

RFQ HTC711-08-Q-0066, w/Atch

1. **General:** The overall intent of this requirement is to successfully provide contract level project management, project tracking, CCB support; software development; software maintenance; functional support; 24x7 Tier II support; and documentation. The Performance Work Statement (PWS) dated 11 March 2008 (Atch 1) details the effort to be accomplished. At any time prior to award, the Government may determine it necessary to discuss aspects of a schedule contractor's proposal.

2. **Place of Performance:** USTRANSCOM, Scott AFB, IL.

3. **Schedule:** The Base Period of performance for this effort is 1 July 2008 through 30 September 2008; Option Period One is 1 October 2008 through 30 September 2009; and Option Period Two is 1 October 2009 through 30 September 2010.

4. **Security Information:** Schedule contractors shall complete Blocks 6a, 6b, and 6c of the DD Form 254 (Atch 2).

5. **Quote Evaluation:** Evaluation will be conducted in accordance with FAR 8.405-2 (d). For the purposes of this acquisition, all non-price factors, when combined, are significantly more important than price. Within the non-price factors, Understanding of the Work is more important than Past Performance. Within Understanding of Work, the subfactors of Staffing and Technical are equal in importance. Strengths and weaknesses may be assessed under the Understanding of Work factor. Price will be evaluated but not rated. Award will be made to the offeror whose quote conforms to the requirements specified in the RFQ and which provides the best value to the Government, price and non-price factors considered. This may result in an award to a higher rated, higher priced schedule contractor where the decision is consistent with the evaluation factors.

a. Past and Present Performance (shall not exceed 3 pages):

**Submission Requirements:** Schedule contractors shall provide no more than three examples of government or commercial work efforts which they consider relevant, which are currently being performed or were performed within the last three years, and which demonstrate their ability to perform the work identified in the past performance areas identified below. Contractors should address all five past performance areas below, but each individual example does not need to reflect performance in all five areas. Offerors are required to provide a Point of Contact for each of the samples provided below. Ensure you include the POC name, phone number, and e-mail address, if available. Contact information submitted under Past and Present Performance will not be considered in the page count.

1. Functional experience in transportation-related DoD Command Center operational activities (or similar commercial experience).

2. Experience supporting and using Command Center systems such as Single Mobility System (SMS) or Event Logbook (or similar commercial experience).

3. Experience developing ad hoc queries and analysis of the Global Defense Transportation System (DTS) (or similar commercial experience).
4. Experience providing 24-hour/7 days a week Tier II on-call and secondarily, on-site system support as defined in PWS paragraph 1.3.5.
5. Experience developing, maintaining, and administering complex software applications using Government and industry standards and approaches.

***Evaluation:*** Past performance will be evaluated as a measure of the Government's confidence in the schedule contractor's ability to successfully perform based on previous and current contracts and work efforts. Current performance will have greater impact than less recent performance. A confidence assessment rating will be assigned to each schedule contractor as follows:

High Confidence – Based on the schedule contractor's performance record, essentially no doubt exists that the schedule contractor will successfully perform the required effort.

Significant Confidence - Based on the schedule contractor's performance record, little doubt exists that the schedule contractor will successfully perform the required effort.

Satisfactory Confidence - Based on the schedule contractor's performance record, some doubt exists that the schedule contractor will successfully perform the required effort.

Neutral/Unknown Confidence – No performance record is identifiable.

Little Confidence - Based on the schedule contractor's performance record, substantial doubt exists that the schedule contractor will successfully perform the required effort. Changes to the schedule contractor's existing processes may be necessary in order to achieve contract requirements.

No Confidence – Based on the schedule contractor's performance record, extreme doubt exists that the schedule contractor will successfully perform the required effort.

The following ratings will be used in evaluating the relevancy of the schedule contractor's past performance. To be considered relevant experience the work must be recent (within the last 3 years) and demonstrate ability to perform the work outlined in the PWS. Within the 3-year performance period, current performance will have greater impact than less recent performance. The Government reserves the right to obtain information relative to past and present performance on its own, in addition to that provided by the contractor.

Very Highly Relevant (VHR) –Present/past performance efforts involved the same magnitude of effort and complexities as those identified in the performance areas above.

Highly Relevant (HR) – Present/Past Performance efforts involved much of the magnitude of effort and complexities as those identified in the performance areas above.

Relevant (R) –Present/past performance efforts involved some of the magnitude of effort

and complexities as those identified in the performance areas above.  
Somewhat Relevant (SR) –Present/past performance involved significantly less magnitude of effort and complexities than those identified in the performance areas above.

Not Relevant (NR) – No relevant experience as described above has been identified.

b. Understanding of Work (shall not exceed 25 pages):

***Submission Requirements, Staffing (shall not exceed 10 pages):*** Schedule contractors are required to submit their staffing approach as reflected in a personnel matrix which identifies the personnel resources given the schedule contractor's approach to performing the PWS tasks. The matrix shall correlate positions by labor category to the PWS tasks. The quote shall provide evidence of capability to effectively recruit, train, and retain adequate personnel resources to support the Deployment Distribution Operations Center's (DDOC's) existing operational requirements. The quote shall also provide evidence of the schedule contractor's ability to provide qualified personnel with the capability of training DDOC systems users in the use of these systems. Schedule contractors shall identify the necessary positions and generic resumes that demonstrate requisite education, experience, security, or special skills needed to perform the intended PWS tasks. Specific skills include: knowledge of Command Center operational requirements, knowledge of Command Center systems such as Single Mobility System and Event Logbook (or similar commercial systems), and knowledge of ad hoc query development and analysis of the deployment distribution system. A generic resume is defined as a resume identifying the education, experience, security or special skill requirements of any person filling that job (not a specific individual by name) at any time during the contract period.

***Submission Requirements, Technical (shall not exceed 15 pages):*** Schedule contractors shall submit a sound plan for accomplishing the requirements of the PWS. The plan should provide a logical approach that ensures timely support for all tasks as described in the PWS. The plan should adequately identify all major project activities in logical order and realistic milestone dates, should provide evidence and examples of the technical documentation that is required to meet the requirements of the PWS, and should include: plans for managing, measuring, reporting on, and improving the contractor's performance with regard to the tasks assigned under this contract; evidence of the contractor's ability to develop, implement, maintain, and administer complex software applications using Government and industry standards and approaches; plans for providing systematic and professional system user training; plans for accomplishing the project within the required period of performance; and evidence of existing knowledge management capabilities implemented and institutionalized within their company. Schedule contractors shall demonstrate these capabilities in accordance with the procedures outlined in the PWS. The plan shall adequately identify all major project activities in logical order and realistic milestone dates, and shall include quality checks to ensure the final deliverables meet all PWS requirements and include proposed actions for correction of any defects.

***Evaluation:*** The Government will evaluate the offeror's proposed staffing and technical approach to determine: (1) the adequacy of their unique approach to accomplishing the required effort, ensuring a quality service will be provided; (2) that the offeror reasonably communicates an understanding of the effort that is consistent with the PWS requirements

and (3) that the unique approach proposed is adequately reflected in the price. The Government will accomplish this evaluation by assessing strengths and weaknesses based on the offeror's unique staffing and technical approach.

c. Price Proposal (not including Atch 3, shall not exceed 5 pages):

***Submission Requirements:*** Schedule contractors shall price the base period and all option periods using the rates in their existing GSA 70 IT schedule contract. Schedule contractors shall use the format at Atch 3 to submit this information. In addition to Atch 3, schedule contractors shall provide a breakout of each proposed labor category and hours for the personnel proposed. If your schedule does not include rates through 30 September 2010, you must quote your last approved rates (as discounted) for the period through current schedule expiration. These quoted rates must be guaranteed through the contract period or projected rates must be quoted for the period beyond current schedule expiration through task order completion. An explanation regarding the inflation or deflation rates applied is required to support the Government's price reasonableness analysis. Schedule contractors who choose to discount current schedule labor rates should also provide an explanation to assist the Government's price reasonableness analysis, in terms of ensuring the Government has confidence that the schedule contractor understands the requirement.

***Evaluation:*** Detailed price breakdown is provided as described and prices are determined to be fair and reasonable.

6. **Organizational Conflict of Interest:** Potential impact on other orders placed with the schedule contractor.

***Submission Requirements:*** PWS requirements may or may not be perceived as providing the winning schedule contractor a competitive advantage for future contracts with USTRANSCOM or other DOD organizations. Future contracting with the Government shall be restricted as outlined in FAR Subpart 9.5, Organizational Conflicts of Interest. Schedule contractors shall submit a mitigation plan that addresses actual or perceived conflicts of interest with schedule contractor effort related to these services, as appropriate. If the schedule contractor believes there is no OCI, a statement as such will be included.

The Government will review the contractor's OCI Mitigation Plan to determine if any actual or perceived OCI exists. Additionally, the Government will monitor contract performance for emerging areas of conflict of interest and take action considered necessary to avoid, neutralize, or mitigate any conflicts.

7. The following clauses will be included in the task order at time of award:

52.204-7--Central Contractor Registration (Jul 2006)  
 52.227-14 – Rights in Data – General, Alternate 1 (Dec 2007)  
 52.227-15 – Representation of Limited Rights Data and Restricted Computer Software (Dec 2007)  
 52.232-18--Availability of Funds (Apr 1984)  
 52.232-33--Payment by Electronic Funds Transfer--Central Contractor Registration

(Oct 2003)

52.245-1--Government Property (Jun 2007)

252.204-7004--Alternate A (Sep 2007) (CCR)

252.232-7003--Electronic Submission of Payment Requests (Mar 2007)

5552.204-9000--Notification of Government Security Activity and Visitor Group Security Agreements (Apr 2007)

5552.204-9001--Facility Clearance (Apr 2007)

5552.223-9001--Health and Safety on Government Installations (Apr 2007)

5552.242-9000--Common Access Cards (CACs) for Contractor Personnel (Apr 2007)

52.217-8--Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor no later than 15 days before the contract expires.

(End of clause)

52.217-9 Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor no later than 15 days before the contract expires; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 2 years and 6 months.

(End of clause)

5352.237-9001--Requirements Affecting Contractor Personnel Performing Mission Essential Services (Oct 2004)

(a) The Contracting Officer has identified all or a portion of the services performed under this contract as "Essential DoD Contractor Services" as defined and described in DoD Instruction (DoDI) 3020.37, "Continuation of Essential DoD Contractor Services During Crises." Hereafter, the personnel identified by the contractor to perform these services shall be referred to as "Mission Essential Contractor Personnel".

(b) Within 30 days after contract award or incorporation of this clause into a contract by modification, the Contractor shall provide a written list of all "Mission Essential Contractor Personnel" to the Contracting Officer or designee. The list shall identify names and country(ies) where each employee will perform work under this contract.

(c) As required to comply with or perform pursuant to DoD or Air Force requirements, the contracting officer shall direct the contractor to comply with requirements intended to safeguard the safety and health of Mission Essential Contractor Personnel. The Contracting Officer may communicate the requirements through a letter of notification or other means, and subsequently modify the contract to incorporate the requirements via full text or by reference. The Contractor may file a proposal for cost or other impacts under the Changes clause or a Request for Equitable Adjustment.

(d) This clause shall be inserted in all subcontracts meeting the criteria in paragraph (a) of this clause.

(End of clause)

8. The following provision is provided in full text:

52.217-5 -- Evaluation of Options (Jul 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of Provision)



# **SINGLE MOBILITY SYSTEM SOFTWARE DEVELOPMENT AND OPERATIONS SUPPORT**

## **PERFORMANCE WORK STATEMENT (PWS)**

**~~20-11~~ FEBRUARY ~~MARCH~~ 2008**

### **1. DESCRIPTION OF SERVICES**

#### **1.1. Background**

The US Transportation Command (USTRANSCOM) Deployment Distribution Operations Center (DDOC) mission is to determine transportation feasibility to meet customer requirements, collaborate with and appropriately task subordinate transportation component commands (TCC), and monitor transportation execution. DDOC personnel accomplish this mission through means of numerous command and control (C2) systems. The primary system used to view requirements, plan mission information, and track execution is the Single Mobility System (SMS). SMS provides the user with information from such systems as: the Air Mobility Command (AMC) Global Decision Support System (GDSS) and Consolidated Air Mobility Planning System (CAMPS); the Air National Guard (ANG) Management Utility (ANGMU); the Global Transportation Network (GTN); the Joint Operations Planning and Execution System (JOPEs); and numerous other feeder systems. USTRANSCOM requires contractor-provided information technology (IT) services and related support to keep SMS as a viable C2 tool.

#### **1.2. Scope**

The contractor shall provide specialized systems engineering and technical services in support of SMS improvements and upgrades that increase its capability and operating efficiency. The specific tasks are:

- Task Area 1, Contract Level Project Management, Project Tracking and Configuration Control Board (CCB) Support
- Task Area 2, Software Development
- Task Area 3, Software Maintenance
- Task Area 4, Operations Support and Training
- Task Area 5, 24x7 Tier II Support
- Task Area 6, Documentation

#### **1.3. Specific Tasks**

Although fielded and in operation, SMS is still under development. Additional capabilities need to be added and current functions modified to meet customer requirements. ~~Additionally, I-~~interfaces (see Appendix 1) must remain current, to keep the system ~~keep~~ compliant with USTRANSCOM architecture and security standards

(see Appendix 2), and t. The operating environment must meet DOD standards. Revisions/additions occur as needed to comply with the USTC DISR architecture standards. Currently DOD Information Assurance Certification & Accreditation Process (DIACAP) is the security standard to follow (see DODI 8510.01 and any revisions, updates, or replacements to this publication that are required by SMS.)

Additionally, support is necessary to build and maintain user accounts, train customers, and build or modify SMS filters and reports. SMS contains hundreds of customized filters / reports which are created only during scheduled releases (3 per year) and are modified out-of-cycle only if a problem is found. No monthly estimate exists as they are developed as required. The contractor shall provide the IT services listed below.

### **1.3.1. Task Area 1 – Program Management.**

#### **1.3.1.1. Subtask 1 – Contract Level Project Management**

Provide project management support to ensure the efficient accounting of all relevant project tasks and the capability to report on the status of work performed. The contractor shall submit monthly status reports no later than the 10<sup>th</sup> calendar day of the following month. Reports shall include personnel status. The monthly status report shall include, but is not limited to, a narrative review of work accomplished during the reporting period and/or significant events, deliverables processed, problem areas, anticipated activity for the next reporting period, description of any travel or unique services provided, and monies expended on the contract, by task and month.

#### **1.3.1.2. Subtask 2 – Project Tracking**

Develop a project-tracking plan for each project identified by the USTRANSCOM program manager. Individual subtask leaders shall be selected for the respective tasks based on the specific management and technical skills required. The contractor shall participate in project working groups and configuration control boards when called, and develop agendas and meeting minutes for each meeting. Technical interchange meetings shall be scheduled as needed to define projects and progress. The contractor shall work with USTRANSCOM program and functional managers to identify milestones that may impact a given project plan.

#### **1.3.1.3 Subtask 3 – Configuration Control Board (CCB) Support**

The contractor shall participate in CCB meetings and project working groups when called; developing agendas and preparing meeting minutes for each meeting. Contractor shall develop draft Engineering Change Proposals (ECP) for new requirements being considered by the CCB. The ECP shall provide a description of the requirement and proposed technical solution, along with the proposed cost and schedule. Technical interchange meetings shall be scheduled as needed to define projects and present progress.



### 1.3.2. Task Area 2 – Software Development.

The contractor shall develop SMS software in support of user-requested and SMS Configuration Control Board (CCB) approved enhancements to existing functionality. Software development will include implementation of (1) the capability to pull transportation requirements into the SMS relational database and manipulate the data to produce customer reports, queries, and graphs in either individual, detailed views or aggregated views; (2) command control (C2) current operations capabilities to track movements for contingencies or exercises; (3) sealift capability to track force sustainment movements and pull, aggregate and report on sealift activities; and (4) provide executive-level summary information of movements both graphically and textually. The contractor shall ensure all software utilized or developed in support of this task is compliant with ~~Common Operating Environment~~applicable standards, meets federal laws and regulations that affect information systems, and complies with USTRANSCOM architecture requirements. ~~Upon completion, all software developed will become the exclusive property of the Government with unlimited distribution rights.~~

The contractor shall meet with USTRANSCOM staff and component commands to receive detailed requirements in support of the broad functionality defined within the scope of the SMS program. There will be one major software release in the base year and three major software releases in each option period; these major releases will incorporate software developed under this task and will be governed as directed by the SMS CCB.

SMS comprises approximately 1.3 million lines of code. The SMS database on the unclassified domain contains approximately 30 gigabytes of data in 899 tables; the database on the classified domain is similar. Most reports are native to SMS; however, SMS has the capability to export data to Microsoft Excel or XML. System administrators under a separate Government Contract are responsible for hardware maintenance and perform the software installation on the USTC Test and Production environments on the unclassified and classified domains located on Scott AFB; however, the Contractor shall be responsible for delivering the software to the Configuration Manager and must be present to cooperate with system administrators during installation of software patches and new releases and during troubleshooting that indicates a software anomaly. A backup system is co-located. At time of award, Contractor will be provided all available artifacts, including source code, requirements documents, software documents, test documents, etc. See paragraph 3.3 for a list of Government Furnished Materials. The development environment and all development tools are a Contractor responsibility; however, this hardware/software may be purchased by the Contractor through other direct costs (ODC) as specified in paragraph 4.5.2.

