

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE  
U

PAGE OF PAGES  
1 2

2. AMENDMENT/MODIFICATION NO.  
01

3. EFFECTIVE DATE  
29-Feb-2016

4. REQUISITION/PURCHASE REQ. NO.  
N5701215RC0312C

5. PROJECT NO. (If applicable)  
N/A

6. ISSUED BY CODE  
NAVSUP FLC Norfolk, Code 200  
1968 Gilbert Street Ste 600  
Norfolk VA 23511-3392  
scott.e.stewart1@navy.mil 757-443-5612

7. ADMINISTERED BY (If other than Item 6) CODE  
DCMA Manassas  
14501 George Carter Way  
Chantilly VA 20151  
S2404A

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)  
Automation Precision Technology, LLC dba A P T  
4535 E. Princess Anne Road  
Norfolk VA 23502-1613

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-14-D-7633-FK03

10B. DATED (SEE ITEM 13)

25-Sep-2015

CAGE CODE  
77334

FACILITY CODE

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

- (\*) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.)SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). FAR 43.103(B)
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
- D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

William G Finke, Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

BY /s/William G Finke

29-Feb-2016

(Signature of person authorized to sign)

(Signature of Contracting Officer)

NSN 7540-01-152-8070  
PREVIOUS EDITION UNUSABLE

30-105

**STANDARD FORM 30** (Rev. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 2 of 2	FINAL
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## GENERAL INFORMATION

The purpose of this modification is to change contract administration responsibilities from NAVSUP FLC Norfolk to NAVSUP FLC Jacksonville. Accordingly, said Task Order is modified as follows:

Section G Contract Administration Data has been updated to reflect -

Administrative Office: NAVSUP Fleet Logistics Center Jacksonville; 110 YORKTOWN AVE BLDG 110, NAS JACKSONVILLE, FL 32212-0097

Contract Administrator: Learie Holder (904-542-0039), email: Learie.holder@navy.mil

Section I Contract Clauses has been updated to reflect -

5252.243-9400 Authorized Changes Only By The Contracting Officer (Jan 1992) - the Contracting Officer has changed to

NAVSUP FLC Jacksonville Contracting Officer

NAVSUP Fleet Logistics Center Jacksonville

110 YORKTOWN AVE BLDG 110,

NAS JACKSONVILLE, FL 32212-0097

A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$637,906.80 by \$0.00 to \$637,906.80.

The total value of the order is hereby increased from \$637,906.80 by \$0.00 to \$637,906.80.

The Period of Performance of the following line items is hereby changed as follows:

CLIN/SLIN                      From                      To

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 1 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

**SECTION B SUPPLIES OR SERVICES AND PRICES**

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8001	L099	CNAL MHE/SMSE Support Services (O&MN,N)	1.0	EA	\$622,906.80	\$622,906.80
8002	L099	CNAL MHE/SMSE Support Services (O&MN,N) Option	1.0	EA	\$622,906.80	\$622,906.80
8003	L099	CNAL MHE/SMSE Support Services (O&MN,N) Option	1.0	EA	\$622,906.80	\$622,906.80

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9001	L099	ODCs - CNAL MHE/SMSE Support Services (O&MN,N)	1.0	LO	\$15,000.00
9002	L099	ODCs - CNAL MHE/SMSE Support Services (O&MN,N) Option	1.0	LO	\$15,000.00
9003	L099	ODCs - CNAL MHE/SMSE Support Services (O&MN,N) Option	1.0	LO	\$15,000.00

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 2 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### PERFORMANCE WORK STATEMENT FOR COMMANDER NAVAL AIR FORCE ATLANTIC FLEET MATERIAL HANDLING EQUIPMENT (MHE)/SHIPBOARD MOBILE SUPPORT EQUIPMENT (SMSE) PROGRAM

**1.0 SCOPE:** The Commander Naval Air Force Atlantic (CNAL) is requesting contract services for logistic, administrative, maintenance and repair support for Material Handling Equipment (MHE)/Shipboard Mobile Support Equipment (SMSE) program. The contractor shall provide an On Site Representative (OSR) for the MHE/SMSE Program which includes going onboard Navy ships to determine MHE/SMSE asset availability, provide technical assistance, logistical planning, scheduling for maintenance, and on the job training (OJT) to the fleet. The Contractor shall strictly adhere to CNALs program to consolidate and combine shipyard, pier-side and self-help maintenance programs into one site. The Contractor shall provide these services at or above the specific levels of performance set forth in paragraph 6.0 Performance Requirements Summary. All work shall be performed at the locations or sites specified and in accordance with (IAW) all cited instructions, directions and regulations for CNAL customers. Services provided under this contract are critical to the mission of the Department of the Navy Material Handling Equipment (MHE)/Shipboard Mobile Support Equipment (SMSE)

**2.0 DEFINITIONS:** As used throughout this PWS, the following terms are defined as stated. For more definitions see regulations.

#### 2.1 ACRONYMS AND ABBREVIATION:

AIMD - Aircraft Intermediate Maintenance Department  
AO – Administrative Officer  
ASE – Automotive Service Excellence Certification  
CASREP - Casualty reporting  
CNAL – Commander Naval Air Force, Atlantic  
CO – Commanding Officer  
COH - Complex Overhaul  
COMNAVAIRLANT – Commander Naval Air Force Atlantic  
COR – Contracting Officers Representative  
COSAL - Consolidated Shipboard Allowance List  
COTS - Commercial Off The Shelf  
DFARS – Defense Federal Acquisition Regulation Supplement  
DFWP – Drug Free Workplace Program  
DGR – Designated Government Representative  
DISCO – Defense Industrial Security Clearance Office  
DPIA – Docking Planned Incremental Availability  
DoN – Department of the Navy  
DoNCAF – Department of the Navy Central Adjudication Facility  
EE – Electrical Enclosed  
EMACS - Equipment Management and Control System (EMACS) database  
FAR – Federal Acquisition Regulation  
FLC – Fleet Logistics Center  
FSO Facility Security Officer  
IA - Information Assurance  
IAW – In Accordance With  
IMP - Incremental Maintenance Plan  
ISO – International Standard Organization  
LAN – Local Area Network  
MAN – Metropolitan Area Network  
MHE - Material Handling Equipment  
NACLIC – National Agency Check with Local Agency and Credit Checks  
NAVFAC – Naval Facilities Engineering Command  
NAVSUP WSS - NAVSUP Weapon Systems Support

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 3 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

NAVSEA - Naval Sea Systems Command  
 NAVSUP – Naval Supply Systems Command  
 NISP – National Industrial Security Program  
 NMCI – Navy and Marine Corps Internet  
 OJT – On the Job Training  
 OPM – Office of Personnel Management  
 OSR – On Sight Representative  
 PC - Personal Computer  
 PII – Personally Identifiable Information  
 PPE - Personal Protective Equipment  
 PSA – Post Shakedown Availability  
 PWS – Performance Work Statement  
 QA – Quality Assurance  
 QDR - Quality Deficiency Report  
 QPR – Quarterly Planning Review  
 RCOH - Refueling Complex Over Haul  
 SCI Sensitive Compartmented Information  
 SF – Standard Form  
 SLEP - Service Life Extension Program  
 SMSE - Shipboard Mobile Support Equipment  
 TYCOM - Type Commander  
 WAWF – Wide Area Workflow  
 WDC - Work Definition Conference

## 2.2 APPLICABLE DIRECTIVES / DOCUMENTS:

NAVSUP PUB. P-538 dtd 1 Apr 2012 Management of Material Handling Equipment (MHE) and Shipboard Mobile Support Equipment (SMSE)

- Can be found at: [http://www.public.navy.mil/navsafecen/Documents/afloat/Surface/DckAr/Deck\\_REF/NAVSUP\\_Pub\\_538.pdf?Mobile=1&Source=%2Fnavsafecen%2F\\_layouts%2Fmobile%2Fview.aspx%3FList%3D8006e81c-b3d9-4e6f-a528-d2944db57cae%26View%3D24fea1bc-5ae2-4542-a47b-901dc8d264d2%26RootFolder%3D%252Fnavsafecen%252FDocuments%252Fafloat%252FSurface%252FDckAr%252FDeck\\_REF%26CurrentPage%3D1](http://www.public.navy.mil/navsafecen/Documents/afloat/Surface/DckAr/Deck_REF/NAVSUP_Pub_538.pdf?Mobile=1&Source=%2Fnavsafecen%2F_layouts%2Fmobile%2Fview.aspx%3FList%3D8006e81c-b3d9-4e6f-a528-d2944db57cae%26View%3D24fea1bc-5ae2-4542-a47b-901dc8d264d2%26RootFolder%3D%252Fnavsafecen%252FDocuments%252Fafloat%252FSurface%252FDckAr%252FDeck_REF%26CurrentPage%3D1)

NAVSEA SW023-AH-WHM-010 Rev 8 Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)

- See *PWS Attachment 1 - SW023-AH-WHM-010*

Technical Memorandum Number PHST-35-00-A dtd 15 July 2005 MHE Service Life Extension Program (SLEP) Processing Guide

- See *PWS Attachment 2 - PHST-35-00-B 15 July 2005 SLEP Guide*

NAVSUPINST 10490.33B dtd 21 Mar 1997 Administration and Control of Material Handling Equipment

- See *PWS Attachment 3 - NAVSUPINST 10490 33B*

NAVICPINST 10490.4 dtd 17 Mar 1999 Administration and Control of Material Handling Equipment

- See *PWS Attachment 4 - NAVICPINST 10490.4*

29 CFR 1910.178 Powered Industrial Lift Truck

- Can be found at:  
<https://www.osha.gov/SLTC/poweredinustrialtrucks/standards.html>

COMNAVAIRLANT 4700.1 (series)

- See *PWS Attachment 5 - 4700 1A*

Applicable Manufacturers' Technical Manuals (task dependent)

### 3.0 BREADTH OF PERSONNEL REQUIREMENTS

The contractor shall provide the necessary level of support to successfully accomplish all requirements set forth within this PWS. All contractor personnel must possess the necessary qualifications, skills, background, and expertise as specified within this PWS.

The following table expresses the historical combination of skill levels appropriate to this PWS.

CNAL MHE/SMSE Support Services	
Position	FTE
Task 1.a	1
Task 1.b	1
Task 1.c	1
Task 1.d	1
Task 1.e	1
Task 1.f	1
Task 1.g	1
Task 1.h	2
<b>Total Positions</b>	<b>9</b>

*\*Table 1-1 CNAL MHE/SMSE Support Services Historical Level of Effort Requirements.*

### 4.0 REQUIREMENTS

#### TASK 1.a. PROGRAM MANAGER:

- Coordinate overall management and serve as the Contractor's central point of contact with the Government. Be the contractors' subject matter expert (SME) on all MHE/SMSE program issues.
- Possess full authority to act on behalf of the contractor on all program and contractual matters related to the daily management and operation of CNAL Material Handling (MHE) and Shipboard Mobile Support Equipment (SMSE) functions.
- Induct equipment in the Service Life Extension Program (SLEP) as required to meet the operation requirements of the Government.
- Provide technical support on how the equipment is used during shipboard operations to COMNAVAIRLANT, overseeing, coordinating and evaluating requirements for repair, overhaul and or replacement of Material Handling Equipment (MHE) and Shipboard Mobile Support Equipment (SMSE) in accordance with the basic contract and references listed in Paragraph 2.0 of this contract.
- Evaluates allowances of three complete systems of MHE and SMSE, including commercial and complex specialized use (in support of weapons systems afloat and ashore) comprised of 27 separate commodity classes.
- Coordinate and oversee the entire COMNAVAIRLANT MHE and SMSE Maintenance and Rework Program.
- Programs consist of both pier-side operational support and depot level rework of all assigned shipboard MHE and SMSE equipment.
- Coordinates the induction of MHE/SMSE into the DEPOT Level repair or overhaul cycle for equipment and resolves any scheduling conflicts that may arise.
- Investigates the need for and revising the COSAL allowances with TYCOMS and ship's force personnel and submitting appropriate TYCOM recommendations to NAVSUP WSS via NAVSEA.
- Provides technical advice for policy direction, information and program data to determine requirements for

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 5 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

introduction of new major end items and developing maintenance and overhaul requirements.

