



Center for Security Forces

**Enhanced Organizational
Weapons Maintenance
Contract**

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Note: This PWS has been formatted to function two ways. If used electronically, each section listed in the Table of Contents is hyperlinked to the appropriate page of the document. If printed, use the two-sided document option on the printer

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Attachment B	CENSECFORINST 8370.1D (Center for Security Forces Enhanced Organizational Maintenance Program Policy and Guidance)
Attachment C	OPNAVINST 5530.13C (Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition, and Explosives (AA&E))
Attachment D	OPNAVINST 8023.24C (Navy Personnel Ammunition and Explosives Qualification and Certification (QUAL/CERT) Program)
Attachment E	NAVSEA OP 5 Volume 1 Appendix D (Ammunition and Explosives Safety Ashore)
Attachment F	NAVFAC P-307 (Management of Weight Handling Equipment (WHE))
Attachment G	Section 2, Chapter 2, U. S. Navy Uniform Regulations
Attachment H	OPNAVINST 5239.1C (Navy Information Assurance (IA) Program)
Attachment I	DOD Directive 5240.06 (Counterintelligence Awareness and Reporting)
Attachment J	CENSECFOR 1540.1 (Training Policy and Guidance)
Attachment K	NAVEDTRA 135C (Navy Schools Management Manual)

Attachment L	OPNAVINST 1500.75C (Policy and Guidance for Conducting High Risk Training)
Attachment M	DOD Directive 1010.9 (DOD Civilian Employees Drug Abuse Testing Program)
Attachment N	BUMEDINST 6120.20B (Competence for Duty Examinations, Evaluations of Sobriety, and other Bodily Views and Intrusions by Medical Personnel)
Attachment O	OPNAVINST 3591.1F (Small Arms Training and Qualification)
Attachment P	Medical Officer’s Interview Guide
Attachment Q	CENSECFORINST 5100.1 (High Risk Training Safety)
Attachment R	DOD Regulation 5200.2-R (DOD Personnel Security Program)
Attachment S	SECNAV M-5510.30 (Department of the Navy Personnel Security Manual)
Attachment T	DOD Manual 5220.22M (National Industrial Security Program Operating Manual) (NISPOM)
Attachment U	DOD Instruction 1000.13 (Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals)
Attachment V	DOD Manual 1000.13 Volume 1 (DOD Identification (ID) Cards: ID Card Life Cycle)
Attachment W	Defense Transportation Regulation – Part II

SECTION 1 BACKGROUND AND GENERAL INFORMATION

Section 1-1 Scope

This Performance Work Statement (PWS) identifies the contractual requirements for the operation and management of the Center for Security Forces (CENSECFOR) Enhanced Organizational Weapons Maintenance (EOWM) Program including (but not limited to): , maintenance and management of small arms weapons (including small arms simulation equipment, Visual Augmentation Systems (VAS), Training Unique Equipment (TUE) and government owned vehicles. This support involves report generation, logistics documentation, technical manual updates, and maintenance documentation updates, as well as system maintenance and troubleshooting. Individuals assigned to this contract will perform duties at CENSECFOR Headquarters (JEBLC-FS), Virginia Beach, VA; Naval Technical Training Center (NTTC) Lackland TX; CENSECFOR Detachment (Det) Chesapeake, VA; CENSECFOR Det Pearl Harbor, HI; CENSECFOR Det San Diego, CA; CENSECFOR Learning Site (LS) Camp Lejeune, NC; CENSECFOR LS Gulfport, MS and CENSECFOR LS Mayport, FL.

Section 1-2 Background

The CENSECFOR mission involves the delivery of formalized training in the areas of Antiterrorism/Navy Security Force (AT/NSF) and Expeditionary Warfare. This PWS defines the operational, maintenance, and administrative tasks associated with the EOWM Program established to ensure the delivery of realistic training while maintaining a safe learning environment. As such, the proper maintenance of the equipment utilized in this training is of paramount importance. The following EOWM efforts are in support of the formal course curriculum as developed and provided by CENSECFOR, and delivered under the coordination of the respective CENSECFOR Learning Site Commanding Officer/Detachment Officer in Charge/Learning Site Director and/or the Technical Assistant (TA):

- Weapon assessments of the following weapons (IAW Attachment B):
 - MK-19 40mm grenade launcher
 - M203 40mm grenade launcher
 - M2HB .50-caliber heavy machinegun
 - MK-44 7.62mm mini-gun
 - M240B 7.62mm medium machinegun
 - MK48 7.62mm lightweight machinegun
 - M-14 7.62mm rifle
 - M4A1 5.56mm rifle
 - M500 12 gauge shotgun
 - M11 9mm service pistol
 - M9 9mm service pistol

- Maintenance Management of Training Unique Equipment (TUE) including (but not limited to):
 - Force Protection Ship Simulators/Tactical Training Simulators (FPSS/TTS)
 - Small Arms Weapons Simulators (SAWS)
 - Modular Indoor Firing Ranges (MIFR)

- Management of Armory and Training Assets including (but not limited to):
 - Weapons
 - Gun Mounts
 - Visual Augmentation Systems (VAS)
 - Repair parts inventory IAW the weapons Illustrated Parts Breakdown (IPB) manuals
 - Ancillary Equipment (i.e. rails, lasers, optics, training adapter kits etc).
- Equipment Maintenance and Management including (but not limited to):
 - Weapons
 - Government owned and GSA leased Vehicles
 - Mobile Weapons Firing Trailers (MWFT)
 - Visual Augmentation Systems (VAS)
 - Environment Control Unit
- Small Arms Ammunition Management including (but not limited to):
 - Administrative management
 - Magazine management
 - Transportation
 - Sentencing
 - Material Potentially Presenting an Explosive Hazard (MPPEH) processing
- Metrics/Return on Investment (ROI) Development including (but not limited to):
 - CENSECFOR monthly reports
 - Equipment assessment metrics reports
 - Return on Investment (ROI) metrics reports
 - Program hours reports
 - Repair parts reports
 - Fielding reports
- Development of other documentation in support of CENSECFOR including:
 - Strategic Planning documents
 - Process Flow Guides
 - Style Guides

Section 1-3 Period of Performance

The period of performance associated with this PWS shall be for an eleven(11) month base period, and three (3) twelve (12) month option periods to be exercised at the option of the Government. The twelve month base period is derived of a 30 day transition period and the remaining eleven months of the base period for full performance of the contractor instructor services as described in this PWS.

Section 1-4 Breadth of Personnel Requirements

The contractor shall provide logistics and maintenance personnel at the training locations shown in Table 1-1 below. All personnel shall possess the necessary qualifications, skills, background, and expertise as detailed in Sections 4 and 5.

Personnel Requirements (by location)					
Location	EOM Manager	Armory Manager	Armory Maintenance Personnel	Range Training Ops	Total
CENSECFOR HQ	1	0	0	0	1
NTTC Lackland AFB, TX	0	1	4	0	5
Det Chesapeake, VA	0	1	5	0	6
Det Pearl Harbor, HI	0	1	1	0	2
Det San Diego, CA	0	1	5	0	6
LS Camp Lejeune, NC	0	1	7	0	8
LS Gulfport, MS	0	1	14	4	19
LS Mayport, FL	0	1	1	0	2
Total	1	7	37	4	49

Table 1-1 Personnel Requirements (by location)

Section 1-5 Contract Management

The CENSECFOR Contracting Officer Representative (COR) shall serve as the Fleet Logistics Center, Norfolk (FLCN) Administrative Contracting Officer's (ACO) primary point of contact (POC). The CENSECFOR COR shall provide overall government oversight and management of this contract with the support of a designated Technical Assistant (TA) at each training location.

Section 1-5.1 Contract Program Manager

No later than ten (10) days prior to the completion of mobilization, the contractor shall designate in writing an individual who will serve as the primary point of contact for the ACO and CENSECFOR COR regarding issues relating to this contract. This written designation shall be sent to the ACO and the COR. This individual shall be empowered to make management level decisions in support of this contract effort, and shall oversee the Contract Site Lead as detailed in Section 1.5.2 below.

Section 1-5.2 Contract Site Lead

The contractor shall designate a Contract Site Lead for each training location, who, in addition to performing their normal duties, shall provide overall management, supervision, and coordination of the daily production for all contract personnel at the respective training location, and shall act as the local point of contact for the Government. In the event that sub-contractor personnel are assigned, these employees shall report to the Contract Site Lead without regard as to their company affiliation. The Contract Site Lead (or alternate acting in the absence of the Site Lead) shall have full authority to act for the contractor on all contract matters relating to the daily operations of the contract at the respective training location. The contractor shall furnish, in writing, to the respective CENSECFOR Commanding Officer/Detachment Officer in Charge/Learning Site Director, CENSECFOR COR, and designated TA, the names and phone numbers of the Contract Site Lead (and alternate) no later than ten (10) days prior to the end of the transition period. The contractor shall notify the CENSECFOR Commanding Officer/Detachment Officer in Charge/Learning Site Director, CENSECFOR COR, and designated TA within one (1) working day, whenever changes are made.

Section 1-6 Travel Requirements

Contract personnel may be directed to travel for additional training as may be necessary to accomplish mission requirements or in response to emergent operational needs. When these circumstances necessitate contractor travel, the Government will make a best effort to provide at least three (3) days' notice to the primary contractor point of contact. The Government is not responsible for arranging contract instructor travel itineraries or travel-related reservations.

Travel costs for transportation, lodging, meals and incidental expenses are allowable if incurred by contractor personnel on official company business. Travel related costs shall be reasonable. Costs for transportation may be based on mileage rates, actual costs incurred, or a combination thereof, provided the method used results in a reasonable charge. Costs incurred for lodging, meals and incidental expenses shall be considered reasonable and allowable only to the extent they do not exceed on a daily basis the maximum per diem rates in effect at the time of travel. Refer to FAR 31.205-46 for more information on allowable travel costs.

In the event that travel must be performed, the traveler shall submit a travel request in the format as specified by the contractor. A copy of this travel request shall be routed to the CENSECFOR COR. Upon validation of the travel requirement, the CENSECFOR COR shall provide the contractor with Government approval of the travel.

