5000.02	Operation of the Defense Acquisition System	8 Dec 08
JFTR	Vol 1	DoD Uniformed Service Travel	
JTR		DoD Civilian Personnel Travel	1 Apr 2004
NAVSO	P-1000	DoN Financial Management Policy Manual	Current year
NTP-3		Naval Telecommunications Procedures Telecommunications Users Manual	
NTP-3	SUPP-1	U.S. Navy Address Indicating Group (AIG) and Collective Address Designator (CAD) Handbook	
NTP-22		Defense Message System Local Management Policies and Procedures	

Document Type	No./Version	Title	Date
Office of Management and Budget	Circular A-11	Preparation, Submission and Execution of the Budget	
OPM	Federal Register - Payroll Liaison Office (PLO) Notice #1	Compensatory Time Off For Travel	
OPNAVNOTE	5215	DON Directives Consolidated Subject Index	OPNAVNOTE
OPNAVINST	5218.7B	Navy Official Mail Management Instruction	
SECNAVINST	5210.11	DON File Maintenance Procedures and Standard Subject Identification Codes (SSIC)	
SECNAVINST	5214.2	DON Information Requirements (Reports) Management Program	
SECNAVINST	5216.5D	Department of the Navy Correspondence Manual	28 May 1998
SPAWAR	Mod E	SPAWAR Global Work Breakdown Structure (WBS)	
SPAWARINST	1050.1K	Leave And Liberty For Military Personnel Assigned To SPAWAR	25 July 2003
SPAWARINST	1610.10A	Officer Fitness Reports	6 Apr 1998
SPAWARINST	1650.1E	Military Awards Policy	24 Nov 2004
SPAWARINST	1650.2B	SPAWARRIOR Of The Quarter An Lightning Bolt Awards	20 Jan 2011
SPAWARINST	4651.3K	Temporary Duty (TDY) Travel Policy And Procedures	6 Dec 2006
SPAWARINST	5050.5	Protocol Procedures And Responsibilities For Visiting Dignitaries To The Space And Naval Warfare Systems Command And The Program Executive Offices	2 Aug 2004
SPAWARINST	5216.1M	SPAWAR Correspondence Manual	13 Dec 2010
SPAWARINST	5305.1	SPAWAR Awards For Logistics Excellence	19 July 2004
SPAWARINST	5305.3D	Criteria For Awarding Of Command Organizational/Plaques And Mementos	15 July 2003

Document Type	No./Version	Title	Date
PEO C4I Ltr	PEO C4I Ltr 5305 Ser PEO C4I of 12/18/03	Criteria For Awarding Organizational Plaques And Other Honorific Awards	18 Dec 2003
SPAWARINST	5402.1U Chg 1	Authority To Sign Official Correspondence	29 Apr 2008
SPAWARINST	5721.1B	SPAWAR Section 508 Implementation Policy	17 Nov 2009
SPAWARINST	7000.1	Financial Management Processes	1 Apr 2002
SPAWARINST	7301.1A	Tri-Annual Review Of Commitments And Obligations	9 Oct 2002
SPAWARINST	7320.1 Chg 1	Space And Naval Warfare Systems Command Purchase Card Program Internal Operating Procedures	20 Mar 2007
SPAWARINST	12451.5A	Incentive Awards Program	20 Dec 2004
SPAWARINST	12600.1C	Timekeeping Policy and Procedures for Civilian Employee	25 Sept 2007
SPAWARINST	12610.1A	SPAWAR Telework Program	20 Apr 2009
SPAWARINST	12630.5	Absence And Leave	25 July 2003
SPAWARINST	12630.1C	Voluntary Leave Transfer Program	18 Aug 2003
SPAWAR		SPAWAR Standard Reports Policy	7 July 04
USD (AT&L) Memorandum		Transition of the Defense Space Acquisition Board (DSAB) into the Defense Acquisition	23 Mar 09

5.0 PERFORMANCE REQUIREMENTS

The Contractor shall perform the following tasks in accomplishing the requirements of this Task Order. All required written documentation described in the Performance Work Statement below shall be submitted in the requested format, without 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. The Contractor shall provide the necessary timely assistance to meeting program emergent requirements as requested by the Program Manager, technical point of contact or other properly designated authority. The contractors involved in the business operations of PMW/A 170 (program management, contracts management, acquisition management, financial, logistics and cost estimating) shall coordinate their efforts across all PMW/A 170 support functions to ensure the other functional areas are aware of the tasking and an integrated solution is provided to the customer.

5.1 O&MN

5.1.1 PMW/A 170 Financial Management Support – Operations and Maintenance (Navy) (O&MN)

The Contractor shall be able to identify and correct financial problems, perform analysis, make recommendations, and implement processes and tools to prevent and correct financial and accounting errors. The Contractor shall be capable of providing methods, processes and tools to strive for cost, schedule, and performance efficiencies. Final work products shall have no 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. The Contractor shall populate, maintain and analyze “real time data” in corporate financial databases, e.g., Navy Enterprise Resource Planning (N-ERP), Standard Accounting and Reporting System (STARS), Intranet Resource Allocation Planning Systems (iRAPS), Program Budget Information System (PBIS) SPAWAR-PEO Integrated Data Environment and Repository (SPIDER), Control and Electronic Tracking System (SPROCETS), Computerized Optimized Batch Reconciliation Application (COBRA), Tri-Annual Review Clemency Tool, Consolidated Acquisition Reporting System (CARS). The Contractor shall prepare and maintain financial data on PEO C4I, PMW/A 170 share drive, PEO Drill Tracker (as required), in hard copy binders, and other media. Documentation shall be prepared in accordance with the standard provided by the customer.

