Engineering, Prototyping, and Fabrication Support Services

Statement of Work/Performance Work Statement

1.0 Scope.

As the organic Lead Systems Integrator® (oLSI®) for the Naval Air Warfare Center Aircraft Division (NAWCAD), Webster Outlying Field (WOLF) operates under a product-based business model whereby NAWCAD WOLF civilians lead and manage the execution of the requirements for defense weapon systems programs with combined Government-Industry teams. Using this oLSI® approach, the Government maintains control of intellectual property and data rights, enabling WOLF to rapidly adapt solutions to the dynamic needs of the warfighter.

The NAWCAD WOLF Engineering & Prototyping (EP) Operations provides rapid organic engineering, prototyping, reverse-engineering, environmental testing, antenna repairs/life cycle extensions, and production capabilities in support of NAWCAD, Naval Air Systems Command (NAVAIR), and the NAWCAD WOLF Divisions. The EP Operations, operating under the oLSI® model, has requirements to provide fabrication support and compliance support to include Modeling and Simulation (M&S); machining; sheet-metal design, layout, and fabrication; welding; assembly; composite repairs and fabrication of composite components and structures; woodworking; painting, including preparation and application of corrosion control coatings and powder coating; management of a stockroom (e.g., tooling, hand tools, and fasteners), facilities and personnel safety management and preparedness to include Hazardous Materials (HAZMAT).

This Statement of Work (SOW)/Performance Work Statement (PWS) is in direct support of projects related to multiple major defense acquisition programs, other acquisition category designations, and/or other defense weapons systems to include, but not be limited to, SPN Antenna Systems, AEGIS hardware, *OE-120* system hardware, Family of Special Operations Vehicles (FOSOV) FOSOV and other tactical vehicle hardware, and fabrication and refurbishment of various other shipboard, vehicle, and aircraft components with an agile management approach to ensure that solutions are delivered efficiently and effectively.

2.0 Applicable Documents.

2.1 Department of Defense (DoD) Specifications.

2.1.1 *DoD National Industrial Security Program Operating Manual (NISPOM) codifying 32 Code of Federal Regulation Part 117, NISPOM Rule.*

2.1.2 *DoDM 5200.01 Vol. 2, Marking of Classified Information, Change 4,* 28 Jul 2020.

2.1.3 *SECNAVINST 5510.36B, Department of the Navy Information Security Program,* 12 Jul 2019.

2.1.4 *DoDI 5200.48, Controlled Unclassified Information (CUI),* 6 Mar 2020.

2.1.5 *DoDD 5400.07, DoD Freedom of Information Act (FOIA) Program,* 5 Apr 2019.

2.1.6 *DoDI 5230.24, Distribution Statements on Technical Information,* 10 Jan 2023.

2.1.7 *SECNAVINST 5510.30C, Department of the Navy Personnel Security Program,* 24 Jan 2020.

2.1.8 *OPNAVINST 3440.17A, Navy Installation Emergency Management Program,* 1 Aug

2014.

2.2 DoD Standards.

2.2.1 *MIL-STD-31000B, Technical Data Packages.*

2.2.2 *MIL-HDBK-831A, Preparation of Test Reports.*

2.2.3 *MIL-HDBK-61B, Configuration Management Guidance.*

2.3 Other Government Documents

2.3.1 *National Security Presidential Memorandum 28 (NSPM-28).*

2.3.2 *NASPAXRIVINST 5100.35D, Safety and Occupational Health (SOH) Manual.*

2.3.3 *NAVAIRINST 4355.19E, Systems Engineering Technical Review Process.*

2.4 Industry Documents.

2.4.1 *American Society for Testing and Materials (ASTM) manual A.*

2.4.2 *ASME Y14.100 – 2017, Engineering Drawing Practices.*

2.4.3 *ASME Y14.5 – 2018, Dimensioning and Tolerancing.*

2.4.4 *ASME Y14.35 – 2014, Revision of Engineering Drawings and Associated Documents.*

2.4.5 *ASME Y14.34 – 2013, Associated Lists.*

2.4.6 *ASME Y14.46 – 2017, Product Definition for Additive Manufacturing.*

2.4.7 *ASME Y14.47 – 2019, Model Organization Practices.*

2.4.8 *ASME Y14.1 – 2020, Drawing Sheet Size and Format.*

2.4.9 *ASME Y14.37 – 2019, Product Definition for Composite Parts.*

2.4.10 *ASME Y14.31 – 2014, Undimensioned Drawings.*

2.4.11 *ANSI Y14.44, Reference Designations for Electrical and Electronic Parts and Equipment: Engineering Drawing and Related Documentation Practices.*

3.0 Requirements.

3.1 General Requirements.

3.1.1 Compatibility. The Contractor shall maintain the capability to prepare documents and software packages compatible with the Government Information Technology (IT) environment through the security classification of Secret as specified on the *DD Form 254, Contract Security Classification Specification Form* (Attachment XX). The current operating environment required for this Task Order (TO) includes:

Microsoft Windows 10 or greater
Microsoft Project 2021 or greater
Microsoft Office Professional Plus 2021 or greater
Adobe Reader
Adobe Acrobat Pro
Internet access

Flank Speed
SharePoint
M1 (Manufacturing Enterprise Resource Planning Software)
SolidWorks (Model Based Definition (MBD))
Ansys
SolidWorks Product Data Management (PDM)
PolyWorks
Geomagic DesignX
GibbsCAM
Mastercam
CADMAN Punch/Break (CADMAN-P/CADMAN-B)
MakerWare
Cura
Gravostyle

The Contractor shall maintain the ability to interface with and transfer data to and from requiring office software applications and their upgraded versions. The Contractor shall ensure that all media are virus free when delivered. The Contractor shall be capable of internet and Local Area Network (LAN) communications with the EP Operations. Contractor personnel shall be capable of maintaining real-time communications, both voice and data transfer capabilities, with the EP Operations during working hours whether at contractor work site or on travel.