Any travel not directly related to a CENSECFOR requirement, and/or validated by the COR in advance of the travel, is not chargeable to the Government. Any travel required related to the temporary or permanent replacement of a contract instructor shall be accomplished at no cost to the Government.

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SECTION 2 APPLICABLE DOCUMENTATION AND SUPPORT MATERIALS

Section 2-1 Support Materials–Government Furnished Information (GFI)

GFI will be provided to the contract personnel at each training location to support the performance of their assigned duties. This GFI includes but is not limited to the Consolidated Maintenance Plans, Technical Repair Standards, Illustrated Parts Breakdowns and Field Rejection Assessment Checklists, The respective TA shall be the focal point for coordination of receipt of GFI and resolution of issues surrounding the GFI. Return of GFI shall be coordinated with the TA upon completion of contractor performance or as directed by the CENSECFOR COR or the FLCN PCO.

Section 2-1.1 Support Materials–Government Furnished Equipment (GFE)

The government will provide each contractor with the appropriate Personal Protective Equipment (PPE) as necessary for personal safety and continuity in support of performing their job. The contractor is responsible for ensuring that this equipment is returned in the same condition (minus normal wear and tear) to the Government at the completion of the contract or termination of the employee, whichever occurs soonest. The respective TA shall be the focal point for coordination of receipt and return of GFE and resolution of issues surrounding the GFE. At a minimum, this PPE shall consist of the following items:

- Gloves
- Eye protection
- Ear Protection
- Body Armor
- Standard Waterproof Rain Gear (blouse and trouser) (similar to gortex)

The contractor shall provide the following PPE to their employees for use during performance of their job:

- Steel Toed Boots

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SECTION 3 SUPPORT REQUIREMENTS

Section 3-1 General Requirements

In accordance with Sections 4 and 5 of this PWS, the contractor shall provide fully qualified personnel in support of the CENSECFOR Enhanced Organizational Maintenance Program, and who meet the detailed requirements as set forth.

Section 3-1.2 Work Schedules

Work shall normally be conducted eight hours a day (early morning, evening, or night shift), five (5) days a week for the length of the courses that are in session. On occasion the daily work schedule may extend up to twelve (12) hours as required to meet all training objectives outlined in the curriculum. Student remediation may be required and shall, when necessary, be considered beyond the normal eight (8) hour training time for each class. During the execution of the class schedule where holidays or other events impact the expeditious movement of students through the training pipeline, the respective CENSECFOR Commanding Officer/Detachment Officer in Charge/Learning Site Director may extend the number of daily training hours to compensate for the loss of training time. Whenever possible (without negatively impacting training), Contract Site Leads shall attempt to limit contract employees' hours do not to exceed 40 hours per week.

Historically, EOWM contractor personnel on this contract have worked 2000 hours in a year supporting normal, remote and emergent training support functions.

Section 3-1.3 Complaints against Students

Students are expected to conduct themselves in a professional and military manner. Students who fail to conduct themselves with the proper military decorum shall be cautioned by contract personnel, and then referred to the designated TA and/or applicable military course supervisor as appropriate. If the inappropriate conduct continues, the student shall be referred to the respective CENSECFOR Commanding Officer/Detachment Officer in Charge/Learning Site Director. This does not preclude immediate referral if, in the opinion of the contractor, the misconduct is of such severity as to warrant such action. In the event of any formal military action against students under their tutelage is required, contract personnel shall be requested to provide written statements to, or appear in person, at Non-Judicial Punishment (NJP) or Courts-Martial proceedings. Providing written statements and appearing in person at Non-Judicial Punishment or Courts-Martial proceedings for student misconduct arising under this contract shall be deemed part of the contractor's contractual duties and shall not be a basis for a claim for additional payment under this contract.

Section 3-1.4 Complaints by Contract Personnel against Military Staff

Contract employees shall report any threats to the training/work environment, order and discipline (e.g., fraternization, sexual harassment, discrimination, etc.) between contract personnel and military staff to their Contract Site Lead and the respective CENSECFOR Learning Site Commanding Officer/Detachment Officer in Charge/Learning Site Director, who

shall notify the CENSECFOR COR immediately of the problem. Upon notification to the CENSECFOR COR that a complaint has been received, the respective CENSECFOR Learning Site Commanding Officer/Detachment Officer in Charge/Learning Site Director shall investigate the validity of the complaint with the cooperation of the Contract Site Lead. The CENSECFOR Commanding Officer/Detachment Officer in Charge/Learning Site Director will provide the results of the investigation to the ACO, CENSECFOR COR, Contract Vendor Program Manager and the Contract Vendor Site Lead, and any other personnel as deemed appropriate not later than 10 days after the complaint was submitted.

If the complaint is determined valid, the CENSECFOR Learning Site Commanding Officer/Detachment Officer in Charge/Learning Site Director shall be responsible for initiation of the proper course of action. Contract employees may be requested to provide written statements to, or appear in person, at NJP or Courts-Martial proceedings. Such statements or appearances may be directly related to charges or may provide information for use in determining appropriate punishment. Providing written statements and appearing in person at NJP or Courts-Martial proceedings shall be deemed part of the contract employee's contractual duties and shall not be a basis for a claim for additional payment under this contract.

Section 3-1.5 Complaints against Contractor Personnel

In the event that a complaint is made regarding the conduct of contractor personnel, the respective CENSECFOR Learning Site Commanding Officer/Detachment Officer in Charge/Learning Site Director shall immediately notify the CENSECFOR COR and Contract Site Lead. The COR will notify the Contract Vendor Program Manager. Depending upon the severity of the offense, the respective CENSECFOR Learning Site Commanding Officer/Detachment Officer in Charge/Learning Site Director may request the removal of the contract employee named in the complaint from assigned duty while the complaint is investigated. Should the Contractor elect not to remove the contract employee, he shall notify the CENSECFOR Learning Site Commanding Officer/Detachment Officer in Charge/Learning Site Director and COR in writing of the rationale for not removing the employee. In situations in which student or staff safety is threatened, the government is empowered to immediately take appropriate steps to mitigate the situation, to include relieving contract employees of their duties.

Upon completion of the investigation, the CENSECFOR Learning Site Commanding Officer/Detachment Officer in Charge/Learning Site Director shall provide results to the ACO, CENSECFOR COR, and Contract Program Manager (and/or Contract Site Lead). If the results of the investigation prove the complaint to be valid, the Contract Program Manager shall have a maximum of three (3) working days to propose a corrective plan for resolving the matter. This plan shall be submitted to the ACO, with copies to the CENSECFOR COR and respective CENSECFOR Learning Site Commanding Officer/Detachment Officer in Charge/Learning Site Director. In the event that the Government deems the corrective plan insufficient for resolution of the problem, a written response to the Contractor Program Manager shall be provided within three (3) working days.

Section 3-1.6 Management of Contractor Personnel

The contractor shall provide a list of contractor employees to the CENSECFOR COR within five (5) days prior to the start of performance, and revised lists as necessary thereafter as changes occur.

Section 3-1.6.1 Replacement of Contractor Personnel

In the event that contractor personnel are temporarily or permanently removed for any reason, the contractor shall be required to replace that employee within fifteen (15) calendar days with another employee who meets the requirements of the respective position. No impact to operations shall be borne by the Government and performance of duties must be continued. Any such replacement will occur without interrupting the training environment or other operations and without additional expense to the Government. The contractor shall be responsible for obtaining any Government issued identification cards from the former employee and to turn over those items to the respective CENSECFOR Learning Site Commanding Officer/Detachment Officer in Charge/Learning Site Director or designated TA within five (5) days of the termination of employment. For remote locations or if extenuating circumstances exist, a waiver to the 15 day rule may be requested with no guarantee of approval.

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guidance and procedures supporting the maintenance of those small arms weapons and equipment utilized by CENSECFOR in the training environment. Subsequent to the establishment of the CENSECFOR Armorer's Course, a course was developed for those armorers assigned to the Navy Expeditionary Combat Command (NECC). Individuals reporting to CENSECFOR as armorers and who are not graduates of the CENSECFOR EOM course shall attend the NECC EOM course.

Costs associated with required training or certifications are not reimbursable. It is the responsibility of the contractor to provide qualified personnel in accordance with the PWS. CENSECFOR shall assist the contractor with scheduling quotas for the required Government-controlled courses.

Section 4-4 Basic Qualifications

Contract personnel assigned to this contract are comprised of four categories: EOWM Manager; Armory Manager/Senior Logistics Management Specialist; Armorer/Logistics Management Specialist; and Range-Training Operations Technician. Specific requirements exist for each of these categories, and unique operations and/or facility layout may dictate additional requirements for certain geographical locations. These details will be provided within this section.

Section 4-4.1 Enhanced Organizational Weapons Maintenance (EOWM) Manager

This position provides an individual who will perform management of the EOWM Program at CENSECFOR Headquarters. In this role, the individual has the responsibility for the development of standardized procedures, and the managerial oversight of the EOWM program pertaining to preventative and corrective maintenance of weapons, gun mounts, visual augmentation systems, live fire ranges, and related equipment throughout the CENSECFOR domain.

Section 4-4.1.1 Personnel Requirements for Enhanced Organizational Weapons Maintenance Manager (EOWM)

There is single EOWM Manager that will be located at CENSECFOR Headquarters at Joint Expeditionary Base Little Creek-Fort Story, Virginia Beach, VA.

Section 4-4.1.2 Duties and Responsibilities of Enhanced Organizational Weapons Maintenance (EOWM) Manager

The EOWM Manager typically performs the following duties:

- Provides technical guidance and assistance to the CENSECFOR Logistics and Training Readiness Program Manager regarding:
 - Small Arms training facility life cycle maintenance
 - Arms, Ammunition, and Explosives (AE) management

- Controlled equipment life cycle management
- Controlled equipment inventory procedures
- New training technology, including simulation and alternative munitions appropriate for small arms training
- Administers the electronic service record and parts inventory system, and extracts domain-wide data for input into the CENSECFOR Command metrics, and for reporting to NETC Headquarters.
- Develops and updates CENSECFOR directives supporting the EOWM Program, as well as related subjects such as AE, ensuring the CENSECFOR are in compliance with all directives and regulations issued by higher authority.
- Conducts annual site assessments at CENSECFOR field activities, ensuring domain-wide compliance with existing directives and regulations.
- Coordinates convenings of the CENSECFOR Armorer's Course with NSW Crane.

