MAINTENANCE UNIVERSITY (MU) SUPPORT SERVICES

Commander Naval Surface Force, U.S. Atlantic Fleet (COMNAVSURFLANT)

1.0 Introduction

Commander Naval Surface Force, U.S. Pacific Fleet (COMNAVSURFPAC/CNSP) and Commander, Naval Surface Force, U.S Atlantic Fleet (COMNAVSURFLANT/CNSL), are two of the six United States Naval Type Commands (TYCOMs) and were established as a consolidation of the Cruiser-Destroyer, Amphibious, and Service Forces. In addition to CNSP/CNSL surface ships, there are special mission and fleet support units that make up the more than 50 commands of the Force. Personnel staffs are stationed both in the Continental United States (CONUS) and Outside the Continental United States (OCONUS). CNSP and CNSP Cruisers, Destroyers, Patrol Craft and Minesweepers maintain constant readiness to engage enemy land targets, aircraft, ships, submarines and underwater threats. Our Amphibious ships, with embarked U.S. Marines, project Sea Power ashore by maintaining the capability of landing the Marines by helicopters, amphibious track vehicles, air cushion landing craft, and assault craft whenever and wherever the need arises. The Naval Beach Group, consisting of the Amphibious Seabees, a Beach Master Unit, and Assault Craft Units, provide essential pre- and post-landing support to our Amphibious Forces. In summary, the widely diversified and specialized Naval Surface Forces Pacific and Atlantic are important instruments of national policy in the Atlantic, Indian, Pacific Oceans, Mediterranean Sea, Caribbean Sea, and Persian Gulf. TYCOMs are responsible for the maintenance and modernization management needed to achieve and sustain material condition readiness. One aspect of that responsibility is the maintenance knowledge level of sailors and civilians who accomplish and manage Navy maintenance on ships of the U.S. Surface Fleet. The maintenance training outlined in this Performance Work Statement (PWS) is to help achieve the required level of knowledge.

This PWS presumes significant familiarity with the United States Navy and especially with the maintenance of U.S. Naval Surface Force. The experience and expertise of the individuals providing the required education and training services is critical to the success of this endeavor.

1.1 Mission

CNSP and CNSL are responsible for manning, training, and equipping surface forces under their command. This "equipping" function demands specialized expertise and services to support the maintenance, modernization, and engineering of U.S Navy surface vessels.

1.2 Objective

The CNSP and CNSL Maintenance and Engineering Directorates (N43) oversees repair, modernization and engineering matters for both the Pacific and Atlantic Fleet Surface Forces. Specifically, the N43 mission encompasses establishing and implementing Force maintenance policies, plans and programs to sustain or improve material readiness, manage surface ship life-cycle maintenance, as well as implementing or adjudicating engineering solutions for technical problems.

2.0 Scope

The scope of this PWS requirement is to provide CNSP/CNSL with integrated contractor support with the full range of maintenance management knowledge and training services to assist the N43 Maintenance and Engineering Directorate carry out its duties and responsibilities.

Maintenance University (MU) includes formal classroom and online training, the associated curriculum, and onboard lectures on Maintenance Management Shipboard/Shoreside Execution, Maintenance Management Processes Support, and Maintenance Management Knowledge Integration.

- Maintenance Management Shipboard/Shoreside Execution

    - Waterfront Training
    - Availability Training
    - Leadership Training
    - TYCOM Shore Manager Training
    - Special Request Training
- Maintenance Management Processes
    - 3-M/365 Ship's Force Process Knowledge Support Service
    - 3-M/365 Ship's Force Process Knowledge Onboard Training
- Maintenance Management Knowledge Integration
    - Curriculum Development
    - Knowledge Review and Collaboration
    - Staff Knowledge Support and Assistance
    - Metrics and Analytics

3.0 Points of Contact -TBD
COR – Name, number, e-mail

4.0 Performance Requirements
This section describes the Contractor activities required to be performed in this contract. The Contractor shall provide one or more of the types of activities in this Performance Work Statement (PWS) to meet the requirements and performance objectives.

- The Contractor shall provide personnel, material and facilities required to develop, maintain, and conduct MU training described herein as well as provide program management, technical support, administrative support to maintain up-to-date MU training curriculum and instructor staffing.
- The Contractor shall provide personnel, material and facilities required to conduct 3-M/365 support services of ship CSMP monitoring and reporting, program validation, onboard assessment reviews and assistance, and 3-M Assist Visits.
- The Contractor shall provide personnel, material and facilities required to develop, maintain, and conduct 3-M/365 M2K training described herein resulting from above monitoring and reporting as well as provide program management, technical support, administrative support to maintain up-to-date 3-M/365 M2K training curriculum and instructor staffing.
- The Contractor shall provide maintenance management analysis and recommendations to COMNAVSURFLANT N43 staff on Fleet related policy, instructions, and guidance as related to topics covered by MU and 3-M/365 M2K expertise.
- The Contractor is responsible for maintaining the currency of subject matter material, consistency of training material used at all training locations, and effective presentation to targeted audiences via designated MU courses, hands on 3-M/365 training and topical briefings to the maintenance staffs at COMNAVSURFPAC and COMNAVSURFLANT.

4.0.1 Presentation Material. The core material of each MU course shall train students on a specific subject matter (usually a shipboard position or a ship related maintenance event) of Navy Maintenance Management in order to support ship, system or equipment material condition readiness using standardized systems like MDS (Maintenance Data System) or SKED (System for Knowledge and Equipment Documentation), focusing on planning, organizing, and controlling maintenance (preventive, corrective, etc.), and adhering to Navy maintenance policy and guidance. This core material will be in some form of Navy authorized presentation software, i.e., Microsoft Power Point, that can be displayed in a classroom environment, viewed electronically, or read in printed format.

Each course shall be easily editable in order to maintain the ability for the course to remain current and applicable to the current Navy Maintenance Management environment.

Each course shall be able to convey the basics of the material to be learned without the required verbal guidance of an instructor and be collaborative with hands on activities for those courses that

provide hands-on engagement with Navy computer systems used in Maintenance Management performance.

The contractor is encouraged to provide recommendations for incorporation of technology enhancements to augment current classroom and onboard training requirements.

4.0.2 Instructor Guides. Each MU course and 3-M/365 training element shall be accompanied by an Instructor guide that provides detailed procedures, talking points, learning objectives, and activities for delivering specific training, ensuring consistency and effectiveness.

4.1 **Maintenance Management Knowledge Shipboard/Shoreside Execution**

4.1.1. Waterfront Training. The contractor shall provide personnel, material and facilities required to deliver Waterfront Training that focuses on shipboard personnel and their roles/responsibilities with maintenance management knowledge for implementing and sustaining material condition readiness and the administrative processes that supports that readiness. The approximate duration of each of these sessions is indicated with the course.

4.1.1.1. Waterfront Courses (11 courses)

4.1.1.1.1 2-Kilo Writer. Provides Ship's Force and Shoreside assessors in depth knowledge and practical skills for writing quality material condition work request 2-Kilos. 2-Kilo Writer course (4 hour); strongly recommended for Ship's Force maintenance personnel, WCS, and off-ship assessment personnel.

4.1.1.1.2 Waterfront Maintenance Person Basics: OMMS-NG and AWM. Provides Ship's Force training on the Navy maintenance organizations, ashore and afloat, Navy maintenance policies, and the current maintenance processes. Review the 3-M system from both the PMS and MDS aspect. Provide introductory review of both SKED and Organizational Maintenance Management System-Next Generation (OMMS-NG), requirements and best practices as it pertains to 3-M operations and management, and the 3-M certification elements by topic area. Emphasize the importance of recognizing what 'wrong' looks like for shipboard material condition and importance of having the discipline to write a 2-Kilo to document material discrepancies. Provide training and guidance to Ship's Force on the correct procedures used to construct and complete a work candidate that is technically correct and valid for submission to the Waterfront Maintenance Team. Highlight what makes a 'good' 2- Kilo and why the 2-Kilo is the foundation document for accurate shipboard maintenance. Basic maintenance person course (8 hour); strongly recommended for WCS, maintenance personnel.