#### 1.3.2.1. Subtask 1 - Situational Displays

The contractor shall develop SMS software in support of senior level decision makers. The contractor shall consolidate situational display requirements using Events Logbook incident reports for the SMS CCB. The contractor, with Government assistance in

coordination, shall develop means to pull data from various source systems as determined during requirements gathering. The contractor shall fuse this data into an operational display that is geared to exception reporting, and provide drill-down capabilities on areas of interest to decision-makers. Situational display screens should be permissions-based and tailored to the appropriate executive-level customer.

#### **1.3.2.2 Subtask 2 – ~~USEUCOM Air Mission Report Phase II~~**

~~The contractor shall make suggestions, attend meetings, conferences and provide advisory services to the government in support of developing a recommended methodology that will provide a data flow capability that moves GDSS data from SMS to a system such as Effective Visible Execution (EVE) that meets USEUCOM/USCENTCOM's data requirements to support the Afghanistan AOR. ***This task expires 30 September 2008.***~~

#### **~~1.3.2.3 Subtask 3 –~~ USEUCOM Air Mission Report Phase III**

The contractor shall provide a data flow capability that moves USEUCOM data into SMS to meet USEUCOM's requirement to view Strategic Airlift Capability (SAC) C-17 flow into the European AOR. ***This task expires 30 September 2008.***

#### **1.3.2.4 ~~3~~ Subtask ~~4-3~~ – SMS JOPES Write-Back Phase II**

The contractor shall provide a data flow capability that moves SDDC cargo vessel deployment and redeployment scheduling (Horseblanket) data in SMS to JOPES through GTN Ocean SMINT. ***This task expires 30 September 2008.***

### 1.3.2.5-4 Subtask 5-4 – Sealift Tracker Phase I

The contractor shall provide a graphical Sealift Deployment/Redeployment Tracker (Fruit Loops) within SMS that provides a Common Operating Picture (COP) to the enterprise. ~~This visual display shall provide significant analysis, reporting and tracking information which will give USTRANSCOM J3/Headquarters an automated system to monitor and manage the sealift process.~~ Sealift Tracker is a visual display with significant analysis, reporting and tracking information to assist the user in monitoring and managing the sealift process. The initial requirement is redeployment-sealift-process-tracking with deployment as a future potential effort. The high-level display elements comprise 1) a horizontal timeline display by unit, 2) milestones along the unit timeline with some designator showing responsibility and the target date from which to measure, 3) an actual even circle loop showing the status of the milestone (Sealift Tracker plots loops on the current day if not complete and locks on actual event date when complete.), 4) drilldowns to analysis and status views (Drilldowns provide summary, information with additional drills to manifest level detail.), and 5) several reports based on the logical process assessment at that particular point in time. This visual display will give USTRANSCOM J3/Headquarters an automated system to monitor and manage the sealift process. ***This task expires 30 September 2008.***

### 1.3.2.6-5 Subtask 6-5 – GATES 3.01 Integration

~~The contractor shall modify the existing SMS/GATES interface to allow the import, storage, display, analysis and reporting of all required GATES data. ***This task expires 30 September 2008.***~~

### 1.3.2.7 Subtask 7 – CMS Mission Visualization in Low-side SMS Phase I

~~The contractor shall provide a capability to visualize Coalition Mobility System (CMS) test data via the air mission filter in Low-side SMS. This visualization capability will be dependent upon and utilize the output of the current JCTD CMS Limited Operational Utility Assessment (LOUA). ***This task expires 30 September 2008.***~~

### 1.3.2.8 Subtask 8 – Continued JOPES Visibility in SMS Phase I

The contractor shall participate in and provide technical support in the planning, fielding and testing of a JOPES V4.2 to SMS connectivity methodology that will replace the current direct connection with a JDNETS/DEX interface. The government will deliver the JOPES V4.2 interface specification to the contractor when available. USTRANSCOM shall be the lead and approval authority of the final decision on how this connectivity shall be established. ***This task expires 30 September 2008.***

### 1.3.2.9-6 Subtask 9-6 – CMS Mission Visualization in High-side SMS Phase I

The contractor shall provide a capability to visualize CMS data in High-side SMS. This may include modification or creation of new data transfer and receipt capabilities within

SMS as required to support this new methodology. USTRANSCOM shall be the lead and approval authority of the final decision on how this connectivity shall be established. ***This task expires 30 September 2009.***

**1.3.2. ~~10-7~~ Subtask ~~10-7~~ – USEUCOM Force Movements Report to Mirror Functionality of the USTRANSCOM Major Moves Force Movements Report Phase I**

The contractor shall provide a EUCOM Force Movements report that mirrors the functionality of the USTRANSCOM Major Moves Force Movements Report. This capability is to allow the ECJ4-EDDOC to brief the TCJ4 Director utilizing their EUCOM Force Movements Report. The existing Major Moves report will be used as a basis for the creation of a EUCOM Force Movements report. This information will be provided to the selected contractor at contract award. ***This task expires 30 September 2009.***

**1.3.2.11-8 Subtask 11-8 - Upgrade Legacy GDSS Feed To Modernized GDSS**

The contractor shall work with USTRANSCOM to plan, field and test a transition from the legacy SMS/GDSS interfaces to the “Modernized GDSS.” This shall include modification or creation of new data transfer and receipt capabilities as required to support this new methodology. USTRANSCOM shall be the lead and approval authority of the final decision on how this connectivity shall be established and will provide existing interface documentation to the selected contractor at contract award. ***This task expires 30 September 2009.***

**1.3.2.12-9 Subtask 12-9 – Sealift Tracker Phase II**

The contractor shall continue to validate, refine and enhance the capability of SMS to track Sealift Deployment/Redeployment that was started in Phase I. ***This task expires 30 September 2009.***

**1.3.2.13-10 Subtask 13-10 - CMS Mission Visualization in Low-side SMS Phase II**

The contractor shall continue to provide a capability to visualize CMS test data via the air mission filter in Low-side SMS. This visualization capability will be dependent upon and utilize the output of the current JCTD CMS Limited Operational Utility Assessment (LOUA). ***This task expires 30 September 2009.***

**1.3.2.14-11 Subtask 14-11 – Continued JOPES Visibility in SMS Phase II**

The contractor shall continue to participate in and provide technical support in the planning, fielding and testing of a JOPES V4.2 to SMS connectivity methodology that will replace the current direct connect with a JDNETS/DEX interface. USTRANSCOM shall be the lead and approval authority of the final decision on how this connectivity shall be established. ***This task expires 30 September 2009.***

**1.3.2.15-12 Subtask 15-12 – CMS Mission Visualization in High-side SMS Phase II**

The contractor shall continue to provide a capability to visualize CMS data in High-side SMS. This may include modification or creation of new data transfer and receipt capabilities within SMS as required to support this new methodology. USTRANSCOM shall be the lead and approval authority of the final decision on how this connectivity shall be established. ***This task expires 30 September 2009.***

**1.3.2.16-13 Subtask 16-13 – ICG Interfaces Phase I**

The contractor shall participate in and provide technical support in the planning, fielding and testing of an Integrated Data Environment (IDE)/GTN Convergence (IGC) to SMS connectivity methodology for Global Air Transportation Execution System (GATES) and Electronic Data Interchange 214 (EDI 214). The IGC connection is a Service Oriented Architecture (SOA) and the interface itself will be retrieved from an Enterprise Service

~~Bus (ESB). This new SOA connection will replace the current connections to GTN. The contractor shall work with the IGC contractor to ensure SMS connects properly to the ESB. USTRANSCOM shall be the lead and approval authority of the final decision on how this connectivity shall be established. ***This task expires 30 September 2009.*** The contractor shall participate in and provide technical support in the planning, fielding and testing of an Integrated Data Environment (IDE)/GTN Convergence (IGC) to SMS connectivity methodology for Global Air Transportation Execution System (GATES) and Electronic Data Interchange 214 (EDI 214) that will replace the current connections to GTN. USTRANSCOM shall be the lead and approval authority of the final decision on how this connectivity shall be established. ***This task expires 30 September 2009.***~~

### **1.3.2.17-14 Subtask 17-14 – Sealift Tracker Phase III**

The contractor shall continue to validate, refine and enhance the capability of SMS to track Sealift Deployment/Redeployment that was started in Phase I and II. ***This task expires 30 September 2009.***

### **1.3.2.18-15 Subtask 18-15 - CMS Mission Visualization in Low-side SMS Phase III**

The contractor shall continue to provide a capability to visualize CMS test data via the air mission filter in Low-side SMS. This visualization capability will be dependent upon and utilize the output of the current JCTD CMS Limited Operational Utility Assessment (LOUA).

### **1.3.2.19-16 Subtask 19-16 – Continued JOPES Visibility in SMS Phase III**

The contractor shall continue to participate in and provide technical support in the planning, fielding and testing of a JOPES V4.2 to SMS connectivity methodology that will replace the current direct connect with a JDNETS/DEX interface. This phase shall culminate with an interface to IGC for retrieval of JOPES v4.2 data. USTRANSCOM shall be the lead and approval authority of the final decision on how this connectivity shall be established.

### **1.3.2.20-17 Subtask 20-17 – CMS Mission Visualization in High-side SMS Phase III**

The contractor shall continue to provide a capability to visualize CMS data in High-side SMS. This may include modification or creation of new data transfer and receipt capabilities within SMS as required to support this new methodology. This phase shall culminate with an interface to IGC for retrieval of SMS data. USTRANSCOM shall be the lead and approval authority of the final decision on how this connectivity shall be established.

### **1.3.2.21-18 Subtask 21-18 – Continued IGC Interfaces Phase II**

The contractor shall participate in and provide technical support in the planning, fielding and testing of an IGC to SMS connectivity methodology for Integrated Booking System



(IBS), Defense Automatic Addressing System Center (DAAS-C) and Integrated Command Control and Communication System (IC3) that will replace the current connections to GTN. USTRANSCOM shall be the lead and approval authority of the final decision on how this connectivity shall be established.

### **1.3.2. ~~22-19~~ Subtask ~~22-19~~ – Sealift Tracker Phase IV**

The contractor shall continue to validate, refine and enhance the capability of SMS to track Sealift Deployment/Redeployment that was started in Phase I and II.

### **1.3.3. Task Area 3 - Software Maintenance**

The contractor shall modify the existing SMS software to fix software errors and implement user requests identified and documented by Incident Reports. The contractor shall modify the SMS software to maintain compatibility and interoperability with architecture standards, security requirements, and current operating system, web server, and database versions. Emergency software maintenance will be incorporated into interim software releases on an as-required basis as directed by the SMS CCB.

### **1.3.4. Task Area 4 – Operations Support and Training**

The contractor shall provide support to the DDOC and USTRANSCOM component commands in support of SMS. The contractor shall provide SMS support in the broad areas encompassing operations support, requirements gathering, training, user account management, and documentation revisions. This task will be supported utilizing Government expenditures from operating program funds.

#### **1.3.4.1. Subtask 1 - Operations Support**

The contractor shall provide hands-on floor support in the use of SMS to assist DDOC operations personnel in their day-to-day mission. The contractor shall provide contingency support, as required, to assist DDOC personnel in meeting mission requirements. This includes gathering requirements to support evolving user needs. Functional users in the DDOC provide the majority of SMS requirements, which exceed the funding available to satisfy them. USTC/J3 determines the priority through a list of "Top 10" requirements and works with the SMS PMO and the Contractor to determine which requirements are worked.

The contractor shall be responsible for gathering user information, creating and modifying SMS accounts (Contractor is not responsible for managing network accounts, web server accounts, etc.), assigning user privileges, deleting obsolete accounts, and providing account management reports detailing user accounts created, deleted, and modified in support of each primary user organization. SMS has approximately 9,000 users on the unclassified domain and approximately 3,000 users on the classified domain. Primary user organizations include USTC/J3, and each of the Services: USAF,

USA, USMC, and USN. On average 900 SMS accounts are created and 1,000 SMS accounts are deleted per month.

### **1.3.4.2. Subtask 2 – Training**

The contractor shall provide recurring hands-on training to DDOC personnel on at least a monthly basis. The contractor shall provide training to Air Reserve Component personnel at ANG and Air Force Reserve Command scheduling conferences ~~as required~~quarterly. Training will cover user aspects of SMS including but not limited to: system access, account access, mission filters, station workloads, mission monitoring, cost calculators, mission drill-downs, and building movement monitors. Training consists of a full day of presentation and hands-on tutorial at a USTC facility. Historically, SMS trains approximately 288 users per year through 2 classes per month, each consisting of 12 students. Any training materials to support this task, such as training plans, are the responsibility of the contractor and are not deliverables required by the Government. The Government will approve all training requirements that require travel outside of Scott Air Force Base, IL. The contractor shall provide a Training Statistics Report that summarizes training provided to each user organization.

#### **1.3.4.2.1. On/Off-Site Training**

The contractor will provide on-site and off-site system training and systems requirements-gathering as directed by the Government at various locations within and external to USTRANSCOM. Training will include at a minimum: Familiarization with both classified and unclassified SMS, Hands-on training in the areas of workload monitors, mission monitors, seaport/airport locators, liner sustainment, multi-modal search, cost calculators, mission filters, intermodal decision support, and major movements.

#### **1.3.4.2.2. CDDOC Training**

The contractor will provide one training visit with possible multiple training sessions at the CENTCOM DDOC (CDDOC) in Kuwait. Training will include at a minimum: Familiarization with both classified and unclassified SMS, Hands-on training in the areas of workload monitors, mission monitors, seaport/airport locators, liner sustainment, multi-modal search, cost calculators, mission filters, intermodal decision support, and major movements.

### **1.3.5. Task Area 5 – 24x7 Tier II Support**

The contractor shall provide the capability for technical assistance 7 days a week, 24 hours a day to include holidays via beeper number. The contractor shall establish 24x7 support to handle questions and problems relative to SMS operations and administration. The requirement calls for immediate telephone response and possible on-site assistance ~~with USTRANSCOM program manager's coordination~~. The contractor shall document actions taken to correct problems via trouble tickets provided

by the Tier I Helpdesk personnel at USTRANSCOM. The contractor shall provide a Tier II Support Report that summarizes the status of open and recently resolved trouble tickets as an appendix to the monthly status report.

### **1.3.6. Task Area 6 — Documentation**

All deliverables shall be delivered to the USTRANSCOM Distribution Services PMO Configuration Manager.

#### **1.3.6.1. Subtask 1 – Technical Documentation**

The contractor shall provide technical documentation in support of software releases. A Software Version Description (SVD), Unit/System Test Report, Software Test Plan (STP), Interface Requirements and Design Document (IRDD), and Logical and Physical Data Models (LDM/PDM) will be provided for each major software release. The contractor shall develop a Software Requirements Document (SRD) that details functional requirements for each new capability. As a minimum, the contractor shall provide at least one SRD to document software requirements in support of each major software release.

#### **1.3.6.2. Subtask 2 – DIACAP Security Documentation**

DOD Information Assurance Certification and Accreditation Process (DIACAP): This task is required to meet the DIACAP requirements enumerated in ~~Interim~~ Department of Defense (DOD) Certification and Accreditation Process Guidance, 28 July 6, 2006~~November 2007~~, DOD 5200.1R, DODD 8500.1, and DODI 8500.2. DIACAP is a DOD-wide standard process for evaluating and certifying information technology systems. All deliverables shall conform to applicable DOD and USTRANSCOM instructions and guidance.

The Contractor shall provide draft documentation updates, changes and/or revisions to support DIACAP requirements to include the System Classification Guide, System Security Policy, User Manuals (include security features), and System Administration Manual (include installation procedures, configuration, and security features). USTRANSCOM will provide current copies of these documents as available.

#### **References:**

DOD 5200.2R, Personnel Security Regulation  
 Interim DOD Certification and Accreditation Process Guidance, July 6, 2006  
 DOD Directive 8500.1, Information Assurance  
 DOD Instruction 8500.2, Information Assurance Implementation

### **1.4. Deliverables**

All deliverables shall meet professional standards and meet the requirements set forth in contractual documentation. Unless otherwise specified, documents will be delivered

in electronic format using the Microsoft Office suite of applications that is compatible with the version currently in use at USTRANSCOM. Hard copies are not required.

<b>Deliverable Title/Paragraph</b>	<b>Schedule</b>
<b>Monthly Status report</b> IAW Para 1.3.1.1	10 <sup>th</sup> calendar day of the following month.
<b>Project Tracking Plan</b> IAW Para 1.3.1.2	15 workdays after identification of project.
<b>CCB Minutes</b> IAW Para 1.3.1.3	10 workdays following each CCB or working group meeting.
<b>Software Releases</b> IAW Para 1.3.2.	One major release in base year (July) and three major releases in each option period (November, March, and July) within 30 days of CCB approval.
<b>Situational Displays</b> IAW Para 1.3.2.1	As assigned
<del><b>USEUCOM Air Mission Report Phase II</b></del> <del>IAW Para 1.3.2.2</del>	<del>Included in the July 2008 software release.</del>
<b>USEUCOM Air Mission Report Phase III</b> IAW Para 1.3.2. <u>32</u>	Included in the July 2008 software release.
<b>SMS JOPES Write-Back <u>Phase II</u></b> IAW Para 1.3.2. <u>43</u>	Included in the July 2008 software release.
<b>Sealift Tracker Phase I</b> IAW Para 1.3.2. <u>54</u>	Included in the July 2008 software release.
<del><b>GATES 3.01 Integration</b></del> <del>IAW Para 1.3.2.6</del>	<del>Included in the July 2008 software release.</del>
<del><b>CMS Mission Visualization in Low-side SMS Phase I</b></del> <del>IAW Para 1.3.2.7</del>	<del>Included in the July 2008 software release.</del>
<b>Continued JOPES Visibility in SMS Phase I</b> IAW Para 1.3.2. <u>85</u>	Included in the July 2008 software release.
<b>CMS Mission Visualization in High-side SMS Phase I</b> IAW Para 1.3.2. <u>96</u>	Included in the November 2008 software release.
<b>USEUCOM Force Movements Report Mirror the Functionality of the USTRANSCOM Major Moves Force Movements Report Phase I</b> IAW Para 1.3.2. <u>107</u>	Included in the November 2008 software release.
<b>Upgrade Legacy GDSS Feed To Modernized GDSS</b> IAW Para 1.3.2. <u>118</u>	No Later Than 30 November 2008.
<b>Sealift Tracker Phase II</b> IAW Para 1.3.2. <u>129</u>	Included in the November 2008 software release.

