

**NAVAL AVIATION DEPOT
MARINE CORPS AIR STATION
CHERRY POINT, NORTH CAROLINA**

COMMERCIAL ACTIVITIES STUDY (CA)

(A-76)

Material Services

Performance Work Statement

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Section C — The Performance Work Statement

Note of Explanation:

The format of this Performance Work Statement (PWS) represents a departure from the traditional definition of work. The Government's intent in using this new format is to solicit the most efficient and effective approach to complete the requirements herein. To achieve this goal:

- The Government will compare private and public sector offerors. Therefore, the Government uses the term "Service Provider (SP)" herein instead of the term "Contractor".
- The Government uses the term "Award" herein instead of the term "Contract" because the result of this comparison may be one of the following:
 - Implementation of the Government's Most Efficient Organization (MEO),
 - Award of an Inter- (or Intra-) Service Support Agreement (ISSA), or
 - Award of a contract to a private sector source.
- The Government desires significant process improvements. Therefore, the Government encourages proposals that will achieve cost savings through innovative processes.
- The Government defines its requirement as the desired output of products and services. The Government has removed "how-to" procedures, wherever practicable.
- This document and its exhibits support Office of Management and Budget (OMB) Circular A-76 process for comparison of performance by public and private-sector commercial activities. The Government will assess private sector offerors to determine the best value offeror for comparison to Government performance.

Section C-1 General Information

C-1.1 Introduction

The Naval Aviation Depot, Cherry Point, NC (hereafter referred to as the “NADEP” or “the depot”) is one of three depots in the Continental United States under the Naval Air Systems Command. The NADEP is an industrial facility that reworks, repairs, and overhauls aircraft, engines, and components for customers, both U. S. and foreign military. NADEP staff includes military personnel, civil servants, and contractors. Their mission is “Service to the Fleet”.

The depot comprises:

- Production buildings
- Production support buildings
- Administrative buildings
- Various support buildings along “A” Street
- Outlying buildings on “C” Street, Cryogenics Road, and on the west and east sides of the adjacent town of Havelock, NC.

C-1.2 Organization of This PWS

The specific requirements and relevant information contained in this PWS, constituting Section C, are organized as follows:

- Section C-1 provides general information necessary to understand the requirements.
- Section C-2 provides definitions and acronyms used throughout this document and in the performance of the Award.
- Sections C-3 and C-4 provide information as to Government- and SP-provided items.
- Section C-5 presents the detailed work requirements of the PWS.
- Section C-6 identifies the standards and regulations the SP shall follow while performing work at the depot.
- Section C-7 identifies current and projected workload for the area the SP will perform.

All sections and Technical Exhibits of this PWS are parts of a single, inter-related document.

C-1.3 Summary Scope of Work

The Service Provider (SP) shall satisfy the three major functional requirements below in support of the NADEP's Production Department. This includes providing all personnel, equipment, materials, supervision, management, and any other resources necessary to fulfill the requirements except those specified in Section C-3, as Government Furnished Property and Services. The three major functional requirements are:

- Manage Material Services
- Manage Programs
- Manage Material.

Most of this work will be at the Marine Corps Air Station (MCAS), Cherry Point, NC. Some portion requires the SP to travel and work outside the MCAS complex. Examples of work outside the MCAS complex include travel to and from and work at the Naval Inventory Control Point, Defense Distribution Centers, other DoD activities, and commercial sites.

C-1.4 Background Information

C-1.4.1 NADEP

For more than five decades, the "Carolina Depot" has provided maintenance, engineering, and logistics support for a variety of aircraft, engines, and components for all branches of the U.S. Armed Forces and foreign militaries. The NADEP performs depot-level repair, maintenance, and support services for aircraft including H-46, H-53, H-60, AV-8, F-4, and C-130; engines including T58, T64, J79, F40/406/408, and T400; and various components.

The NADEP's goal is to retain and improve its capabilities as a "preferred source" for depot-level maintenance. The depot is working toward this goal by using state of the art business management tools; such as, manufacturing resources planning (MRP), business process reengineering (BPR), strategic business unit (SBU), and change management initiatives.

On November 19, 1999, the depot's quality program was registered as International Standards Organization (ISO) 9002 compliant. NADEP CP is the first DoD industrial facility to achieve this qualification.

C-1.4.2 Material Services

Material Services consists of several divisions and branches under the Production Support Department. It consists of a team of Government employees and contract personnel who provide direct and indirect support to organizations throughout the depot. Lodge 2297 of the International Association of Machinists and Aerospace Workers represents a portion of Material Services workers.

C-1.5 General Requirements

The SP shall comply with the requirements set forth in this PWS. In addition, the SP shall also be aware of and comply with applicable Federal, State, and local laws and MCAS and NADEP regulations. All the SP's Standard Operating Procedures (SOPs) shall comply with applicable laws, and regulations. The SP shall either be ISO 9001(Rev 1994), ISO 9002 (Rev 1994), or ISO 9001 (2000) registered for the work required.

C-1.5.1 Plans & Reports

C-1.5.1.1 Award Performance Plan

Within 30 calendar days after award, the SP shall provide the Government a written Award Performance Plan (APP) for approval. The purpose of the APP is to show how the SP will plan, organize, staff, manage, and control work under this PWS. The APP consists of sections, each a sub-plan for an essential area of SP performance, such as quality control. The paragraphs below list basic requirements for APP sections and the type of sections required. Details of individual sections are included throughout Section C-1. (See Technical Exhibit TE 4 — Contract Data Requirements Lists, CDRL A001.)

C-1.5.1.1.1 APP Section Requirements

Each APP section will address as appropriate:

- Purpose of the sub-plan
- Objectives to achieve the purpose
- Plans and programs to achieve the objectives
- Policies, practices, procedures, and resources to achieve the plans and programs
- Responsibilities
- Schedule to implement and maintain the sub-plan.

Technical Exhibit TE 1, Plans and Operations Reports summarizes requirements for the APP.

C-1.5.1.1.2 Required APP Sections

The APP shall include the following sections:

- Personnel and Staffing
- Communications
- Quality Control
- Safety and Health
- Property Control
- Transition to Full Performance.

C-1.5.1.2 Operations Reports

The SP shall prepare and submit to the Government written reports associated with operations under this PWS. The sections below list basic requirements for operations reports and the types of reports required. Sections throughout C-1 describe details of individual reports, such as conditions for use, content, and submission requirements. (See TE 4 — Contract Data Requirements Lists, CDRL A002.)

C-1.5.1.2.1 Reports Requirements

Each operations report will use a form if so specified in TE 1. Otherwise, operations reports will include the minimum essential information that the Government would need to act on the SP's report. In almost all cases not requiring a form, a clear, concise letter report from the SP would be sufficient.

C-1.5.1.2.2 Types of Reports

TE 1 lists required SP-prepared operations reports. See also TE 4 for CDRLs that cover specific operations reports.

C-1.5.2 Personnel

C-1.5.2.1 Supervision

The SP shall provide a site manager who shall be responsible for performance of all requirements prescribed herein. The site manager shall ensure

that SP personnel use the Depot's ISO-9002 Quality System in performance of their duties under this award.

The SP shall provide a designated on-site manager. The on-site manager shall act for the SP and shall be responsible for the day-to-day performance of the work, serve as a point of contact for all customer relations, and be responsible for resolving all quality, timeliness, and accuracy issues. The on-site manager shall be at the NADEP for the first shift. At other times, the Contracting Officer's Representative (COR)¹ may require that the on-site manager be wherever SP personnel perform under this PWS. The SP shall also designate sufficient alternates to the on-site manager to serve in his or her capacity when the on-site manager is absent. Alternates to the on-site manager are, in order, Supervisory Inventory Management Specialist, General Supply Specialist, Equipment Specialist (Aircraft), Equipment Specialist (Aircraft Propulsion), Equipment Specialist (Airframes), Equipment Specialist (Electronics). The site manager may be one in the same as the site manager.

The SP shall provide a means of immediately contacting the on-site manager (or alternate) 7 days a week, 24 hours per day, 365 days a year. The SP shall ensure that the on-site manager (or alternate) makes verbal contact with the COR within sixty minutes of the COR's contact. In an emergency (see below), the COR may require the SP to provide on-site staff within an additional sixty minutes. The on-site manager or alternates need not report on site in each instance. However, if required by the COR, he or she shall also be on site also within an additional sixty minutes.

The SP's on-site manager shall attend any meetings determined necessary by the COR or the Contracting Officer to discuss performance under the award or resolution of any perceived performance problems. The SP shall ensure that the on-site manager is available for such meetings with not less than 1-hour notice in advance. The COR will notify the on-site manager by telephone of such meetings.

Additionally, the on-site manager shall be familiar with the U.S. Navy (USN) policies and procedures governing fraud, waste, and abuse, NAVAVNDEPOT Instruction 5370.3 (see Section C-6). The on-site manager shall monitor SP employee activities for such actions or behaviors and take necessary actions to prevent or correct such occurrences. Additionally, the on-site manager shall notify the COR immediately upon ob-

¹ Whether the Government makes this award to a Service Provider (SP); that is, to a private sector source, and Inter- or Intra-service Support Agreement (ISSA) entity, or Government Most Efficient Organization (MEO), a Government Representative will oversee the SP's performance. For convenience, the Government uses the term, "Contracting Officer's Representative (COR)" to mean "Government Representative" throughout.

servance of behavior constituting fraud, waste, or abuse by SP or Government employees.

C-1.5.2.2 Personnel Experience

The SP shall furnish adequate numbers of qualified personnel to ensure satisfactory performance of the services required by this PWS. SP personnel shall be able to speak, write, read, and understand English, including any unique terminology used in their functional specialties.

C-1.5.2.3 Minimum Operator Qualifications

Before commencement of performance, SP personnel shall be proficient in using Microsoft Office™ applications in a networked-computing environment. SP equipment operators shall hold a valid driver's license as defined by the State of North Carolina. The SP equipment operators shall have a valid fork lift operator's certification.

C-1.5.2.4 Standards of Conduct

The SP shall not employ any person whose employment under this award could in any way result in a conflict of interest with the mission of the NADEP. All personnel employed by the SP in the performance of this award, or any agent of the SP entering the Government installation shall obey all regulations of the MCAS and NADEP.

The SP shall be responsible for employee competency and conduct and for taking disciplinary actions with respect to their employees. The removal from the job site of SP personnel shall not relieve the SP of the requirement to provide personnel to perform the specified tasks outlined in this PWS.

The Government reserves the rights to deny access to any SP employee to enter the NADEP if his or her presence would be detrimental to the NADEP's mission or performance of work in this PWS.

The Government reserves the right to require removal of any SP employee from the job site who endangers persons or property or whose continued employment is inconsistent with the NADEP's mission. In such cases, the COR will advise the SP of the reason for requesting an employee's removal or withdrawing his authorization to enter the installation.

C-1.5.2.5 Dress Code & Grooming Standards

The SP shall ensure that all personnel assigned to the depot maintain a standard of grooming and personal appearance that is in keeping with their positions in a Government facility and shall be appropriate to traditional Government industrial complex.

C-1.5.2.6 Use of Drugs and Alcohol

The SP shall establish a program that provides for a drug free workplace. NAVAVNDEPOTINST 5355.1_, Drug Free Workplace Program applies. While on Government property or performing elsewhere under this PWS, SP personnel shall not:

- Possess or use alcoholic beverages
- Possess, use (unless specifically prescribed by a licensed physician for medical treatment), or distribute controlled substances.

The SP shall remove from duty any employee who is:

- Incapacitated
- Under the influence of alcohol, drugs, or other incapacitating agents
- Distributing controlled substances.

The SP shall not return that employee to duty unless and until he or she is fully able to perform normally assigned duties. Illicit use or distribution of controlled substances may lead to prosecution. Removal of employees for such causes does not relieve the SP of the requirement to provide sufficient personnel to adequately perform services specified under this contract.

All depot personnel including SP personnel are subject to urinalysis testing. The Government may bill the SP for the cost of the urinalysis.

C-1.5.3 APP — Personnel & Staffing

The Personnel and Staffing Section of the APP will include the information described below. (See Section C-1.5.1. and TE 4 — Contract Data Requirements List, CDRL A001.)

C-1.5.3.1 Organization Chart

The SP shall furnish to the COR, a copy of the SP organizational chart as proposed for performance of this PWS. The SP chart shall include the names, addresses, and telephone numbers of the on-site manager and alternates. The SP organizational chart shall also identify all other essential personnel and their roles within the SP. The SP shall provide the COR an updated chart within 7 calendar days after changes are made. This paragraph, however, shall not relieve the SP of the requirements of the addition/substitution of essential personnel clause (See Solicitation Section H). (See TE 4 — Contract Data Requirements Lists, CDRL A003.)

C-1.5.3.2 List of Employees

The SP shall provide the COR and Security Department a complete list of all employees who will perform under this award. The list shall contain the SP's name and award number and for each employee his or her full name, Social Security number, job, work assignment, applicable licenses and endorsements, and work site. The SP shall notify the COR, in writing, of any addition, deletion or changes to the list of employees within 7 calendar days of date of change. (See TE 4 — Contract Data Requirements Lists, CDRL A004.)

C-1.5.3.3 Proof of U.S. Citizenship

All of the SP's personnel employed in performance of this award shall be U.S. citizens. Proof of U.S. Citizenship is required within 30 days of award. (See TE 4 — Contract Data Requirements Lists, CDRL A005.)

C-1.5.3.4 Prerequisite Training

Employees proposed by the SP shall have all requisite training, experience, and state licenses to perform the work successfully by the time commencement of performance is required. Licenses required are valid North Carolina State driver's licenses for personnel operating forklifts, electric carts, and government owned vehicles. In addition, the SP shall ensure that it trains its employees sufficiently in environmental protection and safety to ensure compliance with all Federal, State, and local laws and Department of the Navy regulations required in performing this PWS.

C-1.5.3.5 Security Clearances

SP personnel do not need access to classified material. However, within 30 calendar days of award, the SP shall review and comply with requirements in *NAVAVNDEPOTINST 5500.1*, *Security Manual* concerning SP employees who may need access to restricted areas, sensitive information, and sensitive unclassified system operations.

C-1.5.4 Operating Hours

C-1.5.4.1 Normal Depot Operating Hours

Normal depot operating hours are Monday – Friday from 0700-1530 (i.e., regular day shift hours or 1st shift) and from 1530-2345 (i.e., night shift regular hours or 2nd shift). The SP shall perform almost all of the requirements in this PWS during the 1st Shift. The exception is for one requirement, Perform Cycle Counts (C-5.4.4) on either 2nd or 3rd shift, whichever lends itself to be most productive.

C-1.5.4.2 Federal Holidays

Federal holidays are:

- New Year's Day
- Martin Luther King's Birthday
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day.

Should a Federal holiday fall on a Saturday, the Friday immediately before is considered the holiday; if the Federal holiday falls on a Sunday, the Monday immediately following is considered the holiday.

Consistent with the Department of Labor Wage Determination and regulations governing paid Federal holidays, the SP shall provide these Federal holidays to SP employees. Note: Normally, the Government will not require SP coverage on Federal holidays.

C-1.5.4.3 Extended Depot Operating Hours

However, in performance of this award, the Government may require the SP to work extended (that is, other than normal) hours as required to support depot operations. This may involve work after the 1st shift and before the 1st shift on the next day and working on Federal holidays, Saturdays, and Sundays. Such services may include any and/or all of the requirements in this PWS.

If the Government requires the SP to perform extended hours work, the COR will normally provide the SP at least three working days notice. The notice gives the SP sufficient time to schedule staff for extended depot operating hour requirements. The Government does not envision any Extended Depot Operating Hours Work (i.e., work for which it will give more than three working days notice).

Note: This Extended Depot Operating Hours Work with more than three working days notice shall be included as part of the firm fixed price of this Award and shall not be paid under the Time and Materials CLINs.

C-1.5.4.4 Extended Operation Hours Work (Less Than Three Days Notice)

The Government may require the SP to perform extended depot operating hours work with less than three working days notice under the following circumstances:

- In extenuating circumstances when the Government may not be able to provide three working days notice for extended hours work
- In emergencies (that is fire, civil disturbance, disaster warnings, destructive weather, military alerts, or aircraft crashes)
- Any crisis declared by National Command Authority.

Under these three circumstances, the SP shall provide services required under the PWS when requested.

C-1.5.4.5 Compensation for Extended Depot Operating Hours Work

The Government will reimburse the SP when the COR directs the SP to work extended operating hours. Such reimbursement will be under the “Extended Depot Operating Hours (Less Than Three Working Days Notice)” time and materials CLIN.

In order to be compensated under either of these Sub-CLINs, the PA shall provide substantiation of the extent of extended hours worked and the extent of said work performed using overtime (i.e., time-and-a-half) versus additional resources on straight time.

The Government does not envision requiring such work, with less than three working days notice, to exceed 480 hours per annum.

C-1.5.4.6 NADEP Shutdown

MCAS O 5300.2_, *MCAS Work Force Dismissal/Excuse Due to Emergency Weather* and *NAVAVNDEPOTINST 3140.1_*, *Destructive Weather Plan* govern MCAS and NADEP closure for bad weather. Personnel can call 252-464-8333 or 252-466-2911 for information on closures. Local radio and TV stations also may broadcast bad weather notification.

C-1.5.4.7 One-time and/or Unforeseen Workload Surges or decreases

During the course of this award, workload to support the Fleet may surge due to U.S. military involvement in conflicts or major changes (e.g., consolidation of depots or introduction of a new aircraft platform) to the responsibility of the depot. This may cause an increase or decrease in workload requirements under this Award. Should such an event occur, the Government may, at its option, direct the SP to support the effort and the SP

shall provide required services. Any required adjustments will be subject to the “Changes” clause.

C-1.5.5 Interaction with Other Organizations

C-1.5.5.1 Customer Liaison

The COR is the designated liaison among internal and external NADEP customers and the SP for oversight of project requirements, schedules, and cost estimates and for delivery of products to customers.