4.1.1.1.3 Waterfront Work Center Supervisor: OMMS-NG and AWN. Provide Work Center Supervisor training on maintenance assessment process, document assigned equipment conditions, plan and execute Ship's Force corrective maintenance, and track corrective maintenance assigned for accomplishment by off ship activities. Address the importance of the Consolidate Ships Maintenance Plan (CSMP) and how it can be utilized on the work center level to plan and prioritize work, including the use of preventive maintenance scheduling tool (SKED). Discuss methods to integrate corrective maintenance with

preventive maintenance. WCS course (3 day); required for WCS, prospective WCS.

4.1.1.1.4 Waterfront Leading Chief Petty Officer. Provide Leading Chief Petty Officer (LCPO) training on efficient and effective oversight/management of shipboard maintenance. Provide guidance on how to plan for Chief of Naval Operations (CNO) Availabilities and Continuous Maintenance Availabilities (CMAVs), and manage the ships 3-M Program, including the use of SKED. LCPO course (2 day); required for 3-MC and LCPO.

4.1.1.1.5 Waterfront Division Officer Basics. Provide prospective Non-SWO Division Officers training that focuses on Navy maintenance policy and processes, Navy maintenance and ship organizations, 3-M management, self-assessment and documentation, and maintenance availability work package development and management at an introductory level. Review fundamentals on how to manage shipboard 3-M documentation including; PMS spot checks, reports, and certification criteria, determine and improve a ships CSMP accuracy, and determine and improve ships configuration accuracy. Division Officer course (3 day); required for all 1110 Division Officers with at least 6 months shipboard experience, including Supply, Medical and other non-1110 Division Officers.

4.1.1.1.6 Waterfront Division Officer Refresher. Provide Division Officer refresher training on current and updated Navy maintenance policy and processes, Navy maintenance and ship organizations, the 3-M program, and maintenance availability planning and management. Emphasize the importance of material self- assessment and documentation. Refresher Division Officer course (3 day); required for all division officers with at least 6 months shipboard experience, including Supply, Medical and other non-1110 Division Officers.

4.1.1.1.7 Waterfront Department Head Refresher. Provide Department Head refresher training on current and updated maintenance management resources available to make Department Heads effective maintenance managers. Provide guidance on how to manage ships 3-M Program and Maintenance Availabilities. Refresher Department Head course (1 day); required for 2nd tour Department Heads. For non-SWO first tour Department Heads who did not receive MU training as part of pipeline training prior to reporting, highly recommend attending the Basic Division Officer course first. All Department Heads students should have at least 12 months of SKED and CSMP management experience.

4.1.1.1.8 Waterfront Ships Maintenance Material Officer (SMMO). Provide SMMO training to understand the responsibilities of the billet, the role within the maintenance team, and all the elements of integration of maintenance into the operating cycle. Review the off-ship maintenance organizations, policies and processes and how they relate to the SMMO's role. Review of the SMMO's role in the 3-M system and management of the CSMP and a thorough discussion of availability planning and execution for both CNO availabilities and CMAVs. Address metrics as tools of the trade for the SMMO. Discuss the relationship between the SMMO and the Availability Coordinator. Ship's Material Management Officer (SMMO) (1 day); offered to SMMOs, Availability Coordinators, and prospective SMMOs.

4.1.1.1.9 Waterfront Availability Coordinator. Provide Availability Coordinator training to understand the CNO availability advance planning, planning, integration, execution, and closeout phases of a CNO availability. Review the off-ship maintenance organizations, policies, and processes and how they relate to the conduct of a CNO availability. Understand how the use/management of the 3-M 365 tools critical to the effective management of the CSMP which directly impacts the Availability Work Package. Discuss roles and responsibilities of the Availability Coordinator and the best practices for the effective accomplishment of a CNO availability, to include: pre-avail training, work specification review, O-level work package creation, IPTD event attendance and participation, check point coordination, LMA/RMC/Service coordination, and weekly SITREP creation. Discuss the relationship between the Availability Coordinator and the SMMO. Availability Coordinator (1 day); offered to Availability Coordinators and SMMOs.

4.1.1.1.10 Waterfront 3-M Coordinator (3MC). Provide 3MC or Maintenance Coordinator training on ashore/afloat Navy maintenance organizations, Navy maintenance policies, and the current maintenance processes. Review the 3-M System from both the PMS and MDS aspect. Provide in-depth review of both SKED and Organizational Maintenance Management System-Next Generation (OMMSNG), requirements and best practices as it pertains to 3-M operations and management, and the 3-M Certification elements by topic area. Provide guidance on how to manage Maintenance Availabilities and the ships 3-M Program. 3MC course (2 day); required for command 3-M Coordinators and recommended for primary assistants (D3MAS). Focus is best management practices and current topics of interest.

4.1.1.1.11 Waterfront CMAV Planning (WR/CPO/WCS). Provide shipboard training to Officers, Chief Petty Officers, and Work Center Supervisors (WCS) on CMAV planning and preparation efforts focused on Ship's Force responsibilities. The goal is to ensure Ship's Force understands the essential elements needed to properly prepare for a CMAV and is aware and tracking important milestones leading up the CMAV. Continuous maintenance availability (CMAV) (4 hour); recommended for ships preparing for CMAVs, especially longer CMAVs with incorporated depot level work.

4.1.1.2. Performance Specific Deliverables

4.1.1.2.1 Presentation Slides

4.1.1.2.2 Instructor Guide

4.1.3.5.3 Student Surveys

4.1.2. CNO Availability Training. The contractor shall provide personnel, material and facilities required to deliver CNO Availability Training that focuses on shipboard personnel and their roles/responsibilities with maintenance management knowledge for planning, preparing, and executing CNO Availabilities and associated shipboard maintenance. The approximate duration of these sessions is 1.5 hours.

These training sessions are mandatory and should be attended by the CO, XO, and CMC, as well as relevant shipboard leadership. Each of these sessions will run about **1.5 hours**. The ship's Port Engineer and RMC Availability Project Manager are highly encouraged to participate in all four

training sessions. ISIC representative participation is also recommended as availability planning and execution requires ISIC involvement and oversight.

4.1.2.1. **CNO Availability Courses**. (4 courses)

4.1.2.1.1 Shipboard Availability Planning (Wardroom and CPO). Provide shipboard training to Officers and/or Chief Petty Officers on CNO availability planning and preparation efforts focused on Ship's Force responsibilities. The goal is to ensure the ship has an understanding of the following: References for Availability Planning, Basics of Availability Funding, Ship's Force Planning Milestones/100-Hour Plan, Building the Work Package: BAWP to AWP Process, Role of Total Ship's Readiness Assessments, Detailed understanding of Planning Milestones from A-660 to Avail Start, Review of Work Specifications and their role, Use of NAVSEA Standard Items, Building Ship's Force Work Package, and Ship's Force Tools for Tracking Planning and Preparations.

4.1.2.1.2 Shipboard Availability Integration/Preparation (Wardroom and CPO). Provide follow up shipboard training to Officers and/or Chief Petty Officers on CNO availability planning and preparation to enable development of key products that will assist in availability preparation: the 100- Hour Plan (Reference in JFMM), Ship's Force Work List (SFWL) (Reference in JFMM), Inactive Equipment Maintenance (IEM) Plan (Reference in JFMM, 3M Manual, 3M Instruction), and Work Spec Review (Training on how to review Work Specs).

4.1.2.1.3 Shipboard Availability Execution (Wardroom and CPO). Provide shipboard training to Officers, Chief Petty Officers, and Work Center Supervisors (WCS) that focuses on Ship's Force responsibilities during CNO Availability execution. The goal is to ensure the ship understands the essential elements needed to properly commence a CNO availability, is aware and tracking important milestones starting and proceeding through a CNO Availability, Testing and Work Closeout, required actions within A-120, and plan for Dock Trials, Fast Cruise, and Sea Trials.

