

Performance Work Statement (PWS)
for Logistics Services in Support
of U.S. Army Aviation and Missile Command (AMCOM) Logistics Center (ALC)
Publications

1.0. Mission Objective. The ALC provides logistics services for Equipment Publications Programs that support AMCOM-managed systems.

2.0. Performance Requirements. The tasks accomplished under this PWS will support the Equipment Publications Programs managed and conducted by the ALC at AMCOM. The work is to be performed on government site. (Logistics Domain BPA, Statement of Work, paragraph 3.7.)

2.1. The contractor shall write, review, and edit draft AMCOM-proponent Equipment Publications.

2.1.1. The contractor shall develop draft procedures, manuscripts, illustrations, parts listings, and requests for camera-ready materials for Field and Sustainment maintenance. The contractor shall review and research Engineering Change Proposals (ECPs), DA Forms 2028, Design Change Notices (DCNs), Logistics Assistance System Report (LASR) and based upon its analysis provide recommendations on proposed changes to Equipment Publications. The contractors shall review and analyze military standards and specifications and provide proposed recommended changes to Equipment Publications. The contractor shall prepare draft plans and validation certifications for Equipment Publications. The contractor shall review and evaluate commercial publications related to AMCOM-proponent Equipment publications and prepare proposed draft supplemental data. ILS 7/SOW 3.7

2.1.2. The contractor shall review Equipment Publications for consistency with logistics data bases/technical drawings. The contractor shall propose recommended changes and provide input to incorporate approved changes to the logistics data bases into the appropriate technical publications. The contractor shall prepare draft manuscripts, supplemental data and requests for camera-ready copy. The contractor shall validate new/changed Equipment Publications materials. The contractor shall assist the government with publications verification efforts at verification sites; file publications; and provide technical publications support services such as specifying recommended illustrations/computer graphics, researching, reviewing and editing. ILS 7/SOW 3.7

2.1.3. The contractor shall provide recommendations for the development of Repair Parts and Special Tool Lists (RPSTL) illustrations and parts listings in generation breakdown order. The contractor shall review DCNs resulting from approved ECPs to assure data is accurate, complete, and compliant. The contractor shall review Provisioning Master Record (PMR) database to assure all the RPSTL data elements are accurate and complete. The contractor shall prepare draft manuscript

changes/revisions to RPSTLs to reflect approved ECPs, DCNs, 2028s, and Letters of Instruction (LOIs). ILS 7/SOW 3.7

2.2. The contractor shall review, evaluate, verify, and provide proposed technical recommendations for Equipment Publications development, which includes participation in the hardware Physical Teardown (PT) of the assigned weapon system/major end item for development, evaluation, validation, and verification of Repair Parts and Special Tool Lists (RPSTL) and development, evaluation, validation, and verification of technical manuals, depot publications, task procedures, tools, repair parts, consumables, and calibration and test equipment requirements. ILS 7/SOW 3.7

3.0. Travel.

Contractor personnel may be required to travel in performance of this task order. Travel will only be within CONUS. The Contractor must provide a written travel request and receive written approval from contractor Team lead/program manager, Government team lead, and the COR prior to performing any travel. The travel request shall include the following information: contract number, task number, Contract Line Item Number/Sub-Contract Line Item Number (CLIN/SLIN) under which the travel will be funded, COR contact info, dates of travel, number of days of travel, purpose of travel, destination, name of traveler(s), estimated cost of trip (lodging, per diem, rental car, airfare, gas/mileage, misc/other (all misc/other expenses must be identified)), a explanation of any special circumstances (i.e. sharing rental car, special accommodations, etc). The Contractor shall verify that funding is available on the appropriate CLIN/SLIN prior to signing and submitting any travel requests for approval. The Contractor shall be reimbursed for travel expenses incurred by its employees performing work under this task order IAW the Joint Travel Regulations (JTR). The contractor may be required to travel at various intervals to meet with personnel from PEO, AMCOM, Army, DOD, and other Government agencies as directed by the Government. A trip report is required within 5 days of completion of travel trip. IAW DI-ADMN-81505 (A006)

