Performance Work Statement (PWS)

Military Support Division Support Services

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Performance Work Statement (PWS)

Military Support Division Support Services

Vision Statement

Provide highest level of service to Code 1400 and Code 1600 in support of Chief of Naval Operations (CNO) in order to accomplish airborne-related Science and Technology (S&T) requirements.

1 Introduction

The Chief of Naval Operations (CNO) has tasked the Naval Research Laboratory (NRL) and Scientific Development Squadron ONE (VXS-1) to provide the necessary aircraft and support personnel to accomplish airborne related S&T operations. In turn, NRL maintains a Military Support Division (MSD), Code 1400, that ensures military and contractor personnel are available to meet project requirements. MSD also provides coordination and serves as a liaison between the scientific communities at NRL, VXS-1 at Naval Air Station (NAS) Patuxent River, Maryland, and other government activities.

1.1 Mission

The primary mission of NRL MSD (Code 1400) is to support CNO to achieve airborne-related S&T requirements.

1.2 Background

VXS-1 (formerly known as the NRL Flight Support Detachment) and the NRL Military Support Division provide airborne research platforms for the Naval Research Laboratory, the United States Navy, U.S. Government, and its contract agencies.

Located onboard NRL in Washington, DC, the Military Support Division (Code 1400) is responsible for the scheduling, planning, and payment processing of airborne projects. Additionally, all military administration for the Laboratory is handled by the division.

Located onboard Naval Air Station, Patuxent River, MD, VXS-1 (Code 1600) maintains a fleet of four uniquely-configured, research-modified NP-3D Orion aircraft, two RC-12s, one MZ-3A airship, and numerous Scan Eagle Unmanned Aerial Vehicles (UAVs). VXS-1 is primarily responsible for the planning, engineering, installation, coordination, and execution of airborne Science and Technology projects. The squadron also maintains the training, qualifications, and proficiency of all assigned military personnel, government civilians, contractors, and project specialists as well as the maintenance of the research aircraft. Committed to safety, VXS-1 has logged over 71,000 flight hours and completed over 49 years of accident free flying.

1.3 Scope

The purpose of this contract is to provide personnel to perform support services to accomplish airborne-related S&T requirements for the NRL Military Support Division, Code 1400, in the areas described below.

1.1 Administrative Management

1.1.1 Budget Support
1.1.2 Administrative Support
1.1.3 Ceremonial Support

2 General Requirements

The Naval Research Laboratory (NRL) Requirements for On-Site Contractors (ROSC) dated 8 December 2008 provides general instructions for Contractors conducting business at/on NRL property. Compliance with specific paragraphs of the NRL ROSC cited in the Section 2 - General Requirement and Section 4 - Special Requirements is mandatory, other requirements in the NRL ROSC are provided for information purposes only.

All Contract Personnel **shall** obtain and keep a Common Access Card (CAC) for access to NAS Patuxent River.

No other special badging is required for access to VXS-1 or The Naval Air Systems Command (NAVAIR) spaces.

2.1 Period of Performance

The period of performance is for 1 base year of 12 months. The period of performance reads as follows:

- Base Year

2.2 Non-Personal Services

The Government **will** neither supervise contractor employees nor control the method by which the contractor performs the required tasks.

The Government **will** not assign tasks to, or prepare work schedules for, individual contractor employees.

The Contractor **shall** be responsible for managing its employees and guarding against any actions that are of the nature of personal services, or give the perception of personal services as defined in Federal Acquisition Regulation (FAR) FAR-Part 37, Service Contracting, dated 31 May 2011.

The Contractor **shall** notify the Contracting Officer (KO) if any Government requested actions constitute, or are perceived to constitute personal services.

2.3 Business Relations

The contractor **shall** integrate and coordinate all activity needed to execute this contract.

2.3.1 Organizational Conflict of Interest

Contractor and subcontractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5.

The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI.

The Contractor shall promptly submit a mitigation plan to the Contracting Officer to avoid or mitigate any such OCI.

The Contractors mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

2.3.2 Data Rights

The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract will be Government owned and the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials cannot be used or sold by the contractor without written permission from the Contracting Officer. All materials supplied to the Government will be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

2.4 Contract Administration and Management

The following subsections specify requirements for contract management and contractor personnel administration.

2.4.1 Contract Management

The Contractor **shall** establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to this contract.

2.4.2 Personnel Administration

The Contractor **shall** provide for employees during designated Government non-work days or other periods where Government offices are closed due to weather or security conditions.

