

**PMW-160/130**  
**Financial Management and Cost Estimating Support**  
**Performance Work Statement (PWS)**  
**Revised 30 June 2010**

## **1.0 INTRODUCTION**

The Networks, Information Assurance and Enterprise Services Program Office (PMW160/130) of the Program Executive Office (PEO) Command, Control, Communications, Intelligence (C4I) and Space (PEO C4I and Space) is the Navy acquisition and technical authority for networks, information assurance, and enterprise services responsible for providing affordable, interoperable, and secure net-centric enterprise capabilities to the Navy, Joint, and coalition warfighters. PMW160/130 will obtain the following services to meet program goals and objectives:

- Production/Cost Engineering Support
- Business Management Support
- Financial Management Support

## **2.0 BACKGROUND**

The PMW160/130 Program Manager is responsible for the acquisition, implementation, and integration efforts in support of the current and future programs that meet the PMW's mission. PMW160/130 is comprised of the following programs or projects (including ancillaries), its successors, and enhancements:

**Automated Digital Network System (ADNS)** provides routing, switching, baseband, configuration and monitoring capabilities for interconnecting Naval, Coalition and Joint enclaves worldwide. ADNS utilizes Commercial Off the Shelf/ Government Off the Shelf (COTS/GOTS) equipment and network protocols as specified by the Joint Technical Architecture. ADNS Increment I provides initial limited, Ship to Shore Internet Protocol (IP) connectivity, separation of enclaves, reuse of unused enclave bandwidth, and Ship to tactical Shore IP connectivity. ADNS Increment II provides additional capabilities of Load Balancing, Radio Frequency (RF) Restoral, Initial Quality of Service (QoS) to include application prioritization, Initial Traffic Management, and enhancements designed to maximize use of "effective" available bandwidth. ADNS Increment III will converge all Navy Tactical Voice, Video, and Data requirements into a converged IP Data stream. In addition, the Increment III architecture will be based on an IPv6 and a cipher text security architecture to align to the GIG in order to mesh Navy Tactical Surface, Subsurface, and Airborne platforms into a single IP environment with Gateway functions to Joint and Coalition Networks. ADNS Increment III will serve as the Navy Tactical Interface (Gateway) for IP Networking with Transformational Satellite (TSAT), Joint Tactical Radio System (JTRS), High Assurance Internet Protocol Encrypter (HAIPE), Advanced Extremely High Frequency (AEHF), and other Future DoD Transformational C4I Programs.

**Combined Enterprise Regional Information Exchange System (CENTRIXS)** program provides US Navy ships with secure, reliable, high-speed Local Area Network (LAN) with access to the Coalition Wide Area Network (WAN) to include CENTRIXS Four-Eyes (CFE), Global Counter Terrorism Task Force (GCTF), NATO Information Data Transfer System (NIDTS), Multinational Coalition Force - Iraq (MCFI), bilateral networks such as CENTRIXS-J and CENTRIXS-K, and Communities Of Interest (COI) virtual networks such as Coalition Naval Forces - CENTCOM (CNFC), and Cooperative Maritime Forces - Pacific (CMFP). The CENTRIXS system provides real-time tactical and operational information sharing at the SECRET and SECRET REL(Releasable) level between naval afloat units, Component Commanders, Fleet Commanders, Numbered Fleet Commanders and Coalition Forces/Allies. When the CENTRIXS network is combined with other subsystems (Radio/Satellite Comms), it delivers an end-to-end network centric war fighting capability. The CENTRIXS program is comprised of Block 0, I and II systems fielded across the Fleet, and Increment 1 which provides a network infrastructure that allows simultaneous access to multiple Coalition Wide Area Networks (WAN) and incorporates the Common PC Operating System Environment (COMPOSE) which provides a server and client operating system environment for other applications and collaborative tools such as Same time Chat, Domino and Command and Control Personal Computer (C2PC) as means to share a Common Operational Picture (COP) and exchange information using Collaboration At Sea (CAS). The CENTRIXS program uses both Commercial Off The Shelf (COTS) hardware and software and Open Standards to maximize commercial technology and support. In-service engineering and technical support ensures existing systems are upgraded and modified to keep pace with current technology and industry.

**Computer Network Defense (CND)** delivers tactical network information assurance protection with defense in depth security, proactive vulnerability risk management, and threat monitoring analysis. Crypto Products provide central planning, procurement, and sustainment of Cryptographic Products throughout their Life Cycle in support of Department of the Navy (DoN) Communication Security (COMSEC) and Transmission Security (TRANSEC) Equipment.

**Consolidated Afloat Networks and Enterprise Services (CANES)** is the proposed next generation Afloat Network. ISNS Increment II/CANES Increment 1 is the proposed program which will provide the next increment of ISNS capability which will include wireless network support internal and external to the ship (Expanded Maritime Intercept Operations), disk to disk back up, and increased security. CANES Increment 2 will provide future ISNS, CENTRIXS, SCI Networks, under a single program. SubLAN capabilities are also planned to be incorporated into the program after SubLAN Increment 1 is fielded.

**Cross Domain Solution (CDS)** Boundary Device facilitates data flow between information domains that are normally closed to one another. The CDS Boundary Device includes technology, policy, and threat to ensure: only the intended data reaches the destination domain; only the intended data must transit the CDS infrastructure; the intended data should always traverse the infrastructure, unless altered by policy change or human review.

**Defense Information Infrastructure (DII) Guard** project meets the Information Security requirements for the Navy Defense Message System (DMS) and Simple Mail Transfer Protocol

(SMTP) Guards. The DII Guards provide the capability for message traffic to traverse enclaves of different classification levels, enforce local security rules, provide non-repudiation, and provide data integrity.

**DMS Certification Authority Workstation (CAW)** provides capability to program FORTEZZA Cards (PCMCIA Cards) for use with DMS to provide encryption and digital signatures for organizational messaging. The National Security Agency (NSA) approved software application developed by General Dynamics installed on the CAW provides the capability to program Class 4 certificates (encryption and digital signature) on FORTEZZA cards and T2CSS cards to support DMS messaging. The CAW maintains a database of all the cards and certificates it has created. The CAW is used to create Certification Revocation Lists (CRL) of the certificates the CAW has revoked which are then posted to the DMS Directory. Operation of the CAW requires a trained/certified Certification Authority and a CAW System Administrator/Information Systems Security Officer (SA/ISSO) operator.

