

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 20	
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N0017819D7087			2. DELIVERY ORDER/CALL NO. M6785420F3015		3. DATE OF ORDER/CALL (YYYYMMDD) 2020AUG19		4. REQUISITION/PURCH REQUEST NO. 20-PMM-203-0111		5. PRIORITY Unrated		
6. ISSUED BY MARCORSYSCOM 2200 Lester St Bldg 2200 Quantico, VA 22134-6050			CODE M67854		7. ADMINISTERED BY (if other than 6) SCD: C			8. DELIVERY FOB <input type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR NAME AND ADDRESS Alexandria Insights, Inc. 925 Corporate Dr. Suite 213 Stafford, VA 22554-4881			CODE 6W3T6		FACILITY 078819755		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
							12. DISCOUNT TERMS Net 30 Days WAWF		13. MAIL INVOICES TO THE ADDRESS IN BLOCK SEE SECTION G		
14. SHIP TO SEE SECTION F			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus, OH 43218-2264			MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER		DELIVERY/ CALL <input checked="" type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
		PURCHASE <input type="checkbox"/>		Reference your _____ furnish the following on terms specified herein.							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
Alexandria Insights, Inc.				Michael Berigan				DATE SIGNED (YYYYMMDD)			
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE SEE SCHEDULE											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES					20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
	SEE SCHEDULE										
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.						24. UNITED STATES OF AMERICA /s/ANNA SHUTY BY:		25. TOTAL 08/19/2020 CONTRACTING/ORDERING OFFICER		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP. NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		29. D.O. VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER			g. E-MAIL ADDRESS			31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.						a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

PERFORMANCE WORK STATEMENT

FOR SUPPORT SERVICES TO THE
PROGRAM MANAGER, GROUND/AIR TASK ORIENTED RADAR (G/ATOR)



United States Marine Corps
Program Executive Officer Land Systems
2200 Lester Avenue
Quantico, VA 22134

05 May 2021

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1.0 Introduction

Program Executive Officer Land Systems (PEO LS) Program Manager Ground/Air Task Oriented Radar (PM G/ATOR) is responsible for planning, coordinating, and executing comprehensive acquisition strategies, policy development for respective areas of interest, and analysis of its program portfolio inclusive of product support for the United States Marine Corps (USMC) acquisition programs and fielded assets. On-going life cycle initiatives, new Office of the Secretary of Defense (OSD) and Assistant Secretary of the Navy initiatives, and USMC initiatives require expert knowledge of acquisition and sustainment for all levels of Acquisition Category (ACAT) programs. Comprehensive knowledge and experience in providing senior leadership, expertise, oversight, verification, validation, and evaluation support, to ensure effective management of programs, is critical in meeting the mission of the USMC.

2.0 Scope

This procurement addresses the requirement for a contractor to provide services relating to PM G/ATOR business, acquisition, logistics, engineering, and test-related activities to include acquisition policy and program documentation development; program analysis; specialty services; logistics management services; financial management services; and engineering and test services. The primary focus of this procurement are tasks related to the continued development, upgrade, production, fielding, and sustainment of the AN/TPS-80 for the G/ATOR Program Office. The tasks outlined in this Performance Work Statement (PWS) are presented as performance standards relating to PM G/ATOR priorities in order to meet Program Milestones (MS).

2.1 Background

In June 2019, the G/ATOR Full Rate Production (FRP) contract (M67854-19-C-0043) was awarded to Northrop Grumman for the manufacturing, production, certification (through testing), and delivery of (30) G/ATOR FRP systems and operating spares in accordance with the Government Performance Specification (P-SPEC). The FRP Lots 1-4 also include: Transmit/Receive (T/R) modules and micro power supplies to retrofit six G/ATOR LRIP systems configured with GaAs technology to GaN technology.

3.0 Requirements

3.1 General Requirements

The contractor shall provide services to PM G/ATOR, as well as services to the functional areas within PM G/ATOR consisting of the Product Manager (PdM), Assistant Program Manager (APM) Program Management (APM-PM), Financial Management (APM-FM), Logistics Product Support Manager (PSM), and Assistant Program Manager Engineering (APM-E). Portions of services provided will require some contractor personnel to be co-located within G/ATOR program office as well as at the contractor's facility

The contractor shall provide personnel with the proper expertise to ensure all tasks within this PWS are covered. The standards of performance by which these tasks will be measured are delineated in Attachment 1, Quality Assurance Surveillance Plan (QASP). Throughout the duration of this contract, the contractors shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. In addition, all Contractor personnel shall appropriately identify themselves as Contractor employees in telephone conversations and in formal and informal written correspondence, including emails. Work performed under this contract will involve access to sensitive

and classified information. The Contractor shall follow Department of Defense (DoD) standards for the release of any classified or unclassified information. The contractor shall mark, store and transmit all documents and correspondence, in accordance with DoD standards.

3.1.1 System Security

The use and distribution of classified material is anticipated under this effort. All classified material shall be handled, stored, and destroyed in accordance with the NISPOM.

3.1.1.1 Security Requirements

This contract will require the contractor to have a Secret Facility Clearance and will require certain contractors to obtain and maintain classified access eligibility. The contractor shall have a valid Secret Facility Clearance and a Secret Safeguarding Level prior to classified performance at the contractor's facility. The prime contractor and all sub-contractors (through the prime contractor) shall adhere to all aspects of DoD Directive 5220.22-M and DoD Manual 5220.22 Volume 2. All personnel identified to perform on this contract shall maintain compliance with Department of Defense, Department of the Navy, and Marine Corps Information and Personnel Security Policy to include completed background investigations (as required) prior to classified performance. This contract shall include a DoD Contract Security Classification Specification (DD-254) as an attachment. Certain contractors will be required to perform IT-I/II duties that will require favorably adjudicated Tier 5/3 Level investigations. The Defense Counterintelligence Security Agency (DCSA) will not authorize contractors to submit the necessary Tier Level investigations solely in support of IT level designation requirements, but are required to submit investigations for those employees requiring both Secret access and IT-II designation. The Government Contracting Activity Security Office (GCASO) is required to submit any required investigations in support of IT-I level designations. The contractor is required to provide a roster of prospective contractor employees performing IT-I duties to the MCSC Contracting Officer's Representative (COR). This roster shall include: full names, Social Security Numbers, e-mail address and phone number for each contractor requiring investigations in support of IT Level designations. The COR will verify the IT-I requirements and forward the roster to the GCASO. Contractors found to be lacking required investigations will be contacted by the GCASO.

Facility Security Officers (FSOs) are responsible for notifying the MCSC AC/S G-2 Personnel Security Office (PERSEC Office) via encrypted e-mail to MCSC_Security@usmc.mil or 703-432-3374/3952 if any contractor performing on this contract receives an unfavorable adjudication. The FSO must also notify the PERSEC Office, within 24 hours, of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any contractor performing on this contract, if they have been granted an IT designation, issued a CAC, a MCSC Building Badge and/or granted classified access. The FSO shall notify the Government (written notice) within 24 hours of any contractor personnel added or removed from the contract that have been granted IT designations, issued a Common Access Card (CAC) and/or a MCSC Building badge/access.

3.1.1.2 Common Access Card Requirement and Marine Corps Enterprise Network (MCEN)

The Contracting Officer's Representative will identify and only approve those contractor employees performing on this contract that require CACs in order to perform their job function. In accordance with Headquarters, United States Marine Corps issued guidance relative to Homeland Security Presidential Directive – 12 (HSPD-12), all personnel must meet eligibility criteria to be issued a CAC. In order to meet the eligibility criteria, contractor employees requiring a CAC, must obtain and maintain a favorably adjudicated Personnel Security Investigation (PSI.). Prior to authorizing a CAC, the employee's Joint Personnel Adjudication System (JPAS) record must indicate a completed and favorably adjudicated PSI or (at a minimum) that a PSI has been submitted and accepted (opened). The minimum acceptable

investigation is a T-1 or a National Agency Check with Written Inquiries (NACI). If a contractor employee's open investigation closes and is not favorably adjudicated, the CAC must be immediately retrieved and revoked. CACs are not issued for convenience.

Facility Security Officers (FSOs) are responsible for notifying the MCSC AC/S G-2 Personnel Security Office (PERSEC Office) at 703-432-3490/3952 if any contractor performing on this contract receives an unfavorable adjudication after being issued a CAC. The FSO must also immediately notify the PERSEC Office of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any contractor issued a CAC, regardless of whether a JPAS Incident Report is submitted.

