

**PERFORMANCE
WORK
STATEMENT**

FOR

**NAVAL COMPUTER AND
TELECOMMUNICATIONS STATION (NCTS)
JACKSONVILLE
DETACHMENT KEY WEST, FL**

TELECOMMUNICATIONS SUPPORT

REV: 09SEP09

DRAFT

SECTION C - TABLE OF CONTENTS

FOR

NAVAL COMPUTER AND TELECOMMUNICATION STATION (NCTS) JACKSONVILLE

DETACHMENT KEY WEST, FLORIDA

<u>PART I</u>	NCTS JACKSONVILLE, DETACHMENT KEY WEST, GENERAL REQUIREMENTS
<u>PART II</u>	NAVAL RADIO RECEIVER FACILITY (NRRF) BOCA CHICA
<u>PART III</u>	NAVAL RADIO TRANSMITTER FACILITY (NRTF) SADDLEBUNCH
<u>PART IV</u>	NAVAL TECHNICAL CONTROL FACILITY (NTCF) BOCA CHICA
<u>PART V</u>	DEFENSE MESSAGE SYSTEMS CENTER BOCA CHICA
<u>APPENDIX I</u>	LIST OF EQUIPMENT, PROPERTY, MANUALS, PERMITS AND PUBLICATIONS
<u>APPENDIX II</u>	PREVENTIVE MAINTENANCE PACKAGE

DRAFT

PART I
INDEX FOR
NAVAL COMPUTER AND TELECOMMUNICATION STATION JACKSONVILLE
DETACHMENT KEY WEST, FLORIDA
GENERAL REQUIREMENTS

SECTION 1.0 GENERAL

- 1.1 TIME AND PLACE OF PERFORMANCE
- 1.2 Contract Response Time Limitations
- 1.3 Dates Personnel Required to be Onboard
- 1.4 Orientation Phase-In Period
- 1.5 Technical and Administrative Publications
- 1.6 Scope of Service - General
- 1.7 Temporary Stoppage of Work

SECTION 2.0 DEFINITIONS

- 2.1 Contracting Officers Representative (COR)
- 2.2 Technical Administrator (TA)
- 2.3 Quality Assurance Inspector (QAI)
- 2.4 Quality Assurance (QA)
- 2.5 Quality Control (QC)
- 2.6 Maintenance
- 2.7 Ships Maintenance and Material Management (3M) System
- 2.8 PMS (Planned Maintenance System)
- 2.9 Maintenance Action Form (OPNAV 4790/2K)
- 2.10 Configuration Change Form (OPNAV 4790/CK)
- 2.11 List of Effective Pages (LOEP)
- 2.12 Maintenance Index Page (MIP)
- 2.13 Maintenance Requirement Card (MRC)
- 2.14 Configuration and Logistics Support Information Index (SCLSI)
- 2.15 Corrective Maintenance
- 2.16 Metrology Automated System for Uniform Recall and Reporting (MEASURE)
- 2.17 Operation
- 2.18 Technical Control Facility (TCF)
- 2.19 Element Management System and Automated Technical Control (EMS/ATC)
- 2.20 Repair Part
- 2.21 Repair
- 2.22 Consumables
- 2.23 Calibration Schedule
- 2.24 Calibration Interval or Period
- 2.25 Repairables
- 2.26 Operable Equipment
- 2.27 HAZCON
- 2.28 CASREP Casualty Report
- 2.29 Defense Message System (DMS)
- 2.30 Navy Internet Protocol Routing System (NIPRNET)
- 2.31 Secure Internet Protocol Routing System (SIPRNET)
- 2.32 Performance Monitoring Program (PMP)
- 2.33 Facility Definitions

DRAFT

- 2.34 Catastrophic Failure/Condition Code Amber
- 2.35 Mission Impairment/Condition Code Amber
- 2.36 NMCI
- 2.37 C4I

SECTION 3.0 GOVERNMENT FURNISHED SUPPORT

- 3.1 GOVERNMENT FURNISHED SUPPORT
- 3.1.1 Commercial Power
- 3.1.2 Supply Support
- 3.1.3 Petroleum Products
- 3.1.4 Passes and Badges
- 3.1.5 Coolants and Lubricants
- 3.1.6 Navy Marine Corps Internet (NMCI)
- 3.1.7 Government Provided Training

SECTION 4.0 CONTRACTOR FURNISHED ITEMS AND SUPPORT

- 4.1 CONTRACTOR PERSONNEL
- 4.1.1 General
- 4.1.2 Manning
- 4.1.3 Cardiopulmonary Resuscitation (CPR)
- 4.1.4 Names/Number of on-site Contractor Employees
- 4.1.5 Personnel Security Requirements
- 4.2 COST ALLOWANCE PROVISION (CAP)
- 4.2.1 Repair Parts
- 4.2.2 Antenna and Facilities Repair Parts
- 4.2.3 Non-Availability of Repair Parts
- 4.2.4 Fuels, Coolants and Lubricants
- 4.2.5 Major Maintenance
- 4.2.6 Call Back Maintenance
- 4.3 GENERAL OFFICE, TOOLS, CONSUMABLE SUPPLIES AND NON-ELECTRONIC EQUIPMENT
- 4.4 TRANSPORTATION
- 4.4.1 Motor Vehicles and Special Purpose Vehicles
- 4.4.2 Personnel Transportation Costs
- 4.5 TELEPHONE SERVICE

SECTION 5.0 DESCRIPTION OF WORK (SPECIFICATIONS)

- 5.1 COMMUNICATIONS SECURITY
- 5.1.1 STU-III Telephones
- 5.1.2 Transmission Security
- 5.1.3 Automated Information Systems Security (AIS)
- 5.2 PHYSICAL SECURITY
- 5.2.1 Restricted Areas
- 5.2.2 Visitor Control
- 5.2.3 Non Restricted Areas
- 5.2.4 Intrusion Notification
- 5.2.5 Security Inspections
- 5.2.6 Intrusion detection System
- 5.2.7 Security Planning
- 5.2.8 Key k contr

DRAFT

- 5.2.9 Emission (TEMPEST) Security
- 5.2.10 Photography
- 5.2.11 Employees/Agents of the Government

- 5.3 ELECTRONIC EQUIPMENT MAINTENANCE
- 5.3.1 Planned Maintenance Requirements
- 5.3.2 CASREP Procedures

- 5.4 GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE)
MAINTENANCE AND CALIBRATION
- 5.4.1 Accessories
- 5.4.2 Transportation of Test Equipment

- 5.5 EVALUATION PROGRAMS REQUIRING CONTRACTOR SUPPORT
- 5.5.1 COMNAVSPAOPSCOM IG Program
- 5.5.2 Failure to Pass IG Inspection

- 5.6 GENERAL OFFICE, TOOLS, CONSUMABLE SUPPLIES AND
NON-ELECTRONIC EQUIPMENT MAINTENANCE

- 5.7 MULCHER AND DISINTIGRATOR SYSTEMS
- 5.7.1 Mulcher System Operations and Maintenance
- 5.7.2 General
- 5.7.3 Detachment Destruction Instructions

- 5.8 FACILITIES SUPPORT
- 5.8.1 Facilities/Public Works/Utilities Plan
- 5.8.2 Contractor Facility Work Cost Limitations
- 5.8.3 Facilities - General Scope
- 5.8.4 Buildings
- 5.8.5 Caretaker Maintenance
- 5.8.6 Grounds
- 5.8.7 Fences
- 5.8.8 Paved Areas
- 5.8.9 Refuse
- 5.8.10 Antenna Support

- 5.9 FACILITIES - SPECIFICATIONS
- 5.9.1 Buildings/Structures
- 5.9.2 Facilities/Utilities
- 5.9.3 Ventilating and Air Conditioning (VAC)Systems Operation
and Maintenance
- 5.9.4 Compressed Air Operations and Maintenance
- 5.9.5 Emergency Power Generator Operation and
Maintenance
- 5.9.6 Electrical Distribution Operation and Maintenance
- 5.9.7 Water System Operation and Maintenance
- 5.9.8 Sewage Treatment and Collection Maintenance
- 5.9.9 Mulcher Systems Operation and Maintenance

- 5.10 FIRE PROTECTION AND PREVENTION
- 5.10.1 Fire Prevention
- 5.10.2 Fire Protection Systems and Equipment
- 5.10.3 Personnel Requirement
- 5.10.4 Fire Alarm System Operation
- 5.10.5 Fire Extinguishers

- 5.11 ENVIRONMENTAL COMPLIANCE REQUIREMENTS
- 5.11.1 Performance Requirements

DRAFT

- 5.11.1.1 Pollution Prevention
- 5.11.1.2 Permits and Certificates
- 5.11.1.3 Management of Ozone Depleting Substances (ODS)
- 5.11.1.4 Clean Water
- 5.11.1.5 Oil Management
- 5.11.1.6 Hazardous Waste Management
- 5.11.1.7 Pesticide Compliance
- 5.11.1.8 Solid Waste
- 5.11.2 Facility Inspections
- 5.11.3 Personnel Requirements
- 5.11.4 Costs

- 5.12 ANTENNA MAINTENANCE
 - 5.12.1. General Requirements
 - 5.12.2. Preventive Maintenance
 - 5.12.3. Antenna Field Vegetation Control
 - 5.12.4. Antenna Maintenance Safety
 - 5.12.5. Site Maps

- 5.13. JANITORIAL

- 5.14. SAFETY AND HEALTH REQUIREMENTS
 - 5.14.1 Facilities Maintenance Safety Requirements
 - 5.14.2 Personnel Safety & Health Requirements
 - 5.14.3 Personnel Protective Equipment (PPE)

- 5.15 ENERGY RESOURCES/CONSERVATION GOALS

- 5.16 READINESS MANAGEMENT PROGRAM PLAN (RMPP)

SECTION 6.0 INSPECTION AND ACCEPTANCE

- 6.1 GOVERNMENT CONTRACT QUALITY ASSURANCE (QA)
AND LIAISON PERSONNEL
 - 6.1.1 Contracting Officers Representative (COR)
 - 6.1.2 Technical Administrator (TA)
 - 6.1.3 Employees/Agents of the Government

- 6.2 PERFORMANCE REQUIREMENTS SUMMARY
 - 6.2.1 Performance Standards
 - 6.2.2 Operational Availability of Communications Assets

- 6.3 GOVERNMENT QUALITY ASSURANCE SURVEILLANCE
 - 6.3.1 Radio Transmission System Monitoring
 - 6.3.2 Performance Monitoring

- 6.4 CONTRACTOR QUALITY CONTROL
 - 6.4.1 Quality Control/Performance Monitoring
 - 6.4.2 Performance Monitoring Program (PMP)
 - 6.4.3 Frequency Accuracy

SECTION 7.0 GOVERNMENT ASSETS IN THE POSSESSION OF THE CONTRACTOR

- 7.1 ITEMS TEMPORARILY IN THE PHYSICAL POSSESSION OF THE
CONTRACTOR
 - 7.1.1 Communications-Electronics Equipment and Antennas
 - 7.1.2 Test Equipment
 - 7.1.3 Fire Protection Equipment
 - 7.1.4 General Office Plant Property and Other Equipment

DRAFT

- 7.2 CONTRACTOR RESPONSIBILITIES FOR GOVERNMENT ASSETS
- 7.2.1 Damage Reporting
- 7.3 TURNOVER AND ACCEPTANCE PROCEDURES
- 7.3.1 General
- 7.3.2 Communication Equipment Configuration (CEC) and Plant Property Inventories
- 7.3.3 Electronic Equipment Proof of Performance
- 7.3.4 Communication Electronic Turnover/Acceptance Documents
- 7.3.5 Facilities/Antenna Turnover
- 7.3.6 Facilities and Antenna Turnover/Acceptance Documents
- 7.3.7 Contract Completion

SECTION 8.0 REPORTS AND RECORDS

- 8.1 FACILITIES DATA AND REPORT REQUIREMENTS
- 8.2 MAINTENANCE OF FACILITIES RECORDS
- 8.3 COMMUNICATIONS DATA AND REPORT REQUIREMENTS
- 8.4 MAINTENANCE OF COMMUNICATION ELECTRONICS RECORDS
- 8.5 MAINTENANCE OF ENVIRONMENTAL COMPLIANCE PROGRAM (ECP) REQUIREMENTS
- 8.6 TECHNICAL LIBRARY
- 8.7 GOVERNMENT FORMS

SECTION 9.0 MINIMUM QUALIFICATION STATEMENTS (SEE APPENDIX III)

DRAFT

STATEMENT OF WORK
FOR
GENERAL REQUIREMENTS OF
NAVAL COMPUTER AND TELECOMMUNICATIONS STATION
DETACHMENT KEY WEST FL

SECTION 1.0 GENERAL

1.1 Time and Place of Performance. The work described hereunder shall be performed at NAVCOMTELSTA JACKSONVILLE DETACHMENT KEY WEST FL (NCTS JAX DET) and all of its associated sites and as further specified in Parts II, III, IV and V, for an orientation/phase-in/turnover period and a follow-on period of one year plus four one year options, unless sooner terminated by the Government. NCTS JAX DET is a component activity of parent command NAVCOMTELSTA JACKSONVILLE FL (NCTS JAX). NCTS JAX is a component of parent command Naval Computer and Telecommunications Area Master Station Atlantic (NCTAMS LANT), which is a component command of Naval Network and Space Operations Command (NNSOC). The latter command - NNSOC - was part of a DoN reorganization of the former Naval Computer and Telecommunications Command - NAVCOMTELCOM. Because of this recent reorganization, there remain some current instructions and directives mentioned throughout this Statement of Work which may reflect the NAVCOMTELCOM name. These instructions are still valid, and will continue to be referenced by the original name until such time as they are deleted, or the instruction (directive) name is changed to reflect the current organizational name. Orientation/Phase-in/Turnover Period is the transition period of time required by the Government for personnel of the new Contractor to be on-site 30 days prior to the start of performance. Orientation/phase-in of new Contractor personnel and turnover of equipment from incumbent occurs during this period. The start of performance date is when the new Contractor will take full responsibility for the operation and maintenance of all equipment at the sites specified in the statement of work (SOW). NCTS JAX DET consists of operations and maintenance facilities primarily located on Naval Air Station Key West Fl within Buildings A1004 and A1005. The Detachment security CCTV and IDS system equipment is extended to and located in Naval Air Station Key West Building A324. The main Naval Radio Transmitter Facility (NRTF) at Saddlebunch Key consists of primary building J1561, and utility buildings J1700 and J1701, as well as some small sheds and storage containers. All maintenance and operations within this contract are intended to be performed during normal working hours WHICH ARE DEFINED AS 0600L TO 1800L on a Monday to Friday basis. However, the scope of mission support must continue on a 24 hour per day, 7 day per week, 52 weeks per year basis. To ensure continuing 24/7 mission operating requirements are met, contractor personnel will be required to respond to all emergency call back initiatives for the duration of all contractual periods. Contractor personnel shall be responsible for all preventive and corrective maintenance to ensure the continuance of all systems and equipment (including security and C4I networks), and contractor personnel shall work with remote users at NCTS Jacksonville, NCTAMS LANT, JIATF South, and other local user supported locations via government-provided telephone, handheld VHF radio, cell phone, pager, network or other communications media as provided by the Government. Contractor personnel shall observe, assist and instruct as required any remote government sponsored user on the restoration of all NCTS JAX DET equipment to meet complete mission performance requirements. The Contractor shall perform all troubleshooting of all NCTS JAX DET mission support equipment, networks,

DRAFT

transmitters, receivers, security systems, air conditioning, power generation, antennas, and all related or associated systems, and ensure timely repair of all such equipment and systems to a level where the malfunction is isolated and corrected to a mission state of full functionality.

1.2 CONTRACT RESPONSE TIME LIMITATIONS.

During the normal business day, (Monday - Friday), the Contractor will respond to any equipment, network, circuit or system problems as soon as identified and initiate repair action immediately. At times other than the normal work day, the Contractor shall respond to non-emergency equipment circuit or system abnormalities or failures on the next normal business day after the Site Manager, or Operations Coordinator has been notified of such failure and initiate repair action(s) as required. In the event of a catastrophic system failure as determined by the reporting government agent, the Contractor shall respond within one hour after the Site Manager, or Operations Coordinator has been notified of such failure. Work to restore the affected system or circuit outage(s) shall begin within one hour after such notification, and shall be completed as expeditiously possible. A catastrophic failure is described as any loss of mission remote operator control services between the NCTS Jacksonville and NCTAMS LANT Technical Control Facility (TCF), JIATF South TCF, Naval Air Station Emergency Operations Center (EOC) Security Monitoring Station, or as further determined by the local government COR. Work hours accumulated under this provision shall be billed only to the appropriate Call Back CLIN, and will not be subject to any additional charges.

1.3 Dates Personnel Required To Be On-Board. The following labor categories are required to be at the sites specified above not later than 30 days prior to the start of performance for the purpose of turnover and orientation/phase-in: Site Manager, 3M/QC Coordinator, and HVAC Facilities Supervisor.

a. All labor categories/personnel, as required by the Technical Proposal Minimum Manning Requirements, and any additional personnel proposed by the Contractor in the Technical Proposal, constitute the minimum manning under this SOW. If the Contractor fails to provide personnel as specified above, the Government reserves the right to reduce the contract price. During the period of turnover and orientation/phase-in period, all personnel of the Contractor shall be on site for eight hours per day, 40 hours per week. The Contractor shall certify to the on-site Government Representative within five working days from the reporting date that all personnel who are required to be on board during the orientation/phase-in period are on site. Personnel who are currently employed by the incumbent contractor may be exempted from participating in orientation/phase-in period upon request and approval from the Contracting Officer. All requests for exemption shall be submitted by the Contractor to the Contracting Officers Representative (COR). The Contracting Officer, or delegated representative, will make the final determination and issue approval or disapproval thereof. The request shall include, but not be limited to, a list of nominees for exemption, their titles, current positions with the incumbent contractor, and reason for requested exemption. Requests for exemption shall be submitted in sufficient time for the request to be denied or granted prior to the date required to report on site.

b. Pricing for orientation/phase-in/turnover labor period shall be provided for by Lot I, CLIN 0001 as provided for in Part B.

c. The Contractor shall submit appropriate clearance request documentation within five working days of contract award. All personnel must have the appropriate security clearances, as stated in accordance with National Industrial Security Program regulations, DOD 5220.22-M and as further specified in Part B Section 4.1.5.

DRAFT

1.4 Orientation Phase-In Period. The orientation/phase-in period is the period of time required by the Government for personnel of the Contractor to be on site prior to start of performance in accordance with paragraph 1.1. The purpose of this period is for Contractor personnel to become familiar with the duties to be assigned and to participate in the turnover of equipment and facilities. All orientation/phase-in period activity will be conducted in such a manner as to not interfere with, disrupt, or hinder the incumbent personnel in the performance of their assigned functions. Orientation/phase-in period shall include, but not be limited to the following:

a. The new contractor personnel's observation of the operation and maintenance activities of the incumbent contractor to gain experience and familiarization with tasks to be performed to discharge their assigned responsibilities.

b. An orderly transition of duties and responsibilities from the incumbent contractor to the oncoming Contractor by establishing procedures for turnover inspection and documentation, in accordance with SOW, paragraph 7.3. Turnover activities shall include, but not be limited to: inventory of equipment and Government-furnished repair parts; observation and/or demonstration of equipment/plant property performance and familiarization with the Navy Supply System procedures; MIP/MRC requirements; 3M Maintenance procedures.

c. Establish a management climate by formulating and implementing appropriate internal policies or procedures designed to assign schedules and tasks appropriate to the designated positions; determine logistics procedures and emergency conditions, establish records; integrate personnel; familiarize with operating and reporting procedures through NAVCOMTELSTA JAX DET KW instructions, etc.

d. Establish company operations and interaction/communication with Government personnel.

e. Familiarize with maintenance manuals, reports, maintenance histories, logs and records and maintenance procedures.

1.5 Technical and Administrative Publications. A partial list of technical and administrative publications applicable to the performance of this contract is provided in appendix I-Q. As conditions change, a more current list will be provided, including source availability Internet web sites to the Contractor during the orientation/phase-in period. The Contractor shall comply with these and any additional directives as and when provided by the government.

1.6 Scope Of Service. The Contractor shall operate and maintain the telecommunications operations function at NCTS Jacksonville Detachment Key West under the terms and conditions specified herein. The telecommunications operations function includes but is not limited to the following:

- a. Send, receive, process and distribute telecommunications information (message and data) for the Detachment. Message/data transmissions shall be via Defense Message System (DMS) via access to the DMS User Concentrated Site network which originates at NCTS Jacksonville through various networks and/or direct commercial leased lines.
- b. Operate and maintain the communications Technical Control Facility (TCF). Provide all circuit operations, maintenance, and administrative functions to fully support all communications operation requirements assigned to NCTS Jacksonville Detachment Key West.

DRAFT

- c. Operate and maintain all networks, computer systems, communication electronic (C-E) equipment/systems and ancillary equipment used to support the telecommunications operations function at NCTS Jacksonville Detachment Key West. The Contractor shall not be required to perform corrective maintenance on assigned cryptographic equipment however; some preventive maintenance procedures (e.g., operational checks, battery checks/replacements, etc.) may be performed when authorized by applicable COMSEC directives and the COR.
- d. During normal working hours, provide continuous physical security of all buildings, facilities and structures assigned to NCTS Jacksonville Detachment Key West. After normal working hours, be prepared to respond to any Call Back by authorized NCTAMS LANT, NCTS Jacksonville, NCTS Jacksonville Detachment of Naval Air Station Key West Security Department government personnel regarding security system problems, or announced unauthorized entry. During Call Back responses after normal hours, Contractor personnel will provide for security system(s) repair, reset and system initialization. Contractor will not provide police protection services.
- e. Operate and administer the NCTS Jacksonville Detachment Key West Information, Personnel, Physical and OPSEC security programs. All security programs shall be operated in accordance with established NCTS Jacksonville Detachment Key West, NCTS Jacksonville, NCTAMS LANT, COMNAVNETSOC and OPNAV security directives.
- f. Operate and maintain all utilities, emergency power generation systems, mulcher systems, buildings, facilities, and/or structures assigned to NCTS Jacksonville Detachment Key West, subject to cost limitations as specified herein.
- g. Operate and maintain all High Frequency (HF) transmitters, DRAMA Microwave System, associated HF and Microwave antennas, and all ancillary equipment used in support of telecommunications functions at NRTF Saddlebunch Key and as specified herein.

1.7 Temporary Stoppage of Work. Temporary stoppage of work required under this contract may be authorized by the Contracting Officer to accomplish installation, repairs or other tasks.

SECTION 2.0 DEFINITIONS

2.1 Contracting Officers Representative (COR). The government official appointed in writing by the Procuring Contracting Officer (PCO), and designated in the contract who provides technical direction/clarification and guidance with respect to the contract specifications or Statement Of Work.

2.2 Technical Assistant (TA). The special assistant to the COR charged with monitoring and surveillance of the Contractor's performance in accordance with the terms of the Contract.

2.3 Quality Assurance Inspector (QAI). Assists in the evaluation of the Contractor's performance by inspection and testing.

2.4 Quality Assurance (QA). A method used by the Government to provide some measure of control over the quality of purchased goods and/or services received.

2.5 Quality Control (QC). A method used by the Contractor to control quality of goods and/or services provided.

2.6 Maintenance. Fulfillment of all actions necessary to retain equipment and facilities in serviceable condition or to restore serviceability,

DRAFT

includes managerial direction and supervision as well as inspecting, testing, and servicing.

2.7 Ships' Maintenance and Material Management (3-M) System. The nucleus for managing maintenance aboard all ships and selected shore stations of the Navy. Provides the means to plan, acquire, organize, direct, control, and evaluate manpower and material resources required in support of maintenance. Incorporates the Planned Maintenance System (PMS) which provides each user with a simple and standard means for planning, scheduling, controlling, and performing planned maintenance of all equipment. See OPNAVINST 4790.4 (series) available in download form from <http://neds.nebt.daps.mil> web site.

2.8 PMS (Planned Maintenance System). PMS provides a simple and standard means for planning, scheduling, controlling, and performing planned maintenance of all equipment. PMS actions are the minimum required to maintain the equipment in a fully operable condition, within specifications. If performed according to schedule, the maintenance actions will provide means to identify parts requiring replacement prior to failure. PMS procedures are, therefore, preventive in nature in that they are designed to prevent future equipment failures which might otherwise result in repeated corrective maintenance actions. PMS procedures and the periodicities in which they are to be accomplished are developed for each piece of equipment based on good engineering practice, practical experience and technical standards. These procedures are contained on Cards designated Maintenance Requirement Cards (MRCs). MRCs provide the detailed procedures for performing the preventive maintenance and state who, what, when, how and with what resources a specific requirement is to be accomplished.

2.9 Maintenance Action Form (OPNAV 4790/2K). Standard form used to report Maintenance actions and collect historical data on all electronic equipments under control of Department of Navy agencies.

2.10 Configuration Change Form (OPNAV 4790/CK). Standard form used to report completion (or partial completion) of alterations, maintenance actions that resulted in a configuration change, and to correct discrepancies and errors in the configuration files on electronic equipments under control of Department of Navy agencies.

2.11 List of Effective Pages (LOEP). Is a listing of all MIP's (Maintenance Index Pages) assigned to a specific work center.

2.12 Maintenance Index Page (MIP). A document prepared and issued in accordance with OPNAVINST 4790.4 (series) for each equipment for which Planned Maintenance System (PMS) support has been established. Each is an index listing of a complete set of Maintenance Requirement Cards (MRCs) applicable to the equipment and includes a brief description of each maintenance requirement, periodicity of each requirement, skill levels required, and the average time needed to perform each maintenance procedure. The MIPs for equipment to be maintained under this contract are on site, and will be made available to the contractor. The MIPs in conjunction with the specified MRCs, constitute the electronics planned maintenance requirements of the contract.

2.13 Maintenance Requirement Card (MRC). MRCs are PMS documents which provide detailed procedures for performing maintenance requirements and tell who, what, how and with what resources a specific requirement is to be accomplished. See OPNAVINST 4790.4 (series).

2.14 Configuration and Logistics Support Information Index (SCLSI Index). The SCLSI Index is comprised of configuration, logistics, and alteration data

DRAFT

contained in the SCLSI Data Base at the time of index production. Data updates and corrections are made using the standard OPNAV 4790/CK.

2.15 Corrective (Demand) Maintenance. The troubleshooting and repair of faulty equipment when deficiencies are detected.

2.16 Metrology Automated System for Uniform Recall and Reporting (Measure). A system for scheduling test equipment for calibration.

2.17 Operation. Use and control of equipment/facility/system for its designed purpose. Includes direct supervision of man/machine interface as well as managerial direction for daily tasks.

2.18 Technical Control Facility (TCF). A facility within NAVCOMTELSTA JACKSONVILLE DETACHMENT KEY WEST, FL which performs the following functions and is the Government's central point of interface for all operational matters. TCF personnel:

- a. Exercise operational control over those circuits provided by directly connected users, repeaters, and break-out points.
- b. Restore disrupted circuits on a predetermined priority basis.
- c. Establish on-call patches in accordance with established directives.
- d. Coordinate maintenance actions according to operational commitments.
- e. Work in close coordination with remote transmitter and receiver sites, and with end product users.
- f. Perform quality control checks and tests on circuits and equipment.
- g. Report circuit, channel, or transmission link status for management and record purposes.

2.19 Element Management System (EMS) and Automated Technical Control (ATC). A combination of software, hardware and network systems used by TCF to remotely control transmitter assets at NRTF Saddlebunch and receiver assets at NRRF Boca Chica as well as remote facility locations. This system also has a message function that simulates a communication circuit used for coordination and other non-record communication between TCF and various like Remote Terminals.

2.20 Repair Part. Any item, including modules and consumable type materials, which has an equipment application and appears in an allowance parts list (APL), Stock Number Sequence List (SNSL), Integrated Stock List (ISL) drawings, or a manufacturer's handbook.

2.21 Repair. Repair and/or replacement of malfunctioning components of any equipment to the degree required to restore full functionality to an operable condition as defined under operable equipment.

2.22 Consumables. Administrative and housekeeping items, common tools, solvents, lubricating oils, paints, or any other items not specifically defined as equipage or repair parts.

2.23 Calibration Schedule. A documented schedule distributed by cognizant scheduling activities listing test equipments for each participating activity.

DRAFT

2.24 Calibration Interval or Period. The maximum length of time between calibration services during which each piece of test equipment is expected to maintain reliable measurement capability under reasonable handling.

2.25 Repairables. All components or parts designated by the cognizant inventory manager as an item which can be economically repaired when it becomes unserviceable. Repairable items are identified by material control code (MCC) D, E, G, H, Q or X. MCC D items may be disposed of locally when they become unserviceable and cannot be locally repaired (i.e. by an organizational or intermediate maintenance activity). MCC E, G, H, Q and X items are "mandatory turn-in repairables" and must be transferred to a designated depot level repair facility when they become unserviceable and cannot be locally repaired.

2.26 Operable Equipment. An equipment which displays electronic, electrical, and physical indicators in accordance with the performance standards contained in COMNAVCOMTELCOM Inst 2313.1 (series), DISAC 300-175-9, as well as manufacturer or other equipment technical manuals as may be provided by the manufacturer or other government agency. Operable equipment is either Active - in active use, or Standby - in a standby state of operation, either energized or not, but capable of being brought into immediate service for the purpose of continuing mission support. Further, operable equipment either meets or exceeds the operational state when accepted for operations and maintenance by the contractor.

2.27 HAZCON. A condition where redundant system/equipment is inoperable and the next failure will result in loss of communication.

2.28 CASREP. Casualty Report. A report filed IAW NWP 10-03.1 when any equipment/system is not repairable within 48 hours.

2.29 Defense Message System (DMS). An integrated, common user, organizational and individual messaging and directory service system comprised of various servers, routers, hubs and personal computer terminals which may be stand-alone or network connected.

2.30 Navy Internet Protocol Routing Network (NIPRNET). A DoD network tied to the World Wide Web, which consists of Routers, Switches, Hubs, Firewalls, cables, computers and ancillary devices for the operation of various DoD mission administrative platforms.

2.31 Secure Internet Protocol Routing Network (SIPRNET). A DoD network similar to the NIPRNET, which uses secure control devices and is separate from the NIPRNET. This system also allows for the secure use of specialized mission control platforms across a network consisting of Routers, Switches, Hubs, Firewalls, cables, computers and ancillary devices for the operation of various DoD administrative mission platforms.

2.32 Performance Monitoring Program (PMP). Performance monitoring is used to improve operational performance by:

a. Identifying critical operating parameters that provide the broad overview required by managers to point out degrading and substandard equipment, transmission links, routes, facilities, and networks. This identification, coupled to a program of personnel training, provides for certain and continuing sustainable mission at all times.

b. Establishing management thresholds and performance standards through which substandard performance is identified and which facilitates corrective actions.

DRAFT

c. Comparing employee and equipment performance with established standards.

2.33 Facilities Definitions.

2.33.1 Repair. The restoration of real property, facilities and associated equipments that have deteriorated or are no longer usable for their intended purpose by action of the elements or usage, and have not been corrected through maintenance. Costs in this category shall be subject to the Contractor's Cost limitations specified in Paragraph 5.8.2.

2.33.2 Emergency Work. That which requires immediate action to prevent loss or damage to Government property, to restore essential services that have been disrupted by a breakdown of utilities, or to eliminate life or serious injury hazards to personnel or equipment. Emergency work is normally limited to 8 (eight) clock hours; however, this limitation does not apply as long as the emergency nature of the work exists. Work shall be undertaken immediately after approval has been received from the COR and no later than one hour after receipt of notification at any time, day or night. No additional labor hours will be charged to the government for emergency work, however materials costs will be borne by the government.

2.33.3 Service Work. That which can be accomplished in two days (16 hours) normally during regular work hours. It is relatively minor in scope and not emergency in nature.

2.33.4 Recurring Work. That which is identified in scope and is performed on a periodic, recurring or standing basis. Examples are grounds care, janitorial services, preventive maintenance on air conditioners and emergency generators, and Preventive Maintenance Inspection (PMI). Utilities operations jobs fall in the recurring category. All costs for work in this category shall be borne by the Contractor and are not subject to the cost limitations.

2.33.5 Specific Work. One-time maintenance, repair work that requires more than 40 hours of effort to accomplish.

2.33.6 Minor Work. Usually one-time maintenance repair work that exceeds 16 hours but is less than 40 hours and as further defined in paragraph 5.8.2.

2.33.7 Control Inspection. A scheduled examination and/or test of all facilities, equipment and systems and document their physical conditions. All cost in this category shall be borne by the Contractor and are not subject to cost limitations cited in paragraph 5.8.2.

2.33.8 Facilities Preventive Maintenance Inspection (PMI). Examination, lubrication, and adjustment of dynamic equipment, to which no specific operator is assigned. All costs for work in this category shall be borne by the Contractor and are not subject to cost limitations cited in Paragraph 5.8.2.

2.33.9 Operator Inspection. PMI to any type of electronic or facility equipment on which an operator is assigned. All costs for work in this category shall be borne by the Contractor and are not subject to cost limitations cited in Paragraph 5.8.2.

2.33.10 Continuous Inspection. Planned and scheduled inspections of all facilities, utilities and equipment at regular intervals to locate substandard conditions and initiate corrective action to keep these facilities at established levels of maintenance. All costs for work in this category shall

DRAFT

be borne by the Contractor and are not subject to cost limitations cited in Paragraph 5.8.2.

2.33.11 Direct Cost. Those costs which are expended solely for raw materials, parts, subassemblies, components and manufacturing supplies.

2.34 Catastrophic Failure/Condition Code Red. A loss of a piece of equipment, or equipment that directly results in complete loss of inter site connectivity, traffic flow, or a total system outage resulting in total loss of mission, that can be directly attributed to the communication equipment physically located at the respective NAVCOMTELSTA JACKSONVILLE DETACHMENT KEY WEST, FL site.

Catastrophic Failures/Condition Code Red require immediate repair action during normal work hours, and are subject to a one hour response time after normal work hours for initiation of repair actions.

2.35 Mission Impairment/Condition Code Amber. The loss of a single piece of equipment, or an impairment that results in the degradation of any mission accomplishment; i.e. loss of signal level or individual circuit which does not resulting in total circuit/mission outage as spare equipment exists for use by customer end users.

Mission Impairment/Condition Amber requires repair action as soon as possible during normal working hours, dependent on the current demand maintenance posture of the station, and during the next duty day for failures after normal working hours.

2.36 Navy Marine Corp Internet (NMCI). The Navy Marine Corp Internet implementation is currently designed to place all administrative use computer systems into one large centrally controlled environment. The prime NMCI contractor is responsible for implementing all software and hardware implementations and upgrades, as well as on-going demand maintenance. This initiative which began in 2002, is currently ongoing throughout the Key West area, and will eventually encompass all DoN administrative and message processing computer networked systems. Currently, NCTS JAX DET KW is scheduled to cutover all administrative use computer network systems and email servers to the NMCI initiative in FY 05. Contractor personnel will assist in the turnover and cutover of existing administrative and message use computer systems to the NMCI Prime Contractor when such cutover is scheduled and implemented. Until cutover is completed, contractor personnel will continue to operate and maintain the existing NIPRNET and SIPRNET Administrative and Message use computer systems.

2.37 Command, Control, Communications, Computers, and Intelligence (C4I) Networks. NCTS JAX DET utilizes various secure and non-secure C4I network configurations in support of required mission accomplishment. The NIPRNET and SIPRNET systems are currently being transformed to NMCI administrative and maintenance oversight. IDNX, Element Management System and Automated Technical Control systems may be configured, or reconfigured independently throughout the term limits of the contract. Contractor personnel may be required to reconfigure, or assist in the reconfiguring of the various networks currently deployed at NCTS JAX DET during the course of the contract term limits.

SECTION 3.0 GOVERNMENT FURNISHED SUPPORT

3.1 GOVERNMENT FURNISHED SUPPORT. The Government will furnish the following support to the Contractor:

DRAFT

3.1.1 Commercial Power. The primary source of power will be the local power distribution company whose services will be obtained by the Government. The Contractor shall be required to promptly report to the Government power failures and/or interruptions and take immediate steps to provide emergency power to ensure continuity of operations at all sites under the responsibility of the Contractor. Monthly meter readings at all sites will be provided to the Government in a format approved by the Government.

3.1.2 Supply Support. The Contractor may order any repair parts, consumables or materials, required for equipment listed in the Appendices of this Contract carried in the Government Supply System after final verification of all pertinent data contained in the Federal Logistics Data on Compact Disc (FED LOG) with all transaction(s) for requisitions processed through the NAVAL AIR STATION KEY WEST, FL. Delivery time for routine requisitions usually takes from 60 to 90 days.

3.1.2.1 Repair Parts. Repair parts for electronic equipment or systems, facilities, or antenna systems, may be ordered, if available, through the Navy Supply System. Identification of high usage parts is accomplished by verification against the Allowance Parts Lists (APL) applicable for the equipment concerned. The stocking of repair parts shall be consistent with provisions of NAVSUP, Volume II. Insurance items are low usage repair parts, failure of which could result in a catastrophic failure of parent equipment. High cost low usage repair parts ordered by the Contractor and not normally kept in inventory will be ordered against the Contractor's deposit for direct turnover.

3.1.2.2 Use Of Navy Supply System. If use of the Navy Supply System is anticipated, the Contractor shall provide the Government an irrevocable standby Letter of Credit in the amount of \$100,000 designating the Commanding Officer as the beneficiary, or establish a security deposit within the Navy Working Fund in accordance with NAVCOMPT Manual, Volume III 032102. In either case, proof of compliance must be presented to the Government during turnover, but prior to actual contract start date. The Contractor's security deposit shall be a sum equal to the total estimated monthly requirements for two month of repair parts, but cannot be less than \$50,000. The Contractor shall be responsible for the funding of any price changes.

3.1.2.3 Supply system Payments. Payment of all surcharges assessed by the Navy Comptroller shall be the Contractor's responsibility. NAVCOMPT Manual, Volume III, Paragraph 035960 refers.

3.1.2.4 Prompt Payment. The Government will specify the appropriate Government Agency who will provide the Contractor a monthly billing of obligations based on accounting records. The Contractor shall be responsible for prompt payment to the appropriate Naval Supply Center.

3.1.2.5 Requisitions. Requisitions will not be processed by the Government unless adequate funds are on deposit as stated in paragraph 3.1.2.2. Parts ordered by the Contractor shall be picked up within two (2) working days after notification that they have arrived at NAVCOMTELSTA JACKSONVILLE DETACHMENT KEY WEST, FL. The Contractor shall inspect and provide signature receipt for all supplies received from the Government. Materials requisitioned priority 2 shall be picked up by the Contractor and delivered to the site where required within 24 hours of notification that the materials have arrived.

3.1.2.6 Repair Parts. The Contractor shall obtain repair parts for the performance of this contract to the extent specified in Section 4, paragraph 4.2. However, the Contractor is not required to use the Government Supply System if other sources are available. Failure to use the Government Supply

DRAFT

System to provide timely support on ordered items in no way relieves the Contractor of responsibility to fulfill the Contract requirements.

3.1.2.7 Parts ordered through the Government Supply System for planned and corrective maintenance or to replenish stocks will be assigned a routine priority designator. (Priority 12 for stock replenishment, priority 05 for direct turn-over items). A higher priority designator as approved by the Government can be assigned to procure items needed to restore failed equipment. The highest allowable (priority 2) can only be assigned by the Government. These priorities will require the Contractor to submit applicable information for proposed CASREP messages to the Government.

3.1.2.8 The Contractor shall perform all parts availability research, identification and cross referencing of National Stock Numbers (NSN) with manufacturer's part numbers. Identification of parts may be accomplished by verification against the Allowance Parts List (APL) applicable for the equipment concerned and/or AUTOMATED LOGISTICS PROCUREMENT SYSTEM CD-FICHE (APLs), Parts 1 - 3 and/or Federal Logistics Data (CD-ROM), Parts 1 - 4 and/or NAVAL LOGISTICS LIBRARY (NLL), Parts 1 - 3 (NAVSUP PUB 600). The stocking of repair parts ordered through Government sources shall be consistent with NAVSUP Volume II. Pick-up of repair parts from NAVCOMTELSTA JACKSONVILLE DETACHMENT KEY WEST, FL and order/pick-up from other sources is the responsibility of the Contractor.

3.1.2.9 All supply procedures shall be in accordance with the guidance/procedures contained in NAVSUP manuals and instructions. The Government will provide source availability during the orientation period to ensure familiarity with procedures for use of the Navy Supply System.

3.1.2.10 The repair of repairable items (7G, 7H, 1H, Cog symbol items) shall be handled by the Contractor in accordance with Supply System procedures as further defined in Section 4.0 paragraph 4.2.

3.1.2.11 The Contractor shall procure all non-National Stock Number items from sources other than the Government Supply System, unless otherwise determined to be in the best interests of the Government.

3.1.3 Petroleum Products. The Government will provide all diesel fuel required for operation of the emergency generators. The Contractor shall be required to keep records of fuel usage, maintain adequate fuel levels to cover reasonable delays in delivery and submit a monthly fuel summary report to the Technical Director/COR, to include fuel quantities on hand. The Contractor shall monitor and record all fuel tank levels each normal workday as a leak detection measure. At no time will fuel tank levels be allowed to fall below 50% unless authorized, in writing, by the COR. During Hurricane Season (June 1 - November 30 of each year), the Contractor shall be required to maintain all fuel tank levels at 80% capacity or better. The Contractor shall notify the COR, in writing, when fuel tanks require additional fuel to meet the above stated requirements, and the estimated amounts required for each site. The government will prepare the appropriate fuel supply requisitions and forward them to the Contractor for execution. The Contractor shall schedule fuel delivery, monitor each delivery and ensure delivery of the correct type of fuel and quantity requested. The Contractor shall complete and forward all fuel receipt documents to the COR for processing. The Contractor shall monitor the delivery of fuel and ensure the vendor provides the correct type, quality and quantity of fuel. The contractor will be responsible for correcting, or ensuring corrections are made, for all damages to government owned property caused by fuel delivery personnel or their vehicles. The Contractor shall require that the vendor provide driver certification to transport fuels and also take delivery and refile the Material Safety Data Sheet (MSDS)

DRAFT

for each fuel delivery. Annually, the Contractor shall sample and test all stored fuel using ASTM Methods D-287, D-86, D-976, D-1796 and D-4294. The report will be forwarded to the Government for review.

3.1.4 Passes and Badges. The Government will furnish all Contractor employees requiring access to sites included in this SOW, Navy/DOD employees passes/badges. Contractor employees shall be issued required passes/badges at the Pass and ID headquarters of NAVAL AIR STATION KEY WEST, FL and shall display Government issued badges while on any DoD property including all sites included in this SOW. The Contractor shall ensure all security badges are returned to the appropriate government agency upon departure or termination of an employee or expiration of the contract.

3.1.5 Coolants and Lubricants. Coolants and lubricants for emergency power production generators will be furnished on a reimbursable basis, by the Government. It shall be the Contractors responsibility to ensure adequate quantities are on hand at all times, as further defined in Section 4.0 paragraph 4.2 and Section 5.0 paragraph 5.9.5. The Contractor shall require that the vendor provide, take delivery, and retain on file the Material Safety Data Sheet (MSDS) for each delivery.

3.1.6 Navy Marine Corp Intranet (NMCI). Naval Computer and Telecommunication Station Jacksonville Detachment Key West FL is scheduled for implementation of the Navy Marine Corp Intranet (NMCI) conversion circa first quarter FY2005. At such time Contractor personnel shall be furnished with adequate government procured NMCI seats/systems with Internet capabilities to perform those missions and email functions as may be operationally required. However, NMCI seats will not be provided for the purpose of contract employee administration. The contractor will provide sufficient computer and network connectivity equipment as may be required by paragraph 4.3 or elsewhere within this contract. The contractor will assist the NMCI installation and cutover personnel in migrating all NCTS owned administrative use computer equipment and network systems to the NMCI initiative. Once NMCI seats are established, contractor personnel will be required to operate all NMCI administrative use computer and network systems for the purpose of mission administration. The Contractor shall use the provided NMCI operational services, and all personnel will be subject to all applicable NMCI security, operational instructions and regulations as may be required. No contractor computer system may be connected to any government owned network or telephonic device unless special written permission is authorized by the COR.

3.1.7 Government Provided Training. The contractor will be responsible at all times to provided sufficient personnel who are fully trained and qualified to perform the work and tasks for which they were hired. The government may, when it may be appropriate, provide additional training on existing or installed systems. When that training is scheduled, the contractor will make all affected personnel available to the governments training representative(s) as scheduled by the government. If additional training is required for new equipment or systems which are provided as upgrades to existing systems, or for which new technological requirements are required, and the only training is at a remote location, the government may elect to reimburse the contractor for travel, per diem, and/or training course costs. These costs will be reimbursed to the contractor out of a separate Contract Line Item Number (CLIN), and only after successful completion of the training by contractor employee(s). No additional administrative, G&A or other costs will be charged to the government for these training and travel expenditures. All costs must be presented to the government COR for approval prior to, and after training is completed and subsequently applied to a separate invoice.

DRAFT

SECTION 4.0 CONTRACTOR FURNISHED ITEMS AND SUPPORT

4.1 CONTRACTOR PERSONNEL

4.1.1 General. All employees who perform work under this contract shall be employees of the Contractor and not employees of the U.S. Government. The Contractor shall provide a sufficient number of employees qualified to perform all work under this contract contingent upon final approval by the Government. All Contractor employees shall be able to read, write and speak English at a level which is sufficient to perform their assigned duties. The Contractor shall employ professional and technically qualified personnel to perform the tasks outlined herein. The level of skill, education, and experience of the personnel required to perform this effort shall meet or exceed the skill, education, minimum qualifications and experience necessary to perform all tasks as assigned in this SOW, including but not limited to the qualification statements provided by the Government in Section C. The contractor shall develop and implement a personnel qualification program to ensure contractor personnel remain qualified to perform duties commensurate with operator and technician requirements at each site. The contractor personnel qualification program will be subject to Government review at all times to ensure compliance.

4.1.2 Manning. The Contractor shall provide sufficient personnel at all locations specified within this contract and as further shown in Appendix I, where required, to provide normal operations and maintenance services on a Monday through Friday basis. Sufficient personnel will also be provided to respond on a Call Back basis, 365 days per year, 24 hours per day, 7 days per week to provide emergency restoration and repair work when and as directed by the government. The cost allowance provision sets aside a specific funding level in schedule B to reimburse the Contractor for all call back labor, which will be charged to the Call Back labor CLIN. Only call back labor hours will be charged to this labor CLIN. No additional G&A or other costs may be charged to this line item.

4.1.2.1 Contract Period Manning. The Contractor after turnover period, shall provide all manning levels, management and labor categories as depicted, and government approved, in his Technical Proposal. Any vacancy shall be filled by fully qualified personnel within the same management or labor category of the existing vacancy within a 60 day period. Filling the position from in house resources shall not alleviate the Contractor of the sixty day requirement for filling the original vacancy. The new vacancy created by filling the original vacancy with in house resources shall be tracked from the date of the first vacancy, and the original vacancy shall continue to be considered vacant until all positions are fully manned by government approved qualified personnel.

4.1.2.2 Required Minimum Staffing During the Life of the Contract: All labor categories/personnel, proposed by the Contractor in its offer, shall constitute the required minimum staffing during the life of the Contract. If the Contractor fails to provide the required minimum staffing/labor categories, with the required clearances, as specified in its offer, the Government may reduce the Contract price.