**Electronic Key Management System (EKMS)** provides for the ordering, generation, distribution, control, and accounting for all cryptographic material (electronic and hardcopy). Navy EKMS consist of Tier 2 sites (approx 700) with Local Management Device and Key Processor (LMD/KP) and Tier 3 elements with the Data Transfer Device (DTD) or AN/CYZ-10. The Tier 2 software and the KP are NSA/L-3 products. The Tier 2 LMD hardware is COTS. The Tier 3 software is a combination of NSA, SYPRIS, and SSC-SD products. The hardware is a SYPRIS product. Implementation is worldwide throughout DoN. Support to all communities includes training, technical support center assistance and CASREP on-site assistance.

**Information Assurance (IA) Readiness** services in three areas: Fleet and Program Manager (PM) support, On-Line Services and IA Policy support. Fleet and PM support includes: Certification and Accreditation (C&A), Navy Cross Domain Coordination, TEMPEST (investigation, study and control of compromising emanations for telecommunications and automated information system equipment), and IA Education, Training and Awareness (ET&A). On-Line Services include: INFOSEC Web Site, Anti-Virus, INFOSEC Technical Assistance Center and IA Publications. IA Policy support includes: Network Boundary Evaluations and IA Policy Support.

**Integrated Shipboard Network Systems (ISNS)** provides Navy ships with reliable, high-speed SECRET and UNCLASSIFIED Local Area Networks (LANs) It supplies the network infrastructure (switches and drops to the PC), Basic Network Information Distribution Services (BNIDS), and access to the DISN Wide Area Network (WAN) (Secure and Non-secure Internet Protocol Router Network SIPRnet and NIPRnet) which are used by other hosted applications or systems such as NTCSS, GCCS-M, DMS, NSIPS, NMCP, NAVMPS, TBMCS, and TTWCS. It enables real-time information exchange within the ship and between afloat units, Component Commanders, and Fleet Commanders and is a key factor in the implementation of the Navy's portion of Joint Vision 2020. In FY07 and out, the Video Information Exchange System (VIXS) and the Shipboard Video Distribution System (SVDS) are proposed to become subprograms of ISNS.

**Common PC Operating System Environment (COMPOSE)** is a streamlined software package based on a modular architecture that provides Basic Network Information Distribution Services (BNIDS) used by other program of record systems such as CENTRIXS, ISNS, SubLAN, and SCI networks. Essentially, COMPOSE establishes an operating system environment that provides basic network domain services (e.g., account management, domain name service, e-mail, web-based services), core office automation applications (e.g., word processing, spreadsheet, presentation), and security services (e.g., anti-virus).

**Enterprise Services/Composeable FORCEnet (CFn)** provides the common core enterprise services and service oriented architecture (SOA) to allow organizations ubiquitous access to reliable, decision-quality information through a net-based services infrastructure and applications to bridge real-time and near-real-time communities of interest (COI). The SOA will empower the edge user to pull information from any available source, with minimal latency, to support the mission. Its capabilities will allow DoN as well as GIG users to task, post, process, use, store, manage and protect information resources on demand for warfighters, policy makers and support personnel.

**Information Systems Security Program (ISSP)** include secure communications equipment for Navy Ships, shore sites, aircraft, Marine Corps, and U.S. Coast Guard to protect information systems from unauthorized access or modification of information, and against the denial of service to authorized users or provision of service to unauthorized users. Information Assurance is a layered protection strategy, using COTS and GOTS hardware and software products that collectively provide an effective Network Security Infrastructure (multiple level security mechanisms and ability to detect and react to intrusions). Information Assurance is critical in protecting our ability to wage Network Centric Warfare.

**Joint Cross Domain eXchange (JCDX)** system supports command, control and intelligence assessment, including indications and warning (I&W) and power projection; maintains dynamic databases to support a common air, land, sea and littoral battlefield picture using ground force and maritime symbology; provides access to multiple communications networks for inter-force compatibility and interoperability that support database sharing and data analysis; and supports Joint Task Force Commanders, COMMs, Service Components and subordinate units. JCDX will operate in a multilevel secure Defense Information Infrastructure Common Operating Environment (DII COE), to provide local and global networking for on-demand services and timely response to consumer requests for fused intelligence. JCDX supports joint Air Force, Army, Navy, Marine Corps, and Coast Guard operations with additional tasking to support counter-terrorism, homeland security, counter-narcotics and allied coalition operations. JCDX provides the core on-line, automated, near-real time, multi-level secure, information analysis, dissemination, and receipt capabilities that enable Combatant Commanders and Joint Task Force Commanders afloat and ashore to disseminate and receive critical operational and intelligence information with own forces and Coalition/Allied forces via tactical and record communications circuits. JCDX provides evolutionary systems and ancillary equipment upgrades in support of two U.S. Joint Intelligence Centers (JICs), two U.S. Maritime Surveillance System Intelligence Centers, the Office of Naval Intelligence (ONI), and four key Allied National and Naval Intelligence Centers. JCDX provides near-real-time all-source fusion, correlation, and analysis

tools for the analysis of multi-source intelligence to produce comprehensive tactical threat warnings, decision making support, and support of Over-the-Horizon Targeting. JCDX supports international information sharing agreements with United Kingdom, Australia, Japan, and South Korea. JCDX is the national intelligence system for the United Kingdom and Australia.

**KEY MANAGEMENT INFRASTRUCTURE (KMI):** The Key Management program is a (COMSEC) key distribution management and hardware management system consisting of interoperable Joint Service and Civil Agency key management systems. The National Security Agency (NSA) established the Electronic Key Management System (EKMS) program to meet multiple objectives which includes supplying electronic key in a secure and operationally responsive manner and providing COMSEC managers with an automated system capable of ordering, generation, distribution, storage, security, accounting, and access control. Equipment to be procured in FY07-FY11 include Local Management Devices (LMDs), Local COMSEC Management System (LCMS), EKMS Upgrades (hardware and software), Public Key Infrastructure (PKI) security products, Tier 3 Key Server Suites, advanced Key Processor (KP) devices, next generation EKMS Phase V products, associated ancillary, production and installation support efforts.

The LMD is a COTS computer that runs LCMS software which controls the Key Processor Equipment (KPE) and provides the COMSEC manager with improved security and enhanced management capabilities. Beginning in FY06, the next generation capability of this device will fall under EKMS Phase V.