4.0 SECURITY:

The contractor will provide personnel with the appropriate clearance required to conduct their duties to complete the tasks of this contract. The contractor will provide personnel that can obtain and maintain a SECRET clearance for this contract. The contractor shall comply with DoD and Army regulatory guidance and procedures during the performance of this contract. Contractor will follow all local security guidance when visiting/performing tasks at both CONUS and OCONUS sites. Specific detailed security standards and requirements are outlined in the DD 254 for this contract. Local regulatory guidance will be provided at the place of performance. Antiterrorism, (AT) Operations Security, (OPSEC) and Information Assurance (IA) training will be required in the performance of this contract.

4.1 AT Level I Training. This provision/contract text is for contractor employees with an area of performance within an Army controlled installation, facility or area. All contractor employees, to include subcontractor employees, requiring access to

government installations, facilities and controlled access areas shall complete AT Level I awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the COR or to the contracting officer, if a COR is not assigned, within 30 calendar days after completion of training by all employees and subcontractor personnel. AT level I awareness training is available at the following website: <https://atlevel1.dtic.mil/at>

4.2 AT Awareness Training for Contractor Personnel Traveling Overseas. This standard language text required US based contractor employees and associated subcontractor employees to make available and to receive government provided area of responsibility (AOR) specific AT awareness training as directed by AR 525-13. Specific AOR training content is directed by the combatant commander with the unit ATO being the local point of contact.

4.3 iWATCH Training. This standard language is for contractor employees with an area of performance within an Army controlled installation, facility or area. The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This local developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employees commencing performance with the results reported to the COR NLT 30 calendar days after contract award.

4.4 Access and General Protection/Security Policy and Procedures. This standard language text is for contractor employees with an area of performance within an Army controlled installation, facility or area. Contractor and all associated sub-contractors employees shall comply with applicable Installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by the installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

4.5 For Contracts That Require Handling or Access to Classified Information. Contractor shall comply with FAR 52.204-2, Security Requirements and DD 254, Contract Security Classification Specification. This clause involves access to information classified "Confidential," "Secret," or "Top Secret", and requires contractors to comply with-(1) The Security Agreement (DD Form 441), including the

National Industrial Security Program Operating Manual (DoD 5220.22-M); any revisions to DOD 5220.22-M, notice of which has been furnished to the contractor.

4.6 For Contracts that require an OPSEC Standing Operating Procedure/Plan. The contractor shall develop an OPSEC Standing Operating Procedure (SOP)/Plan within 90 calendar days of contract award, to be reviewed and approved by the responsible Government OPSEC officer, per AR 530-1, Operations Security. This SOP/Plan will include the government's critical information, why it needs to be protected, where it is located, who is responsible for it, and how to protect it. In addition, the contractor shall identify an individual who will be an OPSEC Coordinator. The contractor will ensure this individual becomes OPSEC Level II certified per AR 530-1.

4.7 For Contracts that require OPSEC Training. Per AR 530-1, Operations Security, new contractor employees must complete Level I OPSEC training within 30 calendar days of their reporting for duty. All contractor employees must complete annual OPSEC awareness training.

4.8 Contractor Employees Who Require Access to Government Information Systems. All contractor employees with access to a government info system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services, and must successfully complete the DOD Information Assurance Awareness prior to access to the IS and then annually thereafter.

4.9 For Information assurance (IA)/information technology (IT) training. All contractor employees and associated sub-contractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoD 8570.01, DoD 8570.01-M and AR 25-2 within six months of employment.

5.0. Government Furnished Property.

5.1. Facilities: The contractor will be provided workspace (office space, furniture), normal office supplies, and access to Redstone Arsenal during the performance of the task order. The contractor's employees will be provided access to computers, computer networks, telephone services and peripheral equipment such as fax, scanner and copy machines. The Government will furnish documentation, manuals, access to Government databases, access to Government files, and other data necessary to complete the task such as reports, drawings, plans, notebooks, memoranda, letters, message, briefing charts, manuals, specifications standards forms, and personnel contacts.