- Provide technical advice and recommendations for the maintenance, repair and overhaul of MHE and SMSE.
- Evaluate any research & development of MHE and SMSE evaluating prototype units for required operational capabilities and practical design modifications.
- Monitors and coordinates overhaul requirements for the Navy customers to ensure compatibility with current and long-range shipboard schedules and programs.
- Provides technical equipment advice on all varieties of repair parts, assemblies, components and subsystems related to MHE and SMSE equipment.
- Reviews and verifies technical documentation against prototype equipment prior to procurement (first article testing). Technically participate in reviews and conferences. Technical advisor to other commands to ensure compatibility of equipment with ship/shore designs, conversions or mission requirements.
- Evaluate recommendations for allowance changes or revisions due to changes in mission requirements, resolution of Quality Deficiency Reports (QDR), overhaul induction/quality assurance inspection, prototype testing requirements and evaluations. Determine remedial action to rectify problems in the achievement of program goals.
- Develop testing, pass/fail guidelines for older equipment systems and make recommendations to the Government about revised inspection requirements based upon judgment as to degree of difficulty, urgency, manufacturer's reliability, safety and criticality.
- Maintains close coordination with TYCOM, ship and NAVSUP WSS to ensure MHE and SMSE repairs, overhaul or replacement is accomplished in a timely manner, in order to avoid disruption of operating schedules.
- Coordinates with CNAL with regard to ship's maintenance planners on all aspects of MHE and SMSE, in relationship to: COH, RCOH, PSA, DPIA and other availabilities.
- Provide technical guidance to the CNAL QA Officer regarding quality assurance issues regarding repairs and repair procedures as pertaining to MHE.
- Prepares correspondence such as progress reports, problem identification reports and recommended solutions, trip reports where applicable, and other correspondence/reports. Provide an end of the month report to include: work accomplished, problems solved, upcoming meetings and other pertinent information.
- Maintains budget profiles, spending plan and other documentation required to ensure NAVSEA and TYCOM are continually kept up to date regarding estimated expenditures and remaining allocated funds.
- Provides a Monthly Status Report covering summary of work accomplished, progress, problem areas, significant results, recommendations and work planned for the following month.

Attend meetings and/or discussions conducted by the ship, Type Commanders, NAVSEA, shipyard and intermediate repair activity representatives regarding procedures/problems associated with repairs to MHE. Meetings will include Quarterly Planning Reviews (QPR), Work Definition Conference (WDC), progress conferences, Incremental Maintenance Plan (IMP) meetings, Program meetings and other special meetings as related to repair planning and execution. A Government representative will accompany the contractor. A trip report will be submitted by the contractor and will include a list of all attendees, action item assigned and recommendations.

#### **1. b. EQUIPMENT, FACILITIES AND SERVICES ASSISTANCE**

- Familiar with shipboard concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Directly reports to the MHE/SMSE Program Manager.
- Execute all industrial safety programs, and distributes personal protective equipment (PPE) for hearing conservation, eye protection, footwear protection and respiratory program for all blasting, painting, grinding, sanding and welding operations within the CNAL MHE Maintenance Facility.

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 6 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

- Process forms and documents such as requisitions for service or supplies;
- Collects and codes data for budget or program management purposes;
- Maintain files related to the office/facility function, and responds to oral and written requests for information.
- Able to write, proof, and modify directives, instructions and reports to support facility and program initiatives.
- Maintain schedules for maintenance and/or repair of physical facilities.
- Record and maintain information on safety certifications and inspections.
- Collect and record budget information; track and adjusts work orders and coordinate contract repairs.
- Attend meetings and/or discussions conducted by the ship, Type Commanders, NAVSEA, NASUP WSS, shipyard and intermediate repair activity representatives regarding procedures/problems associated with repairs to MHE and SMSE. Meetings shall include but not limited to the following as directed by the Government: annual NAVSUP WSS sponsored MHE/SMSE Conference and any other special meetings as directed by COMNAVAIRLANT and or the MHE Program Manager in support of all MHE and SMSE initiatives.

**1. c. SAFETY AND QUALITY ASSURANCE (Q/A):**

- Perform routine inspections and enforces occupational safety and health laws and looks for and reports on unsafe mechanical and physical conditions and work practices that may injure persons or damage to property, or both.
- Report findings and recommendations to the supervisor after observing violations of established requirements and safe practices.
- Investigate accidents and review accident reports for specific causes and the nature of injuries or damage to property to assure proper coding.
- Ensures contractor personnel wear OSHA approved personal protective equipment (PPE) in the performance of their jobs which includes but not limited to; hearing conservation, eye protection, footwear protection and respiratory program for all blasting, painting, grinding, sanding and welding operations within the MHE Maintenance Facility.
- Provide supervisors, employees and safety representatives with clear information concerning accident hazards in the workplace.
- Conduct safety meetings with workers to give or reinforce training in safe work methods, and standard accident prevention techniques such as use of protective clothing, defensive driving, etc.
- Possess knowledge of blueprints and designs gained through vocational training or practical work experience.
- Plan, develop, and administer quality assurance programs supporting the development, acquisition, production, use, maintenance, storage, and supply of products required by Federal agencies.
- Conduct inspections on new and replacement material handling equipment and Shipboard Mobile Support Equipment repairs and refurbishment using the MHE/SMSE inspection process.
- Provide pre-deployment Quality Control assessments before ships departure on deployments and conduct post-deployment Quality Control assessments upon return from deployment.
- Conduct quality control and quality assurance training, review and update Local Operating Procedures, and maintain Quality Control records.
- Conduct and monitor trend analysis, perform failure investigations and write technical reports.



CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 7 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

**1. d. HEAVY EQUIPMENT MOBILE MECHANIC ASHORE:**

- Lead, motivate and directly supervise the work of junior technicians. Act as the technical lead and subject matter expert (SME) to active duty sailors working in the MHE/SMSE Maintenance Facility. Provide training and technical assistance for operating, servicing and repair of all shipboard MHE and SMSE equipment in the Navy's inventory.
- Establish work load standards for all equipment being inducted into the facility for either I or O level repair. Track progress of inducted equipment from start to finish ensuring timely completion. Verify all final repair actions are certified and signed off by the Quality Assurance/Quality Control Manager. Provide weekly spreadsheets and reports to document progress. Enforce MHE/SMSE maintenance facility, policies and procedures. Has knowledge of commonly used concepts, practices and procedures within the MHE/SMSE maintenance repair field. Directly report to the MHE/SMSE Facility Manager and or the MHE/SMSE Program Manager.
- Test, evaluate and certify MHE/SMSE for usage and verify all services are performed utilizing the correct technical references provided by the Government.
- Trace and locate defects which cause hydraulic and other major systems to fail or not perform up to specifications regarding power output, lifting capacity, speed, and pressure.
- Analyze malfunctions and determine the extent of repairs necessary by visual and auditory examinations.
- Use a wide variety of test equipment, i.e., engine analyzers, dynamometers, exhaust analyzers; vacuum and fuel pump testers, injector testers, ignition timers, tachometers, voltmeters and gauges, micrometers, calipers, and dial indicators.
- Comply with technical manuals, illustrations, specifications, diagrams, schematics, and similar guides to make repairs and modifications according to specifications and procedures given in applicable Navy, NAVSEA and Government approved civilian commercial off the shelf (COTS) publications and or directives.
- Provide information, documentation and access to all pertinent data in support of the MHE program.
- Maintain custody records of each piece of MHE/SMSE equipment inducted into the facility and insure update of subject record upon completion of repair.
- Pass all completed reports and data to the MHE Production Clerk for inclusion into the Equipment Management and Control System (EMACS) database.
- Contractor shall be able to go to sea and or overseas as directed by the Government to repair and or directly supervise the repair of critical and essential MHE equipment to maintain operational readiness.

**1. e. HEAVY EQUIPMENT MOBILE MECHANIC AFLOAT:**

- Lead, motivate and technically advise junior diesel and electrical mechanics and technicians in the maintenance of all shipboard MHE and SMSE equipment. Act as the technical lead and subject matter expert (SME) to active duty sailors working onboard our carriers in AIMD and Weapons departments charged with maintaining and repairing all assigned shipboard MHE and SMSE equipment.
- Provide training and technical assistance for operating, servicing and repair of all shipboard MHE and SMSE equipment in the Navy's inventory.
- Act as CNAL's MHE Program shipboard technical liaison for all MHE and SMSE equipment as directed.
- Monitor all weight test certification of all shipboard MHE equipment. Insure all equipment is certified to meet ship operational schedules and deployments. Verify that all final weight test certifications are supervised and signed off by the Quality Assurance/Quality Control Manager.

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 8 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

- Monitor all EE battery testing and analyze operations. Insure all shipboard EE batteries are tested at a minimum of every three years or during any major availability of 6 months or more. Train shipboard personnel in the proper care and maintenance of shipboard lead acid (flooded) or maintenance free (gel cell) batteries.
- Test, evaluate and certify MHE/SMSE for usage and verify all services are performed utilizing the correct technical references provided by the Government.
- Trace and locate defects which cause hydraulic and other major systems to fail or not perform up to specifications regarding power output, lifting capacity, speed, and pressure.
- Analyze malfunctions and determine the extent of repairs necessary by visual and auditory examinations.
- Use a wide variety of test equipment, i.e., engine analyzers, dynamometers, exhaust analyzers; vacuum and fuel pump testers, injector testers, ignition timers, tachometers, voltmeters and gauges, micrometers, calipers, and dial indicators to make repairs and modifications according to specifications and procedures given in applicable Navy, NAVSEA and Government approved civilian commercial off the shelf (COTS) publications and or directives.
- Provide information, documentation and access to all pertinent data in support of the MHE program.
- Forward completed reports and data to the MHE Production Clerk for inclusion into the Equipment Management and Control System (EMACS) database.
- Monitor the workload through the maintenance database and provide training and technical assistance for operating, servicing and repair of all MHE and SMSE.

#### **1. f. SUPPLY TECHNICIAN**

- Provide comprehensive logistics support to CNAL Material Handling Equipment (MHE)/Shipboard Mobile Support Equipment (SMSE) Program. Logistics support shall include strict inventory of repairable components, requisitioning, expediting, material delivery, casualty reporting (CASREP) assistant, repair and return, short & long term parts storage and Pre-Expended Bin management.
- Enhance product workflow by analyzing and developing logistics plans that affect production, distribution and inventory. Create and review procedures for distribution and inventory management to maximize customer satisfaction and minimize costs. Familiar with standard concepts, practices and procedures within the logistics supply field.
- Familiar with general operations of Material Handling Equipment (MHE)/Shipboard Mobile Support Equipment (SMSE) Program logistics, operation of warehouse functions, entry and tracking in logistics data and issue and receipt of material.
- Must be able to lift 50 pounds and use hand dollies, pallet jacks to move parts and materials as required.
- Deliver and pick up parts and material, and is capable of operating forklifts and other delivery vehicles.
- Possess a valid driver's license and has knowledge of the local area. Meet all physical and certification requirements to obtain a MHE license to operate forklifts from 4K to 20K in performance of duties.
- Attends meeting with local vendor and services contractors to develop a pool of assets to support the MHE maintenance facility.

#### **1. g. ORDNANCE EQUIPMENT MECHANIC:**

- Repair and maintain specialized shipboard weapons EE rated (electrical) forklifts and manual pallet jacks for the movement and transfer of weapons and ordnance to and from shipboard magazines, armories, lay down, and vertical replenishment areas.

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 9 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	-----------------	-------

- Maintain and overhaul major items and assemblies of ordnance systems and equipment.
- Use a variety of hand and powered tools and precision measurement equipment to identify specific tolerance and reference points, and maintain dimensional accuracy.
- Perform functional, operational, and acceptance tests; evaluate performance characteristics; and compare test results with established parameters to determine the structural and functional integrity of repaired and rebuilt equipment.
- Skilled in troubleshooting, defect isolation, and repair processes related to more complex ordnance equipment and multi-component devices which are usually composed of a number of interrelated electrical, mechanical, pneumatic and hydraulic assemblies and components.
- Directly perform and monitor all EE battery testing and analyzing operations. Insures all shipboard EE batteries are tested at a minimum of every three years or during any major availability of 6 months or more.
- Train shipboard personnel in the proper care and maintenance of shipboard lead acid (flooded) or maintenance free (gel cell) batteries.

**1. h. MHE/SMSE VEHICLE MECHANIC:**

- Repair, and/or overhaul major components and systems such as engines, transmissions, differentials and transaxles, electronic fuel injection systems, emission control systems, and related electrical, electronic, hydraulic, fuel, and other assemblies.
- Tear down, adjust, repair, reassemble, and run operational checks on components of these systems following instructions contained in technical manuals.
- Possess a thorough knowledge of the makeup, operation, and installation of complex major systems and assemblies to troubleshoot and repair a variety of systems, or to rebuild one or more systems.
- Possess knowledge to test and troubleshoot components and systems to locate equipment defects.
- Possess ability to determine how far major components should be torn down, what parts and mechanisms can be reworked and refitted or should be replaced with new parts, and the type and extent of adjustment and alignment required.
- Possess ability to interpret and apply manufacturers' repair manuals and technical specifications, schematics and engineering drawings, diagnostic codes, computer printouts, and safety manuals.