4.1.2.3 Maintenance of Contractor's List of Personnel: During the life of the Contract, the Contractor shall continually update the list of on-site Contractor personnel when substitutions are made and when employees are terminated furloughed, suspended, or on extended leave of absence due to illness, death in family, or any other cause. Changes to the list of on-site Contractor employees shall be effected by the Contractor within five working days of the actual substitution or termination of the employee. Substitution

DRAFT

of Contractor personnel shall be made in accordance with the "Substitution of Personnel" clause.

4.1.2.4 Continued Performance Pending Resolution of Contingencies. The Government has determined that continued performance is necessary pending the resolution of contingencies such as a lapse in current year appropriation coverage, conditions resulting in the furlough of Government employees, or other extenuating national or international crises. During the above contingencies or crises, the Contractor shall proceed diligently with performance of this Contract, pending final resolution of the contingencies or crises.

4.1.2.5 Standards of Behavior: Contractor personnel shall present a neat, clean and professional appearance as generally observed in a professional setting and shall adhere to the US Navy's no smoking policy. Smoking is allowed only in designated areas where it does not compromise the rights of non-smokers.

4.1.2.6 Personnel Removal: Government rules, regulations, laws, directives, and requirements which are issued during the contract term relating to law and order, installation administration, and security on the installation shall be applicable to all contractor employees or representatives who enter the installation. Violation of such rules, regulations, laws, directives, or requirements may result in the command removing personnel from the base. Removal of employees does not relieve the contractor from the responsibility for the work defined in this contract.

4.1.2.7 Removal by Installation Commander: The Installation Commander may bar an individual from the installation for conduct determined to be contrary to good order, discipline, or installation security.

4.1.2.8 Removal by Contracting Officer: The Contracting Officer may require the contractor to remove any employee, working under this contract, for reason of misconduct or security. Contractor employees shall be subject to removal from the premises upon determination by the Contracting Officer that such action is necessary in the interests of the government.

4.1.2.9 All employees removed for cause under the terms of sections 4.1.2.5, 4.1.2.6, 4.1.2.7 or 4.1.2.8 will be replaced in accordance with the "Substitution of Personnel" section 9.0.

4.1.3 Cardiopulmonary Resuscitation Training (CPR). The Contractor shall develop a personnel safety program, and provide CPR training for employees based upon requirements and guidelines specified in CFR 29. Copies of CPR Certifications shall be maintained in the CPR Certification File which will be provided to the Government for annual review.

4.1.4 Names/Number of On-site Contractor Employees. The Contractor shall provide the Government, at the end of the orientation period, the names of all on-site Contractor employees, their position(s) as specified in the Technical Proposal, job assignment, functional area, location, and security clearance.

4.1.4.1 The Contractor shall within five (5) working days update the list of on-site Contractor personnel when substitutions are made, and when employees are terminated, furloughed, suspended or on extended leave of absence (for reason of illness, death, or any other cause).

4.1.5 Personnel Security Requirements.

DRAFT

a. Security Clearances During Orientation/Phase-In/Turnover Period.

All security clearances shall be obtained before Contractor personnel participate in orientation/phase-in training at their work site. Failure to obtain clearances in time for personnel to be on-board and participate in orientation/phase-in training may result in a termination for default. The Contractor shall be responsible for obtaining all security clearances in a timely manner.

b. All Contract Personnel assigned to work at NAVCOMTELSTA JACKSONVILLE DETACHMENT KEY WEST, FL, will be required to comply with the security guidance of the DD-254 in this contract. The following are security clearance and personnel investigation requirements of the contract. Station Site Manager(s), 3M/QC Operations Coordinator(s), and Electronic Technicians shall have a SECRET clearance. All remaining contract personnel requiring clearances shall have a DOD CONFIDENTIAL Clearance. Secret and confidential clearances shall be based on a National Agency Check and Credit Check (NACC). The U. S. Government shall have granted all clearances.

c. All other personnel employed in the performance of the contract, not requiring a security clearance, will be the subject of a favorable National Agency Check (NAC) in accordance with the Facility Access Determination (FAD) program per SECNAVINST 5510.30(series). Request for NAC based upon this provision will be submitted in a format approved by the government for processing, and keeping the NAVCOMTELSTA JACKSONVILLE DETACHMENT KEY WEST, FL Security Officer informed. Personnel under this program who do not receive a favorable determination for access based upon NAC results, will be denied site access and lose the ability to perform job assignments on the contract by the Technical Director, NAVCOMTELSTA JACKSONVILLE DETACHMENT KEY WEST, FL or the Commanding Officer, NAVCOMTELSTA JACKSONVILLE, FL.

d. The Contractor shall ensure that any contract personnel participating in cross training to qualify for a position of higher responsibility or pay shall have the appropriate clearance for that position prior to commencing training.

e. The contractor will be responsible to provide all security escort duties of any additional contractors or sub-contractors requiring access to any facility or workspace area covered within this contract.

4.2 COST ALLOWANCE PROVISION (CAP)

4.2.1 Repair Parts. The cost allowance provision sets aside a specific Not To Exceed (NTE) funding level in schedule B to reimburse the Contractor for consumable electronic repair parts and material purchases as outlined in section 4.2. The Contractor is responsible to furnish and install all Communications Equipment repair parts and materials for the performance of this contract within the CAP funding limitations.

a. Reimbursement for communication-equipment (C-E) repair parts: The Contractor shall prepare and submit in an approved format a monthly report by site identifying the procurement and installation of all C-E repair parts. The on-site Government representative will authorize CAP reimbursement based upon review and concurrence of the submitted monthly report. The Government will reimburse the Contractor only for procured and installed C-E repair parts. The replenishment of items drawn and installed from the Government furnished C-E repair part inventory and new installations (repair by replacement, as approved by the Government) within the limitations of the CAP.

b. Reimbursement for NON C-E repair parts and materials: The contractor shall prepare a report in approved format monthly by site

DRAFT

identifying the procurement and installation of all non C-E repair parts. Reimbursement will be made only for parts and materials required to effect repairs in those circumstances where total material costs exceed the costs limitations as set forth in Part I, paragraphs 5.8.2.2, 5.8.2.4 and 5.8.2.6 pending prior approval of the Government. CAP credit will be applied for material costs required to effect emergency repairs for circumstances as described in Part I, paragraph 5.8.3.4 pending prior approval of the Government.

c. Reimbursement for additions to Government furnished repair part inventories: CAP reimbursement is also available for high cost long lead time replacement parts to be added to the GFM parts inventory. Procurement of these items requires prior written approval of the on-site Government representative.

Repair Part Validation: All replaced components (old parts) shall be retained on site for verification of usage by appropriate Government personnel. Following Government verification, the Contractor shall dispose or refurbish failed parts/tubes as directed by the Government.

4.2.1.1 CAP Invoice. The Contractor shall submit a monthly invoice for CAP reimbursement, separate from the monthly invoice for provided services. A repair parts billing shall be provided with the CAP invoice, in a format acceptable to the Government, and will include approved G&A charges applicable to the monthly invoice; with the exception of G&A and NAVSUP surcharges no other loadings or profit shall be charged against repair parts for those items requisitioned through the Navy Supply system.

4.2.1.2 Repairable Item Management (DLRs). Repairable items, cognizance symbol 7G, 7H and 1H, with a Material Control Code (MCC) of E, G, H, or X shall be managed by the Contractor as further defined. MILSTRIP/MILSTRAP Manual NAVSUP Publication P-437 and Master Repairable Item Listing (MRIL) NAVSUP Publication P-4017 refers. All designated repairable items/repair parts (7G, 7H, 1H Cog Symbol) shall be handled by the Contractor in accordance with Navy Supply System procedures. The Contractor shall be responsible for funding all repairables as specified in paragraph 4.2.1 above. If the Contractor orders a repairable from the Navy Supply System and does not turn in a "not ready for issue" (NRFI) carcass, the Contractor shall pay the full (standard) price for the item. Additionally all costs for replacement shall be borne by the Contractor and not charged against the CAP. For Navy stock funded depot level repairables, net price exchange issues will be authorized with return of the NRFI item being exchanged based on the requisition advice code. If a carcass is determined by the cognizant repair depot to have been "cannibalized" by the Contractor prior to turn-in, the Contractor shall receive no credit. Additionally, all costs involved with the "cannibalized" part and its replacement shall be borne by the Contractor and not charged against the CAP. The Standard and Net prices are available at the Station's Supply Department in the Management List, Navy (ML-N). Repairable items that are the property of the Government are listed in Appendix I and will be issued to the Contractor as on-site spares. The Contractor shall be responsible for accounting for the inventory in the Contractor's possession. Any repairable parts drawn from inventory to replace a failed part shall be reordered within 10 days at the Contractor's expense. Costs for the repair part may be charged against the CAP only after receipt of the replacement part and its return to inventory. A quarterly inventory shall be provided to the COR, listing on-hand quantities and status of outstanding requisitions. Inventory discrepancies shall be replaced at Contractor's expense and not charged against the CAP.

4.2.1.3 On-Site Repairables. The Contractor shall demonstrate to the COR, not later than 01 November, that appropriate quality control and equipment

DRAFT

for Micro-Miniature (2M) Electronic Repair (as specified in NAVSEA TE 000-AA-MAN-010 available at <https://ftsc.navy.mil/4103/2mmtr/references/CertPlanMAR2003.pdf>) are available on-site, to effect repair of all DLRs designated, in writing by the COR, as "Repairable On-Site" and other components/equipment requiring 2M electronic repair. Government-provided 2M workstations and contractor 2M personnel are currently certified and are scheduled for recertification in June 2004. The 2M workstations and contractor 2M personnel are recertified every eighteen (18) months. The certifying activity is Fleet Technical Support Center Atlantic (FTSCLANT) Mayport, FL, or Norfolk, VA. Costs associated with workstation and contractor personnel recertification, in addition to costs associated with maintaining or upgrading 2M workstations for purposes of maintaining certification, will be borne by the Government. Contractor shall be responsible for coordinating 2M workstation and contractor personnel certification with FTSCLANT. The Contractor shall ensure that designated 2M Electronic Repair personnel retain their qualifications during the entire contract period. In the event the Contractor turns in a "Repairable On-Site" DLR to the supply system for repair as a "Not Repairable On-Site" item, the Contractor shall pay the full (standard) price for the DLR. Additionally the item will not be allowable as a charge against the CAP. Failed repairable DLRs shall be repaired within 30 days.

4.2.2 Antenna and Facilities Repair Parts. The Contractor is responsible for furnishing antenna and facilities repair parts for the equipment listed in Appendix I to the Statement of Work. For antennas, this includes all associated concrete anchors, bases, tower or support footers, guys, turnbuckles, clamps, lines, insulators, gears, or any installed part which provides antenna functionality. For Facilities, this includes any part, assembly, sub-assembly or other ancillary part which provides functionality to the failed building, system or sub-system.

4.2.3 Non-availability of Repair Parts. The Navy may assist in the search for repair parts that the Contractor is unable to furnish either from Government sources or commercial sources and for which substitute items do not exist. If the Navy is able to locate the necessary repair parts, available sources will be identified to the Contractor and the Contractor shall be responsible for the procurement and installation of such items. Non-availability of parts does not relieve the contractor from correcting deficiencies or repairs to affected equipment or facilities.

4.2.4 Fuels. The Contractor is responsible to furnish all fuels as outlined in Paragraph 3.1.3.

4.2.4.1 Coolants and Lubricants. The contractor will be responsible for providing all coolants and lubricants required for the completion of all work as outlined within all sections of this contract.

4.2.5 Major Maintenance. The cost allowance provision sets aside a specific funding level in schedule B to reimburse the Contractor for major maintenance as outlined in paragraph 4.2 and 5.8.2. The Contractor is responsible to furnish and install all repair parts and materials for the performance of this contract within the CAP funding limitation. The contractor, under no circumstances shall commence any major maintenance initiative without prior written funding approval by the Government COR.

4.2.6 Call Back Maintenance. The cost allowance provision set aside in section B for Call Back labor hours for those specific times or occurrences when an employee is required to return to duty after normal working hours to repair equipment or systems for which no other equipment or system was available for service. The Contractor shall submit a separate report at the end of

DRAFT

each calendar month for all cumulative call back hours incurred during the preceding month. Billing will not include any additional G&A charges, surcharges or other loadings or profit which shall be charged against the Call Back maintenance funding for those specific man-hours incurred and charged. All Call Back charges shall be separately recorded and submitted to the government COR for approval prior to invoice processing. No Call Back hours will be paid for services provided without prior written government COR approval.

4.3 GENERAL OFFICE, TOOLS, CONSUMABLE SUPPLIES, AND NON-ELECTRONIC EQUIPMENT. The Contractor shall provide all general office equipment at all workspaces within all buildings or facilities included within this contract; computer systems with Internet capabilities, fax machines, tools, consumables supplies, and non-electronic equipment required for performance of this Contract, except as provided on site during the orientation period. The Contractor shall assume responsibility for the Government furnished tools and equipment, as further defined in Part I, paragraph 5.6. Equipment listed in Government provided inventories, which reach the end of their economical life as determined by the Government, shall be disposed of as directed by the Government. The Government may provide replacement items as necessary for the performance of this contract. Those items not replaced by the Government will become the responsibility of the Contractor to furnish for the life of the contract as determined by the Government to be required for the performance of this contract.

4.4 TRANSPORTATION

4.4.1 Motor Vehicles and Special Purposes Vehicles.

a. The Contractor shall provide all motor vehicles and special purpose vehicles required for the performance of this contract. All vehicles owned or leased by the Contractor and used in the performance of this contract shall be insured for at least the minimum public liability and property damage required by Monroe County, the State of Florida, and Naval Air Station Key West, so as not to encumber the Federal Government or the Department Navy. Transportation of these vehicles to the sites included in this SOW, when required for the performance of this contract shall be the responsibility of the Contractor.

b. Contractor employee privately owned/operated vehicles on the premises must meet the same insurance requirements. Contractor owned, as well as contractor employee privately owned vehicles must have the proper base approved Department of Defense vehicle entry and identification decals affixed.

c. The Contractor shall provide all vehicles suitable for use in all antenna maintenance initiatives and efforts. At least one vehicle shall be equipped with a lifting device capable of allowing maintenance to be performed at heights up to 80 feet along with sufficient storage area to carry required personnel, tools, cables, and other related antenna maintenance materials. The lifting device shall meet all OSHA, NAVOSH, COMNAVCOMTELCOM and NCTAMS LANT Safety requirements. The contractor shall also provide appropriate Line-Trucks or other vehicles so equipped to haul all materials and tools required for any antenna maintenance requirements.

d. The Contractor shall provide all motor vehicles and special purpose vehicles required for the performance of this contract to include, but not as a minimum; a 6000 pound minimum lift capacity fork lift, a medium size four wheel drive tractor with a 60 inch bush hog, and a four wheel drive tractor with backhoe (18 inch) and front loader, or any other special purpose vehicle or equipment required to perform all contract facility (including antenna), grounds, equipment moves, supply procurement, or normal maintenance requirements as may be applicable.

DRAFT

4.4.2 Personnel Transportation Costs. All personnel transportation costs shall be at the Contractor's expense.

4.5 TELEPHONE SERVICE The Contractor shall provide sufficient contractor administrative-use commercial telephones and telephonic service(s), including contractor employee administrative use network connectivity, at all sites specified herein through the use of the local telephone exchange system. Government furnished telephones shall be used only for official calls related to the performance of this contract. Use of Government telephones for local and long distance personal business is not authorized and shall be subject to charges being reimbursed to the Government by the Contractor if the government determines that contractor employee(s) have violated this clause. The Contractor shall be responsible to notify the on-site Government representative of any discrepancies, maintenance and trouble with the telephone system. The Contractor shall be liable for all long-distance charges applied to any government telephone line for any unauthorized calls made without prior written permission by the on-site government representative. The contractor will also be solely responsible for providing all cellular and/or automated paging systems for the use of all employee emergent call back initiatives. No charges for contractor use telephone lines or devices will be charged to the government.

SECTION 5.0 DESCRIPTION OF WORK (SPECIFICATIONS)

5.1 COMMUNICATIONS SECURITY

5.1.1 STU-III Telephone Units. Use of CRYPTO devices, including STU-III telephones. The Contractor shall operate and ensure correct usage of all COMSEC equipment (including security procedures). Except for preventive and minor corrective maintenance, the Government will repair all COMSEC equipment issued by the CMS department. If there is evidence of abuse or misuse by contractor personnel, the Contractor will be liable for all repair and/or replacement charges of all COMSEC equipment.

5.1.2 Transmission Security. The contractor shall maintain transmission security in accordance with SECNAVINST 5510.36() and as further defined in National Industrial Security Program Operating Manual (NISPOM) DoD 5220.22 (series).

5.1.3 Automated Information Systems Security (AIS). The contractor shall comply with DODD 8500.1 series and appoint in writing an Information Assurance Officer (IAO) who shall implement the NCTS Jacksonville Detachment Key West, FL IA Program on behalf of the local DAA and under the guidance of the NCTS Jacksonville Information Assurance Manager (IAM). The IAO shall be a U.S. citizen and meet all access requirements specified in DOD 8500.1, paragraph 4.8. All costs in this category shall be borne by the Contractor and are subject to cost limitations as cited in Paragraph 4.2. The contractor shall ensure that no personally owned Hardware/Software is used or possessed in NCTS JAX DET spaces without prior approval of the IAO and Technical Director/COR.

5.1.3.1 The Contractor shall develop and maintain an effective Information Assurance (IA) Program in accordance with DOD, DON, local and NCTS Jacksonville IA established policies and requirements. Commander Naval Network Warfare Command (NETWARCOM) is the Designated Approval Authority (DAA) for all Navy networks and information systems. NCTS Jacksonville will serve as the NCTS Jacksonville Detachment's local DAA and inspecting agency.

5.1.3.2 The Contractor IAO will provide all requisite update information requirements to the current IAMs may be required for the

DRAFT

development and continuing maintenance of an Information Systems Security Plan (ISSP). Once the ISSP is developed, contractor personnel will be responsible to continually provide the Detachment IAM sufficient information for the IAM to continue incorporating defense-in-depth strategies, ensuring Information Assurance readiness is maintained. The contractor shall submit a review copy of the ISSP to the COR within 30 days of contract award.

- 5.1.3.3 The Contractor shall ensure that an IA awareness briefing is provided to all employees, covering their IA responsibilities, prior to being granted access to DOD information systems. Contractor shall further ensure that annual IA refresher training is provided to all employees. Records of training shall be maintained for the duration of the contract including all renewals.
- 5.1.3.4 The Contractor shall implement the DITSCAP for security certification and accreditation of all information systems and networks within the NCTS Jacksonville Detachment's accreditation boundary. Accreditation documentation will be kept up-to-date, reflecting the systems current operating and security configuration. Accreditation documentation will be forwarded to the NCTS Jacksonville IAM for DAA issuance of approval to operate.
- 5.1.3.5 The Contractor shall maintain positive configuration management and control of all information systems/assets under his purview. Further, Contractor shall maintain system configuration logs identifying all components (i.e., hardware, software) of the information system documenting system software (i.e. applications, operating system, security patch, hardware upgrades) and hardware changes.
- 5.1.3.6 The Contractor shall develop and implement an active Information Assurance Vulnerability Management (IAVM) Program ensuring the continued compliance with Information Assurance Vulnerability Alerts (IAVA), Bulletins, and Technical advisories throughout the life-cycle of the information system. IAVM compliance and reporting shall be conducted in the timelines set within the alert.
- 5.1.3.7 The Contractor will develop and maintain an Information Operations Condition (INFOCON) Plan establishing methods to ensure the continued operation and mission of NCTS Jacksonville Detachment during heightened cyber threats. The INFOCON Plan shall identify all mission critical information and information systems (including applications and databases) and their operational importance. The contractor shall submit a copy of the INFOCON Plan to the COR within 30 days of contract award.
- 5.1.3.8 Information Security. The contractor shall comply with NCTS JACKSONVILLE INST 5239.1 (series) SECNAVINST 5510.36 and National Industrial Security Program Operating Manual (NISPOM) DoD 5220.22 (series).
- 5.2 Physical Security. The contractor shall comply with all physical security and loss prevention program requirements as directed by DoN, NCTS JACKSONVILLE FL, NCTS JACKSONVILLE DET KEY WEST FL, and NAS KEY WEST FL instructions. The Contractor shall ensure that Security Badges and Common Access Cards are retrieved and returned to the issuing office as employees are dismissed, terminated or upon contract expiration. The contractor shall ensure all new employees are provided a reporting briefing covering building/detachment access control procedures, key control, government property control, the introduction of prohibited items in restricted spaces, action to be taken in the event of emergency situations (bomb threat, fire), and antiterrorism awareness. Contractor shall further ensure annual antiterrorism awareness training is provided all employees. Records of training shall be maintained for the duration of the contract.

DRAFT

5.2.1 Restricted areas. The contractor shall maintain perimeter protection and access control to facility assets and spaces in accordance with Chief of Naval Operations Instruction 5530.14(series) and additional guidance contained in applicable Command and DET instructions for the restricted area designations as follows:

- a. Building A-1004 Telecommunications Operations - Restricted Area (Level One).
- b. Building A-1004 Message Center, Receiver/Technical Control Facility - Restricted Area (Level Two).
- c. Building A-1004 CMS Administration Area - Restricted Area (Level Two).
- d. Building A-1004 CMS Vault - Restricted Area (Level Two).
- e. Building J-1561 NRTF Saddlebunch Key Transmitter Operations - Restricted Area (Level One).
- f. Building J-1561 Transmitter Operations Control Room - Restricted Area (Level One).

5.2.2 Visitor Control. All restricted areas shall be posted in accordance with sign provisions set forth in OPNAVINST 5530.14 () so as not to single out or draw attention to the importance or criticality of an area. The Technical Director/COR will review and approve requests, written or verbal, for access by visitors to all Detachment areas. The Contractor shall maintain a separate log to record all visitors to Level Two restricted areas. At all times an appropriately cleared Contractor will escort all visitors - including contractors and sub-contractors providing any form of work or visitation, who are not holding a minimum of a Secret security clearance, when said visitors arrive at or enter into a Level Two area. Visitors to Level One restricted areas may be allowed escorted access provided the visit has been authorized as stated above. Firefighters, law enforcement, or other personnel responding to an emergency shall be granted immediate access to all areas. Once the emergency is cleared, Contractor personnel will provide requisite follow-up reports as outlined and required by DoN Instructions. All visitations by personnel other than those hired by the incumbent contractor must be reported to the Detachment Security Officer and the Technical Director/COR.

5.2.3 Non-Restricted Areas. All other NCTS JAX DET Key West areas shall be considered "non-restricted" areas subject to the controls specified in OPNAVINST 5530.14 (). All areas are subject to change in accordance with mission requirements and at the direction of the Technical director/COR.

5.2.4 The Contractor shall be responsible for notifying the COR, NAS Boca Chica Security Department and local law enforcement (when appropriate) of any intrusion/attempted intrusion at NCTAMS LANT DET Key West.

5.2.5 Security Inspections. Whenever an area is occupied, the Contractor shall inspect all NCTS JAX DET Key West exterior and interior areas at a minimum of twice per watch. All such inspections will be recorded in the Master Station Log, and any discrepancies or unusual events will be noted. These inspections shall be frequent enough to discourage pilferage and quickly detect efforts to damage/sabotage antenna structures, buildings, perimeter fences, gates, paved or unpaved road beds, vehicles or any other man-made or natural objects located within the confines of what is considered NCTS JAX DET Key West area of responsibility. The unoccupied interior areas and

DRAFT

interiors shall be inspected to detect and eliminate or report, as appropriate, fire hazards, unauthorized entry, and conditions of deterioration that may lead to weather damage, fire or clandestine entry. Contractor watch personnel at Building A-1004 shall monitor Detachment security using the closed circuit television security systems along with performing the required two physical security inspections per watch. Whenever an area is unoccupied, contractor personnel will coordinate their departure with Naval Air Station security forces, and alert them as to setting of applicable Intrusion Detection System alarm equipment as well as the name and telephone number of an appropriate contractor call-back employee. Upon notification by NAS KW security Forces that either a security or fire alarm, or any other evidence of a possible or actual security violation has occurred, the Contractor call-back employee will arrive at the stated location within 60 (sixty) minutes of said notification to determine the seriousness of the damage or equipment failure. The contractor call-back employee will accompany the base security and/or fire personnel and make every effort to secure the alarm or violated space to ensure there is no compromise of national security. Contractor personnel will repair and/or reset the failed alarm system, and notify NCTS JAX CWO, as well as the government COR of the deficiency and corrective actions. The contractor shall provide, at a minimum, a weekly inspection of all facilities to ensure proper physical security is being afforded and all locking devices are working properly. The Contractor shall take immediate action to correct or replace all lock deficiencies. Further, Contractor personnel shall ensure an annual physical security survey is conducted in accordance with NCTAMSLANTINST 5530.1 (series) and results are forwarded to the NCTS Jacksonville Detachment Security Officer and the COR. Additionally, contractor personnel will make a weekly inspection of all sites to detect fire hazards and conditions of deterioration that may lead to weather damage. The Contractor shall take immediate action to correct any of the above discrepancies and report same to the NCTS JAX DET and Naval Air Station Security Officers. Fences shall be inspected and maintained in accordance with paragraph 5.8.7.

5.2.6 Intrusion Detection System (IDS) Security Equipment Maintenance. The Contractor shall provide maintenance on all IDS systems at all DET facilities. The IDS/CCTV systems consist of installed Intrusion Detection System(s) (IDS) providing continuous security monitoring on a 24 hours per day, 7 days a week basis. The IDS and closed circuit television (CCTV) systems consist of various security cameras, video and computer monitors, camera remote control devices, alarms (perimeter, fence, interior and exterior doors), CCTV/IDS microwave transmission systems with mounting hardware and poles, personal computers, hubs, routers, networks, card swipe readers, and all ancillary equipment including conduit and wiring with associated transmission lines required to maintain adequate perimeter and building security at NCTS JAX DET Key West and monitored by the NAS Key West Base Security Department. Failure or alarm of a system requires the contractor to immediately respond to the alarm, and correct the deficiency IAW the provisions of Part I section 1.2. and 5.2.6.

5.2.7 Security Planning. The contractor shall develop Standard Operating Procedures (SOPs) for NRTF Saddlebunch, NRRF Boca Chica and TCF Boca Chica which include the applicable elements for a physical security plan set forth in OPNAVINST 5530.14(series) and the requirements of NCTSJAXINST 5530.(). SOPs shall also include actions for obtaining assistance from local police authorities at each off base site for which unauthorized or suspected unauthorized entry may occur. Each instance of assistance requested from local authorities will be reported to the DET Security Officer and Technical Director/COR within two hours of occurrence. The plan shall also include actions for obtaining assistance from the Naval Air Station security forces for instances of unauthorized or suspected unauthorized entry to areas contained totally within the jurisdictional boundaries of the Naval Air Station. The contractor shall provide security to the security

DRAFT

Officer and Technical Director/COR for review and approval within 30 days following contract award.

5.2.8 Key and Lock Control. The contractor will implement a key and lock control program at all sites to ensure that all keys and locks issued to the contractor by the government are controlled and accounted for IAW all DoD and DoN instructions. Items discovered lost or unaccounted for shall be reported to the Detachment Security Officer and Technical Director/COR immediately. All locks for which keys are lost will be replaced or re-keyed immediately. No keys issued by the government will be duplicated by contractor personnel without approval of the Technical Director/COR. Checkout procedures shall be employed to the maximum extent in lieu of permanent issuance of keys to personnel. A current key and lock inventory written report shall be given to the TD/COR monthly.

5.2.9 Emission (TEMPEST) Security. It is both a security and a TEMPEST violation to operate certain personally owned equipment in controlled communications spaces where classified information is processed in any form. Contractor employees shall not operate the following personal equipment within NCTS JAX DET Key West Level Two or Level Three restricted areas: radios (portable or otherwise), tape recorders, television sets, transmitting equipment, cameras, cellular phones, laptop computers, automated hand-held office assistants (Palm Pilots) and equipment containing electronic oscillators. All government or contractor owned portable electronic equipment shall be controlled IAW NSTISSAM TEMPES/2/95 Red/Black Installation Guidance, NMCI Information Advisory 12-3 and NCTAMS LANT 5530.4 (series). Violations can result in a request of immediate suspension of the offending contractor personnel.

5.2.10 Photography. The contractor shall ensure that no form of photography or use of photographic equipment is used without authorization by the Technical Director/COR.

5.2.11 Employees/Agents of the Government. All employees/agents of the Government, upon proof of security clearance and the requisite "need to know" shall be permitted unrestricted access to all spaces at NCTS JAX DET Key West to the extent necessary for the performance of their duties. General visiting shall not be permitted and all access shall be controlled as directed by the Technical Director/COR.

5.2.12 Loss Prevention. Missing, Lost, Stolen, Recovery (MLSR): All Government property discovered as missing, lost or stolen will be verbally reported immediately to the COR. The Contractor shall provide a follow-up written report in case of property with a value in excess of \$100 within three working days to the COR, which documents circumstances surrounding the incident and identification of all personnel involved.

5.3 ELECTRONIC EQUIPMENT MAINTENANCE. The Contractor shall maintain all C-E equipment (meaning any part, or component thereof of any equipment or system component listed within the appendices, and/or as installed to replace a similar or existing system at time of contract inception) received from the Navy for use in this contract, antennas (all components of any antenna or antenna system including concrete bases, tower supports, anchors, guys, wires, or apurtenances which may be detached such as installation gin-poles and accompanying hardware), antenna transmission lines, antenna matrices and dummy loads, networks and computer systems, and all other systems or components as listed in Appendix I. All maintenance, weather planned, demand, corrective or emergency must be accomplished in accordance with established Navy and Air Force planned and corrective maintenance standards as listed within Appendix II and in accordance with the provided document of Navy,

DRAFT

Air Force Scope Command Equipment Work Cards and USAF Technical Orders, or manufacturers manuals. The Contractor shall organize and manage a Planned Maintenance System (PMS) in accordance with Department of Navy Ship's Maintenance and Material Management (3-M) Manual, Volume I, of OPNAVINST 4790.4(series) and SKED Version 2.1 (or as updated), for all items listed in Appendix I. The Government will provide the SKED software during the orientation period and the Contractor is authorized to install this Government provided software on the Contractor provided computer hardware for access to the Internet at all sites included in this SOW. Successful performance of the Contract requires the Contractor to maintain, as a minimum, a PMS Performance Rate (PPR) of 95%, and in accordance with OPNAVINST 4790.40(series) this PPR will be inspected by the Government on a quarterly basis, beginning with the second quarter after contract award. Failure to meet PPR standards may result in a reduction in contract price. All maintenance and repair work shall conform to the highest professional standards and shall restore original equipment operation, reliability and accuracy as specified in NAVALEX 0967 (series) or manufacturer's manuals. All soldering techniques shall be performed in accordance with the general maintenance section of the Electronics Installation and Maintenance Manual (NAVSHIPS 0967-000-0167 series). The Contractor shall not exchange subassemblies, materials or parts between equipments to accomplish repairs without the specific written approval of the Government nor shall the Contractor substitute or replace parts or materials with a grade of part or material less than that provided by the original equipment manufacturer. Repair maintenance of fire safety and security systems, and all fire safety and security system related components, shall be accomplished within 48 hours. Failure to correct deficiencies within 48 hours for any fire safety or security alarm system equipment or within seven (7) days for other non-emergency related systems may result in a reduction in contract price.

5.3.1 Planned Maintenance Requirements. The Contractor shall perform Planned Maintenance (PM) in accordance with the U.S. Navy, and Coast Guard Maintenance and Material Management (3M) System as outlined by OPNAVINST 4790.40(series), CNCTCINST 4790.1 (series), and NCTSPRINST 4790.1(series). All Communications/Electronics equipment and antenna matrices listed in Appendix I shall be maintained in accordance with the schedules, requirements and procedures of individual equipment Maintenance Requirement Cards (MRCs) as listed on each Maintenance Index Page (MIP) in Appendix II, available at each respective site. MIPs and MRCs are available via the SKED. The Contractor shall be required to develop local maintenance procedures, based on manufacturers technical manual recommendations, for any unique equipment or systems installed for those equipments listed in Appendix I, that are not included under existing maintenance programs, in a format that coincides with MIPs and MRCs and as approved by the Government.

5.3.1.1 The Contractor shall conduct all planned and corrective maintenance of communications electronic equipment listed in Appendix I. Corrective maintenance shall include troubleshooting of faulty equipment, corrective repairs in accordance with good engineering practices, as well as proper recording and reporting of such casualties and repairs.

5.3.1.2 Contractor repairs must be such that no loss of operational capability occurs where failure is in equipment for which duplicate or alternatives are provided. The Contractor shall evaluate and provide the Government information on casualties in accordance with NWP-10-03.1. The Contractor shall at all times be able to demonstrate satisfactory repair progress to the Technical Director/COR. Repairs for which parts are not required, locally available or have been received from supply sources in excess of 7 days will be considered unsatisfactory. The foregoing period requirements may be waived by the Government CO

DRAFT

5.3.1.3 The Government may add to or modify the equipment listed in Appendix I for the purpose of improving performance and reliability of any facility or communications equipment/system. Installation drawings and manufacturers technical manuals will be provided as may be applicable. The Contractor shall take delivery, off load and inspect all shipping containers for superficial damage of all Government shipments to the sites included in this SOW. The Contractor shall complete and submit to the Government Configuration Change Forms (OPNAV 4790/CK) for all such equipment changes to update the Configuration and Logistics Support Information Index (SCLSI Index). The Contractor shall be required to prepare all documentation and transport the removed equipment to the Defense Reutilization and Marketing Office (DRMO) located at NAVAL AIR STATION KEY WEST, KEY WEST FL or as OTHERWISE directed by the Government for disposal. Preparation of a disposal document (DD 1348-1) will be required. If such changes result in increased or decreased maintenance hours, the Contract will be amended pursuant to the FAR "Changes" Clause.

5.3.1.4 The Contractor shall report all maintenance actions on all the C-E equipment listed in Appendix I on the Maintenance Action Forms (OPNAV 4790/2K). The Contractor shall complete and submit to the Government, monthly and in conjunction with the CAP Invoice, Maintenance Action Forms in accordance with CNCTCINST 4790(series) unless waived by the Government Technical Director/COR in writing.

5.3.1.5 Maintenance Index Pages (MIPs) are provided on site, and will be provided to the Contractor during the orientation period. MIP's are normally updated semi-annually by Semi-annual Force Revisions (SFR,) and are provided by the Government. If such updates result in increased or decreased maintenance hours, the Contract will be amended pursuant to the FAR "Changes" Clause.

5.3.1.6 The Contractor shall designate in writing, to the Government, one person as 3-M/QC Coordinator for management of the overall PMS program and one person as Work Center Supervisor for each established/assigned work center. Personnel so designated shall attend PMS training provided by the Government at no cost to the Contractor within 60 days from completion of orientation phase-in period. This training will include SKED software orientation to all contractor personnel involved in performing PMS procedures. Additional PMS training to all contractor operator and maintenance personnel will be provided by the Contractor within 30 days following the government provided training, and subsequently to any contractor personnel hired. Upon completion of PMS training, the Contractor shall certify in writing to the Government that each Contractor employee performing PM action(s) has successfully completed Personal Qualification Standards (PQS) in accordance with NAVEDTRA 43241(series) Section 301, or as tailored by the Government for contract operations. If any trained contractor personnel report 3M maintenance as completed when evidence is found to the contrary, may result in a reduction in contract price.

5.3.1.7 Contractor personnel will be responsible for all operations and repair of the Detachment DMS computers and network systems. Further, contractor personnel will assist NCTS Jacksonville with troubleshooting and repair of all local area customers serviced by the command at the customers work center location(s). Operation and maintenance of the Defense Message System Center shall be conducted in accordance with the terms and conditions further stated in Part V - DMS CEN Boca Chica. The normal hours of operation and maintenance shall be considered Monday through Friday from 0600L to 1800L. Emergency 24/7 operations and maintenance utilizing call back personnel after normal working hours, on holidays and weekends will be provided by the Contractor personnel in

DRAFT

accordance with Part I, section 1.1.2. When required by NCTS Jacksonville CWO or other authorized command Network personnel, maintenance for the purpose of troubleshooting and repair of local Key West area NCTS customer DMS or Gateguard message systems will take place only during normal working hours. No emergency call-back will be paid for responses to customer work centers unless prior authorization is given to the Contractor Site Manager by the government Technical Director/COR.

5.3.2 CASREP Procedures. The Contractor shall report to the Government all corrective maintenance which will not be corrected within 48 hours of discovery, irregardless of when that determination is made. The Contractor shall evaluate and provide the Government all information on casualties in accordance with NWP-10-03.1, and NCTSPRINST 3040(series).

5.4 GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE) MAINTENANCE AND CALIBRATION. The GPETE listed in Appendix (I) will be furnished and calibrated by the Government. The Government shall be responsible for all repairs, unless there is evidence of Contractor abuse of the test equipment item. Proof of abuse will result in all expenses for repair/replacement of item(s) being borne by the Contractor. Preventive maintenance of test equipment shall be scheduled and accomplished in accordance with MRC 4911/001-10. The Contractor shall pack and prepare, pick-up and deliver GPETE for shipping to and from the Command Calibration Facility located at NCTAMS LANT, or such calibration facility as the Government may direct. GPETE shall be submitted in accordance with the MEASURE recall schedules provided by the Government of "Calibration Due Date" listed on the most recent calibration label. GPETE shall be submitted to the FCA 10 days prior to the expiration date and returned to the assigned site/location within 5 days of the "Calibration Completed Date" on the calibration label following calibration. The Contractor shall maintain an inventory, in a format approved by the Government, showing the location, status and calibration of all GPETE listed in Appendix I. This inventory will be submitted to the Government on a monthly basis for review. The Contractor shall not use any GPETE which is out of calibration without written authorization from the Government. The Contractor shall be held liable for all damages, or loss of GPETE in accordance with Part I, paragraph 7.2.

5.4.1 Accessories. The Contractor shall replace all manuals, jigs, adapters, and accessories necessary to operate GPETE, in the case off loss or damage of these Government provided items, for the performance of this contract.

5.4.2 Transportation of GPETE. GPETE shall be transported with due care as to preclude damage or voiding the calibration of the instruments by physical shock. The Contractor vehicles, or modes of transporting GPETE shall conform to the requirements as stated in paragraph 4.4.1.

5.5 EVALUATION PROGRAMS REQUIRING Contractor SUPPORT.

5.5.1 The COMNAVNETSPAOPSCOM (NNSOC) Inspector General (IG) Inspections are conducted periodically (approximately every three (3) years) to evaluate the operational readiness of individual stations or sites. Performance evaluation teams are comprised of personnel from NCTAMS LANT Headquarters and/or NCTS JAX Field Activities. Environmental Compliance Evaluations (ECE) are also conducted approximately every year by various agencies. Notification of evaluation visits are normally received 30 days in advance. The Government will notify the Contractor of all scheduled and unscheduled inspections. The objectives of the inspection are to:

DRAFT

- a. Evaluate facilities to identify significant deficiencies and problem areas which affect the operational capability of the station, service to the users or systems quality and reliability.
- b. Present significant problems to the appropriate levels of the command to allow implementation of timely corrective actions.
- c. Provide technical assistance as required.
- d. Ensure that deficiencies and problem areas have been properly resolved.
- e. Annual Safety Inspection by host activities servicing Safety Office.

5.5.1.2 In an effort to always be prepared for the Inspector General visit, it is essential to be mission ready at all times. The Readiness Management Program Plan as explained in section 5.16 allows all employees to be prepared for any mission event at all times. Prior to and during inspection team visits, Contractor personnel at the station and/or site being evaluated shall:

- a. Align all equipment under O&M responsibilities to MRC criteria, contract specifications, and CNNSOC quality control standards.
- b. Correct existing deficiencies, prior to the IG team's arrival
- c. Provide the Government with information pertaining to the availability of properly calibrated test equipment required to conduct testing, prior to the IG's arrival.
- d. Assign personnel, in their area of expertise, to accompany, and assist the IG/ECE team members in the respective contract areas being inspected.
- e. Ensure that available technical manuals, station drawings, distribution frame records, test and acceptance data, technical evaluation reports, environmental plans and similar information on the installed equipment are made available to the inspection team.
- f. Demonstrate operational capabilities, and physical condition of all equipments requested for inspection by the IG/ECE team
- g. Perform appropriate tests, operational or administrative drills and other required actions as requested by the inspection team.
- h. Provide equipment/item quality control records as required.
- i. Correct performance, and physical deficiencies identified by the IG/ECE team, to the extent permitted by available resources, during the evaluation.

5.5.1.3 A formal IG/ECE report, reflecting the team's findings and recommendations, is normally promulgated WITHIN 90 days after the evaluation. Upon promulgation of the IG/ECE report, the Contractor shall initiate action(S) to correct all deficiencies identified by the team that do not involve the redesign of the equipment or system. The Contractor shall further submit a monthly status report to the Government for forwarding to higher echelon O&M headquarters and the Contracting Officer, reflecting those deficiencies which have been corrected and an estimated date of completion for resolving all outstanding deficiencies. All deficiencies shall be corrected by contractor personnel within 90 days of receipt of the

DRAFT

5.5.1.4 All costs for labor hours and repair/adjustments as a result of the IG/ECE's performance evaluation, under the Contractor's area of responsibility as defined by the Statement Of Work (SOW), shall be borne by the Contractor with no additional costs to the Government.

5.5.2 Failure to pass an IG/ECE inspection may result in a contract price reduction.

5.6 GENERAL OFFICE, TOOLS, CONSUMABLE SUPPLIES AND NON-ELECTRONIC EQUIPMENT MAINTENANCE. The Contractor shall assume responsibilities for the Government furnished general office equipment, tools, flammable storage lockers, pallets, corrosive lockers, and non-electronic equipment, including operation and maintenance, and return them in the condition received or better, less normal wear and tear. These items will not be replaced at the end of their economical life as determined by the Government. All Navy-owned property shall be accounted for in accordance with applicable Navy and DOD instructions. The Contractor shall annually conduct an inventory for verifying Property Lists as provided by the Government.

5.7 MULCHERS AND DISINTIGRATORS

5.7.1 Mulcher System Operations and Maintenance

5.7.2 General. The Contractor shall be responsible for the operation and maintenance of the various CMS and Classified Paper Material Disintegrators (Mulcher) Systems located in Buildings A1004, and A-1005 NAS Key West, and J1561 at NRTF Saddlebunch. All operations and maintenance functions shall be performed in accordance with Contractor SOPs, established preventive maintenance procedures and manufacturer's technical manuals.

5.7.3 Detachment Destruction Operations. The Contractor shall perform all NCTS Jacksonville Detachment Key West required destruction operations and mulcher systems janitorial and maintenance procedures in accordance with Contractor SOPs and CMS-21(). The Contractor shall be responsible for the scheduling of "destruction runs", qualifying of contractor operators and the performance monitoring of all destruction operations. The Contractor shall ensure all Contractor Mulcher System operators:

- a. Are knowledgeable of all Mulcher System equipment operations and safety precautions.
- b. Follow all Mulcher System Operation and Destruction SOPs.
- c. Perform all equipment securing and janitorial operations upon completion of the destruction procedures.
- d. Perform all required scheduled and demand corrective maintenance IAW Facilities preventive and demand maintenance schedules.

5.8 Facilities SUPPORT.

5.8.1 Facilities/Public Works/Utilities Plan. The Contractor shall submit to the Government within 30 calendar days following the end of the orientation phase-in period the detailed management, organization and operations plan for providing the services required by the Facilities/Public Works/Utilities specifications contained in this section. This plan shall include as a minimum:

- a. Method opera

DRAFT

b. Schedules of control inspection, preventive maintenance inspections, preventive maintenance, service, and other recurring work and operator inspections showing time, frequency, areas by categories, as applicable;

c. Methods or procedures for facilities inspection, deficiency/work, identification, work flow and controls;

d. Current and projected workload;

e. Organizational structure to include organization diagram to show positions and locations, position descriptions, and subcontracts (includes OPNAV 4790 requirements for EGL/TGL);

f. Quality control organization and procedures;

g. Standard Operating Procedures (SOPs) and copies of required reports.

The plan shall be updated annually with appropriate revision pages. The Contractor shall submit the plan to the Government for approval and which becomes the property of the Government upon contract completion.

5.8.2 Contractor Facility Work Cost Limitations

5.8.2.1 The Contractor shall provide all minor maintenance and repairs, the need for which may arise during the course of normal or abnormal operations, at no expense to the Government. The contractor shall be required to purchase and install - per each occurrence - without reimbursement all direct costs associated with the per occurrence procurement of parts and materials required for general maintenance and repairs of any facility or portion thereof within the following thresholds; \$2,000 for facilities/public works/utilities, \$2,500 for Generators, and \$5,000 for antennas and coaxial transmission lines. Parts and materials are defined as raw materials, parts, subassemblies, components, and manufacturing supplies (excluding General and Administrative (G&A), equipment rental and transportation) combined, per item, per occurrence. All costs for labor including that of subcontractors, if required, in this category shall be borne by the contractor.

5.8.2.2 Major maintenance and repairs to facilities/public works/utilities are defined as projects where the direct costs for parts and materials are greater than \$2,000. The Government will reimburse the contractor for that portion of the parts and materials where the direct costs exceed the initial \$2,000 threshold. The contractor is responsible for all initial parts and material cost without reimbursement. The contractor shall not initiate any action to accomplish work where material costs exceed \$5,000.00, but shall report immediately the necessity of such maintenance to the on site government representative for appropriate action. In cases where the government determines that it is within the contractor's ability to perform work where material costs exceed the \$5,000.00 ceiling limitation, the government shall bear all material, and associated costs of the repair. When material costs exceed the ceiling, if the government determines that the work to be accomplished is not within the contractors' ability to perform nor chooses for the contractor to perform, the government shall be responsible to accomplish, and bear all costs associated with the required repairs. When repairs are completed by the government, the contractor will resume maintenance of repaired items in accordance with the terms of the SOW. The contractor will not refuse to fully resume all operational and maintenance responsibilities for equipment or property which the government has had repaired or restored due to same being repaired IAW the terms of this Major Maintenance clause.

DRAFT

5.8.2.3 The Contractor will bear the cost for labor, parts and materials including that of subcontractors for minor maintenance and repairs to antenna systems and coaxial cables. The contractor shall be required to purchase and install without reimbursement all direct costs associated with the procurement of parts and materials required for general maintenance and repairs to antenna systems within the \$5,000 threshold combined per antenna/cable, per occurrence.

5.8.2.4 Major maintenance and repairs to antenna systems and coaxial cables are defined as projects where the direct costs for parts and materials are greater than \$5,000. The Government will reimburse the contractor for that portion of the parts and materials where the direct costs exceed the initial cost thresholds. The contractor is responsible for all initial parts and material cost without reimbursement. The contractor shall not initiate any action to accomplish work where material costs exceed \$10,000.00, but shall report immediately the necessity of such maintenance to the on site government representative for appropriate action. In cases where the government determines that it is within the contractor's ability to perform work where material costs exceed the \$10,000.00 ceiling limitation, the government shall bear all material, and associated costs of the repair. When material costs exceed the ceiling, if the government determines that the work to be accomplished is not within the contractors' ability to perform nor chooses for the contractor to perform, the government shall be responsible to accomplish, and bear all costs associated with the required repairs.