Section 4-4.1.3 Personnel Qualifications for Enhanced Organizational Weapons Maintenance (EOWM) Manager

The following qualifications apply to the EOWM Manager:

- Possess a total of nine (9) years or more of related experience.
- A minimum of six (6) years of preventative/corrective weapons maintenance experience (including military crew served weapons, where applicable), and a minimum of three (3) years' experience within an ammunition and weapons management environment.
- Knowledge on Navy Antiterrorism/Navy Security Force (AT/NSF) and Expeditionary Warfare related programs and courses of instruction
- Comprehensive knowledge of applicable DOD and Navy directives/programs relating to AT/NSF, small arms training, and technical training equipment
- In-depth knowledge of Allowable Equipment Lists (AEL) and formal course Resource Requirements List (RRL) that support AT/NSF initial and sustainment training
- Basic knowledge of marksmanship principles/concepts as applied to small arms, operation and maintenance of small arms, and small arms handling and employment techniques.
- In-depth knowledge of the Department of the Navy's AT/NSF mission, program objectives and relevant regulatory requirements, and Fleet/Training Command training organizations, especially those involved in AT/NSF.
- Comprehensive knowledge of wide variety of evaluation methods and principles sufficient to assess the effectiveness and efficiency of training methodology/technology support for specialty areas or complex subject areas
- Knowledge of training systems acquisition process and innovation contracting practices to include experience in preparing statements of work and request for proposals.
- Completion of CENSECFOR EOM Armorers' course, NSW EOM Armorers' course, or NECC EOH Armorers' course
- Possess a familiarity with military armorers' courses and with the Fire Arms Training System (FATS)
- Possess strong communication skills (both orally and written) with the ability to communicate abstract ideas in concrete terms for the adult user
- Demonstrate excellent presentation skills
- Display technical writing experience (for military manuals)

- Possess excellent interpersonal communication skills
- Portray a commitment to customer service
- Exhibit the ability to manage and meet deadlines
- Possess the ability to identify and solve problems
- Demonstrate a high degree of computer literacy, and familiarity with Microsoft Office®
- Be willing to travel on a frequent basis, sometimes unscheduled, throughout the CENSECFOR domain.
- Possess a valid driver's license.

Section 4-4.2 Personnel Requirements for Armory Manager/ Senior Logistics Management Specialist

There are multiple requirements for Armory Manager/Senior Logistics Management Specialist. Refer to Table 1-1 for locations and numbers.

Section 4-4.2.1 Armory Manager/Senior Logistics Management Specialist

This position provides an individual who will manage the EOWM Program at CENSECFOR Detachments, Learning Sites, and subordinate commands.

Section 4-4.2.2 Duties and Responsibilities of Armory Manager/ Senior Logistics Management Specialist

The Armory Manager/Senior Logistics Management Specialist is typically responsible for:

- Maintenance of weapons and associated equipment listed in section 1-2, as required, for the respective CENSECFOR activity.
- Transportation of ammunition from storage facilities to live ranges
- Storage, accountability, and shipment of weapons and ammunition per Navy directives
- Attending training courses to obtain requisite certifications may be required as new training requirements are identified by CENSECFOR (N4).
- Possessing a comprehension of duties and responsibilities associated with Arms, Ammunition, and Explosives (AA&E) as detailed in OPNAVINST 5530.13C (Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition, and Explosives (AA&E)) (Attachment C)
- Supervision of one (1) or more contract Armorer/Logistics Management Specialists

Section 4-4.2.3 Personnel Qualifications for Armory Manager/ Senior Logistics Management Specialist

The following qualifications apply to the Armory Manager/Senior Logistics Management Specialist:

- Possess a total of nine (9) years or more of related experience.

- A minimum of six (6) years of preventative/corrective weapons maintenance experience (including military crew served weapons, where applicable), and a minimum of three (3) years' experience within an ammunition and weapons management environment.
- Completion of CENSECFOR EOM Armorers' course, NSW EOM Armorers' course, or NECC EOH Armorers' course
- Completion of a U.S. military armorer course, and familiarity with the Fire Arms Training System (FATS[®]) is preferred
- Display the motivation and ability to research and implement directives, regulations, and policies to obtain solutions to problems, issues, and concerns
- Demonstrate strong communication skills (both orally and written) with the ability to communicate abstract ideas in concrete terms for the adult user,
- Possess excellent presentation skills
- Possess technical writing experience (for military manuals)
- Maintain excellent interpersonal communication skills
- Possess a commitment to customer service
- Demonstrate the ability to manage and meet deadlines
- Display the ability to identify and solve problems
- Demonstrate a degree of computer literacy and a familiarity with software packages such as Microsoft Office[®]
- Possess (or be able to obtain) a Commercial Driver's License (CDL) during the transition period
- Understanding that work is normally performed in an AE storage facility setting, and on live-fire range facilities, and in some cases, underway on small water craft including Riverine boats. Work may be performed indoors or outdoors, during inclement weather conditions, and in high humidity with extreme heat or cold, depending upon location.
- Acknowledgement that the number of scheduled course convenings and/or the tempo of training may create a highly stressful work environment
- Capable of qualifying as an AE worker, using mature and stable judgment on duty as well as off-duty. AE screening and qualifications are reviewed annually, and failure to maintain AE qualification may result in termination.

Section 4-4.3 Armorer/Logistics Management Specialist

This position provides an individual who performs Small Arms Weapons Maintenance/ Repair, as well as providing logistical support to the Armory Manager/Senior Logistics Management Specialist for CENSECFOR Detachments, Learning Sites, and subordinate commands.

Section 4-4.3.1 Duties and Responsibilities of Armorer/ Logistics Specialist

The Armorer/Logistics Management Specialist is typically responsible for:

- Maintenance of all weapons and associated equipment, as required, for the respective learning site
- Transportation of weapons and ammunition from storage facilities to live ranges
- Storage and accountability for weapons and ammunition per Navy directives
- Attending training courses to obtain requisite certifications, as may be appropriate for the respective learning site

- Possessing a familiarity of the duties and responsibilities associated with the Arms, Ammunition, and Explosives (AA&E) Program as detailed in OPNAVINST 5530.13C

Section 4-4.3.2 Personnel Qualification for Armorer/Logistics Specialist

The following qualifications apply to the Armory Manager/Senior Logistics Management Specialist:

- Associate's degree and three (3) years of experience; or four (4) total years of military experience in lieu of a degree
- Possess a minimum of three (3) years of preventative/corrective weapons maintenance experience (including military crew served weapons, where applicable), and a minimum of two (2) years of experience within an ammunition and weapons management environment
- Completion of U.S. military armorer's courses and a familiarity with the Fire Arms Training Systems (FATS[®]) simulator are preferred
- Possess the motivation and ability to research directives, regulations, and policies to determine solutions to problems, issues, and concerns
- Display strong oral and written communication skills, as well as excellent presentation skills
- Possess experience in technical writing (military manuals)
- Demonstrate excellent interpersonal skills, with a commitment to customer service
- Must be proactive in identifying and solving problems
- Display the ability to manage and meet deadlines
- Possess familiarity with computers and a working knowledge of software packages such as Microsoft Office[®]
- Demonstrate the ability to understand, implement, and maintain standards
- Understanding that work is normally performed in an AE storage facility setting, and on live-fire range facilities, and in some cases, underway on small water craft including Riverine boats. Work may be performed indoors or outdoors, during inclement weather conditions, and in high humidity with extreme heat or cold, depending upon location.
- Acknowledgement that the number of scheduled course convenings and/or the tempo of training may create a highly stressful work environment
- Capable of qualifying as an AE worker, using mature and stable judgment on duty as well as off-duty. AE screening and qualifications are reviewed annually, and failure to maintain AE qualification may result in termination.
- Possess (or be able to obtain) a Class B or C Commercial Driver's License (CDL) as required with a HAZMAT endorsement in order to transport ammunition

Section 4-4.3.3 Personnel Requirements for Armorer/Logistics Specialist

There are multiple requirements for Armorer/Logistics Management Specialist. Refer to Table 1-1 for locations and numbers.

Section 4-4.4 Range-Training Operations/Facility Maintenance Technician

This position provides an individual who performs maintenance for the CENSECFOR live-fire range as well as other tasks relative to the effective operation of the CENSECFOR Learning Site located in Gulfport, MS.

Section 4-4.4.1 Personnel Requirements for Range Training Operations/Facility Maintenance Technician

There are multiple requirements for Range-Training Operations/Facility Maintenance Technician. Refer to Table 1-1 for locations and numbers.

Section 4-4.4.2 Duties and Responsibilities for Range-Training Operations/Facility Maintenance Technician

The Range-Training Operations/Facility Maintenance Technicians are typically responsible for:

- Construct various live-fire target frames and barricades
- Maintenance of a *SEAHUT* for training during inclement weather (A *SEAHUT* is a temporary building consisting of a wood frame, and covered by tent canvas. It can be modified to include a metal roof and other amenities.)
- Maintenance of access roads at Camp Tiak (Land Navigation Training Site) including:
 - Ordering and scheduling delivery of sand and stone
 - Grading and spreading of stone on roads and parking areas
 - Removal of trees and shrubbery from the edge of roads to allow for emergency vehicle access
- Maintenance of a Helicopter Landing Zone (LZ) at Camp Tiak in support of emergency medical evacuations
- Installation and maintenance of training aids used in the SIMUNITION[®] and Convoy Fundamentals modules of training
- Maintenance and repair of eight (8) static trainer High Mobility Multipurpose Wheeled Vehicles (HMMWV)
- Perform logistics duties such as submit requests for ordering tools and equipment for the live-fire range facilities
- Provide training support equipment cost estimates to the activity's Logistics and/or Facilities Manager
- Maintain an inventory of repair parts and consumable supplies used at the live-fire range
- Manage the activities government owned and GSA leased. Responsibilities include:
 - Responsible for the daily usage, operation, and management of GSA vehicles and CESE equipment assigned to the site
 - Liaisons with NAVFAC at each applicable installation
 - Prepares weekly mileage reports and monthly fuel reports for NAVFAC
 - Conducts "Fleet Fuel Card" Training for new personnel
 - Responsible for coordination of vehicle maintenance with NAVFAC points of contact
 - Transport vehicles to/from repair/body shops
 - Responsible for managing the replacement of GSA/CESE vehicles

- Function as License Examiner
 - Issue Government Driver's License to new personnel
 - Maintenance of Driver's License records for the site
 - Monitor currency of all licenses and endorsements, ensuring that appropriate action is taken prior to expiration
 - Train and license personnel in Material Handling Equipment (MHE) operations
 - Oversee training for individuals assigned as bus drivers
- Investigate vehicle accidents
- Transport of all heavy equipment, supplies, and materials via tractor-trailer, as required
- Operation of MHE/CESE equipment, as required
- Assist Ammunition Department with the weighing and loading of expended brass

Section 4-4.4.3 Personnel Qualifications for Range-Training Operations/Facility Maintenance Technician

The following qualifications apply to the Range-Training Operations/Facility Maintenance Technician:

- Possess a High School Diploma or GED and a minimum of 2 years' experience in operating power tools, hand tools, welding and fabricating in metal and wood.
- Specialized experience in basic electrical maintenance, carpentry and other construction skills.
- Requisite training
- General items such as motivation, computer, communications, etc.

