

**Performance Work Statement (PWS)**  
**For**  
**Commander Naval Air Systems Command**  
**Fleet Readiness Center Southeast (FRCSE)**  
**Maintenance, Repair, Overhaul (MRO)**  
**of**  
**Aviation Support Equipment (ASE)**



**24 October 2022**  
**R2 A2**

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## 1.0 INTRODUCTION

Fleet Readiness Center Southeast (FRCSE) is a Naval Air Systems Command (NAVAIR) depot facility whose mission is to provide agile, relevant, and quality maintenance, repair, and overhaul (MRO) services on United States Navy and Marine Corps aircraft.

FRCSE is located aboard the Naval Air Station (NAS) Jacksonville, Florida with detachment sites located at Naval Air Station (NAS) Mayport and Cecil Commerce Center (CCC), both located in Jacksonville, Florida.

- The FRCSE Facilities and Plant Maintenance Division manages the maintenance and upkeep of all Aviation Support Equipment (ASE) assigned to FRCSE to include Intermediate, Operational and Depot Level repairs. In addition, it supports the Naval Aviation Enterprise providing maintenance overhaul and repair services through customer service requests. This includes but is not limited to Foreign Military Sales (FMS), Program/Project Manager AIR (PMA) and other customer support.

## 2.0 SCOPE

The Contractor shall perform all levels of scheduled/unscheduled maintenance, repair, refurbishment and upgrade services for ASE including Individual Material Readiness List (IMRL) equipment, Commercial “off the shelf” equipment, as well as equipment designed, built and maintained by FRCSE. The Contractor shall support the Government with ASE transport preparation, development of maintenance requirements, conduct ASE licensing, manage Government Furnished Property (GFP), and conduct quality control in accordance with COMNAVAIRFORINST 4790.2 (series) Naval Aviation Maintenance Program.

## 3.0 APPLICABLE DOCUMENTS/DIRECTIVES

All work performed by the Contractor shall be accomplished in accordance with (IAW) applicable publications, technical directives, instructions, standards and procedures contained in pertinent manuals while utilizing blueprints, drawings or schematics as provided by the Government. When a publication provided by the Government is subsequently revised, supplemented, replaced or rescinded, the contractor, upon notification, shall comply with the updated publication.

The Contractor shall adhere to the following documents to perform the Technical Requirements of this PWS. The contractor shall notify the Contracting Officer if any changes required by a revision to the documents cited below directly impacts the firm fixed price of the contract.

| Document Type    | No./Version     | Title   |
|------------------|-----------------|---|
| OSHA             | 29 C.F.R 1910   | Occupational Safety and Health Administration Regulations (Standards)               |
| DoD              | 4500.36-R       | Management, Acquisition, and Use of Motor Vehicles                                  |
| EPA-608          |                 | HVAC Universal Technician Certification as required by 40 C.F.R. Part 82, Subpart F |
| COMNAVAIRFORINST | 4790.2 (series) | Naval Aviation Maintenance Program (NAMP)   |

