

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE <b>J</b>		PAGE <b>1</b>		OF <b>3</b>		PAGES	
2. AMENDMENT/MODIFICATION NUMBER <b>P00013</b>			3. EFFECTIVE DATE <b>11/30/2021</b>		4. REQUISITION/PURCHASE REQUISITION NUMBER <b>55025</b>			5. PROJECT NUMBER (If applicable) <b>N/A</b>			
6. ISSUED BY <b>MARCORSYSCOM</b> <b>2200 Lester St Bldg 2200</b> <b>Quantico, VA 22134-6050</b>			7. ADMINISTERED BY (If other than Item 6) <b>CODE</b>		CODE			SCD		C	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) <b>Skylla Engineering Ltd.</b> <b>316 E Main Street</b> <b>Humble, Texas 77338-4549</b>						<input checked="" type="checkbox"/>		9A. AMENDMENT OF SOLICITATION NUMBER			
						<input type="checkbox"/>		9B. DATED (SEE ITEM 11)			
						<input checked="" type="checkbox"/>		10A. MODIFICATION OF CONTRACT/ORDER NUMBER <b>N0017819D8524/M6785420F3006</b>			
CODE <b>32ZH5</b>						FACILITY CODE <b>169401895</b>		10B. DATED (SEE ITEM 13) <b>03/01/2020</b>			

**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 \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT 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 letter or electronic communication, provided each letter or electronic communication 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)

SEE SECTION G

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.**  
**IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: <b>FAR 43.103(a)(3) Mutual Agreement of the Parties</b>
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor ☐ is not ☒ is required to sign this document and return 1 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

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) <b>Ed Cardenas</b>		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) <b>ANNA SHUTY , Contracting Officer</b>	
15B. CONTRACTOR/OFFEROR <b>/s/Ed Cardenas</b>  (Signature of person authorized to sign)	15C. DATE SIGNED <b>11/22/2021</b>	16B. UNITED STATES OF AMERICA <b>/s/ANNA SHUTY</b>  (Signature of Contracting Officer)	16C. DATE SIGNED <b>11/22/2021</b>

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# Section C - Description/Specifications/Statement of Work

## SECTION C – DESCRIPTIONS AND SPECIFICATIONS

### 1.0 Introduction

Program Executive Office Land Systems (PEO LS), Program Manager, Advanced Amphibious Assault (PM AAA) is responsible for Field Service Support (FSS) activities required to assist the Government in the sustainment of Assault Amphibious Vehicle (AAV) and Amphibious Combat Vehicle (ACV) Family of Vehicles (FOVs), and providing support for the Program Manager Light Tactical Vehicles (PM LTV). This support includes product management, field service representatives, installers, equipment specialists, warehouse management and inventory specialists for the United States Marine Corps (USMC).

### 2.0 Scope

This Performance Work Statement (PWS) defines PM AAA (e.g., AAV and ACV) and PM LTV Program efforts the Contractor shall perform and complete. The Contractor shall:

- Provide vehicle Subject Matter Expertise (SME) Field Service Representatives (FSRs) at each location listed below with the purpose to provide maintenance guidance to Fleet personnel. The FSR is tasked by the Product Manager (PdM) to provide sustainment and maintenance support for assigned vehicles to Fleet personnel. The FSR provides support to the program office in review of modifications/upgrades; issues/concerns/risks with vehicles; inspections, Limited Technical Inspections, and/or inventory of vehicles designated by the program office; and provide assessments/investigations of vehicle mishaps;
- Provide vehicle subsystem maintenance and implementation guidance;
- Have the ability to provide integration support for vehicle modifications such as approved Engineering Change Proposals, approved Requests for Variances, and subsystem upgrades; and
- Provide full time support to the following locations: Camp Pendleton, CA; Camp Lejeune, NC; Marine Corps Logistics Base, Albany, GA; Marine Corps Logistics Base, Barstow, CA and Okinawa, Japan.

### 3.0 Background

Since being introduced in 1972, the AAV7A1 has undergone both a Service Life Extension Program in 1983 and a Rebuild Program (Reliability, Availability, and Maintainability/Rebuild to Standard (RAM/RS)) in 1999. Due to the age and operational and design limitations, the AAV is not fully capable of supporting Naval and USMC Operating Concepts. Given AAV operational shortcomings, the Government is pursuing development of the ACV to replace the aging AAV7A1 RAM/RS. Until such time, PM AAA requires a capability to maintain AAVs for master configuration, proof of principle, and test and evaluation purposes in order to support obsolescence and fact of life changes. PM AAA will sustain and upgrade the existing AAV7A1 while developing the ACV.

The ACV provides a self-deploying, fully amphibious combat vehicle that can provide sea-based entry and land maneuver capabilities to support Naval and USMC Operating Concepts. The ACV program is currently in the Low Rate Initial Production (LRIP), manufacturing lot 1 vehicles for the purposes of conducting various test events and Initial Operational Test and Evaluation (IOT&E). When the ACV Program exercises the LRIP lot 2 option (1st QTR FY20), PM AAA anticipates the need for support of master vehicle configuration, proof of principle, and test and evaluation events through FY23.

The PM LTV is responsible for the procurement and sustainment of multiple motor transportation acquisition programs. These programs, ranging from Acquisition Category (ACAT) 1D to Abbreviated Acquisition Programs (AAPs), to sustainment of legacy light tactical wheeled vehicles and equipment include, at a minimum, the Joint Light Tactical Vehicle (LTV), High Mobility Multipurpose Wheeled Vehicle (HMMWV), Utility Task Vehicle (UTV), the Ultra-Light Tactical Vehicle (ULTV) and

the M1102-H (Cargo) & M1102-MCC (Marine Corps Chassis) Light Tactical Trailers (LTT). PM LTV requires planning, coordinating, and executing the comprehensive acquisition, engineering, and lifecycle management support for the LTV portfolio of programs.

## 4.0 Requirements

### 4.1 General Requirements

The Contractor shall provide support services to PM AAA Programs (i.e., AAV and ACV) and PM LTV consisting of Program Management, Project Coordination, Field Service Representatives, Installers, Warehouse Management, and Equipment Specialists.

The Government **will not** reimburse the Contractor for costs related to establishing, equipping, and operating a home office that must be capable of processing voice and data communications, and safeguarding and protecting Government information or property.

The Government shall neither supervise Contractor employees nor control the method by which the Contractor performs the required tasks within this PWS. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual Contractor employees. It shall be the sole 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, the Contractor must immediately notify the Contracting Officer to report the circumstances giving to the potential personal services. Failure to report, within a reasonable time, may result in the termination of performance.**

### 4.2 Contract Deliverables

The Contractor shall submit and the Government will provide feedback, for all required contract deliverables under this PWS. Deliverables are associated with CDRLs (Exhibit A) identified in each applicable paragraph.

### 4.3 Post-Award Conference

The Post-Award Conference (PAC) shall be conducted at the Contractor's facility within 15 calendar days after task order award. Attendees shall include representatives from the Contractor team, the cognizant Contract Administration Office, PM AAA, PM LTV, the Contracting Officer, and the Contract Specialist. The Contracting Officer will chair the PAC to establish clear understanding of all tasks, and identify and resolve potential problems the Government did not cover during the evaluation. Five (5) days prior to the PAC, the Contracting Officer or Contracting Officer's Representative (COR)/Alternate Contracting Officer's Representatives (ACORs) will provide the agenda electronically. The Contractor shall record and submit PAC meeting minutes in accordance with CDRL A001. At a minimum, meeting minutes shall contain the following:

- Title Page;
- Location, date, and duration of the event;
- List of attendees;
- Summary of discussions;
- Copy of presentation material; and
- Action items resulting from the event, including the action to be taken by responsible individual or group, and due date of each action item completion.

***CDRL A001: Report, Record of Meeting/Minutes; Meeting Minutes***

#### 4.4 Program Management Reviews

The Contractor shall conduct semi-annual Program Management Reviews (PMRs) at the Contractor's facility, unless otherwise directed by the Government. The PMRs shall be co-chaired by Government and Contractor representatives. The Contractor shall prepare all necessary documentation and have all required personnel available to conduct the PMR. The Contractor shall explain the reasoning, assumption, and methodologies in arriving at particular conclusions, recommendations, or alternatives in the accomplishment of the tasks required by the task order. The Contractor shall report status of funding, action items, and events/efforts planned for the next 90 day period of support. During the PMR, the COR/ACOR will summarize the Contractor's performance with requirements established in the Quality Assurance Surveillance Plan (QASP) (Attachment 3) that will be used to measure contractor performance, discuss upcoming tasks, and address any Contractor concerns or issues affecting task order performance. The Contractor shall prepare PMR Meeting Agendas in accordance with CDRL A002, and Meeting Minutes in accordance with CDRL A001. PMRs will be conducted throughout the period of performance of this task order.

*CDRL A001: Report, Record of Meeting/Minutes; Meeting Minutes*

*CDRL A002: Conference Agenda, Meeting Agenda*

#### 5.0 Detailed Task Support

The tasks listed in the following paragraphs apply to PdM AAV, ACV and PM LTV Programs.

##### 5.1 Program Management

###### 5.1.1 Program Manager

The Contractor shall designate a Program Manager (PM), possessing sufficient corporate authority to manage, direct, execute and, control the cost, schedule, and performance of the contract. The Contractor PM shall serve as the primary business liaison with the Government that shall coordinate all Contractor activities related to the contract business performance. The Contractor PM shall work closely with the COR/ACOR to resolve any issues that may arise during the execution of the contract.

###### 5.1.2 Program Management Plan

The Contractor shall develop and maintain a Program Management Plan (PMP) in accordance with CDRL A003. The purpose of the PMP is to provide high level cost, schedule, and performance goals and objectives, and to identify risks and issues and mitigating approaches for the contracted effort. The PMP shall provide an organizational chart depicting all team personnel. The Contractor shall be fully staffed within 15 calendar days after contract award. The PMP shall provide visibility into the Contractor's organization techniques, methods and processes used in managing the effort. The PMP shall include a communications plan outlining the approach the Contractor shall use to communicate with all stakeholders of this effort. The PMP shall consider the complete PWS tasks with focus on efforts in the year of execution. PMP documentation shall be readily available to the PM AAA during periodic planned visits.

The PMP shall address the below requirements:

- (a) Contractor PM and team members for this effort
- (b) Major program reviews and events
- (c) Program risks and mitigation plans
- (d) Monitoring cost, schedule, and performance
- (e) Subcontractor control and management
- (f) Organizational chart

The PMP shall be updated in accordance with CDRL A003 as changes occur throughout the task order.

***CDRL A003: Management Plan, Program Management Plan***

**5.1.3 Task Order Maintenance and Execution**

The Contractor shall develop and deliver an overall monthly Progress, Status and Management Report in accordance with CDRL A004 summarizing all tasks completed within this PWS during the month. The CDRL listed below shall be required throughout the execution of this task order.

***CDRL A004: Contractor's Progress, Status and Management Report; Monthly Status Report***

**5.1.4 Travel**

Refer to Section 6.0 of this PWS for Travel.

**5.1.5 Product Manager Coordinators**

**5.1.5.1 Product Manager Coordinator at Camp Pendleton, CA**

The Contractor shall provide a Product Manager Coordinator at Camp Pendleton, CA. They shall be the primary interface between AAV Units, PdM AAV and ACV for all efforts. They shall have verifiable experience equivalent to billeted AAV Operations/Logistics Chief or Officer or billeted former Ordnance Vehicle Maintenance Chief/Officer, ability to spend extended periods of time in austere field conditions. They must possess a current United States (US) passport, or ability to obtain one within 60 days of task order award, ability to travel CONUS/OCONUS on short notice, and be able to obtain and maintain a Government Common Access Card (CAC). They shall interface with all West Coast and Pacific geographical area commands/units, and have cognizance of the tasks required by this PWS.

The Product Manager Coordinator shall provide expertise in the areas of operations, maintenance, and training, and act as the coordinator for all program communication, equipment issues, and scheduling. They shall provide onsite coordination and scheduling of equipment in the performance of approved upgrades and in accordance with PdM AAV acquisition objectives, facilitating these actions in coordination with the unit owning the equipment.

The Product Manager Coordinator shall serve as a recognized authority and knowledgeable consultant to support the AAV units on program office activities. They shall perform a broad range of coordination and support duties involving acquisition programs affecting operations, readiness, and sustainment issues. They shall assist AAV Integrated Product Teams (IPTs) on various program tasks. They shall have the capacity to analyze requirements of the PWS and provide in writing with presentation, letter format, and also verbally. These analyses shall be conducted and provided by an AAV FOV and Amphibious Vehicle SME.