5.1.1.1 Budget Preparation (O&MN)

The Contractor shall assist in the preparation of initial budgetary products and updates to draft President's/ Office of the Secretary of Defense (OSD)/Financial Management & Budget (FMB) budget exhibits. Assist in the preparation of President's/OSD/FMB budget exhibits (initial, draft, and final) within the time required to support program of record, PMWs, PEO, and other agency (Naval Sea System Command (NAVSEA) and Naval Air Systems Command (NAVAIR)) schedules. Budget exhibits include all special exhibits and the Department of Navy, Chief Information Officer (DoN CIO) Information Technology (IT) budget. Contractor must meet accuracy, timeliness and quality requirements of the customer. Documentation shall be prepared in accordance with the FMB, OSD, PEO C4I, SPAWAR, and Program Office budget guidance. Respond to FMB and OSD budget review questions as needed.

The Contractor shall assist in the generation, updating and drafting of budgetary reclaims and impact statements. The Contractor shall assist in the preparation of budget reclaims (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.

The Contractor shall assist in the preparation of issue papers (initial, revision, and final) in accordance with FMB, OSD, PEO C4I, SPAWAR, and Program Office guidance within the time required to support the program of record, PMWs and PEO schedules.

O&MN Budget Preparation Deliverables	Frequency
Controls Tracking – Budget (FMB/OSD/President’s Budget (PB))	FMB, OSD, PB
Budget Exhibits (All APPN) including back-up O&MN: OP5, OP30, OP32 Other Procurement (Navy) (OPN) - OPN: P40, P5, P5A, P3A, P21 Research, Developments, Test and Evaluation (RDT&E) - RDT&E: R1, R2, R2A, R3, R4 DON CIO IT	FMB, OSD, PB
Special Exhibits (e.g. PB15, RD-3A, BOCS, NC50/60)	FMB, OSD, PB
Budget Questions and Answers	As Required
Congressional Brief	Annual, Updates as required
Reclamas/Impact Statement	As Required
Congressional Request for Information, BUF updates	As Required
Issue Papers	As Required

5.1.1.2 Financial Execution (O&MN)

The Contractor shall assist in the preparation and maintenance of current execution spend plans for prior year, execution year and future years. Spend plans for all programs will reflect the most recent information reviewed and approved by the Program Manager or designated representative. Track and analyze execution data. The Contractor shall assist in providing detailed financial execution on a weekly basis. Required data to be included in weekly updates is commitments, obligations and expenditures data with explanations as to why data is not executing to benchmarks and/or established plan.

The Contractor shall assist in the preparation of funding documents including reimbursable, direct cite, MIPR utilizing NERP software in accordance with FMB, OMN SPAWAR and DoD standards listed in Sections 4.0 and 12.0. Track and file all prepared documents in accordance with program office standards. The contractor shall maintain a file of all hard copy documents in three ring binders in such a fashion that any employee could locate documents within one hour of request.

The Contractor shall prepare ad hoc financial reports on an as required basis. Ad hoc reports shall be provided to the requester within the timeframe assigned and in the format required by the customer.

Contractor shall maintain and update financial databases/spreadsheets to support program requirements. This task includes data entry, problem resolution when necessary, and use of data analysis tools including graphs, pivot charts, macros and custom reports. Information shall be kept current, and adjustments and data entry shall be completed within 24 hours of receipt, or as assigned by the requestor.

The Contractor shall provide program financial planning documentation, guidance and other assistance as assigned. Assistance will include preparation and maintenance of management data inclusive of: 1) Work breakdown structures, 2) Project schedules and briefings, 3) Management reviews and status reports. Contractor shall be proficient in the use of Microsoft Office (Excel, Word, Access, PowerPoint). All work products shall be completed and delivered to the Business Financial Manager or Assistant Program Manager, or Alternate, by the assigned due date.

The Contractor shall support initial preparation and updates to budget data calls to include Mid-Year, Congressional plus-ups and supplemental, Congressional requests for information, Program Reviews, Obligation Phasing Plans (OPP) and what-if drills as required by PEO C4I, Resource Sponsors, SPAWAR Comptroller, SPAWAR BRM (Business Resource Management), Congress, OSD, and FMB. Provide budgetary information in support of data calls, prepare responses to budgetary data calls, initial, revisions, and final, within the time requested to support schedule deadlines.

The Contractor shall populate and maintain "real time data" in corporate financial databases, e.g., N-ERP, IRAPS, within the time required to support program of record or project, PMWs, and PEO schedules.

The Contractor shall assist in the preparation and updating of tri-annual reviews and outstanding commitments data calls. The Contractor shall prepare initial, revisions and final, within the time required to support scheduled deadline.

The Contractor shall generate financial inputs to acquisition documentation as necessary to support program milestone decisions. Documentation requirements shall be provided per applicable DoD and SPAWAR guiding documents, as listed in Section 4.0 above, and may be tailored by PEO C4I and Space as annotated in an Acquisition Decision Memorandum (ADM). Acquisition document updates shall be completed and submitted for review within five days of receipt, unless otherwise directed.

The Contractor shall participate in meetings as required. The Contractor shall be responsible for creating all supporting financial documentation necessary for full participation in the meeting as assigned. The Contractor shall submit this documentation to the requestor no later than two days prior to the meeting, and submit required revisions for approval no later than two hours prior to the meeting.

The Contractor shall track action items real time and provide weekly updates on the status of the action items. For emergent, high priority data calls/action items, status may be required more frequently. Status reports shall be in approved Contractor format.

The contractor shall assist in preparation of cost estimates based on program acquisition strategy, deliverables, schedule, operations, and maintenance concepts. The contractor shall support IPT meetings and reviews as required.

