STATEMENT OF WORK

1.0 SCOPE

1.1 Introduction
This is a Multiple Award Contract (MAC) for all Program Management Air (PMA) program management and acquisition support requirements throughout the entire domestic and/or foreign military acquisition and sustainment lifecycle of a weapon system program. Program Management is defined below in paragraph 3.0 of this Statement of Work (SOW). NAVAIR's mission is to provide full life-cycle support of naval aviation aircraft, weapons and systems operated by Sailors and Marines. NAVAIR provides support (people, processes, tools, training, mission facilities, and core technologies) to Naval Aviation Program Executive Officers (PEOs) and their assigned program managers, who are responsible for meeting the cost, schedule, and performance requirements of their assigned programs.

In addition to the NAVAIR managed programs (AIR-1.0), NAVAIR's affiliated PEOs are:
- PEO for Tactical Aircraft Programs, PEO(T)
- PEO for Air ASW, Assault and Special Mission Programs, PEO(A)
- PEO for Unmanned Aviation and Strike Weapons, PEO(U&W)

1.2 Task Orders
Contract services shall be performed in accordance with the Statement of Work as detailed in individual task orders. The task order Statements of Work will detail tasks that fall within the scope of the MAC. CLINs by Appropriation will be separately priced in the individual task orders so that the hours/dollars can be drawn-down as orders are issued during the applicable performance period of the MAC.

1.3 Inherently Governmental Functions
No contractor shall perform any inherently governmental functions. No function described in this SOW is an inherently governmental services or personal services as defined in FAR 2.101 and FAR 7.5. If any provision of the SOW conflicts with this term, this prohibition shall take precedence.

2.0 APPLICABLE DOCUMENTS
The following documents form a part of this SOW to the extent cited herein. All referenced documents are mandatory unless otherwise specified within the body of this SOW. Guidance documents may be used as an aid in identifying applicable topics to be addressed consistent with meeting the requirements of the program. The Contractor is not required to use any document cited “for guidance” or “as guidance”.

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Date</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPNAVINST 3440.17A</td>
<td>1 Aug 2014</td>
<td>Navy Installation Emergency Management Program</td>
</tr>
<tr>
<td>SECNAV M-</td>
<td>6 October 2006</td>
<td>Department of the Navy (DON) Personnel Security Program (PSP)</td>
</tr>
</tbody>
</table>
Applicable Military specifications and standards that are listed in the issue of the department of Defense Index of Specifications and Standards, and current on the date of contract award, plus applicable industry standards, or any other program documents maybe specified within the individual task orders that will be issued for performing specific task under this Contract.

3.0 REQUIREMENTS

3.1 General Requirements

3.1.1 Program Management Services Support (APN, WPN, PAN&MC, OPN, RDT&E,N O&M,N, O&M,NR, OCF)

The Contractor shall apply business, financial management, and analytic techniques to support facilitating, planning, organizing, staffing, integrating, controlling and leading team efforts in the overall management through the entire acquisition and sustainment lifecycle of the weapon system program. The overarching objective of the work is to support the program goals through development, production, deployment, operations, support and disposal. Service areas that are included under the Program Management Services discipline include, but are not limited to the following:

1. Acquisition Support
2. E-Business Support
3. Information Analytics
4. Program Management
5. Integrated Program Management
6. Program Documentation
7. Project Management
8. Regulatory Compliance
9. Risk Assessment and Mitigation
10. Integration of Support Systems
11. Planning, Programming, Budgeting, and Execution Processes
12. Capabilities Integration and Development
13. Stakeholder Requirements Analysis
14. Decision Analysis
15. Technical Planning
16. Technical Assessment
17. Risk Management
18. Configuration Management
19. Technical Data Management
20. Interface Management
3.1.2 Foreign Military Sales (FMS)
The Contractor shall, with other members of the Security Cooperation team, and under direction of the Case Manager/Program Manager/Team Lead shall provide FMS Casework Management and support for various Foreign Military Sales (FMS) programs by providing FMS unique support and services in accordance with the Arms Export Control Act, the Security Assistance Management Manual (SAMM), and the International Traffic in Arms Regulation (ITAR), as well as, DoD Acquisition policy guidance.

