PERFORMANCE WORK STATEMENT ADMINISTRATIVE ASSISTANT
NAVY CONSOLIDATED BRIGG CHARLESTON

1. SCOPE

The objective of this Performance Work Statement (PWS) is to outline the requirements necessary for a contractor to provide administrative support services. The Agency has the need for skilled contractor personnel to provide support from administrative assistants skilled in qualitative analysis to handle daily clerical issues.

The contractor shall provide support personnel capable of identifying, analyzing, and applying the accepted principles, methods, and guidelines for qualitative analysis to administrative support issues and problems related to the clerical aspects of supporting an office.

2. TASKS

1. Prepares, analyzes, and assists in administrative support to staff and management in various clerical duties.
2. Conducts special analyses, reports, inquiries, and evaluations regarding administrative matters using Corrections Management Information System (CORMIS), Microsoft Access, Microsoft Excel, Microsoft Word, and other electronic equivalent methods.
3. Prepares oral and written reports and presentations that present analyses and recommendations effectively. Maintains analytical results of evaluations and studies performed regarding administrative matters. Provides staff support for formal presentations.
4. Maintain confinement records, Disciplinary and Adjustment proceedings, case files and log book records for disposition to the required location.
5. Makes significant recommendations for improved work methods, organizational structure, records and files management processes, procedures for administering administrative services, guidelines and procedures.
6. Provides administrative and management insight and assistance to managers, supervisors and employees on matters pertaining to, training, supplies, telecommunications, and general logistics support.
7. Create, organize, use and maintain prisoner records until such time as SECNAV 1640.9D dictates transfer or disposition.
8. Assist in the creation and review of files for the American Correctional Association (ACA) audit, Prison Rape Elimination Act (PREA) inspection, Operational Readiness Inspection (ORI), and Inspector General (IG) inspections.

DRAFT

3. DELIVERABLES

Deliverable 1 – Weekly meetings, as schedule permits, and status reports with staff to identify action items and report on the status of action items.

Deliverable 2 - Provide a biweekly status, as schedule permits, update on tasks in an electronic format to be reviewed. This report should show status for tasks, initiative, and project plans.

4. KEY PERSONNEL CONTACT(S) AND QUALIFICATIONS

The Contractor shall provide support personnel that meet the following minimum qualifications: All personnel assigned to this contract shall be fully qualified, trained, experienced, and capable of performing the work of the position they are filling. All personnel shall be U.S. citizens. All personnel shall have a high school diploma or GED equivalent; a 2-year undergraduate degree in Business Management would be desirable but is not required.

Personnel shall also meet the qualifications that have been established for the positions on the contract. All personnel shall be willing to receive training and be willing to perform the tasks outlined herein.
Personnel shall also meet the qualifications that have been established for the labor category positions below:

Minimum two (2) years of general experience; shall include specialized analytical and programmatic experience in business, management, stakeholder communications and other relevant areas.

- Oral and written communication skills to effectively exchange information and convey ideas and
- concepts to a variety of stakeholders.
- Ability to use a computer to access and retrieve data and information with experience in Adobe, Microsoft Word, Excel, and Access.
- Extensive experience with handling Memorandum of Understanding (MOU) and Interagency Acquisitions (IAA) to include staffing, developing, routing, verifying correct information.
- Experience with querying/formatting/interpreting reports from the Department of Treasury
    - Administrative Resource Center OBI & G Invoice & HR systems interface
    - Experienced in working with computer-generated reports and extracting data from databases to develop and generate information and summary data to support such activities as technical evaluations, management and financial record keeping.
- Knowledge of Federal Purchase Card process and regulations required for understanding of Purchase Request Procedures and Travel restrictions and requirements.
- Knowledge of Federal Travel procedures and with the Defense Travel System required for understanding of Purchase Request procedures and travel restrictions and requirements.
- Ability and willingness to receive training and direction.
- Ability to read and interpret general procedural guidelines.
- Attend required initial and annual training as well as submit for and pass a criminal record check initial and subsequently for employment beyond 4 years.

DRAFT

5. GOVERNMENT-FURNISHED PROPERTY

The government will provide computer equipment for the contractor to perform their daily tasks. This equipment is tracked through a property hand receipt and will be issued and returned to the COR.

