Section C – Descriptions/Specifications/Statement of Work

PERFORMANCE WORK STATEMENT

1.0 **INTRODUCTION.** This performance-based work statement (PWS) specifies the non-personal research and development (R&D) and operation and maintenance (O&M) support services, that are to be provided to the Deputy Director, Cyber and Command, Control, Communications, and Computers (C5) Integration (DDC5I), Joint Staff (JS) J6, Department of War (DOW), in support of the JS Coalition Interoperability and Assurance Validation (CIAV) Team, led by the JS CIAV Chief. Support is required in two functional areas:

Research and Development (R&D)

Operation and Maintenance (O&M)

These services support the DDC5I vision, mission, guiding principles, and core competencies. Services may be required on a limited basis to support other related JS CIAV interests on the Joint Staff, such as program support and project planning services in other Joint Staff (JS) J6 DDC5I divisions or requirements assigned to JS CIAV.

2.0 **BACKGROUND.** CIAV was originally established to help resolve critical coalition mission interoperability issues in Afghanistan. After more than two decades of war in Afghanistan, the need to improve interoperability jointly and among coalition mission partners (MPs) has increased exponentially. The necessity for an enduring capability to improve joint and coalition interoperability became evident. Based on the Afghanistan lessons learned, the CJCS assigned the JS J6 to evolve further to a more standardized Mission Partner Environment (MPE) capability to support future coalition requirements. CIAV has transitioned from an Afghanistan Mission focus to supporting Department of War (DOW) MPE efforts to support the operationalization of mission releasable network environments across all the geographic Combatant Commands (CCMDs). CIAV's focus has expanded to analyze warfighting functions across all echelons of the DOW, to identify capabilities and limitations and provide recommendations to improve mission effectiveness, efficiency, and joint/coalition interoperability. JS CIAV's activities enable DOW organizations to become more effective, more efficient, and more interoperable both jointly, across the DOW CCMDs/Services/Agencies (CC/S/As), and with MPs. JS CIAV is critical to ensuring the Joint Force is prepared and ready to conduct combined joint warfare.

The JS CIAV Team capability is required to provide unbiased, third-party mission-based analysis of warfighting functions for U.S. combined/joint military operations across DOW CC/S/As. The purpose of JS CIAV Team activities are to inform offices of the DOW, JS and CC/S/As of operational and technical capabilities and limitations, identifying operational impact, and recommending actions to improve efficiency, effectiveness, and interoperability.

3.0 **SCOPE.** The contractor shall research, develop and provide programmatic support documents, project plans, analysis, reports, procedural workflow maps, and briefings, supporting all phases of JS CIAV tasks. Work shall include project development services, workflow analysis, operations analysis, technical analysis, product development (reports, process maps, storyboards, briefings), impact assessment, and other documentation and reporting to the JS CIAV Chief government lead. The contractor shall utilize the DOW-standard Doctrine, Organization, Training, Materiel, Leadership, Personnel, and Facilities-Policy (DOTMLPF-P) spectrum to categorize and report project findings. The contractor shall identify capabilities and limitations, analyze associated positive/negative operational impacts, and develop smart, feasible mitigation solutions to resolve identified limitations. The contractor shall manage the JS CIAV lab-based testing environment and provide recommendations to the JS CIAV Chief on lab-based capability enhancements and joint/combined testing activities. The contractor shall provide the JS CIAV Chief Weekly Activity Reports, Biweekly activity updates, and other episodic updates on activities as requested by the JS CIAV Chief. In performing this PWS, the contractor will be required to interact with military members, government civilians, and contractors across DOW CC/S/As, coalition MPs (allies/partners) to include the North Atlantic Treaty Organization (NATO), and other government agencies outside the DOW.

4.0 **APPLICABLE DOCUMENTS.** The following documents are applicable and provide a frame of reference for contractor work:

- CJCSI 6290.01A, "Mission Partner Environment Support Request Management Process for Coalition Interoperability Assurance and Validation"
- DOW Directives, Instructions, Publications, and Manuals
- Chairman of the Joint Chiefs of Staff (CJCS) Instructions and Manuals

5.0 **REQUIREMENTS.** JS CIAV, in support of the President of the United States (POTUS), the Secretary of Defense (SECDEF), and the Chairman of the Joint Chiefs of Staff (CJCS) priorities, assesses DOW CC/S/A existing and emerging combined/joint warfighting functions in terms of operational efficacy, focused on increasing efficiency, effectiveness and joint/coalition/interagency interoperability across the DOW. The contractor shall provide research and development, and operation and maintenance services to the government lead—the JS CIAV Chief—as described in the following tasks.

5.1 **Research & Development (R&D) Requirements:**

5.1.1 **Program Management.** The contractor shall provide Program Managers to conduct oversight of all activities and tasks required by this PWS, employing productivity and management methods such as Quality Assurance, Work Breakdown Structure, and Human Engineering at the Contract level. **Requires Top Secret/Sensitive Compartmented Information (TS/SCI) clearance with access to Controlled Unclassified Information (CUI), North Atlantic Treaty Organization (NATO) Secret, Alternative Compensatory Control Measures (ACCMs), SCI, and Special Access Programs (SAPs).**

5.1.1.1 **Program Manager (PM).** The contractor PM shall oversee the execution of the JS CIAV contract, ensuring it aligns with both the contract terms and program objectives; PM duties include strategic planning and execution, stakeholder management, resource management, risk management, contract compliance, financial management, performance monitoring and reporting, quality assurance, team leadership, technical management, process improvement, conflict resolution, and adaptability. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.1.2 **PM Assistant.** The contractor PM Assistant shall support the PM with the tasks and requirements dictated in section 5.1.1.1 of this PWS. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.2 **Program Management Analyst Support.** The contractor shall provide Program Management Analyst Support to the JS CIAV Chief, assisting with planning, executing, monitoring, and controlling projects effectively. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.2.3. **JS CIAV Support Requests.** The contractor shall coordinate, develop, update, and maintain JS CIAV Support Requests (SRs) from DOW and DOW-sponsored organizations in the JS J6 Net-Enabled Requirements Identification Database (NRID), in accordance with (IAW) CJCSI 6290.01A. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.2.4 **JS CIAV Tasks, Activities, Meetings, and Scheduling.** The contractor shall facilitate and track all JS CIAV tasks, activities, events, and meetings for awareness and scheduling oversight; the contractor shall provide logistical support to plan and schedule attendance, topics/products, times, rooms/locations, following guidance and direction from the JS CIAV Chief. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.3 **Standardized Procedures.** The contractor shall follow and/or utilize all government-provided and approved JS CIAV Standard Operational Procedures (SOPs), product templates, functional checklists, analytical questionnaires, methodologies, and any other guidance or direction provided by the JS CIAV Chief to deliver consistent, efficient, and effective support to the government. **Requires Secret clearance with access to CUI and**

NATO Secret.