5.8.2.5 The Contractor will bear the cost for all labor, parts and materials including that of subcontractors for minor maintenance and repairs to Generators. The contractor shall be required to purchase and install without reimbursement all direct costs associated with the procurement of parts and materials required for general maintenance and repairs to Generators within the \$2,500 threshold combined per generator, per occurrence.

5.8.2.6 Major maintenance and repairs to Generators are defined as projects where the direct costs for parts and materials are greater than \$2,500. The Government will reimburse the contractor for that portion of the parts and materials where the direct costs exceed the initial cost thresholds. The contractor is responsible for all parts and material cost without reimbursement. The contractor shall not initiate any action to accomplish work where material costs exceed \$5,000.00, but shall report immediately the necessity of such maintenance to the on site government representative for appropriate action. In cases where the government determines that it is within the contractor's ability to perform work where material costs exceed the \$5,000.00 ceiling limitation, the government shall bear all material, and associated costs of the repair. When material costs exceed the ceiling, if the government determines that the work to be accomplished is not within the contractors' ability to perform nor chooses for the contractor to perform, the government shall be responsible to accomplish, and bear all costs associated with the required repairs.

5.8.2.7 Facility Work Cost Limitation CAP Allowance. For major maintenance where raw materials, parts, subassemblies, components, and manufacturing costs exceed the cost limitations of the contract as described in Part I, paragraphs 5.8.2.2, 5.8.2.4, 5.8.2.6, and under the circumstances described in Part I, paragraph 5.8.3.4 the Contractor shall effect required repairs, only upon prior approval of the Government. Contractor reimbursement for incurred costs in these categories shall be credited against the Cost Allowance Provision as described in Part I, paragraphs 4.2 and 4.2.5.

5.8.2.8 Cost Limitation Exception. All damages as defined as either minor or major work, fault, negligence of the contractor as determined

DRAFT

by the government, shall be repaired by the Contractor, at no additional cost to the Government.

5.8.3 Facilities - General Scope

5.8.3.1 The Contractor shall provide for the management, technical guidance, repairs, operation and maintenance (O&M) of all real property and associated equipment existing at the sites specified in this section. The Contractor shall maintain all facilities, utilities, mulcher systems and real property listed in the Appendices in accordance with the schedules, requirements and procedures for each item as further defined in on-site MRCs and in accordance with applicable maintenance manuals. The O&M services to be provided by the Contractor shall include furnishing labor, materials, equipment, transportation, supplies and supervision. Repairs in excess of seven days, for which parts are not required, or are locally available or have been received from supply sources shall be considered unsatisfactory and may be repaired by the Government at the Contractor's expense.

5.8.3.2 Real Property - including buildings - includes antennas (including all associated antenna structural concrete support bases, tower footers, concrete anchor supports or concrete anchors, metal anchors and plates, turnbuckles, guy wires, insulators, resistors, clamps, cables, support devices, baluns, winches, poles or any appurtenance or other part thereof) structures and associated transmission lines, helix houses, substations, buildings, emergency diesel generators, mulcher systems, dehydrators, storage battery systems, flammable storage huts, water and fuel storage tanks, sewage settling and oxidation tanks, septic tanks, sumps, pumps, security fences, roads, paved areas, grounds areas, electrical power distribution system, and all utility systems.

5.8.3.3 All planned maintenance procedures shall be scheduled in accordance with OPNAVINST 4790.4(series) and performed in accordance with Department of Navy, and manufacturers recommended standards where applicable and in accordance with guidance procedures contained herein and in Public Works manuals and in appropriate NAVFAC and other DOD facilities publications available on-site and as further defined within this Statement of Work. In no case shall the Contractor allow a deficiency of any government owned asset or property, facility or piece of equipment to deteriorate to the point where it becomes a major maintenance item as defined in Paragraph 5.8.2.2, prior to taking action. Should the Government determine that this has been done, the Contractor shall pay the full cost of correcting the deficiency.

5.8.3.4 Maintenance shall not include major alterations, major renovations or major repairs to facilities and equipment regarding damages caused by circumstances beyond the control of the Contractor, and without fault or negligence of the Contractor, without prior approval from the Government. Such causes may include, but not be limited to, acts of God or public enemy, fires, floods, earthquakes and unusually severe weather. The Contractor shall perform Emergency Work as described in Part I, paragraph 2.33.2, of the SOW, for damages resulting from the foregoing causes. All material costs for circumstances described in this paragraph shall be borne by the Government.

5.8.3.5 The Contractor shall be responsible for all facilities maintenance as a result of Control Inspections and Preventive Maintenance Inspections (PMI) of all real property and associated equipment under this Contract include electrical power and lighting systems, water and sewage systems, air conditioning systems, power distribution systems, mulcher systems, antenna systems (including transmission lines and dehydrators), emergency power generators and batteries, buildings and structures. Replacement of worn or

DRAFT

defective parts shall be subject to the cost limitations specified in Paragraph 5.8.2.

5.8.3.6 Alterations to assigned facilities will be requested in accordance with NCSTJAXINST 11011.1 (series).

5.8.4 Buildings. The Contractor shall perform all work required to maintain each specified building listed in Appendix (I), to ensure preservation and stability of each structure and as further defined in paragraph 5.9.

5.8.5 Caretaker Maintenance. The Contractor shall perform all caretaker maintenance work on the inactive areas (as determined by the government) of buildings and real property which is listed in Appendix (I). Caretaker maintenance work is defined as work required protecting vacant and unused areas of buildings from deterioration due to pests, the elements and vandals. Work shall be limited to roof and siding repairs, broken door repair/replacement, window covering repairs, and boarding up of openings to ensure security and prevent unauthorized entry. Routine work shall not be required in the nature of aesthetics. The cost limitations of paragraph 5.8.2 for minor repair work apply.

5.8.6 Grounds.

a. The Contractor shall perform the maintenance of all ground areas within the boundary of the sites as specified in Appendix (I). Approximate acreage of the areas to be maintained is indicated in Appendix (I). This includes mowing, trimming and edging of turf, pruning of trees and shrubbery, removal of trees and objects which may create a hazard to antenna systems or personnel and collection and disposal of litter and trash. Drainage ditches shall be kept clear and free of debris, foliage, weeds and other obstructions at all times. Lawns shall be mowed and edged.

b. Contractors Cost Liability. All costs for work in the area regarding vegetation control shall be borne by the Contractor, and are not subject to the cost limitations specified in Part I.

c. For grounds maintenance in all antenna fields, refer to respective site antenna field vegetation control in the SOW Parts I, II and III, and IV.

d. Antenna Field Access Roads. The Contractor shall ensure that antenna maintenance access roads/lanes are maintained so that vegetation does not exceed 12 inches in height. Roads/lanes shall be maintained to ensure a minimum width of 15 feet.

5.8.6.1 Semi-improved Areas shall not be allowed to surpass an eight (8) inch height between cuttings. Height of cut shall not be less than 4 inches. Removal of debris will not be required prior to mowing, except as deemed necessary by the Contractor for the protection of the equipment. Areas containing buildings, structures, parking lots, poles, trees, ditches, exposed utilities, fences, or other obstacles shall have adjacent area to such obstructions trimmed to the same general height as the open areas. Cuttings shall be mulched and scattered or removed.

5.8.6.2 Improved Areas. Improved areas shall be mowed, and trimmed, trees and shrubbery pruned and the vegetation (grass) maintained to a height of between four (4) to six (6) inches. They shall be re-seeded and fertilized as necessary to keep a neat appearance without ruts. Trees and shrubs will not be allowed to root in areas of underground cables, pipes or wiring.

DRAFT

5.8.6.3 Ditches. Slopes and bottoms of ditches located within areas specified to be mowed shall be cut. Ditch slopes shall be cut down to the water level existing at the specific time of the mowing operation in the area. Ditch bottoms not containing water shall be cut to a height not exceeding twice the cutting height of adjacent mowed areas. The Contractor shall cut all trees and bushes having a trunk diameter of 6 inches or less which are located within the ditches. Cutting of trees and bushes is considered part of the cutting operations.

5.8.6.3.1 Drainage Ditches. On a semi-annual basis the contractor shall apply approved herbicides to the vegetation contained within and on the slopes of all canals so as to provide ease of drainage at NRTF Saddlebunch. Use of EPA and locally certified application subcontractors is authorized. All costs for work in this category shall be borne by the Contractor and are not subject to the cost limitations specified in paragraph 5.7.2.

5.8.6.4 Brush Control. The Contractor shall cut and clear all undesirable trees and bushes with a ball diameter of 6 inches or less which are within the areas to be mowed. This work is considered part of the mowing and no additional payments will be made to the Contractor for clearing.

5.8.6.5 Grounds Equipment and Special Purpose Vehicles. The Contractor shall provide all necessary equipment and special purpose vehicles required for the performance of this service (such as brush hogs, chainsaws, mulchers, trailers, etc.). All costs for work in this category shall be borne by the Contractor and are not subject to the cost limitations specified in paragraph 5.8.2. Additionally, it shall be the Contractor's responsibility to ensure that the appropriate maintenance activities (i.e., City Electric System, BellSouth, etc.) are notified to correct any deficiencies occurring on the easement road and to follow up to ensure deficiencies are corrected. The COR shall be kept apprised of such actions.

5.8.7 Fences. The Contractor shall perform weekly inspections and repairs of all antenna fences and inner compound security fences to ensure that they are kept in sound condition and the fences provide appropriate security to the site. The Contractor shall replace with new members or parts any rotten wooden fence members, rusty hinges, damaged metal posts, damaged chain link mesh, barbed wire, vinyl coverings, chains, wheels, or any other related part of the fence that will require repair, immediately upon notice of the damage. All fences shall be kept free of vegetation for a minimum of six feet on either side of the fence line.

5.8.8 Paved Areas. The Contractor shall provide as necessary all repairs to station access roads and all paved areas at facilities under his responsibility. The Contractor shall make spot repairs to paved areas and shall ensure that all signs and markings are kept in good condition. Complete repainting of road markings and signs shall be done as required. Paved areas shall include asphalt or concrete roads and parking areas and sidewalks. All areas shall be kept without depressions that will cause water pockets or damage to vehicles or people. Inspections of paved areas shall be conducted every month and after heavy periods of rainfall. Required repairs shall be performed upon discovery of damages.

5.8.9 Refuse. The Contractor shall collect and dispose of refuse at designated sites. Garbage containing or consisting of perishable items, such as food or related items, shall be disposed of daily, or as frequently as necessary during the day. Other types of materials such as paper, boxes, non-perishable items shall be disposed of at least twice per week, or as often as necessary to keep them out of ordinary sight of customers and visitors. The Contractor shall provide required equipment including garbage cans with

DRAFT

covers, enclosed collection trucks and other related items and personnel, for all refuse collection at NRTF Saddlebunch. Dumpsters are provided by the government at all NRRF/TCF Boca Chica operational and Administrative areas. Sanitary fill or burning of trash will not be allowed on the sites.

5.8.10 Antenna Support. Antenna maintenance is a function of Facilities Support, and is further defined in Section 5.12.

5.9 FACILITIES-SPECIFICATIONS.

5.9.1 Building/Structures.

5.9.1.1 General. The Contractor shall manage and perform all work necessary to maintain the buildings, structures, mulcher systems, and equipment as specified herein. The Contractor shall perform minor maintenance and repair, inspection, preventive maintenance (PM), demand maintenance evolving from preventive maintenance inspections, emergency and service work.

a. The Contractor shall provide, perform, and manage a formal system for identifying tasks necessary to assure that each building, structure and associated installed equipment is maintained and repaired in accordance with requirements specified herein. Tasks to be identified shall include preventive maintenance, demand maintenance, corrective maintenance, or replacement to obtain optimum value for resources expended within the constraints as defined in Section 5.8.2.

b. The Contractor shall provide written notification for each required major or minor construction/alteration, repair and/or maintenance project exceeding a direct cost of \$2,000 that requires approval or direction from the Government. All work inspections accomplished under PM shall be accomplished entirely at the Contractor's expense and are not subject to the direct cost limitations cited in paragraph 5.8.2. This written notification shall include: a written plan for a centralized system for managing requirements for the services defined herein, breaking the requirements into component tasks, scheduling the tasks, arranging for materials, necessary outages equipment availability and cost estimate. The Contractor shall coordinate the efforts of various Contractor elements in meeting these requirements. The Contractor shall conduct monthly controlled maintenance inspections and PMI which will show the condition of facilities, structures and related equipment in accordance with NAVFAC directives, and as further defined in Section 1, paragraph 1.5.

c. The Contractor, annually, shall forward to the on-site Government representative, no later than 1 September, a listing of all known facility related discrepancies, for inclusion into the command's Annual Inspection Summary Report in accordance with NAVFAC directives, and as further defined in Section 1, paragraph 1.5.

5.9.1.2 Structure/Architectural Requirements. The Contractor shall maintain and repair all structural/architectural components including but not limited to those defined below:

a. Roofs, Exterior walls, framing, masonry units and exterior trim. Exterior and interior finishes shall be maintained as required to correct all defects and damage, such as spalled areas, eroded joints, badly stained or disfigured areas, and to keep the facility in good operational and sanitary condition in order to preserve the components. This includes pre-existing problems.

b. Ext doors

DRAFT

c. Painting of exterior and interior surfaces. Controlled maintenance inspection reports shall be used by the Contractor to identify and report required exterior painting. Interior and exterior painting shall be accomplished by the Contractor to maintain sanitary conditions, protect surfaces or correct unsightly appearances whether they are new or pre-existing problems. Repainting of an entire exterior building as one maintenance evolution shall be considered as major maintenance and accomplishment will be as further defined in Section 5.0, paragraph 5.8.2.2. will apply. Use of subcontractors for major maintenance is authorized when approved by the government so as not to interfere with labor requirements as specified elsewhere in this SOW. Painting of exterior building walls where the entire facility is not accomplished as one continuous job, will not be considered major maintenance and are considered within scope of this contract.

d. Roofing, flashing and gravel stops which are deteriorated or defective, including pre-existing problems, shall be repaired in such a manner as to render the work waterproof and weather tight. Trees shall be trimmed as necessary to prevent roof top damage and the accumulation of leaves/debris on the roof. All repairs/work to existing roofing systems shall be done to original specifications and in such instances where warranties exist, the contractor shall comply with warranty requirements so as not to invalidate the warranty. Complete re-roofing shall not be accomplished under the terms of this Contract.

e. Exterior and interior hardware.

f. Interior walls, framing, doors and partitions. Foundations, columns, structural frames and connections shall be maintained to preserve the structures.

g. Ceiling and framing members.

h. Floor covering and floors shall be maintained to make the floors safe, sanitary, usable and pleasing in appearance. Broken, chipped and torn floor or wall coverings, including pre-existing problems, shall be replaced by the contractor. The replacements shall be of the same quality, pattern and color as existing, unless otherwise authorized by the Government.

i. Signs attached to, a part of, or installed in assigned building structures.

j. The exterior and interior, including roofs, of buildings shall be inspected quarterly.

5.9.1.3 Interior/Exterior Low Voltage Electrical Systems. The Contractor shall maintain or reconfigure as required and repair all electrical systems to ensure the proper operation of all interior low voltage (600 VOLTS OR LESS) electrical systems. All work shall conform to the National Electric Code. Replacement materials shall be the same kind, equal or better type, style, quality, grade or class in order to obtain specific operating characteristics to match the original or other items already in place. Replacement of light bulbs or fluorescent lighting tubes is included; however, use of lamps smaller or larger than those for which the fixture is designed is prohibited and all replacement fluorescent lighting tubes shall be of a type that is considered environmentally safe. Replaced fluorescent lighting tubes, not environmentally safe, shall be collected and disposed of in accordance with EPA and local regulations. Disposal costs shall be borne by the contractor at no additional cost to the government. Phantom tubes shall not be replaced by

DRAFT

fluorescent lighting tubes without Government approval. The work under this paragraph includes:

a. Maintenance/repair of the complete building or facility (sheds, sumps, utility lighting, etc.) structure low voltage wiring system, entrance and distribution panels and switchgear, cable system, conductors, conduits, controls, transformers, switches, receptacles, outlets, device plates, ground systems, emergency lights, light fixtures, motor-generator sets, chargers, uninterruptible power supplies (UPS), power tools, hand tools, and all related appurtenances.

b. The Contractor shall inspect monthly and replace all defective light bulbs and florescent lighting tubes as required.

c. Exterior lights or fixtures located on assigned buildings and structures including walkways and parking lot lighting.

d. Annual cleaning of electrical switch board circuit breakers and protective devices. Calibration of circuit breakers and protective devices shall be in accordance with NAVFAC directives and as further defined in Section 1, paragraph 1.5.

5.9.1.3.1 Transformer Inspection. Daily, monthly, and quarterly inspections of all transformers, substations/lighting/distribution at sites specified herein shall be conducted by the Contractor. The Contractor shall inspect each unit for leaks and physical condition, record results of inspections in the transformer inspection log and provide a quarterly inspection summary to the Government. In case of leaks, the Contractor shall follow procedures recommended by the manufacturer to effect repairs so as to bring the equipment back to original condition.

5.9.1.3.2 Grounding, Bonding, and Shielding. The Contractor shall maintain all grounding, bonding, and shielding at the sites specified herein in accordance with Volume 2 of MIL-HANDBOOK-419 and as further defined in Section 1, paragraph 1.5. Earth Resistance Measurements will be taken annually with data recorded on the Resistance Measurement Work Sheet (Figure 2-4 of MIL-HANDBOOK-419). All reports of deficiencies and annual maintenance reports/surveys shall be submitted to the Government.

5.9.1.4 Ventilation Systems. In addition to the requirements cited elsewhere in this SOW, the Contractor shall perform maintenance and repair work required to ensure the proper operation of ventilation systems. This work includes, but is not limited to, the following:

- a. Motors, louvers, drive assemblies and fans.
- b. Wiring and electrical controls.
- c. Piping and duct insulation.
- d. Guards, casing, hangers, support, platforms and mountings.
- e. Air filters and belts.

5.9.1.5 Plumbing. The Contractor shall perform maintenance and repair work required to ensure the proper operation of plumbing systems. All sanitary fixtures shall be cleaned daily. Leaking faucets, broken water lines and damaged fixtures shall be repaired immediately or replaced as required. Water heaters, including safety valves, piping and all related fittings shall be inspected and repaired/repairs required. Hot water

DRAFT

heaters shall be inspected annually to prevent the adherence of minerals (calcium stones, etc.) that could damage the units. Water heaters shall be drained, anodes shall be inspected and replaced as required. Material, supplies, units and equipment provided shall be the same kind, grade, quantity and size as the original. Plumbing systems include:

- a. Waterlines - all interior building piping and that exterior piping within the inner compound of each respective site.
- b. All interior hot water piping and water heaters
- c. All interior piping and exterior sanitary waste lines
- d. All fittings, valves, pumps, insulation and other appurtenances related to these items.
- e. All fire fighting water distribution systems.

5.9.1.6 Sheet metal/Welding. The Contractor shall maintain and repair the following:

- a. Sheet metal articles, parts and assemblies associated with buildings and structures
- b. Flashing, metal sidings, roofing, trim members, gutters, and downspouts
- c. Non-structural welding support for maintenance and repair associated with buildings and structures
- d. Structural welding shall be accomplished in accordance with the following instructions:

Repair to or construction of structural members or any portions of material handling equipment shall be accomplished as required or recommended by the applicable publications of the American Welding Society (AWS). Welders and welding operators shall be certified in accordance with the AWS for applicable material to be welded. Structural welds shall be defined as welds which can be reasonably identified as a potential safety hazard to personnel or equipment should such welds fail. Repairs to or construction of pressure vessels shall be accomplished in accordance with requirements and recommendations of the American Society of Mechanical Engineers (ASME), Boiler and Pressure Vessels code. Welder operators shall be certified in accordance with the ASME Boiler and Pressure Vessel Code, Section IX. Pressure vessels shall include, but not be limited to, pressure piping and tanks.

5.9.1.7 Fire Protection Systems and Equipment. The Contractor shall maintain, repair and test all fire protection systems as defined in Part I, paragraph 5.10 of the SOW.

5.9.1.8 Locksmith Services. The Contractor shall provide locksmith emergency service work for all buildings/structures, safes, furniture and miscellaneous equipment. The Contractor shall also provide the following:

- a. Manufacture of operating keys
- b. Installation of lock hardware (cylinders, cores, etc.)
- c. Repair of all locks.

DRAFT

5.9.1.9 Air Compressor Systems. The Contractor shall maintain, repair, and service air compressors and dry air systems.

5.9.2 Facilities/Utilities.

5.9.2.1 General. The Contractor shall operate, maintain, and manage the utility systems as specified herein. In general, the work shall also include the planning, scheduling, status reporting, and analysis of all equipment systems for those utilities where the operations and maintenance responsibilities have been assigned to the Contractor. For all sites included in this Contract, utility systems (including air conditioners, water, sewer/septic systems, fuel, electrical distribution, compressed air, emergency power generation, fire alarms, cathodic protection systems on fuel storage, fuel leak detection and monitoring systems, and miscellaneous pumps), the Contractor shall be responsible for the operation, inspection, preventive maintenance (PM), minor maintenance, repair, service, and work as appropriate and as designated herein.

5.9.2.2 Utilities Systems Description (General). For purposes of interpreting this specification, the work load shall be designated using the following system description:

- a. Heating, Ventilating and Air Conditioning (HVAC) Systems. Includes the HVAC portions of central utility plants, air conditioning/refrigeration equipment, and interconnecting piping systems, controls, delivery systems and associated equipments and hardware.
- b. Compressed Air Distribution Systems. Includes the compressor and compressed air piping between the compressor and the points of use including piping systems (valves, expansion joints and anchors, drains, and pressure regulators).
- c. Emergency Power. Includes diesel engines, diesel engine driven generators, and Uninterrupted Power Supply (UPS) systems which provide backup for primary power and other utility systems.
- d. Dry Air Systems. Includes all components of coaxial cable, air conditioning, and ventilation dry air, air control, manifolds, driers, and air distribution systems.
- e. Electrical Distribution. Includes all facility electrical distributions systems such as (1) underground transmission and distribution lines from delivery points to all main service entrance protective equipment (circuit breaker, switches, etc.) in buildings, including substations and accessories, and (2) exterior lighting systems, including street lighting, area flood lighting, perimeter and security lighting, (3) obstruction lighting and (4) secondary drops to the building system.
- f. Water Distribution. Includes the source, storage tanks, and the piping systems between the water source and points of utilization. The point of use is defined as a point 5 feet from the foundation of the building, or for those facilities that are metered, the point where the pipe enters the individual meter serving the facility or site.
- g. Sewage Collection. The system through which domestic wastes are collected within any building, and transported to the point of discharge into the septic and includes all piping systems and associated equipment from the building foundation to the inlet at the septic tank, the septic tank, and all septic discharge lines including those of the drain field.

DRAFT

h. Sewage Treatment. The maintenance, service, repair and treatment of all septic tanks and associated drain fields.

5.9.3 Heating, Ventilating and Air Conditioning (HVAC) Systems Operation and Maintenance.

5.9.3.1 General Requirements. The Contractor shall manage and execute an operations and maintenance program for the HVAC systems as described generally above and specifically within this section. The HVAC systems operations and maintenance program includes refrigeration, air conditioning, air handling and mechanical ventilating equipment, pure water production equipment, control air systems equipment, distribution systems, associated piping and control devices, environmental control systems, computers systems and network links, and dehumidification systems.

5.9.3.2 Scope of Work. The Contractor shall operate, maintain and repair all HVAC systems, equipment, and distribution systems listed in Appendix I, in accordance to MRCs, and applicable maintenance manuals. The Contractor shall maintain and service all air conditioning and ventilation equipment. The work includes the maintenance and treatment, where applicable, of cooling coils, refrigeration compressors, and filter units, evaporation coolers, condensers, fans, filters, heat exchangers, dampers, supply and exhaust fans, thermostats, humidistats, flexible connections, duct work, vent piping duct, insulation, registers, grills, diffusers, air control devices, electrical controls and devices, and all ancillary equipment necessary for a complete operating system. The equipment will include, but not necessarily be limited to the equipment listed in Appendix I. The Contractor shall provide all consumables necessary for the proper operation of the HVAC systems.

a. The Contractor shall provide systematic inspection and preventive maintenance and documentation in accordance with manufacturer's recommendations and Contract PM requirements available, and to be provided to the Contractor during the orientation period.

5.9.3.3 Performance Requirements. In addition to the performance requirements outlined above, and the specific maintenance schedules, the Contractor shall operate and maintain the equipment in accordance with the contract PM Program. The HVAC systems shall be balanced to provide economical and efficient system operation to meet operational criteria. Air conditioning/refrigeration units shall operate 24 hours per day, 7 days per week. Facilities shall be manned in accordance with current operating practices of private and commercial industry to provide reliable operation. Contractor shall have repair personnel on-site to commence repairs on systems where an outage may place operational requirements in a HAZCON condition, or as determined by the government within one hour of notification, on a 24 hours a day 7 days a week basis. All call back maintenance labor costs shall be paid by the Call Back labor CLIN, and no further maintenance charges or G&A charges shall be associated with call back maintenance efforts to repair failed equipment. The Contractor shall:

a. Maintain records of normal and abnormal operating conditions and of malfunctions.

b. Provide preventive maintenance on the units.

c. Provide repair for failures in equipment within the cost limitations cited in paragraph 5.8.2.

5.9.3.4 Personnel Requirements. The Contractor shall provide sufficient and qualified staff to ensure proper operation and maintenance of the personnel

DRAFT

who can operate centralized, multiple zone air conditioning plants that serve a building or complex of buildings; check temperature sensing points and calibrate controls; start, regulate and stop air handling equipment; regulate compressors; reset and calibrate temperature controls, and; provide preventive maintenance, minor repair, corrosion control and overhaul service.

5.9.4 Compressed Air Operation and Maintenance.

5.9.4.1 General Requirements. The Contractor shall manage and execute an operations and maintenance program for stationary air compressors systems. The compressed air operations and maintenance program includes compressors and the compressed air piping system between the compressor and the points of use (including piping, valves, expansion joints and anchors, drains and pressure regulators).

5.9.4.2 Scope of Work. The Contractor shall operate, maintain, inspect, and repair the compressed air distribution systems and ensure certification by the state.

a. The Contractor shall organize forces to provide systematic periodic inspections, preventive maintenance, documentation and repair of this equipment in accordance with manufacturer's recommendations. All support shall be performed by qualified personnel in strict compliance with manufacturer's recommendations and contract PM schedules.

b. The Contractor shall perform all testing and certification inspections of all pressure vessels and associated valves, lines, gauges, and driers. Unfired pressure vessel inspections will be performed biannually by a NAVFAC approved inspector.

5.9.4.3. Performance Requirements. In addition to the performance requirements outlined in paragraph 5.9.4.1 and 5.9.4.2, the Contractor shall:

a. Maintain all air compressors on a routine, periodic basis in conformance with manufacturer's specifications. Maintain records of normal and abnormal operating conditions and malfunctions.

b. Provide preventive maintenance on the units.

c. Provide repair for failures in the equipment within the cost limitations cited in paragraph 5.8.2.

5.9.5 Emergency Power Generators Operation and Maintenance

5.9.5.1 General Requirements. The Contractor shall manage and execute an operation, maintenance, and repair program for all emergency generators and related equipment systems as described in Part I paragraph 5.9.2 and specifically within paragraph 5.9.5. On a 24 hour day, 7 days a week basis, the Contractor shall be completely responsible for all aspects of this system.

5.9.5.2 Narrative Description. The emergency power generator(s) include the prime mover, generator and controls/switching devices mounted thereon. These units are diesel engine driven and diesel turbine driven units which supply backup electrical power for primary power and for various other utility systems, such as pumping facilities.

a. Emergency Generator Power Plants. The Contractor shall maintain and operate the power plants and associated accessories at the sites specified herein and maintain plant equipment in a proper operating condition. All materials, parts, components provided by the Contractor shall be of the

DRAFT

same kind, grade quality and size as the original. Complete units or component parts may be replaced only when approved by the Government and in accordance with cost limitations cited in Paragraph 5.8.2, (5.8.2.6 for Solar Diesel Generators). Replacement parts shall be as manufactured or recommended by the equipment manufacturer. Power restoration time is specified as five (5) minutes from loss of commercial power to the time a generator is on line. All generators must be monitored in accordance to on-site SOPs while operating. The contractor will report to the Government in writing, conditions which may prevent emergency generators from operating as required and, in the case of inoperative equipment, the failure, nature of failure, and estimated time of repair. Formal message reporting (SITREP, HAZCON, etc.) will be the responsibility of the contractor.

b. The maintenance and operation of generator(s) and pumps shall include, but may not be limited to, performing the following procedures:

(1) Maintain log book for operating dates and time of starting and stopping. Data to be compiled into a Generator Usage Report, in a format approved by the Government, to be submitted to the Government on a Monthly basis.

(2) Maintain a log during all generator operation depicting dynamic operating parameters such as: oil pressure, oil & water temperatures, output voltages & amperages, to include any readings indicative of overall generator operating condition.

(3) Maintain log book for parts replaced and repairs made.

(4) For electric start engines, check the specific gravity and electrolyte level of the batteries as specified in the Manufacturer's Manual.

(5) Operate fuel pumps and generator(s) under load in accordance with DISAC 350-195-2.

(6) Maintain proper levels and quality for lube oil, coolant, and fuel.

(7) Maintain clearances and overhaul schedules as outlined in the Manufacturer's Manual. Costs of materials are subject to the terms and conditions noted in Paragraph 5.8.2, (5.8.2.6 for Solar Turbine Diesel Generators).

(8) Follow preventive maintenance schedules.

(9) Provide continuous operation of the Emergency Generator(s) during emergency conditions and as directed by the Government.

(10) Report to the Government conditions which may prevent diesel, or turbine generator(s) or pumps from operating as required and, in the case of inoperative equipment, the failure, nature of failure, and estimated time of repair.

(11) Provide the semi-annual testing and spectro-chemical analysis of oil and coolant.

(12) Report to the Government when fuel level drops below 70% of storage capacity.

(13) Provide monthly fuel level report to the Government.

DRAFT

(14) Provide annual analysis for moisture and contamination of fuel in storage tanks. Inspection results to be kept in the generator maintenance log.

5.9.5.3 Scope of Work

a. The Contractor shall provide operation, service, repair, emergency, demand and recurring work on the emergency generators and associated switchgear used as backup power sources to the various utility systems.

b. The Contractor shall provide sufficient qualified supervisory and maintenance personnel to supervise and maintain emergency generator and associated switchgear, as discussed in PWC Standard Operating Procedure Manuals listed in Appendix (I) and as further defined in Section 1.0, paragraph 1.5. The Contractor shall organize forces to provide systematic and periodic inspection, preventive maintenance and repair of this equipment in compliance with manufacturer's recommendations and Navy standards.

c. The Contractor shall ensure sufficient quantities and quality of coolants and lubricants are on hand at all times and as further defined in Section 4.0. The Contractor shall also ensure that fuel quantities are maintained at 70% capacity during normal conditions and at 80% capacity during hurricane season (June 1 - November 30) or as further directed by the Government and as further defined in Section 4.0, paragraph 4.2.

5.9.5.4 Performance Requirements. In addition to the performance requirements outlined above, the work under this specification includes the requirement that the Contractor shall:

a. Maintain all assigned generators and associated switchgear in conformance with manufacturer's maintenance requirements and Contract PM.

b. Maintain an operational log on all generators covered by this specification. This log shall contain a record of all normal and abnormal operating conditions, malfunctioning and operating hours. This log shall be available for random review by the Government.

c. Provide preventive maintenance on the units. This will include operating the generators periodically for the purpose of exercising the equipment.

d. Provide repair for failure in the equipment within the cost limitations cited in Paragraphs 5.8.2 and 5.8.2.6.

e. Operate the generators in accordance with DISAC 350-195-2 and continuously in the event of a power outage or as directed by the Government at no additional cost to the Government. This "operation" will include checking the generators after start-up to ensure that they are operating properly; periodically monitoring the generators throughout the duration of the outage to ensure continued proper operation and that a sufficient fuel level is maintained; and checking the generators after the restoration of normal power to ensure that they are properly shut-down and off the line.

5.9.5.5 Special Operational Requirements. During normal conditions (Commercial power available) the Contractor's operation of this equipment shall ensure that all the emergency electric generators are ready for quick start-up, that the electrical power distribution systems are operating properly and efficiently providing Commercial Power to all facilities. The other related equipment/systems, fire alarm, in-plant lighting,

DRAFT

flood/perimeter lighting, street lighting, etc. shall be operated as required or shall be ready for instantaneous operation. Refer to Sections II, III, and IV for designated site requirements.

5.9.5.5.1 When stable commercial power is available, contractor personnel shall:

a. Perform cleaning, check and record specific gravity measurement of batteries for electrical start.

b. Maintain log book for each generator showing parts replaced and repairs performed.

c. Exercise emergency generators in accordance with DISAC 350-195-2.

d. Ensure proper level for oil, coolant, and fuel oil day tanks

e. Keep floors, sumps, generators, and ancillary equipment clean and free of excessive and dangerous build-up of water, fuel, and lubricants.

f. Maintain power plant building, drains, and sumps in accordance with Navy procedures and as further defined in Section 1.0, paragraph 1.5.

g. Provide assistance for major repairs to generators, ancillary equipment, and power plant building to the extent of 100 man hours of labor.

h. Remove and clean oil coolers and air filters.

5.9.5.5.2 Altroute Requirements. The Contractor shall take immediate action to "Altroute" around any failed, inoperative, malfunction, etc. component of the electrical power distribution systems to ensure the continuous provision of an adequate quantity and quality of power to all operational loads at all sites.

5.9.5.5.3 General Preventive Maintenance Requirements. The Contractor shall continually maintain all power production, distribution and related equipment and associated auxiliaries in accordance with established Navy preventive and corrective maintenance standards, available in MRCs and DoN and local instructions. Failure to meet maintenance performance standards may result in a reduction in contract price.

5.9.5.5.4 The Contractor shall perform Preventive Maintenance (PM) in accordance with the applicable manufacturer's recommendations, available on site maintenance procedures, established DoN standard/criteria or standard industrial/commercial practice and as further defined in Section 2.0, paragraph 2.8 for the generator equipment listed in Appendix I. Preventive maintenance shall be at the intervals specified by the applicable PM standards.

5.9.5.5.5 Preventive Maintenance of the Diesel Engine Power Plants. The Contractor shall perform all PM required in accordance with the Manufacturer's Recommendations on these units and all auxiliary equipment/systems, including, but not limited to the following items:

a. Check lube oil level.

b. Draw lube oil sample and check viscosity.

c. Drain water from fuel oil tank.

DRAFT

- d. Drain water from air tanks.
- e. Check jacket water level.
- f. Check engine and systems for leaks.
- g. Check injection lines for leaks.
- h. Lubricate fuel pump racks and linkage as required.
- i. Check all linkage for excessive play.
- j. Check oil level in air filters.
- k. Record appropriate readings in log sheets, if unit in operation.
- l. Record any maintenance, oil changes or oil addition, and any malfunction in equipment maintenance/repair history book.
- m. Change lube oil and lube oil filters, as necessary.
- n. Change fuel oil filters, as required.
- o. Change air cleaner oil and clean elements, as required.
- p. Check radiator fan drive belt tension.
- q. Clean equipment and wipe down engines before going off shift.
- r. Spot paint, as necessary.
- s. Clean carbon from intake ports, as necessary.
- t. Check electrolyte level of batteries and add water as necessary and record.
- u. Semi-annually take oil sample and submit for testing.
- v. Provide repair for failure in the unit within the cost limitations cited in paragraph 5.8.2.
- x. Annually, take fuel oil sample from fuel oil tank(s) and submit for moisture and contaminant analysis testing.

5.9.6 Electrical Distribution Operation and Maintenance.

5.9.6.1 General Requirements. The Contractor shall manage, operate, maintain, and repair that portion of the electrical distribution as described herein.

5.9.6.2 Narrative Description. The Contractor shall provide the operations and maintenance support for all of the high voltage (above 600 VAC) systems at all sites from the incoming line side of the main switching station, pole, transformer, etc., including all distribution lines, manholes, manhole covers, transformers, switchgear, oil switches, air switches, insulators, potheads, etc. The Contractor shall be responsible for notifying the Local Power Authority and the Government on site representative of any repairs required, as a precautionary measure, for the prevention of possible outages or to effect necessary repairs of Local Power Authority equipment located in the sub-station at the sites in the DW.

DRAFT

a. Electrical Distribution System. The Contractor shall maintain the electrical distribution system which is comprised of all wiring, fuse and breaker panels, switches, distributions systems, ground systems, uninterruptible power supplies/systems (which includes the associated batteries and all electronic control boards), and any ancillary electrical operation system which provides or conditions the usable power provided to the Detachment in good operating condition. All materials, supplies, component parts and equipment provided shall be the same grade, quality, and size as the original. Complete units or component parts may be replaced only when approved by the Government. The electrical distribution system to be maintained shall include, but is not limited to the following:

(1) Overhead and underground distribution lines from generating stations or delivery points to all main service entrances, switches in buildings including substations transformers and accessories.

(2) Exterior lighting systems, including street lighting, flood lighting, perimeter lighting, security lighting, and tower obstruction light systems.

(3) The Contractor shall maintain all aircraft obstruction/tower lights.

5.9.6.3 Scope of Work. The Contractor shall provide the operation, emergency service, repair, and maintenance of the electrical distribution systems.

a. The Contractor shall provide sufficient qualified supervisory and maintenance personnel to supervise and maintain the electrical distribution system as discussed in the technical manuals listed in Appendix I. The Contractor shall provide systematic inspections, maintenance and repair of this equipment in compliance with manufacturer's recommendations and Contract PM.

b. For the electrical distribution system, all support shall be performed by Contractor qualified personnel in strict compliance with Navy, National Electrical Testing Association and industry standards.

c. Maintain and repair distribution lines, components, and related systems.

d. Provide preventive maintenance to support the above systems.

e. Maintain records of normal and abnormal operating conditions and malfunctions.

5.9.7 Water Systems Operation and Maintenance

5.9.7.1 General Requirements. The Contractor shall manage and execute an operations and maintenance program for the potable and fire fighting water distribution systems and associated equipment as described generally in Paragraph 5.9.7.2 and specifically within this section.

5.9.7.2 Narrative Description. The potable water distribution systems operations and maintenance program includes pumps, valves, lines, and all related distribution systems. The Contractor shall be responsible for notifying the local Water Authority (NRTF Saddlebunch) or base public works department (all NAS locations) and the Government on site representative of

DRAFT

any repairs required from the point of use to the water source, including meters, at the sites included in this SOW.

a. The Contractor shall maintain the water distribution system in good operating condition. All materials, supplies, units, and equipment provided shall be the same or better grade, quality, and size as the original. Complete units or component parts may be replaced only when approved by the Government. The water distribution system to be maintained will be all mains with necessary appurtenances through which water is conducted between the source and the service entrance at the building served or other point of utilization. The basic components will include but are not necessarily limited to:

- (1) Fire water tanks/wells
- (2) Supply mains and service lines
- (3) all pumps
- (4) Valves, valve boxes and manholes (including covers)
- (5) Hydrants (where applicable)
- (6) Meters and equipment for measurement and control
- (7) Drinking fountains, sinks, commodes, showers
- (8) Backflow prevention devices
- (9) Faucets, traps

b. The Contractor shall ensure sufficient water is maintained in the fire tank/well to ensure adequate supply for fire fighting.

c. The Contractor shall conduct a back flow preventative maintenance program as required by the Safe Drinking Water Act and in accordance with Environmental Protection Agency and OPNAVINST 5090.1B directives and as further defined in Section 1.0, paragraph 1.5.

d. The Contractor shall perform service, minor maintenance and repair, emergency, and recurring work on interconnecting pipes, valves, fittings and other water distribution equipment for the above system within the direct cost limits specified in paragraph 5.8.2.

5.9.7.3 Scope of Work. The Contractor shall operate, maintain, and repair the water distribution system.

5.9.7.3.1 The Contractor shall provide sufficient qualified supervisory and maintenance personnel to supervise and maintain the water distribution systems and associated equipment, as discussed above. The Contractor shall organize forces to provide systematic and periodic inspection, preventive maintenance and repair of these systems and equipment in compliance with Navy and industry standards. All support shall be performed by qualified personnel in strict compliance with NAVFACENCOM, industry standards and as further defined in Section 1.0, paragraph 1.5.

5.9.7.3.2 All scheduled outages for maintenance shall be arranged with the appropriate government departments and/or agencies.

DRAFT

5.9.7.4 Performance Requirements. In addition to the performance requirements outlined in paragraph 5.9.7, the water system shall be maintained in accordance with NAVFACENCOM requirements. The work under this specification includes the requirements that the Contractor:

a. Maintain all pumps, valves, sectional valves, storage tanks and appurtenances on a routine, periodic basis in conformance with manufacturer's specifications. Maintain records of abnormal operating conditions and malfunctions. Conduct functional tests on all sectional valves annually.

b. Provide preventive maintenance on all fire equipment, wells and well covers.

c. Provide repair service for failures in accordance with the cost limitations cited in Paragraph 5.8.2.

5.9.8 Sewage Treatment and Collection Maintenance

5.9.8.1 General Requirements. The Contractor shall operate, maintain, and repair as indicated herein, sewage treatment and collection systems. The systems shall be operated and maintained in such a manner as to conform to all state of Florida and Federal Environmental Quality Board (EQB), Federal Environmental Protection Agency (EPA), OPNAVINST 5090.1B and as further defined in Section 1.0, paragraph 1.5, underground injection control regulations. Repairs shall include all sanitary waste handling facilities. The Contractor shall operate and maintain all sanitary sewer systems as specified herein. No industrial waste shall be dumped into domestic sewage systems.

a. The sewage collection and treatment system to be maintained includes conduits, sewers and appurtenance through which domestic sewage is collected, transported and treated. Sewage collection systems include sanitary or storm waste according to design and intended usage. The basic components of the sewage collective and treatment system consist of, but are not necessarily limited to:

- (1) Sewer lines (external) between the building(s) and Septic tank/leaching field(s)
- (2) Septic tank(s) and leaching field(s)
- (3) Building sewers (internal) up to the building lines

5.9.8.2 Scope of Work. The Contractor shall perform operation, maintenance, and repair on the sewage treatment collection systems leaching fields, and facilities including sewage piping systems and associated equipment, holding tanks, septic tanks, etc.

a. The Contractor shall provide sufficient qualified supervisory and maintenance personnel to supervise and maintain the sewage collection and treatment systems, as discussed above. The Contractor shall provide systematic inspections, preventive maintenance, and repair of these systems in compliance with Contract PM and industry standards.

5.9.8.3 Performance Requirements. In addition to the performance requirements outlined above, the work under this specification includes the requirement that the Contractor shall:

DRAFT

a. Maintain pumps, valves, storage tanks, piping systems, and associated appurtenances on a routine, periodic basis in conformance with manufacturer's specifications.

b. Maintain records of normal and abnormal operating conditions and malfunctions.

c. Empty and dispose of septic tank contents when the tank becomes 90% full.

d. Maintain waste shipment records and provide copies to the On-site Government representative.

e. Document all operational deficiencies and provide copies to the On-site Government representative.

f. Document all repairs made to the system and provide copies to the On-site Government representative.

5.10 FIRE PROTECTION AND PREVENTION.

5.10.1 Fire Prevention. The Contractor is responsible for operation and maintenance of all fire protection, prevention and material inspections as defined in Part I, paragraph 5.10 of the SOW. This includes, but is not limited to planned and corrective maintenance, repairs, and replacement of equipment or system components. The Contractor shall establish, continually update and post a Standard Operating Procedure for turning in a fire alarm, as approved by the Government for the sites included in this SOW. All Contractor employees shall observe all requirements and directives for the handling and storage of combustible waste and trash. Contractor employees operating critical equipment shall be trained to properly respond during a fire alarm or fire in accordance with applicable National Fire Codes (NFC) published by the National Fire Protection Association (NFPA), Naval Air Station Key West Fire Department and NAVCOMTELSTA JACKSONVILLE DETACHMENT KEY WEST, FL instructions.

5.10.2 Fire Protection Systems and Equipment. The Contractor shall be responsible for inspection, maintenance, testing and repair of all fire protection systems and equipment listed in Appendix (I), as per National Fire Codes (NFC) published by the National Fire Protection Association (NFPA), 29 CFR PART 1910 and NAVFAC MO-117, and as further defined in Section 1.0, paragraph 1.5. Use of NFPA certified local agencies is required.

5.10.3 Personnel Requirements. Personnel assigned to work in spaces containing the equipment listed in Appendix (I) must be familiar with the operation of the equipment and be qualified to use the equipment, in writing, by the Contractor during the first quarter of the Contract. The contractor will designate in writing within 30 days of the beginning of the contract, a qualified individual that will act as the Detachment Fire Warden, and coordinate/interact with the NAS Fire Department personnel on all matters regarding fire protection and fire-fighting. Annual re-qualification will be required and shall be submitted to the Government for review.

5.10.4 Fire Alarm System Operation.

5.10.4.1 General Requirements. The Contractor shall manage and execute a program for fire alarm systems operations and maintenance in accordance with NAVFAC MO-117, and as further defined in Section 1.0, paragraph 1.5. The Contractor shall provide a written plan to the Government within 60 days following the detection/

DRAFT

5.10.4.2 Narrative Description. The fire alarm systems check includes the complete loop system, fire-smoke/detection devices, signal devices, control units, emergency batteries, pull boxes, central station, components exterior of/interior to buildings, and the Emergency Evacuation Plans posted in all rooms within buildings.

5.10.4.3 Scope of Work. The Contractor shall operate, maintain and repair the complete fire alarm loop system, including pull boxes interconnecting circuitry, components both exterior and interior to buildings, and all integral parts of the system. The Contractor shall provide systematic and periodic inspections and the preventive maintenance and repair of fire alarm systems in strict compliance with Contract PM. Contractor will report and coordinate all work to the fire alarm system to the NAS Key West Base Fire Department dispatcher personnel.

5.10.4.4 Performance Requirements. The Contractor shall:

a. Provide a preventive maintenance program for the monthly cleaning and inspection of fire alarm systems.

b. Provide repair service for failures in the system in accordance with the cost limitations cited in Paragraph 5.8.2.

c. Work in conjunction with the Government fire departments performing inspections and tests.

d. Perform inspection of all fire extinguishers in accordance with NAVCOMTELSTA JACKSONVILLE DETACHMENT KEY WEST, FL Instructions.

5.10.5 Fire Extinguishers. The Contractor shall weigh and inspect all fire bottles in accordance with scheduling periodicities of NAVFAC MO-117. The Contractor shall be responsible for re-charging of any extinguishers used at no additional cost to the government. The Contractor shall deliver to the Government any and all extinguishers that fail to pass the required hydrostatic testing for replacement. Replacement fire extinguishers may be of the same kind or be of a different type, such as ABC, at the discretion of the government.

5.11 ENVIRONMENTAL COMPLIANCE REQUIREMENTS. NRTF Saddlebunch and NRRF Boca Chica are considered to be Government Owned Contractor Operated (GOCO) Sites and are components of NCTS Jacksonville Detachment Key West Fl for the purpose of this, and all additional Parts or sections of the SOW. The Contractor shall comply with all National Environmental Policy Act (NEPA), Environmental Protection Agency (EPA), Code of Federal Regulations (CFR), National Fire Codes (NFC), State of Florida Environmental Protection Agencies, OPNAVINST 4110.2, OPNAVINST 5090.1B, and NAVCOMTELSTA JACKSONVILLE DETACHMENT KEY WEST, FL instructions, and as further defined in Section 1.0. The contractor will not allow any contractor personnel to knowingly violate any Environmental codes, instructions or laws. Further, before any changes or additions are made to any equipment, signage, structure, tower, appurtenance, or material which are owned by the government and under contractor purview, the contractor will submit such change proposal(s) to the government Technical Director/COR for approval and to ensure such changes do not initiate or permit an environmental hazard.

