

## STATEMENT OF WORK

### **1.0 Introduction and Scope.**

**1.1 Introduction.** The Air Systems Group (ASG) of the Naval Air Warfare Center Aircraft Division (NAWCAD) has a requirement for Aeromechanics and Systems Engineering research, development and technical support services for software and hardware development, prototype development and analysis encompassing those engineering and program management activities throughout the lifecycle of the Navy and Marine Corps air systems. This requirement directly supports the NAVAIR and NAWCAD mission priorities to acquire and sustain weapons systems in support of the United States Navy (USN) and United States Marine Corps (USMC). The Aeromechanics division within the Air Vehicle Engineering (AVE) department of ASG is an essential part of ensuring the mission priorities are accomplished. The Flight Controls, Flight Dynamics, and Flight Vehicle Performance disciplines within Aeromechanics rely on integrated support from Systems Safety and Subsystems Engineering in fulfilling their technical responsibilities.

The Flight Controls Branch is the NAWCAD organizational element responsible for; development, standardization, test, evaluation, production engineering support and fleet support of flight control systems and components of all Navy and Marine Corps air systems. The Flight Dynamics Branch is the NAWCAD organizational element responsible for; flight dynamics including; aerodynamic stability and control characteristics, flying qualities and all related aerodynamics associated with all Navy and Marine Corps air systems. The areas of responsibilities and requirements for Air Vehicle Engineering persist throughout the lifecycle of the Navy and Marine Corps programs (customers) including but not limited to; all NAVAIR program offices (PMAs, including F-35 Joint Strike Fighter (JSF)) and other externally directed programs or joint service programs.

The tasks performed in support of these responsibilities include, but are not limited to; airworthiness assessments, assessments of cost, schedule and technical risk, development and review of design guidelines and joint service guide specifications, evaluation of proposed designs, development and/or approval of development plans, monitoring the maturation of engineering designs throughout the developmental milestones, support of developmental flight test, monitoring and resolution of production support related issues, responding to fleet requests for improvements for fielded air systems and supporting systems integration for Navy-led organic research and development efforts. Executing these duties ensures that Navy in-house capability exists to; establish and maintain contractor insight and oversight for research and developmental acquisition programs and support fielded Navy and Marine Corps air vehicle systems. As such, the Flight Dynamics and Flight Controls branches require support services to achieve mission goals and areas of responsibility.

**1.2 Scope.** This Statement of Work provides for engineering and technical support services for software and hardware development, prototype development and analysis encompassing those engineering and program management activities essential to NAWCAD's Flight Controls and Flight Dynamics Programs as outlined in the Requirements Section 3.2. The effort in this Statement of Work is in support of mechanical, limited authority and full authority analog and digital flight control systems. The contractor shall support all Navy and Marine Corps air systems including, but not limited to, the following fielded, developmental and technology demonstration air systems; F/A-18 A-D Hornet, F/A-18 E/F Super Hornet, EA-18G Growler, F-35 Joint Strike Fighter, Next Generation Air Dominance program, F-5, T-45, T-6, V-22 Osprey, H-1, CH-53E/K, HH-65, H-60, C-2, E-2 Hawkeye, P-8, C-130, MQ-4 Triton, MQ-25 and MUX programs. Foreign Military Sales (FMS) and foreign partner support may include but are not limited to: Germany, Japan, United Kingdom, Australia, Canada, Spain, Norway, Italy, and India.

**2.0 Applicable Documents.** The most current version of each document shall apply. Previous versions. Previous versions maybe used as required by a specific program.