3.2 Work Location and Facilities

3.2.1 Work Location
The services identified within this contract shall be performed at the government furnished spaces located through NAVAIR at Patuxent River, MD. Approximately 85% of work will be performed at the Government site and the remaining 15% will be performed at the Contractor’s local site. Contractors performing on-site support will be provided access to workspaces, telephones, printers, facsimile machines, copy machines, shredders, computers, and network access including web servers and applicable databases or other applications necessary to carry out assigned tasks.

3.2.2 Meeting and conference room support
The Contractor shall have the capability to locate and secure conference room facilities for conducting meetings at the classification levels provided by the requiring office (i.e., PMA) on the task orders. Further, conference room requirements shall be defined by the PMA and will specify size for minimum requirements of personnel and equipment including VTC, projectors and/or TV displays, computer(s) with compatible software and telephone(s).

3.3 Contract Status reporting
Data deliverables/specific technical data will be included in individual Task Orders issued under this MAC, either as CDRLs or specified in the SOW. It is anticipated that data items ordered under individual orders will be required to be prepared using standardized Data Item Descriptions (DIDs) listed in the DoD Acquisition Management System and Data Requirements Control List (AMSDL) current at the time of order issuance. It is anticipated that all deliverables or reports under this MAC will be required to be delivered as either hardcopy or electronic media or both as specified in the individual task orders. The Government does not waive its unilateral right to request deliverables or reports in order to align this contract when new statutory or regulatory requirements prepared. If a deliverable is due on a calendar day that falls on a weekend day or a Government holiday, the deliverable or report is due the following business day.

3.4 Enterprise-Wide Contractor Manpower Reporting Application (ECMRA)
The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the (named component) via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: https://doncmra.nmci.navy.mil.
Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 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://doncmra.nmci.navy.mil.

3.5 Work Schedule to include Compressed Work Schedule (CWS), Overtime, Holidays and Installation Closure

3.5.1 Work Schedule
The Contractor shall provide the required services and staffing coverage during normal working hours. Normal working hours are usually 8.5 hours (including a 30-minute lunch break), from 0730 to 1700 each Monday through Friday (except on the legal holidays specified in paragraph 4.2.3). Some supported Government offices have flexibility to start as early as 0600/0630 and end as late as 1800, Monday through Friday. Work hours will be specified at the task order level.

3.5.2 Compressed Work Schedule (CWS)
CWS is an alternative work schedule to the traditional five 8.5 hour workdays (which includes a 30-minute lunch) worked per week. Under a CWS schedule, an employee completes the following schedule within a two-week period of time: eight weekdays are worked at 9.5 hours each (which includes a 30-minute lunch), one weekday is alternately worked as 8.5 hours (which includes a 30-minute lunch) and one weekday is not worked by the employee. The result is 80 hours worked every two weeks, with 44 work hours one week and 36 work hours the other. The Contractor, with agreement by the COR/ACOR, may allow its employees to work a CWS schedule. If the Contractor chooses to allow its employees to work a CWS schedule in support of this contract, any additional costs associated with the implementation of the CWS schedule vice the standard schedule are unallowable costs under this contract and will not be reimbursed by the Government. Additionally, the CWS schedule shall not prevent Contractor employees from providing necessary staffing and services coverage when required by the Government. If agreement to implement the CWS schedule is reached with the COR/ACOR, the overall schedule must be provided and approved. Key contractor personnel, at the discretion of the COR/ACOR, may not be allowed to work a CWS schedule even if the remaining employees are permitted to do so.