Section 4-4.5 Additional Qualifications/Certifications Required by Training Site

While sections 4-3.1 through 4-3.7 provide the basic skills/requirements necessary for each of the four labor categories, unique training operations and/or functional requirements dictate that some or all of the individuals assigned obtain the appropriate qualification/certification as listed. In each case, the minimum number of qualified personnel is listed. It is acknowledged that all contract employees will not meet all of the requirements as set forth in Table 4-1. In those cases, consideration shall be given as to the ability of the individual to accomplish the qualification/certification within 180 days of starting work.

Additional Qualifications/Certifications Required by Location		
Qualification/Certification	Labor Category	Minimum Required
NTTC Lackland AFB, TX		
Armed Security	Armory Manager/Armorer	4
AMMO 49	Armory Manager/Armorer	4
AMMO 51	Armory Manager/Armorer	4
AMMO 62	Armory Manager/Armorer	1
AMMO Technical Specialist	Armory Manager/Armorer	1
AMMO Administration	Armory Manager/Armorer	2
Fleet Sentencing	Armory Manager/Armorer	4
AE QUAL/CERT (QA/SO)	Armory Manager/Armorer	4
CDL Class B (with HAZMAT Endorsement)	Armory Manager/Armorer	4
Detachment Chesapeake, VA		
Armed Security	Armory Manager/Armorer	6
AMMO 49	Armory Manager/Armorer	6
AMMO 51	Armory Manager/Armorer	1
AMMO 62	Armory Manager/Armorer	1
AMMO Technical Specialist	Armory Manager/Armorer	2
AMMO Administration	Armory Manager/Armorer	1
Fleet Sentencing	Armory Manager/Armorer	2
AE QUAL/CERT (QA/SO)	Armory Manager/Armorer	6
TAMIS	Armory Manager/Armorer	1
MPPEH Certification	Armory Manager/Armorer	6
CDL Class B (with HAZMAT Endorsement)	Armory Manager/Armorer	6
Detachment Pearl Harbor, HI		
Armed Security	Armory Manager/Armorer	2
AMMO 49	Armory Manager/Armorer	2
AMMO 51	Armory Manager/Armorer	2
AMMO Technical Specialist	Armory Manager/Armorer	2
AMMO Administration	Armory Manager/Armorer	1
AE QUAL/CERT (TL)	Armory Manager/Armorer	2
MPPEH Certification	Armory Manager/Armorer	2
CDL Class C (with HAZMAT Endorsement)	Armory Manager/Armorer	2
Detachment San Diego, CA		
Armed Security	Armory Manager/Armorer	6
AMMO 49	Armory Manager/Armorer	1
AMMO 51	Armory Manager/Armorer	3
AMMO 62	Armory Manager/Armorer	1
AMMO Technical Specialist	Armory Manager/Armorer	2
AMMO Administration	Armory Manager/Armorer	2
TAMIS	Armory Manager/Armorer	1
Fleet Sentencing	Armory Manager/Armorer	3

AE QUAL/CERT (QA/SO)	Armory Manager/Armorer	6
MPPEH Certification	Armory Manager/Armorer	6
CDL Class B (with HAZMAT Endorsement)	Armory Manager/Armorer	6
LS Camp Lejeune, NC		
Armed Security	Armory Manager/Armorer	8
AMMO 49	Armory Manager/Armorer	2
AMMO 51	Armory Manager/Armorer	2
AMMO Technical Specialist	Armory Manager/Armorer	2
AMMO Administration	Armory Manager/Armorer	1
Fleet Sentencing	Armory Manager/Armorer	2
AE QUAL/CERT (TM)	Armory Manager/Armorer	8
TAMIS	Armory Manager/Armorer	2
MPPEH Certification	Armory Manager/Armorer	1
MHE Operator Certification	Armory Manager/Armorer	2
CDL Class B (with HAZMAT Endorsement)	Armory Manager/Armorer	8
CDL Class C	Armory Manager/Armorer	8
LS Gulfport, MS		
Armed Security	Armory Manager/Armorer	15
AMMO 49	Armory Manager/Armorer	15
AMMO 51	Armory Manager/Armorer	4
AMMO Technical Assistant	Armory Manager/Armorer	14
AMMO Administration	Armory Manager/Armorer	2
Fleet Sentencing	Armory Manager/Armorer	4
AE QUAL/CERT (QA/SO)	Armory Manager/Armorer	5
AE QUAL/CERT (TM)	Armory Manager/Armorer	4
AE QUAL/CERT (TL)	Armory Manager/Armorer	6
MHE Operator Certification	Armory Manager/Armorer	2
MPPEH Certification	Armory Manager/Armorer	15
EMT (Basic)	Armory Manager/Armorer	6
Government Construction Equipment License	Range-Training Operations	4
Government Driver's License Examiner Certification	Range-Training Operations	1
MHE Operator Certification	Range-Training Operations	2
CDL Class A	Range-Training Operations	1
CDL Class B (with HAZMAT Endorsement)	Range-Training Operations	2
CDL Class C (with HAZMAT Endorsement)	Range-Training Operations	19
LS Mayport, FL		
AMMO 49	Armory Manager/Armorer	2
AMMO Administration	Armory Manager/Armorer	1
Fleet Sentencing	Armory Manager/Armorer	2
AE QUAL/CERT (QA/SO)	Armory Manager/Armorer	2
Fall Protection Training	Armory Manager/Armorer	2

Table 4-1 Additional Qualifications/Certifications Required by Site

Section 4-4.5.1 Definition of Additional Qualifications/ Certifications

For clarification purposes, the Additional Qualifications/Certifications shown in Table 4-1 are defined as follow:

AE QUAL/CERT. Each Navy command having the need to handle, transport, and store ammunition and explosives (AE) is required to establish an Explosives Handling Qualification and Certification Program. This program ensures that all individuals assigned to duties involving the handling, transport, and storage of ammunition receive the level of training required to perform their job, as well as ensuring that they are medically capable of performing that function. Within the AE QUAL/CERT Program, there are six certification levels within the program. Each individual will be provided training up to the level in which they are expected to perform their duties. (Note: The vendor is not expected to establish a QUAL/CERT Program.) These levels are:

IT	In Training. Individual is learning how to perform the associated certification level. Direct supervision is mandatory.
TM	Team Member. Aware of the basic safety precautions, but works under the direct supervision of a team leader.
IN	Individual. Has sufficient knowledge and proficiency to work alone.
TL	Team Leader. Has sufficient knowledge to direct others in a safe and reliable manner.
QA	Quality Assurance. Has detailed knowledge to manage applicable AE to include personnel designated to determine ammunition and explosives material condition.
SO	Safety Observer. Has sufficient knowledge and experience of applicable safety procedures and the functioning of safety devices, and working knowledge of work task procedures to determine subsequent reaction when safety procedures or devices are not properly used.

Reference: **OPNAVINST 8023.24C (Navy Personnel Ammunition and Explosives Qualification and Certification (QUAL/CERT) Program) (Attachment D)**

AMMO 49. AMMO 49 is a web-based training (WBT) course that provides a detailed overview of general ammunition and explosives safety training for Department of the Navy shore activities. The course introduces the different classes of ammunition and explosives, stressing safe handling and explosives safety requirements and emphasizes the use of explosives safety-related publications and instructions for extracting information required to safely manage ordnance operations.

Reference: **NAVSEA OP 5 Volume 1 Appendix D (Attachment E)**

AMMO 51. AMMO 51 is required for providing newly assigned inspection personnel with the up-to-date requirements, techniques, and procedures assigned for inspection of motor vehicles and railcars on and off station for ammunition, explosives, and other related hazardous materials. Attendance of the course is required for initial certification. Refresher training can be accomplished via WBT, and is required every two (2) years. Schedule information and

classroom quotas can be obtained from the Defense Ammunition Center (DAC) McAlester OK website at: <http://www.dactces.org>. AMMO 51 is available in two versions. Naval Motor Vehicle Inspection (MV) is applicable to CENSECFOR.

Reference: NAVSEA OP 5 Volume 1 Appendix D

AMMO 62. AMMO 62 is an advanced qualification for individuals who have attended the formal 80-hour training course at Newport, RI; McAlester, OK; or Fort Lee, VA. Upon certification, these individuals may conduct training for AMMO Technical Specialists. The AMMO 62 qualification requires refresher training at 24 month intervals in accordance with Service/ Agency policy.

Reference: Defense Transportation Regulation – Part II (Attachment W)

AMMO Technical Specialist. AMMO Technical Specialists are personnel who are trained and qualified to certify specific types of HAZMAT on selected transportation modes as prescribed. Individuals who have previously qualified as AMMO 62 satisfy this requirement and possess the ability to provide Technical Specialist training to non-AMMO 62 personnel. Initial qualification requires formal training provided by individuals who are certified as AMMO 62. AMMO 62 certification requires attendance of an 80-hour classroom course conducted at various locations as promulgated by Defense Transportation Regulation, Part III. Upon certification, AMMO 62 personnel may conduct local formalized training on areas applicable to a training location.