3.1.2 Work Location, Facilities, and Situational Telework.

3.1.2.1 Work Location. Approximately 78% of work will be performed at Government site and 22% of work to be performed at contractor site. Government site(s) include St. Inigoes, MD and Patuxent River, MD.

3.1.2.2 Government Site Requirements. Contractors performing on-site support will be provided access to workspaces, telephones, printers, copy machines, shredders, computers, and network access including web servers and applicable databases or other applications necessary to carry out assigned tasks.

3.1.2.2.1 Contractor Site Requirements. The Contractor shall provide its own primary support facilities needed to perform the tasking of this TO within 30 drivable miles of NAWCAD WOLF, St. Inigoes, MD in order to satisfy the daily support and administrative operations of this TO. The Government will not take possession of the facility at contract termination.

3.1.2.3 Meeting Support. In support of the tasking outlined in this SOW/PWS, the Contractor shall have the capability to host and conduct meetings at the classification levels up to Secret with the capacity to support a minimum of 15 persons. The meeting space shall have contractor-furnished telephone and Video Teleconference (VTC) capability as well as sufficient equipment to conduct meetings with presentations including compatible software as required in section 3.1.1. This support shall be provided within 30 drivable miles of NAWCAD WOLF, St. Inigoes, MD.

3.1.2.4 Telework/Remote Work.

The Contractor and its employees are not eligible for telework or remote work due to the nature of the services requested in this SOW/PWS.

3.1.2.5 Industrial Space. The Contractor shall provide sufficient industrial support space for the receipt, storage, inventory, and shipment of equipment associated with assigned projects. It is anticipated that the space required to meet SOW/PWS requirements will be no less than 8,000 square feet. Additionally, the space shall be equipped with Heating, Ventilation, and Air Conditioning (HVAC) systems capable of sustaining a controlled environment consistent with the storage, assembly, and operation of electronic equipment. The space shall be configured to meet requirements for receiving, material receipt inspection, storage awaiting build up, integration and testing, and storage of completed systems. The space shall be equipped to protect Government property and shall be located within the Continental United States (CONUS). The Government will not have desk occupancy at the location and will not take possession of the facility at TO termination.

3.1.3 TO Status Reporting. The Contractor shall provide the following documentation.

3.1.3.1 Monthly Progress and Financial Status Report. The Contractor shall provide a progress and financial status report IAW the Contract Data Requirements List (CDRL). The report shall include work accomplished since submittal of the last report, both monthly and cumulative work hour labor costs expended by labor category, and material and travel costs. This deliverable for each FFP CLIN is the successful maintenance of the required team capacity and the delivery of the assigned tasks for that month. (CDRL A001)

3.1.3.2 Organizational Conflicts of Interest (OCI) and Non-Disclosure Agreement (NDA) Status Certification. The Contractor shall report *OCI Mitigation Plan* compliance and compliance status changes. (CDRL A006)

3.1.4 Work schedule to include Compressed Work Schedule (CWS), holidays, and installation closure.

3.1.4.1 Work Schedule. The Contractor shall provide the required services and staffing coverage during normal working hours. Normal working hours are usually 8.5 hours each day (including a 30-minute lunch break), from 0630 to 1500 each Monday through Friday (except on the legal holidays as specified in paragraph 3.1.4.1.2). Some supported Government offices have flexibility to start as early as 0600 and end as late as 1800 Monday – Friday.

3.1.4.1.1 CWS. CWS is an alternative work schedule to the traditional 5 8.5-hour workdays (which includes a 30-minute lunch break) worked per week. Under a CWS schedule, an employee completes the following schedule within a 2-week period of time: 8 weekdays are worked at 9.5 hours each day (which includes a 30-minute lunch break), 1 weekday is alternately worked at 8.5 hours (which includes a 30-minute lunch break), and 1 weekday is not worked by the employee. The result is 80 hours worked every 2 weeks, with 44 work hours 1 week and 36 work hours the other.

The Contractor may allow its employees to work a CWS schedule provided the requirements of this SOW/PWS are met. If the Contractor chooses to allow its employees to work a CWS schedule in support of this TO, any additional costs associated with the implementation of the CWS schedule vice the standard schedule are unallowable costs under this TO and will not be reimbursed by the Government. Additionally, the CWS schedule shall not prevent contractor employees from providing necessary staffing and services coverage as required by the

Government to the Contracting Officer's Representative (COR)/Alternate Contracting Officer's Representative (ACOR).