3.5.3 Holidays
The Government observes the following holidays:
- New Year’s Day, January 1
- Martin Luther King’s Birthday, the third Monday in January
- President’s Birthday, the third Monday in February
- Memorial Day, the last Monday in May
- Independence Day, July 4
- Labor Day, the first Monday in September
- Columbus Day, the second Monday in October
- Veteran’s Day, November 11
- Thanksgiving Day, the fourth Thursday in November
- Christmas Day, December 25

The contractor is permitted to observe the above Holidays in accordance with its corporate policy. In the event any of the above holidays occur on a Saturday or Sunday, or CWS alternate
Friday, then such holiday shall be observed in accordance with COR direction.

3.5.4 Installation closure
When Federal employees are officially excused from work due to a holiday or a special event, severe weather, a security threat, or any other Government facility related problem that prevents Federal personnel from working at the Government facility, contractor personnel assigned to work at that facility performing non-mission essential work in support of such Federal employees shall follow their parent company’s policies.
While generally contractor personnel may not perform work on-site at a Government facility without supervision from Federal personnel, in very limited circumstances, work being performed by contractor personnel may be deemed mission essential and performance of such mission essential work may be authorized to continue at the Government facility despite the facility being otherwise closed for normal operations. The circumstances permitting work being performed by contractor personnel to be deemed mission essential are extremely limited and generally only apply to performance of efforts related to public health, safety, or matters related to national security. The cognizant Contracting Officer must concur with any determination that work being performed by contractor personnel is mission essential.

3.5.5 Overtime
Overtime cannot be charged directly to the contract unless specified in the task order.

3.6 Other Direct Costs
ODCs are based on a per annum amount. The COR/ACOR approval shall be obtained prior to the purchase of any material or travel expenses. ODCs will be determined at the task order level. Renting or leasing of facilities or vehicles will not be allowable as a direct charge to this contract or any subsequent task orders.

3.6.1 Travel
Travel will be determined at the task order level. Travel will be allowable only when it is essential to the performance of the tasks. Reimbursement for travel performed shall be in accordance with the Department of Defense Joint Travel Regulation (http://www.defensetravel.dod.mil/site/travelreg.cfm). The COR/ACOR shall approve all travel performed in support of this contract prior to the commencement of the travel. COR/ACOR approval for local travel expenses is required. Travel may include general and administrative expenses, but shall not include profit.

3.6.2 Material
Prior written approval of the COR shall be required for all purchases of materials at the task order level. Any material provided by the contractor is subject to the requirements of the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), and applicable Department of the Navy regulations and instructions. All materials not depleted during the performance of this contract shall become Government property upon completion of this contract. The contractor shall transfer all materials not depleted to the COR by way of Material Inspection and Receiving Report (DD Form 250). Other Direct Charges (ODCs) may include general and administrative expenses but shall not include profit. The costs of general purpose business expenses required for the conduct of the contractor’s normal business operations are not an allowable direct cost in the performance of this contract. General purpose business expenses include, but are not limited to, the cost for items such as telephones and telephone charges, reproduction machines, word processing equipment, personal computers and other office equipment and office supplies.
3.7 Subcontractors
Provisions stated herein shall be clearly and effectively communicated to all subcontractors providing support under this contract. All provisions of this SOW shall flow down to subcontractors providing support under this contract.

3.8 Management of Contractor Personnel
The Government shall neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. The contractor shall manage its employees and guard against any actions that are of the nature of personal services, or give the perception of personal services.

3.9 Transition Strategy
When specified at the task order, the contractor shall submit a “Transition out Plan,” to include the minimum elements listed below. The overall strategy shall be built around maintaining the mission of the program/division with minimal impact, not only in terms of timeliness of performance but also to ensure that critical data and knowledge transfer occurs. Upon termination or expiration of the contract, the contractor shall ensure an orderly transition of responsibilities, while minimizing impact to the operation.

- **Work Turnover.** The contractor shall provide a plan of action to effectively transfer tasked work that is in process at the expiration or termination of the contract to the successor company. Establish and maintain effective communication with the incoming contractor or Government personnel for the period of transition via weekly status meetings.
- **Quality Assurance.** The contractor shall provide a plan of action to ensure continuation of quality review processes during the transition period to the successor company.
- **Risk Mitigation Strategies.** The contractor shall provide a plan of action to mitigate contract performance risks (quality and schedule) encountered during the transition period.
- **Data/Information Transfer.** The contractor shall provide a plan of action for the efficient inventory and transfer of program data to the successor company.