### **2.1 Department of Defense Documents.**

DOD 5000.1/2 - Defense Acquisition

JSSG-2008- Joint Service Specification Guide Vehicle Control and Management System (VCMS)

MIL-F-8785C – Military Specification Flying Qualities of Piloted Airplanes

MIL-F-9490 - General Specification for Flight Control Systems - Design, Installation and Test of Piloted Aircraft

MIL-F-18372- General Specification for Flight Control Systems: Design, Installation and Test of Aircraft

MIL-STD-461F - Requirements for the Control of Electromagnetic Interference Characteristics of Subsystems and Equipment  
MIL-STD-810F - Environmental Test Methods and Engineering Guidelines  
MIL-STD-882E – Depart of Defense Standard Practice, System Safety  
MIL-STD-1629A - Procedures for Performing a Failure Mode, Effects and Criticality Analysis  
MIL-STD-8708C - General Specification for Demonstration of Aircraft Weapon Systems  
MIL-HDBK-516- Department of Defense Handbook Airworthiness Certification Criteria  
MIL-HDBK-1797 – Flying Qualities of Piloted Aircraft  
MIL-HDBK-2155 - Failure Reporting, Analysis and Corrective Action System  
DoD 5220.22-M- National Industrial Security Program Operating Manual, (NISPOM)  
SECNAV M-5510.36 - Information Security Program  
DoDM 5200.01 - DoD Information Security Program: Controlled Unclassified Information (CUI) Vol. 4  
DoDM 5400.07 - Freedom of Information Act (FOIA) Program  
DoDI 5230.24 - Distribution Statements on Technical Documents  
SECNAV M-5510.30 - Personnel Security Program  
OPNAVINST 3440.17A - Navy Installation Emergency Management Program

**2.2 NAVAIR/NAWCAD Documents.**  
N/A

**2.3 Industry Documents.**

ADS-33E Aeronautical Design Standard Performance Specification: Handling Qualities Requirements for Military Rotorcraft  
AS94900A - General Specification for Aerospace - Flight Control Systems - Design, Installation and Test of Piloted Military Aircraft  
ARP94910 - Specification Guide for Aerospace – Vehicle Management Systems - Design, Installation and Test of Unmanned Military Aircraft  
DO-178C- Software Considerations in Airborne Systems and Equipment Certification  
DO-254 – Design Assurance Guidance for Airborne Electronic Hardware  
IEEE/EIA 12207.0- Standard for Information Technology - Software Life Cycle Processes  
OMG SysML: System models shall be specified using the OMG SysML architecture modeling language

**3.0 General Requirements, Specific Requirements and Required Support Labor.**

**3.1 General Requirements (Applies to all CLINS and all Funding Appropriations).**

3.1.1 Compatibility. The Contractor shall maintain the capability to prepare documents compatible with the Government IT environment through the Security classification of Top Secret as specified in the Department of Defense Security Classification Guide (DD254) (attachment to the contract). The current operating environment required for this contract includes but is not limited to; Microsoft Windows 10, Microsoft Project 2016, Microsoft Office 365, Adobe Acrobat, and/or Internet access. The Contractor shall maintain the ability to interface with and transfer data to and from requiring office software applications and their upgraded versions. The Contractor shall ensure that all media are virus free-when delivered. The Contractor shall be capable of Internet and LAN communications with the Air Systems Group. Contractor personnel shall be capable of maintaining real-time communications, both voice and data transfer capabilities, with the NAWCAD Flight Controls Branch and Flight Dynamics Branch during working hours whether at the Contractor's work site or on travel.

**3.1.2 Work Location and Meeting Support.**

3.1.2.1 Work location. Approximately 20% percent of the work will be performed at NAS Patuxent River and 80% performed at the Contractor's site. The contractor's site shall be within 20 driving miles of NAS Patuxent River. Contractors performing on-site will be provided: access to workspaces, telephones, printers, facsimile machines, copy machines, shredders, computers, and network access including web servers and applicable databases or other applications necessary to carry out assigned tasks.

**3.1.3 Contract Reporting (PIEE and CDRL Deliverables).**

3.1.3.1 PIEE. The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via the Procurement Integrated Evaluation Environment (PIEE). The contractor is required to completely fill in all required data fields using the following web address: <https://cac.piee.eb.mil/xhtml/unauth/home/login.xhtml> . Reporting inputs will be for the labor executed during the period of performance during each Government Fiscal Year (FY), which runs from October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the PIEE help desk at: <https://cac.piee.eb.mil/xhtml/auth/web/homepage/vendorCustomerSupport.xhtml> 866-618-5988. Email for vendors is [disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil](mailto:disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil).

