

## **PWS 13: FACILITY OPERATIONS AND PRODUCTION REPORTING; PRODUCTION SUPPORT (INDIRECT)**

### **1. OBJECTIVE:**

1.1. To identify Contractor reporting requirements for facility operations and production activities and to assist the Government in contract management and the overall management of the Holston Army Ammunition Plant (HSAAP).

1.2. To identify Contractor requirements as it relates to production support.

### **2. FACILITY OPERATIONS AND PRODUCTION COST REPORTING:**

2.1. The Contractor shall prepare and submit quarterly reports for actual costs incurred for all facility operations and all production activities. The cost reports shall be itemized for each indirect funded PWS and direct funded production item (Department of Defense (DoD), Department of Energy, third party, and commercial), and include a breakdown by labor, materials, subcontracts, overhead, etc. In the case of the production items, costs shall be provided for each production item produced in terms of total cost, volume (in pounds), and average unit costs for that 3-month period. The reports shall also provide the total volume of all production items produced for that 3-month period. For PWS requirements, the incurred cost report shall also reference the work breakdown structure for which each cost was incurred. Cost reporting shall also include a detailed breakdown of the reporting period and year to date costs for each Contractor indirect cost pool at the total plant level. This report shall also identify and report on any other revenue generating activities executed at HSAAP. (CDRL A1-001)

2.2. The Contractor shall provide all maintenance costs by operational capability to include, but not limited to:

- Special Products and IMX manufacturing
- The following RDX/HMX processes:
  - Weak acetic acid recovery
  - Acetic acid concentration
  - Acetic anhydride manufacturing
  - Nitration
  - Wash
  - Recrystallization
  - Formulation, Finishing, Packaging, etc.
  - Flashing Furnace facility (once operational)
  - Explosive Decomposition Chamber facility (once operational)

- Utilities
  - Steam generation & distribution
  - Water generation, filtration, distribution & storage (river, filtered, and potable)
  - Industrial waste water treatment
  - Compressed air generation & distribution

The Contractor shall provide these maintenance costs for each month, broken down by labor, materials, subcontracts, overhead, etc. in a report submitted quarterly. These cost reports shall also include a detailed breakdown of year-to-date costs. (CDRL A1-001)

2.3. The Contractor shall provide monthly utility consumption quantities and costs for each utility/fuel consumed at HSAAP in a report submitted quarterly. The reports shall also provide the total volume of all production items produced for that 3-month period. (CDRL A1-002)

2.4. The Contractor shall provide cost reporting as well as cost and schedule performance reporting on any modernization project, even if fixed price, as required and detailed in each modernization project Statement of Work. Those efforts, as required, shall be charged to the individual modernization projects and not this PWS.

2.5. The Contractor shall make all prime, third party, and commercial contracts available to the Government within 30 days upon request.

### **3. PRODUCTION SUPPORT:**

3.1. The Contractor shall provide a monthly Production and Delivery Schedule to include all orders on contract (including DoD, Department of Energy, third party, and commercial) and provide for each an award date, contract number, customer, CLIN number (as applicable), contractual delivery dates, anticipated/actual delivery dates, total contractual quantities, and price. This schedule shall look forward at a minimum of 3 months and shall provide the actual production, at a minimum, for the past month. (CDRL A1-003)

3.1.1. The Contractor shall also show any production in support of any Modernization projects on the Production and Delivery Schedule and any required appendices. (CDRL A1-003)

3.1.2. The Contractor shall provide the 180-day maintenance and safety shutdown schedule for all explosive production buildings and facilities as well as provide any planned maintenance or shutdowns across the facility that could affect production on the Production and Delivery Schedule. (CDRL A1-003)

3.1.3. As a separate appendix, the Contractor shall provide the total volume (in pounds) of each production item produced for all items produced in the prior month along with the total volume of all items produced for the prior month.

3.1.4. As a separate appendix, the Contractor shall provide the total volume (in pounds) of each production item and production intermediate material produced at each production process building for the previous month. (CDRL A1-003)

3.2. If the Contractor experiences or is at risk of experiencing production delivery delays, to reduce customer impacts, the Contractor shall seek prioritization assistance from the Government as needed and shall work with the Government to reduce delivery delay impacts.