Each CAC is issued with a "ctr@usmc.mil <mailto:ctr@usmc.mil>" e-mail account that the individual contractor is responsible to keep active by logging in on a regular basis (at least twice a month), sending an e-mail and clearing any unneeded e-mails. Contractors issued a CAC are prohibited from "auto-forwarding" e-mail from their .mil e-mail account to their .com e-mail account. If the "ctr@usmc.mil <mailto:ctr@usmc.mil>" e-mail account is not kept active, G-6 will deactivate the account and the CAC will also lose its functionality. Contractor employees shall solely use their government furnished "ctr@usmc.mil <mailto:ctr@usmc.mil>" e-mail accounts for work supporting the USMC, conducted in fulfillment of this contract, and shall not use a contractor supplied or personal e-mail account to conduct FOUO government business. The use of a contractor or personal e-mail account for contractor business or personal use is allowed, but only when using cellular or a commercial internet service provider.

If a contractor loses their eligibility for a CAC due to an adverse adjudicative decision, they have also lost their eligibility to perform on MCSC contracts.

Marine Corps Enterprise Network (MCEN) Computer Access – Contractor personnel accessing Marine Corps Systems Command Computer systems, must maintain compliance with United States Marine Corps Enterprise Cybersecurity Manual 007 Resource Access Guide.

Contractor personnel will submit a DD 2875, and completion certificates for the CYBERC course located on MarineNet located at <https://www.marinenet.usmc.mil> The CYBERC course consist of the DOD Cyber Awareness Challenge and Department of the Navy Annual Privacy Training (PII). Contractors will have to create a MarineNet account in order to acquire the required training.

MCEN IT resources if provided are designated For Official Use Only (FOUO) and other limited authorized purposes. DoD military, civilian personnel, consultants, and contractor personnel performing duties on MCEN information systems may be assigned to one of three position sensitivity designations.

- 1) ADP-I (IT-1): Favorably adjudicated T-5, T5R, Single Scope Background Investigation (SSBI)/SSBI Periodic Reinvestigation (SBPR)/SSBI Phased Periodic Reinvestigation (PPR)
- 2) ADP-II (IT-2): Favorably adjudicated T-3, T3R, Access National Agency Check and Inquiries (ANACI)/ National Agency Check with Law and Credit (NACLC)/Secret Periodic Review (S-PR)

3) ADP-III (IT-3): Completed T-1, National Agency Check with Inquiries (NACI)
All privileged users (IT-1) must undergo an SSBI regardless of the security clearance level required for the position. Privileged users must maintain the baseline Cyberspace Workforce Information Assurance Technical (IAT) or Information Assurance Manager (IAM) relating to the position being filled. Privileged users are defined as anyone who has privileges over a standard user account as in system administrators, developers, network administrators, code signing specialist and Service Desk technicians.

All MCEN users must read, understand, and comply with policy and guidance to protect classified

information and CUI, and to prevent unauthorized disclosures in accordance with United States Marine Corps Enterprise Cybersecurity Manual 007 Resource Access Guide and CJCSI 6510.01F.

MCEN Official E-mail usage – MCEN IT resources are provided For Official Use Only (FOUO) and other limited authorized purposes. Authorized purposes may include personal use within limitations as defined by the supervisor or the local Command. Auto forwarding of e-mail from MCEN-N to commercial or private domains (e.g., Hotmail, Yahoo, Gmail, etc.) is strictly prohibited. E-mail messages requiring either message integrity or non-repudiation are digitally signed using DoD PKI. All e-mail containing an attachment or embedded active content must be digitally signed.

MCEN users will follow specific guidelines to safeguard Controlled Unclassified Information (CUI), including PII and For Official Use Only (FOUO). Non-official e-mail is not authorized for and will not be used to transmit CUI to include PII and Health Insurance Portability and Accountability Act (HIPAA) information. Non-official e-mail is not authorized for official use unless under specific situations where it is the only mean for communication available to meet operational requirements. This can occur when the official MCEN provided e-mail is not available but must be approved prior to use by the Marine Corps Authorizing Official (AO).

All personnel will use DoD authorized PKI certificates to encrypt e-mail messages if they contain any of the following:

1. Information that is categorized as For Official Use Only (FOUO) or Sensitive but Unclassified (SBU).
2. Any contract sensitive information that normally would not be disclosed to anyone other than the intended recipient.
3. Any privacy data, PII, or information that is intended for inclusion in an employee's personal file or any information that would fall under the tenets of MSGID: DOC/5 USC 552A. Personal or commercial e-mail accounts are not authorized to transmit unencrypted CUI, or PII.
4. Any medical or health data, to include medical status or diagnosis concerning another individual.
5. Any operational data regarding status, readiness, location, or deployment of forces or equipment.

3.1.1.3 Defense Biometric Identification Card

Certain contractors may require the issuance of a DBID card in order to gain access to Marine Corps bases/stations. The COR will identify and approve only those contractor employees performing on this contract that require a DBID card in order to perform their job function aboard the base. All contractor personnel accessing Marine Corps Base Quantico and Marine Corps Systems Command must be in compliance with the Access Control policy identified within MCSCO 5530.2A Access Control Order.

3.1.1.4 Marine Corps Base Quantico Installation Gate Access

Access onto MCBQ requires the use of an active Department of Defense Personally Identifiable Verification (PIV) credential (i.e. Common Access Card (CAC), Military Dependent Identification Card, Military Retiree Identification Card, Transportation Worker Identification Credential) that can be scanned at all installation Gates prior to being granted access onto the installation. Contractors/vendors who require routine/reoccurring access to MCBQ and are not

receiving a CAC in support of this contract effort (or do not already have an acceptable PIV), are eligible for a DBID card. DBID cards may be obtained at no cost from the MCBQ Provost Marshall's Office (PMO) after coordination with the COR and the MCSC, AC/S G2, Physical Security Team (PHYSEC Team). To obtain a DBID card, the vendor shall submit a completed Vendor Screening Form (obtained from the COR or the PHYSEC Team) via: encrypted email to mcsc_physicalsecurity@usmc.mil, faxing to 703-432-3481 (attn.: Physical Security), or a hand delivered typed hard copy to the PHYSEC Team at Building 2200. The information on the Vendor Screening Form will be used by MCBQ PMO to conduct a background check. The vendor will be notified of the results of their vendor screening background check by the PHYSEC Team and/or COR. Vendors who do not meet the eligibility standards, will not be cleared for access onto MCBQ or MCSC. Vendors who meet the eligibility standards and receive a favorable response to the background check will be required to complete the DBID registration process using a website address/link that will be provided by the PHYSEC Team or COR. Once the Vendor has successfully completed the DBID registration process, a registration code will be provided. The registration code shall be printed and hand carried by the Vendor to MCBQ PMO, Bldg 2043, between the hours of 0700 - 1500 in order to be issued the DBID card. DBID cards will be issued for a period of 3 years regardless of contract expiration. For additional questions regarding submission of the Vendor screening Form or access requirements, you may contact the PHYSEC Team at mcsc_physicalsecurity@usmc.mil or by calling 703-432-3964/3909.

3.1.1.5 Marine Corps Systems Command Facility Access

All contractor personnel accessing Marine Corps Systems Command facilities/buildings, must maintain compliance with the access control policy identified within MCSCO 5530.2A - Access Control Order. Access into MCSC facilities requires use of a Command facility access badge issued by the PHYSEC Team. Contractor personnel assigned to sit within MCSC spaces with a dedicated (by name) workspace will be considered "on-site" contractors and may be issued a Green badge with the holder's photograph. Contractor personnel that frequently visit (three or more times a week) MCSC spaces will be considered "off-site" contractors and may be issued an Orange badge with the holder's photograph. Issuance of a MCSC facility access badge shall be initiated by the COR using the Badge Request process hosted on the MCSC VIPER website. Vendors may be issued a MCSC facility badge prior to issuance of a CAC or DBID card; however, receipt of an unfavorable response will result in deactivation of any currently issued MCSC facility access badge. All other vendors supporting this contract who do not meet the "Green" or "Orange" badge standards shall be required to have their visit to MCSC notified in advance using the MCSC Visitor Notification System hosted on the MCSC VIPER website. Visitor Notifications shall only be submitted by a MCSC sponsor with access to the MCSC VIPER website. Visitors who arrive at MCSC facilities without an approved Visitor Notification on file shall be turned away unless a MCSC escort with a "White," "Powder Blue," or "Green" badge can be reasonably coordinated. Vendors possessing an "Orange" badge are not authorized to escort visitors without an approved Visitor Notification on file. All "Green" and "Orange" badges will be programmed with unescorted access into approved MCSC facilities Monday through Friday from 0630-1700. Unescorted access outside of these times to include federal holidays, furloughs, shutdowns, etc. is restricted. For additional questions regarding MCSC facility access requirements, you may contact the PHYSEC Team at mcsc_physicalsecurity@usmc.mil or by calling 703-432-3964/3909.

3.1.2 Classified Work Space and Storage.

The Contractor shall provide a classified work space, store classified documents, and host classified meetings in order to support the exchange of classified information and material. This will be accomplished within the parameters of Sec J Attachment 3 DD254.