The Product Manager Coordinator may be required to work beyond normal eight hour days and occasional weekends. The instances of extended work hours and weekends shall not exceed 160 hours for each year's period of performance (i.e., 2080 hours). Working hours do not constitute travel to and from lodging and place of business except when travel is beyond local commuting distance while executing offsite travel.

#### 5.1.5.2 Product Manager Coordinator at Camp Lejeune, NC

The Contractor shall provide a Product Manager Coordinator at Camp Lejeune, NC. They shall be the primary interface between AAV Units, PdM AAV and ACV for all efforts. They shall have verifiable experience equivalent to billeted AAV Operations/Logistics Chief or Officer or billeted former Ordnance Vehicle Maintenance Chief/Officer, ability to spend extended periods of time in austere field conditions. They must possess a current United States (US) passport, or ability to obtain one within 60 days of task order award, ability to travel CONUS/OCONUS on short notice, ability to obtain, and maintain a Government Common Access Card (CAC). They shall interface with all East Coast area commands/units including all Marine Forces Reserve (MARFORRES) units and have cognizance of the tasks required by this PWS.

The Product Manager Coordinator shall provide expertise in the areas of operations, maintenance, and training, and act as the coordinator for all program communication, equipment issues, and scheduling. They shall provide onsite coordination and scheduling of equipment in the performance of approved upgrades and in accordance with PdM AAV acquisition objectives, facilitating these actions in coordination with the unit owning the equipment.

The Product Manager Coordinator shall serve as a recognized authority and knowledgeable consultant to support the AAV units on program office activities. They shall perform a broad range of coordination and support duties involving acquisition programs affecting operations, readiness, and sustainment issues. They shall assist AAV Integrated Product Teams (IPTs) on various program tasks. They shall have the capacity to analyze requirements of the PWS and provide in writing with presentation, letter format, and also verbally. These analyses shall be conducted and provided by an AAV FOV and Amphibious Vehicle SME.

The Product Manager Coordinator may be required to work beyond normal eight hour days and occasional weekends. The instances of extended work hours and weekends shall not exceed 160 hours for each year's period of performance (i.e., 2080 hours). Working hours do not constitute travel to and from lodging and place of business except when travel is beyond local commuting distance while executing offsite travel.

## 5.2 AAV and ACV Field Service Representatives and Installers

### 5.2.1 Field Service Representatives

The Contractor shall provide a number of FSR(s) with an in-depth knowledge of the AAV Family of Vehicles (FoV) consisting of, but not limited to, vehicle systems operation and repair, engineering drawing review and comment, technical manual review, vehicle inspection, failure analysis, repair and installation of Engineer Change Proposal (ECP) kits, and Marine Corps Maintenance Procedures that enables the Contractor to perform all required tasks. The FSRs shall have the capacity to analyze the requirements above, and provide a response in writing with a presentation, letter format, or verbally as directed by the Government in accordance with CDRL A005. These analyses shall be conducted and provided by an AAV FOV and Amphibious Vehicle SME.

The FSRs at a minimum shall:

- have a verifiable qualification of 10 years of maintenance experience for vehicles similar to AAV within the last 20 years at the level equivalent to Ordnance Vehicle Officer/Chief,
- possess a current US passport or ability to obtain one within 60 days of task order award,
- the ability to travel CONUS/OCONUS on short notice,
- spend extended periods of time in austere field conditions,
- lift 50 pounds, and
- obtain and maintain a Government CAC.

The FSR(s) shall provide sustainment and training, over all new equipment, for the supported AAV units as required and directed by the Government. The Government will develop and provide training materials the FSR(s) are to use to train the unit Marines. Other formal training will be provided by the USMC, as needed. This requirement is not for formal training, but user familiarization, on-the-job training (OJT), as needed, as it specifically affects the AAV FoVs. The FSR(s) shall provide expertise for instructing AAV units on the maintenance and repair of the AAV FoV. The FSR(s) shall provide in-depth knowledge of equipment for assistance in mishap investigations involving AAVs and associated equipment. The FSR(s) shall provide assistance to failure analysis and provide recommendations related to failures from component to system level failures of the AAV FoV.

The Contractor shall, when tasked, support the functional areas (e.g., logistics, engineering and test) of the ACV FoVs with FSR level generalized support in the areas listed under this section of the PWS.

The FSR(s) shall also provide support for the Inspect and Repair Only as Necessary (IROAN) process at Maintenance Centers Albany, GA and Barstow, CA. The FSR(s) shall conduct in-process inspections, configuration validation, component and sub-assembly configuration conformance assessment, test data validation, and final inspection acceptance as required, during all maintenance and manufacturing functions. Working hours do not constitute travel to and from lodging and place of business except when travel is beyond local commuting distance is required in order to execute required tasks.

The Contractor shall be capable of providing full time FSR(s) sufficient to, as required, simultaneously supply FSR at each of the following locations: Camp Pendleton, CA; Camp Lejeune, NC; Marine Corps Logistics Base, Albany, GA; Marine Corps Logistics Base, Barstow, CA and Okinawa, Japan.

The Government will provide the Contractor with work spaces and telephone lines; The Contractor is responsible for furnishing provided work spaces with equipment necessary for the requirement such as computers, network connectivity and email and is not directly chargeable to the Government. The Contractor shall be responsible for Cost of Living Allowance (COLA) for overseas assigned personnel and include these costs into their price.

The Contractor may be required to provide FSR support to non-hostile locations, such as: Fuji, Japan; Darwin, Australia, Jacksonville, FL; Norfolk, VA; Gulfport, MS; Galveston, TX; Quantico, VA; 29 Palms, CA; Ft. A.P. Hill, VA; Ft. Pickett, VA; and Charleston, SC or as directed by the Government.

The Contractor shall provide an Okinawa based FSR with capability to perform all required tasks and assist Marines perform scheduled and corrective maintenance. Contractor employees performing work for the US armed forces in Japan are protected by and subject to The Status of Forces Agreement (SOFA) between Japan and the United States. However, Contractor employees generally remain subject to all the laws and regulations of Japan. U.S. Citizens present in Japan with a residency status, other than SOFA, must surrender that status and accept SOFA status. Only Contractor employees, with SOFA status are eligible for the SOFA's tax exemptions, exemptions from local employment laws, in accordance with Article XIV of the SOFA. Only individuals eligible for SOFA status may be hired by the Contractor under this contract. The contractor, after contract award, shall submit the names of potential hires for employment in Japan, to the Contracting Officer for an initial determination that the potential employee qualifies for SOFA status. If eligible, the Contracting Officer will forward the request to Headquarters, US Forces Japan (HQ USFJ), for final determination. The Marine Corps makes no guarantee that any individual will be granted SOFA status.

#### ***CDRL A005: Configuration Status Accounting Information: Engineer Change Proposal (ECP) Inventory Status Report***

##### **5.2.2 Field Service Representatives (Option)**

The Contractor shall provide two (2) additional FSRs to cover surge efforts for the AAV and ACV Programs. The tasks outlined in paragraph 5.2.1 will apply to this paragraph. Upon notification by the Contracting Officer, and the execution of the option, the Contractor shall staff the FSR(s) within 45 days. All the optional SLINs at Section B may not be exercised.

##### **5.2.3 Command, Control, Communications, Computers and Intelligence (C4I) Field Service Representatives**

The Contractor shall provide C4I FSR support at Camp Pendleton, CA and at Camp Lejeune, NC. The Camp Pendleton C4I FSR shall interface with all West Coast and Pacific geographical area commands/units. The Camp Lejeune C4I FSR shall interface with all East Coast commands/units, including all Marine Forces Reserve (MARFORRES) units.

The C4I FSR shall:

- have 10 years Marine Corps C4I maintenance experience,
- have verifiable Marine Corps Ground Communications Electronics Maintenance Chief billeted experience,
- have experience in tactical networking and employment methods, data communications, tactical radios, intercommunications systems, situational awareness devise, and tactical switches/ routers,
- possess a current US passport or ability to obtain one within 60 days of task order award,
- have the ability to travel CONUS/OCONUS on short notice to destinations listed in section 5.2.1, or as directed by the



Government,

- have the ability to spend extended periods of time in austere field conditions,
- have the ability to obtain and maintain a CAC.

The C4I FSR(s) shall provide in-depth knowledge on the AAV and ACV FoV C4I equipment consisting of, but not limited to, vehicle C4I operation and repair, engineering drawing review and comment, technical manual review, equipment inspection, failure analysis, repair and installation of ECP kits, and Marine Corps Maintenance Procedures. The C4I FSR(s) shall provide training for new equipment and sustainment to the AAV units C4I equipment as required and directed by the Government. The C4I FSR(s) shall provide in-depth knowledge for instructing AAV units on the maintenance and repair of the AAV and ACV C4I equipment. The Government will develop and provide the training materials for the FSR(s) to use with the unit Marines, as needed. This requirement is not for formal training, but user familiarization (OJT) as needed as it specifically affects the AAV and ACV FoVs. The C4I FSR(s) shall provide assistance to failure analysis and provide recommendations related to failures from component to system level failures of the AAV and ACV FoV C4I equipment. The C4I FSR(s) shall have the capacity to analyze requirements of the PWS and provide in writing with presentation, letter format, and also verbally. These analyses shall be conducted and provided by a C4I SME.

The C4I FSR(s) may be required to work beyond normal eight (8) hour days and occasional weekends. The cumulative hours worked over a 40 hour work week will not exceed 120 hours for each year's period of performance (i.e., 2080 hours). Working hours do not constitute travel to and from lodging and place of business except when travel is beyond local commuting distance while executing offsite travel.

#### 5.2.4 Installers

The installer(s) shall perform Engineering Change Proposal (ECP) installations in accordance with the approved installation schedule, record all ECPs in the vehicle log book and maintain configuration tracking.

The Installer(s) shall:

- assist the FSRs in repair and maintenance, inspection, and duties as directed,
- have four years of military-tracked vehicle maintenance experience within the last eight years,
- possess a current US passport or ability to obtain on within 60 days of task order award,
- understand military maintenance procedures,
- have the ability to travel CONUS/OCONUS on short notice,
- have the ability to spend extended periods of time in austere field conditions,
- have the ability to lift 50 pounds, and
- have the ability to obtain and maintain Government CAC.

The Government will provide, as Government Furnished Property (GFP) (Attachment 2), the required tools to accomplish this effort. The Installer(s) shall have "Journeyman" knowledge of equipment maintenance and modification, ability to use general and special tools, thorough understanding of retrofit procedures, corrective and preventive maintenance expertise, and worldwide travel availability. The Installer(s) shall be home based at the following locations:

- Two at Camp Pendleton, CA,
- Two at Camp Lejeune, NC, and
- One in Okinawa, Japan.

The Okinawa Installer shall have the ability to perform corrective and preventive maintenance with unit assistance.

The Installer(s) may be required to work beyond normal eight hour days and occasional weekends. The annual cumulative hours worked over a 40 hour work week will not exceed 120 hours for each year's period of performance (i.e., 2080 hours). Working hours do not constitute travel to and from lodging and place of business except when travel is beyond local commuting distance while executing offsite travel.

#### 5.2.5 Installers (Option)

The Government may require two (2) additional CONUS Installer(s) to cover surge efforts for the AAV and ACV Programs. The tasks outlined in paragraph 5.2.4 will apply to this paragraph. Upon notification by the Contracting Officer, and the execution of the option, the Contractor shall staff the Installer(s) within 45 days. All the optional SLINs at Section B may not be exercised.

### 5.3 Warehouse Management and Inventory Specialist

#### 5.3.1 Warehouse Management Specialist

The Contractor shall provide Warehouse Management Specialist possessing a minimum of four (4) years of warehouse operation and management experience gained within the last eight (8) years. The Warehouse Management Specialist shall assist with, and provide warehouse operation and management expertise for a planned warehouse of up to 30,000 square feet housing PM AAA Government Property. The Warehouse Management Specialist shall be responsible for the administration, control, and custody of PM AAA Government property and shall be based within a 50 mile radius of Marine Corps Base, Quantico, VA. The Warehouse Management Specialist shall have the ability to lift 50 pounds, obtain and maintain a Government CAC, operate forklifts and pallet jacks, must possess a valid state driver's license and maintain the license throughout the contract period of performance. The Warehouse Management Specialist shall assist in ECP kitting, shipping, receiving, disposal, packaging, handling, storage and transportation (PHS&T) and, accountability, and security of all assigned PM AAA assets. The Warehouse Management Specialist shall be capable of loading and off-loading trucks and possess the ability to drive up to a five ton commercial vehicle for delivery of assigned assets. The Contractor shall ensure that the Warehouse Management Specialist(s) satisfies, possesses, and retains all commercial vehicle licensing required to operate the motor vehicles and material handling equipment e.g. Forklifts etc... The Contractor shall provide the COR/ACOR all commercial licensing requirements and/or certifications needed for the Warehouse Management Specialist to operate the motor vehicles.

