

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)**

Contract: HTC711-07-D-0013-0002
Statement of work: Operations Analyst (OA) Support for
Deployment Distribution Operations Center (DDOC)

Awarded to: CACI International, Inc.

PERFORMANCE WORK STATEMENT (PWS)
03 September 2009

OPERATIONS ANALYSTS (OA) Support
FOR DEPLOYMENT DISTRIBUTION OPERATIONS CENTER (DDOC)

1.0 DESCRIPTION OF SERVICES

1.1 BACKGROUND

USTRANSCOM is a Unified Combatant Command with missions assigned in the President's Unified Command Plan. USTRANSCOM has assigned responsibilities to: provide common-user and commercial air, land, and sea transportation, terminal management, and aerial refueling to support global deployment, employment, sustainment, and redeployment of US forces; serve as the Mobility Joint Force Provider, identifying and recommending global joint sourcing solutions; provide DOD global patient movement; and serve as the Distribution Process Owner (DPO), coordinating and overseeing the DOD distribution system to provide interoperability, synchronization, and alignment of DOD-wide, end-to-end distribution. USTRANSCOM conducts transportation feasibility analysis for movement requests and provides multi-modal transportation solutions for customers to include supported commanders, Services, coalition partners, and agencies. It is responsible for conducting end-to-end analysis of strategic airlift, sealift, and CONUS transportation systems to determine transportation feasibility of supported commanders Operations Plans (OPLANS), and provides the data to resolve issues or gain information in processing and analyzing OPLANS, Deployment Orders (DEPODs), Warning Orders (WARNORDs) and other related crisis/contingency planning documents. The DDOC is the focal point to orchestrate and synchronize full-spectrum deployment and distribution solutions in support of Combatant Commands and other customers. The DDOC is composed of the command and control elements of USTRANSCOM, DOD agency subject matter experts, DOD liaison officers, and each of its Transportation Component Commands (TCCs), linked by an array of Command, Control, Communication, and Computer Systems (C4S) that provide real-time visibility of DTS global capabilities (assets, resources, and infrastructure) and demands on those capabilities. The ability to collect, transmit, assimilate, process, and analyze DTS-related data requires robust, high capacity, yet easily used tools based on state-of-the-art automation and telecommunications technologies.

1.2 SCOPE

The contractor shall advise and assist the DDOC Chief, Integration, and Support Division Chiefs, on operational and operational support issues effecting USTRANSCOM. The contractor will assist in the day-to-day operations of the DDOC. Contractor shall also support the Integration and Support Divisions in providing operational support on issues impacting USTRANSCOM operations.

The specific tasks included in this PWS are:

- Task Area 1, Contract Level and Task Order Management
- Task Area 2, Briefing Support
- Task Area 3, Liaison with Outside Commands
- Task Area 4, Information Technology and DDOC Computer Systems
- Task Area 5, Products Support
- Task Area 6, Movement Coordination
- Task Area 7, DDOC Executive Officer Support

1.3 SPECIFIC TASKS

1.3.1 Task Area 1 - Contract Level and Task Order (TO) Management

The contractor shall provide a centralized project management capability at the contractor site. This function shall encompass administrative, clerical, documentation and related functions that provide general support for the task.

1.3.1.1 Subtask 1: The contractor shall prepare a Task Order Management Plan (TOMP) describing the technical approach, organizational resources and management controls to be employed to meet the cost, performance, and schedule requirements throughout TO execution. The draft plan shall be submitted within fifteen (15) business days of task order award. The Government will review the plan and provide comments to the contractor. The contractor will have five (5) business days from receipt of the Government's comments to submit the final plan. The plan should not be merely a reiteration of the PWS requirements.

1.3.1.2 Subtask 2: The contractor shall provide a Monthly Status Report (MSR) monitoring the quality assurance and security management applied to the task order. The MSR should contain a brief synopsis of the efforts completed and deliverables provided. The report shall list the deliverables for each task and any issues, problem areas, with the required tasks. The MSR is due no later than the 5th business day of each month.