Reference: NAVSEA OP 5 Volume 1 Appendix D

Ammunition Administration. Ordnance Information System-Retail is a Navy software program used by Ammunition Administrators at the respective training sites to track ammunition transactions. Attendance of the formal course is mandatory. The course is convened in multiple locations, and is 12 days long.

Reference: NAVSEA OP 5 Volume 1 Appendix D

Armed Security. Transportation of ammunition and Category II weapons may require that armed security is provided during the transit, when required, the driver of the vehicle will be Explosive Driver certified, and the assistant driver will carry a service pistol. All individuals performing armed security are required to be qualified with the service pistol, and be cognizant of the accident/incident reporting procedures.

Reference: OPNAVINST 5530.13C (Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition, and Explosives (AA&E))

CDL Class A. Commercial Driver's License (Class A). Any combination of vehicles which has a gross combination weight rating or gross combination weight of 11,794 kilograms or more (26,001 pounds or more) whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 4,536 kilograms (10,000 pounds) whichever is greater.

Reference: [Definition of CDL Class A](#)

CDL Class B. Commercial Driver's License (Class B). Any single vehicle which has a gross vehicle weight rating or gross vehicle weight of 11,794 or more kilograms (26,001 pounds or more), or any such vehicle towing a vehicle with a gross vehicle weight rating or gross vehicle weight that does not exceed 4,536 kilograms (10,000 pounds).

Reference: [Definition of CDL Class B](#)

CDL Class C: Commercial Driver's License (Class C). Any single vehicle, or combination of vehicles, that does not meet the definition of Class A or Class B, but is either designed to transport 16 or more passengers, including the driver, or is transporting material that has been designated as hazardous under 49 U.S.C. 5103 and is required to be placarded under subpart F of 49 CFR Part 172 or is transporting any quantity of a material listed as a select agent or toxin in 42 CFR Part 73.

Reference: [Definition of CDL Class C](#)

EMT (Basic). Emergency Medical Technician (Basic). Emergency Medical Technician (EMT) certification programs vary from state to state. It is important to ensure that individuals meet the requirements for the state in which support is to be provided. The EMT (Basic) course trains individuals to function independently in a medical emergency. The individual employs the basic knowledge and skills needed to stabilize the student and/or staff member until more competent medical support is available. The methods and procedures associated with qualification as EMT (Basic) vary based on location.

Reference: [EMT \(Basic\) Requirements \(Virginia\) \(as example\)](#)

Explosive Driver Certification. Government Driver's License with Explosive Driver stamp. The individual must attend formalized training at the local site covering various types of vehicles, handling, loading, and transporting ammunition, explosives, and related hazardous materials, proper use of fire extinguishers, and the requirements for completing and filing the necessary forms and reports.

References: (1) NAVSEA OP 5 Volume 1 Appendix D
(2) OPNAVINST 5530.13C

Fall Protection Training. On occasion, individuals may need to obtain access to the roof to provide maintenance to HVAC systems. Occupational Health and Safety Administration Regulations require that individuals that might be exposed to fall hazards must receive training on how to minimize these hazards.

Reference: [OSHA Regulation 1926.503](#)

Fleet Sentencing. Fleet Sentencing involves a procedural framework for identifying and classifying the serviceability of all in-service ammunition in inventory. The Ammunition Sentencing Training provides informal, technical material for either classroom or self-study for personnel who perform, supervise, or manage the task of ammunition sentencing. Training is provided by NAVSUP GLS and/or COMNAVAIRFOR. Contact information is available in Appendix D (Explosives Safety Training Program) NAVSEA OP 5 Volume 1.

Reference: NAVSEA OP 5 Volume 1 Appendix D

Government Driver's License. Government Driver's License (OF-346).

MHE Operator. Materials Handling Equipment (MHE) Operator. Certification via this course allows individuals to be issued a powered industrial MHE license to handle ammunition and explosives.

Reference: NAVSEA OP 5 Volume 1 Appendix D

MPPEH Certification. Material Potentially Presenting an Explosive Hazard (MPPEH). The unique handling of HAZMAT material requires specialized training. Training is available via WBT.

Reference: NAVSEA OP 5 Volume 1 Appendix D

TAMIS. Total Ammunition Management Information System (TAMIS). TAMIS is the Headquarters, Department of the Army (HQDA) munitions requirements generator, prioritization tool, and reporting system. It is used at sites where ammunition is drawn from Army sources.

Reference: TAMIS website: <https://tamis.army.mil/>

Section 4-5 Dress Code and Grooming Standards

Antiterrorism and Navy Security Force training attracts a significant amount of public attention, and frequently, these training locations are visited by VIPs and foreign dignitaries. Additionally, contractor personnel routinely perform their daily tasks in the presence of young military men and women who attend training. Therefore, it is essential that all personnel present themselves in a highly professional manner in appearance and dress (commensurate with the type of duties being performed).

Section 4-5.1 Dress Code

The contractor shall establish and maintain specific guidelines regarding the dress code for their employees. At a minimum, these guidelines shall include prohibitions of eccentricities or extremes in dress and hairstyles, apparel in a ragged and frayed condition; tank tops; halter tops; crop tops; sleeveless shirts; mesh and see-thru garments; exposed clothing with obscene or advertising logos or undergarment type shirts worn as exterior clothing. Additionally, these guidelines shall provide for standardization in appearance by their contract personnel.

Section 4-5.2 Grooming Standards

The contractor shall establish and maintain specific guidelines regarding grooming standards for their employees. These standards shall be similar to those contained in Section 2, Chapter 2 of the Navy Uniform Regulations (Attachment G), with the exception of the prohibition of facial hair. Beards and mustaches are acceptable, provided they are neatly trimmed.

Section 4-6 Other Training Requirements

The contractor's employees become an integral part of the CENSECFOR training organization. As part of this organization, it is appropriate that each employee is kept current on various government policies and processes. Training in areas such as Sexual Abuse Prevention, Sexual Harassment, Equal Opportunity, Personal Privacy, Safety, etc. is provided on a regular basis, either by attendance at a live presentation, or by completion of computer based training (CBT) courses. This training is accomplished during normal work hours and at government expense.

Additionally, in an effort to combat issues that may surface throughout the world, further training requirements are identified and mandated by higher authority on a fairly regular basis. This training, when directed, may or may not include contractors. Certain training areas require annual certification such as Information Assurance (IA) (OPNAVINST 5239.1C (Navy Information Assurance (IA) Program)) (Attachment H) and Counterintelligence Awareness and Reporting (CIAR) training (DoD Directive 5240.06 (Counterintelligence Awareness and Training)) (Attachment I). When required, contractor employees are expected to also satisfy these training requirements. This training will also be accomplished during normal work hours and at government expense.

The CENSECFOR COR will work with the Contractor Program Manager in determining what training is applicable to contractor personnel, and solicit their assistance in meeting those training requirements.

Section 4-7 Contractor Conduct

Contract personnel shall exhibit proper behavior both inside and outside the learning environment. Civil misdemeanor or criminal charges may result in removal from duty. Failure to comply with the terms of the contract, DOD and/or Navy policy may also result in removal from duty.

SECTION 5 QUALIFICATIONS AND CERTIFICATIONS

Section 5-1 Documentation of Qualifications and Certifications

The contractor shall ensure that all contract personnel possess the ability to perform the duties assigned to them, and maintain currency for all certifications and qualifications which are germane to the respective position. The possession of these certifications and qualifications, as well as the method of resolving any deficiencies, shall be documented within the contractor's internal quality assurance plan as described in section 11-1 of this PWS.

Section 5-2 Contractor Training Jackets (CTJ)

Upon the reporting aboard, the contractor shall present a new Contractor's Training Jacket (CTJ) to the respective CENSECFOR Learning Site Commanding Officer/Detachment Officer in Charge/Learning Site Director or Technical Assistant), for verification of qualifications. In an effort to standardize the contents of the CTJ, the contractor shall use the guidelines and instructions for the maintenance of Instructor Training Jackets (ITJ) contained within CENSECFORINST 1540.1 (Training Policy and Guidance)(Attachment J); NETCINST 1500.13B, and NAVEDTRA 135C (Navy Schools Management Manual)(Attachment K). The CTJs will be stored and maintained by the Contract Site Lead (or other contractor designated individual). The CENSECFOR COR, Technical Assistant, and/or other government representatives shall be provided access to these records upon request. At a minimum, the CTJ shall contain:

- Contractor's Qualifications (i.e., Academic Qualification, completed PQS, certificates of course completion, weapons qualifications, etc.)
- Contractor's Certifications (i.e., Emergency Medical Technician (EMT), Explosive Driver, Water Survival Skills, and Safety Requirements Certifications (when certification is applicable), etc.)
- A letter (on company letterhead) indicating the date of completion of a medical screening in accordance with OPNAVINST 1500.75C (Policy and Guidance for Conducting High Risk Training) (Attachment L) (section 5-2.3 below provides additional guidance), the screening physician (including mailing address, telephone number, and email address), a brief narrative of results (e.g., requested screening and interview completed; information does/does not indicate potential disqualifying factors; and candidate is/is not physically capable of performing duties assigned etc.), and the location of the actual screening document.
- ***For Armory Manager/Senior Logistics Management Specialist and Armorer/Logistics Management Specialists only;*** A letter (on company letterhead) indicating the date of completion of a psychological evaluation (in accordance with OPNAVINST 1500.75C or a commercially available screening guide such as the Minnesota Multi-phasic Inventory) (section 5-2.4 below provides additional guidance), the screening physician (including mailing address, telephone number, and email address), a brief narrative of results (e.g., requested screening and interview completed; information does/does not indicate potential disqualifying factors; candidate is/is not

suitable for a position involving the maintenance and/or handling of weapons or ammunition, etc.), and the location of the actual screening document..

- A letter (on company letterhead) indicating the date of completion of a Drug Screening (section 5-2.2.1 below provides additional guidance), the screening physician (including mailing address, telephone number, and email address), a brief narrative of results (e.g., requested screening and interview completed; information does/does not indicate potential disqualifying factors; candidate is/is not suitable for a position involving the maintenance and/or handling of weapons or ammunition, etc.), and the location of the actual screening document.
- Statement of Understanding with regard to physical fitness (section 5-2.1 below provides additional guidance)
- Statement of Understanding acknowledging compliance with the requirements of the Lautenberg Amendment to the Gun Control Act 1968. (section 5-2.7 below provides additional guidance)

Upon termination of employment, the contract employee shall be provided a copy of their CTJ. In the event that any original documents have been filed in the CTJ, a copy of the document will be made and filed in the CTJ, and the original document returned to the contractor.