3.1.4.1.2 Holidays. The Government observes the Federal holidays identified on the Office of Personnel Management (OPM) website: https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/#url=Overview. With the exception of the events in section 3.1.4.1.3 below, the Contractor is permitted to observe Federal holidays IAW its corporate policy.

3.1.4.1.3 Installation Closure. When Federal facilities are closed by the Government or 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 shall follow their parent company's policies.

While generally contractor personnel may not perform work on-site at a Government facility without oversight 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 COR and cognizant Contracting Officer (KO) must concur with any determination that work being performed by contractor personnel is mission essential.

3.1.5 Other Direct Costs (ODCs). (Working Capital Funds (WCF).)

3.1.5.1 Travel. Travel may include general and administrative expenses, but shall not include profit. Temporary travel to other locations in support of program tasking may be required. If required, temporary travel locations include NAS Jacksonville, FL; Dahlgren, VA; and Norfolk, VA. This list is not all inclusive as locations may change over the life of the TO.

3.1.5.2 Material. Incidental material will be required in the performance of this TO, and all incidental material purchases shall be IAW *CTXT-242.9520, Procedures and Approvals Required Prior to Incurring Direct Material Costs*. All materials not depleted during the performance of this TO shall become Government property upon completion of this TO. The Contractor shall transfer all materials not depleted to the COR by way of a *DD Form 250, Material Inspection and Receiving Report*. Material costs may include general and administrative expenses but shall not include profit/fee. (CDRL A002)

3.1.6 Subcontractors. Provisions stated herein shall be clearly and effectively communicated to all subcontractors providing support under this TO. All provisions of this SOW/PWS shall flow down to subcontractors providing support under this TO.

3.1.7 Management of Contractor Personnel. The Government will neither supervise contractor employees nor control the method by which the Contractor performs the required tasks. Under no circumstances will 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 actions that give the perception of personal services.

3.1.8 Transition-Out Plan.

The Contractor's overall transition-out plan shall be built around maintaining the mission of the Division with minimal impact, not only in terms of timeliness of performance but also to ensure that critical data and knowledge transfer occurs. Prior to the termination or expiration of the TO, the Contractor shall ensure an orderly transition of responsibilities, while minimizing impact to the operation. The Contractor shall submit a Transition-Out Plan, to include the minimum elements listed below IAW CDRL A003.

- 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 TO to the successor company and establish and maintain effective communication with the incoming Contractor or Government personnel for the period of transition via weekly status meetings.
- Quality Assurance (QA). 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.

3.1.9 Technical Direction Letters (TDLs). When necessary, technical direction or clarification concerning the details of specific tasks set forth in the TO will be given through issuance of written TDLs. TDLs will not, in any manner, alter the scope of the TO. For further direction see *HTXT.242-9502, Technical Direction (Variation)* in Section H of the TO. The Contractor shall prepare and deliver a *COR Management Report for TDLs* IAW CDRL A001.

3.2 Security.

3.2.1 Citizenship Requirements. Only U.S. citizens may perform under this TO, unless waived by the Government. 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 on the TO.

3.2.2 Investigative Requirements.

Unclassified: All contractor personnel must be eligible to perform Non-Critical Sensitive work as defined by *SECNAVINST 5510.30C, Department of the Navy Personnel Security Program*. All contractor personnel are required to have a favorably adjudicated Tier-3 investigation from the OPM. The Contractor shall submit a request for personnel security investigation to the Government Security Office. The Government Security Office shall initiate the contractor employee's Electronic Questionnaire for Investigations Processing (eQIP) and shall perform a preliminary screening of the contractor employee'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 employee access to Government facilities and information and may prohibit the contractor employee from performance of sensitive duties for failure to provide requested information or when derogatory or adverse information is present on the contractor employee's eQIP. In such cases, the contractor employee may not perform on the TO.

Classified: All contractor personnel shall maintain security clearance eligibility commensurate with the level of classification of the work performed as annotated in the TO's *DD Form 254, Contract Security Classification Specification Form*. Contractor personnel shall require access to classified information in performance of this TO up to and including Secret facility level, with a safeguarding level of Secret. The Contractor is responsible for ensuring that all personnel receive the requisite investigation and are favorably adjudicated IAW *National Industrial Security Program Operating Manual (NISPOM) codifying 32 Code of Federal Regulation Part 117, NISPOM Rule*. 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 TO.

3.2.2.1 Contractor Personnel Labor Category Security Requirements. All personnel shall have the appropriate DoD Security Clearance Level or Interim Clearance IAW the chart below.

LABOR CATEGORY	DoD SECURITY CLEARANCE LEVEL (INTERIM CLEARANCE ACCEPTABLE)	REQUIRED BUSINESS DAYS AFTER ISSUANCE OF TO
First-Line Supervisors of Production and Operating Workers (Project Manager), Senior	Secret	60 days
General and Operations Managers (Key), Senior	Secret	60 days
Inspectors, Testers, Sorters, Samplers, and Weighers, Senior	Secret	60 days
Inspectors, Testers, Sorters, Samplers, and Weighers, Journeyman	Secret	60 days
Project Management Specialists, Journeyman	Secret	60 days

3.2.3 Common Access Card (CAC)/Public Key Infrastructure (PKI) and System Authorization Access Request (SAAR).

3.2.3.1 SAAR. All contractor personnel requiring access to Government IT systems shall have an approved *DD Form 2875, System Authorization Access Request (SAAR)* form on file and complete required *Annual Information Awareness Training*. New employees must submit their

SAAR forms within 30 business days of their first day of work. SAAR forms shall be submitted to the COR, Government Technical Point of Contact (TPOC), or to the assigned Government Mission Partner Identity, Credential, and Access Management (MP ICAM) Trusted Associate (TA).