6. SECURITY REQUIREMENTS

The contractor will be exposed to classified documents, equipment and facilities up to the SECRET level. The nature of this task requires access to Secret information. The work performed by the contractor will include access to unclassified and up to Secret data, information, meetings, and spaces. The contractor will be required to attend meetings classified up to the Secret level. The contractor may require access to Communications Security (COMSEC). The requirements of the attached DD 254 apply. Contractor personnel requiring access to NAVELESG and other military facilities are subject to security and Visit Request requirements.

Contractor personnel shall comply with all applicable security and safety regulations, guidance, and procedures, including local, referenced in this PWS and at the work sites.

All contractor personnel shall possess the required security certifications and training in accordance with DoD Directive 8570.01 series.

Anti-Terrorism/Force Protection (AT/FP) briefings are required for all personnel (Military, DOD Civilian, and contractor) per OPNAVINST F3300.53C. Contractor employees must receive the AT/FP briefing annually.

All personnel required to have a Secret Security clearance, as required in the respective task sections associated within this PWS, shall have a current Defense Security Service issued SECRET clearance and be ready to

immediately begin performance at the time of proposal submission. Defense Security Service issued SECRET clearance must be maintained during the performance of this contract.

All contractors shall also have a current Secret Facilities clearance at the time of proposal submission.

As required by National Industrial Security Program Operating Manual (NISPOM) Chapter 1, Section 3, contractors are required to report certain events that have an impact on: 1) the status of the facility clearance (FCL); 2) the status of an employee's personnel clearance (PCL); 3) the proper safeguarding of classified information; 4) or an indication that classified information has been lost or compromised. Contractors shall ensure information pertaining to assigned contractor personnel are reported to the Contracting Officer Representative (COR)/Technical Point of Contact (TPOC), the Contracting Specialist, and the Security's COR in addition to notifying appropriate agencies such as Cognizant Security Agency (CSA), Cognizant Security Office (CSO), or Department Of Defense Central Adjudication Facility (DODCAF) when that information relates to the denial, suspension, or revocation of a security clearance of any assigned personnel; any adverse information on an assigned employee's continued suitability for continued access to classified access; any instance of loss or compromise, or suspected loss or compromise, of classified information; actual, probable or possible espionage, sabotage, or subversive information; or any other circumstances of a security nature that would affect the contractor's operation while working under NAVSUP FLCN contracts.

7. Training/Orientation and Supervision of Contractors:

1. Approved contractors will attend Contractor Pre-service Training (orientation) appropriate to their assignments, with additional training as needed, prior to commencing work or badge issue, and annually thereafter. The Training Officer shall maintain documentation confirming that contractors understand the training they have [illegible] and m[illegible] files for [illegible]dit. Cont[illegible] r[illegible]lbook with general rules and regulati[illegible]s, histor[illegible]f N[illegible]al Corre[illegible]ons, a[illegible] a[illegible]ditional [illegible]formation abou[illegible]aval Consolidated Brig Charleston, Detac[illegible]ment Che[illegible]pea[illegible] and a[illegible]py of [illegible]P [illegible]0 Stan[illegible]rds of Conduct. [illegible]ontractors must attend training once per [illegible]ar, and c[illegible]mple[illegible] the [illegible]lowing [illegible]:

   (a) SOP 103[illegible] Application fo[illegible] Volunteer [illegible] Contract Se[illegible]ice
   (b) SOP 1037 Agreement and Non-Disclosure Agreement
   (c) SOP 1037 Release of Claims or Liability
   (d) SOP 1040 Prison Rape Elimination Act (PREA) Training Acknowledgement

2. A list of topics required for Contractor Pre-service and In-service Training is available in SOP 305, Staff Training.
3. With no exception, all contractors who have contact with prisoners shall be trained on their responsibilities under the facility's sexual misconduct prevention, detection, and response policies and procedures as outlined in SOP 1040, Prison Rape Elimination Act.

The level and type of training provided to contractors shall be based on the services they provide and level of contact they have with inmates, but all contractors who have contact with inmates shall be notified of the agency's zero-tolerance policy regarding sexual abuse and sexual harassment and informed how to report such incidents.

4. **Points of Contact**

[redacted]

DRAFT

[redacted]

8. **PLACE OF PERFORMANCE**

The contractor shall perform services at Naval Consolidated Brig Charleston, Detachment Chesapeake, or a site designated, in advance. There will be one administrative assistant at each location. The COR for the contract can define alternate work sites as agency mission needs dictate. Situational telework with be authorized, remote work is not authorized.