4.1.2.1.4 Shipboard Availability Close Out/Exit (SMMO/3MC/DHs/XO/CO). Provide shipboard training to Officers, Chief Petty Officers, and Work Center Supervisors (WCS) that focuses on Ship's Force responsibilities to close out and exit a CNO Availability. The goal is to enable the ship to develop products that will assist them in exiting the maintenance availability and returning to operational status: Plan on bringing equipment and systems out of layup, review of Lessons Learned from ATG on IEM, Final 100-Hour Plan, conduct of Dock Trials, Fast Cruise, and Sea Trials, and Plan for READ-E 4, Post-Avail TSRA, and TYCOM Sea Trials.

4.1.2.2. Performance Specific Deliverables

4.1.1.2.1 Presentation Slides

4.1.1.2.2 Instructor Guides

4.1.3.5.3 Student Surveys

4.1.3. Leadership Training. The contractor shall provide personnel, material and facilities required to deliver Leadership Training that focuses on shipboard and shore leadership and their roles/responsibilities with maintenance management knowledge for implementing and sustaining material condition readiness and the administrative processes that supports that readiness. The approximate duration of each of these sessions is indicated with the course.

4.1.3.1 Surface Warfare Schools Command Courses (4 courses)

4.1.3.1.1 SWSC Department Head. Provide prospective Department Heads training that focuses on Navy maintenance policy and processes, Navy maintenance and ship organizations, 3-M management, self-assessment and documentation, and maintenance availability work package development and management. Review fundamentals on how to manage shipboard 3-M documentation including; PMS spot checks, reports, and certification criteria, determine and improve a ships CSMP accuracy, and determine and improve a ships configuration accuracy. (8 hours in 2 half-days)

4.1.3.1.2 SWSC Surface Command. Provide prospective Commanding Officers/Executive Officers training that focuses on Navy maintenance policy and processes, Navy maintenance and ship organizations, 3-M management, self-assessment and documentation, and maintenance availability work package development and management. Review fundamentals on how to manage shipboard 3-M documentation including; PMS spot checks, reports, and certification criteria, determine and improve a ships CSMP accuracy, and determine and improve a ships configuration accuracy. (16 hours in 4 half-days)

4.1.3.1.3 SWSC Major Command. Provide review for Senior Officer/Afloat Staff focus on Navy maintenance policy and processes, Navy maintenance and ship organizations, 3-M management, self- assessment and documentation, and maintenance availability work package development and management. Review the off-ship maintenance organizations, policies and processes and how they relate to planning and executing a ship's Chief of Naval Operations (CNO) Availability. (4 hours)

4.1.3.1.4 SWSC Surface Group SURFGRU Command. Provide review for Senior Officer assigned to SURFGRU Command that focuses on Navy maintenance policy and processes, Navy maintenance and ship organizations, 3-M management, self- assessment and documentation, and maintenance availability work package development and management. Review the off-ship maintenance organizations, policies and processes and how they relate to planning and executing a ship's Chief of Naval Operations (CNO) Availability. (6-7 hours in one day)

4.1.3.2 Performance Specific Deliverables

4.1.1.2.1 Presentation Slides

4.1.1.2.2 Instructor Guide

4.1.3.5.3 Student Surveys

4.1.3.3 Mariner Skills Training Center Atlantic Course (1 course)

4.1.3.3.1 Advanced Engineering Instructor (AEI). Provide prospective Advanced Engineering Instructor training that focuses on Navy maintenance policy and processes, Waterfront Maintenance Organizations, 3-M

management, 3M 365 tools/reports, self-assessment and documentation, and maintenance availability work package development and management. Review requirements to better prepare to plan for CNO Availabilities; understanding roles in the IPTD process and understanding NAVSEA Standard Items, IEM Planning, and O-level work list. Review requirements to better prepare to execute CNO Availabilities; understand Safety Requirements and Trends and understand Key Events, Milestones, and Testing Stages. Review fundamentals for CMAV Planning/Execution, Voyage Repairs, Zone Inspections, TSRA, and INSURV trends and/or best practices. Review fundamentals on how to manage shipboard 3-M documentation including; PMS spot checks, reports, and certification criteria, determine and improve a ships CSMP accuracy, and determine and improve a ships configuration accuracy. (30 hours)

4.1.3.4 Naval Supply Corps School Courses (2 courses)

4.1.3.4.1 Supply Officer Division Officer Basics. Provide prospective Division Officers training that focuses on Navy maintenance policy and processes, Navy maintenance and ship organizations, 3-M management, self-assessment and documentation, and maintenance availability work package development and management. Review fundamentals on how to manage shipboard 3-M documentation including; PMS spot checks, reports, and certification criteria, determine and improve a ships CSMP accuracy, and determine and improve ships configuration accuracy. (Estimate 16-20 hours over one week)

4.1.3.4.2 Supply Officer Department Head Basics. Provide prospective Department Heads training that focuses on Navy maintenance policy and processes, Navy maintenance and ship organizations, 3-M management, self-assessment and documentation, and maintenance availability work package development and management. Review fundamentals on how to manage shipboard 3-M documentation including; PMS spot checks, reports, and certification criteria, determine and improve a ships CSMP accuracy, and determine and improve a ships configuration accuracy. (Estimate 8 hours over 2 days)

4.1.3.5 Performance Specific Deliverables.

4.1.3.5.1 Presentation Slides

4.1.3.5.2 Instructor Guides

4.1.3.5.3 Student Surveys

4.1.4. Shore Support Training. The contractor shall provide personnel, material and facilities required to deliver targeted training that focuses on unique shore positions and their roles/responsibilities with maintenance management knowledge for implementing and sustaining shipboard material condition readiness and the administrative processes that supports that readiness. The approximate duration of each of these sessions is indicated with the course.

4.1.4.1 Special Request Training (2 courses)

4.1.4.1.1 Shore Manager. Provide review of current Navy maintenance infrastructure, policy and processes that support US Navy ships throughout ship expected service life. Target audience is prospective and incumbent Surface TYCOM

Code N43 Maintenance Management Staff, i.e., Assistant Chief of Staff-Material (N43 ACOS), Type Desk Officers, Type Desk Assistants, Port Engineers, and N43 Engineering staff assistants. Material content is real time, highlights recent changes (if any), entirely reference based, tailored to the specific target audience, and is presented in the context of their specific role. (32 hours)

4.1.4.1.2 Special Request Training. Provide special request training on maintenance management related topics that are currently covered by MU courses as material, but not by current convening session. The MU courses to be used as the basis for the special request training will directed by N43 TPOC based upon recommendation by the Lead Instructor and concurred with by the COR. (Hours TBD based on MU course(s) used)

4.1.4.2 Performance Specific Deliverables

4.1.4.2.1 Presentation Slides

4.1.4.2.2 Instructor Guide

4.1.4.2.3 Student Surveys

4.2 **Maintenance Management Processes**

4.2.1 3-M/365 Process Knowledge Support. The contractor shall provide personnel, material and facilities required to deliver 3M/365 Process Knowledge Support that focuses on shipboard personnel and their specific roles/responsibilities with maintenance management knowledge for utilization of 3-M/365 system for implementing and sustaining material condition readiness and the administrative processes that supports that readiness. This will include maintaining close liaison with Afloat Training Group (ATG) and Maintenance University (MU) instructors for 3-M program management.

4.2.1.1 3-M/365 Ship's Force Process Knowledge Support Service. Provide support services onboard weekly for Ship's Force that includes: Monitor ships 3M/365 reporting and provide technical assistance as required; Conduct Program Validation Assessments and report results. Provide onboard assessment reviews and management assistance. Report lessons learned and findings to N43C seven days after completion of 3-M Assist Visits for all CNSP/CNSL Ships. Provide on-site subject matter expert response to in-person, telephone or e-mail inquiries or concerns regarding 3-M/365 Ship's Force Process Knowledge Assistance during normal office hours if not already engaged in out of office 3M/365 Ship's Force Process Knowledge Assistance matters

4.2.1.2 3-M/365 Ship's Force Process Knowledge Onboard Basic Skills Refresher Training. Provide onboard basic skills refresher training for designated Ship's Force on specific key areas as directed by TYCOM 3-M Team such as: Afloat Maintenance Data System (MDS), Preventive Maintenance Systems (PMS), SKED fundamentals, Automated Work Notification (AWN), Ship's Naval Tactical Command Support System (R-Admin, R-Supply, and Organizational Maintenance Management System - Next Generation (OMMS-NG)), Mission Readiness Assessment System, Ashore MDS, Maintenance Figure of Merit (MFOM) Family of Systems, Advanced Industrial Management for Regional Maintenance Centers (RMC), Validation, Screening, and Brokering (VSB), Maintenance Resource Management System (MRMS), Planned Maintenance System Management Information System (PMSMIS), 3-M 365 Family of tools: Virtual Snapshot, CSMP Reconciliation, CSMP Self- Sufficiency, and Division Review Tool.