O&MN Financial Execution Deliverables	Frequency
Congressional Plus Up Release Papers	As Required, Average 1-2 annually
Program Status Brief	As Required
Midyear Exhibits and Justification	Annual, Updates as required
National Science Foundation Annual Request for Statistical Information	Annual, Updates as required
Federally Funded Research & Development Center (FFRDC)	Annual, Updates as required
PEO Execution Status Report	Monthly, Updates as required
PMW Execution Status Report	Weekly, Updates as required
PMW Travel Execution Status Reports	As Required
Overseas Contingency Operations(OCO) Execution Status Reports	As Required
Tri-Annual Review	Tri-Annually
Funding Document Preparation and Amendments	As Required
Spend Plans Updates	As Required
Obligation Phasing Plan	Annual, Updates as required
Annual Spend Plan Development	Annual, Updates as required
PMW Action Item Tracking Report	As Required

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

The Contractor shall assist in the preparation and maintenance of POM/PR exhibits. The Contractor shall prepare POM/PR exhibits (initial, drafts and final) within the time required to support the PMW and PEO schedules. 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 guidance.

O&MN POM/PR Deliverables	Frequency
POM/PR Briefing Packages and Backup	Annual with updates – Updates as directed

5.1.2 Program Administrative Support (O&MN)

All required written documentation to include formal and informal reports, memo's, Naval Correspondence, Message Traffic briefing materials, viewgraphs, and other materials as described below shall be submitted in the requested format, without 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, Outlook), Joint Personnel Adjudication System (JPAS), Share Point, ERP, Common Operating Environment Message Processing (CMP). Should any new applications or databases being developed during the course of the contract, the contractor must become fully trained in that particular application.

The Contractor shall perform the following administrative support requirements in this Task Order (TO). Routine business hours for PMW/A 170 are 0600 – 1600. Administrative support is required during this period. The contractor shall also ensure the entire Administrative team is cross-trained in all areas named below.

5.1.2.1 Administrative Management (O&MN)

Document Tracking; The Contractor shall track all document due dates, sending out tickler notices no later than two days before the documents are due. The Contractor shall follow-up on all tickler notices on the day the document is due to ensure schedules are met. The date the document is received by the Contractor shall be documented in the tickler file. The contractor shall use the Total Record Information Management (TRIM) system to track all documents internally and externally.

The Contractor shall support the collection of data to investigate track and compile statistics necessary to assist in preparing reports, correspondence, messages, civilian and military awards, and memoranda within the timeframe required by the requestor. Background research shall be coordinated within PMW/A 170 in such a manner as to minimize disruption within the office, while ensuring the proper information is gathered and compiled in order to meet the required schedule.

Calendars and Conference Rooms: Contractor shall maintain up-to-date, accurate PMW/A 170 appointment, office and conference room calendars as assigned. Contractor shall maintain and update program appointment calendars for the Program Manager (PM), Deputy Program Manager (DPM), and show all pertinent commitments including travel, meetings, vacation, and action due dates as appropriate. Calendars shall be updated within 30 minutes of notification of an event as directed by the authorized individual.

Administrative Data Calls. The Contractor shall support the gathering of inputs for PMW/A 170 administrative data calls, drafting responses and revising data call responses reviewed by the Director of Operations, the DPM and/or PM in support of PMW/A 170 as applicable. These data calls typically include requests for information related to the administrative operation of PMW/A 170 and related requests for information related to metrics, compliance with standards and/or personnel standards reporting related to administration of the PMW/A 170.

5.1.2.2 Correspondence (O&MN)

Correspondence Support: The Contractor shall provide support to draft, prepare, edit and coordinate various reports, briefs, papers, and other written documentation required for the proper functioning of the PMW/A 170 Program Office, using the Naval Correspondence Manual and SPAWAR and SECNAV Incentive Awards Instructions for guidance. Documents shall be free of errors in spelling, grammar, punctuation and in the proper format specified by the requestor. Documents shall be finalized and

submitted on schedule as required by the requestor. Contractor shall maintain a master list of serialized PMW/A 170 correspondence, including serial number, subject and date. The Contractor shall provide sequential serial numbers as requested. This list shall be kept current at all times, with 100% accuracy, and available at a common location for easy access. Documents older than a year should be stored in an appropriate electronic format unless otherwise directed by the Director of Operations. The Contractor shall maintain the PMW/A 170 correspondence file. The file shall be reviewed quarterly and purged of obsolete documents. When necessary the Contractor shall prepare required destruction certificates and deliver the documents to the authorized destruction Contractor, or destroy and certify destruction as necessary.

Clerical Duties: The Contractor shall assist and support the conversion of the office into an electronic office by scanning documents, electronic filing, storage and distribution for government personnel only. They will assist in the reduction of paper files.

Mail: The Contractor shall receive and deliver PMW/A 170 mail and faxed documents as appropriate. Mail and faxed documents shall be identified as action and non-action as appropriate, and routed to the appropriate individual within an hour of delivery/receipt.

Shipping: Contractor shall prepare outgoing correspondence and documents for mailing, including proper addressing and postage. Contractor shall prepare the mailing container, as necessary, including properly packaging and marking classified material for mailing as directed, in accordance with current DoD and Navy requirements. Envelopes and mailing labels shall be prepared in accordance with postal regulations and the Standard Navy Distribution List (SNDL). The Contractor shall research and confirm the proper address before mailing. Addresses shall be 100% accurate, and include the proper return address.

Route slips: The Contractor shall prepare route slips for all action correspondence, annotate the correspondence control log, and file the route slips by close of business on the day received. They will continue to track the documents en-route through the organization. This process will be only used if TRIM is not fully implemented internally and externally.

Classified Material Security related measures and controls: The Contractor shall provide the administrative support for managing all PMW/A 170 classified materials, implementing security related measures and controls in accordance with PEO C4I and SPAWARSSYSCOM policies and procedures for managing classified material. The Contractor shall assist in the login/logout of all classified materials, inventory and maintain the files of classified material. The Contractor shall route classified material within PMW/A 170 to the respective Assistant Program Manager (APM), Principal Assistant Program Manager (PAPM), DPM and PM or to other activities as requested. The Contractor shall monitor the use of PMW/A 170 classified material, ensure that any classified material are properly handled and stored within the PMW/A 170 and ensure that at the end of the business day any classified material is properly secured within PMW/A 170. The Contractor shall comply with all security regulations and instructions concerning handling and storage of classified material under their control. The contractor shall support the annual classified document inventory and maintain an electronic data catalog of each inventoried item and its storage location for ready access. The contractor shall organize efforts to reduce the SECRET document inventory and assist in the proper destruction of items that are no longer required.