The Secure Data System (SDS), stores, manages, transfers and loads key and COMSEC data through automatic loading of End Crypto Units (ECUs). Specifically, the SDS (and its predecessor DTD-2000 and KOV-21) provides the next generation DTD which is based on a PCMCIA card (crypto engine) and COTS notebook/palmtop computer. Beginning in FY06, the next generation capability of this device will fall under EKMS Phase V.

Public Key Infrastructure (PKI) provides digital certificate management to authenticate the identity of users on networks as well as to encrypt electronic information flowing over those networks. Procurements include: Development and facilitation of installations for an afloat RAPIDS capability on ISNS platforms. Card/Token readers & middleware (including Homeland Security Presidential Directive-12 (HSPD-12) and SIPRNet development), Online Certificate Status Protocol (OCSP) hardware and software including server hardware, responder/repeater license costs, install costs, hardware security modules, SIPRNet/NIPRNet Local Registration Authority (LRA) workstations. Also, procures emerging smart card (system administrator) capabilities along with other PKI modernization efforts such as IPv6.

**KG-3X** is a joint interest acquisition effort for which USAF Electronic Systems Command (ESC) Nuclear Deterrence Minimum Essential Emergency Communication Network (MEECN) is the System Program Office (SPO) and Joint Interest Program Office (JIPO). The KG-3X Program will modernize existing KG-3X devices. The program covers the procurement, installation, and sustainment of KG-3X devices through NSA RDT&E and USN OPN/OMN expenditures, for Navy devices.

**KG-40AR** is a two part (development and production) project to develop and procure a form, fit, function replenishment of the KG-40A (Link 11 encryptor) to meet fleet and coalition requirements until 2015. The KG-40/KG-40A cryptographic devices were developed and fielded in the 1970s and 1980s. These devices provide Communications Security (COMSEC) protection for the Link-11 system used in the Navy's Tactical Data Systems (NTDS), Tactical Data Information Link A (TADIL-A), and Army Patriot Missile data link.

**Naval Global Directory Service (NGDS)** architecture provides enhancements and efficiencies for security, application accessibility, and Naval Identity Management (IdM) that span Naval enterprise-wide operations across the Navy Marine Corps Intranet (NMCI), OCONUS Navy Enterprise Network (ONE-NET), Marine Corps Enterprise Network (MCEN) and Naval Afloat Networks/IT-21 network domains. The projected NGDS capabilities include: Authentication to enterprise applications; Support for an enterprise SSO solution; Backbone for federating (sharing) identity data amongst the Naval Domains, afloat environments, and external sources; Storage for Public Key Infrastructure (PKI) material and other credentials; Basic "Locator" services. The NGDS builds upon the initial research, development and deployment of the Navy Marine Corps White Pages, in addition to other requirements such as the Navy Marine Corps Intranet's (NMCI) directory service, Navy Marine Corps Portal (NMCP) directory service and Single Sign On (SSO) initiatives, and the IT-21 Windows 2000 shipboard integrated directory service .

**Personal Computer (PC) System** is comprised of Commercial Off the Shelf (COTS) PCs (desktop and laptop computers) and client software for afloat UNCLASSIFIED and SECRET enclaves. PCs constitute the infrastructure to support robust C4ISR and Network-Centric Warfare capabilities such as command and control functions, intelligence gathering, email and chat communications, online training, image analysis, and maintenance and personnel functions for Sailors/Marines in the afloat environment. PCs are provided for amphibious ships, surface combatants, and aircraft carriers.

**Radiant Mercury (RM)** provides an automated means to sanitize, downgrade, guard, and transliterate, where appropriate, formatted data at various classification and compartment levels. With the aide of a reliable human reviewer, RM can process nonstandard messages, such as messages with images or unformatted data. The Multi-Security Level (MSL) capability provided by RM is necessary to provide access to relevant information at the appropriate clearance, compartment(s) and/or releasability level across security enclaves while meeting the appropriate confidentiality, availability and integrity requirements. RM is one of several systems specifically designed to provide a MSL capability across all services to DOD information systems, and it is currently integrated in naval, land-based and airborne platforms.

**Sensitive Compartmented Information (SCI) Networks** provides Tactical Cryptologic Systems and Intelligence Systems with protected and reliable delivery of SI/SCI data through a secure, controllable, network interface with the General Service (GENSER) ADNS architecture. Specifically, SCI Networks ensures the availability of networks in defiance of hostile Information Warfare (IW). Technical, physical, and procedural security is used to control access, protect Department of Navy (DoN) information technology resources, and ensure continuous operation of the system within an accredited security posture. SCI Networks fully

complies with stated network security policies and is interoperable with deployed network security capabilities. In addition, SCI Networks provides full and common network “enterprise” services for shipboard SI LANs, including, but not limited to, send mail interfaces, file transfer protocols, interactive chat, and web services.

**Shore Naval Messaging** projects include the Defense Messaging System (DMS), Legacy Messaging systems, and the Naval Regionalized Enterprise Messaging System (NREMS). DMS is an OSD-mandated replacement for the legacy Automated Digital Network (AUTODIN) message delivery architecture; it implements a single organizational messaging system throughout DoD, with seamless strategic (ashore) and tactical (afloat) Joint interoperability. Legacy Messaging systems – which encompass NOVA, CUDIXS, DMDS, FSM, FMX/DUSC, PCMT, GateGuard, and MMS – require life cycle support management during the extended transition of tactical users from legacy messaging to DMS. NREMS is an initiative to replace the existing client-server DMS architecture with DMS-compliant, net-centric enterprise messaging, in order to simplify software upgrades and hardware end-of-life replacements, facilitate consolidation of DMS Service Provider sites, and provide a clear migration path to Net-Centric Enterprise Services (NCES) messaging

**Submarine Local Area Network (SubLAN)** provides Navy submarines, with reliable, high-speed SECRET and UNCLASSIFIED Local Area Networks (LANs). When the SubLAN network is combined with other subsystems, it will deliver an end-to-end network-centric warfare capability. The SubLAN program is comprised of two increments - SubLAN 1 and SubLAN 2. SubLAN 1 provides network infrastructure including an Unclassified Wireless Local Area Network (UWLAN), servers, and the Common PC Operating System Environment (COMPOSE), which provides the server and operating system environment for other applications such as Non Tactical Data Processing System (NTDPS) and Navy/Marine Corps Portal (NMCP) to run on. SubLAN 2 provides a full complement of SIPRNET drops, SCI drops, additional switch/backbone capacity, and improved reliability upgrades to SubLAN 1.