C-1.5.5.2 Interactions with Support Contractors

The NADEP workforce is a mixture of Government and contractor entities. The SP will normally interface directly with the Government. However, there are situations when the SP shall be required to work, coordinate, or interface with Government and contractor personnel in normal work situations. Examples of these organizations include:

- Information Management
- MCAS Hazardous Material Control and Management Section
- MCAS Public Works
- Express Ship Services (FedEx, USPS, Airborne Express, etc.)
- Prime Equipment Manufacturers of military aircraft and components (Lockheed Martin, Boeing, etc.)
- Sub-contractors and second sources of components, materials and aircraft parts
- Naval Inventory Control Point (NAVICP) and Defense Logistics Agency (DLA)activities
- Commercial Vendors for aircraft parts, components and raw stock “world-wide”.

In no case shall the SP direct contract personnel.

C-1.5.5.3 APP — Communications

The SP shall submit to the COR its plan for creating and maintaining lines of communication with contractor entities, mitigating risk to performance of the award and sharing government-furnished property (GFP). The SP shall maintain and update the plan throughout the performance of this award as required and submit changes to the COR within 7 calendar days

of making an update. (See Section C-1.5.1.) (See TE 4 — Contract Data Requirements Lists, CDRLA006.)

C-1.5.6 Quality Assurance & Quality Control

C-1.5.6.1 Quality Assurance Surveillance Plan (QASP)

The Government will evaluate the SP's performance using a QASP. For those tasks listed in Section C-5, the Government may use any method or any combination of methods specified in its QASP to inspect SP-provided services. The Government may use other surveillance methods (such as provided for in the Inspection Services Clause of the Solicitation) during performance of this award. The performance of the services specified herein shall be subject to review by the Government at its discretion and in accordance with the QASP.

The Government's Quality Assurance Evaluator (QAE) will inform the SP's site manager when discrepancies occur in the performance of this award and will request corrective action from the SP. When the QAE requests corrective action, the SP shall notify the QAE in writing within 24 hours that the SP has corrected the discrepancy and how. If the discrepancy is such that it will take longer than 24 hours to correct, the SP shall submit a schedule of corrective action to the COR. The Government will provide the QASP to the SP upon award.

The Government's QASP is not a substitute for quality control by the SP. All costs associated with rework are the responsibility of the SP. The Government reserves the right to choose the inspection methods it uses in its quality assurance program and to vary the inspection methods used during the work, without notice to the SP. The Government may apply various surveillance methods including:

- Direct Observation
- Periodic Inspection
- 100% Inspection
- Validated User/Customer Complaints
- Periodic Sampling
- Random Sampling.

The Government will monitor customer satisfaction. Customer dissatisfaction or complaints may lead to surveillance of tasks not listed and not specifically targeted in the QASP.

C-1.5.6.2 SP Quality Control

As noted in C-1.5, the SP shall either be ISO 9001(Rev 1994), ISO 9002 (Rev 1994), or ISO 9001 (2000) registered for the work required. This ensures that the SP will be a co-equal participant in the accomplishment of the NADEP mission.

For the requirements of this PWS, the SP shall develop and implement a comprehensive quality program that is also compliant with its ISO registration. In doing so, the SP shall have a Quality Manual and appropriate standard operating procedures for the work described in this PWS. Section C-6 includes *Naval Aviation Depot Cherry Point Material Services/ Production Planning Quality Manual, December 13, 2001*.² This manual is for the "as is" organization providing material services.

The NADEP's quality program includes detailed procedures for each position in the organization. However, these detailed standard operating procedures (SOPs) are proprietary to the Government's own bid and thus are not available. However, the Government will provide these SOPs to the SP at the time of award. The SP may use these SOPs as samples to develop SOPs for its own organization, staff, and procedures to perform the requirements of this PWS.

C-1.5.6.3 APP — Quality Control Program (QCP)

The SP shall submit to the Government for approval a comprehensive Quality Control Program (QCP) (i.e., Quality Manual and SOPs) that document how it will implement and maintain QC throughout the period of performance. By following its QC Program, the SP shall ensure that it meets all requirements of the PWS in accordance with the quality and timeliness standards of the PWS. The SP shall submit a draft Quality Manual per instructions of Section L of the Solicitation. After Award, the SP shall submit its then current QCP for approval to the Contracting Officer by the end of the Transition Period. (See TE 4 — Contract Data Requirements Lists, CDRL A007.)

The Contracting Officer will notify the SP of acceptance or required modifications to the QCP within 7 calendar days of receipt. The SP shall make any necessary modifications before full performance at no additional cost to the Government and submit any revised SOPs within 7 calendar days after notification. Failure to get approval of its Quality manual or SOPs

² This manual describes the current management structure, responsibility, and authority of the Material Services / Production Planning Division Quality System. It defines the requirements aimed at achieving confidence in product performance and customer satisfaction. The system described in this Quality Manual complies with the requirements of the ISO 9002 Standard. SPs may use this manual as the basis of a quality manual for their approach to performing the requirements of this PWS.

does not excuse the SP from its obligation to perform the requirements of this PWS.

During the period of performance, the SP must submit QCP changes to the Government for concurrence within 10 calendar days of change implementation. The SP shall perform all audits, inspections, and verifications necessary to substantiate conformance with its ISO registration and shall perform all inspections necessary to ensure that its work meets the quality and timeliness standards herein.

C-1.5.6.4 Performance Evaluation Meetings

The SP's site manager shall attend biweekly meetings with the COR during the transition period and for the first 4 months of the full performance period. Thereafter, the Government will schedule the periodic performance evaluation meetings with the SP's site manager. For these periodic meetings, the Government will provide the SP, one working day notice. However, the Government may require the SP's site manager to attend a meeting with less notice anytime it issues a Contractor Deficiency Report (CDR). (See TE 4 — Contract Data Requirements Lists, CDRL A008.)

C-1.5.7 Security & Preparedness

C-1.5.7.1 Base Regulations

All SP personnel employed in performance of this Award, or any representative of the SP, entering the MCAS or Government spaces off-site shall abide by *MCO 5510.15*, *Security of Marine Corps Installations and Resources*.

C-1.5.7.2 Security Indoctrination

The Government shall provide security indoctrination for new SP personnel within 30 calendar days after their arrival. This training shall include general security education, operations security (OPSEC) awareness, and information systems security. The Government does not envision that the SP will need access to classified information in the performance of its work. The security indoctrination is to ensure that if SP employees inadvertently gain access to classified or sensitive information, they will know how to safeguard it.

C-1.5.7.3 Badges & Passes

Each SP staff must have a Government-issued employee badge and a vehicle pass (i.e., a temporary day pass, or base decal) to access the MCAS and NADEP. The NADEP Security Division will provide SP personnel required employee badges. The MCAS will provide vehicle passes.

In addition to a vehicle pass, SP employee's vehicle will have a valid registration and license tag and have adequate liability insurance coverage as required by *NAVAVNDEPOTINST 5500.1*, *Security Manual*.

SP personnel shall display their NADEP badge at all times when entering and leaving a depot gate and while inside the depot. SP personnel shall wear the badge over the front and above the waist of outer clothing. The NADEP will not allow SP employees to work in the depot if the employees do not display their NADEP badge appropriately.

The Government shall exercise full and complete control over granting or denying employee badges and passes. The SP shall account for all Government passes and security identification badges issued to SP personnel. The SP shall ensure that all departing SP personnel turn in passes and employee badges to NADEP Security Division by close of business on the employee's last day of work.

C-1.5.7.4 Physical Security

The Government currently provides for the safety of its employees and for security at the depot facilities. However, the Government is not responsible for any loss or damage to the SP's and SP staff's equipment, belongings, or persons, nor is the Government responsible for any costs that result from such loss or damage.

The SP shall safeguard all Government property in work areas and secure all Government material in the SP's possession when not under direct physical control of SP employees.

The SP shall insure that its employees do not remove Government property from the depot or adjacent and outlying areas without the written permission of the COR. The Government considers the SP's failure to comply with this requirement to be cause for employee removal in addition to any other actions the Government may take.

The SP shall establish and implement methods of ensuring that all keys and keycards issued to the SP by the Government are not lost, misplaced, or used by unauthorized persons. The SP will not duplicate keys issued to the SP by the Government. The SP shall report the occurrence of a lost key or key card immediately to the COR.

The SP shall prohibit the use of keys issued by the Government by any persons other than the SP's employees. In addition, the SP shall prohibit the opening of locked areas by the SP's employees to permit entrance of persons other than SP's employees engaged in the performance of assigned work in those areas.

The SP shall establish and implement methods to ensure that its employees do not reveal any lock combination to unauthorized persons.

Certain restricted areas, identified as such, within the confines of the depot are “Off Limits” to all personnel not assigned to work in those spaces.

SP employees shall not loiter in any work area of the depot. SP personnel will depart the depot within 30 minutes of completion of their assigned shift or duties.

C-1.5.7.5 Network Security Requirements

SP personnel will be required to complete and provide the following four documents for network access:

- NAVAVNDEPOT CP Computer Access request
- Criminal Record Check (CRC)
- Information System Security Awareness Agreement
- Classified Information Non-Disclosure Agreement (SF-312).

The SP shall use the above forms to request new employee access to the network. The SP shall submit the completed forms to the COR. The Government will process this request within 7 working days. This will allow the Government time to provide required computer network access and passwords. All deaths or terminations of employment will be reported within 7 calendar days, in writing, to the ISO Security Officer and ISSM Security Manager via the COR. (See TE 4 — Contract Data Requirements Lists, CDRL A009.)

C-1.5.7.6 Disclosure of Activities or Information

SP personnel shall not disclose any information concerning NADEP or MCAS operations that could result in a breach of security or interrupt continuity of operations. The SP shall ensure that all SP personnel are aware of requirements to protect classified and sensitive information.

C-1.5.7.7 OPSEC Reviews

The Government will conduct a security review of all information about the NADEP that the SP intends to report or publish outside the NADEP. This requirement specifically applies to all forms of information; such as, written documents, web sites, audiovisual materials, and all types, such as, press releases, advertising, or papers produced for scholarly purposes. The SP shall submit to the COR a copy of the information in the form to be released along with information on the intended distribution channel for

that information. The Government will respond to the SP's request with an approval, disapproval, or approval with changes within 30 days of the SP's request for a security review. (See TE 4 — Contract Data Requirements Lists, CDRL A010.)

C-1.5.7.8 Fire Prevention

The SP shall become familiar with depot fire prevention and reporting in *NAVAVNDEPOTINST 11320.1_ Fire Protection Plan*. The SP shall be cognizant of and observe all requirements for handling and storage of combustible supplies and material in accordance with this instruction.

C-1.5.7.9 Disaster Preparedness

The SP shall take all actions as required by *NAVAVNDEPOTINST 3140.1_ Destructive Weather Plan*. This includes, but is not limited to:

- Making all preparations for scheduling affected SP personnel
- Making SP personnel available for work and aware of their responsibilities in case of a declared disaster.

C-1.5.8 Safety & Health

C-1.5.8.1 Safety

The SP shall maintain a safe work environment in depot work areas in accordance with *NAVAVNDEPOTINST 5100.2_ Occupational Safety, and Health Manual* and other requirements as set forth in this Award. If the SP fails or refuses to promptly comply with safety requirements, the Government may issue an order stopping all or part of the work until the SP takes satisfactory corrective action. The SP shall not make time lost due to any such stop work order the subject of claim for extension of time or for excess costs or damage to the SP.

C-1.5.8.2 Mishap Reporting

The SP shall report all mishaps related to the performance of this PWS to the NADEP Safety Office immediately after dialing 911 to report the mishap. Within 2 working days of the mishap, the SP shall prepare and submit a Mishap Report Form, NAVAVNDEPOT CP 5102/1 to the Occupational Safety and Health Office (Code 6.8.810). The SP shall submit this report for any incident that involves employee injury, no matter how slight or any "near miss", where there could have been injury. Within 2 working days of a mishap involving property or material damage, the SP shall prepare and submit a Property Damage report Form, NAVAVNDEPOT CP 5100/2A to the Occupational Safety and Health Office (Code 6.8.810). Chapter 6 of *NAVAVNDEPOTINST 5100.2_* further explains the procedures the SP shall

follow in case of a mishap. (See TE 4 — Contract Data Requirements Lists, CDRL A011.)

C-1.5.8.3 Control of Mishap Scene

In case of accident or mishap, the SP shall take control of the scene to prevent further injury to persons or damage to property. The SP shall also preserve evidence until released by the accident or mishap investigative authority or commander on the scene. The SP shall, if the Government elects to conduct an investigation of the accident or mishap, cooperate fully and assist Government personnel in the conduct of such investigation until the investigation is complete.

C-1.5.8.4 APP — Safety & Health

The SP shall plan and implement a safety and health program. The SP shall submit its Safety and Health Plan to the COR. The SP shall maintain and update the plan throughout the performance of this award. (See Section C-1.5.1. and TE 4 — Contract Data Requirements Lists, CDRL A012.)

The SP's Safety and Health Plan shall include:

- Standards and Codes — Identification of and provisions for compliance with applicable safety standards and codes.
- Occupational Safety and Health (OSH) Inspections — Provisions for granting access immediately and at reasonable times to OSH officials for inspections. The SP is subject to enforcement authority by Federal, State, and local safety and health officials.
- Environmental Requirements — Provisions for compliance with all applicable OSHA regulations, Federal, State and local laws or permits that govern the SP's work and DoD, DoN, MCAS, and NADEP environmental requirements and instructions. The SP shall conduct all tasks in accordance with applicable requirements.
- Notification of Environmental Spills — Provisions for notifying the proper authority if the SP spills, releases, or observes anyone who spills or releases any hazardous substance into the environment.
- Safety and Fire Hazard Requirements — Compliance with all NADEP fire health and safety regulations. Base firefighters may make periodic routine inspections for regulation compliance. The SP shall not burn any material on base.
- Safety Equipment — Provisions for appropriate toe, head, eye, and ear safety equipment.

- Safety Reporting — Maintenance of records of all accidents, resulting in death, trauma, loss of work, occupational disease, and property and equipment damage caused by employees.

C-1.5.8.5 Emergency Medical Care

The SP is responsible for the protection and treatment of SP employees suffering on-the-job illness or injury. Only emergency medical care is available in Government facilities to SP employees who suffer on-the-job illness or injury. The Government may require reimbursement from either the individual or the SP for any emergency medical care.

C-1.5.9 Vehicle & Equipment Operations

The SP shall operate motor vehicles and equipment in any area serviced by the SP under the requirements of this PWS in accordance with applicable laws and regulations. After calling “911” if necessary, SP personnel shall report all vehicle and equipment accidents associated with performance of work under this PWS to security and public safety personnel and the COR as soon as safety allows.

If required, the Government shall train and annually certify SP personnel assigned to operate vehicles and equipment on the airfield in operation and runway protocol of hand-held radios. Typically, the one-time training takes 8 hours.

C-1.5.10 Transition Period

There will be a 30-day transition period between award and the commencement of full performance in the base performance year. The transition period shall be no longer than 30 calendar days. However, commencement of the transition may be up to 180 calendar days after award.

The purpose of the transition period is to:

- Observe work accomplished by in-house Government and contract employees.
- Become thoroughly familiar with work requirements and work procedures.
- Comply with the Right of First Refusal clause of the award.
- Complete hiring of trained and experienced personnel to assure satisfactory performance by the date that full performance is required to commence.
- Obtain security clearances, if required.

- Complete training requirements and accomplish necessary training of SP personnel.

Note: Prospective offerors shall not solicit Government personnel for employment during their duty hours unless they make interview arrangements through NADEP Human Resource Office.

C-1.5.11 Transition Period Access

During the transition period, the SP shall have access to NADEP facilities to familiarize supervisors, essential personnel, and staff with equipment, reporting, work scheduling, and procedures. In addition, SP personnel shall have access to perform joint property and equipment inventories and to transfer equipment and property to the SP's equipment and property custodians. To preclude any interference with operations, the SP shall arrange with the COR for access to the Government facilities during the transition.

C-1.5.12 APP — Transition to Full Performance

The SP shall submit a Transition Plan to the COR within 30 days of award. The Transition Plan shall address the SP's staffing plans, development of work processes to perform PWS requirements, and use of Government-furnished property and services. (See Section C-1.5.1. and See TE 4 — Contract Data Requirements Lists, CDRL A013.)

C-1.5.13 Preventive Maintenance & Repair

The Government will furnish scheduled preventive maintenance (PM) and repair of Government-furnished equipment (GFE). The SP is responsible for scheduling PM on GFE. The SP shall schedule maintenance so that the PM checks do not interfere with the SP successfully performing its overall work.

The SP shall provide the Government a minimum of 1 working day notice of PM requirements. The SP shall notify the COR in writing the next business day, if a scheduled PM can not be performed due to operational workload or unforeseen circumstances. (See TE 4 — Contract Data Requirements Lists, CDRL A014.)

C-1.5.14 Equipment Servicing & Maintenance

The SP shall perform equipment servicing and operator maintenance, such as, checking the battery charge indicator in electric carts, on Government-provided equipment identified in this PWS. The COR may grant exceptions to this requirement in instances where the equipment is beyond economical repair or the repair is beyond the capability of the SP. In this

situation, the SP shall arrange with the COR for services to deliver such equipment to a location designated by the COR for disposal or repair.

C-1.5.15 Technical Data, Processes & Inventions

All hardware, software, technologies, processes, and techniques that the SP develops under this PWS are the property of the Government. The SP shall not use, disclose or otherwise appropriate any technical data, processes or inventions developed during the period of performance of this award, unless the SP obtains written permission from the contracting officer. The SP shall use DD Form 882, Report of Inventions and Subcontracts to obtain permission. (See TE 4 — Contract Data Requirements Lists, CDRL A015.)

C-1.5.16 Relationship & Liabilities of Parties

It is expressly agreed and understood that the SP renders its services in its capacity as an independent SP. The SP shall be solely responsible for any liability producing act or omission by it or its employees or agents.

C-1.5.17 Travel

Most of the work under this PWS will be at the Marine Corps Air Station (MCAS), Cherry Point, NC. Some portion requires the SP to travel and work outside the MCAS complex. Approximately 250 hours per year are required to accomplish the required work away from the depot. The Government will reimburse the SP on a time and materials basis for travel required in performance of this PWS but will not reimburse the SP for work accomplished during extended hours. Additionally, travel does not relieve the SP of the responsibility of any requirements. The *Joint Travel Regulations (JTR), Volume 2, Department of Defense Civilian Personnel, Current Edition* applies to the SP's travel and reimbursement.