5.11.1 Performance Requirements. In addition to the performance requirements outlined above, the Contractor shall establish an Environmental Compliance Program (ECP). The Contractor shall coordinate with the Government all

DRAFT

required plans within the first month of the contract and annually thereafter for review. The ECP shall include but will not be limited to:

5.11.1.1 Pollution Prevention. The Contractor shall strive to eliminate or control, to the maximum extent feasible, the pollutant source per Executive Order (EO) 12856. Means and methods for the elimination or minimization of pollutants shall be identified and, where possible, incorporated at the earliest stages of planning. Dedicated efforts shall be made to eliminate or minimize the use of hazardous materials (HM) and generation of hazardous waste (HW). The Contractor shall develop and implement a facility Pollution Prevention Program that incorporates the Hazardous Material Control and Management (HMC&M) Plan. The Contractor shall establish or revise, as necessary, and implement procedures to control, track and reduce the variety and quantities of HM in use, in storage or stock, or disposed of as HW per the DRMO Hazardous Property Turn-In Guidance. This includes establishing HAZMINCENS to facilitate the central management of all HM. The Contractor shall develop or revise, as necessary, and implement a facility level HM Authorized Use List (AUL) using an inventory that identifies and quantifies HM, including whether the material is an extremely hazardous substance, hazardous substance, or toxic chemical. The Contractor shall annually update the plan and submit to the Government for review. The Contractor shall prepare and submit to the Government the Pollution Prevention Annual Data Summary.

5.11.1.2 Permits and Certificates. The contractor shall obtain all necessary permits and sign the permits as operators unless otherwise directed by the Government. The Contractor shall advise the Government of any permit, its conditions, and provide periodic compliance status reports as required and as further directed by the Government. Examples are Air Pollution Permit, Underground Storage Tank Certificate of Registration, Underground Injection Control (Septic Tanks), and Above Ground Tanks, etc.

5.11.1.3 Management of Ozone Depleting Substances (ODS). The Contractor shall implement appropriate ODS procurement guidance as established by COMNAVSUPSYSCOM, COMNAVFACENGCOM and as further directed by the Government. The Contractor shall ensure that ODSs are included in the HM AUL. The Contractor shall establish practices and procedures internally to reduce emissions of ODSs as much as possible. The Contractor shall provide resources (tuition, travel, per diem, etc.) for training refrigerant technicians on recovery and recycling equipment and ensure compliance with applicable certification requirements. The Contractor shall annually submit ODS inventory data to the Government.

5.11.1.4 Clean Water. The Contractor shall comply with the applicable substantive and procedural Federal, local and regional clean water laws and regulations. The Contractor shall integrate Clean Water requirements into all applicable levels of activity management.

5.11.1.5 Oil Management. "Oil" means oil of any kind or in any form, including, but not limited to, petroleum, fuel oil, sludge, oil refuse, and oil mixed with wastes. The Contractor shall develop and implement a Used Oil Management Plan that identifies sources of used oils, primary used oil segregation groups, recycling program, and detailed operational requirements, and disposal procedures. This plan may be incorporated into or referenced in the Pollution Prevention Plan submitted to the Government annually for review. The Contractor shall establish or revise, as necessary, the Spill Prevention Control and Countermeasure (SPCC) Plan. SPCC plans will be maintained at the site and be available to the Government for on-site review.

DRAFT

5.11.1.6 Hazardous Waste Management. Resource Conservation and Recovery Act (RCRA) regulates the management of solid waste (SW) and HW. RCRA requires cradle-to-grave management of HW through a record-keeping system that requires the manifesting of HW shipments from point of generation to ultimate disposal. It is the Contractor's responsibility to determine whether its waste is a HW subject to regulation under RCRA and/or applicable federal and local laws. The Contractor shall, as a part of the Pollution Prevention Plan, establish and implement a HW Management Plan to: identify applicable federal and local regulations pertaining to the generation and management of HW; identify training requirements, and describe procedures for obtaining training and maintaining training records; establish procedures for a recycling program, detailed operational requirements; assign responsibilities for the generation, designation, handling, treatment, disposal and all documentation; describe all HW generation and management procedures; include or reference contingency plans and emergency response procedures; include procedures for the transport and disposal of SW and HW to the Defense Reutilization and Marketing Office (DRMO) located at Naval Air Station Key West. Preparation of a disposal document (DD 1348-1) will be required. In circumstances where DRMO is managing the pickup, transport, and disposal of SW or HW, DRMO may prepare the manifest, but the responsibility for correct and complete manifest preparation remains with the contractor. Manifests shall be retained at the site and be available to the Government for on-site review. The Contractor shall submit a completed HW Annual Report (DD-A&T(SA) 1485 (5090), per guidance provided by Naval Facility Engineering Service Center (NFESC) to the Government prior to 1 February.

5.11.1.7 Pesticide Compliance. The Contractor shall comply with regulations and guidance relevant to pesticides use in accordance with OPNAVINST 6250.4A and OPNAVINST 5090.1B, Chapter 13 and as further defined in Section 1.0, paragraph 1.5. The Contractor shall provide all necessary vehicles, equipment, materials, pesticides, herbicides, insecticides, fungicides, etc., necessary for the control and applications as specified herein.

5.11.1.8 Solid Waste (SW) Management and Resource Recovery. The Contractor shall establish and implement a Solid Waste Management Plan to include: source reduction; establish procedures for a recycling program; assign responsibilities for the generation, designation, handling, treatment, disposal and all documentation, including procedures for the transport and disposal of SW to the Defense Reutilization and Marketing Office (DRMO) located at Naval Air Station Key West.

5.11.2 Facility Inspections. The on-site Government Representative will provide daily monitoring of contractor performance. An annual Self Environmental Compliance Evaluation (ECE) will be conducted by the Government.

5.11.3 Personnel Requirements. The Contractor shall provide sufficient qualified supervisory and maintenance personnel to manage and execute environmental compliance.

5.11.4 Costs. All costs for work in this category shall be borne by the Contractor and are not subject to the cost limitations specified in paragraph 5.8.2.

5.12 ANTENNA MAINTENANCE.

5.12.1 General Requirements. The Contractor shall provide for preventive maintenance, inspection, and repair of all HF, LF, and MF, antennas and antenna systems including all associated antenna towers (including all associated antenna guys, guy-wires, insulators, antenna support attachments, bases, hinge-pl hinge attachments, c a concrete pads

DRAFT

or concrete tower footers), coaxial cables and all forms of connectors, baluns, tower aircraft lighting systems, dry air systems, antenna matrix panels and antenna dummy loads. The equipment will include, but not necessarily be limited to the equipment listed in Appendix I.

5.12.2 Preventive Maintenance. The contractor shall provide for all preventative maintenance, inspection, and repair requirements of all HF, LF, MF and Microwave antennas and antenna systems including all associated antenna towers IAW ANSI TIA/EIA -222-F-1996, Structural Standard for Steel Antenna Towers and Antenna Supporting Structures (including all associated antenna guys, guy-wires, insulators, antenna support attachments, base, hinge-plate attachments, concrete anchors, concrete pads, or concrete tower footers), coaxial cables and all forms of connectors, baluns, tower aircraft lighting system, dry air systems, antenna matrix panels and antenna dummy loads. The equipment will include, but not necessarily be limited to the equipment listed in Appendix I.

5.12.3 Antenna Field Vegetation Control. Antenna Field Control for the sites specified herein shall be in accordance with the individual site Statements of Work in Parts II, III, and IV. The Contractor shall ensure that all crushed coral (Marl) antenna pads and all access roads leading to each antenna pad are kept clear of vegetation at all antenna sites. The Contractor shall ensure that the area around all antenna guy wire anchors is kept clear of all vegetation for a radius of 3 feet from the anchor.

5.12.3.1 The Contractor shall bring grounds and antenna vegetation control to the specified conditions herein and maintain the grounds and vegetation control to the conditions specified in Parts I, II, III, IV, and V for the term and duration of this contract as well as all applicable follow-on options.

5.12.4 Antenna Maintenance Safety. The Contractor shall review and comply with all OSHA, NAVOSH, and COMNAVCOMTELCOM HF Antenna Maintenance manual (Redbook) antenna maintenance inspection and repair requirements, and ensure all antenna maintenance personnel are fully aware of and comply with all safety requirements. Contractor will provide for all safety requirement upgrades to antenna systems as may be directed by OSHA, NAVOSH, or the government. Safety related improvements will be considered as normal repair maintenance and accomplished within the provisions of Sections 5.8.2.3 and 5.8.2.4 as are applicable. Antenna related work is dangerous by definition. However dangerous, all antenna maintenance must be accomplished using current OSHA and NAVOSH safety considerations to ensure continuing mission implementation.

5.12.5 All antenna supports, foundations, and anchoring systems will be reviewed at a minimum of every two years to verify structural integrity and compliance with safety standards. The contractor will develop a plan to ensure all antenna anchors, structures or tower foundations (including pins, bolts or other ancillary supporting hardware) are inspected in accordance with ANSI TIA/EIA 222-F-1996E standards. The inspection results will be reviewed and accredited by a certified structural engineer. All deficiencies noted during the inspection will be corrected by the contractor according to the terms of minor and major maintenance as further defined in sections 4.2 and 5.8.2 of this contract.

5.12.5 Site Maps. Appendix (I) provides site plans, layouts, and building floor plans, for use with Parts I, II, III, IV and V which outline the areas of vegetation control, and required mowing.

DRAFT

5.13 JANITORIAL. The Contractor shall provide janitorial services at all sites where the Contractor operates and maintains equipment and facilities. Occupied buildings, active building spaces, unique Contractor utilized spaces, unique Government utilized spaces, and shared Contractor/Government spaces shall be routinely cleaned to maintain sanitary conditions and to provide a pleasant appearance. The level of cleaning required is that the floors shall be swept clean, mopped, and polished, with a minimum of scuff marks and no dust buildup in the corners. Windows shall be kept clean and ceilings, lighting fixtures and walls cleaned of dirt accumulation, trash receptacles shall be emptied on a daily basis. Facilities will be inspected by the government for compliance on a monthly basis. All discrepancies shall be corrected by the contractor within two working days. The Contractor shall submit to the Government, for approval, 30 calendar days following the orientation phase-in period, a cleaning bill/schedule depicting periodicities of all janitorial functions for all buildings, areas and spaces under Contractor responsibility. All costs associated with providing cleaning materials, disposables and janitorial supplies shall be borne by the Contractor. Failure of the Contractor employee to pass a second performance drill may result in a reduction in contract price as well as a request by the government for removal of the employee.

5.14 SAFETY AND HEALTH REQUIREMENTS.

5.14.1 Facilities Maintenance Safety Requirements. The Contractor shall operate and maintain facilities specified herein to conform to all federal and state OSHA requirements, as well as those of the Department of Navy NAVOSH program.

5.14.2 Personnel Safety and Health Requirements. The contractor shall comply with all federal and State of Florida OSHA requirements and develop a written Personnel Safety Program for its employees. The Personnel Safety Program shall be submitted to the on-site Government representative at the end of the orientation phase-in period and annually thereafter for review. The Contractor shall operate and maintain facilities under this contract to conform to Navy Occupational Safety and Health (NAVOSH) standards or applicable laws or requirements. NAVOSH standards are found in OPNAVINST 5100.23(), NCTAMSLANTINST 5100.5(), and NCTAMSLANTDETKWINST 5100.1(). All accidents shall be immediately reported to the COR verbally and, a detailed report will be submitted in writing, within 24 hours of occurrence. In addition, the Contractor shall review OSHA 1910, the COMNAVCOMTELCOM HF Antenna Maintenance Manual and the Corps of Engineers General Safety Requirements (NAVFAC EM-385-1-1) to ensure that antenna maintenance personnel are fully aware of, and comply with, all safety requirements.

5.14.3 Personnel Protective Equipment (PPE) The Contractor shall provide all PPE items for Contractor personnel in performance of their duties, as mandated by CFR-29, and Federal and State of Florida OSHA as well as DoN NAVOSH requirements.

5.15 ENERGY RESOURCES/CONSERVATION GOALS. The Contractor shall adhere to Governments policies and procedures regarding energy conservation.

5.16 READINESS MANAGEMENT PROGRAM PLAN (RMPP). The Contractor shall develop a Readiness Management Program Plan (RMPP), in accordance with CNCTC Instruction 3000.1B. The RMPP shall be submitted to the Contracting Officer's Representative (COR) for approval 60 days following the completion of the orientation period. This program sets forth requirements to conduct, observe and report exercises in conjunction with operational reporting via Status of Resources and Training System (SORTS), Safety Reporting System (SRS), and Training Reporting System (TRRS).

DRAFT

messages. The Government will provide the Contractor the latest version of the TYCOM Readiness Management System (TRMS) software during the orientation period to facilitate the Contractor's preparation of the RMPP. The contractor will be responsible for providing adequate training to all personnel within their respective areas of expertise to ensure that all minimum standards of operation and repair are understood by all personnel on a continuing basis. The contractor will also be responsible for preparing and processing all MRPP related documentation, scheduling, and reporting for the Detachment. The Contractor will train and test all contractor personnel as often as is required but once a month at a minimum, and provide at the end of each month an appropriate SORTS/TRMS report. The contractor will also schedule with the government QAI/COR to demonstrate the proficiency levels of all personnel selected each month for meeting required SORTS and TRMS exercise drills. If personnel are not able to meet the minimum drill requirements, then those personnel will be required to re-train in the specific area, and documentation of the training will be submitted to the government. All retraining must take place within 30 days of the failed TRMS exercise. Failure to retrain an employee, and said employee to pass a second TRMS drill exercise adequately, will result in the government reducing the contract price.

SECTION 6.0 INSPECTION AND ACCEPTANCE

6.1 Government CONTRACT QUALITY ASSURANCE (QA) AND LIAISON PERSONNEL.

6.1.1 Contracting Officers Representative (COR). The COR will function as special assistant to the Government for the monitoring and surveillance of the Contractor's performance in accordance with the terms of the Contract. The COR will work closely with the Contractor's Site (Project or Program) Manager and is authorized direct liaison with all Contractor personnel. The COR will be designated in writing to the Contractor's site manager.

6.1.2 Technical Administrator (TA). TA's will function as assistants to the COR in the evaluation of the Contractor's performance by inspection and testing. The TA will be designated in writing to the Contractor's site manager by the Government.

6.1.3 Employees/Agents of the Government. All employees/agents of the Government, possessing properly certified security clearances of adequate level and the requisite "need to know", will be permitted unrestricted access to the spaces specified for the performance of their duties. Temporary stoppage of work required under this Contract may be authorized by the Government for Government employees, or authorized agents, to accomplish installation, repairs or other special tasks.

6.2 PERFORMANCE REQUIREMENTS SUMMARY.

6.2.1 Performance Standards. Minimum performance standards for each equipment and system listed in Appendix I are contained in individual equipment and system Navy MRC's, Air Force Technical Orders, Coast Guard MRCs, and equipment maintenance manuals. Table 11-1 of COMNAVCOMTELCOMINST 2313.1 provides Technical Performance standards for applicable sites.

6.2.1.1 To qualify as being operationally available the Contractor shall demonstrate to the on-site Government representative, when requested, all equipment and systems as meeting all performance standards indicated in paragraph 6.2.1 and quality control/performance monitoring standards accepted by the Government as specified in paragraph 6.4.

DRAFT

6.2.2 Operational Availability of Communications Assets.

6.2.2.1 NRTF Saddlebunch: At least (86%) of all HF transmitters and antennas, generators, air conditioners, and ancillary support equipment shall meet all performance standards of paragraph 6.2.1 and be operationally available as defined in paragraph 6.2.1.1 as follows: At least 86% of all HF Transmitters, Receivers and Antennas under this Contract shall be capable of being placed in full operation, at full specified power and/or meeting all specific equipment performance standards. At least 50% (1 of 2 redundant systems) of the DRAMA Microwave system must remain operational at all times. Network outages shall not exceed one hour in duration. Failure of the Contractor to meet these requirements may result in a reduction of contract price. The Government may elect to waive reductions pending availability of repair parts, or for circumstances beyond the control of the Contractor.

6.2.2.2 NRRF Boca Chica: At least 86% of all HF Receivers and antennas, generators, air conditioners, and ancillary receiver support equipment, and at least 50% (1 of 2 redundant systems) of the DRAMA Microwave system must remain operational at all times at NRRF Boca Chica and shall meet all performance standards of paragraph 6.2.1, and be operationally available for communications as defined in paragraph 6.2.1.1. Network outages shall not exceed one hour in duration. Failure of the Contractor to meet these requirements may result in the Government reducing the contract value. The Government may elect to waive reductions pending availability of repair parts, or for circumstances beyond the control of the Contractor.

6.2.2.1.2 The quantity of and type of communication equipment is subject to change during the course of this contract due to mission requirements. All modifications shall be subject to the FAR contract change clauses. The Contractor shall be required to update all records as well as the 3M system SCLSI by submitting the required OPNAV 4790/CK forms.

6.2.2.4 Planned Maintenance System (PMS). Not more than two percent (2%) of scheduled quarterly maintenance for any 3M work station shall be rescheduled as a result of insufficient time, manpower, or parts/materials non-availability. An overall minimum PMS Performance Rate (PPR) of ninety-five percent (95%) shall be maintained at all times. Maintenance shall be scheduled so as not to interfere with communications requirements.

6.2.2.5 Corrective Maintenance. Corrective maintenance shall be such that no loss of operational capability occurs. Corrective maintenance which does not require repair parts, or where parts are locally available or parts have been received from supply sources, shall be completed in five (5) days. Repairs which require repair parts that are not locally available shall be completed within five (5) days of receipt.

6.2.2.6. Corrective Maintenance. Corrective maintenance and operational coverage of all electronic equipment shall encompass seven (7) day, twenty four (24) hours per day, 365 days per year. Maintenance personnel shall be available five (5) days a week, eight (8) hours a day during normal working hours. Antenna maintenance is limited to five (5) days a week, eight (8) hours a day during normal working hours. There are sufficient antenna assets and antenna trunk line capabilities to preclude after hour's maintenance actions. Electronic maintenance personnel are subject to a one (01) hour recall after normal duty hours for equipment malfunctions resulting in a catastrophic failure/condition that is beyond the reset/repair capabilities of the remote operations personnel. Condition code red status shall be determined and reported by NCTS Jacksonville TCF or local government personnel. For Saddlebunch and NRRF Boca Chica, condition code red

DRAFT

exists, as determined and reported by government personnel only after the loss of all capability to remotely control or access spare transmitter or receiver functions via the EMS/ATC. Additionally, If a fire or security alarm is received by the Naval Air Station Emergency Operations Center, it will be considered a Condition Code Red and the Contractor must respond to investigate the failure and provide for system reset or repair of the affected system. Failure of maintenance personnel to arrive at the respective site, and commence repair efforts within one (01) hour of notification, may result in a reduction of contract price. Only designated qualified contractor personnel shall perform all levels of corrective maintenance. Repair actions shall be in accordance with the specifications defined in paragraph 6.2.1, and appropriate equipment technical manuals. Maintenance shall be limited to the specifications, and repair actions required restoring sufficient fire safety, security monitoring and intrusion detection, TCF, HF transmitter and/or receiver site functionality to provide continuing mission support, or ensure site physical security is maintained after reset or repair actions of the applicable system(s) are initiated. For equipment abnormalities where repair actions exceed Technical Manual specifications, or when effected actions do not result in the operational readiness of subject equipment, the on site technician shall contact the contractor Site Manager within one (01) hour of commencement of his repair actions for further assistance. The government COR will be notified by the Contractor personnel of all call-back requirements.

6.3 GOVERNMENT QUALITY ASSURANCE SURVEILLANCE. The Government will inspect and monitor the Contractor's performance, pursuant to Inspection of Services clause and special clauses of this contract. Techniques may include announced and unannounced inspections, zone inspections, Operational Readiness Inspections, planned and random sampling, and customer complaints.

6.3.1 Radio Transmission of System Monitoring. Government QA surveillance of the radio transmission system will include the following:

- a. Random, planned or scheduled testing of transmitters to ensure they meet distortion, frequency, power outputs and other specifications in Table 11-1 of COMNAVCOMTELCOMINST 2313.1. Selection of equipment for planned inspections will be made from those transmitters and receivers on which maintenance has been recently performed. As a minimum, each transmitter will be inspected and performance tested at least twice a year.
- b. Periodic testing and checking of transmitter keying voltages (DC).
- c. Periodic checks of Multiplexer performance.
- d. Inspection every quarter for PMS performance.
- e. Accuracy checks of station frequency standards.
- f. Monitoring of electronic PMS reports to ensure required PM is being performed in a timely manner and reported properly.
- g. Selective inspection of electronic test equipment records to ensure required calibration has been performed and a validated sticker is on all equipment.
- h. Monitoring the Contractor's recording/reporting of equipment status, casualties and repair.
- i. Monitoring to ensure that the required levels of operational availability of the transmitters and associated antennas are met.

DRAFT

j. Inspecting the inside of equipment cabinets for loose ground straps, deteriorated cabling, unauthorized modifications or cannibalization, rust, and general cleanliness.

k. Inspecting antennas and supporting structures to ensure required PM has been performed.

l. Checking pressurization of transmission lines to insure specifications contained in on site MRCs and maintenance SOPs are being met.

NOTE: Government personnel should not start-up and operate Contractor maintained equipment for purposes of test. Arrangements should be made with the Contractor's site manager for watch personnel to demonstrate either specific or random equipment to the Government inspector.

6.3.2 Performance Monitoring.

6.3.2.1 NRTF Saddlebunch. The Government will select two (2) transmitters and one (1) antenna per month for inspection. The selection will be made from those transmitters and antennas on which maintenance has been recently performed as determined by the government. If one (1) of the two (2) transmitters, or the selected antenna fails to meet all performance standards specified in paragraph 6.2.1, all discrepancies in any of the transmitters/antennas checked shall be corrected within seven (7) days. New random inspections will be taken by the Government within the seven (7) days. Failure of the Contractor to pass the second performance test may result in a reduction in contract price.

6.3.2.2 NRRF Boca Chica. The Government will select two (2) receivers and one (1) antenna per month for inspection. The selection will be made from those transmitters and antennas on which maintenance has been recently performed as determined by the government. If one (1) of the two (2) receivers or the selected antenna fails to meet all performance standards specified in paragraph 6.2.1, all discrepancies in any of the receivers or antennas checked shall be corrected within seven (7) days. New random inspections will be taken by the Government within the seven (7) days. Failure of the Contractor to pass the second performance test may result in a reduction in contract price.

6.3.2.3 Planned Maintenance System (PMS). The Contractor shall maintain, as a minimum, a PMS Performance Rate (PPR) of ninety-five (95%). Periodicity and procedures for planned maintenance are specified in the Maintenance Requirement Cards (MRCs). Failure of the Contractor to maintain a minimum PPR of ninety-five percent (95%) may result in a reduction in contract price.

6.4 Contractor QUALITY CONTROL. The Contractor shall provide and maintain an inspection system and quality control program, covering the services to be provided in paragraph 6.4, acceptable to the Government. The design of the inspection system is left to the Contractor's discretion, as long as it relates to the Government's quality assurance program and provides the desired quality control as follows:

6.4.1 Quality Control/Performance Monitoring. The Contractor shall establish, organize and manage in accordance with appropriate instructions, an effective Quality Control / Performance Monitoring program for designated sites, communications systems and all circuitry terminating in or passing through the NAVCOMTELSTA JACKSONVILLE DETACHMENT KEY WEST, FL TCF.

6.4.2 Performance Monitoring Program (PMP). The Contractor shall provide to the on-site Government representative a quality assurance monitoring

DRAFT

plan within 45 days following orientation phase-in period. The plan will be updated and submitted by the Contractor for review by the Government on an annual basis. The plan shall provide the Contractor's detailed management, organization and operational plans for a continuously conducted performance monitoring program for all systems, equipments and circuits to ensure high quality customer, subscriber services by detection and correction of degradations before service interruptions occur at all Contractor operated and maintained (O&M) sites. The plan shall include as a minimum:

a. Specific quality control/performance monitoring methods, schedules, diagrams and procedures for testing and evaluation for all systems, equipments and circuits under this contract.

b. Standard forms and reports that will be used to document quality control/performance testing, including work flow and distribution charts.

c. Methods and procedures to be used in identifying and correcting deficiencies discovered during quality control/performance monitoring.

d. Locations, formats and procedures for Master Section Logs at all sites in accordance with DISAC Circular 310-70-1, Sup II, Chapter II, paragraph 2.

e. The Contractor-Customer/Subscriber DEMARCATION shall be the intermediate distribution frame (IDF) where the Contractor operated equipment interfaces with the customer/subscriber equipment (TELCO Wiring Distribution blocks). The plan shall indicate all interface and testing points in diagram form showing building, room and equipment locations.

f. All quality control/performance requirements are contained in: DISACC 310-70-1, Volume 1-4; DISACC 310-70-57, Sup 1 through 8; DISACC 300-175-9; DISAC 310.130-2; NAVCOMTELCOMINST 2313.()series. The plan shall contain specific evaluations for each system as outlined in DISAC circular 310-195-1. The plan shall be reviewed and updated annually, with appropriate revision pages and shall become the property of the Government upon contract completion. The Contractor shall provide five (5) copies of the plan to the on-site Government representative for approval.

6.4.3 Frequency Accuracy. The Contractor shall establish and operate an "off-the-air" monitoring program to provide quality control monitoring of all frequencies radiated from Contractor designated sites. All monitoring will be sufficient to provide enough data to ensure all broadcasts meet all DoN and/or FCC broadcasting requirements.

SECTION 7.0 GOVERNMENT ASSETS IN THE POSSESSION OF THE Contractor

7.1 ITEMS TEMPORARILY IN THE PHYSICAL POSSESSION OF THE Contractor. The Government will transfer the following assets to the accountability of the Contractor during the orientation phase-in period via a thorough physical inventory and in accordance with turnover and acceptance procedures specified herein. No Government assets shall be removed by the Contractor from Government property or used by any entity other than the Contractor without prior Government approval.

7.1.1 Communications Electronic Equipment and Antennas. The Government will transfer all electronic equipment and antennas listed in Appendix I to the accountability of the Contractor. The Contractor shall operate and maintain this equipment in accordance with the provisions as stated in Part I of the SOW, during the life of the Contract. All equipment listed within the Appendix is subject to Government government for mission upgrade

DRAFT

or due to obsolescence and/or inability to find suitable replacement parts. Such replacement of type or quantity will not affect the cost or maintenance provisions of this contract except as otherwise may be provided for within this contract.

7.1.2 Test Equipment. The test equipment listed in Appendix I will be transferred to the accountability of the Contractor. Test equipment will be maintained and operated as further specified in Parts I, II, III, IV and V of the SOW.

7.1.3 Fire Protection Equipment. The Government will transfer to the accountability of the Contractor the fire protection equipment listed in Appendix I. Fire protection equipment shall be maintained in accordance with provisions as stated in Part I of the SOW.

7.1.4 General Office Plant Property and Other Non-electronic Equipment. All other equipment listed in Appendix I will be transferred to the accountability of the Contractor for use during the term of the contract and maintained in accordance with provisions as stated in Part I of the SOW.

7.2 Contractor RESPONSIBILITIES FOR GOVERNMENT ASSETS. The Contractor shall be responsible for any loss or damage of Government assets furnished for performance of this contract to the extent specifically provided in the clause or clauses of this contract, or which results from the following:

a. Willful misconduct (including fraud, waste and abuse) or lack of good faith of any of the Contractor's personnel; or

b. A failure on the part of the Contractor, due to willful misconduct or lack of good faith or judgment on the part of any Contractor personnel, to maintain and administer all programs of maintenance, repair, protection, and preservation of all government owned assets and as further required within the SOW, or to establish, maintain and administer a system for control of Government property in accordance with Federal Acquisition Regulations (FAR), will result in the Contractor being liable for all financial losses suffered by the Government as a result of the neglect, willful misconduct, fraud, waste, misuse or abuse as stated above.

7.2.1 Damage Reporting. In all instances where Government property and/or equipment is damaged by Contractor employees, a full written report of the fact and extent of such damage shall be submitted to the on-site Government representative within 24 hours of occurrence and the Contractor shall be held liable for the damage.

7.2.2 All Government property discovered as missing, lost or stolen will be verbally reported immediately to the COR. The Contractor shall provide a follow-up written report in case of property with a value in excess of \$100 within three working days to the COR, which documents circumstances surrounding the incident and identification of all personnel involved.

7.3 TURNOVER AND ACCEPTANCE PROCEDURES.

7.3.1 General. During the orientation phase-in period, the Contractor and the Government shall conduct a joint inventory of all Government furnished equipment and supplies. The Government will turn over to the Contractor all transmitters, receivers, antennas, ancillary equipment and facilities equipment/systems required to be operated and maintained as specified in the SOW, in an operational condition and meeting all Contract performance standards. The Contractor shall accept from the Government total responsibility for the maintenance and operation of all transmitters, receivers,

DRAFT

antennas, ancillary equipment and facilities upon demonstration or by record of planned and corrective maintenance history as the Contractor and Government may agree. Specific procedures for turnover will be as mutually agreed by the Government and Contractor who shall accept from the Government in writing all transmitters, receivers, antennas, ancillary equipment and facilities as demonstrated. Deficiencies/discrepancies shall be noted on the turnover document. Deficiencies noted which do not adversely affect operational performance as determined by the Government will not relieve the Contractor from accepting any equipment/system for operation and maintenance, but will become the Government's responsibility to either correct or designate in writing as acceptable for the purpose of Contract performance. Annotating deficiencies does not relieve the contractor from correcting such deficiencies at the request of the government. Parts and Materials for noted corrections will be reimbursed within the terms of Section 5.8.2. Turnover procedures shall commence not later than five (5) days after commencement of the orientation phase-in period. The Contractor shall maintain, during the life of the Contract, all transmitters, receivers, antennas, ancillary equipment, and facilities in the same condition or better as received during turnover or as improved by the Government. The Contractor shall establish procedures for inventory control of all equipment listed in Appendix I in a format that coincides with Appendix I and report to the Government annually that all equipment inventories are complete and accurate.

7.3.2 Communications Equipment Configuration (CEC) and Property Inventories. During the orientation phase-in period, the Contractor and a Government representative shall conduct a joint inventory for all Government furnished supplies and equipment and the Contractor shall sign for all equipment provided by the Government.

7.3.2.1 At completion of each option year of the contract, a joint inventory of equipment shall be conducted by the Contractor and a Government representative. The Contractor shall be liable for loss or damages in accordance with paragraph 7.2.

7.3.2.2 The Contractor shall keep current the equipment inventories, in a format approved by the Government, required for performance of this contract.

7.3.2.3 The Contractor shall designate an equipment custodian.

7.3.3 Electronic Equipment Proof of Performance.

7.3.3.1 Communications Electronics (C-E) equipment. Government will turn over to the Contractor all C-E equipment meeting contract performance standards. The Government will provide 3M management records for review by the Contractor to demonstrate a history of planned and corrective maintenance of equipment at Contractor designated sites.

7.3.3.2 The Government will demonstrate on assigned operational frequencies to the Contractor that all transmitters at NRTF Saddlebunch, and receivers at NRRF Boca Chica meet the operational conditions/performance standards as specified in NAVCOMTELCOMINST 2313.1. Transmitters and receivers will be demonstrated on two additional frequencies if requested by the Contractor.

7.3.3.3 Test equipment shall be turned over to the Contractor during the orientation phase-in period. The Contractor is not responsible for test equipment repair, however the Contractor shall perform applicable operator calibration as required by manufacturer or instructional manuals prior to performing PMS on those items turned over for his custody.

DRAFT

7.3.4 Communication-Electronics Turnover/Acceptance Documents. The Government's communications-electronics turnover/acceptance documents indicate physical inspection checks and specific performance standards in accordance with CNCTCINST 2313 (series) and serve as proof of performance/condition standards that the Contractor shall be required to maintain through contract completion. Performance standards on the turnover documents indicate to the Contractor that the communications electronics equipment meets performance/condition standards that the Contractor shall be required to maintain for the term of this contract.

7.3.5 Facilities/Antenna Turnover. The Contractor shall maintain non-electronic plant property and equipment in the same condition or better as received during turnover. Antenna maintenance requirements are set forth in, MRCs, and equipment maintenance manuals. The Government will provide documentation that preventive maintenance actions have been completed and that non-electronic equipment, systems, antennas, facilities and structures meet performance condition standards which the Contractor is required to maintain. Discrepancies found during demonstration/inspections shall be noted on a turnover document and become the Government's responsibility to correct or designate as acceptable deficiencies, for the purpose of contract performance. Deficiencies/discrepancies which do not adversely affect operational performance shall not relieve the Contractor from accepting any facility, antenna, non-electronic equipment/system, etc. for operation and maintenance, but will become the Government's responsibility to correct or designate in writing to the Contractor as acceptable for the purpose of contract performance.

7.3.6 Facilities and Antenna Turnover/Acceptance Documents. The Government's facilities turnover/acceptance documents indicate physical inspection checks and performance standards and serve as proof of performance/condition standards that the Contractor shall maintain for the term of this contract. The checks and performance standards on the turnover documents are demonstrations that indicate to the Contractor the buildings, antennas, structures, power generators, electrical distribution system, roads, etc., meet performance/condition standards that the Contractor shall maintain for the term of this contract.

7.3.7 Contract Completion. At the end of the contract period (or as a result of termination for cause or for the convenience of the Government) the Contractor shall turn back to the Government all equipment and facilities under the Contract in the same condition or better as received and meeting all the specifications required by the Contract. The Contractor shall ensure all operational and maintenance deficiencies in equipment and facilities are corrected within 30 days prior to the end of the Contract period. A joint inventory of equipment shall be conducted by the Contractor and the Government 60 days prior to the end of the contract period.

SECTION 8.0 REPORTING REQUIREMENTS

8.1 FACILITIES DATA AND REPORT REQUIREMENTS.

8.1.1 The Contractor shall prepare and submit monthly documents required within the Facilities portion of the SOW and shall include but not be limited to:

8.1.2 Controlled maintenance inspection of minor work projects scheduled and performed in a format as defined in NAVFAC MO-322, and as further defined in Section 1.0, paragraph 1.5.

DRAFT

8.1.3 The Contractor shall maintain an accounting of labor and materials used for performance of this Contract. NAVFAC Form 9/11014/21, Emergency Service Work Authorization, shall be used to document all completed facilities maintenance work. These forms will be forwarded to the Government on a monthly basis.

8.1.4 A report of time (duration) that sites were without commercial power shall be submitted monthly in accordance with CNCTCINST 2300.2(series).

8.1.5 Air Emissions Report.

8.1.6 Diesel fuel consumption at each site.

8.1.7 Electric consumption at each site.

8.1.8 Water consumption at each site.

8.1.9 All files and records become Government property upon Contract completion.

8.1.10 Meetings and verbal Reporting. The contractor will participate in all meetings as may be initiated and required by the government Technical Director/COR for the purpose of reviewing reporting methods, mission requirements, or informational purposes and as per DoN directives and instructions. The contractor will make appropriate supervisors and employees available for such meetings as may be required to present first hand reports to government personnel regarding Detachment mission accomplishment.

8.2 MAINTENANCE OF DETACHMENT EQUIPMENT AND FACILITIES RECORDS.

Additional operational reports, documents, inventories and meetings may be required by the COR. The Contractor shall provide such information when requested by the COR. The Contractor shall submit as a minimum, the following recurring reports documents and inventories as indicated:

MONTHLY REPORTS

(M) --- Diesel Fuel Usage Report
(M) --- Fire/Bomb Threat Report
(M) --- AN/FRT-96 Plate/Filament Readings
(M) --- Minor Work Schedule Update
(M) --- Coaxial Transmission Line/Waveguide Air Pressure Test
(M) --- QC Summary (Boca Chica Operations)
(M) --- QC Summary (NRTF Saddlebunch Key)
(M) --- Antenna Inspections
(M) --- Transmitter Test 3
(M) --- Personnel Update
(M) --- Generator Operation/Test Results
(M) --- Electrical Power Outages
(M) --- Government Review of Radio Logs
(M) --- NCTS JACKSONVILLE PMS Report
(M) --- NCTS JACKSONVILLE DET KEY WEST FL TRMS Report
(M) --- NCTS JACKSONVILLE DET KEY WEST FL SORTS Report

QUARTERLY REPORTS (MAR-JUN-SEP-DEC)

(Q) --- GFM Inventory
(Q) --- Physical Security Report
(Q) --- Hazardous Material Report

DRAFT

SEMI-ANNUAL REPORTS (MAR-SEP)

- (SA) --- Generator Lube Oil Test
- (SA) --- 3M Inspection Report

ANNUAL REPORTS (Due in Month shown)

- (A) --- Generator Coolant Test (MAR)
- (A) --- Water Quality Tests (JUN)
- (A) --- CMI Plan Update (AUG)
- (A) --- 2M Station Evaluation (MAR)
- (A) --- Plant/Minor Property Review (AUG)
- (A) --- Physical Security Survey (FEB)
- (A) --- CPR Re-certification (FEB)
- (A) --- Waste Disposal Report (AUG)
- (A) --- OPSEC Assessment Survey (JUL)
- (A) --- Network Vulnerability Assessment (FEB)

8.2.1 Records requiring maintenance and updating include, but are not limited to:

- a. Vendor's literature library describing the equipment and maintenance procedures
- b. A warranty/guarantee record for all equipment and materials for which the Contractor has responsibility where files presently exist, or new items are obtained during the life of the contract
- c. An operating history of equipment including operating data, time in operation, abnormal operation, malfunctions, spare parts requirements and other data required for operation evaluation and analysis
- d. Building history files covering all inspections (structural) of buildings
- e. Waste oil disposal files
- f. Documentation of CPR training
- g. Generator Logs
- h. Public works organization and operation plan
- i. Preventive maintenance inspections
- j. Continuous inspection
- k. Operator inspection
- l. Antenna/Security fence inspections
- m. Work Scheduling
- n. Fire protection system maintenance/inspection
- o. VAC Equipment
- p. Compressed air equipment
- q. Emergency power generating equipment

DRAFT

- r. Electrical distribution
- s. Water Systems
- t. Sewage treatment systems
- u. Weekly 3M Schedule
- v. Antenna maintenance
- w. Facility Standard Operating Procedures

8.3 COMMUNICATIONS DATA AND REPORT REQUIREMENTS.

8.3.1 The Contractor shall prepare and submit as required to the on-site Government representative all reports (verbal or written), documents and inventories necessary for operation and maintenance performance at all sites as specified in this SOW.

8.3.2 The Contractor shall submit all reports, documents and inventories in the format designated by the Government Technical Director/COR, to the appropriate on-site Government representative as designated by the Technical Director/COR.

8.3.3 The Contractor shall submit the following recurring reports, documents and inventories as indicated in the following paragraphs. The Government may require additional operational reports (including meetings), documents and inventories. The Contractor shall provide these as requested by the Government:

- a. Personnel Listing Update
- b. Annual Inventory of 7G Items
- c. All Operational Communication Reports
- d. Quarterly, PMS schedules shall be submitted to the Government for review at the end of each PMS quarter
- e. Weekly, Maintenance Report, in accordance with OPNAVINST 4790.2 (series)
- f. Damage Reports
- g. All reports, documents and inventories required for the control and accountability of equipment and materials as directed by the Government.

8.4 MAINTENANCE OF COMMUNICATION ELECTRONIC RECORDS.

8.4.1 The Contractor shall establish, maintain and update the following C-E records:

- a. Operational Communication Requirements as specified herein
- b. Technical library containing all technical manuals with changes for all electronic equipment/systems at all sites under the responsibility of the Contractor

DRAFT

c. A warranty/guarantee file for all equipment, facilities, materials and systems

d. Operating history of all electronic, facilities and utilities equipment and systems to include operating data, time in operation, abnormal operation, malfunctions, spare parts requirements and other data required for operation evaluation and analysis by the Government

e. A listing of all CCSD's, antenna cabling/trunking, and TCF trouble reports for each site included in this SOW in a format as determined by the COR.

8.4.2 The Contractor shall retain and turn over all records/files to the Government upon Contract completion.

8.4.3 The Contractor shall establish additional files or retain information as directed by the Government.

8.4.4 Indoctrination in use of standard forms for all required reports and records will be provided by the Government. All files and records become Government property at termination of this Contract.

8.5 MAINTENANCE OF ENVIRONMENTAL COMPLIANCE PROGRAM (ECP) REQUIREMENTS.

8.5.1 The Contractor shall prepare, establish, maintain, update and submit as required to the on-site Government representative all reports, documents, plans as necessary and as specified in this SOW for Environmental Compliance. Documents requiring maintenance and updating include but are not limited to the following:

- a. Pollution Prevention Program
- b. Hazardous Material Control and Management (HMC&M) Plan
- c. Permits and Certificates
- d. Management of Ozone Depleting Substances (ODS)
- e. Used Oil Management Plan
- f. Spill Prevention Control and Countermeasure (SPCC) Plan
- g. Hazardous Waste Management Plan
- h. Hazardous Waste Annual Report
- i. Solid Waste Management Plan

8.5.2 The Contractor shall retain and turn over all records/files to the Government when requested and upon Contract completion.

8.5.3 The Contractor shall establish additional files or retain information as directed by the Government.

8.5.4 All files and records become Government property at termination of this Contract.

8.5.5 Due to the sensitivity of the environmental locations of the various NCTS JAX DET work stations, the contractor shall obtain all permits, or

DRAFT

cause to be erected or applied in any manner, any form of temporary signage or tape of any kind which may have an adverse affect on the environment as determined by the government Technical Director/COR. All forms of new signage must have prior written approval from the Technical Director/COR.

8.6 TECHNICAL LIBRARY. The Contractor shall maintain and update a technical library of all technical data required for the operation and maintenance of the Contractor designated sites. The library will include such items as equipment manufacturer's spare parts lists, applicable Government publications and regulations, applicable Contractor procedures and facility drawings. The library will contain all technical publications and reference documentation required by the Government including maintenance procedures and other Technical Library material, Air Force Technical Orders and work cards. All existing publications will be provided to the Contractor during orientation phase-in period. The Contractor shall requisition or access applicable web sites and download those publications not provided by the Government, but required to perform contract requirements. The Contractor shall enter all changes to publications. Safety Supplements for Air Force Technical Orders shall be entered immediately upon receipt. The Contractor shall maintain and update the technical library to the termination of the Contract. Library material can be ordered through the Government Supply System or accessed through applicable web sites without cost to the Contractor. All material will remain Government property upon completion of the contract.

8.7 GOVERNMENT FORMS. The Government forms required in the performance of this contract shall be used and maintained by the Contractor.

SECTION 9.0 PERSONNEL QUALIFICATIONS AND SUBSTITUTIONS

9.1 MINIMUM QUALIFICATION STATEMENTS (SEE APPENDIX III)

9.2 SUBSTITUTION OR ADDITION OF PERSONNEL

9.2.1 The contractor agrees to assign to the contract those persons whose resumes, personnel data forms or personnel qualification statements were submitted as required to fill the requirements of the contract. No substitution or addition of personnel shall be made except in accordance with this clause.

9.2.2 The contractor further understands and agrees that:

1. During the contract performance turnover period, no personnel substitutions will be permitted unless such substitutions are necessitated by a key personnel's sudden illness, death or termination of employment. In any of these events, the Contractor shall promptly notify the Contracting Officer and provide the information required by paragraph (d) herein.

(a) If personnel, for whatever reason, become unavailable for work under this contract for a continuous period exceeding thirty (30) working days, or are expected to devote substantially less effort to the contract than indicated in its proposal, the Contractor shall propose a substitution of such personnel in accordance with paragraph (d) herein.

(b) All personnel substitution requests shall be submitted in writing to the Contracting Officer at least fifteen (15) days prior to the proposed substitution (thirty (30) days if a security clearance must be obtained). Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution(s), as well as any other information required by the Contracting Officer to approve or disapprove the proposed substitution. All personnel substitutions shall be approved by the Contracting Officer.

DRAFT

(no matter when proposed during the performance period) must have qualifications equal to or greater than the qualifications of the personnel proposed for replacement.

- (c) In the event a requirement to increase the specified level of effort for a designated labor category (but not the overall level of effort of the contract) occurs, the Contractor shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required in paragraph (d) herein. The additional personnel shall have qualifications greater than or equal to at least one (1) of the individuals proposed for the designated labor category.
- (d) The Contracting Officer will evaluate requests for substitution and addition of personnel and shall promptly notify the Contractor in writing regarding whether a request is approved or disapproved.
- (e) If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated, or have otherwise become unavailable to perform under the contract is not reasonably forthcoming, or that a resultant reduction of productive effort would impair the successful completion of the contract (or Delivery Order), the contract may be terminated by the Contracting Officer either for Default or for the Convenience of the Government, as appropriate. Alternatively, and at the Contracting Officer's discretion, if the Contracting Officer finds the Contractor to be at fault for the condition, s/he may make an equitable adjustment (downward) of the contract price or fixed fee to compensate the Government for any delay, loss or damage as a result of the Contractor's delay in personnel replacement.

DRAFT

PART II
INDEX FOR
NAVAL RADIO RECEIVER FACILITY (NRRF) BOCA CHICA
STATEMENT OF WORK

SECTION 1.0 GENERAL

- 1.1 SCOPE OF SERVICES
- 1.2 SITES/SYSTEM DESCRIPTION
- 1.3 GENERAL WORK DESCRIPTION-OPERATION
 - 1.3.1 Receiver Facility
 - 1.3.2 Adverse Weather
- 1.4 GENERAL WORK DESCRIPTION-OTHER
 - 1.4.1 System Maintenance
 - 1.4.2 Facilities Maintenance
 - 1.4.3 Janitorial
 - 1.4.4 Repair Parts
 - 1.4.5 Physical Security

SECTION 2.0 DEFINITIONS (See Part I - General Requirements)

SECTION 3.0 GOVERNMENT FURNISHED SUPPORT (See Part I)

SECTION 4.0 CONTRACTOR FURNISHED ITEMS/ATC AND SUPPORT (See Part I)

SECTION 5.0 DESCRIPTION OF WORK (SPECIFICATIONS)

- 5.1 OPERATING PROCEDURES
- 5.2 NAVY RADIO RECEIVER FACILITY (NRRF) ELECTRONICS
EQUIPMENT MAINTENANCE
 - 5.2.1 Planned Maintenance Requirements
- 5.3 ANTENNA FIELD VEGETATION CONTROL
 - 5.3.1 Areas Free of Vegetation
 - 5.3.2 Areas of Vegetation of Height 6" or less
 - 5.3.3 Areas between Antennas
- 5.4 NRRF BOCA CHICA VEGETATION CONTROL
 - 5.4.1 Area Free of Vegetation
 - 5.4.2 Semi-Improved Areas
 - 5.4.3 Improved Areas
- 5.5 Emergency Power Generators Operation
and Maintenance
 - 5.5.1 Operating Procedures
- 5.6 READINESS MANAGEMENT PROGRAM PLAN (RMPP)

(See Part I-GENERAL REQUIREMENTS for other descriptions of work)

DRAFT
i

SECTION 6.0 INSPECTION AND ACCEPTANCE (See Part I)

SECTION 7.0 GOVERNMENT ASSETS IN THE POSSESSION OF THE CONTRACTOR
(See Part I)

SECTION 8.0 REPORTS AND RECORDS (See Part I)

DRAFT

STATEMENT OF WORK

FOR

NAVY RADIO RECEIVER FACILITY (NRRF) BOCA CHICA

SECTION 1.0 GENERAL

1.1 SCOPE OF SERVICES The Contractor shall operate and maintain the Navy Radio Receiver Facility (NRRF) located at NAVCOMTELSTA Jacksonville Detachment Key West FL. NRRF BOCA CHICA is a component facility of the parent command U.S. Naval Computer and Telecommunications Station Jacksonville FL.