5.0 HISTORICAL WORK DATA: Based on FY13/FY14 data, the contractor provided logistic, administrative, maintenance and repair of material handling equipment (MHE) and shipboard mobile support equipment (SMSE) which required going onboard Navy ships to determine what MHE/SMSE assets are available, provide technical support and assist the ship in scheduling equipment for maintenance. The contractor also provides OJT to ships company personnel while adhering to CNAL's initiative to consolidate and combine shipyard, pier-side and self-help maintenance actions to be performed all at one site, whether it was accomplished at the CNAL compound or shipboard. The contractor established and maintained a 41 line item pre-expended parts inventory that contains common bit-piece parts, i.e., nuts, bolts, washers etc., used for repairs that contains approximately 1,762 items.

The contractor repaired and returned to the fleet 3,676 items of MHE/SMSE during FY13 and FY14 which directly supported the below listed Navy ships:

USS DWIGHT D. EISENHOWER (CVN 69)  
 USS THEODORE ROOSEVELT (CVN 71)  
 USS GEORGE WASHINGTON (CVN 73)  
 USS HARRY S. TRUMAN (CVN 75)  
 USS GEORGE H.W. BUSH (CVN 77)  
 USS GERALD R. FORD (CVN-78)

Based on this historical data, and because the equipment experiences normal wear and tear from its intended use, it is estimated that an equal amount of equipment will require repair for the life of this contract. The contractor reports directly to the CNAL Deputy Logistics Readiness director at Norfolk, VA. As a minimum, the contractor is

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 10 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

required to be onboard during the command scheduled core hours 0700-1530 Monday through Friday excluding Federal Holidays. The following data is provided by labor category and is provided as a guide for the contractor to use to gage the anticipated amount of work needed.

5.1. PROGRAM MANAGER: Provide an average of 3,676 program manager actions annually at an average of 60 per week. 100% of the support actions shall be accomplished ashore.

5.2. EQUIPMENT, FACILITIES AND SERVICES ASSISTANT, FACILITY SUPERVISOR: Provide an average of 3,676 Equipment Facilities and Services Assistant, Facility Supervisor actions annually at an average of 44 per week. 100% of the support actions shall be accomplished ashore.

5.3. SAFETY AND QUALITY ASSURANCE (Q/A): Provide an average of 7,352 Safety and Quality Assurance (Q/A) actions annually at an average of 60 per week. 75% of the support actions shall be accomplished ashore, and 25% of the support actions shall be accomplished afloat.

5.4 EQUIPMENT MOBILE MECHANIC ASHORE: Provide an average of 1,838 Equipment Mobile Mechanic Ashore actions annually at an average of 40 per week. 60% of the support actions shall be accomplished ashore, and 40 % of the support actions shall be accomplished afloat.

5.5 HEAVY EQUIPMENT MOBILE MECHANIC AFLOAT: Provide an average of 1,838 Heavy Equipment Mobile Mechanic Afloat actions annually at an average of 40 per week. 40% of the support actions shall be accomplished ashore, and 60% of the support actions shall be accomplished afloat.

5.6 SUPPLY TECHNICIAN: Provide an average of 3,676 Supply Technician actions annually at an average of 60 per week. 100% of the support actions shall be accomplished ashore.

5.7 ORDNANCE EQUIPMENT MECHANIC: Provide an average of 3,676 Ordnance Equipment Mechanic actions annually at an average of 60 per week. 75% of the support actions shall be accomplished ashore, and 25% of the support actions shall be accomplished afloat.

5.8 MHE/SMSE VEHICLE MECHANIC: Provide an average of 2,310 MHE/SMSE Vehicle Mechanic actions annually at an average of 20 per week. 90% of the support actions shall be accomplished ashore, and 10% of the support actions shall be accomplished afloat.

## **6.0 SKILLS AND KNOWLEDGE REQUIRED FOR THE POSITION**

The contractor shall be a highly skilled specialist with vast experience in the CNAL, Material Handling Equipment (MHE)/Shipboard Mobile Support Equipment (SMSE) Program. The contractor shall have work experience and technical training in all phases of the MHE/SMSE Program.

Specific skills and Knowledge include:

- Program Manager: Shall possess a minimum of 12 years of related experience dealing with MHE and SMSE shipboard equipment, operations, logistics, allowances and functions and also requires detailed knowledge and skills to be applied in investigating, analyzing, and correcting complex and diverse Quality Control and Quality Assurance issues.
- Equipment, Facilities and Services Assistance: Shall possess a minimum of 6 years of experience in the oversight and management of a maintenance facility to include technical, administrative, logistics supply and quality assurance (QA) functions and procedures. The contractor shall possess an ASE Master Certification in Automotive and Truck Repair or equivalent to 10 years of direct or related field experience. Directly supervises contractor employees in support of providing a fully outfitted MHE/SMSE maintenance facility.
- Facility Supervisor Safety and Quality Assurance (Q/A): Shall possess 3years of experience in safety and quality assurance program execution and management. Responsible for all activities involving quality assurance and safety throughout the MHE/SMSE Maintenance Facility. Confirm that all Federal and state regulatory requirements are complied with IAW paragraph 2.0 of the PWS. Conduct audits and reviews/analyzes data and documentation. Has knowledge of commonly used concepts, practices and procedures for shipboard MHE and SMSE equipment. Work under general supervision and report directly to the

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 11 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Program Manager.

- Heavy Equipment Mobile Mechanic (Ashore): Shall possess 5 years of experience as a senior gas and or diesel equipment foreman/ supervisor. The contractor shall possess an ASE Master Certification in Automotive and Truck repair or equivalent of 10 years of experience Heavy Equipment Mobile Mechanic (Afloat) shall possess 5 years of experience as a senior shipboard MHE/SMSE diesel equipment foreman/ supervisor. The contractor shall possess an ASE Master Certification in Automotive and Truck repair or equivalent of 10 years of direct or related field experience.
- Supply Technician: Shall possess 10 years of experience in logistical/supply operational support, 2 of those years shall be working in the Department of the Navy MHE/SMSE program.
- Ordnance Equipment Mechanic: Shall possess a high school diploma or equivalent. The contractor shall possess vocational/technical or military training or an ASE Master Technician certificate and 10 years of direct or related mechanical and electrical experience.
- MHE/SMSE Vehicle Mechanic: Shall possess entry level knowledge with 1-3 years of experience as a mechanics assistant or helper. The contractor shall possess a high school diploma or its equivalent and vocational/technical or military training. Possesses mid-level mechanic skills with 3-7 years of mechanical experience in diesel and electrical systems applicable to the Navy's MHE/SMSE equipment.

## 7.0 GUIDELINES

### 7.1 Information and Information System Security

7.2 To the extent that the Contractor receives or is given access to proprietary data, data protected by the Privacy Act of 1974 or other classified or privileged technical, business or financial information under this PWS, the Contractor shall treat and protect such information IAW any restrictions imposed on such information. The Contractor shall comply with OPNAVINST 5239.1B, Navy Information Assurance (IA) Program and Naval Supply Systems Command instruction (NAVSUPINST) 5239.1A, Automated Information Systems (AIS) Security Policy for the NAVSUP for security of information and information systems.

### 7.3 Media and News Releases

7.4 The Contractor shall not release any news or base-related information of any subject matter within this PWS to the media or any other unauthorized users.

### 7.5 Information Disclosure

7.5.1 Neither the Contractor nor any of its employees shall disclose, or disseminate information concerning the command's operations or security or an interruption of its operations. Disclosure of information relating to the services provided under this PWS is prohibited. The Contractor shall direct inquiries, comments or complaints to the COR any matter observed, experienced or learned during the performance of this PWS, since the resolution may require the dissemination of Government proprietary information.

### 7.6 Classified Information

7.6.1 Failure by the Contractor or its employees to safeguard classified information received while performing under this PWS, may subject the Contractor, its agents, or employees to criminal liability under 18 USC Sections 793 and 798.

### 7.7 Proprietary Documents

7.7.1 The Contractor shall be responsible for appropriately marking Contractor documents that the Contractor considers proprietary.

### 7.8 Safety Requirements

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 12 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

### 7.8.1 Safety and Health Plan

7.8.2 The Contractor shall develop and implement a comprehensive safety program for the protection of its employees. The program shall comply with Navy Occupational Safety and Health Program requirements, OPNAVINST 5102.1C, Mishap Investigation and Reporting, and applicable Federal, State and local safety and health standards. The Contractor's Safety and Health Plan shall include the following:

### 7.8.3 Standards and Codes – Identification of and provisions for compliance with applicable safety regulations and Guidelines

Occupational Safety and Health (OSH) Inspections – Provisions for granting access without delay and at reasonable times to OSH officials for inspections; the Contractor shall be subject to enforcement authority by Federal, State and local safety and health officials

Environmental Requirements – Provisions for compliance with OPNAVINST 5090.1B, Environmental and Natural Resources Program, as well as Federal, State, and local laws and regulations; the Contractor shall conduct all tasks IAW applicable regulations and guidelines

7.8.4 Safety Equipment – The Government shall provide Instructions for personal protective equipment (PPE) as specified in the following local instructions:

- a) Technical Specification, Ship Alteration by NAVSEA 9090-3
- b) NAVSEA STANDARD ITEMS Latest edition (No publication number assigned)
- c) OPNAVINST 4790.4C Ships Maintenance, Material & Management (3M)
- d) NAVFAC P-307
- e) For welding, fabrications and inspection of material and structure MTL-STD 22, MTL-STD 248 (Class M2), MIL-STD 1628 and MITL-STD 1689 (514).
- f) NAVSEA S9086-T4-STM-OIO/CH-589R6: Naval Ships Technical Manual: Cranes.
- g) 20 CFR 1910. 178 Powered Industrial Lift Trucks
- h) NAVSUP PUB. P-538 Management of Material handling Equipment
- i) NAVSEA SWO23-AH-W1JM-010 Handling Ammunition and Explosives with MHE
- j) Technical Memorandum No. PHST-35-00-B MHE Service Life Extension Program (SLEP) Processing Guide. 15 July 2005
- k) NAVICPINST 10490.4 Material 1-landling Equipment (MHE) Administration and Control 17 March 1999

## 8.0 PERIOD OF PERFORMANCE

Base Year: 30 September 2015 – 29 September 2016  
Option Year 1: 30 September 2016 – 29 September 2017  
Option Year 2: 30 September 2017- 28 September 2018

## 9.0 PLACE OF PERFORMANCE/WORK HOURS

9.1 Place of Performance: Naval Station Norfolk, buildings V-53, V-88, V-146 and W-127 Norfolk, Virginia and onboard CNAL ships with MHE/SMSE and also in assigned ports for those vessels. Some work shall also be accomplished at the Fleet Support Equipment Regional Repair Center (FSE RRC), Norfolk Naval Shipyard (NNSY), Portsmouth, Virginia 23709-5000.

9.2 Work Hours: the contractor shall develop personnel work schedules to ensure all tasks described in the PWS are performed. The below information is provided as historical information only to provide insight on existing work schedules:

Normal work hours are 0700 to 1630 Monday through Friday. Overtime is not authorized for this requirement.

## 10.0 WORK ENVIRONMENT AND PHYSICAL DEMANDS

Government and Contractor personnel will be required to work in common office and warehouse spaces, and aboard Naval Vessels during working hours and the Contractor's performance shall not interfere with the Government's

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 13 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

work. In the event that the Contractor believes that the Government or other personnel are interfering with the performance of the services required under the PWS, the Contractor shall notify the COR immediately. The Contractor shall not cease to perform the services required under the PWS without the Contracting Officer (CO) or the COR's direction. Failure by the Contractor to notify the CO or COR could result in a denial of any compensation requests for any additional costs incurred in performance of the contract under such conditions. Task involves 30% work aboard an Aircraft Carrier and 70% ashore.

**10.1 SMOKING AND DRUG POLICY:** The contractor shall comply with local command smoking and drug policies and workforce requirements. The contractor shall also comply with all Federal statutes, laws, and regulations to implement a Drug Free Workplace Program (DFWP) as well as work force requirements and local command policies. A copy of the applicable policies will be provided to the contractor by the local command Administrative Officer (AO) at performance start date.