Section C-2 Definitions

Not all the terms in the glossary and acronym list below appear in this PWS. However, these terms provide a lexicon for the work that Material Division normally performs.

Table C-2.1 Glossary

Term	Definition
Acceptable Quality Level (AQL)	The percentage of occurrences the SP can fail to meet the quality standard and have the quality level remain acceptable. As long as the percentage of defective performance does not exceed the AQL, the Government will not reject the service. However, the SP must correct the defective performance when possible.
Acceptable Status	Status that indicates material Estimated Delivery Date (EDD) is in time to meet requirement for use.
Accident	See Mishap.
Adverse Status	Status that indicates material EDD is unacceptable and will not meet requirement for use.
Bond Room	Material placed in inventory for use by special programs, or for emergency shortages.
Carcass or Core	Component returned to NAVICP/AF for repair or overhaul or to DRMO for disposal.
Consumable	Material that does not require a core or carcass turn-in
Corrective Action Plan (CAP)	A written plan outlining a perceived deficiency or a failure and providing a plan for its correction. The plan provides costing, scheduling, and procedures involved with the correction as applicable.
Customer	Internal or external entities to the NADEP who have an identified requirement to be met by the NADEP or the need for assistance in meeting their own customer requirements. Examples include aircraft acquisition program managers, organizations within NAVAIR, and individuals requesting tours or training. Customers may be remotely involved in the conduct of the project or may work side-by-side with NADEP/SP personnel throughout the project. The customer requirement definition process described in Section C-5 applies to external customers.
Discrepant Material	Material received in incorrect quantity, wrong substitute, duplicate, incomplete documentation or other discrepant condition.
Environment	Used as a general reference, environment includes the generic natural environment; e.g., weather, climate, terrain, vegetation, road conditions, etc. Environment includes those conditions observed by the system during operational use, stand-by, maintenance, transportation, and storage.
Excess Material	Material from production shop or store that is more than the current requirement.

Term	Definition
Exchange Material	Aeronautical material which lends itself readily to overhaul and for which replacement parts are procured. Same as "Reparables".
Extended Depot Operating Hours	Work after the 2 nd shift and before the 1 st shift and working on Federal holidays, Saturdays, and Sundays
Facility	A building, structure, or other real property, including utility systems, pavement, and land, including all interior and exterior facilities.
First Article	Material requiring government testing/approval before initial use.
G-Condition	Assets which can not be sold due to material delays.
Hazardous Materials	Material identified in and subject to the Hazardous Waste Manifest Requirements of the U.S. Environmental Protection Act as specified in 40 CFR Parts 261 and 262.
Improve Status	An effort to change adverse status to acceptable status.
Interface	Software and hardware that converts data from a device (computer, simulator, or stimulator) into a format usable by other devices. Interaction between the SP and other agencies, contractors, etc.
Mishap	Personnel. Loss of life or any bodily injury that requires medical treatment. Equipment/Materials. Any loss or damage to property other than normal wear and tear that would cost the Government \$100 or more to repair/replace.
Max	Maximum.
Multi-pack	Packages with more than one item inside packaging.
Negatives	NIMMS database on-hand quantity is less than zero.
Normal Depot Operating Hours	Monday – Friday from 0700-1530 (i.e., regular day shift hours or 1 st shift) and from 1530-2345 (i.e., night shift regular hours or 2 nd shift).
Open Purchase	Requisition for nonstandard or out-of-stock items.
Plant Property	All government-owned, Navy- or Marine Corps-controlled real and personal non-consumable property that is located at activities under control of the Navy or Marine Corps.
Pre-expended Bin	Area for storing material ready for issue within the production shops area, of low dollar value, high usage.
Process	A set of policies, practices and procedures that define a Material Services business activity
Raw Stock	Material before being processed or manufactured into a final form.
Recon material	Material received against a closed JON or as an unsuitable substitute.
Repairable	Material which requires a core or carcass turn-in to NAVICP.
Shelf Life	Property of items that deteriorate over time.
Shop Excess	Material turned in to Material Services by production shops

Term	Definition
	as excess to their requirements
Warehouse Refusal	Sufficient material is not available to fill a direct issue.

Table C2.2 Acronyms

Acronym	Definition
APP	Award Performance Plan
AQL	Acceptable Quality Level
BOM	Bill of Material
BPR	Business Process Reengineering
BY	Base Year
CA	Commercial Activity, Current Annual, Contract Administrator
CAO	Competency Aligned Organization
CDR	Contractor Deficiency Report
CDRL	Contract Data Requirements List
CLIN	Contract Line Item
COB	Close of Business
COR	Contracting Officer's Representative
CP	Cherry Point, Complex Process
CRC	Criminal Records Check
DIFMS	Defense Industrial Finance Management System
DITMS	Defense Information Technology Management System
DLA	Defense Logistics Agency
DLCP	Daily Labor Correction Process
DLR	Depot-level Repairable
DMISA	Depot Maintenance Inter-service Support Agreement
DO	Direct Observation
DoD	Department of Defense
DoN	Department of the Navy
DRMO	Defense Re-utilization and Marketing Office
EEO	Equal Employment Opportunity
E-mail	Electronic Mail
EMT	Emergency Medical Technician
EOM	End of Month
EOQ	End of Quarter
ESD	Electrostatic Discharge
FAR	Federal Acquisition Regulation
FAT	First Article Test
FE	Reparable, Check and Test
FOD	Foreign Object Damage
FRAG	Fleet Readiness Action Group
GCPC	Government Wide Commercial Purchase Card
GFE	Government-furnished Equipment

Acronym	Definition
GFF	Government-furnished Facilities
GFM	Government-furnished Materials
GFP	Government-furnished Property
GFS	Government Furnished Services
GIN	Government in Nature
GME	Garrison Mobile Equipment
GSA	General Services Administration
GSE	Ground Support Equipment
HAZMAT	Hazardous Materials
HMMS	Hazardous Materials Management System
HW	Hazardous Waste
IAW	In accordance with
ISO	International Standards Organization, Information Security Office
ISSA	Inter- or Intra- Service Support Agreement
ISSM	Information Systems Security Manager
KO	Contracting Officer
LP	Liquefied Petroleum
MAF	Maintenance Action Form
MCAS	Marine Corps Air Station
MEO	Most Efficient Organization
MHE	Material Handling Equipment
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIS	Management Information Systems
MOI	Missing On Inventory
MOV	Material Obligation Validation
MRF	Material Request Form
MRP II	Manufacturing Resources Planning
MSDS	Material data Safety Sheet
NADEP	Naval Aviation Depot
NAMP	Naval Aviation Maintenance Program
NAVAIR	Naval Air Systems Command
NAVAVNDEPOT	Naval Aviation Depot
NAVAVNDEPOTINST	Naval Aviation Depot Instruction
NAVCOMPT	Navy Comptroller
NAVICP	Naval Inventory Control Point
NAVSEA	Naval Sea Systems Command
NAVSUP	Navy Supply Systems Command
NAVSUPINST	Naval Supply Systems Command

Acronym	Definition
NC	North Carolina
NIF	Navy Industrial Fund
NIIN	National Item Identification Number
NIMMS	NAVAIR Industrial Material Management System
NIS	Not In Stock
NLT	No Later Than
NP	Normal Process
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OPNAV	Naval Operations
OPNAVINST	Chief Of Naval Operations Instruction
OPSEC	Operations Security
OSH	Occupational Safety and Health
OSHA	Occupational Safety and Health Administration
PCO	Procuring Contract Officer
PDO	Property Disposal Officer
PEB	Pre-Expended Bins
PI	Periodic Inspection
PIC	Process Improvement Criteria
PM	Preventive Maintenance
POC	Point Of Contact
PPE	Personal Protective Equipment
PQDR	Product Quality Deficiency Report
PS	Periodic Sampling
PSE	Personal Safety Equipment
PWS	Performance Work Statement
QA	Quality Assurance
QAE	Quality Assurance Evaluator
QAP	Quality Assurance Plan
QAR	Quality Assurance Representative
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
QDR	Quality Deficiency Report
QIRP	Qualified Industrial Recycling Program
RC	Recon
RFP	Request For Proposal
RFU	Ready For Use
RI	Random Inspection

Acronym	Definition
ROD	Report Of Discrepancy
RSD	Reparable Support Division
SBU	Strategic Business Unit
SDLM	Standard Depot Level Maintenance
SECNAV	Secretary of the Navy
SECNAVINST	Secretary of the Navy Instruction
SERMIS	Support Equipment Resources Management Information System
SF	Standard Form
SOP	Standard Operating Procedure
SP	Service Provider
SPDR	Service Provider Discrepancy Report
SRA	System Replacement Assembly
SRI	Specific Required Inventory
SSAN	Social Security Account Number
TE	Technical Exhibit
TIMA	Tool Room Inventory Management Application
TMS	Type, model, series
TQM	Total Quality Management
UCR	User Complaint Record
UADPS	Uniform Automatic Data Processing System
UNICOR	Trade name for Federal Prison Industries, Inc.
US	United States
USN	United States Navy
USPS	United States Postal Service
V/STOL	Vertical/Short Take-Off and Landing
VIDS	Visual Information Display System
VTC	Video Teleconference Center
VU/CC	Validated User/Customer Complaint
WHE	Weight Handling Equipment
WRA	Weapons Repairable Assembly

Table C2.3 Primary Government Representatives

Position/Title	Primary Responsibilities
Contracting Officer's Representative (COR)	The officer designated by the PCO to interface with the Service Provider on all technical or procedural issues pertaining to this award. The COR is not authorized to deviate from terms of the award unless authorized by the PCO. The COR may delegate approval authority for technical and procedural items to others as appropriate.
Procuring Contract Officer (PCO)	The sole individual authorized to enter contracts on behalf of the government.
Quality Assurance Evaluator (QAE)	The on-site government representative delegated authority for the day-to-day managerial and technical interaction with the SP personnel. The QAE may be from a particular office or represent a function.

Section C-3 Government-Furnished Property & Services

C-3.1 Introduction

The Government will furnish or make available to the SP without cost certain Government-furnished property (GFP) and services (GFS). GFP consists of government-furnished facilities (GFF), government-furnished equipment (GFE), and Government-Furnished supplies and material (GFM). The Government provides GFP on an “as is” basis. The SP has the option of accepting or rejecting any or all GFP. The Government will also provide other services and utilities, including telephone service, water, and electricity.

TE 2, Government-Furnished Property and Services, provides information on Government-owned or provided material facilities, equipment, office equipment, and services. TE 2 also provides usage information on office supplies.

GFP and GFS made available for SP use is solely for use in direct performance of the work specified in this Award. The SP shall not use any GFP or GFS provided under this Award for the performance of any other award in effect simultaneously or at the same work site. Use of any GFP or GFS in performance of work not required by this PWS constitutes fraud. The COR may inspect the condition and use of all GFP during the period of performance.

C-3.1.1 Joint Inventory

The Government and SP shall conduct a joint inventory of GFE and GFF at the start of this Award. The SP and Government shall complete the initial inventory no later than 30 calendar days after the start of the transition period. The inventory shall detail the material description and quantities of all GFE and GFF and determine the exact number, location, and serviceability of the GFE and GFF. Then the SP shall certify the finding of this inventory and assume accountability for the GFE and GFF.

In case of a disagreement between the SP and the Government concerning the working order and condition of such property, the SP shall notify the COR in writing within 5 days of the completion of the inventory. The Government will render a decision within 20 calendar days of the SP's notification.

The SP shall not move any GFP to another site or to remote sites without notification to the COR in writing. (See TE 4 — Contract Data Requirements Lists, CDRL A016.)

C-3.1.2 Return of GFP

The SP may choose to use or not use the GFP and shall notify the Government in writing of its intent. The SP shall return to the Government GFP rejected for use by the SP under this award and it will not be available for future use. Rejection of GFP shall not relieve the SP of responsibility in performance under this contract. Alternatively, the SP shall provide like replacement equipment acceptable to the Government at no additional cost to the Government.

The SP shall reconcile the GFF and GFE at the end of performance IAW NAVAVNDEPOTINST 11016.1_.

C-3.1.3 Annual Inventory

The SP shall conduct an annual inventory of all types of GFF and GFE assigned for its use. The SP will conduct these inventories 30 calendar days before the end of the base year period of performance and 30 calendar days before the end of option year one and each option year thereafter. The SP shall report the results of this annual inventory in writing to the COR within 10 working days of the completion of the inventory. This report shall include:

- Items inventoried
- Any shortages, losses, or damages that exceed the normal wear and tear
- Missing items
- Items (including part numbers and serial numbers and software numbers, if applicable) furnished by the SP to replace those missing items.

The SP shall be liable for all shortages, losses, and damages that exceed normal wear and tear to GFF and GFE IAW NAVAVNDEPOTINST 11016.1_. The SP shall provide the Government any warranties and maintenance agreements for that replacement GFF and GFE. (See TE 4 — Contract Data Requirements Lists, CDRL A017.)

C-3.1.4 Joint Closing Inventory

Within 30 calendar days of completion of performance under this PWS, the SP and the Government shall conduct a closing inventory of all GFF and GFE. The SP shall be liable for all shortages, losses, and damages that exceed normal wear and tear to GFF and GFE IAW NAVAVNDEPOTINST 11016.1_ The SP shall provide the Government any

warranties and maintenance agreements for that replacement GFE. (See TE 4 — Contract Data Requirements Lists, CDRL A018.)

The Government will withhold final payment for work performed under this PWS until the SP has made full restitution to the Government for missing GFF and GFE.

C-3.1.5 Shared Property

In performance of this Award, the SP shall have access to other GFE, GFF, and GFM including, but not limited to office space, copiers, printers, and fax machines. The equipment is “common usage” (i.e., more than one SP uses such property at the same time). As such, the SP shall plan accordingly and recognize that such equipment may not always be free from other use (i.e., available) or operational.

C-3.1.6 APP — Property Control

The SP shall provide the Government a Property Control Plan. The SP will update the plan annually. (See Section C-1.5.1. and TE 4 — Contract Data Requirements Lists, CDRL A019.) The Property Control Plan shall include:

- The SP’s process for accepting or rejecting GFP and GFS.
- A list of GFP and GFS identified in TE 2 that the SP may use
- The SP process for safeguarding GFP and GFS.
- A list of all other required items and services to perform the requirements in accordance with Section C-4.

C-3.2 GFP

C-3.2.1 GFF

The Government will furnish or make available to the SP the use of Government-owned or operated facilities; areas within facilities; and fixed equipment. TE 2.1 depicts the GFF available to the SP. If not otherwise specified in Section C-5, the Government will provide maintenance of real property.

The SP may alter or improve their assigned facilities, but shall not make any alterations without the concurrence of the Government. Before the SP makes any modification to facilities, the SP shall submit to the COR documentation describing, in detail, the modification. Any such alterations are at the SP’s expense, unless agreed to in advance by the Government. Such alterations become the property of the Government. The SP shall re-

turn GFF to the Government in the same condition as at initial inventory, except for normal wear and tear and approved alterations. (See TE 4 — Contract Data Requirements Lists, CDRL A020.)

The SP shall report any unsafe or non-operational condition of the GFF to the COR within 5 calendar days of GFF being offered to the SP. The COR shall resolve any unsafe or non-operational condition of the GFF within 20 calendar days of report of these conditions.

C-3.2.2 GFE

The Government will provide the GFE listed in TE 2.2 to the SP. The Government will make this GFE available to the SP during the transition in “as is” condition. In addition to the GFE in TE 2.2, the Government will provide each SP office worker a workstation consisting of desk, chair, and file cabinet in an appropriate office. For SP workers who do not work in an office, the Government will provide a workbench consisting of worktable and stool in an appropriate work area.

C-3.2.2.1 Missing, Stolen, Lost & Recovered GFF & GFE

The SP shall comply with all Government rules and regulations listed in Section C-6 and elsewhere in the PWS that govern accounting for GFF and GFE if lost, missing, stolen, damaged, or destroyed while in the SP’s possession.

C-3.2.2.2 Warranties & Service Agreements

Where manufacturers’ commercial warranties or service agreements exist, the SP shall exercise the warranty or service agreement. The SP shall report difficulties in exercising manufacturer warranties or service agreements to the COR. The SP shall not repair equipment under warranty or service agreement without COR approval. The Government will furnish the SP warranty and service agreement information on all GFE. (See TE 4 — Contract Data Requirements Lists, CDRL A021.)

C-3.2.2.3 Repair vs. Replacement

The SP shall not replace repairable GFE.

C-3.2.2.4 Salvaging & Reclamation

The SP shall arrange with the COR for salvage and reclamation of GFF that has residual value, but is otherwise non-reusable.

C-3.2.2.5 Vehicle & Equipment Operation

The SP shall be responsible for the proper operation and use of all government-furnished vehicles and equipment. The Government will provide scheduled maintenance for vehicles and equipment listed in TE 2.

C-3.2.2.6 Fuel

The Government will furnish operating fuels for Government-furnished equipment used in performance of services specified in this award. The Government will not provide fuel used for transport of SP employees between their domicile and their duty station. The SP will coordinate with the COR for the required quantities and sources of gasoline, natural gas fuel, and diesel. (See TE 4 — Contract Data Requirements Lists, CDRL A022.)

C-3.2.3 GFM

The Government will supply the SP with GFM in the current inventory at the time of award. The SP shall replenish the GFM as necessary during the performance of this award. The Government will furnish the SP Government-unique repair parts through the Government supply system. The SP may use Government supply sources for obtaining materials required in the performance of this award. This includes General Services Administration (GSA), UNICOR (the trade name for Federal Prison Industries, Inc.), or other approved Federal supply sources. TE 2.4, Calendar Year 1999 Office Supplies, provides information on office supplies used by the Material Division in 1999.

C-3.3 GFS

C-3.3.1 Utilities

The Government will furnish utilities at no cost to the SP as currently installed in GFF. Types of utilities furnished include water, electric, telephone, gas, sewer services, steam, fuel, oil, and LP gas. The SP shall not change or alter any service, or component, without Government review and approval. The SP shall not make utility connections to any SP-furnished equipment or system without prior Government review and written approval. The Government provides utilities for operations only in direct support of this award.