3.1.3.2 CDRLs. The contractor shall deliver a Progress, Status and Management Report in accordance with the Contract Data Requirement List (CDRL A001). The report shall include work accomplished since submittal of the last report, both monthly and cumulative man-hour labor costs expended by labor category and material and travel costs, progress, risks, issues and related solutions. The contractor shall deliver Scientific and Technical Reports in accordance with CDRL A002, which will be ordered under individual task orders. The contractor shall deliver an Operational Security Plan (OPSEC) in accordance with CDRL A003. The contractor shall deliver the Contracting Officer's Representative Management Report for task orders in accordance with CDRL A004. The Contractor shall deliver the Segregation of Cost and Invoice Requirements Reporting for task orders in accordance with CDRL A005.

3.1.4 Work Schedule (including Compressed Work Schedule (CWS), Holidays, Installation Closure, Telework and Overtime).

3.1.4.1 Work schedule. The Contractor shall provide the required services and staffing coverage during normal working hours. Normal working hours are usually 8.5 hours (including a 30-minute lunch break), Monday through Friday (except on the legal holidays listed in section 3.1.4.3). Some supported Government offices have the flexibility to start as early as 0600/0630 and end as late as 1800.

3.1.4.2 Compressed Work Schedule (CWS). CWS is an alternative work schedule to the traditional five 8.5 hour workdays (which includes a 30-minute lunch) worked per week. Under a CWS schedule, an employee completes the following schedule within a two-week period of time: eight weekdays are worked at 9.5 hours each (which includes a 30-minute lunch), one weekday is alternately worked as 8.5 hours (which includes a 30-minute lunch) and one weekday is not worked by the employee. The result is 80 hours worked every two weeks, with 44 work hours one week and 36 work hours the other.

The Contractor may allow its employees to work a CWS schedule provided the requirements of this SOW are met. If the contractor chooses to allow its employees to work a CWS schedule in support of this contract, any additional costs associated with the implementation of the CWS schedule vice the standard schedule are unallowable costs under this contract and will not be reimbursed by the Government. Additionally, the CWS schedule shall not prevent Contractor employees from providing necessary staffing and services as required by the Government.

3.1.4.3 Holidays. The Government observes the Federal holidays identified on the Office of Personnel Management (OPM) website: <https://www.opm.gov/.../pay-administration/fact-sheets/holidays-work-schedules-and-pay>.

3.1.4.4 Installation Closure. When Federal facilities are closed by the Government, or when Federal employees are officially excused from work due to a holiday or a special event, severe weather, security threat, or any other Government facility related problem that prevents Federal personnel from working at the Government facility, contractor personnel assigned to work at that facility in support of such Federal employees shall follow their parent company's policies. While generally contractor personnel may not perform work on-site at a Government facility when Federal personnel are excused or facilities are closed, there are in very limited circumstances, work being performed by contractor personnel that may be deemed mission essential. With Government oversight, performance of such mission essential work may be authorized to continue at the Government facility despite the facility being otherwise closed for normal operations. The circumstances permitting work being performed by

contractor personnel to be deemed mission essential are extremely limited and generally only apply to performance of efforts related to public health, safety, or matters related to national security. The Contracting Officer must concur with any determination that work being performed by contractor personnel is mission essential.

3.1.4.5 Overtime. Overtime cannot be charged directly to the contract unless first approved in writing by the Procuring Contracting Officer (PCO).

3.1.5 Other Direct Costs (ODCs) –Travel, Material and Government Property (GP) (including Contractor Acquired Property (GP-CAP)) and Reporting.