3.3. An operational synchronization meeting with the Government, covering facility and production contractual performance to include any risks and issues, shall be chaired by the Contractor for one hour on a weekly basis, and shall occur no later than Tuesday of each week.

3.4. Utilization of Facilities for Commercial Purposes: See the Armament Retooling and Manufacturing Support (ARMS) PWS for specific requirements on requests.

3.5. Diminishing Manufacturing Sources and Material Shortages (DMSMS)

3.5.1. The Contractor shall manage DMSMS. As part of the DMSMS management, the Contractor shall analyze the risks of all items required for production to determine those that should be proactively monitored for DMSMS issues and those that should be handled reactively. The risk analysis shall be based upon criteria similar to that described in IEC 62402 Edition 2.0 2019-05 sections 9.1 and 9.3.

3.5.2. The results of the DMSMS analysis, planning, and activities, and risk criteria used shall be submitted to the Government as a bi-annual report for approval. Note, with any Government input or approval, the Contractor is still responsible for the successful management of DMSMS. Additionally, this report shall be submitted, notifying the Government of when DMSMS issues are known and/or projected within 1 week of discovery. (CDRL A1-004) The Government encourages informal reporting of DMSMS issues and projected DMSMS issues to expedite the process.

3.5.3. The Contractor may correct DMSMS issues using Contractor resources but only reporting on DMSMS as stated above is a requirement of this PWS. If the Contractor plans to correct a DMSMS issue, it is highly recommended that full coordination with the Government occur.

3.6. Safeguarding Permanent and Enduring Records, Data, and Documents;  
Transfers to the Government:

3.6.1. The Contractor shall capture, catalog, retain, and preserve records, data, and documents that are necessary for the operation of HSAAP to include Research and Development activities and records from the past Operating Contractors.

3.6.1.1. These records and documents necessary for the operation of HSAAP include, but are not limited to the following: Standard Operating Procedures (SOPs), Manufacturing Instructions, Process Instructions, Engineering Standards, relief calculations, test procedures, analytical test procedures, analytical compatibility test results, analytical test data, Electrical Area Classifications, calibration settings, Detailed Maintenance Procedures, Maintenance Job Aids, corrective and preventative maintenance logs, preventative maintenance tasks and schedules, Process Hazards Analyses (PHAs) (current and prior), all drawings, Plant Protection Standard (PPS), Safety Data Sheets (SDS), control systems documents and source code, Safety Action Logs, Electrical Transient Analyzer Program (ETAPS) models, Geospatial Information Systems (GIS) Data, Inventory Control System data, Environmental Action Logs, batch records, and product certificates of analysis. Equivalent records, data, and documents under different title, shall be included as well.

3.6.1.2. The above listed records and documents, to include their equivalents and including other records, data, and documents necessary for the operation of HSAAP, shall all be transferred to the Government with unlimited rights every 3 years, as well as, 3 years prior to the end/termination of the contract and 6 months prior to the end/termination of the contract via a method provided by the Government. After the initial full transfer to the Government, subsequent transfers on the 3 year cycle shall only be updated or new documents only. Transfers to the Government, as a result of the 3 years prior and 6 months prior to the end/termination of the contract requirement, shall always be full transfers of all the required records, data, and documents as stated above. (CDRL A1-005)

3.6.1.3. Any hardcopies of the above records, data, documents, and other, which are not available in electronic form, shall remain at HSAAP. The database library, showing title and location of these hardcopy documents, shall be maintained and shall be delivered to the Government with the required submissions in this PWS, section 3.6.1.2. (CDRL A1-005)

3.6.2. The Contractor shall capture, catalog, retain, and preserve records of product analytical data and certificates of conformance.

3.6.3. The Contractor shall retain and preserve records of product analytical data and certificates of conformance of the past Operating Contractors.

3.7. The Product Direct Joint Services (PD JS), U.S. Army Combat Capabilities Development Command (known as DEVCOM), and HSAAP QAR onsite representatives shall be given read only access, via a Contractor network computer in their work area, to review Contractor databases and systems.

#### **4. INSPECTION AND ACCEPTANCE**

4.1. Joint Program Executive Office Armaments & Ammunition (JPEO A&A), JMC, and HSAAP Government Staff will periodically review and validate the Contractor's performance against this PWS.