STATEMENT OF WORK

Hewlett Packard Multi-Jet Fusion 4200 3D Printer Maintenance Services

1.0 Scope & Requirement Background
The Fleet Readiness Centers Southeast (FRCSE) is an industrial facility that provides a wide variety of aircraft services including maintenance, repair and overhaul, as well as components manufacturing. FRCSE currently utilizes two Hewlett Packard (HP) Multi Jet Fusion (MJF) 4200 3D printers to manufacture aircraft components. This Statement of Work (SOW) defines the requirements for the Contractor to provide continuous preventive and corrective maintenance services to ensure these systems remain fully operational.

1.1 Objectives

The Contractor shall perform Original Equipment Manufacturer (OEM) certified maintenance and repair services for two (2) HP MJF 4200 3D printers, including build units and processing stations.

2.0 Applicable Documents
2.1 Fleet Readiness Center Southeast Work Restrictions (Enclosure 1).

3.0 **Requirements-**
3.1 The Contractor shall perform the following specific tasks:

3.1.1 Freight and Shipping: All items requiring shipping shall be included in the cost to maintain the systems and shall not be billed separately.

3.1.2 Personnel Qualifications: All services shall be performed by an OEM certified HP MJF Field Service Representative (FSR).

3.1.3 Response Time: All services requiring onsite support shall be accomplished within three (3) business days of notification unless otherwise noted in this SOW. The Contractor shall document the date/time of notification and the date/time of arrival in the Maintenance Service Report (See attached CDRLs A001-AD01).

3.2 **Maintenance Tasks**
3.2.1 The Contractor shall provide all labor, equipment, tools, material, transportation and qualified personnel necessary to perform system recertification, annual comprehensive system maintenance and technical support services for the FRCSE HP MJF 4200 3D printers.

3.2.2 Annual Comprehensive Maintenance Agreement
3.2.3 Covered Systems:

System	Equipment Description	Model Number (M/N)	Serial Number (S/N)
NAS System 1	HP Jet Fusion 4200 3D Printer	M0P44B	SG84334001
NAS System 1	HP Jet Fusion 3D Build Unit	M0P44B	SG93N35008
NAS System 1	HP Jet Fusion 3D Build Unit	M0P44B	SG93K35006
NAS System 1	HP Jet Fusion 3D Processing Station	M0P49C	SG8BT36002

System	Equipment Description	Model Number (M/N)	Serial Number (S/N)
NAS System 2	HP Jet Fusion 4200 3D Printer	M0P44B	SG88T34002
NAS System 2	HP Jet Fusion 3D Build Unit	M0P44B	SG93N35004
NAS System 2	HP Jet Fusion 3D Build Unit	M0P44B	SG91335007
NAS System 2	HP Jet Fusion 3D Processing Station	M0P49C	SG86636002

3.2.4 HP 3D Recertification Service (Base Year Only) The Contractor shall provide HP 3D Recertification Services for two (2) HP Jet Fusion 3D Build Units (Serial Numbers: SG93N35008 and SG93N35004) during the base year of the agreement.

3.2.4.1 This recertification is required to reinstate comprehensive maintenance coverage following a lapse in service.

3.2.4.2 The Contractor's base price for this service shall include all labor, travel, and standard diagnostic testing required to perform a comprehensive physical inspection and system diagnostic evaluation on both build units.

3.2.4.3 If the Contractor identifies that repairs or replacement parts are required to restore either build unit to OEM-certified operating standards during recertification:

3.2.4.3.1 The Contractor shall submit a detailed quote identifying the required replacement parts to the Technical Point of Contact (TPOC) and Contracting Officer.

3.2.4.3.2 The Contractor shall not proceed with any repairs, order parts, or perform work without formal written authorization and approval from the Contracting Officer (CLIN 0003 and CLIN 0004).

3.2.5 The Contractor shall provide onsite hardware support for the HP MJF 4200 3D printers, build units, and processing stations to maintain system accuracy/reliability and minimize failures. All onsite hardware support shall be performed as requested by the Technical Point of Contact (TPOC) for repairs or during scheduled kit installations.

3.2.6 The Contractor shall provide all standard annual maintenance kits for the 3D Printer, Build Units, and Processing Station. These kits shall be either hand-delivered by the FSR during scheduled maintenance or shipped directly to the TPOC at no additional cost to the Government.