3.2.3.2 CAC/Local Badges. Contractor CACs 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. All CACs and identification badges issued to contractor employees shall be returned to the TA following completion of the TO, relocation or termination of an employee, or upon request from the COR/Procuring Contracting Officer (PCO). The Government will provide the Contractor access to Government facilities, as required, for performance of tasks under this TO.

3.2.3.3 *DD Form 254*. The Contractor shall comply with security requirements specified in the *DD Form 254* attached to this TO. Information or data that the Contractor accesses shall be handled at the appropriate classification level. Unclassified information shall be handled IAW the appropriate designation (Controlled Unclassified Information (CUI); Legacy For Official Use Only (FOUO); Covered Defense Information (CDI)). Distribution is authorized to the Requiring Office's Organization and supported Activity only. Other requests for deliverables under this TO shall be referred to the TPOC/COR of this TO for approval.

3.2.4 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 CUI and to control distribution of CUI IAW *National Industrial Security Program Operating Manual (NISPOM) codifying 32 Code of Federal Regulations Part 117, NISPOM Rule* and *SECNAVINST 5510.36B, Department of the Navy Information Security Program*. If the work is performed at the Government's facility, the Contractor shall comply with that facility's information and security policies.

All contractor facilities shall provide an appropriate means of storage for CUI and materials. All CUI including legacy FOUO and CDI (meeting the definition *DFARS Clause 252.204–7012, Safeguarding Covered Defense Information and Cyber Incident Reporting*) generated and/or provided under this TO shall be marked and safeguarded as specified in *DoD Instruction 5200.48, Controlled Unclassified Information (CUI)* available at https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/520048p.PDF.

Any product containing CDI shall be assigned a distribution statement (distribution statements B through F) using the criteria set forth in *DoDI 5230.24, Distribution Statements on Technical Information* and have this statement displayed per *DoDI 5230.24, Enclosures 3 and 4*. Distribution is authorized to the Requiring Office's Organization and supported Activity only. Other requests for deliverables under this TO shall be referred to the TPOC/COR of this TO for approval.

All controlled unclassified technical information shall be appropriately identified and marked with the following distribution statement:

Distribution Statement (Insert Appropriate Letter and Authorization Title), (Insert Appropriate Reason Category) (dated – (Date of Distribution Authorization)). Other requests shall be referred

to: Commander, Naval Air Systems Command, Attn: COR, NAWCAD WOLF Engineering & Prototyping Operations, 17579 Webster Field Rd, Bldg. 8008, St. Inigoes, MD 20684.

3.2.4.1 Marking. All information generated by the Contractor shall be properly marked. Classified information shall be marked IAW *DoDM 5200.01, Vol 2, Marking of Classified Information*. CUI, including legacy FOUO information generated and/or provided under this TO, shall be marked IAW *DoDI 5200.48, Controlled Unclassified Information (CUI)*. Technical information shall also be marked with appropriate Distribution Statements and Export Control warnings IAW *DoDI 5230.24, Distribution Statements on Technical Information* and program Security Classification Guidance.

3.2.4.2 Public Release. Any CUI pertaining to this TO shall not be released for public dissemination, including posting to any social media sites such as Facebook or X (formerly known as Twitter), unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release through COR, NAWCAD WOLF Engineering & Prototyping Operations, 17579 Webster Field Rd, Bldg. 8008, St. Inigoes, MD 20684.

3.2.4.3 Loss, compromise, and/or electronic spillage of classified information or CUI. All instances of loss, compromise, and electronic spillage of classified information or CUI shall be reported to the COR, TPOC, and Government Security Office within 72 hours of the incident occurring.

3.2.5 Operations Security (OPSEC). The Contractor shall develop, implement, and maintain an OPSEC program to protect controlled unclassified and classified activities, information, equipment, and material used or developed by the Contractor and any subcontractor during performance of the TO. The Contractor shall be responsible for the subcontractor implementation of the OPSEC requirements. This program may include Information Assurance (IA) and Communications Security (COMSEC). The OPSEC program shall be IAW *NSPM-28* and at a minimum shall include:

1) Assignment of responsibility for OPSEC direction and implementation.
2) Issuance of procedures and planning guidance for the use of OPSEC techniques to identify vulnerabilities and apply applicable countermeasures.
3) Establishment of OPSEC education and awareness training.
4) Provisions for management, annual review, and evaluation of OPSEC programs.
5) Flow down of OPSEC requirements to subcontractors when applicable.

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; and protect sensitive unclassified information and activities that could compromise classified information or operations or degrade the planning and execution of operations performed by the Requirements Owner and Contractor in support of the mission. (CDRL A007)

3.2.6 Antiterrorism Force Protection and Emergency Management. The work performed on this TO is not Emergency Essential IAW *OPNAVINST 3440.17A, Navy Installation Emergency*

Management Program 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. Contractor personnel shall not 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.