4.2.1.3 Performance Specific Deliverables

4.2.1.3.1 Program Validation Assessment Reports

4.2.1.3.2 3-M Assist Visits Reports
4.2.1.3.3 Instructor Guides

4.3 Maintenance Management Knowledge Facilitation

4.3.1 MU Curriculum Development. The contractor shall provide program management, technical support, administrative support, and subject matter expertise to maintain up-to-date MU Training Curriculum and 3-M/365 M2K Training Curriculum.

4.3.1.1 MU Curriculum Development. Develop, maintain and deliver technical training/briefings in Word or PowerPoint format for key shore maintenance managers and Ship's Force personnel as described in 4.1.1, 4.1.2, and 4.1.3. on overall Navy and Surface Force maintenance initiatives, organizational re-alignment, maintenance policies, material condition assessment programs, and 3-M management and processes including functionality of electronic maintenance management tools.

4.3.1.2 Performance Specific Deliverables.
4.3.1.2.1 Presentation Slides
4.3.1.2.2 Instructor Guides
4.3.1.2.3 Certificates of Completion for Waterfront Courses (4.1.1.1.1 – 4.1.1.1.11)

4.3.1.3 3-M/365 Basic Skills Refresher Curriculum Development. Develop, maintain and utilize technical training aids to supplement TYCOM 3-M Team provided 3-M/365 spreadsheets to assist in facilitating hands on refresher training for Ship's Force personnel as described in 4.2.1.2 on the use of 3-M/365 and related Navy maintenance management electronic systems covered in 4.2.1.2.

4.3.1.4 Performance Specific Deliverables.
4.3.1.4.1 Training Aids
4.3.1.4.2 Instructor Guides

4.3.1.5 Provide 100 mobile cable classroom workstations and supporting infrastructure equipped to enhance the tailored briefs by integrating student hands-on experience in the use of current basic maintenance management automated information system (AIS). Location of workstations is specified in section 12.2, Contractor Furnished EQUIPMENT / MATERIALS / FACILITIES.

4.3.1.6 Accomplish entry and update of MU student attendance and course availability via the Navy quota control and attendance management system (FLTMPS).

4.3.2 **Maintenance Management Knowledge Review and Collaboration**. The contractor shall provide analysis and coordination support for Maintenance Management Knowledge Review and Collaboration that engages ongoing Naval Surface maintenance management processes, instructions, guidance and process forums such as Surface Team One, work package review conferences, and others as identified and concurred with by the N43 TPOC and COR.

4.3.2.1 Maintenance Management Knowledge Review and Collaboration. Provide review, analysis, advice and recommendations for curriculum development or revision based on applicable instructions, messages, briefings and policy papers for subject matter topics that impact MU related courses.

4.3.2.2 Annual Face-to-Face MU Curriculum Review. Conduct annual Face-to-Face (F2F) curriculum review between MU leadership and N43 program leadership of COMNAVSURFLANT and COMNAVSURFPAC

4.3.2.3 MU Knowledge CNO Availability Training Continuity. Develop and provide turnover tracker methodology to support continuity between Ship's Force from the initial CNO Availability Planning course through the CNO Availability Close Out Course. Provide related analysis on the success of overall CNO Availability training from start to finish.

4.3.2.4 Performance Specific Deliverables

4.3.2.4.1 Recommended course changes that alter or update core content or delivery. Changes that are administrative or typographical may be directed by the Lead Instructor.

4.3.2.4.2 Agenda and read ahead materials for the Annual F2F.

4.3.2.4.3 Proposed tracker methodology timeline and documentation.

4.3.2.4.4 Proposed CNO Availability success criteria analysis and report format.

4.3.3 **Maintenance Management Staff Knowledge Support and Assistance**. The contractor shall provide analysis and coordination support for TYCOM N43 staffs, provide subject matter expertise, experience and analysis on maintenance management topics or issues that could enhance or improve surface naval maintenance management performance, mitigate or identify problems issues, or help provide improved guidance from the TYCOM to subordinate commands.

4.3.3.1 Staff Knowledge Support and Assistance. Provide review, analysis, advice and recommendations on instructions, messages, briefings and policy papers for subject matter topics that covered by M2K expertise as requested by TYCOM N43 staff and with concurrence of the COR. Provide informational presentations and issue discussion to TYCOM N43 staff on subject matter topics that covered by M2K expertise as requested by TYCOM N43 staff and with concurrence of the COR. Staff knowledge support shall be primarily provided by the Lead Instructor with some Senior Instructor support at a not to exceed 400 hours per year for COMNAVSURFLANT in Norfolk, VA and 400 hours per year for COMNAVSURFPAC in San Diego, CA. Staff knowledge support shall be provided by request via the Technical Point of Contact and prior approval of the COR.

4.3.3.2 Performance Specifics Deliverables.

4.3.3.2.1 Topical recommendations in naval message, word, or presentation format as best suited to convey intent and purpose.

4.3.3.2.2 Quarterly visit by Lead Instructor to both TYCOM N4 and N43 for support progress and topical discussions.

4.3.3.2.3 Quarterly Program Review with both TYCOM TPOCs and COR to discuss current concerns and issues, quarterly statistics, and any recommendations for process or program improvements.

4.3.4 Maintenance Management Knowledge Analytics. The contractor shall provide analysis and coordination support for Analytics that provide data collection, correlation, analysis and presentation for discussion on process and program progress, identifying areas of concern and possible improvement.

4.3.4.1 MU Waterfront Course Performance Analysis. Develop knowledge pre-training and post-training knowledge level checks for each MU course and provide related analysis. Develop follow up student surveys to gauge post-training utilization of

course material by students after returning to onboard duties and provide related analysis.

4.3.4.2 MU Performance check analysis. Develop data collection methodology using existing maintenance data on comparison on performance between ships with graduated MU students and ships without graduated MU students.

4.3.4.3 Performance Specifics Deliverables

4.3.4.3.1 Monthly analysis report on waterfront course knowledge checks.

4.3.4.3.2 Quarterly performance analysis reports on MU impact.

5.0 Period of Performance

5.1 Anticipated Performance Dates are as follows:
BASE YEAR 10 December 2026 - 09 December 2027
OPTION YEAR 1 10 December 2027 - 09 December 2028
OPTION YEAR 2 10 December 2028- 09 December 2029
OPTION YEAR 3 10 December 2029 - 09 December 2030
OPTION YEAR 4 10 December 2030 - 09 December 2031
52.217-8 OPTION 10 December 2031 - 20 June 2032
TOTAL 10 December 2026 - 20 June 2032

The dates listed above are subject to change based on final award date.

5.2 Transition In Period
A transition-in period is scheduled for a 10-day period immediately after contract award date (phase in) to allow for orderly contract transition. In order to maximize the effectiveness of the transition process, an initial meeting shall be held with the Government to address the phase in requirement and responsibilities not later than seven (7) calendar days into the phase in period.

5.3 Personnel Ramp up
It is preferred that the Contractor is fully staffed at the start of performance. However, the Contractor is required, at a minimum, to be staffed in accordance with the following:
25% staffed by - 22 December 2026
50% staffed by - 08 January 2027
75% staffed by - 18 January 2027
100% staffed by - 01 February 2027

6.0 Place of Performance

6.1 Performance will take place primarily at government facilities in Norfolk, VA; San Diego, CA; Mayport, FL; and Newport, RI.