3.1.5.1 Travel and Travel Reporting. The contractor may be required to travel to various contractor facilities, Navy facilities, DOD facilities, other government agency offices (e.g. Federal Aviation Administration, test ranges, operational activities, project / program offices, and intelligence & support activities), conferences, seminars, and training classes. The anticipated locations for this support include, but are not limited to: Seattle, WA, St. Louis, MO, Los Angeles, CA, San Diego, CA, NAWC WD Ridgecrest, CA, Fort Worth, TX and Bridgeport, CT. Temporary duty (TDY) travel locations may change over the duration of the contract. Travel requests shall be approved by the COR at least 3 business days prior to travel and shall be reimbursed in accordance with the Joint Travel Regulations. All travel costs shall be reported on CDRL A001.

3.1.5.2 Material (including GP-CAP) and Material Reporting. COR approval shall be obtained prior to the purchase of any material or Other Direct Costs. The contractor shall maintain an electronic tracking document for all material purchases. The tracking document shall list funding sources, Purchase Order number, date ordered and received, customer, Item Description, Determination of Price Reasonableness, Vendor, Base Cost, Burdened Cost, invoiced cost and invoice number and a summary listing the cumulative amounts ordered. The contractor shall include a material summary in CDRL A001. Material purchased shall be documented in a property accountability system whereby all Government Property -- Contractor Acquired Property (CAP) are tracked within a DCMA approved Accounting System. Upon termination of the Contract or contract completion, all material, including GP-CAP shall revert to the Government.

3.1.5.3 Government Furnished Property (GFP) (including GFI, GFE) and reporting (Attachment 08). The Government will provide access to all relevant DOD Instructions, Directives and Notices, as well as any pertinent NAVAIR and/or NAWCAD policies, procedures and guidelines, and operational data necessary to complete tasking. These may include, but are not limited to final and working draft versions of acquisition documentation, system design descriptions and diagrams, architecture views, and applicable program-level management documentation. The government will provide access to IHS Markit TM to support this task when customer provides funding for the subscription via a task order.

NMCI Assets. Contractor personnel may be required to perform tasks under this contract utilizing Navy Marine Corp Intranet (NMCI) access or seat (computer or hosted virtualized desktop). Requests for NMCI access and seats shall follow the requirements in paragraph 3.1.10.4 prior to submitting an NMCI request. Requests for NMCI access and seats shall be approved by the COR. All NMCI issued computers are the responsibility of the contractor and the individual contractor personnel in which they are assigned and are considered Government Furnished Equipment. Individual contractor personnel are responsible for maintaining their NMCI account and computer, to include logging in every two weeks either on an NMCI hardline or the VPN. If the asset falls offline then the individual contractor will be responsible of turning the asset in with the IT store front. If the asset falls offline then the individual contractor will be responsible of turning the asset in with the IT store front. Individual contractor personnel are responsible for checking out and returning their assigned computer to the NAWCAD IT store front at building 405 RM 123. The computer shall be returned to the NAWCAD IT store front no later than the last day in which the contractor personnel no longer supports tasks under this SOW. The contractor shall provide a quarterly report (beginning 3 months after contract award date) to the Mission Partner Affiliation Sponsor (MPAS) and COR, listing all Contractor personnel with NMCI access or assets. The report shall include: User Last name/ First name (list all persons if computer is being share)/ Middle name/10 digit EDIPI # from CAC ID card/ Cyber Awareness Training Date (annual training requirement)/ approved SAAR date/NMCI flankspeed email Address/Alternate Email Address/TPOC & PMA supporting/Contract #/Task Order #/ offsite or on-site (if onsite: Building

number/Floor/Room /Cube)/Telephone number/NMCI Computer Name/NMCI Asset #/ NMCI Service Tag#/Network Jack # (if on-site).

3.1.6 Subcontractors. Provisions stated herein shall flow down to all subcontractors and shall be clearly and effectively communicated.

3.1.7 Management and Identification of Contractor Personnel and Non-Disclosure Agreements, Organizational Conflicts of Interest and Proprietary Information Agreements.

3.1.7.1 Management and Identification of Contractor Personnel. The Government will neither supervise contractor employees nor control the method by which the contractor performs the required tasks. The Government will not assign tasks to, or prepare work schedules for, individual contractor employees. The contractor shall manage its employees and guard against any actions that are of the nature of personal services or give the perception of personal services. Company affiliation for all contractor personnel shall be referenced on all written documentation and oral communication including emails and phone conversations, office space provided by the government, as well as the beginning of any government attended meeting.