- **Naval Consolidated Brig Charleston**
  1050 Remount Rd. Building 3107
  Charleston, SC 29406

- **Navy Brigg Chesapeake**
  1548 Wilderness Rd.
  Chesapeake, VA 23322

9. **PERIOD OF PERFORMANCE**

The period of performance associated with this Performance Work Statement (PWS) shall be for a twelve-month base period, four (4) twelve (12) month option periods, and one (1) six [illegible] period to be exercised at the discretion of the Government.

DRAFT

WORK HOURS (Example Language, please tailor to your needs)

Normal working hours are 7:30 AM to 4:00 PM, Monday through Friday, with the exception of Federal government holidays, and include an allowance for a 30 minute lunch period. However, there may be circumstances where work hours may be adjusted to meet mission critical requirements.

GOVERNMENT HOLIDAYS

The following government holidays are typically observed by government personnel: New Year's Day, Martin Luther King's Birthday, Presidential Inauguration Day (metropolitan DC area only), President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, and any other day designated by Federal Statute, Executive Order, and/or Presidential Proclamation.

CONTRACTOR IDENTIFICATION

Contractor employees shall identify themselves as contractor personnel by introducing themselves or requesting they be introduced as contractor personnel and display distinguishing badges or other visible identification for meetings with Government personnel. In addition, contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and formal and informal written correspondence.

INSPECTION AND ACCEPTANCE

In-process quality assurance of contractor services will be performed by the Contracting Officer Representative (Need to appoint COR for this action)

10. **TRANSITION**

Transition In

In order to ensure a smooth transition in Contractor performance and to prevent possible decreases in productivity, the Contractor is authorized to have personnel on board during the period after award to begin command orientation, screening, and the Qualification/Certification process. During this period, the Government will provide specific guidance to the Contractor and arrange for appropriate access to Government buildings. Contractor personnel shall not interfere with the normal conduct of government business.

Transition Out

Should the contractor not be selected as the future follow-on contractor, the contractor shall participate in a transition phase to orderly and efficiently transition to a successor. The transition phase shall be considered the last 30 days prior to the end of the contract period of performance. The transition phase shall consist of phase-in training for the successor.

11.0 CONTRACTING OFFICER AND REPRESENTATIVE

Only a duly appointed Procuring Contracting Officer (PCO), and no other government personnel, is authorized to change the specifications, terms and conditions under this contract. The NAVELSG Contracting Officer's Representative (COR) is responsible for technical management of this contract, and will serve as the Contracting Officer's Primary Point of Contact. The COR shall oversee execution of this PWS and resolve any potential issues. The COR is responsible for: liaising with NAVELSG personnel and Contractor personnel on site; contractual advice, recommendations and clarification regarding the statement of work; delivery of this PWS placed under this contract; providing an independent government estimate of the effort described in the statement of work; quality assurance of services performed and acceptance of the services or deliverables; government furnished property; security requirements aboard government installations; providing the PCO or his/her designated Ordering Officer with appropriate funds for issuance of the delivery; and the certification of invoices for payment.

DRAFT

12. ***Wage Determination 15-4341 Revision No. 3 Dated 05/14/2026 is incorporated into this contract***

13. Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information.

Executive Order 13467, Reforming Processes Related to Suitability for Government Employee, Fitness for Contractor Employees and Eligibility for Access to Classified National Security Information, Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The 5 CFR 32 Part 157 in concert with DoD Manual 1000.13, Vol 1, implements the Federal Standards.

APPLICABILITY

This text applies to all DoD sponsored individuals who require CAC eligibility (or login and P/W if acceptable per contract) for: Physical access to DoD facilities or non-DoD facilities on behalf of DoD; Logical access to information systems (whether on site or remotely); or remote access to DoD networks that use only the CAC logon for user authentication, or access to sensitive and protected information. This applies to the Office of the Secretary of Defense, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the DoD, the Defense Agencies, the DoD Field Activities and all other organizational entities within the DoD (hereinafter referred to collectively as the "DoD Components").

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

ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Command's Security Manager upon arrival to the

Command and shall out-process prior to their departure at the completion of the individual's performance under the contract.

14. START-UP PERIOD

All contractor resource onboarding documents must be submitted via the prime contractor. The prime contractor shall make all necessary preparations to assume full responsibility for productive performance of the performance start date.

Definition of "productive":

a. Visit Authorization Request (VAR)
b. Contractor Information Sheet (CIS)
c. Completed EQIP (Electronic Investigation)
d. All contractor resource(s) must have an active JPAS profile.
e. Common Access Card (CAC)

Note (1): Invoicing by the contractor will begin as of the commencement of the performance period of services and no reimbursement will be paid by the government for efforts expended during the start-up period.