#### 5.3.2 Inventory Specialist

The Contractor shall provide Inventory Specialist possessing a minimum of four (4) years of inventory management experience gained within the last eight (8) years. The Inventory Specialist shall be responsible to assist with the operation, management, administration, control, and custody of assigned PM AAA Government property and shall be based within a 50 mile radius of Marine Corps Base, Quantico, VA. The Inventory Specialist shall have the ability to lift 50 pounds, obtain and maintain a Government CAC, operate forklifts and pallet jacks, must possess a valid state driver's license and maintain the license throughout the contract period of performance. The Inventory Specialist shall assist in ECP kitting, shipping, receiving, disposal, and storage, accountability, and security of all assigned PM AAA assets. The Inventory Specialist shall be capable of loading and off-loading trucks and possess the ability to drive up to a five ton commercial vehicle for delivery of assigned PM AAA assets. The Inventory Specialist shall assist and provide expertise in the operations and management, inventory, control, shipping, receiving, disposal, packaging, handling, storage and transportation (PHS&T) of assigned PM AAA assets. The Contractor shall provide certifications to the COR/ACOR, all commercial licensing requirements in order for the Inventory Specialist to operate the motor vehicles and material handling equipment.

### 5.3.3 PM AAA Equipment Specialist

The Contractor shall provide Equipment Specialist(s) to support and assist the Government Equipment Specialist in Albany, GA with Product Quality Deficiency Report (PQDRs) and Engineering Support Requests from Defense Logistics Agency (DLA) (i.e. DLA-339s). Assistance shall include monitoring, tracking, updating, and archiving information through all applicable Logistics Information Systems. Assistance shall also include data research and other data mining efforts. The Equipment Specialists shall have the capacity to analyze requirements of the PWS and provide in writing with presentation, letter format, and also verbally.

The minimum verifiable qualification for the Equipment Specialist(s) include experience with PQDR analysis, DLA Product Data Management Initiative (PDMI) automated logistics system website to support data mining, knowledge of military technical manual change process, ability to obtain and maintain a Government CAC.

### 5.3.4 PM AAA Equipment Specialist (Option)

The Contractor shall provide four (4) additional Equipment Specialist(s) to cover surge efforts for the AAV and ACV Programs. The Contractor will have a maximum of 45 days to staff these positions. The tasks outlined in paragraph 5.3.3 will apply to this paragraph. All the optional SLINs at Section B may not be exercised.

### 5.3.5 PM LTV Equipment Specialists

#### 5.3.5.1 Sustainment Support

The Contractor shall provide five Equipment Specialists for sustainment support to the PM LTV portfolio of LTV programs in the area of Albany, GA, co-located at the Government site. Sustainment support shall consist of:

- developing Product Quality Deficiency Reports (PQDRs),
- developing Engineering Support Requests from the Defense Logistics Agency (DLA),
- monitoring, tracking, updating and archiving information through all applicable Logistics Information Systems,
- conducting data research and other data mining efforts as required, and
- assisting in the development of depot level repair statements of work and Quality Assurance Surveillance Plans (QASPs).

The sustainment support shall be performed in the vicinity of the Marine Corps Logistics Command in Albany, GA in support of maintenance and sustainment operations managed by the PM LTV detachments at that location. The Contractor shall post all documents completed in support of the PM LTV to the appropriate repository (options identified below). The Contractor shall provide the document title and report the location (into which repository it was posted) of completed documents in the Monthly Status Report (MSR). Repositories for systems may include Marine Corps (MCEITS/VIPER), DoD Acquisition Information Repository (AIR), Ground Combat Support System-Marine Corps (GCSS-MC), Total Force Structure Management System (TFSMS), Marine Corps Publications Library Management System (PLMS) and Marine Corps Systems Command the On-Line Project Information Center (TOPIC) and PM LTV or PEO LS portals.

#### 5.3.5.2 Performance Work Statements/Statement of Work Development

The Contractor shall assist with the development of Depot Level Repair PWS / Statements of Work (SOW). Each PWS will specify the work to be done in developing or producing the goods to be delivered or services to be performed by a Government depot or vendor to complete vehicle maintenance activities in accordance with the policy, guidance and procedures contained in Handbook for Preparation of PWS, MIL-HDBK 245D and Defense Acquisition Guidebook 15 May 2013. Each PWS will:

- Describe the work in terms of required results rather than how the work is to be accomplished, or the number of hours to be provided,
- Enable assessment of work performance against measurable performance standards, and
- Rely on measurable performance standards in a competitive environment to encourage innovation and cost effective methods of performing the work.

#### 5.3.5.3 Quality Assurance Surveillance Plan Development

The Contractor shall assist with Depot Level Repair PWS Quality Assurance Surveillance Plans (QASP). Each QASP will include the methods and types of inspection (who is going to do the inspection, how the inspections are to be conducted and how often they are to be conducted) in accordance with the policy, guidance and procedures contained in Handbook for Preparation of PWS, MIL-HDBK 245D and Defense Acquisition Guidebook 15 May 2013.

#### 5.3.5.4 Engineering Data for Provisioning Review and Marine Interactive Computer Assisted Provisioning Systems Entries

The Contractor shall review Engineering Data for Provisioning (EDFP) to ensure conformance to GEIA-STD-0007, Logistics Product Data requirements. The Contractor shall prepare and submit provisioning data to Marine Interactive Computer Aided Provisioning System (MICAPS) and verify results. The Contractor shall prepare and submit provisioning data to the Marine Corps Subsystem 10 mainframe system and verify results. The Contractor shall prepare and submit repair parts updates to Item Apps files and verify results. Engineering Data for Provisioning (EDFP) is the engineering data used in the initial provisioning of support resources. This technical data provides definitive identification of dimensional, materiel, mechanical, electrical, or other characteristics adequate for provisioning of the support items of the end item(s) on contract. EDFP consists of data needed to indicate the physical characteristics, location, and function of the item. EDFP may also include Government or industry specifications or standards, engineering drawings, production or commercial drawings and associated lists, commercial catalogs, and sketches or photographs with descriptive characteristics. Marine Interactive Computer Aided Provisioning System (MICAPS) is an on-line interactive and batch system that is used as a tool by Marine Corps personnel and their Contractors to help automate the provisioning process. The software provides data entry screens for data input, various capabilities and utilities to manipulate the data, and the capability of inputting or outputting the data in the correct MIL-STD format. Processing for unique Marine Corps data elements is integrated with the Logistics Management Information (LMI) for complete provisioning data. MICAPS has an interface with the Marine Corps Subsystem 10 mainframe system.

#### 5.3.5.5 Acquisition Program Sustainment Documentation Development

When requested, the Contractor shall develop or review, assess, and provide recommendations related to maintenance and sustainment operations. Results will address maintenance planning efforts, depot workload allocation efforts, procurement request activities, and initial provisioning activities. Acquisition Program Sustainment Documentation Development support provided will include Delivery Schedules, and Quarterly Vendor In-Process Reviews.

#### 5.3.5.6 Engineering Sustainment Document Review and Development

The Contractor shall develop, review, or assess, and provide recommendations related to maintenance and sustainment operations. Contractors shall address alternate parts and sources assessments, review manufacturing data, and evaluate surplus

material activities. Engineering Sustainment Document Development support from the Contractor shall include processing and submitting Defense Logistics Agency Form 339s– Requests for Engineering Support (DLA 339) in support of the following actions:

- Alternate Parts / Source Assessment,
- Manufacturing Data Review, and
- Surplus Material Evaluation

#### 5.3.5.7 Sustainment Support (Option)

The Government may require one (1) additional Equipment Specialist in Albany, GA to cover surge efforts for the PM LTV programs. The tasks outlined in paragraph 5.3.5.1 – 5.3.5.7 shall apply to this paragraph. Upon notification by the Contracting Officer, and the execution of the option, the Contractor shall have 45 days to staff the Equipment Specialist(s).

### 5.4 Government Furnished Information, Property, and Other Direct Cost

#### 5.4.1 Government Furnished Information

The Government will provide any non-publically available, required GFI within 10 days of the request. GFI is limited to Engineering drawing, Technical manuals, Technical data supporting ECP installation, and warehouse parts/components data. Any additional data requests are evaluated on an as-needed basis to support PdM assigned tasking. The Contractor shall be responsible for obtaining all other data required to meet the task order requirements. The Contractor shall safeguard GFI in accordance with protective markings.

#### 5.4.2 Government Furnished Property

The Government will provide the GFP listed in Section J (Attachment 2) of the task order within 20 days of task order award. The Contractor shall provide accountability, security, and storage of all GFP provided. The Contractor shall use the GFP only for this effort unless otherwise directed in writing by the Procuring Contracting Officer. The Contractor shall not modify, cannibalize, or make alterations to GFP. The Contractor shall safeguard and manage GFP prudently and in compliance with FAR 52.245-1, DFARS 252.204-7001, 252.245-7002, 252-245-7003, and other applicable contract terms and conditions, laws, and regulations. The Contractor shall report GFP status in accordance with CDRL A006.

#### ***CDRL A006: Reports of Receipts, Inventory, Adjustment(s), and Shipment of Government Property: Government Property Inventory Status Report***

#### 5.4.3 Other Direct Cost

ODCs are costs that are allocable and allowable under the contract for non-planned, mission critical needs only for materials, supplies, or refurbishment. ODC procurements shall be coordinated and pre-approved in writing or electronically by the COR for any single instant purchase over \$500.00. The Contractor shall provide material procurement and provision, as directed by the COR.

## 6.0 Travel

The Contractor shall be required to travel within the Continental United States (CONUS) and Outside Continental United States (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. On occasion the Government shall require travel with less lead time; the Contractor shall request the travel and the COR/ACOR shall provide written approval either by letter or email for the deviation in request time. All travel shall be pre-approved via email by the COR consistent with the cost accounting principles of FAR Part 31, and within the per diem limits of the Joint Travel Regulations (JTR). Travel required for tasks assigned under this contract shall be governed in accordance current Joint Travel Regulations (JTR) and Department of State Standardized Regulations (DSSR).

Prior to incurring any travel expenses, the Contractor shall submit a travel template (Section J, Attachment 1) to the COR for prior approval. Trips not authorized by the COR will not be reimbursed. In addition, a travel template (Section J, Attachment 1) shall be completed at the conclusion of each trip and submitted with the invoice and receipts after costs are incurred.

If travel, domestic or overseas, is required, the Contractor is responsible for making all necessary arrangements for its personnel. These include but are not limited to: medical examinations, immunizations, passports/visas/etc., and security clearances.

Travel will be reimbursed for authorized expenses incurred while traveling on official Government business. Travel and subsistence are authorized for travel beyond a 50 mile radius of the Contractor's office whenever this contract requires work to be accomplished at a temporary alternate worksite. No travel or subsistence shall be charged for work performed within a 50 mile radius of the Contractor's office. The Contractor shall not be paid for travel or subsistence for personnel who reside in the metropolitan area in which the tasks are being performed. Travel performed for personal convenience, in conjunction with personal recreation, or daily travel to and from work at the Contractor's facility will not be reimbursed. Travel expenses include transportation, lodging, per diem, incidentals such as airline baggage fees, and parking.

A Contractor traveling on official Government business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. The Contractor agrees, in the performance of necessary travel, to use the lowest cost mode commensurate with the requirements of the mission. When it is necessary to use air or rail travel, the Contractor agrees to use coach, tourist class, or similar accommodations to the extent consistent with the successful and economical accomplishment of the mission for which the travel is being performed. Excess costs, circuitous routes, luxury accommodations, and delays or services unnecessary or unjustified in the performance of official Government business are not reimbursable. The Government will reimburse economy/coach-class transportation.

The Government will reimburse compact cars for rental car transportation. The Contractor shall be reimbursed for car rental, exclusive of mileage charges, as authorized in the basic contract or upon approval by the COR, when the services are required to be performed beyond the normal commuting distance from the Contractor's facilities. Car rental for a team on TDY at one site will be allowed for a minimum of four (4) persons per car, provided that such number or greater comprise the TDY team. The Government will reimburse economy lot parking. 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 Federal Acquisition Regulation (FAR) (Part 31.205-46 – Travel Costs) and the Joint Travel Regulations (JTR) (Chapter 2). Travel shall be non-fee bearing.

The Contractor shall be paid on the basis of actual amount paid to the extent that such travel is necessary for the performance of

services under the contract and is authorized by the COR in writing. The Contractor shall submit receipts for all expenses within five days of the request. The Contractor's invoices shall include receipts for expenses over \$75.00 substantiating actual costs incurred for authorized travel. The Contractor shall make receipts available for review at any time during performance of the task order notwithstanding FAR, DFARS, JTR, or other regulations.