1.1.1 Operation and maintenance of NRRF Boca Chica shall be conducted in accordance with the terms and conditions stated within the Statement of Work (SOW) Part I, as well as this section. The normal hours of operation and maintenance shall be considered Monday through Friday, 0600L to 1800L daily. Emergency 24/7 operations and maintenance utilizing call back personnel after hours, on holidays and weekends will be provided by the contractor personnel per the terms of Part I, section 1.1.2.

1.2 SITE/SYSTEM DESCRIPTION The Navy Radio Receiver Facility Boca Chica provides control and audio signals to operate high frequency receiver facilities from a remote location. Remote control of the radio equipment at the receiver site is accomplished by use of the Element Management System/Automated Technical Control/Automated Technical Control (EMS/ATC). The primary purpose of the receiver facility is to provide analog, non-secure and secure voice and data communications to DoN, NATO, Allied, Coast Guard, and DoD Joint activities. The site is linked to NAVCOMTELSTA Jacksonville Detachment via DRAMA Microwave and Leased landline circuits. The site is linked to NAVCOMTELSTA Jacksonville as well as NCTAMS LANT Norfolk VA via various DISA communications trunks and circuits.

1.3 GENERAL WORK DESCRIPTION-OPERATION

1.3.1 Receiver facility. During normal daily working hours, as well as during emergency and/or Call Back periods, the following operations and maintenance procedures shall include, but not be limited to the following functions:

a. Starting and tuning to designated frequencies within prescribed tolerances, active and standby receivers (as defined in NTP-4) using proper antenna and frequency as specified by NAVCOMTELSTA Jacksonville FL, NCTAMS LANT and NCTS Jacksonville Detachment Key West Technical Control Facilities (TCF).

b. Daily Quality Control tests of equipment to ensure compliance with Quality Control (QC) Standards contained in NAVCOMTELCOM INST 2313.1, DISAC 310-70-57 supplement 4 and DISAC 310-70-1 Volume II and NAVCOMTELCOMINST 4330.2.

c. Operation of general electronic, test equipment, computerized patch and test facilities and equipment supporting communication services at NRRF BOCA CHICA.

d. Assisting NAVCOMTELSTA Jacksonville, NCTAMS LANT, and JIATF South TCF's in testing circuits.

e. Monitoring and reporting to NAVCOMTELSTA Jacksonville TCF any alarm condition, equipment outages or failures.

DRAFT

f. Operation of computerized audio/DC and antenna patch panels

g. Operation/use of utility, emergency power, and all Navy- owned power distribution systems.

1.3.2 Adverse Weather. The Contractor shall maintain operations during inclement or adverse weather conditions such as hurricanes, storms, flooding, etc.

1.4 GENERAL WORK DESCRIPTION-OTHER

1.4.1 System Maintenance. Maintenance shall include all planned and corrective maintenance to be performed for all equipment and facilities in accordance with requirements stated in this section and as further defined in Part I General Requirements. Dedicated site operation equipment includes non-cryptographic transmitting and receiving electronic equipment, DRAMA microwave systems, CCTV and IDS alarm systems, CCTV microwave systems, computer and network systems, antenna structures, transmission lines, power distribution systems including high voltage transformers, emergency power generating systems, UPS and battery systems, all supporting air conditioning, government owned utilities, fire protection systems, alarm systems, telephone ring-down circuits, network systems, dehydrators and tower lighting equipment. The Contractor shall not alter or renovate equipment or facilities without prior written approval of the Contracting Officer.

1.4.2 Facilities Maintenance. Contractor shall also maintain, and make repairs to buildings, fencing, roads, security lighting and other facilities located on NAS Boca Chica and as further defined in Part I.

1.4.3 Janitorial Services. Contractor shall perform all housekeeping functions for NRRF BOCA CHICA including all buildings and adjacent land within fenced perimeters, and as further defined in Part I.

1.4.4 Repair Parts. The Contractor shall furnish all repair parts and consumables for communications-electronic equipment necessary for the performance of this contract as further defined in Part I, Section 4.2 and the "Schedule". Antenna and facilities parts shall be Contractor furnished to the extent specified in Part I, Section 5.0.

1.4.5 Physical Security. The Contractor shall provide continuous physical security of the facilities as further defined in Part I.

SECTION 2.0 DEFINITIONS (See Part I)

SECTION 3.0 GOVERNMENT FURNISHED SUPPORT (See Part I)

SECTION 4.0 CONTRACTOR FURNISHED ITEMS/ATC AND SUPPORT (See Part I)

SECTION 5.0 DESCRIPTION OF WORK (SPECIFICATIONS)

5.1. OPERATING PROCEDURES. All communications operations shall be coordinated with the Technical Control Facility (TCF) at NCTS Jacksonville. The NCTS JAX TCF CWO will, under normal conditions, control site assets remotely via Element Management System/Automated Technical Control/Automated Technical Control (EMS/ATC). The Contractor shall be required to turn equipment on/off, and assist the NCTS JAX CWO as required to monitor site

DRAFT

conditions and report any condition that will hinder TCF remote control of site assets. Under certain conditions, and when required by TCF JAX CWO, the contractor shall assume control of the local site(s) and operate site assets via EMS/ATC as directed. Specific instructions concerning communications requirements will be provided by the NCTS JAX TCF over the message function of the EMS/ATC workstation, Automated Technical Control (ATC) system, or CROW-Net systems. NCTS JAX TCF CWO will provide start-up/secure, frequency, bearing or position, frequency tolerance limitations, and antenna selection for each specific requirement. Selection of specific HF receivers, and ancillary equipment assets shall be the responsibility of the Contractor unless otherwise required by the TCF via the message function of the EMS/ATC, Crow-Net (or other) authorized workstation or STU-III secure telephonic device. The following specific instructions shall be observed by the Contractor when the Contractor has control of site assets.

5.1.1.1 Overall Technical Management of the Navy Receiver Network. Technical Management of all other assets located at the receiver facility is vested in the NCTS JAX DET TCF via the Element Management System/Automated Technical Control (EMS/ATC).

5.1.2 The TCF will, under normal conditions, control site assets remotely via Element Management System/Automated Technical Control (EMS/ATC).

5.1.2.1 Upon loss of power, the Contractor shall assist TCF to restore full operational capability to NRRF BOCA CHICA after restoration of power to either emergency or commercial power distribution panels. When the Contractor has control of site assets, restoration to full operational capability will be within 15 minutes after restoration of power. Circuit restoration priorities will be established by the TCF.

5.1.2.2 The Contractor shall maintain a "station log" showing who is on watch and noting maintenance actions, quality control checks on each individual receiver and all other actions taken or events occurring. The Government will provide the Facility Circuit Information Tracking (FaCIT), version 2.0.1 (or as updated) software for this purpose. The Contractor is authorized and is required to install this software on the computer hardware to be provided by the Government for Internet access. The Contractor is required to provide separate Internet access for contractor personnel administration.

5.1.2.2.1 The Contractor shall establish and maintain, in addition to the "station log" using the Facility Circuit Information Tracking (FaCIT), version 2.0.1 (or as updated) software, a listing of all CCSD's, antenna cabling/trunking, and TCF trouble reports for the site and as further directed by the Government.

5.1.2.3 While the Contractor has control of the site via EMS/ATC, the Contractor shall maintain information necessary to provide the Government a current status of all equipment and systems as requested by the Government.

5.1.2.4 The receiver operational requirements dictate the assignment of specifically designated personnel at HF receiver, terminal equipment and console operating areas with prime responsibility for subsystem operations. Such personnel shall be indoctrinated in mission responsibilities and will be the prime point of contact in meeting system requirements. This responsibility shall not preclude assignment of other duties consistent with overall watch section workloads.

5.1.3 The Contractor shall conduct a Communications Quality Monitoring and Control Program of all equipment/systems, including inner site lines between NRRF BOCA CHICA and TCF Squads, as well as microwave line connectivity,

DRAFT

at NRRF BOCA CHICA in accordance with the standards in NAVCOMTELCOMINST 2313.1, DISAC 310-70-57 Supplement 4 and DISAC 310-70-1, Vol. II, and as further defined in Part I.

5.1.4 A Quality Assurance Program in accordance with standards provided and scheduled by the Government, will be conducted by the Government in conjunction with the Contractor to verify all equipment readiness conditions at NRRF BOCA CHICA.

5.1.5 The Contractor shall maintain the station communications cable system at BOCA CHICA, including, but not limited to, intermediate distribution frames (IDF), interconnecting cables, cross-connects, and all cable/cross-connect records including site blueprints. The Contractor shall install, remove and reconfigure communication circuits as directed by the Government.

5.1.6 All instructions received from the TCF shall be acknowledged within 2 minutes. Operational instructions received from the TCF shall be the only operational instructions followed by Contractor personnel.

5.1.7 If operational directions cannot be implemented within a 10 minute period, the operator shall inform the TCF of difficulties encountered and an estimate as to when compliance with the directions can be expected.

5.1.8 All equipment/systems shall be tuned and operated in accordance with instructions provided in applicable technical manuals and as modified/supplemented by the Government.

5.1.9 The contractor shall obtain Government approval prior to de-energizing or rendering inoperative, any operational circuits, equipment or systems.

5.1.10 The Contractor shall establish individual communications operations/specification files for each receiver at NRRF BOCA CHICA. The file shall include as a minimum: all receiver acceptance/exception documentation between the Government and the Contractor; Quality Control documentation; maintenance reports; parts requisitions; PMS inspections; and other information as the Government may require. Files shall be retained for the life of the receiver.

5.1.11 All operational communications between the Contractor and TCF shall be via the message function of the EMS/ATC workstation.

5.1.12 The Contractor shall ensure all markings including safety markings and labels on equipments and patch panels are clear, accurate and current.

5.1.13 The TCF shall be immediately informed of any unusual or abnormal condition which places the receiver site in a hazardous condition, such as the loss of commercial power, severe storms in the area, equipment failure, absenteeism, or physical attack.

5.1.14 The Contractor shall not exchange equipment subassemblies between main units of equipment without prior approval of the on-site Government representative.

5.1.15 Operator personnel shall clean all receivers and associated equipment surfaces weekly.

5.1.16 Ancillary Equipment Operating Procedures.

5.1.16.1 All receivers, tone keyers, frequency standards, antenna controls, quality control equipments and other ancillary equipment/systems listed in Appendix I for NRRF BOCA CHICA shall be operated and maintained in accordance

DRAFT

with MRC requirements or manufacturer's manuals when MRC's are not available and as further defined in Part I.

5.1.17 Operational Reports.

5.1.17.1 The Contractor shall provide to the on-site Government representative all recurring communication/operations reports specified in Part I.

5.1.17.2 The Contractor shall establish, update, and retain on file all station cable and cross-connect records, including blueprints, in a format approved by the Government.

5.1.17.3 The Contractor shall maintain station radio logs for the life of the contract.

5.1.17.4 HAZCON, SITREP and CASREP reports shall be submitted to the Government in accordance with NWP-10-03.1 and NAVCOMTELSTA Jacksonville Instructions.

5.2 NAVY RADIO RECEIVER FACILITY (NRRF) ELECTRONICS EQUIPMENT MAINTENANCE

5.2.1 Planned Maintenance Requirements. The Contractor shall maintain all the communications electronic equipment configurations to the specifications described in Part I, Paragraphs 5.3 through 5.4.2.

5.3 ANTENNA FIELD VEGETATION CONTROL

5.3.1 Areas Free of Vegetation. The Contractor shall ensure no vegetation exists within a 2 foot radius around all guy anchors, support poles, antenna bases, over the ground screens (if applicable) and within the fenced area of the Loop Rosette antennas.

5.3.2 Areas of Vegetation of Height 6" or Less. The Contractor shall ensure that vegetation does not exceed a height of 6 inches in the areas circumscribed by antenna guy systems or within the fenced in area of each antenna.

5.3.3 Areas between Antennas. The control of vegetation in the areas/fields between antennas shall be the responsibility of the contractor.

5.4 NRRF BOCA CHICA VEGETATION CONTROL

5.4.1 Areas Free of Vegetation. The Contractor shall ensure no vegetation is allowed to exist within the inner enclosed area of the Above-ground Storage Tank (AST), or through any paved areas including paved access roads, paved parking areas and sidewalks.

5.4.2 Semi-improved Areas. The Contractor shall ensure the vegetation in semi-improved areas conforms to the specifications stated in the SOW Part I, paragraph 5.8.6 and as further defined in Appendix I.

5.4.3 Improved Areas. The Contractor shall ensure the vegetation within the entire confines of the inner compound security fence conforms to the specifications stated in the SOW Part I, paragraph 5.8.6.2, except where otherwise stated.

5.5 EMERGENCY POWER GENERATORS OPERATION AND MAINTENANCE

At NRRF BOCA CHICA the Contractor shall

DRAFT

a. Start, regulate and bring generators on line during periods of unstable or loss of commercial power

b. During periods of unstable commercial power; start, regulate, synchronize generators with commercial power in a manner which will not cause disruption of electrical power to the equipment. When the electrical load is assumed by the emergency generators, commercial power shall be disconnected from the station until it becomes stable.

c. When commercial power is lost, the contractor personnel shall restore power to all power panels within five minutes of the failure using the emergency power plant.

d. Ensure watch personnel are trained and qualified to perform steps a., b. and c. of paragraph 5.5 in the absence of power plant personnel.

e. Facilities personnel shall be notified immediately following generator activation, or attempted activation, and be prepared to be on site within one hour in the case of generator malfunction, erratic operation, unusual occurrences, and/or other than normal indicator, gauge or meter readings.

5.5.1 When emergency generators are operating contractor personnel shall perform operator maintenance as follows:

a. Monitor the equipment and load for stability of supplied emergency power

b. Monitor emergency generator operation, and power plant panel readings every half hour, record appropriate data on provided generator operating forms

c. Recall power plant specialist to respond to the site, in the case of improper generator performance.

5.6 READINESS MANAGEMENT PROGRAM PLAN (RMPP).

The Contractor shall develop a Readiness Management Program Plan (RMPP), in accordance with CNCTC Instruction 3000.1B. The RMPP shall be submitted to the Contracting Officer's Representative (COR) for approval 60 days following the completion of the orientation period. This program sets forth requirements to conduct, observe and report exercises in conjunction with operational reporting via Status of Resources and Training System (SORTS), Casualty Report (CASREP) and Training Report (TRNGREP) messages. The Government will provide the Contractor the latest version of the TYCOM Readiness Management System (TRMS) software during the orientation period to facilitate the Contractor's preparation of the RMPP. The contractor will be responsible for providing adequate training to all personnel within their respective areas of expertise to ensure that all minimum standards of operation and repair are understood by all personnel on a continuing basis. The contractor will also be responsible for preparing and processing all MRPP related documentation, scheduling, and reporting for the Detachment. The Contractor will train and test all contractor personnel as often as is required but once a month at a minimum, and provide at the end of each month an appropriate SORTS/TRMS report. The contractor will also schedule with the government QAI/COR to demonstrate the proficiency levels of all personnel selected each month for meeting required SORTS and TRMS exercise drills. If personnel are not able to meet the minimum drill requirements, then those personnel will be required to re-train in the specific area, and documentation of the training will be submitted to the government. All retraining must take place within 30 days of the failed TRMS

DRAFT

exercise. Failure to retrain an employee, and said employee to pass a second TRMS drill exercise adequately, will result in the government reducing the contract price .

SECTION 6.0 INSPECTION AND ACCEPTANCE (See Part I)

SECTION 7.0 GOVERNMENT ASSETS IN THE POSSESSION OF THE CONTRACTOR
(See Part I)

SECTION 8.0 REPORTS AND RECORDS (See Part I) In addition to that described in Part I Section 8.0, the following reports and orders apply.

8.1 REPORTS and RECORDS. The contractor shall provide the Government a daily morning summary regarding information pertinent to the operation of the NCTS Naval Radio Receiver Facility. The summary shall include all data required by the Government, be it orally, or written, in a format of the Government's choosing. In addition, the contractor shall initiate, maintain and submit those reports, and records as described within this portion of the SOW, and in accordance with directives depicted in the SOPs.

DRAFT

PART III
INDEX FOR
NAVAL RADIO TRANSMITTER FACILITY (NRTF) SADDLEBUNCH
NCTS JACKSONVILLE DETACHMENT KEY WEST FL
STATEMENT OF WORK

SECTION 1.0 GENERAL

- 1.1 SCOPE OF SERVICES
- 1.2 SITES/SYSTEM DESCRIPTION
- 1.3 GENERAL WORK DESCRIPTION-OPERATION
 - 1.3.1 HF System Operation
 - 1.3.2 MF/HF System Operation
 - 1.3.3 Adverse Weather
 - 1.3.4 Ordinance Considerations
- 1.4 GENERAL WORK DESCRIPTION-OTHER
 - 1.4.1 System Maintenance
 - 1.4.2 Facilities Maintenance
 - 1.4.3 Janitorial
 - 1.4.4 Repair Parts
 - 1.4.5 Physical Security

SECTION 2.0 DEFINITIONS See Part VII - General Requirements)

SECTION 3.0 GOVERNMENT FURNISHED SUPPORT (See Part I)

SECTION 4.0 CONTRACTOR FURNISHED ITEMS AND SUPPORT (See Part I)

SECTION 5.0 DESCRIPTION OF WORK (SPECIFICATIONS)

- 5.1 OPERATING PROCEDURES
 - 5.1.1 General
 - 5.1.2 Transmitter Operating Procedures
 - 5.1.3 Ancillary Equipment Operating Procedures
 - 5.1.4 Operational Reports
- 5.2 NAVY RADIO TRANSMITTER FACILITY (NRTF)
ELECTRONICS EQUIPMENT MAINTENANCE
 - 5.2.1 Planned Maintenance Requirements
- 5.3 ANTENNA FIELD VEGETATION CONTROL
 - 5.3.1 Areas Free of Vegetation
 - 5.3.2 Areas of Vegetation of Height 6" or less
 - 5.3.3 Areas between Antennas
- 5.4 NRTF SADDLEBUNCH KEY VEGETATION CONTROL
 - 5.4.1 Area Free of Vegetation
 - 5.4.2 Semi-Improved Areas
 - 5.4.3 Improved Areas

DRAFT
i

5.5 EMERGENCY POWER GENERATORS OPERATION AND
MAINTENANCE

5.5.1 Operating procedures

5.6 READINESS MANAGEMENT PROGRAM PLAN (RMPP)

(See Part I-GENERAL REQUIREMENTS for other descriptions of work)

SECTION 6.0 INSPECTION AND ACCEPTANCE (See Part I)

SECTION 7.0 GOVERNMENT ASSETS IN THE POSSESSION OF THE CONTRACTOR
(See Part I)

SECTION 8.0 REPORTS AND RECORDS (See Part I)

DRAFT
ii

STATEMENT OF WORK
FOR THE
NAVAL RADIO TRANSMITTER FACILITY (NRTF) SADDLEBUNCH KEY

SECTION 1.0 GENERAL

1.1 SCOPE OF SERVICES The Contractor shall operate, maintain and repair when required all equipment and facilities (including antennas) at the Naval Radio Transmitter Facility located at Saddlebunch Key, FL. NRTF Saddlebunch Key is a facility of the U.S. Naval Computer and Telecommunication Station Jacksonville Detachment Key West FL.

1.1.1 Operation and maintenance of NRTF Boca Chica shall be conducted in accordance with the terms and conditions stated within the Statement of Work (SOW) Part I, as well as this section. The normal hours of operation and maintenance shall be considered Monday through Friday, 0600L to 1800L daily. Emergency 24/7 operations and maintenance utilizing call back personnel after hours, on holidays and weekends will be provided by the contractor personnel per the terms of Part I, sections 1.1 and 1.2.

1.2 SITE/SYSTEM DESCRIPTION The site at Saddlebunch Key provides High Frequency (HF), and Medium Frequency (MF) Radio Transmissions. There are 37 HF antennas, and 01 MF antenna four tower array, in support of the transmitters. Remote control of the radio equipment at the transmitter site is accomplished by use of the Element Management System/Automated Technical Control (EMS/ATC). The primary purpose of the transmitter facility is to provide analog, non-secure voice, secure voice and data communications to DoN, NATO, Allied, Coast Guard, and DoD Joint activities. The site is linked to NAVCOMTELSTA Jacksonville Detachment via DRAMA Microwave and Leased landline circuits.

1.3 GENERAL WORK DESCRIPTION-OPERATION

1.3.1 HF Systems Operation. During normal daily working hours, as well as during emergency and/or Call Back periods, the following operations and maintenance procedures shall include, but not be limited to the following functions:

a. Activation and tuning to designated frequencies within prescribed tolerances, both online and standby transmitters (as defined in NTP-4) using the proper antenna, frequency and power settings as specified by local (TCF Boca Chica) or remote (NCTS Jacksonville) Technical Control Facility (TCF).

b. Monitoring of transmissions to ensure compliance with Quality Control (QC) Standards contained in NAVCOMTELCOM INST 2313.1, DISAC 310-70-57 supplement 4 and DISAC 310-70-1 Volume II and NAVCOMTELCOMINST 4330.2.

c. Operation of general purpose electronic test equipment (GPETE), computerized patch and test facilities and equipment supporting communication services at NRTF Saddlebunch Key including network systems and supporting equipment.

d. Assisting, respective U.S.NAVAL, U.S.COAST GUARD, and U.S.AIR FORCE components in testing circuits via the NCTS JAX DET TCF.

e. Monitoring and reporting to NAVCOMTELSTA JAX DET of any alarm

DRAFT

condition, equipment outages or failures for further notification to respective USN, USCG, and/or USAF components.

f. Operation of computerized audio/DC and antenna patch panels.

g. Operation/use of utility, emergency power, and all Navy-owned power distribution systems.

h. Maintaining all equipment, systems and facilities as otherwise defined within this contract, through the timely application of planned and unplanned all preventive, demand, and corrective maintenance to ensure all equipment and facilities are fully functional and always ready for immediate mission use.

1.3.2 Medium Frequency (MF) System Operations. There currently are no operational MF transmitter assets located at NRTF Saddlebunch Key. However, the contractor is responsible to maintain the MF four tower antenna array tower lighting systems located at the western end of the transmitter site in accordance with all FAA and FCC regulations. Outages will be reported to the NAS Base Operations center located on Boca Chica in accordance with all FAA and FCC requirements. When notified by the government of a lighting system outage, contractor will make appropriate reports and take all necessary corrective actions to ensure compliance with FAA and FCC requirements.

1.3.3 Adverse Weather. The Contractor shall maintain transmitter site operations during inclement or adverse weather conditions such as hurricanes, storms, flooding, etc.

1.3.4 Ordinance Considerations. NRTF Saddlebunch Key was once used as a Navy Aircraft Bombing and Strafing Range Site during the World War II (1939-1944) era. As such, there is a possibility that during the course of normal soil erosion around various antenna field areas/pads, old ordinance, parts or pieces which were missed during the site cleanup and transformation effort may be uncovered. If contractor personnel discover or see such old ordinance material, they are to notify the government Technical Director, as well as the Naval Air Station Security Department for proper cleanup by authorized DoN EOD personnel. Contractor personnel are restricted from touching, disturbing, or otherwise removing such materials from the location in which it is discovered.

1.4 GENERAL WORK DESCRIPTION-OTHER

1.4.1 System Maintenance. Maintenance shall include all planned and corrective maintenance to be performed for all equipment and facilities in accordance with requirements stated in this section and as further defined in Part I General Requirements. Dedicated site operation equipment includes non-cryptographic transmitting and receiving electronic equipment, DRAMA microwave systems, CCTV and IDS alarm systems, CCTV microwave systems, computer and network systems, antenna structures, transmission lines, power distribution systems including high voltage transformers, emergency power generating systems, UPS and battery systems, all supporting air conditioning, government owned utilities, fire protection systems, alarm systems, telephone ring-down circuits, network systems, dehydrators and tower lighting equipment. The Contractor shall not alter or renovate equipment or facilities without prior written approval of the Contracting Officer.

1.4.2 Facilities Maintenance. The Contractor shall also maintain and make minor repairs to buildings/structures and grounds maintenance as defined in Part I.

1.4.3 Janitorial. Contractor shall perform all housekeeping/janitorial services for spaces/buildings occupied by the Contractor and Government as

DRAFT

defined in Part I.

1.4.4 Repair Parts. The Contractor shall furnish all repair parts and consumables for communications-electronic equipment necessary for the performance of this contract as defined in Part I, Section 4.0 and the "Schedule". Antenna and facilities parts shall be Contractor furnished to the extent specified in Part I, Section 5.0, paragraph 5.8.2.

1.4.5 Physical Security. The Contractor shall provide physical security of the facilities as defined in Part I, Section 5.0 paragraph 5.2.

SECTION 2.0 DEFINITIONS (See Part I-GENERAL REQUIREMENTS)

SECTION 3.0 GOVERNMENT FURNISHED SUPPORT (See Part I)

SECTION 4.0 CONTRACTOR FURNISHED ITEMS AND SUPPORT (See Part I)

SECTION 5.0 DESCRIPTION OF WORK (SPECIFICATIONS)

5.1 OPERATING PROCEDURES

5.1.1 General. All communications operations shall be coordinated with the Technical Control Facility (TCF) at NCTS JAX DET or NCTS Jacksonville as required. The NCTS JAX DET TCF will, under normal conditions, control site assets remotely via Element Management System (EMS/ATC). The Contractor shall be required to open/shut hood dampers, turn equipment on/off, and assist TCF when required to monitor site conditions reporting any condition that will hinder TCF remote control of site assets. Under certain conditions, and when required by TCF, the contractor shall assume control of the site and operate site assets via EMS/ATC. Specific instructions concerning communications requirements will be provided by the TCF over the message function of the EMS workstation, or STU-III telephonic device. TCF will provide start-up/secure, frequency, bearing or position, frequency tolerance limitations, antenna selection (i.e., directional OMNI) and power output instructions for each specific requirement. Selection of specific HF transmitters and ancillary equipment assets shall be the responsibility of the Contractor unless otherwise required by the TCF via the message function of the EMS/ATC workstation. The following specific instructions shall be observed by the Contractor when the Contractor has control of site assets.

5.1.1.1 Upon loss of power, the Contractor shall assist TCF to restore full operational capability to NRTF Saddlebunch Key after restoration of power to either emergency or commercial power distribution panels. When the Contractor has control of site assets, restoration to full operational capability shall be within 15 minutes after restoration of power. Circuit restoration priorities will be established by the TCF.

5.1.1.2.1 The contractor shall check all equipment upon restoration of power to ensure that the TCF has remotely reset the systems. If the systems have not been reset, the contractor shall locally restore operation of all systems.

5.1.1.3 The Contractor shall maintain a "station log" showing all contractor personnel on duty and noting all maintenance actions, quality control checks on each individual transmitter and all other actions taken, or events occurring during any manned period. The Government will provide the Facility Circuit Information Tracking (FaCIT), version 2.0.1 (or as updated) software for this purpose. The contractor is authorized and is required to

DRAFT

install this software on the computer hardware to be provided by the government for Internet access. The Contractor is required to provide computer hardware, software, and Internet access phone lines for contractor administrative purposes.

5.1.1.3.1 The Contractor shall establish and maintain, in addition to the "station log" using the Facility Circuit Information Tracking (FaCIT), version 2.0.1 (or as updated) software, a listing of all CCSD's, antenna cabling/trunking, and TCF trouble reports for the site and as further directed by the Government.

5.1.1.4 Any malfunction of antenna tower lights shall be reported to the TCF immediately. In the event the outage is discovered during other than normal working hours, the NAS Key West Base Operations Center will be notified. All lights shall be checked and logged in the Station Log at least once daily. If the automated light malfunction alarm is received at the Base Operations Center, it will be the responsibility of the contractor to respond and implement repairs within one hour of notification. Completion of repair shall be completed within 24 hours and correction(s) reported to TCF.

5.1.1.5 While the Contractor has control of the site via EMS/ATC. The Contractor shall maintain information necessary to provide the Government a current status of all equipment and systems as requested by the Government.

5.1.1.6 The transmitter operational requirements dictate the assignment of specifically designated personnel at HF transmitter areas, terminal equipment spaces, and console operating room with prime responsibility for subsystem operations. Personnel shall be indoctrinated in mission responsibilities and shall be the prime point of contact in meeting system requirements. This responsibility shall not preclude assignment of other duties consistent with overall workload accomplishment.

5.1.1.7 The Contractor shall conduct a Communications Quality Monitoring and Control Program of equipment/systems at NRTF Saddlebunch Key in accordance with the standards in NAVCOMTELCOMINST 2313.1, DISAC 310-70-57 Supplement 4 and DISAC 310-70-1, Vol. II, and as defined in Part I.

5.1.1.8 A Quality Assurance Program in accordance with standards provided and scheduled by the Government will be conducted by the Government in conjunction with the Contractor to verify all equipment readiness conditions at NRTF Saddlebunch Key.

5.1.1.9 The Contractor shall maintain the station communications cable system at Saddlebunch Key, including but not limited to intermediate distribution frames (IDF), interconnecting cables, cross-connects, cable/cross-connect records. The Contractor shall install, remove and reconfigure communication circuits as required by the Government.

5.1.1.10 All instructions received from the NCTS JAX TCF CWO shall be acknowledged and acted upon within 2 minutes. During normal working hours, operational instructions should be coordinated via the NCTS JAX TCF CWO located at NCTS Jacksonville Fl. After normal working hours, or in times of emergency, amplifying or additional instruction will be issued by NCTS JAX CWO, and/or NCTAMSLANT JFTOC as required for operational accomplishment.

5.1.1.11 If operational directions cannot be implemented within a 10 minute period, contractor personnel will inform the appropriate TCF CWO (or other director as appointed) of difficulties encountered and an estimated time of concurrence as to when compliance with the directions will be accomplished.

5.1.1.12 Equipment systems shall be tested and operated in accordance with

DRAFT

instructions provided in applicable technical manuals and as modified/supplemented by the Government.

5.1.1.13 The TCF will give approval prior to de-energizing or deactivating any circuit, equipment or systems.

5.1.1.14 The Contractor shall perform all equipment/system operational planned maintenance as scheduled in accordance with provisions of the U.S. Navy, and Coast Guard Maintenance and Material Management (3M) System as specified in OPNAVINST 4790 series and in accordance with specific individual Navy and Coast Guard Maintenance Requirement Cards and as defined in Part I.

5.1.1.15 All operational communications between the Contractor and TCF shall be via the message function of the EMS/ATC workstation.

5.1.1.16 The Contractor shall ensure all markings, including safety markings, signs and labels, on equipment, antennas and patch panels are clear, accurate and current.

5.1.1.17 The TCF will be immediately informed of any unusual or abnormal condition which places the transmitter site in a hazardous condition, such as the loss of commercial power, severe storms in the area, equipment failure, absenteeism, or physical attack.

5.1.2 HF Transmitter Operating Procedures.

5.1.2.1 The Contractor shall ensure at all times and demonstrate to the Government when requested, that each transmitter, as a minimum, is capable of meeting the following specifications, tolerances and performance standards:

a. Tune and Operate. In accordance with NTP-4 series and the specific manufacturers' equipment manual for operation of the equipment.

b. Operationally Tested. In accordance with the Quality Control procedures and schedules of COMNAVCOMTELCOMINST 2313.1.

c. Maintained. In accordance with the individual Maintenance Requirement Cards (MRC) for each individual equipment.

d. Repaired. In accordance with the manufacturer's repair manual to the level necessary to meet the performance evaluation procedure listed in NAVCOMTELCOMINST 4330.2 series.

5.1.2.2 The Contractor shall establish individual communications operations/specification files for each transmitter at NRTF Saddlebunch Key. The file shall include as a minimum: all transmitter acceptance/exception documentation between the Government and the Contractor; Quality Control documentation; maintenance reports; parts requisitions; PMS inspections; and other information as the Government may require. Files shall be retained for the life of the transmitter.

5.1.2.3 All available standby transmitters (not to be confused with Lay-Up Maintenance or Out-Of-Service equipment) shall be brought to full operational power by the Contractor at least once a month to ensure the equipment is capable of operational service when required. As a minimum, three (3) frequencies shall be tested into a dummy load. Power output, carrier suppression, intermodulation distortion and BIT Test results shall be recorded and retained in the operations/specifications file. Eight of these tests shall be provided each month for review by the on-site Government representative. If any transmitter is found not to meet all test requirements, it must be placed in demand maintenance mode, and repaired in accordance

DRAFT

with manufacturer's manuals and DoN Specifications. The above requirement is waived if a Transmitter Test-3 as defined within the NAVCOMTELSTA Instruction 2313.() has otherwise already been accomplished.

5.1.2.4 The Contractor shall not exchange equipment subassemblies between main units of equipment without prior approval of the on-site Government representative.

5.1.2.5 Contractor personnel shall clean all transmitters and associated equipment surfaces weekly.

5.1.3 Ancillary Equipment Operating Procedures.

5.1.3.1 All transmitters, receivers, tone keyers, frequency standards, antenna systems and controls, quality control equipments and other ancillary equipment/systems listed in Appendix I for NRTF Saddlebunch Key shall be operated and maintained in accordance with MRC requirements or manufacturer's manuals when MRC's are not available and as further defined in Part I.

5.1.4 Operational Reports.

5.1.4.1 The Contractor shall provide to the on-site Government representative all recurring communication/operations reports specified in Part I.

5.1.4.2 The Contractor shall establish, update, and retain on file all station cable, circuit, wiring and cross-connect records - including station blueprints - in a format approved by the Government.

5.1.4.3 The Contractor shall maintain station radio logs for the life of the contract.

5.1.4.4 HAZCON, SITREP and CASREP reports shall be submitted to the Government in accordance with NWP-10-03.1 and NAVCOMTELSTA Jacksonville Instructions.

5.2 NAVY RADIO TRANSMITTER FACILITY (NRTF) ELECTRONICS EQUIPMENT MAINTENANCE

5.2.1 Planned Maintenance Requirements. The Contractor shall maintain all the communications electronic equipment configurations to the specifications described in Part I, Paragraphs 5.3 through 5.4.2.

5.3 ANTENNA FIELD VEGETATION CONTROL

5.3.1 Areas Free of Vegetation. The Contractor shall ensure no vegetation is allowed to exist within a 2 ft. radius around all guy anchors, support poles, and antenna bases. All costs for antenna field vegetation control shall be borne by the Contractor and are not subject to the cost limitations specified in Part I Section 5.8.2.

5.3.2 Areas of Vegetation of Height 6" or Less. The Contractor shall ensure that vegetation does not exceed a height of 6 inches in the areas circumscribed by antenna guy systems or within the fenced in area of each antenna. The Contractor shall ensure that vegetation does not exceed 6 inches in height within a 15 foot perimeter around the outside of all antenna fences.

5.3.3 Areas Between Antennas. The control of vegetation in the fields between antennas will be the responsibility of the Contractor. All vegetation control must be in keeping with all Federal, State and County regulations which may be applicable.

DRAFT

5.4 NRTF SADDLEBUNCH KEY VEGETATION CONTROL

5.4.1 Areas Free of Vegetation. The Contractor shall ensure no vegetation is allowed to exist within the confines of the electrical power substation located adjacent to Building J1561, through any paved or concrete areas, including paved access roads, paved or unpaved parking areas and/or sidewalks.

5.4.2 Semi-improved Areas. The Contractor shall ensure the vegetation in the following areas conform to the specifications stated in Part I, paragraph 5.8.6 of the SOW:

a. Beginning at the juncture of the access road and US Highway 1, for ten (10) feet on either side of the site access road up to the antenna field boundary fences, commencing at Highway #2 and continuing up to the inner compound security gate. The easement road used for site access from U.S. 1 to the second security (electronic) gate shall be kept clear of vegetation and other debris at all times. The U.S. 1 Access Gate shall be the Contractor's responsibility for operation and maintenance. Additionally, it shall be the Contractor's responsibility to ensure that the appropriate maintenance activities (i.e., City Electric System, BellSouth, etc.) are notified to correct any deficiencies occurring on the easement road and to follow up to ensure deficiencies are corrected. The COR shall be kept apprised of such actions.

b. From the inner side of the inner compound security fence to the end of the first bridge, all vegetation will be kept mowed and clear of trees. A ten (20) foot boundary on both sides of the access road from the second security (electronic) gate to the transmitter building (0.9 miles), shall not have vegetation growth in excess of six inches in height. Trees and shrubs will be kept trimmed or cleared as stated in Part I, paragraph 5.8.6.2. Trees and shrubs will not be allowed to root in areas of underground cables, pipes or wiring.

5.4.3 Improved Areas. The Contractor shall ensure the vegetation within the entire confines of the inner compound security fence conform to the specifications stated in the SOW Part I, paragraph 5.8.6.2.

5.5 EMERGENCY POWER GENERATORS OPERATION AND MAINTENANCE

The Contractors personnel shall:

a. Manually start, regulate, and bring generator(s) on line during loss of commercial power, upon failure of the generator system to auto start, and assume the load.

b. During the periods of normal operation and unstable commercial power, start, regulate, synchronize generator(s) with commercial power in a manner which will not cause disruption of electric power to the equipment. When the electrical load is assumed by the emergency generator(s), commercial power shall be disconnected from the station until it becomes stable.

c. When commercial power is lost, contractor personnel shall restore power to all equipment power panels within five minutes following the emergency power generators assumption of the load.

d. Contractor personnel shall be notified immediately following generator activation, and be prepared to be on site, effecting repairs, within one hour following notification of site power or generator malfunction, erratic operation, abnormal conditions, unusual occurrences and/or other than

DRAFT

normal indicator, gauge or meter readings.

5.5.1 When the emergency generators are operating, contractor personnel shall perform operator maintenance as follows:

a. Provide monitoring of the power plant equipment and site load to ensure stable, uninterrupted electrical power to the communication electronics equipment.

b. Maintain log books of generator readings, starting and stopping time of diesel engines and record any unusual occurrences.

d. Notify the on-site Government representative of all commercial power and generator malfunctions, including unusual occurrences.

5.6 READINESS MANAGEMENT PROGRAM PLAN (RMPP).

The Contractor shall develop a Readiness Management Program Plan (RMPP), in accordance with CNCTC Instruction 3000.1B. The RMPP shall be submitted to the Contracting Officer's Representative (COR) for approval 60 days following the completion of the orientation period. This program sets forth requirements to conduct, observe and report exercises in conjunction with operational reporting via Status of Resources and Training System (SORTS), Casualty Report (CASREP) and Training Report (TRNGREP) messages. The Government will provide the Contractor the latest version of the TYCOM Readiness Management System (TRMS) software during the orientation period to facilitate the Contractor's preparation of the RMPP. The contractor will be responsible for providing adequate training to all personnel within their respective areas of expertise to ensure that all minimum standards of operation and repair are understood by all personnel on a continuing basis. The contractor will also be responsible for preparing and processing all MRPP related documentation, scheduling, and reporting for the Detachment. The Contractor will train and test all contractor personnel as often as is required but once a month at a minimum, and provide at the end of each month an appropriate SORTS/TRMS report. The contractor will also schedule with the government QAI/COR to demonstrate the proficiency levels of all personnel selected each month for meeting required SORTS and TRMS exercise drills. If personnel are not able to meet the minimum drill requirements, then those personnel will be required to re-train in the specific area, and documentation of the training will be submitted to the government. All retraining must take place within 30 days of the failed TRMS exercise. Failure to retrain an employee, and said employee to pass a second TRMS drill exercise adequately, will result in the government reducing the contract price.

SECTION 6.0 INSPECTION AND ACCEPTANCE (See Part I)

SECTION 7.0 GOVERNMENT ASSETS IN THE POSSESSION OF THE CONTRACTOR

(See Part I)

SECTION 8.0 REPORTS AND RECORDS (See Part I) In addition to that described in Part I Section 8.0, the following reports and orders apply.

8.1 REPORTS and RECORDS. The contractor shall provide the Government a daily morning summary regarding information pertinent to the operation of the NCTS Naval Radio Transmitter Facility. The summary shall include all data required

DRAFT

by the Government, be it orally, or written, in a format of the Government's choosing. In addition, the contractor shall initiate, maintain and submit those reports, and records as described within this portion of the SOW, and in accordance with directives depicted in the SOPs.

DRAFT

PART IV
INDEX FOR
TECHNICAL CONTROL FACILITY BOCA CHICA
STATEMENT OF WORK

SECTION 1.0 GENERAL (See Part I - General Requirements)

- 1.1 SCOPE OF SERVICES
- 1.2 SITES/SYSTEM DESCRIPTION
- 1.3 GENERAL WORK DESCRIPTION-OPERATION
 - 1.3.1 Navy Technical Control Facility
 - 1.3.2 Adverse Weather
- 1.4 GENERAL WORK DESCRIPTION-OTHER
 - 1.4.1 System Maintenance
 - 1.4.2 Facilities Maintenance
 - 1.4.3 Janitorial
 - 1.4.4 Repair Parts
 - 1.4.5 Physical Security

SECTION 2.0 DEFINITIONS (See Part I - General Requirements)

SECTION 3.0 GOVERNMENT FURNISHED SUPPORT (See Part I)

SECTION 4.0 CONTRACTOR FURNISHED ITEMS AND SUPPORT (See Part I)

SECTION 5.0 DESCRIPTION OF WORK (SPECIFICATIONS)

- 5.1 SCOPE OF SERVICES
- 5.2 SITE DESCRIPTION
- 5.3 GENERAL WORK DESCRIPTION - OPERATIONS
 - 5.3.1 Technical Control Operation
 - 5.3.2 Circuit Monitoring
 - 5.3.3 Quality control
 - 5.3.4 Operational Procedures
 - 5.3.5 Circuit Trouble Shooting and Testing
 - 5.3.6 Loss of Power
 - 5.3.7 Circuit Restoration
 - 5.3.8 Adverse Weather
- 5.4 GENERAL WORK DESCRIPTION - OTHER
 - 5.4.1 System Maintenance
 - 5.4.2 IDNX
- 5.5 COMMUNICATIONS SECURITY REQUIREMENTS
 - 5.5.1 Security Clearances
 - 5.5.2 Responsible User Status
 - 5.5.3 Publishing/release of COMSEC Information
 - 5.5.4 CMS Material Withdrawals
 - 5.5.5 Cryptographic Equipment

DRAFT
i

5.5.6 Physical Security

5.6 REPORTS and RECORDS

5.6.1 READINESS MANAGEMENT PROGRAM PLAN (RMPP)

5.7 CONSEQUENCE OF THE CONTRACTORS FAILURE TO PERFORM

SECTION 6.0 INSPECTION AND ACCEPTANCE (See Part I)

SECTION 7.0 GOVERNMENT ASSETS IN THE POSSESSION OF THE CONTRACTOR (See Part I)

SECTION 8.0 REPORTS AND RECORDS (See Part I)

DRAFT

STATEMENT OF WORK

FOR

TECHNICAL CONTROL FACILITY BOCA CHICA

SECTION 1.0 GENERAL

1.1 SCOPE OF SERVICES The Contractor shall operate and maintain the Naval Technical Control Facility located at NCTF Boca Chica FL. NCTF Boca Chica is a facility of the U.S. Naval Computer and Telecommunication Station Jacksonville Detachment Key West FL.

1.1.1 Operation and maintenance of NCTF Boca Chica shall be conducted in accordance with the terms and conditions stated within the Statement of Work (SOW) Part I, as well as this section. The normal hours of operation and maintenance shall be considered Monday through Friday, 0600L to 1800L daily. Emergency 24/7 operations and maintenance utilizing call back personnel after hours, on holidays and weekends will be provided by contractor personnel per the terms of Part I, section 1.1.2.

1.2 SITE/SYSTEM DESCRIPTION The TCF site at Boca Chica provides for monitoring, patching and testing of all Detachment network, truck, circuit and cable plant distribution systems. Management, patching, testing and control of these networks, trunks, circuits and lines are controlled primarily by the Element Management System/Automated Technical Control (EMS/ATC) computerized command and control systems. Remote control of the radio equipment at the receiver and transmitter sites is accomplished by use of the EMS/ATC. The primary purpose of the Technical Control Facility is to provide monitoring, testing, switching, command and control of various analog, non-secure voice, secure voice and data communications circuits to DoN, NATO, Allied, Coast Guard, and DoD Joint activities. The NCTF site is linked to NAVCOMTELSTA Jacksonville FL as well as NCTAMS LANT via various DISA analog and digital trunks as well as other leased landline circuits.

1.3 GENERAL WORK DESCRIPTION-OPERATION

1.3.1 All DISA network, trunk, circuit and line Systems Operation and maintenance. During normal daily working hours, as well as during emergency and/or Call Back periods, the following operations and maintenance procedures shall include, but not be limited to the following functions:

a. Activation and implementation of any Trunk, Circuit, or line within prescribed tolerances, to facilitate the continuing operational support of all NCTS JAX DET mission requirements.

b. Monitoring of all Trunks, Lines, Circuits or networks to ensure compliance with Quality Control (QC) Standards contained in NAVCOMTELCOM INST 2313.1, DISAC 310-70-57 supplement 4 and DISAC 310-70-1 Volume II and NAVCOMTELCOMINST 4330.2.

c. Operation of general purpose electronic test equipment (GPETE), computerized patch and test facilities and equipment supporting communication circuit activation, monitoring, or repair services at NCTF Boca Chica including network systems and supporting equipment.

d. Assisting, respective U.S.NAVAL, U.S.COAST GUARD, and U.S.AIR FORCE components in testing circuits via the NCTS JAX DET TCF.

e. Monitoring and reporting to NAVCOMTELSTA JAX FL CWO any alarm condition, equipment outages, failures for further information to

DRAFT

respective USN, USCG, and/or USAF components.

f. Operation of computerized audio/DC and antenna patch panels.

g. Operation/use of utility, emergency power, and all Navy-owned power distribution systems.

1.3.2 Adverse Weather. The Contractor shall maintain transmitter site operations during inclement or adverse weather conditions such as hurricanes, storms, flooding, etc.

1.4 GENERAL WORK DESCRIPTION-OTHER

1.4.1 System Maintenance. Maintenance shall include all planned and corrective maintenance to be performed for all equipment and facilities in accordance with requirements stated in this section and as further defined in Part I General Requirements. Dedicated site operation equipment includes DISA Integrated Digital Network eXchange (IDNX) equipment, non-cryptographic transmitting and receiving electronic equipment, cryptographic transmitting and receiving electronic equipment, Element Management System/Automated Technical Control (EMS/ATC), DRAMA microwave systems, AN/FCC-100 multiplexers, modems, hubs, routers, switches (electronic and mechanical), CCTV and IDS alarm systems, CCTV microwave systems, computer and network systems, antenna structures, transmission lines, power distribution systems including high voltage transformers, emergency power generating systems, UPS and battery systems, all supporting air conditioning, government owned utilities, fire protection systems, alarm systems, telephone ring-down circuits, network systems, dehydrators and tower lighting equipment. The Contractor shall not alter, remove from service or renovate any equipment or facilities without prior written approval of the Contracting Officer.