5.1.3.1 **SOPs.** The contractor shall follow the JS CIAV SOP to ensure consistent, efficient, and effective performance on all JS CIAV-assigned projects and tasks; the JS CIAV SOP acts as a guide, outlining how to complete tasks in a specific, standardized way, to mitigate errors and oversights, achieve quality and efficiency, and maintain compliance with regulations. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.3.2 **Templates.** The contractor shall utilize JS CIAV templates to streamline the creation of new products, save time, reduce errors, and maintain consistency and quality of product format and information. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.3.3 **Checklists.** The contractor shall utilize JS CIAV checklists to ensure all necessary tasks, procedures, and steps are completed consistently and correctly within a specific project. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.3.4 **Questionnaires.** The contractor shall utilize JS CIAV questionnaires to facilitate the collection of information for analytical purposes, in a structured and consistent way, promoting efficiency in corresponding reporting and product development activities. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.4 **Training.** The contractor shall conduct and receive JS CIAV-specific and warfighting function-specific training to build a strong workforce and enhance productivity and efficiency. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.4.1 **Initial Training.** The contractor shall receive JS CIAV-specific Initial Training from the JS CIAV Chief and/or experienced JS CIAV team members, to set the foundation for success within JS CIAV. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.4.1.1 Trained and experienced JS CIAV contractors shall conduct Initial Training for new JS CIAV team members. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.4.2 **Continuous Training.** The contractor shall receive JS CIAV-specific Continuous Training from the JS CIAV Chief and/or experienced JS CIAV team members, to ensure contractors stay updated with the latest skills, knowledge and guidance, and improve performance and productivity. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.4.2.1 Trained and experienced JS CIAV contractors shall conduct Continuous Training for JS CIAV team members, as directed and under oversight from the JS CIAV Chief. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.4.3 **Additional Training.** The contractor may be required to attend external DOW-provided training courses/events to maintain subject matter expertise and currency, to ensure knowledge and skills remain up-to-date and relevant for their role within JS CIAV. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.4.3.1 Additional/External Training will be facilitated by the JS CIAV Chief, or other DOW government officials, in close coordination with the contractor Program Management Support team and all required managers, following all applicable legal directions and regulations. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.5 **Task Management.** The contractor shall plan, organize, and manage resources effectively to achieve JS CIAV specific tasks within defined goals and constraints, providing Subject Matter Experts (SMEs) to support necessary planning, preparation, research, execution, analysis, development, and delivery of JS CIAV tasks. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.5.1 **Planning.** The contractor shall develop Task Plans for all tasks assigned by the JS CIAV Chief, and the contractor will present Task Plans to the JS CIAV Chief for approval; Task Plans should establish a roadmap for achieving task goals by defining scope, timelines, resources, and responsibilities, to minimize risks, reduce uncertainty, and ensure efficient execution by providing a clear structure for task execution, covering all phases of preparation/research, coordination, travel and logistics, security considerations, execution, progress reporting, and product development and delivery. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.5.2 **Preparation and Research.** The contractor shall conduct preparation and research for all assigned tasks. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.5.2.1 Preparation ensures a task is well-defined, feasible, and ready for execution; task preparation builds off the planning process and should include creation of materials, such as questionnaires, to be utilized during execution. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.5.2.1 Research provides the knowledge and understanding needed to address task needs and challenges effectively; research prepares the contractor to perform analysis and/or other execution tasks by understanding the focus and subject of the task effort. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.5.3 **Coordination.** The contractor shall conduct coordination with all required JS CIAV customers and stakeholders, with support from the JS CIAV Chief as required, to ensure smooth and successful task execution; coordination is necessary to create clear communication and transparency, managing expectations, fostering collaboration, ensuring customer satisfaction, and planning travel and security logistics, ultimately ensuring smooth task accomplishment and delivery of product(s) to the customer. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.5.3.1 The contractor shall work with the JS CIAV Chief to obtain and maintain approvals from customers and necessary higher-echelon DOW personnel for all JS CIAV tasks and activities. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.5.4 **Travel and Logistics.** The contractor shall incorporate travel and logistics into planning, preparation, and coordination activities, building on overall task management; travel and logistics planning will organize and arrange the details of a trip to maximize efficient use of time and resources, help keep the contractor organized and on track to perform travel, manage potential travel-related risks, and identify necessary domestic and/or foreign travel requirements, such as visas or other approvals or requirements, to gain access to the locations needed to achieve specific task goals. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.5.4.1 The contractor shall utilize the JS CIAV Travel Tracker to request government approval to conduct official travel from the government. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.5.5 **Security Considerations.** The contractor shall ensure all applicable security considerations are accounted for in JS CIAV tasks, in accordance with section 5.1.9 of this PWS. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.5.6 **Execution: Operational and Technical Analysis.** The contractor shall provide analytical, operational, and technical/engineering services necessary to successfully satisfy the requirements and performance objectives for JS CIAV task execution. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.5.6.1 The contractor will provide expertise in support of demonstrations, trials, events, exercises, operational/technical analysis, and engineering. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.5.6.2 The contractor shall review and provide comments and/or recommend changes related to DOW, JS, CC/S/A, NATO, and combined (U.S.-MPs) standards, directives, manuals, instructions, doctrine, plans, publications, agreements, specifications and policies. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.5.6.2 The contractor shall execute operational and technical analysis in accordance with the Task Plan, JS CIAV SOP(s), and guidance from the JS CIAV Chief. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.5.6.3 The contractor, conducting operational and technical analysis, shall identify capabilities and limitations, categorize findings utilizing the DOW-standard DOTMLPF-P spectrum, assess operational impact, and provide recommendations for all discovered limitations. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.5.7 **Execution: Testing Activities.** The contractor shall develop and execute operational and technical scenarios, vignettes, test cases and use cases to support JS CIAV testing and analysis activities; JS CIAV Testing Activities will support exercises, trials, demonstrations, experiments, or other events. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.5.7.1 Testing Activity results—findings—will be analyzed in accordance with section 5.1.5.6 of this PWS. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.5.8 **Task Progress Reporting.** The contractor shall provide the JS CIAV Chief updates on Task Progress; Task Progress reporting should be clear, regular, and focus on highlighting achievements, challenges, and next steps, while aligning with task goals and timelines to obtain government feedback. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.5.8.1 The contractor shall present Task Progress reporting schedule, format(s), and frequency to the JS CIAV Chief for approval. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.5.9 **Product Development and Delivery.** The contractor shall develop and deliver required products/deliverables such as plans, storyboards, briefings/presentations, reports, inputs to reviewed documents, templates, guides, summaries, and any other products/deliverables, in accordance with DOW standards/regulations, the JS CIAV SOP(s), JS CIAV product templates, and section 5.1.9 of this PWS. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.6 E**ngineering.** The contractor shall provide engineering services to support JS CIAV activities and supporting mission systems and networks, and will support analysis, exercises, trials, demonstrations, and any other events in support of the JS CIAV mission. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.6.1 **Lab Coordination.** The contractor shall coordinate with JS J6 DDC5I engineers for support to the JS CIAV Lab environment in Suffolk, Virginia; coordination includes any supporting/related computer and data (analog and digital) networks, information technology assets, physical facilities, peripheral equipment, and associated systems and software, operating at multiple levels of classification (Unclassified, Secret, Top Secret). **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.6.2 **Lab Testing Events.** The contractor shall provide planning and configuration support for hardware and software to support JS CIAV task execution and will conduct the operation of all data collection events using appropriate tools and methodology. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.7 **Information Knowledge Management (IKM).** The contractor shall provide IKM services to support JS CIAV activities, to facilitate the flow, management, and utilization of JS CIAV analysis; IKM services capture, structure, disseminate and store analysis, enhancing productivity and ensuring product quality is achieved. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.7.1 **Internal File Plans.** The contractor IKM shall update and maintain an organized internal file structures for the JS CIAV team on multiple unclassified and classified networks, utilizing Microsoft Teams folder structure, and/or other file structures as determined by the JS CIAV Chief. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.7.1.1 The contractor shall work with JS CIAV team members to ensure all JS CIAV related work is stored in an organized fashion in this file structure. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.7.2 **External File Plans.** The contractor IKM shall update and maintain an organized external file structure on a classified network, allowing stakeholders and customers to access JS CIAV final products. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.7.2.1 The contractor shall work with JS CIAV team members to ensure all JS CIAV final products are stored in an organized fashion in this external file structure. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.7.3 **Product Reviews.** The contractor IKM shall conduct reviews of draft final products, to ensure quality, accuracy, formatting, spelling, grammar, and clarity is achieved prior to submitting to the JS CIAV Chief for final review and publishing. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.8 **Reporting.** The contractor shall provide clear, concise, and regular updates on the progress of JS CIAV tasks, activities, and availability status, to the JS CIAV Chief. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.8.1 **Weekly Activity Reports (WAR).** The contractor Program Management Analyst Support team shall provide an email of consolidated unclassified activity summary bullets to the JS CIAV Chief every Tuesday. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.8.2 **Biweekly JS CIAV Meetings.** The contractor shall update and maintain an operationally focused slide deck highlighting activities, task progress, travel, non-availabilities, and any issues to report the JS CIAV Chief. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.8.2.1 The contractor shall present Biweekly slide decks to the JS CIAV Chief every two weeks as dictated by CIAV schedule. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.1.8.3 **Significant Activities.** The contractor shall provide the JS CIAV Chief unsolicited and solicited verbal or written reports on any significant activities or issues, to provide timely and accurate information for informed decision-making and strategic alignment. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.8.4 **JS CIAV Outlook Calendar.** The contractor shall update and maintain the JS CIAV Microsoft Outlook calendar with key events, activities, travel, meetings, and individual non-availabilities to enable to JS CIAV Chief to plan, track, and coordinate official JS CIAV activities. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.9 **Security Procedures.** The contractor shall follow all below physical security, information security, operations security, and visit-related requirements to safeguard access to sensitive and classified US government

information and locations. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.9.1 **Physical Security.** The contractor shall follow all physical security rules, requirements, regulations, and procedures for their government-hosted locations, including obtaining and maintaining physical access to government facilities through swipe/proximity badges, door lock/safe combinations, alarm codes, and any other relevant physical security items pertinent to performing the requirements in this PWS. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.9.2 **Information Security.** The contractor shall follow all DOW Regulations, Directions, Instructions, and Manuals for safeguarding and marking CUI and classified information. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.9.2.1 The contractor shall obtain appropriate Security Classification Guides (SCGs) and/or other appropriate classification sources through preparation, research, and/or coordination, to perform task requirements as outlined in this PWS. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.9.2.2 The contractor shall always protect sensitive and classified information and ensure appropriate classification markings/designations are utilized on all JS CIAV-developed plans, working papers, briefings, conversations, correspondence, reports, and products. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.9.3 **Operations Security.** The contractor shall safeguard DOW and JS CIAV operations information that may be individually unclassified or CUI, but in compilation could divulge classified information to an adversary or threat of the US government. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.9.3.1 The contractor shall refrain from discussing JS CIAV activities in public locations and over unsecure phones and computers. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.9.4 **Visit Requests.** When travel is required to other DOW locations, the contractor shall coordinate with the Joint Staff Security Office (JSSO) and/or Joint Staff Suffolk Special Programs Office to send JS CIAV contractor security clearances to the appropriate Security Management Office. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.9.5 **Hosting Visitors.** When JS CIAV activities include hosting visitors to JS CIAV locations, contractors shall coordinate and facilitate visitor approvals and access with the JS CIAV Chief and JSSO. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.10 **Sustainment.** The contractor shall provide sustainment services to ensure organizational investments and changes are maintained, momentum and value are sustained, regression is prevented, and government return on investment is maximized. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.10.1 **Standards Maintenance.** The contractor shall maintain JS CIAV SOPs, templates, questionnaires, checklists, and any other performance-related standards, ensuring consistent quality, efficiency, and productivity in all JS CIAV activities. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.10.1.1 The contractor shall review and provide recommendations to develop and/or refine JS CIAV processes, products, and methodologies to the JS CIAV Chief. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.10.2 **Training Maintenance.** The contractor shall build and maintain JS CIAV training materials to ensure consistent, efficient, and effective contractor training in accordance with section 5.1.4 of this PWS. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.10.3 **Lab Oversight.** The contractor providing engineering services shall provide oversight of the JS CIAV lab environment, coordinating with JS J6 engineers and the JS CIAV Chief to ensure the lab is appropriately equipped and operational to perform JS CIAV lab-based activities. **Requires Secret clearance with access to CUI and NATO Secret.**

5.1.10.4 **Travel Tracker.** The contractor shall maintain the JS CIAV Travel Tracker functionality to submit and gain government approval for official travel from the government. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2 **Operation & Maintenance (O&M) Requirements:**