3.1.3 System Security Plan (SSP)

The Contractor should develop a System Security Plan (SSP) and Associated Plan of Action, CDRL A001 that shall be in compliance with NIST SP 800-171 (Rev. 1) for the following requirements: Contractor shall provide an SSP with supporting Plan of Action and Milestones (POA&M) documenting the implementation of at a minimum, all security requirements in NIST SP 800-171 (Rev. 1) standards 3.1 to 3.14; and ensure that any unimplemented security requirements have been adjudicated by an authorized Government Representative of the DoD CIO to be non-applicable or to have an alternative, but equally effective security measure in its place, and provide proof of such adjudication by the DoD CIO as an enclosure to the SSP. Also, the Contractor shall provide, to the Government PO, an associated POA&M attached to the SSP designed to correct deficiencies and reduce or eliminate vulnerabilities per NIST SP 800-171 (Rev. 1) standards, 3.12.2 and delivered in accordance with CDRL A001 with the contractor's technical proposal. The Contractor shall self-attest prior to award to compliance with DFARS 252.204-7012 by having adequate security measures in place that ensures the Contractor can and will meet the requirement to safeguard Covered Defense Information, for all covered contractor information systems that are part of an Information Technology (IT) service or system operated on behalf of the Government. Also, the Contractor shall perform an internal audit upon award, and quarterly thereafter for any violations of non-privileged users executing privileged functions documenting any/all findings in the SSP per NIST SP 800-171 (Rev. 1) standards, 3.1.7; the execution of such functions should be captured in audit logs. In addition, the Contractor shall:

- A. Provide access to the Government to conduct on-site technical evaluation of contractor's internal unclassified information system(s) in accordance with NIST SP 800-171A upon request.
- B. Allow the Naval Criminal Investigative Service (NCIS) to install network sensors, owned and maintained by NCIS, on the contractor's information systems or information technology assets when intelligence indicates a vulnerability, or potential vulnerability.
- C. Engage with NCIS industry outreach efforts and consider the recommendations of NCIS for hardening of DoN critical programs and technologies.

CDRL A001: DI-MGMT-82247, SYSTEM SECURITY PLAN (SSP) AND ASSOCIATED PLANS OF ACTION FOR A CONTRACTOR'S INTERNAL UNCLASSIFIED INFORMATION SYSTEM

3.1.4 Cyber Incident Reporting for a Contractor's Internal Unclassified Information System

Contractor shall Rapidly Report all Cyber Incidents to DoD at <http://dibnet.dod.mil>; "Rapidly Report" means within 72 hours of discovery of any cyber incident. In accordance with CDRL A002, when the Contractor discovers a cyber-incident that affects a covered contractor information system or the covered defense information residing therein, or that affects the contractor's ability to perform the requirements of

the contract that are designated as operationally critical support and identified in the contract, the Contractor shall—

A. Conduct a review for evidence of compromise of covered defense information, including, but not limited to, identifying compromised computers, servers, specific data, and user accounts. This review shall also include analyzing covered contractor information system(s) that were part of the cyber incident, as well as other information systems on the Contractor's network(s), that may have been accessed as a result of the incident in order to identify compromised covered defense information, or that affect the Contractor's ability to provide operationally critical support; and

B. Rapidly report cyber incidents to DoD at <http://dibnet.dod.mil>.

1) Cyber incident report. The cyber incident report shall be treated as information created by or for DoD and shall include, at a minimum, the required elements at <http://dibnet.dod.mil>.

2) Contractor shall continue to follow the guidance prescribed in DFARS Clause 252.204-7012 for Cyber Incident Reporting.

CDRL A002: CYBER INCIDENT REPORTING FOR A CONTRACTOR'S INTERNAL UNCLASSIFIED INFORMATION SYSTEM

3.1.5 Contractor's Record of Tier 1 Level Suppliers who Receive or Develop Covered Defense Information.

Contractor shall supply Record of Tier 1 Level Suppliers who Receive or Develop Covered Defense Information. In accordance with CDRL A003, the Contractor shall provide its plan to track flow down of covered defense information and to assess DFARS Clause 252.204-7012 compliance of known Tier 1 Level suppliers.

CDRL A003: DI-SCRE-82258, CONTRACTOR'S RECORD OF TIER 1 LEVEL SUPPLIERS RECEIVING/ DEVELOPING COVERED DEFENSE INFORMATION

Specific Requirements

All Contract Data Requirement Lists (CDRLs) associated in the execution of this contract are to be submitted as specified in Block 14 of each DD Form 1423-1 and will be tracked and approved within the G/ATOR PMO.

3.2 Post-Award Conference

The Post-Award Conference (PAC) is the first meeting between the Contractor and Government personnel. The purpose of the PAC is to achieve a clear understanding of all contract requirements between the Government and the Contractor and to identify and resolve potential problems to ensure successful performance. The PAC shall be conducted within ten calendar days after contract award at the Government's facility. The PAC shall include representatives from the Contractor team, the cognizant Contract Administration Office, the G/ATOR Program Office, and the Contracting Officer. The Contracting Officer or PM G/ATOR representative, will chair the conference. The Contracting Officer or Contracting Officer's Representative (COR) will provide the agenda electronically upon contract award.

The Contractor shall record meeting minutes (CDRL A004) and submit the meeting minutes electronically to the COR within seven days following the meeting. At a minimum, the meeting minutes shall contain the following:

- Title Page;
- Purpose and objective of the event;
- Location, date and duration of the event;
- List of attendees;
- Summary of discussions, decisions, agreements reached, and directions issued during the conference;
- Copy of presentation material; and
- Action items resulting from the event, including the action to be taken, the responsible individual or group, and the due date for completion of each action item.

The requirement for a PAC shall in no event constitute grounds for an excusable delay by the Contractor in performance of any provisions in the contract.

CDRL A004: DI-ADMN-81505, REPORT, RECORD OF MEETING/MINUTES

4.0 Detailed Task Support

4.1 Contract Maintenance and Execution

The Contractor shall provide to the Government a single Point of Contact (POC) to administer and execute the contract. The Contractor shall advise the PM G/ATOR COR on execution and staffing of the contract. The Contractor shall be fully staffed and provide an organizational chart depicting all team personnel at the Post Award Conference (CDRL A005). The organizational chart shall be updated on a monthly basis or sooner if changes occur. Within fourteen calendar days of contract award, the Contractor shall provide a Contractor Management Plan (CDRL A006). The plan shall detail how the Contractor will execute the requirements of this PWS. The Contractor shall be responsible for formulating and enforcing contract-wide work standards and planning; executing technical tasks; and ensuring performance quality standards are met. The Contractor shall communicate effectively among the Contractor support team and the PM G/ATOR staff on a regular basis. The Contractor POC shall work closely with the COR to resolve any issues that may arise during the execution of the contract. The Contractor shall track all travel requests and expenses and deliver a Monthly Contractor Travel Status Report to the COR (CDRL A007). The Contractor shall develop and deliver an overall Monthly Status Report summarizing all tasks completed within this PWS during the month (CDRL A008).

CDRL A005: DI-MGMT-81797, PROGRAM MANAGEMENT PLAN; CONTRACTOR ORGANIZATIONAL CHART

CDRL A006: DI-MGMT-81797, PROGRAM MANAGEMENT PLAN; CONTRACTOR MANAGEMENT PLAN

CDRL A007: DI-MGMT-80368A STATUS REPORT; CONTRACTOR TRAVEL STATUS REPORTS

CDRL A008: DI-MGMT-81928, CONTRACTOR'S PROGRESS AND STATUS REPORT; MONTHLY STATUS REPORT

4.2 Reports, Meeting Coordination, Action Item Tracking, Supply Management and Defense Travel System (On-Site)

The Contractor shall provide Program Analysts and execute the following tasks in support of PM G/ATOR, including but not limited to:

- Populate and monitor the Morning Reports every workday and deliver the Report to the Morning Report Coordinator;
- Execute daily calendar management for PM and Deputy PM (DPM) G/ATOR; set-up and monitor all schedule/meeting requests daily;
- In a back-up role, execute active calendar management and monitor phones;
- Implement travel planning for the PMO, including preparing travel requests in the Defense Travel System (DTS) and reviewing travel requests to ensure DTS requirements are met;
- Attend various program meetings on a regular basis and perform various functions (e.g., running the computer, taking notes, and recording action items) as requested by the PMO;
- Organize, review and manage action items within the Action Tracking Database for G/ATOR and provide a status to the PMO via email;
- Produce metrics, graphs, and spreadsheets associated with program action items;
- Provide support with the New Employee Check-in Process as new PM G/ATOR employees check into the command;
- Structure, organize, and maintain all electronic program documents/files for easy access by the appropriate teams; and
- Execute and process all monthly supply requests for the PM G/ATOR workforce and provide inventory control of those supplies.