Other than economy/coach-class accommodations may be authorized/approved due to medical reasons only IAW JTR ([www.defensetravel.dod.mil/site/travelreg.cfm](http://www.defensetravel.dod.mil/site/travelreg.cfm); "Other than economy-/coach-class transportation"). For rental cars carrying three or more Contractor travelers, larger vehicles may be authorized in advance.

The Contractor shall not be paid for Per Diem for Contractor personnel who reside in the metropolitan areas in which the tasks are being performed. Per Diem shall not be paid on services performed within a 50 mile radius of the Contractor's home office or the Contractor's local office. Per Diem is authorized for Contractor personnel beyond a 50 mile radius of the Contractor's home or local offices whenever a task assigned requires work to be done at a temporary alternate worksite. Per Diem shall be paid to the Contractor only to the extent that overnight stay is necessary and authorized under this contract by the COR. The authorized Per Diem rate shall be the same as the prevailing Per Diem in the worksite locality. These rates will be based on rates contained in the JTR and DSSR. The applicable rate is authorized at a flat seventy-five (75%) percent on the day of departure from Contractor's home or local office, and on the day of return.

## 7.0 Task Order Administrative Data

### 7.1 Proper Identification of Contractor Personnel

Contractors, including Subcontractors at all tiers, 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 unless, in the judgment of the Government, no harm can come from failing to identify themselves. 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 task order.

### 7.2 Security Requirements

The information provided to the Contractor will be unclassified and/or Controlled Unclassified Information (CUI). Certain contractors will be required to perform IT-I/II duties that require favorably adjudicated Tier 5/3 Level investigations. The Defense Security Service (DSS) will not authorize contractors to submit the necessary Tier Level investigations, solely in support of IT level designation requirements, without a valid classified requirement as specified in a DD-254. This effort does not warrant a DD-254 therefore the Government Contracting Activity Security Office (GCASO) is required to submit any required investigations in support of IT level designations. The contractor will be required to provide a roster of prospective contractor

employees performing IT Level II and/or IT Level I duties to the MCSC COR. This roster shall include: full names, Social Security Numbers, IT Level required, e-mail address and phone number for each contractor requiring investigations in support of IT Level designations. The COR will verify the IT Level 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) at 703-432-3490/3952 if any contractor performing on this contract receives an unfavorable adjudication. The FSO must also notify the PERSEC Office of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any contractor performing on this contract, regardless of whether a JPAS Incident Report is submitted. 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 MCSC Building badge/access.

### 7.3 Common Access Card Requirement

The COR 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 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" 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" 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" 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.

### 7.4 Marine Corps Enterprise Network 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.

Marine Corps Enterprise Network (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, (formerly known as Single Scope Background Investigation (SSBI)/SSBI Periodic Reinvestigation (SBPR)/SSBI Phased Periodic Reinvestigation (PPR)

2) ADP-II (IT-2): Favorably adjudicated T-3, T3R, formerly known as Access National Agency Check and Inquiries (ANACI)/ National Agency Check and Inquiries (NACI)/ National Agency Check with Law and Credit (NACLC)/Secret Periodic Review (S-PR))

3) ADP-III (IT-3): Completed T-1, (formerly known as National Agency Check with Inquiries (NACI)

All privileged users (IT-1) must undergo a T-1 investigation 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.

## 7.5 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 email 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 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.

## 7.6 Contractor Assets Connectivity to the MCEN

The Contracting shall comply with MCENMSG-Unification 003-14 ENABLING CONTRACTOR ASSET CONNECTIVITY TO THE MCEN. The Contractor representative will transfer the Contractor owned laptops to the MCSC G-6, Information Technology Asset Management (ITAM) department to have the MCEN images placed on each laptop before it is authorized to connect to the MCEN.

All Contractor owned laptops must meet or exceed the USMC laptop specifications. A list of laptops authorized to be attached to the MCEN can be obtained from MCSC G-6 upon request.

Upon completion of the contract or at such time as the Contractor reclaims the asset from the USMC, non-Government owned internal/external hard drives shall become the property of the U.S. Government as contract deliverables. Once the hard drives have been removed, the laptops/assets will be returned to the Contractor. For additional questions regarding current system specifications contact the MCSC, ITAM lead at (703) 432-4396.

## 7.7 Magnetic Hard Drive Storage Devices

This paragraph covers the requirements of classified and unclassified internal and removable magnetic and Solid State hard drives that store Government data. This includes, but is not limited to, storage area network (SAN) devices, servers, workstations, laptops/notebooks, printers, copiers, scanners and multi-functional devices (MFD) with internal hard drives, removable hard drives and external hard drives. Upon disposal, replacement, turn in of hard drives or completion of the contract, non-Government owned internal/external hard drives shall become the property of the U.S. Government in accordance with GENADMIN Processing of Magnetic Hard Drive Storage Media for Disposal.

## 8.0 Cybersecurity

### 8.1.1 Reference Document(s)

Federal Standard – Mandatory Compliance 1, Defense Federal Acquisition Regulation Supplement Clause 252.204-7012 (Safeguarding Unclassified Controlled Technical Information) Version 2.0 August 2015

Federal Standard – Mandatory Compliance 2, NIST Special Publication 800-171, Revision 1, Protecting Controlled Unclassified Information in Nonfederal Systems and Organizations

Federal Standard – Technical Evaluation Criteria 1, NIST Special Publication 800-171A, Assessing Security Requirements for Controlled Unclassified Information

NIST Special Publication 800-53

Federal Information Processing Standards (FIPS) 140-2

## 8.1.2 Program Related Documentation

The following documentation is provided in Section J:

- Contractor CUI-SSP Template 20 Nov 2018-final; reference Section J (Attachment 3)
- DoD Guidance for Reviewing System Security Plans and the NIST SP 800-171 Security Requirements Not Yet Implemented Exhibit(s); reference Section J (Attachment 4)

## 8.1.3 Requirement(s)

### 8.1.3.1 System Security Plan and Plans of Action and Milestones (SSP/POAM) Reviews

- a. Within thirty (30) days of contract award, the Contractor shall make its System Security Plan(s) (SSP(s)) for its covered contractor information system(s) available for review by the Government at the contractor's facility. The SSP(s) shall implement the security requirements in Defense Federal Acquisition Regulation Supplement (DFARS) clause 252.204-7012, which is included in this contract. The Contractor shall fully cooperate in the Government's review of the SSPs at the Contractor's facility.
- b. If the Government determines that the SSP(s) does not adequately implement the requirements of DFARS clause 252.204-7012 then the Government shall notify the Contractor of each identified deficiency. The Contractor shall correct any identified deficiencies within thirty (30) days of notification by the Government. The contracting officer may provide for a correction period longer than thirty (30) days and, in such a case, may require the Contractor to submit a plan of action and milestones (POAM) for the correction of the identified deficiencies. The Contractor shall immediately notify the contracting officer of any failure or anticipated failure to meet a milestone in such a POAM.
- c. Upon the conclusion of the correction period, the Government may conduct a follow-on review of the SSP(s) at the Contractor's facilities. The Government may continue to conduct follow-on reviews until the Government determines that the Contractor has corrected all identified deficiencies in the SSP(s).
- d. The Government may, in its sole discretion, conduct subsequent reviews at the Contractor's site to verify the information in the SSP(s). The Government will conduct such reviews at least every three (3) years (measured from the date of contract award) and may conduct such reviews at any time upon thirty (30) days' notice to the Contractor.

### ***CDRL A007: System Security Plan (SSP) and Associated Plan of Action***

### 8.1.3.2 Compliance to NIST 800-171

- a. The Contractor shall fully implement the CUI Security Requirements (Requirements) and associated Relevant Security Controls (Controls) in NIST Special Publication 800-171 (Rev. 1) (NIST SP 800-171), or establish a SSP(s) and POA&Ms that varies from NIST 800-171 only in accordance with DFARS clause 252.204-7012(b)(2), for all covered contractor information systems affecting this contract.
- b. Notwithstanding the allowance for such variation, the contractor shall identify in any SSP and POA&M their plans to implement the following, at a minimum:
  1. Implement Control 3.5.3 (Multi-factor authentication). This means that multi-factor authentication is required for all users, privileged and unprivileged accounts that log into a network. In other words, any system that is not standalone should be required to utilize acceptable multi-factor authentication. For legacy systems and systems that cannot support this requirement, such as CNC equipment, etc., a combination of physical and logical protections acceptable to the Government may be substituted;
  2. Implement Control 3.1.5 (least privilege) and associated Controls, and identify practices that the contractor implements to

restrict the unnecessary sharing with, or flow of, covered defense information to its subcontractors, suppliers, or vendors based on need-to-know principles;

3. Implement Control 3.1.12 (monitoring and control remote access sessions) - Require monitoring and controlling of remote access sessions and include mechanisms to audit the sessions and methods.
4. Audit user privileges on at least an annual basis;
5. Implement:
  - i. Control 3.13.11 (FIPS 140-2 validated cryptology or implementation of NSA or NIST approved algorithms (i.e. FIPS 140-2 Annex A: AES or Triple DES) or compensating controls as documented in a SSP and POAM); and,
  - ii. NIST Cryptographic Algorithm Validation Program (CAVP) (see <https://csrc.nist.gov/projects/cryptographic-algorithm-validation-program>);
6. Implement Control 3.13.16 (Protect the confidentiality of CUI at rest) or provide a POAM for implementation which shall be evaluated by the Navy for risk acceptance.
7. Implement Control 3.1.19 (encrypt CUI on mobile devices) or provide a plan of action for implementation which can be evaluated by the Government Program Manager for risk to the program.

#### 8.1.3.3 Cyber Incident Response:

- a. The Contractor shall, within fifteen (15) days of discovering the cyber incident (inclusive of the 72-hour reporting period), deliver all data used in performance of the contract that the Contractor determines is impacted by the incident and begin assessment of potential warfighter/program impact.
- b. Incident data shall be delivered in accordance with the Department of Defense Cyber Crimes Center (DC3) Instructions for Submitting Media available at [http://www.acq.osd.mil/dpap/dars/pgi/docs/Instructions\\_for\\_Submitting\\_Media.docx](http://www.acq.osd.mil/dpap/dars/pgi/docs/Instructions_for_Submitting_Media.docx). In delivery of the incident data, the Contractor shall, to the extent practical, remove contractor-owned information from Government covered defense information.
- c. If the Contractor subsequently identifies any such data not previously delivered to DC3, then the Contractor shall immediately notify the contracting officer in writing and shall deliver the incident data within ten (10) days of identification. In such a case, the Contractor may request a delivery date later than ten (10) days after identification. The contracting officer will approve or disapprove the request after coordination with DC3.

### ***CDRL A008: Cyber Incident Reporting for a Contractor's Internal Unclassified Information System***

#### 8.1.3.4 Naval Criminal Investigative Service (NCIS) Outreach

The Contractor shall engage with NCIS industry outreach efforts and consider recommendations for hardening of covered contractor information systems affecting DON programs and technologies.

#### 8.1.3.5 NCIS/Industry Monitoring

- a. In the event of a cyber incident or at any time the Government has indication of a vulnerability or potential vulnerability, the Contractor shall cooperate with the Naval Criminal Investigative Service (NCIS), which may include cooperation related to: threat indicators; pre-determined incident information derived from the Contractor's infrastructure systems; and the continuous provision of all Contractor, subcontractor or vendor logs that show network activity, including any additional logs the contractor, subcontractor or vendor agrees to initiate as a result of the cyber incident or notice of actual or potential vulnerability.
- b. If the Government determines that the collection of all logs does not adequately protect its interests, the Contractor and NCIS will work together to implement additional measures, which may include allowing the installation of an appropriate network device that is owned and maintained by NCIS, on the Contractor's information systems or information technology assets. The specific details (e.g., type of device, type of data gathered, monitoring period) regarding the installation of an NCIS network device shall be the subject of a separate agreement negotiated between NCIS and the Contractor. In the alternative, the Contractor may install network sensor capabilities or a network monitoring service, either of which must be reviewed for acceptability by NCIS. Use of this alternative approach shall also be the subject of a separate agreement

negotiated between NCIS and the Contractor.

- c. In all cases, the collection or provision of data and any activities associated with this statement of work shall be in accordance with federal, state, and non-US law.