5.2.1 **Program Management.** The contractor shall provide Program Managers to conduct oversight of all activities and tasks required by this PWS, employing productivity and management methods such as Quality Assurance, Work Breakdown Structure, and Human Engineering at the Contract level. **Requires Top Secret/Sensitive Compartmented Information (TS/SCI) clearance with access to Controlled Unclassified Information (CUI), North Atlantic Treaty Organization (NATO) Secret, Alternative Compensatory Control Measures (ACCMs), SCI, and Special Access Programs (SAPs).**

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5.2.1.2 **PM Assistant.** The contractor PM Assistant shall support the PM with the tasks and requirements dictated in section 5.2.1.1 of this PWS. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.2 **Program Management Analyst Support.** The contractor shall provide Program Management Analyst Support to the JS CIAV Chief, assisting with planning, executing, monitoring, and controlling projects effectively. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.2.3. **JS CIAV Support Requests.** The contractor shall coordinate, develop, update, and maintain JS CIAV Support Requests (SRs) from DOW and DOW-sponsored organizations in the JS J6 Net-Enabled Requirements Identification Database (NRID), in accordance with (IAW) CJCSI 6290.01A. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.2.4 **JS CIAV Tasks, Activities, Meetings, and Scheduling.** The contractor shall facilitate and track all JS CIAV tasks, activities, events, and meetings for awareness and scheduling oversight; the contractor shall provide logistical support to plan and schedule attendance, topics/products, times, rooms/locations, following guidance and direction from the JS CIAV Chief. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.3 **Standardized Procedures.** The contractor shall follow and/or utilize all government-provided and approved JS CIAV Standard Operational Procedures (SOPs), product templates, functional checklists, analytical questionnaires, methodologies, and any other guidance or direction provided by the JS CIAV Chief to deliver consistent, efficient, and effective support to the government. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.3.1 **SOPs.** The contractor shall follow the JS CIAV SOP to ensure consistent, efficient, and effective performance on all JS CIAV-assigned projects and tasks; the JS CIAV SOP acts as a guide, outlining how to complete tasks in a specific, standardized way, to mitigate errors and oversights, achieve quality and efficiency, and maintain compliance with regulations. **Requires Secret clearance with access to CUI and NATO Secret.**

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5.2.4 **Training.** The contractor shall conduct and receive JS CIAV-specific and warfighting function-specific training to build a strong workforce and enhance productivity and efficiency. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.4.1 **Initial Training.** The contractor shall receive JS CIAV-specific Initial Training from the JS CIAV Chief and/or experienced JS CIAV team members, to set the foundation for success within JS CIAV. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.4.1.1 Trained and experienced JS CIAV contractors shall conduct Initial Training for new JS CIAV team members. **Requires Secret clearance with access to CUI and NATO Secret.**

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5.2.4.3 **Additional Training.** The contractor may be required to attend external DOW-provided training courses/events to maintain subject matter expertise and currency, to ensure knowledge and skills remain up-to-date and relevant for their role within JS CIAV. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.4.3.1 Additional/External Training will be facilitated by the JS CIAV Chief, or other DOW government officials, in close coordination with the contractor Program Management Support team and all required managers, following all applicable legal directions and regulations. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.5 **Task Management.** The contractor shall plan, organize, and manage resources effectively to achieve JS CIAV specific tasks within defined goals and constraints, providing Subject Matter Experts (SMEs) to support necessary planning, preparation, research, execution, analysis, development, and delivery of JS CIAV tasks. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.5.1 **Planning.** The contractor shall develop Task Plans for all tasks assigned by the JS CIAV Chief, and the contractor will present Task Plans to the JS CIAV Chief for approval; Task Plans should establish a roadmap for achieving task goals by defining scope, timelines, resources, and responsibilities, to minimize risks, reduce uncertainty, and ensure efficient execution by providing a clear structure for task execution, covering all phases of preparation/research, coordination, travel and logistics, security considerations, execution, progress reporting, and product development and delivery. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.5.2 **Preparation and Research.** The contractor shall conduct preparation and research for all assigned tasks. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.5.2.1 Preparation ensures a task is well-defined, feasible, and ready for execution; task preparation builds off the planning process and should include creation of materials, such as questionnaires, to be utilized during execution. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.5.2.1 Research provides the knowledge and understanding needed to address task needs and challenges effectively; research prepares the contractor to perform analysis and/or other execution tasks by understanding the focus and subject of the task effort. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.5.3 **Coordination.** The contractor shall conduct coordination with all required JS CIAV customers and stakeholders, with support from the JS CIAV Chief as required, to ensure smooth and successful task execution; coordination is necessary to create clear communication and transparency, managing expectations, fostering collaboration, ensuring customer satisfaction, and planning travel and security logistics, ultimately ensuring smooth task accomplishment and delivery of product(s) to the customer. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.5.3.1 The contractor shall work with the JS CIAV Chief to obtain and maintain approvals from customers and necessary higher-echelon DOW personnel for all JS CIAV tasks and activities. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.5.4 **Travel and Logistics.** The contractor shall incorporate travel and logistics into planning, preparation, and coordination activities, building on overall task management; travel and logistics planning will organize and arrange the details of a trip to maximize efficient use of time and resources, help keep the contractor organized and on track to perform travel, manage potential travel-related risks, and identify necessary domestic and/or foreign travel requirements, such as visas or other approvals or requirements, to gain access to the locations needed to achieve specific task goals. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.5.4.1 The contractor shall utilize the JS CIAV Travel Tracker to request government approval to conduct official travel from the government. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.5.5 **Security Considerations.** The contractor shall ensure all applicable security considerations are accounted for in JS CIAV tasks, in accordance with section 5.2.9 of this PWS. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.5.6 **Execution: Operational and Technical Analysis.** The contractor shall provide analytical, operational, and technical/engineering services necessary to successfully satisfy the requirements and performance objectives for JS CIAV task execution. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.5.6.1 The contractor will provide expertise in support of demonstrations, trials, events, exercises, operational/technical analysis, and engineering. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.5.6.2 The contractor shall review and provide comments and/or recommend changes related to DOW, JS, CC/S/A, NATO, and combined (U.S.-MPs) standards, directives, manuals, instructions, doctrine, plans, publications, agreements, specifications and policies. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.5.6.2 The contractor shall execute operational and technical analysis in accordance with the Task Plan, JS CIAV SOP(s), and guidance from the JS CIAV Chief. **Requires TS/SCI clearance with access to**

CUI, NATO Secret, ACCMs, SCI and SAPs.

5.2.5.6.3 The contractor, conducting operational and technical analysis, shall identify capabilities and limitations, categorize findings utilizing the DOW-standard DOTMLPF-P spectrum, assess operational impact, and provide recommendations for all discovered limitations. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.5.7 **Execution: Testing Activities.** The contractor shall develop and execute operational and technical scenarios, vignettes, test cases and use cases to support JS CIAV testing and analysis activities; JS CIAV Testing Activities will support exercises, trials, demonstrations, experiments, or other events. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.5.7.1 Testing Activity results—findings—will be analyzed in accordance with section 5.2.5.6 of this PWS. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.5.8 **Task Progress Reporting.** The contractor shall provide the JS CIAV Chief updates on Task Progress; Task Progress reporting should be clear, regular, and focus on highlighting achievements, challenges, and next steps, while aligning with task goals and timelines to obtain government feedback. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.5.8.1 The contractor shall present Task Progress reporting schedule, format(s), and frequency to the JS CIAV Chief for approval. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.5.9 **Product Development and Delivery.** The contractor shall develop and deliver required products/deliverables such as plans, storyboards, briefings/presentations, reports, inputs to reviewed documents, templates, guides, summaries, and any other products/deliverables, in accordance with DOW standards/regulations, the JS CIAV SOP(s), JS CIAV product templates, and section 5.2.9 of this PWS. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.6 E**ngineering.** The contractor shall provide engineering services to support JS CIAV activities and supporting mission systems and networks, and will support analysis, exercises, trials, demonstrations, and any other events in support of the JS CIAV mission. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.6.1 **Lab Coordination.** The contractor shall coordinate with JS J6 DDC5I engineers for support to the JS CIAV Lab environment in Suffolk, Virginia; coordination includes any supporting/related computer and data (analog and digital) networks, information technology assets, physical facilities, peripheral equipment, and associated systems and software, operating at multiple levels of classification (Unclassified, Secret, Top Secret). **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.6.2 **Lab Testing Events.** The contractor shall provide planning and configuration support for hardware and software to support JS CIAV task execution and will conduct the operation of all data collection events using appropriate tools and methodology. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.7 **Information Knowledge Management (IKM).** The contractor shall provide IKM services to support JS CIAV activities, to facilitate the flow, management, and utilization of JS CIAV analysis; IKM services capture, structure, disseminate and store analysis, enhancing productivity and ensuring product quality is achieved. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.7.1 **Internal File Plans.** The contractor IKM shall update and maintain an organized internal file structures for the JS CIAV team on multiple unclassified and classified networks, utilizing Microsoft Teams folder structure. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.7.1.1 The contractor shall work with JS CIAV team members to ensure all JS CIAV related work is stored in an organized fashion in this file structure. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.7.2 **External File Plans.** The contractor IKM shall update and maintain an organized external file structure on a classified network, allowing stakeholders and customers to access JS CIAV final products. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.7.2.1 The contractor shall work with JS CIAV team members to ensure all JS CIAV final products are stored in an organized fashion in this external file structure. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.7.3 **Product Reviews.** The contractor IKM shall conduct reviews of draft final products, to ensure quality, accuracy, formatting, spelling, grammar, and clarity is achieved prior to submitting to the JS CIAV Chief for final review and publishing. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.8 **Reporting.** The contractor shall provide clear, concise, and regular updates on the progress of JS CIAV tasks, activities, and availability status, to the JS CIAV Chief. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.8.1 **Weekly Activity Reports (WAR).** The contractor Program Management Analyst Support team shall provide an email of consolidated unclassified activity summary bullets to the JS CIAV Chief every Tuesday. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.8.2 **Biweekly JS CIAV Meetings.** The contractor shall update and maintain an operationally focused slide deck highlighting activities, task progress, travel, non-availabilities, and any issues to report the JS CIAV Chief. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.8.2.1 The contractor shall present Biweekly slide decks to the JS CIAV Chief every two weeks as dictated by CIAV schedule. **Requires TS/SCI clearance with access to CUI, NATO Secret, ACCMs, SCI and SAPs.**