**Tactical Messaging** automates and increases the speed and efficiency of handling organizational message traffic aboard ships. The program continues to satisfy the same requirements and implements products that are developed with an open system architecture and are conducive to technological upgrades. Tactical Messaging products are replace the older NAVMACS systems which lack the speed and capacity to handle current message traffic loads during periods of accelerated combat operations. Tactical Messaging will interface with the DoD mandated Defense Message System (DMS) via the shore-based Tactical Messaging Gateway (TMG) and will satisfy all DoD Multicommand Requirements of Operational Capability (MROC) to transition to Internet Protocol (IP) based organizational messaging.

**Secure Data** program includes equipment to secure record and data communications. Equipment includes CND and Cryptographic COMSEC equipment. The CND program secures Navy network information systems and includes the following equipment: DII Guard, which allows two way flow between Secret high Local Area Networks (LANs) and Unclassified LANs, Firewall components, which provides protection for networks from unauthorized users, Virtual Private Networks (VPNs), which provides encrypted “Point-to-Point” virtual communication networks, Intrusion Detection System (IDS), Administrator Tool Kits, Network Security tools

and Network Intrusion filters. COMSEC equipment includes various KG families of crypto products to include FASTLANEs (KG-75), TACLANEs (KG-175), as well as KIV-7s, KIV-19s.

**Secure Voice** program includes equipment to enable secure voice communications. Equipment includes various configurations of Secure Terminal Equipment (STE), Secure Voice for the 21<sup>st</sup> Century Internetworking Function (SV-21 IWF) equipment and Secure Voice 21<sup>st</sup> Century Crypto (SV-21 Crypto) equipment. The STE is a ship and shore desktop terminal for classified voice, data, facsimile, and video conferencing to replace the existing legacy STU-III units in a phased approach. STE has various configurations that include: Office, Data, Tactical, Narrowband, Condor (wireless), C2 (TACTERM), OMNI and Omega. The SV-21 IWF and SV-21 Crypto equipment includes various configurations that provide the capability for a direct dial, rack mountable, multi-channel gateway that transfers clear or encrypted digital voice/data to multiplexer radio frequency equipment for SATCOM transmission. Associated ancillary items for Secure Voice products include: handsets, power supplies, PUP sleeves, and upgrade kits. Secure Voice program, a component of the Navy Information Systems Security Program (ISSP), provides secure communication capabilities to the Navy, Marine Corps, Coast Guard and Military Sea Lift Command. The Secure Voice project provides operational and maintenance support to legacy strategic and tactical voice systems, procures and fields new secure voice systems (e.g., STE/FNBDT devices, inter-working functions and gateways) and develops future secure voice capabilities to ensure Navy's secure voice superiority.

**Shipboard Video Distribution System (SVDS)** provides a system of briefing and display capabilities. SVDS is fielded on all force level platforms. It is used to provide commanders and staff watch standards with constantly updated situational awareness through display of the COP, and other C4I information sources. It consists of video switches, video cameras, and large screen display surfaces connected with audio announcing systems in all tactical watch standing areas.

The goal of **FORCEnet** (and **FORCEnet Services Infrastructure**) is to arm the forces with superior knowledge, leading to increased combat power. In pursuit of this goal, FORCEnet will provide a comprehensive network of sensors, analysis tools, and decision aids to support the full array of naval activities, from combat operations to logistics and personnel development. The focused, timely, and accurate data delivered by FORCEnet will help leaders at every level by allowing them to draw on vast amounts of information and share the resultant understanding. This will increase the joint force's ability to synchronize activities throughout the battle space to achieve the greatest impact.

### **3.0 SCOPE**

The objective of this effort is to provide financial support in the areas of Production Cost Engineering Management, Business Management, and Financial Management services to PMW160/130. The support required under this Task Order will focus on assisting in the preparation and maintenance of program planning, production support, financial and cost documentation, and other financial program documentation and data management services as required.



The Contractor shall provide Financial Management and support to the PMW160/130 Program in the Pre-Development, Development, Procurement and Sustainment Phases. This effort further provides all financial Production and Acquisition support including cost inputs required to complete acquisition documentation and associated briefs provided according to required timelines. Program and production support entails scheduling, planning, tracking, evaluation of matrixes and informal earned value management.

The Contractor shall provide Business Management support, which will include development of technical cost studies and other pertinent documents, as well as identification of system and subsystem cost drivers.

The Contractor shall provide Financial Management support services to the PMW160/130 Financial Managers, the Program Manager, Assistant Program Manager (APM), and Project Managers for development, acquisition, implementation, sustainment, and integration efforts. The contractor shall provide financial support to Program Manager, APM's, and Project Managers in documenting PMW160/130 processes and systems in both document and graphic forms.

Work will be performed at the Contractor's facilities or on-site. The Contractor shall coordinate and participate in working group meetings, Acquisition Coordination Team (ACT) sessions, in-process reviews, and other meetings deemed necessary on behalf of the PMW160/130 Program Manager.

#### **4.0 APPLICABLE DIRECTIVES/DOCUMENTS**

The Contractor shall adhere to the following documents in accordance with paragraph 5.0 Performance Requirements and refer to latest version or edition.

| <b>Document Type</b>       | <b>No./Version</b>                          | <b>Title</b>   |
|----------------------------|---|--|
| Appropriations Law         | 2 <sup>nd</sup> Edition, Volume 1, Change 4 | Principles of Federal Appropriations Law   |
| CNETINST                   | 5230.9                                      | Electronic Mail (E-Mail) Policy and Standards  |
| Code of Federal Regulation | Title 48 Vol 1,2                            | Federal Acquisition Regulations  |
| DOD Directive              | 5000.1                                      | The Defense Acquisition System   |
| DoD Directive              | 8500.1                                      | Information Assurance (IA)   |
| DoD Instruction            | 5000.2                                      | Operation of the Defense Acquisition System  |
| DoD Instruction            | 8500.2                                      | Information Assurance Implementation   |
| DoD Regulation             | 7000.14                                     | Financial Management Regulations   |
| DON Guidance               |   | Information Assurance Strategy Template for Submission by Acquisition Program Managers, DoN CIO Guidance |
| Federal Regulation         | Title 48 CFR, Chapter 2                     | Defense Federal Acquisition Regulation Supplement  |
| Federal                    | Title 48, Vol 3                             | Defense Federal Acquisition Regulations  |