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

The Contractor shall supply a record of Tier 1 Level Suppliers who receive or develop Covered Defense Information. In accordance with CDRL A009, 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 A009: Record of Tier 1 Level Suppliers Receiving/Developing Covered Defense Information***

##### Contract Data Requirements List Deliverables

CDRL #	CDRL Description	Frequency	Data Item Description
A001	Report, Record of Meeting/Minutes	As Required (ASREQ)	DI-ADMN-81505
A002	Conference Agenda	Semi-Annual (SEMIA)	DI-ADMN-81249A
A003	Management Plan	Once and upon update (ONE/R)	DI-MGMT-80004A
A004	Contractors Progress, Status and Management Report	Monthly (MTHLY)	DI-MGMT-80368A
A005	Configuration Status Accounting Information	Monthly (MTHLY)	DI-CMAN-81253A
A006	Report of Receipts, Inventory, Adjustments, and Shipment of Government Property	Quarterly (QRTLY)	DI-MGMT-80442
A007	System Security Plan (SSP) and Associated Plans of Action for a Contractor's Internal Unclassified Information System	Quarterly (QRTLY)	DI-MGMT-82247
A008	Cyber Incident Reporting for a Contractor's Internal Unclassified Information Systems	Within 72 hours of each event	NA
A009	Contractor's Record of Tier 1 Level Suppliers Receiving/Developing Covered Defense Information	Upon COR Request	DI-SCRE-82258

#### 9.0 NMCARS 5237.102-90 - Inventory of Contracted Services

Services Contract Reporting (SCR) requirements apply to this contract. The Contractor shall report required SCR data fields using the SCR section of the System for Award Management (SAM) at following web address: <https://sam.gov/SAM/>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. 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://sam.gov/SAM/>.

# Section C - Description/Specifications/Statement of Work

## SECTION C – DESCRIPTIONS AND SPECIFICATIONS

### 1.0 Introduction

Program Executive Office Land Systems (PEO LS), Program Manager, Advanced Amphibious Assault (PM AAA) is responsible for Field Service Support (FSS) activities required to assist the Government in the sustainment of Assault Amphibious Vehicle (AAV) and Amphibious Combat Vehicle (ACV) Family of Vehicles (FOVs), and providing support for the Program Manager Light Tactical Vehicles (PM LTV). This support includes product management, field service representatives, installers, equipment specialists, warehouse management and inventory specialists for the United States Marine Corps (USMC).

### 2.0 Scope

This Performance Work Statement (PWS) defines PM AAA (e.g., AAV and ACV) and PM LTV Program efforts the Contractor shall perform and complete. The Contractor shall:

- Provide vehicle Subject Matter Expertise (SME) Field Service Representatives (FSRs) at each location listed below with the purpose to provide maintenance guidance to Fleet personnel. The FSR is tasked by the Product Manager (PdM) to provide sustainment and maintenance support for assigned vehicles to Fleet personnel. The FSR provides support to the program office in review of modifications/upgrades; issues/concerns/risks with vehicles; inspections, Limited Technical Inspections, and/or inventory of vehicles designated by the program office; and provide assessments/investigations of vehicle mishaps;
- Provide vehicle subsystem maintenance and implementation guidance;
- Have the ability to provide integration support for vehicle modifications such as approved Engineering Change Proposals, approved Requests for Variances, and subsystem upgrades; and
- Provide full time support to the following locations: Camp Pendleton, CA; Camp Lejeune, NC; Marine Corps Logistics Base, Albany, GA; Marine Corps Logistics Base, Barstow, CA and Okinawa, Japan.

### 3.0 Background

Since being introduced in 1972, the AAV7A1 has undergone both a Service Life Extension Program in 1983 and a Rebuild Program (Reliability, Availability, and Maintainability/Rebuild to Standard (RAM/RS)) in 1999. Due to the age and operational and design limitations, the AAV is not fully capable of supporting Naval and USMC Operating Concepts. Given AAV operational shortcomings, the Government is pursuing development of the ACV to replace the aging AAV7A1 RAM/RS. Until such time, PM AAA requires a capability to maintain AAVs for master configuration, proof of principle, and test and evaluation purposes in order to support obsolescence and fact of life changes. PM AAA will sustain and upgrade the existing AAV7A1 while developing the ACV.

The ACV provides a self-deploying, fully amphibious combat vehicle that can provide sea-based entry and land maneuver capabilities to support Naval and USMC Operating Concepts. The ACV program is currently in the Low Rate Initial Production (LRIP), manufacturing lot 1 vehicles for the purposes of conducting various test events and Initial Operational Test and Evaluation (IOT&E). When the ACV Program exercises the LRIP lot 2 option (1st QTR FY20), PM AAA anticipates the need for support of master vehicle configuration, proof of principle, and test and evaluation events through FY23.

The PM LTV is responsible for the procurement and sustainment of multiple motor transportation acquisition programs. These programs, ranging from Acquisition Category (ACAT) 1D to Abbreviated Acquisition Programs (AAPs), to sustainment of legacy light tactical wheeled vehicles and equipment include, at a minimum, the Joint Light Tactical Vehicle (LTV), High Mobility Multipurpose Wheeled Vehicle (HMMWV), Utility Task Vehicle (UTV), the Ultra-Light Tactical Vehicle (ULTV) and

the M1102-H (Cargo) & M1102-MCC (Marine Corps Chassis) Light Tactical Trailers (LTT). PM LTV requires planning, coordinating, and executing the comprehensive acquisition, engineering, and lifecycle management support for the LTV portfolio of programs.

## 4.0 Requirements

### 4.1 General Requirements

The Contractor shall provide support services to PM AAA Programs (i.e., AAV and ACV) and PM LTV consisting of Program Management, Project Coordination, Field Service Representatives, Installers, Warehouse Management, and Equipment Specialists.

The Government **will not** reimburse the Contractor for costs related to establishing, equipping, and operating a home office that must be capable of processing voice and data communications, and safeguarding and protecting Government information or property.

The Government shall neither supervise Contractor employees nor control the method by which the Contractor performs the required tasks within this PWS. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual Contractor employees. It shall be the sole 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, the Contractor must immediately notify the Contracting Officer to report the circumstances giving to the potential personal services. Failure to report, within a reasonable time, may result in the termination of performance.**

### 4.2 Contract Deliverables

The Contractor shall submit and the Government will provide feedback, for all required contract deliverables under this PWS. Deliverables are associated with CDRLs (Exhibit A) identified in each applicable paragraph.

### 4.3 Post-Award Conference

The Post-Award Conference (PAC) shall be conducted at the Contractor's facility within 15 calendar days after task order award. Attendees shall include representatives from the Contractor team, the cognizant Contract Administration Office, PM AAA, PM LTV, the Contracting Officer, and the Contract Specialist. The Contracting Officer will chair the PAC to establish clear understanding of all tasks, and identify and resolve potential problems the Government did not cover during the evaluation. Five (5) days prior to the PAC, the Contracting Officer or Contracting Officer's Representative (COR)/Alternate Contracting Officer's Representatives (ACORs) will provide the agenda electronically. The Contractor shall record and submit PAC meeting minutes in accordance with CDRL A001. At a minimum, meeting minutes shall contain the following:

- Title Page;
- Location, date, and duration of the event;
- List of attendees;
- Summary of discussions;
- Copy of presentation material; and
- Action items resulting from the event, including the action to be taken by responsible individual or group, and due date of each action item completion.

***CDRL A001: Report, Record of Meeting/Minutes; Meeting Minutes***



#### 4.4 Program Management Reviews

The Contractor shall conduct semi-annual Program Management Reviews (PMRs) at the Contractor's facility, unless otherwise directed by the Government. The PMRs shall be co-chaired by Government and Contractor representatives. The Contractor shall prepare all necessary documentation and have all required personnel available to conduct the PMR. The Contractor shall explain the reasoning, assumption, and methodologies in arriving at particular conclusions, recommendations, or alternatives in the accomplishment of the tasks required by the task order. The Contractor shall report status of funding, action items, and events/efforts planned for the next 90 day period of support. During the PMR, the COR/ACOR will summarize the Contractor's performance with requirements established in the Quality Assurance Surveillance Plan (QASP) (Attachment 3) that will be used to measure contractor performance, discuss upcoming tasks, and address any Contractor concerns or issues affecting task order performance. The Contractor shall prepare PMR Meeting Agendas in accordance with CDRL A002, and Meeting Minutes in accordance with CDRL A001. PMRs will be conducted throughout the period of performance of this task order.

*CDRL A001: Report, Record of Meeting/Minutes; Meeting Minutes*

*CDRL A002: Conference Agenda, Meeting Agenda*

#### 5.0 Detailed Task Support

The tasks listed in the following paragraphs apply to PdM AAV, ACV and PM LTV Programs.

##### 5.1 Program Management

###### 5.1.1 Program Manager

The Contractor shall designate a Program Manager (PM), possessing sufficient corporate authority to manage, direct, execute and, control the cost, schedule, and performance of the contract. The Contractor PM shall serve as the primary business liaison with the Government that shall coordinate all Contractor activities related to the contract business performance. The Contractor PM shall work closely with the COR/ACOR to resolve any issues that may arise during the execution of the contract.

###### 5.1.2 Program Management Plan

The Contractor shall develop and maintain a Program Management Plan (PMP) in accordance with CDRL A003. The purpose of the PMP is to provide high level cost, schedule, and performance goals and objectives, and to identify risks and issues and mitigating approaches for the contracted effort. The PMP shall provide an organizational chart depicting all team personnel. The Contractor shall be fully staffed within 15 calendar days after contract award. The PMP shall provide visibility into the Contractor's organization techniques, methods and processes used in managing the effort. The PMP shall include a communications plan outlining the approach the Contractor shall use to communicate with all stakeholders of this effort. The PMP shall consider the complete PWS tasks with focus on efforts in the year of execution. PMP documentation shall be readily available to the PM AAA during periodic planned visits.

The PMP shall address the below requirements:

- (a) Contractor PM and team members for this effort
- (b) Major program reviews and events
- (c) Program risks and mitigation plans
- (d) Monitoring cost, schedule, and performance
- (e) Subcontractor control and management
- (f) Organizational chart

The PMP shall be updated in accordance with CDRL A003 as changes occur throughout the task order.

***CDRL A003: Management Plan, Program Management Plan***

**5.1.3 Task Order Maintenance and Execution**

The Contractor shall develop and deliver an overall monthly Progress, Status and Management Report in accordance with CDRL A004 summarizing all tasks completed within this PWS during the month. The CDRL listed below shall be required throughout the execution of this task order.

***CDRL A004: Contractor's Progress, Status and Management Report; Monthly Status Report***

**5.1.4 Travel**

Refer to Section 6.0 of this PWS for Travel.

**5.1.5 Product Manager Coordinators**

**5.1.5.1 Product Manager Coordinator at Camp Pendleton, CA**

The Contractor shall provide a Product Manager Coordinator at Camp Pendleton, CA. They shall be the primary interface between AAV Units, PdM AAV and ACV for all efforts. They shall have verifiable experience equivalent to billeted AAV Operations/Logistics Chief or Officer or billeted former Ordnance Vehicle Maintenance Chief/Officer, ability to spend extended periods of time in austere field conditions. They must possess a current United States (US) passport, or ability to obtain one within 60 days of task order award, ability to travel CONUS/OCONUS on short notice, and be able to obtain and maintain a Government Common Access Card (CAC). They shall interface with all West Coast and Pacific geographical area commands/units, and have cognizance of the tasks required by this PWS.

The Product Manager Coordinator shall provide expertise in the areas of operations, maintenance, and training, and act as the coordinator for all program communication, equipment issues, and scheduling. They shall provide onsite coordination and scheduling of equipment in the performance of approved upgrades and in accordance with PdM AAV acquisition objectives, facilitating these actions in coordination with the unit owning the equipment.

The Product Manager Coordinator shall serve as a recognized authority and knowledgeable consultant to support the AAV units on program office activities. They shall perform a broad range of coordination and support duties involving acquisition programs affecting operations, readiness, and sustainment issues. They shall assist AAV Integrated Product Teams (IPTs) on various program tasks. They shall have the capacity to analyze requirements of the PWS and provide in writing with presentation, letter format, and also verbally. These analyses shall be conducted and provided by an AAV FOV and Amphibious Vehicle SME.

The Product Manager Coordinator may be required to work beyond normal eight hour days and occasional weekends. The instances of extended work hours and weekends shall not exceed 160 hours for each year's period of performance (i.e., 2080 hours). Working hours do not constitute travel to and from lodging and place of business except when travel is beyond local commuting distance while executing offsite travel.

#### 5.1.5.2 Product Manager Coordinator at Camp Lejeune, NC

The Contractor shall provide a Product Manager Coordinator at Camp Lejeune, NC. They shall be the primary interface between AAV Units, PdM AAV and ACV for all efforts. They shall have verifiable experience equivalent to billeted AAV Operations/Logistics Chief or Officer or billeted former Ordnance Vehicle Maintenance Chief/Officer, ability to spend extended periods of time in austere field conditions. They must possess a current United States (US) passport, or ability to obtain one within 60 days of task order award, ability to travel CONUS/OCONUS on short notice, ability to obtain, and maintain a Government Common Access Card (CAC). They shall interface with all East Coast area commands/units including all Marine Forces Reserve (MARFORRES) units and have cognizance of the tasks required by this PWS.