CDRL A004: DI-ADMN-81505, REPORT, RECORD OF MEETING/MINUTES

4.3 Program Management

4.3.1 Acquisition Planning Development (On-Site)

The Contractor shall provide acquisition planning services to the PMO including developing, and reviewing various procurement documents (CDRL A009). The Contractor shall perform compliance reviews of official correspondence, procurement documents (e.g., Acquisition Plans (APs), Acquisition Strategies (ASs), Statements of Work (SOWs), CDRLs, RFPs contract sections, and other Government tasks). The Contractor shall review these documents and identify non-compliance with Federal Government, Office of the Secretary of Defense (OSD), Department of the Navy (DoN), Marine Corps Systems Command (MCSC), and PEO LS acquisition policies and report non-conformances to the document originator. Furthermore, the Contractor shall recommend additions, deletions and/or modifications to procurement documents to correct policy non-conformance issues. The Contractor shall provide analytical support in the creating, updating and delivering of top-level detailed program schedules using software agreed to and approved by the PMO. The Contractor shall review MS documents generated by the PMO for accuracy, grammar, punctuation, and final acronym reviews. The Contractor shall attend internal PM G/ATOR meetings and reviews associated with the development of procurement documentation, record action items, and support the resolution of each action. The Contractor shall assist the COR with completing and processing System Authorization Access Request (SAAR) forms for new Contractors requiring Common Access Cards (CACs) and deactivation of SAAR forms when Contractors leave the contract. The Contractor shall assist the COR in preparing MCSC building badge access forms.

CDRL A009: DI-MISC-80508B, TECHNICAL REPORT-STUDY/SERVICES; ACQUISITION DOCUMENTATION

4.3.2 Program Management Analysis (On-Site)

The Contractor shall maintain Government Organizational Charts and personnel counts (i.e., Billet Identification Code (BIC) numbers) on a regular basis for the PMO and support all efforts that feed into Command Planning & Resource Allocation process. The Contractor shall distribute and track to completion all PM G/ATOR action taskers on a daily basis via the DoN Tasker Tracker System. The Contractor shall conduct acquisition strategy research in accordance with DoD policies; draft, staff, and update the documents for the PMO; and import the final documents into the PM G/ATOR portal. The Contractor shall support the creation, updating, and tracking of acquisition and program documentation (e.g., program briefs, organizational charts, staffing spreadsheets and others), and shall upload final documents into the PM G/ATOR portal. The Contractor shall review all documents for grammar, spelling, and technical content as it applies to DoD policies, and shall advise the Government of any proposed changes.

4.3.3 Briefing and Situation Report Development (On-Site)

The Contractor shall assist in the development of all informational briefs for the PMO, Integrated Product Team (IPT) briefs, Congressional briefs, MS briefs (including Gate Reviews), and recurring Program Management Reviews (PMRs) for the PMO. The Contractor shall maintain and update top level schedules, as well as other various detailed schedules to support development of the briefs. The Contractor shall participate in all meetings associated with the brief development, capture recommended changes, and incorporate those changes into the brief. The Contractor must be proficient in using all Microsoft Office Suite applications; have experience in project planning; and possess the ability to review program documents and briefings for content, consistency, and accuracy. The Contractor shall coordinate with the workforce in the preparation and delivery of the weekly PM G/ATOR situation reports (Sit-Reps). All products shall be submitted to the Government electronically, or hardcopies if requested; all products will be uploaded to the PM G/ATOR Portal.

CDRL A008: DI-MISC-80508B, TECHNICAL REPORT-STUDY/SERVICES; PRESENTATIONS AND SITUATION REPORTS

4.3.4 Integrated Master Plan and Integrated Master Schedule Development and Tracking (On-Site)

The Contractor shall integrate, coordinate, maintain, and provide status of activities related to the Integrated Master Plan (IMP) and Integrated Master Schedule (IMS) for the PMO. The Contractor shall integrate of all Contract IMS (where applicable) into the Program IMS and then establish and maintain an electronic schedule baseline in accordance with each Program's Integrated schedule. For all Contract and Program IMS, the Contractor shall develop, maintain, and deliver the following: a quarterly Schedule Risk Assessment, a monthly critical path and analysis, and a monthly report of schedule metrics. The Contractor shall prepare and update an IMS Narrative Report and analysis for each PM G/ATOR Program and Contract IMS. The Contractor shall use the approved IMP and IMS to determine program or schedule risks, develop alternative solutions, and provide a recommended path forward to resolve programmatic issues and/or concerns. All products associated with this paragraph, including graphs, metrics, spreadsheets, Microsoft Project files, and analytical reports, shall be delivered to the Government electronically, or hardcopies if requested; all products will be uploaded to the PM G/ATOR Portal.

CDRL A008: DI-MGMT-80227, CONTRACTOR'S PROGRESS AND STATUS REPORT; MONTHLY STATUS REPORT

4.3.5 SharePoint Data and System Management (Part Time On-Site)

The Contractor shall provide database developers to execute the SharePoint and Information Management tasks outlined in the following paragraphs.

4.3.5.1 SharePoint Maintenance, Development, and Training

As the lead PM G/ATOR SharePoint Site Administrator, the Contractor shall manage and monitor SharePoint site collections on a day-to-day basis. The SharePoint sites establish the framework to increase individual and team productivity within the PM G/ATOR environment, thus providing the ability to collaborate and proactively interact with data, discussions, and actions. The Contractor shall provide support for the PM G/ATOR SharePoint sites to include but not limited to:

- Manage permissions and restrict or revoke access based on the Government's request and approval;
- Information management, workflow, template development, and maintenance of the currency of information;
- Manage content types, site columns, and templates for re-use;
- SharePoint site training to the PM G/ATOR workforce, provide guidance to site owners and site administrators, identify and investigate errors, and escalate issues to the Government representative;
- Site development and administration support of all existing PM G/ATOR SharePoint site collections;
- Developing, maintaining, and monitoring content and integrity of the PM G/ATOR SharePoint sites and site collections, which are used as the platform for information management and document collaboration;
- SharePoint developer support in order to maintain a development or preproduction environment within the PM G/ATOR site collections and to test enhancements and integration efforts without risking the viability of the production environment;
- Develop PM G/ATOR SharePoint site solutions, building site taxonomies, forms, and repositories within the PM G/ATOR SharePoint site collections utilizing tools, applications, and software (such as Microsoft SharePoint Designer, Microsoft Project, JavaScript, Excel Services, and other client side programming languages);
- Conduct training concurrently with the implementation of new site applications, workflows, and templates to both Government and support teams. Training can be provided in the form of user guides, videos, one-on-one sessions, or classroom style sessions;
- Interface and coordinate with users supporting the PM G/ATOR SharePoint sites on a regular basis to ensure consistency, functionality, and applicability is maintained across the SharePoint sites.
- Review and analyze current PM G/ATOR Information Management strategies, processes, policies, and procedures to facilitate and streamline the efficiency, effectiveness, and utility of PM G/ATOR SharePoint sites. When appropriate, create and recommend new policies for approval of the COR and implement any approved new policies or approved changes to existing policies;
- Maintain currency in the rules and regulations regarding collaborative environments and data sharing; and
- Coordinate with other Government/Contractors as required to ensure PM G/ATOR SharePoint administration procedures are maintained without incident.

All SharePoint site development must be compliant with, and work within, the constraints of the Marine Corps and MCSC Marine Corps Enterprise Network (MCEN) network. The Contractor shall develop and update SharePoint collection sites and create and manage the hierarchy of those site collections, sites, and sub sites to ensure uniform navigation across the PM G/ATOR SharePoint Portal. The Contractor shall monitor and troubleshoot performance issues as required with the Marine Corps Enterprise Information Technology Systems (MCEITS) helpdesk and engineering support to ensure the sites are running at optimal performance. The Contractor shall test all solutions and changes developed on both MCSC

MCEN network and contractor networks. The final solutions shall be compatible with the current software builds of MCEN Information Technology (IT) assets.

4.3.5.2 Workflow and Template

The Contractor shall develop or update existing PM G/ATOR workflows and templates in accordance with program office policy to ensure communication and review of office documentation within the SharePoint Portal. The Contractor shall develop workflows and templates that allow flexibility for tailoring for multiple types of documents which require various routing options, eliminate duplication of effort and data, maintain Configuration Management (CM) of the document while in review and correspondence, while streamlining the review, approval, and signature process of various correspondence and documentation throughout the PM G/ATOR Program Office.

4.4 Business and Financial Management

4.4.1 Specific Support Requirements (On-Site)

The PM G/ATOR APM-FM team interfaces with all levels of Marine Corps, Navy, OSD, Financial Management Board Programs and Resources and Congressional personnel to ensure successful execution of the PMO. The APM-FM leads the team to ensure successful programming, planning, budgeting, execution, and accurate, detailed reporting of all PM G/ATOR financial resources for all services. The Contractor shall provide highly skilled senior Business and Financial Management personnel to support the PMO. The Contractor must possess diversified program execution experience to provide quality support in planning, initiating, coordinating, executing, monitoring, and reporting, resource management, mitigation strategies, stakeholder briefings, business and financial management related meetings, close out activities, and program documentation to the APM-FM. The Contractor shall support the Procurement Marine Corps (PMC), Research, Development, Test and Evaluation (RDT&E), and Operations and Maintenance (O&M) Financial Analysts in day-to-day business transactions to ensure appropriate execution of each funding account from all Services and customers. The Contractor shall apply defense acquisition statutory and regulatory guidance as well as USMC directives, instructions, policy, guidebooks, and discretionary acquisition documentation to all tasks. Each government analyst interfaces with various Marine Corps and Navy fund holders and executing field activities to ensure timely and proper financial management execution across the PM G/ATOR enterprise. The Contractor shall also provide support for the following tasks and reflect those accomplishments in the monthly status report.