| <b>Document Type</b> | <b>No./Version</b> | <b>Title</b>  |
|----------------------|--------------------|---|
| Regulation           |                    |   |
| NAVSO                | P-6034, Change 176 | Joint Federal Travel Regulations – Joint Travel Regulations       |
| Navy Manual          |                    | DoN Budget Guidance Manual  |
| Navy Regulation      | NAVSO P-1000       | DoN Financial Management Policy Manual                            |
| OMB Circular         | A-11               | Preparation, Submission and Execution of the Budget               |
| SPAWAR               | Ver 1.1            | SPAWAR Business Financial Manager’s Manual                        |
| SPAWAR               |                    | SPAWAR Global Work Breakdown Structure                            |
| SPAWAR               |                    | SPAWAR Standard Reports Policy                                    |
| SPAWARINST           | 5721.1             | SPAWAR Section 508 Implementation Policy                          |
| SPAWARINST           | 70000.1            | Financial Management Processes                                    |
| SPAWARINST           | 7720.4C            | Policy and Responsibilities for SPAWAR Cost Estimating & Analysis |
|                      |                    | Program Object Memorandum (POM)                                   |

## **5.0 PERFORMANCE REQUIREMENTS**

The identified tasks are to be completed and delivered to meet requirements of approved Development (R&D), Production (OPN), Sustainment (OMN), or Shipboard Construction (SCN) budgets. The Contractor shall provide the necessary timely assistance to meeting program emergent requirements as requested by the Program Manager or other properly designated authority.

All required written documentation, reports, briefing materials, viewgraphs, studies, meeting minutes, contracts, and other materials as described below shall be submitted in the requested format, without spelling, grammatical, calculation, or technical errors and in accordance with the directives listed in Section 4.0 Applicable Directives/Documents where appropriate.

The Contractor shall be able to identify and correct financial problems, make recommendations, and prepare processes and tools to prevent and correct financial and accounting errors. The contractor shall be capable of providing methods, processes, and tools to strive for cost, schedule, and performance efficiencies. The Contractor shall be proficient with the following: Microsoft Office (Excel, Word, and PowerPoint), PD2, FMIS2K, iRAPS, STARS, SAP, PBIS, SHIPMAIN, and SPIDER. In addition, the contractor shall attend meetings in preparation of migration from FMIS2K to Navy-ERP (N-ERP).

### **5.1 Business Management Support (O&MN)**

#### **5.1.1 Program Planning Documentation**

The Contractor shall provide program financial planning documentation, guidance and other assistance as assigned. All Contractor submissions shall be in accordance with Section 4.0 Directives and Section 9.0 Best Practices as appropriate and within the requestor’s schedule.

### **5.1.2 Management Data**

The Contractor shall provide financial support services to assist in the preparation and maintenance of management data inclusive of: (1) Work breakdown structures, (2) Project schedules and briefings, (3) Cost estimates/models and progressive/special reports and supporting documentation, and (4) Management reviews and progressive reports. Contractor shall be proficient in the use of Microsoft Office (Excel, Word, Access, PowerPoint). All work products shall be completed and delivered to the Financial Manager or Assistant Program Manager, or Alternate, by the assigned due date 95% of the time.

### **5.1.3 Databases and Spreadsheets**

Contractor shall maintain and update financial databases/spreadsheets to support program requirements. This task includes data entry, problem resolution when necessary, and use of algorithms and other data analysis tools including graphs, pivot charts, macros and custom reports. Information shall be kept current, and adjustments and data entry shall be completed within 24 hours of receipt, or as assigned by the requestor.

### **5.1.4 Baseline Preparation**

The Contractor shall assist with the establishment of cost baselines as assigned. The Contractor shall prepare and submit baselines following the best practices identified in Section 9.0 of this PWS, and within the timeframe specified by the requestor.

### **5.1.5 Acquisition Documentation**

The Contractor shall generate financial inputs to acquisition documentation as necessary to support program milestone decisions. Documentation requirements shall be provided per applicable DoD and SPAWAR guiding documents, as listed in Section 4.0 above, and may be tailored by PEO C4I and Space as annotated in an Acquisition Decision Memorandum (ADM). Acquisition document updates shall be completed and submitted for review within five days of receipt, unless otherwise directed.

### **5.1.6 Meeting Participation**

The Contractor shall participate in meetings as required. The Contractor shall be responsible for creating all supporting financial documentation necessary for full participation in the meeting as assigned. The Contractor shall submit this documentation to the requestor no later than two days prior to the meeting, and submit required revisions for approval no later than two hours prior to the meeting.

### **5.1.7 Status Reports**

The Contractor shall provide biweekly updates to work status reports. Status reports shall be in approved Contractor format.

### **5.1.8 Project Data**

The Contractor shall prepare and maintain financial data on PEO C4I & Space, PMW160/130 web sites, intranets, servers, in hard copy binders, and other media. The Contractor shall prepare project data as directed and upload/maintain the data on the various sites within twenty-four hours of receipt.

### 5.1.9 Front Office Analysis and Execution

The contractor shall prepare and maintain Front Office financial data on PEO C4I & Space, PMW 160/130 web sites (GES Portal), intranets, servers, in hard copy binders and other media. The contractor shall prepare Front office data as directed and upload/maintain the data on the various sites within 24 hours of receipt. The contractor shall prepare specialized Front office analysis pertaining to execution for programs.

## **5.2 Production/Acquisition Management Support (OPN)**

The Contractor shall provide financial acquisition/production services to support PMW160/130 programs. The Contractor shall be capable of providing methods, processes, and tools to strive for cost and schedule. The Contractor shall be able to identify and correct problems and make recommendations as they relate to production management. Final work products shall have no programmatic errors, no spelling or grammatical errors, and no technical errors in the final work product submission.

### **5.2.1 Databases and Spreadsheets**

The Contractor shall provide financial review of databases/spreadsheets or utilize existing Government databases (e.g. NTIRA, SPIDER) to support program requirements. This task includes problem resolution when necessary, and use of algorithms and other data analysis tools including graphs, pivot charts, macros and custom reports. Information shall be kept current, and adjustments and data entry shall be completed within 24 hours of receipt, or as assigned by the requestor.

### **5.2.2 Supporting Documentation**

The Contractor shall prepare supporting financial documentation for program planning and milestone decisions or to meet actions as applicable by the milestone decision authority and/or auditing agencies. Work outputs shall be provided to the customer within the timeframe assigned and shall be accurate and complete and in accordance with acquisition documentation standards in Section 4.0 Directives.