**11.0 PERSONNEL REMOVAL:** Government rules, regulations, laws, directives, and requirements that are issued during the term of the performance period relating to law and order, installation administration, and security shall be applicable to all contractor employees and representatives who enter the installation. Violation of such rules, regulations, laws, directives, or requirements shall be grounds for removal (permanently or temporarily as the Government determines) from the work site or installation. Removal of employees does not relieve the contractor from the responsibility for the work defined in this contract. The contractor is expected to provide support services despite personnel removal or other unforeseen condition. Should replacement become necessary, the Government reserves the right to review all resumes of proposed candidates.

- **Removal by Installation Commander:** The Installation Commander may, at his/her discretion, bar an individual from the installation under the authority of 18USC 1382 (1972), for conduct that is determined to be contrary to good order, discipline, or installation security and safety.
- **Removal Requested by the Contracting Officer (KO):** The KO may require the contractor to remove an employee working under this contract for reasons of misconduct or security violations. Contractor employees shall be subject to dismissal from the premises upon determination by the KO that such action is necessary in the interest of the Government.
- **Removal by Military Police:** Contractor employees may be denied entry to or may be removed from the installation by Military Police if it is determined that the employee's presences on the installation may be contrary to good order, discipline, or installation security and safety.
- **Removal for Unsatisfactory Performance:** The Government reserves the right to require the Contractor to remove and replace any personnel who provide unsatisfactory performance, demonstrate insufficient knowledge, or possess inadequate skill levels necessary to complete assigned tasks. The skill level of the staff provided shall be current and consistent with the guidelines "Skills and Knowledge Required for the Position" found in paragraph 5.0 of the PWS.

**12.0 ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA):**

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the [named component] via a secure data collection site. Contracted services excluded from reporting are based on Product Service Cods (PSC's). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment
- (2) X, Lease/Rental of Facilities
- (3) Y, Construction of Structures and Facilities
- (4) S, Utilities Only
- (5) V, Freight and Shipping Only

The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1, 2012 through September 30, 2013. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>."

**13.0 SECURITY REQUIREMENT**

**Facility Clearance Required: Secret**

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 14 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Work under this task order requires access to personally identifiable information (PII) and information protected by the Privacy Act of 1974. In addition to the security requirements below, contractors performing work under this task order must meet the following criteria: Per SECNAV M-5510.30, all individuals with access to PII or Privacy Act information must be US Citizens; therefore US Citizenship is a requirement. In all cases contract employees must meet eligibility requirements for a position of trust at a minimum. The contractor shall comply with all applicable DoD security regulations and procedures during the performance of this task order. Contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, sensitive but unclassified (SBU) information, classified information, and all Government personnel work products that are obtained or generated in the performance of this task order. Contractor employees are required to have National Agency Check, Local Agency Check and Local Credit Check (NACLCL) investigation at a minimum in accordance with DoD Instruction 8500.2. Local Agency Check and Local Credit Check must be submitted and results received prior to commencement of work.

**AN “UNFAVORABLE” OR “NO DETERMINATION” ADJUDICATION OF THE CONTRACTOR EMPLOYEES INVESTIGATION WILL RESULT IN IMMEDIATE TERMINATION OF ACCESS TO THE WORKSPACE AND RECORDS.**

Purpose: Reference is hereby made to Navy awarded contracts requiring contractor access to Navy information systems, SBU information, areas critical to the operations of the command, and/or classified information. Although these contracts may not be classified, contractor employees are required to have obtained a favorably adjudicated National Agency Check with Local Agency and Credit Checks (NACLCL) determination at a minimum. The Department of the Navy (DoN) has determined that all DoN Information systems are sensitive regardless of whether the information is classified or unclassified. A contractor whose work involves access to sensitive unclassified information warrants a judgment of an employee's trustworthiness. Therefore, all personnel accessing DoN Computer systems must undergo investigation for a position of trust to verify their trustworthiness. Also, Commands will include Facility Access Determination (FAD) program requirements in the contract specifications when determinations for facility access only will be required on the contractor employees. The following addresses those requirements for Security.

**NO FOREIGN NATIONAL WILL BE EMPLOYED ON THIS GOVERNMENT CONTRACT.**

This clause does not apply to employees hired overseas in accordance with Status of Forces Agreements, Diplomatic (memorandums) of understanding or other Host Nation Agreements. Employees hired under these agreements are subject to local pre-employment checks.

“Each contractor employee shall comply with the HSPD-12 E-Verify Federal Acquisition Regulations FAR Clause 52.222-54 Employment Eligibility Verification”

All contractors, working within DoN spaces must be entered into the Joint Personnel Adjudication System (JPAS), and then owned by their contracting company facility security officer (FSO). The receiving command Security Manager will then service those individuals in JPAS for tracking and monitoring of their investigation status.

If no previous investigation exists the contractor personnel shall complete the requirement for a NACLCL. NACLCL's for positions of trust will be processed through the receiving command Security Manager. Investigative requirements for DoN Contractor personnel requiring access to classified information are managed under the National Industrial Security Program (NISP). Requests for investigation of contractor personnel for security clearance eligibility are processed by the Office of Personnel Management (OPM) and adjudicated by Defense Industrial Security Clearance Office (DISCO). When Sensitive Compartmented Information (SCI) access is at issue, the Department of the Navy Central Adjudication Facility (DoNCAF) is the adjudicative authority for all DoN Contractor personnel requiring SCI access eligibility.

The Contractor shall ensure that a complete security package, (SF-85, SF-85P, SF-86 and FD258 2 copies) are submitted to the Command Security Officer receiving the contracted services in order for the Security Officer to conduct a suitability review of the submitted investigative forms.

The Contractor FSO or security representative shall ensure that individuals assigned to the command are U.S. citizens and will ensure completion of the SF-85P or SF-86. The SF-85P or SF-86 along with the original signed release statements and two applicant fingerprint cards (FD 258) will be forwarded to the receiving command Security



CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 15 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Manager at least one week prior to reporting for duty.

**Personnel cannot be properly processed and provided system access prior to their reporting date without receiving the investigative paperwork one week prior.**

For contracts requiring a position of trust the Command Security Officer will submit the forms for a position of trust. For classified contracts the contractor FSO will submit the SF-86 to OPM for processing and eventual adjudication by DISCO.

The completed SF-85P or SF-86 will be reviewed by the receiving command Security Manager for completeness, accuracy and suitability prior to the submission. If the contractor appears suitable after the questionnaire has been reviewed, the request will be forwarded to OPM.

The completed SF-85P or SF-86 along with attachments will be forwarded to the Office of Personnel Management (OPM) who will conduct the NACI investigation or equivalent. All contract personnel will in-process with the receiving command Security Manager and Information Assurance Manager upon arrival to the command and will out-process prior to their departure.

Please note: When processing a Questionnaire for National Security Positions, the applicants can only access the e-QIP system if they have been instructed to do so by an appropriate official at sponsoring agency. Individuals cannot

pre-apply for a security clearance, nor update their security questionnaire, unless granted access by an appropriate agency official. The e-QIP software can be accessed at the Office of Personnel Management (OPM) website

<http://www.opm.gov/e-qip/index.asp> or <http://www.dss.mil> the contractor shall provide the completed Questionnaire

for Public Trust Positions, or Questionnaire for National Security Positions with the original signed release statements and two applicant fingerprint cards (FD 258) to the receiving command Security Manager for suitability determination. The receiving command Security Manager will review the form for completeness, accuracy and suitability issues, and forward to OPM as detailed on the OPM website. Applicants can obtain an SF-86 or SF-85P by visiting the Office of Personnel Management (OPM) website located at: <http://www.opm.gov/forms/html/sf.asp>. The responsibility for providing the fingerprint cards rests with the contractor.

The Department of the Navy Central Adjudication Facility will provide the completed investigation to the receiving command Security Manager for the determination in cases where a favorable determination cannot be reached due to the discovery of potentially derogatory information. The command will provide written notification to the contractor advising whether or not the contractor employee will be admitted to command areas or be provided access to unclassified but sensitive business information. Determinations are the sole prerogative of the commanding officer of the sponsor activity. If the commanding officer determines, upon review of the investigation, that allowing a person to perform certain duties or access to certain areas, would pose an unacceptable risk, that decision is final. No due process procedures are required.

The contractor employee shall take all lawful steps available to ensure that information provided or generated pursuant to this arrangement is protected from further disclosure unless the agency provides written consent to such disclosure. Security clearance requirements are defined in the DD-254 of the basic contract for those contracts that will require employees to handle classified information.

**The FSO will ensure that the SAAR-N is forwarded to the receiving command Security Manager for receipt at least one week prior to the start date for the individual.**

"ALL AUTHORIZED USERS OF DoD INFORMATION SYSTEMS SHALL RECEIVE INITIAL INFORMATION ASSURANCE IA ORIENTATION AS A CONDITION OF ACCESS AND THEREAFTER MUST COMPLETE ANNUAL IA REFRESHER AWARENESS TRAINING TO MAINTAIN AN ACTIVE USER ACCOUNT."

Pre-employment Clearance Action: Employees requiring access to classified information, upon reporting to their position, will be read into access by the local command security representative. A local classified material handling indoctrination will take place at that time.

The I-9 form lists acceptable forms of identification that can be provided to prove U.S. citizenship. Dual citizens are

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 16 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

required to renounce their secondary citizenship in order to work for the U.S. Government. Citizenship can be renounced by turning in the foreign national passport to a Government security officer for destruction or to the originating embassy of the passport. Individuals should request a signed affidavit from their embassy recognizing the renouncing of their citizenship.

#### Acceptable Proof of Citizenship

- a. For individuals born in the United States, a birth certificate is the primary and preferred means of citizenship verification. Acceptable certificates must show that the birth record was filed shortly after birth and it must be certified with the registrar's signature. It must bear the raised, impressed, or multicolored seal of the registrar's office. The only exception is if a state or other jurisdiction does not issue such seals as a matter of policy. Uncertified copies of birth certificates are not acceptable. A delayed birth certificate is one created when a record was filed more than one year after the date of birth. Such a certificate is acceptable if it shows that the report of birth was supported by acceptable secondary evidence of birth. Secondary evidence may include: baptismal or circumcision certificates, hospital birth records, or affidavits of persons having personal knowledge about the facts of birth. Other documentary evidence can be early census, school, or family bible records, newspaper files, or insurance papers. All documents submitted as evidence of birth in the U.S. shall be original or certified documents.
- b. If the individual claims citizenship by naturalization, a certificate of naturalization is acceptable proof of citizenship.
- c. A Passport, current or expired, is acceptable proof of citizenship.
- d. A Record of Military Processing-Armed Forces of the United States (DD Form 1966) is acceptable proof of citizenship, provided it reflects U.S. citizenship.
- e. If Citizenship is from the Island of Puerto Rico; see Puerto Rico Birth Certificates Law 191 of 2009, at web site <http://www.prfaa.com/birthcertificates/>.
- f. If citizenship was acquired by birth abroad to a U.S. citizen parent or parents, the following are acceptable evidence:
  - (1) A Certificate of Citizenship issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) or its predecessor organization.
  - (2) A Report of Birth Abroad of a Citizen of the United States of America
  - (3) A Certificate of Birth.

### **14.0 GOVERNMENT PROPERTY FURNISHED**

The work under this contract is located at a Government site or installation. In accordance with DFARS PGI 245.102-70(2) property that is incidental to the place of performance; such as when the contract requires contractor personnel to be located on a Government site or installation where the use of Government-provided office space and equipment, e.g., chairs, telephones, and computers, is standard practice will be made available and used by contractor personnel. The contractor shall maintain the assigned office space(s) in a neat and orderly manner. Contractor shall only use Government provided items to accomplish the tasks required under this contract. Personal or company use of phones, utilities, computers, printers, copiers, etc., not directly related to required services is strictly prohibited. Contractor shall not remove any Government provided items from the worksite without the express written permission of the Contracting Officer's Representative or his/her designated representative.

### **14.1 GOVERNMENT FURNISHED FACILITIES**

The Government will furnish or make available office space located at Building W127 to perform this PWS. The Contractor shall return the facilities to the Government in the same condition received, except for normal wear and tear. Government facilities shall only be used in performance of this PWS. Equipment located at Building W127 is listed in Attachment 2.

### **14.2 GOVERNMENT FURNISHED FURNITURE**

The Contractor, at its own expense may rearrange and move the office machines and office furniture in the areas in the Government furnished facilities; however, the rearrangement and moves shall be restricted to the office areas in which the office machines and furniture are located. The Contractor shall notify the COR prior to any rearrangements or moves. The Contractor shall restrict repositioning of office furnishings to the office areas in which they are located. An inventory of Government furnished furniture will be prepared by the Contractor within 30 days following the start of each period of performance and forwarded to the COR.