The Product Manager Coordinator shall provide expertise in the areas of operations, maintenance, and training, and act as the coordinator for all program communication, equipment issues, and scheduling. They shall provide onsite coordination and scheduling of equipment in the performance of approved upgrades and in accordance with PdM AAV acquisition objectives, facilitating these actions in coordination with the unit owning the equipment.

The Product Manager Coordinator shall serve as a recognized authority and knowledgeable consultant to support the AAV units on program office activities. They shall perform a broad range of coordination and support duties involving acquisition programs affecting operations, readiness, and sustainment issues. They shall assist AAV Integrated Product Teams (IPTs) on various program tasks. They shall have the capacity to analyze requirements of the PWS and provide in writing with presentation, letter format, and also verbally. These analyses shall be conducted and provided by an AAV FOV and Amphibious Vehicle SME.

The Product Manager Coordinator may be required to work beyond normal eight hour days and occasional weekends. The instances of extended work hours and weekends shall not exceed 160 hours for each year's period of performance (i.e., 2080 hours). Working hours do not constitute travel to and from lodging and place of business except when travel is beyond local commuting distance while executing offsite travel.

## 5.2 AAV and ACV Field Service Representatives and Installers

### 5.2.1 Field Service Representatives

The Contractor shall provide a number of FSR(s) with an in-depth knowledge of the AAV Family of Vehicles (FoV) consisting of, but not limited to, vehicle systems operation and repair, engineering drawing review and comment, technical manual review, vehicle inspection, failure analysis, repair and installation of Engineer Change Proposal (ECP) kits, and Marine Corps Maintenance Procedures that enables the Contractor to perform all required tasks. The FSRs shall have the capacity to analyze the requirements above, and provide a response in writing with a presentation, letter format, or verbally as directed by the Government in accordance with CDRL A005. These analyses shall be conducted and provided by an AAV FOV and Amphibious Vehicle SME.

The FSRs at a minimum shall:

- have a verifiable qualification of 10 years of maintenance experience for vehicles similar to AAV within the last 20 years at the level equivalent to Ordnance Vehicle Officer/Chief,
- possess a current US passport or ability to obtain one within 60 days of task order award,
- the ability to travel CONUS/OCONUS on short notice,
- spend extended periods of time in austere field conditions,
- lift 50 pounds, and
- obtain and maintain a Government CAC.

The FSR(s) shall provide sustainment and training, over all new equipment, for the supported AAV units as required and directed by the Government. The Government will develop and provide training materials the FSR(s) are to use to train the unit Marines. Other formal training will be provided by the USMC, as needed. This requirement is not for formal training, but user familiarization, on-the-job training (OJT), as needed, as it specifically affects the AAV FoVs. The FSR(s) shall provide expertise for instructing AAV units on the maintenance and repair of the AAV FoV. The FSR(s) shall provide in-depth knowledge of equipment for assistance in mishap investigations involving AAVs and associated equipment. The FSR(s) shall provide assistance to failure analysis and provide recommendations related to failures from component to system level failures of the AAV FoV.

The Contractor shall, when tasked, support the functional areas (e.g., logistics, engineering and test) of the ACV FoVs with FSR level generalized support in the areas listed under this section of the PWS.

The FSR(s) shall also provide support for the Inspect and Repair Only as Necessary (IROAN) process at Maintenance Centers Albany, GA and Barstow, CA. The FSR(s) shall conduct in-process inspections, configuration validation, component and sub-assembly configuration conformance assessment, test data validation, and final inspection acceptance as required, during all maintenance and manufacturing functions. Working hours do not constitute travel to and from lodging and place of business except when travel is beyond local commuting distance is required in order to execute required tasks.

The Contractor shall be capable of providing full time FSR(s) sufficient to, as required, simultaneously supply FSR at each of the following locations: Camp Pendleton, CA; Camp Lejeune, NC; Marine Corps Logistics Base, Albany, GA; Marine Corps Logistics Base, Barstow, CA and Okinawa, Japan.

The Government will provide the Contractor with work spaces and telephone lines; The Contractor is responsible for furnishing provided work spaces with equipment necessary for the requirement such as computers, network connectivity and email and is not directly chargeable to the Government. The Contractor shall be responsible for Cost of Living Allowance (COLA) for overseas assigned personnel and include these costs into their price.

The Contractor may be required to provide FSR support to non-hostile locations, such as: Fuji, Japan; Darwin, Australia, Jacksonville, FL; Norfolk, VA; Gulfport, MS; Galveston, TX; Quantico, VA; 29 Palms, CA; Ft. A.P. Hill, VA; Ft. Pickett, VA; and Charleston, SC or as directed by the Government.

The Contractor shall provide an Okinawa based FSR with capability to perform all required tasks and assist Marines perform scheduled and corrective maintenance. Contractor employees performing work for the US armed forces in Japan are protected by and subject to The Status of Forces Agreement (SOFA) between Japan and the United States. However, Contractor employees generally remain subject to all the laws and regulations of Japan. U.S. Citizens present in Japan with a residency status, other than SOFA, must surrender that status and accept SOFA status. Only Contractor employees, with SOFA status are eligible for the SOFA's tax exemptions, exemptions from local employment laws, in accordance with Article XIV of the SOFA. Only individuals eligible for SOFA status may be hired by the Contractor under this contract. The contractor, after contract award, shall submit the names of potential hires for employment in Japan, to the Contracting Officer for an initial determination that the potential employee qualifies for SOFA status. If eligible, the Contracting Officer will forward the request to Headquarters, US Forces Japan (HQ USFJ), for final determination. The Marine Corps makes no guarantee that any individual will be granted SOFA status.

#### ***CDRL A005: Configuration Status Accounting Information: Engineer Change Proposal (ECP) Inventory Status Report***

##### **5.2.2 Field Service Representatives (Option)**

The Contractor shall provide two (2) additional FSRs to cover surge efforts for the AAV and ACV Programs. The tasks outlined in paragraph 5.2.1 will apply to this paragraph. Upon notification by the Contracting Officer, and the execution of the option, the Contractor shall staff the FSR(s) within 45 days. All the optional SLINs at Section B may not be exercised.

##### **5.2.3 Command, Control, Communications, Computers and Intelligence (C4I) Field Service Representatives**

The Contractor shall provide C4I FSR support at Camp Pendleton, CA and at Camp Lejeune, NC. The Camp Pendleton C4I FSR shall interface with all West Coast and Pacific geographical area commands/units. The Camp Lejeune C4I FSR shall interface with all East Coast commands/units, including all Marine Forces Reserve (MARFORRES) units.

The C4I FSR shall:

- have 10 years Marine Corps C4I maintenance experience,
- have verifiable Marine Corps Ground Communications Electronics Maintenance Chief billeted experience,
- have experience in tactical networking and employment methods, data communications, tactical radios, intercommunications systems, situational awareness devise, and tactical switches/ routers,
- possess a current US passport or ability to obtain one within 60 days of task order award,
- have the ability to travel CONUS/OCONUS on short notice to destinations listed in section 5.2.1, or as directed by the

Government,

- have the ability to spend extended periods of time in austere field conditions,
- have the ability to obtain and maintain a CAC.

The C4I FSR(s) shall provide in-depth knowledge on the AAV and ACV FoV C4I equipment consisting of, but not limited to, vehicle C4I operation and repair, engineering drawing review and comment, technical manual review, equipment inspection, failure analysis, repair and installation of ECP kits, and Marine Corps Maintenance Procedures. The C4I FSR(s) shall provide training for new equipment and sustainment to the AAV units C4I equipment as required and directed by the Government. The C4I FSR(s) shall provide in-depth knowledge for instructing AAV units on the maintenance and repair of the AAV and ACV C4I equipment. The Government will develop and provide the training materials for the FSR(s) to use with the unit Marines, as needed. This requirement is not for formal training, but user familiarization (OJT) as needed as it specifically affects the AAV and ACV FoVs. The C4I FSR(s) shall provide assistance to failure analysis and provide recommendations related to failures from component to system level failures of the AAV and ACV FoV C4I equipment. The C4I FSR(s) shall have the capacity to analyze requirements of the PWS and provide in writing with presentation, letter format, and also verbally. These analyses shall be conducted and provided by a C4I SME.

The C4I FSR(s) may be required to work beyond normal eight (8) hour days and occasional weekends. The cumulative hours worked over a 40 hour work week will not exceed 120 hours for each year's period of performance (i.e., 2080 hours). Working hours do not constitute travel to and from lodging and place of business except when travel is beyond local commuting distance while executing offsite travel.

#### 5.2.4 Installers

The installer(s) shall perform Engineering Change Proposal (ECP) installations in accordance with the approved installation schedule, record all ECPs in the vehicle log book and maintain configuration tracking.

The Installer(s) shall:

- assist the FSRs in repair and maintenance, inspection, and duties as directed,
- have four years of military-tracked vehicle maintenance experience within the last eight years,
- possess a current US passport or ability to obtain on within 60 days of task order award,
- understand military maintenance procedures,
- have the ability to travel CONUS/OCONUS on short notice,
- have the ability to spend extended periods of time in austere field conditions,
- have the ability to lift 50 pounds, and
- have the ability to obtain and maintain Government CAC.

The Government will provide, as Government Furnished Property (GFP) (Attachment 2), the required tools to accomplish this effort. The Installer(s) shall have "Journeyman" knowledge of equipment maintenance and modification, ability to use general and special tools, thorough understanding of retrofit procedures, corrective and preventive maintenance expertise, and worldwide travel availability. The Installer(s) shall be home based at the following locations:

- Two at Camp Pendleton, CA,
- Two at Camp Lejeune, NC, and
- One in Okinawa, Japan.

The Okinawa Installer shall have the ability to perform corrective and preventive maintenance with unit assistance.

The Installer(s) may be required to work beyond normal eight hour days and occasional weekends. The annual cumulative hours worked over a 40 hour work week will not exceed 120 hours for each year's period of performance (i.e., 2080 hours). Working hours do not constitute travel to and from lodging and place of business except when travel is beyond local commuting distance while executing offsite travel.

#### 5.2.5 Installers (Option)

The Government may require two (2) additional CONUS Installer(s) to cover surge efforts for the AAV and ACV Programs. The tasks outlined in paragraph 5.2.4 will apply to this paragraph. Upon notification by the Contracting Officer, and the execution of the option, the Contractor shall staff the Installer(s) within 45 days. All the optional SLINs at Section B may not be exercised.

### 5.3 Warehouse Management and Inventory Specialist

#### 5.3.1 Warehouse Management Specialist

The Contractor shall provide Warehouse Management Specialist possessing a minimum of four (4) years of warehouse operation and management experience gained within the last eight (8) years. The Warehouse Management Specialist shall assist with, and provide warehouse operation and management expertise for a planned warehouse of up to 30,000 square feet housing PM AAA Government Property. The Warehouse Management Specialist shall be responsible for the administration, control, and custody of PM AAA Government property and shall be based within a 50 mile radius of Marine Corps Base, Quantico, VA. The Warehouse Management Specialist shall have the ability to lift 50 pounds, obtain and maintain a Government CAC, operate forklifts and pallet jacks, must possess a valid state driver's license and maintain the license throughout the contract period of performance. The Warehouse Management Specialist shall assist in ECP kitting, shipping, receiving, disposal, packaging, handling, storage and transportation (PHS&T) and, accountability, and security of all assigned PM AAA assets. The Warehouse Management Specialist shall be capable of loading and off-loading trucks and possess the ability to drive up to a five ton commercial vehicle for delivery of assigned assets. The Contractor shall ensure that the Warehouse Management Specialist(s) satisfies, possesses, and retains all commercial vehicle licensing required to operate the motor vehicles and material handling equipment e.g. Forklifts etc... The Contractor shall provide the COR/ACOR all commercial licensing requirements and/or certifications needed for the Warehouse Management Specialist to operate the motor vehicles.

#### 5.3.2 Inventory Specialist

The Contractor shall provide Inventory Specialist possessing a minimum of four (4) years of inventory management experience gained within the last eight (8) years. The Inventory Specialist shall be responsible to assist with the operation, management, administration, control, and custody of assigned PM AAA Government property and shall be based within a 50 mile radius of Marine Corps Base, Quantico, VA. The Inventory Specialist shall have the ability to lift 50 pounds, obtain and maintain a Government CAC, operate forklifts and pallet jacks, must possess a valid state driver's license and maintain the license throughout the contract period of performance. The Inventory Specialist shall assist in ECP kitting, shipping, receiving, disposal, and storage, accountability, and security of all assigned PM AAA assets. The Inventory Specialist shall be capable of loading and off-loading trucks and possess the ability to drive up to a five ton commercial vehicle for delivery of assigned PM AAA assets. The Inventory Specialist shall assist and provide expertise in the operations and management, inventory, control, shipping, receiving, disposal, packaging, handling, storage and transportation (PHS&T) of assigned PM AAA assets. The Contractor shall provide certifications to the COR/ACOR, all commercial licensing requirements in order for the Inventory Specialist to operate the motor vehicles and material handling equipment.