The SP shall ensure that its employees use utility conservation practices as defined in NAVAVNDEPOTINST 11300.2_, "Energy Conservation Program". The SP shall operate under conditions that preclude the waste of utilities.

C-3.3.2 Information Management Systems

C-3.3.2.1 Desktop Computing Services

Desktop computing services include:

- Desktop (or laptop) hardware and operating and application software
- Peripheral devices
- Equipment moves, additions, or changes
- Operational monitoring
- System problem determination and resolution
- Other technical support.

The Government will provide appropriate desktop computing services to the SP for performance of requirements under this PWS. The SP shall use these information management services only for transaction of official business of the NADEP in direct support of this award.

C-3.3.2.2 Network Support Services

The Government will provide network support services to include appropriate access to NADEP networks, network services, and corporate applications. The Government will provide Internet and e-mail access on a case-by-case basis as approved by the COR.

The Government will also provide applications programming services. Such services include developing, maintaining, and supporting appropriate Government-unique applications that the SP uses in performance of requirements under this PWS.

C-3.3.2.3 Appropriate Desktop & Access

“Appropriate” as used in subparagraph C-3.3.2.1, above, means “Navy/Marine Corps Intranet compliant”.

C-3.3.3 Telephone Service

C-3.3.3.1 Telephone Instruments & Lines

The Government will provide telephone instruments and lines located in facilities that the SP occupies at no cost to the SP. These telephone lines will be provided on a case-by-case basis, as approved by the COR. The SP

shall use these telephones only for transaction of official business of the NADEP in direct support of this award.

Government-furnished telephones are subject to security monitoring at all times. Use of these telephones constitutes consent to security monitoring.

C-3.3.3.2 Telephone Changes & Repairs

The SP shall not move, add, or change Government-furnished telephone property or lines without the COR approval. SP personnel shall not, in any way tamper with the telephone distribution system. The SP shall notify the COR when the telephones or telephone lines need maintenance or repair.

C-3.3.4 Installation & Postal Mail

The Government will provide daily guard mail for documents generated in performance of this award. The Government handles mail that is in government franked, stamped, or express delivery service envelopes and packages. The SP shall use those mail services for official U.S. government business only. The SP shall be responsible for mail related to internal SP activities.

The SP shall forward misdirected mail. The SP shall deliver mail for the U.S. Postal Service and express delivery services to the mailroom in Building 137.

C-3.3.5 Refuse Collection

The Government will furnish refuse collection from assigned exterior Dumpsters. The SP shall transport large refuse from SP facilities to the Dumpsters. The SP shall contact the COR if a Dumpster is full, the area around a Dumpster is not acceptable, or if pest infestation is observed. The SP may place non-hazardous trash, excluding recyclable material in the Dumpsters.

The SP shall not place hazardous material in these Dumpsters. The SP shall contact the COR for instructions for collecting hazardous materials.

C-3.3.6 Recycling

The SP shall participate in the depot recycling program in accordance with NAVAVNDEPOTINST 5090.1_, "Resource Recovery – Qualified Industrial Recycling Program (QIRP)" and will recycle paper, cardboard and aluminum products by depositing in designated recycling receptacles.

C-3.3.7 Police & Fire Protection

The Government will provide police and fire protection on the MCAS. The town of Havelock, NC will provide fire and police protection for SP employees working in facilities in Havelock. In case of fire or situation requiring police protection, the SP shall notify the appropriate authorities.

C-3.3.8 Fire & Emergency Drills

The SP shall participate in Government-conducted fire, oil, hazardous waste, and other emergency drills. The Government may or may not give advanced notice of drills. The SP shall take any corrective actions for deficiencies in fire and emergency drills performance as directed by the COR.

C-3.3.9 Custodial Service

The SP shall maintain the cleanliness of assigned workspaces. The Government will provide trash pick-up, general cleaning of work space, vacuuming, and restroom cleanliness by Government staff or contractor staff working under a custodial services contract service for the facilities or parts thereof listed in TE 2. The quality level of those services will be consistent with the quality level provided to all other staff occupying other GFF. The custodial services will meet the quality requirements of the Government custodial workforce or custodial services contract that may be in place during the performance under this Award.

C-3.3.10 Pest Management Services

The Government will provide internal and external pest management for the facilities or parts thereof listed in TE 2. The Government will provide this service via contracting with a service provider or using Government employees at its option. The SP shall cooperate with any regularly scheduled pest management services. The SP shall notify the COR when such services are required.

C-3.3.11 Government-Provided Training

The Government provides approximately 12 hours of annual mandatory training for its employees in areas of fire prevention, industrial safety, personal health and safety, and conduct while in the workplace (i.e., sexual harassment and ethics training). The Government will also provide this training to the SP before full award performance and annually thereafter. The SP shall ensure that all on-site personnel participate in this training when presented.

Within 60 calendar days of award, the Government will provide the SP with a schedule of initial training during the transition period.

C-3.3.12 Government-Unique Software Training

The Government provides training for its employees on Government-unique computer software applications, databases, and systems. Each course lasts approximately four hours. The Government will also provide this training to SP personnel, on-site at the depot, during the transition period. The Government shall provide this training once, with a make-up session, if required. The SP shall be responsible for training replacement personnel as required.

Within 60 calendar days of award, the Government will provide the SP a schedule of the available training for each Government-unique software application, database, and system course. The SP is responsible for all costs associated with traveling to and from this training and for making special arrangements with the Government to gain access to the NADEP for the training.

In addition, the Government may require SP personnel to attend special training such as training on updated or completely new database management systems or new Government-unique hardware or software applications (e.g. a newly developed Government-unique material management system). In this event, the training will take place on-site during normal working hours without any additional compensation.

C-3.3.13 Forms

The Government will provide Government forms to the SP at no cost. These are standard forms currently used in performance of work under this award. Many of these forms are available in electronic form on the NADEP Intranet. The SP will use electronic forms if available.

The SP shall determine replenishment requirements for paper forms and requisition additional copies through the Government to meet operating requirements. Section C-6.2 lists Government forms.

C-3.3.14 Personal Safety Equipment

The Government will provide to the SP expendable personal safety equipment (PSE) (e.g., ear plugs, safety glasses, and gloves) as appropriate in shop areas.

Section C-4 SP-Furnished Property

C-4.1 Introduction

Except those items or services specifically stated in Section C-3 as Government-Furnished Property, the SP shall furnish all necessary supplies, parts, materials, tools, support equipment, labor, and vehicles necessary to perform the requirements of this PWS.

Note: The SP-furnished equipment described herein excludes all supplies, parts, materials, tools, or support equipment the SP may acquire or assist the Government in acquiring for material services to the NADEP and its customers.

The SP shall meet all performance standards listed in this PWS. Unavailability of SP-furnished property shall not relieve the SP of any performance requirements.

C-4.2 Equipment

C-4.2.1 General

All SP-furnished materials, supplies, parts, equipment, etc. used in the performance of this award shall meet manufacturer specifications or Government-approved deviations. The SP-furnished equipment shall meet all OSHA, local, state, and federal safety and environmental requirements.

SP-furnished vehicles and equipment determined by the COR to be unsafe shall be removed from the installation and shall be replaced at the SP's expense. The COR may inspect SP-furnished vehicles and equipment at any time and direct the removal of any unsafe or objectionable vehicle or equipment from the installation. The SP shall not use any Government-owned tools, materials, or parts to maintain SP-furnished vehicles and equipment without prior written approval of the COR.

C-4.2.2 Vehicle Identification

Any SP-furnished vehicles shall have the company name prominently displayed on both sides of the vehicle.

C-4.2.3 Hazardous Material Transportation

The SP will not use SP-furnished vehicles for transporting hazardous materials.

C-4.2.4 Personal Safety Equipment

The SP shall provide durable PSE (e.g., protective footwear) to SP personnel. The SP shall ensure that SP personnel have, and properly use appropriate PSE at all times while performing under this PWS.

Section C-5 Material Services

C-5.1 Introduction

C-5.1.1 Requirements

The SP shall provide the major functional requirements, services and activities described herein, as well as, all other requirements identified in the PWS. The major functional areas, as they exist today, to be performed by the SP are:

- Manage Material Services
- Manage Programs
- Manage Material.

The functional area approach used to describe Material Services is not a reflection or indicator of any current or required organizational arrangement. It represents the services currently performed by a core of Government and contract personnel.

Generally, Material Services performs its work in the following locations:

Building No.	Name
84	Plant Maintenance
133	Engine Rework
159	Supply/Fleet Readiness Action Group/Storage
137	Aircraft Rework
154	Supply
163	Administrative Services
1375	Aviation Storehouse
1798	Packing and Preservation Facility
4224	V/STOL Rework Facility
Trailers 14 and 15	Hazardous Material
Trailer 26	F-4 Strategic Business Unit

C-5.1.2 Key Terms

The SP shall provide the products; i.e., goods and services, set forth as major functional requirements described above. The sections below describe each major functional requirement in more detail in terms of “Scope of Work”, “Requirements”, and “Standards of Performance”. The Government will use the requirements and standards to evaluate the SP’s performance under this Award.

Section C-5 includes the following subsections:

- **Scope of Work:** A “Scope of Work” section describes briefly the overall product and process environment in which the SP performs a set of tasks that result in activities that in turn fulfill a major functional requirement.
- **Requirements:** Each “Requirement(s)” section presents a set of performance requirement statements that describes succinctly an individual task the Government expects from the SP as part of an activity.
- **Standards of Performance:** Each “Standards of Performance” section defines corresponding standards for each requirement. Standards of Performance have two dimensions — Quality and Timeliness. The SP’s products shall meet or exceed the quality measures defined in the Standards of Performance tables herein.

Headings for the tables in the Standards of Performance sections are:

- **Activity & SP’s Tasks:** Specifies in the vertical left-hand most column the tasks that the SP performs to provide the specific activity shown to the right of the cell “Activity & SP’s Tasks”.
- **Quality Standards:** This measure defines the performance standard for a task, such as “completely and accurately”. The Quality Acceptable Quality Level (AQL) is the percentage of occurrences that a SP’s performance on a task can exceed a quality standard and still be acceptable.³
- **Timeliness Standards:** This measure defines the SP’s required response times for performing a task, such as “within 1 working day”.
- **AQL (acceptable quality level)** is the percentage of occurrences that an SP’s performance can fail a standard and still provide acceptable performance.
- **Lot:** This measure defines how often, such as “monthly,” the Government will provide a quality review of the PA’s activities, services, or products.
- **Max:** This measure defines the maximum time value that an SP can deviate from a standard and remain acceptable.

³ As long as the percentage of defective performance does not exceed the AQL, the Government will not reject the service. However, the SP must correct the defective performance as practicable.

C-5.1.3 General Rules

The following rules apply throughout Material Division operations and are essential to the safe and effective performance of the services in this PWS. SP personnel shall:

- Wear personal safety equipment such as safety shoes, safety glasses, earplugs, and hand gloves, as appropriate when performing their duties
- Perform each operation in a safe and orderly fashion in accordance with NADEP standard operating procedures
- Notify the on-site manager immediately of any mishaps or accidents.

C-5.2 Manage Material Services

C-5.2.1 Scope of Work

Manage Material Services includes planning, controlling and directing the daily activities of the division to ensure that our customers' requirements are met as described in this PWS. It includes close coordination and liaison between the SP and the COR. A Program Manager and/or site manager(s) shall be on-site during regular hours of operation and shall disseminate and implement policies, regulations, and directives issued by the Commanding Officer of NADEP CP or his/her designated Government Representative.

C-5.2.2 Requirements

The SP shall perform the following tasks in the daily activities of the division:

- Plan, control and direct daily operation
- Coordinate, establish, prioritize, assign and distribute work schedule
- Review and evaluate work methods and enforce personnel and work safety regulations.

C-5.2.3 Standards

Activity: 5.2.2 Manage Material Services			
Tasks & Standards			
Plan, control, and direct daily operation	Quality	AQL	Lot
	Daily activities well planned and executed accordingly	N/A	Daily or as required
	Customer issues resolved with positive results	N/A	# of customer issues per month
	Timeliness	AQL — Max	Lot
Daily activities planned a day before	N/A	N/A	Daily or as required
	Customer issues resolved without causing delay of work	N/A	# of customer issues per month
Coordinate, establish, prioritize, assign, and distribute work schedule	Quality	AQL	Lot
	Work scheduled and well executed	N/A	Daily or as required
	Timeliness	AQL — Max	Lot
	Work schedule assigned in a timely manner without causing any delay in production schedule	N/A	Daily or as required
Review and evaluate work methods and enforce personnel and work safety regulations	Quality	AQL	Lot
	Work methods evaluated, deficiencies corrected and/or improvements implemented	N/A	Daily or as required
	Daily activities performed without any mishaps	0%	# of activities per quarter
	Timeliness	AQL — Max	Lot
Work methods evaluated, deficiencies corrected and/or improvements implemented	N/A	# of deficiencies and/or improvements as required	

C-5.3 Manage Programs

C-5.3.1 Scope of Work

The major functional requirement of Manage Programs includes the following activities:

- Update Databases

- Determine Material Requirements
- Forecast Material
- Provide Material Status
- Maintain Financial Records
- Provide Technical and Administrative Support.

The SP shall maintain current Bills of Material (BOM) structures with changes for the activities mentioned above resulting from inspections, changes, and replacement factors. The SP shall update repair/overhaul BOM for all required programs including engines, aircraft, hazardous materials, components, and indirect materials. BOM development and maintenance includes research of technical publications, material usage history, and engineering changes. "G" records are maintained accurately. In addition, the SP shall maintain technical information databases such as:

- NAVAIR Industrial Material Management System (NIMMS)
- Tool Room Inventory Management Application (TIMA)
- Support Equipment Resources Management Information System (SERMIS)
- Hazardous Materials Management System (HMMS)
- Compass Contract ®
- Other databases as required.

To determine material requirements for current, future, special programs, and prototype workloads and to validate requirements for kits and pre-expended bins (PEBs), the SP shall research appropriate sources. Determining material requirements includes verifying accuracy and the validity of requisitions.

The SP shall develop, prepare, and maintain material forecasts for current, future and prototype aircraft, engines, components, special programs and critical items. Requests for forecast may come from a variety of sources including the NADEP Business Office, NAVICP, and DLA. Forecasts will include information concerning future requirement, cost, and availability of materials.

To provide material status, the SP shall review status of outstanding material dues that will adversely affect production schedule and implement improvements as required. The SP shall communicate with the source of the

status in an effort to improve status. If the material is unobtainable within the time required, the SP shall locate and process to an alternate source and notify originator of the requirement of the new Estimated Delivery Date (EDD).

To maintain financial records the SP shall reconcile material financial records and material cost estimates including validation and correction of obligations against funds, as necessary.

To provide technical and administrative support services the SP shall:

- Process incoming and outgoing correspondence, telephone calls, e-mails, voice mail, fax mail, and other forms of correspondence associated in support of the requirements described in the PWS.
- Perform routine tasks such as maintaining good communication with customers, processing reports, copying and distributing materials and maintaining directives, publication, and files.
- Attend professional training, meetings and conferences with commercial vendors and Government officials.

C-5.3.2 Update Databases

C-5.3.2.1 Requirements

To update databases the SP shall perform the following task:

- Update databases for aircraft, engines, components, Hazardous Materials (HAZMAT) and indirect materials, and NIMMS, TIMA, SERMIS, and HMMS, Compass Contract ®, and other databases as required.

C-5.3.2.2 Standards of Performance

Activity: 5.3.2 Update Databases			
Tasks & Standards			
	Quality	AQL	Lot
Update databases for aircraft, engines, components, HAZMAT and indirect materials, and NIMMS, TIMA, SERMIS, HMMS, Compass Contract ® and other databases as required.	Databases updated and data entered accurately	5%	Per database
	Accuracy of data verified prior to input	5%	Per entry
	Timeliness	AQL — Max	
	Databases updated and data entered within 2 working days upon receipt of information	5% — Normal - 3 working days Complex - 15 working days	Per database

C-5.3.3 Determine Material Requirements

C-5.3.3.1 Requirements

To determine material requirements the SP shall perform the following tasks:

- Research, validate and process request for hardware kits.
- Research and validate requirement for PEBs.
- Validate and process request to induct item to “G” condition.
- Research and validate elements and verify requirements of Material Request Form (MRF) CP4235-24, order sheet CP4490/4, and Service, Equipment or Facility Request CP4235/2. (Forms used throughout section C-5 are listed in C-6.2. See also section C-6.2 for applicable CDRLs.)
- Identify material source that meet specifications and “best value” based on cost and lead time.

C-5.3.3.2 Standards of Performance

Activity: 5.3.3 Determine Material Requirements			
Tasks & Standards			
Research, validate and process request for hardware kits	Quality	AQL	Lot
	Request for hardware kits re-searched, validated, and processed accurately	5%	Per kit request
	Timeliness	AQL — Max	Lot
	Request for hardware kits re-searched, validated, and processed accurately within 2 working days upon receipt of request	5%—4 working days	Per kit request
Research and validate requirement for PEBs	Quality	AQL	Lot
	PEB requirement researched and validated accurately	5%	Per PEB request
	Timeliness	AQL — Max	Lot
	PEB requirement researched and validated within 2 working days	5% — 5 working days	Per PEB request
Validate and process request to induct item to “G” condition	Quality	AQL	Lot
	Request to induct item to ‘G’ condition validated and processed accurately	5%	Per “G” request
	Timeliness	AQL — Max	Lot
	Request to induct item to ‘G’ condition validated and processed accurately within 1 working day	5% — 1 working day	Per “G” request
Research and validate elements and verify requirements of Material Request Form (MRF) CP4235-24, order sheet CP4490/4, and Service, Equipment or Facility Request CP4235/2	Quality	AQL	Lot
	Material Request Form (MRF) CP4235-24, order sheet CP4490/4, and Service, Equipment or Facility Request CP4235/2 elements re-searched, validated, and requirements verified for completeness and accuracy	5%	Per Material Request Form (MRF) CP4235-24, order sheet CP4490/4, and Service, Equipment or Facility Request CP4235/2
	Timeliness	AQL — Max	Lot

Activity: 5.3.3 Determine Material Requirements			
Tasks & Standards			
	Material Request Form (MRF) CP4235-24, order sheet CP4490/4, CP4235/2 elements researched, validated, and requirements verified for completeness and accuracy within 1 working days upon receipt	5% — 2 working days	Per Material Request Form (MRF) CP4235-24, order sheet CP4490/4, and Service, Equipment or Facility Request CP4235/2
Identify and select material source that meets specifications and “best value” based on cost and lead time	Quality	AQL	Lot
	Material source identified and selected that meets specifications and “best value” based on cost and lead time	5%	# of material sources required per month
	Timeliness	AQL — Max	Lot
	Material source that meets specifications and “best value” based on cost and lead time identified within 1 working day	5% — 4 working days	# of material requirements

C-5.3.4 Forecast Material Requirements

C-5.3.4.1 Requirements

The SP will develop forecasts to forestall material problems or potential material problems and will maintain forecasts to reflect any changes. In addition to the piece part forecasts, forecasts for all FE unit piece part requirements are developed quarterly. The SP shall perform the following tasks:

- Develop forecasts
- Maintain forecasts.