3.10 Security
3.10.1 Citizenship Requirements
Only U.S. citizens may perform under this contract. If the Contractor cannot find qualified U.S. citizens to perform the work, the Contractor shall submit a citizenship waiver request with justification to the Government Security Office. The waiver request should include:

a. The individual's name, date and place of birth, position title, and current citizenship.

b. A statement that a qualified U.S. citizen cannot be hired in sufficient time to meet the contractual requirements.

c. A statement of the unusual expertise possessed by the applicant.

d. A statement that access will be limited to a specific government contract (specify contract number).

e. A statement that the Contractor has obtained an export license for the information required to perform the contract.

3.10.2 Investigative Requirements
Investigative requirements shall be specified at the task order (Unclassified and/or Classified).
Unclassified: All Contractor personnel must be eligible to perform Non-Critical Sensitive work as defined by SECNAV M-5510.30. All Contractor personnel are required to have a favorably adjudicated Tier-3 investigation from the Office of Personnel Management (OPM). The Contractor shall submit a request for personnel security investigation to the Government Security Office. The Government Security Office shall initiate the Contractor’s Electronic Questionnaire for Investigations Processing (eQIP), shall do a preliminary screening of the Contractor’s eQIP for suitability and derogatory information. The Contractor employee shall provide all requested information pursuant to the Privacy Act of 1974. The Government Security Office may deny the Contractor access to Government facilities and information and may prohibit the Contractor from performance of sensitive duties for failure to provide requested information or when derogatory or adverse information is present on the Contractor’s eQIP. In such cases, the Contractor employee may not perform on the Contract.

Classified: All Contractor personnel shall maintain security clearance eligibility commensurate with the level of classification of the work performed as annotated in the Contract’s DD-254, Contract Security Specification. The Contractor is responsible for ensuring that all personnel receive the requisite investigation and are favorably adjudicated in accordance with DoDM 5220.22, National Industrial Security Program Operating Manual. Contractor employees who fail to meet security clearance requirements may not access classified information or perform sensitive duties. In such cases, the Contractor employee may not perform on the contract.

3.10.3 System Authorization Access Request (SAAR-N)
All contractor personnel requiring access to Government Information Technology (IT) systems shall have an approved System Authorization Access Request (SAAR-N) Form OPNAV 5239/14 (Rev Sep 2011) on file, and complete required Annual Information Awareness Training. New employees must submit their SAAR forms within thirty (30) days of their first day of work. Instructions for processing the SAAR-N forms are available at: http://www.cnrc.navy.mil/publications/Forms/OPNAV_5239_14_SAAR_N.pdf. SAAR-N forms shall be submitted to the Contracting Officer’s Representative (COR), Government Technical Point of Contact (TPOC), or to the assigned government Trusted Associate Sponsorship System (TASS) Trusted Associate.

3.10.4 Common Access Card (CAC)/Public Key Infrastructure (PKI)
Contractor CACs/PKIs and facility specific identification badges will be issued by the Government to on-site contractor personnel and shall be visible at all times while personnel are at the Government site. The contractor shall furnish all requested information required to facilitate issuance of identification badges. CACs and identification badges issued to Contractor employees shall be returned to the Government Trusted Agent (TA)/COR at the Government site in accordance with NASPAXRIV Instruction 5510.15, Regulations Governing Admission to Naval Air Station, Patuxent River, Webster Field, and Navy Recreation Center Solomons following completion of the contract, relocation or termination of an employee, or upon request from the Contracting Officer’s Representative. The Government will provide the contractor access to Government facilities, as required, for performance on the task orders.