<b>CMS Mission Visualization in Low-side SMS Phase II</b> IAW Para 1.3.2. <del>43</del> <u>10</u>	Included in the July 2009 software release.
<b>Continued JOPES Visibility in SMS Phase II</b> IAW Para 1.3.2. <del>44</del> <u>11</u>	Included in the July 2009 software release.
<b>CMS Mission Visualization in High-side SMS Phase II</b> IAW Para 1.3.2. <del>45</del> <u>12</u>	Included in the July 2009 software release.
<b>IGC Interfaces Phase I</b> IAW Para 1.3.2. <del>46</del> <u>13</u>	Included in the July 2009 software release.
<b>Sealift Tracker Phase III</b> IAW Para 1.3.2. <del>47</del> <u>14</u>	Included in the July 2009 software release.
<b>CMS Mission Visualization in Low-side SMS Phase III</b> IAW Para 1.3.2. <del>48</del> <u>15</u>	Included in the March 2010 software release.
<b>Continued JOPES Visibility in SMS Phase III</b> IAW Para 1.3.2. <del>49</del> <u>16</u>	Included in the July 2010 software release.
<b>CMS Mission Visualization in High-side SMS Phase III</b> IAW Para 1.3.2. <del>20</del> <u>17</u>	Included in the March 2010 software release.
<b>Continued ICG Interfaces Phase II</b> IAW Para 1.3.2. <del>24</del> <u>18</u>	Included in the July 2010 software release.
<b>Sealift Tracker Phase IV</b> IAW Para 1.3.2. <del>22</del> <u>19</u>	Included in the March 2010 software release.
<b>Incident Reports</b> IAW Para 1.3.3.	Within 24 hours after receipt of customer complaint.
<b>Interim (Emergency) Software Release</b> IAW Para 1.3.3.	As required, within 48 hours of CCB approval.
<b>Account Management Report</b> IAW Para 1.3.4.1.	10 <sup>th</sup> calendar day of the following month.
<b>Training Statistics Report</b> IAW Para 1.3.4.2.	Within 5 working days after end of each quarter.
<b>Tier II Support Report</b> IAW Para 1.3.5.	10 <sup>th</sup> calendar day of the following month (attached to monthly status report).
<b>Technical Documentation</b> IAW Para 1.3.6.1.	Within 10 workdays following a software release.
<b>Software Requirements Document</b> IAW Para 1.3.6.1.	Prior to development for each new capability.
<b>DIACAP Security Documentation</b> IAW Para 1.3.6.2.	Document updates, changes and/or revisions will be provided within 10 workdays following a software release.

## 2. SERVICE DELIVERY SUMMARY.

Performance Objective	PWS Para	Performance Threshold
Develop or modify SMS application software as directed by the Government.	1.3.2. and 1.3.3.	<del>A-95% of the time within designated timeline completion rate of Government-approved software changes is acceptable for the contractor to provide the required service IAW the PWS requirements.</del>
Provide operational support to SMS users.	1.3.4.1. and 1.3.5.	<del>A-95% of the time within designated timeline compliance rate is acceptable for the contractor to provide the required support IAW the PWS requirements.</del>
Train users in SMS functionality.	1.3.4.2.	A 100% compliance rate is acceptable for the contractor to provide training classes IAW the PWS requirements.
Provide technical documentation for software releases	1.3.6.	A 100% compliance rate is acceptable for the contractor to provide the required documents IAW the PWS requirements.



### 3. GOVERNMENT-FURNISHED PROPERTY AND SERVICES.

#### 3.1. GFE Work Space and Automated Office Support

To support the requirements specified in paragraph 1.3.4.1, the Government will provide at Government facilities ~~a minimum of~~ three (3) workspaces with desktop computers, monitors, supporting software, and standard office supplies. Networked laser black and white and color printers will be available. These items will be provided as Government Furnished Equipment and the Government will be accountable and responsible for all maintenance and upgrades.

#### 3.2. Military Network Connectivity

The contractor shall (1) use military network connectivity to support completion of task deliverables; (2) take action to ensure all government-provided equipment and computers are partitioned from the contractor's corporate computer network; (3) institute safeguards ensuring compliance with applicable government network security guidance and policies (including AFSSI 5027, <https://www.afca.scott.af.mil/ip/pubs/afssi/5027.doc>); and (4) cooperate with computer security compliance inspections and implement any immediate corrective actions that may be identified.

#### 3.3. Government Furnished Materials

Upon contract award, the Government will provide the Contractor with available source code, interface specifications, etc. Materials referenced but not available at contract award will be provided as soon as they are available.

<u>Material</u>	<u>Date Provided</u>
<u>SMS Interfaces</u>	<u>At Bidding</u> <u>Attached – Appendix 1</u>
<u>List Of Applicable It Standards</u>	<u>Attached – Appendix 2</u> <u>At Bidding</u>
<u>Historical Reference</u>	<u>Attached – Appendix 3</u> <u>At Bidding</u>
<u>SMS Configuration</u>	<u>Attached – Appendix 4</u> <u>At Bidding</u>
<u>Sample Training Material</u>	<u>Attached – Appendix 5</u> <u>At Bidding</u>
<u>Sample Software Test Plan</u>	<u>Attached – Appendix 6</u> <u>At Bidding</u>
<u>Existing IRDDs</u>	<u>Contract Award</u>
<u>Source Code</u>	<u>Contract Award</u>
<u>Current Installation Checklist</u>	<u>Contract Award</u>
<u>Current SMS Database Segment (SMSDB) Software Version</u>	<u>Contract Award</u>

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<b>Material</b>	<b>Date Provided</b>
<u>Description (SVD)</u>	
<u>Current SMSDB Installation Procedures (IP)</u>	<u>Contract Award</u>
<u>Current SMSDB System Administrator's Manual (SAM)</u>	<u>Contract Award</u>
<u>Current SMSDB Software Users Manual (SUM)</u>	<u>Contract Award</u>
<u>Current SMS Server Segment (SMSRV) SVD</u>	<u>Contract Award</u>
<u>Current SMSSRV IP</u>	<u>Contract Award</u>
<u>Current SMSSRV SAM</u>	<u>Contract Award</u>
<u>Current SMS Web Segment (SMSWEB) SVD</u>	<u>Contract Award</u>
<u>Current SMSWEB IP</u>	<u>Contract Award</u>
<u>Current SMSWEB SAM</u>	<u>Contract Award</u>
<u>Current SMSWEB Software Test Plan (STP)</u>	<u>Contract Award</u>
<u>Prior Release Documentation</u>	<u>Contract Award</u>
<u>All Available SMS Program Artifacts</u>	<u>Contract Award</u>

## **4. GENERAL INFORMATION.**

### **4.1. Contract Manager**

The contractor shall provide a Contract Manager who shall be responsible for the performance of the work. The name of the Contract Manager and alternate(s) who shall act for the contractor when the Contract Manager is absent shall be designated in writing to the Contracting Officer (CO). The contractor shall ensure all personnel assigned to this contract meet the minimum requirements specified in the contractor's proposal, In Accordance With (IAW) the generic resumes provided as part of the contractor's staffing approach. The contractor shall notify the CO in writing of any changes to personnel within three (3) workdays after information is known.

### **4.2. Contractor Employees**

The contractor shall provide personnel with expertise in the subject matter areas to comply with the terms of this requirement. The personnel shall be capable of working independently and with demonstrated working knowledge in computer system planning, design, and management.

### **4.3. Security Requirements**

The contractor shall acquire all necessary base passes for contractor personnel. The contractor shall provide employee identification badges. The Government will provide security badges. The personnel filling these positions must possess a Security Clearance granted by the DOD and their parent contractor facility should also have the appropriate Facility Clearance in accordance with DOD National Industrial Security Program (NISPOM) 5220.22R prior to performing work on any classified Government systems or products. The security clearance level for this acquisition is SECRET. Personnel requiring security clearances must possess the clearance prior to the 1 April 2008 contract start date. The contractor shall comply with all appropriate provisions of applicable security regulations. Specific security requirements are identified in the DD Form 254, Department of Defense Contract Security Classification Specification.

### **4.4. Place of Performance**

Tasks shall be performed at both contractor's facility and Scott AFB IL. On occasion, contractors who normally work at contractor facilities will be required to attend meetings at USTRANSCOM, Scott AFB IL. The contractor's facility must be within a 50-mile radius of Scott AFB IL.

### **4.5. Travel and Other Direct Costs**

Travel and ~~Other Direct Costs~~ (ODC's) will be cost reimbursable contract line items to the contractor. The Contracting Officer Representative (COR) must validate the anticipated travel and ODC costs prior to the contractor incurring these costs.

#### 4.5.1. Travel Requirements and Reimbursement

Contractor personnel may be required to travel outside the commuting vicinity of their duty locations. USTRANSCOM/J6-PC, Bldg 1961, Scott AFB IL 62225, will identify travel requirements. The contractor shall submit a travel itinerary and estimated cost for approval by the COR. Estimated amounts in the contract shall not be exceeded. Any airfare shall be at the prevailing rates for commercial airlines at economy class. When required, the most reasonable means of ground transportation (i.e., taxi, bus, car rental) shall also be used. Incurred contract travel costs will be reimbursed by the government to the contractor in accordance with Joint Travel Regulations (JTR) and Federal Travel Regulations (FTR). The Government will not reimburse local travel and related expenses to the contractor for daily travel to or from work at Scott AFB.

#### 4.5.2. ODC Requirements

~~The Contractor may recommend and procure software development environment equipment required in support of SMS. The contractor shall submit a price quote for expenditures supporting SMS to the Contracting Officer Representative (COR) for review and approval PRIOR TO PURCHASE. The Contractor shall obtain the COR signature on the price quote prior to proceeding with any expenditures in support of SMS. In no event shall the contractor be authorized to purchase equipment that exceeds the ODC amount funded in the contract. Other Direct Costs: Costs required for the completion of the SMS tasks will be negotiated on a case-by-case basis. All ODC expenditures require approval and authorization by the Government-authorized Task Monitor. Other direct costs shall not exceed \$6,000 per year.~~

#### 4.6. Period of Performance

The Base period of performance is 1 ~~April~~July 2008 through 30 September 2008. The First Option period of performance is 1 October 2008 through 30 September 2009. The Second Option period of performance is 1 October 2009 through 30 September 2010.

#### 4.7. Contractor Transition Requirements

##### 4.7.1 Ramp-Up Time

Upon contract start, the contractor shall provide 24x7 Tier II support and be able to respond to Incident Reports within 24 hours of receipt. Upon contract start, the contractor shall also provide hands-on floor support and account management support. The contractor shall ensure that personnel start dates do not impair performance of meeting all contract deliverables.

##### 4.7.2 Exit Requirements

Fourteen days prior to the end of this contract, or upon termination of the contract, the contractor shall begin the transition period of this contract by providing the Government with the following: Complete backup of all data stored on each employee's hard drive, along with any global data; list of all GFE and COTS utilized in support of this task; soft and hard copies of all procedures and training materials developed as part of this task; and a complete list of badges, site access, vehicle passes and government site access (i.e., CRIS, ModelMart, etc.) by individuals currently on the task, along with their physical location, full expense fund report, pending actions and contract status. The contractor must ensure that no logistics or contract data is corrupted, changed/alterd that would cause damage or delay to the government.

#### **4.8 Hours of Operation**

Contractor personnel are expected to conform to agency normal operating hours. Work will generally consist of 40-hour workweeks, Monday through Friday, excluding federal holidays. Personnel may be required to support short notice adjustments to the daily work hours as required.

#### **4.9. Physical Security**

The contractor shall safeguard all Government owned equipment and materials in the contractor's possession or used in the day-to-day performance of the contract. The Government will not be held accountable/responsible for any contractor items that may have been lost or stolen. Responsibility for the contractor's compliance with internal security at the site shall be assigned to the contractor. All contractor personnel shall be briefed on site security operating procedures prior to or upon commencement of contract award and shall be debriefed upon termination. The contractor shall be responsible for all continuing security training of the contractor, sub, and associate contractor personnel.

#### **4.10. Contractor-Furnished Items and Services**

Except for those items or services specifically stated in Section 3 as Government-furnished, the contractor shall furnish everything needed to perform this contract.

#### **4.11. Non-Disclosure Statements**

The Government will require contractor personnel to sign a non-disclosure statement to protect non-public information of other contractors and/or the Government.

#### **4.12. Software Rights**

Upon completion, all software developed will become the exclusive property of the Government with unlimited distribution rights.

**APPENDIX 1**  
**SMS INTERFACES**

- 1. Consolidated Air Mobility Planning System (CAMPS)**
- 2. Defense Automatic Addressing System Center (DAAS-C)**
- 3. Defense Transportation Tracking System (DTTS)**
- 4. Electronic Data Interchange 214 (EDI-214)**
- 5. Enhanced Traffic Management System (ETMS)**
- 6. Global Air Transportation Execution System (GATES)**
- 7. Global Decision Support System (GDSS)**
- 8. Global Transportation Network (GTN)**
- 9. GATES Enterprise Management Service (GEMS)**
- 10. Integrated Booking System (IBS)**
- 11. Integrated Command Control and Communication System (IC3)**
- 12. Joint Air Logistics Information System (JALIS)**
- 13. Joint Operations Planning and Execution System (JOPES)**
- 14. Worldwide Port System (WPS)**



## **APPENDIX 2**

### **SINGLE MOBILITY SYSTEM TV-1 LIST OF APPLICABLE IT STANDARDS**

<u>PUB_SHRT_TTL_TX</u>	<u>PUB_TTL_TX</u>
<u>DDMS 1.3 (CISS RM 1.3)</u>	<u>Department of Defense Discovery Metadata Specification (DDMS) Version 1.3, 29 July 2005; aka Common Information Sharing Standard for Resource Metadata: Application Profile for Discovery, Version 1.3, 29 July 2005</u>
<u>DOD Net-Centric Data Strategy</u>	<u>Department of Defense Net-Centric Data Strategy, 9 May 2003</u>
<u>DoD 8320.02-G</u>	<u>Guidance for Implementing DoD 8320.02-G, Net-Centric Data Sharing, 12 April 2006</u>
<u>GIF v89a</u>	<u>Graphics Interchange Format (GIF), Version 89a, CompuServe Incorporated, 31 July 1990.</u>
<u>HTML 4.01</u>	<u>HTML 4.01 Specification, W3C Recommendation</u>
<u>IEEE 802.3-2005</u>	<u>IEEE 802.3: IEEE Std. For Information Technology Local and Metropolitan Area Networks - Specific Requirements, Part 3: Carrier Sense Multiple Access with Collision Detection (CSMA/CD) Access Method and Physical Layer Specifications, 2005.</u>
<u>IETF RFC 1738</u>	<u>IETF RFC-1738, Uniform Resource Locators, December 20, 1994</u>
<u>IETF RFC 2246</u>	<u>IETF RFC 2246, The Transport Layer Security (TLS) Protocol Version 1.0, January 1999.</u>
<u>IETF RFC 2460</u>	<u>IETF RFC 2460, Internet Protocol, Version 6 (IPv6) Specification, December 1998.</u>
<u>IETF RFC 2616</u>	<u>IETF RFC-2616, Hypertext Transfer Protocol - HTTP 1.1, June 1999.</u>
<u>IETF RFC 3377</u>	<u>IETF RFC 3377, Lightweight Directory Access Protocol (v3): Technical Specification, September 2002.</u>
<u>IETF Standard 13/RFC 1034/RFC 1035</u>	<u>IETF Standard 13/RFC-1034/RFC-1035, Domain Name System, November 1987</u>
<u>IETF Standard 5</u>	<u>IETF Standard 5/RFC-791/RFC-950/RFC-919/RFC-922/RFC-792/RFC-1112, Internet Protocol, September 1981</u>
<u>IETF Standard 7/RFC 793</u>	<u>IETF Standard 7/RFC-793, transmission Control Protocol, Sept 1981</u>
<u>ISO/IEC 9075-3:1999</u>	<u>[Retired] ISO/IEC 9075-3:1999, Database languages - SQL - Part 3: Call-Level Interface (for SQL3), 1999.</u>
<u>ITU-T Rec. X.509:2000</u>	<u>ITU-T Rec. X.509:2000, The Directory: Public-Key and Attribute Certificate Frameworks, 2001, with Technical Corrigendum 1:2002, and Technical Corrigendum 2:2002. (ISO/IEC 9594-8:2001)</u>
<u>JFIF</u>	<u>JPEG File Interchange Format (JFIF), Version 1.02, C-Cube Microsystems for raster graphics data using ISO/IEC 10918-1:1994 JPEG algorithm</u>
<u>JSR-914</u>	<u>Java Specification Request (JSR) JSR-914 Java Message Service (JMS) API, Final Release, Version 1.1, April 12, 2002.</u>
<u>SSL</u>	<u>[Sunset] Secure Sockets Layer (SSL) Protocol Version 3.0, 18 November 1996. This standard will be deleted when commercial Web servers employed by DoD and the IC community support TLS.</u>
<u>Win32 APIs</u>	<u>Win32 APIs, Window Management and Graphics Device Interface, Volume 1 Microsoft Win32 Programmers Reference Manual, 1993 or later, Microsoft Press.</u>
<u>XML 1.0 (Third Edition)</u>	<u>XML 1.0 (Third Edition), Extensible Markup Language (XML) 1.0 (Third Edition), W3C Recommendation 04 February 2004</u>

**APPENDIX 13****HISTORICAL ~~WORKLOAD~~\*REFERENCE - PROVIDED FOR INFORMATION ONLY****HISTORICAL WORKLOAD\***

<b>TASK AREA</b>	<b>HOURS</b>
Task Area 1, Program Management	582
Task Area 2, Software Development	14,174
Task Area 3, Software Maintenance	3,137
Task Area 4, Operations Support and Training	3,825
Task Area 5, 24x7 Tier II Support	832
Task Area 6, Documentation	448
<b>Total Labor Hours</b>	<b>22,998</b>

\*The historical workload is based on the current contract and is for the duration of one Fiscal Year. Future workload may vary depending on the requirements of USTRANSCOM.