C-5.3.4.2 Standards of Performance

Activity: 5.3.4 Forecast Material Requirements			
Tasks & Standards			
Develop forecasts	Quality	AQL	Lot
	Forecasts developed accurately	10%	Per forecast
	Timeliness	AQL — Max	Lot

Activity: 5.3.4 Forecast Material Requirements			
Tasks & Standards			
	Forecasts developed within 5 working days of request or upon determination of need	10% — 10 working days	Per forecast
Maintain forecasts	Quality	AQL	Lot
	Changes to forecasts completed accurately. Updated forecasts provided to cognizant personnel	10%	Per forecast
	Timeliness	AQL — Max	Lot
	Changes to forecasts maintained accurately upon receipt of information within 1 working day	10% — 2 working days	Per forecast
	FE component piece part forecast completed accurately once per quarter or as assigned by NAVICP	10%	Per quarter
	Updated forecasts provided to cognizant personnel upon completion	10% — 2 working days	Per forecast

C-5.3.5 Provide Material Status**C-5.3.5.1 Requirements**

To provide material status the SP shall perform the following tasks:

- Review and modify Material Obligation Validation (MOV) Report
- Review and improve material Adverse Status Report
- Review and modify outstanding material dues.

C-5.3.5.2 Standards of Performance

Activity: 5.3.5 Provide Material Status			
Tasks & Standards			
	Quality	AQL	Lot
Review and modify MOV Report	MOV Report reviewed for accuracy and modifications made accurately	5%	# Per qtr
	Timeliness	AQL — Max	Lot
	MOV Report reviewed and modified as required within 15 working days of receipt	5% — 15 working days	# Per qtr
	Quality	AQL	Lot

Activity: 5.3.5 Provide Material Status			
Tasks & Standards			
Review and improve material Adverse Status Report	Required actions to improve Adverse Status completed	5%	# Per month
	Timeliness	AQL — Max	Lot
	Required action to improve adverse status completed within 5 working days of receipt of report	5% — 10 working days	# Per month
Review and modify outstanding material dues	Quality	AQL	Lot
	Outstanding Material dues reviewed for material status and required modifications made accurately	5%	# of outstanding material dues per month
	Timeliness	AQL — Max	Lot
	Outstanding Material Dues reviewed for material status and required modifications made accurately according to the following timetables: <ul style="list-style-type: none"> At customers' request- within 1 working day Components - Quarterly At sale of aircraft - within 5 working days At sale of engine - within 5 working days 	1% — 2 working days 5% — 20 days after EOQ 5% — 10 working days 5% — 10 working days	# of material outstanding dues per month

C-5.3.6 Maintain Financial Data

C-5.3.6.1 Requirements

To maintain financial records the SP shall perform the following tasks:

- Manage core turn-ins. The SP shall maintain a carcass tracking program to include all Navy and Air Force repairables. This shall include verifying and validating bills and maintaining traceability of individual components.
- Prepare aircraft, engine material standards
- Prepare Depot Maintenance Interservice Support Agreement (DMISA) material price outs
- Prepare component material cost estimates
- Perform expenditure reconciliation of each PEB

C-5.3.6.2 Standards of Performance

Activity: 5.3.6 Maintain Financial Records			
Tasks & Standards			
Manage core turn-ins	Quality	AQL	Lot
	Management of core turn-ins performed accurately	5%	# of core turn-ins managed per year
	Timeliness	AQL — Max	Lot
	Management of core turn-ins performed accurately within 5 working days of receipt of bills or per DMISA	1% — 10 working days	# of core turn-ins managed per year
Prepare aircraft and engine material standards	Quality	AQL	Lot
	Aircraft and engine material standards prepared accurately	5%	# Aircraft and engines TMS per year
	Timeliness	AQL — Max	Lot
	Aircraft and engine material standards prepared accurately within 10 working days of receipt of report of historical data	5% — 15 working days	# Aircraft and engine TMS per year
Prepare DMISA material price outs	Quality	AQL	Lot
	DMISA material price outs prepared accurately	10%	# Per year
	Timeliness	AQL — Max	Lot
	DMISA material price outs prepared accurately within 5 working days of receipt of historical data	10% — 10 working days	# Per year
Prepare component material cost estimates	Quality	AQL	Lot
	Component material cost estimates prepared accurately	10%	# Per year
	Timeliness	AQL — Max	Lot
	Component material cost estimates prepared accurately within 3 working days of receipt of request	10% — 10 working days	Per year
Perform expenditure reconciliation of each PEB	Quality	AQL	Lot
	Expenditure reconciliation of each PEB performed accurately	10 %	# Per year
	Timeliness	AQL — Max	Lot

Activity: 5.3.6 Maintain Financial Records			
Tasks & Standards			
	Expenditure PEB reconciliation of each PEB performed accurately within 2 days of receipt of expenditure data	5 % — 10 working days	# Per year

C-5.3.7 Provide Technical & Administrative Support

C-5.3.7.1 Requirements

To provide technical and administrative support the SP shall perform the following tasks:

- Process incoming and outgoing communications
- Review and act on reports specified throughout the PWS and those listed in TE 1.1 and TE 3
- Maintain directives, publications, and files as required by ISO 9002
- Attend training, meetings, and conferences as required.

C-5.3.7.2 Standards of Performance

Activity: 5.3.7 Provide Technical and Administrative Support			
Tasks & Standards			
Process incoming and outgoing communications	Quality	AQL	Lot
	Incoming and outgoing communications processed accurately	5%	# per month
	Timeliness	AQL — Max	Lot
	Incoming and outgoing communications processed and completed within 2 working days or as established by on-site manager	5% — 2 working days or established due date	# per month
Review and act on reports specified throughout the PWS and those listed in TE 1.1 and TE 3	Quality	AQL	Lot
	Required reports reviewed and acted on accurately	5%	# of reports per month
	Timeliness	AQL — Max	Lot
	Required reports reviewed and acted on by due date as shown in TE-1.1 and TE-3 or as required by on-site manager	5% — Due date or as required by on-site manager	# of reports per month

Activity: 5.3.7 Provide Technical and Administrative Support			
Tasks & Standards			
	Quality	AQL	Lot
Maintain directives, publications, and files as required by ISO 9002	Directives, publications, and files maintained accurately	5%	# of directives, publications and files maintained
	Timeliness	AQL — Max	Lot
	Directives, publications, and files maintained daily	5% — 2 working days	# of directives, publications and files maintained
Attend training, meetings, and conferences as required	Quality	AQL	Lot
	Training, meetings, and conferences attended as required	5%	# per year
	Timeliness	AQL — Max	Lot
	Training, meetings, and conferences attended as scheduled	5% — As scheduled	# per year

C-5.4 Manage Material

C-5.4.1 Scope of Work

The major functional requirement of managing material include the following:

- Acquire Material
- Receive Material
- Manage Inventory.

Acquire Material includes obtaining material to support NADEP production requirements. The SP shall requisition all materials required to support in-house and field team workloads. Requisitions may be for immediate use or for stock. Requisitions may be via DoD systems, commercial sources, or local manufacturing within NADEP and will include requisitions for consumables, repairables, tools, or HAZMAT. Occasionally the SP may have to obtain materials through atypical channels, such as program transfers, bond rooms, Defense Reutilization Marketing Service, and Aerospace Maintenance and Regeneration Center. The SP shall initiate requests for local manufacturing within NADEP only after it determines that there are no other appropriate sources. The SP shall adhere to local, state, and Federal regulations when acquiring material.

Receive Material includes workload induction and return, accepting and verifying material deliveries, sorting, processing, receipting, and delivering material received from a variety of sources including DoD activities and commercial carriers. Receive Material includes tools and HAZMAT. Receipting material may require the use of electronic equipment such as but not limited to bar code scanners and manual data entry into electronic systems such as but not limited to NIMMS and Compass. This function also includes initiating PM schedules for GSE, performing acceptance inspections upon receipt of GSE, and maintaining history of repairs for GSE. Also included is the induction and return of DMISA workload. The SP shall process incoming DMISA workload received in Building 154 or 159 from customers. This includes matching DMISA documentation with carcass identification and checking and noting overall carcass physical condition and installation of required carcass caps and plugs. The SP shall replace any missing caps or plugs before staging a carcass for transportation. Caps and plugs are GFE.

Manage Inventory includes stores management, carcass tracking, pre-expended bins management, hazardous materials and tool management, maintaining plant property inventory, recycling and material disposition. In addition to Navy Industrial Fund stores, stores include HAZMAT, DMISA, and tool inventories. The SP shall ensure appropriate levels of materials in stores and maintain complete and accurate stores inventory records. The SP shall identify excess material and dispose of excess material per NAVAIR and local instructions. The SP shall schedule and complete inventories per NAVAIR and local instructions.

C-5.4.2 Acquire Material

C-5.4.2.1 Requirements

To acquire material the SP shall perform the following tasks:

- Process standard requisitions
- Process requisitions for commercial sources
- Process requisitions for items to be manufactured within the NADEP
- Process requisitions for items requiring core turn-in to repair points
- Process requisitions for controlled kits
- Initiate discrepant material process

C-5.4.2.2 Additional Information

A commercial source requisition does not include the actual obligation of government funds by the SP.

C-5.4.2.3 Standards of Performance

Activity: 5.4.2 Acquire Material			
Tasks & Standards			
Process standard requisitions	Quality	AQL	Lot
	Standard requisitions processed accurately	5%	Per requisition
	Timeliness	AQL — Max	Lot
	Standard requisitions processed within 1 working day upon receipt of validated request	5% — 2 working days	Per requisition
Process requisitions for commercial sources	Quality	AQL	Lot
	Commercial source requisitions processed accurately	5%	Per commercial requisition
	Timeliness	AQL — Max	Lot
	Commercial source requisitions processed within 1 working day after receipt of completed validated request	5% — 2 working days	Per commercial requisition
Process requisitions for items to be manufactured within the NADEP	Quality	AQL	Lot
	Request for items to be manufactured by NADEP processed accurately	5%	Per validated request
	Timeliness	AQL — Max	Lot
	Request for items to be manufactured by NADEP processed accurately within 1 working day upon receipt of validated request	5% — 2 working days	Per validated request
Process requisitions for items requiring core turn-in to repair points	Quality	AQL	Lot
	Core turn-in requisitions processed accurately	5%	Per requisition processed
	Timeliness	AQL — Max	Lot
	Core turn-in requisitions processed within 1 working day upon receipt of validated request	5% — 2 working days	Per requisition

Activity: 5.4.2 Acquire Material			
Tasks & Standards			
Process requisitions for controlled kits	Quality	AQL	Lot
	Request for controlled kits processed accurately	5%	Per kit processed
	Timeliness	AQL — Max	Lot
	Request for controlled kits processed within 1 working day upon receipt of validated request	5% — 2 working days	Per kit processed
Initiate discrepant material process	Quality	AQL	Lot
	Discrepant materials process initiated accurately	5%	# of discrepant materials received per month
	Timeliness	AQL — Max	Lot
	Discrepant materials process initiated within 2 working days upon notification of discrepant materials	5% — 2 working days	# of discrepant materials received per month

C-5.4.3 Receive Material

C-5.4.3.1 Requirements

To receive material the SP shall perform the following tasks:

- Accept and verify material deliveries
- Sort materials
- Process material receipts
- Deliver materials
- Process workload induction
- Process workload return
- Initiate Preventative Maintenance Schedule for GSE
- Perform Acceptance Inspection upon receipt of GSE
- Maintain history of repairs to GSE.

C-5.4.3.2 Additional Information

Mail includes any package or item of any size or description received at Building 159 Receiving Deck.

C-5.4.3.3 Standards of Performance

Activity: 5.4.3 Receive Material			
Tasks & Standards			
Accept and verify material deliveries	Quality	AQL	Lot
	Appropriate documents verified to ensure materials being delivered match with paperwork and materials accepted	5%	# per month
	Receipt of incoming mail acknowledged by signature	5%	# per month
	Timeliness	AQL — Max	Lot
	Documents verified to match incoming materials upon receipt	5% — 1 working day	# per month
Receipt of incoming mail acknowledged by signature upon receipt	5% — 1 hour after receipt	# per month	
Sort materials	Quality	AQL	Lot
	Materials sorted for receipt accurately	5%	# per month
	Materials sorted for delivery to customers accurately	5%	# per month
	Multi-packs opened and sorted accurately	5%	# per month
	Timeliness	AQL — Max	Lot
Materials sorted for receipt same day as received	5% — Within 8 working hours	# per month	
Materials sorted for delivery same day as received	5% — Within 8 working hours	# per month	
Multi-packs opened and sorted same day as received	5% — Within 8 working hours	# per month	
Process material receipts	Quality	AQL	Lot
	Receipts processed accurately	5%	# per month
	Timeliness	AQL — Max	Lot
	Material receipts processed same day as material received	5% — Within 8 working hours of receipt of material	# per month
Deliver materials	Quality	AQL	Lot
	Materials delivered accurately	5%	# per month

Activity: 5.4.3 Receive Material			
Tasks & Standards			
	Timeliness	AQL — Max	Lot
	Materials delivered to customers within 1 working day of receipt of materials or as scheduled (negotiated action)	5% — 2 working days or as scheduled (negotiated action)	# per month
Process workload induction	Quality	AQL	Lot
	Workload induction received, verified, stored, and routed to production shops accurately	5%	# of workload induction per month
	Required documentation processed accurately	5%	# of workload induction per month
	Timeliness	AQL — Max	Lot
	Workload induction received, verified, stored, and/or routed to production shops within 1 working day or as scheduled	5% — 2 working days or as scheduled (Negotiated Action)	# of workload induction per month
	Required documentation processed within 1 working day	5% — 2 working days or as scheduled (Negotiated Action)	# of workload induction per month Lot
Process workload returns	Quality	AQL	
	Workload returns processed and routed accurately	5%	# of workload returns per month
	Timeliness	AQL — Max	Lot
	Workload returns processed within 1 working day	5% — 2 working days	# of workload returns per month
Initiate preventative maintenance schedule of GSE	Quality	AQL	Lot
	Preventative maintenance of GSE scheduled accurately	5%	# per month
	Timeliness	AQL — Max	Lot
	Preventative maintenance of GSE scheduled as required	5% — COB each working day	# per month
Perform acceptance inspection upon receipt of GSE	Quality	AQL	Lot
	Acceptance inspection performed accurately upon receipt of GSE	5%	# receipts per month

Activity: 5.4.3 Receive Material			
Tasks & Standards			
	Timeliness	AQL — Max	Lot
	Acceptance inspections performed on GSE within one working day of receipt	5% — 3 working days	# receipts per month
Maintain history of repairs to GSE	Quality	AQL	Lot
	History of repairs to GSE maintained accurately to include type and extent of repair	5%	# repairs per month
	Timeliness	AQL — Max	Lot
	History of repairs to GSE maintained accurately to include type and extent of repair within one working day of notification of repair	5% — 3 working days	# repairs per month

C-5.4.4 Manage Inventory

C-5.4.4.1 Requirements

To manage inventory the SP shall perform the following tasks:

- Perform inventory counts
- Schedule and perform cycle counts
- Resolve inventory discrepancies
- Process shop excess
- Process excess inventory
- Collect and sort materials for recycle
- Assure availability of and proper placement of PEB Storage Containers
- Inspect PEBs
- Resolve Not In Stock (NIS) items

C-5.4.4.2 Standards of Performance

Activity: 5.4.4 Manage Inventory			
Tasks & Standards			
Perform inventory counts	Quality	AQL	Lot
	Inventory counts performed and completed accurately	5%	# per month
	Timeliness	AQL — Max	Lot
	Inventory counts performed and completed within 1 working day	5% — 3 working days	# inventories
Schedule and Perform cycle counts	Quality	AQL	Lot
	Cycle counts scheduled and performed and completed accurately	5%	# cycle counts
	Timeliness	AQL — Max	Lot
	Cycle counts scheduled daily	5% — Minimum 3 per week	# per month
	Cycle counts performed and completed within 1 working day	5% — 3 working days	# per month
Resolve inventory discrepancies	Quality	AQL	Lot
	Inventory discrepancies resolved following appropriate procedures	5%	# per month
	Timeliness	AQL — Max	Lot
	Inventory discrepancies resolved within 1 working day	5% — 2 working days	# per month
Process shop excess	Quality	AQL	Lot
	Shop excess processed accurately	10%	# per month
	Timeliness	AQL — Max	Lot
	Shop excess processed within 5 working days	10% — 10 working days	# per month
Process excess inventory	Quality	AQL	Lot
	Excess inventory processed accurately	10%	# per month
	Timeliness	AQL — Max	Lot
	Excess inventory processed within 5 working days	10% — 30 days	# per month
Collect and sort materials for recycling	Quality	AQL	Lot
	Materials collected and sorted for recycling	10%	# per month

Activity: 5.4.4 Manage Inventory			
Tasks & Standards			
	Timeliness	AQL — Max	Lot
	Material collected and sorted for recycling as scheduled	10% — 3 working days	# per month
Assure availability of and proper placement of PEB Storage Containers	Quality	AQL	Lot
	PEB availability assured and proper placement coordinated	10%	# per month
	Timeliness	AQL — Max	Lot
	Availability of PEB storage containers identified within 5 working days of establishment of the PEB	10% 15 days	# per month
	Proper placement of PEB storage containers coordinated within 5 working days of request	10% — 15 days	# per month
Inspect PEBs	Quality	AQL	Lot
	Inspections of each established PEB conducted accurately and discrepancies recorded accurately	5%	# PEBs inspected per week
	Discrepancy list submitted for correction	1%	# of discrepancies per PEB inspection
	Timeliness	AQL — Max	Lot
	Inspections of each established PEB conducted accurately and discrepancies recorded accurately once a week Discrepancy list submitted for correction within 4 hours after completion of inspection	5% — 5 working days 1% — 1 working day	# PEBs inspected per week # of discrepancies per PEB inspection
Resolve NIS Items	Quality	AQL	Lot
	NIS items resolved accurately	5%	# per month
	Timeliness	AQL — Max	Lot
	NIS items resolved within 3 working days of notification	5% — 5 working days	# per month

Section C-6 Government Directives & Forms

C-6.1 Applicable Directives

Directives pertaining to this PWS are available on-line at:

<http://padap.nadepcp.navy.mil/>

The Web site lists the documents the NADEP believes are most relevant to prospective SPs whether they are a private sector business or a Government offeror. Be advised that for any site, the dynamic nature of the Web is such that links may be outdated quickly and content can change frequently. In any event, Section C-6 of this PWS lists the complete set of documents applicable to performing Material services at the NADEP.