3.10.5 DD-254
The contractor shall comply with security requirements specified in the DD-254 attached to this contract. Information or data that the contractor accesses shall be handled at the appropriate classification level, unclassified information shall be handled as “For Official Use Only”. Distribution is authorized to the Requiring Office’s Organization and supported Activity only. Other requests for deliverables under this contract shall be referred to the TPOC/COR of this
contract for approval.

3.10.6 Information Security
If the work is performed at the Contractor’s facility, the Contractor shall implement and maintain
security procedures and controls to prevent unauthorized disclosure of classified information and
controlled unclassified information (CUI) and to control distribution of CUI in accordance with
DoD 5220.22-M (NISPOM), and SECNAV M-5510.36. If the work is performed at the
Government’s facility, specific information security requirements will be identified in the
individual task order.

3.10.7 Marking
All information generated by the Contractor shall be properly marked. For Official Use Only
information generated and/or provided under this contract shall be marked in accordance with
DoDM 5200.01. Technical information shall also be marked with appropriate Distribution
Statements and Export Control warnings in accordance with DoDD 5230.24 and program
Security Classification Guidance.

3.10.8 Public Release
No information pertaining to this contract shall be released for public dissemination, including
posting to any social media sites such as Facebook or Twitter, unless it has been approved for
public release by the appropriate U.S. government authority. Proposed public releases shall be
submitted for approval prior to release through Organization and/or servicing Public Affairs
office specified in the task order.

3.10.9 Loss, Compromise and/or Electronic Spillage of Classified or Controlled
Unclassified Information
All instances of loss, compromise and electronic spillage of classified or controlled unclassified
information shall be reported to the COR, TPOC and Government Security Office within 24
hours of the incident occurring.

3.10.10 Operations Security (OPSEC)
The contractor shall comply with activity OPSEC program instructions, guidance and contribute
to organization-level OPSEC efforts.
The contractor shall include OPSEC as part of its ongoing security awareness program and take
all required activity OPSEC training. The contractor shall protect identified critical information,
sensitive unclassified information and activities, which, if divulged, could further compromise
classified or sensitive information or operations, or degrade the planning and execution of
operations performed by the RO and contractor in support of the mission.
While performing aboard NAVAIR or NAVAIR sites, the contractor shall comply with facility
OPSEC program instructions and contribute to organization-level OPSEC efforts. Include
OPSEC as part of its ongoing security awareness program and take all required Agency training.
Be responsive to the Supporting OPSEC Manager on a non-interference basis. Protect sensitive
unclassified information and activities, which could compromise classified information or
operations, or degrade the planning and execution of operations performed by the RO and
contractor in support of the mission.

3.10.11 Anti-Terrorism Force Protection and Emergency Management:
Anti-Terrorism Force Protection and Emergency Management: The work performed on this
contract shall comply with OPNAVINST 3440.17A and Government Emergency Management,
Antiterrorism and/or Continuity of Operations Plans. Contractor personnel shall comply with all
Government Emergency Management, Antiterrorism and/or Continuity of Operations Plans and
directives. At the task order level, Contractor personnel will be informed as to whether or not they shall report for work at Government facilities upon declaration of Force Protection Condition CHARLIE, or in any event or emergency where Government officials direct curtailment of operations to “Mission Essential Only”. All Contractor personnel assigned to a government facility shall complete annual Antiterrorism (Level One) and Active Shooter training.

3.11 Personnel Qualifications
The following labor category descriptions and definitions are illustrative of the future requirements under individual task orders. It is noted that Contractors should follow the specific instructions when responding to task order solicitations. The Government may deviate from the definitions listed below at the task order level. Deviations will be clearly identified at the task order solicitation.

3.11.1 Experience and Education Level Definitions
JUNIOR: A Junior labor category has less than 3 years’ experience and a BA/BS degree. A junior labor category is responsible for assisting more senior positions and/or performing functional duties under the oversight of more senior positions.

JOURNEYMAN: A Journeyman labor category has 3 to 10 years of experience and a BA/BS degree. A Journeyman labor category typically performs all functional duties independently.

