

Statement of Work (SOW) MRAP Joint Logistics Integrator (JLI) Re-compete

Solicitation: W56HZV-12-R-0034

16 Aug 2012

Table of Contents

1. Introduction.....	1
1.1. Overview of Work to be performed	1
1.2. Supported Vehicles Systems and Equipment	1
1.3. Location of Work	1
1.3.1. OCONUS	1
1.3.2. CONUS.....	2
2. Applicable Documents.....	3
2.1. Department of Defense and Joint specifications	3
2.2. Department of Defense Service standards	3
2.3. Other Government documents	4
2.4. Industry documents.....	4
2.5. Websites	4
2.6. Solicitation/Contract Documents (Attachments).....	4
3. Requirements	6
3.1. Personnel	6
3.1.1. Duty Requirements	6
3.1.2. Fluency in English.....	7
3.1.3. Operation in Adverse Conditions	7
3.1.4. Contractor Personnel Clearance Requirements.....	7
3.1.5. Drug Free Work Place.....	8
3.1.6. Deployment of Contractor Personnel.....	8
3.1.7. Differentiating Contractor personnel	10
3.2. Security: Statutory/Regulatory Compliance	10
3.2.1. Security/International Traffic in Arms Regulations.....	10
3.2.2. Corporate and Facilities Security Requirements.....	10
3.2.3. Contractor Personnel Security Requirements	11
3.2.4. Document Management	12
3.2.5. Compliance.....	13
3.3. Travel	15
3.3.1. Travel within Afghanistan	15
3.3.2. Deployment and Re-deployment to and from Kuwait and Afghanistan	15
3.3.3. JTR and Regulatory Compliance during travel	16
3.4. Program Phase-In	16
3.4.1. Contractor’s Phase-In Plan	16
3.5. Program Management	17
3.5.1. Management	17
3.5.2. Program Management Plan	17
3.5.3. Program Level Meetings.....	17
3.5.4. Program Level Reports.....	18
3.6. Acquisition/Lease of Material and Services	18
3.6.1. Material Acquisition Policy.....	18
3.6.2. Material and Services not available though the Government Supply System	18
3.7. Information Technology/Information Assurance	19
3.7.1. IT Requirements Compliance.....	19

Statement of Work (SOW): MRAP JLI Solicitation W56HZV-12-R-0034

- 3.7.2. TARDEC Advanced Collaborative Environment (ACE)19
- 3.8. Contractor Quality Program20
 - 3.8.1. Quality Planning20
 - 3.8.2. Quality Communication21
 - 3.8.3. Non-conforming Services and Material Database.....21
 - 3.8.4. Contractor Quality Reporting21
 - 3.8.5. Quality Assurance Surveillance Plan (QASP)22
- 3.9. Contractor Facilities and Life Support.....22
 - 3.9.1. Afghanistan:22
 - 3.9.2. Fuel and Petroleum-Oil-Lubricants (POL)22
- 3.10. Support to Government Provided Facilities23
 - 3.10.1. Temporary Facility Improvement and Site Development Services.....23
 - 3.10.2. Environmental, Safety and Occupational Health (ESOH)23
 - 3.10.3. Administrative Support26
- 3.11. Supply & Transportation Support27
 - 3.11.1. Standard Army Maintenance Information Systems (STAMIS).....27
 - 3.11.2. Supply Management28
 - 3.11.3. Inventory Management28
 - 3.11.4. Transportation.....30
 - 3.11.5. Maintenance Operations Reports31
- 3.12. Program Support.....31
 - 3.12.1. Operations Planning Cell.....31
 - 3.12.2. Fielding Support.....32
 - 3.12.3. Personnel Status Report (PERSTAT).....33
 - 3.12.4. Retrofit Coordination33
 - 3.12.5. LRAS Working Group Support.....34
 - 3.12.6. JPO MRAP Theater Operational Strategic Planning35
- Appendices36
 - Appendix A: Systems Covered.....37
 - Appendix B: Deliverables39
 - Appendix C: Labor Categories42

Table of Figures

- Figure 1: Deployment/Redeployment Process 9

1. Introduction

1.1. Overview of Work to be performed

The contractor shall provide logistics services for the following areas of support in Contiguous United States (CONUS), Outside the Contiguous United States (OCONUS) Afghanistan, and Kuwait for the Joint Mine Resistant Ambush Protected (MRAP) Family of Vehicles (FOV): Supply and Transportation Support, Program Management, Support to Government Provided Facilities, Acquisition and Lease of Materials/Services, Program Support, and Contractor Quality Program Support.

Staffing requirements, by location, are shown in Attachment 1 and Labor Category Descriptions in Appendix C of this Statement of Work (SOW). The vehicle systems to be supported are shown in Appendix A of this SOW.

1.2. Supported Vehicles Systems and Equipment

The MRAP Vehicle Systems (See Appendix A) are managed by the Program Manager MRAP.

Vehicles managed by the Joint Program Office (JPO) MRAP are distributed to the Marine Corps, Army, Air Force, Navy, Department of State, Coalition Forces, and other Government agencies.

Note: The MSF/RSA's support only those vehicles and related support services formally task ordered to the JLI by the following organizations:

- Army: Vehicles Work Ordered by 401st and 402nd Maintenance Battalions
- US Marine Corps: Vehicles Work Ordered by Marine Corps Logistics Group Intermediate Maintenance Activity (IMA) and Marine Corps Logistics Command (forward)
- Work Orders from the PM MRAP Operations & Planning Cell

1.3. Location of Work

Specific locations and work to be performed at each location is provided on the JLI Manpower Distribution spreadsheet (Attachment 1). Changes to locations, level of effort, and type of work to be performed at each location may be made by the Procuring Contracting Officer (PCO).

Work Locations under this SOW are divided into two areas world-wide: Contiguous United States (CONUS) and Outside the Contiguous United States (OCONUS). These are described below. Additional locations world-wide may be added by the PCO.

1.3.1. OCONUS

The contractor shall utilize existing Government provided locations and infrastructure.

- Regional Support Activities (RSAs) located in Afghanistan. RSAs are major repair sites for MRAP vehicles and provide centers for sustainment and maintenance services

Statement of Work (SOW): MRAP JLI Solicitation W56HZV-12-R-0034

- MRAP Sustainment Facility (MSF) in Kuwait. The MSF serves as the storage of repair parts, retrograde operations, and Modification Work Order (MWO) applications.

1.3.2. CONUS

Work in CONUS will be at existing Government provided facilities.

- Detroit Arsenal, Warren, MI. JPO MRAP Offices for the management for the Army MRAP portfolio of vehicle systems.
- SPAWAR, Charleston, SC. Central MRAP Site for final configuration before deployment to Afghanistan and Kuwait and primary OCONUS shipping point.
- Fort Bliss, TX: Liaison Officer
- Sealy, Texas (located in BAE facility): Configuration Management / Retrofit Coordinator. Red River Army Depot (RRAD), Texarkana, TX: Training Liaison Officer (Training LNO)
- Stafford, VA, Retrofit Coordinator

2. Applicable Documents

2.1. Department of Defense and Joint specifications

- a. Joint Air Force-Army-Navy (JAFAN) Manual 6/9 dated 23 March 2004
- b. Department of Defense Instruction (DODI) 4715.4, "Pollution Prevention"
- c. DOD Financial Management Regulation 7000.14-R
- d. DOD Instruction (DODI)3020.41, Contractor Personnel Authorized to Accompany the U.S. Armed Forces
- e. Joint Travel Regulations (JTR)
- f. DODI 6050.05, DOD Hazard Communication (HAZCOM) Program
- g. DOD Financial Management Regulation 7000.14-R
- h. DOD Product Support Manager Guidebook, April 2011
- i. DOD Executive Order (EO) 13423, Toxic and Hazardous Chemicals Reduction Plan for Lifecycle Chemical Management, 1/26/07
- j. DOD Directive (DODD) 5210.50, Unauthorized Disclosure of Classified Information to the Public, July 22, 2005

2.2. Department of Defense Service standards

- a. Army Regulation (AR) 380-5, Department of the Army Information Security Program
- b. Army Regulation 710-2, Supply Policy Below the National Level
- c. Army Regulation 735-5, Policy and Procedures for Property Accountability
- d. Army Regulation 200-1, Environmental Protection and Enhancement
- e. Technical Manual 38-410, Storage and Handling of Hazardous Materials
- f. AR 725-50, Requisition, Receipt, and Issue System
- g. AR 750-1, Army Materiel Maintenance Policy
- h. Reserved
- i. Reserved
- j. AR 385-10, The Army Safety Program
- k. Department of the Army Pamphlet (DA PAM) 750-1, Commanders' Maintenance Handbook
- l. DA PAM 710-2-1, Using Unit Supply System
- m. DA PAM 710-2-2, Supply Support Activity Supply System: Manual Procedures
- n. AR 200-1, Environmental Protection and Enhancement
- o. Reserved

- p. Reserved
- q. AR 600-55 "The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)
- r. DODD 5200.1-R, Information Security Program

2.3. Other Government documents

- a. OSHA Directive CPL 02-01-050, Personnel Protective Equipment

2.4. Industry documents

- a. Reserved
- b. Government Electronics & Information Technology Association (GEIA), now TechAmerica, GEIA-STD-0007/GEIA-HB-0007 Logistics Product Data

2.5. Websites

- a. The Interagency Language Roundtable (<http://www.govtilr.org/>)
- b. MRAP-U (http://www.redriver.army.mil/mrap_u/mrap_u_training.htm)
- c. Camp Atterbury Individual Replacement Deployment Operation (IRDO) (<http://www.campatterbury.in.ng.mil/IndividualReplacementDeploymentOperations/tabid/1101/Default.aspx>)
- d. Reserved
- e. Contractor Verification System (CVS), <https://www.dmdc.osd.mil/appj/cvs/login>
- f. AR 380-5, Chapter 7: <http://disa.dtic.mil/disnvtc/about.htm>
- g. Army Publications Web Site <http://www.apd.army.mil/default.asp>
- h. Modification Management Information System <https://www.mmis.army.mil/>
- i. Instructions for completion of DD254: <http://www.dm.usda.gov/infosec/DD254.pdf>
- j. NIST Special Publication 800-122, Guide to Protecting the Confidentiality of Personally Identifiable Information (PII) <http://csrc.nist.gov/publications/nistpubs/800-122/sp800-122.pdf>

2.6. Solicitation/Contract Documents (Attachments)

1. (FOUO) Manpower Distribution Spreadsheet
2. (FOUO) PERSTAT Reporting SOP
3. (U) FRAGO 09-1038 Contractor Care in the USCENTCOM AOR
4. (U) Mod 11 to USCENTCOM IP and Individual-Unit Deployment Policy

Statement of Work (SOW): MRAP JLI Solicitation W56HZV-12-R-0034

5. (FOUO) JPO-MRAP Policy Memorandum Number #1 for CENTCOM Deployment
6. (FOUO) JPO MRAP Deployment SOP
7. Reserved
8. (FOUO) DD 254 Solicitation
9. (FOUO) MRAP Security Classification Guide
10. (FOUO) JPO Common Access Card (CAC) Approval Policy
11. Reserved
12. (FOUO) MRAP Program Protection Plan
13. (FOUO) MRAP JPO MRAP FWD OEF PBO SOP
14. (U) MRAP TTP Execution Plan for SAMS-E System
15. (FOUO) JLI ODC - PCO Consent Package Guidance
16. Reserved
17. (FOUO) MRAP SOP-Log Execution of Contractual Actions
18. (FOUO) Quality Assurance Surveillance Plan (QASP)
19. (U) List of initial Items of Supply to be transferred
20. (U) MRAP JPO MRAP PBO Guide Book Change of Command
21. (FOUO) MRAP Retrofit SOP
22. (U) DTM-08-003, Next Generation CAC
23. (FOUO) MRAP Strategic Theater IT Communications Plan
24. Reserved
25. Reserved
26. Reserved
27. Reserved
28. (FOUO) LRAS SOP Flow Chart
29. (U) Work Sheet for Government & Contractor Preliminary Accident Notification
30. (FOUO) Sample Log Readiness COP

3. Requirements

3.1. Personnel

Contractor personnel deployed under this SOW shall provide support to U.S. Armed Forces in Kuwait, Afghanistan, and CONUS and shall be governed by the policies and procedures of DODI 3020.41, Contractor Personnel Authorized to Accompany the U.S. Armed Forces, and the Combatant Commander's Operations Plan and Operations Order (OPLAN/OPORD) as it relates to contractors in the Commander's Theater of Operation. Contractor personnel shall comply with all Directives, Regulations and Operation Orders issued by the Government as it relates to Contractor Personnel Authorized to Accompany the U.S. Armed Forces.

The contractor will shall ensure its personnel meet the minimum requirements for the positions as defined in Appendix C, Labor Categories.

3.1.1. Duty Requirements

3.1.1.1. Work Schedule

The Contractor shall at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this statement of work. The contractor shall develop and implement a vacation schedule and emergency leave plan that maximizes support at all locations at all times regardless of emergency, or vacation requirements. This schedule shall be updated quarterly. The contractor shall remain compliant with applicable labor laws.

3.1.1.1.1. In Afghanistan: The contractor shall provide staff to perform services as defined under this SOW up to seven (7) days a week/12 hours per day. The minimum work schedule shall be 40 hours per week. Work beyond 84 hours per week for individuals will require prior approval by the COR.

3.1.1.1.2. In Kuwait: The contractor shall provide staff to perform services as defined under this SOW up to six (6) days a week/12 hours per day. The minimum work schedule shall be 40 hours per week. Individual work beyond 72 hours per week will require prior approval by the COR.

3.1.1.1.3. In CONUS: The contractor shall perform services eight (8) hours per day/five (5) days per week. The contractor may be required to provide services beyond the 40 hours/week schedule to meet operational needs, but only upon prior approval by the COR.

3.1.1.1.4. Breaks: Any breaks including lunch hours shall be unpaid and shall not be part of the workday. The contractor shall not bill the Government for any breaks or lunch hours.

3.1.1.2. Performance of work OCONUS and CONUS on Recognized Federal Holidays:

The contractor is responsible for staffing positions to perform services in OCONUS performance sites identified in Attachment 1 (Manpower Distribution Spreadsheet) to include these days:

New Year's Day	Labor Day
Martin Luther King Jr. Birthday	Columbus Day
President's Day	Veteran's Day

Memorial Day

Thanksgiving Day

Independence Day

Christmas Day

Contractor personnel providing services at Government work sites in CONUS shall not report for duty on the federal holidays listed above.

