PERFORMANCE WORK STATEMENT (PWS)
EXPLOSIVE ORDNANCE DISPOSAL MOBILE UNIT EIGHT (EODMU8) LOGISTICS AND TECHNICAL SUPPORT SERVICES

1. GENERAL INFORMATION:

1.1 Background: The mission of EODMU8 and EODMU8 DETACHMENT EUROPE is to locate, identify, render safe, and dispose of ordnance hazards that threaten operations in support of the national military strategy. The execution of this mission requires a wide array of specialized equipment, arms, and explosives. This PWS outlines the requirement for a contractor to support these critical logistical and technical functions for EODMU-8 and EODMU8 DETACHMENT EUROPE.

1.2 Scope: The objective of this contract is to provide specialized technical and logistical Subject Matter Expertise (SME) for the management, accountability, and maintenance oversight of Arms, Ammunition, and Explosives (AA&E) and Combat Weapons Systems (CWS) in support of EODMU8 and EODMU8 DETACHMENT EUROPE.

2. APPLICABLE DOCUMENTS:

2.1 The government will provide access to all documents once contractor obtains a Naval Ordnance Safety and Security Activity (NOSSA) account upon contract award.

Reference	Title
NAVSUP P-724	Conventional Ammunition and Explosives Management Ashore
DoD Manual 4140.01	DoD Supply Chain Materiel Management Procedures https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/414001p.pdf
NAVSEA OP 5, Vol. 1	Ammunition and Explosives Safety Ashore
NAVSEAINST 4790.8	Ship's Maintenance and Material Management (3M) Manual
COMNECCINST 4790.1	Force Maintenance Management Program
OPNAVINST 8020.14 Series	Department of the Navy Explosives Safety Management Program https://www.secnav.navy.mil/doni/Directives/08000%20Ordnance%20Material%20Management%20and%20Support/08-00%20General%20Ordnance%20Material%20Support/8020.14B.pdf
OPNAVINST 8027.1 Series	Explosive Ordnance Disposal (EOD) Program https://www.secnav.navy.mil/doni/Directives/08000%20Ordnance%20Material%20Management%20and%20Support/08-00%20General%20Ordnance%20Material%20Support/8027.1H.pdf
OPNAVINST 5530.13 Series	DON Physical Security Instruction for Conventional AA&E https://www.secnav.navy.mil/doni/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-500%20Security%20Services/5530.13D.pdf
18 U.S.C. § 922(g)(9)	Lautenberg Amendment (Gun Ban for Domestic Violence Misdemeanors) https://www.justice.gov/archives/jm/criminal-resource-manual-1117-restrictions-possession-firearms-individuals-convicted

3. REQUIREMENTS

3.1 The contractor personnel shall possess the following qualifications:

3.1.1 Shall be a US Citizen. Personnel assigned to perform this PWS shall hold and be able to maintain an active SECRET security clearance.

3.1.2 Extensive knowledge in a military ordnance-related field to include knowledge on AA&E Hazard/Class, Condition codes, Navy Ammunition Reclassification reports, Ammunition Information Notices, and Navy Ammunition Logistics Codes. (experience as a military paygrade of E-7 or higher is preferred).

3.1.3 Extensive knowledge in logistics support services to manage the full lifecycle of AA&E and CWS assets to include NAVSUP P-724 for Ordnance Information System (OIS), COMNECC 4790.1 for 3M, and DoD Manual 4140.01 for Enterprise Logistics Management System (ELMS).

3.1.4 Hands-on experience working with the Ordnance Information System (OIS) and shall have completed the Ordnance Information System - Retail (OIS-R) Course,

3.1.5 Hands-on experience working with the Enterprise Logistics Management System (ELMS) and shall have completed the ELMS Commodity Manager online course available at ELMSelearning.golearnportal.org.

3.1.6 Hands-on experience with the Navy Maintenance and Material Management (3M) program, and the 3M Planned Maintenance System Scheduler (SKED), to include maintenance scheduling, maintenance tracking, work center compliance reviews, and verification of completed scheduled and corrective maintenance actions.