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| NAVAIR Instruction <sup>2</sup>            | 13650.1(series)                                 | Naval Air Systems Command Aircraft Maintenance Material Readiness List Program         |
| NAVAIR Instruction <sup>2</sup>            | 13680.1(series)                                 | Depot Level Rework Program For Support Equipment End Items                             |
| NAVAIR Manual                              | NAVAIR 17-1-125                                 | Support Equipment Cleaning and Corrosion Control                                       |
| NAVAIR Manual                              | NAVAIR 00-80T-96                                | Support Equipment Common Basic Handling & Safety Manual                                |
| NAVAIR Manual                              | NAVAIR 17-600-183-6-2                           | Lifting Slings for Aircraft and Related Components                                     |
| NAVAIR Manual                              | NAVAIR 01-1A-16                                 | Nondestructive Inspection Methods  |
| OPNAV Instruction <sup>3</sup>             | 5100.23 (series)                                | Navy Safety and Occupational Health (SOH) Program Manual                               |
| OPNAV Instruction <sup>3</sup>             | 5100.12 (series)                                | Navy Traffic Safety Program  |
| NAVSUP Pub                                 | NAVSUP P538                                     | Management of Materials Handling Equipment   |
| NAVSUP Pub<br>DLA Instruction <sup>4</sup> | NAVSUP 550 DLAI<br>4145.3                       | Joint Service Publication: Preparing Hazardous Materials for Military Air Shipments    |
| MIL-STD <sup>4</sup>                       | 2073-1E   | Standard Practice for Military Packaging   |
| NAVFAC                                     | P-307   | Management of Weight Handling Equipment  |
| National Aerospace<br>Standard             | NAS-410   | National Aerospace Standard and Certification of Nondestructive Testing                |
| FRCSEINST                                  | 5090.1  | Environmental Management System (EMS)  |
| FRCSEINST                                  | 5090.3C   | Hazardous Waste (HW) Management  |
| FRCSEINST                                  | 5090.14   | Hazardous Material Control and Management (HMC&M)                                      |
| NASJAXINST                                 | 5090.1H   | Hazardous Waste Management Plan (HWMP)   |
| NASJAXINST                                 | 5090.13   | Naval Air Station, Jacksonville Hazardous Material Control and Management (HMC&M) Plan |
| NAVAIR                                     | 250+ in CTPL                                    | Maintenance Instruction Manuals (MIM) and Maintenance Requirements Cards (MRC)         |
| NAVAIR                                     | Issued by CTPL                                  | Technical Manuals(TM), Directives, Bulletins and Orders                                |
| NAVAIR                                     | 1,100 in GSE Archives &<br>Provided Engineering | Engineering Drawings and Changes   |
| NAVAIR                                     | Intra l   | Military Specifications  |
|  | 177+  | Commercial Vendor Maintenance Manuals  |

## **4.0 PERFORMANCE REQUIREMENTS:**

### **4.1 General Performance:**

**4.1.1 Work Schedule:** The work required by this PWS shall be performed in a single shift within FRCSE's normal operating hours 0530 – 1400, five days per week (Monday – Friday). The start and stop times associated with this work may be adjusted at the discretion of the FRCSE Technical Point of Contact (TPOC) to meet support requirements. Historically, a second or third work shift is not necessary and there is no requirement for overtime.

**4.1.1.1 Installation closure:** Contractor employees under this contract are not “essential personnel” and will not be allowed to work on Government property if it is closed. In the event of closings or delays due to inclement weather or other hazardous situations, notification to Contractor employees to take appropriate actions will be given through radio and television stations for respective work sites. When area radio or TV stations report that an installation has “delayed reporting” until a particular time, the Contractor’s personnel have until that time to report to work. When area radio or TV stations report that an installation has “Closed,” the Contractor’s personnel shall not report to work. In all cases, the Contractor may communicate with the TPOC for clarification.

#### **4.1.1.2 Federal Holidays:**

The Contractor is advised that performance is not required and access to the Government installation may be restricted on these holidays:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

When a holiday occurs on a Saturday, Federal employees are normally granted the previous Friday as the holiday observance. When a holiday occurs on a Sunday, Federal employees are normally granted the following Monday as the holiday observance. There are occasions when the FRCSE reduces operations in conjunction with the following holidays: Thanksgiving Day, Christmas Day, and New Year's Day which encompass additional non-holiday work days and weekends. When such a notice is given, the Contractor shall modify their support level for the reduced operations.

### **4.1.2 Training & Licensing:**

**4.1.2.1** The Contractor shall ensure all personnel are trained on the equipment and processes in their respective work areas and possess and use the requisite personal protective equipment (PPE) required to accomplish their work in a safe manner as identified in COMNAVAIRFORINST

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4790.2 (series), the Naval Aviation Maintenance Program, and OPNAVINST 5100.23 (series), the Navy Safety and Occupational Health Program Manual and in accordance with Occupational Safety and Health Administration (OSHA) standards.

**4.1.2.2 Non-Destructive Inspection/Test.** The Contractor shall provide ASE Mechanics trained and certified to perform Non-Destructive Inspection/Test in accordance with NAS-410. Two inspection methods will be required for the effort, (MT) Magnetic-Particle and Dye-Penetrant (PT). Recertification interval will be as specified by the NAS-410, which is currently 5 years. The Contractor shall ensure documentation of certification is current and available for review.

**4.1.2.3 SE Operation Licensing:** The Contractor shall ensure that an SE licensing program is maintained in compliance with COMNAVAIRFORINST 4790.2 (series). No Contractor personnel shall operate SE without the proper training and license.