3.1.1.3. Changes to Level of Effort

- a. During the life of this contract, the Government estimates that the level of effort (number of staff) required per labor category (see Appendix C) and location to meet contract requirements will vary due to changes in the Operating/Operations Tempo (OPTEMPO), DoD mission requirements, and National Security Directives.
- b. The contractor shall reallocate personnel to locations specified within Attachment 1 to support contract requirements as defined by the Government. Reallocation of personnel shall be coordinated with and approved by the Government Country Lead.
- c. The contractor shall transfer contractor personnel between countries locations when the Government determines this necessary to meet contract requirements and the PCO authorizes the transfer.
- d. Based on changes in contract requirements the contractor may request to increase or decrease staff under this contract. Increases or decreases shall be authorized in writing by the PCO.
- e. For Afghanistan, the contractor shall decrease personnel, or relocate personnel between sites, within 30 days of PCO approval. The contractor shall increase personnel within 60 days of PCO approval.
- f. For Kuwait, the contractor shall decrease personnel, or relocate personnel between sites, within 90 days or less depending on the payment arrangements the contractor has with its personnel (i.e., whether the contractor employee is a monthly wage earner or a non-monthly wage earner) in accordance with the notice requirements of the Kuwait Labor Law.
- g. Reduction of staffing of this task during the period of performance of this task, and at the end of the period of performance will be in compliance with FAR 52.237-3 Continuity of Services.

3.1.2. Fluency in English

All contractor employees under this contract (as identified Appendix C of this SOW) that will have regular contact with U.S. Government employees and U.S. Military shall be fluent in English. Fluency in English for this effort is defined as meeting the Level 2 requirements for Speaking, Reading, and Writing of the Interagency Language Roundtable, See Paragraph 2.5.a.

3.1.3. Operation in Adverse Conditions

The contractor shall perform efforts in this SOW in inclement weather to meet operational needs.

3.1.4. Contractor Personnel Clearance Requirements

The contractor shall ensure that personnel working under this SOW comply with the requirements

of Paragraph 3.2.3, Contractor Personnel Security Requirements

3.1.5. Drug Free Work Place

The contractor shall submit its Drug Free Work Place plan IAW DFAR 252.223-7004 Drug-Free Work Force and CDRL A002.

3.1.6. Deployment of Contractor Personnel

3.1.6.1. MRAP Deployment Cell

The contractor shall process all forms, requests, and other paperwork for personnel deploying CONUS and OCONUS through the MRAP Deployment cell (see JPO-MRAP Deployment Standard Operating Procedure, Attachment 6). Contractor shall contact the MRAP Deployment Cell within 5 working days of the contract award to schedule deployment orientation training for the contractor's staff responsible for preparing and submitting deployment documents for their personnel. Training shall be completed prior to the Start of Work Meeting (see Paragraph 3.5.3.1).

The deployment process is outlined below (see JPO-MRAP Deployment Standard Operating Procedure, Attachment 6 and depicted in Figure 1: Deployment/Redeployment Process). The contractor shall take the following actions (see JPO-MRAP Deployment Standard Operating Procedure, Attachment 6):

- Contractor provides by-name list of contractor personnel identified to meet validated requirements to Assistant Program Manager (APM)(and Deployment Cell
- Request IRDO (Paragraph 3.1.6.2.1) class
- Initiate a Call Forward Request (Joint Personnel Adjudication System (JPAS))
- Load Synchronized Pre-deployment & Operational Tracker (SPOT), CDRL A058

3.1.6.2. The contractor Human Resources Department shall request a Contractor Verification System (CVS), Letter of Authorization (LOA), and Army Knowledge On-line (AKO) Account for Personnel Deploying to Afghanistan, and Kuwait

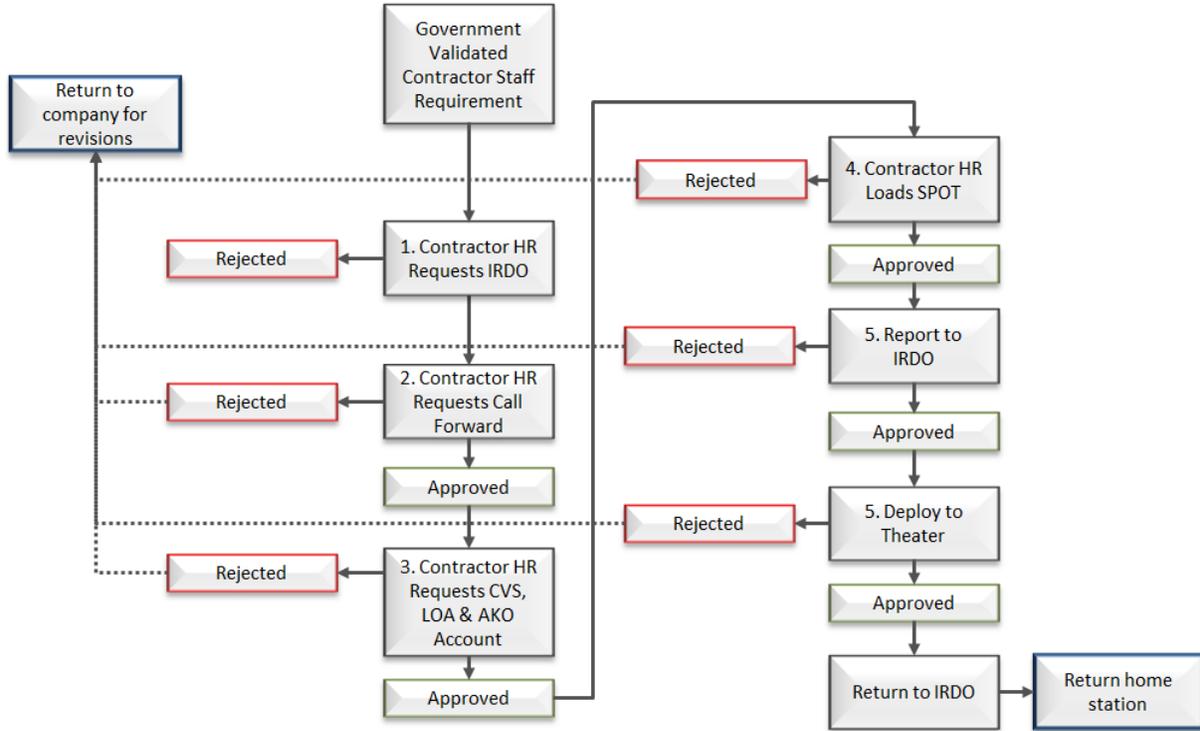


Figure 1: Deployment/Redeployment Process

3.1.6.2.1. Camp Atterbury - Individual Replacement Deployment Operation (IRDO)

The IRDO receives and processes Non LOGCAP Contractors (NLC) for deployment to and redeployment from Theaters of operations such as Operation Enduring Freedom and other various locations across the globe. The in-processing is conducted Sunday between 0700-1800 HRS. The course lasts 6 days ending on Friday. The contractor’s personnel must be documented medically and dentally fit for the performance of their duties without limitations or need for accommodation and present the documentation to medical and dental processing stations while at the IRDO. Deploying contractors are required to establish Army Knowledge Online (AKO) email accounts prior to arrival at IRDO and receive a Computer Access Card (CAC) (see Paragraph 3.2.3.1).

- All costs that are reasonable and allocable IAW FAR Part 31 (with the exception of travel to IRDO, and employee compensation during IRDO) associated with attending IRDO to include travel from IRDO to Kuwait will be the responsibility of the Government.
- Personal Protective Equipment (PPE) will be issued by the Government at IRDO.
- Transportation from IRDO to Kuwait and Afghanistan, see Paragraph C.3.3.2.
- Additional Information regarding the IRDO is available at the IRDO web site, See Paragraph 2.5.c
- The contractor will have a minimum wait time of 14 days between the time an employee’s name is submitted to the Government for an IRDO reservation and their scheduled arrival at IRDO. A maximum throughput of 175 personnel may be processed per week.

3.1.6.3. Personnel Authorized to Accompany US Armed Forces Deployed Outside the United States

3.1.6.3.1.1. Contractor personnel deployment to Afghanistan and Kuwait shall be governed by the following:

- a. CFC FRAGO 09-1038 contractor care in the USCENTCOM Area of Responsibility (AOR) (Attachment 3)
- b. MOD 11 TO USCENTCOM Individual Protection and Individual/Unit Deployment Policy (Attachment 4)
- c. JPO-MRAP Policy Memorandum Number #1 for CENTCOM Deployment (Attachment 5)

3.1.7. Differentiating Contractor personnel

Contractors are not to hold themselves out as Government employees, FAR 7.503(a) and (d). All Contractor personnel shall wear Contractor provided nametags, which include the name of the Contractor, the name of the employee, and the word CONTRACTOR. Contractor personnel will be required to identify in e-mail, correspondence, and answer all telephone calls (and to present themselves at any meetings attended) by identifying themselves as a “Contractor”. Contractors shall not use “JPO MRAP” or subordinate organizations’ name or logo in conjunction with identification of working for the JLI in any correspondence (including e-mail), identification badges’ or apparel.

3.2. Security: Statutory/Regulatory Compliance

3.2.1. Security/International Traffic in Arms Regulations

The contractor shall comply with the security requirements as defined by the contract DD Form 254 (Attachments 8, also see Paragraph 2.5.i for instructions), and the “Security Classification Guide for Mine Resistant Ambush Protected Vehicles, 1 November 2010”, Attachment 9.

The contractor shall comply with all U.S. export control laws and regulations, including the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, and the Export Administration Regulations (EAR), 15 CFR Parts 730.39 through 799, in the performance of the contract or agreement. In the absence of available license exemptions/exceptions, the contractor shall be responsible for obtaining the appropriate authorizations or other approvals, if required, for exports (including deemed exports) of hardware, technical data, and software, or for the provision of technical assistance.

3.2.2. Corporate and Facilities Security Requirements

3.2.2.1. Corporate Security Officer

Contractor shall identify the Corporate Facility Security Officer (FSO) in CONUS, to serve as the firm’s single point of contact for Contractor Verification System (CVS).

3.2.2.1.1. The contractor shall designate a staff member at the Kuwait operations as a Facility Security Officer (FSO).

3.2.2.2. The contractor shall have a Facility Security Clearance (FCL) granted by Defense Security Service (DSS) at the SECRET level. Secret storage in the United States is required.

3.2.2.3. The contractor shall be capable of transmitting and receiving SIPRNET e-mail communications and conducting work at the SECRET level. Contractor shall satisfy this requirement in one of the following ways.

3.2.2.3.1. Have an operational facility at their CONUS key program management location capable of transmitting and receiving SIPRNET e-mail communications and conducting work at the SECRET level (Ref: Contract DD254). If the contractor has a facility to meet this requirement, it shall have the following capabilities: Secure Internet Protocol Router Network (SIPRNET). The facility shall be in compliance with DISA guidance AR 380-5, Chapter 7 (<http://disa.dtic.mil/disnvtc/about.htm>). The contractor shall provide their implementation Plan for complying with this requirement and drawings of the IT SIPRNET architecture at the Start of work Meeting (3.5.3.1). Implementation progress shall be reported in the Monthly Contractor Performance Report, (CDRL A007 and 3.5.4.1) or,

3.2.2.3.2. Utilize a US Government facility local to (not more than 25 miles from) their CONUS key program management location or,

3.2.2.3.3. Utilize a US Government cleared contractor facilities local to (not more than 25 miles from) their CONUS key program management location.

3.2.2.4. Any access to classified data/material in Theater shall only be at a Government facility. At some repair locations, the Government may provide SIPERNET access based on mission need. The contractor is not required to have storage capabilities of classified data/materials at OCONUS Afghanistan and Kuwait locations.

3.2.2.5. The contractor will be authorized access to the DoD Information Technology Standards and Profile Registry (DISR) secure web site.

3.2.2.6. The contractor will be authorized AKO-S accounts. The Contracting Officer Representative shall determine the number of AKO-S accounts needed by the contractor and shall sponsor the individual contractor employees for AKO-S. The contractor will be authorized to conduct the Secure-Video Teleconference (S-VTC) briefings by utilizing Defense Connect Online (DCO-S).

3.2.2.7. Encryption Capabilities

Contractor shall establish encryption capabilities IAW NIST SP 800-122 (see Paragraph 2.5.j) with the MRAP Deployment Cell (Paragraph 3.1.6) to transmit Personnel Identification Information (PII).

3.2.3. Contractor Personnel Security Requirements

Individuals under all Labor Categories in Appendix C are required to have a CAC to commence work on the MRAP systems under this SOW. A CAC is required prior to arrival at IRDO. The CAC may be issued on arrival at IRDO if authorization has been approved.

3.2.3.1. Common Access Card (CAC) Guidance

The contractor shall ensure that its contractor personnel (See Labor Categories at Appendix C and Attachment 1) shall have a Common Access Card (CAC). Initial issuance of a CAC requires, at a minimum, the completion of FBI fingerprint check with favorable results and submission of a National Agency Check with Inquiries (NACI) to the Office of Personnel Management (OPM).

Contractor shall be responsible for submitting requests for the Investigations and CAC. Guidance on requirements for and acquiring CAC is found in the JPO Common Access Card (CAC) Approval Policy (Attachment 10) and Directive-Type Memorandum (DTM) 08-003, "Next Generation Common Access Card (CAC) Implementation Guidance; December 1, 2008 (Attachment 22) and clause 52.204-4600 of the contract.

Employees not receiving a NACI clearance shall be removed from the contract and replaced at the contractor's expense.

3.2.3.2. Secret Level Security Requirements

IAW the MRAP Security Classification Guide (SCG), Attachment 9, specific operations involving program management, logistics, and quality support involves Secret Level clearance. The Government has identified the positions requiring Secret clearance in the Manpower Utilization spreadsheet for this effort (Attachment 1). However, because these requirements are event-driven, this percentage may fluctuate over the life of the contract.

Contractor shall notify the Government Site Lead immediately upon identification of ongoing or planned work that the contractor believes cannot be supported with current staff clearance levels. Notification will include recommended workarounds.

3.2.3.3. The Use and Security Clearance of Foreign Persons (Foreign Nationals (FNs), Local Nationals (LN) and Third Country Nationals (TCN)). The contractor shall not utilize Foreign Persons under this Statement of Work.