CDRL A008: DI-MGMT-80227, CONTRACTOR'S PROGRESS AND STATUS REPORT; MONTHLY STATUS REPORT

4.4.1.1 Formulation Requirements

The Contractor shall execute and support formulation requirements to include but not limited to following tasks:

- The Contractor shall prepare Budget Baselines by appropriation (i.e., RDT&E, PMC, O&M) which accurately incorporate the Spend Plans of Functional Competencies (i.e., Engineering, Logistics, Test & Evaluation, etc.) across the Future Years Defense Program;
- Incorporate applicable budget guidelines, and ground rules and assumptions, project/program schedules and balance to the prevailing program budget controls. These Budget Baselines shall provide project-level details which describe the effort funded in layman's terms, amounts funded by Fiscal Year (FY), identify pertinent funding details (e.g., Product Service Code (PSC), Object

Classification Code, etc.), and identify agency/activity to be funded, etc. The Contractor shall prepare Budget Baselines that are well documented, defensible, and supported by underlying logic (e.g., include computational values, formulas, and corresponding notes which explain how budget values were derived). The Contractor shall prepare Budget Baselines to support each budget cycle (i.e., Department of Navy, OSD and President's Budget) plus as required to support what-if analyses, Program Objective Memorandum (POM) deliberations, etc.;

- The Contractor shall prepare Expenditure Phasing plans which incorporate Budget Baseline values, including time-phased obligations which match project/program plans, incorporate realistic time-phasing of expenditures, and compare cumulative obligations and expenditures to OSD benchmark values for Operations and Maintenance, Research, Development, Test and Evaluation, and Procurement funding for obligations and expenditures. OSD benchmarks are located at www.DAU.mil.
- The Contractor shall coordinate with the Functional Competency Managers (i.e., Engineering, Logistics, Test & Evaluation, etc.) to compile project and program requirements into a complete set of program Spend Plans. The program Spend Plans prepared by the Contractor shall describe activities, identify required funding, distinguish between agency/activity or vendor/supplier funded, identify the planned procurement method (e.g., reimbursable, direct cite, contract/delivery order, MIPR, BTR, etc.), and explain the timing of obligation and timing of planned expenditures;
- The Contractor shall review and verify that Budget Exhibits prepared by Government Financial Analysts satisfy applicable budget guidance and are in keeping with proper budgetary acumen; provide analysis to the APM-FM;
- The Contractor shall prepare and maintain Budget Tracks to identify and track changes between budget cycles by appropriation and year to include the development of a financial "Brain Book" for each Budget Cycle for distribution to the PM Leadership Team.
- The Contractor shall coordinate the annual POM development to include campaign planning, preparing initiative and off-set briefs, buy back alternatives and POM-to-Budget issues; collaborate with program IPTs, project officers and requirements officers to establish viable budget plans and acquisition strategies which are defensible and supportable; prepare detailed what-if analyses to meet POM strategies, prepare point papers and related briefings to support POM strategies.

All products associated with this paragraph shall be delivered to the Government electronically, or via hardcopy, if requested utilizing the accessed database format or contractor format approved by the government.

CDRL A008: DI-MGMT-80227, CONTRACTOR'S PROGRESS AND STATUS REPORT; MONTHLY STATUS REPORT

4.4.1.2 Execution Requirements

The Contractor shall support execution requirements consisting of but not limited to the following tasks:

- The Contractor shall provide support in the preparation of Execution Plans by appropriation (i.e., RDT&E, PMC and O&M, Marine Corps (MC), which accurately incorporate the Spend Plans of the PMO for the FY of execution and track budgeted values (plan) against amounts initiated, committed, obligated, expended, and liquidated by document;
- The Contractor shall prepare funding documents in support of Funding Action Requests (FARs)/Procurement Initiation Documents (PIDs) to various government agencies, activities, and contractors in accordance with Government direction using PR Builder and Procurement Management Tool (PMT);
- The Contractor shall provide analysis and update program Spend Plans, Expenditure Phasing Plans and Execution Plans in accordance with changing project/program schedules and plans;

- The Contractor shall pull weekly Status of Funds reports from Government Data Systems identifying amounts committed, obligated, expended, disbursed (liquidated), uncommitted, unobligated and unliquidated obligations by appropriation and year; prepare end of month Status of Funds reports reflecting the same information;
- The Contractor shall correspond and liaise with funded activities regarding document acceptance; track and analyze obligations and expenditures relative to plan and reconcile and resolve any differences;
- The Contractor shall provide invoice status reports and track invoice processing in accordance with contractual requirements; monitor Procurement Integrated Enterprise Environment (PIEE) (formerly Wide Area Work Flow) /Electronic Data Access /Mechanization of Contract Administration Services reports and assist in reconciliation efforts with Defense Contract Management Agency, Defense Finance & Accounting Service, and prime vendors; maintain electronic files with supporting documentation;
- The Contractor shall analyze monthly variances from Program Execution Plans (PEP); assist in drafting variance explanations which are logical, comply with applicable guidelines, and are defensible; and assist in reviewing monthly variance calculations and explanations;
- The Contractor shall review MILSTRIPS, requisitions, and billing; and conduct monthly reviews of all commitments and unliquidated obligations and validate outstanding transactions; any commitment or de-obligation resulting from contract modification, determination of final contract closure, documented adjustments or corrections, cancellation of an order, or a Fast Track closure identified during the review shall be documented and processed within ten working days;
- The Contractor shall provide support in financial audits including research, documentation and formulating a response;
- The Contractor shall provide support in financial reporting tasks from multiple sources to respond to various Requests for Information (RFI), media inquiries, Congressional reports, and relevant Congressional activity including research, documentation and formulating a response; and
- The Contractor shall provide support to PM G/ATOR in the Dormant Accounts Review Quarterly (DARQ) validation of all outstanding Unliquidated Obligations (ULOs) for periods ending January 31, May 31 and September 30 of each FY; review guidance, and provide recommendations to analysts for the establishment of internal timelines that support meeting MC external submission dates;
- The Contractor shall review submissions to ensure requirements are met including review and validation of all identified ULOs, verification that reasons for outstanding balances meet reporting requirements; verification that a plan to clear outstanding balance is provided as appropriate for each ULO,
- The Contractor shall provide verification that validation codes match document status; verify responses are correctly uploaded to the MC database; perform review, contact activities and vendors to verify validity of ULO, prepare necessary documents to clear ULOs as needed, maintain supporting documentation;

All products associated with this paragraph will be accomplished and stored in a Government Data System and shall be reported in monthly contractor progress and status report (A008).

4.4.1.3 Other Requirements

The Contractor shall prepare financial documentation consisting of but not limited to the following tasks:

- Prepare program briefings, hearings, and testimony response coordination, including Congressional briefs, mid-year execution reviews, Program Execution Plan briefs, PMRs, POM deliberations, etc.
- Identify, review, and track of Service Requirements Review Board (SRRB) candidates;

- Provide critical review of acquisition documents (e.g., AP, AS, Acquisition Program Baseline (APB), Logistics Requirements Funding Summary (LRFS), etc.) and provide constructive feedback;
- Prepare impact statements and program reclaims in response to proposed budgetary adjustments;
- Provide analysis of potential Continuing Resolution (CR) impacts, including determining program anomalies, projecting cash flow requirements by appropriation and in communicating the results to the appropriate audiences;
- Analyze quarterly Contract Funds Status Reports (CFSR);
- Prepare contract summaries which track the latest contract modifications;
- Provide critical analysis of proposed contracts/modifications including Section B (Contract Line Item Structure), Section F (Deliveries or Performance), Section G (Payment terms, financing arrangements, pricing terms), Section I (clauses related to financial management), Section J (Attachments - financial CDRL requirements), and any other section of the contract/modification which contains financial management information;
- Provide analysis in support of Government interpretation and application of funding policies and budget execution guidelines; and
- Manage program records on-site, organize, file and track electronically for scanning, filing and general support and uploaded to document data repository via Share Point.

All products associated with this paragraph shall be delivered to the Government electronically, or via hard copy, if requested utilizing the accessed database format or contractor format approved by the government and shall be reported in the monthly contractor status report (A008).