Note: Due to restrictions imposed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) restrictions, copies of the medical, psychological, and Urinalysis Screening shall not be filed in the CTJ. These documents shall be maintained for the life of this contract in a central location, such as the contractor's corporate office. In lieu of the actual screening, a letter (on company letterhead) indicating the date of completion, the screening physician (including mailing address, telephone number, and email address), a brief narrative of results (e.g., requested screening and interview completed; information does/does not indicate potential disqualifying factors; candidate is/is not suitable for duty, etc.), and the location of the actual screening document should be filed in the record. The Government, during a site assessment or another form of inspection, may request to view the actual screening document. In those cases, a request for the document shall be forwarded to the contractor at least two (2) weeks in advance. Upon review, the government shall return the actual screening document to the contractor for safekeeping.

Note: Recent changes to the Personally Identifiable Information (PII) Program have eliminated the collection and/or maintenance of Social Security Numbers (SSNs) in public records (with limited exceptions). These prohibitions also extend to use of the last four digits. Prior to presenting CTJs to the government, the contractor shall ensure that the record has been sanitized to ensure that the CTJ complies with the PII Program.

Section 5-2.1 Physical Fitness Standards

The CENSECFOR Enhanced Organizational Maintenance Program requires personnel who possess the fitness and conditioning to support the level of maintenance. Contractors shall be personally capable of performing all maintenance evolutions including the ability to ascend or descend ladders and go through narrow passageways, and be free of any abnormal fear of heights. The contractor shall be responsible for ensuring that each contractor meets these standards at time of employment, and that these fitness standards are sustained throughout their assignment to the contract. Each contractor shall sign a Statement of Understanding acknowledging the above requirements. This document shall be filed in the CTJ.

Section 5-2.2 Drug Free Training Environment

Section 5-2.2.1 Urinalysis Screening

Contractors shall meet the requirements contained in DoD Directive 1010.9 (DoD Civilian Employees Drug Abuse Testing Program) (Attachment M). The contractor shall be responsible for providing the respective CENSECFOR Learning Site Commanding Officer/Detachment Officer in Charge/Learning Site Director with the general results of a Urinalysis Screening completed within 30 days prior to the contract employee's reporting for duty. The pre-employment urinalysis screening shall be conducted using an Enzyme Immunoassay (EIA) screening technique or equivalent. This process tests urine samples using an automated chemical analyzer. If the test produces a positive result, the urine sample should be retested. If the second test also produces a positive result, a Gas Chromatography or Mass Spectrometry test will be performed to identify the specific substance. The Government reserves the right upon reason of belief to request a new urinalysis screening on contract employees to determine "fitness for duty". All urinalysis shall be provided by the contractor at no additional cost to the Government.

Section 5-2.2.2 Maintenance of Drug Free Environment

Much of the training provided by CENSECFOR Learning Sites is considered High-Risk, and as such, in order to ensure a safe training environment, the Government has a reasonable expectation that contract employees remain drug-free at all times. Therefore, the contractor shall be responsible for establishing internal procedures (such as random drug screening) as needed, to provide this assurance. The results of any urinalysis or blood screenings shall be handled in the same methods as discussed in Section 5-2.2.1 above.

Section 5-2.2.2.1 Prescribed Medications

The contractor shall be responsible for informing the CENSECFOR Learning Site Commanding Officer/Detachment Officer in Charge/Learning Site Director when a contract employee has been prescribed medications or controlled substances. This notification shall include the potential consequences of the medication as they relate to performance and the anticipated duration of treatment. If deemed appropriate, that contract employee may be prohibited from participation in high risk training evolutions until such time as a medical official certifies the individual as fit for duty as outlined in BUMEDINST 6120.20B (Competence for Duty Examinations, Evaluations of Sobriety, and Other Bodily Views and Intrusions by Medical Personnel) (Attachment N).

In the event that the medical condition is considered chronic, the contractor shall obtain a certification from the prescribing provider as to the effect of the medication, and resulting impact on the ability to perform in a high-risk training environment. A memorandum summarizing the medical opinion shall be filed in the CTJ.

Any individual, with a psychiatric diagnosis for which medication is necessary, shall not handle weapons and/or ammunition. Psychiatric conditions requiring medications with a Selective Serotonin Reuptake Inhibitor (SSRI) that have been determined stable by their prescribing provider shall normally be recommended for a waiver by that provider. Conditions requiring medications other than an SSRI may be recommended for a waiver on a case-by-case basis through referral to a psychiatrist. In considering waivers, the psychiatric diagnosis, medication,

other medical history and their effect on judgment and motor behavior shall be the primary considerations. Recommendations for waivers shall be submitted to the CENSECFOR (N4). Waivers shall not be recommended for any individual with a diagnosis of psychosis or bipolar disorder for which anti-psychotic or mood stabilizing (including anti-convulsant) medication is necessary.

Contract employees who withhold information on medication(s) may be subject to immediate removal from assigned duties.

Section 5-2.2.2.2 Over-the-Counter Medications

Over-the-counter medications which adversely affect the focus of attention, or present any other potential safety hazard must also be reported. If appropriate, the respective CENSECFOR Learning Site Commanding Officer/Detachment Officer in Charge/Learning Site Director may request the removal of contract employees from any high risk training evolutions until such time as a medical official certifies the individual as fit for duty as outlined in BUMEDINST 6120.20B. The contractor shall immediately comply with any such requests. In situations in which student or staff safety is threatened, the government is empowered to immediately take appropriate steps to mitigate the situation, to include relieving contract employees of duty.

Section 5-2.2.3 Alcohol Policy

Navy policy prohibits the consumption of alcohol by personnel engaged in live-fire evolutions within twelve (12) hours prior to the delivery of weapons training (OPNAVINST 3591.1F (Small Arms Training and Qualification)) (Attachment O). The Government reserves the right to temporarily relieve any contract employee from the delivery of weapons training to Navy students, if the contract employee appears to be violation of this policy. In the event that the contractor or contract employee refutes this assessment, the contractor must provide the results of a drug/alcohol screening to ensure the contract employee is fit for duty as outline by BUMEDINST 6120.20B. In either case, the TA will advise the CENSECFOR COR and/or CENSECFOR DOT, of this action as soon as possible. Drug/alcohol screening shall be performed at the contractor's expense.

Section 5-2.3 Medical Screening

All contract employees shall undergo a medical screening within thirty (30) days of commencing duty as mandated by OPNAVINST 1500.75C. The medical screening shall be conducted in the presence of the contract employee, and shall be performed by competent medical authority (i.e., Licensed Physician, credentialed Physician's Assistant (PA), Nurse Practitioner (NP), etc.). The medical screening shall also include psychosocial screening. The High Risk Instructor Screening Guide (Attachment O), Medical Officer's Interview Guide (Attachment P), and High-Risk Instructor Medical Questionnaire (Attachment Q) shall be used in supporting this requirement. Additionally, NETCINST 1500.13B requires that medical screenings must be renewed every three (3) years, unless circumstances (or other directives) dictate that the screening be conducted more frequently. All medical screenings shall be provided by the contractor at no additional cost to the government.

Section 5-2.4 Psychological Screening

All contract employees involved in the handling of weapons and/or ammunition shall be required to undergo a psychological screening within thirty (30) days prior to reporting for duty as directed by OPNAVINST 1500.75C and NETCINST 1500.13B. This screening shall determine whether the contract employee is psychologically suitable to handle weapons and/or ammunition. Contract employees with a past history involving incidents which resulted in referrals to family advocacy, medically noted traits of a personality disorder, treatment for substance abuse (within two years), and treatment for, or therapy for suicide tendencies, threats to harm others, or other mental health problems would likely require specialty referral for expert evaluation, and may be cause for disqualification from performing work as set forth under this PWS.

Per NECTINST 1500.13A, psychological screening shall be conducted by a qualified practitioner. The screening must indicate that the employee has completed psychological screening per NETCINST 1500.13B, or a commercially available screening guide (such as the Minnesota Multiphasic Personality Inventory, or other available screening processes and procedures). The method employed shall be indicated on the evaluation. Any psychometric testing may be utilized. The qualified practitioner shall report any diagnoses using criteria of *DSM-III-R, Diagnostic and Statistical Manual of Mental Disorders, Third Edition, Revised*. A professional opinion shall be rendered regarding the psychological suitability of the employees to perform assigned duties. Additionally, the contractor shall regularly monitor their employees to ensure that potential psychological issues can be identified as early as possible. All employee psychological screenings shall be provided by the contractor at no additional cost to the government.

Note: The *Diagnostic and Statistical Manual of Mental Disorders (DSM)* is published by the American Psychiatric Association and provides a common language and standard criteria for the classification of mental disorders. It is used in the United States and in varying degrees around the world, by clinicians, researchers, psychiatric drug regulation agencies, health insurance companies, pharmaceutical companies and policy makers. This manual should be a standard reference for mental health professionals, and is available commercially.

Section 5-2.5 Lautenberg Amendment

The provisions of the Lautenberg Amendment to the Gun Control Act of 1968 makes it illegal for anyone convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. This stipulation disqualifies any affected individual from performing weapons and/or ammunition handling duties in accordance with this PWS. All contract employees (involved with the handling of weapons and/or ammunition) shall sign a statement which acknowledges that they understand the provisions and consequences of the Lautenberg Amendment, and that they have not been convicted of any offense covered by the act. Additionally, in order to ensure that CENSECFOR is supported by 18 U.S.C. 922(s) (4), the contractor shall provide a letter certifying that the contract employee has been vetted through the National Crime Information Center (NCIC) and that no records of domestic violence appear. This letter shall be filed in the CTJ. The DD Form 2760 may be used in lieu of a locally created statement. An Adobe eForm can be found and used at: ([DD Form 2760](#)). Additionally, OPNAVINST 8023.24C requires annual screening utilizing OPNAV 5530/1 (Attachment XX). The OPNAV 5530/1 shall be filed in the CTJ.