Classified e-mail and material receipt and transmission via SIPRNET: The Contractor shall provide the administrative support for centralized PMW/A 170 Secret Internet Protocol Router Network (SIPRNET) e-mail address and access to SIPRNET cite Internet Service Providers. The Contractor shall support classified materials transmission, receipt and access to SIPRNET sites in support of PMW/A 170

as requested. The Contractor shall access and monitor the SIPRNET/NIPRNET Non-Classified Internet Protocol Router Network e-mail account at a minimum once daily, on normal business days. E-mail traffic for PMW/A 170 shall be received, copied, summarized and routed to the appropriate personnel within one hour. The Contractor shall route classified material within PMW/A 170 to the respective APM, PAPM, DPM and PM or to other activities as requested. The Contractor shall comply with all security regulations and instructions concerning handling and storage of classified material under their control. The contractor will track the number of SIPRNET accounts sponsored by the PMW /A 170 and provide assistance to government personnel in the on-line searching for information.

5.1.2.3 Event Planning (O&MN)

Meeting and Conference Services: The Contractor shall coordinate special events, meetings, conferences, protocol-office (public affairs) coordinated events and interviews, work groups, and ceremonies as required. The arrangements shall be made in accordance with the procedures and schedule set by the requestor. The Contractor shall notify participants, provide agendas, directions, and arrange for appropriate equipment. The Contractor shall make the arrangements at the meeting planner's request. The arrangements for the above events are to be made within the requestor's timeframe and to their satisfaction. These events shall be planned, coordinated and executed with 100% accuracy and in the time required according to the requestor.

5.1.2.4 Travel (O&MN)

Travel Authorizations: The Contractor shall prepare travel authorizations for the PM, DPM, PAPMs and APMs using the Defense Travel System (DTS) for Local Travel, Temporary Duty Travel, Training Orders, and Travel Fund Authorizations as required. The Contractor shall coordinate Training Orders and Travel Fund Authorization Lines of Accounting processing with SPAWAR Code 1.0 to ensure correct Lines of Accounting are being used. Travel coordination will include: arranging transportation, lodging, and rental car reservations as requested and within the assigned timeframe of the requestor. Travel arrangements shall be accurate and conform to the Joint Travel Regulation (JTR) dated 01 April 2004. When finalized, the Contractor shall furnish both a paper and electronic travel itinerary to the requestor.

Visit Requests: The Contractor shall prepare Visit Requests for PMW/A 170 personnel for domestic travel using OPNAV Form 5521/27. The Contractor shall prepare Theater Clearance and Ship Visit Requests for government and Contractor personnel as required. The Contractor shall ensure all visit requests are received, and furnish the traveler with a hard copy of the approved request. The contractor will use JPAS as the source of this security information and assist the Command in maintaining up-to-date personnel security information.

Defense Travel Administrator: The Contractor shall provide the DTA (Defense Travel Administrator) to provide updates to DTS. The DTA will provide DTS approving official list as authorized by PMW/A 170 PM and PEO C4I, and to ensure appropriate training is completed for DTS approving and certifying officials in accordance with Certifying Officer's Legislation. The Contractor shall update the DTS in accordance with DTS policies.

Travel Order Numbers: The Contractor shall maintain a master list of serialized PMW/A 170 travel order numbers for invitational travel, including travel order number, tango number, traveler name/command, and inclusive date(s) of travel. The Contractor shall provide sequential travel order numbers as requested. This list shall be kept current at all times, with 100% accuracy, and available at a common location for easy access by authorized users.

Travel Report: The Contractor shall provide a monthly Individual Personnel Temporary Order

(IPERSTEMPO) – military deployment/travel) travel report for PMW/A 170 military members to SPAWAR 09M MILPERS as required by OASD/PA (Plans) Public Affairs Office.

OCONUS (Outside Continental United States) **Travel:** Contractor support staff shall assist and coordinate PMW/A 170 government travelers in procedures and requirements for OCONUS travel. The Contractor shall assist with specific documentation as assigned.

Travel Vouchers: The Contractor shall assist in preparation of DTS travel vouchers and hard-copy travel vouchers (for Defense Acquisition University (DAU) training or travel on other agency funds) for the PM, DPM, and PAPM's and APM's. This includes faxing receipts, reviewing and submitting travel vouchers and correcting errors if necessary. Errors are to be reported immediately to the appropriate staff as directed by PMW/A 170. Vouchers shall be prepared in accordance with the JTR. The contractor will maintain travel records when required for the required length of time and track statistics such as numbers of travel days, numbers of trips, weekly travel lists, etc.

5.1.2.5 Messages (O&MN)

Message Reception/Routing: The Contractor shall access and monitor the SIPRNET/NIPRNET account at a minimum of once a day. Message traffic for PMW/A 170 shall be received, copied, summarized and routed to the appropriate personnel within one hour. If requested, the Contractor shall monitor the SIPRNET/NIPRNET for urgent message traffic, and receive and route such traffic to the recipient within 15 minutes. The Contractor shall provide message reception and routing support after normal working hours (1600) if directed by proper authority.

Message Drafting: The Contractor shall create a draft message based on verbal or written input, into proper Navy message format for release. The draft message shall be free of spelling, grammatical and syntax errors, and checked for appropriate Plain Language Addresses (PLADs) and returned to the requestor for authorized release. If necessary, the Contractor shall revise the message as indicated from verbal or written comments, and release the message when authorized. Routine messages shall be prepared for release within 6 hours of the request; revisions shall be made within one hour. Priority message traffic shall be prepared and released within 3 hours of the request; revisions shall be made within one hour. Immediate and above message traffic shall be drafted and processed in the shortest practical time, not to exceed 30 minutes. The Contractor shall provide message drafting support after normal working hours (1600) if directed by proper authority. The message shall be provided to the releasing authority in hard copy format. The contractor has to be familiar with the CMP software for message generation.