3.2.4. Document Management

The contractor shall receive and generate classified material/information, have access to classified information outside the U.S., Puerto Rico, U.S. possessions and trust territories, and shall establish and have in place Operations Security (OPSEC) requirements to handle classified material/information. These requirements shall be documented, IAW Paragraph 3.2.5.2, in the contractor's Annex to the MRAP Program Protection Plan [which contains OPSEC requirements] (Attachment 12).

The contractor shall be responsible for all regulatory record keeping requirements associated with the use of export licenses and export license exemptions/exceptions.

3.2.4.1. Controlled Unclassified Information (CUI)

Controlled Unclassified Information (CUI) provided to or generated pursuant to the MRAP FOV Program shall be protected. The procedures for the protection of CUI are as outlined below.

Unclassified information, to which access or distribution limitations have been applied according to national laws, policies and regulations of the US Government includes: US information that is determined to be exempt from public disclosure or that is subject to export controls according to the International Traffic in Arms Regulation (ITAR) and Arms Export Control Act (AECA) or, Export Administration Regulations (EAR) and the Export Administration Act (EAA)). Examples include: Competition Sensitive, For Official Use Only (FOUO), "Sensitive But Unclassified" (SBU), Commercial In Confidence, technical data.

3.2.4.1.1. The contractor shall comply with the following requirements for the protection of CUI:

3.2.4.1.1.1. Storing/Handling

- a. CUI shall be locked in a desk, file cabinet, office or any other means to preclude unauthorized access, when not in use.
- b. CUI shall not be displayed in a public place, such as an airport, airplane, and restaurant or train station.
- c. Computers used for processing CUI do not need to be accredited for classified use. However, personally-owned computers shall not be authorized for processing CUI.

3.2.4.1.1.2. Disposal

- a. Disposal requires that the information be destroyed in such a manner so as not to be easily reconstructed.
- b. Computer disks must be reformatted, shredded or degaussed before being disposed of or transferred to another office.

3.2.4.1.1.3. Transmission

- a. Transmission shall be through normal mail channels or hand carried without formal courier orders.
- b. Transmission of CUI by voice or facsimile (telephone, fax, VTC, etc.) shall be by approved secure communications systems, whenever possible.
- c. CUI shall NOT be transmitted through unencrypted electronic mail on the INTERNET.

3.2.4.1.2. Unauthorized Disclosure of CUI

Unauthorized disclosure of CUI does not constitute an unauthorized disclosure of classified information for security purposes. The contractor shall take administrative action to ensure that the unauthorized disclosure of information is contained, and appropriate re-education is provided to those responsible. The unauthorized disclosure shall be reported to the Government MRAP Security Office immediately IAW Chapter 10, Actual or Potential Compromise of Classified Information, DOD 5200.1-R, Information Security Program.

3.2.5. Compliance

3.2.5.1. The contractor shall be responsible for ensuring that the provisions of security related contract clauses apply to its subcontractors, by flowing security related contract clauses down to subcontractors and requiring that the same subcontractors subsequently flow them down to their lower tier subcontractors.

3.2.5.2. The contractor shall prepare and submit to the Government (IAW CDRL A006) an annex to the MRAP Program Protection Plan [which contains OPSEC requirements] to the Government MRAP Security Office within 60 days of receipt of the Government's MRAP Program Protection Plan. The contractor shall ensure that this annex shall address local threat and protection countermeasures at facilities where maintenance and repairs are performed on the MRAP FOVs. The contractor shall ensure that his requirement is disseminated to its subcontractors. Between

August and November of each year, contractor shall provide annual MRAP OPSEC training for all for all of its personnel.

An OPSEC training status report is due no later than 15 December of each year to the Government MRAP Security Office, CDRL A007. The MRAP Program Protection Plan shall be provided at contract award.

3.2.5.3. The contractor shall establish processes and procedures as part of the Management Plan (Paragraph 3.5.2) to assure compliance with the MRAP Security Classification Guide (Attachment 9) and ITAR Requirements.

3.2.5.4. The MRAP Program Protection Plan (PPP), Attachment 12, is mandatory for use by all MRAP FOV program participants, field activities, and matrix support personnel at all MRAP FOV locations. PPP applies to all locations where Critical Program Information (CPI) is researched, manufactured, stored, processed or tested. All CPIs shall be marked, at a minimum, FOR OFFICIAL USE ONLY (FOUO), or classified consistent with the information disclosed. The contractor shall certify receipt, review, understanding, and implementation to the Government within 30 days of receipt (CDRL A009). The MRAP PPP will be provided at contract award.

3.2.5.5. Statutory & Regulatory Compliance: Contractor shall comply with the local laws and statutes (as may be amended by Status of Forces Agreements) in conduct of the work under this SOW.

3.2.5.6. Licensing: Contractor Personnel required to operate equipment shall be properly licensed IAW AR 600-55 "The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)" and local licensing requirements if operation of equipment off of the military base is required..

3.2.5.6.1. In addition to possessing an MRAP License, operators (and passengers) for MRAP vehicles in Afghanistan shall be required to complete Rollover Training provided by the 401st AFSB in Afghanistan. Contractor shall coordinate with the in-country COR, for this one week training.

3.2.5.7. The contractor shall ensure its personnel whose area of performance is within an Army controlled area are Antiterrorism (AT) Level 1 trained and certified within 30 calendar days after contract start date. Contractor shall submit certificates of completion for each affected contractor employee to the COR or to the contracting officer, if a COR is not assigned, within 30 calendar days after completion of training. AT Level 1 awareness training is available at the following website: <https://atlevel1.dtic.mil/at>.

3.2.5.8. The contractor shall ensure its personnel whose area of performance is within an Army controlled installation, facility, or area are briefed on iWATCH. This training will be used to inform contractor personnel of the types of behavior to watch for and instructs contractor personnel to report suspicious activity to the COR and facility security officer. iWATCH briefing shall be completed within 10 calendar days of new contractor personnel commencing performance. <https://www.us.army.mil/suite/page/605757>

3.2.5.9. The contractor shall ensure all employees with access to government information systems will be registered in Army Training Certification Tracking System (ATCTS) at commencement of services, and shall successfully complete the DoD Information Assurance Awareness Training prior

to access to the IS and then annually thereafter. DoD IA Awareness Training is at <https://ia.signal.army.mil>

3.2.5.10. The contractor shall comply with DFARS Clause 252.225.7040, Contractor Personnel Authorized to Accompany U.S. Armed Forces.

3.2.5.11. The contractor shall comply with DFARS Clause 252.225-7043, Antiterrorism/Force Protection for Defense Contractors Outside the U.S.

3.2.5.12. The contractor shall comply with FAR 52.204-2, Security Requirements, for contracts that require handling or access to classified information IAW 5220.22-M, The National Industrial Security Program Operating Manual.

3.3. Travel

- a. During the performance of work under this SOW, the contractor shall be required to deploy staff on a temporary basis (inter- or intra- OCONUS or CONUS locations) to support contract requirements. Temporary Duty (TDY) requests shall be submitted to and approved by the supported Government Activity Lead with COR approval.
- b. Approved travel shall be reimbursable in accordance with the Joint Travel Regulations (JTR). Maximum use is to be made of the lowest cost available customary standard coach or equivalent airfare accommodations available during normal business hours.

3.3.1. Travel within Afghanistan

- a. Primary mode of transportation is by air (fixed wing/rotary wing). Intra-Theater travel shall be provided by the Government and coordinated by the contractor with supported units.
- b. Based on mission requirements and the preferred mode of air transport not being available to meet mission requirements, ground movement may be required. Ground transportation shall be through Government operated MRAP vehicles. In Afghanistan, movement by Government ground transportation must be requested by the supported Government unit with 401st Army Field Support Brigade (AFSB) and COR approval.
- c. Use of other than Government travel under special circumstances may be approved. Contractor shall request permission for other than Government transportation from the COR in writing via e-mail or fax. Request shall include the travel plans and reasons Government provided transportation shall not meet mission requirements.

3.3.2. Deployment and Re-deployment to and from Kuwait and Afghanistan

Deployment to Kuwait and Afghanistan shall be coordinated through the MRAP Deployment Cell.

- Flights from the IRDO (Paragraph 3.1.6.2) to Kuwait and re-deployment shall be via Military Air when available. Deployment flight from IRDO to Kuwait will be arranged by the IRDO and funded directly by the Government. All deployments to Afghanistan will be through Kuwait. Arrival in Kuwait is on the following day due to length of time required for flight.

- Flights to Afghanistan will originate in Kuwait via military air. Return flights from Afghanistan will be via military air through Kuwait. Transportation to and from Afghanistan may be limited to no more than 60 personnel per week and should be considered in any planning of movement of people in and out of Afghanistan. Delay in route in Kuwait to Afghanistan may occur. Contractor should allow 7 days for planning to move personnel to Afghanistan.
- Contractor personnel traveling to the Area of Responsibility (AOR) for less than 17 days shall utilize the Military/DOD (DA Civilian) Deployment < 17 Days procedure as described in Attachment 6, JPO-MRAP Deployment Standard Operating Procedure.

3.3.3. JTR and Regulatory Compliance during travel

The JTR shall provide the basis for the determination as to reasonableness and allowable travel costs. All necessary travel meeting the above criteria shall be approved in advance by the Government. Exceptions to the JTR shall be approved in advance by the PCO.

Contractors shall comply with international laws regarding transit, exit, and entry procedures, and the requirements for work visas. Contractors shall follow all Host Country entry and exit requirements.

3.3.4. Kuwait

- Contractor shall be responsible for local transportation, housing, and mess.
- The Contractor is authorized to lease apartments for transient (see 2.4.1) OCONUS Contractor personnel. If there are vacant bedrooms available in these apartments, and transient PM MRAP or JPO personnel require lodging, the vacant bedrooms shall be used to accommodate transient MRAP or JPO personnel. Local transportation and housing for deployed Contractor personnel shall be provided in accordance with Letters of Authorization (LOA).

3.4. Program Phase-In

The contractor shall complete the staffing process with their entire staff in place, all material inventoried and transferred to contractor management, and performing the contract IAW the SOW in not more than 90 days from the date of contract award. During the Phase-In period, the contractor shall overlap with the previous JLI contractor to achieve material and information transfer.

The overlap will be for a minimum of one (1) day, and maximum of one (1) week with the exception of the GFE/GFM accounting which the Government estimates may take 30 days for the entire process.

3.4.1. Contractor's Phase-In Plan

The contractor's Phase-In Plan shall be developed and delivered IAW CDRL A010. The Phase-In plan shall be part of the solicitation evaluation and be made part of the contract by reference. The Phase-In plan shall be reviewed at the Start of Work Meeting, Paragraph 3.5.3.1. The contractor

shall report on the Phase-In status in the Contractor's Monthly Cost and Performance Report (Paragraph 3.5.4.1) until complete.

3.5. Program Management

3.5.1. Management

The contractor shall identify to the Government a single CONUS-based management point of contact for overall program management and liaison with the Government on execution and contract issues.

3.5.2. Program Management Plan

The contractor shall develop and submit a Program Management Plan IAW CDRL A008. The Management plan shall be part of the solicitation evaluation and be made part of the contract by reference. The Program Management plan shall be reviewed at the Start of Work Meeting, Paragraph 3.5.3.1.

3.5.3. Program Level Meetings

3.5.3.1. Start of Work Meeting

The contractor shall host a Start of Work Meeting at its CONUS facility or near TACOM Warren within 30 days after contract award. The contractor shall at a minimum invite the COR the Contract Specialist, Procuring Contracting Officer (PCO), and the Administrative Contracting Officer (ACO). The COR, Contract Specialist, and ACO shall be given at least 14 days advance notice of the time, date, and location of the Start of Work Meeting. The preferred method of notification is by email. Minutes of meeting shall be submitted IAW CDRL A063.

3.5.3.2. Status Meetings

The contractor shall conduct weekly telecons with the Government to discuss the current status of the program. The telecom shall cover production and supply issues and concerns including reconciliation rates and reparable turn-ins, and contract questions/open actions. The contractor shall provide the agenda to the Government 48 hours in advance in accordance with CDRL A013. Specific start, and weekly status meeting dates, and times shall be established at the Start of Work Meeting.

3.5.3.3. Supply Meetings

The contractor shall support weekly supply telecons with the Government to discuss the status of critical repair parts and supply issues in the Operations supported by the JLI. The contractor shall provide status of actions taken to mitigate supply availability issues. The contractor shall provide the agenda to the Government 48 hours in advance and prepare minutes in accordance with CDRL A064. Specific weekly supply meeting dates and times shall be determined after Start of Work Meeting.

3.5.3.4. In-Process Review (IPR) Meetings

IPR meetings shall be conducted by the contractor monthly. The contractor shall provide meeting agendas and written meeting minutes in accordance with CDRL A015. Contractor shall provide a

line by line summary of the inducted vehicles with Non Mission capable (NMC) status affecting readiness to include a line-by-line review of downtime exceeding 30 days. The contractor shall also provide a summary of status of the contract deliverables for review.

3.5.4. Program Level Reports

3.5.4.1. Monthly Contractor Cost and Performance Report

The Contractor shall submit written Monthly Cost and Performance Reports starting 30 days after task order award, (and every 30 days thereafter) that address the reporting period's activities, funding and hours expended during the reporting period (previous month), remaining funding and hours, as well as task execution issues/proposed resolution(s) IAW CDRL A011.

3.5.4.2. Weekly Activity Report

The Contractor shall submit a written Weekly Activity Report which shall identify the number and types of MRAP systems brought to Fully Mission Capable (FMC) status, provide the number and statuses of vehicles categorized as Non Mission Capable (NMC), and provide the status of parts purchase orders needed in support of open NMC repair actions. Reporting shall be by OEM variant and location. This written report shall be delivered in accordance with CDRL A030.

A subset of this data referred to as the Log Readiness Common Operating Picture (COP), See 3.12.1.4, which will be supplied by the Government, shall be provided in a PowerPoint briefing submitted to the Readiness Proponent with Product Manager (PdM) Joint Logistics and Sustainment.

3.6. Acquisition/Lease of Material and Services

3.6.1. Material Acquisition Policy

All equipment and material acquired in support of work under this SOW shall be through the Government Supply System using Standard Army Maintenance System – Enhanced (SAMS-E) ordering process.

3.6.2. Material and Services not available through the Government Supply System

During the execution of the work in this SOW, it will be necessary for the contractor to acquire material and services not available in the Government Supply System. Items include tools, diagnostics equipment, and hardware; packaging and shipping; temporary facilities services; drug testing material (mandated by contract); leasing vehicles; and parts and materials to support repair of the vehicles.