**HISTORICAL INCIDENT REPORTS**

**Historically, there were approximately 600 SMS Tier 1 and 24 Tier 2 incident reports logged in 2007. Ninety-nine percent of incident reports are classified as “minor bug fixes” and do not require rework. There is no backlog of incident reports.**

**APPENDIX 4**  
**SMS CONFIGURATION**

**Apache 2.0.61.2**

**SMS 8.1**

**Perl 5.4.8 Build 10**

**CYGWIN 3.2.9**

**Oracle 10G**

**Oracle Console 9.0.3.1**

**WinZip 9.0.6028**

**PDFLIB 3.01**

**Dell Open Array Manager v3.6**

**Mission Servers – W2K Server**

**All others have Windows 2003 SP1**

## **APPENDIX 5** **SAMPLE TRAINING MATERIAL**



N:\PMO--Single  
Mobility System\Progr

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## **APPENDIX 6** **SAMPLE SOFTWARE TEST PLAN**



N:\PMO--Single  
Mobility System\Progr

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## **APPENDIX 5** **SAMPLE TRAINING MATERIAL**



N:\PMO--Single  
Mobility System\Progr

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***Single Mobility System***

***UNCLASSIFIED  
POCKET REFERENCE  
2008***



***Single Mobility System***

***UNCLASSIFIED  
POCKET REFERENCE  
2008***



## ***Points of Contact***

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## Request An Account

**Single Mobility System 8.0.1**

Welcome to the Single Mobility System!

SMS is a web-based computer system that provides visibility of air, sea, and land transportation assets and provides aggregated reporting of cargo and passenger movements. SMS does this by collecting plane, ship, and truck movement data from other computer systems such as GTN, CAMPS, GDSS, JALIS, DTTS, and others. SMS also provides requirement and planning services for the Air.

Click "Get an Account" to fill out the online request form.

Login to SMS | Get an Account | Email the SMS Team

MESSAGE OF THE DAY (Last Updated 13-NOV-07)  
Common Access Card (CAC) Enforced Site  
If you do not have a CAC or a CAC reader, please contact the SMS Help Desk: SMS@ustranscom.mil

The USTRANSCOM Help Desk is happy to assist 24/7...  
Call: DSN 576-8021 (Country Code 312) or Commercial 618-256-8021.  
Email: USTRHELP@ustranscom.mil  
When calling, specify "Single Mobility System (Unclassified)".

For Unclassified SMS go to \*\*\*  
For Classified SMS go to \*\*\*

### How do I get a username?

- Just click the "Get an Account" link on the SMS homepage and fill out the online form.
- Questions? E-mail \*\*\*
- Or, call DSN \*\*\*

### Who can have an account?

Valid DoD employees with a "need to know" can have an account. ("need to know" verified by the SMS Functionals at USTRANSCOM, Scott AFB)

NOTE: Either a ".mil" or ".gov" email address is required.  
Unclassified SMS uses CAC for authentication

2

**SMS**

UNCLASSIFIED

## Classified SMS

### SMS Tracker (air only)

This page will display a list of ULNs that have closed, or are scheduled to close for any location by date and time.

- Click the SMS Tracker link on the SMS home page
- Enter search criteria such as OPLAN, location, times
- Click the search button and SMS will return a list of ULNs

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[Edit](#)
[View](#)
[Format](#)
[Tools](#)
[Help](#)
[Newport Internet Explorer](#)

[Address](#)
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Page 1 of 116, 2319 total items

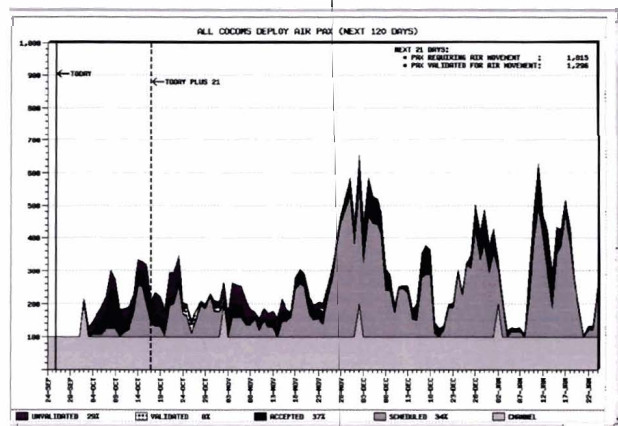
JOPES ID	MISSION ID	AC TYPE	POE	POE STD	POE ATD	POD	POD STA	POD ATA	LAD	JOPES PAX	JOPES STONE
2001141020	874720	KHOF - HOLL AFB	18-OCT-2001 14:15	18-OCT-2001 14:15	POD - DIEGO	18-OCT-2001 14:15	18-OCT-2001 14:15	18-OCT-2001 14:15			
2001141020	874720	KHOF - HOLL AFB	18-OCT-2001 14:15	18-OCT-2001 14:15	POD - DIEGO	18-OCT-2001 14:15	18-OCT-2001 14:15	18-OCT-2001 14:15			
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2001141020	874720	KHOF - HOLL AFB</									

## Classified SMS

### Sand Charts (Privilege-based)

Portrays a graphic workload projection based on TPFDD data blended with manual settings

- Click on the **Sand Chart Display** link on the SMS Home page.
- Select air pax or cargo, deploy or redeploy, and 60 or 120 days.
- Click on any section of the chart to view the sourced, unsourced, validated, or accepted for movement details.



26

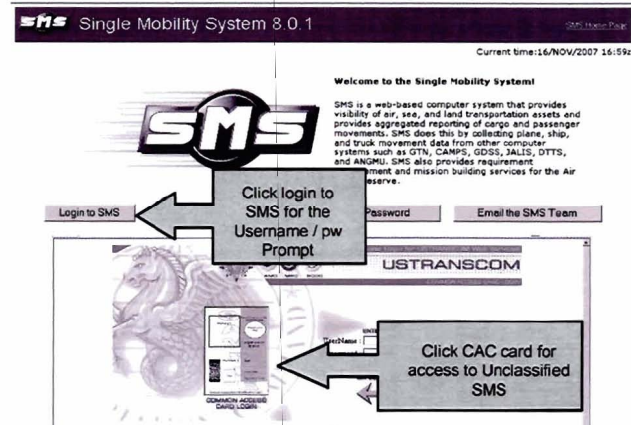
**SMS**

UNCLASSIFIED

## Login to SMS

\*\*\*

\*\*\*



- After requesting an account, sending your signed email to SMS (Unclassified only) and receiving your login information, go to the Unauthenticated Homepage, located at \*\*\*\* for NIPRNET, or \*\*\* for SIPRNET.
- Click the **“Login to SMS”** button and login with your CAC on NIPRNET SMS, or enter your SMS username and password on SIPRNET SMS.

**NOTE:** The web address begins with **“https”** which denotes 128-bit encryption.

UNCLASSIFIED

**SMS**

3

## Update User Information

You can update your  
SMS User Information online.

- After logging in, click the “Update User Information” link in the right-hand column.
- Update the appropriate information.
- Click the “Update” button, then the “Return” button which takes you back to the main page.

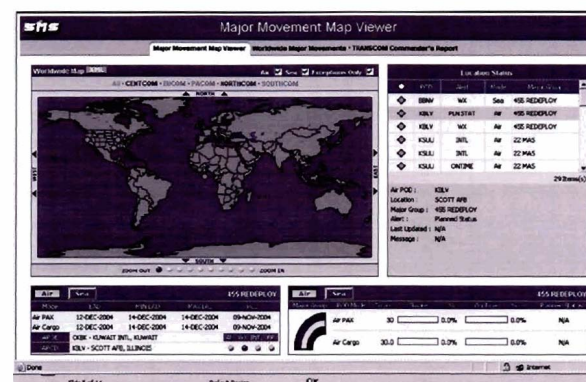
**NOTE:** The newest version of SMS removes the ability to change your email address. Please email \*\*\* or \*\*\* to update that information.

## Classified SMS

### Major Movement Map Viewer (*privilege-based*)

This section displays the major muscle movements in an Executive-level format.

- Click the **Major Movement Map Viewer** link on the SMS Home page
- Click the tabs to switch to the Worldwide Major Movement view and the 9-Pack view





## Classified SMS

### Sea Port Workload (Classified SMS)

Displays seaport arrivals and departures

- Click the Port Workload link on the SMS Home Page, enter a location and date range
- SMS returns a workload for that seaport
- Click a ship name to view the Voyage Details

Port Workload

Current time: 27/NOV/2007 15:42z

Search

Filter List:  Apply Filter Save Changes Delete

Filter Name:  Save As

MilSea:  Start Date: 27/JAN/2004 End Date: 27/NOV/2005

Port GeoLoc:  Port Name: ASH

Search Clear

Day View (21 day max)

Page 1 of 3, 48 total items.

GeoLoc	MilSea	Port Name	Ship Name	Ship Type	Remarks
APGN	PN2	ASH SHUAYBAH	DELLATREX		Deployment 100K sqft
APGN	PN2	ASH SHUAYBAH	BOB HOPE		3 Bridging Co (split w/USNS Fisher)
APHH	L35	ASHDOO, ISRAEL	AL MANSOURAH	DR	290 TEUS ammo
APHH	L35	ASHDOO, ISRAEL	STRONG/AMERICAN	T/B	USAR approx 150 TEUS retrograde ammo
APGN	PN2	ASH SHUAYBAH	DELLABAU	LMGR	L 01-FEB-05 02-FEB-05 M1 tank and 2x40 containers plus 15K sqft

## Change Your Password

Server Account Management for test01

General Password for test01

Use this form to change your system password.

1. Enter your current password:

2. Enter your new password:

3. Enter new password again:

Change Password

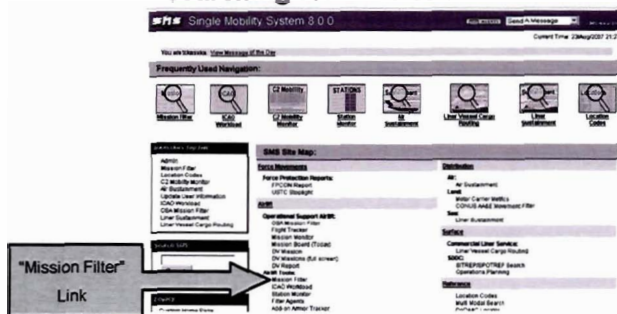
### SIPRNET SMS ONLY

1. After logging in to SMS, click the **"Change Password"** link at the bottom of the right-hand column.
2. Enter your SMS username and password and click **"OK"**. The Server Account Mgt Screen appears.
3. Click the Password link on the left side of the screen. (see image above)
4. Type your CURRENT password, and type your NEW password twice. Then, click the **"Change Password"** button. (see image above)
5. You will need to close the browser window, and log back on with your username and NEW password.

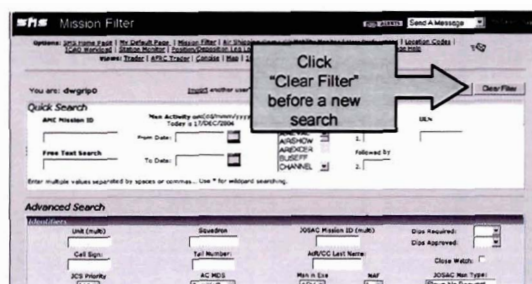
**NOTE:** If you experience problems in accessing this page, you might not be able to change your password due to your location's firewall settings. Also, this password page only works in MS Internet Explorer. Contact the SMS team for further assistance with this subject.

## Using the Mission Filter

Click the "Mission Filter" link to begin searching for missions.



**Important filtering strategy:**  
You should always *clear your filter* before starting a new search to remove previous search parameters.



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SMS

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## Classified SMS

### MSC Current Activity (Classified SMS)

Displays any ship under OPCON of MSC

- Click the MSC Current Activity link on the SMS Home page
- Select a force category option from the pull down menu



25 items found.

ETA	Vessel	Vessel Type	Flag	Operation	Location
06/05/2004	CAPE DUCATO	RO/RO	United States of America	USCG Patrol Boats	En route Bahrain
06/07/2004	CAPE HUDSON	LMR	United States of America	OIF: xxx yft 210 cargo, follow-on mission & sched TBD	En route Ash Shuaybah
06/10/2004	CAPE ROBIN	LMR	United States of America	OIF: xxx yft 210 cargo, follow-on mission & sched TBD	In port Pusan
06/14/2004	CAPE INDIAN	RO/RO	United States of America	OIF: xxx yft USMC cargo/xxx TEU 210 Ammo, follow-on mission & sched TBD	En route Chihai
07/22/2004	THAN HONG	Unknown	United States of America		En route RDVU Diiao Island
07/23/2004	SARULLA	T-9	United States of America		

- Click on a ship name to view the voyage details

Ship	Port	HELEA	GED	Arr - Dep	WOM	Activity	Remarks
CAPE DUCATO	PENSACOLA	261	TAXW	03/18/2003		NONE	Bunkers
RO/RO	CHARLESTON	152	DKSD	06/10/2004		L	OIF, 175 HHWV's
WHP	NORFOLK VA	201	SDKA	08/10/2004		A303	OIF, 2 ea 110 RL USCG Cutters
CENTCON	ROTA SPAIN	302	UMKA	22/01/2004		BSP	Embark FP Team
ST OF GIBALTAR	SOUDE BAY	123	VXQR	26/01/2004		NONE	STRONG Transf EB
WICW	BAHRAIN	141	ATUX	05/01/2004		BSP	Bunkers & Debars FP Team
WICW	BAHRAIN	141	ATUX	05/01/2004		NONE	Sanctuary EB
WICW	BAHRAIN	141	ATUX	05/01/2004		D	USCG Patrol Boats
WICW	BAHRAIN	141	ATUX	05/01/2004		D	HHWV's


UNCLASSIFIED

SMS

2

## Booked Cargo Finder

*Use this tool to locate cargo booked via Integrated Booking System.*



[Log In](#)
[Send A Message](#)
[Get Alerts](#)


Go to: [SMS Home](#)

Please enter values into the fields provided below and press the Search button.

VDR:

PCRN:

Booked TO:



### Booked Cargo Finder

Use this tool to locate cargo booked on Integrated Booking System.

How do you use it?

Simply enter values in the fields and press the Search button. Wildcards are accepted in most fields.

## How do I use the IBS Booked Cargo Finder?

- Enter the search criteria in the boxes such as VDN, PCFN or Booked TCN (**you can use wildcards**, such as \* for an unknown amount of characters, or ? for one specific unknown character).
- Click the **“Search”** button -- The results will display missions sorted by PCFN.

[illegible]

## Using the Mission Filter

### Search by Mission Number

**SWS** Mission Filter

Options: [SWS Home Page](#) | [Help/FAQ Page](#) | [Mission Filter](#) | [Get Shipboard Copy](#) | [Get Poolside Manual](#) | [User Preferences](#) | [Jackson Codes List](#) | [ICAD Worksheet](#) | [Station Monitor](#) | [Location/Operation Log Loader](#) | [Filter Assets](#) | [Relevance Monitor List](#) | [Export Help](#)

Views: [Tracker](#) | [ATCC Tracker](#) | [Scenarios](#) | [Real Time Day View](#) | [Main Value Table](#) | [Create a View](#)

---

You are: cwpgrpo

Impact another user's filter?

[Go To Missions](#) [Clear Filter](#)

### Quick Search

To Date:

APC Mission ID	APC Man Type	ICAD	ULN
P803P590346	AREVAC ANDERSON BUSEFF PANANEL	1.  followed by 2.	

Enter multiple values separated by spaces or commas... Use \* for wildcard searching.