6.2 Course development and review with the primary Technical Points of Contact (TPOC) (COMNAVSURFLANT N43 and COMNAVSURFPAC N43) will take place in Norfolk, VA and San Diego, CA.

6.3 MU Instructor FTE and travel:
East Coast
a. Norfolk (5 Instructors)
- (3) Junior Instructors with travel to Rota and Bahrain
- (1) Senior Instructor with travel to Mayport, Newport, Rota, and Bahrain

- (1) Lead Instructor with travel to Newport, San Diego and Mayport.
- (1) Program Manager with travel to San Diego
b. Mayport (1 Instructor)
- (1) Junior Instructor with travel to Rota and Bahrain

*Note: One of the 4 Junior Instructors on the East Coast shall be a Junior Instructor II

c. Newport (1 Instructor)
- (1) Senior Instructor with travel to Norfolk and Mayport

West Coast
d. San Diego (5 Instructors)
(4) Junior Instructors with travel to Everett, Pearl Harbor, Yokosuka, and Sasebo
(1) Senior Instructor with travel to Everett, Pearl Harbor, Yokosuka, and Sasebo

*Note: One of the 4 Junior Instructors on the West Coast shall be a Junior Instructor II

6.4 3-M/365 Process Support Specialist FTE and travel:
a. Norfolk (4 Specialists) with travel to Mayport, Rota, Gaeta, Deveselu, and Redzikowo

7.0 Travel

7.1 Travel will be required. Local travel within a 50-mile radius of work location will not be reimbursed. Travel outside of the 50-mile radius will be reimbursed in accordance with FAR 31.205-46(a)(2)(ii), using the mileage and per diem rates listed on Per Diem Rates/GSA. Any required travel shall be approved by the COR prior to the start of travel.

7.2 Contractor must comply with OCONUS anti-terrorism force protection travel requirements.

7.3 Estimated CONUS Travel will be to government sites including but, not limited to (30 trips): Mayport, FL; San Diego, CA; Pearl Harbor, HI; Newport, RI; and Bremerton, WA.

7.4 Estimated OCONUS Travel will be to government sites including but, not limited to (25 trips): Manama, Bahrain; Rota, Spain; Naples, Italy; Yokosuka, Japan; Sasebo, Japan; Gaeta, Italy; Deveselu, Romania; and Redzikowo, Poland and other locations as directed by the Contracting Officer's Representative (COR) from time to time for a period of less than 30 days.

7.5 The information provided in this section is strictly a summary of the applicable SOFAs and country-specific requirements and should not be construed as all-inclusive. It is the contractor's responsibility to review, understand and comply with all SOFA and country-specific requirements applicable to this contract. SOFA status defines the benefits received by the contractor and/or the contractor's dependents. These benefits include, but are not limited to, commissary, postal, military banking privileges, on-base education and access to United States military medical facilities. The SOFA status usually defines the prosecution for criminal offenses in the USG OCONUS court system and laws as opposed to the Host Nation judicial system and laws but that will vary by location. The Government may, at the discretion of the Base Commander, provide contractor employees and authorized dependents logistics support as mentioned in the previous paragraph. This only applies to foreign countries that have a SOFA. The NATO SOFA is the governing document with respect to the status of forces in NATO countries. The NATO SOFA is silent to many issues, such as how and when SOFA status is granted to contractors. Issues like this are addressed in various bilateral agreements that the United States has with other countries, and the requisite requirements differ from country to country.

7.6 (Bahrain) Contractor shall be aware of the requirements for foreign companies wishing to do business in Bahrain must be registered and licensed carry out any commercial activity IAW with Bahrain Commercial Companies Law No. (21) of 2001. All contractor employees shall possess a valid working visa. The Government will not sponsor contractors. Working visas shall be the responsibility of the employee or sponsored by the Contractor. Without additional expense to the Government, the contractor shall be responsible for obtaining any necessary insurance, licenses, and permits and for complying with any applicable laws, codes, and regulations required by the host-nation in connection with the performance of the work set forth in this contract. The Government will not be responsible for activities of the contractor or contractor employees outside the scope of this contract. The Government has no obligation to support the dependents of contractor employees, including, but not limited to, providing command sponsorship within the host-nation.

7.7 DOD CONTRACTOR SOFA Status (Japan) Article XIV gives SOFA status to a company, not to the individual employees, as is the case under SOFA Article I(b). Under Article XIV, only the actual employees receive SOFA benefits. There are no benefits for the employees' dependents. Article XIV is limited to United States companies present in Japan solely to work for the United States Forces, Japan (USFJ). Article XIV requires a two to three year application process. U.S. citizen contractors not ordinarily resident in Japan and present in Japan at the official invitation of the USG for the performance of a contract for the United States armed forces may be given SOFA Article I(b) status. The number of employees does not affect whether Article I(b) or Article XIV status is appropriate.

7.8 DOD CONTRACTOR SOFA Status (Spain) The 1989 Agreement on Defense Cooperation (ADC), and local laws, supplement the NATO SOFA. Under Annex 6, Article 1.1 of the ADC, contractors are authorized to work in Spain with prior approval from the Permanent Committee. Military authorities of the United States may propose to the Permanent Committee the designation of persons who are nationals of or ordinarily resident in the United States, whose presence in Spain is considered necessary solely for the purpose of executing a contract with the United States for the benefit of the U.S. forces or U.S. and Spanish armed forces in the exercise of the functions authorized. Persons designated by the Permanent Committee shall be accorded during their temporary stay in Spain the same treatment as members of the civilian component.

8.0 Work Hours

8.1 The contractor employees on-site, traveling off-site, and OCONUS are expected to conform to CNSL normal business hours, Monday through Friday, except for Federal Holidays.

8.2 Telework for on-site expectations is an option on a case-by-case basis with permission of the Government lead responsible for that Performance Requirement and concurrence of the COR.

8.3 Contractor employees performing services under this contract shall be directed and supervised at all times by management personnel of the Contractor. The Contractor's management shall ensure that employees properly comply with the performance standards outlined in this PWS and as required by the Contracting Officer or the COR. Contractor employees shall perform independent of and without the supervision of any Government official. Actions of Contractor employees shall not be interpreted or implemented in any manner that results in any Contractor employee creating or modifying Federal policy, obligating appropriated funds of the U.S. Government, overseeing work of Federal employees, providing direct personal services to any Federal employee or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facilities and shall perform the inspection and acceptance of completed work and tasks.

9.0 Deliverables
9.1 Performance Specific Deliverables. In each section of 4.0 Performance Requirements, specific deliverables are delineated that are unique to that performance requirement.

9.2 Standard Deliverables. The following deliverables are standard for the performance of the overall contract.
9.2.1 The Contractor shall provide the deliverables listed below. Deliverables shall be prepared in contractor format where not otherwise specified by the Government. Deliverables shall be provided as indicated below. All final deliverable submissions shall remain the property of the U.S. Government. In the event revisions are required to any of the following deliverables, it shall be at no additional cost to the Government. All revisions will be due in the specified timeframe as identified by the Government.
9.2.2 Monthly Status Reports – Provided to the COR and both TYCOM TPOCs. These reports shall document the work performed under the PWS and contain an accurate, up-to-date summary account of tasks completed during the month; tasks on going during the month; tasks to be worked during the next month; and any outstanding issues and/or technical accomplishments. These reports shall be submitted no later than the 5th workday of every month for the previous month's information.
9.2.3 Quarterly Reports – Provided to the COR and both TYCOM TPOCs. These reports shall document the work performed under the PWS and contain an accurate, up-to-date summary account of tasks completed during the Quarter; tasks on going during the quarter; tasks to be worked during the next quarter; and any outstanding issues and/or technical accomplishments. These reports shall be submitted no later than the 5th workday of every quarter (January, April, July, October) for the previous Quarters' information.
9.2.4 Annual Reports/Inventory – Provided to the COR. The report shall document the work performed under the PWS and contain an accurate, up-to-date summary account of tasks completed during the annual period; tasks on going during the annual period; tasks to be worked during the next annual period; and any outstanding issues and/or technical accomplishments. These reports shall be submitted no later than the 15th workday of the annual period (January) for the previous annual period's information.
9.2.6 Travel Reports - Travel Reports must be provided to the COR within two weeks after the completion of travel which shall include the destination, number of travelers, duration of stay, efforts completed, issues and recommendations.