3.1.7 Shall have completed a course meeting the the requirements of Laughtenberg Act as per 18 U.S.C. § 922(g)(9) and present proof of certification to EODMU EIGHT Readiness and Training Officer annually.

3.1.8 Shall hold current American Heart Association First Aid/CPR/AED certification.

3.1.9 Preferred qualification: Experience with Navy Expeditionary ordnance management is preferred.

3.1.10 Preferred qualification: Posses Navy Expeditionary Combat Command (NECC) Armorer qualification.

3.2 **Contractor personnel shall establish and maintain access to the following systems** (access will be provided by the government):

System
Enterprise Logistics Management System (ELMS)
Ordnance Information System (OIS)

3M program, and the 3M Planned Maintenance System Scheduler (SKED)
Naval Ordnance Safety and Security Activity (NOSSA) account via https://nossa.dc3n.navy.mil/nros.

3.3 The contractor shall perform the following tasks:

3.3.1 The contractor shall provide administrative and quality assurance (QA) support for the 3M and Planned Maintenance System Scheduler (SKED) programs. The contractor shall assist EODMU8 and EODMU8 DETACHMENT EUROPE in completing scheduled maintenance for all small arms and crew-served weapons systems by performing administrative verifications of completed maintenance actions to ensure compliance with 3M standards.

3.3.2 The contractor shall conduct and document two 3M Spot Checks per week utilizing EODMU EIGHT spot check form to ensure adherence to Maintenance Requirement Cards (MRC) and safety protocols and report completion to EODMU8 Readiness and Training Officer and 3M Coordinator via Outlook email.

3.3.3 The contractor shall execute all inventory, receipt, and administrative duties for AA&E of Ordnance Information System (OIS) and Non-Combat Expenditure Allocation (NCEA) Management as per NAVSU P-724 and OIS for EODMU8 and EODMU8 DETACHMENT EUROPE.

3.3.4 The contractor shall monitor CWS and AA&E inventory and readiness in OIS and serve as CWS Commodity Administrator in ELMS as per NAVSUP P-724. Conduct monthly and annual inventories of AA&E as per NAVSUP P-724 and report status generated in OIS to EODMU-8 Readiness and Training Officer via Outlook email.

3.3.5 The contractor shall report any discrepancies in OIS inventory to the EOD GROUP AA&E Manager in accordance with NAVSUP P-724 via Outlook email as required.

3.3.6 The contractor shall coordinate with EODGRU TWO and Naval Munitions Command, Rota (NMC Rota) for the issue and receipt of CWS and AA&E as required via Outlook email. Documentation of issue and receipt will be conducted in OIS.

3.3.7 The contractor shall monitor CWS inventory and serve as an AA&E Commodity Manager in ELMS to ensure the proper inventory accounting and readiness reporting for CWS in-use by EODMU-8 and EODMU8 DETACHMENT EUROPE.

3.3.8 The contractor shall administer the SKED database for EODMU8 and EODMU8 DETACHMENT EUROPE CWS by serving as the Armory 3M Work Center Administrator.

3.3.9 The contractor shall assist EODMU-8 in the completion of 3M maintenance on CWS.

3.3.10 The contractor shall maintain a current digital library containing all references listed in paragraph 2 and perform all duties in accordance with said references. Having access to a NOSSA account will allow the contractor to access said references.

3.4 Deliverables and Deliverable Schedule.

3.4.1 The reports specified herein shall be forwarded by email to the COR, identifying the task and deliverable being sent, Reports are to be delivered to the COR for review and acceptance.

3.4.2 Monthly Status Report. The Contractor shall utilize Microsoft Office Word to produce a status report by the end of second week of every month. The report will summarize all work during the month (addressing quantity and type of tasks started; quantity and type of tasks completed; quantity and type of tasks carried over from/to another month); Status of travel funds at the end of the month if applicable; and a general summary of observations and recommendations made during the month on any inconsistencies found while performing the tasks of this PWS. The report shall be transmitted to the COR via email.

3.4.3 OIS. Contractor shall submit monthly 100 percent physical inventory of all EODMU EIGHT and EODMU EIGHT DET EUROPE Ammunition and Explosives electronically via OIS. Instructions are provided under NAVSUP P-724 (Conventional Ammunition and Explosives Management Ashore).