1.3.1.3 Subtask 3: The contractor shall maintain and review the Operating Instructions and procedures used within the DDOC at least quarterly. Contractor shall provide recommendations to the DDOC Chief for approval. If there are no recommendations, the contractor will report "no recommendations."

1.3.2 Task Area 2 – Briefing Support

1.3.2.1. Contractor shall advise and assist in the development, collection of data, coordination and finalization of operational briefings for presentation to USTRANSCOM staff, visiting groups/officials, General/Flag Officers, transportation component commands, combatant commands, Joint Staff and Congress. Briefings will have an operational focus and may require the mining of data from various transportation systems and collection/consolidation from multiple sources. Presentations include: daily morning and afternoon executive situation updates, weekly operational updates, unscheduled operational updates, 120-day updates, tank briefings and congressional briefings.

1.3.2.2. Contractor shall advise and assist in the planning, preparation and coordination of operational focused tours, trips, meetings and conferences on a daily basis.

1.3.3 Task Area 3 - Liaison with Outside Commands

Contractor shall liaison with outside agencies and headquarters staffs to support tasks outlined in the PWS. These contacts shall be in accordance with DOD, Service, and USTRANSCOM rules and regulations.

1.3.4 Task Area 4 - Information Technology and DDOC Computer Systems

Contractor shall, as required in the performance of the prescribed tasks, obtain and maintain a proficiency in the following computer/telephone programs/systems: Logbook, Single Mobility System, Joint Operational Planning and Execution System, Task Management Tool, Global Transportation Network, Mozilla, Internet Explorer, Common Operating Picture, Defense Connect Online, SharePoint, classified/unclassified local area network, Microsoft Outlook, Microsoft Excel, PowerPoint, Microsoft Word, Newsgroups, Global Command and Control System, secure telephones, and any future programs/systems which are acquired as the J3 staff exploits fused databases. USTRANSCOM will provide training, as required, for programs/systems that may be required during contract performance and which are unique to USTRANSCOM.

1.3.5 Task Area 5 - Products Support

1.3.5.1. Contractor shall assist in the preparation of operational support products. These products vary in type and frequency and shall be produced using one or more of the electronic mediums detailed in paragraph 1.3.4. Products could include any of the following: slides, lists, information/point papers, staff packages, spreadsheets, tables/tabular information, projections, summaries, reports, drafts, counts, folders, comparisons, checklist, operational instructions and other products required to support USTRANSCOM operations.

1.3.5.2. Contractor shall document, review and update lessons learned for major exercises that take place on a quarterly basis. This quarterly email covers topics related to operational issues, employment of forces, and support of other commands, allowing TCJ3 improve its processes for future exercises.

1.3.5.3. Contractor shall capture significant historical events for incorporation into the annual history call. This is a formal report compiling data provided by all J3 divisions.

1.3.5.4. Contractor shall review the Manager's Internal Control (MIC) checklist on a quarterly basis. The MIC provides guidelines for internal controls within TCJ3 in the following areas: Compliance with Law; Reasonable Assurance and Safeguards; Integrity, Competence, and Attitude; Applying General Standards; Access and Accountability for Resources; Separation of Duties and Supervision; Recording and Documentation; and Resolution of Audit Findings. On a quarterly basis the contractor shall document their findings of TCJ3's compliance with these controls and whether guidelines are being met. This communication is delivered via email.

1.3.6 Task Area 6 – Movement Coordination

Contractor shall, as required, coordinate within the directorate and/or with outside agencies/commands, air and/or surface movements utilizing the products discussed in paragraph 1.3.5 and/or the electronic mediums discussed in paragraph 1.3.4.

1.3.6.1 Subtask 1: Movement Tracking

Contractor shall, as required, track air and/or surface movements utilizing the products discussed in paragraph 1.3.5 and/or the electronic mediums discussed in paragraph 1.3.4. Feedback reports detailing delivery updates, Unit Line Item numbers (ULN's), and itinerary for air, land, and sea movements shall be made on a daily basis.

1.3.7. Task Area 7 DDOC Support

1.3.7.1. Advise and assist the DDOC Chief on coordination, tracking, and executing airlift, sealift, highway, and rail requirements and movements.