**Note:** The following DOL codes will require a forklift license in the performance of their duties: DOL-23380, DOL-23382, DOL-01410, DOL-21030

**4.1.2.4 Contractor Vehicle/Equipment Operation and Licensing:** The Contractor shall comply with DoD 4500.36-R before any contract employee engages in any mode of equipment operation. The Contractor shall document all operator qualifications and shall provide a report to the Government within thirty (30) days after contract award and updated monthly. **(Contractor Vehicle Equipment Operator Report – CDRL Data Item A001)**

**4.1.2.5 Commercial Driver License (CDL):** The Contractor shall ensure a minimum of two (2) employees are licensed and fully qualified under state and DOT regulations to operate Government owned/leased vehicles up to and including Semi-Tractor Trailer.

**4.1.2.6 HVAC Licensing:** The Contractor shall ensure HVAC technicians are licensed in compliance with EPA-608 Universal Technician Certification as required by 40 C.F.R. Part 82, Subpart F.

**4.1.2.7 Government Provided Training:** Training and licensing for FRCSE maintained support equipment, material handling equipment or commercial equipment peculiar to FRCSE and requiring special training/licensing or handling instruction will be provided by FRCSE.

**4.1.3 Safety:** The Contractor shall comply with all safety regulatory guidance including those as detailed in appropriate OSHA and Environmental Protection Agency (EPA) instructions. The Contractor is responsible for the safety and accountability of all its employees.

**4.1.3.1 The Government will provide OSHA-required PPE.** The Contractor shall provide PPE for team members that is beyond the OSHA-required Government-provided PPE. Personal Protective Equipment, including but not limited to, personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

**4.1.3.2 Cardio Pulmonary Resuscitation (CPR):** The Contractor shall ensure at least one CPR-certified employee is on site during performance of the contract to meet shop safety needs.

**4.1.3.3** Physicals: Contractor personnel performing Non-Destructive Inspection (NDI) and forklift operation shall have current physicals on-record as required by the National Aerospace Standard 410 and Department of Transportation (DOT). The Contractor shall schedule, coordinate and provide for personnel physicals.

**4.1.4 Quality Control:** The Contractor shall ensure quality service is maintained throughout the life of the contract, and shall implement a Quality Program Plan (*delivered with proposal and attached upon award to the Contract as Attachment #2*). The Contractor shall update to the Quality program Plan (QPP) in accordance with **CDRL Data Item A002**. The QPP shall reflect the Contractor's overall approach, internal controls and establishment of procedures for evaluating each of the major service areas (who, method, how often), for reporting to the Government, documentation (as listed in the Deliverables Section) reflecting quality control inspections and any corrective actions taken.

The QPP shall be compliant with ISO 9001:2000 or equivalent in accordance with Quality Standards (APR 2007) and shall incorporate the requirements of COMNAVAIRFORINST 4790.2 (series), Naval Aviation Maintenance Plan, and OPNAVINST 5100.23 (series) and site specific operating procedures for locations covered under this PWS.

**4.1.5 Government Property Use, Accountability, and Upkeep:**

**4.1.5.1 Government-Owned Equipment and Tools:** The Government will provide materiel and equipment necessary for the Contractor to perform the services required under the contract (**Attachment 3 - GFP/GFE/TOOL**). **The Government will retain accountability for the property. Maintenance, servicing and upkeep of the Government Property listed in Attachment 3 will be funded and schedule by the Government for the Contractor to perform to ensure the proper operation so that it remains in a serviceable condition, clean, and free from any corrosion.**

Additionally, the Government will provide all hand tools to perform under this contract. The list of hand-tools is recorded with each toolbox on-site. The Contractor shall not introduce any of their own materiel for use in performance of this contract.

**4.1.5.2 Government Furnished Office Equipment:** The Government will provide necessary required office equipment, supplies, and access to telephone/fax machines for official business calls to perform the required SE services. In the case of internet access, access to Government information technology systems will be limited to those designated personnel whose duties require access to NMCI.

**4.1.5.3 Government Furnished Property/Facilities:** The Government will provide all required facilities, i.e., warehouses, maintenance areas, office space, material handling equipment, computer hardware and software for all sites to fulfill Government requirements. Two (2) keys will be issued to two (2) contractor identified personnel. The Contractor shall maintain accountability of keys to assigned work spaces. The contractor shall be accountable for ensuring all assigned spaces are secured at the end of each work day. No keys issued to the Contractor by the government shall be duplicated. The Contractor shall turn over any key(s) to the government immediately upon request. The Contractor shall turn over all keys to the government for all FRCSE facility work areas upon completion of the contract.