### **5.2.3 Cost Model**

#### **5.2.3.1 Engineering Production Cost Models**

The Contractor shall prepare engineering production cost models based on program acquisition strategy, deliverables, and schedule. The Contractor shall analyze planning and scheduling, including cost modeling, in support of various acquisition scenarios. Analyses shall include recommendations for the enhancement of plans, schedules, and costs of programs. Cost estimating methodologies used shall be consistent with the requirements of Section 9.0 Best Practices and all cost estimates shall be submitted within the timeframe and format prescribed by the customer.

#### **5.2.3.2 Analysis and Recommendations**

The Contractor shall perform financial trend analysis, variance analysis, risk assessments, and business modeling to identify issues and provide guidance and recommendations to customers

and management. Analyses and recommendations shall be provided to the requestor within the timeframe assigned and shall be accurate and complete.

### **5.3 Financial Management Support (O&MN) and Program Objective Memorandum (POM)/Program Review (PR)**

#### **5.3.1 POM/PR Exhibits**

The Contractor shall assist in the preparation and maintenance of PEO C4I and Space PMW POM/PR exhibits, including POM/PR briefing packages. The Contractor shall prepare POM/PR exhibits, initial, drafts, and final, within the time assigned to support the PMW and PEO schedules. Initial POM/PR packages, updates, and final packages shall be provided to the requestor within the timeframe assigned. The contractor shall compile and maintain POM/PR data and shall be able to track, maintain, and update POM/PR documentation and data through the budget cycle. Documentation shall be prepared in accordance with the POM/PR exhibit standard and submitted to the requestor within the timeframe assigned.

#### **5.3.2 POM/PR Process**

The Contractor shall support the Department of the Navy POM/PR process, including Sponsor Program Proposals (SPP) preparation and “what-if” scenarios for all appropriations. POM/PR submissions include the gathering and consolidation of requirements from all organizations associated to support government preparation of current and out-year spend plans. All information compiled to support the POM/PR process shall be provided to the requestor within the timeframe assigned for POM/PR submission in the format prescribed by the customer.

### **5.4 Budget (O&MN)**

#### **5.4.1 Budgetary Products and Updates**

The Contractor shall provide initial budgetary products and updates to draft and existing President’s/Office of the Secretary of Defense (OSD)/Financial Management & Budget (FMB) budget exhibits. The Contractor shall prepare President’s/OSD/FMB budget exhibits initial, draft, and final, within the time assigned to support program of record, PMWs, and PEO schedules. Budget exhibits include all special exhibits and the Department of Navy, Chief Information Officer (DoN CIO) Information Technology (IT) budget. The Contractor must meet accuracy, timeliness and quality requirements of the customer. Documentation shall be prepared in accordance with the FMB, OSD, PEO C4I, SPAWAR, and Program Office budget guidance. Contractor shall deliver report of all budget changes within three working days of final budget submit to include, at a minimum, budget issues numbers, dollar amount and description of changes.

#### **5.4.2 Budgetary Reclamas and Impact Statements**

The Contractor shall generate, update, and draft budgetary reclamas and impact statements. The Contractor shall prepare budget reclamas, initial, draft, and final, in accordance with FMB, OSD, PEO C4I, SPAWAR, and Program Office budget guidance within the time assigned to support the program of record, PMWs, and PEO schedules. Documentation shall be prepared in accordance with the reclamas and impact statement standards provided by the customer.

### **5.4.3 Issue Papers**

The Contractor shall prepare issue papers. The Contractor shall prepare issue papers, initial, revision, and final, in accordance with FMB, OSD, PEO C4I, SPAWAR, and Program Office guidance within the time assigned to support the program of record, PMWs and PEO schedules. Documentation shall be prepared in accordance with the format and quality standards provided by the customer.

### **5.4.4 Data Calls**

The Contractor shall support initial preparation and updates to budget data calls as assigned by PEO C4I, Resource Sponsors, SPAWAR Comptroller, SPAWAR BRM, Congress, OSD, and FMB. Contractor shall provide budgetary information in support of data calls. The Contractor shall prepare responses to budgetary data calls, initial, revisions, and final, within the time requested to support schedule deadlines. Documentation shall be prepared in accordance with the customer requested data call standard.

### **5.4.5 Budget Support**

The Contractor shall Support the Program Office in the following activities: defend budgets; respond to FMB and OSD budget review questions; what-if drills, plus-ups and supplementals; respond to Congressional requests for information; and prepare briefings to higher authority. Budget support must be completed within the assigned timeframe due dates and meet the technical and quality requirements assigned by the requestor. Documentation shall be prepared in accordance with the customer requested data call standard.

## **5.5 Execution (OMN)**

### **5.5.1 Initial Execution Data, Analysis, and Updates**

The Contractor shall provide initial execution data, analysis and updates in support of mid-year and program reviews. The Contractor shall prepare midyear and program review analysis and documentation within the time assigned to support scheduled deadline. Documentation shall be prepared in the format and meet the quality standards provided by the customer.

### **5.5.2 Real Time Data**

The Contractor shall populate and maintain “real time data” in corporate financial databases, e.g., Financial Management Information Systems (FMIS) 2000, Intranet Resource Allocation Planning Systems (IRAPS), System Applications and Products (SAP). The Contractor shall review for accuracy Naval Tool for Interoperability Risk Assessment (NTIRA) and SPAWAR-PEO Integrated Data Environment and Repository (SPIDER) within the time assigned to support program of record, PMWs, and PEO schedules. Data shall be maintained to be accessible by a user or requester within one hour of a request.

### **5.5.3 Initial Preparation and Updates**

The Contractor shall support initial preparation and updates to execution data calls as assigned by PEO C4I, Resource Sponsors, SPAWAR Comptroller, SPAWAR BRM, Congress, OSD, and FMB. The Contractor shall provide execution information in support of data calls, and prepare responses to execution data calls, initial, revisions, and final. Documentation shall be prepared

and posted in accordance with the content, format requirements, and schedule identified by the customer.

#### **5.5.4 Tri-Annual Reviews**

The Contractor shall prepare and provide updates to tri-annual reviews and outstanding commitments data calls. The Contractor shall prepare initial, revisions and final, within the time assigned to support scheduled deadline. Documentation shall be prepared in accordance with content and format requirements identified by the customer.