5.2. Government Furnished Information: The Government will provide access to all unclassified files to the extent required to perform the efforts described herein. Access

to classified documents will be provided on a case-by-case basis based upon need to know in coordination with each Army Aviation and Missile Program Executive/Project Security Officer identified on the DD254.

5.3. Place of Performance/Hours of Work: The primary place of performance on this task shall be on site at Redstone Arsenal in Huntsville, AL. The project generally requires working eight (8) hours Monday through Friday with coverage including the hours from 6:30AM to 5:00 PM, not to include Federal holidays. Upon notification by the Government, the contractor may be required to adjust their hours to meet mission needs (i.e.: furlough or funding constraints).

5.4. Cost and Performance Reporting: In support of the tasks described in paragraphs 2.0 through 4.0 the contractor shall submit a monthly Contractor's Progress, Status, and Management Report in accordance with DI-MGMT-80227 (A003). This report shall include sections on Scope of the Task Order, Current Status of Performance/Work, Current Status of Costs, Explanation of Current Milestones, Variance Analysis, and Detailed Billing Information showing a breakout by SLIN and labor category to include the labor rate, hours expended, and the calculated value of costs. In addition, the report shall show the current and cumulative billing.

6.0 DELIVERABLES:

Data shall be delivered as follows:

6.1 Contractor's Progress, Status and Management Report shall be submitted monthly IAW CDRL A003, Data Item Number DI-MGMT-80227.

6.2 Trip Reports will be submitted IAW Report, Record of Meeting/Minutes, CDRL A006, Data Item Number DI-ADMN-81505.

7.0. Accounting for Contractor Support. The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this task order. The contractor is required to completely fill in all the information in the format using the following web address: <https://contractormanpower.army.pentagon.mil>. The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative; (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data; (5) Estimated direct labor hours (including sub-contractors); (6) Estimated direct labor dollars paid for the reporting period (including sub-contractors); (7) Total payments

(including sub-contractors): (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each sub-contractor if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information); (11) Locations where contractor and sub-contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) Presence of deployment of contingency contract language; and (13) Number of contractor and sub-contractor employees deployed in theater for the reporting period (by country). As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending 30 September of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.

8.0. Performance Objectives/Metrics.

8.1 This performance-based service task order incorporates the following performance objectives: (1) Delivery of high quality technical performance; (2) Adherence to TO schedule, milestone, and delivery requirements; and (3) Efficient and effective control of labor resources. It is the contractor's responsibility to employ the necessary resources to ensure accomplishment of these objectives. The Government's assessment of the contractor's performance in achieving these objectives will utilize the standards, acceptable quality levels, surveillance methods, and performance incentives described in the Performance Requirements Summary matrix set forth in Appendix A. The performance incentives will be implemented via the Government's past performance assessment conducted in accordance with Part 42 of the Federal Acquisition Regulation (FAR), as applicable, and the "Task Order Performance" criteria of the annual award term evaluation, basic BPA provision 45.

8.2. The performance objectives, standards, and acceptable quality levels shall be applied on a TO basis with performance incentives to be implemented on an annual basis. The Government will conduct informal interim counseling sessions with the contractor's Program/TO Manager to identify any active TO performance that is not meeting the acceptable quality levels. These sessions will be conducted at least on a quarterly basis in order to provide the contractor a fair opportunity to improve its performance level.

8.3 The Control of Labor Resources criteria will be reflected under the "Cost" category of the performance assessment. Although the criteria of Business Relations and Management of Key Personnel are not specifically included in the Performance

Requirements Summary Matrix, the overall performance assessment will continue to include these criteria.

8.4. The contractor will be notified, in writing, of the Government's determination of its performance level for each performance objective including all instances where the contractor failed to meet the acceptable quality level.