If material and equipment is not available through the Government supply system or acquiring material through the Government supply system would prevent meeting mission requirements (see Paragraph 3.6.2.1), the contractor shall acquire material through the Logistics Requirements Approving and Sourcing (LRAS) process. This process shall be IAW the Logistics Requirements Approving and Sourcing process, Paragraph 3.6.2.2).

3.6.2.1. Criteria for acquiring of parts through the LRAS process that are in the Government Supply System.

- Part, equipment, or material is critical to the completion of open work orders.
- Part has been ordered though SAMS-E with valid order number and Back Order Status.
- Back Order Status indicates no existing contract or if the Back Order status is greater than 60 days.

3.6.2.2. LRAS Process

The LRAS Process is defined in the MRAP SOP-Log Execution of Contractual Actions SOP, Attachment 17 and depicted graphically in Attachment 28.

The contractor shall use the LRAS process when it is determined that the required material is not available locally or though the Government Supply System (Services/DLA/GSA) or acquiring material through the Government supply system would prevent the contractor from meeting contract requirements.

The contractor shall complete the Local Site Request and JPO-FWD Request Forms IAW CDRL A051 and forward them to the Director of Logistics (Blocks 2, Attachment 28) for all material and service not acquirable thought the Government supply system.

Material/Services will be delivered to the contractor from the vendor selected though the LRAS process.

3.6.2.2.1. PCO Consent Package Process

When, though the LRAS process, the Government determines that the material/services should be procured by the JLI contractor, Block 9 d, Attachment 28, the contractor shall complete the Contractor Consent Package to initiate the approval to purchase process. All PCO Consent Packages shall be submitted IAW the JLI ODC - PCO Consent Package Guidance (CDRL A064). JLI ODC-PCO Consent Packages not meeting the guidance requirements shall be returned to the Contractor for resubmission. Contractor shall not purchase or lease the material or services until approval is received from the PCO.

3.7. Information Technology/Information Assurance

3.7.1. IT Requirements Compliance

3.7.1.1. During the execution of work under this SOW the contractor will be required to access Government networks and Portals to post deliverables, communicate, and acquire data from Army and DoD portals in support of its work under this SOW. Contractor shall comply with the MRAP Strategic IT Communications Plan CENTCOM Theater of Operations, Attachment 23.

3.7.1.2. Contractor shall develop an Information Assurance Plan IAW CDRL A069.

3.7.1.3. The contractor shall be compliant with AR 25-1, AR 25-2 conducting annual Information Assurance (IA) Training. Certification of training shall be provided annually but no later than 15 December IAW CDRL A070.

3.7.2. TARDEC Advanced Collaborative Environment (ACE)

Contractor shall establish on line connection with the TARDEC Advanced Collaborative

Environment (ACE). ACE will be used as an information sharing and collaboration environment that provides controlled, distributed access to all unclassified related program and product information.

3.7.2.1. All users are required to have an AKO email account, request access at <https://www.us.army.mil>. Contractor shall request identification of Government sponsor through the Contracting Officer Representative (COR). All offsite individuals requesting access to the ACE must complete both the ACE Access Request Form and National Agency Check Form or in-process clearance request forms (located at <https://ace2.tacom.army.mil/newuser/>). The ACE Access Request Form should be completed by the requesting individual and e-mailed to the Windchill Support mailbox ace.support@conus.army.mil from your AKO account. Upon receipt and validation of the completed forms, the validation and account creation process will take up to 3-5 business days for contractors with a favorable national security check. If the contractor does not have a security clearance on file, the process may take up to 10-15 business days. The individual will be notified of their account creation via their AKO account.

3.8.3.2. Security Provisions: ACE will only include unclassified information (FOUO and below). There are multiple security provisions implemented by the Government for the TARDEC ACE. First, role-based access controls are maintained for all pieces of information stored in the system. This ensures that all supported program personnel can access needed information while protecting proprietary and export-controlled data. ACE provides security services using industry standard LDAP directory services and X.509 certificates with an enterprise public key infrastructure (PKI). The ACE uses the secure socket layer protocol to send encrypted transactions between client web browsers and the web server.

3.8.3.3. Computing Requirements: All of the ACE applications are web based and provide a feature-rich, user-friendly navigation environment that requires minimal client software installation or user training. Using a standard web browser that supports 128-bit encryption, a user is able to access the data sets related to their efforts.

3.8. Contractor Quality Program

The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services performed in accordance with this SOW. This paragraph covers the program level requirements which include the deliveries of reports, conduct of meetings, management of Supply Support and Inventory, and facilities management. .

3.8.1. Quality Planning

The contractor shall develop and maintain a quality control program to ensure that the services performed under this contract meet the Government's requirements in accordance with this SOW. The contractor shall submit to the Government (JPO Production and Quality) a Quality Control Program for approval within 30 days of contract award IAW CDRL A018, Quality Control Program Plan. Government approval of the Quality Control Program must be obtained by the contractor within 60 days after contract award. The contractor shall implement the quality control program procedures to identify, prevent, and ensure non-recurrence of non-compliant services. The contractor's Quality Control Program shall be equivalent to the American National Standards

Institute (ANSI) and American Society for Quality Control (ASQC) Q9001, International Standards Organization (ISO) 9001.

The Quality Control Program shall include Quality Control Plans (QC Plans) to ensure compliance with the requirements in this contract. The contractor shall assign responsibility for organizing a cross-functional team to a member of their own management staff. The cross functional team shall insure the QC Plans defines and documents how the requirements for quality shall be met.

The Quality Control Program shall address the contractor's quality plans for executing the requirements of this SOW with specific sections on each of the functional areas of this SOW to include:

- Facilities and ESOH Management: SOW Paragraph 3.10.
- Inventory Management: SOW Paragraph 3.11.3.
- Transportation Management: SOW Paragraph 3.11.4.
- Data Collection, Management, and Analysis; Meeting Management; and Preparation of Reports and other documentation throughout the SOW.

The contractor shall include in the QC Plans a Specific Response Plan outline. The contractor shall submit specific response plans when any undesirable inspection and/or measurement result is obtained. The response plans shall include future test frequency to ensure that the response has achieved the necessary corrections to the process such that service or material that received the undesirable inspection and/or measurement result is brought in conformity with contract requirements. The Government reserves the right to perform quality audits of the prime contractor and any sub-contractors' Quality Control Programs and Quality Control Plans.

The QC Plans shall be treated as a living document and shall always reflect the current process. QC Plans shall be controlled documents and retained for the life of the contract. These plans shall be made available for the Government to examine.

3.8.2. Quality Communication

The contractor shall participate in weekly Quality Assurance Meetings (QAMs). The meeting attendees shall consist of representatives from the contractor's onsite quality organization, The contractor shall be responsible for publishing minutes of the meetings and distributing IAW CDRL A019, Quality Assurance Meetings.

3.8.3. Non-conforming Services and Material Database

Contractor shall develop and maintain a reporting system for recording nonconformance information. This system shall cover all deliverables under this SOW to include all requirements and CDRLs. Data shall be compiled and reported weekly in the Contractor Quality Weekly Report (3.8.4.2).

3.8.4. Contractor Quality Reporting

3.8.4.1. To assure timely and precise response to quality issues, the contractor shall provide the

COR and the Government Site lead direct access to the contractor's quality control records.

3.8.4.2. The contractor shall prepare a Weekly Quality Report which shall contain weekly data and cumulative data. Weekly Quality Report shall be prepared IAW CDRL A071.

3.8.5. Quality Assurance Surveillance Plan (QASP)

Government monitoring of the contractor's performance will be in accordance with the Quality Assurance Surveillance Plan, Attachment 18.

3.9. Contractor Facilities and Life Support

3.9.1. Afghanistan:

The Government will provide facilities to support contractor operations and living space for personnel (living space in Afghanistan) if facilities are available. The Government will make the determination on the availability of facilities and notify the contractor as early as possible once it is determined a new location is required. The contractor shall ensure that work areas assigned are secured properly at the end of each work day consistent with guidance provided by the COR and the contract. Contractor personnel shall be responsible for the clean-up of work areas each day and for knowledge and compliance with local safety standards. Contractor personnel shall be responsible for similar maintenance and standards of conduct in their personal living quarters. Government security personnel designated by Post Commanders have a right to periodically inspect contractor living quarters and personal storage areas.

Government will provide the contractor, on an as-available basis the support as defined in Section H of the contract for "U.S. Citizens Accompanying the Force".

The contractor shall be responsible for the repair of any damage to the facility and grounds (e.g. fence) as a result of the contractor's actions during the performance of this contract (i.e. forklift operator damages a wall while moving a vehicle).

3.9.1.1. Non-Government facilities: In the event Government facilities are not available the contractor may lease facilities which shall be reimbursed as an Other Direct Cost (ODC). Selected facilities must be pre-approved IAW Acquisition/Lease of Material and Services in support of work under this SOW. Paragraph 3.6.

3.9.2. Fuel and Petroleum-Oil-Lubricants (POL)

In CONUS and Kuwait, in the performance of this contract, the contractor is authorized to obtain fuel and POL for MRAP vehicles, at no expense, from Government fuel points.

In Afghanistan, in the performance of this contract, the contractor is authorized to obtain fuel and POL at Government Fuel Points for contractor owned and leased vehicles, government vehicles operated by the contractor, and equipment used by the contractor in support of work under this contract.

3.10. Support to Government Provided Facilities

The contractor shall provide services and materials required to maintain the facilities operations; this includes acquiring office space and equipment (desks, chairs, and other items as approved by the COR), developing and executing Environmental, Safety and Occupational Health (ESOH) programs, and modifying and upgrading facilities to perform this contract. This support shall be provided at all MRAP facilities in Kuwait and Afghanistan.

The process of acquiring material in support of Facilities Operations Support shall first be through the DoD supply system, if not available the services or material shall be acquired IAW LRAS process Paragraph 3.6.2.2.

In support of the activities under this Paragraph (3.10) the contractor shall submit a monthly report IAW CDRL A020 reviewing the facility needs regarding operational space claims, operational environment, and equipment, Paragraph **Error! Reference source not found.** The report shall also address the contractor's reviews and compliance with the Safety and Environmental requirements of Paragraph 3.10.2 and any facilities and site work being completed under Paragraph 3.10.1. Contractor shall recommend any changes to improve operational efficiency or to comply with safety, human factors, and environmental requirements.

3.10.1. Temporary Facility Improvement and Site Development Services

3.10.1.1. The buildings and facilities utilized by the contractor, maintenance and living (living in Afghanistan only), will be Government provided, if available. In the event that site development is required for Government owned or contractor leased facilities, contractor personnel shall assist in temporary facilities maintenance (examples: storage bin installation, bay door adjustments, etc.) in order to meet the requirements of this SOW subject to the limitations of the DOD Financial Management Regulation 7000.14-R (FMR), review by the LRAS Process, and authorization by the PCO.

3.10.1.2. Work covered under this paragraph shall be on U.S. Government sites and does not include the acquisition of land or the erection of permanent facilities. Work under this paragraph may include the purchase or lease of temporary facilities to include housing, office, maintenance, and storage facilities; equipment and material to support living, administrative, and maintenance activities, basic preparation of sites for installation of the temporary facilities, and closedown of facilities. Requirements for the facilities will be developed by the Government as required to meet mission needs. The contractor, with the Government representative, shall identify all available Government equipment and material available to meet the site needs before requesting purchase authority for site equipment or material.

3.10.1.3. This paragraph applies to OCONUS activities only.

3.10.2. Environmental, Safety and Occupational Health (ESOH)

3.10.2.1. Safety

The contractor shall comply with all applicable Federal, state and local safety, health and host nation and U.S. environmental regulations, including the National Environmental Policy Act (NEPA).

3.10.2.1.1. Safety and Occupational Health Program

The contractor shall establish a Safety and Occupational Health Program that is tailored to meet the safety requirements of the contract and the associated tasks and products of this contract, i.e. complies with all applicable Federal, state and local safety, health and host nation and U.S. environmental regulations for air quality at MSF and RSA facilities. Contractor shall establish a Safety and Occupational Health Program IAW DA PAM 385-10. Plan shall be submitted IAW CDRL A021. The plan shall address the requirements of Data Item DI-ENVR-81375 covering organization, facility, hazard analysis, training, personnel protection, medical surveillance, monitoring, site control, and emergency and medical response.

3.10.2.1.2. Serious Incident Reports (SIR)/ Commander's Critical Incident Reports (CCIR)

Contractor shall consolidate and submit Daily, a summary of any Serious Incident Report (SIR) and Commander's Critical Incident Reports (CCIR) pertaining to the MRAP operations IAW CDRL A028. The contractor shall collect all information pertaining to the SIR/CCIR and forward the report to the Government Site lead; contractor shall include the Government Country Lead, Deputy Country Lead, CONUS Logistic Operations cell, and the Manpower Lead in deployments in the distribution.

The contractor shall report contractor personnel hurt, injured, or death in the theater, while working in support of the MRAP program in deployments to the JPO MRAP Operations Cell, Government Site lead, Government Deputy Country Lead, and CONUS Logistic Operations cell, immediately upon local notification of incident using the Work Sheet for Government & Contractor Preliminary Accident Notification (Attachment 29).

3.10.2.2. Environmental

3.10.2.2.1. Hazardous Material (HAZMAT)

The contractor shall implement a Hazardous Material (HAZMAT) program to reduce and control HAZMAT utilized in the performance of the work under this SOW. Use of HAZMAT shall be reduced in accordance with (IAW) Department of Defense Instruction (DODI) 4715.4, "Pollution Prevention".

A Hazardous Materials Management Program (HMMP) Plan shall be submitted IAW CDRL A022 at the Start of Work Meeting (Paragraph 3.5.3.1). The plan must cover organizational identification, outline and responsibilities for HAZMAT, HAZMAT identification, analysis, an devaluation, methods for elimination/trade-off analysis, subcontractor flow down, HAZMAT training, and integration with other functional programs in compliance with Aerospace Industries Association/ National Aerospace Standard (AIA/NAS) NAS 411 Section 5.2.

3.10.2.2.2. Pollution Prevention Program

The contractor shall provide a Pollution Prevention Plan to minimize program environmental and cost impacts and ensure that all pollution that cannot be prevented shall be recycled or disposed of in an environmentally safe manner. When hazardous materials are identified for use in execution of this SOW, the contractor shall conduct a trade-off analysis required as part of their Hazardous Materials Management. Pollution shall be prevented or reduced at the source whenever feasible.