1.3.7.2. Assist with management of operational taskings, staff actions and correspondence helping to ensure timely, articulate, concise and professional USTRANSCOM responses.

1.3.7.3. Maintain efficient functioning of the DDOC by establishing and maintaining two-way communication with all stakeholders.

1.3.7.4. Assist DDOC Chief as needed; contractor shall verbally keep him informed of execution issues/status of hot actions on a daily basis. The supporting data shall be compiled through the use of spreadsheets.

1.3.7.5. Prepare daily Executive Operations Summary (EXOPSUM) for the USTRANSCOM Commander and principle staff. Contractor shall data mine systems identified in paragraph 1.3.4. and provide the TCCC with a daily handout containing a 24 hr update of global operations information that includes OEF/OIF, passenger, cargo totals, fuel status, airlift summary, aerial port levels, DV airlift, and AE support.

1.3.7.6. Serve as DDOC Chief of Staff Representative, an advisory role, on the TCJ3 Training Committee and assist in development of Chief of Staff Training Plan for all active and reserve service members.

1.3.7.7. Prepare and distribute daily 4-Star level Distribution Operations Update for VTCs and morning TCJ3 Situation Updates, as well as generating weekly Ops Integration updates,

1.4 DELIVERABLES/DELIVERY SCHEDULE.

PWS	Deliverable	Schedule
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1.3.1.1	Task Delivery Order Management Plan (TOMP)	Draft - 15 working days after receipt of Task Order Final – 5 business days after receipt of Government comments
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1.3.1.2	Monthly Status Report	5 working days after the end of the month
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1.3.1.3	Review/Update to Operational Instructions, checklist, and procedures	Quarterly
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1.3.2.1	Prepare Briefings/Presentations	Daily
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- 1.3.5.2 Document lessons learned and historical events Quarterly
- 1.3.5.3 Capture Historical Events Annual
- 1.3.5.4 Manager's Internal Control checklist Quarterly
- 1.3.6.1 Complete Feedback Reports on Air and Surface Movement Tracking Daily
- 1.3.7.4 Issues/Status Reports of Hot Actions Daily
- 1.3.7.5 Executive Operations Summary (EXOPSUM) Daily
- 5.1.2 Summary Report Within 15 days of contract end date

2.0 SERVICE DELIVERY SCHEDULE (SDS)

PWS Performance Objective Performance Threshold

- 1.3.1.1 Task Delivery Order Management Plan (TOMP) 98% compliance by the scheduled due date.
- 1.3.1.2 Monthly Status Report 98% compliance by the scheduled due date.
- 1.3.1.3 Review/Update to Operational Instructions, checklist, and procedures 98% compliance by the scheduled due date.
- 1.3.2.1 Prepare Briefings/Presentations 98% compliance by the scheduled due date
- 1.3.5.2 Document lessons learned and historical events 98% compliance by the scheduled due date.
- 1.3.5.3 Capture Historical Events 98% compliance by the scheduled due date
- 1.3.5.4 Manager's Internal Control checklist 98% compliance by the scheduled due date
- 1.3.6.1 Complete Feedback Reports on Air and Surface Movement Tracking 98% compliance by the scheduled due date
- 1.3.7.4 Issues/Status Reports of Hot Actions 98% compliance by the scheduled due date
- 1.3.7.5 Executive Operations Summary (EXOPSUM) 98% compliance by the scheduled due date
- 5.1.2 Summary Report 98% compliance by the scheduled due date

3.0 GOVERNMENT FURNISHED EQUIPMENT (GFE)/GOVERNMENT FURNISHED INFORMATION (GFI).

The Government will provide desk space for up to three contractor personnel, including: supplies, desktop PCs, and applicable USTRANSCOM desktop software configuration. During the life of this task order, the Government will provide the contractor access to DOD, Joint Staff, Services, and DII publications, directives, and policy letters relevant to the tasks of this PWS.