CDRL A008: DI-MGMT-80227, CONTRACTOR'S PROGRESS AND STATUS REPORT; MONTHLY STATUS REPORT

4.5 Logistics

4.5.1 Government Property and Furnished Property Management

4.5.1.1 Government Property Management (On-Site)

The Contractor shall provide total Government Property (GP) Management support to PM G/ATOR's GP Manager to validate GP and maintain the property databases, including conducting inventories; developing and maintaining Logistics Records Management Databases; and monitoring the custody and stewardship from customer receipt to formal relief of accountability. The Contractor shall execute the following tasks to include but not limited to:

- Oversee the Federal Contractors Property Management Control System, maintain property management records and metrics and draft transfer documents;
- Provide support with the acquisition, distribution, and storage of Government equipment;
- Provide support in maintaining and updating GP and supply inventories on a quarterly basis; and
- Provide support in coordinating maintenance and repair of Government-Furnished Parts (GFP).

The Contractor shall provide accurate accounting, tracking, movement, storage and reporting of GFP utilizing the applicable Government Accountable Property System of Record (APSR) such as Defense Property Accountable System (DPAS), PIEE, or GCSS-MC. The Contractor shall assist the Property Custodians (PC) with the acquisition, distribution, storage, and property management of GP, Equipment, and Material. The Contractor shall assist the PCs with the acquisition, distribution, storage, and proper disposal of Government equipment and supplies, including maintaining and updating GP inventory

records. The Contractor shall assist with the coordination of maintenance and repair of Government Property. The Contractor shall structure, organize and maintain official GP files in the PM G/ATOR data repository system(s) and APSR. The Contractor shall assist in the planning stages to include travel to various locations throughout the United States. All products associated with this paragraph shall be delivered to the Government electronically, or via hardcopies if requested utilizing the accessed database format or contractor format approved by the government.

***CDRL A008: DI-MGMT-80227, CONTRACTOR'S PROGRESS AND STATUS REPORT;
MONTHLY STATUS REPORT***

4.5.2 Sustainment Support – Albany, GA

4.5.2.1 Cataloguing and Provisioning – Albany, GA

The Contractor shall provide technical support for the cataloguing and the provisioning of parts. Contractor access is required for all applicable federal logistics websites and tools to include, but not limited to the following:

- Product Data Reporting and Evaluation Program (PDREP);
- Federal Logistics Data on Mobile Media (FED LOG);
- Information Handling Services (IHS) Haystack Gold;
- Defense Acquisition University (DAU);
- Technical Publications Website;
- Defense Technical Information Center (DTIC);
- Federal Logistics Website Resource (LogTool);
- DoD Safe Access File Exchange (SAFE);
- Database for Military Standards and Specifications (ASSIT);
- Marine Net;
- Marine Interactive Computer-Aided Provisioning System (US Navy/US Marine Corps) (MICAPS);
- Vital Information Portal for Enterprise Resources (VIPER);
- MCEITS;
- Account Management and Provisioning System (AMPS);
- Web Federal Logistics Information Service (WebFLIS);
- Provisioning Data (SS-10) (part of 3270); INFO PAC (part of 3270);
- Technical Data Management System (TDMS part of 3270); ROSCO (part of 3270);
- Federal Mall (FedMall);
- CM PRO Management Tool
- Defense Automatic Addressing System Center Inquiry (DAASINQ) System;
- Defense Information Systems Agency Multi-Host Internet Access Portal (DISA MIAP);
- Joint Engineering Data Management Information and Control System (JEDMICS);
- Catalyst

The Contractor shall provide electronic data that will include documents and data management; management of PM G/ATOR historical information/data; preparation of informational briefings; perform action point responsibilities (e.g., conduct research) in PDREP to review, research, and recommend solutions to Product Quality Deficiency Reports (PQDRs); and coordination support for meetings.

All products associated with this paragraph shall be delivered to the Government electronically, or hardcopies if requested utilizing the accessed database format or contractor format approved by the government.

CDRL A008: DI-MGMT-80227, CONTRACTOR'S PROGRESS AND STATUS REPORT; MONTHLY STATUS REPORT

4.5.3 Acquisition Logistics Support

Contractor shall draft initial, and update current, logistics documentation for the G/ATOR systems required by statutory and regulatory policies, DoDI Policy 5000.02 (January 2015), SECNAVIST 5000.02E, Marine Corps Systems Command Acquisition Guide, SECNAVINST 4105.1C, DoD Logistics Assessment Guidebook, July 2011 and other local command policies. Additionally the contractor shall report weekly equipment readiness and monthly total asset visibility for all fielded systems using Total Life Cycle Management-Operational Support Tool (TLCM-OST) and update and maintain the Total Force Structure Management System (TFSMS).

CDRL A008: DI-MGMT-80227, CONTRACTOR'S PROGRESS AND STATUS REPORT; MONTHLY STATUS REPORT

4.5.3.1 Independent Logistic Assessment

The Contractor shall draft Independent Logistic Assessment briefs for G/ATOR systems covered in this PWS in accordance with CDRL A009.

CDRL A009: DI-MISC-80508B, TECHNICAL REPORT-STUDY/SERVICES; ACQUISITION DOCUMENTATION

4.5.3.2 Logistic Modification Instructions, Technical Instructions and Supply Instructions

The Contractor shall coordinate, review, draft, and update Modification Instructions (MIs), Technical Instructions (TIs) and Supply Instructions (SIs) for all systems. The Contractor shall review technical manuals for compliance with Technical Manual Contractor Requirement (TMCR). The Contractor shall draft changes to technical manuals for fielded systems.

The Contractor shall be knowledgeable of Marine Corps Order P5215.17C, MIL-PRF-32216 and Evaluation of Commercial Off-the-Shelf (COTS) Manuals and Preparation of Supplemental Data.

4.6 Systems Engineering

The Contractor shall interface with PM G/ATOR engineers and other technical professionals on a daily basis. The Contractor shall possess strong technical writing expertise to assist the Government in creating, editing, formatting, publishing, and archiving a variety of engineering documents. The Contractor shall conduct final quality assurance checks for all engineering documents prior to release. The Contractor shall facilitate and support Engineering Technical Management meetings, IPTs, and Working IPTs (WIPTs) associated with all the following paragraphs.

4.6.1 Reliability, Availability and Maintainability (RAM) Analysis

The Contractor shall provide engineering and analytical support for RAM. RAM tasking includes, but are not limited to allocation and management oversight; RAM engineering regarding failure rate tracking; root-cause analysis; and failure rate mitigation. The Contractor shall develop, maintain, and conduct analysis using Reliability Block Diagrams, Fault Tree Analysis, Design Failure Modes, and Effects Analysis. The Contractor shall support the conduct of engineering and technical assessments of G/ATOR

Technical Reviews in the following areas: preparedness; comments and adjudications; and progress to close out follow-on actions. The Contractor shall support the development and update of RAM related MS documentation (e.g., SOW, Test and Evaluation Master Plan (TEMP), CDRLs, Systems Engineering Plans (SEP), RAM-C, etc.).

CDRL A011: DI-MISC-80508B TECHNICAL REPORT-STUDY/SERVICES; RELIABILITY, AVAILABILITY AND MAINTAINABILITY (RAM) ANALYSIS STATUS REPORT

4.6.2 Configuration and Risk Management (On-Site)

The Contractor shall provide engineering and analytical support for Configuration and Risk Management (RM) operations for PM G/ATOR Teams (i.e., REG, Software (S/W), Tobyhanna, Fielding, and Production). CM operation tasks include developing sections of the CM Plans; analyzing CM processes; conducting in-depth analysis; and developing measurements to monitor key phases of the CM process. The Contractor shall provide support to organize, conduct, and manage the PM G/ATOR internal Configuration Control Boards (CCBs) process. The Contractor shall evaluate program artifacts and maintain and update a repository of ECPs and Deviations based on the results from CCBs. The Contractor shall support the conduct of Functional and Physical Configuration Audits. The Contractor shall also support the conduct of engineering and technical assessments of G/ATOR Technical Reviews in the following areas: preparedness; comments and adjudications; and progress to close out follow-on actions.

RM operation tasks include maintenance of the RM Plan and process; analyzing RM processes; conducting in-depth analysis; and developing measurements to monitor key phases of the RM process. The Contractor shall provide support to organize, conduct, and manage the PM G/ATOR internal Risk Management Board (RMB) process. The Contractor shall evaluate program artifacts and maintain and update a repository of Risk and risk mitigations based on the results from RMB.

CDRL A012: DI-MISC-80508B, RISK MANAGEMENT ANALYSIS STATUS REPORT

4.6.2.1 Manufacturing Analysis

The Contractor shall conduct manufacturing and production analysis for the G/ATOR program, to include quality assurance/control, this work will primarily be performed at Northrop Grumman (Linthicum, MD) and Tobyhanna Army Depot (Gouldsboro, PA). The Contractor shall review, assess, and develop manufacturing and production processes and plans to address sustainment and modification of the systems. Manufacturing Analysis tasks include, but are not limited to:

- Review and analyze proposed manufacturing and production plans;
- Develop and deliver Informational Briefs, engineering metrics, and results of the SE processes and tasks to the Government in time to support the schedule associated with each task;
- Review Prime Contractor manufacturing data and provide technical assessments of the data electronically;
- Observe the G/ATOR builds, integration of GFE, execution of acceptance tests and LTIs, review acceptance test plans and reports and provide support to MRAs and PRRs; and
- Ensure all efforts are following the PM G/ATOR SE processes that can be accessed during the contract and at various program milestones.