It is not cost-effective for the NADEP to reproduce multiple copies of the entire set of directives and forms for all prospective offerors. Some of the documents are voluminous and difficult to reproduce. Others are online only or applicable to only a Government offeror. To be fair to all offerors, the Government will make available at the NADEP documents they control for reading or copying.

However, offerors must still obtain those documents provided by agencies other than the MCAS/NADEP from the appropriate agency directly. Examples of such documents include Microsoft Office manuals. To the extent possible, the Web site included pointers to other agency sites.

Please note that instructions on the Web site indicate that if one cannot retrieve a document electronically, the NADEP will make it available. Offerors must identify the document(s) desired. Then per instructions on the Web site, "Directives/Forms will be made available in paper copies to requestors upon submission of a written request specifying directive/form number and nomenclature."

Offerors may submit a request by letter to the Contracting Officer concerning the specific item(s) the offeror wishes to review and the date and time the offeror wishes to review the item(s). At least four days notice is required. The same information required to attend a site visit must be provided at least two days in advance in order to arrange access to the base. The Contracting Officer will provide written notification to the requestor indicating the date, time, and location of a scheduled appointment.

The Government will make documents available to offerors at NADEP Cherry Point between the hours of 0700-1530, on weekdays (except holidays). During the viewing, the NADEP will provide offerors use of a copier to make copies.

Note: In the Tables below, an underscore (“_”) at the end of a document indicates the SP should use latest version of the document.

Table C-6.1 Applicable Directives

Number	Title
Not Applicable	Competency Aligned Organization (CAO) Code Listing
Not Applicable	Desktop Guide for Credit Card Holders
Not Applicable	DIFMS Time and Attendance Daily Labor Correction Process (DLCP)
Not Applicable	Joint Travel Regulations (JTR), Volume 2, Department of Defense Civilian Personnel, Current Edition
Not Applicable	Microsoft Office Professional Manual
Not Applicable	Microsoft Outlook Users Manual
Not Applicable	Naval Aviation Depot Cherry Point NC On-line Phone Book
Not Applicable	Software Users Manual for Training Management System (TMS)
Not Applicable	ANSI/ISO/ASQC 9001-1994
Not Applicable	Management Representative Job Description
Not Applicable	Naval Aviation Depot Cherry Point Material Services / Production Planning Division Quality Manual, December 13, 2000
Not Applicable	NADEP TQM Organizational Duties & Responsibilities Guide
Not Applicable	NAVCOMPT Manual
Not Applicable	Navy Acquisition Procedures Supplement (NAPS)
Not Applicable	OPM Classification Program, Title V
CRAZY ALPHABET	Naval Aviation Depot Cherry Point NC Crazy Alphabet
DoD 4145.19R-1_	Storage and Materials Handling
DoD Inst. 4500.36_	Management, Acquisition and Use of Motor Vehicles.
FAR Clause 52.216-5	Price Re-determination
MCAS Inst. 4460.1_	Loading and Unloading Barges; Responsibility For
MCAS O 5300.2_	MCAS Work Force Dismissal/Excuse Due to Emergency Weather
MCO 11240.66_	Standard Licensing Procedures for Operators of Military Motor Vehicles.
MCO 5510.15_	Security of Marine Corps Installations and Resources
MSDD Document Number M-030	NIMMS Users Manual
NAVAIR 00-80T-109_	Shore Activity Facilities and Equipment
NAVAIR 00-80T-96_	U. S. Navy Support Equipment Basic Handling & Safety Manual
NAVAIR 4400.5_	Material Inventory Control Policy and Procedures
NAVAVNDEPOT Secure VTC	Department of the Navy, Naval Air Systems Command, Video Teleconferencing Center Operating Procedures, August 1, 1994

Number	Title
NAVAVNDEPOTINST 10290.1_	Tool Control Program
NAVAVNDEPOTINST 11000.1_	Facilities Management Program
NAVAVNDEPOTINST 11016.1_	Plant Property Acquisition, Inventory Control, and Disposal
NAVAVNDEPOTINST 11100.1_	Environmentally Controlled Facilities (Clean Rooms)
NAVAVNDEPOTINST 11300.1_	Service Equipment, or Facilities Request
NAVAVNDEPOTINST 11300.2_	Energy Conservation Program
NAVAVNDEPOTINST 11320.1_	Fire Protection Plan
NAVAVNDEPOTINST 12000.2_	Leave Manual
NAVAVNDEPOTINST 12000.4_	Incentive Awards Program
NAVAVNDEPOTINST 12200.1_	Solicitation and the Conduct of Personal Commercial Affairs at Naval Aviation Depot, Cherry Point, North Carolina
NAVAVNDEPOTINST 12335.1_	Merit Promotion Selections
NAVAVNDEPOTINST 12335.2_	Personal Hardship, Request for Accommodation of
NAVAVNDEPOTINST 12410.10_	Voluntary Employee Training
NAVAVNDEPOTINST 12430.1_	Performance Appraisals
NAVAVNDEPOTINST 12531.2_	Environmental Pay Differential for Wage Grade Employees
NAVAVNDEPOTINST 12610.1	Leave for Hazardous Weather and Other Emergency Situations
NAVAVNDEPOTINST 12720.1_	Equal Employment Opportunity (EEO)
NAVAVNDEPOTINST 12771.1_	Administrative Grievance System
NAVAVNDEPOTINST 12810.1_	Federal Employee Compensation Act (FECA)
NAVAVNDEPOTINST 2060.1_	Operation and Security of Depot Telephone Equipment
NAVAVNDEPOTINST 3140.1_	Destructive Weather Plan
NAVAVNDEPOTINST 3710.1_	Air Operations Standard Operating Procedures (SOP)
NAVAVNDEPOTINST 4030.1_	Preservation, Packaging, and Packing Program
NAVAVNDEPOTINST 4200.2_	Use of Government Space by Contractor Personnel
NAVAVNDEPOTINST 4266.1_	Alternate Source Qualification (ASQ) Program
NAVAVNDEPOTINST 4419.1_	Control & Processing of Aviation Depot Level Repairables (AVDLR) Assets
NAVAVNDEPOTINST 4460.1_	Parts and Material Handling
NAVAVNDEPOTINST 4500.2_	Survey Procedures
NAVAVNDEPOTINST 4650.1_	Travel Management Program
NAVAVNDEPOTINST 4710.2_	Depot Level Repair Program for Processing Support Equipment (SE)
NAVAVNDEPOTINST 4750.3_	Preventive Maintenance Program for Depot Equipment and Facilities
NAVAVNDEPOTINST 4790.7_	Management & Licensing of Aviation Support Equipment and Government Motor Vehicles
NAVAVNDEPOTINST 4790.9_	Electrostatic Discharge (ESD) Control/Prevention Program
NAVAVNDEPOTINST 4790.10_	Preparation and Maintenance of the Support Equipment (SE) Custody and Maintenance History Record

Number	Title
NAVAVNDEPOTINST 4790.11_	Foreign Object Damage (FOD) Prevention Program
NAVAVNDEPOTINST 4790.13_	MRPII Router/BOM Review Process for Aircraft, Engine, and Components
NAVAVNDEPOTINST 4840.1_	Material Control Manual
NAVAVNDEPOTINST 4840.4_	Mixing, Storing, & Distributing Sealant and Adhesives
NAVAVNDEPOTINST 4855.1_	ISO 9002 Quality Manual
NAVAVNDEPOTINST 4855.8_	Quality Assurance Procedures
NAVAVNDEPOTINST 5090.1_	Resource Recovery – Qualified Industrial Recycling Program (QIRP)
NAVAVNDEPOTINST 5090.2_	Petroleum, Oil, Lubricant, Hazardous Material and Hazardous Waste Spill Contingency Plan
NAVAVNDEPOTINST 5090.3	Handling Of Hazardous Wastes And Spent Hazardous Materials
NAVAVNDEPOTINST 5100.12	Policy Concerning Breaks And Smoking
NAVAVNDEPOTINST 5100.13_	NADEP Emergency Medical Technician (EMT) Organization
NAVAVNDEPOTINST 5100.2	Occupational Safety And Health Manual
NAVAVNDEPOTINST 5102.1_	Unified Emergency Response Plan
NAVAVNDEPOTINST 5200.6	Naval Aviation Depot Workload and Material Standards Required for the Aircraft
NAVAVNDEPOTINST 5211.2_	Privacy Act
NAVAVNDEPOTINST 5213.2	Forms Management Program
NAVAVNDEPOTINST 5215.1	Regulations Control
NAVAVNDEPOTINST 5216.5	Correspondence Management
NAVAVNDEPOTINST 5218.1_	Mail Management
NAVAVNDEPOTINST 5220.8_	Process And Productivity Enhancement Program
NAVAVNDEPOTINST 5224.2_	Customer Satisfaction Program
NAVAVNDEPOTINST 5305.1_	Process Improvement Criteria (PIC) Program
NAVAVNDEPOTINST 5330.2_	Civilian Overtime, Civilian Compensatory Time, Travel Time Administration
NAVAVNDEPOTINST 5355.1_	Drug Free Work Place Program
NAVAVNDEPOTINST 5370.3_	Fraud, Waste and Abuse Hotline
NAVAVNDEPOTINST 5420.4	Commitment Control Board
NAVAVNDEPOTINST 5451.1_	Manual of Organization
NAVAVNDEPOTINST 5500.1_	Security Manual
NAVAVNDEPOTINST 5500.2	Security Requirements For Presidential Engines And Components
NAVAVNDEPOTINST 5510.9_	Emergency Recall List
NAVAVNDEPOTINST 5560.1_	NAVAVNDEPOT Parking Policy
NAVAVNDEPOTINST 5603.1_	Defense Printing Services (DPS) /Reprographics Facility
NAVAVNDEPOTINST 5605.5	Technical Data Control Manual
NAVAVNDEPOTINST 5720.1_	Freedom of Information Act (FOIA)

Number	Title
NAVAVNDEPOTINST 5720.2_	Public Affairs Policy Guidance
NAVAVNDEPOTINST 5720.4_	Business Sensitive Information (BSI) Handling Procedures
NAVAVNDEPOTINST 5780.1_	Control of Depot Bulletin Boards
NAVAVNDEPOTINST 7210.1	Govt. Wide Commercial Purchase Card (GCPC) Service Program
NAVAVNDEPOTNOTICE 5500	Use of Personal Radios
NAVAVNDEPOTNOTICE 13200_	Depot Procedures for Processing Honeywell Auxiliary Power Units (APU) and Components
NAVCOMP 1000.3	Appropriation, Cost And Accounting Manual
NAVICPINST Inst. 10490.4_	Material Handling Equipment (MHE)
NAVSEA SW023-AH-WHM-010_	Handling Ammo and Explosives with Industrial Materials Handling Equipment (MHE)
NAVSO P-6034	Joint Travel Regulations, Vol. 2
NAVSUP Inst. 10490.33B_	Material Handling Equipment Administration.
NAVSUP P 485	Afloat Supply Procedures
NAVSUP P 545	Depot Level Repairables (DLR) Requisitioning, Turn-in and Carcass Tracking Guide
NAVSUP PUB 409	MILSTRIP/MILSTRAP Desk Guide
NAVSUPINST 4200.85	Simplified Acquisition Procedures
NAVSUPINST 4410.52	Navy Shelf Life Program
No number	DLA Customer Assistance Handbook
OPNAVINST 4650.1_	Policies and Procedures for Official Temporary Duty Travel to Military and Civilian Installations, Activities and Units
OPNAVINST 5100.12_	Issuance of Navy Traffic Safety Program
OPNAVINST 5102.1_	Mishap Investigating and Reporting.
OPNAVINST 4614.1_	Uniform Material Movement and Issue Priority System
OPNAVINST 4790.2_	Naval Aviation Maintenance Program (NAMP)
SECNAVINST 5216.5_	Department of Navy Correspondence Manual
SECNAVINST 5370.5_	DoD/Navy Hotline Program
SECNAVINST 5239.3_	Security of Information System Processing and Network
SLINGS 17-1-114.CP_	NADEP CP Usage of Slings and Lifting Devices
TM-4700-15/1	Ground Equipment Record Procedures
Various	NAVAIR Overhaul And Repair Manuals

C-6.2 Applicable Forms*Table C-6, Applicable Forms**NOTE: All CP Forms are prefixed with NAVAVNDEPOT*

Form Number	Title/Name	Date	CDRL (See TE 4)
AFTO-95	Significant Historical Data	Feb-65	-
CP 10290/5	Permanent Tool Custody Receipt	Jun98	-
CP 11016/19A	Custody Card	2/97	
CP 12410/33	Training Management Sign-In Form	Jan-01	-
CP 12450/2	Price Challenge Form	Apr-98	A024
CP 13100/9	Back-rob Authorization	Jan-90	-
CP 13700/202	Industrial Plant Equipment Chart	7/99	
CP 13700/78	Items Not Found in Shop	Feb-99	-
CP 13700/78A	Add Item to Shop	Jun-99	-
CP 13700/78b	Transfer Item to Shop	Jun-99	-
CP 4225/1	Request for Local Manufacture	Aug-98	A025
CP 4235/2	Service, Equipment or Facilities Request	Oct-99	A026
CP 4235/24	Material Request Form	Jan-01	-
CP 4410/7	RFU Inventory	Oct-91	-
CP 4440/2	G Condition Item Nomination/Control Form	Sep-87	-
CP 4440-10	Pre-Expended Bin Stock Demand	Jan-98	-
CP 4490/1	Purchase Requisition Quality Requirement Review	Apr-97	-
CP 4490/4	SDLM Material Requisition & Material Order Sheet	Apr-94	
CP 4491/11	Open Purchase Requisition	Dec-99	-
CP 4710/169	Kit Change	Nov-99	-
CP 4710/171	Aircraft, Engine, or Component Kit	Apr-99	-
CP 4710-168	Kit Request	Feb-88	-
CP 4710-33	Incoming/Outgoing Material	Oct-90	-
CP 4720/3	SDLM Material Requirements	Nov-89	-
CP 4720/5	H-46 SDLM Program Discrepancy Worksheet	Jan-98	-
CP 4840/2	Material Review Request	Feb-01	-
CP 4851/14	Capitalization	Mar-91	-
CP 4851/15	Material Credit Slip	Jul-98	-
CP 4855/57A	ISO Corrective Action Request	Mar-01	A028
CP 4855/60	Individual Qualification Record	Aug-98	-
CP 4855/98	First Article Evaluation	May-89	-
CP 5100/22	Material Safety Data Sheet (MSDS) Request	Mar-89	A029
CP 5100/2A	Damage Report Form	Jan-99	A030

Form Number	Title/Name	Date	CDRL (See TE 4)
CP 5100/2J	Hand Tool Evaluation	Apr-99	-
CP 5102/1	Mishap Report Form	Jan-00	-
CP 5102/5	Hazardous Materials Inventory Record	Jul-92	-
CP 5212/1	Records Disposition Report	Sep-93	-
CP 5214/1	Reports summary	Apr-95	-
CP 5215/11	Manual Change Release	Oct-00	-
CP 5220/58	Process Improvement Criteria (PIC) Program	Mar-99	A031
CP 5224/3	Customer/Vendor Improvement	Jan-92	-
CP 5520/2	Report of Damaged and/or Missing Government Property	Mar-97	A032
CP 5605/11	Routing Sheet	Jan-01	-
CP 6280/6	Hazardous Waste Collection Site Weekly Report	May-91	-
DD-1149	Requisition and Invoice/Shipping Document	Dec-93	A033
DD-1348 (2pt)	DoD Single Line Items	Jul-91	-
DD-1348-1A	Issue Release/Receipt Document	Jul-91	-
DD-1348-6	DoD Single Line Item Requisition System Document	Feb-85	A034
DD-200	Financial Liability Investigation of Property Loss	Oct-99	-
DD-250	Material, Inspection and Receiving Report	Nov-92	-
DD-882	Report of Inventions and Subcontracts	Jan-99	
NAVMC 10964	Application for Government Vehicle Operator Permit	Aug-90	A035
OF-271	Conversation Record	Dec-76	-
OF-363	Memorandum of Call	Jul-94	-
OPNAV 4790/25	Miscellaneous/History	Jan-84	-
OPNAV 4790-24	Technical Directives	Aug-69	-
OPNAV 4790-27	Inventory Record	Jan-84	-
OPNAV 4790-60	VIDS/MAF	May-88	-
OPNAV 5100/11	Navy Employee Report of Unsafe or Unhealthful Working Condition	Nov-92	-
OPNAV 5200/3	URGENT	May-88	-
OPNAV 5216/158	Routine Reply, Endorsement, Transmittal of Information Sheet	Jul-78	-
OPNAV 5305/1	Department of the Navy Suggestion	May-80	-
OPNAV 5510/413	Personnel Security Action Request	Apr-75	-
OPNAV 5521/27	Visitor Request	Sep-92	-
OPNAV 5527/1	Department of the Navy Incident/Complaint Report	Dec-82	-
SF-1164	Claim for Reimbursement for Expenditures of Official Business	Dec-97	-
SF-120	Report of Excess Personal Property	Apr-57	-

Form Number	Title/Name	Date	CDRL (See TE 4)
SF-312	Classified Information Nondisclosure Agreement	Jan-91	
SF-364	Supply Discrepancy Report		
SF-368	Product Quality Deficiency Report (PQDR)	Mar-97	-

Section C-7 Workload

C-7.1 Introduction

Workload — Describes the Activity and the SP's Tasks, workload indicators, and a 5-year workload projection. It includes historical data or known process changes. Personnel under study, their supervisors, and functional experts on the CA Study team provided most of the historical data.