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 17 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

### **14.3 HAZARDOUS CONDITIONS**

Compliance with OSHA and other applicable laws and regulations for the protection of Contractor employees is exclusively the responsibility of the Contractor. Furthermore, the Government will not be held liable or assume the responsibility for the Contractor's compliance or noncompliance with such requirements. The exception to this compliance is the aforementioned requirement to make corrections according to the approved plans of abatement subject to base-wide priorities.

### **14.4 FACILITY MAINTENANCE**

The Government will provide building maintenance services to the Contractor during the performance period of this PWS. Building maintenance services will include replacement of light bulbs, relocation/installation of telephone jacks, plumbing emergencies/requests, and heating/air conditioning repair. To request service, the Contractor shall prepare a written work order request and submit it to the Customers Government Representative for approval. The Contractor shall forward all work order requests that have been approved by the Customers Government Representative to the appropriate facilities or Public Works shop. The Contractor shall establish and maintain a centralized work order status log to monitor the status of open service requests. Work order status logs shall include the completion dates and times of all work orders and service calls.

### **14.5 GOVERNMENT FURNISHED MATERIAL HANDLING VEHICLES**

The Government will furnish material handling vehicles to perform the requirements of the PWS as specified. The Contractor shall operate, control, monitor, and report on all Government furnished material handling equipment in accordance with NAVSUPINST 10490.33B, Administration and Control of Material Handling Equipment; NAVSUP P-538, Material Handling Equipment Maintenance Manual; NAVSUP P-572, Joint Service (JSM) for Storage and Materials Handling; Naval Facilities (NAVFAC) publication P-300, Management of Transportation Equipment; OSHA regulations, 29 CFR Part 1910 (Powered Industrial Trucks) and Naval Sea Systems Command (NAVSEA) SW023-AH-WHM-010 (ordnance handling operations) and manufacturers' technical manuals supplied with the equipment. Any Contractor employee who operates material handling equipment must be medically qualified in accordance with local forklift medical surveillance program. While operating material handling equipment, Contractor employees shall carry a current material handling equipment licenses or proof of qualifications. The Contractor shall maintain files that contain proof of each employee's qualifications. The Contractor is responsible for providing valid medical qualifying documents to comply with all local material handling requirements. Additionally, the Contractor is responsible for ensuring all employees operating handling equipment are trained and certified at the Contractors cost. The Contractor will ensure employees operating handling equipment maintains current and valid licenses and meets all base requirements to operate material handling equipment.

### **14.6 ADDITIONAL MATERIAL HANDLING EQUIPMENT**

The Contractor, at its expense, can use additional material handling equipment to accomplish the requirements of this PWS. Any additional material handling equipment used by the Contractor shall conform to all applicable federal, state and local requirements including NAVSUPINST 10490.33B, Administration and Control of Material Handling Equipment; NAVSUP P-538, Material Handling Equipment Maintenance Manual; NAVSUP P-572, JSM for Storage and Materials Handling; and NAVFAC P-300, Management of Transportation Equipment.

### **14.7 GOVERNMENT FURNISHED SERVICES AND GOVERNMENT FURNISHED MATERIALS**

#### **14.8 STOCKED INVENTORY**

The Contractor shall assume responsibility for all Government owned stocked repairable inventory line items. Stocked inventory will be identified by a Cognizance Symbol, nomenclature, and location. The Contractor shall participate with the Government in a joint inventory of all Government owned stock repairable items upon contract start, annually thereafter, and at any time direct by the COR.

### **15.0 GOVERNMENT SERVICES FURNISHED**

#### **15.1 UTILITIES**

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 18 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

The Government will furnish the necessary services required for the Contractor's performance under this PWS. Utility services will include water, electric, telephone, gas, sewage and steam. The Contractor shall utilize these utility services only for the purpose of providing the support services of this PWS. The Contractor may use supplied utilities services only for the purposes of this PWS. The Contractor shall not change or alter any utility service or component.

## **15.2 TELEPHONE SERVICE**

Telephone service, instruments and lines will be provided for Contractor use at no cost to the Contractor. Government furnished telephones and telephone lines are to be used for transaction of official business only. All Government furnished telephones will be subjected to security monitoring at all times. Contractor employees shall notify its employees of the Government's security monitoring system. The Contractor shall ensure that classified information is not discussed over Government supplied telephones and that DD Form 2056, Do Not Discuss Classified Information is affixed to each Government furnished telephone.

## **15.3 TELEPHONE RELOCATIONS**

Contractor personnel shall not relocate Government-furnished telephone equipment or in any way tamper with the telephone distribution system. The Contractor shall contact the COR when changes/additions are needed for any Government telephones or network lines.

## **15.4 REFUSE COLLECTION**

The Government will be responsible for all refuse collection from assigned exterior dumpsters. The Contractor shall transport large refuse from all work spaces to on-site dumpsters. Refuse shall not be placed around exterior dumpsters. The Contractor shall contact the Government when exterior dumpsters are full or when a suspected rodent infestation is observed. The Contractor shall place metals, furniture, or non-hazardous trash, excluding recyclable material, in the dumpsters. The Contractor shall not dispose hazardous materials or hazardous waste in exterior dumpsters. The Contractor shall comply with all ongoing recycling initiatives.

## **15.5 CUSTODIAL SERVICES**

The Government will furnish limited custodial services for office spaces and restrooms. Government support services will include cleaning restrooms, emptying wastebaskets and vacuuming carpets. The Contractor shall perform weekly clean-up of Government furnished work spaces and surrounding areas, and daily clean-up of all warehouse and storage areas.

## **16.0 GOVERNMENT FURNISHED INFORMATION TECHNOLOGY (IT) AND DATA SYSTEMS**

### **16.1 I.T. SYSTEMS**

The Government will provide the Contractor with access to IT equipment, software, systems and services, LAN, Metropolitan Area Networks (MAN), and Wide Area Networks (WAN) during the performance of the services.

#### **16.1.1 PERSONAL COMPUTER GUIDELINES**

The Contractor shall utilize Government supported items or to initiate systems or software updates; however, if the Contractor proposes to use alternate IT systems, the Contractor shall submit its written proposal to the COR for approval prior to implementing the systems. The Contractor shall comply with the following guidelines for personal computers (PC) - desktops and laptops:

- Connection of privately owned PCs to a Government LAN is prohibited.
- Connection of privately owned handheld computing devices to Government PCs is prohibited.
- Contractors shall not upgrade Government-furnished PCs.
- Use of privately-owned software on Government PCs is prohibited.
- Use of unlicensed software on Government PCs is prohibited.

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 19 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

All system database updates and data generated for the purposes of meeting the requirements defined in the PWS will be retained as Government property. The Contractor shall present all IT system files to the COR when requested and without prior notification.

#### **16.1.2 SYSTEM MAINTENANCE AND TURN-OVER**

The Contractor shall ensure that Government furnished IT systems are maintained separately from the Contractor's furnished commercial systems, such as its financial management, personnel, and other operating systems. The Government's furnished source programs, databases, operating systems and all modifications shall remain as Government property. The Contractor shall maintain and protect the systems and data for the duration of the contract; therefore, at the contract end date the Contractor shall return all current source and compiled programs, documentation, and data in a useable format consistent with the manner in which it was originally furnished or modified during the performance period, including any approved Contractor applications with databases. The Contractor shall ensure data is current, complete and readily accessible.

#### **16.1.3 ELECTRONIC MAIL ACCOUNTS**

The Government will provide the Contractor with an adequate number of user accounts on NMCI supported electronic mail system to facilitate Contractor performance under this PWS. The Contractor shall comply with all applicable site instructions pertaining to the use of electronic mail. Within 15 calendar days of contract award, the Contractor shall provide a list of positions requiring electronic mail services to the COR.

#### **17.0 CONTRACTOR FURNISHED MATERIAL**

The Government anticipates the following Contractor provided material to be charged under other direct charge material. The Contractor shall maintain sufficient quantities of materials and supplies on hand to perform all work required under the contract. Any failure on the part of the Contractor to retain sufficient supplies and materials to perform according to the requirements of the PWS shall not excuse or justify reduction in any contracted service or performance. The contractor shall provide PPE IAW with. 7.8.4.

**17.1** Support for the material handling shop (MHE) Pre-expended bin consumable hardware needed for the daily maintenance and up keep of material handling/support equipment being worked on by the MHE shipboard mobile support equipment program. The initial purchase is not to exceed, \$1,200.00 and replenishment will be on a monthly basis and not to exceed \$600.00 per month with a total not to exceed for the year of \$7,800.00. The type of material to be purchased will include but is not limited to: locknuts, hex nuts, flat washers, rings, clevis pin, fuse, cable ties, shrink tube, tube third cap, tube third plugs, steel caps, steel plug, o-rings, and ultra-lock nuts. The contractor shall furnish supplies in accordance with Simplified Acquisition Procedures.

**17.2** Emergency purchase of parts, materials and services to support ships when ships readiness is adversely affected will be authorized on a case by case basis by the Government representative of CNAL Code N413. This will be determined and strictly enforced by CNAL code N413 when all usual procurement and supply processes have been exhausted or the situation arises that it affects the ships operations schedule. Parts that qualify are, but not limited to; pumps, electric motors, starters and alternators. Services that qualify, but not limited to, repair of tires, core replacement of radiators and re-chroming and or repacking and repair of lift and steering cylinders for shipboard electric and diesel forklifts and interior rebuild of transmissions and diesel and electric engines normally beyond ships force level of expertise and repair. Materials needed to make repairs may include special gasket material, compounds and special nuts or bots not carried by PRE-X bins the supply system or SERVMART. Estimated cost for contractor furnished material/equipment is not to exceed \$7,200.00. The contractor shall furnish supplies in accordance with Simplified Acquisition Procedures and reasonableness forms shall be provided to the COR for items exceeding \$2,500.00 in total cost per purchase. The contractor shall provide clear readable invoices for reimbursement at the end of each month.

**Note: Total amount of funds for paragraphs 17.1 and 17.2 shall not exceed \$15,000.00.**

#### **17.3 CONTRACTOR FURNISHED EQUIPMENT**

All Contractor furnished equipment shall be clearly marked "Contractor Property" to distinguish such equipment from Government furnished equipment. At contract start date, the Contractor shall provide the COR a list of all

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 20 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Contractor furnished equipment that will be used during the performance of this contract. The Contractor shall ensure that the Contractor furnished equipment list remains current.

## **18. FINANCIAL PENALTIES**

### **18.1 LOSS/DESTRUCTION/DAMAGE OF GOVERNMENT PROPERTY**

The Contractor will be responsible for immediate replacement or reimbursement of any and all Government property lost, damaged, or destroyed while in the possession, custody, or supervision of Contractor employees. Replacement will be of like property, in brand new condition. Reimbursement will be either by a discount on the next period's bill to the Government, or by check to the US Treasury. Reimbursement will be for the full cost of replacement to the Government for the property.