The Contractor **shall** maintain the currency of their employees by providing initial and refresher training as required to meet the PWS requirements.

The Contractor **shall** make necessary travel arrangements for employees.

2.4.3 Contract Administration

The Contractor **shall** establish processes and assign appropriate resources to effectively administer this contract.

The Contractor **shall** respond to Government requests for contractual actions in a timely fashion.

The Contractor **shall** assign work effort and maintain proper and accurate time keeping records of personnel assigned to work on this contract.

The Contractor **shall** deliver monthly Labor Report in accordance with Contract Data Requirements List (CDRL) A001.

The Contractor **shall** deliver quarterly Status Report in accordance with CDRL A002.

2.4.4 Quality Assurance Surveillance Plan (QASP)

The Government **will** evaluate the contractors performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP) provided as an attachment to this proposal.

The QASP is focused on what the Government will do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

2.5 Contractor Furnished Equipment, Materials, Subcontracts and Supplies

Equipment and unexpended materials and supplies purchased by the contractor under this contract become the property of the Government at the end of the performance period, including all options.

The contractor shall furnish any equipment, materials, tools or supplies necessary to complete the items in this Statement of Work.

The Contractor **shall** be responsible for any subcontract management necessary for performing efforts described in Paragraph 3, Performance Requirements, below.

2.6 Contractor Personnel, Disciplines, and Specialties

The minimum education, training, and experience required by contractor personnel to perform support tasks identified in this PWS are defined in the labor category descriptions provided herein.

Administrative Assistant

Education

- Must have either a high school diploma or GED.
- Must have either successfully completed a formal Navy administrative training school or have 32 credit hours of business coursework.

Security Clearance:

- Secret

Experience

- Must have a minimum of 10 years experience supporting Navy Operations and Command Structures.
- Must have a minimum of 10 years experience with Navy correspondence, manpower planning, budgeting and travel procedures.
- Must have a minimum of 5 years experience with Navy security procedures including drafting of classified messages and publications, handling of classified material and transmitting Navy personnel security messages.
- Must have experience tracking travel costs through the Defense Travel System.
- Must have experience with NRL manpower and fiscal tracking databases.
- Must have knowledge of Navy protocol procedures relating to command functions and dignitary visits.

The contracting officer (KO), Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the KO will apprise the contractor of how the government views the contractor's performance. These meetings shall be at no additional cost to the government.

Contracting Officer (KO), Contracting Officer's Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the KO will apprise the contractor of how the government views the contractor's performance. These meetings shall be at no additional cost to the government. The Contractor **shall** apprise the Government of problems, if any, being experienced.

Government **will** take appropriate action to resolve outstanding issues.

2.7 Location and Hours of Work

Accomplishment of the results contained in this PWS requires work at the Naval Research Laboratory facilities, 4555 Overlook Ave, SW, Washington, DC 20375-5320, and NAS Patuxent River, 22268 Cedar Point Rd, Patuxent River, MD 20670. Normal workdays are Monday through Friday except US Federal Holidays. NRL workers typically work eight (8) hours per day, 40 hours per week. Flextime workers start not earlier than 0600 and not later than 0900. Core hours of work are from 0900 to 1500 daily. All employees are expected to be available during

core hours. Additional information on work hours is provided in Section 1.(c), NRL HOURS OF OPERATION AND HOLIDAY SCHEDULE, in the NRL ROSC.

2.8 Travel / Temporary Duty (TDY)

Travel to other government facilities or contractor facilities may be required for conduct of experimental research or attendance at government reviews or scientific meetings and seminars.

The Contractor **shall** attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5.

The Contractor **shall** submit all travel requirements (including plans, agenda, itinerary and dates) for pre-approval to the Government and is on a strictly cost reimbursable basis.

The Contractor **shall** bill costs for travel in accordance with FAR 31.205-46 Travel Costs (subject to local policy & procedures).

The Contractor **shall** deliver Meeting Report in accordance with CDRL A004.

3 Performance Requirements

The following section specifies the Performance Objectives and Performance Elements for the contract.

3.1 Administrative Management

This HLO involves the contractor support for administrative support to the NRL Commanding Officer, Chief Staff Officer, MSD Officer and VXS-1 Commanding Officer to accomplish the following:

3.1.1 Budget Support

The Contractor shall provide day-to-day budgetary support to the NRL Budget Officer, to include maintaining accurate seven-year historical records, monitoring and routing NRL budget reports and funding documents, and preparing and monitoring the status of annual budgets for MSD and VXS-1. The contractor will reconcile, validate and close out FY account ledgers. The contractor will assist in research, development and out-brief to Senior Management of the current, revised and projected MSD budgets, as well as participate in key budgeting drills and deliberations to derive impact assessments based on potential constraints.