AIG List: The Contractor shall maintain a current Address Indicating Group (AIG) listing for PMW/A 170, and a current list of personnel authorized to pickup and release messages.

Message File: The Contractor shall maintain an electronic copy of all outgoing and incoming messages. Messages shall be electronically filed on the day of receipt. Classified messages should be electronically filed on SIPRNET.

5.1.2.6 Facilities (O&MN)

Critical Essential Personnel List: The Contractor support shall maintain for the PM and DPM a list of Critical and Essential (CE) personnel. The Contractor shall compile and submit the designation CE list to the PEO C4I Director of Operations. The Contractor shall maintain the CE list, and review personnel

qualifications to insure adequate training for CE responsibilities. Additionally, the Contractor shall maintain the Muster-tree call-back list for PMW/A 170, and during periods of increased levels of security. The Contractor shall maintain the CE list in a current state. The list shall be reviewed quarterly, and updated within one day of notification.

Cell Phone and Blackberry Inventory Management: The Contractor shall manage PMW/A 170 cellular telephones, and Blackberries. The Contractor shall arrange for cell phones and Blackberries as required for new PMW/A 170 government personnel reporting on board. The Contractor shall track distribution and ensure return of cell phones and Blackberries when personnel transfer from PMW/A 170. As requested, the Contractor shall make arrangements with SSC PAC 2828 for AUDIX changes and password resets. The Contractor shall maintain a custody log of all equipment transactions, which includes the signature of the person receiving the equipment. The Contractor shall make the custody log available to the Technical Point of Contact (TPOC) when requested, and summarize items of interest in the monthly report.

Check-in and Check-out Assistance: Contractor staff shall provide assistance as required during government personnel check-in and check-out. The Contractor shall create and maintain a checkout list to provide government personnel providing points of contact and telephone numbers for all required checkout steps.

Facility Request Forms and Facilities Cleanliness: The Contractor shall prepare facility request forms for submission to the PMW/A 170 Facility Representative for problematic facility issues and repair calls per SPAWAR 8.0 guidance. The Contractor shall coordinate and track all outstanding request forms to ensure prompt resolution as assigned. The Contractor site staff shall assist with maintaining an efficient, clean working space. The described tasks listed below shall be accomplished when necessary, as directed, or at the end of the business day as appropriate.

Maintain assigned equipment: Contractor staff shall ensure the office printers; copier and facsimile machine are stocked with toner and paper as necessary, clear paper jams and empty the classified shredder and dispose of burn bags as necessary. When requested by the Task Order Manager (TOM), the Contractor staff shall call for office equipment repair and support services.

Equipment Inventory: The Contractor staff shall assist in completion of command bar-coded equipment inventory. The Contractor shall develop and maintain an inventory list of all bar coded equipment and equipment location. The Contractor shall report discrepancies to the TPOC when discovered and assist in resolution as requested.

Administrative supplies: The Contractor staff shall inventory and maintain PMW/A 170 administrative supplies at adequate levels, and issue supplies to office personnel. The Contractor shall prepare and present the government ordering person a required supplies list on a monthly basis, or sooner if necessary and assist in ordering and restocking of the supplies.

5.1.2.7 Administrative Operating Policies and Procedures (O&MN)

The Contractor shall assist in developing, implementing and maintaining administrative operating policies, process flow charts and procedures used to support administrative functions that support PMW/A 170. All administrative procedures and processes that support PMW/A 170 shall be documented including the management of official correspondence, messages, travel, training, and official presentations by PMW and individual program of record. The Contractor shall maintain a desk book of all operating procedures and processes used to support all administrative functions. The Contractors shall identify reference documents applicable to supporting work under Task Orders by requirement. The Contractor shall

maintain a listing of all reference documents used by the Contractor to support Task Order Requirements. This listing of reference by Task Order and Requirement shall be included as a part of the monthly report.

5.1.2.8 Facility Management (O&MN):

The Contractor shall perform the duties of a certified Facility Working Group Representative (FWGR). The Contractor shall be the coordinator for all facility trouble calls, moves, and daily operations as follows:

- The Contractor shall interface with SPAWAR Facilities personnel for all related facility/phone issues;
- Provide information to all personnel of general facility reminders and updates as well as important guidance;
- Inform personnel of alternatives to meet their requirements and track status of active requests.
- Complete and document Earthquake Space Inspections with SPAWAR Facilities Team when tasked.
- Serve as liaison with Furniture Movers, Phone Technicians, Public Works and Operations.
- Leverage a full range of products and services to meet customer requirements.
- Provide all necessary documentation in a timely fashion.
- Complete and file Telephone Service Request (TSR)/Move Task List (MTL)/Facility Request Form (FRF)/DD-200 Forms as required.
- Interface with the Facility Planning Board regarding space plans, construction requests and office configurations.
- Attend all FWGR meetings.

The Contractor shall document all FWGR actions and submit a summary report to the TPOC no later than the 15th of each month.

Relocation Services: The Contractor shall assist in facilities management for the relocation of PMW/A 170 personnel. The Contractor shall assist with move support activities including public works and NMCI support desk for facilitating the movement of phones and computers. The Contractor shall assist in new facility layouts and scheduling to support the movement of computers, phones office, support equipment and personnel. The Contractor shall maintain and update the integrated move schedule as required. All Contractor support shall be coordinated with appropriate PMW/A 170 managers, and summarized in the monthly facility report submitted to the TPOC.

5.1.2.9 Video Teleconference (VTC) Support (O&MN)

The Contractor shall maintain, organize, and operate VTC, projection equipment in rooms 2048, 2025 and others as required for PMW/A 170. The Contractor shall act as the subject matter expert for VTC equipment, recommending new equipment to replace obsolete or broken VTC equipment, or to enhance existing capabilities. The Contractor shall research and document VTC equipment prices and sources, and coordinates all new VTC procurement with SPAWAR VTC Technicians when new equipment procurement is authorized. All Contractor VTC support requests shall be coordinated and approved through the TPOC.