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SECTION 6 FACILITIES AND OTHER REQUIREMENTS

Section 6-1 Equipment and Facilities

The Government shall provide all training facilities, to include classrooms, labs, ranges and equipment as well as the consumable and logistical support necessary to perform the tasks and functions described in the PWS. Space limitations may prohibit the ability to assign each contract employee their own desk or workstation. However, contract employees shall be provided with assigned work space at the respective training location. In addition to work space, each contract employee shall be provided with access to government computers and telephones, but not cellular phones, for official use only. Under no circumstances will contractor-provided personal computers will be connected to the Navy/Marine Corps Intranet (NMCI). Contractor personnel shall comply with all DOD and Navy internet usage and cybersecurity policies.

Unless provided by the Government, the contract employees shall be expected to do light custodial work, (e.g., empty trash, dust, vacuum carpet, sweep floor, etc.) in the space.

Section 6-2 Access to Government Equipment and Facilities

Contractor's employees shall be required to access military installations in the performance of duties described in this PWS. Additionally, the employee shall be required to access DOD computer networks and web sites in connection with his/her daily duties.

Section 6-2.1 Physical Security and Key Control

The Government shall be responsible for the key security system and, as needed, provide keys to the contractor. The contractor shall safeguard and maintain control over assigned keys. The contractor shall return any keys to the respective CENSECFOR Learning Site Commanding Officer/Detachment Officer in Charge/Learning Site Director, if no longer needed or upon contractor personnel termination of work under this contract.

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SECTION 7 Transition Plan

Section 7.1 Transition Phase-In Period

No later than ten (10) days after contract award, the Contractor shall provide a transition plan to the COR for review and approval. If the COR identifies any deficiencies in the plan or has any questions/concerns, the contractor shall address these deficiencies/questions/concerns no later than five (5) days after receipt from the COR.

The phase-in transition plan shall require coordination with the incumbent vendor and familiarization with physical site locations. The transition period shall be 30 days. The transition period is to allow the vendor a preparation period for the purpose of obtaining: site specific and local operational knowledge, completion of Government provided qualifications and certifications, obtaining Government controlled designations, completion of CTJs, and all other requirements in PWS Sections 4 and 5 that define fully qualified and certified contractor personnel. The contractor shall coordinate all transition efforts with CENSECFOR Learning Site leadership, Headquarters personnel, and the incumbent vendor to fully perform all aspects of the PWS after the transition period ends.

The vendor shall implement its Government-approved transition plan to start up operations and be fully operational to meet the requirements of the PWS not later than thirty (30) days from the contract start date. During this transition period, the contractor shall:

- Implement their transition plan to ensure the vendor shall achieve all requirements within the thirty (30) day transition period. The vendor shall provide master copies of the transition plan to the CENSECFOR COR, and shall provide the respective CENSECFOR Learning Site Director with a timeline of events as they apply to the training location. The accomplishment of this plan requires close coordination between the contractor and all Government representatives to ensure that all tasks are accomplished prior to the performance start date.
- Create a Contractor Training Jacket (CTJ) for each prospective employee using the format prescribed in Section 5-2 of this PWS, ensuring that appropriate documentation has been provided for all of the prerequisites contained in section 4 and 5. The CTJs shall be ready for review and verification by respective CENSECFOR Learning Site Director or TA at least ten (10) days prior to the completion of the Transition Phase-In period.
- Ensure that the appropriate background investigations as required per section 9-4 of this PWS have been completed, and if not, ensure that the necessary documentation is completed and submitted prior to the end of the transition period. Inability to satisfactorily complete a background investigation and/or be issued a CAC is considered disqualifying for any contract employee. The vendor shall ensure that all prospective contract employees obtain all appropriate identification cards during the transition period.
- In the event that the vendor plans on hiring incumbent personnel, the vendor shall be responsible for:
 - Screening the background investigations for those personnel for compliance, and resolving any discrepancies identified prior to the end of the transition period. In the event that circumstances prohibit the ability of the vendor to rectify those issues prior to the start of employment, the vendor shall provide the

CENSECFOR COR with the details associated with the deficiency as well as the method and timeframe for resolving the issue.

- Ensuring that all incumbent personnel undergo current medical and psychological screening prior to the performance start date, and that a current urinalysis screening is also accomplished. Medical/psychological/urinalysis screenings performed on previous contracts are not acceptable.

The vendor shall advise the CENSECFOR COR and PCO when all transition phase-in tasks have been completed

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SECTION 8 TRANSITION OUT PHASE

Section 8-1 Transition out Phase

Should the contractor not be selected as the future follow-on contractor, the contractor shall participate in a transition phase to orderly and efficiently transition to a successor. The transition phase-out shall be considered the last thirty (30) days prior to the end of the contract period of performance. The transition-out phase shall consist of phase-in training for the successor and transition of all appropriate documentation relevant to the duties specified herein.

The contractor shall submit a Transition-out Support Plan to the CENSECFOR COR not later than 30 days after the plan is requested. The Transition-out Support Plan must include a staffing plan which ensures all operational and safety requirements will continue to be met throughout the transition-out phase, and, an approach to providing for a smooth and orderly transition of support under this effort. This transition-out support shall ensure continuity of operations, documentation, data, equipment, procedures, training, and travel to enable uninterrupted mission support. The Transition-out Plan shall provide a schedule of actions, milestones, and methods to determine the status of each proposed action in facilitating a smooth and orderly transition to succeeding Government and/or contract support entities.

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SECTION 9 SAFETY REQUIREMENTS

Section 9-1 Safety

Accomplishment of the CENSECFOR mission exposes personnel to inherent risk. Similarly, the training which prepares personnel for operational duty also carries risk, as noted by the High Risk Training designation for the majority of the courses described in this PWS. Knowing the inherent risk, CENSECFOR is committed to ensuring the safest possible training environment for students, instructors and staff. Contract personnel shall fully support risk mitigation efforts and conduct themselves in compliance with OPNAVINST 1500.75C, NETCINST 1500.13B and CENSECFORINST 5100.1. Contract personnel are empowered and encouraged to immediately take corrective action to rectify behavior which the contract employee believes to be unsafe. A consistent commitment to safety and support of risk mitigation efforts, contractor response in the event of a mishap or near hit/miss, and adherence to Emergency Action Plans, if applicable, will be considered and documented during contractor performance assessments.

Section 9-2 Emergency Action Plan

An Emergency Action Plan is in place for each learning site, and can be obtained from respective CENSECFOR Learning Site Commanding Officer/Detachment Officer in Charge/Learning Site Director. All contract employees shall execute all of the procedures detailed in the plan. Additional guidance can be found in CENSECFORINST 5100.1 and NETCINST 5100.1A.

Section 9-3 Mishap

If a mishap involving services under this contract occurs, the contractor shall promptly report the incident within one (1) hour to the CENSECFOR Learning Site Commanding Officer/Detachment Officer in Charge/Learning Site Director, CENSECFOR COR and the PCO. If the Navy conducts an investigation of the mishap, the contractor shall cooperate and assist Government personnel until the investigation is complete. Contractors shall include a clause in subcontracts, if any, under this contract to require subcontractor cooperation and assistance in mishap investigations.

Section 9-4 Contractor Responsibility for Safety

Nothing in this PWS, nor any Government action or failure to act in surveillance of this contract, shall relieve the contractor of its responsibility for the safety of the contractor's personnel, the Government's personnel and property, and the general public.

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SECTION 10 PERSONNEL AND INFORMATION SECURITY REQUIREMENTS

Section 10-1 Citizenship

Per DOD Regulation 5200.2-R (DOD Personnel Security Program) (Attachment S), SECNAV M-5510.30 (Department of the Navy Personnel Security Program) (Attachment T) and DOD Manual 5220.22-M (National Industry Security Program Operating Manual) (NISPOM) (Attachment U), only U.S. Citizens are eligible for security clearances. Proof of U. S. Citizenship shall be verified by the contractor, and a memorandum which states the date and method of verifying citizenship shall be filed in the CTJ.

Section 10-2 Common Access Card (CAC)

Homeland Security Presidential Directive -12 (www.dhs.gov/homeland-security-presidential-directive-12#1) mandates that a Federal standard for secure and reliable identification be established and implemented. This standard is known as a Common Access Card (CAC), which uses Public Key Infrastructure (PKI) to validate the user.

The Government Contractor CAC card serves as the primary method of identification for the contractor employees, as well as providing PKI access to the Navy/ Marine Corps Intranet (NMCI), and numerous Navy web sites, which may restrict access.

Section 10-2.1 Issuance of CAC card

DOD Instruction 1000.13 (Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals) (Attachment V) requires a favorable background investigation be completed for individuals prior to being issued a CAC card.

DOD Manual 1000.13 Volume 1 (DOD Identification (ID) Cards: ID Card Life Cycle) (Attachment U) expounds that the initial issuance of a CAC requires, at a minimum, the completion of the Federal Bureau of Investigation (FBI) fingerprint check with favorable results and submission of a commensurate background investigation for the position.

Provided that a completed favorable background investigation is on file, the CENSECFOR CSM (or a locally designated trusted agent) must register the contractor in the Trusted Associate Sponsorship System (TASS). Once registered, the contractor shall complete the application for a CAC card and provide to the CENSECFOR CSM (or a locally designated trusted agent), who will review and approve (or deny) the application. If approved, the contract employee must go to a Real-Time Automated Personnel Identification System (RAPIDS) location for final verification and processing.

For individuals who do not have a background investigation on file, a temporary CAC can be issued upon a successful FBI fingerprint check and submission of the appropriate request for background investigation.

Section 10-2.2 Return of CAC Cards

The contractor shall be responsible for obtaining any Government issued identification cards from the former employee and to turn those items over to the respective CENSECFOR Learning Site Commanding Officer/Detachment Officer in Charge/Learning Site Director (or designated representative) within five (5) days of the termination of the employment.

Section 10-2.3 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information (July 2013)

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

APPLICABILITY

This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Navy Command’s Security Manager upon arrival to the Navy Command and shall out-process prior to their departure at the completion of the individual’s performance under the contract.