The contractor shall comply with all Federal, state and local ESOH laws, regulations, and policies

applicable to the activities defined in this SOW. Upon request, the contractor shall make available the applicable environmental permits and documentation. The contractor shall be responsible for the management, cleanup, protection, and disposal of emissions, effluents, wastes, and hazardous materials used in, generated by, or associated with the contractor's actions required by this SOW.

HAZMAT shall be identified with appropriate Material Safety Data Sheet (MSDS) labels and stored accordingly. No Class I Ozone Depleting Substances shall be used or delivered in the performance of work under this SOW. Use of HAZMAT shall be reduced in accordance with EO 13423 "Toxic and Hazardous Chemicals Reduction Plan for Lifecycle Chemical Management" and Army Regulation 200-1.

Contractor shall establish a Pollution Prevention Program Plan IAW DA PAM 200-1, Paragraph 10-2. The program will be documented in a Pollution Prevention Plan IAW DA PAM 200-1 Paragraph 10-3 (CDRL A023) which shall include identification of regulatory requirements, program of implementation, a baseline survey, and implementation plan.

3.10.2.2.3. Health Hazard Assessment

Contractor shall prepare a Health Hazard Assessment (HHA) for the facility IAW DA PAM 385-30 Chapter 2. The HHA will be in the form of a Job Hazard Analysis (JHA), reference DA PAM 385-30 Paragraph 2-5 B (1). The JHA analyzes individual tasks to increase the knowledge of hazards in the workplace and focuses on integration of accepted safety and health principles and practices into a particular operation. It focuses on hazards before they occur and the relationship between the worker, the task, the tools, and the work environment. The JHA will be completed IAW DA PAM 385-30 Paragraph 2-12. Contractor shall deliver the draft Assessment IAW CDRL A025.

3.10.2.2.4. Work Place Personal Protective Equipment (PPE)

Contractor shall provide personnel all Personnel Protective Equipment IAW 29 CFR1910, DA PAM 385-30 Paragraph 4-7, and OSHA Directive CPL 02-01-050.

3.10.2.2.5. Hazardous Material Communications (HAZCOM) Program

The Hazardous Communication (HAZCOM) Program is established to ensure that hazardous information on all hazardous chemicals in the workplace is transmitted to affected employers and exposed employees. Policies and procedures of this program are established in accordance with 29 CFR section 1910.1200 and AR 700-141.

Contractor shall develop a HAZCOM Communication Program IAW DA PAM 385-10 Section 14-2 and submit IAW CDRL A026.

3.10.2.2.6. Unserviceable Petroleum and Other Products

Unserviceable tires, batteries, lubricants, and other items requiring special disposal shall be stored in one location and coordinated with RSA/MSF site HAZMAT representatives for disposal instructions. Use of Government HAZMAT disposal facilities is approved if available and approved by the local Government HAZMAT coordinator. Contractor personnel shall also ensure that scrap metal is segregated by light metal and heavy metal in separate containers so marked and as required for disposal. If Government HAZMAT containers or facilities are not available the contractor shall, with the approval of the COR, purchase containers and use commercial approved

disposal facilities.

3.10.3. Administrative Support

The contractor shall provide administrative support to process badging of personnel at the MSF/RSAs and coordinate travel for personnel.

3.11. Supply & Transportation Support

Overview: Contractor shall be responsible for the ordering, tracking, receipt, storage and issue of Class VII, Kits, non-expendable items, and expendable items that are in support of the facilitates management function. Contractor will support the Government LRAS process acquiring items not available in the supply system.

Contractor shall collect and maintain data on the overall supply and maintenance activities at the MSF and RSAs.

The contractor shall not be responsible for the ordering of Class IX, bench stock, packaged POL, or other supplies in support of the maintenance function at the MSF or RSA. This is the responsibility of the CLSS contractor. However, if items required by the CLSS contractor are not available through the Government supply system, then the contractor shall request the items using the LSR form in the LRAS process.

3.11.1. Standard Army Maintenance Information Systems (STAMIS)

Under this contract all Logistics data: Supply, Maintenance, and Transportation, shall be recorded in and maintained in the SAMS-E System. The following SAMS-E systems shall be utilized under this contract.

- SAMS-1E at the RSAs
- SAMS-1E or SAMS-IE at the MSF
- SAMS-2E at the Regional HQ in theater

3.11.1.1. STAMIS Automation

Standard Army Maintenance Information Systems (STAMIS) computer equipment and the corresponding software required for use by the contractor for processing equipment status and parts requisitions through SARSS is provided by the Government as GFE.

The contractor shall use SAMS-E for all requisitioning processes and procedures through the Standard Army Retail Supply System (SARSS) at Supply Support Activities (SSA's). Use of SAMS-E shall be IAW AR 710-2, DA PAM 710-2-1, DA PAM 710-2-2, AR 725-50, AR 750-1, and Tactics, Techniques and Procedures (TTPs) for the SAMS-E system established by JPO MRAP and TACOM Retail Supply (Attachment 14) and periodically updated as needed. The Government shall furnish a Department of Defense Activity Address Code (DODAAC).

The contractor shall be responsible for providing trained/certified personnel IAW Appendix C requirements. The contractor may contact Combined Arms Support Command (CASCOM) (Fort Lee) for assistance and further courses in SARSS and STAMIS operation and processes or directly to the Army Material Command (AMC) Theater support contractor for SAMS-E. Systems support and technical resources for SAMS-E shall be provided by the Government.

3.11.1.2. SAMS-E Continuity of Operation Plan (COOP)

Contractor shall develop and submit, IAW CDRL A017, a COOP in the event SAMS-E system fails.

3.11.1.3. SAMS-E Back-up

Contractor shall run local back up of the SAMS-E box daily

3.11.2. Supply Management

Contractor shall be responsible for ordering, storing, and managing all, parts, supply and bench stocks, packaged POL, kits and other material required to perform the contract as defined in this SOW.

3.11.2.1. Ordering Supplies

All work orders, regardless of source of supply for materail shall be opened and maintained in the SAMS-E system including documentation and reporting requirements.

3.11.2.2. Receiving of Material

Contractor personnel shall process receipts of requisitioned material into the SAMS-E system. Receipts of non-requisitioned items, such as commercial items or push packages shall also be recorded into SAMS-E. Demands shall be recorded in SAMS-E using Demand History Adds for parts with NSNs that were not requisitioned.

3.11.2.3. Issue of Material

3.11.2.3.1. GFE: The contractor shall, upon receipt of leased property, hand receipt the property to the Government prior to use. Hand receipts shall be issued for Non-Tactical Vehicles, Material Handling Equipment, and other Property Book items determined and others as identified by the COR. The property liability for contractor leased items that are signed over via hand receipts shall be the responsibility of the Government or Government contractor (other than under this contract) hand receipt holder.

3.11.2.3.2. Defective Material:

Items received that are found to be defective shall have a Product Quality Deficiency Report (PQDR), SF 368, prepared. Parts turn-in shall be in accordance with local SSA SOP and in accordance with AR 702-7, Product Quality Deficiency Report Program. If the packaging or container in which the new assembly was shipped is still suitable for reuse, the major assemblies shall be packaged in the same packaging or container. If the packaging provided is not suitable for repackaging, the contractor shall package in accordance with local SSA SOP. If the part was shipped in a container, and the container is not suitable for re-use, the contractor shall order one from the Army Supply System.

3.11.2.3.3. Supply Chain Analysis: The contractor shall report and make recommendations for resolution of supply chain issues to include management, tracking, and shipping. The contractor shall submit its review and findings in the Supply Support Activities Report (CDRL A041).

3.11.2.3.4. Tracking Deliveries under the LRAS Process: Contractor shall update weekly the receipt status of items acquired under the LRAS process (Paragraph 3.6.2.2). The LRAS Tracking Report will be provided weekly to contractor for update and return by Friday COB EST/EDST.

3.11.3. Inventory Management

Contractor shall maintain a Supply Inventory of Material supporting the facilities management, LRAS material ordered, and any kits or other special material maintained at the facility.

3.11.3.1. Initial Supply Inventory

Initial supply inventory for this contract shall consist of the material inventoried and transferred from the legacy contract.

The contractor shall conduct a joint inventory with the incumbent contractor and Government and transfer the Government Furnished Equipment in Attachment 19 within the Phase-In period in an orderly manner. This shall be completed IAW Mine Resistant Ambush Protected Vehicles JPO MRAP FWD OEF Change of Command Property Book Guide at Attachment 20. The joint inventory shall include repair parts stocks.

Legacy GFE: Existing stocks of GFE, which may not be all inclusive of material required to accomplish this effort, shall be provided at Attachment 19.

If shortages are identified during the transition a Statement of Charges - DD Form 362 shall be prepared by the contractor and submitted to the government.

3.11.3.2. Storage and Care

Supply management and care shall be governed by the shop stock provisions of Army Regulation AR 710-2.

Government Furnished Equipment (GFE) shall be inventoried, reported and returned to the Government upon completion of the contract. The contractor shall maintain an inventory listing with status of all GFE, utilizing a Property Book Unit Supply Enhanced (PBUSE) (Army Accountability Systems, AR 735-5 and AR 710-2).

3.11.3.2.1. Pilferage Prevention: The contractor shall maintain inventories in a secure location provided by the Government. Contractor shall establish procedures to minimize or prevent pilferage. This applies to both GFE as well as to Class IX repair parts storage.

3.11.3.3. GFE Requirements

When GFE requirements for support equipment arise, the contractor shall notify the Government of the need and annotate a request to the Government to provide the GFE. GFE will be provided at the request of the contractor to support individual projects. If GFE property required is not provided directly by the Government, the COR, through the LRAS Process, has authority to approve contractor purchase of the needed property as Contractor Acquired Property (CAP).

GFE is identified in Attachment 19. Items in Attachment 19 include SAMS-E, internet connectivity, computers, printers, copiers, and computer based tools for digital information input as specific projects dictate.

3.11.3.3.1. Contractor Care and Maintenance of GFE

Beyond reasonable wear and tear, the contractor shall be responsible for preventing unnecessary damage to GFE in accordance with AR 735-5 (Policies and Procedures for Property Accountability). All such property shall be returned to the Government or to a Government designated beneficiary following completion of the terms of this contract. If equipment utilized requires turn-in to the

Defense Reutilization Management Office (DRMO) due to age of equipment or reasonable wear and tear during usage, the contractor shall submit a DD 1149, Requisition and Invoice or Shipping Document, for approval by the Government for such disposal. All Government property, GFE, or other like materials issued to the contractor shall be inventoried by the contractor, as witnessed by the COR or person designated by the COR and signed for by an authorized representative of the contractor holding signature authority for that entity. Army inventories shall also be maintained in the Property Book Unit Supply Enhanced (PBUSE).

3.11.3.3.2. Property Accountability in Theater

The contractor shall account for all property hand received to it under this contract. Guidance for this activity can be found in the Mine Resistant Ambush Protected Vehicles JPO MRAP FWD OEF Property Book Office Standard Operating Procedures, External, Updated: 7AUG11 at Attachment 13.

3.11.3.4. Inventory Management Reporting

3.11.3.4.1. Annual Inventory of Stock: The contractor shall conduct an annual inventory of the stocks, either done at one time or in cyclic increments per AR 710-2. The annual inventory shall be submitted in accordance with CDRL A040.

3.11.3.4.2. Parts Inventory Management: The contractor shall track Supply Support Package and data related parts ordering through the SAMS-E system. The contractor shall also track maintenance and supply actions, parts demand histories and maintenance man hours expended through the SAMS-E system. The contractor shall provide the Shop Supply Listing report on a monthly basis in accordance with CDRL A062.

3.11.3.4.3. Inventory Verification: The contractor shall perform inventory management/verification services at the MSF and JPO RSA locations in accordance with AR 710-2 and AR 735-5 and Inventory Management Report IAW CDRL A057.

3.11.3.4.4. Reporting of Contractor Acquired Property (CAP) not acquired through SAMS-E: To permit the government to enter any purchases made not through the SAMS-E system IAW AR 735-5, the contractor shall provide a bi-monthly report of all items not acquired through the DOD system (SAMS-E) IAW CDRL A004

3.11.3.5. Support to Government Inventory Reviews

The contractor shall provide supply and material handing support to the Government in the Government's conduct of Inventory and Property Book reviews. Government inventory includes the material on Government site for any contractors (OEMs) that conduct vehicle system sustainment, retrograde, or retrofit maintenance work at the facilities. It is the Government's responsibility to account for any tools, equipment, and material that enters or leaves the MRAP sites. Guidance for this activity can be found in the Mine Resistant Ambush Protected Vehicles JPO MRAP FWD OEF Property Book Office Standard Operating Procedures, External, Updated: 7AUG11 at Attachment 13.

3.11.4. Transportation

3.11.4.1. Transportation Tracking

The contractor shall monitor all MRAP major parts and equipment shipments, either by means of commercial tracking systems or through Government tracking systems and provide a daily Transportation Tracking Report (CDRL A042) that includes item description, NSN, Quantity, model supported, Transportation Control Number (TCN), Radio Frequency Identification (RFID) tag number, date shipped, Department Of Defense Activity Address Codes (DODAACs) for origin and destination, final destination, shipment status, last reported location and reporting time, shipment mode or carrier, date shipped, and date of confirmed receipt.

3.11.4.2. Defense Transportation

3.11.4.2.1. Contractor personnel shall be knowledgeable of and comply with Defense Transportation Regulation (DoD 4500.9-R); International regulations covered included the International Maritime Dangerous Goods Code, and the International Commercial Air Transport Associations Dangerous Goods Regulations, and United States regulations covering the transportation of goods included the Department of Transportation (DOT) 49 Code of Federal Regulations (CFR).

3.11.4.2.2. The contractor shall coordinate shipping of retrograde items through Defense Transportation System (DTS).

3.11.4.3. Packaging

The contractor shall be responsible for packaging and preserving items not shipped or packed by the Government. The contractor shall prepare all documentation and obtain approvals for international shipments that fall under U.S. Customs Regulations. In every case, all Class IX repair parts prepared for shipment, including any Line Replaceable Unit (LRU) or Shop Replaceable Unit (SRU) and component, shall be packaged using standard commercial practice.