3.2.7 The Contractor shall provide and install all new hardware modifications critical to the reliable and safe operation of the HP MJF 4200 system at no additional cost to the Government.
3.2.8 The Contractor shall provide all updates for the HP MJF 4200 3D-Production System controller software, Smart Stream software, and Control Center communications software .

3.2.9 The Contractor shall ensure current and future software updates must be compatible with a version of the Windows® Operating System (OS) that is supported by the Microsoft Corporation Windows 10/11.

3.2.10 The Contractor shall provide onsite maintenance, support, repair services within three (3) business days in the event of a system failure, inability to print parts, or other emergency repair at no additional cost to the government.

3.2.11 The Contractor Shall replace or repair services and parts that render the machines inoperable require the Contractor to be onsite within three (3) business days to make repairs and replace parts. Replacement of all damaged, worn, or inoperable system components shall be included.

3.2.12 The Contractor shall utilize overnight shipment of replacement parts at no cost to the government to support next-day repair of system when the technician is onsite.

3.2.13 The Contractor shall provide unlimited technical customer support via phone and email for system diagnostics, software issues, and application troubleshooting. The Contractor shall respond to all inquiries within one (1) business day.

3.2.14 The Contractor shall comply with FRCSE security protocols; the use of VPN (Virtual Private Network) remote access, or equivalent, is strictly prohibited for system diagnostics purposes.

3.2.15 The Contractor shall provide One (1) basic operator training course for a minimum of one employee, per year.

4.0 Deliverables: The Contractor shall submit the following:

4.1 Maintenance Service Report (see CDRLA001): A detailed report of all work performed, parts replaced, and final system status.

6.0 Hours of Operation
The contractor shall perform work during core business hours of 6:00 AM (0600) to 2:30 PM (1430) Eastern Standard Time (EST), Monday through Friday, and shall not include after-hours, weekends, or federal holidays.

6.1 Federal Government Holidays: The Contractor shall observe the official federal holidays observed by the U.S. Office of Personnel Management (OPM).

- New Year's Day (January 1)
- Martin Luther King Jr.'s Birthday (Third Monday in January)
- Presidents Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth National Independence Day (June 19)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

A. When a designated legal holiday falls on a Sunday, the following Monday will be observed. When a holiday falls on a Saturday, the preceding Friday will be observed. This list of holidays relates to Government duty days and is not intended to supplement or otherwise alter the provisions of any Wage Determination regarding applicable paid holidays

B. It is understood and agreed between the Government and the Contractor that observance of such days by Government personnel shall not be a reason for an additional period of performance, or entitlement of compensation, except as set forth within the contract

C. When the Department of War grants excused absence to its employees, the Contractor shall continue to provide sufficient personnel to perform critical tasks already in operation or scheduled and shall be guided by the instructions issued by the Contracting Officer (KO) or the TPOC. Changes in employee work schedules shall comply with the terms and conditions of the contract, to include payment provisions.

E. Inclement Weather Operations: The Contractor shall perform all scheduled maintenance/repair services as scheduled including during periods of inclement weather. In accordance with FAR 52.212-4(f) if severe weather prevents safe performance, the Contractor shall notify the TPOC in writing to request a performance delay. and Approval is at the discretion of the TPOC The Contractor shall not request any additional cost for schedule changes due to inclement weather.

7.0 Security Requirements: The security requirements specified herein shall apply to the Contractor and all subcontractors. The Contractor shall comply with applicable government security regulations and requirements.

7.1. Public Release: All Controlled Unclassified Information (CUI) pertaining to this contract shall not be released for public dissemination, including posting to any social media sites such as Facebook or Twitter, unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release through: Public Affairs Office, Commander, Fleet Readiness Center, 47038 McLeod Road, BLDG 447, Patuxent River, MD 20670-1547.

7.2. Non-Personal Service Statement: Contractor management will ensure that employees properly comply with the requirements outlined in this SOW. Contractor employees will perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in this project shall not be interpreted or implemented in any manner that results in any Contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.2 of the Federal Acquisition Regulation (FAR).

7.3. Personnel Removal: Government rules, regulations, laws, directives, and requirements that are issued during the term of the contract relating to law and order, installation administration, and security shall be applicable to all Contractor employees and representatives who enter the installation. Violation of such rules, regulations, laws, directives, or requirements shall be grounds for removal (permanently or temporarily as the Government determines) from the work site or installation. Removal of employees does not relieve the Contractor from the responsibility for the work defined in this SOW. The Contractor is expected to provide support services despite personnel removal or other unforeseen condition(s). Should replacement become necessary, the Government reserves the right to review all resumes of proposed candidates.