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The Contractor shall ensure that throughout the work day all Contractor workspaces are maintained in compliance with OPNAVINST 5100.23 (series). The Contractor shall conduct a sweep down, cleaning and trash removal from assigned work areas at the end of each work shift, or more frequently if needed, to maintain work areas in a safe condition. The Contractor shall maintain the cleanliness of assigned work areas.

**4.1.5.4 Use of Government Vehicles:** The Contractor shall operate Government Owned or Leased Vehicles (i.e., trucks, forklifts, e-z go carts) that remain accountable to the Government in the performance of the contract. All vehicles shall be operated IAW Naval Air Systems Command (NAVAIR) and site-specific processes and requirements. The Contractor shall report any damage observed on the vehicle/equipment and shall notify the Technical Point of Contact of any need for service or repair of the Government-owned or leased vehicles. When operating these vehicles, the Contractor shall ensure: possession of a current and valid operator's license for all vehicles; compliance with all state and federal laws pertaining to operating motor vehicles; compliance with NAVAIR Command policies when operating a vehicle (e.g., no cell phone use, stopping at runway crossing, etc.); use of the most cost-effective means to fuel vehicles; and operation of the vehicles in a safe manner and IAW the vehicle/equipment user/operator manual. The Contractor shall report any known or realized accidents involving the Government-owned or leased vehicles to the TPOC and COR within 24 hours and shall provide an accident report within 48 hours. When operating the vehicle, the Contractor shall be responsible for any costs associated with violations such as speeding tickets, parking tickets, reckless driving, and any damage caused to the vehicle as a result of vehicle code violations.

**4.1.5.5 Return of Government Furnished Information and Property:** Contractor personnel shall return all Government Furnished Information (GFI) and GFP, if applicable. GFI includes technical data electronically stored or located on computers, laptops, monitors, and external hard drives. GFP includes any equipment provided by the Government including identification badges.

**4.2 Maintenance Performance:** The Contractor shall perform operational, intermediate and depot level maintenance necessary to facilitate scheduled and unscheduled maintenance, repair, refurbishment, modification and upgrade of ASE in accordance with COMNAVAIRFORINST 4790.2 (series) or other applicable guidance. Maintenance shall include all levels of servicing, repair, testing of assemblies, subassemblies and repairable components; structural repairs, fabrication of parts; incorporation of modifications, configuration, and corrosion treatment including paint and final finishes. The Contractor shall utilize conservation and production, material and maintenance management practices that will result in reduced labor and material costs to the U.S. Government while maintaining quality. The Contractor is requested to actively participate in the identification of areas for process improvement.

**4.2.1** The Contractor shall assist in or perform preoperational and functional testing when applicable.

**4.2.2** The Contractor shall perform **scheduled maintenance** on scheduled intervals, such as calendar time or operating hours. The Contractor shall maintain SE Planned Maintenance Schedules (PMS) for each item of ASE in accordance with applicable maintenance requirements cards, maintenance instruction manuals, drawings or Original Equipment Manufacturer (OEM) manuals. The contractor shall notify ASE users of scheduled maintenance requirements so that the Government can return all equipment in time to meet planned maintenance schedules. For inspections whose intervals are based upon calendar days, a deviation of +/- 3 days is authorized



from the scheduled date to ease workload scheduling. For those based upon operating hours, the deviation authorized is 10 percent of the scheduled interval (For example, if the scheduled interval was every 125 hours, the 10 percent deviation would be 12.5 hours, which would be rounded down to 12 hours). If at any time an inspection is conducted earlier than the deviation cited, the date that the inspection was conducted would become the base date for all future planned inspections. If an inspection is not conducted by the date the inspection was scheduled (plus the deviation time – 3 days or 10 percent) the equipment will be considered down and cannot be used until the inspection is conducted. In cases where the inspection is conducted late, the equipment would remain on its Planned Maintenance Schedule (PMS) as if no deviation occurred.