3.1.7.2 Non-Disclosure Agreements (NDA), Organizational Conflicts of Interest and Proprietary Information Agreements. In performance of the contract, the Contractor may have access to non-public information. OCI Mitigation Plan: The contractor shall develop, implement, and maintain a comprehensive OCI Mitigation Plan. The OCI plan must, at a minimum, detail the following:

1. Firewalling Procedures: A detailed description of the organizational, physical, and digital firewalls that will be established to prevent personnel providing services under this contract from sharing information with other parts of the company involved in competitive hardware or system development.
2. Training: A plan for initial and recurring OCI training for all employees, subcontractors, and consultants supporting this contract.
3. Data Leak Containment Procedure: A formal procedure detailing the immediate actions the contractor will take to contain and report any actual or suspected leak of proprietary or Government-sensitive data, including notification timelines to the PCO and COR. The Contractor shall submit a company NDA and require all employees performing tasks execute an NDA. The Contractor shall provide a signed company NDA, including a signed NDA from each subcontractor within 15 days of contract award or subcontract agreement and an NDA for each employee prior to their first day of work supporting the customer to the COR and PCO upon request and reference all contract terms and conditions (including contract clauses) related to non-disclosure. The NDA shall acknowledge the Contractor and employees' duties with respect to non-public information and promise to comply with those obligations.

The Contractor shall not use, modify, reproduce, release, perform, display, or disclose any non-public or proprietary information provided to or obtained by the Contractor in the course of performing this contract for other than official Government purposes, and shall not do so for any commercial or personal purpose. In the event that the Contractor knows of or identifies that it has a commercial interest in the subject matter of any proposed or ongoing agreement with respect to which contract services are to be performed, the Contractor shall consider such interest a potential conflict of interest and promptly disclose it in writing to the COR and PCO.

In the event that the Contractor knows of or identifies that it has a commercial interest in the subject matter of any proposed or on-going agreement with respect to which contract services are to be performed, the Contractor shall consider such interest a potential conflict of interest and promptly disclose it to the COR and PCO. The contractor shall enter into Proprietary Information Agreements (PIA) should contractor personnel be required to access the customer's contractor platform data or the contractor's Integrated Digital Environment (IDE). A copy of any executed PIA shall be provided to the COR.

3.1.8 Transition Out Strategy. The Contractor's overall transition out strategy shall be built around maintaining the mission of the Air Systems Group, with minimal impact, not only in terms of timeliness of performance but also to ensure that critical data and knowledge transfer occurs. Upon termination or expiration of the contract, the contractor shall ensure an orderly transition of responsibilities, while minimizing impact to the operation. The contractor shall provide a plan of action (*delivered as a special submission under the Progress*,

*Status, and Management Report, CDRL A001*) to the COR no later than 60 days prior to the end of the contract to effectively transfer tasked work that is in process. The contractor shall maintain effective communication with the incoming contractor and the COR via a weekly status meeting (if requested) to ensure a smooth transition and a continuation of quality review processes including; risk mitigation strategies and data/information transfer. Risk mitigation strategies at a minimum shall include potential and actual contract performance risks (quality and schedule). Data/Information transfer shall include efficient and timely inventory and transfer of program data to the successor company.

3.1.9 Quality Surveillance and Performance Standards. The COR will conduct quality surveillance via various methods including formal and informal meetings, interviews and feedback from the customers, review of deliverables including technical reports and monthly progress reports, and with the methods outlined in the Contract Surveillance Plan/Surveillance Activity Checklist (CSP-SAC) (attachment to the contract).