- Removal by Installation Commander: The Installation Commander may, at his/her discretion, bar an individual from the installation under the authority of 18 U.S.C. 1382 (1972), for conduct that is determined to be contrary to good order, discipline, or installation security and safety.

- Removal Requested by Designated Government Representative (DGR): The DGR may require the Contractor to remove an employee working under this contract for reasons of misconduct or security violations. Contractor employees shall be subject to dismissal from the premises upon determination by the DGR that such action is necessary in the interest of the Government.

- Removal by Military Police: Contractor employees may be denied entry to or may be removed from the installation by Military Police if it is determined that the employee's presence on the installation may be contrary to good order, discipline, or installation security and safety.

Enclosure (1) - Fleet Readiness Center Southeast Work Restrictions

1. GENERAL

1.1. This attachment covers the most common work restrictions for Contractors working at Fleet Readiness Center Southeast (FRCSE) facilities. The Contractor shall obtain the necessary passes and/or identification for entry into Naval Air Station (NAS) Jacksonville and FRCSE for all employees prior to commencement of work.

2. CONTRACTOR ACCESS AND USE OF PREMISES

2.1. NAS Jacksonville Base Regulations

2.1.1. Each Contractor must identify itself as either a U.S.-owned or a Foreign Owned, Controlled or Influenced (FOCI) entity.

2.1.1.1. A company is considered to be a FOCI entity when a foreign interest has the power, either direct or indirect, whether or not exercised, to direct or decide matters affecting the management or operations of the company in a manner which may result in unauthorized access to classified information or may adversely affect the performance of a classified contract. A FOCI entity must contact the Technical Point of Contact (TPOC) or Contracting Officer's Representative (COR) within 5 days of contract award to begin paperwork necessary to obtain base access in a timely manner. A non-U.S. citizen employed by a FOCI entity is considered a foreign national of the foreign interest's country. A U.S. citizen employed by FOCI entity is considered a foreign representative of the foreign interest's country, but access will be managed the same as a foreign national.

2.1.2. The Contractor shall be responsible for securing the necessary permits and base access passes for Contractor personnel through a request to the sponsoring organizations Command Sponsorship Liaison (CSL) for vehicles, and equipment for the duration of the contract. NAS Jacksonville Security Forces reserve the right to refuse to issue a pass to an employee of the Contractor for any reason deemed valid by the Government.

2.1.2.1. Non-U.S. citizen personnel of a FOCI entity will be required to provide the CSL a Request for Foreign National Visits form to approve and forward to NAS Jacksonville Pass and ID Office located at the Main Gate on Yorktown Ave. The information provided must contain valid vehicle registration, proof of insurance, driver's license, and a passport in order to obtain a pass for entry onto the NAS, Jacksonville.

2.1.2.2. U.S. Citizen Personnel of a FOCI entity will be required to provide the NAS Jacksonville Pass and ID Office Security with vehicle registration, proof of insurance, driver's license, and second form of picture ID.

2.1.2.3. U.S.-owned company personnel will be required to provide the NAS Jacksonville Pass and ID Office with vehicle registration, proof of insurance, and driver's license.

2.1.2.4. The Contractor shall submit Base Access Request Forms (provided by the TPOC/COR) for all Contractor and subcontractor personnel, equipment and vehicles to the TPOC/COR or FRCSE Security, complete and in a timely manner, no less than 5 workdays prior to actual visit.

2.1.3. Flight Line Access: Unless stated in the main body of the Statement of Work, flight line access will not be granted for the contract. Contractor personnel shall not, under any circumstances, enter the flight line without authorization, nor shall they solicit FRCSE personnel for tours. Personnel found on the flight line without valid credentials maybe detained by NAS Jacksonville security personnel and will be permanently denied further access to FRCSE and NAS Jacksonville property. The Contractor shall report any such violations to the FRCSE TPOC immediately. <u>There will be no exceptions made to this requirement.</u>

2.1.4. Defense Biometric Identification System (DBIDS) increases installation security and communications by receiving frequent database updates on changes to personnel/credential status, law enforcement warrants, lost/stolen cards, and force protection conditions. The system provides a continuous vetting anytime the DBIDS card is scanned at an installation entry control point.

2.1.5. To obtain DBIDS credentials present a letter or official document to my government sponsoring organization that provides the purpose for your access, list of active employees, and beginning and end dates of contract. Provide a completed copy of the SECNAV 5512/1 form to the sponsoring organization along with a completed DBIDS Company Enrollment form to obtain your background check.