5.2.8.3 **Significant Activities.** The contractor shall provide the JS CIAV Chief unsolicited and solicited verbal or written reports on any significant activities or issues, to provide timely and accurate information for informed decision-making and strategic alignment. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.8.4 **JS CIAV Outlook Calendar.** The contractor shall update and maintain the JS CIAV Microsoft Outlook calendar with key events, activities, travel, meetings, and individual non-availabilities to enable to JS CIAV Chief to plan, track, and coordinate official JS CIAV activities. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.9 **Security Procedures.** The contractor shall follow all below physical security, information security, operations security, and visit-related requirements to safeguard access to sensitive and classified US government information and locations. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.9.1 **Physical Security.** The contractor shall follow all physical security rules, requirements, regulations, and procedures for their government-hosted locations, including obtaining and maintaining physical access to government facilities through swipe/proximity badges, door lock/safe combinations, alarm codes, and any other relevant physical security items pertinent to performing the requirements in this PWS. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.9.2 **Information Security.** The contractor shall follow all DOW Regulations, Directions, Instructions, and Manuals for safeguarding and marking CUI and classified information. **Requires Secret**

clearance with access to CUI and NATO Secret.

5.2.9.2.1 The contractor shall obtain appropriate Security Classification Guides (SCGs) and/or other appropriate classification sources through preparation, research, and/or coordination, to perform task requirements as outlined in this PWS. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.9.2.2 The contractor shall always protect sensitive and classified information and ensure appropriate classification markings/designations are utilized on all JS CIAV-developed plans, working papers, briefings, conversations, correspondence, reports, and products. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.9.3 **Operations Security.** The contractor shall safeguard DOW and JS CIAV operations information that may be individually unclassified or CUI, but in compilation could divulge classified information to an adversary or threat of the US government. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.9.3.1 The contractor shall refrain from discussing JS CIAV activities in public locations and over unsecure phones and computers. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.9.4 **Visit Requests.** When travel is required to other DOW locations, the contractor shall coordinate with the Joint Staff Security Office (JSSO) and/or Joint Staff Suffolk Special Programs Office to send JS CIAV contractor security clearances to the appropriate Security Management Office. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.9.5 **Hosting Visitors.** When JS CIAV activities include hosting visitors to JS CIAV locations, contractors shall coordinate and facilitate visitor approvals and access with the JS CIAV Chief and JSSO. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.10 **Sustainment.** The contractor shall provide sustainment services to ensure organizational investments and changes are maintained, momentum and value are sustained, regression is prevented, and government return on investment is maximized. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.10.1 **Standards Maintenance.** The contractor shall maintain JS CIAV SOPs, templates, questionnaires, checklists, and any other performance-related standards, ensuring consistent quality, efficiency, and productivity in all JS CIAV activities. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.10.1.1 The contractor shall review and provide recommendations to develop and/or refine JS CIAV processes, products, and methodologies to the JS CIAV Chief. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.10.2 **Training Maintenance.** The contractor shall build and maintain JS CIAV training materials to ensure consistent, efficient, and effective contractor training in accordance with section 5.2.4 of this PWS. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.10.3 **Lab Oversight.** The contractor providing engineering services shall provide oversight of the JS CIAV lab environment, coordinating with JS J6 engineers and the JS CIAV Chief to ensure the lab is appropriately equipped and operational to perform JS CIAV lab-based activities. **Requires Secret clearance with access to CUI and NATO Secret.**

5.2.10.4 **Travel Tracker.** The contractor shall maintain the JS CIAV Travel Tracker functionality to submit and gain government approval for official travel from the JS CIAV Chief. **Requires Secret clearance with access to CUI and NATO Secret.**

5.3 LEVEL OF EFFORT. (Cost Plus Fixed Fee (CPFF) contract). See section 5.4 for Labor Category Descriptions.

Labor Categories	Base	Option 1	Option 2	Option 3	Option 4
Program Manager [Suffolk, VA]	720	720	720	720	720
Program Manager Assistant [Suffolk, VA]	960	960	960	960	960
Senior Program Mgmt Analyst [Suffolk, VA]	2280	2280	2280	2280	2280
Program Management Analyst [Suffolk, VA]	2080	2080	2080	2080	2080
Information Knowledge Mgr (IKM) [Suffolk, VA]	2080	2080	2080	2080	2080
Senior Targeting SME [Suffolk, VA]	2160	2160	2160	2160	2160
Targeting SME [Suffolk, VA]	2160	2160	2160	2160	2160
Senior Fires/Effects SME [Suffolk, VA]	2160	2160	2160	2160	2160
Fires/Effects SME [Suffolk, VA]	2160	2160	2160	2160	2160
Senior ISR SME [Suffolk, VA]	2160	2160	2160	2160	2160
ISR SME [Suffolk, VA]	2160	2160	2160	2160	2160
Senior C2 SME [Suffolk, VA]	2160	2160	2160	2160	2160
C2 SME [Suffolk, VA]	2160	2160	2160	2160	2160
Senior C4A/Engineering SME [Suffolk, VA]	2160	2160	2160	2160	2160
C4A/Engineering SME [Suffolk, VA]	2160	2160	2160	2160	2160
Senior Operations SME [Suffolk, VA]	4160	4160	4160	4160	4160
Operations SME [Suffolk, VA]	4160	4160	4160	4160	4160
Senior C2 SME [Tampa, FL]	4160	4160	4160	4160	4160
Senior Operations SME [Tampa, FL]	4160	4160	4160	4160	4160
Senior Special Analyst [TBD Various Locations]	4160	4160	4160	4160	4160
Special Analyst [TBD Various Locations]	4160	4160	4160	4160	4160
Total Estimated Labor (Hours)	**54,680**	**54,680**	**54,680**	**54,680**	**54,680**

5.4 **Labor Category Descriptions.** (Only Non-Industry Standard Labor Categories)

1. **Senior Program Management Analyst:** Provide senior level program management support to the JS CIAV Chief, assisting with effective planning, executing, monitoring, and control of tasks and projects. Ensures contractors follow all government guidance, direction, requirements, and JS CIAV specific Standard Operational Procedures (SOPs), product templates, functional checklists, analytical questionnaires, and methodologies to deliver consistent, efficient, and effective support to the government. Enforces initial and continuous training requirements to build a strong workforce and enhance productivity and efficiency. Ensures all Analysts and Subject Matter Experts (SMEs) are appropriately conducting Task Management of government assigned tasks to ensure successful planning, organization, and management of resources to achieve specific tasks within defined goals and constraints. Ensures all contractors execute required reporting to the JS CIAV Chief. Ensures contractors follow all security procedures and requirements. Oversees sustainment support to ensure organizational investments and changes are maintained, momentum and value are sustained, regression is prevented, and government return on investment is maximized.

Experience: Minimum 20 years supporting military operational activities
Clearance: TS with eligibility for CUI, NATO Secret, ACCMs, SCI and SAPs
Location: Suffolk, VA

2. **Program Management Analyst:** Provide program management support to the JS CIAV Chief and Senior Program Management Analyst, assisting with effective planning, executing, monitoring, and control of tasks and projects. Coordinates, develops, updates, and maintains JS CIAV Support Requests (SRs) from DOW and DOW-sponsored organizations in the JS J6 Net-Enabled Requirements Identification Database (NRID), in accordance with CJCSI 6290.01A. Facilitates and tracks all JS CIAV tasks, activities, events, and meetings for awareness and scheduling oversight. Provide logistical support to plan and schedule attendance, topics/products, times, rooms/locations for all JS CIAV tasks, activities, events, and meetings. Assists the Senior Program Management Analyst tasks as required/directed by the Senior Program Management Analyst.

Experience: Minimum 10 years supporting military operational activities
Clearance: TS with eligibility for CUI, NATO Secret, ACCMs, SCI and SAPs
Location: Suffolk, VA

3. **Information Knowledge Manager:** Provide support to contract activities, to facilitate the flow, management, and utilization of analysis. Capture, structure, disseminate, and store analysis, enhancing productivity and ensuring product quality is achieved. Update and maintain organized internal file structures/plans on multiple unclassified and classified networks. Ensure contract work is stored in an organized fashion in this file structure, following direction of the government lead. Maintain an organized external file structure on a classified network, allowing stakeholders and customers to access final products. Ensure all final products are stored in an organized fashion in this file structure, following direction of the government lead. Conduct reviews of draft products, to ensure quality, accuracy, formatting, spelling, grammar, and clarity is achieved prior to submitting to the government lead for final review and approval.