4.0 GENERAL INFORMATION

4.1 Security. The overall classification of work associated with this PWS is at the SECRET level. Contract employees who support this contract and who work in a classified environment or work with or in a work area containing SECRET data shall require SECRET clearance eligibility and access. Personnel requiring security clearances must possess the clearance prior to beginning work on any classified information. A completed / signed DD 254 is attached to this PWS.

4.1.1 All contract employees in support of this PWS shall have completed a favorable investigation resulting in SECRET eligibility adjudicated by the Defense Industrial Security Clearance Office (DISCO). The Government will accept an Interim SECRET eligibility and access provided it was granted by the Defense Industrial Security Clearance Office (DISCO).

4.1.2 The company that is awarded this contract must have a valid Facilities Clearance Level (FCL) at SECRET level or higher. Interim FCL's are acceptable provided they are not expired. FCL procedures and security guidelines for adjudicative requirements are outlined in DoD 5220.22-M and DoD 5200.2-R. FCL's and Interim FCL's must be awarded by the Defense Security Service (DSS) or DISCO. The company awarded this contract must possess an interim or final FCL before the start of work on this contract.

4.1.3 Any visit to USTRANSCOM at SAFB or any other unit on military installations by contract personnel not permanently assigned to this contract (company presidents, company security managers, contract employees not assigned at SAFB, etc) require an electronic visit request in the Joint Personnel Adjudication Systems (JPAS). The

JPAS Security Management Office (SMO) code for visits to USTRANSCOM is TCJ3-F. Upon verification in JPAS a Temporary Badge ("T" Badge) will be issued for personnel needing access.

4.1.4 Upon completion of this contract, the contract employee will surrender all government supplies, materials, classified material and equipment to the COR. The contractor CAC and any security badges issued will be turned into the USTRANSCOM SSC at SAFB, IL. This will be accomplished on the last day of the contract or upon any termination/reassignment of a contract employee. COR's who obtain CAC and security badges due to short notice terminations or release of contract employees will revoke access in CVS and turn the CAC and security badge into the SSC for final processing/out-processing.

4.1.5 If the contract employee physically works at USTRANSCOM at SAFB, IL, this employee shall complete a security debriefing statement (Standard Form 312) upon completion of the contract.

4.1.6 Contractor employees physically assigned to USTRANSCOM at SAFB shall attend/complete the following training as prescribed by DOD, USTRANSCOM and Air Force Instructions: Employee Initial Security Briefing, Annual Security Awareness Training, Operations Security (OPSEC), DOD Antiterrorism Level 1 training and any Security Stand Down Day Training scheduled by the commander.

4.1.7 The Government shall ensure the roles/privileges assigned to contract employees on the Government computing platforms are limited to the roles/privileges essential to that individual's performance of his/her assignments. The Government may limit or revoke these roles or privileges for any reason.

4.1.8 If the Government notifies the contractor that the employment or the continued employment of any contract employee is prejudicial to the interests or endangers the security of the United States of America, that person shall be removed and barred from the worksite. This includes security deviations/incidents and credible derogatory information on contract members during the course of the contract period. The contractor shall make any changes necessary in the appointment(s).

4.1.9 Security Regulation Compliance. The contractor shall comply with all security regulations and directives as identified herein and other security requirements in this contract specific to site locations of work. Upon contract start of contract employees shall attend security training required by this PWS in section 2.12.

Security Regulation Guidance:

Department of Defense (DoD):

2000.16 (DoD Antiterrorism (AT) Standards)

5200.1-R (DoD Information Security Program)

5200.2-R (DoD Personnel Security Program)

5200.08-R (DoD Physical Security Program)

5220.22-M (National Industrial Security Program)

8500.1 (Information Assurance (IA))

2000.12 (DoD Antiterrorism (AT) Program)

8500.2 (Information Assurance (IA) Implementation)

DoD regulations found at:

<http://www.dtic.mil/whs/directives/corres/pub1.html>

Scott Air Force Base:

SAFB Instruction 31-101 (Installation Security Instruction)

(Restricted publication)

4.1.10 Access. The Government will provide the contractor access to applicable government facilities from the commencement of the contract until task completion. All contractor and subcontractor personnel not possessing the proper clearances and requiring entry to restricted areas shall be continuously escorted. Designated contractor personnel who have been granted the appropriate security clearance and escort privileges shall provide this escort. The contractor shall ensure that adequate contractor personnel have been qualified as escorts so that distribution operations analysis activities are not delayed.