---

### Advanced Search

Identifiers:

Unit (multi)	Squadron	JOSAC Mission ID (multi)	Dips Required
Call Sign:	Tail Number:	AIRCRAFT Name (multi)	Dips Approved: <input type="button" value="v"/>
JCS Priority	AIR MSGS	Man In Eve	Close Watch: <input type="checkbox"/>
IA1 IA2 IA3 IB1	Com(Inf) AIR(Inf) ASIS AETSA	NAP ADV CLO DOV DEP	Flow No Request Scheduled

Date:  Location:

- Click the **“Clear Filter”** button (*very important because SMS remembers your last search criteria*)
- Enter the mission number in the AMC Msn Id field (**you can use wildcards**, such as \* for an unknown amount of characters, or ? for one specific unknown character).
- Click the **“Go to Missions”** button
- SMS will return the mission, or missions, that match.



[illegible]

- ## Surface Section

- Click the Liner Sustainment link on the SMS Home page and enter search criteria
- Click the search button and view container data
- Click on a Container TCN to view details
- Click a ship name to access the carrier's website
- Click a DoDAAC to view the complete address
- Click the Summary or Aggregate link for additional views of the data.

[illegible]



## Surface Section

### SDDC SITREP/SPOTREP (privilege-based)

**SITREPs and SPOTREPs:** submitted by Seaport Commanders, provide valuable sealift movement details

- Click the SDDC SITREP/SPOTREP Search link
- Enter search parameters and click the search button

- Click on an ID link to display a report as shown

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**SMS**

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## Using the Mission Filter

### Search for Missions by Date

- Click in the top date box and SMS will enter today's date
- Click the **"Go To Missions"** button and SMS will return missions that are active today
- Go back and enter a future date in the second box.
- Click the **"Go To Missions"** button and

• **Tip:** You can use "Relative Dates", such as "Today" or "Today+1" instead of literal dates such as 03/Aug/2007.

UNCLASSIFIED

**SMS**

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## Transportation Wizard

Use this tool to provide assistance determining the best mode of transportation between two locations based on cost.

- Enter number of **Personnel** (optional field)
- Enter **Cargo** in STONS, number of **Pallets** (having one or both is mandatory)
- Enter an **Onload ICAO** and **Offload ICAO** (mandatory fields)
- Click the “**Search**” button
- Results are sorted with Commercial Sealift, Channel Airlift and Pure SAAM Airlift Options.

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UNCLASSIFIED

## Calculate Shipping Costs

### Group Operational Passenger Movements

Use this section when moving large numbers of passengers within the CONUS

### Group Operational Passenger Movements

- Enter an **Origin** and **Destination**.
- Enter up to two additional **Stopovers**, if desired
- Enter the number of **Passengers**.
- Select the number of **bags, packs or rucks** per passenger.
- Click the “**Calculate**” button

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## Calculate Shipping Costs

### Channel Missions

- Click on the **“Shipping Cost”** link in the Reference section.
- **Channel** - Use this section to determine the cost of moving passengers and/or cargo by AMC Channel mission
- Select your **Customer Type**
- Enter your **Arrival and Departure ICAOs**
- Enter **cargo weight and cubes**
- Enter **passenger count**
- Click the **“Calculate”** button

**SMS**

UNCLASSIFIED

## Airfield Information

- From the SMS Home Page, click the **“Location Codes - Airports”** link in the Airlift section
- **Enter** an ICAO, a GEOLOC, or a name of a location. **Or select** either a state or a country to find all airfields in that area
- Click the **“Search”** button. SMS will return a list of locations that match your criteria
- Click on the **“ICAO”** link

SMS will return a page with a list of options including:

- **Airfield Info** - an unclassified GSA airfield database
- **Giant Report** - AMC Airfield database for that location
- **NOTAMS** - The DoD NOTAMS website
- **ICAO Workload** - 24-Hour Airfield Workload

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**SMS**

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## Monitor Missions

**SMS C2 Mission Monitor [ Preferences ]**

Copy Another User's Monitored Missions

This page updates itself every 5 minutes.

Monitor Groups on this page

NOTE: Missions highlighted in yellow are > 30 minutes overdue.

#	Select	Status	ICAO	Msn/Req Id	Call Sign	Tail#
1	<input type="checkbox"/>	DEP	ETAR	AAM182213318	RCH 922	70045
2	<input checked="" type="checkbox"/>	INA	KCHS	AAM181601334	RCH1816	N/A

Select Entire Group Spreadsheet Download

EMR SUPT Total msn = 2

#	Select	Status	ICAO	Msn/Req Id	Call Sign	Tail#
1	<input type="checkbox"/>	INA	KDFW	BAM112224328	RCH S22	N/A
2	<input checked="" type="checkbox"/>	INA	KDFW	BAM112225329	RCH S16	N/A

Select Entire Group Spreadsheet Download

R.N.R. Total msn = 2

**All Monitored Missions**

Select All Missions Spreadsheet Download All Groups

Grand Total = 4

Buttons: Delete, Update

Annotations:

- Select the Missions to delete from Monitor (points to the 'Select' checkbox in the first table)
- Click the "Delete" Button to remove the selected missions (points to the 'Delete' button)

### How do I delete missions from the Monitor?

- Open the Monitor by clicking the “C2 Mobility Monitor” link.
- Each mission has a check box next to it. **Check the box for the mission that you want removed, or select the entire group of missions by clicking the check box at the bottom of the section.**
- Click the “Delete” button at the bottom of the Monitor, and those missions will be removed.

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**SMS**

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## Calculate Shipping Costs

**SAAM/Exercise/Contingency**  
Use this tool to determine the cost of moving passengers and/or cargo by aircraft type and hour.

**SMS Air Cargo/Pax Cost Calculator**

Channel Cost Calculations

SAAM/Cont/Enter Cost Calculations

CUSTOMER: Department of Defense

ORIGIN ICAO: \* Required ICAOs

Intermediate ICAOs:

Intermediate ICAOs:

Intermediate ICAOs:

DESTINATION ICAO:

AC Type: No AC Type

# of Aircraft:

Buttons: Calculate, Clear

Location Costs Section:

Use these ICAOs for all sections.

This calculator will determine costs for SAAM/Cont/Exercise. Your estimated cost can be calculated based on flying hours, with positioning and dispositioning legs included or not. Customers shown are in statute miles, and speed is measured in MPH.

1. Select your Customer Type
2. Enter an Origin ICAO and Final Destination ICAO (mandatory fields)
3. Enter any other intermediate stops (up to 6 comma separated ICAOs per input box)
4. Select aircraft type and number required.
5. Click the Calculate button
6. Delete the position or disposition costs by checking the delete box for those legs and clicking the re-calculate button.
7. You can change the aircraft home station, and re-calculate if desired.

- Select your **Customer Type**
- Enter an **Origin ICAO** and **Final Destination ICAO** (mandatory fields)
- Enter any other **Intermediate stops** (up to 6 comma separated ICAOs per input box)
- Select **aircraft type** and **number required**.
- Click the “Calculate” button
- To delete the position or disposition costs, check the delete box for those legs and click the “Re-Calculate” button
- You can change the aircraft home station, and re-calculate if desired

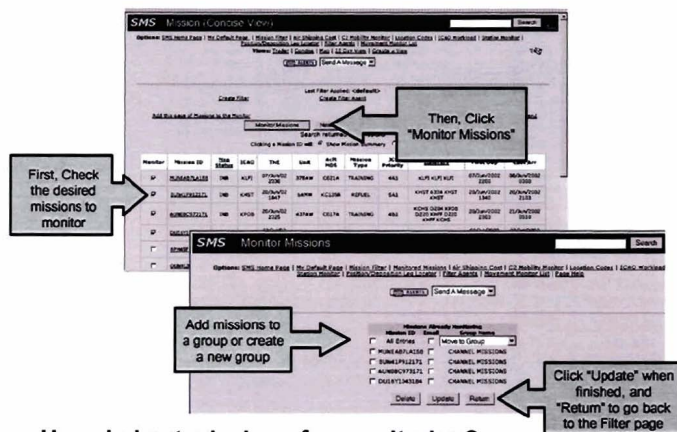
UNCLASSIFIED

**SMS**

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## Monitor Missions

SMS can monitor missions for you. You will be automatically notified when changes occur.



### How do I set missions for monitoring?

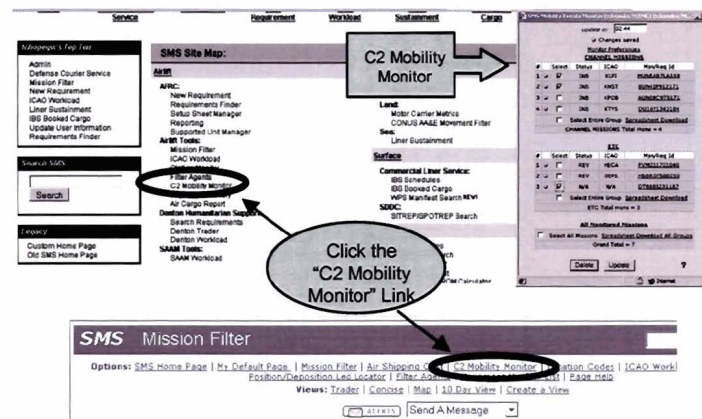
- Begin by finding missions that you want to watch using the Mission Filter page
- If you are looking at the missions in the Concise View (page titles are listed at the top of the screen), click the **"Monitor"** checkbox in the first column.
- Click the **"Monitor Missions"** button
- In the following window, you can **add the missions to an existing group**, or to a **new group**. These groups will help you keep the missions separated into categories.
- Click the **"Update"** button -- The missions will be added to your monitor.

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## Monitor Missions



### How do I operate the Monitor?

- At the top of most screens, or in the left column on the homepage, click the **"C2 Mobility Monitor"** link.
- The Monitor will pop up. All the missions that you are monitoring will be listed. Notice the status and ICAO.
- Check to see if any of the green balls have turned red. If so, click on the mission number to open the mission.
- SMS will take you to the Summary page for that mission. Look on the right side, and you will see deviation reports that tell you what had changed.
- Click the mission number on the left side of the screen. It will take you to the detailed itinerary (SMS Form 59) where you can check on the exact changes.

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**SMSWEB.8100.2000.STP**

**United States Transportation Command  
(USTRANSCOM) Single Mobility System Development and  
Support**



**Software Test Plan (STP) for  
Single Mobility System WEB Interface (SMSWEB)**

**29 Nov 2007**



**SMSWEB.8100.2000.STP**

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**SMSWEB.8100.2000.STP**

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## SMSWEB.8100.2000.STP

# 1. Scope

## 1.1 Identification

**Segment Name:** Single Mobility System Web Interface/SMSWEB

**Version Number:** 8.1.0.0

**Platforms:** Windows 2000

## 1.2 System Overview

Single Mobility System is groupware that provides visibility for users of potential missions. Native Windows programs (SMSSVR) are scheduled to be run, so that new missions which are entered into a variety of sources such as, GDSS, ANG/MU, and GTN are visible in SMS. These missions are presented to the user of SMS in a consistent manner. The user always has the option to “pivot” from the SMS system back to the native system. An adaptable database (SMSDB) stores the information entered/viewed by users via a web browser interface (SMSWEB).

SMSWEB is the originating system for AFRC requirements and for JTF6 requirements.

SMS features include:

- Customizable retrieval forms
- Full visibility of all potential missions
- Enforcement of business rules regarding trades
- E-mail notification of users, when bids and sales of missions occur
- Complete audit trail of activity
- Long term data archiving and retrieval

The Single Mobility System Web segment (SMSWEB) includes the static html pages, images and cgi-bins (executables) that provide a web interface into the SMS environment. Using basic SMSWEB functionality users can create and revise missions.

## 2. Referenced Documents

CM-400-214-04 23 JAN 98 Defense Information Infrastructure (DII) Common Operating Environment (COE) Developer Documentation Requirements Version 2.0

SMSWEB.80100.2000.IP 29 Nov 2007 Defense Information Infrastructure (DII) Common Operating Environment (COE) Installation Procedures (IP) for Single Mobility System Web/SMSWEB.

## SMSWEB.8100.2000.STP

SMSWEB.8100.2000.SVD 29 Nov 2007 Defense Information Infrastructure (DII) Common Operating Environment (COE) Software Test Description for Single Mobility System Web/SMSWEB.

### 3. Software Test Environment

The software test environment will consist of any computer with a Netscape or Microsoft Internet Explorer or Mozilla Firefox Browser, the URL of the SMS server, and account(s) to login to the SMS Application. The tester will also need to have access to the database machine and the installation CD. All sql scripts and database dump files referred to in these instructions can be found on the installation CD, in a sub-directory named testingscripts.

#### 3.1 General Environment Information

- The Single Mobility System Web Segment must be installed on a Windows NT PC with access to a LAN.
- The tests may be performed from the PC which has the software installed on it or preferably from another computer which has a copy of Internet Explorer 6.0 (or greater) or Firefox 1.5 (or greater).
- There are no inherent hardware/firmware requirements for the testing.
- Other things required for the testing are logins to the Single Mobility System software, and the URL of the Single Mobility System home page. These are determined during the installation of this Segment. Reference the Installation Procedures Document for this segment.
- There are no specific plans for the installation, testing, and control of each element of the test environment.
- Participating Organizations: Not Applicable
- Any person with a valid Single Mobility System account may perform the testing. If a specific SMS Privilege is required, it will be spelled out in the test instructions.
- At this time there is no planned orientation or training.
- The Tests to be performed are described in detail in Section 4 of this document.

### 4. Test Identification

#### 4.1 General Information

All tests will be performed after the tester has brought up the browser software, entered the appropriate URL, and been challenged and authenticated by the Netscape Server. Successful completion of these prior steps serves as an indication that the software is started. These tests will prove that the software has been properly installed and is functioning as designed.

There are four main sections in the SMS Home Page: *Airlift*, *Sealift*, *Inter-modal Decision Support*, and *Administration*. The Airlift pages have a light blue background. The Sealift and Inter-modal Decision Support pages have a light yellow background.

## SMSWEB.8100.2000.STP

Each test will inform the tester if the test must be performed on an SMS classified or unclassified system. The classified tests will be performed after loading the classified database. The unclassified tests will be performed after loading the unclassified database.

It is imperative that the SMS software be used to make all changes to the database except where specifically noted. Changes made to the User table with sql commands may cause unexpected results in software operation or may render a user's account unusable.

To set the role and/or privileges of a user the instructions are as follows. Connect to the SMS home page as a user with Developer Admin privilege. Under the Administration section near the bottom right of the authenticated SMS home page, click on the Admin link. Generally, it is easiest to find a user by the user's last name or username. Type the search criteria into the corresponding box on the Admin Find User page. Click the Find button at the bottom of the same page. A table of data matching the search criteria will be displayed. Click on the link in the User Name column of the user to be edited.

The user's Role is the second line item in the second section of the page. Role is a single value field. The value is used primarily by the Air Mission Filter to determine what options are available to a user. Observer is the only choice on a classified system. Trading is not allowed on a classified system.

SMS Privileges and their Descriptions are in the gray table in the middle of the page. A user can have all, none, or any combination of privileges. Privileges determine what links a user may access in SMS. A green check mark in the box in the User Has Priv column indicates that the user has a specific privilege. Clicking the box with the mouse toggles the check mark.

Once the Role and Privileges have been set, a remark indicating why changes were made can be entered in the Remark box at the bottom of the page. Remarks are not mandatory. Click the Save button below the Remark box to save any changes.

Click the Continue button to edit other users. Select a link from the top of the page to proceed to another area of SMS.

\*\*\*

**The SMS software is expected to work in the following browsers: Internet Explorer 6.0 (or greater), or Firefox 1.5 (or greater).**

SMSWEB.8100.2000.STP

## 4.2 Provide Reports that detail Port Hold Time Capability in relation to TCNS

### *Requirement Description*

UPDATE....1/2/07

Need to ensure that the Port Hold Time is only started at the REC event in GATES. Do NOT include the ADV status as the start time.

Also, they requirement has been identified to be able to provide an AVG Port Hold Time for each port.

---

WHO: \*\*\*

WHAT: It's a REPORT. This would be an automation of the 7115 report that \*\*\* posts to the web. The 7115 is a report that provides pallet count and the total PORT HOLD TIME (PHT) for theater ports. This is not a drillable report. \*\*\* can add data fields like TCN but there's not drillability or currency to the data. \*\*\* wants to know the pallets with PHT of greater than 72 hours and large number of pallets. The next logical question often is WHAT is on these pallets, etc.

WHERE: This is a logical extentsion to the current Air Sustainment application in SMS

WHY: The impact of not doing this is that we continue to use static data from \*\*\* and manual collaboration with the aerial ports in theater to confirm the real number of pallets and the true PHT

---

\*\*\*

Automate DDOC Air Cell Pallet Hold Slide presentation and bring it into SMS.

On a daily basis, USTC Air Cell personnel have to create an extensive pallet hold slide show that is developed using \*\*\* data (example is attached)...Data is located at below link:

[https://\\*\\*\\*](https://***)

Current process involves running an MS Access routine written in VBasic, then taking the product (NIPRnet), printing it out, then manually typing it in to the SIPRnet (a "NEW" slide show).

New SMS output needs to provide same data as provided by the existing "macro", then "guard up" the product to high side in a format that can readily be laid into the CC update briefings.

POC for existing process is \*\*\*

## SMSWEB.8100.2000.STP

Co-Authors for VBasic "macro" are \*\*\*

**Remarks:**

None.