CDRL A013: DI-MISC-80508B, TECHNICAL REPORT-STUDY/SERVICES; MANUFACTURING ENGINEERING DATA, REVIEW, AND ANALYSIS STATUS REPORT

4.7 Test and Evaluation

4.7.1 Test and Evaluation Program Management (On-Site)

The Contractor shall provide engineering and management support to the Government Test and Evaluation (T&E). The Contractor shall perform the following T&E program tasks to assist the PMO T&E, including but are not limited to:

- Translate program requirements to PMO T&E strategy, and develop appropriate test documents such as TEMP and Detailed Test/Event Plans.
- Manage T&E activities to execute the T&E plans, including but not limited to supporting Test Readiness Reviews (TRR), coordinating with other agencies and organization to ensure readiness of test recourses, and monitoring test conducts.
- Review and document test results to ensure test objectives and system performance are achieved and aligned with the PMO requirements. This will include, but is not limited to, reviewing TIRs and test records, supporting post-test System Verification Reviews (SVR), and developing test reports.
- Provide monthly status of efforts

CDRL A014: DI-MISC-80508B, TECHNICAL REPORT-STUDY/SERVICES; TEST & EVALUATION PLANS, REPORTS, AND STATUS

4.7.2 Test and Evaluation (On-Site)

The Contractor shall provide a Test Evaluator to conduct system level assessments and support verification of system functionality, the evaluation of test results, and the characterization of overall system effectiveness and suitability by conducting the following tasks in support of the PM G/ATOR System Test Engineer:

- Verification of test requirements;
- Assessment of system evaluation during the reporting phase;
- Development of the PM G/ATOR System Evaluation Report;
- Provide support in preparation and management of all Test and Evaluation (T&E) established evaluation processes;
- Conduct test data analysis on external test agency generated Interim Data Reports during the test reporting phase;
- Act as the PM G/ATOR T&E representative for all internal test related data analysis and reporting issues/processes;
- Provide support with oversight of all tests for the assigned Contractor team during test execution phase;
- Provide support in the development/update of the TEMP and program related issues/processes;
- Provide support with the review and adjudication of all deliverables during the detailed planning phase;
- Provide support with development and management of Test IMS and supporting test site desktop IMS;
- Support all System Engineering and Logistic processes that require T&E Subject Matter Expert (SME) input; and
- FRACAS / DCACAS reviews for issues relating to tests.

CDRL A014: DI-MISC-80508B, TECHNICAL REPORT-STUDY/SERVICES; TEST & EVALUATION PLANS, REPORTS, AND STATUS

4.7.3 Test and Evaluation Support

The Contractor(s) shall support and when requested oversee, on behalf of the PM G/ATOR System Test Engineer, the execution of all G/ATOR test events at but not limited to, Aberdeen, MD; Camp Pendleton, CA; Tobyhanna, PA; Wallops Island, MD; Linthicum Heights, MD; and 29 Palms, CA. The Contractor shall provide adequate T&E staffing to assist the PM G/ATOR with all scheduled test events by conducting the following tasks:

- Participate in the execution of test events;
- Serve as the On-Site Liaison for the G/ATOR Prime Contractor, the PM G/ATOR System Test Engineer, and the assigned test agency personnel for all test matters requiring PM G/ATOR T&E input;
- Provide written daily test/situation and oral reports to the PM G/ATOR System Test Engineer, summarizing the status of the following: test events/completions, issues, and the overall test schedule;
- Provide recommendations within the authored daily test/situation reports based off of daily test observations and interactions with assigned test agency personnel;
- Assist with the coordination of all PM G/ATOR program approved visit requests;
- Assist Government Test Site Leads with daily program reporting requirements based on scheduled test events;
- Act as main test site POC for all PM G/ATOR program related test issues and provide immediate notification to PM G/ATOR System Test Engineer for actions or requests requiring Government involvement; and
- Review all test planning documents for compliance with general test protocol and DoD guidelines that support individual program requirements and provide recommendations.

CDRL: A014 DI-MISC-80508B, TECHNICAL REPORT-STUDY/SERVICES; TEST & EVALUATION PLANS, REPORTS, AND STATUS

CDRL: A015 DI-MISC-80508B, TECHNICAL REPORT-STUDY/SERVICES; TEST & EVALUATION DAILY STATUS REPORTS

4.7.4 Software Support Activities

The Contractor shall provide qualified subject matter expertise with experience in Software DODAF architecture/framework, commercial software development, electronic protection measures, interoperability and test, and cybersecurity.

The Contractor shall provide services support to the SW Project team and the Information Security System Manager (ISSM). The Contractor shall coordinate meetings, draft agendas and meeting minutes, provide recommendations to technical evaluations, perform data entry, data analysis, and budget analysis, including classified tasking, DON taskers, software transition documents, RISK reviews, scheduling, budget, and programmatic (A008).

The Contractor shall provide recommendations to the software configuration control board for the writing of software Engineering Change Proposals, software approval standard operating procedures, modification instructions, system and software problem resolution tracking and tracking of software media.

CDRL: A008 DI-MISC-80508B, TECHNICAL REPORT-STUDY/SERVICES; TEST & EVALUATION DAILY STATUS REPORTS

The Contractor shall have facilities for classified meetings / ability to store and update classified presentations and documents, and the ability to obtain SIPR tokens.

5.0 Facilities, Other Direct Charges and Contractor Resources

5.1 Facilities

All efforts in support of this PWS will be accomplished at the Contractor's facilities and these facilities are not reimbursed as Other Direct Charges (ODCs). Selected personnel identified within this PWS will sit on-site at the Government's facility and these Contractor's will be provided a seat/cube to perform all tasks stated in this PWS.

5.2 Other Direct Charges

ODCs will include all travel expenses in the execution of this contract. Laptops, cellular equipment/services, and other items of convenience are not considered reimbursable as ODCs.

5.3 RESERVED

6.0 Contract Administrative Data

6.1 Proper Identification of Contractor Personnel

Contractors, including Subcontractors, shall provide for a clear distinction from Government personnel. Contractor employees shall not act, advertise, or presume to be Government employees, agents or representatives. Contractor employees are required to appropriately identify themselves as Contractor employees at all times, including in telephone conversations, formal and informal written correspondence, paper and electronic, and in any other situations where their actions could be construed as acts of Government officials. Contractor employees shall be introduced as Contractor personnel and display distinguishing visible identification at all times whether in conversations, meetings and other forms of communication with Government personnel.

Contractor personnel, while performing in a Contractor capacity, shall refrain from using their retired or reserve component military rank or title in written or verbal communications associated with the contracts for which they provide services.

The Contractor shall incorporate the substance of this requirement in all subcontracts awarded under this contract.

6.2 Miscellaneous Government Information Systems

Procurement Integrated Enterprise Environment (PIEE), MCSC's VIPER, and access to similar accounts should be justified in the same way as the CACs and SIPRNet accounts. The paperwork that provides the justification for an account will have to be signed by the cognizant Government team lead before it can be signed by the COR.

In all instances where a Contractor requests access to a Government Information System, the COR or sponsoring Government representative will evaluate the request to determine if the information is inherently Governmental and if the Contractor has a valid need-to-know. The COR or sponsoring

Government representative will also seek to minimize rights and privileges, limit access term length, and ensure required Non-Disclosure Agreements (NDAs) are in place.

6.3 Place of Performance and Business Hours

The Contractor's place of performance shall either be at the Government facilities located at 2200 Lester St. Quantico, VA), or at the Contractor's site located within 15 miles from the Government facilities. Access to the Government work spaces with an authorized badge shall be from 0700 to 1700. Anyone needing access prior to or after those times will need prior approval or a Government escort. If a Contractor needs access on a daily basis prior to or after those times, a special allowance may be considered on a case-by-case basis. Core working hours in support of PM G/ATOR will be from 0900 to 1500 Eastern Time, Monday through Friday.

PM G/ATOR will have 11 seats available at the Government's facility for support Contractors seated on-site (10 for Quantico, VA and one for Albany, GA). The Government will acquire prior approval for those Contractors designated to sit on-site and work stations will be set up to accommodate the Contractors.

The Contractor shall provide eleven laptops to be reimaged by the Government in order to connect to the MCEN. To accomplish the tasks in the PWS the Contractor shall possess either make or model (or a combination) of the following computers (in order of preference): (1) HP ProBook 640 G5, and/or (2) Dell Latitude 5490, and/or (3) HP ProBook 650 G3. The Contractor shall provide the Government with access to the identified computers for the Government to load the required software that is necessary to accomplish the task in this PWS. The Contractor should purchase Windows 10 and Office 2016 licenses. The Government will not use the license keys. The Contractor's number of licenses should equal the number of laptops. Any additional software will be provided by the Government if the Government has licenses available. Once the period of performance for the contract is complete, the contractor will reimage the laptops back to commercially usable equipment.