The sponsoring organization will submit DBIDS Enrollment form and SECNAV 5512/1 to the installation VCC for approval. Present valid identification, such as a passport or Real ID Act-compliant state driver's license. Upon completion of the background check and submission of the DBIDS Enrollment form the Visitor Control Center representative will complete the DBIDS enrollment process, which includes your photo, finger prints, base restrictions, and several other assessments; after all this is done, you will be provided with your new DBIDS credential. You may now proceed to work.

2.1.6. For additional questions about obtaining a DBIDS card, contact your local base visitor control center.

2.1.7. Truck deliveries to NAS Jacksonville

2.1.7.1. Are limited to the commercial gate north of Yorktown Avenue on US 17 (Roosevelt Boulevard). To minimize traffic congestion, delivery of materials shall be outside of peak traffic hours (0500-1400 for VCC at Bldg. 1004 and 1400-1600 Bldg. 9 Main Yorktown Gate).

2.1.7.2. In order to ensure there are no delays in material delivery, manifests shall bear the contract number, FRCSE Building number, and the FRCSE TPOC name and telephone number, and the Contractors name and phone numbers.

2.2. FRCSE Complex Regulations

2.2.1. Contractors shall ensure Contractor personnel employed on the FRCSE complex become familiar with and obey all regulations.

2.2.2. Contractor's Access

2.2.2.1. The Contractor's company must submit an FRCSE Visit Access Request 5 days in advance of the visit, FRCSE 5500/17, through the Security Operations Division Office email address jaxs_security@navy.mil. This form is reviewed, approved, and entered into AMAG, making the requesting employee eligible for a temporary NAS JAX Gate Access Pass.

2.2.2.2. The FRCSE Visit Access Request, FRCSE 5500/17, is submitted for each visit to FRCSE and will indicate the number of days required for facilitating the conduct of business at FRCSE, not to exceed 30 days. If a visit exceeds 30 days, an updated FRCSE Visit Access Request, FRCSE 5500/17, must be submitted at least 5 days before the request expires. Failure to do so will delay the individuals' access to the station, as these forms are processed in the order received. (Emergent requirements are handled on a case-by-case basis, depending upon the needs of FRCSE.)

2.2.2.3. Long-term (more than 30 days) Contractor personnel must compose a request on company letterhead stationery. For information required to be on the request, contact your FRCSE TPOC/COR.

2.2.2.4. No personnel shall be permitted inside the FRCSE complex that has been previously denied an access badge to any Department of Defense facility, entity, or organization.

2.2.2.5. Personnel who do not maintain a valid FRCSE Contractor's badge will not be permitted inside the FRCSE complex.

2.2.2.6. Immediately report instances of lost or stolen badges to the FRCSE Badging office (jaxs_security@navy.mil or call (904)-790-5803). Upon completion of the contract and/or termination of the service of any employee, the Contractor shall return the badges to the FRCSE Badging office. Compliance with this requirement is mandatory.

2.2.3. Vehicle Access Pass: Fenced portions of FRCSE Complex require Contractors to obtain a vehicle access pass. The pass may be obtained from the FRCSE Badging Office. Passes will be strictly limited to business vehicles only that are plainly marked with the name, address, and telephone number of the business. Personal Owned Vehicles will not be permitted inside the FRCSE complex for any reason. All personnel who request a vehicle pass must have a valid driver's license.

2.2.4. Contractor personnel will not be permitted to enter FRCSE buildings, spaces, and areas not covered by this contract except without prior approval of the FRCSE Security Office. Coordinate action with the FRCSE TPOC/COR to obtain such entry approval.

2.2.5. Restrict employees/representatives to the work site and control travel directly to and from the work site. Do not enter any restricted areas unless required to do so and until cleared for such entry, keeping within the limits of the work area and avenues of ingress and egress.

2.2.6. Restore all traffic/parking/security signs and markings, including space numbers, designations, and lines, to their original form if such signs/markings are defaced or deleted during repair.

2.2.7. If the building cannot be secured at the end of the workday, coordinate action with the FRCSE Quarter Deck at (904)790-5500 and the FRCSE TPOC to notify the cognizant code to arrange for a security watch. Notification should be provided with sufficient time to arrange for a security watch and limit a non-secure condition to the minimum time possible.