10.0 Personnel
10.0.1 Personnel Qualifications
Due to the nature of this performance requirement, special attention shall be given to the skills, qualifications and experience levels of the personnel that will be employed by the successful Offeror to provide the service to meet the performance requirements. Contractor personnel performing the specific performance requirements shall meet the experience, educational, and other performance requirements as set forth below and be fully capable of performing their work in an efficient and reliable manner. All contracted personnel shall be U.S. citizens. All contracted personnel shall have and maintain a SECRET or higher security clearance for the duration of the contract performance.

10.1 Lead Instructor: The Contractor shall assign one full-time individual to serve as Lead Instructor. The Lead Instructor shall participate in overall course development and is expected to provide training in the following courses: 4.1.3.3.1 – 4.1.3.3.4, 4.1.41.1, and 4.3. The Lead Instructor is responsible to ensure that all training courses are consistent for all training sites being supported. The Lead Instructor, in conjunction with Contractor Program Manager (PM), shall be responsible for the overall performance of the task order, personnel supervision, timeliness and accuracy of deliverables, and correction of any real or perceived problem areas. The Lead Instructor, with the PM, shall interface on a monthly basis with the COR for review of overall contract performance and schedule. The Lead Instructor shall interface on a regular basis (no less than quarterly) with the Technical Point of Contact for program review to include, but not limited to, overall course content, student survey, and metrics discussion. Provide process

improvement recommendations to TYCOM staff regarding surface ship maintenance and maintenance management topics. Visit both Type Commanders on rotational basis with the Contract Program Manager semi-annually for program reviews.

Qualifications.

- The Lead Instructor shall have had command of at least one United States surface ship as an O-5/O-6 with one tour at a Major Command Afloat level.
- Demonstrated two (2) years recent (within last three (3) years) experience with current Fleet maintenance policies, processes, programs, and initiatives as indicated in applicable documents section 9.0, including the roles of Port Engineers, Availability Work Package Managers, Type Desk Officers, and Type Desk Assistants.
- Demonstrated two (2) years' experience conducting technical briefs at the Senior Officer level (at least 05/06 level audience), ship's wardrooms, and ashore maintenance managers.
- Demonstrated experience providing process improvement recommendations to senior level Naval staffs.
- Strong communication skills; ability to communicate with senior naval and civilian personnel in a senior or executive naval environment.
- Working knowledge of curriculum development standards.

10.2 Senior Instructor: The Senior Instructor shall provide training to more senior naval personnel and civilians on naval maintenance staffs. The Senior Instructor shall participate in course development and provide training in the following courses: 4.1.2.1.1 – 4.1.2.1.4, 4.1.3.1.1 – 4.1.3.1.3, 4.1.3.4.1 – 4.1.3.4.2, and 4.3.

Qualifications.

- The Senior Instructor shall have served as an officer in a leadership role for material condition readiness as both a member of ship's company and at an afloat/ashore staff level.
- Each Senior Instructor shall have had command of at least one United States surface ship as an O-5 with one tour at Echelon III or higher U.S. Navy surface ship staff level.
- Each Senior Instructor shall have served one tour on an Echelon III staff or senior U.S. Navy surface ship staff level.
- Demonstrated two (2) years recent (within last five (5) years) experience with shore management programs for surface ship maintenance, to include the roles of Port Engineers, Availability Work Package Managers, Type Desk Officers, and Type Desk Assistants.
- Demonstrated two (2) years' experience conducting technical briefs at the Senior Officer level (at least 05/06 level audience), ship's wardrooms, and ashore maintenance managers.
- Demonstrated strong communication skills; ability to communicate with senior naval and civilian personnel in a naval environment.

10.3 Junior Instructor I: The Junior Instructor shall provide training to more junior naval personnel and civilians on naval maintenance staffs. The Junior Instructor shall participate in course development and provide training in the following courses: 4.1.1.1.1 – 4.1.1.1.11 and 4.3.

Qualifications.

- Each Junior Instructor shall have served at least one tour on a U.S. Navy surface ship as shipboard Leading Chief Petty Officer or 3-M Coordinator.
- Each Junior Instructor shall have served a minimum of two (2) years at a U.S. Navy surface ship maintenance activity (Regional Maintenance Center or Naval Shipyard), ashore maintenance staff or ashore maintenance training staff in a surface ship maintenance support billet.
- Demonstrated two (2) years' experience with shore management programs for surface ship maintenance, to include the roles of Port Engineers, Availability Work Package Managers, Type Desk Officers, and Type Desk Assistants.

- Demonstrated recent (within last three (3) years) experience in SKED, OMMS-NG, AWN (Automated Work Notification) and other Navy Maintenance programs.
- Demonstrated two (2) years' experience conducting technical briefs at all levels of shipboard and ashore maintenance managers.
- Demonstrated strong communication skills; ability to communicate with junior officers and enlisted naval personnel in a naval environment.

10.4 Junior Instructor II: The Junior Instructor II shall provide training that is primarily focused on CNO Availability and CMAV work planning, preparation and execution management to onboard naval personnel and civilians on naval maintenance staffs. The Junior Instructor II shall participate in course development and provide training in the following courses: 4.1.2.1.1 – 4.2.1.4, and 4.3. When not providing the CNO Availability and CMAV focused training, the Junior Instructor II shall provide standard MU training to more junior naval personnel and civilians on naval maintenance staff in the following courses: 4.1.1.1.1 – 4.1.1.1.11 and 4.3.

Qualifications –

- Each Junior Instructor II shall have served at least one tour on a U.S. Navy surface ship as shipboard Chief Engineer, Main Propulsion Assistant, Repair Officer or SMMO.
- Each Junior Instructor II shall have served onboard a U.S. Navy surface ship for a minimum of two (2) CNO Availabilities, one of which was in a maintenance management billet as a LCPO or above.
- Each Junior Instructor II shall have served a minimum of two (2) years at a U.S. Navy surface ship maintenance activity (Regional Maintenance Center or Naval Shipyard), ashore maintenance staff or ashore maintenance training staff in a surface ship maintenance support billet.
- Demonstrated two (2) years' experience with shore management programs for surface ship maintenance, to include the roles of Port Engineers, Availability Work Package Managers, Type Desk Officers, and Type Desk Assistants.
- Demonstrated recent (within last three (3) years) experience in SKED, OMMS-NG, AWN (Automated Work Notification) and other Navy Maintenance programs.
- Demonstrated two (2) years' experience conducting technical briefs at all levels of shipboard and ashore maintenance managers.
- Demonstrated strong communication skills; ability to communicate with junior officers and enlisted naval personnel in a naval environment.

10.5 Data Specialist/Administrator: The Data Specialist/Administrator is responsible for proper operations and workstation performance of all computers used to support MU and 3-M/365 efforts. The Data Specialist/Administrator is responsible for interfacing with Regional Maintenance Centers (RMCs), Ship's Force, System Commands (SYSCOMS), and assisting TYCOM Staff on maintenance program software issues concerning performance, upgrade implementation and troubleshooting matters as required.

Qualifications.

- The Data Specialist/Administrator shall have a minimum of five (5) years of experience with recent (within last three (3) years) U.S. Navy maintenance processes and working with U.S. Navy maintenance IT systems.
- The Data Specialist/Administrator shall have a BA/BS degree in computer science related major or 10 years minimum experience with U.S. Navy maintenance processes and working with U.S. Navy maintenance IT systems in lieu of degree.
- Demonstrated three (3) years recent (within last two (2) years) experience in managing and maintaining at least 100 networked computers in working condition, including software installation and upgrades, routine maintenance, and updating of various installed databases and LAN systems to support classroom training.

- Demonstrated experience working with key Navy maintenance programs including OMMS, AWN, SKED, VSB, MFOM as well as some programming knowledge.