3.2.7 Vehicle and Equipment Operation. The Contractor shall ensure that employees possess the required civilian licenses to operate the vehicles and equipment necessary to perform TO requirements IAW this SOW/PWS. Before operating any military or Government-owned and/or Government-leased vehicles or any Government-owned equipment, contractor employees shall provide proof of a state authorized license (issued by an appropriate Governmental authority) to the KO or COR/ACOR. The state authorized license must be a driver's license issued by the state, District of Columbia, territory, or possession in which the employee is domiciled or principally employed.

3.2.7.1 Vehicles. The Contractor shall be required to transport Government-owned systems/subsystems, parts, and equipment on a daily basis. Contractor personnel may also be required to operate Government-owned and/or Government-leased vehicles in the performance of this TO.

3.2.7.2 Contractor-provided vehicles. The Contractor shall be responsible for transportation of parts and equipment in support of this TO. The cost of material transport vehicles supporting SOW/PWS requirements for the Contractor will not be considered as an allowable direct cost in the performance of the TO.

3.2.7.3 Government-provided vehicles. The Contractor shall be required, to be defined at the TO level, to operate Government-owned and/or Government-leased vehicles in performance of the Contract. Government-owned and/or Government-leased vehicles that the Contractor may use includes, but is not limited to, general purpose passenger carrying vehicles and special purpose (tactical) vehicles. All vehicles shall be operated IAW NAVAIR and site-specific processes and requirements. In general, there is no need for specialized licenses; however, if a requirement is identified in a specific TO, there will be time allotted for individuals to obtain the necessary licensing. The Contractor shall report any damage observed on the vehicle/equipment, and shall notify the Government TPOC and COR of any need for service or repair of Government-owned or Government-leased vehicles. When operating these vehicles, the Contractor shall ensure: possession of a current and valid operator's license for all vehicles; compliance with all state, Federal, and host nation laws pertaining to operating motor vehicles; compliance with NAVAIR policies when operating a vehicle (e.g., no cell phone use, stopping at runway crossings, etc.); use of the most cost-effective means to fuel vehicles; and operation of the vehicles in a safe manner and IAW the vehicle/equipment user/operator manual.

3.2.7.4 HAZMAT endorsement shall be required for drivers to operate vehicles carrying HAZMAT on and off of base property. The contractor personnel shall not use Government vehicles to acquire valid driver's licenses nor shall they ever be used for training purposes.

3.2.7.5 If the Contractor is involved in an accident while operating a Government-owned or

Government-leased vehicle, they shall notify the Government TPOC, the PCO, and the COR with a verbal report within 24 hours of incident occurrence and shall provide an accident report within 48 hours. (CDRL A004)

3.2.7.6 When operating any Government-owned or Government-leased vehicle, the Contractor shall be responsible for any costs associated with violations such as speeding tickets, parking tickets, reckless driving, and any damage caused to the vehicle.

3.3 Detailed Support Requirements.

3.3.1 Fabrication Support.

3.3.3(a) Utilize WCF funds to perform fabrication support for various NAWCAD WOLF projects and systems throughout the project life cycle. Applicable to SOW/PWS paragraphs 3.3.1.1 – 3.3.110.

FFP LOE (Firm Fixed Price Level of Effort) Support includes:

3.3.1.1 The Contractor shall assist in the development of cost and schedule estimates for Government approval and provide all labor, material, and equipment necessary to fabricate, modify, and install components IAW general shipbuilding specifications, welding requirements for U.S. Navy vessels and aircraft, and all applicable standards for equipment shielding, grounding, and cooling systems.

3.3.1.2 The Contractor shall maintain quality control and perform inspections on all fabricated items IAW NAWCAD WOLF EP quality processes. Methods shall include manual, ultrasonic, optical, and automated inspections. All non-conformances shall be documented in a Manufacturing Non-Conformance Report. (CDRL A005)

3.3.1.3 The Contractor shall furnish all necessary material, equipment, and tools to fabricate and/or refurbish the components listed below in support of various NAWCAD WOLF Division systems. For all tasks, the Government will provide the necessary Government Furnished Information (GFI), TDPs, and a master delivery schedule.

The required support includes, but is not limited to:

- Fabrication of mechanical shipset interfaces for:
  - Ship & Air Integrated Warfare (SAIW) Digital Modular Radio (DMR) and High-Frequency Distribution Amplifier Group (HFDAG) systems.
  - SAIW AEGIS Radio Communication Suite systems.
  - Combat Integration & Identification System (CI&IDS) *OE-120* Power Logic systems.
- Fabrication of Cage Card Assemblies for CI&IDS *OE-120* systems.
- Refurbishment of Programmer boxes, including the fabrication of necessary replacement components, for CI&IDS *OE-120* systems.
- Refurbishment of *SPN-43* pedestals for Air Traffic Control & Landing Systems (ATC&LS).

CPAF (Cost Plus Award Fee) tasking includes:

3.3.1.4 The Contractor shall assist with operating CNC and standard milling machines and lathes to fabricate machined parts and assemblies. This includes, but is not limited to, antenna waveguides, Radio Frequency Interference (RFI) RFI-shielded enclosures, gears, shafts, brackets, and mechanical interfaces.