2.2.8. Alcohol, drugs, and weapons are prohibited on site. Any person suspected of being under the influence of drugs or alcohol or found carrying any weapon will be promptly removed from the job site; their access badge will be confiscated. Personnel may also be permanently prohibited from entry to NAS Jacksonville and FRCSE property if any of these items are found in their possession. Failure to comply with this requirement may also result in detainment by NAS Jacksonville security personnel. The FRCSE POC will not intercede for the Contractor or Contractor personnel on their behalf for any violation of this requirement.

2.2.9. Smoking is not permitted inside government buildings. All personnel shall smoke only in designated smoking areas. Failure to comply may result in reprimand or denial of access to the FRCSE complex.

2.2.10. Working Hours

2.2.10.1. Standard working hours normally consist of an 8-1/2 hour period between 6 a.m. and 2:30 p.m., Monday through Friday (Eastern Time), excluding federal holidays.

2.2.10.2. The Contractor shall conduct operations so as to cause the least possible interference with normal operations of the activity and shall coordinate his work with supervisors and other shop personnel in the affected area so as to minimize disruption to production.

2.2.10.3. Any work involving asbestos removal and/or possible disturbance should be scheduled on a Saturday/Sunday or second/third shift and coordinated through the FRCSE TPOC/COR with the FRCSE's facility Asbestos Program Manager.

2.2.10.4. Work outside regular working hours requires coordination by the FRCSE POC and may also require Contracting Officer approval. Make request 15 calendar days prior to such work to allow arrangements to be made by the Government for coordinating and inspecting the work in progress, giving the specific dates, hours, location, type of work to be performed, contract number and project title. Based on the justification provided, the Contracting Officer may approve work outside regular hours. During periods of darkness, the different parts of the work shall be lighted in a manner approved by the FRCSE TPOC.

2.2.11. Environmental

2.2.11.1. FRCSE Environmental Guide Spec should be included with SOW but can be provided by FRCSE TPOC/COR. Guide spec is an overall guide for all environmental considerations as they pertain to this project at the FRCSE.

2.2.11.2. The Contractor shall comply with all federal, state, and local environmental regulations throughout the course of the contract. The Contractor shall ensure that their employees are adequately trained to ensure compliance while working on NAS Jacksonville for the FRCSE.

2.2.12. Utility Cutovers and Interruptions

2.2.12.1. Make utility cutovers after normal working hours or on Saturdays, Sundays, and Government holidays unless directed otherwise.

2.2.12.2. All utility outages that do not require securing base services (high voltage systems, water/sewer, base compressed air or steam) shall be requested not less than 15 working days in advance from the FRCSE TPOC/COR. Small outages, such as individual lighting circuits, may be coordinated locally with the shop supervisor responsible for the work area.

2.2.12.3. Utility outages that require securing base services shall be coordinated with the FRCSE TPOC

2.2.12.4. Approvals of outages are dependent on FRCSE production requirements and may be denied or cancelled at any time.

2.2.12.5. For operation of station utilities, the Contractor shall not operate nor disturb the setting of control devices in the station utilities system, including water, sewer, electrical, or steam. The Government will operate the control devices as required for normal conduct of work. The Contractor shall notify the Contracting Officer giving reasonable advance notice when such operation is required.

2.2.13.

2.2.13.1. Cellular phones with cameras shall not be operated in camera, video or audio capture mode, to include video-telecommunications, within the FRCSE compound area or FRCSE buildings. Cellular phones are not authorized for any telecommunications in and around aircraft in hangar and industrial

spaces, or where otherwise posted. All photographic and videography imagery and audio captured shall be provided to the FRCSE Information Security office for review prior to the device, imagery or data being removed from the FRCSE premises. FRCSE ID Application and Acceptance FRCSE 5500/25, is documentation providing confirmation the cell phone user will not utilize the camera function on the cellphone within or in the vicinity of the FRCSE facilities.

2.2.13.2. Laptop, tablet and other handheld computer or computing devices shall be approved in writing by the FRCSE Information security office and vetted through the FRCSE Information Systems Security Manager prior to the device being brought into FRCSE spaces.

2.2.13.3. Electronic devices shall not be introduced to, or used in, Secure Areas, Restricted Access Areas or Controlled Access Areas while classified materials, information or operations are present.

2.2.13.4. Anyone violating this policy is subject to device confiscation.

2.2.13.5. Electronic devices confiscated may be sanitized or processed for destruction at the discretion of the Commanding Officer.