APPENDIX A

PERFORMANCE REQUIREMENTS SUMMARY MATRIX

PERFORMANCE OBJECTIVE	PERFORMANCE STANDARD	ACCEPTABLE QUALITY LEVEL (AQL)	METHOD OF SURVEILLANCE	PERFORMANCE INCENTIVE
<p>High Quality Technical Performance</p>	<p>TO requirements met with little rework/re-performance required and with few minor and no significant problems encountered</p> <p><i>Performance meets all technical and functional requirements, and is highly responsive to changes in technical direction and/or the technical support environment</i></p> <p><i>Assessments, evaluations, analyses, recommendations, and related input are thorough, reliable, highly relevant to TO requirements, and consist of substantial depth and breadth of subject matter</i></p> <p><i>Deliverable reports contain all required data and meet all applicable CDRL requirements</i></p>	<p>Contractor delivery of products and/or services meets all TO requirements. Performance occurs with no required re-performance/rework at least 80% of time. Problems that are encountered are minor and resolved in a satisfactory manner.</p>	<p>Routine Inspection of Deliverable Products/Services</p>	<p>Assignment of performance rating for QUALITY criteria:</p> <p><u>EXCEPTIONAL</u> <i>Performance and deliverables meet all and exceed many TO requirements. Performance delivered with no required re-performance/rework at least 95% of time; problems that are encountered are minor and resolved in a highly effective manner.</i></p> <p><u>VERY GOOD</u> <i>Performance and deliverables meet all and exceed some TO requirements. Performance delivered with no required re-performance/rework at least 90% of time; problems that are encountered are minor and resolved in an effective manner.</i></p> <p><u>SATISFACTORY</u> <i>Performance and deliverables meet all TO requirements. Performance delivered with no re-performance/rework at least 80% of time; problems that are encountered are minor and resolved in a satisfactory manner.</i></p> <p><u>MARGINAL</u> <i>Some TO requirements not met and/or performance delivered with re-performance/rework required more than 20% of time. Problems encountered were resolved in a less than satisfactory manner.</i></p> <p><u>UNSATISFACTORY</u> <i>Many TO requirements not met. Numerous re-performances/rework required. Substantial problems were encountered and inadequate corrective actions employed.</i></p>

<p>Adherence to Schedule</p>	<p>TO milestones, periods of performance, and/or data submission dates are met or exceeded</p>	<p>Contractor meets TO delivery requirements at least 80% of the time (excluding gov't caused delays)</p>	<p>Routine Inspection of Deliverable Products/Services</p>	<p>Assignment of performance rating for SCHEDULE criteria:</p> <p><u>EXCEPTIONAL</u> TO milestones/ performance dates met or exceeded at least 100% of time (excluding government caused delays)</p> <p><u>VERY GOOD</u> TO milestones/ performance dates met or exceeded at least 90% of time (excluding government caused delays)</p> <p><u>SATISFACTORY</u> TO milestones/ performance dates met or exceeded at least 80% of time (excluding government caused delays)</p> <p><u>MARGINAL</u> TO milestones/ performance dates met less than 80% of time (excluding government caused delays)</p> <p><u>UNSATISFACTORY</u> TO schedule/performance dates met less than 70% of time</p>
<p>Control of Labor Resources</p>	<p>Contract labor mix is controlled in efficient and effective manner</p>	<p>Actual TO labor resource mix is maintained within 20% of originally awarded TO resource mix</p>	<p>Routine Inspection of TO Performance, Performance/Cost Reports, Payment Invoices</p>	<p>Assignment of performance rating for COST CONTROL criteria:</p> <p><u>EXCEPTIONAL</u> Actual TO resource mix maintained within 10% of originally awarded TO resource mix</p> <p><u>VERY GOOD</u> Actual TO resource mix maintained within 15% of originally awarded TO resource mix</p> <p><u>SATISFACTORY</u> Actual TO resource mix maintained within 20% of originally awarded TO resource mix</p> <p><u>MARGINAL</u> Actual TO resource mix maintained within 25% of originally awarded TO resource mix</p> <p><u>UNSATISFACTORY</u> Actual TO resource mix exceeds 25% of originally awarded TO resource mix</p>