3.3.1.5 The Contractor shall support manual and CNC sheet metal fabrication of components such as panels, cabinets, racks, and enclosures from aluminum, steel, and other materials. This includes all required bending, cutting, notching, punching, and shearing.

3.3.1.6 The Contractor shall assist with welding, brazing, and soldering of ferrous and non-ferrous materials, including all necessary material preparation (e.g., pre-heating and grinding). This includes providing expertise in Shielded Metal Arc (stick), Metal Inert Gas (MIG), Tungsten Inert Gas (TIG), and plasma-cutting equipment.

3.3.1.7 The Contractor shall support surface finishing on equipment. This includes pre-surface conditioning (e.g., sanding, scraping, blasting) on wood, metal, and composite surfaces to ensure proper media adhesion, followed by the application of paint (e.g., brush, roller, spray) or powder coating.

3.3.1.8 The Contractor shall assist with fabricating, repairing, and restoring composite structures such as antennas, radomes, containers, and air vehicles. This includes removing damaged material, restoring structures using wet lay-up and pre-preg techniques, installing embedded fasteners, and preparing all surfaces for final finishing.

3.3.1.9 The Contractor shall assist with providing the skills and knowledge to support:

- Additive Manufacturing: Creating prototype and limited-use parts, including all machine setup, operation, and post-processing.
- Woodworking: Fabricating items such as antenna mounting structures, mock-ups, scale models, and special-purpose cabinets.
- Engraving: Fabricating equipment identification tags and panel lettering using CNC and standard engraving machines.

3.3.1.10 The Contractor shall install, upgrade, repair, modify, and integrate systems and components on platforms including ships, aircraft, vehicles, and shore stations. This work includes the installation of mechanical interfaces, fixtures, racks, antennas, radomes, and special power/plumbing modifications. Upon completion, all temporary fixtures should be removed and prepared for disposal or storage.

3.3.1.11 The contractor shall provide continuous, uninterrupted capacity of highly qualified engineering, prototyping, and fabrication (EPF) cells to execute the Government's dynamic project backlog. This includes any surge support to ensure that all items are delivered on time and applying assistance in the backlog. To satisfy the core requirements, the contractor shall provide a multidisciplinary core EPF cell capable of executing the engineering, systems engineering, fabrication, and compliance tasks outlined in sections 3.3.1 through 3.3.2.5. The contractor shall determine the exact labor mix required to meet performance metrics.

3.3.2 Compliance Support.

3.3.2(a) Utilize WCF funds to perform compliance efforts in support of various NAWCAD WOLF projects and systems throughout the project life cycle. Applicable to SOW/PWS paragraphs 3.3.2.1 – 3.3.2.5.

FFP LOE (Firm Fixed Pricing Level of Effort) tasking includes:

3.3.2.1 The Contractor shall assist with the procurement of all materials, equipment, data, and services required for design, development, installation, test, and infrastructure support. This support includes:

- Conducting market research to identify sources and pricing.
- Preparing preliminary procurement documentation for Government review and approval.
- Executing procurements, including Military Standard Requisitioning and Issue Procedure (MILSTRIP) actions.
- Tracking and maintaining all material requisitions, open orders, and disbursements with records available for daily inspection.

3.3.2.2 The Contractor shall assist with managing and controlling all inventory in the machine shop stockrooms using the Government-provided software application. This includes checking in/out all tools and specialty devices, issuing consumable materials, maintaining a receipt and dispersing record system, conducting weekly stock checks, and providing real-time status updates on stock levels upon request.

3.3.2.3 The Contractor shall ensure that all activities comply with state, local, Federal, and U.S. Navy regulations for HAZMAT. This support includes:

- Maintain master Authorized User Lists, Safety Data Sheets (SDSs), and a Spill Plan.
- Ensure proper acquisition, storage, packaging, and disposal of all HAZMAT in approved locations and accumulation sites.
- Train all personnel in the use of appropriate Personal Protective Equipment (PPE) and ensure its use.
- Immediately report all leaks and spills to the NAWCAD HAZMAT team and the COR.

3.3.2.4 The Contractor shall assist with performing preventive and minor corrective maintenance on equipment, machinery, and portable power tools. This includes ensuring that all industrial, work, and material storage areas are kept clean, organized, and free of industrial debris to maintain a safe working environment.

CPAF (Cost Plus Award Fee) tasking includes:

3.3.2.5 The Contractor shall assist with material handling, rigging, and vehicle operations to support all project requirements. This includes the loading, off-loading, lifting, transporting, and placement of freight, equipment, and materials.

3.3.2.5.1 The Contractor shall assist with operating Government Furnished Equipment (GFE), which may include forklifts, trenching machines, basket trucks, tractors, dump trucks, and backhoes. All rigging and lifting tasks shall be performed by certified personnel (minimum two

Naval Facilities Engineering Systems Command (NAVFAC) CAT 3 crane certified, two rigger certified), who must be present during operations.

3.3.2.5.2 The Contractor shall support visual inspections of all weight-bearing equipment before use and maintain daily on-site fuel logs for all vehicles.