5.1.2.10 Assistant Customer Technical Representative/Share Point (SE2) Manager (O&MN):

The Contractor shall provide technical/site management of PMW/A 170's SE2 web sites as follows: The Contractor shall review all electronic SE2 application requests, coordinating recommendations with the appropriate Program Office before submitting the request to the Site Director. The Contractor shall maintain a log of all application requests and access approval or disapproval.

The Contractor shall conduct periodic assessments, none longer than every six months, for SE2 site security risks, including verifying all user accounts have appropriate access restrictions. The Contractor shall report results and findings to the PMW/A 170 TPOC for forwarding to SPAWAR 08.

The Contractor shall coordinate with SPAWAR 08 to troubleshoot SE2 access problems for applicants, including password resets and changing access privileges.

The Contractor shall maintain PMW/A 170 SE2 sites and coordinate implementation of new SE2 sites as requested by Program Managers. The contractor shall also assist the DPM/PM in removing or up-dating SE2 sites that are no longer required. The Contractor shall copy and upload documents as needed, modify appearances of sites as requested/approved. The Contractor shall ensure all requests for SE2 assistance are coordinated through the TPOC.

The Contractor shall perform all Assistant Customer Technical Representative (A-CTR) tasks, including assist, resolve and track PMW/A 170 personnel hardware/software issues, including the review, submit and track all Move/Add/Change (MAC) and Contract Line Item Number (CLIN) Requests. The Contractor shall provide a weekly status of MAC requests to include the number of MAC requests and the status of each request and also track NMCI charges for labor and services. The contractor shall provide maintenance guidance and coordination with the SSC PAC Server Administration team. The Contractor shall schedule all maintenance, security patches, fixes and upgrades to the web application during non-working hours to the maximum extent possible and as approved by the TPOC. The Contractor shall respond to all application outages within one hour of notification.

The Contractor shall participate in SE2 associated meetings, forums and conferences as assigned. The Contractor shall summarize and submit a meeting report within four days of the meeting to the cognizant SE2 Manager. The Contractor shall provide user assistance (password resets, account lockouts, training and overall support), registering and administrating new user accounts as authorized by PMW/A 170 Managers. The contractor will assist in training and support of the technical refresh of the NMCI computers.

The Contractor shall assist government and contractor personnel in the request for computer Common Access Cards (CAC's). The Contractor shall troubleshoot, load and assist in managing Public Key Infrastructure (PKI) certificates for PMW/A 170 personnel.

5.1.2.11 PMW/A 170 Training Program Administration (O&MN):

The Contractor shall support the DPM/PM in maintaining training list for all PMW/A 170 personnel.

Administrative Work Products/Deliverables	Schedule
Status of MAC Requests	Weekly

5.2 Other Procurement Navy (OPN-I)

The Contractor shall assist the PMW/A 170 Install Manager in the management and funding execution of installations. The contractor will coordinate initial funding requirements, documents and related fielding plans by Program of Record/Project and at a summary to support fielding plans in accordance with budget. The Contractor shall assist the PMW/A 170 Install manager to manage the funding for the installation process as assigned and approved by the program APM. 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 assist the PMW Install Manager to ensure SPIDER estimates and revisions accurately reflect the budget. The contractor shall assist the APMs and BFM with adjustments for installation cost over/under-runs and provide installation cost inputs in response to SHIPMAIN drills.

OPN(I) Installation Deliverables	Frequency
PMW/A 170 Installation & Financial Reconciliation Report	Bi Weekly
PEO Installation & Financial Reconciliation Report	Monthly

5.3 Research Development Test & Evaluation (RDT&E)

The Contractor shall provide Financial Management support to PMW/A170 RDT&E programs. Support includes development and update of financial documentation required to achieve all milestones IAW DOD 5000 policy. Contractor shall be able to identify and correct financial problems, perform analysis, make recommendations, and implement processes and tools to prevent and correct financial and accounting errors. The Contractor shall be capable of providing methods, processes and tools to strive for cost, schedule, and performance efficiencies. Final work products shall have no 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. The Contractor shall populate, maintain and analyze “real time data” in corporate financial databases, e.g., Navy Enterprise Resource Planning (N-ERP), Standard Accounting and Reporting System (STARS), Intranet Resource Allocation Planning Systems (iRAPS), Program Budget Information System (PBIS) SPAWAR-PEO Integrated Data Environment and Repository (SPIDER), Control and Electronic Tracking System (SPROCETS), Computerized Optimized Batch Reconciliation Application (COBRA), Tri-Annual Review Clemency Tool, Consolidated Acquisition Reporting System (CARS).

5.3.1 Budget Preparation (RDT&E)

The Contractor shall assist in the preparation of initial budgetary products and updates to draft and existing President’s/Office of the Secretary of Defense (OSD)/Financial Management & Budget (FMB) budget exhibits. Budget exhibits include all special exhibits and the Department of Navy, Chief Information Officer (DoN CIO) Information Technology (IT) budget. The contractor shall provide updated budget controls tracking and Executive control summary reports for all PMW/A 170 programs. The contractor should track and analyze issues as reflected in the Program Budget Information System (PBIS).

RDT&E Budget Preparation Deliverables	Frequency
Controls Tracking – Budget (FMB/OSD/PB)	FMB, OSD, PB
Budget Exhibits (All APPN) including back-up RDT&E: R1, R2, R2A, R3, R4	FMB, OSD, PB
Special Exhibits (e.g. PB15, RD-3A, BOCS)	FMB, OSD, PB
Budget Questions and Answers	As Required
Congressional Brief	Annual, Updates as required
Reclamas/Impact Statement	As Required
Congressional Request for Information, BUF updates	As Required
Issue Papers	As Required

5.3.2 Financial Execution (RDT&E)

The Contractor shall assist in the preparation and maintenance of current execution spend plans for prior year, execution year and future years. The Contractor shall assist in the preparation of detailed spend plans, both initial and revisions. The Contractor shall maintain up-to-date spend plans. The contractor shall review initial work statements provided by performing activities to ensure appropriation and funding accuracy.