3.11.4.4. Material Handling Equipment Operators

- Contractor shall transport, using GFE vehicles, Class IX, retrofit, and Class IV material from the local Supply Support Activity (SSA), Regional Support Activities (RSA), or Staging areas to Forward Operating Bases (FOB).
- Contractor shall provide POL delivery to support maintenance, modification and repair activities.

3.11.5. Maintenance Operations Reports

Contractor shall submit Weekly Performance and Maintenance Operations Reports based on data retrieved from the SAMS-2E data IAW CDL A043.

3.12. Program Support

3.12.1. Operations Planning Cell

3.12.1.1. The contractor shall provide qualified personnel for the MRAP Operations Cell in CONUS with satellite operations in Kuwait and Afghanistan. In execution of these requirements the contractor shall ensure accurate and timely oral or written exchange of JPO MRAP Program

information to parties authorized to receive the information. Authorized parties may include Government, Military and DoD contractor personnel supporting the JPO or the MRAP Program. Specific parties include JPO MRAP Forward, contractor Theater and Site Lead(s), Logistics and Maintenance, Fort Bragg and Kuwait procurement offices and CONUS / OCONUS based units to include AFSB-Afghanistan (AF), AFSB-Kuwait, CJTF-101, supported task force and other MRAP units. Contractor shall monitor incoming messages to the JPO MRAP operations cell and coordinating a response.

3.12.1.2. Contractor shall track major activities performed IAW this SOW in support of the Operations Cell and develop reports for the Government.

3.12.1.3. Contractor shall establish a process that ensures program information is captured and distributed. Process shall be developed by the contractor and documented in an SOP IAW CDRL A035.

3.12.1.4. Contractor shall, at Bagram HQ (Afghanistan), maintain and update the Common Operation Picture Report (COP) and submit updates IAW CDRL A029 (a Sample COP is at Attachment 30).

3.12.1.5. The contractor shall track pending and open Safety of Uses Messages (SOUMs), Safety Assessment Reports (SARs) and other safety notices against impacted vehicles and ensure the OCONUS staff is notified of current and pending safety notices. Contractor shall provide report IAW CDRL A031.

3.12.1.6. Contractor shall support the JPO MRAP Plans Cell in the development of detailed briefings of MRAP activities in theater and CONUS for senior level government leaders. This shall include the collection and analysis of data and information from Government and contractor sources and delivery in PowerPoint and Excel format IAW CDRL A003,

3.12.1.7. Contractor shall document all reports, briefings, spreadsheets, or other documents prepared, and other activities supporting the Operations Cell (Paragraphs 3.12.1, and 3.12.1.2) during the month and report in the Weekly status report Paragraph 3.5.4.2.

3.12.2. Fielding Support

3.12.2.1.1. The contractor shall submit a Weekly Fielding and Training data report (CDRL A055) to capture the number of vehicles fielded and the number of students trained and classes provided. The contractor shall include in the weekly report Non Mission Capable (NMC) vehicles at each fielding site categorizing NMC faults and summarizing all activities conducted during the week supporting the scope of this paragraph.

3.12.2.1.2. Monthly Vehicle Distribution/Redistribution Report: The contractor shall gather information to provide the status of where the MRAP vehicles are in the distribution and re-distribution process. The contractor shall provide the government a consolidated report of the numbers of vehicles fielded (by model name) by fielding location and current location in Microsoft Excel format. The contractor shall submit findings for this task in accordance with CDRL A046.

3.12.2.1.3. The contractor shall track, receive, and arrange transportation for all MRAP vehicles, ASIOE (e.g. Remote Weapons Stations), Modification, Safety, and Retrofit kits. Activities performed

by the contractor will be documented in the Weekly status report Paragraph 3.5.4.2.

3.12.2.1.4. The contractor shall perform all property book transactions prior to handoff.

3.12.3. Personnel Status Report (PERSTAT)

The PERSTAT is a daily report of all of the deployed Government and contract personnel supporting the MRAP JPO in Kuwait and Afghanistan. The contractor has six tasks (as described below) associated with the PERSTAT: (1) reporting its staff, (2) collecting the PERSTAT report from other contractors at each location and (3) providing it to the Government MRAP JPO Lead, (4) consolidating and editing the final Report for submission to the JPO Operations Cell; (5) conducting data scrubs with the SPOT report, and (6) maintaining and updating the PERSTAT Reporting SOP (Attachment 2).

3.12.3.1. Contractor will complete the PERSTAT report for its personnel at each deployed location IAW the PERSTAT Reporting SOP (Attachment 2).

3.12.3.2. The contractor shall collect PERSTAT from each Government and contract organization supporting MRAP programs by site and roll it up at the site level and submit to the Government Country Lead. The Government Country Lead will review the Report and forwards to the Government Theater Lead who will in turn forwards the Report to the JPO MRAP Operations Cell, Detroit Arsenal, Warren, MI. This information shall be reported IAW CDRL A005.

3.12.3.3. Contractor personnel co-located with the Operations Cell shall:

3.12.3.3.1. Maintain and Report on the daily Reports received from the Theater Lead, assure the PERSTAT and SPOT databases are current and accurate. Contractor shall identify to the Deployment Cell Lead any discrepancies found in the reports between the PERSTAT and SPOT.

3.12.3.3.2. Perform Personnel Inventory Assessment (PIA) data scrub with the government lead in each country on a quarterly basis reconciling in-country and PERSTAT/SPOT databases and report IAW CDRL A027.

3.12.3.3.3. Maintain and update the PERSTAT Reporting SOP IAW Section 6.0 of the PERSTAT Reporting SOP (Attachment 2).

3.12.4. Retrofit Coordination

System Retrofit shall be managed IAW the MRAP Retrofit SOP, Attachment 21. The Retrofit management program involves tracking the progress of updating vehicles by variant to the objective configuration as defined in the SOP. This configuration update process tracks individual vehicles as they are updated by applying retrofits at any facility CONUS or OCONUS. The process includes tracking and accounting for all retrofit kits in supply at sites, in transit, applied to vehicles and in the RSA/FOB/MSF production process.

The contractor shall monitor all modification packages, either by means of commercial tracking systems or through the military tracking system (through the Logistics Integration Warehouse, LIW). The contractor shall establish a process that captures transportation data and alerts the Government MRAP managers of unwarranted and/or extended delays in the forward progress of Engineering Change Proposals (ECPs). Documentation shall distinguish the source of transportation

as commercial air; commercial surface, Military Air (MILAIR) fixed wing/rotary wing, or military convoy. Contractor shall track and monitor information from platform parts expeditors, and consolidates information for program analysis.

3.12.4.1. Site Retrofit Requirements

At the sites in MSF, RSA, and other maintenance locations where MRAP Retrofits are being applied the contractor shall provide logistics support for retrofit execution planning and managing receiving, storage, inventory and issuing of retrofit kits. Contractor shall coordinate with the JPO Release Authority to release kits in accordance with an approved retrofit execution plan to the site FSRs and the outside FOBs soldiers and FSRs. The contractor shall monitor the application of the kits to verify compliance to the retrofit SOPs and policy letters on behalf of the JPO MRAP and report variations to the SOP. Contractor shall utilize the MRAP Tracking Database, CDRL A045, for kit requirements.

3.12.4.2. Theater Retrofit Requirements

Contractor shall manage the planning, coordination, documentation, and reconciliation efforts for all in-theater activities that change the baseline configuration for all MRAP family of vehicles. Contractor shall conduct deliberate planning with the Future Plans Officer for planned events, and work directly with its country operations technicians to capture ongoing retrofit efforts and maintain updated vehicle configuration records in the MRAP Tracking Database (see Paragraph 3.12.4.3.1). Contractor shall conduct direct planning, coordination and communication with Afghanistan, and Kuwait based Configuration and Retrofit staff. Contractor shall be the primary point of contact between the SWA Theater of operations and CONUS.

3.12.4.3. Retrofit Reports

3.12.4.3.1. Modifications to vehicle configurations shall be monitored by the Contractor and submitted for input to the MRAP Configuration Database and the Modification Management Information System (MMIS), See Paragraph 2.5.h, to be tracked as maintained vehicle configurations (see Attachment 21). Retrofit reports shall be delivered weekly in accordance with CDRL A048, Retrofit Reports. Retrofit Reports include: Site Inventory Retrofit Report, Usage Retrofit Report, Site Retrofit Report, and Theater Inventory Retrofit Report.

3.12.4.3.2. Contractor shall monitor the Retrofit Supply Support from shipping from source (OEM) to receipt and application at point of application IAW CDRL A050, Retrofit Supply Support. Retrofit Supply Reports include the Parts Tracker Report and Parts Usage Analysis.

3.12.5. LRAS Working Group Support

LRAS process applies to the initiation, monitoring, tracking, procurement and delivery of supplies and services in support of OCONUS requirements actions in OEF and Kuwait. Additionally, the LRAS process also includes assisting with the management and activity of the Government Procurement Card (GPCARD) Program. The LRAS program is defined in Attachment 17, MRAP SOP-Log Execution of Contractual Actions and graphically depicted in Attachment 28.

3.12.5.1. Contractor shall establish and update the LRAS Tracker documents that list all LRAS submissions, status, and final actions with accompanying dates IAW CDRL A066. This submission

will be included as part of the LRAS Working Group Agenda (Paragraph 3.12.5.2)

3.12.5.2. Contractor shall update and submit the JPO Forward LRAS Working Group Agenda to the Requirements Cell Government Analyst, each Monday by noon, EST/EDST IAW CDRL A066.

3.12.6. JPO MRAP Theater Operational Strategic Planning

Contractor shall support the JPO MRAP program in Afghanistan and Kuwait with the collection, analysis, and reporting of MRAP theater operations, performance, and mission requirements. This includes collection and analysis of operational readiness data, MRAP mission data, supply (Class IV, VII, and IX) and maintenance data, transportation data, MRAP support manpower data, and theater strategic planning information. Data will be formatted to support the PMO in developing current and future requirements for MRAPs and MRAP support in theater IAW CDRL A001.

Appendices

Appendix A: Systems Covered

Primary MRAP Systems are defined as primary MRAP systems variants and equipment which provides mine resistant protection for MRAP vehicle occupants during transportation and mission related events. The MRAP Systems are described below:

- a. MaxxPro (4x4): The vehicle has a crew capsule with a “V”-shaped hull to assist in blast deflection. The vehicle is designed to maximize operational readiness significantly by readily repairable design features.
- b. MaxxPro Plus (4x4): This is a variant of the MaxxPro with increased engine power and payload. Additional enhancements include increased explosively formed penetrator protection.
- c. MaxxPro Dash (4x4). Dash is a smaller, lighter version of the MaxxPro. It was designed with greater focus upon mobility. It provides speed and versatility on surface roads and durability off-road.
- d. MRAP Category I (4x4) Cougar: The Cougar is a medium sized mine-protected vehicle for command and control, artillery prime mover, recovery and ambulance duty. Cougar 4X4 can carry 4 troops.
- e. MRAP Category II (6x6) Cougar: The Cougar is a medium sized mine-protected vehicle for command and control, artillery prime mover, recovery and ambulance duty. Cougar 6X6 can carry up to 12 troops.
- f. RG-31A1 Mark V (4x4) Category I MRAP: System is the original Cat I MMPV system produced and fielded to support JPO-MRAP equipment production goals.
- g. RG-31A2 Mark 5-E (4x4) Category I MRAP: This RG-31 Cat I MRAP is an improvement in personnel and load capacity over the A1 model. The model’s designator of “E” stands for ‘Extended.’.
- h. RG-33 (4x4) Category I MRAP MMPV: The RG 33 is a C-130 transportable, mine protected vehicle featuring a V-shaped hull.
- i. RG-33L (6x6) MRAP and RG-33L Plus: This MRAP variant of the RG-33 was designed from the ground up, to increase survivability and reduce casualties for personnel subjected to small arms fire, IED detonations and mine explosions.
- j. RG-33-L Heavy Armored Ground Ambulance (HAGA): This system was designed expressly for ambulance service. The HAGA’s 6X6 vehicle has the same silhouette as the RG 33 which enhances protection and evacuation of the wounded. Special medical-item storage capacity also exists.
- k. Caiman (6x6) Model XM1220 Category I MRAP: System is a basic MRAP FOV transport vehicle for use in convoy, reconnaissance and troop support.
- l. Caiman-Plus (6x6) XM1230 Category I MRAP: System is an up-powered performance

version of the basic Caiman 6x6 MRAP vehicle design. Caiman-Plus also has additional seating in the crew area.

- m. MRAP All-Terrain Vehicles (M-ATVs): The System is designated for use on all types of roads, highways, and cross-country terrain. Major Subsystems of the vehicle are the capsule, Model C-7 Caterpillar engine and an Allison 3500 series automatic transmission. The 4-wheel independent suspension is a TAK-4R independent suspension system with battle-tested technology. The vehicle is equipped with a central tire inflation system (CTIS). The M-ATV incorporates three fire suppression systems in to its design: capsule, engine compartment, and undercarriage.
- n. MRAP Recovery Vehicle (MRV): The system is designed to navigate on/off road and provide towing capability for disabled vehicles.