**Test Steps:**

- 1) This test must be performed on the unclassified SMS system.
- 2) No special privileges are required for the user who runs this test.
- 3) From the authenticated SMS home page, click on Air Sustainment link under the Distribution section, Air subsection.
- 4) Click on the Sustainment Avg PHT Summary link at the top of the screen just below the blue bar.
- 5) Click on the \*\*\* link in the Destination column of the results table.
- 6) Verify that a bar chart of port hold times for each of the Departure Hubs to the selected destination is displayed (five bars).

### 4.3 IBS Schedule Maintenance

**Requirement Description**

I have attached a view of the output after I typed '\*\*\* ' into the ship name field. Customer would like to see two additional columns in this output 1). the port of origin for the VDN (it would be the first port in the list when you drill down on a VDN) and 2). The arrival date of the ship at that originating SPOE. The output should be listed in chronological order based on #2 above with the most recent on top.

**Remarks:**

None.

**Test Steps:**

- 1) This test must be performed on the unclassified SMS system.
- 2) No special privileges are required for the user who runs this test.
- 3) From the authenticated SMS home page, click on IBS Schedules link under the Surface section, Commercial Liner Service subsection.
- 4) Click the Search button.
- 5) Verify that columns "VDN Start Date" and "Port of Origin" are displayed after the "Originating Ship" column.
- 6) Verify that the data is sorted by "VDN Start Date".
- 7) Verify that the "VDN Year" and "IRCS" are no longer displayed

### 4.4 MX Air Sustainment Report—Delete \*\*\* (\*\*\*)



## SMSWEB.8100.2000.STP

### ***Requirement Description***

URGENT REQUIREMENT: \*\*\*is no longer the hub for \*\*\*. It has been replaced by \*\*\*.

WHO: \*\*\*

WHAT: Delete one Departure Hub and Add a New One

WHERE: Air Sustainment Report—\*\*\*

WHY: The \*\*\*Hub is NO LONGER CURRENT, and to keep on there is misleading to the customer.

### ***Remarks:***

None.

### ***Test Steps:***

- 1) This test must be performed on the unclassified SMS system.
- 2) No special privileges are required for the user who runs this test.
- 3) From the authenticated SMS home page, click on the Air Sustainment link under the Distribution section, Air subsection.
- 4) Verify that '\*\*\*\*' does not appear in the row of Departure Hubs along the top of the report.
- 5) Verify that '\*\*\*\*' does appear in the row of Departure Hubs along the top of the report.

## **4.5 MX Air Sustainment (\*\*\*) —Add Additional Aerial Port**

### ***Requirement Description***

WHO: \*\*\*

WHAT: Additional functionality in Air Channel Sustainment:  
Add additional destination aerial port code (\*\*\*)\*\*\*

WHERE: Add to existing \*\*\* Air Sustainment destination summary

WHY: High visibility aerial port in the \*\*\* AOR

### ***Remarks:***

None.

### ***Test Steps:***

- 1) This test must be performed on the unclassified SMS system.
- 2) No special privileges are required for the user who runs this test.
- 3) From the authenticated SMS home page, click on the Air Sustainment link under the Distribution section, Air subsection.
- 4) Select \*\*\* in the Choose Report dropdown menu.
- 5) Verify that '\*\*\*\*' appears in the Destination column along the left side of the report.

## SMSWEB.8100.2000.STP

### 4.6 WPS Manifest Page Enhancements

#### ***Requirement Description***

Customers like the ability to search in SMS for a ship's manifest by some key word such as '\*\*\*\*'. After SMS returns the list of voyage document numbers that contain '\*\*\*\*', users click the voydoc and SMS pulls back all the TCNs for the entire shipment, which can be hundreds. From there the user must open each TCN individually to see which one(s) have the word 'helo'. Two ways to speed up the hunt are (1) add a keyword search box to the WPS Manifest page itself and (2) when downloading the entire shipment to a spreadsheet, include all the Attribute Values and Remarks that can be seen on the TCN drilldown. If implemented, these changes would help all SMS users to quickly locate their stuff, by name, on any ship. 3) The POE and POD are listed by MILSEA code, it would be nice if they were spelled out in the Manifest Summary section at the top right side of the page (PN4 = \*\*\* for example). Otherwise users need to go to the Location Code look up page. 4) The ship's name in the Manifest Summary section should be a link if we have a scheduled from IC3. For example \*\*\* should be a link to the schedule. Without this link, users need to go search on another page to see if SMS has the schedule.

#### ***Remarks:***

None.

#### ***Test Steps:***

- 1) Test 1:
  - 1) This test must be performed on the unclassified SMS system.
  - 2) No special privileges are required for the user who runs this test.
  - 3) From the authenticated SMS home page, click on the WPS Manifest Search link under the Surface section, Commercial Liner subsection.
  - 4) Type "\*\*\*\*" (no parentheses) in the Ship text box.
  - 5) Click the Search button.
  - 6) Verify that a list of ship manifests is returned including Manifest VDN, Shipname, POE, POD, Sail Date and IRCS.
- 2) Test 2:
  - 1) This test must be performed on the unclassified SMS system.
  - 2) No special privileges are required for the user who runs this test.
  - 3) From the authenticated SMS home page, click on the WPS Manifest Search link under the Surface section, Commercial Liner subsection.
  - 4) Click the Clear button.
  - 5) After the page refreshes, click the Search button.
  - 6) Click the Next button to view the second page of data results.
  - 7) Click on one of the links in the Manifest VDN column to view the Manifest Summary page.
  - 8) Click the Back to previous page link near the top of the screen.
  - 9) Verify the second page of the WPS Manifests is displayed.
- 3) Test 3:

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- 1) This test must be performed on the unclassified SMS system.
  - 2) No special privileges are required for the user who runs this test.
  - 3) From the authenticated SMS home page, click on the WPS Manifest Search link under the Surface section, Commercial Liner subsection.
  - 4) Click the Clear button.
  - 5) After the page refreshes, click the Search button.
  - 6) Choose one of the links in the Manifest VDN column to view the Manifest Summary page. Note the POE and POD values for this row of data. Click on the link.
  - 7) Verify that the Manifest Locations values in the upper right of the page match the noted POE and POD values.
  - 8) Click the Download link in the middle of the screen.
  - 9) Click the Open button to view the spreadsheet in Excel.
  - 10) Verify that the spreadsheet is 23 columns by approx. 46 rows.
- 4) Test 4:
- 1) This test must be performed on the unclassified SMS system.
  - 2) No special privileges are required for the user who runs this test.
  - 3) From the authenticated SMS home page, click on the WPS Manifest Search link under the Surface section, Commercial Liner subsection.
  - 4) Click the Clear button.
  - 5) After the page refreshes, click the Search button.
  - 6) Choose one of the links in the Manifest VDN column to view the Manifest Summary page.
  - 7) Click the Multi Modal Search link near the top of the screen.
  - 8) Type the word “\*\*\*\*” (no parentheses) in the keyword search text box. Click the WPS Manifests and Location check boxes to select them. Click the Search button.
  - 9) Click the Next button to go to the second page of results. Click on the \*\*\* link. Click the Back to previous page link (from the Location Pivot page).
  - 10) Verify that page 2 of the Multi Modal Search results is displayed.

### 4.7 AV Upload QA Tool

#### *Requirement Description*

Who: Tool will be used by \*\*\* for data comparison/verification.

What: Spreadsheet download of all NSNs and associated inventory data from the Top 100 module of unclassified SMS.

Where: Locate a "download" button on the A/V upload" screen of SMS.

## **SMSWEB.8100.2000.STP**

Why: I would like to compare the AV upload against the processed SMS download file. The frequency of this comparison could be as much as once per day, or a sample a couple times per week.

With such a spreadsheet, I could then compare the raw AV data with the decoded SMS data. I could tell if all the records made it, whether old records were being properly deleted, and if all the inventories from AV were making it into SMS.

Currently there is no easy way to do this, because it would take 600 individual drill-downs (six top 100 lists x 100 rows), and downloads to Excel, to capture every NSN and its associated inventory. And, since the data changes each day, the analysis would only be good for one day. The format is defined in the attached spreadsheet.

The NSN column would have many repeats, one for each RIC.

The best I can do now is to sample an NSN, drill into its inventory, and compare this to my AV download. Because the NSN I picked may have 100 RICs, I have to compare each row against the AV download. Very time consuming, and probably not worth the effort since the sample size is so small.

Given a master spreadsheet, I'd automate the comparison. In reality, I need two master spreadsheets; one for inventory (\*\*\*), and one for Ammunition (\*\*\*). This is because the AV raw data has different columns associated with the two files.

Finally, such a data comparison would flag any changes that AV may make to their data, such as we are currently experiencing.

### ***Remarks:***

None.

### ***Test Steps:***

- 1) This test must be performed on the unclassified SMS system.
- 2) The user who runs this test must have IDL User and AV Upload privileges.
- 3) From the authenticated SMS home page, click on the Top 100 Summary link under the Airlift section, Airlift Tools subsection.
- 4) Highlight ALL in the scrolling selection box. Click the Report button.
- 5) Click the Inventory link in the first row of data.
- 6) Click the Download to Excel button in the top right of the gray section. Click the Open button to view the data.
- 7) Verify that there is several hundred lines of data in the spreadsheet.

## **4.8 Add CAC ID # Field to Account**

### ***Requirement Description***

## SMSWEB.8100.2000.STP

**Who:** Will benefit account managers and functionals, and all users who now must login with CAC.

**What:** Edit a field in the SMS account edit page to allow input of CAC ID#, as well as allow that field to be included in the auto-generated email to \*\*\*. (more details below)

**Where:**

The SMS "Admin Edit User" page: Example: [https:// \\*\\*\\*](https:// ***)

And a field for "Request Web Account" section on "Admin User Management" page:  
[https:// \\*\\*\\*](https:// ***)

**Why:** SMS is now CAC-only for all users, and SMS Acct Mgrs must create a manual email to provide \*\*\* with the unique CAC ID# for each individual user, in addition to the automated email that is sent to \*\*\* upon account request. Including a CAC field on the internal admin edit user page, and allowing it to be included in the auto-email function, would alleviate additional steps for all involved.

**More Info:**

SMS Account Management Page:

[https:// \\*\\*\\*](https:// ***)

Section: Request Web Account

Current text of auto email to \*\*\*:

New Account Request:

Username: << USER NAME >>

Name: << FIRST NAME >> << MI >>. << LAST NAME >>

Unit: << unit >>

Rank: << rank >>

DSN Phone: << phone dsn >>

Comm Phone: << phone comm >>

Home Stn: << home station >>

E-Mail: << e-mail >>

(spaces added in fields above because the form was recognizing those as html)

We would like << cac >> (without the spaces) to be a field option for this area.

The "Fax Comm" field in the Admin.exe?dest=edituser&UserName=username page is rarely used, and could be renamed for this function.

Also, CAC ID (EPID) can be up to 50 characters long, so we request a field limit greater than 50. Select Admin from the AirSeaFront and add a new user or modify an existing user's cac\_id. Verify the cac\_id was saved into the database.

**Remarks:**

## SMSWEB.8100.2000.STP

None.

### ***Test Steps:***

- 1) This test may be performed on the classified or unclassified SMS system.
- 2) The user who runs this test must have Admin Privilege other than 'None'.
- 3) From the authenticated SMS home page, click on the Admin link under the Admin section, subsection.
- 4) Click on the User Manager link in the top row of Options links.
- 5) Click on the User Name link \*\*\*.
- 6) Type \*\*\* in the CAC EPIID text entry box. Click the Save Button. Click the Continue button.
- 7) Repeat step 4.
- 8) Click the check box next to the \*\*\* link. Click the completed button.
- 9) Verify that user \*\*\* is no longer listed on the page.

### **4.9 Air Lift Cost Estimator: Add Measurement Ton (M/T), Add Short Ton (Ston)**

**WHO:** Users of Airlift Cost estimator (\*\*\*)

**WHAT:** Addition of Measurement Ton to the cube units pull down list( 1 Measurement Ton = 40 cubic feet). Addition of Short ton to the weight units pull down list( 1 Short Ton = 2000 pounds).

**WHERE:** Add the units to the SMS Air Cargo/Pax Cost Calculator, under channel cost calculations (ref attached screen shot)

**WHY:** The only way one can estimate airlift cost is by knowing individual package weight and dimensions (width, length, height).

This information is available at Level 4 Cargo Detail. However, many times this detailed information is not available when airlift cost estimation is required. The Surface Shipping Cost Estimator provides for Measurement Ton (M/T) (1 M/T = 40 Cu. Ft.) calculations. This enables the customer to get a sealift ROM estimate by using location data and M/T to arrive at equivalent containers and a cost estimate.

Cargo Level 4 detail using this surface estimator is not required as it is in the airlift estimator. Adding Ston to the available package weight saves the customer time converting from short tons to pounds.

### ***Remarks:***

None.

### ***Test Steps:***

- 1) This test may be performed on the classified or unclassified SMS system.
- 2) No special privileges are required for the user who runs this test.



## SMSWEB.8100.2000.STP

- 3) From the authenticated SMS home page, click on Air Shipping Cost under the Reference section.
- 4) In the section labeled Channel Cost Calculator, select Department of Defense in the Customer drop down menu. Type \*\*\* in the Origin ICAO entry box. Type \*\*\* in the Destination ICAO entry box.
- 5) For the row labeled Package 1, enter 2000 in the Weight column and select “lbs.” in the unnamed dropdown menu. Enter 10 in the “Or Cube” data entry box and set the Units dropdown menu to “ft”. Click the Calculate button and note the Channel Total.
- 6) For the row labeled Package 1 change the Weight column value to 1 and select “stons” in the unnamed dropdown menu. Click the Calculate button. Verify the Channel Total matches the value from step 5.
- 7) Change the Units dropdown menu from “ft” to “mton”. Click the Calculate button.
- 8) Verify the value in the Weight column changed to 2.0. Verify the Channel Total is higher than the value in step 5 or step 6.

### 4.10 Prevent Users From Changing Their Email Addresses

#### ***Requirement Description***

Who: \*\*\* Account Manager

What: Needs to disallow users from changing their e-mail address in the Update User Information page

Where: Update User Information

Why: Some users have been changing their e-mail address to other people's e-mail address. Not sure why they are doing this but it is a security violation whenever there is a mismatch of data. With the new security policies in place, SMS should enforce proper discipline where possible.

#### ***Remarks:***

None.

#### ***Test Steps:***

- 1) This test may be performed on the classified or unclassified SMS system.
- 2) No special privileges are required for the user who runs this test.
- 3) An NIPR E-Mail address must be filled in the account used for this test.
- 4) From the authenticated SMS home page, click Update User Information under the Admin section, sub-section My Account.
- 5) In the User Preference editor window, verify that the email address appears but that it cannot be edited.

### 4.11 \*\*\* Executive Dashboard of Leading Indicators

## SMSWEB.8100.2000.STP

### ***Requirement Description***

Who: \*\*\*

What: New LI function on Executive Dashboard. This will NOT change the current leading indicators patch chart. User wants a limited view of the LI patch page. The display is limited to:

- Only AK Major\_Movement FMT moves (golf charts)
- Status = active
- With Conveyance delay (only interested in lates)
- SSF= A or better (only interested in moves with schedules)

User also wants to drill into the LI unit move patch and go directly to the Movement Summary page so user can view the Golf Chart immediately, vice going through the LI summary page.

User wants one additional link named "Historical" at the top of the LI page. Drilling into this link will display historical LI patches (status Closed) so user can review historical LI movements from the past 90 days, if desired.

Where: Force Movement Reports: Executive Summary page link at the top of the page named "Executive Leading Indicators".

Why: This will be a link on \*\*\* Executive Dashboard which user reviews daily.

### ***Remarks:***

None.

### ***Test Steps:***

- 1) This test much be performed on the classified SMS system.
- 2) The user who runs this test needs the EXECUTIVE SUMMARY VIEWER Privilege as well as privileges to view any/all Force Movements available.
- 3) From the authenticated SMS home page, click on the Leading Indicators link under the Force Movements section, Force Movement Reports sub-section.
- 4) Verify a count of major moves appears in a black box in the textual description at the top of the page.
- 5) Click on one of the available Force Movement links.
- 6) Verify the movement displayed in the Major Move detail page corresponds to the movement link selected in step 5.

## **4.12 ULN Filter – Add a Service Code Filter**

### ***Requirement Description***

Who: \*\*\*

What: wants a new filter added to the ULN Filter page that limits search results by Service Code, which is a distinct data field in JOPES

## SMSWEB.8100.2000.STP

Where: this filter would be added to the ULN Filter page on classified SMS. Users would enter one or more Service Codes (one character codes that denote the Service such as Army, USTRANSCOM etc)

Why: User needs to track movements by Service. Currently it's difficult to identify the correct ULNs to track without opening each one individually to see what Service it is. If SMS had a Service Code filter, he could pull them all up in one search and bundle them together, saving a lot of time.

**Remarks:**

None.

**Test Steps:**

- 1) This test must be performed on the classified SMS system.
- 2) The user running this test must have access to some Oplans.
- 3) From the authenticated SMS home page, click on the ULN Filter link under Force Movements, TPFDD Tools.
- 4) Select a PID from the list of available PIDs and enter \*\*\* in the Service Code text entry box (middle column, second text entry box).
- 5) Click the Search for ULN's button.
- 6) Verify the page refreshes with the Results section open.