- 4.2.3** The Contractor shall perform **unscheduled maintenance** as required in a manner to ensure that ASE is available to meet FRCSE production needs. All actions shall be individually recorded based upon the start time after the work order has been issued. Each action shall be recorded into one of two of the following categories:
- 1) Unscheduled maintenance started within five (5) workdays of work order submittal.
  - 2) Unscheduled maintenance not started within five (5) workdays of work order submittal.
- 4.2.4 Corrosion Control:** The Contractor shall protect end items and component parts of SE to ensure against damage. Disassembled end items delayed during processing shall be adequately maintained and protected to prevent damage and corrosion. ASE corrosion prevention, treatment, preservation and de-preservation shall be accomplished in accordance with the appropriate maintenance instruction manuals, maintenance requirements cards or NAVAIR 17-1-125. After the completion of maintenance, the Contractor shall thoroughly clean areas affected, removing filings, chips, loose hardware and debris to reduce the possibility of causing Foreign Object Damage (FOD). The Contractor shall touch up protective finishes disturbed in accomplishing maintenance to prohibit corrosion. The Contractor shall prepare all surfaces for painting and paint using materials, application methods, and procedures set forth in the appropriate maintenance instruction manuals. NAVAIR 17-1-125 may also be consulted for guidance when specific maintenance instruction manuals are not available for an end item of SE. Under no circumstances shall the Contractor paint over yellow paint with white paint. The Contractor shall comply with the installation specific Orders, Instructions, Bulletins and Notices concerning Hazardous Material/Waste Management and Control that are published at those installations.
- 4.2.5 Workload Priorities:** To the extent practicable, the Contractor shall ensure that maintenance on inducted equipment is performed in the order the equipment is received at the work center (i.e. inducted). Should a conflict arise with this policy in order to meet the needs of FRCSE's priorities, the Government will notify the Contractor of the priority equipment to be worked and those of the items not to be worked. Support activities may also occur at FRCSE Detachment sites located at NS Mayport or Cecil Commerce Center.
- 4.2.6 Maintenance Records Management:** The Contractor shall support the FRCSE Asset Manager by maintaining all maintenance records applicable to the equipment being serviced, repaired, reworked or otherwise completed in accordance with COMNAVAIRFORINST 4790.2 (series) or local management instructions.

The Contractor shall support the Government in developing PMS Job Plans based on equipment type and maintenance criteria using the FRCSE Maximo Maintenance Management System (MAXIMO).

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The Contractor shall provide recommended updates for the FRCSE Facilities and Plant Maintenance technical publication library.

The Contractor shall enter data into MAXIMO to track maintenance on each asset. The Contractor shall record acceptance information, custody and transfer, record of rework, preservation/de-preservation, technical directives and inspections that involve non-destructive inspections, proof load testing and disassembly/reassembly on the SE Custody and Maintenance History Records. The Contractor shall support the FRCSE Asset Manager by uploading SE acceptance/transfer inspection checklists to MAXIMO for all ASE accepted or transferred by FRCSE. The Contractor shall inventory all records and components that make up the item of ASE, ensuring all items are complete, and that any missing items are reported to the Government. The Contractor shall verify the configuration of the ASE, to include technical directive compliance, to verify that the equipment is in the latest configuration as identified in the Naval Aviation Logistics Data (NALDA) Technical Directive Status Accounting (TDSA) system. In addition, all equipment requiring calibration/load test shall be verified to ensure the equipment is within all cycles/tolerance and is Ready for Use.

The Contractor shall maintain historical files in serial number sequence by type equipment code for all items requiring preventative maintenance in accordance with COMNAVAIRFORINST 4790.2 (series).

- 4.3 Hazardous Material/Waste Management:** The Contractor shall manage and maintain the site's hazardous material/waste accumulation sites. The TPOC monitors the overall hazardous material/waste programs for his respective site. The Hazardous Material/Waste Management and Control Programs for each of the sites are maintained under the cognizance of the Installation Commanders bases on which FRCSE operates as a tenant activity.

The Contractor shall ensure compliance with FRCSE and NAS Jacksonville hazardous material and hazardous waste management and control procedures IAW COMNAVAIRFORINST 4790.2 (series), NASJAXINST 5090.13 and FRCSEINST 5090.3C. The Contractor shall comply with all HAZMAT, environmental and safety instructions specified in work orders and shall keep its work and rest areas in clean, presentable, safe conditions at all times.