Experience: Minimum 10 years supporting military operational activities
Clearance: TS with eligibility for CUI, NATO Secret, ACCMs, SCI and SAPs
Location: Suffolk, VA

4. **Senior Targeting Subject Matter Expert (SME):** Provides senior level management of planning, preparation, research, coordination and execution of Targeting-related tasks, providing analysis and expertise. Develops and delivers detailed analytical reports, procedural workflow visualization products, and briefings. Conducts testing activities as required. Reports task progress to Senior Program Management Analyst and government lead, as directed. Conducts internal training aligned to subject matter expertise. Supports sustainment efforts to ensure consistent quality, efficiency, and productivity in all assigned tasks. Must possess skills to communicate effectively and clearly in written reports and verbal presentations. Must possess skills to interview operational and technical military, civilian, and contractor to efficiently and accurately extract information. Must possess analytical skills to identify capabilities and limitations, assess operational impacts and provide focused, achievable recommendations. Possess expert understanding of military Joint Targeting Cycle. Experience as a Targeting Analyst or Targeting Officer supporting Target System Analysis (TSA), Target Development, Target prioritization and management, Capabilities Analysis, Threat Vulnerability Assessments, Munitions Effectiveness Assessment (MEA), Collateral Damage Estimate (CDE), Multi-Domain Mission Planning, Combat Assessment (CA), Battle Damage Assessment (BDA), Targeting Intelligence Analysis, Product Development, Lethal and Non-Lethal Effects, and Targeting Collaboration/Working Groups/Boards.

Experience: Minimum 15 years supporting military operational activities; minimum 10 years Targeting experience
Clearance: TS with eligibility for CUI, NATO Secret, ACCMs, SCI and SAPs
Location: Suffolk, VA

5. **Targeting SME:** Manages planning, preparation, research, coordination and execution of Targeting-related tasks, providing analysis and expertise. Develops and delivers detailed analytical reports, procedural workflow visualization products, and briefings. Conducts testing activities as required. Reports task progress to Senior Program Management Analyst and government lead, as directed. Conducts internal training aligned to subject matter expertise. Supports sustainment efforts to ensure consistent quality, efficiency, and productivity in all assigned tasks. Must possess skills to communicate effectively and clearly in written reports and verbal presentations. Must possess skills to interview operational and technical military, civilian, and contractor to efficiently and accurately extract information. Must possess analytical skills to identify capabilities and limitations, assess operational impacts and provide focused, achievable recommendations. Possess expert understanding of military Joint Targeting Cycle. Experience as a Targeting Analyst or Targeting Officer supporting Target System Analysis (TSA), Target Development, Target prioritization and management, Capabilities Analysis, Threat Vulnerability Assessments, Munitions Effectiveness Assessment (MEA), Collateral Damage Estimate (CDE), Multi-Domain Mission Planning, Combat Assessment (CA), Battle Damage Assessment (BDA), Targeting Intelligence Analysis, Product Development, Lethal and Non-Lethal Effects, and Targeting Collaboration/Working Groups/Boards.

Experience: Minimum 10 years supporting military operational activities; minimum 5 years Targeting experience
Clearance: TS with eligibility for CUI, NATO Secret, ACCMs, SCI and SAPs

Location: Suffolk, VA

6. **Senior Fires/Effects SME:** Provides senior level management of planning, preparation, research, coordination and execution of Fires/Effects-related tasks, providing analysis and expertise. Develops and delivers detailed analytical reports, procedural workflow visualization products, and briefings. Conducts testing activities as required. Reports task progress to Senior Program Management Analyst and government lead, as directed. Conducts internal training aligned to subject matter expertise. Supports sustainment efforts to ensure consistent quality, efficiency, and productivity in all assigned tasks. Must possess skills to communicate effectively and clearly in written reports and verbal presentations. Must possess skills to interview operational and technical military, civilian, and contractor to efficiently and accurately extract information. Must possess analytical skills to identify capabilities and limitations, assess operational impacts and provide focused, achievable recommendations. Possess expert understanding of military Multi-Domain Joint Fires and Effects. Possess expert understanding of military weapons systems. Experienced in coordinating, controlling, and/or delivering fire/effect support. Experience preparing fire support plans, identifying targets, coordinating fires positions, directing fires, processing and relaying tactical battlefield information, integrating data from various sources through military networks, operating databases to deliver and integrate joint fires, processing technical firing solutions, processing precision fire missions, and controlling tactical fires.

Experience: Minimum 15 years supporting military operational activities; minimum 10 years Fires/Effects experience
Clearance: TS with eligibility for CUI, NATO Secret, ACCMs, SCI and SAPs
Location: Suffolk, VA

7. **Fires/Effects SME:** Manages planning, preparation, research, coordination and execution of Fires/Effects-related tasks, providing analysis and expertise. Develops and delivers detailed analytical reports, procedural workflow visualization products, and briefings. Conducts testing activities as required. Reports task progress to Senior Program Management Analyst and government lead, as directed. Conducts internal training aligned to subject matter expertise. Supports sustainment efforts to ensure consistent quality, efficiency, and productivity in all assigned tasks. Must possess skills to communicate effectively and clearly in written reports and verbal presentations. Must possess skills to interview operational and technical military, civilian, and contractor to efficiently and accurately extract information. Must possess analytical skills to identify capabilities and limitations, assess operational impacts and provide focused, achievable recommendations. Possess expert understanding of military Multi-Domain Joint Fires and Effects. Possess expert understanding of military weapons systems. Experienced in coordinating, controlling, and/or delivering fire/effect support. Experience preparing fire support plans, identifying targets, coordinating fires positions, directing fires, processing and relaying tactical battlefield information, integrating data from various sources through military networks, operating databases to deliver and integrate joint fires, processing technical firing solutions, processing precision fire missions, and controlling tactical fires.

Experience: Minimum 10 years supporting military operational activities; minimum 5 years Fires/Effects experience
Clearance: TS with eligibility for CUI, NATO Secret, ACCMs, SCI and SAPs
Location: Suffolk, VA

8. **Senior Intelligence, Surveillance and Reconnaissance (ISR) SME:** Provides senior level management of planning, preparation, research, coordination and execution of ISR-related tasks, providing analysis and expertise. Develops and delivers detailed analytical reports, procedural workflow visualization products, and briefings. Conducts testing activities as required. Reports task progress to Senior Program Management Analyst and government lead, as directed. Conducts internal training aligned to subject matter expertise. Supports sustainment efforts to ensure consistent quality, efficiency, and productivity in all assigned tasks. Must possess skills to communicate effectively and clearly in written reports and verbal presentations. Must possess skills to interview operational and technical military, civilian, and contractor to efficiently and accurately extract information. Must possess analytical skills to identify capabilities and limitations, assess operational impacts and provide focused, achievable recommendations. Possess expert knowledge of DOW and national intelligence organizations, authorities, and capabilities. Possess expert understanding of joint intelligence cycles. Experience analyzing multi-source intelligence to assess threats, support mission planning of military operations, and support decision-making. Experienced in at least five of the following ISR phases: Planning/Tasking, Collection Methods and Collection

Management, Processing and Exploitation, Analysis and Production, and Dissemination.

Experience: Minimum 15 years supporting military operational activities; minimum 10 years ISR experience
Clearance: TS with eligibility for CUI, NATO Secret, ACCMs, SCI and SAPs
Location: Suffolk, VA

9. **ISR SME:** Manages planning, preparation, research, coordination and execution of ISR-related tasks, providing analysis and expertise. Develops and delivers detailed analytical reports, procedural workflow visualization products, and briefings. Conducts testing activities as required. Reports task progress to Senior Program Management Analyst and government lead, as directed. Conducts internal training aligned to subject matter expertise. Supports sustainment efforts to ensure consistent quality, efficiency, and productivity in all assigned tasks. Must possess skills to communicate effectively and clearly in written reports and verbal presentations. Must possess skills to interview operational and technical military, civilian, and contractor to efficiently and accurately extract information. Must possess analytical skills to identify capabilities and limitations, assess operational impacts and provide focused, achievable recommendations. Possess expert knowledge of DOW and national intelligence organizations, authorities, and capabilities. Possess expert understanding of joint intelligence cycles. Experience analyzing multi-source intelligence to assess threats, support mission planning of military operations, and support decision-making. Experienced in at least three of the following ISR phases: Planning/Tasking, Collection Methods and Collection Management, Processing and Exploitation, Analysis and Production, and Dissemination.

Experience: Minimum 10 years supporting military operational activities; minimum 5 years ISR experience
Clearance: TS with eligibility for CUI, NATO Secret, ACCMs, SCI and SAPs
Location: Suffolk, VA

10. **Senior Command and Control (C2) SME:** Provides senior level management of planning, preparation, research, coordination and execution of C2-related tasks, providing analysis and expertise. Develops and delivers detailed analytical reports, procedural workflow visualization products, and briefings. Conducts testing activities as required. Reports task progress to Senior Program Management Analyst and government lead, as directed. Conducts internal training aligned to subject matter expertise. Supports sustainment efforts to ensure consistent quality, efficiency, and productivity in all assigned tasks. Must possess skills to communicate effectively and clearly in written reports and verbal presentations. Must possess skills to interview operational and technical military, civilian, and contractor to efficiently and accurately extract information. Must possess analytical skills to identify capabilities and limitations, assess operational impacts and provide focused, achievable recommendations. Possess expert understanding of Multi-Domain Joint C2 processes and doctrine. Experience facilitating effective communication and coordination to enable C2 and Situational Awareness (SA). Experience operating, monitoring, managing, and maintaining Multi-Domain Combined/Joint/Interagency Common Operational Pictures (COPs) at all Strategic, Operational, and Tactical echelons. Experience operating in Joint Operations Centers (JOCs) and Service-level Operations Centers, providing Combat Coordination and disseminating time-critical C2 information and recommendations to leadership. Experience with Friendly Force Tracking (FFT) and tactical C2 devices. Possess understanding of planning and managing Tactical Data Link (TDL) networks to ensure secure and effective communications. Experience troubleshooting C2 connections and multiple data exchanges to enable effective C2.