3.4.4 3M. Contractor shall utilize Microsoft Office Outlook email to submit two maintenance spot check reports per week as per EODMU EIGHT spot check schedule to EODMU EIGHT 3M Coordinator for weapons systems owned by EODMU EIGHT. 3M instructions are provided under NAVSEAINST 4790.8 (Ship's Maintenance and Material Management (3M) Manual).

3.4.5 ELMS. Contractor shall utilize Microsoft Office Outlook email to submit a monthly, as specified by EODMU EIGHT TOA Manager 100 percent serialized equipage inventory report to EODMU EIGHT TOA Manager. ELMS inventory instructions are provided under DoD Manual 4140.01 (DoD Supply Chain Materiel Management Procedures).

3.4.6 Invoicing. Contractor shall submit monthly electronic invoices through the Wide Area WorkFlow system (WAWF). WAWF instructions are provided under DFARS clause 252.232-7006 (Wide Area WorkFlow Payment Instructions).

3.5 Inspection and Acceptance Criteria.

3.5.1 The COR shall perform final inspection and acceptance of all work performed. Reports and other deliverables shall be reviewed and accepted or rejected by the COR and in accordance with the Quality Assurance Surveillance Plan (QASP).

3.5.2 Performance Requirements Summary (See PWS Attachment 1: QASP)

3.5.3 The Government's Quality Assurance Surveillance Program is not a substitute for Quality Control by the Contractor. The Contractor shall develop, implement, and maintain a comprehensive Quality Control Plan (QCP) to ensure all services and deliverables meet the performance standards and quality requirements of this contract prior to Government inspection. If discrepancies are found by the COR, the COR will generate and provide the contractor a Contract Discrepancy Report (CDR). Upon receipt of the CDR, the contractor shall provide a Remedy Action Plan to the COR within three calendar days. All costs associated with any rework are the responsibility of the Contractor. The Government reserves the right to choose the inspection methods to be used in implementing its Quality Assurance program and to vary the inspection methods utilized during the work without notice to the Contractor.

3.5.4 Quality Assurance: The government shall evaluate the contractor's performance under this contract in accordance with the QASP. The COR will review for completeness all documentation that the Contractor submits and may return it to the Contractor for correction. Lack of comment or correction by the COR does not relieve the Contractor of the responsibility for complying with the requirements of the contract. If the documentation is acceptable, the COR will provide final approval and acceptance of the required documentation. The Contractor will not construe any letter of acknowledgment of receipt deliverable as a waiver of review or as an acknowledgment that the deliverable is in conformance with the assigned task order.

3.5.5 Contracting Officer Representative (COR): The COR is appointed through JAM in PIEE. The COR will act as the Contracting Officer's representative for receipt and acceptance, technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The COR is not a Contracting Officer and does not have authority to take any action, either directly or indirectly, that would change the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the task order, or to direct the accomplishment of effort which goes beyond the scope of the statement of work in the task order. It is emphasized that only a Contracting Officer has the authority to modify the terms of the contract, therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. When/if, in the opinion of the Contractor, an effort outside the existing scope of the task order contract is requested, the Contractor shall promptly notify the Contracting Officer in writing. No action shall be taken by the contractor under such directions unless the Contracting Officer has issued a contractual change or otherwise resolved the issue.

4. PLACE OF PERFORMANCE & TRAVEL

4.1 Location: EODMU8, Naval Station Rota, Spain.

4.2 Travel: No routine travel is expected. If required, travel will be authorized by the COR. The costs for travel, subsistence, and lodging shall be reimbursed to the contractor only to the extent that it is necessary and authorized for performance of the work under this contract. The costs for travel, subsistence, and lodging shall be reimbursed to the contractor in accordance with the Federal Acquisition Regulation (FAR) 31.205-46, which is incorporated by reference into this contract.