Table Key:

Column "CA" (Current Annual) – Current annual workload.

Column "BY" (Base-Year) – Anticipated annual workload during the 1st Year of the Award.

Column "2nd Year" - Projected workload during the 2nd year of the Award.

Column "Out Years" - Projected workload during the 3rd, 4th & 5th years of the Award.

C-7.2 Forecast

Major Functional Requirements, Activities, and SP's Tasks	Workload Indicator	Current Annual	Base Year	2 nd Year	Out Years
5. 2 Manage Material Services					
Plan, control, and direct daily operation	Daily or as required	As Required	As Required	As Required	As Required
Coordinate, establish, prioritize, assign, and distribute work schedule	Daily or as required	As Required	As Required	As Required	As Required
Review and evaluate work methods and enforce personnel and work safety regulations	Daily or as required	As Required	As Required	As Required	As Required
5. 3 Manage Programs					
5.3.2 Update Databases					
Update databases for aircraft, engines, components, HAZMAT and indirect materials, and NIMMS, TIMA, SERMIS, HMMS and Compass Contract ©, and other databases as required Review appropriate material records and update	# of databases updated # of appropriate material records reviewed and updated	90,295	90,295	90,295	270,885
5.3.3 Determine Material Requirements					
Research, validate, and process requests for kits	# of requests for kits researched, validated and processed	3,580	3,580	3,580	10,740

Major Functional Requirements, Activities, and SP's Tasks	Workload Indicator	Current Annual	Base Year	2 nd Year	Out Years
Research and validate requirement for PEBs	# of PEB requirements researched and validated	3,016	3,016	3,016	9,048
Validate and Process request to induct item to "G" condition	# of validated "G" requests processed	5,900	5,900	5,900	17,700
Research and validate elements and verify requirements Material Request Form (MRF)CP4235-24,order sheet CP4490/4, CP4235/2	# of Material Request Form (MRF)CP4235-24,order sheet CP4490/4, CP4235/2 researched and validated	183,540	183,540	183,540	550,620
Identify and select material source that meets specifications and "best value" based on cost and lead time	# of material requirements	62,928	62,928	62,928	188,784
5.3.4 Forecast Material Requirements					
Develop forecasts	# of normal and complex forecasts developed	425	425	425	1,275
Maintain forecasts	# of forecasts maintained	7,544	7,544	7,544	22,632
5.3.5 Provide Material Status					
Review and modify MOV Report	# of MOV reports reviewed and modified	111	111	111	333
Review and improve material Adverse Status Report	# of material Adverse Status Reports reviewed and improved	2,230	2,230	2,230	6,690
Review and modify outstanding material dues	# of Outstanding material dues reviewed and modified	34,947	34,947	34,947	104,841

Major Functional Requirements, Activities, and SP's Tasks	Workload Indicator	Current Annual	Base Year	2 nd Year	Out Years
5.3.6 Maintain Financial Records					
Perform reconciliation for core turn-ins	# of core turn-ins reconciled	2,749	2,749	2,749	8,247
Determine aircraft and engine material standards	# of Aircraft and Engines standards prepared	33	33	33	99
Prepare DMISA material price outs	# of DMISA requests priced out	288	288	288	864
Prepare component material cost estimates	# of component material costs estimates prepared	3,078	3,078	3,078	9,234
Perform expenditure reconciliation of each PEB	# of PEB reconciliation	40	40	40	1200
5.3.7 Provide Technical and Administrative Service					
Process incoming and outgoing communications	# of incoming and outgoing communications processed	99,549	99,549	99,549	298,647
Maintain, prepare, copy and distribute required reports specified throughout the PWS and those listed in TE 1 and TE 3	# of reports listed in TE 1 and 3 maintained, prepared, copied and distributed	24,010	24,010	24,010	72,030
Maintain directives, publications and files as required by ISO 9002	# of directives, publications and files maintained	129,520	129,520	129,520	388,560
Attend training, meetings and conferences as required	# of training, meetings and conferences attended	20,854	20,854	20,854	62,562

Major Functional Requirements, Activities, and SP's Tasks	Workload Indicator	Current Annual	Base Year	2 nd Year	Out Years
5.4 Manage Material					
5.4.2 Acquire Material					
Process standard requisitions	# of standard requisitions processed	158,124	158,124	158,124	474,372
Process requisitions for commercial sources	# of commercial source requisitions processed	18,815	18,815	18,815	56,445
Process requests for items to be manufactured within NADEP	# of NADEP manufacture requests processed	6,601	6,601	6,601	19,803
Process requisitions for items requiring core turn-in to repair points	# of core turn-in requisitions processed	4,801	4,801	4,801	14,403
Process requisitions for controlled kits	# of controlled kits requests processed	1,020	1,020	1,020	3,060
Initiate discrepant material process (ROD)	# of discrepant materials received	4,897	4,897	4,897	14,691
5.4.3 Receive Material					
Accept and verify material deliveries	# of material deliveries verified and accepted	298,129	298,129	298,129	298,129
Sort materials	# of pieces of material sorted	296,875	296,875	296,875	890,625
Process material receipts	# of pieces of material receipted	126,821	126,821	126,821	380,463
Deliver materials	# of pieces of material delivered	296,875	296,875	296,875	890,625
Process workload inductions	# of workload inductions	8,596	8,596	8,596	25,788

Major Functional Requirements, Activities, and SP's Tasks	Workload Indicator	Current Annual	Base Year	2 nd Year	Out Years
Process workload returns	# of workload returns	9,740	9,740	9,740	29,220
Initiate preventative maintenance schedule for GSE	# of GSE preventive maintenance scheduled	3,600	3,600	3,600	10,800
Perform acceptance inspection upon receipt of GSE	# of GSE inspected	360	360	360	1,080
Maintain history of repairs to GSE	# GSE repair histories maintained	3,240	3,240	3,240	9,720
5.4.4 MANAGE INVENTORY					
Perform inventory counts	# of inventory counts performed and completed	2,879	2,879	2,879	8,637
Perform cycle counts	# of cycle counts performed and completed	36,000	36,000	36,000	108,000
Resolve inventory discrepancies	# of inventory discrepancies resolved following appropriate procedures	5,498	5,498	5,498	16,494
Process shop excess	# of shop excesses processed	822	822	822	2,466
Process excess inventory	# of excess inventory processed	2,223	2,223	2,223	6,669
Collect and sort materials for recycle	# of recycled materials collected and sorted	13,680	13,680	13,680	41,040
Assure availability of PEB storage containers and coordinate their proper placement	# of PEBs	40	40	40	120
Inspect PEBs	# of PEB inspections conducted	2,504	2,504	2,504	7,512
Resolve NIS items	# of NISs resolved	567	567	567	1,701

Technical Exhibits

TE 1 — Plans & Operations Reports

Table TE1.1 Award Performance Plan

Title	Reference	Frequency	Distribution
Award Performance Plan	C-1.5.1.1	One time within 30 calendar days of Award. Updates as noted below.	COR
Personnel and Staffing Section	C-1.5.3	Updates within 7 calendar days of change	-
Communications Section	C-1.5.5.3	Through out the performance of this award	-
Quality Control Section	C-1.5.6.3	QCP SOPs before the end of the Transition Period.	-
Safety and Health Section	C-1.5.8.4	Through out the performance of this award	-
Transition to Full Performance Section	C-1.5.12	Within 30 days of award	-
Property Control Section	C-3.1.6	Property Control Plan will be updated annually	-

Table TE1.2 Operations Reports (Alphabetical Order)

Title	Reference	Frequency	Distribution
Annual Inventory	C-3.1.3	Thirty calendar days before the end of the base year period of performance and 30 calendar days before the end of option year one and each option year thereafter	COR
Classified Information Non-Disclosure Agreement (SF-312)	C-1.5.7.5	Seven calendar days after all appropriate paperwork has been completed and submitted to ISSM	ISO Security Officer and ISSM Security Manager via the COR
Criminal Record Check (CRC)	C-1.5.7.5	Seven calendar days after all appropriate paperwork has been completed and submitted to ISSM	ISO Security Officer and ISSM Security Manager via the COR
Damage Report Form, NAVAVNDEPOT CP 5100/2A	C-1.5.8.2	Within 2 working days of a mishap involving property or material damage	Occupational Safety and Health Office (Code 6.8.810) via the COR.
DD Form 882, Report of Inventions and Subcontracts	C-1.5.15	As required	Contracting Officer via the COR
Government-Furnished Property (Facilities) Modification Request	C-3.2.1	As required	COR
Information System Security Awareness Agreement	C-1.5.7.5	Seven calendar days after all appropriate paperwork has been completed and submitted to ISSM	ISO Security Officer and ISSM Security Manager via the COR
Joint Closing Inventory	C-3.1.4	Within 30 calendar days of completion of performance under this PWS	COR

Title	Reference	Frequency	Distribution
Joint Inventory	C-3.1.1	No later than 30 days after start of the Transition Period and disagreements over inventory within 5 working days of completion of the Joint Inventory	COR
Mishap Report Form, NAVAVNDEPOT CP 5102/1	C-1.5.8.2	Within 2 working days of the mishap	NADEP Occupational Safety and Health Office (Code 6.8.810) via the COR
NAVAVNDEPOT CP Computer Access Request	C-1.5.7.5	Seven calendar days after all appropriate paperwork has been completed and submitted to ISSM	ISO Security Officer and ISSM Security Manager via the COR
Notice of Death or Termination for those with network access	C-1.5.7.5	Within 7 calendar days of death or termination	ISO Security Officer and ISSM Security Manager via the COR
Notice of GFP Return	C-3.1.2	Shall notify the government in writing per incident	COR
Notice of Moving GFP	C-3.1.1	Per incident	COR
OPSEC Reviews	C-1.5.7.7	As required for all materials the SP intends to disseminate outside the NADEP	NADEP Security Office via the COR
Warranties	C-3.2.2.2	When the SP experiences difficulties in exercising warranties	COR

TE 2 — Government-Furnished Property & Services

TE 2.1 — Government-Furnished Facilities

Material Services works in office space throughout the NADEP. The Government will make appropriate space available in the following locations for SP staff:

Table TE 2.1 Material Services Areas

Building No.	Name
84	Plant Maintenance
133	Engine Rework
159	Supply/FRAG/Storage
137	Aircraft Rework
154	Supply
163	Administrative Services
1375	Aviation Storehouse
1798	Packing and Preservation Facility
4224	V/STOL Rework Facility
Trailers 14 and 15	Hazardous Material
Trailer 26	F-4 SBU

The locations of the above buildings are in a drawing of the NADEP. That drawing is available on the Internet at:

<http://padap.nadepcp.navy.mil/>

TE 2.2 — Government-Furnished Equipment

Type	Plant Account Number	Qty.
Bailer, cardboard	65923048410;65923048100	2
Cart, electric	65923022483; 65923023929	2
Cart, gas	6592307844	1
Cruncher, aluminum can	65923027676	1
Dumpers, barrel	N/A	2
Forklift 78	6592313-636	1
Forklift 4000 lb.		0
Forklift 6000 lb.		0
Grab, barrel	N/A	2
Jack, pallet 65923056193		1
Lift, pallet, electric	65923036986	1
Shredder, can and drum	65923052735	1
Tractors, tow		0
Trailers, cardboard	N/A	15
Trailers, drum	N/A	2
Truck, warehouse, Harlen	65923280668	1
Truck, pickup		3
Truck, stake, 3-ton		1

*Where no quantity is indicated, transportation will provide as needed.

TE 2.3 — Government-Furnished Services

Services listed below do not include those services provided by the NADEP as called out in Section C-3.

Source	Description Of Services
Marine Corps Air Station	Cargo Transport and Material Handling Equipment and Components Petroleum, oils, and lubricants (POL) Vehicles, commercial Inspection, maintenance, and repair of trucks and cranes as requested by the depot Fire Protection Refuse Collection and Contracting (Job Order Basis) Communication Services Postage Service Computer Data Processing Cargo Transport and MHE and Components (Job Order Basis) Utilities Equipment and Furniture Police/Security Services
Carolina Cab Company	Taxi Service and Operation for NADEP personnel aboard MCAS

TE 2.4 — Calendar Year 1999 Office Supplies

Nomenclature	NIIN	QTY	U/I
1/2" heavy duty staples	NADCP4223	3	bx
1998 appointment book	013374699	14	ea
1998 calendar pad	013634998	218	ea
5" x 8" pad holder	NADCP3385	59	ea
51629a print cart for 60	NADCP5876	7	ea
51649a print cart. Hp de	NADCP5882	20	ea
Adhesive glue stick	010398132	23	dz
Air freshener general	NADCP0478	3	bx
Appointment book	013374698	1	ea
Attachable post-it-note	NADCP5884	5	ea
Badge hello my name is	720000482	1	bx
Ballpoint pen med. black	013687771	203	dz
Ballpoint pen med. red	013687773	81	dz
Binder "black" 3post 3in	008893520	9	ea
Binder "black" 3ring 1in	012784131	210	ea
Binder "black" 3ring 1in"	001876485	33	ea
Binder "black" 3ring 2in	005792751	39	ea
Binder "black" 3ring 2in	012784130	43	ea
Binder "black" note pad	001450296	27	ea
Binder "blue" Flexband	007350732	1	ea
Binder "white" 3ring 2in	012038814	34	ea
Binder "white" 3ring 3in	720001840	59	bx
Binder "yellow" safety	720001634	5	ea
Binder brown 9x11	005824201	2	bx
Black fine point	013576841	29	dz
Book "dictionary"	001429051	4	ea
Book ends	002645479	5	pr
Book memo "olive" side 14x9	002223524	4	ea
Book memo "olive" side 6x4"	002220078	91	ea
Book memo "olive" side 8x11	002223525	32	ea
Book memo "olive" side 8x6	002223521	42	ea
Book note "red" side 9x11	002866952	103	pkg.
Book stenographer end	002237939	211	pkg.
Book, memorandum	002439366	90	dz
Briefcase brown leather	010707511	2	ea
Briefcase, black, expand	LLLS00003	22	ea
Calculator-ruler	014180075	7	ea
Calendar 6-ring binder 4	002851765	28	ea

Nomenclature	NIIN	QTY	U/I
Calendar blotter, 1998	013374713	128	ea
Calendar stand	001394277	16	ea
Calendar wall 3 mo. 1997	013374707	12	ea
Calendar, refill appt box	013636707	11	ea
Calendar, refill, appt.	013636708	74	ea
Calendar, wall, 1998	013374708	115	pkg.
Card index buff 1/5cut 3x5	002613804	10	100
Card index buff 1/5cut 5x8	002613819	8	100
Card index buff lined 5x8	002470311	2	100
Card index white lined	002439437	24	100
Card index white lined 3x5	002470318	37	100
CD-ROM case	NADCP4249	5	ea
Cleaning pad CRT "anti-s"	012476020	21	bx
Cleaning swab keyboard	NADCP0402	194	bx
Clip board w/arch clip	002557081	11	ea
Clip board w/metal clip	002405503	19	ea
Clip board w/metal clip	002815918	60	ea
Clip system, paper, clam	013174220	100	dz
Clip system, paper, clam	013174228	78	bx
Colored pencil set all s	NADCP3391	4	set
Copy holder typists	007542554	1	ea
Copy paper	013352623	579	bx
Correction fluid white	010202806	46	dz
Correction tape "IBM 30"	012195753	9	ea
Correction tape 2/16	006345110	3	roll
Correction tape 5/16	006340246	1	roll
Date stamp "large"	002718884	3	ea
Date stamp "small"	002865791	31	ea
Disk	011448447	1	bx
Diskette 3 1/2 preformatted	013926514	14	bx
Document protector 9x11	002861407	35	bx
Electric stapler	NADCP9700	7	ea
Embossing machine	008350443	11	ea
Embossing tape	008261876	67	bx
Envelope (10x12) buff message	002223467	2	bx
Envelope (10x15) buff	002211089	1	100
Envelope (6x9) brown "blank"	010427400	1	bx
Envelope mailing 4 1/8x 9 1/2	007675709	1	bx
Envelope red expand 10x12	002683993	14	ea

Nomenclature	NIIN	QTY	U/I
Envelope tan 10x15	007675756	1	bx
Envelope white blank 4x10	002866970	1	bx
Eraser mechanical pencil	003077885	1	bx
Eraser pencil	NADCP0383	5	dz
Eraser replacement m/pen	013174222	4	bx
Eraser rubber 2 x 7/8 x 3/4	003238788	9	dz
Eraser rubber 2x1 1/4x1	002237044	2	dz
Eraser rubber pencil end	006345352	35	gross
Extra fine point marker white	NADCP8425	4	ea
Eyelet reinforced (1/4 in.)	001711123	30	100
Fastener paper prong 2 3/4x2	002356068	9	bx
Fax transmittal post-it pad	013177368	6	pkg.
File work organizer	002861723	4	ea
Filing box oak 3x5x3	002853143	2	ea
Filing box oak 5x9x3	002853147	1	ea
Filing box oak 8 x 9 x5	002853148	7	ea
Filing desk tray "oak"	002865801	20	ea
Filing desk tray "walnut	002326828	15	ea
Film	011638799	3	pkg.
Film transparency 3m blue	012092018	4	bx
Film transparency p/b co	720001675	2	bx
Film, transparency hp ink jet	NADCP3362	1	bx
Foam wrist rest	NADCP9733	11	ea
Folder brown 3cut 10x12	002815907	10	100
Folder green 1cut "hanging	010571877	36	bx
Folder green 3cut "hanging	012074323	28	bx
Folder green 3cut expansion 10x15	002866924	3	100
Folder man 1cut 10x12	002910098	11	100
Folder man 1cut 10x15	002851732	5	100
Folder man 4cut 10x12	002739845	9	100
Folder natural 1 cut 10x15	002223444	1	100
Folder natural 1cut 10x12	002223443	6	100
Folder natural 1cut 10x12	006630031	19	100
Folder pocket 9 1/2 x11	720001623	13	bx
Folder red 1cut 10x12	720001639	1	bx
Frame file drawer legal	002462663	28	ea
Frame file drawer letter	002462664	11	ea
Gregg reference manual	NADCP9379	5	ea
Hole punch 1 hole (1/4	002718892	5	ea