1.4.2 Facilities Maintenance. The Contractor shall also maintain and make minor repairs to buildings/structures and grounds maintenance as defined in Part I.

1.4.3 Janitorial. Contractor shall perform all housekeeping/janitorial services for all spaces/buildings occupied by the Contractor and Government as defined in Part I. Further, The TCF work area spaces shall be routinely cleaned to maintain sanitary conditions and to provide a pleasant appearance.

The level of cleaning required is that floors shall be swept and mopped to prevent dirt, or dust buildup. Quarterly or if required sooner floors shall be buffed free of scuff marks, and waxed to shiny appealing finish. Equipment cabinets shall be free of dust and foreign matter accumulation. Lighting fixtures and walls cleaned of dust, dirt, or foreign material. Garbage and trash receptacle shall be emptied on a daily basis into the NCTS's main trash dumpster. All classified and designated material shall be disposed of into provided burn bags for destruction, and/or shredded on a daily basis. The scope and frequency of these function will be accomplished at a level required to ensure proper operation of equipment, safety and health of people; a pleasant environment for employees; and an attractive appearance to visitors and official guests as determined by the government COR.

1.4.4 Repair Parts. The Contractor shall furnish all repair parts and consumables for communications-electronic equipment necessary for the performance of this contract as defined in Part I, Section 4.0 and the "Schedule". Antenna and facilities parts shall be Contractor furnished to the extent specified in Part I, Section 5.0.

1.4.5 Physical Security. The Contractor shall provide physical security of the facilities as defined in Part I, Section 5.0.

DRAFT

SECTION 2.0 DEFINITIONS (See PART I - General Requirements)

SECTION 3.0 GOVERNMENT FURNISHED SUPPORT (See PART I)

SECTION 4.0 Contractor FURNISHED ITEMS AND SUPPORT (See PART I)

SECTION 5.0 GENERAL

5.1. SCOPE OF SERVICES The contractor shall operate the communications Technical Control Facility (TCF), providing all circuit operations, and administrative functions to fully support all communications operational requirements assigned to the Naval Computer and Telecommunications Station (NCTS) Jacksonville Detachment Key West FL. All Station Operating Procedures referred to in the remainder of this Statement of Work are available at the TCF of NCTS JAX DET KW.

5.1.2 Operation and maintenance of NRRF Boca Chica shall be conducted in accordance with the terms and conditions stated in this section as well as those further defined in Part I - General. The normal hours of operation and maintenance shall be considered 0600L to 1800L Monday through Friday. Emergency 24/7 operations and maintenance utilizing call back personnel after hours, on holidays and weekends will be provided by the contractor personnel.

5.2 SITE/SYSTEM DESCRIPTION The Navy Radio Technical Control Facility (TCF) Boca Chica provides circuit and network control of all communications circuits, connecting appropriate audio and digital signals to operate high frequency transmitter and receiver facilities, message service systems, and security systems from local and remote locations. Remote control of the radio equipment at the transmitter and receiver sites is accomplished by use of the Element Management System/Automated Technical Control (EMS/ATC). The primary purpose of the Technical Control Facility is to provide patching and testing of analog, non-secure and secure voice and data communications to DoN, NATO, Allied, Coast Guard, and DoD Joint activities. The site is linked to NAVCOMTELSTA Jacksonville Detachment via DRAMA Microwave and Leased landline circuits. The site is linked to NAVCOMTELSTA Jacksonville as well as NCTAMS LANT Norfolk VA via various DISA communications trunks and circuits. The primary purpose of the Network Control function is to patch and test network distribution systems and maintain connectivity between numerous sites and facilities. The IDNX is the Defense Information Systems Agencies premier analog and digital exchange system comprised of the Information Digital Network Exchange (IDNX) platform.

5.3 GENERAL WORK DESCRIPTION - OPERATION

5.3.1 TECHNICAL CONTROL OPERATION. The contractor shall perform technical control functions on all circuits entering or leaving Building A1004, NRTF Saddlebunch Building J1561, and NRRF Boca Chica in accordance with established instructions, procedures, and directives. To include, but not limited to:

5.3.1.1 Operate cryptographic equipment to receive, transmit, process and distribute covered systems data in accordance with government provided operating procedures, directives, and as depicted in applicable DOD, Naval and joint communications publications.

5.3.1.2 Operate personal computer (PC) order wires, remote control systems, manual and automated patch and test facilities, general purpose electronic test equipment, and all related TCF ancillary equipment supporting the NCTS's telecommunications and network mission.

5.3.1.3 Activate, tune, and set transmitting assets, via the EMS/ATC to designated frequencies, modes of operation and power level requirements.

DRAFT

5.3.1.4 Activate, tune, and set receiving assets, via EMS/ATC, to designated frequencies, and modes of reception.

5.3.1.5 Assign, select, and activate antenna assets, via EMS/ATC, to prescribed frequency ranges, setting azimuths and desired modes of signal wave propagation, or reception.

5.3.1.6 Off the air monitor (OTAM) all transmissions to ensure compliance with NCTC 2313.1 series, and DISAC 310-70-1 quality control standards.

5.3.1.7 Monitor and report all alarm conditions to the Government.

5.3.1.8 Operate locally, as well as remotely, signal data matrix switches, digital network and signal terminal processing equipment, audio/dc patch panels, matrix control units (MCU), and automated antenna RF switching matrices. Technical control functions will include assisting the IDNX and NIPRNET/SIPRNET Node Site Coordinator with IDNX related circuit operations and maintenance, as well as ensuring that all network systems remain online and functional.

5.3.1.9 Test data transmission paths, all associated signal carrier, and signal processing or terminal equipment to ensure compliance with NCTC 2313.1 series, and DISAC 310-70-1 quality control standards. This includes will include assisting the IDNX and NIPRNET Node Site Coordinator with IDNX related circuit testing as directed by the government. All networks will be maintained in accordance with all DoN Automated Data System security provisions as outlined in Part I section 5.1.

5.3.1.10 Maintain, update, and report real time network and communications circuit status regarding communication equipment usage, inoperative equipment, available spares, frequency utilization, transmission power levels, circuit designator utilization, HAZCON and CASREP statuses.

5.3.1.11 The Contractor shall maintain a "station log" showing who is on watch and noting maintenance actions, quality control checks and all other actions, taken or events occurring during the watch. The Government will provide the Facility Circuit Information Tracking (FaCIT), version 2.0.1 (or as updated) software for this purpose. The Contractor is authorized and is required to install this software on the computer hardware to be provided by the Contractor for Internet access. The Contractor is required to provide own Internet access.

5.3.1.11.1 The Contractor shall establish and maintain, in addition to the "station log" using the Facility Circuit Information Tracking (FaCIT), version 2.0.1 (or as updated) software, a listing of all CCSD's to include circuit block diagrams, and TCF trouble reports for the site and as further directed by the Government.

5.3.1.12 The Contractor shall develop a Readiness Management Program Plan (RMPP), in accordance with CNCTC Instruction 3000.1B. The RMPP shall be submitted to the Contracting Officer's Representative (COR) for approval 60 days following the completion of the orientation period. This program sets forth requirements to conduct, observe and report exercises in conjunction with operational reporting via Status of Resources and Training System (SORTS), Casualty Report (CASREP) and Training Report (TRNGREP) messages. The Government will provide the Contractor the latest version of the TYCOM Readiness Management System (TRMS) software during the orientation period to facilitate the Contractor's preparation of the RMPP.

5.3.2 CIRCUIT MONITORING. The contractor shall perform all technical control operations to ensure circuit integrity. All circuits entering or leaving Building A1004 shall be continuously monitored by the contractor. The contractor

DRAFT

will be prepared to respond to outages after normal working hours, on holidays and weekends. Contractor will be responsible to respond to reported outages no later than one hour after notification by TCF Jacksonville personnel or other government agents.

5.3.3 QUALITY CONTROL. The contractor will implement a communications quality monitoring and control program of all equipments and systems. The program will be coordinated with, and include all outlying sites, and be in accordance with the standards as specified in NAVCOMTELCOMINST 2313.1, DCAC 310-70-1, and as supplemented or modified by the Government.

5.3.4 OPERATIONAL PROCEDURES

5.3.4.1 All operational instructions, or questions received via computer orderwire, telephone or other means of communications shall be acknowledged within two minutes.

5.3.4.2 The contractor shall obtain Government approval prior to energizing or rendering operative any spare circuits, equipment or systems, except in the case of general testing, or quality monitoring. All spare circuits, equipment, or systems must be made available for immediate recall by the Government.

5.3.4.3 The contractor shall obtain Government approval prior to de-energizing or rendering inoperative, any operational circuits, equipment or systems.

5.3.4.4 If operational directives cannot be implemented within a ten minute period, the contractor shall inform Government of difficulties encountered and provide an estimate as to when compliance with the directives can be expected.

5.3.4.5 All operational communications between the TCF JAX and NCTAMS LANT FTOC or other coordination facilities shall be via PC orderwire (CROWNet). In emergencies, communications via STU-III secure telephone is authorized. No operational information will be passed via unclassified telephone, or other unclassified circuits.

5.3.4.6 The Government will be immediately notified of any unusual or abnormal condition which will place any contractor operated site or space in hazardous condition.

5.3.4.7 All equipment, systems, networks and circuits must be operated, or tuned in accordance with instructions provided in applicable technical manuals, publications, or government provided directives.

5.3.4.8 The contractor will maintain information necessary to provide the Government a current status of all equipment and systems supporting the NCTS's communications mission. Information provided will include, as a minimum, equipment status, frequencies in use, operational spares, repair and maintenance status, and such information required by the Government to prepare a daily status summary for review.

5.3.5 CIRCUIT TROUBLE SHOOTING and TESTING. The contract shall perform circuit coordination, trouble-shooting, problem isolation, patching, testing and required troubleshooting to ensure circuit reliability and connectivity.

5.3.6 LOSS OF POWER. Upon loss of power, the contractor shall restore full operational capability to the TCF within 15 minutes after restoration of power to either emergency or commercial power distribution panels.

5.3.7 CIRCUIT RESTORATION. Circuit restoration priorities shall be accomplished in accordance with government-provided procedure or directives describing the order of equipment and circuit restoration.

DRAFT

Restoration. Circuit restoration shall be accomplished in accordance with NCTAMS LANT CATCOMM Plan (NCTAMSLANTINST C2000.1(series) and Contractor Circuit Restoration SOPs.

5.3.8 ADVERSE WEATHER. The Contractor shall maintain operations during inclement or adverse weather conditions such as hurricanes, storms, flooding, earthquakes etc.

5.4 GENERAL WORK DESCRIPTION - OTHER

5.4.1 SYSTEM MAINTENANCE. The contractor shall perform all operator (IT) and Electronic Technician (ET) designated PMS actions in accordance with the Navy's 3-M system to the TCF electronic equipment under contractor operational and maintenance control. The contractor shall report, to the Government, any equipment not meeting the operational parameters as specified by applicable MRC's, for corrective action by the contractors repair staff.

5.4.1.1 The contractor will not exchange equipment subassemblies or drawers between main units or equipment/systems without prior approval of the Government.

5.4.2 IDNX. The contractor is responsible for all circuits, including the IDNX and network routed circuits, entering and leaving Building A-1004. Technical Control Functions will include assisting the IDNX Node Site Coordinator with circuit operations and maintenance. When the government Node Site Coordinator is present, contractor personnel will assist the coordinator with all IDNX maintenance troubleshooting and repair actions as may be required. When the Node Site Coordinator is not available, contractor personnel will work with DISA personnel to troubleshoot and repair the IDNX Node as may be required. There are no special contractor training requirements to perform the above troubleshooting procedures, and there will be no special government sponsored training of contractor personnel provided. The local Node Site Coordinator will provide all required training requirements to facilitate contractor personnel in performing their work with DISA personnel.

5.5 COMMUNICATION SECURITY REQUIREMENTS

5.5.1 SECURITY CLEARANCES. SECURITY CLEARANCES. All Contractor personnel assigned to work in the TCF at Building A1004, NCTS Jacksonville Detachment Key West, shall have a SECRET Clearance based upon a Government background investigation conducted within the past ten (10) years. Proof of such clearance must be provided to the Government upon request.

5.5.2 RESPONSIBLE USER STATUS. In Accordance with the provisions of the DOD ISM (Industrial Security Manual), the COMSEC supplement thereto and CMS-21, the contractor shall establish an 'EKMS Local Element' status under the NCTS's COMSEC account to maintain custody and control of all COMSEC accountable information, materials, and equipment. The contractor shall operate, and accomplish operator (IT) PMS to the TCF-positioned cryptographic equipment.

5.5.3 PUBLISHING/RELEASE of COMSEC INFORMATION. U.S. COMSEC inventory information, as well as the system and manner in which each piece of COMSEC equipment is used, is for official use only. Publishing or release of any COMSEC information by the contractor without written approval of the Government is prohibited.

5.5.4 EKMS MATERIAL WITHDRAWALS. The contractor, as the "EKMS Local Element" of COMSEC material shall designate one EKMS Manager and two EKMS Alternate Managers for withdrawal of required COMSEC material from the NCTS JAX DET EKMS account. They shall be briefed by the station EKMS Manager (or designated alternate) in

DRAFT

accordance with the COMSEC Supplement to the Industrial Security Manual, and in turn shall brief all other contractor employees prior to authorizing access to COMSEC information and equipment.

5.5.5 CRYPTOGRAPHIC EQUIPMENT. The government will provide all required corrective maintenance to cryptographic equipment. The contractor is responsible for obtaining releasing authority and accountability in accordance with the CMS-21 COMSEC Supplement 5220.22-S of the ISM DOD 5220.22(). The contractor shall notify the Government when corrective Maintenance is required and be prepared to turn the broken equipment in for exchange. Contractor will be responsible for the re-installation of the replacement equipment, and the re-keying initiatives.

5.5.6 PHYSICAL SECURITY. The contractor shall comply with all station physical security requirements as outlined in NCTSINST 5530 series.

5.6 REPORTS and RECORDS. The Contractor shall, as a minimum, initiate, maintain, update and submit to the Government the following reports and formatted records or as further required by the Government. These shall be submitted within the periodicities established by the Government.

- a. SITREPS
- b. Daily Status reports
- c. Equipment outage reports
- d. COMSEC inventory reports
- e. CASREP information reports
- f. HF termination critiques
- g. HF termination continuity reports
- h. PMS accomplishment reports

The Contractor shall maintain all information necessary to provide the Government a current status of all equipment and systems as requested. Information provided shall include, but not be limited to, repair and maintenance status and information as further directed by the Government that the Government may require for the Contractor to prepare a daily maintenance status summary.

5.6.1 READINESS MANAGEMENT PROGRAM PLAN (RMPP). The Contractor shall develop a Readiness Management Program Plan (RMPP), in accordance with CNCTC Instruction 3000.1B. The RMPP shall be submitted to the Contracting Officer's Representative (COR) for approval 60 days following the completion of the orientation period. This program sets forth requirements to conduct, observe and report exercises in conjunction with operational reporting via Status of Resources and Training System (SORTS), Casualty Report (CASREP) and Training Report (TRNGREP) messages.

The Government will provide the Contractor the latest version of the TYCOM Readiness Management System (TRMS) software during the orientation period to facilitate the Contractor's preparation of the RMPP. The contractor will be responsible for providing adequate training to all personnel within their respective areas of expertise to ensure that all minimum standards of operation and repair are understood by all personnel on a continuing basis. The contractor will also be responsible for preparing and processing all MRPP related documentation, scheduling, and reporting for the Detachment. The Contractor will train and test all contractor personnel as often as is required but once a month at a minimum, and provide at the end of each month an appropriate SORTS/TRMS report. The contractor will also schedule with the government QAI/COR to demonstrate the proficiency levels of all personnel selected each month for meeting required SORTS and TRMS exercise drills. If personnel are not able to meet the minimum drill requirements, then those personnel will be required to re-train in the specific area, and documentation of the training will be submitted to the government. All retraining must take place within 30 days of the failed TRMS exercise. Failure to retrain an employee, and said employee to pass a second TRMS drill exercise adequately, will result in the government reducing the contract price.

DRAFT

5.7 CONSEQUENCE OF THE CONTRACTORS FAILURE TO PERFORM. The Contractor shall be liable and subjected to contract price reductions for unacceptable performance .

SECTION 6.0 INSPECTION AND ACCEPTANCE (See PART I)

SECTION 7.0 GOVERNMENT ASSETS IN THE POSSESSION OF THE CONTRACTOR (See PART I)

SECTION 8.0 REPORTS AND RECORDS (See PART I) In addition to that described in Part I Section 8.0, the following reports and orders apply.

8.1 REPORTS and RECORDS. The contractor shall provide the Government a daily morning summary regarding information pertinent to the operation of the NCTS Navy Technical Control Facility. The summary shall include all data required by the Government, be it orally, or written, in a format of the Government's choosing. In addition, the contractor shall initiate, maintain and submit those reports, and records as described within this portion of the SOW, and in accordance with directives depicted in the SOPs.

DRAFT

PART V
INDEX FOR
DEFENSE MESSAGE SYSTEM CENTER BOCA CHICA
STATEMENT OF WORK

SECTION 1.0 GENERAL

- 1.1 SCOPE OF SERVICES
- 1.2 SITE DESCRIPTION
 - 1.2.1 Orientation/Phase-In Period
- 1.3 GENERAL WORK DESCRIPTION - OPERATION
 - 1.3.1 Defense Message System Center Operation - General
 - 1.3.2 Adverse Weather
- 1.4 GENERAL WORK DESCRIPTION - OTHER
 - 1.4.1 System Maintenance
 - 1.4.2 Janitorial
 - 1.4.3 Physical Security
- 1.5 CONSEQUENCE OF THE CONTRACTORS FAILURE TO PERFORM

SECTION 2.0 (See Part I - General Requirements)

SECTION 3.0 GOVERNMENT FURNISHED SUPPORT (See Part I)

SECTION 4.0 CONTRACTOR FURNISHED ITEMS AND SUPPORT(See Part I)

SECTION 5.0 DESCRIPTION OF WORK (SPECIFICATIONS)

- 5.1 GENERAL
 - 5.1.1 Defense Message System Center Services
 - 5.1.2 Messages Requiring Special Handling
- 5.2 MESSAGE HANDLING/REPORTING CRITERIA-GENERAL
 - 5.2.1 Tracers
 - 5.2.2 Personal Casualty Messages
 - 5.2.3 Limited Distribution Messages
 - 5.2.4 Communications Logs and Files
- 5.3 COMMUNICATIONS SECURITY REQUIREMENTS
 - 5.3.1 Security Clearances
 - 5.3.2 Responsible User Status
 - 5.3.3 Publishing / Release of COMSEC Material
 - 5.3.4 CMS Material Withdrawals
 - 5.3.5 Cryptographic Equipment
- 5.4 QUALITY CONTROL
- 5.5 DEFENSE MESSAGING SYSTEM (DMS).
 - 5.5.1 Scope of services.

DRAFT
i

- 5.5.2 General Work Description - Operation
- 5.5.3 Operational Security
- 5.5.4 Reports And Records
- 5.5.5 System Registration
- 5.5.6 System Documentation and Files
- 5.5.7 Standard Operating Procedures (SOPs)
- 5.5.8 Government Provided Documentation
- 5.5.9 Special Requirements
- 5.5.10. Personnel Security Requirements

- 5.6 READINESS MANAGEMENT PROGRAM PLAN (RMPP)

SECTION 6.0 INSPECTION AND ACCEPTANCE (See Part I)

SECTION 7.0 GOVERNMENT ASSETS IN THE POSSESSION OF THE CONTRACTOR (See Part I)

SECTION 8.0 REPORTS AND RECORDS

- 8.1..... Reports and Records

DRAFT

STATEMENT OF WORK

FOR

DEFENSE MESSAGE SYSTEM CENTER BOCA CHICA

SECTION 1.0 GENERAL

1.1 SCOPE OF SERVICES The contractor shall operate and maintain the Communications Defense Message System Center (DMS) function, assuming total responsibility for sending, receiving, processing, and distributing within the Detachment all official telecommunications information (message and data) for the Detachment. This will be accomplished via DMS, DMDS, and Microsoft Server processing systems, coupled and networked to a Microsoft E-Mail server.

1.1.2 Operation and maintenance of the DMS Center Boca Chica shall be conducted in accordance with the terms and conditions stated in Section I-General, as well as further defined within this section. The normal hours of operation and maintenance shall be considered Monday through Friday from 0600L to 1800L. Emergency 24/7 operations and maintenance utilizing call back personnel after normal working hours, on holidays and weekends will be provided by the contractor personnel in accordance with Part I, section 1.1.2. However, Call Back - or Emergency - repairs solely for the purpose of repairing the DMS message system(s) is not expected for other than a rare emergency event, and will only be initiated after the Contractor Project Manager is given authorization to do so by the local government Technical Director/COR. Maintenance for the purpose of repair of area customer DMS or GATEGUARD message systems will take place only during normal working hours. No emergency call-back will be paid for responses to customer DMS work centers unless prior authorization is given by the government Technical Director/COR.

1.2 SITE DESCRIPTION The place of performance is at the US Naval Air Station Key West Fl, within the confines of the Naval Computer and Telecommunications Station (NCTS) Jacksonville Detachment Building A1004 as well as the Key West area NCTS Jacksonville customer work centers where DMS, PCMT, GATEGUARD (or other message service system devices) may be located within the Key West Area of Responsibility.

1.2.1 ORIENTATION/PHASE-IN PERIOD Orientation/Phase-in is the time required, by the Government, to familiarize Contractor personnel regarding all aspects of the Defense Message System Center's operational, and administrative requirements. All Station Operating Procedures referred to in the remainder of this Statement of Work are available at the TCF of NCTS JAX DET.

1.3 GENERAL WORK DESCRIPTION - OPERATION

1.3.1 DEFENSE MESSAGE SYSTEM CENTER OPERATION - General. The Contractor shall provide all material and personnel to operate and repair as required the Defense Message System (DMS) Center related equipment as listed in Appendix I; comply with tasking directives as listed within this Statement Of Work; and conduct message handling, reporting, and record-keeping requirements in accordance with Navy provided directives, reference manuals, and Standard Operating Procedures (SOPs). The Contractor may alter government provided SOPs to more accurately reflect administrative and operational requirements. All changes are subject to government approval. In addition, the contractor shall update, review, and initiate additional SOPs as required to reflect equipage or procedural changes regarding the Defense Message System Center's operating posture. Operating procedures shall be submitted by the Contractor to the Government for approval 60 days following the completion of the orientation

DRAFT

period. The Contractor shall review and ensure all procedures and operations at the telecommunications operations sites are in compliance with applicable guiding documents.

1.3.1.1 The Contractor shall develop a Readiness Management Program Plan (RMPP), in accordance with CNCTC Instruction 3000.1C. The RMPP shall be submitted to the Contracting Officer's Representative (COR) for approval 60 days following the completion of the orientation period. This program sets forth requirements to conduct, observe and report exercises in conjunction with operational reporting via Status of Resources and Training System (SORTS), Casualty Report (CASREP) and Training Report (TRNGREP) messages. The Government will provide the Contractor the latest version of the TYCOM Readiness Management System (TRMS) software during the orientation period to facilitate the Contractor's preparation of the RMPP.

1.3.2 ADVERSE WEATHER. The Contractor shall maintain operations during inclement or adverse weather conditions such as hurricanes, storms, flooding, earthquakes etc.

1.4 GENERAL WORK DESCRIPTION - OTHER

1.4.1 SYSTEM MAINTENANCE. The contractor shall perform all operator (IT) and Electronics Technician (ET) designated PMS actions in accordance with the Navy's 3-M system as well as demand maintenance to correct any or all deficiencies of the Defense Message System Center's electronic equipment under contractor operational control. The contractor shall report to the Government any equipment not meeting operational parameters as specified by MRC's or locally provided SOPs, as well as the installation standards and System Operational Verification and Testing documentation.

1.4.2 JANITORIAL. The Defense Message System Center work area shall be routinely cleaned to maintain sanitary conditions and to provide a pleasant appearance. The level of cleaning required is that floors shall be swept and mopped to prevent dirt and dust build-up. Floors shall be buffed free of scuff marks, and waxed to shiny appealing finish. Equipment cabinets shall be free of dust, and foreign matter accumulation. Lighting fixtures and walls cleaned of dust, dirt, or foreign material. Garbage and trash receptacles shall be emptied on a daily basis into the NCTS main trash dumpster. All classified and designated material shall be disposed of into provided burn bags for destruction, and/or shredded on a daily basis in accordance with NCTS instructions. The scope and frequency of these functions shall be at a level required to ensure proper operation of equipment, safety and health of people, a pleasant environment for employees, and an attractive appearance to visitors, official guests, and the Government as determined by the government COR.

1.4.3 PHYSICAL SECURITY. Part I Section 5.1 of the SOW applies.

1.5 CONSEQUENCE OF THE CONTRACTORS FAILURE TO PERFORM. The Contractor shall be liable and subjected to contract price reductions for unacceptable performance.

SECTION 2.0 (See Part I - General Requirements)

SECTION 3.0 GOVERNMENT FURNISHED SUPPORT (See Part I)

SECTION 4.0 CONTRACTOR FURNISHED ITEMS AND SUPPORT(See Part I)

DRAFT

SECTION 5.0 DESCRIPTION OF WORK (SPECIFICATIONS)

5.1 GENERAL

5.1.1 DEFENSE MESSAGE SYSTEM CENTER SERVICES. Using the Defense Message System (DMS) and associate network components, the Contractor shall provide all communication services for processing of incoming or outgoing messages. The Contractor shall ensure the accuracy, classification, routing, and accountability of all messages received or transmitted for NCTS JAX DET. The Contractor shall provide but not be limited to the following services:

5.1.1.1 Accept for delivery all messages properly prepared in accordance with ACP 121 US SUPP-1, JANAP-128 and processed in accordance with SOPs.

5.1.1.2 Narrative Message Copies (Except Messages Requiring Special Handling). The Contractor shall not provide paper (hard copy) distribution of messages except as approved by the Government.

5.1.2 MESSAGES REQUIRING SPECIAL HANDLING

5.1.2.1 SECRET/NATO SECRET MESSAGES. The Contractor shall provide one copy of these messages to the addressee hand delivered in a separate folder or envelope. The Contractor shall provide adequate security for all Secret messages in accordance with SECNAVINST 5510.36(series).

5.1.2.2 LIMDIS MESSAGES. The Contractor shall provide copies to the subscriber in accordance with a special limited distribution agreement determined by the subscriber.

5.1.2.3 SECRET and BELOW MESSAGES. The Contractor shall distribute all messages classified Secret and below except that specified in NTP-3. The Contractor shall provide adequate security for all messages classified Secret and below in accordance with SECNAVINST 5510.36(series).

5.1.2.4 GENERAL MESSAGE FILE. The Contractor shall maintain a General Message File in accordance with NWP-4 (series). The Contractor shall fill written subscriber requests within five (5) working days.

5.1.2.5 MINIMIZE Conditions. The Contractor shall notify all subscribers of MINIMIZE conditions and reject messages not conforming to the MINIMIZE provisions of NTP-3(series), NTP-4(series) or NWP-4(series).

5.2 MESSAGE HANDLING/REPORTING CRITERIA-GENERAL.

5.2.1 Tracers. The Contractor shall trace messages when appropriate. The Contractor shall retain copies of inordinate delay and non-delivery tracers for review by the Government for a period of one year.

5.2.2 Personnel Casualty Messages. All messages addressed to NCTS JAX DET concerning the death or serious illness of individuals shall be routed in sealed envelopes with the subject line of the message annotated on the envelope.

5.2.3 Limited Distribution Messages. The Contractor shall immediately notify the government that a LIMDIS message is being held for pickup. The Contractor shall deliver to authorized personnel only.

5.2.4 Communication Logs and Files. The following operational communications logs and files shall be maintained by the Contractor:

DRAFT

5.2.4.1 Station Log (Radio Log). The Contractor shall maintain a station log for each Radio Day (0001Z-2359Z) and will use this log to document problems that arise on a day-to-day basis, showing who is on watch and noting maintenance actions, quality control checks and all other actions taken or events occurring during the day. The Government will provide the Facility Circuit Information Tracking (FaCIT), version 2.0.1 (or as updated) software for this purpose. The Contractor is authorized and is required to install this software on the computer hardware to be provided by the Contractor for Internet access. The Contractor is required to provide separate Internet access for contractor personnel administration. The following list is a guide for minimum conditions:

- a. Equipment problems/outages.
- b. Circuit outages.
- c. Crypto restarts.
- d. Abnormal traffic conditions (backlogs, etc.).
- e. Any abnormal condition that affects the operation of NCTS PR.

Any of the above conditions existing at the end of a radio day will be carried over to the next day's log and entered as the first entry of the new day.

5.2.4.1.1 The Contractor shall establish and maintain, in addition to the "station log" using the Facility Circuit Information Tracking (FaCIT), version 2.0.1 (or as updated) software, a listing of all CCSD's to include circuit block diagrams, wiring and facilities blueprints and TCF trouble reports for the site and as further directed by the Government.

5.2.4.2 Outgoing Message Log. The Contractor shall document all outgoing message traffic transmitted on a daily basis. The following essentials from each transmitted message will be logged:

- (1) Date-Time-Group.
- (2) Station Serial Number.
- (3) Subject.
- (4) Originator

5.2.4.3 COMMCEN Files. All incoming/outgoing NCTS JAX DET message traffic with the exception of designated general messages and tracers, shall be retained by the Contractor for a period of thirty (30) days or as directed by the Government.

5.2.4.4 General Message Files. The Contractor shall maintain files for all general messages specified by the Government.

5.2.4.5 Address Indicator Groups (AIGs)/Collective Address Designators (CADs). The Contractor shall maintain and update appropriate NCTS JAX DET AIG and CAD lists as required by the Government.

5.3 COMMUNICATIONS SECURITY REQUIREMENTS

5.3.1 SECURITY CLEARANCES. Section 1.5, paragraph 1.5.1 of Part VI portion of the Statement Of Work (SOW) applies.

5.3.2 RESPONSIBLE USER STATUS. Section 1.5, paragraph 1.5.2 of Part VI of the SOW applies

DRAFT

5.3.3 PUBLISHING/RELEASE of COMSEC INFORMATION. Section 1.5, paragraph 1.5.3 of Part VI of the SOW applies.

5.3.4 CMS MATERIAL WITHDRAWALS. Section 1.5, paragraph 1.5.4 of Part VI of the SOW applies.

5.3.5 CRYPTOGRAPHIC EQUIPMENT. Section 1.5, paragraph 1.5.5 of Part VI of the SOW applies.

5.4 QUALITY CONTROL. The Contractor shall establish and submit a quality control plan to the Government 30 days following the orientation period for approval. The plan shall include procedures to ensure all messages are transmitted and received in accordance with all current instructions and Naval communication practices.

5.5 DEFENSE MESSAGING SYSTEM (DMS).

5.5.1 SCOPE OF SERVICES. The contractor shall operate, perform administrative duties, and provide the support services associated with the Defense Message System (DMS) components, located at the Message Center, Naval Computer and Telecommunications Station Jacksonville Jacksonville Detachment Key West Fl, within the confines of Buildings A1004 and J1561. The DMS infrastructure consists of the following services and associated topologies: Messaging Services. This service is accomplished with the following DMS architecture specific equipment: Group Ware Servers (GWS), User Agents (UA), Remote Access Servers (RAS), and DMS Interim Autodin Interface Working Unit (DIAIWU) components which includes PCMT, Gateguard and DMDS computers. Support services include operation, documentation, local Key West area customer/user assistance, system administration, trouble reporting, component configuration, component registration, and fault diagnosis for installed DMS infrastructure components. Operation of the DMS components shall be during normal working hours. However, if emergency reporting is required, operation and repair will be considered as 24 hours a day, 7 days a week, 365 days a year. Contractor personnel will report all system faults or component problems to TCF Jacksonville and in accordance with all locally prescribed procedures.

5.5.2 GENERAL WORK DESCRIPTION - OPERATION

5.5.2.1 DMS ADMINISTRATION The contractor shall perform DMS Administrator/Management responsibilities for the EC/User Concentration Site (UCS) at NCTS JAX DET. These minimum responsibilities will include, but are not limited to:

- collect and report operational performance data and conduct traffic studies
- maintain liaison with NCTS JAX personnel to discuss status of messaging services
- perform DMS network management
- perform DMS configuration management within their site
- coordinate in accordance with locally prescribed procedures for customer fault resolution
- monitor traffic loads at the site level
- configure platforms and software in concert with LCCs at Network Service Access Points (NSAP) addresses with Organization Registration Authority (ORA) End User Systems Authority (EUSA)
- initiate the registration process for the infrastructure components with the Sub-Registration Authority
- change host name and/or Internet Protocol (IP) address if required

DRAFT

- name and register DMS components with ORA and Service/Agency Registration Authority (SRA)
- assign Originator and Recipient (O/R) addresses to end users
- perform system backups
- administer Routing Configuration Database (RCDB) user information
- maintain and manage Distinguished Name Server (DNS) mapping for DMS component host names and IP addresses
- ensure DNS redundancy is maintained
- monitor and report Remote Access Server (RAS) fault conditions to the servicing LCC
- initiate End User software updates promulgated via the DII Asset Distribution System (DADS) at NCTS JAX DET as well as NCTS JAX Key West AOR Customer locations
- Maintain and update the DMDS configuration profiles when required.

5.5.3 OPERATIONAL SECURITY. The contractor shall maintain operational security by ensuring the following:

- Operational Security. The contractor shall maintain operational security by ensuring the following:
 - DMS Operators will have individual login name and password
 - Strong passwords will be used and refreshed every 90 days or when compromised is suspected
 - Anti-virus software is loaded, in use, and remain current on all applicable file servers and workstations
 - implement and respond to Information Assurance
 - Vulnerability Alert requirements as directed by the DMS Program Manager
 - Configuration Management Control is maintained for the life-cycle of DMS
 - Report all DMS security violation(s) or incident(s) to the Technical Director/COR and NAVCOMTELSTA Jacksonville IAM.

5.5.4 REPORTS AND RECORDS

5.5.4.1 DAILY REPORTS. The Contractor shall provide in accordance with locally prescribed procedures the following daily reports from the Group Ware Servers:

- a. Audit log report
- b. Message Tracking Report
- c. Cumulative Statistics Report (as required by government)

5.5.5 SYSTEM REGISTRATION. The contractor shall fill out Government provided registration cards on all new hardware software installed and coordinate with servicing LCC at NCTS Jacksonville, FL to register new detailed design drawings with the Defense Information Systems Agency and Lockheed Martin Federal Systems DMS office.

5.5.6. SYSTEM DOCUMENTATION AND FILES. The contractor shall maintain Government provided documentation on file for each installed or staged infrastructure component. Files must be updated to reflect subsequent equipment installations, repairs, and associated costs. Files shall include as a minimum:

- Hardware Platform (CPU, disk size, disk settings, and memory) and Plant Account number
- Network Interface Card NIC(s) installed, settings, and addresses
- Network Operating System (NOS) version and date installed
- Listing of current configuration files

DRAFT

- Volumes and directory structure
- Software and version installed
- Registration cards
- System design drawings

5.5.7 STANDARD OPERATING PROCEDURES. The contractor shall tailor Navy provided DMS Recommended Standard Operating Procedures (RSOPs) to reflect his administrative, organizational and operational posture and responsibilities. SOPs shall be developed or upgraded to reflect system modifications, and accompanying administrative requirements. SOPs shall be written using Microsoft (MS) in the standard Message and Network Operation Telecommunications Procedures (FTOP) format, and include the SOP title, the MS Word file name of the document, date updated, background and purpose. SOPs shall contain a detailed explanation of required procedure/process, with considerations and constraints as applicable. SOPs shall be submitted by the Contractor to the Government for review and approval 60 days following the exercising of the DMS Mod Contract Line Item Number (CLIN). SOPs shall be developed or modified to include, but not limited to, the following DMS site responsibilities, systems, subsystems and components:

- a. GroupWare Server (GWS).
- b. User Agent (UA).
- c. Remote Access Server (RAS).
- d. Domain Name Server (DNS)
- e. Personal Computer Message Terminal
- f. Gateguard
- g. Defense Message Distribution System (DMDS)

5.5.8 GOVERNMENT PROVIDED DOCUMENTATION. The following listed documentation will be provided to the contractor, by the government to assist him in the requirements of operating and administrating the DMS installation. All provided documentation shall be returned to the Government upon the termination of the contract. All documentation will be in accordance with the following standards where applicable:

NTP 21	Defense Message System Users Manual
NTP 21 SUPP 1	
NTP 22	Defense Message System Local Management Policies and Procedures
NAG 69B	Information System Security Policy and Certification Practice Statement for Certification Authorities
BESEP	Base Electronics System Engineering Plan
SDA	System Design Architecture
DDD	Detail Design Document
RSOPS	Recommended Standard Operating Procedures

5.5.9 SPECIAL REQUIREMENTS. At least one contractor employee shall have successfully completed applicable U.S. government approved DMS course of instruction prior to fulfilling the requirements of this Statement of Work. Courses must cover following specific areas:

Message Handling System Administrator (MHS)
 Operating System Administrator (OSA)

DRAFT

Microsoft Client Server Fundamentals

In addition the contractor must be knowledgeable in the following components operation: DIAIWU (PCMT/GATEGUARD/DMDS).

5.5.10 PERSONNEL SECURITY REQUIREMENTS. All Contractor personnel employed to operate, maintain and administer the DMS and associated system equipment shall be capable of obtaining a SECRET security clearance.

5.6 READINESS MANAGEMENT PROGRAM PLAN (RMPP). The Contractor shall develop a Readiness Management Program Plan (RMPP), in accordance with CNCTC Instruction 3000.1B. The RMPP shall be submitted to the Contracting Officer's Representative (COR) for approval 60 days following the completion of the orientation period. This program sets forth requirements to conduct, observe and report exercises in conjunction with operational reporting via Status of Resources and Training System (SORTS), Casualty Report (CASREP) and Training Report (TRNGREP) messages. The Government will provide the Contractor the latest version of the TYCOM Readiness Management System (TRMS) software during the orientation period to facilitate the Contractor's preparation of the RMPP. The contractor will be responsible for providing adequate training to all personnel within their respective areas of expertise to ensure that all minimum standards of operation and repair are understood by all personnel on a continuing basis. The contractor will also be responsible for preparing and processing all MRPP related documentation, scheduling, and reporting for the Detachment. The Contractor will train and test all contractor personnel as often as is required but once a month at a minimum, and provide at the end of each month an appropriate SORTS/TRMS report. The contractor will also schedule with the government QAI/COR to demonstrate the proficiency levels of all personnel selected each month for meeting required SORTS and TRMS exercise drills. If personnel are not able to meet the minimum drill requirements, then those personnel will be required to re-train in the specific area, and documentation of the training will be submitted to the government. All retraining must take place within 30 days of the failed TRMS exercise. Failure to retrain an employee, and said employee to pass a second TRMS drill exercise adequately, will result in the government reducing the contract price.

SECTION 6.0 INSPECTION AND ACCEPTANCE (See Part I)

SECTION 7.0 GOVERNMENT ASSETS IN THE POSSESSION OF THE CONTRACTOR
(See Part I)

SECTION 8.0 REPORTS AND RECORDS In addition to that described in Part I Section 8.0, the following reports and orders apply.

8.1 REPORTS and RECORDS. The contractor shall provide the Government a daily morning summary regarding information pertinent to the operation of the NCTS Defense Message System Center. The summary shall include all data required by the Government, be it orally, or written, in a format of the Government's choosing. In addition, the contractor shall initiate, maintain and submit those reports, and records as described within this portion of the SOW, and in accordance with directives depicted in the SOPs.

DRAFT

APPENDIX I

LIST OF EQUIPMENT, PROPERTY, MANUALS, PERMITS AND PUBLICATIONS

NAVAL COMPUTER AND TELECOMMUNICATION STATION

JACKSONVILLE DETACHMENT KEY WEST FL

APPENDIX I

CONTENTS

I-A	LIST OF EQUIPMENT - NRRF BOCA CHICA
I-B	LIST OF EQUIPMENT - NRTF SADDLEBUNCH
I-C	LIST OF EQUIPMENT - TCF BOCA CHICA
I-D	LIST OF EQUIPMENT - DEFENSE MESSAGE SERVICE CENTER
I-E	LIST OF ANTENNAS AND TOWER STRUCTURES
I-F	LIST OF ANTENNA SUPPORT SYSTEMS
I-G	LIST OF GP ELECTRONIC TEST EQUIPMENT
I-H	LIST OF NCTS PROPERTY ITEMS
I-I	LIST OF GENERAL OFFICE EQUIPMENT AND SPECIAL TOOLS
I-J	LIST OF GOVERNMENT FURNISHED MATERIALS
I-K	LIST OF NCTS FACILITIES
I-L	LIST OF AIR CONDITIONING AND VENTILATION EQUIPMENT
I-M	LIST OF EMERGENCY POWER SYSTEMS
I-N	LIST OF ELECTRICAL SUBSTATIONS AND TRANSFORMERS
I-O	LIST OF FIRE PROTECTION AND SAFETY EQUIPMENT
I-P	LIST OF REQUIRED PERMITS & CERTIFICATIONS
I-Q	LIST OF TECHNICAL AND ADMINISTRATIVE PUBLICATIONS
I-R	SITE FLOOR PLANS AND AREA MAPS

DRAFT

APPENDIX I-A

LIST OF ELECTRONIC EQUIPMENT

NAVY RADIO RECEIVER FACILITY (NRRF) BOCA CHICA

NAVAL COMPUTER AND TELECOMMUNICATION STATION

JACKSONVILLE DETACHMENT KEY WEST FL

BASIC FUNCTION: NAVY RECEIVER FACILITY

LOCATION: BUILDING A1004, MIDWAY AVE., NAS KEY WEST FL

RECEIVER SITE FUNCTION:

NOMENCLATURE	DESCRIPTION	QTY
ADTECH Model 5060A	Audio Amplifier	1
AM-2123A	Audio Amplifier	2
AM-4006	Compression Amplifier	12
AM-4222	Compression Amplifier	12
ANDVT System	Advanced Narrowband Digital Voice Terminal (System)	1
AN/FCC-100	LSTDM Multiplexer	6
AN/FSC-102	DRAMA Microwave System	1
DATALOK 10A	DRAMA Remote Alarm System	1
AN/GSQ-215	Timing and Synchronization System	1
Truetime GPS-DC	Satellite Timing System	1
Austron Model 2010B	Frequency Standard	1
Austron Model 6010	Frequency Multiplexer	1
Austron Model 1290A	Frequency Multiplexer Power Supply	1
CDS-10	Versitron Distribution Amplifier	1
ART48A C100E	DRAMA Rectifier Power Supply and Battery Back-Up System	2
CODEX 2510	Modem	2
CODEX 2520	Modem	1
CODEX 2540	Modem	3
CODEX 3340	Modem	2
COURIER V.32	Modem	1
Motorola V3261	Modem	1
Motorola V.3225	Modem	1
Motorola V.3229	Modem	2
Multitech	Modem	2
3810 Plus	Paradyne High Speed Modem	1
CU-1382F/FRR	Antenna Coupler	2
CU-1382H/FRR	Antenna Coupler	2
94-014	Computerized ATC Antenna Matrix	1
Harris RF-5710	Modem	1
Hermes Loop Passive Combiner	Hermes Loop Receive Antenna Amplifier System	1
ID-2455/U	Remote Alarm Indicator Unit (CMS Vault)	1
King-Fisher Fire Alarm	Fire/Smoke Detection and Alarm System	2
DMS/EMS NIPRNET	Unclassified Local Area Network	1
DMS/EMS SIPRNET	Classified Local Area Network	1
DMS/EMS PC Systems	Personal Computer Systems (Including servers) for various C4I uses	30

DRAFT

NOMENCLATURE	DESCRIPTION	QTY
DMS/EMS Systems Printers	Various Printers (includes Dot Matrix, Inkjet and Laser Printers) for C4I systems usage	15
PC Systems - NMCI	Personal Computer Systems (Including servers) for various Administrative use purposes. Will be transitioned to NMCI.	20
PC Printers - NMCI	Various Printers (includes Dot Matrix, Inkjet and Laser Printers) for various Administrative use purposes. Will be transitioned to NMCI.	10
R-2368/URR	HF/MF/LF Radio Receiver	39
CCTV/IDS Security Monitoring System	CCTV AND IDS Security Monitoring System including Cameras and Monitors	1

DRAFT

APPENDIX I-B

LIST OF ELECTRONIC EQUIPMENT

NAVY RADIO TRANSMITTER FACILITY (NRTF) SADDLEBUNCH

NAVAL COMPUTER AND TELECOMMUNICATION STATION

JACKSONVILLE DETACHMENT KEY WEST FL

BASIC FUNCTION: NAVY TRANSMITTER FACILITY
 LOCATION: MILE MARKER 15, US HIGHWAY 1, BUILDINGS J1561 AND J1700

TRANSMITTER FACILITY:

NOMENCLATURE	DESCRIPTION	QTY
AN/FCC-100	LSTDM Multiplexer	2
AN/FRT-96	HF Transmitter - Active Always	20
AN/FRT-96	HF Transmitter - Lay-Up Spares	04
AN/FSC-102	DRAMA Microwave System	1
AN/URA-38	Antenna Coupler	2
AN/URC-119/URT-42	HF Transceiver	23
ART48A C100E	DRAMA Rectifier Power Supply and Battery Back-up System	2
ATC	MTRX Satellite Unit	8
ATC	MTRX Switch Unit	2
CCLX-BSP-2D	Bridging Speaker Panel	2
CODEX Model 2540	Modem	1
CODEX Model 3340	Modem	1
Courier V32	Modem	1
UDS 3225	Modem	1
UDS 3229	Modem	3
DA-413/U	Dummy Load	1
DA-484/URT	Dummy Load	4
DATALOK 10A	DRAMA Alarm Panel	3
MCU-8	SLS-4() Antenna Matrix Control Unit	4
Multicoupler	HF Antenna Multicoupler	6
Multitech	T202TD Modem	1
Personal Computers	486 and Pentium PC C2 Systems	8
R-2368/URR	HF/MF/LF Radio Receiver	1
RF-601	Antenna Coupler Control Unit	7
SLS-4 ()	RF Transmission Line Switch	4
TSEC/KIV-7	Cryptographic Equipment	2

AUTOMATED TECHNICAL CONTROL (ATC)

NOMENCLATURE	DESCRIPTION	QTY
DELL Matrix Control Computer Systems	CPUs which interface with the ATC C2 Matrix and Control equipment	2
Satellite	Automated Interface Switches	8
UPS	Rack Mounted	4

NOMENCLATURE	DESCRIPTION	QTY
Interface Chassis	A CPU which interfaces with the various equipment	2
Cisco 1700 router	Used for LAN connectivity between Sites	2
Rocket Port Hubs	Used to connect the equipment to the interface chassis	4
Monitor and Keyboard Terminal assembly	Integrated Flip-top used to interface with the Interface chassis.	1
Ethernet Hub Assembly	Provides the EMS LAN connection	2
UPS	Rack Mounted	1

DRAFT

APPENDIX I-C

LIST OF EQUIPMENT

TECHNICAL CONTROL FACILITY (TCF)

NAVAL COMPUTER AND TELECOMMUNICATION STATION

JACKSONVILLE DETACHMENT KEY WEST FL

BASIC FUNCTION: NAVY TECHNICAL CONTROL FACILITY BOCA CHICA
 LOCATION: BUILDING A1004, MIDWAY AVE., NAS KEY WEST FL

TECHNICAL CONTROL/NETWORK MANAGEMENT FACILITY

AUTOMATED TECHNICAL CONTROL (ATC)