5. PERIOD OF PERFORMANCE

5.1 Base period of one (1) year plus four (4) option years.

6. GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES (GFP/GFE/GFS)

6.1 The Government will provide the contractor personnel with standard office workspace, telephone service, and computer access necessary to perform the tasks required in this PWS. All provided equipment, property, and utilities shall remain the property of the Government and shall not be removed from the installation without prior written approval from the Contracting Officer.

7. SECURITY & SAFETY

7.1 All Contractor personnel fulfilling the requirements of this contract will have a current Defense Counterintelligence and Security Agency (DCSA) issued SECRET clearance with a current background investigation. This clearance shall be maintained during the full period of performance of this contract.

7.2 Operations Security (OPSEC): OPSEC is a five-step analytical process (identify critical information; analyze the threat; analyze vulnerabilities; assess risk; develop countermeasures) that is used as a means to identify, control, and protect unclassified and unclassified sensitive information associated with U.S. national security related programs and activities. All personnel working under this task will at some time handle, produce or process Critical Information or Critical Program Information, and therefore all Contractor personnel shall practice OPSEC. All work is to be performed in accordance with DoD OPSEC requirements, and in accordance with the OPSEC attachment to the DD254.

7.3 Information Security: Pursuant to DoDM 5200.01 and DoDI 5200.48, the contractor shall provide adequate security for all Controlled Unclassified Information (CUI) and Unclassified DoD information passing through non-DoD information system including all subcontractor information systems utilized on contract. If the contractor originates, adds to, or changes any of the DoD information, it shall be marked in accordance with DODI 5200.48 and handled properly. The contractor shall disseminate CUI and unclassified DoD information within the scope of assigned duties and with a clear expectation that confidentiality is preserved. Examples of such information include the following: non-public information provided to the contractor, information developed during the course of the contract, and privileged contract information (e.g., program schedules, contract-related tracking).

7.4 Contractor Employees: The Contractor will not assign to this contract any of its personnel identified to the by the PCO or COR as potential threats to the health, safety, security, or general wellbeing, of the population, installation or operational mission. The Contractor's employees will not pose an actual or potential threat or risk to the security or mission of Department of Defense (DoD) or its supported activities, or the health and safety of the DoD workforce. The Government has an inherent right under law, practice and regulation to restrict and control access to its facilities, including those that are the subject of this contract. The Government's exercise of its right to grant and revoke access to particular individuals to its facilities will not constitute a breach or change to this contract, regardless of whether said individuals are employed by the Contractor.

7.5 Safety: Safety is paramount. The Contractor will comply with all applicable DoD, Navy, host nation, and installation safety regulations governing these requirements. The Contractor will maintain all employee qualification and certification records as required by these policies.

7.6 Contractor Responsibility for Safety: Nothing in this PWS, nor any government action or failure to act in surveillance of this contract, will relieve the Contractor of its responsibility for the safety of the Contractor's personnel and property, the Government's personnel and property, and the general public. Moreover, nothing in this PWS will relieve the Contractor of its responsibility for complying with applicable U.S. and host nation federal, state and local laws, ordinances, codes and regulations (including those requiring applicable licenses and permits) in connection with the performance of this contract.

7.7 Emergency Action Plan: The Contractor will comply with the U.S. Navy Emergency Action Plan. The government will provide this plan to the contractor within 30 days of contract award.

7.8 Mishap. If a mishap involving services under this contract results in an injury, the Contractor will

promptly (within 24 hours) report the incident to the COR. If the U.S. Navy conducts an investigation of the accident, the Contractor (including all Sub-Contractors if any) agree to cooperate with government personnel until the investigation is completed. The Contractor will allow authorized government representatives access to the Contractor's facilities, personnel, safety program documentation, and any other documentation related to the mishap.

7.9 Privacy Act Compliance. The Contractor may be in contact with data and information subject to the Privacy Act of 1974 (Title 5 of the U.S. Code Section 552a). The Contractor will ensure that its employees assigned to this effort understand and adhere to the requirements of the Privacy Act and to DoD and DoN Regulations that implement the Privacy Act. The Contractor will identify and safeguard data, information and reports accordingly. The Contractor will ensure that Contractor employees assigned to the contract are trained on properly identifying and handling data and information subject to the Privacy Act prior to commencing work.