### 5.3.3 PM AAA Equipment Specialist

The Contractor shall provide Equipment Specialist(s) to support and assist the Government Equipment Specialist in Albany, GA with Product Quality Deficiency Report (PQDRs) and Engineering Support Requests from Defense Logistics Agency (DLA) (i.e. DLA-339s). Assistance shall include monitoring, tracking, updating, and archiving information through all applicable Logistics Information Systems. Assistance shall also include data research and other data mining efforts. The Equipment Specialists shall have the capacity to analyze requirements of the PWS and provide in writing with presentation, letter format, and also verbally.

The minimum verifiable qualification for the Equipment Specialist(s) include experience with PQDR analysis, DLA Product Data Management Initiative (PDMI) automated logistics system website to support data mining, knowledge of military technical manual change process, ability to obtain and maintain a Government CAC.

### 5.3.4 PM AAA Equipment Specialist (Option)

The Contractor shall provide four (4) additional Equipment Specialist(s) to cover surge efforts for the AAV and ACV Programs. The Contractor will have a maximum of 45 days to staff these positions. The tasks outlined in paragraph 5.3.3 will apply to this paragraph. All the optional SLINs at Section B may not be exercised.

### 5.3.5 PM LTV Equipment Specialists

#### 5.3.5.1 Sustainment Support

The Contractor shall provide five Equipment Specialists for sustainment support to the PM LTV portfolio of LTV programs in the area of Albany, GA, co-located at the Government site. Sustainment support shall consist of:

- developing Product Quality Deficiency Reports (PQDRs),
- developing Engineering Support Requests from the Defense Logistics Agency (DLA),
- monitoring, tracking, updating and archiving information through all applicable Logistics Information Systems,
- conducting data research and other data mining efforts as required, and
- assisting in the development of depot level repair statements of work and Quality Assurance Surveillance Plans (QASPs).

The sustainment support shall be performed in the vicinity of the Marine Corps Logistics Command in Albany, GA in support of maintenance and sustainment operations managed by the PM LTV detachments at that location. The Contractor shall post all documents completed in support of the PM LTV to the appropriate repository (options identified below). The Contractor shall provide the document title and report the location (into which repository it was posted) of completed documents in the Monthly Status Report (MSR). Repositories for systems may include Marine Corps (MCEITS/VIPER), DoD Acquisition Information Repository (AIR), Ground Combat Support System-Marine Corps (GCSS-MC), Total Force Structure Management System (TFSMS), Marine Corps Publications Library Management System (PLMS) and Marine Corps Systems Command the On-Line Project Information Center (TOPIC) and PM LTV or PEO LS portals.

#### 5.3.5.2 Performance Work Statements/Statement of Work Development



The Contractor shall assist with the development of Depot Level Repair PWS / Statements of Work (SOW). Each PWS will specify the work to be done in developing or producing the goods to be delivered or services to be performed by a Government depot or vendor to complete vehicle maintenance activities in accordance with the policy, guidance and procedures contained in Handbook for Preparation of PWS, MIL-HDBK 245D and Defense Acquisition Guidebook 15 May 2013. Each PWS will:

- Describe the work in terms of required results rather than how the work is to be accomplished, or the number of hours to be provided,
- Enable assessment of work performance against measurable performance standards, and
- Rely on measurable performance standards in a competitive environment to encourage innovation and cost effective methods of performing the work.

#### 5.3.5.3 Quality Assurance Surveillance Plan Development

The Contractor shall assist with Depot Level Repair PWS Quality Assurance Surveillance Plans (QASP). Each QASP will include the methods and types of inspection (who is going to do the inspection, how the inspections are to be conducted and how often they are to be conducted) in accordance with the policy, guidance and procedures contained in Handbook for Preparation of PWS, MIL-HDBK 245D and Defense Acquisition Guidebook 15 May 2013.

#### 5.3.5.4 Engineering Data for Provisioning Review and Marine Interactive Computer Assisted Provisioning Systems Entries

The Contractor shall review Engineering Data for Provisioning (EDFP) to ensure conformance to GEIA-STD-0007, Logistics Product Data requirements. The Contractor shall prepare and submit provisioning data to Marine Interactive Computer Aided Provisioning System (MICAPS) and verify results. The Contractor shall prepare and submit provisioning data to the Marine Corps Subsystem 10 mainframe system and verify results. The Contractor shall prepare and submit repair parts updates to Item Apps files and verify results. Engineering Data for Provisioning (EDFP) is the engineering data used in the initial provisioning of support resources. This technical data provides definitive identification of dimensional, materiel, mechanical, electrical, or other characteristics adequate for provisioning of the support items of the end item(s) on contract. EDFP consists of data needed to indicate the physical characteristics, location, and function of the item. EDFP may also include Government or industry specifications or standards, engineering drawings, production or commercial drawings and associated lists, commercial catalogs, and sketches or photographs with descriptive characteristics. Marine Interactive Computer Aided Provisioning System (MICAPS) is an on-line interactive and batch system that is used as a tool by Marine Corps personnel and their Contractors to help automate the provisioning process. The software provides data entry screens for data input, various capabilities and utilities to manipulate the data, and the capability of inputting or outputting the data in the correct MIL-STD format. Processing for unique Marine Corps data elements is integrated with the Logistics Management Information (LMI) for complete provisioning data. MICAPS has an interface with the Marine Corps Subsystem 10 mainframe system.

#### 5.3.5.5 Acquisition Program Sustainment Documentation Development

When requested, the Contractor shall develop or review, assess, and provide recommendations related to maintenance and sustainment operations. Results will address maintenance planning efforts, depot workload allocation efforts, procurement request activities, and initial provisioning activities. Acquisition Program Sustainment Documentation Development support provided will include Delivery Schedules, and Quarterly Vendor In-Process Reviews.

#### 5.3.5.6 Engineering Sustainment Document Review and Development

The Contractor shall develop, review, or assess, and provide recommendations related to maintenance and sustainment operations. Contractors shall address alternate parts and sources assessments, review manufacturing data, and evaluate surplus

material activities. Engineering Sustainment Document Development support from the Contractor shall include processing and submitting Defense Logistics Agency Form 339s– Requests for Engineering Support (DLA 339) in support of the following actions:

- Alternate Parts / Source Assessment,
- Manufacturing Data Review, and
- Surplus Material Evaluation

#### 5.3.5.7 Sustainment Support (Option)

The Government may require one (1) additional Equipment Specialist in Albany, GA to cover surge efforts for the PM LTV programs. The tasks outlined in paragraph 5.3.5.1 – 5.3.5.7 shall apply to this paragraph. Upon notification by the Contracting Officer, and the execution of the option, the Contractor shall have 45 days to staff the Equipment Specialist(s).

### 5.4 Government Furnished Information, Property, and Other Direct Cost

#### 5.4.1 Government Furnished Information

The Government will provide any non-publically available, required GFI within 10 days of the request. GFI is limited to Engineering drawing, Technical manuals, Technical data supporting ECP installation, and warehouse parts/components data. Any additional data requests are evaluated on an as-needed basis to support PdM assigned tasking. The Contractor shall be responsible for obtaining all other data required to meet the task order requirements. The Contractor shall safeguard GFI in accordance with protective markings.

#### 5.4.2 Government Furnished Property

The Government will provide the GFP listed in Section J (Attachment 2) of the task order within 20 days of task order award. The Contractor shall provide accountability, security, and storage of all GFP provided. The Contractor shall use the GFP only for this effort unless otherwise directed in writing by the Procuring Contracting Officer. The Contractor shall not modify, cannibalize, or make alterations to GFP. The Contractor shall safeguard and manage GFP prudently and in compliance with FAR 52.245-1, DFARS 252.204-7001, 252.245-7002, 252-245-7003, and other applicable contract terms and conditions, laws, and regulations. The Contractor shall report GFP status in accordance with CDRL A006.

#### ***CDRL A006: Reports of Receipts, Inventory, Adjustment(s), and Shipment of Government Property: Government Property Inventory Status Report***

#### 5.4.3 Other Direct Cost

ODCs are costs that are allocable and allowable under the contract for non-planned, mission critical needs only for materials, supplies, or refurbishment. ODC procurements shall be coordinated and pre-approved in writing or electronically by the COR for any single instant purchase over \$500.00. The Contractor shall provide material procurement and provision, as directed by the COR.

## 6.0 Travel

The Contractor shall be required to travel within the Continental United States (CONUS) and Outside Continental United States (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. On occasion the Government shall require travel with less lead time; the Contractor shall request the travel and the COR/ACOR shall provide written approval either by letter or email for the deviation in request time. All travel shall be pre-approved via email by the COR consistent with the cost accounting principles of FAR Part 31, and within the per diem limits of the Joint Travel Regulations (JTR). Travel required for tasks assigned under this contract shall be governed in accordance current Joint Travel Regulations (JTR) and Department of State Standardized Regulations (DSSR).

Prior to incurring any travel expenses, the Contractor shall submit a travel template (Section J, Attachment 1) to the COR for prior approval. Trips not authorized by the COR will not be reimbursed. In addition, a travel template (Section J, Attachment 1) shall be completed at the conclusion of each trip and submitted with the invoice and receipts after costs are incurred.

If travel, domestic or overseas, is required, the Contractor is responsible for making all necessary arrangements for its personnel. These include but are not limited to: medical examinations, immunizations, passports/visas/etc., and security clearances.

Travel will be reimbursed for authorized expenses incurred while traveling on official Government business. Travel and subsistence are authorized for travel beyond a 50 mile radius of the Contractor's office whenever this contract requires work to be accomplished at a temporary alternate worksite. No travel or subsistence shall be charged for work performed within a 50 mile radius of the Contractor's office. The Contractor shall not be paid for travel or subsistence for personnel who reside in the metropolitan area in which the tasks are being performed. Travel performed for personal convenience, in conjunction with personal recreation, or daily travel to and from work at the Contractor's facility will not be reimbursed. Travel expenses include transportation, lodging, per diem, incidentals such as airline baggage fees, and parking.

A Contractor traveling on official Government business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. The Contractor agrees, in the performance of necessary travel, to use the lowest cost mode commensurate with the requirements of the mission. When it is necessary to use air or rail travel, the Contractor agrees to use coach, tourist class, or similar accommodations to the extent consistent with the successful and economical accomplishment of the mission for which the travel is being performed. Excess costs, circuitous routes, luxury accommodations, and delays or services unnecessary or unjustified in the performance of official Government business are not reimbursable. The Government will reimburse economy/coach-class transportation.

The Government will reimburse compact cars for rental car transportation. The Contractor shall be reimbursed for car rental, exclusive of mileage charges, as authorized in the basic contract or upon approval by the COR, when the services are required to be performed beyond the normal commuting distance from the Contractor's facilities. Car rental for a team on TDY at one site will be allowed for a minimum of four (4) persons per car, provided that such number or greater comprise the TDY team. The Government will reimburse economy lot parking. 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 Federal Acquisition Regulation (FAR) (Part 31.205-46 – Travel Costs) and the Joint Travel Regulations (JTR) (Chapter 2). Travel shall be non-fee bearing.

The Contractor shall be paid on the basis of actual amount paid to the extent that such travel is necessary for the performance of

services under the contract and is authorized by the COR in writing. The Contractor shall submit receipts for all expenses within five days of the request. The Contractor's invoices shall include receipts for expenses over \$75.00 substantiating actual costs incurred for authorized travel. The Contractor shall make receipts available for review at any time during performance of the task order notwithstanding FAR, DFARS, JTR, or other regulations.

Other than economy/coach-class accommodations may be authorized/approved due to medical reasons only IAW JTR ([www.defensetravel.dod.mil/site/travelreg.cfm](http://www.defensetravel.dod.mil/site/travelreg.cfm); "Other than economy-/coach-class transportation"). For rental cars carrying three or more Contractor travelers, larger vehicles may be authorized in advance.

The Contractor shall not be paid for Per Diem for Contractor personnel who reside in the metropolitan areas in which the tasks are being performed. Per Diem shall not be paid on services performed within a 50 mile radius of the Contractor's home office or the Contractor's local office. Per Diem is authorized for Contractor personnel beyond a 50 mile radius of the Contractor's home or local offices whenever a task assigned requires work to be done at a temporary alternate worksite. Per Diem shall be paid to the Contractor only to the extent that overnight stay is necessary and authorized under this contract by the COR. The authorized Per Diem rate shall be the same as the prevailing Per Diem in the worksite locality. These rates will be based on rates contained in the JTR and DSSR. The applicable rate is authorized at a flat seventy-five (75%) percent on the day of departure from Contractor's home or local office, and on the day of return.