The Contractor shall track and analyze execution data. The Contractor shall assist in the preparation of initiations, commitments, obligations, and expenditures reports. The Contractor shall provide initial execution data, analysis and updates in support of data calls and program reviews. The Contractor shall prepare data call and program review analysis and documentation.

The Contractor shall support initial preparation and updates to execution data calls as required by PEO C4I, Resource Sponsors, Assistant Secretary of the Navy for Research, Development and Acquisition, 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. The Contractor shall provide PEO and PMW execution status briefs. The Contractor shall prepare and provide updates to tri-annual reviews and outstanding commitments data calls

The Contractor shall assist in the preparation of mid-year exhibits and justifications. The contractor shall assist in the generation, updating and drafting of Budget change proposals, congressional briefing packages, budgetary reclamas, and impact statements. The Contractor shall assist in the preparation of congressional plus up release papers, and budget change proposals. 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, and FMB. Documentation shall be prepared in

accordance with the FMB, OSD, PEO C4I, and ASN RDA, SPAWAR, and Program Office budget guidance. For Future ship programs, documentation shall be prepared in accordance with the, PEO Carriers, PEO IWS, PEO Ships, PEO Littoral Mine Warfare (LMW), and Missile Defense Agency (MDA), PEO C4I, and Program Office budget guidance.

RDT&E Financial Execution Deliverables	Frequency
Congressional Plus Up Release Papers	As Required, Average 1-2 annually
Program Status Brief	As Required
Midyear Exhibits and Justification	Annual, Updates as required
National Science Foundation Annual Request for Statistical Information	Annual, Updates as required
Federally Funded Research & Development Center (FFRDC)	Annual, Updates as required
PEO Execution Status Report	As Required
PMW Execution Status Report	As Required
PMW Travel Execution Status Reports	As Required
OCO Execution Status Reports	As Required
Tri-Annual Review	Tri-Annually
Funding Document Preparation and Amendments	As Required
Spend Plans Updates	As Required
Obligation Phasing Plan	Annual, Updates as required
Annual Spend Plan Development Template	Annual, Updates as required
PMW Action Item Tracking Report	As Required

5.3.3 Program Objective Memorandum (POM)/Program Review (PR) (RDT&E)

The contractor shall assist in the preparation and maintenance of POM/PR exhibits. Prepare POM/PR exhibits, initial, drafts, and final, within the time required to support the PMW and PEO schedules. Initial POM/PR packages, updates, and final packages shall be provided to the requester within the timeframe assigned. 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.

RDT&E POM/PR Deliverables	Frequency
POM/PR Briefing Packages and Backup	Annual with updates – Updates as directed

5.4 New Ship Construction (Shipbuilding and Conversion, Navy (SCN)/National Defense Sealift Fund (NDSF)/Other Procurement, Army (OPA)/Coast Guard Acquisition, Construction and Improvements (AC&I)

The Contractor shall provide support in providing financial management and cost management support services for the Tactical Messaging program in support of CVN, DDG 51, DDG 1000, JHSV, LHD/LHA/LHA(R), LCS, LPD, MLP, TAKE, TAOX and USCG Deepwater class ships. Specific hulls will be identified with each funding increment. Final work products shall be free of errors. The Contractor shall utilize the following financial tools to oversee performance, financial execution, and track, control, manage and report program resources: iRAPs, Consolidated Expenditure and Reimbursement Processing System (CERPS), Automated Funding Document System (AUTODOC), Program Resources Integrated Solutions Management Systems (PRISMS), Defense Cash Accountability System (DCAS) and Navy ERP. The Contractor shall provide the following support:

The Contractor shall provide support for program reviews and data calls, including Obligation Phasing Plans (OPP), Execution Reviews, and Participating Acquisition Resource Manager (PARM) reviews. Support provided shall result in completion and submission of required information by the assigned date. Compile, track and analyze performance metrics and provide detailed reports, charts and graphs in the format and time frame prescribed by the customer.

The Contractor shall support the POM and budget process, including the generation of 7300s – Government Furnished Material for new ship construction programs. The Contractor shall prepare responses as required by PEO C4I and the Ship Program Manager (SPM) to budgetary data calls, within the time requested to support schedule deadlines. Documentation shall be prepared in accordance with the customer requested data call standard.

The Contractor shall assist in the preparation of execution data, analysis and updates in support of mid-year execution and program reviews. Assist in the annual preparation of mid-year exhibits and justification and perform related program review analysis and documentation, within the time required to support scheduled deadline and in accordance with the mid-year execution and program reviews standards.

The Contractor shall provide support in tracking and analyzing execution data. Prepare initiations, commitments, obligations, and expenditures reports; initial and revisions, within the time required to meet program schedule deadlines and in accordance with customer standards.

The Contractor shall assist in the preparation and maintenance of current execution spend plans, both initial and revisions, as prescribed by the customer’s reporting requirements, for prior year, execution year and future years. The Contractor shall assist in the maintenance of up-to-date spend plans for all programs that reflect the most recent information reviewed and approved by the Program Manager or designated representative. Spend plans shall be maintained in accordance with time and format requirements prescribed by the customer.

The Contractor shall assist in the preparation of corporate spend plans and roll up summaries and reports at a consolidated PEO level in the format prescribed by the customer reporting requirements.

The Contractor shall provide support in tracking and filing all prepared documents in accordance with program office standards. The Contractor shall file all documents within one day of receipt/creation and provide requested documents within one hour of request.

The Contractor shall assist in preparing ad hoc financial reports on an as required basis. Ad hoc reports shall be provided within the timeframe assigned and in the format required by the Government Client.