7.10 Limited Use of Data. Performance of this effort may require the Contractor to access and use data and information considered as nonpublic information and/or proprietary to a government agency or government contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the government and/or others. The Contractor and/or contractor personnel will not divulge or release data or information developed or obtained in performance of this effort, until made public by the government, except to authorized Government personnel, or upon written approval of the Contracting Officer. The Contractor will not use, disclose or reproduce proprietary data that bears a restrictive legend other than as required in the performance of this effort. Nothing herein will preclude the use of any data independently acquired by the Contractor without such limitations or prohibit an agreement at no cost to the government between the contractor and the data owner, which provides for greater rights to the Contractor.

7.11 Information Technology (IT) Environment. All reports, technical documentation, etc. shall be fully operable with standard Department of Navy (DON), One-Net desktop and portable MS Windows operating based systems unless otherwise specified.

7.12 Request for IT Resources. Should the Contractor desire additional IT resources not provided by the Government, a request shall be made that specifically identifies the type, amount and time frames for any resources that are required and not listed in the following sentence. The Government will provide the following IT resources: Computer with access to One-Net email and internet.

8. GOVERNMENT LOGISTICS SUPPORT

8.1 Contractor employees may be granted, subject to availability and as authorized by the installation commander, and subject to Contracting Officer approval, access to privileges such as those defined below while employed under this contract: Common Access Card (CAC), Navy Exchange, Military Banking Facilities, Government transportation for Official business, Commissary, Morale and Welfare Recreational Facilities, Customs & Tax Exemptions, Emergency Medical Care, US Military Postal Services, Laundry Services, and Religious Services.

8.2 Certain privileges are only authorized for U.S. expatriate contractor employees residing in Spain solely for the purpose of contract performance and are not ordinary residents of Spain (e.g. "US Military Postal Services, Customs & Tax Exemptions). Any granted privileges are only available during the period of performance of this contract and subject to any limitations set forth by the

installation commander and the Agreement on Defense Cooperation (ADC) between the U.S. and the Kingdom of Spain.

8.3 The contractor shall furnish a list of eligible employees to the Contracting Officer. By submission of this list, the contractor certifies that such employees meet the criteria described above. If the Contractor's personnel are approved for such privileges, the Contracting Officer will issue a Letter of Authorization for contractor employees.

9. AGREEMENT ON DEFENSE COOPERATION

9.1 Contractor personnel may be subject to specific provisions of the Agreement on Defense Cooperation (ADC) between the U.S. and the Kingdom of Spain. In the event of any conflict between the ADC and this PWS, the ADC supersedes. A copy of the ADC can be found at: https://es.usembassy.gov/embassy-consulates/madrid/sections-offices/office-defense-cooperation/agreement-defense-cooperation/

10. CONTRACTOR CLEARANCE TO ENTER AND WORK IN SPAIN

10.1 The contractor is responsible for complying with Spanish clearance requirements. Contractor personnel shall be cleared by the Office of Defense Cooperation in Madrid, Spain in order to obtain permission to relocate to Spain for contract performance. The contractor shall contact the COR immediately after award, and no later than 3 days after award, in order to initiate the process.

10.2 The contractor shall have international liability insurance in order to perform work in Spain. The requirement for this insurance is specified under Annex 6 of the Agreement of Defense Cooperation (ADC) between the United States of America and the Kingdom of Spain (https://es.usembassy.gov/agreement-on-defense-cooperation/#annexes). Additional information can be found here: https://cnreurafcent.cnic.navy.mil/Installations/NAVSTA-Rota/About/Installation-Guide/Visitor-Information/Contract-Personnel/Insurance-Companies/

11. HOURS OF OPERATION

11.1 EODMU 8 normal working hours are Monday through Friday from 0800 to 1630 except Federal Holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The contractor shall be available to provide the services during EODMU 8 working hours. The Contractor shall, at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons.

11.2 The following government holidays are typically observed by U.S. government personnel: New Year's Day, Martin Luther King's Day, Presidential Inauguration Day (metropolitan DC area only), President's Day, Memorial Day, Juneteenth, 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.