3.1.2 Administrative Support

The Contractor shall provide day-to-day support to the VXS-1 Administrative Officer, to include Defense Travel System and other administrative functions as required. The contractor will prepare and process travel orders/vouchers for command personnel to various CONUS and OCONUS locations.

3.1.3 Ceremonial Support

The Contractor shall provide support to the designated military coordinator for all NRL and VXS-1 formal ceremonies. The contractor will assist in the preparation of ceremony guest lists, invitations, programs, biographies, scripts and other event-related documentation. The contractor will coordinate VIP protocol requirements with the Public Affairs Officer, work with external commands to obtain military band and color guard representatives, and arrange with host station security for base/facility access and parking decals. Additionally, the contractor will organize pre/post function social reception activities. The contractor will make administrative and logistical arrangements for other internal command functions such as commissioning and retirement ceremonies. The contractor will identify and reserve locations, acquire catering and photography services, prepare guest lists, invitations commendations and drafted speeches, and monitor such activities to ensure they remain on-track.

4 Special Requirements

This section describes the special requirements for this effort. The following sub-sections provide details of various considerations on this effort.

4.1 Security

All Contractor personnel **shall** possess SECRET CLEARANCE access and/or be eligible for immediate adjudication by appropriate cognizant security authority upon contract award. Detailed security requirements are delineated below.

The Contractor **shall** ensure that all classified material is handled in accordance with the National Security Program Operating Manual (NISPOM) (DoD 5220.22M) and applicable Security Program Guides/Directives.

NRL does not sponsor security clearances for contractors.

4.1.1 DD Forms 254

The Contractor **shall** be granted access to classified information necessary for performance of this contract upon contract award as specified in the basic DD Form 254 (Department of Defense Contract Security Classification Specification). All contractor personnel with access to unclassified information systems, including e-mail, require at a minimum a favorable National Agency Check (NAC).

4.1.2 Visitor Group Security Agreement (VGSA)

The VGSA outlines responsibilities in the following areas: Contractor security supervision; Standard Practice Procedures; access, accountability, storage, and transmission of classified material; marking requirements; security education; personnel security clearances; reports;

security checks; security guidance; emergency protection; protection of government resources; DD Forms 254; periodic security reviews; and other responsibilities, as required.

The Contractor **shall** sign a Contractor Visitor Group Security Agreement to protect classified information involved in performance under this contract.

4.1.3 Identification (ID) Badges and Vehicle Passes

The Government will issue ID badges and vehicle passes to Contractor personnel working at NRL in accordance with the requirements of Paragraph 1(b) BADGES AND VEHICLE PASSES of the NRL ROSC. A favorable trustworthiness determination is required in order for nominated contractor personnel to be granted access to NRL facilities and issued an NRL badge. NRL issued Contractor badges will be worn and readily visible at all times while contractor personnel are on NRL facilities.

The Contractor **shall** provide all requested information required to facilitate the use and possession of badges and vehicle passes.

The Contractor **shall** ensure the immediately return all ID badges issued to Contractor employees under any of the following conditions completion of contract, relocation or termination of an employee, or upon request of the Contracting Officer or Contracting Officer's Representative.

4.2 Safety

The contractor **shall** comply with safety requirements of *Section 8* of NRL Requirements for On-Site Contractors document, dated 8 December 2008.

The contractor **shall** comply with maintenance safety requirements cited in SECNAVINST 5100.10J, OPNAVINST 5100.23G, CH 1, and NAVAIRINST 3750.5C.

4.3 Transition

The Contractor **shall** follow the transition plan submitted as part of the proposal and keep the Government fully informed of status throughout the transition period.

If applicable, this plan should describe the Contractor's transition in to service at the beginning of the contract, and how work would be transitioned to a different contractor or contract vehicle at the end of the contract. It should include a staffing and training plan for new personnel. The Contractor should plan for the transfer of work control and information, addressing any security issues, the transfer and accountability of GFE, inspections and acceptance, and delineating the method for processing and assigning tasks during the phase-in/phase-out periods. The plan should address how the Contractor will implement adequate measures to coordinate communications with the incumbent contractor and NRL staff in order to ensure uninterrupted workflow and minimal mission impact during the transition process.