Any additional IT equipment (docking station, monitor, keyboard, and mouse, etc.) that the Contractor deems necessary to meet the requirements of this PWS shall be provided by the Contractor.

6.4 Non-Personal Services

The Government shall neither supervise Contractor employees nor control the method by which the Contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual Contractor employees. It shall be the responsibility of the Contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the Contractor believes that any actions by the Government constitute, or may be perceived to constitute, personal services, it shall be the Contractor's responsibility to notify the Contracting Officer immediately.

7.0 Travel

The Contractor shall be required to travel CONUS and OCONUS to various locations. The Contractor shall prepare a travel package request for COR/ACOR approval 14 days in advance for CONUS travel and 45 days in advance for OCONUS travel.

7.1 General Reimbursement Guidance

Preapproved official travel will be reimbursed in accordance with the rates and policies established in Federal Acquisition Regulation (FAR) (Part 31.205-46 – Travel Costs) and the Joint Travel Regulations (JTR) (Chapter 2). Excess costs, circuitous routes, luxury accommodations, and voluntary delays, or services unnecessary or unjustified in the performance of official Government business are not reimbursable. The Government will not reimburse for valet parking or Express High-Occupancy Toll (HOT) lanes. Per Diem for CONUS and OCONUS travel will be reimbursed in accordance with the rates and policies established in the FAR and JTR. Upon request by the Contracting Officer or COR, the Contractor shall submit receipts for all expenses within five (5) days of the request. The Contractor shall make receipts available for review at any time during performance of the contract notwithstanding FAR, DFARS or other regulations. Local travel (defined as travel within a 50-mile radius of the Contractor's facility) to or from the Contractor's facility or any travel between the Contractor's facility and any Government offices within the National Capital Region (NCR) will not be authorized or reimbursed.

8.0 Government Furnished Information / Equipment

PM G/ATOR provides access to all files necessary to support the various teams identified in this PWS.

The Government will provide Government Furnished Information (GFI) to assist the Contractor in the performance of the contract requirements. Items will be provided to the Contractor within 30 days of receipt of Contractor's written request to the Contracting Officer and Government approval. The Contractor shall provide for accountability, security, and storage for the GFI provided throughout the duration of the contract period. Two weeks prior to the end of the PoP, the Government will provide the Contractor with disposition instructions for the GFI.

The Contractor agrees that all employees assigned to this contract shall sign a NDA, establishing an enforceable agreement between the Government and the individual Contractor employee acknowledging that no person shall release, disclose, or use in any way that would permit or result in disclosure to any party outside the government any information provided to the contractor or employee by the Government during or as a result of performance of this contract. Such information includes, but is not limited to, information submitted to the Government on confidential basis by other persons. Further, the prohibition against release of Government provided information extends to cover such information whether or not in its original form, e.g., where the information has been included in Contractor generated work or where it is discernible from materials incorporating or based upon such information. This prohibition does not expire.

9.0 Organizational Conflict of Interest

The provisions of FAR 9.5, "Organizational Conflict of Interest" (OCI), shall apply to any award under this request for fair opportunity proposals. Potential Offerors should review their current and planned participation in any other Government contracts, subcontracts, consulting, or teaming arrangements where they may be in a position of actual or perceived bias or unfair competitive advantage. Offerors shall disclose any potential OCI situations to the Contracting Officer as soon as identified, including prior to proposal submission. The disclosure should include the facts and an analysis of the actual or perceived conflict and a recommended approach to neutralize or mitigate the potential conflict. The preferred approach to potential conflicts is to negate or obviate the conflict. Mitigation is considered only if it is not practical to negate or obviate the conflict.

The Contracting Officer will promptly respond to analyze and if practicable resolve any potential conflicts.

ACRONYM LIST

ACAT	Acquisition Category
ACOR	Assistant Contracting Officer's Representative
AMPS	Account Management and Provisioning System
AMRDEC	Army Aviation and Missile Research, Development and Engineering Center
AP	Acquisition Plans
APB	Acquisition Program Baseline
APM	Assistant Program Manager
APM-E	Assistant Program Manager - Engineering
APM-FM	Assistant Program Manager - Financial Management
APM-PM	Assistant Program Manager - Program Management
APSR	Government Accountable Property System of Record
AS	Acquisition Strategies
ASSIT	Database for Military Standards and Specifications
BIC	Billet Identification Code
BTR	Below Threshold Reprograming
CAC	Common Access Card
CCB	Configuration Control Board
CDRL	Contract Data Requirements List
CFSR	Contract Funds Status Reports
CM	Configuration Management
COR	Contracting Officer's Representative
CR	Continuing Resolution
DAASINQ	Defense Automatic Addressing System Center Inquiry
DAU	Defense Acquisition University
DCACAS	Data Reporting Analysis and Corrective Action System
DFARS	Defense Federal Acquisition Regulation Supplement
DISA MIAP	Defense Information Systems Agency Multi-Host Internet Access Portal
DLA	Defense Logistics Agency
DoD	Department of Defense
DODAF	Department of Defense Architecture Framework
DoN	Department of the Navy
DPAS	Defense Property Accountable System
DPM	Deputy Program Manager
DTIC	Defense Technical Information Center
DTS	Defense Travel System
ELVIS	Enterprise Logistics Virtual Integrated Support
ePLM	Enterprise Product Lifecycle Management System
FAR	Funding Action Requests
FED LOG	Federal Logistics Data on Mobile Media
FedMal	Federal Mall

FRACAS	Failure Reporting, Analysis, and Corrective Action System
FRP	Full Rate Production
FSO	Facility Security Officers
FY	Fiscal Year
GaAs	Gallium Arsenide
GaN	Gallium Nitride
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GFP	Government-Furnished Parts
GP	Government Property
IHS	Information Handling Services
IMP	Integrated Master Plan
IMS	Integrated Master Schedule
IPT	Integrated Product Team
ISSM	Information Security System Manager
IT	Information Technology
JEDMICS	Joint Engineering Data Management Information and Control System
JPAS	Joint Personnel Adjudication System
JPAS	Joint Personnel Adjudication System
JTR	Joint Travel Regulations
LOGCOM	Marine Corps Logistics Command
LRFS	Logistics Requirements Funding Summary
LRIP	Low Rate Initial Production
MC	Marine Corps
MCEITS	Marine Corps Enterprise Information Technology Systems
MCEN	Marine Corps Enterprise Network
MCSC	Marine Corps Systems Command
MEARS	ECP Automated Review System
MICAPS	Marine Interactive Computer-Aided Provisioning System
MIPR	Military Interdepartmental Purchase Request
MS	Milestone
NACI	National Agency Check with Written Inquiries
NDA	Non-Disclosure Agreement
O&M	Operations and Maintenance
ODCs	Other Direct Charges
OSD	Office of the Secretary of Defense
PAC	Post-Award Conference
PC	Property Custodians
PDA	Portable Digital Assistants
PdM	Product Manager
PDREP	Product Data Reporting and Evaluation Program
PEO LS	Program Executive Officer Land Systems

PEP	Program Execution Plans
PID	Procurement Initiation Documents
PIEE	Procurement Integrated Enterprise Environment
PM	Program Manager
PM G/ATOR	Program Manager Ground/Air Task Oriented Radar
PMC	Procurement Marine Corps
PMO	Program Management Office
PMO	Provost Marshall's Office
PMR	Program Management Reviews
PMT	Procurement Management Tool
POC	Point of Contact
PQDR	Product Quality Deficiency Reports
PSC	Product Service Code
PSI	Personnel Security Investigation
PSM	Logistics Product Support Manager
P-SPEC	Performance Specification
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
RAM	Reliability, Availability and Maintainability
RAM-C	Reliability, Availability, Maintainability-Cost
RDT&E	Research, Development, Test and Evaluation
RFI	Requests for Information
RFP	Request for Proposal
RM	Risk Management
RMB	Risk Management Board
SAAR	System Authorization Access Request
SAFE	Safe Access File Exchange
SE	Systems Engineering
SEP	Systems Engineering Plan
Sit-Reps	Situation Reports
SME	Subject Matter Expert
SOW	Statement of Work
SRRB	Service Requirements Review Board
SW	Software
T&E	Test and Evaluation
T/R	Transmit/Receive
TAR	Tri-Annual Review
TDMS	Technical Data Management System
TEMP	Test and Evaluation Master Plan
ULO	Unliquidated Obligation
USMC	United States Marine Corps
VIPER	Vital Information Portal for Enterprise Resources

VTC	Video Tele Conference
WebFLIS	Web Federal Logistics Information Service
WIPTs	Working IPTs