4.1.11 Nondisclosure Agreement for Contractor Employees. The contractor may receive or have access to certain sensitive information (both Government and Contractor) during the course of this work. All Contractor Employees approved to work this task are required to sign a Nondisclosure Agreement prior to commencing work. The Nondisclosure Agreement is attached to the end of this PWS (Appendix B). In addition, the contractor may gain access to proprietary information of other companies during contract performance. In such event, the Contractor agrees to enter into company-to-company agreements to (1) protect another company's information from unauthorized use or disclosure for as long as it is considered proprietary by the other company and (2) to refrain from using the information for any purpose other than that for which it was furnished. For information purposes, the Contractor shall furnish copies of these agreements to the Contracting Officer. These agreements are not intended to protect information which is available to the Government or to the contractor from other sources and furnished voluntarily without restriction.

4.2 Quality Assurance. The Contracting Officer Representative will monitor the contractor's performance by relating accomplishments against the criteria stated in the Task Order Management Plan. Any action taken by the Contracting Officer (CO) as a result of surveillance will be according to the terms of this contract and conducted IAW the Quality Assurance Surveillance Plan (QASP).

4.3 Place of Performance. The contractor shall perform all duties in the Deployment and Distribution Operations Center (DDOC) located in Building 1900, 508 Scott Drive, Scott AFB IL 62225 or a Contingency Operations (COOP) site, nearby to Scott AFB, if the DDOC has to relocate. If requested by USTRANSCOM, and approved by the contractor, this location can be modified to allow the contractor to deploy to a forward operations center. In this case, additional contract amendments will be negotiated regarding berthing, travel, and allowances.

4.4 Hours of Operation.

The contractor shall staff Distribution Operations Support Analyst from 0730-1630 CST, Monday through Friday with the exception of Federal Holidays.

The contractor shall staff Operations Analysts to support rotating shifts serving in the capacity of the DDOC Executive Officer. These on-site contractors shall provide 24-hour support for USTRANSCOM's DDOC starting, Sunday (1800 hrs) to Saturday (0700 hrs), regardless of holidays. A sample work schedule such as three 8-hour shifts (12:00 am to 8:00 am / 8:00 am to 4:00 pm / 4:00 pm to 12:00 am) would be supportive of this task. Operations Analysts supporting shift work are expected to staff five 8-hour shifts per week. Contractors working in Staff Duty Officer position are Mission Essential.

4.5 Period of Performance.

The Base Period is 1 October 2009 through 30 September 2010 (FY10).
Option Year One (1) is 1 October 2010 through 30 September 2011 (FY11)
Option Year Two (2) is 1 October 2011 through 30 September 2012 (FY12)

5.0 CONTRACT TRANSITION

5.1 Contractor Transition.

5.1.1 Transition Planning. The contractor shall provide the Government with a transition plan that provides for conveying all open work and associated materials and assets in their possession to the Government.

5.1.2 Continuity of Service. The Contractor shall provide a summary including the status of all assigned tasks, an accurate WBS(s), a synopsis of problems, lessons learned, and recommendations for improvement; accurate system architecture diagrams, system documentation, and inventory reports within 15 working days upon notification of termination of this PWS or prior to the contract end date.

5.1.3 Listing of Open Tasks. The contractor shall provide the COR/ACOR a complete listing of all open tasks indicating the status of completion and any performance issues associated with them. The report is due no later than 30 days prior to the contract scheduled end date.

5.1.4 Sufficient Personnel. The contractor shall provide a sufficient number of personnel to ensure effective transfer of all work in progress so as not to impact mission accomplishment.

5.1.5 Cooperative Work Environment. The contractor shall maintain a cooperative work environment with other Government contractors and personnel so as not to cause interference, disagreement or delays to work to be performed while not compromising health, safety or security. The contractor shall be responsible for adapting schedules and performance to accommodate additional support work. Conflicts or cause for delays shall be brought to the attention of the COR.