SCN Budget and Execution Deliverables	Frequency
Shipbuilding Execution Reviews	As required
PARM Review Brief	As required
7300 (Budget) inputs	As required
Execution Status Reports	As required
Funding Document Preparation/ Amendment; Provide Line of Accounting (LOA) for contract	As required
Attendance at PARM Reviews	As required

5.5 Other Customer Funds (OCF) Missile Defense Agency MDA A3C4I (RDT&E)

The Contractor shall provide financial management and cost management support services for AEGIS Ashore. Final work products shall be free of errors. The Contractor shall utilize the following financial tools to oversee performance, financial execution and track, control, manage and report program resources: iRAPS, CERPS, DCAS, AUTODOC, PRISMS and Navy ERP. The Contractor shall provide the following support:

The Contractor shall provide support for program reviews and data calls, including OPP, Execution Reviews, and PARM reviews. Support provided shall result in completion and submission of required information by the assigned date. Compile, track and analyze performance metrics and provide detailed reports, charts and graphs in the format and time frame prescribed by the customer.

The Contractor shall support the POM and budget process, including the generation of Government Furnished Material. Prepare responses as required by PEO C4I and MDA to budgetary data calls, within the time requested to support schedule deadlines. Documentation shall be prepared in accordance with the customer requested data call standard.

The Contractor shall assist in the preparation of initial execution data, analysis and updates in support of mid-year execution and program reviews. Assist in the annual preparation of mid-year exhibits and justification and perform related program review analysis and documentation, within the time required to support scheduled deadline and in accordance with the mid-year execution and program reviews standards

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 schedule deadlines and in accordance with customer standards.

The Contractor shall assist in the preparation and maintenance of current execution spend plans, both initial and revisions, as prescribed by the customer's reporting requirements, for prior year, execution year and future years. The Contractor shall maintain up-to-date spend plans for all programs that reflect the most recent information reviewed and approved by the Program Manager or designated representative. Spend plans shall be maintained in accordance with time and format requirements prescribed by the customer.

The Contractor shall assist in the preparation of corporate spend plans and roll up summaries and reports at a consolidated PEO level in the format prescribed by the customer reporting requirements.

The Contractor shall track and file all prepared documents in accordance with program office standards. The Contractor shall file all documents within one day of receipt/creation and provide requested documents within one hour of request.

The Contractor shall prepare ad hoc financial reports on an as required basis. Ad hoc reports shall be provided within the timeframe assigned and in the format required by the Government Client.

OCF Budget and Execution Deliverables	Frequency
Shipbuilding Execution Reviews	As required
PARM Review Brief	As required
7300 (Budget) inputs	As required
Execution Status Reports	As required
Funding Document Preparation/ Amendment; Provide LOA for contract	As required
Attendance at PARM Reviews	As required

6.0 CONTRACTOR COMMUNICATIONS AND DELIVERABLES

6.1 The contractor shall provide the specific deliverables contained in para 5.0. Material shall be prepared in accordance with PEO, PMW/A170, Program of Record and /or Project formats and be free of errors in content, spelling, grammar, punctuation, format and consistency. Ad hoc deliverables shall be submitted in accordance to the schedule of the requester.

7.0 SECURITY

Most requirements of this PWS will be met at or below the SECRET level. The contractor will also be required to attend meetings classified at the SECRET level. The contractor will be required to safe guard any classified documentation at the on-site facility. The Contractor is expected to properly handle and dispose of all classified information accordingly.

7.1 Operations Security:

All work is to be performed in accordance with DoD and Navy Operations Security (OPSEC) requirements and in accordance with the OPSEC attachment to the DD254.

8.0 GOVERNMENT FURNISHED PROPERTY

No Government Furnished Property will be required to perform this Task Order. The Government will provide building access identification badges, and access to appropriate reference material and databases necessary in the performance of this effort. Official Government cell phones are authorized.

9.0 NAVY MARINE CORPS INTRANET (NMCI)

The nature of this task does not require Contractors to procure NMCI seats for personnel working at the Contractor site. The Government will have no more than 18.5 on-site NMCI seats available to support this task.

10.0 BEST PRACTICES:

Adhere to PMW/A 170 and SPAWAR command-level "Best Practices" principles as identified in the SPAWAR Program Manager's Toolkit Acquisition Support Office Guides (1) Acquisition Program Structure Guide; (2) Scheduling Guide; (3) Systems Engineering Guide; (4) Technology Alignment Guide and support the command wide implementation process

10.1 Electronic and Information Technology (EIT) Section 508 Accessibility Standards Determination of Applicability

This requirement has been reviewed and is for EIT. The contractor shall deliver EIT products that are commercially available and are fully compliant with Section 508 Accessibility Standards (SPAWARINST 5721.1).

10.2 Contractor Employee Identification

For all services provided by the Contractor under this PWS and associated Task Order, the Contractor's employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. Additionally, the Contractor's personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.

11.0 TRAVEL

It is estimated that two (2) trips per year may be required for the completion of the deliverables for this Task Order. The estimated duration of the trips is four days each, to be supported by one traveler for each trip. The location of these trips is to be determined, but is estimated to consist mainly of trips to Washington D.C. and/or SSC-Charleston (annually). Contractor is required to utilize the electronic Travel Request form (provided sepcor) for all required travel in support of this PWS. The request for all routine travel will be made by soft copy correspondence. All travel requests must be received by the TOM NLT five working days in advance of travel date for final approval. Emergent Travel Requests identified with-in 3 days of actual travel date must be approved by the TOM verbally with contractor providing the follow-up electronic Travel Request with-in 5 working days. The Travel Request shall include the following:

- Travelers Name
- Name of specific Government Sponsor requesting the travel
- Program/Project Name travel is required for
- Applicable PWS Para # Reason for travel
- Duration of travel
- Dates of travel
- Travel cost estimate
- Total travel spent to date
- Balance of authorized travel funding