#### 3.1.10 Security.

3.1.10.1 Citizenship Requirements. Only U.S. citizens shall perform under this contract unless a citizenship waiver is approved. If the Contractor cannot find qualified U.S. citizens to perform the work, the Contractor shall submit a citizenship waiver request with a justification to the Government Security Office. The waiver request shall include:

- a. The individual's name, date and place of birth, position title, and current citizenship.
- b. A statement that a qualified U.S. citizen cannot be hired in sufficient time to meet the contractual requirements.
- c. A statement of the unusual expertise possessed by the applicant.
- d. A statement that access will be limited to a specific government contract (specify contract number).
- e. A statement that the Contractor has obtained an export license for the information required to perform the contract.

3.1.10.2 Investigative and Security Level Requirements (including Information Security, Distribution and Public Release).

Investigative and Security Level Requirements. All contractor personnel shall be eligible to perform Non-Critical Sensitive Work as defined by SECNAV M5510.30 and be eligible for and maintain the clearance classification level of Secret to perform unclassified and classified work. In addition, personnel under certain labor categories (section 3.3 below) must be eligible for and maintain the clearance classification level of Top Secret (TS) to perform unclassified and classified work.

Contractor personnel under certain labor categories listed in section 3.3 shall be required access to classified information in performance of this contract up to and including Secret or Top Secret, with a safeguarding level of none as provided under the DD 254 (Attachment 01). The Contractor shall be responsible for ensuring that all personnel receive the requisite investigation and are favorably adjudicated in accordance with DoDM 5220.22, National Industrial Security Program Operating Manual (NISPOM). Contractor employees who fail to meet security clearance requirements shall not access classified information or perform sensitive duties and shall not perform on this contract.

Information or data that the contractor accesses shall be handled at the appropriate classification level. Unclassified information shall be handled in accordance with the appropriate designation (Controlled Unclassified Information; For Official Use Only; and/or Covered Defense Information). The requirements office with concurrence by the activity (customer) being supported will determine the appropriate distribution statement for all documents. The COR, and Trusted Agent (TA) are the POCs for questions or concerns regarding distribution statement determination.

Controlled Unclassified Information (CUI) including, For Official Use Only and Covered Defense Information (meeting the definition of 48 CFR 252.204–7012(a)) generated for and/or provided under this contract shall be marked and safeguarded as specified in DoDM 5200.01 (DoD Information Security Program: Controlled Unclassified Information (CUI)) Vol. 4 (enclosure 3 pages 11-18) available at

<https://fas.org/sgp/othergov/dod/index.html>. Any product containing Covered Defense Information shall be assigned and marked with a distribution statement (distribution statements B through F) and export control warning using the criteria set forth in DoDI 5230.24 (Distribution Statements on Technical Documents) and program (customer) security classification guidance. If work is being performed at the Government's facility, the Contractor shall comply with the facility's instructions/guidance.

If work is being performed at the contractor's facility, the contractor shall implement and maintain security procedures and controls to prevent unauthorized disclosure of classified information and controlled unclassified information (CUI) and to control distribution of CUI in accordance with DoD 5220.22-M (NISPOM) and SECNAV M-5510.36.

Any classified and unclassified information pertaining to this contract shall not be released for public dissemination, including posting to any social media sites such as Facebook or Twitter, unless it has been approved for public release by the appropriate U.S. government authority. Proposed public releases shall be submitted for approval prior to release to the Flight Controls or Flight Dynamics Branches through the NAWCAD Public Affairs Officer, 22347 Cedar Point Road, BLDG. 2185 Suite 3250, Patuxent River, MD 20670 as applicable.

3.1.10.3 Operations Security (OPSEC). The Contractor shall develop, implement, and maintain an OPSEC program to protect controlled unclassified and classified activities, information, equipment, and material used or developed by the Contractor and any subcontractor during performance of this contract. The program shall also address Information Assurance. The Contractor shall be responsible for the subcontractor's implementation of OPSEC requirements. The OPSEC program shall be in accordance with National Security Decision Directive (NSDD) 298, and at a minimum shall include:

- 1) Assignment of responsibility for OPSEC direction and implementation.
- 2) Issuance of procedures and planning guidance for the use of OPSEC techniques to identify vulnerabilities and apply applicable countermeasures.
- 3) Establishment of OPSEC education and awareness training.
- 4) Provisions for management, annual review, and evaluation of OPSEC programs.
- 5) Flow down of OPSEC requirements to subcontractors when applicable.