The contractor shall use plainly marked metal waste cans only, fitted with self-closing lids for separate disposal of purple towels, waste paper and similar materials provided by FRCSE. The Contractor shall clean up flammable liquids immediately which are spilled or in drip pans that present a fire hazard. The Contractor shall use drip or oil pans when performing maintenance. Use only non-combustible absorbent to dry up spills of flammable liquids. Used oil receptacles (drip pans, pails, drums, etc.) shall be marked appropriately. The Contractor shall use HAZMAT for the purpose in which it was intended to be used by the manufacturer and IAW applicable Safety Data Sheet (SDS). The Contractor shall use only authorized HAZMAT on support equipment and components. The Contractor shall not use fuels as a cleaning solvent. The Contractor shall store paint, lubricants and other flammable materials in clearly marked, designated HAZMAT containers and in authorized storage areas.

When handling HAZMAT such as oil, fuel or hydraulic fluid, the fluid shall be drained into an approved Contaminated Flammable Liquid container. Care shall be taken to prevent purple towels, rags and other debris from being emptied in the container. The Contractor shall notify the area supervisor when the container is full. The fluid will be removed by or coordinated to be

removed and disposed IAW local installation policy. The Contractor shall clean and dry drip pans, pails and drums after being used for holding hazardous liquids and return them to their proper storage area. Rags, purple towels and other waste material used to wipe oil, fuel and hydraulic fluid spills shall be put in the proper flammable/non-flammable hazardous waste material containers located in the work spaces / facilities IAW FRCSE Instructions.

**4.4 Transport Support:** The Contractor shall transport ASE to and from FRCSE work locations to include NAS Mayport, FL and the Cecil Field Commerce Center, Jacksonville, FL. The Contractor shall provide general operational support such as loading / unloading ASE, moving ASE between support shops and pickup / delivery of ASE inducted for maintenance as required by the Government. The Contractor shall also sort, move, stage, package, containerize, and assemble material in preparation for transport, disposal, warehouse storage, and movement to special receiving areas.

**4.5 Design and Development Support:** The Contractor shall assist the FRCSE aircraft production departments in the design and development of unique ASE as needed.

## **5.0 REPORTING REQUIREMENTS**

**5.1 Government Furnished Property Inventory and Condition Report:** The Contractor shall maintain accountability of all GFE and GFP (i.e., support equipment, plant equipment, and shop tools) in their custody. A Report of Inventory and Condition (CDRL A003) of all GFE and GFP shall be submitted to the FRCSE TPOC 30 days after the start of the contract and updated monthly as well as upon completion of 100% Wall-to-Wall (W2W) inventory (i.e., identify new equipment and material condition of existing) along with the original count sheets. The Report shall identify each item of GFE and GFP by site, part and serial number, and condition (serviceable/not serviceable) at the time of inventory.

**5.2** When the following conditions occur, the Contractor shall notify the TPOC of conditions/deficiencies by email:

**5.2.1** When it is suspected or confirmed that material failure is the cause of an SE accident or mishap.

**5.2.2** When it is suspected or confirmed that a condition or material fault that is a hazard to personnel, equipment, or mission(s) exists.

**5.2.3** When a prescribed installation or maintenance action cannot be accomplished or when operational characteristics or durability cannot be obtained because of faulty design or materials.

**5.2.4** Conditions which are a direct result of poor quality workmanship during manufacture, modification, repair or overhaul, a Standard Form (SF) 368 Quality Deficiency Report (QDR) shall be submitted to Quality Assurance.

**5.2.4.1** In the event that an item is received that does not meet its intended purpose or that is unserviceable, the Contractor shall complete the appropriate discrepancy report to address the identified discrepancies (SF-364, Report of Discrepancy or SF-368, Product Quality Deficiency Report) per the applicable instruction; NAVSUP P-485 of COMNAVAIRFORINST 4790.2 (series). Copies of the appropriate report will be provided to the Quality Assurance. In addition, a copy will be attached to the discrepant material in a plastic bag and a "Non-Ready for Issue" Tag, and returned to the Government for action.

**5.2.5** Deterioration of installed components of operational equipment due to effects of climactic or environmental conditions.