Appendix B: Deliverables

CDRL Delivery: ACE (see Paragraph 3.7.2) will be utilized for management of CDRL deliverables, and issues tracking. ACE documents are organized in folders that can be associated with projects, products, events, or the shared Library/Repository. A project folder titled MRAP CDRLs will be created with subfolders for each CDRL. Government training will be provided or scheduled within 15 days of contractor request. Each web-based project space created for a program contains an ACE Help Desk area that contains links to all training material created for the program and many tip sheets and Frequently Asked Questions (FAQ)

Sequence No.	SOW Paragraph	SOW Title	Frequency*	CDRL	Authority**
1	3.12.6	Technical Report/Study	ASREQ	A001	DI-MISC-80508B
2	3.1.5	Drug-Free Work Force Plan	O	A002	OT-2012-JLI 002
3	3.12.1.4	Preparation of Presentation Material	ASREQ	A003	DI-ADMIN-81373
4	3.11.3.4.4	Contractor Acquired Property (CAP) not acquired though SAMS-E	Bi-M	A004	OT-2012-JLI003
5	3.12.3.2	Daily PERSAT Report	D	A005	Attachment 2
6	3.2.5.2	Contractor's Annex to the MRAP OPSEC Plan	O	A006	DI-MISC-80508B
7	3.2.5.2	OPSEC training status report	A	A007	DI-MISC-80508B
8	3.5.2	Program Management Plan	O	A008	OT-2012-JLI 008
9	3.2.5.4	Program Protection Plan Certification	O	A009	OT-2012-JLI 009
10	3.4.1	Phase-In Plan	O	A010	OT-2012-JLI 010
11	3.5.4.1	Monthly Contractor Cost and Performance Report	M	A011	OT-2012-JLI 011
12		Reserved			
13	3.5.3.2	Weekly Status Telecoms	W	A013	DI-ADMIN-81505
14	3.5.3.3	Weekly Supply Telecoms	W	A014	DI-ADMIN-81505
15	3.5.3.4	Monthly In-Process Review (IPR) Meetings	M	A015	DI-ADMIN-81505
16		Reserved			
17	3.11.1.2	SAMS-E Continuity of Operation Plan (COOP)	O	A017	DI-ADMIN-81505
18	3.8	Quality Control Program Plan	O/R	A018	OT-2012-JLI018
19	3.8.2	Quality Assurance Meetings (QAMs)	W	A019	OT-2012-JLI019

Statement of Work (SOW): MRAP JLI Solicitation W56HZV-12-R-0034

20	3.10	Monthly Facilities Support Report	M	A020	DI-ADMIN-81508
21	3.10.2.1.1	Safety and Occupational Health Program	O	A021	DI-ENVR-81375
22	3.10.2.2.1	HAZMAT Plan	O	A022	DI-MGMT-81398A
23	3.10.2.2.2	Pollution Prevention Program Plan	O	A023	DA PAM 200-1
24		Reserved			
25	3.10.2.2.3	Job Hazard Assessments	O	A025	DI-MISC-80508B
26	3.10.2.2.5	HAZCOM Communication Program	O	A026	DI-MISC-80508B
27	3.12.3.3	Manpower Tracking data Scrub Report	Q	A027	DI-MISC-80508B
28	3.10.2.1.2	Serious Incident Reports (SIR)/ Commander's Critical Incident Reports (CCIR)	R	A028	DI-MISC-80508B
29	3.12.1.4	LOG Readiness Common Operating Picture (COP)	W	A029	DI-MISC-80508B
30	3.5.4.2	Operations Cell Weekly Report of Activities	W	A030	DI-MISC-80508B
31	3.12.1.5	Track pending and open Safety of Uses Messages (SOUMs), Safety Assessment Reports (SARs)	M	A031	DI-MISC-80508B
32		Reserved			
33		Reserved			
34		Reserved			
35	3.12.1.3	Program Information Capture Plan	O	A035	DI-MISC-80508B
36		Reserved			
37		Reserved			
38		Reserved			
39	3.11.3	Supply Stock Inventory List Report	Q	A039	DI-MISC-80508B
40	3.11.3.4.1	Annual Inventory of Supply Stocks	A	A040	DI-MISC-80508B
41	3.11.2.3.3	Supply Support Activities Report	M	A041	DI-MISC-80508B
42	3.11.4.1	Transportation Tracking Report	D	A042	OT-2012-JLI042
43	3.11.5	Weekly Performance and Maintenance Operations Reports	W	A043	OT-2012-JLI043
44		Reserved			
45	3.12.4.1	MRAP Tracking Database	W	A045	D DI-MISC-80508B
46	3.12.2.1.2	Vehicle distribution and re-distribution Status	M	A046	OT-2012-JLI-46
47		Reserved			
48	3.12.4.3.1	Retrofit Report	W	A048	OT-2012-JLI048
49		Reserved			
50	3.12.4.3.2	Retrofit Supply Support	R	A050	OT-2012-JLI050
51	3.6.2.1	Local Site Request	AR	A051	Attachment 17

Statement of Work (SOW): MRAP JLI Solicitation W56HZV-12-R-0034

52		Reserved			
53		Reserved			
54		Reserved			
55	3.12.2.1.1	Weekly Fielding, Training, and Manpower Report	M	A055	DI-MISC-80508B
56		Reserved			
57	3.11.3.4.3	Inventory Management Report	M	A057	DI-MISC-80508B
58	3.1.6	Synchronized Pre-deployment & Operational Tracker (SPOT)	R	A058	OT-2012-JLI058
59		Reserved			
60		Reserved			
61		Reserved			
62	3.11.3.4.2	Shop Supply Listing report	M	A062	DI-MISC-80508B
63	3.5.3.1	Start of Work Meeting Minutes	O	A063	DI-ADMIN-81505
64	3.6.2.2.1	PCO Consent Package Guidance	R	A064	Attachment 15
65	3.12.5.1	LRAS Tracker	W	A065	DI-MGMT-80368A
66	3.12.5.2	JPO Forward LRAS Working Group Agenda	W	A066	DI-ADMIN-81505
67		Reserved			
68		Reserved			
69	3.7	Information Assurance Plan	O	A069	OT-2012-JLI069
70	3.7	Information Assurance Annual Training Certification	A	A070	DI-ADMIN-81505B
71	3.8.4	Contractor Weekly Quality Reporting	W	A071	OT-2012-JLI071
<p>* O = One Time / R = As Required / D= Daily / M=Monthly / Q= Quarterly / A= Annually / AR=As Required / Bi-M=Bi-monthly ** OT = One Time [DID]</p>					

Appendix C: Labor Categories

1. **Administrative Support, Level I:**

Description of Position: Provides administrative support to management and technical personnel. Duties may include: project monitoring, event coordination and execution, office relocation planning, mail services, recordkeeping, and data input. Individual will use a variety of software types to compose reports, presentations and correspondence essential to efficient task execution; will be proficient in Microsoft Office applications. Individual is knowledgeable in web based environment applications and data uploading and downloading. Required to maintain duty status of site personnel summarizes data from files/documents, arrange meetings, conference and web calls, and ensure site personnel meet organizational suspense's.

Education/Experience: HS Diploma or General Educational Development (GED) + a minimum of 7 years of related experience

2. **Administrative Support, Level II**

Description of Position: Provides administrative support to management and technical personnel. Duties may include: project monitoring, event coordination and execution, office relocation planning, mail services, recordkeeping, and data input. Individual will uses a variety of software types to compose reports, presentations and correspondence essential to efficient task execution; will be proficient in Microsoft Office applications. Individual is knowledgeable in web based environment applications and data uploading and downloading and working in a SharePoint environment. Required to maintain duty status of site personnel summarizes data from files/documents, arrange meetings, conference and web calls/conferences, and ensure site personnel meet organizational suspense's.

Education/Experience: HS Diploma or General Educational Development (GED) + a minimum of 15 years of related experience, at least 5 years working DOD programs as a Government civilian, Military, or DOD Support contractor is required.

3. **Senior Systems Analyst**

Description of Position: Analyzes computer/communication network systems, installs hardware/application software, ensures corporate operating systems are functional and meet user need, and modifies/troubleshoots system modifications. Individual must have competence in system analysis areas to include: concepts, techniques, methods/knowledge of system software, computer equipment, management practices, regulations, structure and techniques. Monitors the operating system to detect and resolve systematic and user conflicts.

Education/Experience: Bachelor's Degree+ a minimum of 10 years of related experience

4. **Lead Systems Analyst**

Category Description: Individual is the Lead IT Analyst for the JLI reviews requirements and status of the JLI IT infrastructure making recommendations to the Government Site Leads and Government Country Lead on JLI IT requirements. Individual will also provide system suportot ht small RSAs analyzing computer/communication network systems, installing hardware/application software, ensuring corporate operating systems are functional and meet user need, and modify/troubleshoot system modifications. Individual must have competence in system analysis areas to include: concepts, techniques, methods/knowledge of system software, computer equipment, management practices, regulations, structure and techniques. Monitors the operating system to detect and resolve systematic and user conflicts.

Education/Experience: Bachelor's Degree + a minimum of 15 years of related experience

5. **Logistics Technician, Level I**

Description of Position: Under supervisory direction individual performs a variety of logistics functions to include: warehousing, packaging, transportation, maintaining, repairing, facilities operation, and equipment operation. Assists in the development of logistics support plans, logistics strategic planning, systems maintenance plans and concepts as well as life-cycle supply requirements/processes to meet supply needs. Individual provides input to acquisition milestone documentation, assesses user requirements to include preventive maintenance planning, processes, analyses, conducts field problem analysis, designs distribution plans, develops/monitors logistics budgets, performs contingency planning and global resource identification for logistics sources/inventories/processes.

Education: HS diploma or General Educational Development (GED) + 2 years of related experience

6. Logistics Technician, Level II

Description of Position: Individual performs a variety of logistics functions to include: warehousing, packaging, transportation, maintaining, repairing, facilities operation, and equipment operation. Assists in the development of logistics support plans, logistics strategic planning, systems maintenance plans and concepts as well as life-cycle supply requirements/processes to meet supply needs. Individual provides input to acquisition milestone documentation, assesses user requirements to include preventive maintenance planning, processes, analyses, conducts field problem analysis, designs distribution plans, develops/monitors logistics budgets, performs contingency planning and global resource identification for logistics sources/inventories/processes.

Education/Experience: HS diploma or General Educational Development (GED) + a minimum of 4 years of related experience

7. Logistics Technician, Level III

Description of Position: Individual performs and may lead a variety of logistics functions to include: warehousing, packaging, transportation, maintaining, repairing, facilities operation, and equipment operation. Assists in the development of logistics support plans, logistics strategic planning, systems maintenance plans and concepts as well as life-cycle supply requirements/processes to meet supply needs. Individual provides input to acquisition milestone documentation, assesses user requirements to include preventive maintenance planning, processes, analyses, conducts field problem analysis, designs distribution plans, develops/monitors logistics budgets, performs contingency planning and global resource identification for logistics sources/inventories/processes. Individual will be operationally familiar with DOD Logistics Processes and Procedures in the areas of supply and maintenance of ground equipment.

Education/Experience: HS diploma or equivalent + a General Educational Development (GED) of 7 years of related experience

8. Logistics Technician, Level IV

Description of Position: Individual performs and will lead a variety of logistics functions to include: warehousing, packaging, transportation, maintaining, repairing, facilities operation, and equipment operation. Individual will develop logistics support plans, logistics strategic planning, systems maintenance plans and concepts as well as life-cycle supply requirements/processes to meet supply needs. Individual provides input to acquisition milestone documentation, assesses user requirements to include preventive maintenance planning, processes, analyses, conducts field problem analysis, designs distribution plans, develops/monitors logistics budgets, performs contingency planning and global resource identification for logistics sources/inventories/processes. Individual will be operationally familiar with DOD Logistics Processes and Procedures in the areas of supply and maintenance of ground equipment.

Education/Experience: Bachelor's Degree + a minimum of 10 years of related experience, prior experience in the area of logistics with DOD equipment as a Government civilian, Military, or DOD Support contractor is required.

9. Logistics Technician, Level V

Statement of Work (SOW): MRAP JLI Solicitation W56HZV-12-R-0034

Description of Position: Individual performs and will lead a variety of logistics functions to include: warehousing, packaging, transportation, maintaining, repairing, facilities operation, and equipment operation. Individual will review and develop logistics support plans, logistics strategic planning, systems maintenance plans and concepts as well as life-cycle supply requirements/processes to meet supply needs. Individual provides input to acquisition milestone documentation, assesses user requirements to include preventive maintenance planning, processes, analyses, conducts field problem analysis, designs distribution plans, develops/monitors logistics budgets, performs contingency planning and global resource identification for logistics sources/inventories/processes. Individual will be operationally familiar with DOD Logistics Processes and Procedures in the areas of supply and maintenance of ground equipment.

Education/Experience: Bachelor's Degree + a minimum of 15 years of related experience, at least 5 years of prior experience in the area of logistics with DOD equipment as a Government civilian, Military, or DOD Support contractor is required

10. Program/Project Manager, Level I

Description of Position: Under the guidance of management individual will ensure effective use of resources in the management of project/task order operations; will work to meet project schedules; and organizes, plan, and direct all of the activities associated with the project/task. Individual coordinates administrative activities as well as program control and technical supervision of personnel.

Education/Experience: Bachelor's Degree + a minimum of 5 years of related experience

11. Program/Project Manager, Level II

Description of Position: Under the direction of senior Program/Project Managers individual will develop and execute programs ensuring the effective use of resources in the management of project/task order operations; will work to meet project schedules; and organizes, plan, and direct all of the activities associated with the project/task. Individual will have experience in commercial and/or DOD logistics system management. Individual coordinates administrative activities as well as program control and technical supervision of personnel.

Education/Experience: Bachelor's Degree + a minimum of 8 years of related experience

12. Program/Project Manager, Level III

Description of Position: With senior Program/Project Managers individual will develop and execute programs ensuring the effective use of resources in the management of project/task order operations; will work to meet project schedules; and organizes, plan, and direct all of the activities associated with the project/task. Individual will have experience in commercial and/or DOD logistics system management. Individual coordinates administrative activities as well as program control and technical supervision of personnel.

Education/Experience: Bachelor's Degree + a minimum of 10 years of related experience. Experience in the management of DOD logistics programs as a Government civilian, Military or DOD support contractor is required.

13. Program/Project Manager, Level IV

Description of Position: Individual will develop and execute programs ensuring the effective use of resources in the management of project/task order operations; will work to meet project schedules; and organizes, plan, and direct all of the activities associated with the project/task. Individual will have experience in commercial and/or DOD logistics system management. Individual coordinates administrative activities as well as program control and technical supervision of personnel.

Education/Experience: Bachelor's Degree + a minimum of 15 years of related experience. Experience of at least 5 years in the management of DOD logistics programs as a Government civilian, Military or DOD support contractor is required

14. Material Handling Equipment Operator, Level I

Description of Position: Individual operates: electric, liquid propane gas powered, or manually controlled gasoline forklift to transport all kinds of goods and materials around a manufacturing plant, warehouse, or other establishment and operate light/medium duty delivery trucks. Individual will be licensed for operation up to 5 Ton vehicles with either commercial or military license.

Education: HS diploma or General Educational Development (GED) + a minimum of years of 1 year of related experience

15. Material Handling Equipment Operator, Level II

Description of Position: Individual operates: electric, liquid propane gas powered, or manually controlled gasoline forklift to transport all kinds of goods and materials around a manufacturing plant, warehouse, or other establishment; overhead cranes; and operate light/medium/heavy duty delivery trucks to include tractor trailers. Individual will be licensed for operation up to Semitrailer vehicles with either commercial or military license.