Experience: Minimum 15 years supporting military operational activities; minimum 10 years C2 experience
Clearance: TS with eligibility for CUI, NATO Secret, ACCMs, SCI and SAPs
Location: Suffolk, VA or Tampa, VA

11. **C2 SME:** Manages planning, preparation, research, coordination and execution of C2-related tasks, providing analysis and expertise. Develops and delivers detailed analytical reports, procedural workflow visualization products, and briefings. Conducts testing activities as required. Reports task progress to Senior Program Management Analyst and government lead, as directed. Conducts internal training aligned to subject matter expertise. Supports sustainment efforts to ensure consistent quality, efficiency, and productivity in all assigned tasks. Must possess skills to communicate effectively and clearly in written reports and verbal presentations. Must possess skills to interview operational and technical military, civilian, and contractor to efficiently and accurately extract information. Must possess analytical skills to identify capabilities and limitations, assess operational impacts and provide focused, achievable recommendations. Possess expert understanding of Multi-Domain Joint C2 processes and doctrine. Experience facilitating effective communication and coordination to enable C2 and Situational

Awareness (SA). Experience operating, monitoring, managing, and maintaining Multi-Domain Combined/Joint/Interagency Common Operational Pictures (COPs) at all Strategic, Operational, and Tactical echelons. Experience operating in Joint Operations Centers (JOCs) and Service-level Operations Centers, providing Combat Coordination and disseminating time-critical C2 information and recommendations to leadership. Experience with Friendly Force Tracking (FFT) and tactical C2 devices. Possess understanding of planning and managing Tactical Data Link (TDL) networks to ensure secure and effective communications. Experience troubleshooting C2 connections and multiple data exchanges to enable effective C2.

Experience: Minimum 10 years supporting military operational activities; minimum 5 years C2 experience
Clearance: TS with eligibility for CUI, NATO Secret, ACCMs, SCI and SAPs
Location: Suffolk, VA

12. **Senior Command, Control, Communications and Computers Assurance (C4A)/Engineering SME:** Provides senior level management of planning, preparation, research, coordination and execution of C4A and engineering-related tasks, providing analysis and expertise. Develops and delivers detailed analytical reports, procedural workflow visualization products, and briefings. Conducts testing activities as required. Reports task progress to Senior Program Management Analyst and government lead, as directed. Conducts internal training aligned to subject matter expertise. Supports sustainment efforts to ensure consistent quality, efficiency, and productivity in all assigned tasks. Must possess skills to communicate effectively and clearly in written reports and verbal presentations. Must possess skills to interview operational and technical military, civilian, and contractor to efficiently and accurately extract information. Must possess analytical skills to identify capabilities and limitations, assess operational impacts and provide focused, achievable recommendations. Experience managing IT for diverse networks, including DOW operational unclassified and classified networks, secret-releasable environments with coalition partners, and research, development, testing and evaluation (RDT&E) network environments. Experience with the full lifecycle of network operations, including network design and implementation, installation and configuration, monitoring and maintenance, security, documentation, and troubleshooting. Experience as a Project Engineer, developing project plans, coordinating engineering, design, and implementation teams, solving technical challenges, communicating with stakeholders, managing project schedules, and overseeing engineering activities. Background in developing and executing technical test cases. Experience performing joint/coalition interoperability testing. Knowledge of Zero Trust principles and Data-Centric Security (DCS) methodologies for network security design.

Experience: Minimum 15 years supporting military operational activities; minimum 10 years C4A/Engineering experience
Clearance: TS with eligibility for CUI, NATO Secret, ACCMs, SCI and SAPs
Location: Suffolk, VA

13. **C4A/Engineering SME:** Manages planning, preparation, research, coordination and execution of C4A and engineering-related tasks, providing analysis and expertise. Develops and delivers detailed analytical reports, procedural workflow visualization products, and briefings. Conducts testing activities as required. Reports task progress to Senior Program Management Analyst and government lead, as directed. Conducts internal training aligned to subject matter expertise. Supports sustainment efforts to ensure consistent quality, efficiency, and productivity in all assigned tasks. Must possess skills to communicate effectively and clearly in written reports and verbal presentations. Must possess skills to interview operational and technical military, civilian, and contractor to efficiently and accurately extract information. Must possess analytical skills to identify capabilities and limitations, assess operational impacts and provide focused, achievable recommendations. Possess expert understanding of Information Technology (IT) methodologies and management, network engineering, system engineering, IT administration, and assured C4. Experience performing IT management for DOW operational unclassified and classified networks, secret-releasable environments with coalition partners, and research, development, testing and evaluation (RDT&E) network environments. Experience with network design and implementation, network/system installation and configuration, network monitoring and maintenance, network security, network documentation, and troubleshooting issues. Experience as a Project Engineer, developing project plans, coordinating engineering, design, and implementation teams, solving technical challenges, communicating with stakeholders, managing project schedules, and overseeing engineering activities. Experience developing and executing technical test cases. Experience performing joint/coalition interoperability testing. Knowledge of Zero Trust principles and Data-Centric

Security (DCS) methodologies for network security design.

Experience: Minimum 10 years supporting military operational activities; minimum 5 years C4A/Engineering experience
Clearance: TS with eligibility for CUI, NATO Secret, ACCMs, SCI and SAPs
Location: Suffolk, VA

14. **Senior Operations SME:** Provides senior level management of planning, preparation, research, coordination and execution of various military operations-related tasks, providing analysis and expertise. Develops and delivers detailed analytical reports, procedural workflow visualization products, and briefings. Conducts testing activities as required. Reports task progress to Senior Program Management Analyst and government lead, as directed. Conducts internal training aligned to subject matter expertise. Supports sustainment efforts to ensure consistent quality, efficiency, and productivity in all assigned tasks. Must possess skills to communicate effectively and clearly in written reports and verbal presentations. Must possess skills to interview operational and technical military, civilian, and contractor to efficiently and accurately extract information. Must possess analytical skills to identify capabilities and limitations, assess operational impacts and provide focused, achievable recommendations. Possess expert understanding of all domain DOW organizations, operations, capabilities, tactics, techniques and procedures. Experience coordinating, planning, and executing military missions. Experienced with a breadth of joint warfighting functions and military operations covering Command and Control, Information, Intelligence, Fires, Movement and Maneuver, Protection, and Sustainment. Experience supporting tactical combat warfighting operations in a deployed environment.

Experience: Minimum 15 years supporting military operations
Clearance: TS with eligibility for CUI, NATO Secret, ACCMs, SCI and SAPs
Location: Suffolk, VA or Tampa, FL

15. **Operations SME:** Manages planning, preparation, research, coordination and execution of various military operations-related tasks, providing analysis and expertise. Develops and delivers detailed analytical reports, procedural workflow visualization products, and briefings. Conducts testing activities as required. Reports task progress to Senior Program Management Analyst and government lead, as directed. Conducts internal training aligned to subject matter expertise. Supports sustainment efforts to ensure consistent quality, efficiency, and productivity in all assigned tasks. Must possess skills to communicate effectively and clearly in written reports and verbal presentations. Must possess skills to interview operational and technical military, civilian, and contractor to efficiently and accurately extract information. Must possess analytical skills to identify capabilities and limitations, assess operational impacts and provide focused, achievable recommendations. Possess expert understanding of all domain DOW organizations, operations, capabilities, tactics, techniques and procedures. Experience coordinating, planning, and executing military missions. Experienced with a breadth of joint warfighting functions and military operations covering Command and Control, Information, Intelligence, Fires, Movement and Maneuver, Protection, and Sustainment. Experience supporting tactical combat warfighting operations in a deployed environment.

Experience: Minimum 10 years supporting military operations
Clearance: TS with eligibility for CUI, NATO Secret, ACCMs, SCI and SAPs
Location: Suffolk, VA

16. **Senior Special Analyst:** Provides senior level management of planning, preparation, research, coordination and execution of various military operations-related tasks, providing analysis and expertise. Develops and delivers detailed analytical reports, procedural workflow visualization products, and briefings. Conducts testing activities as required. Reports task progress to Senior Program Management Analyst and government lead, as directed. Conducts internal training aligned to subject matter expertise. Supports sustainment efforts to ensure consistent quality, efficiency, and productivity in all assigned tasks. Must possess skills to communicate effectively and clearly in written reports and verbal presentations. Must possess skills to interview operational and technical military, civilian, and contractor to efficiently and accurately extract information. Must possess analytical skills to identify capabilities and limitations, assess operational impacts and provide focused, achievable recommendations. Possess expert-level understanding and experience in one or more of the following functions: Integrated Air and Missile Defense, Special Operations, Cyberspace Operations, Space Operations, Electronic Warfare, or Information

Operations.

Experience: Minimum 15 years supporting military operational activities; minimum 10 years functional experience
Clearance: TS with eligibility for CUI, NATO Secret, ACCMs, SCI and SAPs
Location: Various Locations

17. **Special Analyst:** Manages of planning, preparation, research, coordination and execution of various military operations-related tasks, providing analysis and expertise. Develops and delivers detailed analytical reports, procedural workflow visualization products, and briefings. Conducts testing activities as required. Reports task progress to Senior Program Management Analyst and government lead, as directed. Conducts internal training aligned to subject matter expertise. Supports sustainment efforts to ensure consistent quality, efficiency, and productivity in all assigned tasks. Must possess skills to communicate effectively and clearly in written reports and verbal presentations. Must possess skills to interview operational and technical military, civilian, and contractor to efficiently and accurately extract information. Must possess analytical skills to identify capabilities and limitations, assess operational impacts and provide focused, achievable recommendations. Possess expert-level understanding and experience in one or more of the following: Integrated Air and Missile Defense, Special Operations, Cyberspace Operations, Space Operations, Electronic Warfare, or Information Operations.

Experience: Minimum 10 years supporting military operational activities; minimum 5 years functional experience
Clearance: TS with eligibility for CUI, NATO Secret, ACCMs, SCI and SAPs
Location: Various Locations

6.0 **DELIVERABLES.** The contractor shall provide the following deliverables in accordance with the schedule provided in para 6.2. Deliverables shall be in contractor format and delivered to the Technical Point of Contact with draft documents being provided to the government for comment. The government shall have five working days to provide comments; on receipt of comments, the contractor shall provide the final report five working days after receipt.