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- 5.2.6 Items of SE are received that appear to have been misused/abused (See COMNAVAIRFORINST 4790.2 [series] for information on SE Misuse/Abuse program).
- 5.2.7 Inadequate, insufficient or otherwise deficient Technical publications which prevent or hinder accomplishment of the contracted maintenance which, if not corrected, may cause a hazard or be a safety condition. The Contractor shall also provide input or assistance to the Government in the preparation of a Technical Publication Deficiency Report in accordance with COMNAVAIRFORINST 4790.2(series). The Government will submit the TPDR through the appropriate reporting system.
- 5.2.8 Conditions which prevent the proper operation of equipment by those operating equipment.
- 5.2.9 When equipment does not perform to published operational or maintenance standards.
- 5.2.10 In the event of any injury to personnel.
- 5.2.11 In the event of fire or any other damage to assigned facilities or work spaces.

## 6.0 SECURITY REQUIREMENTS

- 6.1 **NAS Security Authority:** The Contractor shall comply with all applicable security requirements, abide by direction given by Military Police or other security personnel, and adhere to installation traffic laws.
- 6.2 **Unclassified:** All personnel performing under this contract must be able to obtain and maintain Secret eligibility. The Contractor is NOT authorized to access classified information, materials, or facilities. The Contractor shall implement and maintain security procedures and controls to prevent unauthorized disclosure of controlled unclassified information and to control distribution of controlled unclassified information in accordance with DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM), and SECNAV M-5510.36. All Contractor facilities shall provide an appropriate means of storage for controlled unclassified information and materials. All controlled unclassified information shall be appropriately identified and marked as For Official Use Only in accordance with DoD Instruction 5200.48, Controlled Unclassified Information (CUI). Controlled Unclassified Information including Covered Defense Information (meeting the definition of 48 CFR 252.204–7012(a)) generated and/or provided under this contract shall be marked and safeguarded as specified in DoD Instruction 5200.48, Controlled Unclassified Information (UI) available at <https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/520048p.PDF>. Any product containing Covered Defense Information shall be assigned a distribution statement (distribution statements B through F) using the criteria set forth in DoDI 5230.24 (Distribution Statements on Technical Documents); and have this statement displayed per DoDI 5230.24, Enclosure 3.
- 6.2.1 **Compatibility:** The Contractor shall maintain the capability to prepare documents and software packages compatible with the Government IT environment through the security classification of Controlled Unclassified Information.
- 6.3 **SAAR-N for IT Access:** All Contractor personnel requiring access to Government Information Technology (IT) systems shall have an approved System Authorization Access Request (SAAR-N) Form OPNAV 5239/14 (Rev Sep 2011) on file, and complete required Annual Information Awareness Training. New employees must submit their SAAR forms within 30 days of their first day of work. SAAR-N forms shall be submitted to the Contracting Officer's Representative (COR), Government Technical Point of Contact (TPOC), or to the assigned government Trusted Associate Sponsorship System (TASS) Trusted Associate.

Instructions for processing the SAAR-N forms are available at:  
[http://www.cnrc.navy.mil/publications/Forms/OPNAV\\_5239\\_14\\_SAAR\\_N.pdf](http://www.cnrc.navy.mil/publications/Forms/OPNAV_5239_14_SAAR_N.pdf).

- 6.4 Common Access Cards (CAC)/Local Badges:** All contractor personnel shall be required to obtain a U.S. government Common Access Card (CAC) and FRCSE badge. The CAC shall be the principal identity credential for supporting interoperable access to installations, facilities, buildings, controlled spaces and government IT systems.

All Contractor personnel must be eligible to perform Non-Critical Sensitive work as defined by SECNAV M-5510.30. All Contractor personnel are required to have a favorably adjudicated Tier-3 investigation from the Office of Personnel Management. The Contractor shall submit a request for personnel security investigation to the Government Security Office. The Government Security Office shall initiate the Contractor's Electronic Questionnaire for Investigations Processing (eQIP)), shall do a preliminary screening of the Contractor's eQIP for suitability and derogatory information. The Contractor employee shall provide all requested information pursuant to the Privacy Act of 1974. The Government Security Office may deny the Contractor access to Government facilities and information and may prohibit the Contractor from performance of sensitive duties for failure to provide requested information or when derogatory or adverse information is present on the Contractor's eQIP, in such cases, the Contractor employee may not perform on the contract.