Education/Experience: HS diploma or General Educational Development (GED) + a minimum of 3 years of related experience

16. Material Handling Equipment Operator, Level III

Description of Position: Individual operates: electric, liquid propane gas powered, or manually controlled gasoline forklift to transport all kinds of goods and materials around a manufacturing plant, warehouse, or other establishment; overhead cranes; container handling equipment; and light/medium/Heavy duty delivery trucks to include tractor trailers. Individual will be licensed for operation up to Semitrailer vehicles with either commercial or military license.

Education/Experience: HS diploma or General Educational Development (GED) + a minimum of 6 years of related experience

17. Maintenance Specialist

Category Description: Individual assists in the production planning and data gathering/analysis related to production and, supply activities related to production. Individuals will interface with other locations and headquarters to recommend balancing of production across RSAs. Individuals will assist management in the trouble shooting of issues and implement the resolution of issues.

Education/Experience: Technical School (2 years) + a minimum of 6 years of related experience

18. Warehouse Specialist, Level I

Description of Position: Requires an understanding of the organization's storage plans to execute a wide variety of duties. Such duties may include: verifying materials to ensure shipping document accuracy, note/report discrepancies or obvious damages, route materials to prescribed storage locations, storing/stacking/palletizing materials, rearranging and taking inventories of stored materials, access conditions of stored materials, and preparing material for shipment.

Education/Experience: HS diploma or General Educational Development (GED) + a minimum of 1 year of related experience

19. Warehouse Specialist, Level II

Description of Position: Requires an understanding of the organization's storage plans to execute a wide variety of duties. Such duties may include: verifying materials to ensure shipping document accuracy, note/report discrepancies or obvious damages, route materials to prescribed storage locations, storing/stacking/palletizing materials, rearranging and taking inventories of stored materials, access conditions of stored materials, and preparing material for shipment.

Education/Experience: HS diploma or General Educational Development (GED) + a minimum of 4 years of related experience

20. Warehouse Specialist, Level III

Description of Position: Requires an understanding of the organization's storage plans to execute a wide variety of duties. Such duties may include: verifying materials to ensure shipping document accuracy, note/report discrepancies or obvious damages, route materials to prescribed storage locations, storing/stacking/palletizing materials, rearranging and taking inventories of stored materials, access conditions of stored materials, and preparing material for shipment. Individual will be familiar with DOD and Army Warehousing processes, procedures, and regulations. Individual may manage contractor's warehousing operations at specific locations. Individual shall be able to plan and establish a new Warehouse operation at a new facility.

Education/Experience: HS diploma or General Educational Development (GED) + a minimum of 8 years of related experience, prior DOD warehousing experience required

21. Automated Logistic Specialist, Level I

Description of Position: Individual performs physical and clerical duties in the ordering, shipping, receiving, and issue of material. Individual will be knowledgeable with STAMIS and SAMS-E policy, procedures, and operation. Ordering will include ordering all supplies needed for support to the maintenance operations recorded on DD 2404 form. Shipping tasks may include: verifying order accuracy among physical goods and shipping documentation, Receiving tasks may include: reconcile bills of lading, invoices, storage receipts or other records with incoming orders, check for damaged goods, verify goods are properly identified and routed to proper destination(s), and prepare/maintain receiving records. Individual will be able to process supplies though SAMS entering through close out of activity.

Education/Experience: HS diploma or General Educational Development (GED) , Standard Army Maintenance Management System-Enhanced (SAMS-E) Certification and a minimum of 2 years of related experience

22. Automated Logistic Specialist, Level II

Description of Position: Individual performs physical and clerical duties in the ordering, shipping, receiving, and issue of material. Individual will be knowledgeable with STAMIS and SAMS-E policy, procedures, and operation. Ordering will include ordering all supplies needed for support to the maintenance operations recorded on DD 2404 form. Individual may direct and coordinate other workers' activities as related to the insure goods are properly packaged, identified, and loaded into transportation vehicles, and maintain transportation documentation/records. Shipping tasks may include: verifying order accuracy among physical goods and shipping documentation, Receiving tasks may include: reconcile bills of lading, invoices, storage receipts or other records with incoming orders, check for damaged goods, verify goods are properly identified and routed to proper destination(s), and prepare/maintain receiving records. Individual will be able to process supplies though SAMS entering through close out of activity. Individual will be familiar with the policies, procedures, the use of the PBUS system, and SAMS-E Supervisory Processes.

Education/Experience: HS diploma or General Educational Development (GED) , Standard Army Maintenance Management System-Enhanced (SAMS-E) Certification, and a minimum of 5 years of related experience

23. Automated Logistic Specialist, Level III

Description of Position: Individual performs physical and clerical duties in the ordering, shipping, receiving, and issue of material. Individual will be knowledgeable with STAMIS and SAMS-E policy, procedures, and operation. Ordering will include ordering all supplies needed for support to the maintenance operations recorded on DD 2404 form. Individual may direct and coordinate other workers' activities as related to the insure goods are properly packaged, identified, and loaded into transportation vehicles, and maintain transportation documentation/records. Shipping tasks may include: verifying order accuracy among physical goods and shipping documentation, Receiving tasks may include: reconcile bills of lading, invoices, storage receipts or other records with incoming

orders, check for damaged goods, verify goods are properly identified and routed to proper destination(s), and prepare/maintain receiving records. Individual will be able to process supplies through SAMS entering through close out of activity. Individual will be familiar with the policies, procedures, and use of the PBUS system and have experience with SAMS-E Supervisory Processes, Supervisory Supply Support Activity Operations, Field Operations Supervisory Standard Army Retail Supply System (SARSS1) Operations, Standard Army Retail Supply System (SARSS2AC/B), and Item Manager Functions.

Education/Experience: HS diploma or General Educational Development (GED) , Standard Army Maintenance Management System-Enhanced (SAMS-E) Certification, and a minimum of 8 years of related experience

24. **Transportation/HAZMAT Specialist**

Description of Position: Individual will have knowledge of industrial safety requirements; Material Safety Data Sheets (MSDS) and personal safety equipment use and fundamental knowledge HAZMAT certified for Transport, must have completed Army Training and Requirements Resource System (ATARS) PROD193 Course¹, Hazardous Material Handling. Individual will be familiar with DOD and commercial standards and requirements for shipping material worldwide.

Must be able to anticipate transportation problems related to operational area and environmental and human factors. Individual will have the ability to conduct research or technical studies to support logistic functions and must have professional communication skills in both verbal and written dialog while conducting daily business with vendors and other organizations.

Education/Experience: Associates Degree + a minimum of 5 years of related experience

25. **Quality Control Specialist**

Description of Position: Quality Control Technician Under direction of the QC Lead facilitates development of a quality control program and oversees inspections and corrective action plans that meet or exceed maintenance and supply standards. Performs quality control for all work performed within assigned mission areas. Individual inspects incoming assets, work in progress, and final inspection and record observations. Individual prepares corrective action plans based on data, observations, and reports. Individual prepares final vehicle inspection packages for delivery to government and submits recommendations for any required training to improve quality control processes or skills to correct identified deficiencies. Individual will have experience in the proper use of Personal Protective Equipment (PPE).

Education/Experience: HS Diploma or General Educational Development (GED) + a minimum of 8 years of related experience

26. **Quality Control Lead**

Description of Position: Proven maintenance, repair and technical experience and background in industrial manufacturing, commercial maintenance or military operations or maintenance. Provide guidance or direction to deployed QC personnel. Individual has the ability to work independently with minor minimal supervision or guidance; inspect work in progress and record observations; prepare corrective action plans based on data, observations, and reports; and submit recommendations for any required training to improve quality control processes or skills to correct identified deficiencies. Individual will have experience performing the full range of inspections on wheeled vehicles and mission integrated components to include; preventative maintenance, in process, functional, pre-operational, conditional and final inspections with the ability to read schematics, wiring diagrams and following technical manual procedural sequences. Individual will

1

(<https://atrrs.army.mil/atrrscc/courseInfo.aspx?fy=2010&sch=570&crs=PROD193&crstitle=HAZARDOUS+MATERIAL+HANDLING&phase=1>)

Statement of Work (SOW): MRAP JLI Solicitation W56HZV-12-R-0034

have experience in the proper use of Personal Protective Equipment (PPE), hazardous material handling, disposal and storage to include Material Safety Data Sheets (MSDS).

Education/Experience: HS Diploma or General Educational Development (GED) + a minimum of 10 years of related experience

27. **Production Specialist**

Description of Position: Individual will be responsible for planning and loading the production (maintenance) facilities based on incoming assets and government established priorities. Individual will have experience in loading and managing "Bay Type" operations.

Education/Experience: Bachelor's Degree + a minimum of 10 years of related experience

28. **Logistics Analyst/STAMIS SME**

Description of Position: Instructs, manages, and supervises personnel within a support activity concerning supply systems policy and functional procedures. Responsible for managing the receipt, storage, and issuance of supplies and equipment at the technical supply or Regional Support Area (RSA) level in accordance with established policies and regulations. Plans requirements for stockage and control based on accumulation of demand data. Inspects RSA's to ensure supply performance standards are being achieved. Provides technical guidance to personnel of supported RSA's in order to assist, establish, and maintain adequate stockage levels for mission accomplishment. Conducts periodic inventories of stockage supply items, initiates action for disposition of excesses, and makes recommendations for changes to the Shop Stock List. Develops standard operating procedures and performs administrative duties related to the supply activity. Individual is the Subject Matter Expert (SME) on STAMIS. STAMIS SME is certified on the Standard Army Maintenance System-Enhanced (SAMS-E), Standard Army Retail Supply System (SARSS) and Property Book Unit Supply Enhanced (PBUSE). Individual will have in-depth knowledge of policies, procedures, and use of the PBUSE system and have experience with SAMS-E Supervisory Processes, Supervisory Supply Support Activity Operations, Field Operations Supervisory Standard Army Retail Supply System (SARSS1) Operations, Standard Army Retail Supply System (SARSS2AC/B), and Item Manager Functions in supply class II, III(P), VII and IX. Individual will show demonstrated experience as a Senior Supply Technician or Material Management Supervisor or experience as a civilian in the same capacity.

Education/Experience: Bachelor's degree or General Educational Development (GED) and Military Trailing Certificate for STAMIS Operation + minimum of 10 years of experience or a minimum of 15 years of related experience managing STAMIS, Must be or become SAMS-E, PBUSE, and SARSS certified. Individual must be experienced in DOD logistics operations as a Government civilian, Military, or DOD Support contractor is required.

29. **Operations Manager**

Description of Position: Individual will have maintenance, repair and technical experience and background in industrial manufacturing, commercial maintenance or military operations or maintenance. Ability to lead, motivate, delegate and prioritize industrial automotive maintenance and logistics operations in an efficient cyclic flow of actions with a clear understanding of operational goals. Preferred areas of experience shall be with light or heavy duty trucks, tractors, tactical vehicles, generators, power plants, aircraft or any diesel or gasoline powered equipment or vehicle. Must have experience in sequential production flow processes that optimizes tooling, equipment, personnel and time management. Familiarity with military or commercial logistics supply system as well as automated and manual supply systems and equipment serviceability standards and criteria. Knowledge and experience with military and international shipping documents, customs requirements and processes. Individual will evaluate and mentor production work force to include enforcement of safety, environmental, and business ethics practices and standards. Proven communicator in verbal and written disciplines to include basic computer skills and document preparation. Individual will be responsible for the contractors EOSH program.

Statement of Work (SOW): MRAP JLI Solicitation W56HZV-12-R-0034

Education/Experience: Bachelor's Degree + a minimum of 12 years of related experience

30. **Supply Clerk Level I**

Receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers, and turns-in organization and installation supplies and equipment; operates unit level computer; prepares all unit/organizational supply documents. Maintains automated supply system for accounting of organizational and installation supplies and equipment. Inspects completed work for accuracy and compliance with established procedures. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Individual posts transactions to organizational and installation property books and supporting transaction files. Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items; must know basic supply, supply procedures.

Education/Experience: HS diploma or General Educational Development (GED) , Property Book Unit Supply-Enhanced (PBUSE) Certification and a minimum of 2 years of related experience

31. **Supply Clerk Level II**

Receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers, and turns-in organization and installation supplies and equipment. Individual Operates unit level computers, prepares all unit/organizational supply documents, maintains automated supply system for accounting of organizational and installation supplies and equipment. Inspects completed work for accuracy and compliance with established procedures. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Individual is responsible for posting transactions to organizational and installation property books and supporting transaction files. Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items. Individual must know basic supply, supply procedures. Property Book Procedures (PBUSE), absentee property accountability procedures and relief from property responsibility procedures.

Education/Experience: HS diploma or General Educational Development (GED) , Property Book Unit Supply-Enhanced (PBUSE) Certification and a minimum of 5 years of related experience

32. **Supply Clerk Level III**

Receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers, and turns-in organization and installation supplies and equipment; operates unit level computer; prepares all unit/organizational supply documents. Maintains automated supply system for accounting of organizational and installation supplies and equipment. Inspects completed work for accuracy and compliance with established procedures. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Individual posts transactions to organizational and installation property books and supporting transaction files. Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items; must know basic supply, supply procedures, Property Book Procedures (PBUSE), absentee property accountability procedures and relief from property responsibility procedures. Also must know Command Supply Discipline, supply administration, unit supply requirements, property accountability, logistic system operations, property management, budget operations and logistic status reporting.

Education/Experience: HS diploma or General Educational Development (GED) , Property Book Unit Supply-Enhanced (PBUSE) Certification and a minimum of 8 years of related experience

33. **Transportation Specialist I**

Description of Position: Individual shall be familiar with of Defense Transportation Regulation (DoD 4500.9-R); International regulations covered included the International Maritime Dangerous Goods Code, and the International Commercial Air Transport Associations Dangerous Goods Regulations,

and United States regulations covering the transportation of goods included the Department of Transportation (DOT) 49 Code of Federal Regulations (CFR). Individual shall be able to anticipate transportation problems related to operational area and environmental and human factors. Individual will have the ability to conduct research or technical studies to support logistic functions and must have professional communication skills in both verbal and written dialog while conducting daily business with vendors and other organizations.

Education/Experience: Associates Degree + a minimum of 5 years of related experience

34. Acquisition Specialist

Category Description: Individual forecasts and receives requirements for goods and services from the JLI not available through the Federal Supply System. Individual will identify sources and prepare documents for Government approval of purchases. Individual will solicit and review proposals, conduct discussion with vendors and recommends source award.

Education/Experience: Bachelor's Degree + a minimum of 5 years of related experience