6.1 **PROGRAM MANAGEMENT**

6.1.1 **Quality Control Plan.** The contractor shall produce a Quality Control Plan within thirty days of receipt of the task order.

6.1.2 **Work Breakdown Structure.** The contractor shall produce a Work Breakdown Structure monthly.

6.1.3 **Status Report.** The contractor shall produce a monthly report documenting the expenditure of resources by hours per numbered task, deliverables, and a textual explanation of the activity that took place while expending the hours.

6.2 **DELIVERABLES:**

Deliverables Title	Delivery Schedule
Standard Operating Procedures (SOPs)	As required/directed
Product Templates	As required/directed
Checklists	As required/directed
Questionnaires	As required/directed
Internal Training Plan	As required/directed
Training Briefings and References	As required/directed
Task Plans	As required/directed
Storyboards	As required/directed
Briefings/Presentations	As required/directed
Analytical Reports (Quick Look Reports, Final Reports)	As required/directed
Operational Process Maps	As required/directed
Document Review Input	As required/directed
Trip Report Summaries	Within five days of completed travel
Lab Status Slides	Due every other Thursday at Biweekly Mtg
Weekly Activity Report (WAR)	Due Tuesdays by noon
Biweekly Meeting Update Slides	Every other Thursday
Significant Activities Summaries	As required/directed
Operational and Technical Scenarios and Vignettes	As required/directed
Technical Test Cases	As required/directed
Operational Use Cases	As required/directed
Engineering Plans and Architecture/Topology Diagrams	As required/directed
Point Papers, Background Papers, and Talking Papers	As required/directed
Monthly Status Report with Projected Project Effort Analysis	15th working day of each calendar month

6.3 **OTHER REQUIREMENTS**

6.3.1 **Quality Control Plan.** Within thirty days of receipt of the initial task order, the contractor shall submit a quality control plan (QCP), to the COR for review and comment. The QCP shall identify the procedures that the contractor shall implement to ensure the successful completion of tasks to be identified in the PWS of task orders to be issued hereunder. At a minimum, the Contractor's QCP should address:

6.3.1.1 Baseline performance criteria for contractor support training and identify adjustments to required subjects, qualification levels and required time for exercise augmentee training, site surveys, exercise simulation system techniques and deficiency resolution procedures; and exercise Proficiency Sustainment Package requirements.

6.3.1.2 Procedures implemented to ensure successful completion of tasks identified within task orders' PWS.

6.3.1.3 Procedures implemented to ensure that deliverables, meeting contractual requirements, are provided in a timely manner.

6.3.1.4 Procedures implemented to ensure that tasks are completed in a cost-efficient manner.

6.3.1.5 Procedures implemented to ensure that the contractor's work force, level of effort and labor mix, is effectively managed to ensure that tasks are completed in an efficient and effective manner.

6.3.1.6 Procedures implemented to ensure the tracking of labor hours expended in the correction or replacement of work that has not met contract requirements.

6.3.2 **Other Contractor Personnel Training Requirements.** To the extent that contractor personnel, during the life of the contract, are required by the Government to be trained in the following listed areas, the training shall be addressed, included, and provided for under task orders issued under the contract for implementation by the contractor:

6.3.2.1 **Sustainment Training.** Sustainment training is necessary to keep the program current with respect to operations, doctrine, and technology. The contractor shall operate a professional development program designed to ensure all contract personnel sustain their expert proficiency level (as required) and to update their professional, technical, and doctrinal knowledge base.

6.3.2.2 **Event and Program Specific Training.** Event and program specific training is necessary training, over and above the required qualifications detailed above, required to cover a specific event or the integration of multiple events into a single exercise or event.

6.3.3 **Quarterly Performance Reviews.** The Government shall schedule Quarterly Performance Reviews, and the contractor shall provide at those reviews, a quarterly briefing that addresses the performance of the contractor for the past quarter, the plans for the next quarter and issues that would improve the ability of the team to improve performance. The briefing should cover the total contract and does not eliminate the need for individual task reviews where specified in a task order.

7.0 QUALITY ASSURANCE SURVEILANCE PLAN (QASP).

Function	Measurement Method	Evaluation Metric	Expected Level of Performance	Minimum Acceptable Performance
Task Management	Evaluation by Government leadership germane to the task order	Government leadership assessment based on results achieved and resources expended. Management responsiveness to Government questions and concerns. Management assessment includes any part of the decision process and normally is the most important function.	Management conducts business in a manner that demonstrates capability to support the Warfighter and impresses the customer, internal and external. Management is proactive in addressing and resolving issues.	Management requires direction to improve efficiency and use of resources. Range between expected level and minimum acceptable shall be scored on a declining scale.
Technical Content and Accuracy	Evaluation by End User	COR/Technical Assistant assessment based on review by end user	100% where problem would cause event failure. At least 95% in other cases.	Event degradation is not attributed to performance in 90% of the tasks completed.

Function	Measurement Method	Evaluation Metric	Expected Level of Performance	Minimum Acceptable Performance
Cost Control	Review of funds expended, and subtasks completed	SLDCADA (or similar data) and event cost trends, projections, and analysis of all phases of cost management	Cost projection and expended resources within allocation by Government. Significant resources savings for like events over time is the objective.	Controllable cost growth does not degrade event execution or future events.
Timeliness	Verified delivery of products	Comparison of contractual due date with date delivered	On time for all time critical products and 98% of balance on schedule	On time for 95% of products except where lateness causes event failure, none are acceptable. Length of delays does not impact on time completion of event.
Product or Task Quality	Evaluation by end user	Contracting Officer's Representative (COR)/Technical Assistant assessment based on review by end user.	Quality meets or exceeds the specified parameters of the product or task in more than 98% of the products or tasks.	Quality of product or task does not result in failure of an event. 95% of the products or tasks meet the acceptable level.
Capability Improvement (Product, Process or Organization)	Observations and interviews with JS CIAV Chief	Evaluation by COR/Technical Assistant	Significant improvement made to capabilities.	Capability improvement to target audience show positive improvement.
Project and Task Objectives	Observations by JS CIAV Chief	Evaluation by COR/Technical Assistant	100% of the critical objectives were met. At least 95% of other objectives met.	90% of the objectives are met, with no critical objective failures.
Project and Task Coordination	Observations by JS CIAV Chief	Evaluation by COR/Technical Assistant	No disruption to project due to Contractor planning or execution.	Coordination is managed in an effective manner and project coordination does not result in disruption to project/event.
Regulatory Compliance	Obtain/maintain personnel security clearance levels and Joint Staff directed training referenced in PWS.	100% personnel security levels reported to the COR upon task order award and as required.	COR/TA monitoring	100% personnel security levels and training requirements maintained throughout the task order period. Ratings input in CPARS for

Function	Measurement Method	Evaluation Metric	Expected Level of Performance	Minimum Acceptable Performance
				retrieval by government agencies.

8.0 **PLACE OF PERFORMANCE.** Work shall be performed at the following locations:

8.0.1 DOW Suffolk Compound, Suffolk, Virginia

8.0.2 MacDill Air Force Base (AFB), Tampa, Florida

8.0.3 Other Continental United States (CONUS) Locations (on site and off site, government and contractor sites, as directed by the government)

8.0.4 Other Outside CONUS (OCONUS) Locations (on site and off site, government and contractor sites, as directed by the government). Below is a list of OCONUS locations in which the contractor is most likely to perform; the list is not all inclusive and is provided for informational purposes only.

- Austria
- Belgium
- Croatia
- Czechia (Czech Republic)
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Italy
- Latvia
- Lithuania
- Netherlands
- Norway
- Poland
- Portugal
- Romania
- Spain
- Sweden
- Switzerland
- Turkey (Turkiye)
- United Kingdom
- Australia
- Canada
- New Zealand
- Japan
- South Korea
- Hawaii

8.0.5 As required to accomplish specific tasks, remote work may be authorized by the government lead (JS CIAV Chief).

9.0 **GOVERNMENT FURNISHED EQUIPMENT AND MATERIALS.** Access to secure and unsecured phone lines, networks, and office automation and automatic data processing (ADP) hardware and software shall be provided by the Government for work required to be performed at government sites and while on government

directed travel. Consumable materials may be procured by the contractor under this task order for use in accomplishing tasking, as required and authorized by the government.

10.0 **NEGLIGENT DISCHARGE OF CLASSIFIED INFORMATION (NDCI) CLAUSE.**

10.1 When information is placed on or processed on an information system with insufficient security controls to appropriately protect it (e.g., classified data on an unclassified system) there is a potential for an unauthorized disclosure. Such actions will be classified as a security violation, specifically a negligent discharge of classified information or NDCI. Contractors that cause NDCIs during the contract shall be held financially liable for all actual accumulated restoration costs incurred, as described below, but not less than $5,000 per incident. Such costs will be deducted from the contract price and are not reimbursable.

10.1.1 Restoration costs above $5,000 will be itemized. DISA has developed Classified Message Incident procedures that will be followed in the event of an NDCI by the Contractor. Personally Identifiable Information (PII) incidents fall under this category. This is not an exclusive remedy (e.g., in the case of PII spillage, identity theft or other insurance may be needed to protect the individuals). NDCI Cleanup actions may include server destruction, hard drive wipe and destruction or containment actions.

11.0 **CRITICAL INFORMATION REQUIREMENT (CIR) CLAUSE**

11.1 Certain types of incidents or occurrences during contract or task order performance can affect mission accomplishment and, therefore, require timely information management and immediate notification to the organization. Examples include degradation, outage, or compromise of communications networks and systems; death or serious injury of contractor personnel; and any accident or event involving contractor personnel that could result in immediate and adverse media attention, police, or legal action. Accordingly, the contractor shall immediately report any such instances to the Contracting Officer's Representative (COR).