### 4.13 MX: ULN Filter/FMT Compare: Add Movement Sequence Number

**Requirement Description**

WHO: \*\*\*

WHERE: Current ULN Filter/FMT Compare Page

WHY: The movement naming convention technique frowns on adding movement direction or movement mode source to the movement display name (e.g. \*\*\* is preferred over \*\*\*). When using the ULN Filter/FMT Compare tool to update ULNs within a movement, users are unable to accurately determine which movement is airlift and which movement is sealift without additional information. Unfortunately, users have accidentally deleted ULNs or mistakenly added ULNs of the wrong mode source, confusing movement tracking. A suggested solution is adding the movement sequence number to the display pick list on the ULN/Filter FMT Compare page, similar to the Report Group Editor display page. The movement sequence number is visible to movement editors only and can contain direction and mode source without disrupting the professional naming convention for General Officers. This enhancement of adding the sequence number to the compare list will allow Movement Editors to differentiate movements using the sequence number.

**Remarks:**

None.

## SMSWEB.8100.2000.STP

### ***Test Steps:***

- 1) This test must be performed on the classified SMS system.
- 2) The user running this test must have access to some Oplans.
- 3) From the authenticated SMS home page, click on the ULN Filter link under Force Movements section, TPFDD Tools subsection.
- 4) Click the Clear button. After the screen refreshes, click the Search for ULNs button.
- 5) In the Results section, click the Compare Filter to FMT button.
- 6) Select \*\*\* in the Switch FMT Group to dropdown menu. Click the Switch button.
- 7) Verify that all choices in the Compare filter Unsaved to dropdown menu start with an alpha numeric string surrounded by parentheses.

## **4.14 ULN Closure LAD/PCD Report Filter**

### ***Requirement Description***

**WHO:** \*\*\*

**WHAT:** Modification to current ULN Closure LAD/PCD Report

- Add the capability to create, save, and import an LAD/PCD Report filter similar to the ULN filter
- Add the capability to use relative dates in the filter
- Modify the Group Field to display the Report Label or display the first 3 PIDs, followed by a more link ... to ensure the 9-pack displays within one web page frame
- Modify the Planned Status to categorize a ULN late if it has not closed at LAD/PCD Day-Month-Year/\*\*\* versus LAD/PCD Day-Month-Year/\*\*\*
- Allow a spreadsheet download of the 9-pack drill to share or archive.

**WHERE:** Current ULN LAD/Closure Report

**WHY:** The \*\*\* is using this 9-pack report for daily metric closure status, weekly metric closure status, monthly metric closure status, yearly metric closure status broken up by division, by COCOM, by deploy, by redeploy, and by combined deploy redeploy. The \*\*\* branches monitor over 100 OPLANs. Selecting and de-selecting multiple operations plans and dates takes a large amount of time and is prone to user error. Also, the large number of OPLANs selected causes the 9-pack report to display several web pages long. Creating an ULN LAD/PCD Report filter will save time (many hours) and limit user errors. It allows the division and branch leaders to quickly determine the late pax/cargo/sealift and share on-time performance with the \*\*\* and supported COCOM in minutes or live during a brief like a major unit move. Doing several data pulls to support metrics, SMS displays a ULN as red planned status if the ULN has not closed at the start of the LAD/PCD day. For example, on \*\*\*, ULN \*\*\*, with a JOPES LAD of \*\*\*, was displaying red planned status, even though the day \*\*\* was not complete and the mission the ULN was allocated to was planned and did close on \*\*\*, before \*\*\*.

### ***Remarks:***

None.

### ***Test Steps:***

## SMSWEB.8100.2000.STP

- 1) This test must be performed on the classified SMS system.
- 2) The user running this test must have access to some Oplans.
- 3) From the authenticated SMS home page, click on the ULN Closure LAD/PCD Report link under the Force Movements section, Custom Force Reports subsection.
- 4) Click the Clear button. After the screen refreshes, highlight \*\*\* in the Major Group selection list.
- 5) Type 'TESTFILTER' (no apostrophes) in the Filter Name text box and click the filter Save As button.
- 6) Verify Filter TESTFILTER saved message appears at the top of the screen and TESTFILTER is in the Filter List dropdown.
- 7) Highlight \*\*\* in the Major Group selection list. Click the filter Save Changes button.
- 8) Verify Filter TESTFILTER saved message appears at the top of the screen.
- 9) Click the filter Delete button.
- 10) Verify Filter TESTFILTER deleted message appears at the top of the screen and that it is no longer in the Filter List dropdown

### 4.15 CDDOC – FMT Main Page – Display More Movements

#### ***Requirement Description***

Who: \*\*\*

What: User wants more than 10 Movements displayed. Either increase to 20 or simply show all.

Where: On the FMT Main Page, also referred to as the Search page, where users can pull back Active, Pending, or Closed Movements etc.

Why: This is important to the users because as SMS currently operates, only 10 Movements are shown at a time. They need to hit the 'Next Page' button to view all. The connectivity is not always good at their deployed location, so hitting the Next Button takes time, multiplied by many instances a day, it can get tedious.

#### ***Remarks:***

None.

#### ***Test Steps:***

- 1) This test must be performed on the classified SMS system.
- 2) The user running this test needs privilege to view any/all Force Movements.
- 3) From the authenticated SMS home page, click on the \*\*\* link under Force Movements section, FM Listing subsection.
- 4) Verify that there are 20 data lines in the first page of the report.

### 4.16 Conveyance Projection

#### ***Requirement Description***

## SMSWEB.8100.2000.STP

New Requirement from \*\*\* in \*\*\*. Currently, there is a lengthy manual process to determine the number and type of conveyances needed to ship TPFDD cargo by commercial liner to allow for notification of the carrier for pre-staging of conveyance (\*\*\*). The customer has defined the rules used to manually compute conveyance types and has described the report needed in the attachment. \*\*\* performed a test to see if we could replicate what the customer is doing manually using the rules provided and were successful.

Automating this process would provide a conveyance type by day and origin for submission to the carriers for the spotting of conveyances, as well as a tool for SDDC Terminals/COC to evaluate the efficacy/feasibility of using liner vessels for specific deployment/redeployment cargo.

### **Remarks:**

None.

### **Test Steps:**

- 1) This test must be performed on the classified SMS system.
- 2) The user running this test needs the following privileges:  
\*\*\*
- 5) Test 1:
  - 1) From the authenticated SMS home page, click on the ULN Filter link under the Force Movements section, TPFDD Tools subsection.
  - 2) Select \*\*\* and \*\*\* in the PID scrolling list.
  - 3) Select \*\*\*, and \*\*\* in the POE-POD Mode/SRC scrolling list
  - 4) Type “\*\*\*\*” (no parentheses) in the text box to the right of the Save Filter As Button. Click the Save Filter As Button.
  - 5) Verify 114 matches are returned.
  - 6) Click the Sealift Conveyance button (second row of buttons at top of screen)
  - 7) Verify the Sealift Conveyance Report appears with origins in the section headers and data in each section.
  - 8) Locate the section entitled “\*\*\*\*”. Locate the row with a Ready To Load Date is \*\*\*. Click on each of the blue underlined numbers in that row.
  - 9) Verify each one brings up a list of cargo that was packed into those container types
- 6) Test 2:
  - 1) From the authenticated SMS home page, click on the Horse Blanket link under the Surface section, \*\*\* subsection.
  - 2) Click the ULNs link at the top.
  - 3) Select \*\*\* in the drop down list next to the By Filter button. Click the By Filter button.
  - 4) Click the Reports link in the Manage ULNs section. Verify a small window pops up.
  - 5) Click “Sealift Conveyance Report”.



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- 6) Verify the Sealift Conveyance Report appears in a new window with origins in the section headers and data in each section (same report as Test 1, step 7).
- 7) Test 3:
  - 1) From the authenticated SMS home page, click on the Horse Blanket link under the Surface section, \*\*\* subsection.
  - 2) Click the ULNs link at the top.
  - 3) Select (\*\*\* ) in the drop down list next to the By Load button. Click the By Load button.
  - 4) Click the Reports link in the Manage ULNs section. Verify a small window pops up.
  - 5) Click “Sealift Conveyance Report”. Click OK to leave Horse Blanket.
  - 6) Verify the Sealift Conveyance Report appears in a new window with origins in the section headers and data in each section.
  - 7) In the section entitled \*\*\*, locate the Ready To Load Date of “\*\*\*\*”. Click on all of the blue underlined numbers in that row.
  - 8) Verify each one returns a list of cargo that was packed into those container types.

## **5. Test Schedules**

The tests may be conducted at any convenient time and in an order, which makes the most sense to the tester.

## **6. Requirements Traceability**

Not Applicable

## **7. Notes**

N/A

<b>DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b> <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				<b>1. CLEARANCE AND SAFEGUARDING</b> a. FACILITY CLEARANCE REQUIRED <div style="text-align: center; font-weight: bold;">SECRET</div> b. LEVEL OF SAFEGUARDING REQUIRED <div style="text-align: center;">None</div>	
<b>2. THIS SPECIFICATION IS FOR:</b> <i>(X and complete as applicable)</i>				<b>3. THIS SPECIFICATION IS:</b> <i>(X and complete as applicable)</i>	
a. PRIME CONTRACT NUMBER		<input checked="" type="checkbox"/>		a. ORIGINAL <i>(Complete date in all cases)</i>	
b. SUBCONTRACT NUMBER		<input type="checkbox"/>		b. REVISED <i>(Supersedes all previous specs)</i>	
c. SOLICITATION OR OTHER NUMBER		DUE DATE (YYYYMMDD)		c. FINAL <i>(Complete Item 5 in all cases)</i>	
DATE (YYYYMMDD) 20080305		REVISION NO.		DATE (YYYYMMDD)	
DATE (YYYYMMDD)		DATE (YYYYMMDD)		DATE (YYYYMMDD)	
<b>4. IS THIS A FOLLOW-ON CONTRACT?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under <u>FA4452-04-F-0009</u> <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.					
<b>5. IS THIS A FINAL DD FORM 254?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____.					
<b>6. CONTRACTOR</b> <i>(Include Commercial and Government Entity (CAGE) Code)</i>					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>	
<b>7. SUBCONTRACTOR</b>					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>	
<b>8. ACTUAL PERFORMANCE</b>					
a. LOCATION		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>	
USTRANSCOM/TCJ6-P 508 Scott Drive Scott AFB, IL				Defense Security Service 11132 South Towne Square, Suite 205 Saint Louis, MO 63123-7818 Phone: (314) 260-8200	
<b>9. GENERAL IDENTIFICATION OF THIS PROCUREMENT</b>					
<b>10. CONTRACTOR WILL REQUIRE ACCESS TO:</b>		YES		NO	
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
b. RESTRICTED DATA		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
d. FORMERLY RESTRICTED DATA		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
e. INTELLIGENCE INFORMATION		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
(1) Sensitive Compartmented Information (SCI)		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
(2) Non-SCI		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
f. SPECIAL ACCESS INFORMATION		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
g. NATO INFORMATION		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
h. FOREIGN GOVERNMENT INFORMATION		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
i. LIMITED DISSEMINATION INFORMATION		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
j. FOR OFFICIAL USE ONLY INFORMATION		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
k. OTHER <i>(Specify)</i>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
SECRET		<input type="checkbox"/>		<input type="checkbox"/>	
<b>11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</b>		YES		NO	
a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
b. RECEIVE CLASSIFIED DOCUMENTS ONLY		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
e. PERFORM SERVICES ONLY		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
h. REQUIRE A COMSEC ACCOUNT		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
i. HAVE TEMPEST REQUIREMENTS		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
l. OTHER <i>(Specify)</i>		<input type="checkbox"/>		<input type="checkbox"/>	

- 12. PUBLIC RELEASE.** Any information (*classified or unclassified*) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release ☐ Direct ☒ Through (*Specify*)

USTRANSCOM  
508 SCOTT DRIVE  
SCOTT AFB, IL 62225-5357

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review.  
\*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

- 13. SECURITY GUIDANCE.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (*Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.*)

Reference block 2a: This DD254 reflects the specific security requirements for the task order when awarded.

Reference Block 8a: Contract performance will be primarily at contractor facility with three (3) contractors performing at government installation (USTRANSCOM- Bldg 1900 & 1961) at Scott AFB, IL.

Reference Block 10j: For Official Use Only (FOUO) applies. Reference DOD Appendix to DOD 5201-R, and the Under Secretary of Defense for Intelligence memorandum, "Interim Information Security Guidance, " April 16, 2004, for specific guidance on the handling and safeguarding of FOUO information."

Reference Block 11a: The indicated secret clearance is required for contract personnel to perform analysis and follow-on ammo/hazmat reporting software development and support for USTRANSCOM. Contractor will not classify or declassify any material. The highest level of classification pertaining to the contract is SECRET. Contract performance is restricted to USTRANSCOM at Scott AFB, IL or other locations as specified by USTRANSCOM. Actual knowledge of, generation, or production of classified information is NOT REQUIRED.

Reference Block 11b: If any classified information is generated in the performance of this contract, it shall be classified according to the markings shown on the source material.

Compliance with the National Industrial Security Program Operating Manual (NISPOM), Department of Defense, US Air Force, Scott AFB and USTRANSCOM security practices is required.

- 14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract. ☐ Yes ☒ No  
(*If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.*)

- 15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. ☐ Yes ☒ No  
(*If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.*)

- 16. CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL MARY MEYER CAMPBELL	b. TITLE PROGRAM MANAGER	c. TELEPHONE ( <i>Include Area Code</i> ) (618) 256-6788
d. ADDRESS ( <i>Include Zip Code</i> ) USTRANSCOM/TCJ6-PC 508 SCOTT DRIVE SCOTT AFB, IL 62225	<b>17. REQUIRED DISTRIBUTION</b> <input type="checkbox"/> a. CONTRACTOR <input type="checkbox"/> b. SUBCONTRACTOR <input type="checkbox"/> c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR <input type="checkbox"/> d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION <input type="checkbox"/> e. ADMINISTRATIVE CONTRACTING OFFICER <input type="checkbox"/> f. OTHERS AS NECESSARY	
e. SIGNATURE		

# FINAL

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Attachment 3  
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## REQUEST FOR QUOTE HTC711-08-Q-0066 INFORMATION SHEET

### DISCOUNT TO GSA SCHEDULE PRICES REQUESTED.

1. Schedule contractor Name/Address (Must have ZIP + 4) and e-mail address:

2. Schedule contractor Telephone No. Fax No.:

3. Schedule contractor Cage Code:

4. Schedule contractor Tax Identification Number (TIN):  
DUNS No.:

5. Size Business: Small / Woman-Owned / Disadvantaged / Large

6. Please check any of the following that apply to your firm:

☐ Hub Zone Certification ☐ Educational Organization  
☐ Nonprofit Educational ☐ Other Educational  
☐ Service-Related Disabled Veteran-Owned Small Business  
☐ Other Veteran-Owned Small Business

7. GSA Contract No.: Contract Period:

**NOTE:** Only site GSA schedule number if items currently proposed are included on that schedule. Please identify any items not currently on GSA Schedule. (Non-GSA items totaling over \$2,500 cannot be awarded on a GSA order). If bidding through a teaming relationship, all appropriate GSA Schedule numbers and applicable items shall be identified.

8. Prompt Payment Discount:

9. FOB Point: Destination

10. Defense Contract Audit Agency (DCAA) Point of Contact:  
OR DCAA letter confirming quoted G&A rates

11. Central Contractor Registration (CCR):

**Please ensure that all information contained in the CCR is current and that registration has not expired.**

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## 12. CLIN Structure.

(Schedule contractor shall fill out the Unit Price and Not-to-Exceed Amount)

(EST – Estimated)

(NTE – Not-To-Exceed)

<b>Single Mobility System (SMS)</b> <b>Base Period – 01 Jul 08 through 30 Sep 08</b>				
<b>CLIN Number</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>NTE Amount</b>
CLIN 0001 Estimated Labor Hours _____ Services in accordance with PWS Task Areas 1.3.1, 1.3.3, 1.3.4., 1.3.5, and 1.3.6	1	LOT		\$ _____
CLIN 0002 Estimated Labor Hours _____ Services in accordance with PWS Task Area 1.3.2	1	LOT		\$ _____
CLIN 0003 Travel, Cost Reimbursable PWS Para 4.5.1	1	LOT	N/A	NTE \$6,790.00
CLIN 0004 Other Direct Costs (ODCs), Cost Reimbursable, PWS Para 4.5.2	1	LOT	N/A	NTE \$14,400.00

<b>Single Mobility System (SMS)</b> <b>Option Period One – 01 Oct 08 through 30 Sep 09</b>				
<b>CLIN Number</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>NTE Amount</b>
CLIN 1001 Estimated Labor Hours _____ Services in accordance with PWS Task Areas 1.3.1, 1.3.3, 1.3.4., 1.3.5, and 1.3.6	1	LOT		\$ _____
CLIN 1002 Estimated Labor Hours _____ Services in accordance with PWS Task Area 1.3.2	1	LOT		\$ _____
CLIN 1003 Travel, Cost Reimbursable PWS Para 4.5.1	1	LOT	N/A	NTE \$14,145.67

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<b>Single Mobility System (SMS)</b> <b>Option Period Two – 01 Oct 09 through 30 Sep 10</b>				
<b>CLIN Number</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>NTE Amount</b>
CLIN 2001 Estimated Labor Hours _____ Services in accordance with PWS Task Areas 1.3.1, 1.3.3, 1.3.4., 1.3.5, and 1.3.6	1	LOT		\$ _____
CLIN 2002 Estimated Labor Hours _____ Services in accordance with PWS Task Area 1.3.2	1	LOT		\$ _____
CLIN 2003 Travel, Cost Reimbursable PWS Para 4.5.1	1	LOT	N/A	NTE \$14,145.79

TOTAL LABOR - BASE YEAR + OPTIONS \$ \_\_\_\_\_

TOTAL TRAVEL - BASE YEAR + OPTIONS \$ NTE 35,081.46

TOTAL ODCs – BASE YEAR + OPTIONS \$ NTE 14,400.00

**GRAND TOTAL LABOR, TRAVEL, + ODCs** \$ \_\_\_\_\_

NOTE: The estimated number of hours required to complete PWS tasks is to be completed by the Contractor. Schedule contractors shall submit a table which identifies each labor category and applicable labor rates to be used in the performance of this effort in the staffing plan. The table shall clearly identify information for the base year and all option years.