NOMENCLATURE	DESCRIPTION	QTY
CCTV/IDS Security Monitoring System	CCTV AND IDS Security Monitoring System including Cameras, Monitors, Computers, Network Interface units, Microwave Transceivers, JSIDS Alarm controllers,	2
ATC System	Automated Technical Control System (includes Fileserver and Switchserver CPUs)	2
ATC	Matrix Switch	4
ATC	MTRX Satellite Unit	12
ATC	Remote Interface Unit	3

ELEMENT MANAGEMENT SYSTEM (EMS)

NOMENCLATURE	DESCRIPTION	QTY
Interface Chassis	A CPU which interfaces with the various equipment	1
EMS Server	A CPU used to interface with the system	1
Cisco 1700 router	Used for LAN connectivity between Sites	1
Rocket Port Hub	Used to connect the equipment to the interface chassis	1
Monitor and Keyboard Terminal assembly	Integrated Flip-top used to interface with the Interface chassis.	1
KVM switch	Used to control both the EMS server and the Interface chassis	1
Client Workstation	Consist of Monitor, Cpu, Key board and Mouse	1
Large LCD Screen Display	Used with the ATC/DMS Client Work stations	1
Printers	ATC/DMS Network Printers	4
UPS	Rack Mounted	1

Network Operations and Control systems -

NIPRNET - All Sensitive Information

DRAFT

NOMENCLATURE	DESCRIPTION	QTY
Cisco Router	Trunk to Network Connectivity Unit	6
SWITCHES	Network Interface Units	6
Hubs	Used to connect the equipment to the interface chassis	6
Computer systems	Various Personal Computer Models	20
UPS	Stand-Alone or Rack Mounted	20

SIPRNET - All Site Locations:

NOMENCLATURE	DESCRIPTION	QTY
Cisco Router	Trunk to Network Connectivity Unit	2
SWITCHES	Network Interface Units	4
Hubs	Used to connect the equipment to the interface chassis	4
Computer systems	Various Personal Computer Models	8
UPS	Stand-Alone or Rack Mounted	5

OTHER NETWORK (DMS/EMS/ATC) MANAGEMENT:

PC Systems	Personal Computer Systems (Various CPUs/Monitors)	15
Printers	PC Printers (includes Dot Matrix, Inkjet and Laser Printers)	8
CISCO Routers		4
Network Hubs		6
Network Switches		4
All other network component systems	System cables, connectors, and ancillary equipment	2

DRAFT

APPENDIX I-D

LIST OF EQUIPMENT

DEFENSE MESSAGE SERVICE CENTER

NAVAL COMPUTER AND TELECOMMUNICATION STATION

JACKSONVILLE DETACHMENT KEY WEST FL

BASIC FUNCTION: NAVY RECEIVER FACILITY
LOCATION: BUILDING A1004, MIDWAY AVE., NAS KEY WEST FL

DEFENSE MESSAGE SYSTEM/MESSAGE PROCESSING CENTER:
DEFENSE MESSAGE SYSTEM AND MESSAGE ROUTING SYSTEMS

CLASSIFIED AND UNCLASSIFIED SYSTEMS:

EC Systems	Personal Computer Terminals	6
Printers	PC Printers (includes Dot Matrix, Inkjet and Laser Printers)	4
KIV-7	Cryptographic Equipment	2

DRAFT

APPENDIX I-E

LIST OF ANTENNAS AND TOWER STRUCTURES

NAVAL COMPUTER AND TELECOMMUNICATION STATION

JACKSONVILLE DETACHMENT KEY WEST FL

NRTF SADDLEBUNCH

Nomenclature	Freq. Range	Antenna Nr.	Structure Nr.
Inverted Cone Antennas			
AS-1976/FRC	2-30 Mhz	HO1	J-1567
AS-1976/FRC	2-30 Mhz	HO2	J-1569
AS-1976/FRC	2-30 Mhz	HO3	J-1568
RESERVED (N/A)	RESERVED	RESERVED	RESERVED
794-23	2.5-32 Mhz	JO2	J-1706
794-23	2.5-32 Mhz	JO3	J-1709
RESERVED (N/A)	RESERVED	RESERVED	RESERVED
TCI-550-3-N	2.5-32 Mhz	JO5	J-1711
RESERVED (N/A)	RESERVED	RESERVED	RESERVED
794-29	3-32 Mhz	KO2	J-1570
550-1A	2.0-32 Mhz	HO5	J-1707

Conical Monopole Antenna

AS-1974/FRC	7-28 Mhz	FO4	J-1581
AS-1974/FRC	7-28 Mhz	FO5	J-1572
AS-1974/FRC	7-28 Mhz	FO6	J-1573
AS-1974/FRC	7-28 Mhz	FO7	J-1702
AS-1974/FRC	7-28 Mhz	FO9	J-1579
RESERVED (N/A)	RESERVED	RESERVED	RESERVED
AS-2187/FRC	5.5-32 Mhz	PO1	J-1580
RESERVED (N/A)	RESERVED	RESERVED	RESERVED

Dipole Antennas

1765-120-AK	2-30 Mhz	Dipole	J-1582
-------------	----------	--------	--------

Spiracone Antennas

3002-36HE	2/4-32 Mhz	SP1	J-1708
3002-36HE	2/4-32 Mhz	SP3	J-1571
3002-36HE	2/4-30 Mhz	SP4	J-1566
3002-36HE	2/4-32 Mhz	SP7	J-1574
3002-36HE	2/4-32 Mhz	SP9	J-1575

Whip Antennas

AS-2587/SR	2-30 Mhz	Whip 1	J-1580
AS-2587/SR	2-30 Mhz	Whip 2	J-1580
AS-4014 A/U	2-30 Mhz	Whip 3	J-1580
AS-4014 A/U	2-30 Mhz	Whip 4	J-1580
AS-4014 A/U	2-30 Mhz	Whip 5	J-1580
AS-4014 A/U	2-30 Mhz	Whip 6	J-1580
AS-4014 A/U	2-30 Mhz	Whip 7	J-1580

Other Antenna Types

DRAFT

M/W Parabolic Antenna	6-8 Ghz	MWD2	J1704-1
70 foot Microwave Tower	N/A	2-02668	J1704
Four 250' MF Towers	1180 Mhz	N/A	N/A

NRRF BOCA CHICA

Nomenclature	Freq. Range	Antenna Nr.	Structure Nr.
Hermes Loop Rosette	2-30 Mhz	LR-1	A-1038
Longwire	2-30 Mhz	LW-1	None
Inverted Vee	2-30 Mhz	IV-1	None
M/W Parabolic Antenna	6-8 Ghz	MWD1	A1093-1
70 foot Microwave Tower	N/A	1-02667	A1093

DRAFT

APPENDIX I-F

LIST OF ANTENNA SUPPORT SYSTEMS

NAVAL COMPUTER AND TELECOMMUNICATION STATION

JACKSONVILLE DETACHMENT KEY WEST FL

NRTF SADDLEBUNCH

- 1 Compressor Dehydrator system (A) with manifolds and gauges.
- 1 Compressor Dehydrator system (B) with manifolds and gauges.
- 1 Compressor Dehydrator system (M/W System) with manifold and gauges.

NRRF BOCA CHICA

- 1 Compressor Dehydrator system with manifold and gauge for Microwave System

DRAFT

APPENDIX I-G

LIST OF GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT
 NAVAL COMPUTER AND TELECOMMUNICATION STATION

JACKSONVILLE DETACHMENT KEY WEST FL

Note: Test Equipment will be issued, repaired and calibrated by NCTAMS LANT Norfolk. Test Equipment used in the performance of this contract will be sub-custodied to the Contractor using a DD Form 1149.

Model	Serial No	Nomenclature	Sub-Cust
AN/URQ23	B370	FREQUENCY STANDARD	A-1004
A3355	743003	ATTENUATOR FXD COAX	A-1004
A3355	744376	ATTENUATOR FXD COAX	A-1004
LTS10A	42	ANTENNA T/S	A-1004
ME400FG	221	PANEL METER	A-1004
ME400FG	222	PANEL METER	A-1004
SPNH	2-170	OSCILLATOR AUDIO	A-1004
T2005R	351288-100	GENERATOR TWO TONE	A-1004
W10MT3A	EMO608	TRANSFORMER AUTO	A-1004
1-20	AN8695	ATTENUATOR FXD COAX	A-1004
114A	47054-0	GENERATOR PULSE	A-1004
11708A	20126	ATTENUATOR	A-1004
145	R6420149	GENERATOR FUNCTION	A-1004
1531AB	870	STROBOTAC	A-1004
1992	970657B	COUNTER FREQUENCY	A-1004
1992	970785B	COUNTER FREQUENCY	A-1004
1992-04E55ETI	971016	COUNTER FREQUENCY	A-1004
2000	12056	TESTER SEMICONDUCTOR	A-1004
2002-08	1059	ANALYZER DISTORTION TTY	A-1004
2002-08	807	ANALYZER DISTORTION TTY	A-1004
212159	1288A	MEGOHMMETER	A-1004
263	2965	GROUND RESISTANCE T/S	A-1004
3028BMOD172	087-3474	MULTIMETER DIGITAL	A-1004
33-10-34	AR2533	ATTENUATOR COAX	A-1004
334A	1140A06850	DISTORTION ANALYZER	A-1004
355C	1203A30475	ATTENUATOR STEP	A-1004
3551A	2632A15971	TESTER TELCOM	A-1004
3551A	2632A15992	TESTER TELCOM	A-1004
3780AH38	2224U02722	TESTER BIT ERROR	A-1004
403B1	0986A28284	VOLTMETER AC	A-1004
4200-6E	15420	SENSOR POWER	A-1004
4200S21	389619BG	POWER METER UWAVE	A-1004
435BE12	2441A10070	POWER METER UWAVE	A-1004
435BE12	2445A10506	POWER METER UWAVE	A-1004
4410	2151	POWER METER	A-1004
48	1413	METER PHASE JITTER	A-1004
4935A	2351A07191	TESTER TELCOM IMPLS	A-1004
495P	B020358	ANALYZER SPECTRUM	A-1004
495P	B020419	ANALYZER SPECTRUM	A-1004
5150A	2327A09218	PRINTER THERMAL	A-1004
520B3	500B4235	TESTER TELCOM	A-1004
520B3	500B4237	TESTER TELCOM	A-1004
5328AH99	2444A57405	COUNTER FREQUENCY	A-1004
545A5W10	01775	COUNTER UWAVE	A-1004
604M	402012	TESTER BIT ERROR	A-1004

DRAFT

Model	Serial No	Nomenclature	Sub-Cust
6060AAN	3995119	GENERATOR AM/FM	A-1004
6060AAN	4040158	GENERATOR AM/FM	A-1004
6060AAN	4065172	GENERATOR AM/FM	A-1004
6274B	1712A03820	POWER SUPPLY	A-1004
77AN	40274261	MULTIMETER DIGITAL	A-1004
8484A	2349A17215	MOUNT THERMISTOR	A-1004
951054-2	289	ATTENUATOR	A-1004
235000	1001	TESTER ELEC SAFETY	A-1019
2002-08	1030	ANALYZER DISTORTION TTY	BCHC
77AN	40750558	MULTIMETER DIGITAL	BCHC
OIB2	341	BRIDGE IMPEDANCE	CAL
2246	B701023	OSCILLOSCOPE	CAL
2246	B715822	OSCILLOSCOPE	CAL
2246	B715877	OSCILLOSCOPE	CAL
2246-1Y	B700675	OSCILLOSCOPE	CAL
2246-1Y	B700766	OSCILLOSCOPE	CAL
77AN	46140026	MULTIMETER DIGITAL	CAL
ANPSM2	2049	MEGOHMMETER	NRTF
ANPSM2	3054	MEGOHMMETER	NRTF
ANURQ23	B555	FREQUENCY STANDARD	NRTF
A3355	744009	ATTENUATOR FXD COAX	NRTF
A3355	744021	ATTENUATOR FXD COAX	NRTF
A3355	744346	ATTENUATOR FXD COAX	NRTF
A3355	744385	ATTENUATOR FXD COAX	NRTF
J702D	803	TENSIOMETER	NRTF
PM8943	001	PROBE FET	NRTF
P6201	B079376	PROBE OSCOPE	NRTF
P6201	B079377	PROBE OSCOPE	NRTF
SLS1	006	TEST JIG	NRTF
SPN	2-161	GENERATOR SIGNAL	NRTF
TF2005R	351239-16	GENERATOR TWO TONE	NRTF
OIB2	373	BRIDGE IMPEDANCE	NRTF
1-20	AN8694	ATTENUATOR FXD COAX	NRTF
145	F289576	GENERATOR FUNCTION	NRTF
1502	B092222	CABLE OSCOPE TDR	NRTF
2002-08	1351	ANALYZER DISTORTION TTY	NRTF
2002-08	812	ANALYZER DISTORTION TTY	NRTF
33-10-34	AR2532	ATTENUATOR COAX	NRTF
355C	1203A30584	ATTENUATOR STEP	NRTF
3551A	2214A12860	TESTER TELCOM	NRTF
4200-4E	14444	SENSOR POWER	NRTF
4200-4E	15926	SENSOR POWER	NRTF
4200-6E	15165	SENSOR POWER	NRTF
4200S21	363219BG	POWER METER UWAVE	NRTF
4410	0791	POWER METER	NRTF
495P	B020114	ANALYZER SPECTRUM	NRTF
495P	B020230	ANALYZER SPECTRUM	NRTF
6054B13	25050-0	MICROWAVE COUNTER	NRTF
6060AAN	3975125	GENERATOR AM/FM	NRTF
8481A	2349A42039	MOUNT THERMISTOR	NRTF
8481A	2349A2884	MOUNT THERMISTOR	NRTF
8484A	2349A16560	MOUNT THERMISTOR	NRTF
8721AH01	63425-01	COUPLER DIRL COAX	NRTF
951054-2	353	ATTENUATOR	NRTF
27	4925325	MULTIMETER DIGITAL	CAL
011-0049-01	001	TERMINATION FEEDTHRU	CAL
011-0049-01	002	TERMINATION FEEDTHRU	CAL
011-0059-02	50SP20-	ATTENUATOR FXD COAX	CAL

47-08

DRAFT

Model	Serial No	Nomenclature	Sub-Cust
011-0059-02	50SP20-447-11	ATTENUATOR FXD COAX	CAL
011-0060-02	102495-004	ATTENUATOR FXD COAX	CAL
011-0076-02	003	ATTENUATOR FXD COAX	CAL
011-0076-02	13	ATTENUATOR FXD COAX	CAL
067-0529-00	01786	DIVIDER VOLTAGE	CAL
067-0529-00	02047	DIVIDER VOLTAGE	CAL
067-0587-02	B032054	CALIBRATION FIXTURE	CAL
067-0589-00	B032504	CALIBRATION FIXTURE	CAL
067-0616-00	B032504-1	EXTENDER	CAL
067-0616-00	B032504-2	EXTENDER	CAL
1502-4	B092179	CABLE OSCOPE TDR	NRTF
212159	1288	MEGOHMMETER	NRTF
250DE	BK2020288	BRIDGE RLC	NRTF
355C	1203A30684	ATTENUATOR STEP	NRTF
8904A	A01591	GENERATOR SIGNAL	NRTF
MP6KD	001	MICROMANOMETER	SHOP
8210-01	76110BA	METER MODULATION	SHOP
8904A	A01701	GENERATOR SIGNAL	SHOP
250DE	BK2090388	BRIDGE RLC	STOW
3551A	2632A16105	TESTER TELCOM	STOW
MV912ABPSC1	1151	VOLTMETER AC	TECH
85RF	325B	PROBE RF	A-1004

DRAFT

APPENDIX I-H

LIST OF NCTS PROPERTY ITEMS AT A1005
NAVAL COMPUTER AND TELECOMMUNICATION STATION
JACKSONVILLE DETACHMENT KEY WEST FL

INTIMUS	Shredder	1
EM MODEL X-2	Security Disintegrator System	1
SEM Model X242	Security Disintegrator System	1

DRAFT

APPENDIX I-I

LIST OF GENERAL OFFICE, SPECIAL TOOLS AND NON-ELECTRONIC ITEMS

NAVAL COMPUTER AND TELECOMMUNICATION STATION

JACKSONVILLE DETACHMENT KEY WEST FL

NRRF/TCF/DMS CENTER BOCA CHICA

BUILDING A-1004 Secretary's Office

1 each File Cabinet, Five Drawer
1 each Facsimile Machine, Panasonic UF-311
1 each File Cabinet, Seven Drawer
1 each Book Case, Five Shelf
1 each Book Case, Two Shelf
1 each Desk, Five Drawer
1 each Typewriter, IBM Wheelwriter 5
1 each Typewriter Stand
1 each Storage Cabinet, Two Shelf
1 each Chair w/Arms
1 each Chair, Typist

BUILDING A-1004 Site Manager's Office

1 each Sofa
1 each Easy Chair
1 each Coffee Table
2 each End Table
1 each Shredder, Power Shred 710
1 each Book Case, 5 Shelf
1 each Security container, Hamilton, Five Drawer
1 each File Cabinet, Five Drawer
1 each Book Case, Two Shelf
1 each Desk, Four Drawer
1 each Computer, Work Station, Two Drawer
1 each Coat Rack
1 each Clock

BUILDING A-1004 Technician's Workshop

4 each Electronic Workbench
2 each Desk, Five Drawer
1 each Microfiche Reader, Topper
1 each Computer Workstation
1 each Printer Table
2 each Book Case, Four Shelf
4 each Stool, Workbench
3 each Chair, Desk

BUILDING A-1004 Message Center

6 each Computer Work Station
3 each Printer Stand
1 each Desk, Five Drawer
1 each Security Container, Two Drawer
1 each Stool, Workbench

DRAFT

BUILDING A-1004 Technical Control/Receiver Facility

2 each Stools, Workbench
1 each Computer Workstation
2 each Printer Stand
1 each Desk, Five Drawer
1 each Bookcase, Two Shelf
1 each File Cabinet, Five Drawer
2 each Chair
2 each Book Case, Six Shelf
2 each Security Container, Two Drawer
1 each Shredder, Intimus

BUILDING A-1004 Message Pickup/Delivery Room

5 each File Cabinet, Five Drawer
2 each Storage Locker, Five Shelf
3 each Book Case, Five Shelf
3 each Desk, Five Drawer
2 each Desk, Two Drawer
1 each Copier, Minolta
1 each Computer Workstation
1 each File Cabinet, Five Drawer

BUILDING A-1004 Operations Coordinator Office

1 each Book Case, Five Shelf
1 each Love Seat
1 each Book Case, Five Shelf
1 each Typewriter, IBM Wheelwriter
1 each Typewriter Stand
1 each Desk, Five Drawer
1 each Desk, Two Drawer
1 each File Cabinet, Two Drawer

BUILDING A-1004 Galley

1 each Refrigerator
1 each Sink, Stainless Steel
2 each Table w/Seats

BUILDING A-1004 Calibration Lab

1 each 2M Workstation
1 each Stool, Workbench
1 each File Cabinet, Four Drawer
1 each File Cabinet, Two Drawer
1 each Book Case, Two Shelf
1 each Electronic Workbench
1 each Storage Shelf, Five Tier
1 each Desk Chair
1 each Storage Cabinet, Seven Shelf
2 each Dehumidifier
1 each Desk, Five Drawer
1 each Typewriter, IBM Wheelwriter
1 each Typewriter Stand
1 each Microfiche Reader
1 each File Cabinet, Five Drawer
3 each Storage Cabinet, Two Shelf

DRAFT

BUILDING A-1004 Miscellaneous

7 each Personal Storage Locker, Six Section
2 each Electronic Gate, Card Key Entry System
4 each CCTV Camera and Remote Control Hardware
4 each CCTV Monitor and Remote Control Hardware

DRAFT

APPENDIX I-J

LIST OF GOVERNMENT FURNISHED MATERIALS (GFM)
NAVAL COMPUTER AND TELECOMMUNICATIONS STATION
JACKSONVILLE DETACHMENT KEY WEST FL
NRTF SADDLEBUNCH KEY FL

BUILDING J-1561 Supply Office and Screen Room

1 each Desk, Six Drawer
1 each Typewriter, Underwood 11-9326422
2 each Locker, Double Door
1 each Book Shelf, Two Tier
1 each Microfiche Stand
1 each Parts Cabinet, Fifteen Drawer
1 each Chalkboard
1 each Typewriter Stand
1 each Workbench, Wooden
1 each Stool, Workbench

BUILDING J-1561 Control and Microwave Room

1 each File Cabinet, Five Drawer
2 each Clock, Electric
1 each Safe, Mosler
1 each Typewriter, Underwood 5/11-9598367
1 each Bookshelf, Two Tier
1 each Fan, Floor #5197

BUILDING J-1561 Wings A-B-C

1 each Desk, Four Drawer
2 each Swivel Chair, w/arms
2 each Chair, Non-reclining w/arms
2 each Fan, Floor #5198 and 5381
1 each Workbench, Metal
1 each Workbench, Wooden
1 each Table, Metal
1 each Desk, Metal, Three Drawer
1 each Workbench, Two Tier
2 each Toolcart, Two Tier
1 each Toolcart, Four Tier
1 each Stool, Workbench
1 each Vacuum Cleaner, Craftsman
3 each Locker, Metal, Double Door
7 each Locker, Metal, Single Door
1 each Vacuum Cleaner, Pullman #4484
1 each Floor Buffer
1 each Chalkboard
1 each Coat Rack, Metal
1 each Water Cooler

DRAFT

BUILDING J-1561 Supply Room

1 each Desk, Metal, Three Drawer
1 each File Cabinet, Four Drawer
2 each Parts Cabinet, Fifteen Drawer

BUILDING J-1561 Galley

1 each Refrigerator, Sears
1 each Stove, Electric, G.E.
1 each Sink, Stainless Steel

BUILDING J-1561 Miscellaneous

1 each Non-Electronic Gate (Entrance to NRTF)
1 each Electronic Gate, Card Key Entry System and associated
Fencing
7 each CCTV Cameras and Remote Control Hardware
7 each CCTV Monitors and Remote Control Hardware
1 each Microwave Fence System
1 each Surveyor's Transit

DRAFT

APPENDIX I-K

LIST OF FACILITY STRUCTURES

NAVAL COMPUTER AND TELECOMMUNICATION STATION

JACKSONVILLE DETACHMENT KEY WEST FL

NRTF SADDLEBUNCH

Building - Structure

J-1560 - Flagpole
J-1561 - Transmitter Building
J-1562 - Transformer Station
J-1563 - Fuel Tank
J-1565 - Septic Tank
J-1713 - Small Storage Shed (10 X 12)
J-1714 - Fire Well
J-1715 - Bridge (Front)
J-1716 - Bridge (Rear)
J-1717 - Large Storage Building

NRRF/TCF/DMS CENTER BOCA CHICA

Building - Structure

A-1004 - Main Operations Building
A-1005 - Large Storage and Mulcher Operations Building
A-1069 - Fuel Tank
A-XXXX - Transformer Station

Inactive Spaces as determined by the government will be limited to Janitorial Service comprised of sweeping, dusting, and mopping, as required.

Janitorial Service to Government Occupied Spaces will be in accordance to specifications described in Part 7, Section 5.0, Paragraph 5.13.

DRAFT

APPENDIX I-L

LIST OF HEATING, VENTILATING AND AIR CONDITIONING (HVAC) EQUIPMENT

NAVAL COMPUTER AND TELECOMMUNICATION STATION

JACKSONVILLE DETACHMENT KEY WEST FL

NRTF SADDLEBUNCH

Building J1561

- Trane 50Ton MZU Building AC System and Air Handler - 1 System
- Trane 15 Ton Voyager II IST Individual Package AC Units - 3 Systems
- Trane Independent 8 Ton Air Conditioning System - 1 System
- Building J1700 Window Air Conditioning Unit - 1 EA.

NRRF/TCF BOCA CHICA

Building A1004

- Canatal 20 Ton HVAC Package Unit Systems - 2 Systems
- Trane 20n Ton HVAC Package system - 1 System

Building A1005

- Window Air Conditioning Unit(s) - 1 EA.

DRAFT

APPENDIX I-M
LIST OF EMERGENCY POWER SYSTEMS
NAVAL COMPUTER AND TELECOMMUNICATION STATION
JACKSONVILLE DETACHMENT KEY WEST FL

NRTF SADDLEBUNCH (BLDG. J1561)

1. CATERPILLAR Model 3412 455KW Diesel Generator System # 1
2. CATERPILLAR Model 3412 455KW Diesel Generator System # 2
3. Day Tank Fuel Storage System

NRRF BOCA CHICA (BLDG. A1004)

1. KOHLER Diesel Generator System (Emergency Generator #1 - A1004)
2. KOHLER Diesel Generator System (Emergency Generator #2 - A1004)
3. Day Tank Fuel Storage System

DRAFT

APPENDIX I-N

LIST OF ELECTRICAL SUBSTATIONS, UPS AND TRANSFORMERS

NAVAL COMPUTER AND TELECOMMUNICATION STATION

JACKSONVILLE DETACHMENT KEY WEST FL

NRTF SADDLEBUNCH

COOPER CAT No. 00E6T13K22A Transformer Bank - 1 system

Cooper RVAC Oil Insulated Vacuum Switch

BEST Ferrups Model FE10KVA

NRRF BOCA CHICA - Building A1004

KOHLER AUTOMATED DUAL FEED ELECTRICAL SWITCH PANEL

Powerware 50kVA Uninterruptible Power System

DRAFT

APPENDIX I-O
LIST OF FIRE PROTECTION/SAFETY EQUIPMENT
NAVAL COMPUTER AND TELECOMMUNICATION STATION
JACKSONVILLE DETACHMENT KEY WEST FL

FIRE PROTECTION EQUIPMENT

B. Building A-1004

- | | |
|--|-------------------|
| 1. 15 LB CO2 Portable Extinguisher (8) | Various Locations |
| 2. Dry Chemical Extinguisher (1) | Various Locations |
| 3. H2O (Water) Class A Extinguisher (1) | Various Locations |
| 4. King-Fisher Fire/Smoke Detection and Alarm System (1) | Message Center |
| 5.. Faraday Fire Alarm System (1) | Message Center |

C. Building A-1005

- | | |
|--|-------------------|
| 1. 15 LB CO2 Portable Extinguisher (1) | Various Locations |
|--|-------------------|

D. Building A-1068

- | | |
|--|-------------------|
| 1. 15 LB CO2 Portable Extinguisher (1) | Various Locations |
|--|-------------------|

E. Building J-1561

- | | |
|--|-------------------|
| 1. 15 LB CO2 Portable Extinguisher (9) | Various Locations |
| 2. Dry Chemical Extinguisher (3) | Various Locations |
| 3. King-Fisher Fire/Smoke Detection and Alarm System (1) | Control Room |

F. Building A-1700

- | | |
|--|-------------------|
| 2. 15 LB CO2 Portable Extinguisher (1) | Various Locations |
| 3. ABC Dry Chemical Extinguisher (1) | Various Locations |

DRAFT

APPENDIX I-P

LIST OF REQUIRED PERMITS & CERTIFICATIONS
NAVAL COMPUTER AND TELECOMMUNICATION STATION
JACKSONVILLE DETACHMENT KEY WEST FL

NOTE: All required permits and certificates shall be obtained by the contractor prior to commencement date of the contract, and renewed as required by the governing agency. Permits and certificates include, but are not limited to, Air Pollution Control permits for all diesel generators, Hazardous Waste permits from EPA and EQB, Underground Storage Tank Certifications, and State of Florida Herbicidal Application permits.

DRAFT

APPENDIX I-Q

LIST OF TECHNICAL AND ADMINISTRATIVE PUBLICATIONS

NAVAL COMPUTER AND TELECOMMUNICATION STATION

JACKSONVILLE DETACHMENT KEY WEST FL

Technical and Administrative Regulations

NCTS Jacksonville Detachment Key West Instructions

(M) Mandatory

(A) Advisory

NOTE: The below listed publications, will be provided at contract turnover. The Contractor shall be responsible for obtaining replacement copies of these publications from the applicable web site or publishing agency, as required. This list is not all inclusive of all publications, directives, instructions, codes, etc. required for the performance of the contract.

- (M) 2280.2 () PROCEDURES FOR THE INTERNAL HANDLING AND CONTROL OF COMMUNICATION MATERIAL CONTROL SYSTEM (CMS)
- (M) 3070.1 () OPERATIONS SECURITY
- (M) 5510.2 () CMS EMERGENCY ACTION PLAN
- (M) 5530.1 () NCTAMS LANT DET PHYSICAL SECURITY AND LOSS PREVENTION

NCTAMS LANT Instructions

- (M) C2000.1() NCTAMS LANT CATASTROPHE COMMUNICATION PLAN (CATCOMPLAN)
- (M) C2300.1() FLEET TELECOMMUNICATIONS PROCEDURES FOR THE ATLANTIC AND MEDITERRANEAN NAVAL COMMUNICATIONS AREAS
- (M) 3070.1 () OPERATIONS SECURITY (OPSEC) PROGRAM
- (M) S3301.1() UNIFORM SYSTEM OF ALERT CONDITIONS (LERTCONS)
- (M) 4100.1 ENERGY RESOURCE MANAGEMENT PROGRAM (ERMP)
- (M) 4790.1 () MAINTENANCE AND MATERIAL MANAGEMENT (3M) SYSTEMS FOR NCTAMS LANT
- (M) 4790.2 () GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT (GPETE) MANAGEMENT
- (M) 5100.5 NCTAMS LANT NAVY OCCUPATIONAL SAFETY AND HEALTH PROGRAM
- (M) 5239.1 NCTAMS LANT AUTOMATED INFORMATION SYSTEMS (AIS) SECURITY PROGRAM
- (M) 5530.1 () Antiterrorism/Force Protection (AT/FP), Physical Security and Loss Prevention Program
- (M) 5510.1B Information and Personnel Security Program

COMNAVCOMTELCOM/NNSOC Instructions

- (M) 2010.4 () NAVAL TELECOMMUNICATIONS SYSTEM (NTS) AUTOMATED SYSTEMS INTERFACE, SOFTWARE STATION CONTROL AND MANAGEMENT PROCEDURES
- (M) 2313.1 () COMMUNICATIONS SYSTEMS QUALITY MONITORING AND CONTROL PROGRAM ASHORE
- (M) 2340.1 () COMMON SOURCE ROUTE FILE SYSTEM (CSFRS) PROCEDURES
- (M) 3070.1 () OPERATIONS SECURITY (OPSEC) PROGRAM

DRAFT

- (M) 3501.1 () NAVAL COMPUTER AND TELECOMMUNICATIONS COMMAND STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS)
- (M) 4790.1 () NAVAL COMPUTER AND TELECOMMUNICATIONS COMMAND MAINTENANCE AND MATERIAL MANAGEMENT (3M) PROGRAM
- (M) 5100.1 () NAVAL COMPUTER AND TELECOMMUNICATIONS COMMAND OCCUPATIONAL SAFETY AND HEALTH PROGRAM
- (M) 5239.1 () AUTOMATED INFORMATION SYSTEM (AIS) SECURITY PROGRAM
- (M) 5239.2 () POLICY ON PERSONAL COMPUTER (PC) TO PC TRANSFER OF RECORD MESSAGES
- (M) 5239.3 () AUTOMATED INFORMATION SYSTEM HANDBOOK
- (M) 5510.1 () EMERGENCY ACTION PLANS (EAP) FOR SAFEGUARDING PERSONNEL ASSETS AND CLASSIFIED MATERIAL
- (M) 11014.1() ANTENNA MAINTENANCE AND REPAIR
- (M) 11310.2() SUPPRESSION OF TRANSIENT OVERVOLTAGES IN THE POWER SOURCE FOR COMPUTER AND TELECOMMUNICATIONS EQUIPMENT

OPNAV Instructions

- (M) 2201.2 NAVY AND MARINE CORPS COMPUTER NETWORK INCIDENT RESPONSE
- (M) 2221.5 () RELEASE OF COMMUNICATIONS SECURITY (COMSEC) MATERIAL TO US INDUSTRIAL FIRMS UNDER CONTRACT TO THE US NAVY
- (M) 2300.42 OPERATING POLICY FOR NAVY TELECOMMUNICATIONS CENTERS (NTCCs)
- (M) 2400.7 () FREQUENCY USAGE REPORT
- (M) 2400.20() NAVY MANAGEMENT OF THE RADIO FREQUENCY SPECTRUM
- (M) 2800.2 () NAVAL TELECOMMUNICATIONS SYSTEM (NTS) OPERATING REQUIREMENTS
- (M) 3120.32() STANDARD ORGANIZATION AND REGULATIONS OF THE U.S. NAVY
- (M) 3432.1 () OPERATIONS SECURITY
- (M) 4110.2 HAZARDOUS MATERIAL CONTROL AND MANAGEMENT (HMC&M)
- (M) 4790.4 () SHIP'S MAINTENANCE MATERIAL MANAGEMENT (3M) MANUAL
- (M) 5100.8 () NAVY OCCUPATIONAL SAFETY AND HEALTH PROGRAM
- (M) 5100.23 NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM MANUAL
- (M) 5239.1B NAVY INFORMATION ASSURANCE (IA) PROGRAM
- (M) 5530.15() PHYSICAL SECURITY
- (M) 5530.14C NAVY PHYSICAL SECURITY

SECNAV and DoD Instructions

- (M) 5239.3 () DEPARTMENT OF THE NAVY INFORMATION SYSTEMS SECURITY (INFOSEC) PROGRAM

DOD Instructions

- (M) 5220.22() INDUSTRIAL SECURITY MANUAL
- (M) DODD INFORMATION ASSURANCE (IA)
- 8500.1
- (M) DODI INFORMATION ASSURANCE (IA) IMPLEMENTATION
- 8500.2
- (M) DODI INFORMATION TECHNOLOGY SECURITY CERTIFICATION AND ACCREDITATION PROCESS (DITSCAP)
- 5200.40

Other Instructions

- (M) OSHA GENERAL INDUSTRY STANDARDS
- (M) NAVFAC EM 385-1-1 GENERAL SAFETY REQUIREMENTS

DRAFT

OTHER GENERAL GUIDANCE AND INSTRUCTIONS AVAILABLE

0967-LP-000-0010	ELECTS INSTALL MAINT BOOK, COMMUNICATIONS
0967-LP-000-0040	ELECTS INSTALL MAINT BOOK, TEST EQUIPMENT
0967-LP-000-0100	ELECTS INSTALL MAINT BOOK, GENERAL
0967-LP-000-0120	ELECTS INSTALL MAINT BOOK, CIRCUITS
0967-LP-000-0130	ELECTS INSTALL MAINT BOOK
0967-LP-000-0140	ELECTS INSTALL MAINT BOOK, REFERENCE DATA
0967-LP-000-0160	ELECTS INSTALL MAINT BOOK, GENERAL MAINT
CMS-21A	COMMUNICATION SECURITY
CNCTCINST 2313.1A	COMMUNICATION SYSTEMS QUALITY MONITORING & CONTROL PROGRAM
DOD 5220.22-M	NATIONAL INDUSTRIAL SECURITY PROGRAM
CNCTCINST 3070.1	OPERATIONS SECURITY (OPSEC) PLAN
COMSEC SUPP 5220-22-5	CRYPTOGRAPHIC EQUIPMENT
DISAC 310-195-1	OPERATING PROCEDURES FOR TRANSMITTERS
DISAC 310-70-1, VOLII	QUALITY CONTROL
DISAC 310-70-57	OPERATING PROCEDURES FOR TRANSMITTERS
DISAC 310-70-57, SUP1-4	QUALITY CONTROL (DAILY)
DISAC 350-195-2	OPERATION OF DIESEL FUELED PUMPS & PERFORMANCE EVALUATION PROGRAM (PEP)
DISAC 310-195-1	GROUNDING, BONDING AND SHIELDING STANDARDS
MIL-HDBK-419	GROUNDING, BONDING AND SHIELDING STANDARDS
MIL-STD-188-124A	DESIGN & ENGINEERING STANDARDS FOR TECHNICAL CONTROL FACILITIES
MIL-STD-188-311	STANDARDS FOR FREQUENCY DIVISION MULTIPLEXERS
MIL-STD-188-317	STANDARDS FOR LONG-HAUL COMMUNICATIONS
NAVCOMP MAN VOL III	PAYMENT OF SURCHARGES
NAVCOMP MAN VOL III	SECURITY DEPOSITS, NAVY SUPPLY SYSTEM
NCTSINST 2030.2	STU III POLICIES AND PROCEDURES, USE OF
NCTSINST 2110.1C	MESSAGE RELEASE AUTHORITY
NCTSINST 2110.2B	UNCLASSIFIED MESSAGE RELEASING VIA LOCAL AREA NETWORK
NCTSINST 3040.1F	CASUALTY REPORTING (CASREP) PROCEDURES
NCTSINST 3070.1A	OPERATIONS SECURITY (OPSEC) PLAN
NCTSINST 3120.1E	STANDARD ORGANIZATION AND REGULATION MANUAL
NCTSINST 3140.1L	HURRICANE AND DESTRUCTIVE WEATHER BILL
NCTSINST 4614.1D	MATERIAL MOVEMENT & ISSUE PRIORITY SYSTEM
NCTSINST 4790.1D	SHORE MAINTENANCE AND MATERIAL MANAGEMENT (3M)
NCTSINST 5450.1B	MISSION & FUNCTIONS OF NAVAL COMPUTER AND TELECOMMUNICATIONS STATION
NCTSINST 5530.2K	PROCEDURES FOR BOMB THREAT OR ACTUAL BOMBINGS
NCTSINST 5530.4C	PHYSICAL SECURITY PLAN
NCTSINST 7322.1D	MANAGEMENT OF MINOR PROPERTY
NELEX 0101.000	COMMUNICATION FACILITIES ASHORE
NFAC MO-100	MAINTENANCE OF GROUNDS
NFAC MO-100.1	MANAGEMENT - LAND NATURAL RESOURCES
NFAC MO-100.2	MANAGEMENT - FOREST NATURAL RESOURCES
NFAC MO-100.3	MANAGEMENT - FISH & WILDLIFE NATURAL RESOURCES
NFAC MO-102	MAINTENANCE & REPAIR OF SURFACED AREAS
NFAC MO-109A	MAINTENANCE MANUAL FOR ANTENNA GROUPS
NFAC MO-110	MAINTENANCE PAINTS & PROTECTIVE COATINGS, BUILDINGS
NFAC MO-111	WOODEN BEAMS & TRUSSES INSPECTION
NFAC MO-113	BUILDING MAINTENANCE ROOFING
NFAC MO-114	MAINTENANCE & OPERATION OF VENTILATION SYSTEM
NFAC MO-116	ELECTRICAL INTERIOR FACILITIES
NFAC MO-117	MAINTENANCE FIRE PROTECTION SYSTEMS, BUILDINGS
NFAC MO-200	FACILITIES ENGINEERING ELECTRICAL EXTERIOR
NFAC MO-201	ELECTRIC POWER DISTRIBUTION SYSTEMS OPERATION
NFAC MO-204	ELECTRIC POWER SYSTEM ANALYSIS
NFAC MO-210	WATER SUPPLY SYSTEMS WATER TREATMENT MANUAL
NFAC MO-212	WASTE WATER SYSTEMS DOMESTIC & INDUSTRIAL

DRAFT

NFAC MO-213	SOLID WASTE MANAGEMENT
NFAC MO-220	GAS, SYSTEMS, MAINTENANCE OPERATIONS
NFAC MO-230	PETROLEUM FUEL FACILITIES, MAINTENANCE MANUAL
NFAC MO-300	CARETAKER MAINTENANCE OF SHORE FACILITIES
NFAC MO-307	CORROSION PROTECTION SYSTEMS
NFAC MO-310	MILITARY ENTOMOLOGY OPERATIONAL HANDBOOK
NFAC MO-312	WOOD PRESERVATION
NFAC MO-315	PEST CONTROL QUALITY ASSURANCE EVALUATION
NFAC MO-321	FACILITIES MANAGEMENT
NFAC MO-321.1	PUBLIC WORKS & UTILITIES FOR SMALL ACTIVITIES
NFAC MO-322	INSPECTION OF SHORE FACILITIES, VOL 1-3
NFAC MO-324	INSPECTION & CERTIFICATION OF BOILERS & UNFIRED PRESSURE VESSELS
NFAC MO-325	PUBLIC WORKS & UTILITIES, WORK SIMPLIFICATION
NFAC MO-326.2	TRAINING MANUAL QUALITY ASSURANCE EVALUATOR
NFAC MO-327	FACILITY SUPPORT CONTRACT QUALITY MANAGEMENT
NFAC MO-330	MATERIALS TESTING
NFAC P-1021-89	SHORE ESTABLISHMENT FIRE PROTECTION AND PLANNING
NFAC P-300	MANAGEMENT OF TRANSPORTATION EQUIPMENT
NFAC P-307 VOL1	MANAGEMENT OF WEIGHT HANDLING EQUIPMENT
NFAC P-456	CONSTRUCTION INSPECTION GUIDE, VOL 1-4
NFAC P-68	CONTRACTING MANUAL
NFAC P-702.0	EPS-CARPENTRY HANDBOOK
NFAC P-703.0	ELECTRICAL ELECTRONIC HANDBOOK
NFAC P-704.0	HEATING COOLING & VENTILATING HANDBOOK
NFAC P-705.0	EMERGENCY SERVICE HANDBOOK
NFAC P-706.0	JANITORIAL HANDBOOK
NFAC P-708.0	MAINTENANCE ACTIVITIES MASONRY HANDBOOK
NFAC P-709.0	MOVING AND RIGGING HANDBOOK
NFAC P-710.0	MAINTENANCE ACTIVITIES PAINT HANDBOOK
NFAC P-711.0	PIPE FITTING PLUMBING HANDBOOK
NFAC P-712.0	ROADS, GROUNDS, PEST CONTROL & REFUSE COLLECTION HANDBOOK
NFAC P-713.0	SHEET METAL IRON & WELDING HANDBOOK
NFAC P-905	PLANTING & ESTABLISHMENT OF TREES SHRUBS
NFAC P-909	OILY WASTE-WASTE OIL MANAGEMENT PROGRAM
NFAC P-916	GUIDE FOR HANDLING AND TREATMENT OILY SLUDGE
NFAC P-970	ENVIRONMENTAL PROTECTION PLANNING, NOISE
NSO P 3635	FEDERAL ACQUISITION REGS, VOL 1 & 2
NSO P 3637 DFARS	DEFENSE FEDERAL ACQUISITION REG SUPPLEMENT
NSUP 4000	INTRODUCTION TO FEDERAL SUPPLY CATALOG
NSUP 538	HANDLING EQUIPMENT MAINTENANCE MANUAL
NSUP P-4107	MASTER REPAIRABLE ITEMS LIST
NSUP P-437	MILSTRIP/MILSTRAP MANUAL
NTP-3 (G)	TELECOMMUNICATIONS USER MANUAL
NTP-4	FLEET COMMUNICATIONS
NWP-10-1-10	OPERATIONAL REPORTS
NWPO (H)	NAVAL WARFARE PUBLICATIONS LIBRARY
OPNAVINST 4790.4	MAINTENANCE AND MATERIAL MANAGEMENT
OPNAVINST 5090.1B	ENVIRONMENTAL AND NATURAL RESOURCES PROGRAM MANUAL
SECNAVINST 5510.30A	DEPARTMENT OF THE NAVY PERSONNEL SECURITY PROGRAM
SECNAVINST 5510.36	DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM

WEB SITES

CFR 29
 DEFENSE LOGISTICS INFO SERVICE
 DISAC DIRECTIVES
 JOINT GROUP ENVIRONMENTAL SITES

<http://www.osha.gov>
<http://www.dlis.dla.mil>
<http://www.disa.mil>
<http://www.dtic.mil>

DRAFT

NAVY DIRECTIVES
NAVY FACILITIES PUBLICATIONS
NAVY LOGISTICS LIBRARY
NAVY WARFARE LIBRARY
SCOPE COMMAND

<http://neds.nebt.daps.mil>
<http://efdlant.navfac.navy.mil>
<http://www.nll.navsup.navy.mil>
<http://www.nwdc.navy.mil>
<http://blazer.comsys.rockwell.com/ScopeCommand/>

DRAFT

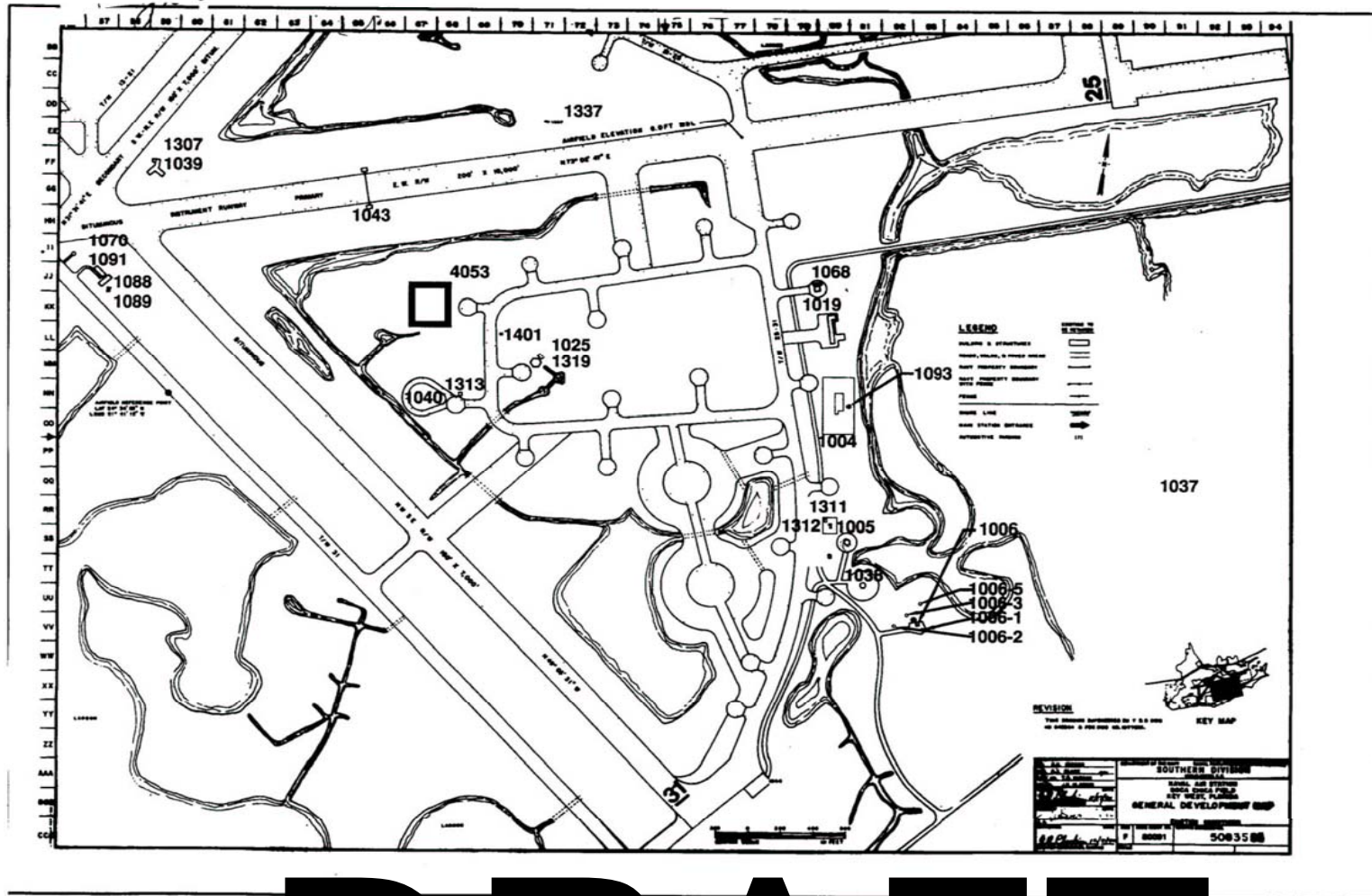
APPENDIX I-R

AREA MAPS

NOTE: This appendix includes basic building floor plans and compound location maps. More detailed Site configuration maps will be provided to all concerned during the pre-bid site visit.