## **19. NON-PERSONAL SERVICE STATEMENT**

Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the Performance Work Statement. Contractor employees will perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

### **20.0 GOVERNMENT MANAGEMENT OVERSIGHT**

**Government management will provide general instructions on limitations and deadlines. Additional instructions will be provided for any unusual assignments or those that vary from established procedures. The contractor's employees will independently carry out the assignments. Completed work will be spot-checked by Government management for adherence to procedures, accuracy, and completeness.**

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 21 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## **SECTION D PACKAGING AND MARKING**

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 22 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## **SECTION E INSPECTION AND ACCEPTANCE**

### **QUALITY ASSURANCE SURVEILLANCE PLAN AND MATRIX**

#### **1.0 PURPOSE**

**This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to make sure that systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this contract. The intent is to ensure that the Contractor performs in accordance with performance metrics set forth in the contract documents, that the Government receives the quality of services called for in the contract and that the Government only pays for the acceptable level of services received.**

#### **2.0 AUTHORITY**

**Authority for issuance of this QASP is provided under FAR 52-212-4(a), Inspection/Acceptance, which provides for inspections and acceptance of the articles, services, and documentation called for in the contract to be accomplished by the Contracting Officer or their duly authorized representative.**

#### **3.0 SCOPE**

**The Contractor, and not the Government, is responsible for management and quality control actions necessary to meet quality standards set forth by the contract. The QASP is put in place to provide Government surveillance oversight of the Contractor's quality control efforts to assure that they are timely, effective and are delivering the results specified in the contract. The QASP is not a part of the contract nor is it intended to duplicate the Contractor's Management Plan. The Government may provide the Contractor an information copy of the QASP as an Attachment to the solicitation to support the Contractor's efforts in developing its plan for maintaining the levels of quality anticipated to be delivered under the terms of the contract.**

#### **4.0 RESPONSIBILITIES**

**The Government resources shall have responsibilities for the implementation of this QASP as follows:**

- Contracting Officer – The Contracting Officer ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interests of the United States in the contractual relationship. It is the Contracting Officer that assures the Contractor receives**



CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 23 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

**impartial, fair and equitable treatment under the contract. The Contracting Officer is ultimately responsible for the final determination of the adequacy of the Contractor's performance.**

- **Contracting Officer's Representative (COR) – An individual designated in writing by the Contracting Officer to act as his authorized representative to assist in administering a contract. The source and authority for the COR is the Contracting Officer. COR limitations are contained in the written letter of appointment.**

## **5.0 METHODS OF QA SURVEILLANCE**

**The below listed methods of surveillance shall be used in the administration of this QASP. The QASP Matrix (Attachment 1) describes the methods of surveillance that may be used to monitor the services and deliverables to be provided under the contract.**

- **Customer Feedback – Customer feedback may be obtained either from the results of formal customer satisfaction surveys or from random customer complaints. Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed and must be forwarded to the Contractor. The Contractor shall maintain a summary log of all formally received customer complaints as well as a copy of each complaint in a documentation file.**
- **Random Monitoring – Random monitoring shall be conducted if and when deemed necessary to ensure compliance with the terms of the contract. The COR will conduct the random monitoring.**
- **Random Checks/Inspections – Random checks will be conducted to ensure compliance with the terms of the contract. The COR will conduct the random monitoring.**

## **6.0 IDENTIFIED QA SURVEILLANCE ITEMS**

**The PBSC items that have been identified for surveillance are identified in the Performance Work Statement (PWS).**

## **7.0 DOCUMENTATION**

**The COR will maintain a complete Quality Assurance Surveillance file. The file shall contain such documents as copies of all receiving reports, evaluations, recommendations, and any other actions related to the Government's performance of the quality assurance function. All such records will be retained for the life of this contract.**

## **8.0 ANALYSIS OF CONTRACTOR PERFORMANCE**

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 24 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

**The analysis of contractor performance shall be conducted at the end of each month and serves to provide a summary of the Contractor's performance to the Contracting Officer and the Contractor. Overall performance is important in determining whether to increase, decrease or maintain the current level of surveillance and/or whether to initiate corrective action to bring the Contractor's work up to the standards of the specification.**

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 25 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

### QASP MATRIX

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
Contract Deliverables	Contract deliverables furnished as prescribed in the PWS.	Inspection by the COR	100% inspection of all contract deliverables.	>95% of deliverables submitted timely and without rework required.
Services -- PWS Tasks	The contractor shall provide support services IAW the Performance Work Statement (PWS).	Inspection by the COR	Random	All tasks performed IAW PWS.
Invoicing	Monthly invoices per contract procedures are timely and accurate.	Review & acceptance of the invoice	Monthly	95% accuracy
Overall Contract Performance	Overall contract performance of sufficient quality to earn a Satisfactory (or higher) rating in the COR's annual report on Contractor Performance	Assessment by the COR	Annual	All performance elements rated Satisfactory (or higher)

**-If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.**

#### **INCENTIVES/DISINCENTIVES:**

**The COR will make an annual report on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the contract, reflected in the COR's annual report, may result in termination of the contract and may also result in the loss of future Government contracts.**

**In accordance with the inspection of services provisions of the contract, the contractor will be incentivized to provide quality products in a timely manner since the Government can require the Contractor, at no additional cost, to replace or correct work that fails to meet contract requirements.**

**For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken. \_**

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 26 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## SECTION F DELIVERABLES OR PERFORMANCE

The periods of performance for the following Items are as follows:

8001	9/30/2015 - 9/29/2016
9001	9/30/2015 - 9/29/2016

### CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following Items are as follows:

8001	9/30/2015 - 9/29/2016
9001	9/30/2015 - 9/29/2016

The periods of performance for the following Option Items are as follows:

8002	9/30/2016 - 9/29/2017
8003	9/30/2017 - 9/29/2018
9002	9/30/2016 - 9/29/2017
9003	9/30/2017 - 9/29/2018

Services to be performed hereunder will be provided at (insert specific address and building etc.)

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 27 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## SECTION G CONTRACT ADMINISTRATION DATA

### WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

(e) WAWF methods of document submission. Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

\_\_\_\_\_ COMBO \_\_\_\_\_  
 (Contracting Officer: Insert applicable document type(s).  
 Note: If a “Combo” document type is identified but not supportable by the Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

\_\_\_\_\_ NA \_\_\_\_\_  
 (Contracting Officer: Insert inspection and acceptance locations or “Not applicable.”)

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*  
 Field Name in WAWF Data to be entered in WAWF

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 28 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Pay Official DoDAAC N68732  
 Issue By DoDAAC N00189  
 Admin DoDAAC N00189  
 Inspect By DoDAAC  
 Ship To Code  
 Ship From Code  
 Mark For Code  
 Service Approver (DoDAAC) N57012  
 Service Acceptor (DoDAAC) N57012  
 Accept at Other DoDAAC  
 LPO DoDAAC N57012  
 DCAA Auditor DoDAAC  
 Other DoDAAC(s)

(\*Contracting Officer: Insert applicable DoDAAC information or "See schedule" if multiple ship to/acceptance locations apply, or "Not applicable.")

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the e-mail address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

Delano Wong (757-322-9674; [Delano.wong@navy.mil](mailto:Delano.wong@navy.mil))

Dennis A. Dimaggio ([dennis.a.dimaggio@navy.mil](mailto:dennis.a.dimaggio@navy.mil); (757) 836-9738)

(Contracting Officer: Insert applicable email addresses or "Not applicable.")

(g) WAWF point of contact.

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

(Contracting Officer: Insert applicable information or "Not applicable.")

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

## CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:
  - a. All pre-award information, questions, or data;
  - b. Freedom of Information inquiries;
  - c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 29 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

d. Arranging the post award conference (See FAR 42.503).

Name: Greg Finke  
Address: 1968 Gilbert Street, Suite 600; Norfolk, VA 23511-3392  
Phone: 757-443-2066

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

Administrative Office: NAVSUP Fleet Logistics Center Jacksonville; 110 YORKTOWN AVE BLDG 110, NAS JACKSONVILLE, FL 32212-0097

Contract Administrator: Learie Holder (904-542-0039); email: Learie.holder@navy.mil

3. DEFENSE CONTRACT AUDIT AGENCY (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of the contract prior to final payment to the contractor.

NA

4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.

See DFARS Clause 252.232-7006 - WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013) for WAWF/iRAPT payment instructions

5. CONTRACTING OFFICERS REPRESENTATIVE (COR) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. **THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.**

COR Name: Delano Wong  
Address: 1562 Mitscher Ave., Norfolk, VA 23551  
Phone: 757-322-9674

In the event that the COR named above is absent due to leave, illness, or official business, all responsibilities and functions assigned to the COR will be the responsibility of the alternate COR listed below:

NA

6. TECHNICAL ASSISTANT, if assigned by the requiring activity, is responsible for providing technical assistance and support to the COR in contract administration by:

- a. Identifying contractor deficiencies to the COR;
- b. Reviewing contract/delivery/task order deliverables and recommending acceptance/rejection of deliverables;
- c. Identifying contractor noncompliance of reporting requirements;
- d. Evaluating contractor proposals for specific contracts/orders and identifying areas of concern affecting negotiations;

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 30 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

- e. Reviewing contractor reports providing recommendations for acceptance/rejection;
- f. Reviewing invoices for appropriateness of costs and providing recommendations to facilitate certification of the invoice;
- g. Providing COR with timely input regarding the SOW, technical direction to the contractor and recommending corrective actions; and
- h. Providing written reports to the COR as required concerning trips, meetings or conversations with the contractor.

NA

7. ORDERING OFFICER is responsible for:

- a. Requesting, obtaining, and evaluating proposals for orders to be issued;
- b. Determining the estimated cost of the order is fair and reasonable for the effort proposed;
- c. Obligating the funds by issuance of the delivery/task order;
- d. Authorization for use of overtime;
- e. Authorization to begin performance; and/or
- f. Monitoring of total cost of delivery/task orders issued.

The following limitations/restrictions are placed on the Ordering Officer:

- a. Type of order issued is limited by this contract to ----- pricing arrangements;
- b. No order shall be placed in excess of \$----- without the prior approval of the PCO; and/or
- c. No order shall be placed with delivery requirements in excess of -----.

NA

(End of text)

### CONTRACT ADMINISTRATION PLAN (CAP) FOR FIXED PRICE CONTRACTS

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications, or information regarding the administration function assigned.

1. The Procuring Contract Office (PCO) is responsible for:

- a. All pre-award duties such as solicitation, negotiation and award of contracts.
- b. Any information or questions during the pre-award stage of the procurement.
- c. Freedom of Information inquiries.
- d. Changes in contract terms and/or conditions.
- e. Post award conference.

2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.

3. The paying office is responsible for making payment of proper invoices after acceptance is documented.

4. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on



CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 31 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:

a. Technical Interface

(1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The COR is prohibited from issuing any instruction which would constitute a contractual change. The COR shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Contract Surveillance

(1) The COR shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the COR should exercise extreme care to ensure that he/she does not cross the line of personal services. The COR must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the COR's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

(2) The COR shall monitor contractor performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the COR is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation.

(3) The COR will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the COR should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the COR is responsible for monitoring the recovery and keeping the PCO advised of progress.

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of contract performance. Subsequent CPARs covering any contract option periods should be ready at 1-year intervals thereafter.

c. Invoice Review and Approval/Inspection and Acceptance

(1) The COR is responsible for quality assurance of services performed and acceptance of the services or deliverables. The COR shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the COR must take into consideration all documentary information available and any information developed from personal observations.

(2) The COR must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The COR must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 32 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

(3) The COR will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The COR shall work with the Contractor to obtain and execute a final invoice no more than 60 days after completion of contract performance. The COR shall ensure that the invoice is clearly marked as a "Final Invoice."

d. Contract Modifications. The COR is responsible for developing the statement of work for change orders or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

e. Administrative Duties

(1) The COR shall take appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The COR shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

(3) The COR must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the COR will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

Enclosure (1)

g. Security. The COR is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The COR is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Contract Completion Statement.

(1) The COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of contract completion.

(3) The COR is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

5. The Technical Assistant (TA), if appointed, is responsible for providing routine administration and monitoring assistance to the COR. The TA does not have the authority to provide any technical direction or clarification to the contract. Duties that may be performed by the TA are as follows:

a. Identify contractor deficiencies to the COR.

b. Review contract deliverables, recommend acceptance/rejection, and provide the COR with documentation to support the recommendation.

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 33 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the COR.

d. Identify contract noncompliance with reporting requirements to the COR.

e. Review contractor status and progress reports, identify deficiencies to the COR, and provide the COR with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.

f. Review invoices and provide the COR with recommendations to facilitate COR certification of the invoice.

g. Provide the COR with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.

h. Provide detailed written reports of any trip, meeting, or conversation to the COR subsequent to any interface between the TA and contractor.

Accounting Data

SLINID	PR Number	Amount
8001	N5701215RC0312C	622906.80
LLA :		
AA 1751804 60BE 252 57012 Y 060951 2D C0312C		
9001	N5701215RC0312C	15000.00
LLA :		
AA 1751804 60BE 252 57012 Y 060951 2D C0312C		

BASE Funding 637906.80  
Cumulative Funding 637906.80

MOD 01 Funding 0.00  
Cumulative Funding 637906.80

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 34 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

NA

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 35 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## SECTION I CONTRACT CLAUSES

### PROVISIONS INCORPORATED BY REFERENCE

<b>52.215-20</b>	<b>Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data (Oct 2010)</b>
52.217-5	Evaluation of Options
52.222-17	Nondisplacement of Qualified Workers
52.222-41	Service Contract Act of 1965
52.222-42	Statement of Equivalent Rates
52.222-43	Fair Labor Standards Act - Price Adjustment
52.222-99 (Dev)	Establishing a Minimum Wage for Contractors (Deviation)
52.237-1	Site Visit
52.245- 1Alt 1	Government Property (Aug 2010) Alternate I
252.209-7001	Disclosure of Ownership or Control by the Government of a Terrorist Country

### PROVISIONS INCORPORATED BY FULL TEXT

252.203-7005 REPRESENTATION RELATING TO COMPENSATION OF FORMER DOD OFFICIALS (NOV 2011)

(a) Definition. Covered DoD official is defined in the clause at 252.203-7000, Requirements Relating to Compensation of Former DoD Officials.