While performing aboard NAVAIR or NAVAIR sites, the contractor shall comply with facility OPSEC program instructions, contribute to organization-level OPSEC efforts and include OPSEC as part of its ongoing security awareness program. All contractor personnel shall take all required Agency OPSEC training. The contractor shall be responsive to supporting the NAVAIR/NAWCAD OPSEC Manager on a non-interference basis and protect sensitive unclassified information and activities, which could compromise classified information or operations, or degrade the planning and execution of operations performed by the Flight Controls and Flight Dynamics Branches and the contractor in support of the mission. The Contractor shall prepare and deliver an OPSEC Plan in accordance with CDRL A003.

3.1.10.4 System Authorization Access Request (SAAR) (including Information Awareness (IA) Training) and Common Access Card (CAC)/Public Key Infrastructure (PKI)/Local Badges.

t CAC

Contractor CACs and facility-specific identification badges will be issued by the Government to on-site personnel and shall be always visible above the waist while personnel are at the Government site. The Contractor shall furnish all requested information required to facilitate the issuance of identification badges. The Contractor shall return CAC identification.

All CACs and identification badges issued to contractor employees shall be returned to the Trusted Agent (TA) following completion of the contract, relocation, or termination of an employee, or upon request from the Contracting Officer's Representative/PCO. The Government will provide the Contractor access to Government facilities, as required, for the performance of tasks under this contract.

SAAR

Contractor personnel shall have an approved DoD System Authorization Access Request (SAAR) form on file before accessing and operating Government IT systems and networks IAW NAVADMIN 259/23. New employees must submit their SAAR forms within (30) days of their first day of work. The SAAR form is available at: <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2875.pdf>

The Contractor shall submit SAAR forms to the COR, Government TPOC, or to the assigned Government Trusted Associate Sponsorship System (TASS) Trusted Associate

#### Other Badging

Badges to special, classified, limited access, and/or commercial facility (e.g., Prime Contractor for a project or platform) areas may be required by the Contractor based on location and tasking. The Contractor shall adhere to the rules governing the issuance of those badges.

**3.1.10.5 Loss, Compromise and/or Electronic Spillage of Classified or Controlled Unclassified Information.** All instances of loss, compromise and electronic spillage of classified or CUI shall be reported to the PCO, COR, TA and Government Security Office within 24 hours of the incident occurring.

**3.1.10.6 Anti-Terrorism Force Protection and Emergency Management.** The work performed on this contract is not Emergency Essential in accordance with OPNAVINST 3440.17A and Government Emergency Management, Antiterrorism and/or Continuity of Operations Plans, unless the approval requirement in section 3.1.4.4 is obtained. Contractor personnel shall comply with all Government Emergency Management, Antiterrorism and/or Continuity of Operations Plans and directives. Contractor personnel shall not report for work at Government facilities upon declaration of Force Protection Condition CHARLIE or in any event or emergency where Government Officials direct curtailment of operations to “Mission Essential Only” unless the approval requirement in section 3.1.4.4 is obtained. All Contractor personnel assigned to a government facility shall complete the Government annual Antiterrorism (Level One) and Active Shooter training. Training certificates shall be kept on file by the contractor for COR review upon request.

### **3.2 Specific Requirements (segregated by Funding Appropriation: RDT&E, AP/OP, OM, FMS, and NWCF.**

#### **3.2.1 Research, Development, Test and Evaluation (RDT&E), Navy Working Capital Fund (NWCF) and Foreign Military Sales (FMS) Funded Tasks during the Conceptual Engineering, Technical Development or Engineering Manufacturing Development Phase.**

**3.2.1.1** The contractor shall provide technical analysis of requirements content and traceability to assist the Government’s evaluation of the adequacy and traceability throughout the specification hierarchy for flight controls and related subsystems components, software, and flight control systems currently under development.