DRAFT

NRRF/TCF/RECEIVER SITES LOCATED ON NAS KEY WEST FL



DRAFT

NRTF SADDLEBUNCH KEY LOCATED OFF US HIGHWAY 1 AT MILE MARKER 15



DRAFT

APPENDIX II
PREVENTIVE MAINTENANCE PACKAGE
NAVAL COMPUTER AND TELECOMMUNICATION STATION
JACKSONVILLE DETACHMENT KEY WEST FL

APPENDIX II

CONTENTS

II-A	MAINTENANCE INDEX PAGES FOR STANDARD WORKCENTERS
II-B	MAINTENANCE INDEX PAGES FOR FACILITIES/PUBLIC WORKS/UTILITIES
II-C	MAINTENANCE INDEX PAGES FOR ANTENNAS
II-D	MINIMUM PREVENTIVE MAINTENANCE PROCEDURES FOR ANTENNAS

DRAFT

APPENDIX II

PREVENTIVE MAINTENANCE PACKAGE

NAVAL COMPUTER AND TELECOMMUNICATION STATION

JACKSONVILLE DETACHMENT KEY WEST FL

The preventive maintenance procedures enclosed within this Appendix are provided as a minimum guideline for the contractor to follow in determining the requirements for generating local maintenance procedural cards as further defined by the Statement of Work Section C and OPNAVINST 4790.() series. It is included only as minimum standards guide to establish antenna related structures, towers and ancillary systems preventive maintenance, but does not include all corrective maintenance efforts required to perform demand or corrective maintenance. Once problems or discrepancies are noted during the performance of routine and scheduled preventive maintenance inspections, corrective maintenance actions will be accomplished as further defined or directed by the statement of work, manufactures technical manuals, DoN Directives or other appropriate methodologies as may be required.

The following lists of required minimum preventive maintenance standards and procedures may be increased or decreased as required to support the addition or deletion of entire antenna types due to the government's future mission requirements.

DRAFT

APPENDIX II-A
MAINTENANCE INDEX PAGES FOR STANDARD WORKCENTERS
NAVAL COMPUTER AND TELECOMMUNICATION STATION
JACKSONVILLE DETACHMENT KEY WEST FL

Work Center: BCQC NAVCOMTELSTA JACKSONVILLE DETACHMENT KEY WEST FL

Planned Maintenance System

List Of Effective Pages

UNIT--00063425

UIC:N63425

MIP

Nomenclature

MIP	NOMENCLATURE
3000/100-59	SHORTING PROBE
4403/001-92	FREQUENCY DISTRIBUTION SYSTEM
4412/013-43	CU-1382,1382A,B,C,D,F,G,H/FRR
4414/010-52	R-2368, 2368/URR
4415/100-34	AN/FRC-173(V)
4417/218-92	AN/FCC-100V()
4461/001-73	TSEC/KG-84,84A,84C KYV-5 CRYPTO FILL DEVICES
4461/011-47	TACTERM ANDVT SHORE SYSTEM (TASS)
4461/081-68L	TSEC/KG-194
4911/001-43	PORTABLE ELECTRONIC TEST EQUIPMENT
6600/002L-57	LADDERS
6652/005-63	2-M STATION
C-264/001-73	RECT PWR CHARGR BATT
C-MRS-10/84 LOCAL	INTERSITE LINK EQUIPMENT
C-MRS-13/A7 LOCAL	AN/GSQ-215 LORAN C
C-MRS-1/17 LOCAL	MISCELLANEOUS PMS
C-MRS-31/54 LOCAL	AN/FSC-102
C-MRS-32/54 LOCAL	VHF COMMS
C-MRS-35/54 LOCAL	EQUIPMENT CABINET BLOWERS
C-MRS-39/54 LOCAL	THERMOHUMIDIGRAPH
DMSI-A2	ANCC/ATC
MRS-29/54 LOCAL	HERMES LOOP ARRAY
MRS-37/31 LOCAL	1105 UPS

DRAFT

APPENDIX II-B

MAINTENANCE INDEX PAGES FOR FACILITIES/PUBLIC WORKS/UTILITIES

NAVAL COMPUTER AND TELECOMMUNICATION STATION

JACKSONVILLE DETACHMENT KEY WEST FL

Work Center: BCFL NAVCOMTELSTA JACKSONVILLE DETACHMENT KEY WEST FL

Planned Maintenance System

List Of Effective Pages

UNIT--00063425

UIC:N63425

MIP	NOMENCLATURE
3000/002-43	MISC SHORE ELEC EQUIP
3000/100-59	SHORTING PROBE
3131/005-63	BATTT & SERVICE FACILITIES
6561/005-C8	PAPER SHREDDER
6600/002-73	SAFETY PETTY OFFICER (SPO)
6600/002-28 LOCAL	SAFETY (SHORE)
C-952/001-53	COMM GND SYSTEM
FP-LOCAL	FALL PROTECTION

NOTE: Additional locally generated 3M Maintenance will include, but not necessarily be limited to, that which is further listed in this appendix. New and additional 3M maintenance initiatives may be required. Refer to manufacturer's maintenance manual for exact procedures.

Work Center: BCFL NAVCOMTELSTA JACKSONVILLE DETACHMENT KEY WEST FL

Planned Maintenance System

List Of Effective Pages

NAVAL COMPUTER & TELECOMM COMMAND

MIP (Local)

Nomenclature

MIP	NOMENCLATURE
MAINT_01.FAC	BUILDINGS (EXCEPT ROOFS AND TRUSSES)
MAINT_02.FAC	ROOF INSPECTION
MAINT_03.FAC	LAWN/GROUNDS MAINTENANCE
MAINT_04.FAC	PAVEMENTS/ROADS
MAINT_05.FAC	FENCES/WALLS (Includes Safety Fences)
MAINT_06.FAC	PARKING AREAS
MAINT_07.FAC	WATER SYSTEM (Backup potable)
MAINT_08.FAC	WATER FILTERS
MAINT_09.FAC	PLUMBING (Buildings)
MAINT_10.FAC	SEPTIC TANKS
MAINT_11.FAC	SUMP PUMP
MAINT_12.FAC	ELECTRICAL POWER PANELS
MAINT_13.FAC	DISTRIBUTION CABLE
MAINT_14.FAC	FOR ELECTRICAL UTILITIES

DRAFT

MIP

MAINT_15.FAC
MAINT_16.FAC
MAINT_17.FAC
MAINT_18.FAC
MAINT_19.FAC
MAINT_20.FAC
MAINT_21.FAC
MAINT_22.FAC
MAINT_23.FAC
MAINT_24.FAC
MAINT_25.FAC
MAINT_26.FAC
MAINT_27.FAC
MAINT_28.FAC
MAINT_29.FAC
MAINT_30.FAC
MAINT_31.FAC
MAINT_32.FAC
MAINT_33.FAC
MAINT_34.FAC

NOMENCLATURE

INTERIOR BUILDING LIGHTS
EMERGENCY LIGHTS
SECURITY LIGHTS
WINDOW AIR CONDITIONING UNIT
AIR CONDITIONING COMPRESSOR
AIR COOLED CONDENSER
AIR HANDLER
FLY AND EXHAUST FANS VENTILATING/EXHAUST SIGNS
FIRE ALARM SYSTEM
PORTABLE FIRE EXTINGUISHERS
FIRE EXIT SIGNS
FIRE WELL
SMOKE DETECTORS
FLAMMABLE LOCKERS
POWER TRANSFORMERS
COMMERCIAL POWER SWITCH
DISINTEGRATORS
FUEL STORAGE / CONTAINMENT
LAN CONNECTION BOX
JANITORIAL

DRAFT

APPENDIX II-C

MAINTENANCE INDEX PAGES FOR ANTENNAS

NAVAL COMPUTER AND TELECOMMUNICATION STATION

JACKSONVILLE DETACHMENT KEY WEST FL

NOTE: Maintenance will include, but not necessarily be limited to, that which is listed in this appendix. Refer to manufacturer's maintenance manual for exact procedures.

Work Center: BCQD NAVCOMTELSTA JACKSONVILLE DETACHMENT KEY WEST FL

ANTENNA Planned Maintenance System

List Of Effective Pages

UNIT--00063425

UIC:N63425

MIP

Nomenclature

MIP	NOMENCLATURE
3000/100-59	SHORTING PROBE
4411/011-53	WHIP ANTENNAS (SURFACE)
4412/003-53	ANTENNA MULTICOUPLER-TUNERS
4414/010-52	R-2368/URR
4415/100-34	AN/FRC-173 (V)
4417/218-92	AN/FCC-100 (V)
4461/081-68L	TSEC/KG-194
4911/003-B1	AN/USM-646 MODULE TEST & REPAIR (MTR) SYSTEM
6600/002-57	LADDERS
6652/005-63	PACE SOLDERING STATION
C-264/001-73	RECT PWR CHARGR BATT
C-336/002-63	AN/FRT-96
C-975/001-63	DA-484/URT (DUMMY LOAD)
C-MRS-023/82	AN/URT-42 (V) (AN/URC-119)
LOCAL	
C-MRS-10/84 LOCAL	INTERSITE LINK EQUIPMENT
C-MRS-31/54 LOCAL	AN/FSC-102
C-MRS-32/54 LOCAL	VHF COMMS
C-MRS-35/54 LOCAL	EQUIPMENT CABINET BLOWERS
DMSI-A2	ATC
FP-LOCAL-62	FALL PROTECTION EQUIP.
MRS-100/61 LOCAL	ANTENNA, ROTATABLE LOG PERIODIC (RLPA) AS-2187/FRC
MRS-105/B8 LOCAL	ANTENNA, BROADBAND DIPOLE
MRS-110/61 LOCAL	ANTENNA, INVERTED CONE
MRS-120/61 LOCAL	ANTENNA, CONICAL MONOPOLE
MRS-140/A0 LOCAL	ANTENNA, SPIRA-CONE
MRS-160/61 LOCAL	MICROWAVE TOWER
MRS-170/61 LOCAL	ANTENNA, LONG WIRE/INVERTED "V"

DRAFT

MIP

MRS-200/61 LOCAL
MRS-210/61 LOCAL
MRS-29/61 LOCAL
MRS-3/61 LOCAL
MRS-41/61 LOCAL
MRS-4400/92

NOMENCLATURE

ANTENNA TRANSMISSION LINES
ANTENNA, VERTICALLY POLARIZED OMNI DIRECTIONAL
HERMES LOOP ANTENNA
DA-423/U (DUMMY LOAD, ELECTRICAL)
FIRE ALARM SYSTEM
WHIP ANTENNA PAD

DRAFT

APPENDIX II-D

PREVENTIVE MAINTENANCE INDEX PAGES FOR ANTENNAS

NAVAL COMPUTER AND TELECOMMUNICATION STATION

JACKSONVILLE DETACHMENT KEY WEST FL

NOTE: The following listed minimum Antenna Maintenance Requirements will include, but not necessarily be limited to, antenna preventive maintenance which is listed in this appendix. Additional preventive and demand maintenance requirements are outlined within the CNCTC Antenna Red-Book antenna maintenance manual. Refer to CNCTC Antenna Red Book and manufacturer's maintenance manual for additional or more detailed procedures.

Work Center: BCQD NAVCOMTELSTA JACKSONVILLE DETACHMENT KEY WEST FL

A. Antenna Maintenance Minimum Preventive Maintenance Requirements

1. Inverted Cone Antennas
2. Conical Monopole Antennas
3. SPIRACONE Antennas
4. Rotatable Log Periodic Antennas (RLPA)
5. Hermes Loop Rosette Antenna
6. Coaxial Transmission Lines
7. Whip Antennas
8. Dehydrator System
9. Microwave Towers and Parabolic Antennas
10. Wood Poles and Accessories
11. Dipole Antennas

DRAFT

Antenna Maintenance Requirements

Inverted Cone Antennas

WARNING

Refer to Chapter 2 of the Antenna Maintenance Manual and follow the safety precautions outlined.

1. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag "out of service", or if an antenna multicoupler is used, disconnect the antenna input at the multicoupler and tag "out of service".
2. Connect grounding lead from transmission line at antenna to ground prior to performing maintenance on antenna.

SAFETY - COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS

MONTHLY

Perform the following:

1. Inspect ground screens for loose or broken wires. Repair as required.
2. Remove all vegetation on ground screen. No vegetation is allowed to exist over the ground screen.
3. Report on 3M Maintenance Action Form all discrepancies noted.
4. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
5. Return antenna to operational status.

QUARTERLY

Perform the following:

1. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag the antenna "out of service". If an antenna multicoupler is used, disconnect antenna input at multicoupler and tag "out of service".
2. Prior to performing any maintenance on the antenna connect a grounding lead from the center conductor of the transmission line at the antenna, to ground.
3. Clean transmission line end-seal with alcohol and a clean, dry rag.
4. Clean feed strap with Inhibisol.
5. Inspect spark gap at feed ring for proper spacing. Adjust by bending, if necessary. Proper spacing should be approximately 1 to 1 ¼ inches.

DRAFT

6. Inspect lower insulators for cracks or pitting. Clean with alcohol and a clean, dry rag. Inspect matching transformer for oil leaks. Repair as required.
7. Inspect bolts and connections for tightness and corrosion. Clean with wire brush and Inhibisol, tighten or replace as necessary.
8. Inspect feed ring and eye bolts. Clean with sandpaper and wire brush. Where RTV-109 has been used as a sealant, check for any evidence of corrosion due to moisture under the seal. If necessary, remove old sealant with wire brush and Inhibisol. Clean thoroughly and replace with new RTV-109. Make sure the seal is complete.
9. Inspect catenaries for loose connections. Inspect upper insulators for cracks and pitting. Correct any defects. Clean upper insulators with alcohol and a clean, dry rag.
10. Inspect guy wire turnbuckles for cracking or flaking of the preservative coating. If required:
 - a. Clean turnbuckles using a wire brush and Inhibisol.
 - b. Wipe turnbuckles with a clean, dry rag.
 - c. Apply a thin film of corrosion preventive compound to turnbuckle threads.
 - d. Insure that turnbuckles are properly safety wired.
11. Inspect antenna cone, and pole concrete bases, ground screen, and guy anchor areas for damaged concrete, radials, anchor support rods, and soil erosion. Repair any antenna structural damage - including buried anchor supports - as necessary. Remove grass, weeds, and other vegetation by cutting or properly applying approved herbicides.
12. Megger antenna. Reading should be in excess of 100 Megohms.
13. Report on 3M Maintenance Action Form all discrepancies noted.
14. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
15. Return antenna to operational status.

ANNUALLY

Perform the following:

1. Use surveyor's transit, set at 90 degrees, to check plumb of the antenna support poles. Tension guys to make sure the poles are within $.001H$, where H is the height of the support pole. A calibrated dynamometer or tensiometer should be used in checking the tension of the upper and lower guy wires. Proper tension should be as follows:
 - a. Upper Guys - 500-600 pounds.
 - b. Lower Guys - Use just enough tension to keep the pole plumb.
2. Report on 3M Maintenance Action Form all discrepancies noted.

DRAFT

3. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
4. Return antenna to operational status.

DRAFT

ANTENNA MAINTENANCE REQUIREMENTS

CONICAL MONOPOLE ANTENNAS

WARNING

Refer to Chapter 2 of the Antenna Maintenance Manual and follow the safety precautions outlined.

1. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag "out of service", or if an antenna multicoupler is used, disconnect the antenna input at the multicoupler and tag "out of service".
2. Connect grounding lead from transmission line at antenna to ground prior to performing maintenance on antenna.

SAFETY - COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS

QUARTERLY

Perform the following:

1. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag the antenna "out of service". If an antenna multicoupler is used, disconnect antenna input at multicoupler and tag "out of service".
2. Prior to performing any maintenance on the antenna connect a grounding lead from the center conductor of the transmission line at the antenna, to ground.
3. Clean all antenna insulators with alcohol and a clean, dry rag. A line truck equipped with a bucket lift can be used to facilitate cleaning and inspection of upper elements and insulators.
4. Clean jumper connections between coaxial line and antenna using alcohol, a clean, dry rag and if necessary, sandpaper or wire brush.
5. Inspect antenna radiator apex ring for rust, corrosion and loose connections. Clean and remove rust and corrosion using a wire brush and Inhibisol cleaning solvent. Look for and tighten any loose connections.
6. Inspect platform for rust. Wire brush and paint as required. Inspect all points where dissimilar metals have been coated with GE RTV-109 sealing compound. If there are any signs of rust or corrosion, remove the RTV with a wire brush, clean surfaces thoroughly with Inhibisol, and coat with GE RTV-109.
7. Where fiberglass guy lines are used, check for deterioration of the protective coating. Clean and coat with Nuplacoat No. 6180.
8. Inspect the area around the antenna for soil erosion and damage to ground radials. Check radial connections at the base plate of the antenna. Make any necessary repairs. Remove all vegetation within the ground screen area. Inspect antenna wooden or concrete base structures, and guy anchor areas for damaged concrete, radials, anchor support rods, ground screen, and surrounding area for soil erosion. Repair any

DRAFT

antenna structural damage - including buried anchor supports - as necessary.

9. Remove grass, weeds, and other vegetation by cutting or properly applying approved herbicides.
10. Inspect all guy wire turnbuckles for cracking or flaking of preservative coating. If necessary:
 - a. Clean turnbuckle using wire brush and Inhibisol.
 - b. Wipe turnbuckle with a clean, dry rag.
 - c. Apply a light coat of corrosion preventive compound to the turnbuckle threads.
 - d. Check the turnbuckles for proper safety wiring.
11. Report on 3M Maintenance Action Form all discrepancies noted.
12. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
13. Remove safety grounding wire from transmission line center conductor and return antenna to normal readiness condition. Inform the Watch Supervisor that maintenance is complete and the antenna is ready for service.

ANNUALLY

Perform the following:

1. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag "out of service", or if an antenna multicoupler is used, disconnect antenna input at multicoupler and tag "out of service".
2. Connect grounding lead from center conductor of transmission line at antenna to ground prior to performing maintenance of antenna.
3. Using surveyor's transit set at 90 degrees; check the plumb of the antenna tower. Tower plumb should be within .001H, where H is the tower height. Guy tension should be adjusted to bring tower into plumb. Tension should be adjusted using a tensiometer or dynamometer.
4. Report on 3M Maintenance Action Form all discrepancies noted.
5. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
6. Remove safety grounding wire and return antenna to normal readiness condition. Inform Watch Supervisor that antenna maintenance is complete and the antenna is ready for service.

DRAFT

ANTENNA MAINTENANCE REQUIREMENTS

SPIRACONE ANTENNAS

WARNING

Refer to Chapter 2 of the Antenna Maintenance Manual and follow the safety precautions outlined.

1. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag "out of service", or if an antenna multicoupler is used, disconnect the antenna input at the multicoupler and tag "out of service".
2. Connect grounding lead from transmission line at antenna to ground prior to performing maintenance on antenna.

SAFETY - COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS

MONTHLY

Perform the following:

1. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag the antenna "out of service". If an antenna multicoupler is used, disconnect antenna input at multicoupler and tag "out of service".
NOTE THAT AS MANY AS THREE POSITIONS AT THE MATRIX MUST BE LOCKED OUT.
2. Prior to performing any maintenance on the antenna connect a grounding lead from the transmission line balun outputs located on the antenna, to a suitable grounding point.
3. Using binoculars as necessary or working from an elevated platform, inspect antenna and transmission line(s) for:
 - a. Loose or missing bolts and hardware
 - b. Damaged or missing elements
 - c. Loose clamps, clips or turnbuckles
 - d. Loose guy wires
 - e. Damaged or missing insulators
 - f. Excessive sag in catenary
 - g. Spacing of feedlines and feedline connections
 - h. Corrosion or other signs of deterioration
 - i. Indication of arcing
 - j. Damaged or missing obstruction light fixtures (if applicable)
 - k. Tower Plumb
 - l. Array symmetry
 - m. Rust or Corrosion on tower or other metal parts
4. Inspect balun on transmitting antenna for oil leaks. (NOTE: Use TEMPILABEL temperature sensors to detect early failure of core material in balun. Solar reflecting point should be applied to the balun unit in tropical regions. A pitfall for all balun units is heat, if over-heated, normally caused by an impedance mismatch, the permeability of the ferrite core material will change when saturation occurs and in most cases will not return to spec value after the core cools down. Excess heat is a indicator for the antenna VSW (not indicated).

DRAFT

5. Inspect ground area(s) and anchor area; ensure that grass, weeds, or other vegetation are not more than six inches high.
6. Inspect all foundations (concrete or otherwise) and guy anchorages for cracked, broken, or spalled concrete; exposed reinforcing; movement or settlement; and/or movement due to environmental forces (e.g. earthquake, frost, high winds, etc.). If deficiencies are found, the antenna must be placed in a demand maintenance mode and the deficiency corrected.
7. Report on 3M Maintenance Action Form all discrepancies noted.
8. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
9. At completion of maintenance, remove grounding strap(s) from transmission line(s) center conductor(s) (which may require climbing/use of lift platform) and return the antenna to normal readiness condition. Inform supervisory/operations personnel that maintenance is complete and that the antenna is ready for service. Return matrix lock key and/or bars and clear tag-out log as applicable.

QUARTERLY

Perform the following:

1. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag the antenna "out of service". If an antenna multicoupler is used, disconnect antenna input at multicoupler and tag "out of service". **NOTE THAT AS MANY AS THREE POSITIONS AT THE MATRIX MUST BE TAGGED AND LOCKED OUT.**
2. Prior to performing any maintenance on the antenna connect a grounding lead from the transmission line balun outputs located on the antenna, to a suitable grounding point.
3. Working from an elevated work platform (basket lift device) where necessary, and using binoculars, inspect all insulators for cracks, chipping and pitting. Clean those that can be reached with a clean dry rag and alcohol. Note those that cannot be reached, estimate their condition and plot their location on a sketch of the antenna similar to Figures 18-2 and 18-3 of the Antenna Maintenance Manual. By comparing the plots from quarter to quarter and relating them to the annual electrical tests, the antenna maintenance personnel can forecast when losses due to these insulators will become unacceptable and when the curtain should be lowered for cleaning and/or replacement of same.
4. Inspect catenaries and spiral assemblies for excessive sag. Check the catenaries' tension.
5. Check feedline connections to radiating elements for tightness. Ensure radiating elements are securely attached to support catenary assembly. Clean and tighten as necessary.
6. Inspect guy wire turnbuckles for cracking or flaking of preservative coating. If required:
 - a. Clean turnbuckle using wire brush and Inhibisol
 - b. Wipe turnbuckle with clear tag

DRAFT

- c. Apply a thin film of corrosion preventive compound to turnbuckle threads (NO-OX-ID)
 - d. Use Penetrox "A" on all aluminum to aluminum junctions
 - e. Check the tension of the antenna support guys and re-tension if required
7. Check structural integrity of guy points aloft and anchor points with a dye penetrant test. Flaws and cracks will become very apparent when using this test.
 8. Inspect Matching Unit feedlines and spark Gaps. Correct deficiencies.
 9. Check to ensure Coax Cables are secure. Correct deficiencies.
 10. Inspect the Resistor Network and Termination connections. Ensure all connections are tight and free from corrosion. Correct deficiencies.
 11. Report on 3M Maintenance Action Form all discrepancies noted.
 12. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
 13. At completion of maintenance, remove grounding strap(s) from transmission line(s) center conductor(s) (which may require climbing/use of lift platform) and return the antenna to normal readiness condition. Inform supervisory/operations personnel that maintenance is complete and that the antenna is ready for service. Return matrix lock key and/or bars and clear tag-out log as applicable.

ANNUALLY

Perform the following:

1. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag the antenna "out of service". If an antenna multicoupler is used, disconnect antenna input at multicoupler and tag "out of service". **NOTE THAT AS MANY AS THREE POSITIONS AT THE MATRIX MUST BE TAGGED AND LOCKED OUT.**
2. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag "out of service", or if an antenna multicoupler is used, disconnect antenna input at multicoupler and tag "out of service".
3. Prior to performing any maintenance on the antenna connect a grounding lead from the transmission line balun outputs located on the antenna, to a suitable grounding point.
4. Using two surveyor's transits set between 90 and 120 degrees at a distance of one times the tower height, check the plumb of the tower. Tower plumb should be within .001H, where H is the tower height. If not plumb, adjust guys to bring tower within vertical specifications. Guy tensions should be set using a dynamometer or tensiometer at each guy (approximately 1120lbs of tension).
5. Inspect safety fencing around antenna. Make repairs as required.
6. Perform electrical Tests VSWR, Megger and TDR as outlined in Chapter 6 and Appendix C of the Antenna Maintenance Manual.

DRAFT

7. Hydroblasting of the array assembly is required when leakage values are fifty meg-ohms or less.
8. Report on 3M Maintenance Action Form all discrepancies noted.
9. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
10. At completion of maintenance, remove grounding strap(s) from transmission line(s) center conductor(s) (which may require climbing/use of lift platform) and return the antenna to normal readiness condition. Inform supervisory/operations personnel that maintenance is complete and that the antenna is ready for service. Return matrix lock key and/or bars and clear tag-out log as applicable.

DRAFT

ANTENNA MAINTENANCE REQUIREMENTS

ROTATABLE LOG PERIODIC ANTENNA (RLPA)

WARNING

Refer to Chapter 2 of the Antenna Maintenance Manual and follow the safety precautions outlined.

1. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag "out of service", or if an antenna multicoupler is used, disconnect the antenna input at the multicoupler and tag "out of service".
2. Connect grounding lead from transmission line at antenna to ground prior to performing maintenance on antenna.

SAFETY - COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS

MONTHLY

Perform the following:

1. Before starting any RLPA inspection or maintenance routine perform all required tag out and antenna feed-line safety grounding procedures. Using binoculars, if it will accomplish the task, or climbing with proper safety equipment, or working from an elevated work platform, inspect the antenna for loose or missing bolts, loose or missing elements, corrosion or deterioration to guy wires, loose clamps or turnbuckles. Inspect the connection between the feed-line and matching units. Inspect the feed-line itself for proper tension. Correct any obvious defects. In addition, inspect baluns for oil leaks and loose connections. Correct as necessary.
2. If navigational warning or obstruction lights are used, check that they are functioning properly. Replace any damaged or missing obstruction light bulbs. Inspect the ground area around the antenna and ensure that vegetation such as grass or weeds is not more than 4 inches high. Remove excess vegetation by cutting or other means. Check for signs of soil erosion around the tower base and guy anchors. Correct as necessary.
3. Following the procedures in the manufacturer's technical manual and operating from the "local" control position, check the rotational control and speed of rotation of the antenna (45 to 75 seconds). Correct any deficiencies.
4. Remove the grounding strap from antenna and return to normal readiness condition.
5. Following the procedures in the manufacturer's technical manual, and operating from the "remote control" position, check the rotational control and indicators. Check the control of the circuit breakers. Correct if necessary.
6. Report on 3M Maintenance Action Form all discrepancies noted.
7. Implement appropriate corrective maintenance actions to repair all noted deficiencies.

DRAFT

8. After completion of all monthly maintenance procedures, inform the Watch Supervisor that the antenna is returned to normal readiness condition.

QUARTERLY

Perform the following:

1. Perform all required antenna "tag-out" and antenna feed-line grounding safety procedures prior to starting any Quarterly maintenance.
2. Inspect the concrete base of tower for settling, cracking, or tilting. Additionally, inspect all guy wire anchors and anchor concrete for corrosion, spalling of the concrete, or any possible support arm problems. Repair as required.
3. Inspect connection between transmission line and matching unit and ensure tightness. Make sure mating surfaces of jumpers and feed-line attaching hardware are coated with RTV sealant. Clean end-seal and insulators with Isopropyl alcohol and a clean, dry rag.
4. Using proper safety equipment, climb the tower and lubricate the rotator assembly. Use a Zerk type grease gun to lubricate the supporting bearing, the gear teeth, and the drive motor. (A good grade of silicone grease such as General Electric G-300 is recommended).
5. Inspect all guy wire turnbuckles for cracking or flaking of preservative coating. If required:
 - a. Clean turnbuckles using a wire brush and Inhibisol.
 - b. Wipe turnbuckles with a clean, dry rag.
 - c. Check turnbuckles for proper safety wiring.
 - d. Apply a thin coat of corrosion preventive compound to the turnbuckle threads.
6. Remove grounding safety strap from transmission line center conductor and return antenna to normal readiness condition.
7. Report on 3M Maintenance Action Form all discrepancies noted.
8. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
9. Inform Watch Supervisor that maintenance is complete and the antenna is ready for service.

ANNUALLY

Perform the following:

1. Prior to performing any annual maintenance perform all required antenna "tag-out" and transmission line grounding safety procedures.
2. Using proper safety equipment, make a climbing inspection of the tower. Look for rust, corrosion, damaged welds, missing or bent members and loose fasteners. Use a wire brush to remove corrosion and spot paint as necessary.

DRAFT

3. Change lubricant (oil) in motor gear box.
 - a. Remove the pipe plug on the bottom of the gear box and drain old lubricant into a bucket suspended beneath the gear box. Replace the drain plug.
 - b. Remove the fill plug from top of gear box; flush the gear box with lubricant MIL-L-2105B, remove the drain plug and drain into the bucket suspended from the gear box. Replace the drain plug when draining is completed.
 - c. Fill the gear box with 3 quarts of new MIL-L-2105B or equivalent lubricant. NOTE: Grade may vary due to climate. See manufacturer's manual for specifics.
4. Using a surveyor's transit, set at 90 degrees, check the plumb of the supporting tower. Make any adjustment for plumb by re-tensioning guy wires.
5. Using a dynamometer or tensiometer, check the tension of the guy lines. Tension should be:
 - a. Lower Guys - 1,000 pounds.
 - b. Upper Guys - 2,100 pounds.
 - c. Check the tension of the four-wire feed-line. Tension should be 350 +/- 50 pounds.
6. Inspect guy line anchors for signs of soil erosion. Inspect anchor rods for rust or corrosion. Repair as required.
7. Report on 3M Maintenance Action Form all discrepancies noted.
8. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
9. Remove grounding straps from antenna and return to normal readiness condition. Inform Watch Supervisor that maintenance is complete and the antenna is ready for service.

DRAFT

ANTENNA MAINTENANCE REQUIREMENTS

HERMES LOOP ROSETTE

WARNING

Refer to Chapter 2 of the Antenna Maintenance Manual and follow the safety precautions outlined.

1. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag “out of service”, or if an antenna multicoupler is used, disconnect the antenna input at the multicoupler and tag “out of service”.
2. Connect grounding lead from transmission line at antenna to ground prior to performing maintenance on antenna.

SAFETY – COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS

WEEKLY

Perform the following:

1. Inspect loop elements and rigid coaxial transmission lines for bends, dents or other evidence of physical damage that might affect the proper working condition of the array.
2. Check transmission line bolts, loop mounting hardware and supports to ensure tightness and freedom from corrosion or excessive dirt.
3. Check the marl pad area for weeds and other vegetation. Marl pad is to be kept free of vegetation at all times.
4. Report on 3M Maintenance Action Form all discrepancies noted.
5. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
6. Inform the Watch Supervisor that weekly maintenance is complete.

NOTE: The Hermes Loop Array normally remains in service during routine maintenance.

QUARTERLY

Perform the following:

1. Check to see that the sealing plug at the bottom of each loop support tube is in place and is tight.
2. Check ground straps, ground clamps, ground rods, mounting bolts, and flange bolts for corrosion or rust. If corrosion or rust is found, take the connection apart, clean thoroughly with a scraper and/or wire brush, put back together and cover with a sealant such as RTV or LEAD-PLATE.

DRAFT

3. Perform Manufacturers Loop System Test IAW the Manufacturers Appendix L procedures. The Loop Test Set shall be used to test every antenna loop ensuring at a minimum the following readings are recorded for loop assembly:
 - a. DC Volt Check reading
 - b. Test Set Check reading
 - c. Loop and Preamp Check reading
 - d. High Field Strength Check reading
4. If any problems are found during the Loop Test, corrective repair action(s) will be implemented to correct the defective loop.
5. Report on 3M Maintenance Action Form all discrepancies noted.
6. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
7. Return antenna to operational status.

ANNUALLY

Perform the following:

1. Inspect loop elements, rigid coaxial transmission lines, and supporting brackets for peeling or peeled paint. If touch-up is needed, clean off loose paint, sand lightly to sound primer, if still intact, or to bare metal, if primer is loose; paint sanded area with quick-drying spray or brush type automotive enamel.
2. Check support posts for tightness; correct as necessary.
3. Inspect area around and under the array for erosion and vegetation growth. Cut or spot-treat vegetation as may be necessary, and restore condition of ground cover as required maintaining adequate drainage control and appearance.
4. Inform the Watch Supervisor that Annual maintenance is complete and the antenna is ready for service.
5. Report on 3M Maintenance Action Form all discrepancies noted.
6. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
7. Return antenna to operational status.

DRAFT

ANTENNA MAINTENANCE REQUIREMENTS

COAXIAL TRANSMISSION LINES

WARNING

Refer to Chapter 2 of the Antenna Maintenance Manual and follow the safety precautions outlined.

1. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag “out of service”, or if an antenna multicoupler is used, disconnect the antenna input at the multicoupler and tag “out of service”.
2. Connect grounding lead from transmission line at antenna to ground prior to performing maintenance on antenna.

SAFETY – COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS

MONTHLY

Perform the following:

1. Record all coaxial transmission line pressure readings.
2. Shut off dry air feed to all coaxial transmission lines.
3. After a 24 hour period, observe pressure gauges and record their value. Cables holding pressure between 4-10 psi will be acceptable for operation. Cables holding pressure under 4 psi will need immediate repairs. Retain all readings on file for government review.
4. Turn on dry air feed to all coaxial transmission lines.
5. Report on 3M Maintenance Action Form all discrepancies noted.
6. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
7. Return antenna to operational status.

NOTE: The Contractor will be responsible for identifying the location of and repairing all coaxial transmission line leaks below 4 psi, including all necessary splices and transmission line replacement within the cost limitations specified in paragraph 5.16 of the Statement of Work. This applies to all old, or newly installed coaxial cable systems.

DRAFT

ANTENNA PREVENTIVE MAINTENANCE REQUIREMENTS

WHIP ANTENNAS

WARNING

Refer to Chapter 2 of the Antenna Maintenance Manual and follow the safety precautions outlined.

1. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag "out of service", or if an antenna multicoupler is used, disconnect the antenna input at the multicoupler and tag "out of service".
2. Connect grounding lead from transmission line at antenna to ground prior to performing maintenance on antenna.

SAFETY - COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS

SEMI-ANNUAL

perform the following:

1. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag the antenna "out of service". If an antenna multicoupler is used, disconnect antenna input at multicoupler and tag "out of service".
5. Prior to performing any maintenance on the antenna connect a grounding lead from the center conductor of the transmission line at the antenna, to ground.
6. Measure antenna insulation resistance:
 - a. Disconnect static drain resistor, if installed.
 - b. Disconnect antenna lead at base of insulator.
 - c. Connect megohmmeter leads to insulator feed-through bolt and ground.
 - d. Measure antenna insulation resistance; resistance should be 100 Megohms minimum. If less than 100 Megohms:

Clean insulator (where applicable) with clean, dry rag.

7. Repeat step 2.d. if reading is still less than 100 Megohms.
8. Disconnect megohmmeter leads.
6. Reconnect antenna lead. Reconnect static drain resistor, if applicable.
7. Report on 3M Maintenance Action Form all discrepancies noted.
6. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
7. Remove "tag-out" procedures and inform Operational Supervisor that the antenna is ready for service.

DRAFT

ANTENNA MAINTENANCE REQUIREMENTS

DEHYDRATOR SYSTEM

SAFETY - COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS

DAILY (Monday through Friday excluding Holidays)

Perform the following:

1. Check the system for proper pressure (10 psi) output to antenna manifolds. Record the system air pressure readings and report any abnormalities/unusual occurrences.
2. Ensure automatic drain valve is operating.
3. Repair all noted deficiencies as required.

WEEKLY

Perform the following:

1. Record all coaxial transmission line pressure readings.
2. Drain Dehydrator tanks of all accumulated water and moisture.
3. Check dehydrator system air driers for proper operation.
4. Check all dehydrator system desiccants for proper color. Change if required.
5. Report on 3M Maintenance Action Form all discrepancies noted.
6. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
7. Return all equipment to operational status and inform Operational Supervisor that the equipment is ready for service.

DRAFT

ANTENNA MAINTENANCE REQUIREMENTS
MICROWAVE TOWER AND PARABOLIC ANTENNA

WARNING

Refer to Chapter 2 of the Antenna Maintenance Manual and follow the safety precautions outlined.

1. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag "out of service", or if an antenna multicoupler is used, disconnect the antenna input at the multicoupler and tag "out of service".
2. Connect grounding lead from transmission line at antenna to ground prior to performing maintenance on antenna.

SAFETY - COMPLY WITH ALL CURRENT APPLICABLE SAFETY PRECAUTIONS

QUARTERLY

Perform the following:

1. Perform all antenna "tag-out" procedures prior to performing any maintenance action(s).
2. Using proper safety precautions make a climbing inspection of the microwave tower.
3. Check structural steel tower, ladder, and safety bar for rust; corrosion; loose, missing, twisted bowed, bent or broken members.
4. Check splices bolts and rivets for rust, corrosion, loose, missing or broken welds or other damage.
5. Check waveguide and tower conduits for rigid mounting damage, loose or missing hardware.
6. Inspect the parabolic antenna, antenna support plates, antenna and waveguide leads, rotation adjustment screws, reflector assembly absorbers, shrouds, RF gaskets, radome, sway bars for assemblies, antenna support hinge bolts, locking bolt sets for elevation and azimuth fine adjustments and jam nuts for rust, corrosion, loose or missing hardware, broken welds and other damage. Repair as required.
7. Inspect each level where tower support guys are connected. Inspect guys and attachment hardware for proper mounting, weld cracks, rust or corrosion.
8. Check all painted surfaces for rust, corrosion, cracking, scaling, peeling, wrinkling, chalking, fading and complete loss of paint. Spot paint as required.
9. Check all non-painted (galvanized) surfaces for rust, corrosion or metallic fatigue. Correct galvanized coating as required to prevent further rusting or corrosion.
9. Inspect and correct all concrete tower footer and grout cracks, spalls or other deficiencies.

DRAFT

10. Report on 3M Maintenance Action Form all discrepancies noted.
11. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
12. Return all equipment to operational status and inform Operational Supervisor that the equipment is ready for service.

SEMI-ANNUAL

Perform the following:

1. Perform all antenna "tag-out" procedures prior to performing any maintenance action.
2. Inspect antenna foundations for cracked, broken or spalled concrete. Repair as required.
3. Check anchor hardware for rust or corrosion, missing or loose bolts and clamps. Insure turnbuckles are properly safety wired and grounded to the station ground system.
4. Inspect the tower climbing ladder and Safety Cable system for any signs of loose hardware; missing safety bolts or nuts; loose or missing safety wire; corrosion on hardware. If any discrepancies are noted they will be corrected immediately.
5. Inspect the tower ground wires and earth ring using earth ground measurement tester. Unearth and correct any deficiencies.
6. Report on 3M Maintenance Action Form all discrepancies noted.
7. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
8. Return all equipment to operational status and inform Operational Supervisor that the equipment is ready for service.
9. Remove all "tag-outs". Inform Operations Supervisor that the tower is back in service.

DRAFT

ANTENNA MAINTENANCE REQUIREMENTS

WOOD POLES AND ACCESSORIES

WARNING

Refer to Chapter 2 of the Antenna Maintenance Manual and follow the safety precautions outlined.

3. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag “out of service”, or if an antenna multicoupler is used, disconnect the antenna input at the multicoupler and tag “out of service”.
4. Connect grounding lead from transmission line at antenna to ground prior to performing maintenance on antenna.

SAFETY – COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS

ANNUALLY

1. Sound-cast poles with hammer for hollowness or decay from ground line to the highest point reached from a standing position.
2. Check poles for decay, damage, splits, alignment, and insect and fungus infestation.
3. Check crossarms and buckarms for splits, burns, decay, damage, and insect and fungus infestation.
4. Check insulators and pins for cracks, breaks, looseness, rust, corrosion and damage.
5. Check tie wires and line wires for looseness, chafing, slippage or other damage.
6. Check ground wires for corrosion, frayed or broken strands, signs of overheating, and proper connection to ground rod.
7. Check protective moldings for looseness, cracks and damage.
8. Check guy wires for looseness, corrosion and damage.
9. Report on 3M Maintenance Action Form all discrepancies noted.
10. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
11. Return all equipment to operational status and inform Operational Supervisor that the equipment is ready for service.

DRAFT

ANTENNA MAINTENANCE REQUIREMENTS

DIPOLE ANTENNAS

WARNING

Refer to Chapter 2 of the Antenna Maintenance Manual and follow the safety precautions outlined.

3. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag "out of service", or if an antenna multicoupler is used, disconnect the antenna input at the multicoupler and tag "out of service".
4. Connect grounding lead from transmission line at antenna to ground prior to performing maintenance on antenna.

SAFETY - COMPLY WITH ALL CURRENT SAFETY PRECAUTIONS

MONTHLY

Perform the following:

1. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag the antenna "out of service". If an antenna multicoupler is used, disconnect antenna input at multicoupler and tag "out of service".
2. Prior to performing any maintenance on the antenna connect a grounding lead from the transmission line balun outputs located on the antenna, to a suitable grounding point.
3. Using binoculars as necessary or working from an elevated platform, inspect antenna and transmission line(s) for:
 - a. Loose or missing bolts and hardware
 - b. Damaged or missing elements
 - c. Loose clamps, clips or turnbuckles
 - d. Loose guy wires
 - e. Damaged or missing insulators
 - f. Excessive sag in radiators
 - g. Spacing of feedlines and feedline connections
 - h. Corrosion or other signs of deterioration
 - i. Indication of arcing
 - j. Damaged or missing obstruction light fixtures (if applicable)
 - k. Support Tower Angles
 - l. Array symmetry
 - m. Rust or Corrosion on tower or other metal parts
4. Inspect balun on transmitting antenna for oil leaks. (NOTE: Use TEMPILABEL temperature sensors to detect early failure of core material in balun. Solar reflecting point should be applied to the balun unit in tropical regions. A pitfall for all balun units is heat, if over-heated, normally caused by an impedance mismatch, the permeability of the ferrite core material will change when saturation occurs and in most cases will not return to spec value after the core cools down. Excess heat is an indicator that the antenna VSWR should be checked).

DRAFT

5. Inspect ground area(s) and anchor area; ensure that grass, weeds, or other vegetation are not more than six inches high.
6. Inspect all foundations (concrete or otherwise) and guy anchorages for cracked, broken, or spalled concrete; exposed reinforcing; movement or settlement; and/or movement due to environmental forces (e.g. earthquake, frost, high winds, etc.). If deficiencies are found, the antenna must be placed in a demand maintenance mode and the deficiency corrected.
7. Report on 3M Maintenance Action Form all discrepancies noted.
8. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
9. At completion of maintenance, remove grounding strap(s) from transmission line(s) center conductor(s) (which may require climbing/use of lift platform) and return the antenna to normal readiness condition. Inform supervisory/operations personnel that maintenance is complete and that the antenna is ready for service. Return matrix lock key and/or bars and clear tag-out log as applicable.

QUARTERLY

Perform the following:

1. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag the antenna "out of service". If an antenna multicoupler is used, disconnect antenna input at multicoupler and tag "out of service".
2. Prior to performing any maintenance on the antenna connect a grounding lead from the transmission line balun outputs located on the antenna, to a suitable grounding point.
3. Working from an elevated work platform (basket lift device) where necessary, and using binoculars, inspect all insulators for cracks, chipping and pitting. Clean all insulators with Inhibisol or similar approved cleaning agent. Replace all chipped, cracked or broken insulators.
4. Inspect radiators for excessive sag. Check radiators tension.
5. Check feedline connections to radiating elements for tightness. Ensure radiating elements are securely attached to support catenary assembly. Clean and tighten as necessary.
6. Inspect guy wire turnbuckles for cracking or flaking of preservative coating. If required:
 - a. Clean turnbuckle using wire brush and Inhibisol
 - b. Wipe turnbuckle with a clean rag
 - c. Apply a thin film of corrosion preventive compound to turnbuckle threads (NO-OX-ID)
 - d. Use Penetrox "A" on all aluminum to aluminum junctions
 - e. Check the tension of the antenna support guys and re-tension if required
7. Check structural integrity of guy points aloft and ground level anchor points with a dye penetrant test. Flaws and cracks will become very apparent during test.

DRAFT

8. Inspect Matching Unit feedlines and spark Gaps. Correct deficiencies.
9. Check to ensure Coax Cables are secure. Correct deficiencies.
10. Inspect all RF connections. Ensure all connections are tight and free from corrosion. Correct deficiencies.
11. Report on 3M Maintenance Action Form all discrepancies noted.
12. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
13. At completion of maintenance, remove grounding strap(s) from transmission line(s) center conductor(s) (which may require climbing/use of lift platform) and return the antenna to normal readiness condition. Inform supervisory/operations personnel that maintenance is complete and that the antenna is ready for service. Return matrix lock key and/or bars and clear tag-out log as applicable.

ANNUALLY

Perform the following:

1. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag the antenna "out of service". If an antenna multicoupler is used, disconnect antenna input at multicoupler and tag "out of service".
2. Remove antenna patch at antenna matrix or use a suitable lock-out device and tag "out of service", or if an antenna multicoupler is used, disconnect antenna input at multicoupler and tag "out of service".
3. Prior to performing any maintenance on the antenna connect a grounding lead from the transmission line balun outputs located on the antenna, to a suitable grounding point.
4. Using two surveyor's transits set between 90 and 120 degrees at a distance of one times the tower height check the plumb set of the two supporting towers to ensure they are within the specifications as outlined on the manufacturers As-Built drawings. If towers are not plumb IAW the original drawing specifications, adjust guys to bring tower within specifications. Guy tensions should be set using a dynamometer or tensiometer at each guy (approximately 1120lbs of tension). Correct causative factors as required.
5. Inspect safety fencing around antenna. Make repairs as required.
6. Perform electrical Tests VSWR, Megger and TDR as outlined in Chapter 6 and Appendix C of the Antenna Maintenance Manual.
7. Report on 3M Maintenance Action Form all discrepancies noted.
8. Implement appropriate corrective maintenance actions to repair all noted deficiencies.
9. At completion of maintenance, remove grounding strap(s) from transmission line(s) center conductor(s) (which may require climbing/use of lift platform) and return the antenna to normal readiness condition. Inform supervisory/operations personnel that maintenance is complete and

DRAFT

that the antenna is ready for service. Return matrix lock key and/or bars and clear tag-out log as applicable.

DRAFT