Nomenclature	NIIN	QTY	U/I
Hole punch 2 hole (1/4	002247589	3	ea
Hole punch 3 hole (1/4	001632563	6	ea
Hole punch 3 hole (3/8	002633425	8	ea
Hp-laser jet iv toner ca	NADCP2665	63	ea
Index sheet 1/5cut 8x11	009594441	55	set
Index sheet 3 ring binder	001608477	9	set
Index sheet a through z	001608475	3	set
Ink stamp pad (black)	001614237	12	bottle
Ink stamp pad (green)	001614238	11	bottle
Ink stamp pad (red)	001614240	46	bottle
Jacket filing wallet	002852916	1	bx
Jacket, filing wallet	002852917	1	bx
Jacket, filing, wallet	002852914	505	ea
Label (3 1/2 x 1 1/8) ad	009820066	7	pkg.
Label (3 1/2 x 5/8) ad	005774372	1	pkg.
Label adhesive 3 1/2"x15/16"	000822661	1	bx
Label holder (1 1/4 inch	002815972	3	pkg.
Label holder (2 1/2 inch	002723044	3	pkg.
Laser graphic self adhesive	NADCP9787	12	bx
Laser printer paper (blue)	NADCP9404	5	rm
Letter opener	002404841	1	bx
Magnetic diskette 3 1/2	012834362	114	bx
Magnetic diskette 3 1/2	720001347	63	bx
Magnetic diskette 3 1/2	720001806	1	ea
Magnetic diskette 3 1/2	720001864	26	ea
Magnetic diskette 3.5	013475290	91	bx
Marker "blue"	009731060	1	dz
Marker (chisel) "black"	009731059	27	dz
Marker (chisel) "black"	LLL02852	48	dz
Marker (chisel) "red	LLL02853	16	dz
Marker (chisel) "red"	009731062	6	dz
Marker (chisel) "yellow"	000790288	1	dz
Marker (chisel) "yellow"	009044476	6	dz
Marker (ex/fine) "green"	011087908	1	dz
Marker (fine) "black	000433408	5	dz
Marker (fine) "black	NADCP1368	519	dz
Marker (fine) "black"	009041265	5	dz
Marker (fine) "black"	010453532	7	dz
Marker (fine) "pink"	010428225	99	dz

Nomenclature	NIIN	QTY	U/I
Marker (fine) "red"	009041266	8	dz
Marker (fine) "red/pen	NADCP1369	33	ea
Marker (fine) purple	009350982	3	dz
Marker (medium) "black	NADCP0126	486	dz
Marker dry erase "cleaner"	011860859	8	bottle
Marker dry erase "green"	720001510	14	ea
Marker dry erase "purple"	720001688	7	bx
Marker dry erase "red"	720001508	6	ea
Marker dry erase "yellow"	720001685	5	bx
Marker fluorescent "blue"	012380978	60	bx
Marker fluorescent "green"	012380979	92	ea
Marker fluorescent "pink"	012380981	74	bx
Marker fluorescent "red"	012381919	18	bx
Marker fluorescent "yellow"	012381918	125	ea
Marker fluorescent "orange"	012380980	48	bx
Marker highlighter 4	012381728	47	set
Marker highlighters (set)	LLL005141	53	set
Marker, permanent black	003126124	55	dz
Max staple remover	NADCP3390	65	ea
Mechanical pencil	013176140	52	dz
Mechanical pencil	013176428	4	dz
Mechanical pencil, blue	013857362	9	bx
Mouse pad (soft) 8" x 9.5"	NADCP1392	82	ea
Neon post it note pad 3x5	013723111	23	pkg.
Nylon briefcase black 16	013649493	8	ea
Pad desk "white" 5x8	002398479	3	dz
Pad desk "white" 9x11	011245660	63	dz
Pad desk "yellow" 5x8	010849591	162	dz
Pad desk "yellow" 9x11	LLL003168	408	dz
Pad desk "yellow" 9x14	011247632	39	dz
Pad desk blotter only	002247238	9	ea
Pad easel "white"	006198880	1	pad
Pad Eng. / computation 9x11	NADCP0270	7	pad
Pad post it notes ruled 4x6	012733755	24	dz
Pad post-it "yellow" 2x2	011167866	64	dz
Pad post-it "yellow" 3x3	011167867	83	dz
Pad post-it "yellow" 3x5	011167865	64	dz
Pad post-it notes 2x3 green	012074355	4	dz
Pad, writing, white 5x8	013723107	38	dz

Nomenclature	NIIN	QTY	U/I
Pad, writing, white 8 1/2x11	013723108	21	dz
Paper carbon 9x11	010719769	1	100
Paper clip (binder – large)	002855995	4	dz
Paper clip (binder - med.)	002236807	4	dz
Paper clip (binder – small)	002828201	74	dz
Paper clip (bulldog – small)	002236810	8	bx
Paper clip (ideal – large)	001614290	1	dz
Paper clip (ideal – medium)	001614291	9	bx
Paper clip (standard type)	001614292	37	bx
Paper comp 1part "white "9x11"	008000996	235	bx
Paper comp 2part "white"	001449600	11	bx
Paper comp 2part "white" 9x5	002643703	89	bx
Paper comp 9x15	008389129	1	bx
Paper copier 11x17	002399747	1	bx
Paper copier 9x11	001817174	19	bx
Paper copier 9x14	001817175	136	bx
Paper facsimile sharp f0-300	720001649	3	bx
Paper graph "yellow"	005824196	9	pad
Paper loose leaf ruled	001986265	24	100
Paper tape calculator 2	002223455	11	roll
Paper tape calculator 2	002869054	7	roll
Paper, xerographic, process	013347817	3	bx
Pen (ex/fine) black ball	012074264	33	dz
Pen (ex/fine) blue ball	012074266	16	dz
Pen (ex/fine) red ball	012074265	14	dz
Pen (ex/fine) red ball	720001289	30	dz
Pen (fine) black ball	009357135	92	dz
Pen (fine) black ball	010176090	225	dz
Pen (fine) black ball	010346070	30	dz
Pen (fine) black refill	011123548	217	dz
Pen (fine) green ball	010589975	2	dz
Pen (fine) red ball	010605821	9	dz
Pen (med.) red ball point	010594125	5	dz
Pen (medium) black ball	009357136	35	dz
Pen (medium) black ball	010589978	2	dz
Pen (medium) black refill	005436792	2	dz
Pen (medium) blue ball	010589977	3	dz
Pen metal marking "black	012074160	90	dz
Pen metal marking "white	012074139	285	dz

Nomenclature	NIIN	QTY	U/I
Pen, blue medium point	013687772	41	dz
Pencil china marker (red)	002236675	2	dz
Pencil grip	NADCP8440	84	pkg.
Pencil lead refill 5mm 2	002855862	11	tube
Pencil lead refill 5mm h	010119456	45	tube
Pencil lead refill 5mm h	010119457	54	tube
Pencil lead refill 7mm h	010590695	51	tube
Pencil lead refill 7mm h	011038266	16	tube
Pencil mechanical (5mm)	005901878	20	dz
Pencil mechanical (7mm)	011324996	14	dz
Pencil sharpener	001626178	1	ea
Pencil wooden (medium) #2	002815234	33	dz
Pencil wooden assorted color	002855827	8	set
Pencil, red erasable	NADCP3392	2	dz
Portfolio	005842490	26	bx
Portfolio w/zip lock	009954856	4	ea
Post-it note tray	012074351	1	ea
Power strip w/surge 15 f	NADCP3320	20	ea
Power strip w/surge 6 f	NADCP0263	32	ea
Printer ribbon for Epson fx8	NADCP8415	13	ea
Printer ribbon for nx-1500	NADCP3409	1	ea
Printer ribbon for Panasonic	NADCP9869	1	ea
Push pins	009400935	5	100
Rack desk distributor	002815934	6	ea
Ribbon printer Alps p200	012948757	21	ea
Ribbon printer Alps p200	012954890	71	ea
Ribbon printer Epson MX	011863987	153	ea
Ribbon printer Epson mx8	011713471	229	dz
Ribbon printer Okidata 1	012350934	23	ea
Ribbon printer Unisys	NADCP0264	2	ea
Ribbon typewriter IBM	010952184	4	bx
Ribbon typewriter IBM 30	012192309	25	pkg.
Rollerball pen, 0.5 mm,	012074267	6	dz
Rubber band # 16	002051439	16	bag
Rubber band # 19	002051438	28	bag
Rubber band # 32	002433434	18	bag
Rubber band # 33	002050842	18	bag
Rubber band # 64	002433435	1	bag
Ruler wooden (12 inch)	001616215	71	ea

Nomenclature	NIIN	QTY	U/I
Ruler wooden (24 inch)	001616218	18	ea
Scissors (6 inch)	007541499	20	ea
Scissors (9 inch)	001616912	36	ea
Scissors (9 inch)	012414373	78	ea
Sponge cup (2 1/2 x 1 3)	001616211	7	ea
Sponge moistener	002412981	1	ea
Stamp pad felt (large)	002316531	15	ea
Stamp pad felt (small)	002247676	13	ea
Staple remover	001626177	44	dz
Staplegun pliers "industrial"	720001513	85	ea
Stapler (desk top)	002815895	71	ea
Stapler (hand held)	002405727	30	ea
Stapler, paper fastener	002431780	4	ea
Staples (1/2 inch)	002729662	272	bx
Staples (1/4 inch)	001365196	238	bx
Staples 1/4" for Boston	NADCP4241	5	bx
Tab index plastic yellow	001478471	1	bx
Tab index set plastic clear	001478462	11	bx
Tacky finger	006044150	9	ea
Tape cartridge black/orange	NADCP3370	54	ea
Tape cartridge black/white	NADCP3368	424	ea
Tape cartridge black/yellow	NADCP3369	59	ea
Tape cartridge red/clear	NADCP3367	2	ea
Tape dispenser	002402411	31	ea
Tape dispenser metal desk top	002402417	6	ea
Tape dispenser plastic	002402408	2	pkg.
Tape flag (sign here)	NADCP4235	27	pkg.
Tape flags - blue	013152021	23	pkg.
Tape flags - red	013152019	30	pkg.
Tape flags-yellow	013152024	2	pkg.
Tape transparent 1/2"	005519822	20	roll
Tape transparent 3/4"	000822520	71	pkg.
Tape transparent 3/4"	005519824	101	roll
Tape transparent 3/4" re	005519825	161	roll
Tape transparent 4"	000736094	6	roll
Tape video recording	013644067	5	pkg.
Telephone automatic index	001711120	14	ea
Telephone index refill	002852800	2	set
Telephone message pad	013576830	5	ea

Nomenclature	NIIN	QTY	U/I
Telephone rotary index	010152239	9	ea
Telephone shoulder rest	005208847	6	ea
Thesaurus	005142927	1	ea
Thumbtack	002726887	11	100
Tombow correction tape	NADCP4277	472	ea
Toner (black) DesignJet	014213346	5	ea
Toner 92291a	013436998	2	ea
Toner cartridge black HP	013761766	16	ea
Toner cartridge DeskJet 4	NADCP4339	1	ea
Toner cassette Ricoh type	NADCP1408	5	ea
Toner h/p laser jet ii	012616064	16	ea
Toner HP LaserJet III P	NADCP4329	3	ea
Toner Ricoh laser fax/30	NADCP1383	1	ea
Toner Sharp facsimile 52	720001865	1	ea
Toner type 100	NADCP8372	3	ea
Toner, black (for HP laser)	014248054	4	ea
Transparencies for DeskJet	NADCP5881	3	bx
Transparency film for co	NADCP9353	3	bx
Ultra fine marker (black)	NADCP5880	110	ea

TE 3 — NIMMS Reports

File Name	Report Title	Frequency	Due by
MN155R01	Daily Valid Info Record	Daily	COB
MN205R01	Monthly Store Record	Monthly	EOM
MN205R02	Quarterly NIS/NC Report	Quarterly	EOQ
MN211R01	Weekly Change Notice Report	Weekly	EOW
MN211R02	Change Notice Exception Report	Ad Hoc	
MN211R03	Monthly Change Notice Report	Monthly	EOM
MN211R05	NIF Price Change Analysis	Monthly	EOM
MN213R01	Shipment Follow-up Record (Processed)	Ad Hoc	
MN213R02	Shipment Follow-up Record (Error Report)	Ad Hoc	
MN221R02	Excess Material within AB Store	Ad Hoc	
MN221R01	Quarterly O/H Below Safety Level	Daily	COB
MN221R03	Store Material Purge Report	Ad Hoc	
MN221R04	Negative On-Hand Report	Monthly	EOM
MN230R01	Adverse Status Report	Daily	COB
MN231R01	Delinquent Due Record Report	Ad Hoc	
MN231R03	Second ATA Report	Daily	COB
MN232R01	Backorder Validation Report	Quarterly	EOQ
MN233R01/02/03/04	Excess Reports	Ad Hoc	
MN234R01/02/03/04	Excess Reports	Ad Hoc	
MN242R02	Closed JON By NIIN	Monthly	EOM
MN242R03	Deleted Back Order With Closed JONs	Monthly	EOM
MN273R01	Supply Trans Report	Ad Hoc	
MN275R01	SRI/Back Order Release/Issues	Ad Hoc	
MN284R01/02	Monthly Excess Report	Monthly	EOM
MN401R01	Invalid P/N Adds	Daily	COB
MN402R01/02	Invalid/Valid Material Record Adds	Daily	COB
MN403R01/02	Invalid/Valid St Material Record Adds	Daily	COB
MN413R01	Transfer Error Report	Daily	COB
MN421R01/02	Rejected Records	Daily	COB
MN424R01	Material Record Delete	Ad Hoc	
MN448R01/02/03	Excess Error Report.	Ad Hoc	
MN501R01	Daily Transmittal	Daily	COB
MN503R01	Trans Process Changes	Ad Hoc	
MN504R01	Daily Trans Financial	Daily	COB
MN504R03	Rcpt Price Variance	Ad Hoc	
MN505R01	NIMMS Weekly Code Summary	Weekly	EOW
MN506R01	SRI/Backorder Release Errors	Daily	COB

File Name	Report Title	Frequency	Due by
MN507R01	Daily Suspense Correction	Daily	COB
MN507R02	Daily Suspense List	Daily	COB
MN510R01	Outstanding Requisition Report	Daily	COB
MN510R02	Outstanding Requisition Report	Daily	COB
MN510R03	Delinquent Ship Status	Monthly	EOM
MN512R01	Outstanding Requisition	Daily	COB
MN512R02	Outstanding Requisition Report	Daily	COB
MN513R01	Outstanding Requisition By NIIN	Daily	COB
MN517R01	Management Information	Monthly	EOM
MN518R01	Supply Support	Quarterly	EOQ
MN518R03	Supply Support EFF-Line Item	Monthly	EOM
MN520R01	Management Info	Monthly	EOM
MN521R01	Management Info-Inventory Analysis	Ad Hoc	
MN523R01	Planner Management Report	Quarterly	EOQ
MN528R01	Requisition Del/Estimate Date Exception	Ad Hoc	
MN553R01	Inventory Adjustment Report	Ad Hoc	
MN558R01	Items Requested Spot Inventory	Daily	COB
MN570R01/R02	Rejected G Record/G For Reorder	Daily	COB
MN584R01	HAZMAT List By Shop	Ad Hoc	
MN521R01	Management Info-Inventory Analysis	Ad Hoc	
MN523R01	Planner Management Report	Quarterly	EOQ
MN528R01	Requisition Del/Estimate Date Exception	Ad Hoc	
MN553R01	Inventory Adjustment Report	Ad Hoc	
MN558R01	Items Required Spot Inventory	Daily	COB
MN570R01/R02	Rejected G Record/G For Reorder	Daily	COB
MN584R01	HAZMAT List By Shop	Ad Hoc	

TE 4 — Contract Data Requirements Lists

The following pages are the Contract Data Requirements Lists (CDRLs) for information that the SP is to provide after Award and throughout the period of performance.

Table TE 4.1 List of CDRLs

CDRL	Title
A001	Award Performance Plan (APP)
A002	Operations Reports
A003	Organization Chart
A004	List of Employees
A005	Proof of U.S. Citizenship
A006	Communications Plan
A007	Quality Control Program (QCP)
A008	Performance Evaluation Meetings
A009	Network Security Requirements
A010	OPSEC Reviews
A011	Mishap Reporting
A012	Safety & Health Plan
A013	Transition to Full Performance Plan
A014	Preventative Maintenance Problem Report
A015	Report of Inventions & Subcontracts
A016	Joint Inventory
A017	Annual Inventory
A018	Joint Closing Inventory
A019	Property Control Plan
A020	Government-Furnished Property (Facilities)
A021	Warranties
A022	Fuel Quantities and Sources
A023	Not Used
A024	Price Challenge
A025	Request for Local Manufacture
A026	Service, Equipment or Facilities Request
A027	Supply Discrepancy Report
A028	Corrective Action Request
A029	Material Safety Data Sheet (MSDS) Request
A030	Property Damage
A031	Process Improvement Criteria (PIC) Program
A032	Report of Damaged and/or Missing Government Property

A033	Requisition and Invoice/Shipping Document
A034	DoD Single Line Items
A035	Application for Government Vehicle Operator Permit