3.4 Personnel Qualifications.

3.4.1 The following defines the minimum education and experience for each non-Service Contract Act (non-SCA) labor category and further describes the functional description for each labor category. The Contractor shall be responsible for employing personnel having at least the minimum level of education, training, and experience as stated under each labor category specified herein. All personnel shall have the required security clearance identified in paragraph 3.2.2.1.

3.4.1.1 Key Personnel. Key personnel are those who will be performing in key labor categories as specified for applicable labor categories below. All other labor categories and Full Time Equivalent (FTE) employees (defined as 1,920 hours) are considered non-key. Key personnel are subject to the substitution restrictions clause within *CTXT.237-9501*, *Addition or Substitution of Key Personnel (Services)*.

KEY LABOR CATEGORY	LEVEL	BUREAU OF LABOR STATISTICS (BLS) STANDARD OCCUPATIONAL CLASSIFICATION (SOC) CODE	NUMBER OF KEY PERSONNEL REQUIRED
General and Operations Managers (Key)	Senior	11-1021	One

3.4.1.2 Definitions.

3.4.1.2.1 “Years of experience” shall mean full, productive years of participation.

3.4.1.2.2 “Productive years” shall mean 52 weeks of work reduced by reasonable amounts of time for holiday, annual, and sick leave.

3.4.1.2.3 “Part-time” shall mean if participation was part-time or if less than one-half of the standard work week was spent performing qualifying functions. The actual time spent performing qualifying functions may be accumulated to arrive at full years of experience.

3.4.1.2.4 “College degree” shall mean all degrees shall be obtained from an accredited college or university as recognized by the U.S. Department of Education (ED). This includes Associate of Arts (A.A.), Associate of Science (A.S.), Bachelor of Arts (B.A.), Bachelor of Science (B.S.), Master of Arts (M.A.), Master of Science (M.S.), and/or Doctorate (Ph.D.) degrees.

3.4.1.2.5 “Degree major” shall mean the specific major field required, which will be noted under the applicable labor category.

3.4.1.2.6 “Engineering or engineering discipline,” when used in relation to educational or work experience requirements, shall mean any of the following specific subjects, disciplines, or areas of work experience only: computer, electrical, electronics, mechanical, information systems, or engineering technology.

3.4.1.2.7 “Technical discipline,” when used in relation to educational or work experience

requirements, shall mean any of the following specific subjects, disciplines, or areas of work experience only: computer science, information systems management, computer engineering, mathematics, physics, electrical engineering, or mechanical engineering.

3.4.1.2.8 “Business or business discipline,” when used in relation to educational or work experience requirements, shall mean any of the following specific subjects, disciplines, or areas of work experience only: business administration, business management, technical management, economics, finance, or accounting.

3.4.2 Non-SCA and non-CSWF labor categories experience and education level definitions: If required, specialized experience and associated years of that particular experience are specified under the applicable labor category qualifications.

3.4.2.1 Junior. A junior level person within a labor category has less than three years of experience and an associate’s degree or a qualifying substitution, if identified. However, experience may exceed three years if performing a junior level function. A junior level person is responsible for assisting more senior positions and/or performing functional duties under the oversight of more senior positions.

3.4.2.2 Journeyman. A journeyman level person within a labor category has at least three years of experience and a bachelor’s degree or a qualifying substitution, if identified. A journeyman level person typically performs all functional duties independently.

3.4.2.3 Senior. A senior level person has at least 10 years of experience and a bachelor’s degree or a qualifying substitution, if identified. A senior level person typically works on high-visibility or mission critical aspects of a given program and performs all functional duties independently. A senior level person may oversee the efforts of less senior staff and/or be responsible for the efforts of all staff assigned to a specific job.

3.4.2.4 Qualification substitution chart. The following standard qualification substitution chart provides allowable standard experience/education substitutions. Specific qualifications for each labor category are contained in the detailed labor qualification section below (3.4.2.6).

Bachelor's Degree	Associate’s Degree plus two years’ additional work experience may be substituted for a Bachelor’s Degree	High School diploma or General Educational Development (GED) diploma and four years’ additional work experience may be substituted for a Bachelor’s Degree
Associate’s Degree	High School diploma or GED and six years’ additional work experience may be substituted for an Associate’s Degree	

3.4.2.5 Exceptions to Qualification Substitution Chart. The following labor categories require a minimum of a bachelor’s degree as indicated by their level and degree requirement. Substitutions with other degrees and work experience is not allowable.

3.4.2.6 Non-SCA and Non-CSWF Services Labor Qualifications. The following lists the minimum education and experience requirements as well as the BLS SOC code for the below labor categories only. Functional descriptions for labor categories are detailed below. All other labor categories are in line with the BLS functions.