10.6 Metrics and Data Analyst: The Metrics and Data Analyst shall develop metrics for MU and 3-M/365 efforts including, but not limited to schedule execution, student critique response analysis and trending, training impact, and return on investment. Identify and provide recommendations for class schedule adjustment, course curriculum adjustment, and process improvements. Provide presentations to support program reviews and staff knowledge support.

Qualifications.

- Demonstrated five (5) years' experience in data analysis support for complex projects and database design.
- Shall have experience in integrating and analyzing survey responses to develop trends and summary reports.
- Demonstrated proficiency and experience in using Microsoft Office products, especially with Access, Excel and PowerPoint.
- The Metrics and Data Analyst shall have an AA degree in a computer science related major and a Microsoft Technology Associate (MTA) certification.

10.7 3-M/365 Process Knowledge Support Specialist. The 3-M/365 Specialist shall provide 3-M/365 process knowledge support and training to Ship's Force to facilitate enhanced shipboard personnel performance using 3-M/365 processes, assessments, and electronic data systems to provide maintenance management support for optimum material condition readiness.

Qualifications.

- Ten (10) years naval shipboard work experience as military, civil service, or contractor supporting USN surface ship operation and/or maintenance
- Served one tour as either a command 3MC and/or TYCOM/ATG 3M inspector.
- Qualified in NEC 811A (or equivalent military/civilian experience) and/or PQS 43241(series) watch station 307.
- Five (5) years experience in conducting and/or reviewing compliance audits, certifications, and assessments.

10.8 Program Manager. The Contractor shall assign one part-time individual to serve as Program Manager. The Program Manager shall be responsible for overall execution of the MU and 3-M/365 support. Visit both Type Commanders on rotational basis with the Lead Instructor semi-annually for program reviews. Maintain routine contact with COR and Technical Point of Contact. Ensure reports and metrics are provided on time.

Qualifications.

There are no specified qualifications for the Program Manager

10.9 Historical Staffing

10.9.1 MU Instructors. The following Full Time Equivalents (FTEs) and percentage of travel is currently being performed on the existing task order:

Norfolk: (6) Total
(3) Junior Instructors: ~10% travel each (Rota and Bahrain)
(1) Senior Instructor: ~20% (Newport, Mayport, Rota, and Bahrain)
(1) Lead Instructor: ~50% travel (Newport, Mayport, San Diego)
(1) Program Manager: ~5% travel (Norfolk and San Diego)

Mayport: (1) Total
(1) Junior Instructor: ~25% travel (Norfolk, Rota and Bahrain)
Note: This location is currently manned by a single Junior Instructor with travel to Mayport by a Senior Instructor as needed for required courses.

Newport: (1) Total
- (1) Senior Instructor: ~10% travel (Norfolk and Mayport)

San Diego Instructors: (5) Total
(4) Junior Instructors: ~25% travel (Everett, Hawaii, Yokosuka, and Sasebo)
(1) Senior Instructor: ~25% travel (Everett, Hawaii, Yokosuka, and Sasebo)

10.9.2 3-M/365 Specialists. Not provided under related existing task order:

Norfolk: (4) Total
(4) Specialists: ~10% travel each (Mayport, Rota, Gaeta, Deveselu, and Redzikowo)

10.10 Contractor handling of all classified material
Contractors shall make sure all classified documents are removed from the workspace before the end of the day and placed in an appropriate classified container. Remove secret hard drive from computer and store in classified safe.

11.0 Security
11.1 All proposed personnel shall possess a SECRET clearance or higher at contract award.
11.2 DD254. The highest level of security required for this contract is SECRET. Personnel performing classified work or requiring access to classified material or information under this contract shall possess both DoD security clearance at the appropriate level (or higher) and the need to know. Clearance, or Interim, will be required at Award. Contractor shall be required to have a secret facility clearance with SECRET safeguarding capability not to exceed two (2) cubic feet. Contractor shall require access to/for Critical Unclassified Information (CUI). In performing this contract, the contractor may receive and generate classified material and have OPSEC requirements.

12.0 Equipment / Materials / Facilities
12.1 Government furnished. The Government will provide Contractor access to Government facilities as required. Government facilities will be primarily in San Diego, CA, Norfolk, VA, Mayport, FL, Yokosuka, Japan, and other locations as may be required. The Government will provide the maintenance management software programs used in the MU training courses for 'hands on' demonstration with Navy students. These programs are: Automated Work Notification (AWN), Organizational Maintenance Management System-Next Generation (OMMS-NG), and the Navy's preventive maintenance scheduling (PMS) tool called SKED. The Government will provide the maintenance management software programs used in the MU training courses for hands on demonstration with Navy students. These programs are: Automated Work Notification (AWN), Organizational Maintenance Management System- Next Generation (OMMS-NG), and the Navy's preventive maintenance scheduling (PMS) tool called SKED.

12.2 3-M/365 Specialists will use shipboard MDS assets already in use by Ship's Force for normal daily performance for the Onboard Basic Skills Refresher Training.

12.1 The Government will provide all necessary job-related equipment/furnishings for the Contractor to accomplish government site services associated with this task. Any government laptop issued to Contractors shall be inventoried and monitored. The Contractor shall comply with all applicable environmental, health, safety and security requirements while working within Government facilities and

shall maintain a clean working space to include but, not limited to the removal of their own trash. The Government will provide Contractor access to Government facilities, as required.

12.2 Contractor Furnished. The Contractor shall provide sufficient laptop computers to support the dedicated use of servers and clients, as well as supporting hardware (cords, plugs, etc.) for mobile classroom instruction in Norfolk, VA, San Diego, CA, Mayport, FL, Yokosuka, Japan, and other locations as may be required. The Contractor shall provide sufficient laptop computers to support projected student throughput:

Norfolk, VA: 2 servers, 1 backup server, and 45 clients.
Mayport, FL: 2 servers and 10 clients.
San Diego, CA: 2 servers, 1 backup server, and 45 clients.

This number may increase as new classes are added by the Government to support homeport changes, new ship classes, or increases in requirements. The Contractor shall ensure that laptop computers are maintained in good working order. The Contractor will maintain these laptop computers at Contractor location until such time as they are needed for conducting a training session at designated government site. These computers shall not be connected to any Navy servers or networks and are for classroom instruction only. The servers shall host Navy provided maintenance programs such as OMMS- NG, AWN and SKED as visual aids for training purposes as well as presentation material developed by the Contractor to support each training course. The client units are to be used by Navy students during each course. Clients and servers may be sent to remote locations as required to support classes scheduled in those areas on a case-by-case basis.

12.3 Applicable documents: Contractors are held accountable to the latest revision and this list is not all inclusive. <<Still confirming these are the latest>>
12.3.1 OPNAVINST 4700.7 Series - Maintenance Policy for U.S. Navy Ships
12.3.2 OPNAVINST 4790.4 Series, Ships' Maintenance, Material & Management (3M Instruction)
12.3.3 OPNAVINST 4790.16 Series: Condition Based Maintenance (CBM) Policy
12.3.4 COMUSFLTFORCOMINST 4790.3 REV D CHG 4 - Joint Fleet Maintenance Manual
12.3.5 NAVSEA STANDARD ITEMS Latest edition (No publication number assigned)
12.3.6 NAVSEAINST 4790.8 Series, Ships' Maintenance, Material & Management (3M) Manual
12.3.7 COMNAVSURFORINST 4790.1K - Surface Force Maintenance and Material Management 365 Program
12.3.8 COMNAVSURPACINST 4700.1B/COMNAVSURFLANTINST 4700.1B/CNRMCINST 4700.7A Total Ship Readiness Assessment Visit Program

12.4 Virtual Courses. In the event that an MU course cannot be provided to Navy personnel as scheduled due to base closure, Ship's Force underway, or other physical or administrative restrictions, the Contractor shall be prepared to conduct the course via a web-based mechanism such as Webex, Microsoft Teams, or other Navy-approved online application. Use of online methods will require prior approval of the Technical Point of Contact and the COR. The contractor shall also have a mechanism by which to provide scheduled Navy personnel with online training coordination instructions no later than two days prior to the start date of the course.