(b) By submission of this offer, the offeror represents, to the best of its knowledge and belief, that all covered DoD officials employed by or otherwise receiving compensation from the offeror, and who are expected to undertake Acquisition Regulation 3.104-2.

(End of provision)

### CLAUSES INCORPORATED BY REFERENCE

52.204-2	Security Requirements (August 1996)
52.222-55	Minimum Wages Under Executive Orders 13658
52.232-33	Payment by Electronic Funds Transfer--System for Award Management
52.237-2	Protection of Government Buildings, Equipment, and Vegetation (APR 1984)
252.201-7000	Contracting Officer's Representative
252.203-7000	Agency Office of the Inspector General (Dec 2012)
252.203-7999	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements - Representation

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 36 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

252.204-7012 Safeguarding of Unclassified Controlled Technical Information (Nov 2013)

252.204-7015 Disclosure of Information to Litigation Support Contractors

252.209-7004 Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country

252.232-7003 Electronic Submission of Payment Requests

252.232-7010 Levies on Contract Payments

252.237-7010 Prohibition on Interrogation of Detainees by Contractor Personnel

252.243-7002 Requests for Equitable Adjustment

#### **CLAUSES INCORPORATED BY FULL TEXT**

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

**The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 7 days of contract expiration.**

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

**(a) The Government may extend the term of this contract by written notice to the Contractor within 7 days of contract expiration; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.**

**(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.**

**(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.**

(End of clause)

52.222-42 Statement of Equivalent Rates for Federal Hires (May 2014)

**In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.**

**This Statement is for Information Only. It is not a Wage Determination**

Employee Class

Monetary Wage -- Fringe Benefits

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 37 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

Ordanance Tech (30491)

GS-10

Automotive Mechanic (05190)

GS8-GS9

(End of clause)

**52.232-18 Availability of Funds (APR 1984)**

**Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.**

**252.203-7999 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS (DEVIATION 2015-00010)(FEB 2015)**

(d) THE CONTRACTOR SHALL NOT REQUIRE EMPLOYEES OR SUBCONTRACTORS SEEKING TO REPORT FRAUD, WASTE, OR ABUSE TO SIGN OR COMPLY WITH INTERNAL CONFIDENTIALITY AGREEMENTS OR STATEMENTS PROHIBITING OR OTHERWISE RESTRICTING SUCH EMPLOYEES OR CONTACTORS FROM LAWFULLY REPORTING SUCH WASTE, FRAUD, OR ABUSE TO A DESIGNATED INVESTIGATIVE OR LAW ENFORCEMENT REPRESENTATIVE OF A FEDERAL DEPARTMENT OR AGENCY AUTHORIZED TO RECEIVE SUCH INFORMATION.

(e) THE CONTRACTOR SHALL NOTIFY EMPLOYEES THAT THE PROHIBITIONS AND RESTRICTIONS OF ANY INTERNAL CONFIDENTIALITY AGREEMENTS COVERED BY THIS CLAUSE ARE NO LONGER IN EFFECT. (C) THE PROHIBITION IN PARAGRAPH (A) OF THIS CLAUSE DOES NOT CONTRAVENE REQUIREMENTS APPLICABLE TO STANDARD FORM 312, FORM 4414, OR ANY OTHER FORM ISSUED BY A FEDERAL DEPARTMENT OR AGENCY GOVERNING THE NONDISCLOSURE OF CLASSIFIED INFORMATION.

(D)(1) IN ACCORDANCE WITH SECTION 743 OF DIVISION E, TITLE VIII, OF THE CONSOLIDATED AND FURTHER CONTINUING RESOLUTION APPROPRIATIONS ACT, 2015, (PUB. L. 113-235), USE OF FUNDS APPROPRIATED (OR OTHERWISE MADE AVAILABLE) UNDER THAT OR ANY OTHER ACT MAY BE PROHIBITED, IF THE GOVERNMENT DETERMINES THAT THE CONTRACTOR IS NOT IN COMPLIANCE WITH THE PROVISIONS OF THIS CLAUSE.

(2) THE GOVERNMENT MAY SEEK ANY AVAILABLE REMEDIES IN THE EVENT THE CONTRACTOR FAILS TO PERFORM IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT AS A RESULT OF GOVERNMENT ACTION UNDER THIS CLAUSE.252.204-7011 ALTERNATIVE LINE-ITEM STRUCTURE (SEP 2011)

(a) Line items are the basic structural elements in a solicitation or contract that provide for the organization of contract requirements to facilitate pricing, delivery, inspection, acceptance and payment. Line items are organized into contract line items, subline items, and exhibit line items. Separate line items should be established to account for separate pricing, identification (see section 211.274 of the Defense Federal Acquisition Regulation Supplement), deliveries, or funding. The Government recognizes that the line item structure in this solicitation may not conform to every offeror's practices. Failure to correct these issues can result in difficulties in accounting for deliveries and processing payments. Therefore, offerors are invited to propose an alternative line item structure for items on which bids, proposals, or quotes are requested in this solicitation to ensure that the resulting contract structure is economically and administratively advantageous to the Government and the Contractor.

(b) If an alternative line item structure is proposed, the structure must be consistent with subpart 204.71 of the Defense Federal Acquisition Regulation Supplement and PGI 204.71. A sample solicitation line-item structure and a corresponding offer of a proposed alternative line-item structure follow.

**Solicitation:**

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Item No.	Supplies/Service	Quantity	Unit	Unit price	Amount
0001.....	Computer, Desktop with	20	EA	.....	.....

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 38 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

**CPU, Monitor, Keyboard and Mouse.**

Alternative line-item structure offer where monitors are shipped separately:

Item No.	Supplies/Service	Quantity	Unit	Unit Price	Amount
0001.....	Computer, Desktop with CPU, Keyboard and Mouse.	20	EA	.....	.....
0002.....	Monitor.....	20	EA	.....	.....

(End of provision)

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

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

**APPLICABILITY**

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

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

**ACCESS TO FEDERAL FACILITIES**

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

**ACCESS TO DOD IT SYSTEMS**

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected



CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 39 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity's Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

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

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

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

#### **INTERIM ACCESS**

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

#### **DENIAL OR TERMINATION OF ACCESS**

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

#### **CONTRACTOR'S SECURITY REPRESENTATIVE**

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

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

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 40 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

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

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

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

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

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

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

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

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 41 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

perform those duties shall meet the following minimum requirements:

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

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

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

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

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

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

#### **5252.243-9400 Authorized Changes Only By The Contracting Officer (Jan 1992)**

- a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicate with Contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.
- b) The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.
- c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is:

NAVSUP FLC Jacksonville Contracting Officer

NAVSUP Fleet Logistics Center Jacksonville

110 YORKTOWN AVE BLDG 110,

NAS JACKSONVILLE, FL 32212-0097

#### **PROSPECTIVE CONTRACTOR RESPONSIBILITY**

In accordance with Federal Acquisition Regulation (FAR) Part 9.1, the Contracting Officer shall award contracts only to responsible offerors. No purchase or award shall be made unless the contracting officer makes an affirmative determination of responsibility.

To be determined responsible, a prospective contractor must have adequate financial resources to perform the contract, or the ability to obtain them. The contracting officer shall require acceptable evidence of the prospective contractor's current sound financial status, as well as the ability to obtain required resources if the need arises. In regard to resources, the contractor must be prepared to present acceptable evidence of subcontracts, commitments or explicit arrangement that will be in existence at the time of contract award, to rent, purchase, or otherwise acquire the needed facilities, equipment, services, materials, other resources, or personnel. Consideration of a prime

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 42 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

contractor's compliance with limitations on subcontracting shall be taken into account for the time period covered by the contract base period or quantities, plus option periods or quantities, if such options are considered when evaluating offers for award.

Pursuant to FAR 9.104-4, the Contracting Officer reserves the right to request adequate evidence of responsibility on the part of any prospective subcontractor(s).

In the absence of information clearly indicating that the prospective contractor is responsible, the contracting officer shall make a determination of non-responsibility.

As a minimum requirement, all offerors must submit, as part of the original proposal, the following:

- (a) Company's Financial Statement which includes Balance Sheet and Income Statement; and
- (b) Point of Contact from their Bank or any financial institution with which they transact business.

(End of provision)

WD 05-2543 (Rev.-18) was first posted on [www.wdol.gov](http://www.wdol.gov) on 07/14/2015

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REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR  
THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION  
By direction of the Secretary of Labor | WAGE AND HOUR DIVISION  
| WASHINGTON D.C. 20210

| Wage Determination No.: 2005-2543  
Daniel W. Simms | Division of | Revision No.: 18  
Director | Wage Determinations | Date Of Revision: 07/08/2015

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Note: Executive Order (EO) 13658 establishes an hourly minimum wage of \$10.10 for 2015 that applies to all contracts subject to the Service Contract Act for which the solicitation is issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.10 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

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States: North Carolina, Virginia

Area: North Carolina Counties of Camden, Chowan, Currituck, Gates, Pasquotank, Perquimans  
Virginia Counties of Chesapeake, Gloucester, Hampton, Isle of Wight, James City, Mathews, Newport News, Norfolk, Poquoson, Portsmouth, Southampton, Suffolk, Surry, Virginia Beach, Williamsburg, York

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\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I	14.03	
01012 - Accounting Clerk II	15.74	
01013 - Accounting Clerk III	17.61	
01020 - Administrative Assistant	22.28	

CONTRACT NO.	DELIVERY ORDER NO.	AMENDMENT/MODIFICATION NO.	PAGE	FINAL
N00178-14-D-7633	FK03	01	43 of 53	

01040 - Court Reporter	17.11
01051 - Data Entry Operator I	11.94
01052 - Data Entry Operator II	13.90
01060 - Dispatcher, Motor Vehicle	16.01
01070 - Document Preparation Clerk	13.21
01090 - Duplicating Machine Operator	13.21
01111 - General Clerk I	12.08
01112 - General Clerk II	13.78
01113 - General Clerk III	15.47
01120 - Housing Referral Assistant	19.08
01141 - Messenger Courier	12.22
01191 - Order Clerk I	13.46
01192 - Order Clerk II	17.61
01261 - Personnel Assistant (Employment) I	16.22
01262 - Personnel Assistant (Employment) II	18.14
01263 - Personnel Assistant (Employment) III	20.23
01270 - Production Control Clerk	23.57
01280 - Receptionist	12.28
01290 - Rental Clerk	14.15
01300 - Scheduler, Maintenance	15.30
01311 - Secretary I	15.30
01312 - Secretary II	17.11
01313 - Secretary III	19.08
01320 - Service Order Dispatcher	15.37
01410 - Supply Technician	22.28
01420 - Survey Worker	13.82
01531 - Travel Clerk I	11.49
01532 - Travel Clerk II	12.26
01533 - Travel Clerk III	13.09
01611 - Word Processor I	13.38
01612 - Word Processor II	15.02
01613 - Word Processor III	16.80
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	23.47
05010 - Automotive Electrician	21.03
05040 - Automotive Glass Installer	20.09
05070 - Automotive Worker	20.09
05110 - Mobile Equipment Servicer	18.15
05130 - Motor Equipment Metal Mechanic	22.02
05160 - Motor Equipment Metal Worker	20.09
05190 - Motor Vehicle Mechanic	22.02
05220 - Motor Vehicle Mechanic Helper	17.13
05250 - Motor Vehicle Upholstery Worker	19.10
05280 - Motor Vehicle Wrecker	20.09
05310 - Painter, Automotive	21.03
05340 - Radiator Repair Specialist	19.10
05370 - Tire Repairer	13.37
05400 - Transmission Repair Specialist	22.02
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.48
07041 - Cook I	10.11
07042 - Cook II	11.21
07070 - Dishwasher	8.12
07130 - Food Service Worker	9.74
07210 - Meat Cutter	15.33
07260 - Waiter/Waitress	8.80
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	21.23