ACCESS TO DOD IT SYSTEMS

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity’s Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when

specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

INTERIM ACCESS

The Navy Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

DENIAL OR TERMINATION OF ACCESS

The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

CONTRACTOR'S SECURITY REPRESENTATIVE

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as Non-Critical Sensitive [ADP/IT-II] when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLIC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLIC consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

- SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. The Navy Command's Security Manager will review the submitted documentation for completeness prior

to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

- Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and
- Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a FBI fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

- SF-85 Questionnaire for Non-Sensitive Positions
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM

Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

* Consult with your Command Security Manager and Information Assurance Manager for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

Section 10-3 Access to DOD IT Systems

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. While the investigation is in process, and after a temporary CAC card has been issued, an interim account may be established allowing access to government computer systems.

All CENSECFOR contract employees are categorized at the "IT-II" level (defined in detail in SECNAV M-5510.30). Individuals assigned to this category require access to information which is protected by the Privacy Act, to include Protected Health Information (PHI).

Prior to initiating access to the IT system, the new employee must successfully complete the annual Information Assurance (IA) training. Once this training has been completed the new contractor may complete and submit a System Authorization Access Request (Navy) (SAAR-N) (OPNAV 5239/14). This form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. As such, the contract site lead is not authorized to sign the SAAR-N; therefore, the CENSECFOR COR shall sign the SAAR-N as the "supervisor".

Section 10-4 Background Investigations

HSPD-12; DOD Regulation 5200.2-R; and SECNAV M-5510.30 establishes the requirement for a background investigation to be conducted on all contractor personnel. The type of investigation shall be based on the level of access to classified information required by the position, and/or as the basis for determining the loyalty, reliability, and trustworthiness commensurate with the sensitivity of the position.

Section 10-4.1 Access to Classified Information

Access to classified information is not required for this contract.

Section 10-4.2 Determination of Trustworthiness

Per HSPD-12, a background investigation is required on all contractor employees. DOD Regulation 5200.2-R, and SECNAV M-5510.30, further specify that individuals assigned to positions involving the education and/or orientation of DOD personnel must have a completed **National Agency Check with Local Agency and Credit Checks (NACLC)** (or equivalency as determined by Exhibit 5A of SECNAV M-5510.30) on file.

In the event that an investigation is not on file, the process outlined in section 10-6 below shall be initiated.

Section 10-5 Security Process Procedures

All contract employees shall in-process with the CENSECFOR CSM (or a locally designated representative) and the CENSECFOR Information Assurance Manager (IAM) (or a locally designated representative) upon arrival at the respective learning site, and shall out-process prior to their departure at the completion of the contractor's performance under the contract.

The Contractor Facility Security Officer (FSO) (or security representative) is responsible for verifying that an appropriate investigation has been completed on each contractor.

If a valid investigation is on file, a memorandum shall be filed in the CTJ indicating the level of investigation, date of completion, and the investigating agency. A copy of this memorandum will be provided to the CENSECFOR CSM.

In the event that an investigation is not on file, the process outlined in section 10-5.1 below shall be initiated.

Section 10-5.1 Initiation and Processing of Background Investigations

The respective contractor determines the hiring process for their new employees. New employees may be in-processed at the corporate headquarters prior to reporting to the respective CENSECFOR Learning Site. In some cases, the employee reports directly to the learning site and conducts in-processing via the Contract Site Lead (or other designated representative).

When processing is conducted at the corporate site, the Contractor FSO will ensure that two (2) FBI Applicant Fingerprint Cards (FD 258) and necessary personal information (contractor's full name, date of birth, place of birth, and complete SSN) are provided to the CENSECFOR CSM as soon as possible after the hiring process. For those individuals processed at the respective learning site, the Site Lead shall ensure that aforementioned information/documentation is provided to a locally designated CENSECFOR representative, to be forwarded to the CENSECFOR CSM.

Once this information/documentation is received, the CENSECFOR CSM will initiate the investigation process within the Joint Personnel Adjudication System (JPAS). The CENSECFOR CSM will establish an Electronic Questionnaire for Investigation Processing (e-QIP) account for the contractor. At that point, the employee will be able to access the e-QIP website (<http://www.opm.gov/e-qip/index.asp> or <http://www.dss.mil>) and complete the online questionnaire. A government computer is not required.

When completed, the entire questionnaire package will be reviewed by the CENSECFOR CSM for completeness, accuracy, and suitability prior to submission. If the CENSECFOR CSM is satisfied with the package, it will be forwarded to the Office of Personnel Management (OPM) to perform the investigation.

Section 10-5.2 Results of Background Investigation

Once OPM completes the investigation, the CENSECFOR CSM will be advised of the results. The CENSECFOR CSM will disseminate the results to the CENSECFOR COR, Contractor FSO (or other security representative), and to the respective learning site.

If the results are favorable, the contractor shall ensure that a memorandum is filed in the CTJ indicating the type of investigation, date of completion, and the investigating agency.

In the event that the investigation produces non-favorable results, the CENSECFOR CSM will make a determination as to what corrective options may be available (if any), and advise the CENSECFOR COR as to what requisite steps may be taken to resolve the problem. The investigation results may indicate an issue which has no remedial solution. In that case, the CENSECFOR COR will advise the contractor program manager that the employee is not suitable.

Section 10-5.3 Reinvestigations

All background investigations are required to be updated on a periodic basis as defined in SECNAV M-5510.30. The CENSECFOR CSM will monitor these dates and will advise the Contractor FSO (or security representative) when updates are necessary.

SECTION 11 DELIVERABLES

Section 11-1 Contractor's Quality Assurance Plan

The contractor shall develop and maintain a quality assurance plan in order to manage employee performance and to track individual contractor qualifications and certifications. This QA Plan shall detail the methodology to be used by the contractor to monitor and grade the performance of its personnel as they carry out the requirements of this PWS. The QA Plan shall address the contractor's courses of action to improve the performance of under-performing personnel and maintain the skills of employees performing at or above acceptable standards.

The QA Plan shall describe in detail the methodology or process the contractor will utilize to ensure all required personnel qualifications and certifications remain current. At a minimum, the plan shall provide the dates and method for the accomplishment of each of the qualifications/certifications for each employee attached to the contract. The data contained in the QA Plan shall mirror the documentation filed in the CTJ.

The QA Plan shall also detail how the contractor intends to satisfy the requirement for replacement employees in accordance with Section 3-1.7.1 of this PWS.

The contractor shall provide the initial Quality Assurance Plan to the CENSECFOR Learning Site Director(s), CENSECFOR COR and CENSECFOR TA(s) not later than ten (10) days prior to the start of performance. An updated plan shall be provided to the same personnel not later than the tenth day of each quarter (10 Jan; 10 Apr; 10 Jul; 10 Sep).

Section 11-2 Monthly Status Report

The contractor shall develop and submit a monthly status report not later than the tenth (10th) day of the month to the CENSECFOR Learning Site Commanding Officer/Officer in Charge/Site Director, CENSECFOR COR, and CENSECFOR TA(s). This status report should also provide a synopsis of any issues and/or concerns, any future objectives to be achieved, and a summary of travel costs expended during the reporting period.

The monthly report shall consist of five sections:

- Section 1 shall provide a synopsis of any issues and/or concerns as well as any future objectives to be achieved.
 - Status of Student or Staff complaints against contract employee
 - Positive or Negative comments directed towards contract employees
 - Status of safety-related incidents involving contract employees
 - Any other contract employee issues
- Section 2 (if applicable) shall contain a summary of any travel costs or other ODC expenses expended since the last report.
- Section 3 shall provide a list of all assigned personnel by location. Additionally, the list shall provide the company employing the employee (if a subcontractor); employee's start date on this contract; expiration date of First Aid and CPR certifications; expiration date of current weapons proficiency qualifications (if applicable); level and date completed of their background investigation; and the expiration date of their current CAC card.

- Section 5, (if applicable), shall provide plans for resolving any deficiencies

Section 11-3 Trip Report

The contractor shall require his/her employees to file a trip report upon return from any periods of travel covered by section 1-6.2 of this PWS. The trip report shall be in a format prescribed by the CENSECFOR COR, but at a minimum, shall address the objectives of the travel and whether those objectives were or were not achieved. If not achieved, the circumstances preventing the accomplishment of the objective shall also be provided. Upon submission, a copy shall be provided to the CENSECFOR COR.

SECTION 12 ADDITIONAL ISSUES AND CONCERNS

Section 12-1 Privacy Act Compliance

The contractor may be in contact with data and information subject to the Privacy Act of 1974 (Title 5 of the U.S. Code Section 552a). The contractor shall ensure that its employees assigned to this effort understand and adhere to the requirements of the Privacy Act and to Department of Defense and Department of the Navy regulations that implement the Privacy Act. Department of Navy policy and procedures implementing the Privacy Act are detailed in DoD Directive 5400.11 (DoD Privacy Program), available on-line at <http://www.dtic.mil/whs/directives/> and in SECNAVINST 5211.5E (Department of the Navy Privacy Act (PA) Program), which is available on-line at <http://privacy.navy.mil>. The contractor shall identify and safeguard data, information and reports accordingly. In addition, the contractor shall ensure that contractor employees assigned to the contract are trained on properly identifying and handling data and information subject to the Privacy Act prior to commencing work.

Section 12-2 Proprietary Information

No data provided to, or developed by, the contractor shall be used for any purpose other than the tasks assigned. All information (data files and hard copy) becomes the property of the Government and the contractor shall return them at the completion of the task. The Government shall not be required to pay royalties, recurring license fees, use tax or similar additional payments for any contractor-developed product or associated software presentation.

Section 12-3 Non-Personal Service Statement

Contractor employees performing services under this contract will be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management shall ensure that employees properly comply with the performance work standards outlined in the PWS. Contractor employees shall perform their duties independent of, and without the supervision of, any Government official. However, due to the High Risk nature of the training, the CENSECFOR TA and/or other Government representative shall provide direction and/or guidance within the execution of the training. The tasks, duties, and responsibilities set forth in this contract shall not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR) <http://farsite.hill.af.mil/vffar1.htm> . The Government shall control access to the facility and shall perform the inspection and acceptance of completed work.

Section 12-4 Enterprise Contractor Manpower Reporting Application (ECMRA)

The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are: (1) W, Lease/Rental of Equipment;

- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) S, Utilities ONLY;
- (5) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address
<https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.