## 7.0 Task Order Administrative Data

### 7.1 Proper Identification of Contractor Personnel

Contractors, including Subcontractors at all tiers, 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 unless, in the judgment of the Government, no harm can come from failing to identify themselves. 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 task order.

### 7.2 Security Requirements

The information provided to the Contractor will be unclassified and/or Controlled Unclassified Information (CUI). Certain contractors will be required to perform IT-I/II duties that require favorably adjudicated Tier 5/3 Level investigations. The Defense Security Service (DSS) will not authorize contractors to submit the necessary Tier Level investigations, solely in support of IT level designation requirements, without a valid classified requirement as specified in a DD-254. This effort does not warrant a DD-254 therefore the Government Contracting Activity Security Office (GCASO) is required to submit any required investigations in support of IT level designations. The contractor will be required to provide a roster of prospective contractor

employees performing IT Level II and/or IT Level I duties to the MCSC COR. This roster shall include: full names, Social Security Numbers, IT Level required, e-mail address and phone number for each contractor requiring investigations in support of IT Level designations. The COR will verify the IT Level 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) at 703-432-3490/3952 if any contractor performing on this contract receives an unfavorable adjudication. The FSO must also notify the PERSEC Office of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any contractor performing on this contract, regardless of whether a JPAS Incident Report is submitted. 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 MCSC Building badge/access.

### 7.3 Common Access Card Requirement

The COR 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 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" 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" 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" 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.

### 7.4 Marine Corps Enterprise Network 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.

Marine Corps Enterprise Network (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, (formerly known as Single Scope Background Investigation (SSBI)/SSBI Periodic Reinvestigation (SBPR)/SSBI Phased Periodic Reinvestigation (PPR)

2) ADP-II (IT-2): Favorably adjudicated T-3, T3R, formerly known as Access National Agency Check and Inquiries (ANACI)/ National Agency Check and Inquiries (NACI)/ National Agency Check with Law and Credit (NACLC)/Secret Periodic Review (S-PR))

3) ADP-III (IT-3): Completed T-1, (formerly known as National Agency Check with Inquiries (NACI)

All privileged users (IT-1) must undergo a T-1 investigation 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.

## 7.5 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 email 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 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.

## 7.6 Contractor Assets Connectivity to the MCEN

The Contracting shall comply with MCENMSG-Unification 003-14 ENABLING CONTRACTOR ASSET CONNECTIVITY TO THE MCEN. The Contractor representative will transfer the Contractor owned laptops to the MCSC G-6, Information Technology Asset Management (ITAM) department to have the MCEN images placed on each laptop before it is authorized to connect to the MCEN.

All Contractor owned laptops must meet or exceed the USMC laptop specifications. A list of laptops authorized to be attached to the MCEN can be obtained from MCSC G-6 upon request.

Upon completion of the contract or at such time as the Contractor reclaims the asset from the USMC, non-Government owned internal/external hard drives shall become the property of the U.S. Government as contract deliverables. Once the hard drives have been removed, the laptops/assets will be returned to the Contractor. For additional questions regarding current system specifications contact the MCSC, ITAM lead at (703) 432-4396.

## 7.7 Magnetic Hard Drive Storage Devices

This paragraph covers the requirements of classified and unclassified internal and removable magnetic and Solid State hard drives that store Government data. This includes, but is not limited to, storage area network (SAN) devices, servers, workstations, laptops/notebooks, printers, copiers, scanners and multi-functional devices (MFD) with internal hard drives, removable hard drives and external hard drives. Upon disposal, replacement, turn in of hard drives or completion of the contract, non-Government owned internal/external hard drives shall become the property of the U.S. Government in accordance with GENADMIN Processing of Magnetic Hard Drive Storage Media for Disposal.

## 8.0 Cybersecurity

### 8.1.1 Reference Document(s)

Federal Standard – Mandatory Compliance 1, Defense Federal Acquisition Regulation Supplement Clause 252.204-7012 (Safeguarding Unclassified Controlled Technical Information) Version 2.0 August 2015

Federal Standard – Mandatory Compliance 2, NIST Special Publication 800-171, Revision 1, Protecting Controlled Unclassified Information in Nonfederal Systems and Organizations

Federal Standard – Technical Evaluation Criteria 1, NIST Special Publication 800-171A, Assessing Security Requirements for Controlled Unclassified Information

NIST Special Publication 800-53

Federal Information Processing Standards (FIPS) 140-2

## 8.1.2 Program Related Documentation

The following documentation is provided in Section J:

- Contractor CUI-SSP Template 20 Nov 2018-final; reference Section J (Attachment 3)
- DoD Guidance for Reviewing System Security Plans and the NIST SP 800-171 Security Requirements Not Yet Implemented Exhibit(s); reference Section J (Attachment 4)

## 8.1.3 Requirement(s)

### 8.1.3.1 System Security Plan and Plans of Action and Milestones (SSP/POAM) Reviews

- a. Within thirty (30) days of contract award, the Contractor shall make its System Security Plan(s) (SSP(s)) for its covered contractor information system(s) available for review by the Government at the contractor's facility. The SSP(s) shall implement the security requirements in Defense Federal Acquisition Regulation Supplement (DFARS) clause 252.204-7012, which is included in this contract. The Contractor shall fully cooperate in the Government's review of the SSPs at the Contractor's facility.
- b. If the Government determines that the SSP(s) does not adequately implement the requirements of DFARS clause 252.204-7012 then the Government shall notify the Contractor of each identified deficiency. The Contractor shall correct any identified deficiencies within thirty (30) days of notification by the Government. The contracting officer may provide for a correction period longer than thirty (30) days and, in such a case, may require the Contractor to submit a plan of action and milestones (POAM) for the correction of the identified deficiencies. The Contractor shall immediately notify the contracting officer of any failure or anticipated failure to meet a milestone in such a POAM.
- c. Upon the conclusion of the correction period, the Government may conduct a follow-on review of the SSP(s) at the Contractor's facilities. The Government may continue to conduct follow-on reviews until the Government determines that the Contractor has corrected all identified deficiencies in the SSP(s).
- d. The Government may, in its sole discretion, conduct subsequent reviews at the Contractor's site to verify the information in the SSP(s). The Government will conduct such reviews at least every three (3) years (measured from the date of contract award) and may conduct such reviews at any time upon thirty (30) days' notice to the Contractor.

### ***CDRL A007: System Security Plan (SSP) and Associated Plan of Action***

### 8.1.3.2 Compliance to NIST 800-171

- a. The Contractor shall fully implement the CUI Security Requirements (Requirements) and associated Relevant Security Controls (Controls) in NIST Special Publication 800-171 (Rev. 1) (NIST SP 800-171), or establish a SSP(s) and POA&Ms that varies from NIST 800-171 only in accordance with DFARS clause 252.204-7012(b)(2), for all covered contractor information systems affecting this contract.
- b. Notwithstanding the allowance for such variation, the contractor shall identify in any SSP and POA&M their plans to implement the following, at a minimum:
  1. Implement Control 3.5.3 (Multi-factor authentication). This means that multi-factor authentication is required for all users, privileged and unprivileged accounts that log into a network. In other words, any system that is not standalone should be required to utilize acceptable multi-factor authentication. For legacy systems and systems that cannot support this requirement, such as CNC equipment, etc., a combination of physical and logical protections acceptable to the Government may be substituted;
  2. Implement Control 3.1.5 (least privilege) and associated Controls, and identify practices that the contractor implements to



restrict the unnecessary sharing with, or flow of, covered defense information to its subcontractors, suppliers, or vendors based on need-to-know principles;

3. Implement Control 3.1.12 (monitoring and control remote access sessions) - Require monitoring and controlling of remote access sessions and include mechanisms to audit the sessions and methods.
4. Audit user privileges on at least an annual basis;
5. Implement:
  - i. Control 3.13.11 (FIPS 140-2 validated cryptology or implementation of NSA or NIST approved algorithms (i.e. FIPS 140-2 Annex A: AES or Triple DES) or compensating controls as documented in a SSP and POAM); and,
  - ii. NIST Cryptographic Algorithm Validation Program (CAVP) (see <https://csrc.nist.gov/projects/cryptographic-algorithm-validation-program>);
6. Implement Control 3.13.16 (Protect the confidentiality of CUI at rest) or provide a POAM for implementation which shall be evaluated by the Navy for risk acceptance.
7. Implement Control 3.1.19 (encrypt CUI on mobile devices) or provide a plan of action for implementation which can be evaluated by the Government Program Manager for risk to the program.

#### 8.1.3.3 Cyber Incident Response:

- a. The Contractor shall, within fifteen (15) days of discovering the cyber incident (inclusive of the 72-hour reporting period), deliver all data used in performance of the contract that the Contractor determines is impacted by the incident and begin assessment of potential warfighter/program impact.
- b. Incident data shall be delivered in accordance with the Department of Defense Cyber Crimes Center (DC3) Instructions for Submitting Media available at [http://www.acq.osd.mil/dpap/dars/pgi/docs/Instructions\\_for\\_Submitting\\_Media.docx](http://www.acq.osd.mil/dpap/dars/pgi/docs/Instructions_for_Submitting_Media.docx). In delivery of the incident data, the Contractor shall, to the extent practical, remove contractor-owned information from Government covered defense information.
- c. If the Contractor subsequently identifies any such data not previously delivered to DC3, then the Contractor shall immediately notify the contracting officer in writing and shall deliver the incident data within ten (10) days of identification. In such a case, the Contractor may request a delivery date later than ten (10) days after identification. The contracting officer will approve or disapprove the request after coordination with DC3.

### ***CDRL A008: Cyber Incident Reporting for a Contractor's Internal Unclassified Information System***

#### 8.1.3.4 Naval Criminal Investigative Service (NCIS) Outreach

The Contractor shall engage with NCIS industry outreach efforts and consider recommendations for hardening of covered contractor information systems affecting DON programs and technologies.

#### 8.1.3.5 NCIS/Industry Monitoring

- a. In the event of a cyber incident or at any time the Government has indication of a vulnerability or potential vulnerability, the Contractor shall cooperate with the Naval Criminal Investigative Service (NCIS), which may include cooperation related to: threat indicators; pre-determined incident information derived from the Contractor's infrastructure systems; and the continuous provision of all Contractor, subcontractor or vendor logs that show network activity, including any additional logs the contractor, subcontractor or vendor agrees to initiate as a result of the cyber incident or notice of actual or potential vulnerability.
- b. If the Government determines that the collection of all logs does not adequately protect its interests, the Contractor and NCIS will work together to implement additional measures, which may include allowing the installation of an appropriate network device that is owned and maintained by NCIS, on the Contractor's information systems or information technology assets. The specific details (e.g., type of device, type of data gathered, monitoring period) regarding the installation of an NCIS network device shall be the subject of a separate agreement negotiated between NCIS and the Contractor. In the alternative, the Contractor may install network sensor capabilities or a network monitoring service, either of which must be reviewed for acceptability by NCIS. Use of this alternative approach shall also be the subject of a separate agreement

negotiated between NCIS and the Contractor.

- c. In all cases, the collection or provision of data and any activities associated with this statement of work shall be in accordance with federal, state, and non-US law.

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

The Contractor shall supply a record of Tier 1 Level Suppliers who receive or develop Covered Defense Information. In accordance with CDRL A009, 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 A009: Record of Tier 1 Level Suppliers Receiving/Developing Covered Defense Information***

##### Contract Data Requirements List Deliverables

CDRL #	CDRL Description	Frequency	Data Item Description
A001	Report, Record of Meeting/Minutes	As Required (ASREQ)	DI-ADMN-81505
A002	Conference Agenda	Semi-Annual (SEMIA)	DI-ADMN-81249A
A003	Management Plan	Once and upon update (ONE/R)	DI-MGMT-80004A
A004	Contractors Progress, Status and Management Report	Monthly (MTHLY)	DI-MGMT-80368A
A005	Configuration Status Accounting Information	Monthly (MTHLY)	DI-CMAN-81253A
A006	Report of Receipts, Inventory, Adjustments, and Shipment of Government Property	Quarterly (QRTLY)	DI-MGMT-80442
A007	System Security Plan (SSP) and Associated Plans of Action for a Contractor's Internal Unclassified Information System	Quarterly (QRTLY)	DI-MGMT-82247
A008	Cyber Incident Reporting for a Contractor's Internal Unclassified Information Systems	Within 72 hours of each event	NA
A009	Contractor's Record of Tier 1 Level Suppliers Receiving/Developing Covered Defense Information	Upon COR Request	DI-SCRE-82258

#### 9.0 NMCARS 5237.102-90 - Inventory of Contracted Services

Services Contract Reporting (SCR) requirements apply to this contract. The Contractor shall report required SCR data fields using the SCR section of the System for Award Management (SAM) at following web address: <https://sam.gov/SAM/>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. 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://sam.gov/SAM/>.