SENIOR: A Senior labor category has over 10 years of experience and a MA/MS degree. A senior labor category typically works on high-visibility or mission critical aspects of a given program and performs all functional duties independently. A senior labor category may oversee the efforts of less senior staff and/or be responsible for the efforts of all staff assigned to a specific job.

Labor Category Definition

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<thead>
<tr>
<th>NAVAIR Legacy Labor Category</th>
<th>BLS SOC No.</th>
<th>SOC Title and Functional Description</th>
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<tbody>
<tr>
<td>Program/Project Analyst</td>
<td>13-1111</td>
<td><strong>Program/Project/Management Analysts</strong>&lt;br&gt;Applies analytic techniques in the evaluation of program/project objectives. Analyzes requirements, status, budget and schedules. Performs management, technical, or business case analyses. Collects, completes, organizes and interprets data relating to aircraft/weapon/project acquisition and product programs. Tracks program/project status and schedules. Applies government-instituted processes for documentation, change control management and data management.</td>
</tr>
<tr>
<td>Manager</td>
<td>11-1021</td>
<td><strong>Manager/Operations Managers</strong>&lt;br&gt;Acts as the overall lead, manager and administrator for the contracted effort. Serves as the primary interface and point of contact with Government program authorities on technical and program/project issues. Oversees contractor execution of the contract requirements. Manages acquisition and employment of program/project resources.</td>
</tr>
<tr>
<td>Role</td>
<td>Code</td>
<td>Description</td>
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<tr>
<td>Acquisition Specialist/Management Analyst</td>
<td>13-1111</td>
<td>Acquisition Specialists/Management Analysts - Supports the development of program acquisition documentation such as Acquisition Plans (AP), Acquisition Strategy Reports (ASR), Procurement Initiation Document (PID), Statement of Work (SOW), funding documents, Contract Data Requirements Lists (CDRLs), and Acquisition Program Baseline Agreements (APBA). Assess program procedures, practices, philosophies, and documentation for compliance with specifications, contracts, and mission requirements. Attends, participates, supports, analyzes, provides input, develops, prepares and reports on briefs, point papers, reports, correspondence, meetings, conferences, and review boards. (alternate for ACAT programs)</td>
</tr>
<tr>
<td>Foreign Military Sales Analyst/Management Analyst</td>
<td>13-1111</td>
<td>Foreign Military Sales Analyst - Management Analysts - Supports the efforts and actions of the Case Manager/Program Managers/Team Lead for various programs.</td>
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</table>


Foreign Military Sales (FMS) programs. With other members of the Security Cooperation team, and under direction of the Case Manager/Program Manager/Team Lead, assists the Case Manager in analyzing and managing all aspects of FMS casework in accordance with the Arms Export Control Act, the Security Assistance Management Manual (SAMM) and the International Traffic in Arms Regulation (ITAR) as well as applicable DoD Acquisition policy guidance.

| Administrative Assistant | 43-6011 | **Executive Secretaries and Executive Administrative Assistants** - Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. |

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<tr>
<td>Budget Analyst</td>
<td>13-2031</td>
<td><strong>Budget Analysts</strong> - Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports.</td>
</tr>
<tr>
<td>Financial Manager</td>
<td>11-3031</td>
<td><strong>Financial Managers</strong> - Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.</td>
</tr>
<tr>
<td>Financial Analyst</td>
<td>13-2051</td>
<td><strong>Financial Analysts</strong> - Conduct quantitative analyses of information affecting investment programs of public or private institutions.</td>
</tr>
<tr>
<td>Protocol Liaison Specialist</td>
<td>11-2031</td>
<td><strong>Public Relations Managers</strong> - Plan, direct, or coordinate activities designed to create or maintain a favorable public image or raise issue awareness for their organization or client.</td>
</tr>
<tr>
<td>Multimedia Specialist</td>
<td>27-3031</td>
<td><strong>Public Relations Specialists</strong> - Engage in promoting or creating an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media.</td>
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