2.2.14. Tool and Material Controls:

2.2.14.1. The FRCSE complex is a constrained working area where aircraft and components are open and exposed. The Contractor shall take steps to ensure no tools or materials come in contact with equipment, aircraft or aircraft components. The Contractor shall also ensure no tools or materials are left in the building.

2.2.14.2. The Contractor shall limit the amount of material stored on-site. Material shall be brought to the job site in amounts sufficient to perform the work on a daily basis. The Contractor shall remove demolished materials from the job site at the end of the workday and shall not store demolished materials at the lay-down area for more than one week.

2.2.14.3. All unused material shall be removed from the work site and stored in the lay-down area or Contractor's shop at the end of the workday. All equipment shall be conspicuously marked for identification.

2.2.14.4. The Contractor shall take special precautions when working around the aircraft and components. All tools shall be secured to the lift or person by a lanyard. The Contractor shall ensure the space below his working area is covered or protected from damage by falling tools or materials. If a falling object strikes any aircraft or components the worker shall notify the nearest shop person immediately. Failure to notify shop personnel shall be grounds for permanent removal of the worker from the job site. There will be no exceptions.

2.2.14.5. When working within an aircraft line, Contractor personnel shall check in with the local Quality Assurance personnel for inventory of tools to be used. Coordinated through your contract TPOC/COR.

2.2.14.6. All tools used on the job shall be marked with the name of the owner or the company. All tools shall be controlled by the worker and shall not be left unattended in the building at any time. Contractor supervisory personnel shall remind the workforce DAILY of this requirement and shall enforce the requirement for the duration of the job. All tools left unattended will be confiscated by shop personnel or by the FRCSE TPOC/COR. Unmarked tools will be returned to the Contractor at the end of the workday.

2.2.15. Cleanliness Controls

2.2.15.1. All work shall be performed in a neat and orderly manner. Workspace cleanup shall be mandatory before, during and at the close of the workday for the entire duration of the contract. The Contractor shall ensure the job site is clean and free from debris and foreign materials at all times.

2.2.15.2. The Contractor shall perform a walk down of the area at the close of each workday to verify the area is clean and that all surplus material is removed from the building.

3. **OPERATIONS SECURITY (OPSEC):**

3.1 The Contractor shall implement and maintain security procedures and controls to prevent unauthorized disclosure of controlled unclassified information and to control distribution of controlled unclassified information in accordance with DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM), and SECNAV M-5510.36. All Contractor facilities shall provide an appropriate means of storage for controlled unclassified

information and materials. All controlled unclassified information shall be appropriately identified and marked as For Official Use Only in accordance with DoDM 5200.01, Information Security Program: Controlled Unclassified Information (CUI) Volume 4 (enclosure 3).

3.2 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 contract. The Contractor shall be responsible for the subcontractor's implementation of the OPSEC requirements. This program may include Information Assurance and Communications Security (COMSEC). The OPSEC program shall be in accordance with National Security Decision Directive (NSDD) 298, 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.

3.3 While performing aboard NAVAIR or NAVAIR sites, the Contractor shall comply with facility OPSEC program instructions and contribute to organization-level OPSEC efforts. Include OPSEC as part of its ongoing security awareness program and take all required Agency training. Be responsive to the Supporting OPSEC Manager on a non-interference basis. Protect sensitive unclassified information and activities, which could compromise classified information or operations, or degrade the planning and execution
of operations performed by the RO and Contractor in support of the mission.

4. **JOINT BASE OPERATING SUPPORT (JBOS) CONTRACTOR**:

4.1 The JBOS Contractor is retained by the Government to perform certain facility maintenance support services. Many FRCSE equipment projects require some interface and coordination with the JBOS Contractor for utility or other services. The Contractor shall coordinate with the FRCSE TPOC/COR for services available from the JBOS Contractor.

4.2 The Contractor shall not assume the JBOS Contractor is available for non-reimbursable work for bidding, planning, production, or modification purposes. Any arrangements with JBOS Contractor personnel for work associated with this contract shall be strictly the fiscal responsibility of the Contractor and will not be assumed by the FRCSE or by any other government entity and may not be added to the contract for reimbursement.

4.3 Services Expressly the Responsibility of the JBOS Contractor: The JBOS Contractor is responsible for fire alarm services, utility services and outage coordination, facility maintenance and repair, equipment maintenance and repair, and grounds maintenance. The Contractor shall coordinate all work with the JBOS Contractor through the FRCSE TPOC where such work is to be performed on equipment or facilities that are the responsibility of the JBOS Contractor.