

**PMW-120 ADMINISTRATIVE SUPPORT
PERFORMANCE WORK STATEMENT FOR SEAPORT-E
13 September 2011**

1.0 INTRODUCTION

Program Executive Office (PEO) Command, Control, Communications, Intelligence (C4I) is responsible for the acquisition, integration, delivery, and support of interoperable C4I systems enabling seamless operations for the Fleet, Joint, and Coalition Warfighter. PMW 120 is acquiring services for PMW 120 administrative support for PMW 120.

2.0 BACKGROUND

The PMW 120, Battlespace Awareness and Information Operations Program Office includes Information Operations (IO), Intelligence, Surveillance and Reconnaissance (ISR) and Meteorology and Oceanography (METOC) systems. IO systems provide tactical intelligence information systems and services that enable the warfighter to place weapons on target and protect our country's interests. ISR systems provide imagery and intelligence information to war fighters afloat and ashore. METOC systems provide end-to-end critical environmental information and knowledge to define the battlespace for tactical, operational, and strategic decision makers. PMW 120 Program Office supports the following programs:

Automated Surface Observing System (ASOS). Sensor Suites, which measures, records, and transmits METOC information;

Cooperative Outboard Logistics Update (COBLU). Joint US/UK program to provide comprehensive surface tactical Cryptologic ESM capability;

Combat Direction Finding System (COMBAT DF). Automated, cryptology (IW Exploit), Cryptology Electronic Support Measures (CESM) signal acquisition and direction finding system;

Cryptologic Carry on Program (CCOP). Commercial-Off-The-Shelf (COTS) signal acquisition equipment (hardware and software);

Distributed Common Ground System-Navy (DCGS-N) is a Network-Centric Intelligence, Surveillance, Reconnaissance, and Targeting (ISR&T) system within FORCENet for major afloat units and the Maritime Headquarters/Maritime Operations Center (MHQ/MOC) using DCGS Integration Backbone (DIB) and the Global Command & Control System – Maritime (GCCS-M);

Geodetic/Geophysical Satellite Follow-On (GFO). Near polar orbiting satellite to measure ocean topography and other tactically significant ocean features. Provides near real-time altimetry information;

Maritime Domain Awareness (MDA). Developing an enhanced capability to identify threats to the Maritime Domain;

Meteorological Mobile Replacement Facility (METMF). Provides a deployable weather office for Marine Corp Expeditionary Operations;

Naval Integrated Tactical Environmental Subsystem (NITES). A set of meteorology and oceanography forecast, database, and decision aid tools, tailored for specific platforms;

Next Generation Radar Principal User Processors (NEXRAD). A state-of-the-art automated signal processor, pulse Doppler weather radar system. It provides its users with a wide array of automated weather information;

Ship's Signal Exploitation Equipment (SSEE) Increment E/F. A spiral acquisition, commercial off-the-shelf/non-developmental item program sdesigned as the building block to improve the tactical cryptologic and Information Warfare exploitation capability;

Information Distributed Systems (IDS). IDS provides distributed sensor management, and health and status capability for afloat and ashore assets.

3.0 SCOPE

Services provided by this contract are for clerical and administrative support for PMW 120 and are required for seamless operation of PMW 120 offices and support functions. Tasks are further defined in paragraph 5.0, Performance Requirements. The range of Task Order services required are for administrative support with skill sets and experience that match PMW-120's need to comply with and respond to DOD, SPAWAR,

PEO, Joint, Allied and Coalition requirements including current, updated program plans and documentation, current and accurate requirements definition, alternative approaches for fielding, migrating, staging and supporting systems, site management, acquisitions, adherence to standards, specifications and best practices, mitigation of risks, addressing issues and performing all of the Program and Project functions necessary to achieve the strategic goals and objectives of the C4I Program Office.

4.0 APPLICABLE DIRECTIVES

The contractor shall adhere to the following documents and processes in accordance with paragraph 5.0, Performance Requirements:

Document Type	No./Version	Title	Date
SECNAV	5216.5	Navy Correspondence Manual	June 2005
SOP	1	PMW 120 Standard Operating Procedures	2011

5.0 PERFORMANCE REQUIREMENTS

The Contractor shall perform the following tasks in accomplishing the requirements of this Task Order. Additionally the Contractor shall provide the necessary timely assistance to meet program emergent requirements as requested by the Program Manager (PM), Deputy Program Manager (DPM) or other Government designated authority. All required written documentation, reports, briefing materials, viewgraphs, studies, meeting minutes and other materials described below shall be submitted in the requested format, without spelling, grammatical, or calculation errors and in accordance with the directives listed in section 4.0 Applicable Directives, where appropriate.

5.1 Executive Support (O&MN)

5.1.1 The Contractor performs back-up services to the primary that manages, maintains and updates the PM and DPM’s schedule and show all pertinent commitments, including travel, meetings, vacation, and action due dates, as appropriate. The PM’s schedule shall be updated within 30 minutes of notification of an event as directed by the Task Order Manager or other authorized Government employee.

5.1.2 The Contractor shall perform back-up support to coordinate PMW 120 special events, meetings, conferences, forums and work groups. The Contractor when required shall take minutes, notify participants, provide agendas, directions, and arrange for appropriate equipment/services within 24 hours of the request. These events shall be planned, coordinated and executed with no cancelled event, meeting, conference, forum, or work group due to poor planning.

5.1.3 The Contractor shall manage the PMW 120 administrative collaborative workspace efficiently ensuring that data is posted within 24 hours of receipt and proper procedures are followed for account management.

5.2 PMW 120 Management Support (O&MN)

5.2.1 The contractor shall provide logistical support for scheduling and facilitating various PMW 120 meetings. The Contractor shall ensure meeting spaces are reserved, invitations are sent to all meeting participants, agenda items are published, and meeting minutes are taken and reported.

5.2.2 The Contractor shall serve as the PMW 120 ACTR for NMCI. The Contractor shall place new services orders and update information in NET. This involves creating new profiles, keeping track of

personnel changes or moves, ordering and inventory of computer equipment and software applications. NET records shall be 100% accurate.

5.2.3 The Contractor shall serve as the Facilities Working Group Representative (FWGR) for PMW 120. The Contractor shall attend FWGR meetings and track to resolution facilities issues in the program office.

5.2.4 The Contractor shall assist with various administrative tasks to include: managing calendars, assisting with bi-weekly timekeeping reporting and certification, keeping standard operating procedures current, maintaining important phone and email distribution lists for various groups. The Contractor shall also process visitor badges, process and distribute correspondence, order office supplies and perform various office duties such as filing, copying, and operating technical equipment.

6.0 DELIVERABLES

The Contractor shall provide the following deliverables within the timeframe specified:

REQUIREMENT	DUE DATE
Monthly Status Report	Due the 15th of the following month
Correspondence	As required
Travel Orders & Vouchers	As required
Administrative Processes	As required
IT Personnel Security Report	As required

7.0 GOVERNMENT FURNISHED PROPERTY/INFORMATION

Government Furnished Property is not required for this task.

8.0 NAVY MARINE CORPS INTRANET (NMCI)

The nature of this task does not require contractors to procure NMCI seats for contractor personnel. NMCI seats will be available for those contractors working on site.

9.0 SECURITY

The nature of this task requires access up to Secret information. The work performed by the contractor will include access up to Secret data, information, and spaces. The Contractor will be required to attend meetings classified up to Secret levels.

10.0 POINTS OF CONTACT

Task Manager: TBD

Technical Points of Contact: TBD