A National Agency Check with Local Agency Check and Credit Check (NACLC) Tier 3 background investigation or equivalent is required for issuance of the CAC with full access. The CAC may be issued granting facility access only upon favorable return of the Federal Bureau of Investigation (FBI) fingerprint check, confirmation of no existing adverse information in the Defense Information System for Security (DISS) and submission of a completed SF 86 application for identification card / DEERS Enrollment (DD Form 1172). Upon receipt of the DD Form 1172, the Government will initiate the request for the contractor to complete a Standard Form 86 (SF 86, Questionnaire for National Security Positions). An SF 86 shall not be required for an individual currently holding a valid national security clearance. The CAC will be updated with full access (facility and IT systems) upon return of a favorable determination on the SF 86 from the Defense Counterintelligence and Security Agency Consolidated Adjudication Services (DCSA CAS).

The Contractor shall obtain access to DISS through its FSO in order to pre-screen all potential employees for the contract. The Contractor shall not submit to the Government for processing documents concerning an individual with a past unfavorable determination or denied/revoked eligibility. Furthermore, the Contractor shall understand that if it submits documents concerning an individual with "No Determination Made" recorded in DISS, the individual, if employed by the Contractor, will not be granted a CAC but instead will be issued a 30 day pass for access to the base. The pass will need to be renewed until final adjudication by DCSA CAS. If it is determined that the "No Determination Made" will result in extended delays in CAC issuances; the Cognizant Security Office may determine the individual ineligible for access within FRCSE facilities and the Contractor will need to provide a suitable replacement. In the event a prospective Contractor employee has an incident report on record in DISS, the Contractor shall exercise due diligence and investigate the underlying basis for the incident report, and the Contractor shall use sound judgment to determine whether the individual is trustworthy and suitable to provide support under the contract, thereby warranting submission of the required documents to the Government for processing.

- 6.5 OPERATIONS SECURITY (OPSEC):** The Contractor shall develop, implement, and maintain an OPSEC program to protect controlled unclassified and classified activities, information, equipment, and material used or developed by the Contractor and any subcontractor during performance of the contract. The Contractor shall be responsible for the subcontractor implementation of the OPSEC requirements. This program may include Information Assurance and Communications Security (COMSEC). The OPSEC program shall be in accordance with National Security Presidential Memorandum 28, and at a minimum shall include:
- 1) Assignment of responsibility for OPSEC direction and implementation.
  - 2) Issuance of procedures and planning guidance for the use of OPSEC techniques to identify vulnerabilities and apply applicable countermeasures.
  - 3) Establishment of OPSEC education and awareness training.
  - 4) Provisions for management, annual review, and evaluation of OPSEC programs.
  - 5) Flow down of OPSEC requirements to subcontractors when applicable.
- 6.5.1** While performing aboard NAVAIR or NAVAIR sites, the contractor shall comply with facility OPSEC program instructions and contribute to organization-level OPSEC efforts. Include OPSEC as part of its ongoing security awareness program and take all required Agency training. Initial and annual security training must be on file in the Cognizant Security Office for the Contractor and subcontractors awarded. Be responsive to the Supporting OPSEC Manager on a non-interference basis. Protect sensitive unclassified information and activities, which could compromise classified information or operations, or degrade the planning and execution of operations performed by the RO and contractor in support of the mission.
- 6.5.2 Internet access:** The Contractor shall maintain the ability to interface with and transfer data to and from requiring office software applications and their upgraded versions. The Contractor shall maintain state-of-the-art anti-virus software and ensure that all media are virus free when delivered. The Contractor shall be capable of Internet and LAN communications with the Commander Fleet Readiness Centers and its FRC's, NAVAIR Competencies, and other Department of the Navy/Marine Corps offices as required and appropriate. Contractor personnel shall be capable of maintaining real-time communications, both voice and data transfer capabilities, with the Commander Fleet Readiness Centers and its FRC's, NAVAIR functional areas, and other offices under the Department of the Navy during working hours whether at Contractor work site or on travel.
- 6.6 Public Release:** Any controlled unclassified information pertaining to this contract shall not be released for public dissemination, including posting to any social media sites such as Facebook or Twitter, unless it has been approved for public release by appropriate U.S. government authority. Proposed public releases shall be submitted for approval prior to release through: Commander, Fleet Readiness Center Public Affairs Office, 101 Wasp St, Jacksonville (FL), 32212-0016.
- 6.7 Contractor Employees:** Contractor employees shall identify themselves as contractor personnel. All Contractor employees shall display a distinguishing badge or other visible identification at all times. In addition, contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.