4.4 Government Furnished Materials

The Contractor **shall** perform this effort at the U.S. Naval Research Laboratory, Washington D.C. and VXS-1 at Naval Air Station (NAS) Patuxent River, Maryland government furnished facilities.

The government **will** provide internet access to the Navy/Marine Corps Intranet as required to perform tasks outlined in this PWS.

The government **will** provide necessary workspaces for the contractor staff to provide the support outlined in the PWS to include desk space, telephones, computers, and other items necessary to maintain an office environment.

The government **will** provide all utilities for the facility/facilities in which the contractor is required to work. Utilities will be available for the contractors use in performance of tasks outlined in this PWS. The contractor shall instruct employees in utilities conservation practices.

The government **will** provide any special tools required for work. This equipment shall be solely for the repair, maintenance, overhaul, or modification of VXS-1 squadron aircraft.

The government **will** provide all vehicles necessary to transport personnel and equipment required for work on government facilities subject to the terms and conditions listed in Section H-8 Government Vehicles clause of the solicitation/contract.

4.5 Applicable Directives

The Mandatory document list is a list of documents that have been cited by specific paragraph reference in Sections 2, 3, and 4 above for compliance. Compliance with documents listed as non-mandatory and non-referenced sections of the mandatory documents is at the contractors' option.

The contractor shall abide by all applicable regulations, publications, manuals, and local policies and procedures listed below:

(a) NRL Directives

(https://directives.nrl.navy.mil/#/home)

5 Deliverables

The contractor **shall** provide deliverables with the schedule and format as described in section 3.0 of this contract and outlined in the CDRL's listed below.

No Deliverables

7 Definitions of Acronyms

AFO	Aircraft Flight Operations
AFM	Aircraft Fleet Maintenance
ARC	Aircraft Reporting Custodian
AVDLR	Aviation Depot Level Repairable
BUNO	Bureau Number
CAC	Common Access Card
CDRL	Contract Data Requirements List
CMP	Contractor's Management Plan
CNO	Chief of Naval Operations
CONUS	Continental United States
COR	Contracting Officer's Representative
DD254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DTS	Defense Travel System
EITSMS	Enterprise IT Service Management System
FAR	Federal Acquisition Regulation
GSE	Ground Support Equipment
HAZMAT	Hazardous Material
IT	Information Technology
IMRL	Individual Materials Readiness List
KO	Contracting Officer
NALCOMIS	Naval Aviation Logistics Command Management Information System
NAMP	Naval Aviation Maintenance Program
NAS	Naval Air Station
NAVAIR	Naval Air Systems Command

NISPOM	National Security Program Operating Manual
NMCARS	Navy Marine Corps Acquisition Regulation Supplement
NMCI	Navy Marine Corps Intranet
NMWC	Navy Maintenance Work Centers
NRL	Naval Research Laboratory
MSD	Military Support Division
OCI	Organizational Conflict of Interest
OCONUS	Outside of Contiguous United States
ODC	Other Direct Costs
OPTAR	Operating Target
PIPO	Phase In/Phase Out
PLO	Project Liaison Officers
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
RDT&E	Research, Development, Test & Evaluation
ROSC	NRL Requirements for On-Site Contractors
TDY	Travel/Temporary Duty
UAS	Unmanned Aircraft Systems
UAV	Unmanned Aerial Vehicle
UPC	UAS Platform Coordinator
VGSA	Visitor Group Security Agreement

VXS-1 Scientific Development Squadron ONE

Performance Requirement Summary (PRS)

Statements		Standards/AQLs	Incentive/Remedy
3.1	Administrative Manager		
3.1.1	Budget Support		
3.1.1.1	The Contractor shall provide budgetary support to the NRL Budget Officer, to include maintaining accurate seven-year historical records, monitoring and routing NRL budget reports and funding documents, and preparing and monitoring the status of annual budgets for MSD and VXS-1.	a) Timely AQL: Completes actions within the specified deadlines 100% of the time.	
3.1.2	Administrative Support		
3.1.2.1	The Contractor shall provide support to the VXS-1 Administrative Officer, to include DTS and other administrative functions as required.	a) Timely AQL: Completes actions within the specified deadlines 100% of the time (Deadline extension may be negotiated in advance.)	
3.1.3	Ceremonial Support		
3.1.3.1	The Contractor shall provide support to the designated military coordinator for all NRL and VXS-1 formal ceremonies.	a) Timely AQL: Completes actions within the specified deadlines 100% of the time (Deadline extension may be negotiated in advance.)	