BLS SOC LABOR CATEGORY TITLE	LEVEL	BLS SOC CODE	SPECIFIC TECHNICAL CERTIFICATION TRAINING, PROFESSIONAL CERTIFICATION, AND EDUCATION REQUIREMENTS
First-Line Supervisors of Production and Operating Workers (Project Manager)	Senior	51-1011	Bachelor's degree in an engineering, technical, or business discipline or a qualifying substitution.
General and Operations Managers (Key)	Senior	11-1021	Bachelor's degree in an engineering, technical, or business discipline or a qualifying substitution.
Inspectors, Testers, Sorters, Samplers, and Weighers	Senior	51-9061	Bachelor's degree in an engineering, technical, or business discipline or a qualifying substitution.
Inspectors, Testers, Sorters, Samplers, and Weighers	Journeyman	51-9061	Bachelor's degree in an engineering, technical, or business discipline or a qualifying substitution.
Project Management Specialists	Journeyman	13-1082	Bachelor's degree in an engineering, technical, or business discipline or a qualifying substitution.
Project Management Specialists (Financial, Scheduling, and Procurement)	Junior	13-1082	Associate's degree in an engineering, technical, or business discipline or a qualifying substitution.

3.4.2.6.1 First-Line Supervisors of Production and Operating Workers (Project Manager), Senior, BLS SOC 51-1011.

Function: Acts as the overall site lead for Industrial and Production Operations. Directs, integrates, and coordinates all on-site activities of a multi-disciplinary workforce, serving as the primary interface between senior management, Government sponsors, and the artisan teams. This role is responsible for the complete life cycle of production from work acceptance, planning, and resource allocation to final delivery overseeing a wide range of functions including machining, welding, fabrication, and composite repair. The manager also ensures the seamless integration of all critical support operations, including procurement, inventory control, logistics, and HAZMAT management, while enforcing strict adherence to all quality, safety, and compliance standards.

Required Experience: Of the minimum 10 years of experience required, at least 5 of those years must be in production facility management.

3.4.2.6.2 General and Operations Managers (Key), Senior, BLS SOC 11-1021.

Function: Acts as the single point of authority for the entire contracted effort. Provides strategic leadership and executive oversight, holding ultimate accountability for contract performance, financial execution, and customer satisfaction. This individual directs the efforts of cross-functional teams and subordinate managers across multiple operational sites, establishing program goals and procedures while managing all contractual and financial aspects of the program. Serving as the primary strategic interface with senior Government leadership, the General and Operations Manager is responsible for delivering high-level briefings on program status, milestones, and overall performance.

Required Experience: Of the minimum 10 years of experience required, 5 of those years must be in engineering or technical management with the U.S. Navy or other DoD programs. Additionally, five of those years must be in production facility management.

3.4.2.6.3 Inspectors, Testers, Sorters, Samplers, and Weighers, Senior, BLS SOC 51-9061.

Function: Functions as the lead for QA responsible for designing, developing, and overseeing the quality control and safety program to ensure full compliance with all contractual and regulatory requirements. This role involves analyzing complex quality requirements to determine the necessary controls, processes, tooling, and test equipment needed to assure product quality. Identifies what, when, and how inspections will be conducted, leads the investigation of significant deficiencies, and is responsible for updating and improving inspection techniques and manufacturing methods. Additionally, maintains all master Quality Control files, serves as the primary point of contact for quality matters, and provides guidance and mentorship to lower level inspectors.

Required Experience: Of the minimum 10 years of experience required, at least 5 of those years must be related to production facilities.

3.4.2.6.4 Inspectors, Testers, Sorters, Samplers, and Weighers, Journeyman, BLS SOC 51-9061.

Function: Functions as a hands-on engineering inspector responsible for executing the quality control plan by performing detailed inspections and tests on all phases of goods, services, and operations. This role involves meticulously checking for conformity to established quality, health, and safety standards as defined in the TO specifications. Performs scheduled and unscheduled inspections, accurately documents all results and deficiencies, communicates findings to the appropriate production personnel for immediate correction, and maintains the daily records for all inspections conducted. Responsible for ensuring all services listed on the performance requirement summary are performed satisfactorily on a day-to-day basis.

Required Experience: Of the minimum three years of experience required, at least two of those years must be related to production facilities.

3.4.2.6.5 Project Management Specialists, Journeyman, BLS SOC 13-1082.

Function: Provides hands-on support for project control by assisting in the development and maintenance of detailed project schedules, tracking key milestones, and analyzing the critical path. This role involves monitoring project resources including staffing, procurement, and budget expenditures and coordinating with project teams to ensure tasks remain on schedule. Responsibilities also include compiling project data and preparing status reports and timelines to support the successful completion of assigned projects.

Required Experience: Of the minimum three years of experience required, all three of those years must be in large and complex projects associated with the U.S. Navy or other DoD programs. Concurrently, at least one year must include experience leading project tasks or teams.

3.4.3 Service Contract Act (SCA) labor qualifications. The following lists the SCA labor categories required for this effort. Functional descriptions of each labor category are listed in the *Department of Labor Directory of Occupations* by SCA code number.

SCA LABOR CATEGORY	BLS SOC CODE	SCA CODE

Automobile Body Repairer, Fiberglass	49-3021	05005
Electrician, Maintenance	47-2111	23160
Electrostatic Spray Painter	51-9124	09010
General Maintenance Worker	49-9071	23370
Heating, Ventilation and Air-Conditioning Mechanic	49-9021	23410
Machinist, Maintenance	51-4041	23550
Sheet-Metal Worker, Maintenance	47-2211	23890
Shipping/Receiving Clerks	43-5071	21130
Welder, Combination, Maintenance	51-4121	23960
Woodworker	51-7099	23980