Note (2): Foreign Nationals are not allowed access sot the functional/system side of Enterprise Resource Planning (ERP).

15. ACCESS TO INFORMATION TECHNOLOGY (IT) SYSTEMS

DRAFT

In accordance with (SECNAV) Secretary of the Navy (SECNAV) M-5510.30, contractor employees who require access to DON or DoD networks are categorized as IT-I, IT-II or IT-III. The IT-I level, defined in detail in SECNAV M- 5510.30, includes positions which require access to sensitive information. Sensitive information includes information protected under the Privacy Act to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity's Command Information System Security Manager (ISSM)/Information Assurance Manager (IAM).

Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) or T5 or T5R equivalent investigation , which is a higher level investigation than the National Agency Check with Law and Credit (NACLC)/T3/T3R described below. Due to the privileged system access, an investigation suitable for High Risk national security positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

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

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

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Cyber Awareness training, and maintain a current requisite

background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

16. INTERIM ACCESS

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

17. DENIAL OR TERMINATION OF ACCESS

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

18. CONTRACTOR'S SECURITY REPRESENTATIVE

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

DRAFT

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

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Contractor employees under this contract are recognized as Non-Critical Sensitive [ADP/IT-II] positions when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLC or T3 or T3R equivalent investigation to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The investigation consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

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

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

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the CSM upon arrival to the command and shall out-process prior to their departure at the completion of the

individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's ISSM/IAM. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

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

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

DRAFT

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

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc. ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

• Must be either a US citizen or a US permanent resident with a minimum of 3 years of legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and

• Must have a favorably completed National Agency Check with Written Inquiries (NACI) or T1 investigation equivalent including a FBI fingerprint check prior to installation access.

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

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

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or T1 equivalent investigation, or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM

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

* Consult with your CSM and ISSM/IAM for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

19. ABILITYONE

NAVSUP Fleet Logistics Center Norfolk (FLCN) may utilize contractor support through the AbilityOne Program, as needed, to perform contract closeout functions for this acquisition. Information, including business sensitive/confidential or proprietary data, that the offeror provides to the Government or information already in the possession of the Government may be viewed and utilized by the AbilityOne Program support contractor personnel during the course of its contract performance. The information that may be made available to the support contractor may include, for example, pricing and technical proposals, historical contract, pricing and performance information, Commercial Asset Visibility (CAV) reporting information and similar data/information.

By submission of a proposal in response to this solicitation, the offeror and its subcontractors consent to a release of their business sensitive/confidential or proprietary data to the Government's AbilityOne Program support contractor personnel in order to perform close out services. Prior to the release of any such information to the support contractor, the support contractor will have in place with the Government a Non-Disclosure/Non-Use Agreement in accordance with the terms of the AbilityOne Program support contract.

Offerors may execute their own Non-Disclosure Agreement with the AbilityOne Program (AbilityOne contact information available from the contracting point of contact). The support contractor must provide copies of the executed agreements to the Contracting Officer and the Contracting Officer's Representative (COR) for the support contract; and the offeror/contractor for this acquisition must provide copies of the executed Agreement to the Contracting Officer for this acquisition. If the offeror/contractor seeks such a Non-Disclosure Agreement with the AbilityOne Program support contractor, the Agreement must be executed no later than the date of final delivery under the resulting NAVSUP FLCN contract.

DRAFT

20. AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicate with Contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

(b) The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is:

NAME: Kelley Nevelsteen
EMAIL ADDRESS: kjnev@hotmail.com
TELEPHONE: 757-761-8500

21. Historical Information – Personnel

Level of Effort (Please tailor to your specific needs)

This Performance Work Statement is to obtain Adminstrative Assistant services for a 12 month Base period plus four (4) 12-month Option Years, and one (1) six-month option period for the Brigg. Sections 2, 3, and 4 of the PWS address the labor categories and the type of work that may be required during the period of performance; however, it is unknown to the exact level of effort that will be required. Therefore, the following historical information is provided to address the number of man-hours the government has used annually, in the past, in maintaining NAVELSG assets. This information does not represent the government's current need, but is to inform Contractors as to the amount of support that could be required.

POSITION	ANNUAL HOURS

Admin Assistant - Charleston	2080
Admin Assistant – Chesapeake	2080

DRAFT