# FINAL

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Attachment 3  
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**INVOICING PROCEDURES** – Submit electronic invoices monthly through Wide Area Work Flow (WAWF-RA).

## WIDE AREA WORKFLOW – RECEIPT AND ACCEPTANCE (WAWF-RA) ELECTRONIC RECEIVING REPORT AND INVOICING INSTRUCTIONS

**IN ACCORDANCE WITH DFARS 232.7002, USE OF ELECTRONIC PAYMENT REQUESTS IS MANDATORY. USE OF WAWF WILL SPEED UP YOUR PAYMENT PROCESSING TIME AND ALLOW YOU TO MONITOR YOUR PAYMENT STATUS ONLINE. THERE ARE NO CHARGES OR FEES TO USE WAWF.**

Requests for payments must be submitted electronically via the Internet through the Wide Area WorkFlow – Receipt and Acceptance (WAWF-RA) system at <https://wawf.eb.mil>.

Questions concerning payment should be directed to the Defense Finance Accounting Services (DFAS) Omaha at (800) 330-8168 or faxed to (800) 554-0527. Please have your order number and invoice number ready when contacting DFAS about payment status. You can also access payment information using the DFAS Vendor Pay Inquiry System (VPIS) web site at <http://www.dfas.mil/money/vendor>.

**THE FOLLOWING CODES WILL BE REQUIRED TO ROUTE YOUR RECEIVING REPORTS, INVOICES AND ADDITIONAL E-MAILS CORRECTLY THROUGH WAWF.**

<b>CONTRACT NUMBER:</b>	<input type="text"/>
<b>DELIVERY ORDER NUMBER:</b>	<input type="text"/>
<b>TYPE OF DOCUMENT:</b>	<input type="text" value="COMBO"/>
<b>CAGE CODE:</b>	<input type="text"/>
<b>ISSUE BY DODAAC:</b>	<input type="text" value="HTC711"/>
<b>ADMIN DODAAC:</b>	<input type="text" value="HTC711"/>
<b>INSPECT BY DODAAC:</b>	<input type="text"/>
<b>SERVICE ACCEPTOR / SHIP TO:</b>	<input type="text" value="F3ST95"/>
<b>PAY OFFICE DODAAC:</b>	<input type="text" value="F67100"/>

### SEND MORE E-MAIL NOTIFICATIONS:

<b>CONTRACT ADMINISTRATOR:</b>	<input type="text" value="Andrea.mouser@ustranscom.mil"/>
<b>CONTRACTING OFFICER:</b>	<input type="text" value="Lisa.gross@ustranscom.mil"/>
<b>ADDITIONAL NOTIFICATION:</b>	<input type="text"/>
<b>ADDITIONAL NOTIFICATION:</b>	<input type="text"/>

**QUALITY ASSURANCE SURVEILLANCE PLAN**  
**for**  
**United States Transportation Command**  
**Single Mobility System (SMS)**

APPROVED: 6 March 2008

MARY MEYER CAMPBELL  
USTRANSCOM/TCJ6-P

LISA A. GROSS  
Contracting Officer  
USTRANSCOM/TCAQ

## 1. INTRODUCTION

This Quality Assurance Surveillance Plan (QASP) was developed in accordance with AFI 63-124, *Performance-Based Services Acquisitions (PBSA)*, for work performed to provide project management, software development, software maintenance, and functional support services for the United States Transportation Command (USTRANSCOM) Command, Control, Communications, and Computer Systems Directorate (TCJ6) Single Mobility System (SMS) at Scott AFB, IL. This QASP sets forth the procedures and guidelines to be used by the Government to ensure that the contractor achieves the required performance standards as specified in the Performance Work Statement (PWS). The PWS contains a Service Delivery Summary (SDS) that summarizes performance objectives (service required) and performance thresholds (specific standard) contained within the body of the PWS. The SDS does not identify every service required, but only those services considered most important for mission accomplishment. This QASP is based on the premise that the contractor, and not the Government, is responsible for management and quality control actions to meet the terms of the contract. The SDS recognizes that the contractor is not a perfect manager and that unforeseen and uncontrollable problems do occur. Good management and use of an adequate quality control plan will allow the contractor to meet or exceed the performance standards specified in the PWS.

## 2. PURPOSE

This QASP is designed to accomplish the following:

- a. Provide a systematic method to survey and evaluate contractor services to determine conformity with the technical requirements of the contract.
- b. Define the roles and responsibilities of participating Government officials.
- c. Describe the evaluation methods that will be employed by the Government in assessing the contractor's performance.
- d. Describe the process of performance documentation.
- e. Provide copies of the Quality Assurance (QA) monitoring forms that will be used by the Government in documenting and evaluating contractor's performance.

## 3. ROLES AND RESPONSIBILITIES

The Government monitors contractor performance on a continuing basis through the services of a surveillance team. The surveillance team consists of the following members: Contracting Officer (CO) and Contracting Officer's Representative (COR).

### 3.1 Contracting Officer (CO)

The CO has overall responsibility for contract administration. The CO is responsible for monitoring contract compliance and resolving any and all disagreements regarding interpretation of contract terms and conditions. The two primary functions of the CO with regard to the surveillance activity are to approve payments and authorize changes to the contract. Payment is authorized based on documented objective evidence provided by the COR that contractor

performance meets the performance standards specified. The CO is the only Government official authorized to revise the contract. Additionally, the CO is responsible for approving the QASP.

### **3.2 Contracting Officer's Representative (COR)**

The COR serves as a functional expert and is responsible for monitoring, assessing, recording and reporting the technical performance of the Contractor on a continuous basis. The COR schedules surveillance activities; evaluates and documents performance by the contractor; initiates requests for and evaluates adequacy of the corrective action and reports contractor performance of contractor requirements. CORs are sufficiently trained to perform the required duties and to ensure their knowledge of the terms and conditions of the contract.

3.2.1. The COR is to be objective, fair, and consistent in evaluating contractor performance against standards.

3.2.2. The COR will notify the CO immediately when an evaluation shows that performance does not meet the standards identified in this QASP.

3.2.3. The COR is required to ensure changes in work are not initiated before a written authorization or modification is issued by the CO.

3.2.4 The COR is required to accept delivery of services. The COR must ensure that all services have been performed before entering the quantity received and digitally signing the receiving report/invoice in Wide Area Work Flow (WAWF). The COR has a maximum of seven days after the contractor's submission of a properly documented receiving report/invoice to accept the quantity and digitally sign the document in WAWF. Prompt processing of receiving reports/invoices in WAWF increases the Government's ability to take discounts offered and decreases the likelihood of the Government incurring interest expense for late payment. After digital signature, the signed receiving report/invoice will be routed to Defense Finance and Accounting Service (DFAS) for scheduling of payment.

3.2.5 The COR is required to provide an assessment of contractor performance to the contracting officer for input into CPARS.

## **4. METHODS OF SURVEILLANCE**

### **4.1 Service Delivery Summary (SDS)**

The SDS summarizes the expected service objectives (outcomes) and identifies the metrics that will be tracked to determine whether the outcomes are being achieved at the appropriate levels of performance. The Government, through the COR, will monitor contractor performance using the surveillance method(s) described below. In determining the evaluation criteria, the Government has considered what the contract specifically calls for, how performance can be surveyed, and if the proposed method of surveillance is adequate to assure the required level of performance has been achieved. Additionally, contractor performance will be a factor affecting application of the plan, i.e., surveillance frequency may be increased or decreased based on contractor

demonstrated and documented performance. One or a combination of the following surveillance methods will be used to produce a well-rounded indication of contractor conformance:

- a. Sampling (Spot, Periodic and Random Sampling)
- b. Third Party Audit
- c. Inspection/Review (verification of specific tasks, weekly, monthly, quarterly, biannual, annual)
- d. Customer/Government Input

#### **4.1.1. Sampling**

This is the most appropriate method for frequently recurring tasks. Random sampling is done to determine whether to accept or reject the contractor's performance of the total lot of a particular task for a given period of time, using the premise that the statistically selected sample is representative of the entire lot. Sampling may be spot, periodic or random.

#### **4.1.2. Third Party Audits**

Third Party Audits will be conducted by an authorized agent of the Government, federal, state, and local agencies (i.e., OSHA, DMV, EPA, Environmental Management etc.).

#### **4.1.3. Inspection/Review**

This surveillance type is preferred for those tasks that occur infrequently. It is also used frequently for those tasks having very stringent performance requirements. When this type of surveillance is used, COR must inspect and evaluate the contractor's performance each time it is performed to determine acceptability.

This type of surveillance consists of the evaluation of samples selected on other than a 100 percent or statistically random basis. The results of periodic surveillance inspections may be used as the basis for actions against the contractor. In such cases the Inspection of Services clause becomes the basis for the contracting officer's actions. This will be done more frequently at the beginning of the contract, and is expected to decrease as standards are consistently met, but may increase if performance falls below standard.

#### **4.1.5. Customer Inputs**

The COR may use customer input to document discrepancies in contractor performance. The contracting officer may use validated customer complaints as the basis for actions against the contractor. In such cases the Inspection of Services clause becomes the basis for the contracting officer's actions. Under the new philosophy of performance based service contracting, we expect the customer to file complaints directly with the contractor with an automatic copy going to the COR. This allows COR oversight of the contractor's progress in answering complaints, resolving problems and updating the Quality Control (QC) program, while the contractor is responsible to the customer. When used, customer complaints must follow a formalized procedure:

a. It will be the joint responsibility of the contractor and COR to furnish written instructions and customer training to each organization receiving the contractor's services. Instructions and training should cover the format and content of the program and service to be surveyed; the action that may be expected from the contractor, from COR, contract administrator, and contracting officer as a result of the complaints; and the limitations on the customer in dealing with contractor personnel.

b. The COR is the primary point of contact for and must receive copies of all customer complaints. AF Form 714, Customer Complaint Record, or a locally devised form may be used, but all complaints and any resulting resolution must be documented with the information required on AF Form 714. Customer complaint forms become a permanent part of the COR surveillance records.

c. The COR will check customer complaints to ensure resolution of the deficiency and revision of QC program to prevent recurrence.

#### **4.1.6. Management Review**

Methods of surveillance can change after contract award based on acceptance of a contractor's proposed Quality Control Program or agreement that establishes the metrics to be used. When metrics are used as a method of surveillance through the partnering process, they may be developed after contract award, but prior to the performance start date.

#### **4.1.7. Non-SDS Items**

For required tasks not shown on the SDS, including all other tasks in the PWS and any referenced documents, the Government still retains the right to inspect any item included in the contract in accordance with Federal Acquisition Regulation (FAR) Part 46, Inspection of Services clauses. Inspection of these services will be performed in the same general manner as periodic surveillance items mentioned above. The results of these inspections are documented and, if necessary, are provided to the CO for action. Should a discrepancy be observed, the CO will handle each documented discrepancy on a case-by-case basis.

### **5. EVALUATION METHODOLOGY**

This QASP comprehensively guides the surveillance team's activities and has been developed in a format to ensure ease of understanding and implementation. For each performance objective (service required) in the SDS, the specific method(s) of surveillance, performance thresholds (standards), sampling procedures, inspection procedures, and detailed objective task descriptors are shown in the QAS Summary in Attachment 1. The methodology described in the chart shall be used as the basis for performing surveillance of the respective performance objectives.

#### **5.1 Established Procedures.**

Each contractor assessment shall follow an established procedure for surveillance, recording, reporting and follow-up, outlined as follows:

- a. The frequency of surveillance will be in accordance with the COR Schedule.



b. Surveillance will be performed in accordance with Attachment 1 and results/comments recorded.

c. Performance/non-performance for a particular task will be entered chronologically by the COR on a historical log of surveyed performance. If no deficiency exists in contractor performance for this element, no further action is required.

d. If contractor performance is deficient, the course of action is dependent on the severity/impact/frequency of the non-performance. Re-performance is the first action to resolve deficiencies. When the COR determines a deficiency is not government caused, an AF Form 802, Contract Discrepancy Report is initiated. The COR completes blocks 1 through 6 of the form and sends it to the contracting officer. The Contracting Officer must evaluate the CDR and, if appropriate, sign and send it to the contractor. The contractor must complete blocks 9 and 10 according to the requirements of the contract and return it to the contracting officer within 5 calendar days of receipt. Upon receipt of the contractor's response, the contracting officer, in consultation with the COR, must evaluate the contractor's response and take the appropriate action. The contracting officer must document the evaluation (in block 11) and action taken (in block 12) on the CDR.

e. When corrective action is reported by the contractor, the COR will follow up with additional surveillance to verify implementation.

## **5.2. Conversation record**

Conversation Record, DOD Optional Form 271, may be used throughout this process to effectively document program issues and concerns addressed with the contractor and Government points of contact. This provides a method to keep CORs informed of the status of issues and concerns.

## **6. DOCUMENTATION**

All surveillance activities must be documented to provide the required audit trail to justify Government acceptance and payment. The documented audit trail of the surveillance (DAS) activities is required by FAR 46.104(c), Contract Administration Office Responsibilities, which states, "Maintain, as part of the performance records of the contract, suitable records reflecting, (1) The nature of Government contract quality assurance actions, including, when appropriate, the number of observations made and the number and type of defects; and (2) Decisions regarding the acceptability of the products, the processes, and the requirements, as well as action to correct defects."

All documentation resulting from surveillance is made a permanent part of the contract file. The COR must keep the documentation files during the term of the contract and either monthly or at the conclusion of the contract (as directed by the CO); transfer the files to the CO for inclusion in the official contract file. It is the responsibility of the COR to establish and maintain this information in a DAS Folder. The surveillance folder(s) should include as a minimum:

- a. Contract Including Modifications

- b. Task Orders Including Modifications
- c. Quality Assurance Surveillance Plan
- d. COR Letter of designation
- e. Invoices
- f. Surveillance Records
  - 1) Written report of all inspections and timelines of deliverables
  - 2) Written report of any deficiency
  - 3) Any other written documentation relation to contract performance
- g. General Correspondence

## ATTACHMENT 1 - QUALITY ASSURANCE SURVEILLANCE SUMMARY

The following items will be utilized for evaluation of performance during the duration of this contract.

<b>PWS Task Number</b>	<b>Performance Objective</b>	<b>Surveillance Method</b>	<b>Performance Threshold</b>
<b>1.3.2. and 1.3.3.</b>	Develop or modify SMS application software as directed by the Government.	COR Approval	95% of the time within designated timeline.
<b>1.3.4.1. and 1.3.5.</b>	Provide operational support to SMS users.	COR Approval	95% of the time within designated timeline.
<b>1.3.4.2.</b>	Train users in SMS functionality.	COR Approval	A 100% compliance rate is acceptable for the contractor to provide training classes IAW the PWS requirements.
<b>1.3.6.</b>	Provide technical documentation for software releases	COR Approval	A 100% compliance rate is acceptable for the contractor to provide the required documents IAW the PWS requirements.

## ATTACHMENT 2 – DISCREPANCY STATUS REPORT

### DISCREPANCY STATUS REPORT

MEMORANDUM FOR: USTRANSCOM/TCAQ

Attn: \_\_\_\_\_ Contracting Officer

FROM: USTCJ6

508 Scott Dr

Scott AFB, IL 62225-5302

SUBJ: Single Mobility System (SMS)

Performance Analysis Discrepancy Status Report - (Month)

**1. Period Covered:** *(First to last day of the reporting period, i.e. 1-31 October 2007)*

**2. Area Covered:** *(Performance Objective, PWS paragraph, Task Descriptor, i.e. Support Desk, 1.2.1.1. .)*

**3. Overview of Performance:**

a. Summary - *(Summary of what was done by the COR to assure contract compliance, i.e. audits, data review, and surveillance)*

b. Contract Discrepancy Reports (CDRs) - *List all CDRs documented during the reporting period. Provide status of all open CDRs. Attach copies of CDRs to the monthly report.)*

c. Corrective Action Follow Up - *(Report any follow-up actions performed during the reporting period.)*

**4. Performance Analysis:** *(State your analysis of the contractor's performance.) Include positive and negative areas.*

**5. Areas of Concern:** *(Identify in narrative form ANY problem(s) or potential problem areas which may impact contract performance to SOW requirements or any aspect of the program.)*

**6. COR O&M Status:** *(Indicate current COR listing and their O&M status - Phases I and II; and any information regarding COR changes planned - new personnel requiring training, etc.)*

JOHN Q. PUBLIC

Contracting Officer's Representative (COR)

Attachment:  
CDRs