#### **5.5.5 Business Resource Management (BRM) Data Calls**

The Contractor shall prepare initial data and analysis and update information to BRM data calls. The Contractor shall prepare responses within the time assigned to meet scheduled deadlines and prepared in accordance with the BRM data calls standard format.

#### **5.5.6 Execution Data**

The Contractor shall track and analyze execution data. The Contractor shall prepare initiations, commitments, obligations, and expenditures reports; initial and revisions, within the time assigned to meet program- scheduled deadlines. Analysis of data shall be provided to the requester within four hours of the request.

#### **5.5.7 Spend Plans**

The Contractor shall input and maintain current execution spend plans for prior year, execution year and future years in the Financial Management Information System (FMIS). The Contractor shall prepare detailed spend plans, both initial and revisions as prescribed by the customer's reporting requirements, within the time-frame assigned by the customer. The Contractor shall maintain up-to-date spend plans for all programs that reflect the most recent information reviewed and approved by the Program Manager or designated representative. Spend plans shall be in accordance with requirements as prescribed by the customer.

#### **5.5.8 Activity Task Planning Sheets**

The Contractor shall assist in the planning, preparation and organization of Activity Task Planning Sheets (TPS). Activity TPS shall be prepared in the format identified by the requester and be available within the timeframe assigned by the customer.

#### **5.5.9 Ad Hoc Reports**

The Contractor shall prepare ad hoc reports on an as assigned basis. Ad hoc reports shall be in the format provided by the requestor and submitted within the timeframe assigned.

### **5.6 Life Cycle Cost Estimates/Total Ownership Cost (OMN)**

#### **5.6.1 Cost Estimating Techniques and Processes**

The Contractor shall employ cost estimating techniques and processes to prepare and maintain consistent and viable cost models to articulate and defend financial requirements throughout the planning, programming, and budgeting cycles. Cost estimating tools and techniques shall meet the standards required in Section 9.0 Best Practices.

### **5.6.2 Life Cycle Cost Analysis**

The Contractor shall assist in the preparation of life cycle cost analysis, cost benefit analysis, cost comparison analysis, business case analysis, trade-studies, analysis of alternatives, and cost as an independent variable analysis. All analyses prepared shall be delivered to the customer within the timeframe assigned and meet the quality and technical requirements of the customer.

## **5.7 Life Cycle Cost Estimates/Total Ownership Cost (RDT&E)**

### **5.7.1 Cost Estimating Techniques and Processes**

The Contractor shall employ cost estimating techniques and processes to prepare and maintain consistent and viable cost models to articulate and defend financial requirements throughout the planning, programming, and budgeting cycles. To include advisory and assistance services in support of PMW 160/130 acquisitions cost analysis. Cost estimating tools and techniques shall meet the standards required in Section 9.0 Best Practices.

### **5.7.2 Life Cycle Cost Analysis**

The Contractor shall assist in the preparation of life cycle cost analysis, cost benefit analysis, cost comparison analysis, business case analysis, trade-studies, analysis of alternatives, and cost as an independent variable analysis. All analyses prepared shall be delivered to the customer within the timeframe assigned and meet the quality and technical requirements of the customer.

### **5.7.3 Life Cycle Cost Estimates**

The Contractor shall support the processing of program Life Cycle Cost Estimates (LCCE) new programs or program increments. LCCE shall be processed within the timeframe and constraints assigned by the customer.

## **5.8 Financial Management Support for New Ship Construction, (SCN, NDSF, AC&I, OPA, OCF RDT&E) supporting CVN, DDG 51, LHD, LHA, T-AKE, LCS, LPD-17, DDG 1000, CJR, JHSV, USCG, MLP and SSC.**

### **5.8.1 Initial Execution Data, Analysis, and Updates**

The Contractor shall provide initial execution data, analysis and updates in support of mid-year and program reviews. The Contractor shall prepare midyear and program review analysis and documentation within the time assigned to support scheduled deadline. Documentation shall be prepared in the format and meet the quality standards provided by the customer.

### **5.8.2 Real Time Data**

The Contractor shall populate and maintain “real time data” in corporate financial databases, e.g., Financial Management Information Systems (FMIS) 2000, Intranet Resource Allocation Planning Systems (IRAPS), and System Applications and Products (SAP), within the time assigned to support program of record, PMWs, and PEO schedules. Data shall be maintained to be accessible by a user or requester within one hour of a request.



### **5.8.3 Initial Preparation and Updates**

The Contractor shall support initial preparation and updates to execution data calls as assigned by PEO C4I, Resource Sponsors, SPAWAR Comptroller, SPAWAR BRM, Congress, OSD, and FMB. The Contractor shall provide execution information in support of data calls, and prepare responses to execution data calls, initial, revisions, and final. Documentation shall be prepared in accordance with the content, format requirements, and schedule identified by the customer.

### **5.8.4 Execution Data**

The Contractor shall track and analyze execution data. The Contractor shall prepare initiations, commitments, obligations, and expenditures reports; initial and revisions, within the time assigned to meet program- scheduled deadlines. Analysis of data shall be provided to the requester within four hours of the request. The contractor shall retrieve the Ship Project Directives (SPD) and other shipbuilding financial information from SPD Routing, Control and Electronic Tracking (SPROCETS) and shall post the current shipbuilding statement of work to the Statement of Work (SOW) tool for approval.

### **5.8.5 Spend Plans**

The Contractor shall prepare and maintain current execution spend plans for prior year, execution year and future years in the Financial Management Information System (FMIS). The Contractor shall prepare detailed spend plans, both initial and revisions as prescribed by the customer's reporting requirements, within the time-frame assigned by the customer. The Contractor shall maintain up-to-date spend plans for all programs that reflect the most recent information reviewed and approved by the Program Manager or designated representative. Spend plans shall be in accordance with requirements as prescribed by the customer.

### **5.8.6 Activity Task Planning Sheets**

The Contractor shall assist in the planning, preparation and organization of Activity Task Planning Sheets (TPS). Activity TPS shall be prepared in the format identified by the requester and be available within the timeframe assigned by the customer.

### **5.8.7 Ad Hoc Reports**

The Contractor shall prepare ad hoc reports on an as assigned basis. Ad hoc reports shall be in the format provided by the requestor and submitted within the timeframe assigned.

### **5.8.8 Meetings**

The Contractor shall participate in meetings as required by the Program Manager, Deputy Program Manager or Assistant Program Manager. The Contractor shall be responsible for creating all supporting financial documentation necessary for full participation in the meeting as directed. The Contractor shall submit this documentation to the requestor no later than two days prior to the meeting, and submit required revisions for approval no later than two hours prior to the meeting.