13.0 Acronyms
3M - Maintenance and Material Management
ATG - Afloat Training Group
AWN - Automated Work Notification
AWP - Availability Work Package
BCA - Business Case Analysis

C5ISR - Command, Control, Communications, Computers, Combat Systems Intelligence, Surveillance and Reconnaissance
CADET - Corrosion Control Data Entry Tool
CASREP - Casualty Report
CBM - Condition Based Maintenance
CBT - Computer Based Training
CCIMS - Corrosion Control Information Management System
CDMD-OA – Configuration Data Managers Database – Open Architecture
CFOSS - Cargo Fuel Operational Sequencing System
CM - Continuous Maintenance
CNRMC – Commander, Naval Regional Maintenance Center
CNSL – Commander, Naval Surface Force, Atlantic
CNSS-5 – Commander Naval Surface Squadron Five
COMNAVSURFLANT - Commander, Naval Surface Force, Atlantic
COMNAVSURFOR - Commander, Naval Surface Forces
COMNAVSURFPAC - Commander Naval Surface Force, U.S. Pacific Fleet
COR – Contracting Officer Representative
DFS - Departure from Specification
DoD - Department of Defense
FDNF - Forward Deployed Naval Forces
FMP - Fleet Modernization Program
HM&E – Hull, Mechanical, and Electrical
ICMP - Internet Control Message Protocol
ISIC - Immediate Superior in Command
IT - Information Technology
JFMM - Joint Fleet Maintenance Manual
LLTM - Long Lead Time Material
MAI - Master Assessment Index
MCIT - Maintenance Continuous Improvement Team
MCT - Master Component Table
MFOM - Maintenance Figure of Merit
MMBP - Maintenance Modernization Business Plan
MMPR - Maintenance and Modernization Program Review
MOGAS - Motor Gas
NAVSEA – Naval Sea Systems Command
NDE - Navy Data Environment
NEMAIS - Navy Enterprise Maintenance Automated Information System
NMD - Navy Maintenance Database
NSSA – Norfolk Ship Support Activity
NSTM - Naval Ships Technical Manual
OFRP – Optimized Fleet Response Plan
PE - Program Element
PME - Precision Measuring Equipment
POM - Program Objective Memoranda
QA - Quality Assurance
QASP - Quality Assurance Surveillance Plan
R&M - Reliability and Maintainability
RCM - Reliability Centered Maintenance
RE - Resource Sponsor
RMAIS - Regional Maintenance Automated Information System
RMC - Regional Maintenance Center

ROI - Return on Investment
SCD - Ship Change Document
SCLSIS - Ship Configuration Logistics Support Information System
SHIPMAIN - Ship Maintenance
SLN - Ship's Landing Number
SME - Subject Matter Experts
SMOSF - Ship Modernization, Operation and Sustainment Fund
SPEAR - SURFLANT Planning and Execution of Alteration and Repairs
SURFMEPP - Surface Maintenance Engineering Planning Program
SWE - Surface Warfare Enterprise
TDA - Type Desk Assistant
TDM - Type Desk Manager
TDO - Type Desk Officer
TRMS - TYCOM Readiness Management System
TSRA - Total Ship Readiness Assessment
TYCOM - Type Commands
USFFC – United States Fleet Forces Command
VSB - Validate Screen & Broker

Quality Control Plan shall include the following: A description of the inspection system to cover all services listed on the Performance Work Statement (PSW). The description shall include specifics as to the areas to be inspected on both a scheduled and unscheduled basis and the frequency of these inspections. A description of follow-up procedures to ensure that deficiencies are corrected and the time frames involved in correcting these deficiencies. A description of the records to be kept to document inspections and corrective or preventive actions taken. The records of inspections shall be kept and made available to CNSP/CNSL N43 on a quarterly basis when requested, throughout the performance period, and for the period after completion, until final settlement of any claims under this contract. The Contracting Officer's Representative (COR) will notify the Contractor, in writing, of deficiencies in the plan and allow five (5) working days for a revision to be submitted.

14.0 CONTRACT DELIVERABLES
Monthly Report (Monthly)
Student Post-Course Critique (After each course)
Quarterly Review Presentation (Quarterly)
Staff Knowledge Support Point Paper (As requested)
Metrics Analysis Presentation (Quarterly and as requested)
Course Synopsis Presentation (Quarterly and as requested)
Course Specific Presentation (With each course)
Course Reference CD (With each course)
Planned Travel and Training Schedule (Monthly)

15.0 Inventory of Contracted Services (5237.102-90).
Services Contract Reporting (SCR) requirements apply to this contract. The contractor shall report required SCR data fields using the SCR section of the System for Award Management (SAM) at following web address: https://sam.gov/SAM/. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at https://sam.gov/SAM/.

16.0 ORGANIZATIONAL CONFLICT OF INTEREST (OCI)
All functions related to Acquisition and Strategic planning support services will be on an advisory basis only. Awardees of this Task Order for Acquisition and Strategic planning support services may provide systems engineering, technical direction, specifications, work statements, and evaluation support services. Therefore, some restrictions on future activities of the awardee and its sub-Contractors may be required in accordance with FAR 9.5. Contractors providing Acquisition and Strategic support services are required to submit an Organizational Conflict of Interests plan prior to starting such work. The Plan shall be subject to review and approval by the Contracting Officer. Contractor personnel providing acquisition and strategic planning support services shall be required to sign a nondisclosure statement.

17.0 MATERIAL PURCHASES
Only material and computer leasing necessary to the service of this task order shall be acquired. There shall be no production or limited production buys under this task order. All necessary material meeting the above criteria shall be reviewed and approved by the COR.

16.0 MU STUDENT THROUGHPUT.
The table below provides the estimated number of students by training type for annual 3-M training requirement, Surface Warfare Officer School (SWOS) support or shipboard Availability planning for each CNSL/CNSP ships. These numbers are approximate and may vary due to operational commitments and travel requirements, but represent a realistic estimate based on historical averages and shipboard manning and the Fleet Training Management Planning System (FTMPS) schedule for 2017. The Contractor shall be prepared to support the estimated classes indicated below with appropriate training materials and instructors. In general, each instructor is expected to have held the position that corresponds to the training type being given. Classes marked with an * shall be conducted by a Post-Command Senior Instructor.

MU Course	Contact Hours	Students	Classes CNSL	Classes CNSP	Total Classes	Total Student Throughput
Waterfront 2-Kilo Writer	4	25	50	50	100	2500
Waterfront Maintenance Person Basics: OMMS	8	25	18	44	62	1550
Waterfront Maintenance Person Basics: AWN	8	25	45	10	55	1375
Waterfront Work Center Supervisor: OMMS	20	25	17	60	77	1925
Waterfront Work Center Supervisor: AWN	20	25	49	18	67	1675
Waterfront Leading Chief Petty Officer	16	25	32	35	67	1675
Waterfront Division Officer Basics	20	25	34	44	78	1950
Waterfront Division Officer Refresher	20	25	34	44	78	1950
Waterfront Department Head Refresher	8	25	41	30	71	1775
Waterfront Ships Maintenance Material Officer	8	25	10	9	19	475
Waterfront Availability Coordinator	8	25	10	9	19	475
Waterfront 3-M Coordinator	16	25	11	17	28	700
Waterfront CMAV Planning	4	25	6	3	9	225
Shipboard Availability Planning	2	25	15	18	33	825
Shipboard Availability	2	25	11	12	23	575

Integration / Preparation						
Shipboard Availability Execution	2	25	9	14	23	575
Shipboard Availability Close Out/Exit	2	25	12	16	28	700
SWSC Department Head	8	25	8	0	8	200
SWSC Surface Command	16	25	5	0	5	125
SWSC Major Command	4	25	6	0	6	150
SWSC SURFGRU Command	7	25	1	0	1	25
Advanced Engineering Instructor	30	25	2	0	2	50
Supply Officer Division Officer Basics	20	70	4	0	4	280
Supply Officer Department Head Basics	8	70	4	0	4	280
Shore Manager	32	25	2	0	2	50
Special Requests	Various	Various	Various	Various	TBD	TBD
Total			436	433	869	22085