APPENDIX A

NON-DISCLOSURE AGREEMENT FOR CONTRACTOR EMPLOYEES SUPPORTING USTRANSCOM CONTRACTS

NOTE: This Non-Disclosure Agreement is a standard agreement designed for use by contractor (including subcontractor) employees assigned to work on USTRANSCOM contracts. Its use is designed to protect non-public government information from disclosure and prevent violations of federal statutes/regulations. The restrictions contained in this agreement also serve contractors by promoting compliant behavior that keeps contractors eligible to compete for government contracts. In addition to the potential impact on future business opportunities, failure to abide by this agreement could result in administrative, civil or criminal penalties specified by statute or regulation.

1. I, _____ currently an employee of _____, hereby agree to the terms and conditions set forth below:

2. I understand that I will have access to confidential business information (as defined by 18 USC 1905), contractor bid or proposal information (as defined by FAR 3.104-3), and/or source selection sensitive information (as defined by FAR 3.104-3) either for contract performance or as a result of working in a USTRANSCOM facility or of working near USTRANSCOM personnel, contractors, visitors, etc. I fully understand that such information is sensitive and must be protected in accordance with 41 U.S. Code Section 423 and 18 U.S. Code Section 1905 and FAR Part 3. I also certify that I do not have any real or apparent conflicts of interest with respect to the information disclosed. If any potential conflicts of interest, real or otherwise, do present themselves, then I shall immediately disclose the pertinent information that may be a potential conflict to an agency ethics official who shall review the circumstances.

3. In the course of performing under contract/order # _____ or some other contract or subcontract for the USTRANSCOM, I agree to:

a) Use only for Government purpose any and all confidential business information, contractor bid or proposal information, and/or source selection sensitive information to which I am given access. I agree not to disclose "non-public information" by any means (in whole or in part, alone or in combination with other information, directly or indirectly or derivatively) to any person except to a U.S. Government official with a need to know or to a non-Government person (including, but not limited to, a person in my company, affiliated companies, subcontractors, etc.) who has a need to know related to the immediate contract/order, has executed a valid form of this non-disclosure agreement, and receives prior clearance by the contracting officer. All distribution of the documents will be controlled with the concurrence of the contracting officer.

b) "Non-public information", as used herein, includes trade secrets, confidential or proprietary business information (as defined for government employees in 18 USC 1905); advance procurement information (future requirements, acquisition strategies, statements of work, budget/program/planning data, etc.); source selection information (proposal rankings, source selection plans, contractor bid or proposal information); information protected by the Privacy Act (social security numbers, home addresses, etc.); sensitive information protected from release under the Freedom of Information Act (pre-decisional deliberations, litigation materials, privileged material, etc.); and

information that has not been released to the general public and has not been authorized for such release (as defined for government employees in 5 CFR 2635.703).

c) Not to use such information for any non-governmental purposes, including, but not limited to, the preparation of bids or proposals, or the development or execution of other business or commercial ventures.

d) To store the information in such a manner as to prevent inadvertent disclosure or releases to individuals who have not been authorized access to it.

4. I understand that I must never make an unauthorized disclosure or use of confidential business information, contractor bid or proposal information, and/or source selection sensitive information unless:

a) The information has otherwise been made available without restriction to the government, to a competing contractor, or to the public;

b) The contracting officer determines that such information is not subject to protection from release.

5. I agree that I shall not seek access to "non-public information" beyond what is required for the performance of the services I am contracted to perform. I agree that when I seek access to such information or attend meetings or communicate with other parties about such information, I will identify myself as a contractor. Should I become aware of any improper or unintentional release or disclosure of "non-public information", I will immediately report it to the contracting officer in writing. I agree that I will return all forms (including copies or reproduction of original documents) of any "non-public information" provided to me by the government for use in performing my duties to the control of the Government when my duties no longer require this information.

By signing below, I certify that I have read and understand the terms of this Non-Disclosure Agreement and voluntarily agree to be bound by its terms.

Signature of Employee

Date

Printed Employee Name

Government COR

Date

Contracting Officer

Date