12.0 TRAVEL. Contractor travel will be in accordance with the task order and applicable documents of this PWS.

12.1 The Government's requirement for Contractor personnel to travel will include routine CONUS and OCONUS travel, including foreign travel. The Contractor shall coordinate all task order related travel with the Government Lead (JS CIAV Chief) and provide travel information for compliance with travel policies and requirements. Upon Government approval from the JS CIAV Chief and COR for travel, the contractor shall attend and provide expertise at meetings, symposiums, conferences, working groups, demonstrations, trails, exercises, assessments, or other activities in support of JS CIAV priorities. These trips are normally expected to be of short duration (less than 14 calendar days but may be longer in duration on occasion) and funded by the Government through the task order. Contractor travel is subject to approval of the Government Lead prior to executing any portion of the travel requirement, such as ticket purchases, rental vehicles, and schedules.

12.2 The contractor shall utilize the JS CIAV Travel Tracker tool to gain travel approval from the government.

12.3 The contractor shall plan for both CONUS and OCONUS employee travel up to 60 man-days per person per Period of Performance (PoP).

12.4 The Contractor is responsible for all Contractor travel arrangements associated with this task order. The Contractor will not make travel arrangements or take any actions on behalf of government personnel, such as room reservations or setting aside blocks of rooms, which may have the appearance of a contract obligating Government funds.

12.5 REIMBURSEMENT OF TRAVEL COSTS

12.5.1 **Area of Travel.** Performance under this contract may require travel by contractor personnel. If travel, domestic or overseas, is required, the contractor is responsible for making all needed arrangements for their personnel. This includes but is not limited to the following:

Medical Examinations

Immunizations

Passports, visas, etc.

Security Clearances

12.5.1.1 **U.S. Navy Vessels.** All contractor personnel required to perform work on any U.S. Navy vessel will have to obtain boarding authorization from the Commanding Officer of the vessel prior to boarding, through coordination with the Government Lead (JS CIAV Chief).

12.5.2 **Travel Policy.** The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract and determined to be in accordance with FAR subpart 31.2, subject to the following provisions:

Travel required for tasks assigned under this contract shall be governed in accordance with rules set forth for temporary duty travel in FAR 31.205-46.

12.5.3 **Travel.** Travel, subsistence, and associated labor charges for travel time are authorized whenever a task assignment requires work to be accomplished at a temporary alternate worksite and the contractor has sought and obtained written approval by the Government.

12.5.3.1 Travel performed for personal convenience and daily travel to and from work at contractor's or Government's facility will not be reimbursed.

12.5.4 **Per Diem.** Per diem for travel on work assigned under this contract will be reimbursed to employees consistent with company policy, but not to exceed the amount authorized in the Department of War Joint Travel Regulations.

12.5.5 **Shipboard Stays.** Whenever work assignments require temporary duty aboard a government ship, the contractor will be reimbursed at the per diem rates identified in paragraphs C8101.2C or C81181.3B(6) of the DOW Joint Travel Regulations, Volume 2.

12.5.6 **Air/Rail Travel.** In rendering the services, the contractor shall be reimbursed for the actual costs of transportation incurred by its personnel not to exceed the cost of tourist class rail, or plane fare, to the extent that such transportation is necessary for the performance of the services hereunder and is authorized by the Ordering Officer. Such authorization by the Ordering Officer shall be indicated in the order or in some other suitable written form.

NOTE: To the maximum extent practicable without the impairment of the effectiveness of the mission, transportation shall be tourist class. If only first-class travel is available, it will be allowed, provided justification is fully documented and warranted and the contractor has obtained approval from the COR prior to contractor travel.

12.5.7 **Private Automobile.** The use of privately owned conveyance within the continental United States by the traveler will be reimbursed to the contractor at the mileage rate allowed by Joint Travel Regulations. Authorization for the use of privately owned conveyance shall be indicated on the order. Distances traveled between points shall be shown in standard highway mileage guides. Any deviations from distance shown in such standard mileage guides shall be explained by the traveler on his expense sheet.

12.5.8 **Car Rental.** The contractor shall be entitled to reimbursement for car rental, exclusive of mileage charges, as authorized by each order, when the services are required to be performed outside the normal commuting distance from the contractor's facilities. Car rental for TDY teams will be limited to a rate of one car for every four (4) persons on TDY at one site, unless specific mission requirements require otherwise, and deviation approval is obtained from the COR prior to contractor travel.

13.0 EXTENDED WORK HOURS, WORK ON HOLIDAYS, AND WORK OUTSIDE NORMAL BUSINESS DAYS/HOURS.

13.1 The contractor, during performance of assigned tasks, will be required to work outside normal business hours, work outside normal business days, and on occasion, work on US Holidays.

13.2 The contractor, during performance of assigned tasks, will be required, on occasion, to work more than 40 hours per week. Primarily, this will be due to travel requirements and specific tasks that require longer workdays to support JS CIAV activities.

14.0 **TECHNICAL POINTS OF CONTACT**

14.1 The COR for this TO:

Contracting Officer Representative
Mr. Chuck Dennis
Phone: 757-203-4811
Email: charles.l.dennis6.civ@mail.mil

14.2 The Government Lead for this TO:

Chief, Joint Staff Coalition Interoperability Assurance & Validation (JS CIAV)
Mr. Jesse Brown
Phone: 757-203-6490
Email: jesse.a.brown44.civ@mail.mil

15.0 **SECURITY.** All contractors are required to obtain and maintain at a minimum a SECRET clearance. All Subject Matter Experts (SMEs) and Analysts are required to obtain and maintain an adjudicated TOP SECRET clearance with Sensitive Compartmented Information (SCI) eligibility based on a DOW Single Scope Background Investigation (SSBI), SSBI-Periodic Reinvestigation (SBPR), Phased Periodic Reinvestigation (PPR), or Continuous Vetting (CV)/Continuous Evaluation (CE). Adjudication status must be complete and current in accordance with government regulations prior to reporting to any assignment to JS CIAV, to meet contractual security requirements. All contract personnel security clearances must be verifiable in the DOW Defense Information System for Security (DISS) database.

15.1 The contractor shall coordinate with the Government Lead to obtain approvals to access CUI, NATO Secret, SCI, ACCMs or SAPs.

15.1.1 The contractor shall coordinate with the COR to facilitate access to CUI, NATO Secret, SCI, ACCMs or SAPs.

15.1.2 The contractor shall ensure all security considerations are accounted for in JS CIAV tasks.

15.1.3 If planning, preparation, or coordination determines contractors need additional security accesses (e.g. ACCMs or SAPs), the contractor must coordinate with the Government Lead (JS CIAV Chief) to obtain approval, and with the COR to facilitate such accesses as early as possible.

15.2 The contractor shall follow all DOW security directives, including but not limited to, DOW Manual 5200.01 Volume 1, “DOW Information Security Program: Overview, Classification, and Declassification,” DOW Manual 5200.01 Volume 2, “DOW Information Security Program: Marking of Information,” and DOW Manual 5200.01 Volume 3, “DOW Information Security Program: Protection of Classified Information.”

15.3 **Alternative Compensatory Control Measures (ACCM) Access Required.** Contractors requiring ACCM access will be required to receive additional training on the handling and safeguarding of ACCM material and shall comply with the following:

15.3.1 All ACCM work will be done on site at appropriate ACCM-accredited government facilities only. No ACCM material will be stored, transferred, or viewed at any contractor facilities.

15.3.2 The contractor will safeguard all ACCM information in accordance with CJCSM 3213.02E, "Joint Staff Alternative Compensatory Control Measures (ACCM) Management," and the Program Security Plan (PSP) for the specific program(s).

15.4 **Special Access Program (SAP) Access Required.** Contractors requiring SAP access will be required to receive additional training on the handling and safeguarding of SAP material and shall comply with the following:

15.4.1 All SAP work will be done on site at appropriate SAP-accredited government facilities only. No SAP material will be stored, transferred, or viewed at any contractor facilities.

15.4.2 The contractor will safeguard all SAP information in accordance with DOW Directive 5205.07 "Special Access Program (SAP) Policy", CJCSI 5250.01A, "Special Access Program (SAP) Policy," and the PSP for the specific program(s).

15.5 **United States Special Operations Command (USSOCOM) Commercial Solutions for Classified (CSfC)**

15.5.1 In support of USSOCOM requirements, the contractor requires access to Commercial Solutions for Classified (CSfC) Mobile Devices for use outside of cleared contractor facilities. IAW USDI & DOW CIO Memo, "Security and Operational Guidance for Classified Portable Electronic Devices," dated 25 Sep 2015, cleared and trained DOW Contractors are authorized to use Commercial Solutions for Classified Mobile Devices outside of secure Government and/or contractor facilities to effectively accomplish their mission. Contractors requiring the use of CSfC devices will submit a USSOCOM IMT 33, "CSfC Device User Agreement & Hand Receipt" and an Authorization of Issuance (AOI) Memorandum to their Contracting Officer's Representative/ Program Manager (COR/PM). Authorization of Issuance Memorandums must be endorsed at the O-6 or GS-15 level at a minimum. The COR/PM will forward the IMT 33 and AOI memo to their local Industrial Security Office. As acknowledged in the User Agreement, contractor will ensure safeguarding measures are adhered to and necessary privacy is available to eliminate the possibility of compromise of classified information. HQ USSOCOM users will follow guidance as outlined in USSOCOM Manual 380-19, Mobility and Wireless Communications. USSOCOM issued devices will not be introduced into cleared contractor facilities or be connected to SIPRNet other than through the USSOCOM network. Any misuse of the device outside of mission purposes or security incidents associated with or involving the device, may result in contractor's termination of access or subject the contractor to appropriate disciplinary or criminal action.

NOTE: THE DD FORM 254 IS HEREBY INCORPORATED UNDER A SEPARATE COVER.