CONTRACT NO.	DELIVERY ORDER NO.	AMENDMENT/MODIFICATION NO.	PAGE	FINAL
N00178-14-D-7633	FK03	01	44 of 53	

09040 - Furniture Handler	14.67
09080 - Furniture Refinisher	17.63
09090 - Furniture Refinisher Helper	14.36
09110 - Furniture Repairer, Minor	16.02
09130 - Upholsterer	18.34
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.41
11060 - Elevator Operator	11.41
11090 - Gardener	13.67
11122 - Housekeeping Aide	11.92
11150 - Janitor	11.92
11210 - Laborer, Grounds Maintenance	11.41
11240 - Maid or Houseman	8.93
11260 - Pruner	11.63
11270 - Tractor Operator	12.88
11330 - Trail Maintenance Worker	11.41
11360 - Window Cleaner	12.64
12000 - Health Occupations	
12010 - Ambulance Driver	16.84
12011 - Breath Alcohol Technician	16.09
12012 - Certified Occupational Therapist Assistant	24.34
12015 - Certified Physical Therapist Assistant	24.89
12020 - Dental Assistant	15.56
12025 - Dental Hygienist	33.25
12030 - EKG Technician	23.73
12035 - Electroneurodiagnostic Technologist	23.73
12040 - Emergency Medical Technician	16.84
12071 - Licensed Practical Nurse I	14.39
12072 - Licensed Practical Nurse II	16.09
12073 - Licensed Practical Nurse III	17.95
12100 - Medical Assistant	13.48
12130 - Medical Laboratory Technician	17.16
12160 - Medical Record Clerk	13.96
12190 - Medical Record Technician	15.61
12195 - Medical Transcriptionist	14.13
12210 - Nuclear Medicine Technologist	30.53
12221 - Nursing Assistant I	9.46
12222 - Nursing Assistant II	10.27
12223 - Nursing Assistant III	11.21
12224 - Nursing Assistant IV	12.58
12235 - Optical Dispenser	18.17
12236 - Optical Technician	15.08
12250 - Pharmacy Technician	17.33
12280 - Phlebotomist	12.58
12305 - Radiologic Technologist	25.40
12311 - Registered Nurse I	24.37
12312 - Registered Nurse II	29.81
12313 - Registered Nurse II, Specialist	29.81
12314 - Registered Nurse III	36.07
12315 - Registered Nurse III, Anesthetist	36.07
12316 - Registered Nurse IV	43.23
12317 - Scheduler (Drug and Alcohol Testing)	19.54
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	20.46
13012 - Exhibits Specialist II	25.36
13013 - Exhibits Specialist III	29.19
13041 - Illustrator I	20.00
13042 - Illustrator II	24.56

CONTRACT NO.	DELIVERY ORDER NO.	AMENDMENT/MODIFICATION NO.	PAGE	FINAL
N00178-14-D-7633	FK03	01	45 of 53	

13043 - Illustrator III		29.80
13047 - Librarian		32.67
13050 - Library Aide/Clerk		10.41
13054 - Library Information Technology Systems Administrator		23.82
13058 - Library Technician		16.78
13061 - Media Specialist I		16.68
13062 - Media Specialist II		18.66
13063 - Media Specialist III		20.80
13071 - Photographer I		13.93
13072 - Photographer II		18.46
13073 - Photographer III		22.43
13074 - Photographer IV		24.90
13075 - Photographer V		30.14
13110 - Video Teleconference Technician		15.93
14000 - Information Technology Occupations		
14041 - Computer Operator I		15.56
14042 - Computer Operator II		17.40
14043 - Computer Operator III		19.41
14044 - Computer Operator IV		21.57
14045 - Computer Operator V		23.88
14071 - Computer Programmer I	(see 1)	20.07
14072 - Computer Programmer II	(see 1)	24.57
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		15.56
14160 - Personal Computer Support Technician		21.57
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		33.24
15020 - Aircrew Training Devices Instructor (Rated)		40.21
15030 - Air Crew Training Devices Instructor (Pilot)		48.04
15050 - Computer Based Training Specialist / Instructor		32.44
15060 - Educational Technologist		29.72
15070 - Flight Instructor (Pilot)		48.04
15080 - Graphic Artist		24.28
15090 - Technical Instructor		20.94
15095 - Technical Instructor/Course Developer		25.61
15110 - Test Proctor		17.61
15120 - Tutor		17.61
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		8.54
16030 - Counter Attendant		8.54
16040 - Dry Cleaner		10.70
16070 - Finisher, Flatwork, Machine		8.54
16090 - Presser, Hand		8.54
16110 - Presser, Machine, Drycleaning		8.54
16130 - Presser, Machine, Shirts		8.54
16160 - Presser, Machine, Wearing Apparel, Laundry		8.54
16190 - Sewing Machine Operator		11.44
16220 - Tailor		12.22
16250 - Washer, Machine		9.27
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		23.51
19040 - Tool And Die Maker		24.69
21000 - Materials Handling And Packing Occupations		

CONTRACT NO.	DELIVERY ORDER NO.	AMENDMENT/MODIFICATION NO.	PAGE	FINAL
N00178-14-D-7633	FK03	01	46 of 53	

21020 - Forklift Operator	15.55
21030 - Material Coordinator	23.57
21040 - Material Expediter	23.57
21050 - Material Handling Laborer	11.27
21071 - Order Filler	11.49
21080 - Production Line Worker (Food Processing)	15.55
21110 - Shipping Packer	13.83
21130 - Shipping/Receiving Clerk	13.83
21140 - Store Worker I	12.41
21150 - Stock Clerk	15.52
21210 - Tools And Parts Attendant	15.55
21410 - Warehouse Specialist	15.55
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.29
23021 - Aircraft Mechanic I	22.18
23022 - Aircraft Mechanic II	23.29
23023 - Aircraft Mechanic III	24.37
23040 - Aircraft Mechanic Helper	16.35
23050 - Aircraft, Painter	20.20
23060 - Aircraft Servicer	18.22
23080 - Aircraft Worker	19.17
23110 - Appliance Mechanic	19.24
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	23.93
23130 - Carpenter, Maintenance	19.24
23140 - Carpet Layer	18.79
23160 - Electrician, Maintenance	21.90
23181 - Electronics Technician Maintenance I	22.38
23182 - Electronics Technician Maintenance II	23.53
23183 - Electronics Technician Maintenance III	24.70
23260 - Fabric Worker	17.81
23290 - Fire Alarm System Mechanic	20.20
23310 - Fire Extinguisher Repairer	16.50
23311 - Fuel Distribution System Mechanic	20.48
23312 - Fuel Distribution System Operator	16.73
23370 - General Maintenance Worker	18.30
23380 - Ground Support Equipment Mechanic	22.18
23381 - Ground Support Equipment Servicer	18.22
23382 - Ground Support Equipment Worker	19.17
23391 - Gunsmith I	16.50
23392 - Gunsmith II	18.33
23393 - Gunsmith III	20.20
23410 - Heating, Ventilation And Air-Conditioning Mechanic	20.20
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	21.31
23430 - Heavy Equipment Mechanic	20.03
23440 - Heavy Equipment Operator	20.20
23460 - Instrument Mechanic	19.24
23465 - Laboratory/Shelter Mechanic	11.27
23470 - Laborer	11.27
23510 - Locksmith	19.31
23530 - Machinery Maintenance Mechanic	20.28
23550 - Machinist, Maintenance	19.32
23580 - Maintenance Trades Helper	16.29
23591 - Metrology Technician I	21.03
23592 - Metrology Technician II	22.04
23593 - Metrology Technician III	22.96



CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 47 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

23640 - Millwright	25.71
23710 - Office Appliance Repairer	19.24
23760 - Painter, Maintenance	19.24
23790 - Pipefitter, Maintenance	20.23
23810 - Plumber, Maintenance	19.31
23820 - Pneudraulic Systems Mechanic	20.20
23850 - Rigger	20.52
23870 - Scale Mechanic	18.30
23890 - Sheet-Metal Worker, Maintenance	20.20
23910 - Small Engine Mechanic	19.24
23931 - Telecommunications Mechanic I	23.97
23932 - Telecommunications Mechanic II	25.18
23950 - Telephone Lineman	22.88
23960 - Welder, Combination, Maintenance	19.47
23965 - Well Driller	19.93
23970 - Woodcraft Worker	20.20
23980 - Woodworker	16.50
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.58
24580 - Child Care Center Clerk	13.48
24610 - Chore Aide	7.66
24620 - Family Readiness And Support Services Coordinator	13.31
24630 - Homemaker	14.24
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	20.80
25040 - Sewage Plant Operator	20.01
25070 - Stationary Engineer	20.80
25190 - Ventilation Equipment Tender	15.80
25210 - Water Treatment Plant Operator	20.01
27000 - Protective Service Occupations	
27004 - Alarm Monitor	16.96
27007 - Baggage Inspector	12.01
27008 - Corrections Officer	18.71
27010 - Court Security Officer	20.29
27030 - Detection Dog Handler	15.31
27040 - Detention Officer	18.71
27070 - Firefighter	19.65
27101 - Guard I	12.01
27102 - Guard II	15.31
27131 - Police Officer I	22.07
27132 - Police Officer II	24.52
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.47
28042 - Carnival Equipment Repairer	10.99
28043 - Carnival Equipment Worker	8.21
28210 - Gate Attendant/Gate Tender	14.30
28310 - Lifeguard	12.22
28350 - Park Attendant (Aide)	15.60
28510 - Recreation Aide/Health Facility Attendant	11.68
28515 - Recreation Specialist	19.83
28630 - Sports Official	12.75
28690 - Swimming Pool Operator	15.63
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	20.73
29020 - Hatch Tender	20.73
29030 - Line Handler	20.73
29041 - Stevedore I	19.71

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 48 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

29042 - Stevedore II	21.80
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	18.28
30022 - Archeological Technician II	19.03
30023 - Archeological Technician III	25.14
30030 - Cartographic Technician	26.68
30040 - Civil Engineering Technician	25.15
30061 - Drafter/CAD Operator I	18.85
30062 - Drafter/CAD Operator II	21.09
30063 - Drafter/CAD Operator III	23.52
30064 - Drafter/CAD Operator IV	28.93
30081 - Engineering Technician I	17.82
30082 - Engineering Technician II	19.79
30083 - Engineering Technician III	22.59
30084 - Engineering Technician IV	27.42
30085 - Engineering Technician V	33.54
30086 - Engineering Technician VI	40.58
30090 - Environmental Technician	21.87
30210 - Laboratory Technician	20.41
30240 - Mathematical Technician	26.68
30361 - Paralegal/Legal Assistant I	16.04
30362 - Paralegal/Legal Assistant II	19.88
30363 - Paralegal/Legal Assistant III	24.32
30364 - Paralegal/Legal Assistant IV	29.42
30390 - Photo-Optics Technician	26.68
30461 - Technical Writer I	23.10
30462 - Technical Writer II	28.24
30463 - Technical Writer III	34.17
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	23.52
Surface Programs	
30621 - Weather Observer, Senior (see 2)	25.48
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.61
31030 - Bus Driver	14.66
31043 - Driver Courier	13.40
31260 - Parking and Lot Attendant	9.25
31290 - Shuttle Bus Driver	14.22
31310 - Taxi Driver	11.32
31361 - Truckdriver, Light	14.22
31362 - Truckdriver, Medium	15.59
31363 - Truckdriver, Heavy	17.75
31364 - Truckdriver, Tractor-Trailer	17.75
99000 - Miscellaneous Occupations	
99030 - Cashier	8.95
99050 - Desk Clerk	9.12
99095 - Embalmer	23.61
99251 - Laboratory Animal Caretaker I	9.86
99252 - Laboratory Animal Caretaker II	10.47
99310 - Mortician	30.76
99410 - Pest Controller	15.66

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 49 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

99510 - Photofinishing Worker	11.61
99710 - Recycling Laborer	16.46
99711 - Recycling Specialist	18.57
99730 - Refuse Collector	15.17
99810 - Sales Clerk	11.04
99820 - School Crossing Guard	11.64
99830 - Survey Party Chief	18.10
99831 - Surveying Aide	11.30
99832 - Surveying Technician	16.46
99840 - Vending Machine Attendant	12.92
99841 - Vending Machine Repairer	15.13
99842 - Vending Machine Repairer Helper	12.92

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 50 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**HAZARDOUS PAY DIFFERENTIAL:** An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 51 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 52 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

CONTRACT NO. N00178-14-D-7633	DELIVERY ORDER NO. FK03	AMENDMENT/MODIFICATION NO. 01	PAGE 53 of 53	FINAL
----------------------------------	----------------------------	----------------------------------	------------------	-------

## **SECTION J LIST OF ATTACHMENTS**

Attachment I - DD Form 254

Attachment II - Past Performance Report Form

PWS Attachment 1 - SW023-AH-WHM-010

PWS Attachment 2 - PHST-35-00-B 15 July 2005 SLEP Guide

PWS Attachment 3 - NAVSUPINST 10490 33B

PWS Attachment 4 - NAVICPINST 10490.4

PWS Attachment 5 - 4700 1A