### **5.8.9 Program Reviews and Data Calls**

The contractor shall provide support for program reviews and data calls, including Obligation Phasing Plans (OPP), SCN Execution Reviews, Participating Acquisition Resource Manager

(PARM) reviews, and POM/PR coordination. Support provided shall substantively correct and result in completion and submission of required information by the assigned date.

#### **5.8.10 Databases and Spreadsheets**

The Contractor shall provide databases/spreadsheets to support program requirements. This task includes data entry, problem resolution when necessary, and use of algorithms and other data analysis tools including graphs, pivot charts, macros and custom reports. Information shall be kept current, and adjustments and data entry shall be completed within 24 hours of receipt, or as assigned by the requestor.

#### **5.8.11 POM/PR Process**

The contractor shall support the Department of Navy POM/PR process, including the generation of 7300s for the new ship construction programs. Submissions for 7300s include the gathering, consolidation, and validation of requirements from all organizations associated to support government preparation of current and out-year spend plans. All information prepared to support the POM/PR process shall be provided to the requestor within the timeframe assigned for NAVSEA POM/PR submission deadline and new ship construction execution reviews.

#### **5.8.12 Basic Documents and Revisions**

The Contractor shall review Ship Project Directive (SPD) basic documents and revisions to ensure that Part I is in accordance with C4I requirements and spend plans. The effort includes collecting, consolidating, and validating requirements from all organizations to support PEO C4I new ship construction preparation of current and out-year spend plans. The Contractor shall provide markups as applicable and monitor execution to ensure compliance within the timeframe assigned by the customer.

### **6.0 DELIVERABLES**

The Contractor shall provide deliverables in accordance with PWS Attachment A (List of Deliverables and Support/Amplifying Periodicity of Task) and PWS Attachment B (PMW 160/130 Status of Programs) and shall be prepared in contractor format as agreed by the Government.

### **7.0 SECURITY**

The nature of this task may require access to Secret and unclassified information. The work performed by the contractor will include access to unclassified data and may include access to Secret information, and spaces. The contractor may be required to attend meetings classified at Secret and unclassified levels.

#### **7.1 Information Assurance and Personnel Security Requirements for Accessing Navy Enterprise Resource Planning Management Systems (JAN 2009)**

(a) Contractor personnel assigned to perform work under this contract may require access to Navy Enterprise Resource Planning (Navy ERP) System. Prior to accessing any Navy ERP System, contractor personnel shall contact the applicable Navy, Marine Corps Internet (NMCI),

Assistant Customer Technical Representative (ACTR) and obtain an NMCI account. ACTRs can be found on the NMCI Homport website at: [https://nmcicustomerreporting/CTR\\_Lookup/index.asp](https://nmcicustomerreporting/CTR_Lookup/index.asp) Once an NMCI account has been established, the contractor shall submit a request for Navy ERP access and the role required via the Contracting Officers Representative or Task Order Manager (COR/TOM) to the Competency Role Mapping POC. The COR/TOM will validate the need for access, ensure all prerequisites are completed, and with the assistance of the Role Mapping POC, identify the Computer Based Training requirements needed to perform the role assigned. Items to have been completed prior to requesting a role for Navy ERP include: Systems Authorization Access Request (SAAR-N), DD Form 2875, Oct 2007, Annual Information Assurance (IA) training certificate and SF85P.

(b) For this procedure, reference to the COR/TOM shall mean the PCO for contracts that do not have a designated COR/TOM. For directions on completing the SF85P, the contractor is instructed to consult with their company's Security Manager. In order to maintain access to required systems, the contractor shall ensure completion of annual IA training, monitor expiration of requisite background investigations, and initiate re-investigations as required.

(b) For DoD Information Assurance Awareness training, please use this site: <http://iase.disa.mil/index2.html>

DIRECTIONS: On the right side under "IA Training:" select "IA Training Available Online". On the next page select the frame with "DoD Information Assurance Awareness". When the next page comes up, select "Launch DoD Information Assurance Awareness."

## **8.0 NAVY MARINE CORPS INTRANET (NMCI)**

The nature of this task does not require Contractors to procure NMCI seats for personnel at the Contractor's facility. The Government will provide nine (9) on-site NMCI seats under this task order for the financial support to the PMW.

## **9.0 BEST PRACTICES**

Work performed by the Contractor shall provide support to PEO C4I & Space, PMW160/130 and SPAWAR command-level "Best Practices" principles incorporated in the (1) Acquisition Program Structure Guide; (2) Contract Management Process Guide; (3) Business and Financial Manager's Manual; (4) Program Manager's Handbook; (5) Scheduling Guide; (6) Systems Engineering Guide; (7) Technology Alignment Guide and support the command wide implementation process.

As applicable to this tasking, the contractor will adhere to:

- SPAWAR Business Financial Managers Manual
- SPAWARINST 7720.4C, Policy and Responsibilities for SPAWAR Cost Estimating & Analysis
- SPAWAR Standard Reports Policy, dated 7 Jul 04
- SPAWAR Global Work Breakdown Structure
- SPAWARINST 7301.1A, Tri-Annual Reviews of Commitments and Obligations dated 09 Oct 2002

In addition the Contractor will utilize the following tools to oversee performance and financial execution and track, control, manage and report program resources:

FMIS 2K  
SAP/FIMS+  
IRAPS  
PEO Drill Tracker  
Tri-Annual Review Claimancy Tool  
SPIDER  
SHIPMAIN

#### **10.0 TASK ORDER MANAGER (TOM)**

The Task Order Manager (TOM) for this effort is:

LouAnn Rodda, PMW 160/130B, (619)524-7506, Email: [louann.rodde@navy.mil](mailto:louann.rodde@navy.mil)

The Alternate TOMs for this effort are:

Susan Fukayama, PMW 160/130, (619)524, 7876 Email: [susan.fukayama@navy.mil](mailto:susan.fukayama@navy.mil)

#### **11.0 TRAVEL**

It is estimated that four (4) trips per year may be required for the completion of the deliverables for this task order. The estimated duration of the trips is two to four days each, to be supported by one traveler for each trip. The location of these trips is to be determined (TBD), but is estimated to consist mainly of trips to Washington, DC, Norfolk, VA, and Charleston, SC. All contractor travel will be approved in advance by the Task Order Manager (TOM).