**3.2.1.2** The contractor shall provide engineering data and analysis to assist the Government in the development/establishment of technical and performance requirements in support of flight control systems design and evaluation, and reporting efforts. This shall include: consideration of test processes and objectives, data acquisition, reduction, and analysis, and test documentation/test resource requirement development of flight control components and systems.

**3.2.1.3** The contractor shall review documentation and provide findings to assist the Government in validating that all documentation is complete and accurate and is correlated in content with other related and pertinent platform specific flight controls requirements.

**3.2.1.4** The contractor shall implement a model-based system engineering approach resulting in digital representations of program and technical data used to support all phases of system development.



3.2.1.5 The contractor shall provide support in the design, development, investigation, and integration of flight control system and related subsystem components within a developmental system to define and investigate characteristics for system development. The contractor shall conduct engineering analysis to assist the Government's evaluation of these components which include but are not limited to: flight controls computers, sensors and actuators.

3.2.1.6 The contractor shall support the development of lab and aircraft test procedures to verify system interfaces, interoperability, and performance levels including interfaces to sensors, actuators and flight control computers that are part of systems under development.

3.2.1.7 The contractor shall conduct technical research and draft studies to support the Government's evaluation of developmental aircraft systems validation and verification methods and developmental test and evaluation of equipment for capability, efficiency, and life expectancy of new flight control system and related subsystem components. If the contractor is tasked with performing technical studies as specified in individual task orders, these studies shall be submitted in accordance with CDRL A002.

3.2.1.8 The contractor shall provide support by providing analysis to assist the Government in its evaluation of resources and equipment/materials to support laboratory and aircraft testing of flight control systems and related subsystems. This shall include, but is not limited to, consideration of test processes and objectives, data acquisition, reduction, and analysis, and test documentation/test resource requirement development of flight control components and systems.

3.2.1.9 The contractor shall provide support in developing lessons learned briefings and white papers from past and current Flight Control System designs to showcase design issues.

3.2.1.10 The contractor shall provide support for working groups by reviewing and providing technical analysis of NAVAIR, Department-of-Defense, National and industry standards as they relate to flight control systems and related subsystems, air vehicle system safety, and flight dynamics.

3.2.1.11 The contractor shall provide technical analyses of flying qualities and air vehicle performance to support the Government's assessment of requirements development, air vehicle design, piloted and non-piloted simulations, and technical interchanges for aircraft flight control systems, related subsystems, and components. The contractor shall generate advantages and impacts of requirements review for the government team to consider which shall be consistent with program (customer) goals.

3.2.1.12 The contractor shall conduct technical analysis of wind tunnel test results and associated development of the six degree-of-freedom aerodynamic database and provide finding for Government review. The contractor shall provide recommendations to the Government regarding database adjustments to improve the match with flight test and performance data.

3.2.1.13 The contractor shall support flight clearance assessment activities by verifying and validating proposed limits and identifying technical concerns for aircraft flight control systems and related subsystems.

3.2.1.14 The contractor shall develop and document flight control law requirements.

3.2.1.15 The contractor shall design, develop, and integrate control law algorithms using modeling, requirements tracing, auto code generation, and/or other methods as required to evaluate performance, stability, and robustness.

3.2.1.16 The contractor shall support the verification and validation testing of developed control laws.

3.2.1.17 The contractor shall provide support in performing project management services (e.g. planning, scheduling, reporting, etc.) in support of systems design, development and flight research and development, test and evaluation of flight control systems and related subsystems.

3.2.1.18 The contractor shall provide clerical support to the customer for managing and analyzing a voluminous number of hard copy technical documents that need to be scanned and electronically cataloged in a document library as well as cataloging documents contained on electronic media (CDs). Clerical support includes utilizing Microsoft office products for typing or word processing, scanners and office procedures, answering telephones, office machine operation, and filing (electronic and hard copy).

### **3.2.2 Aircraft Procurement (AP)/Other Procurement (OP), NWCF and FMS Funded Tasks during the Production and Deployment (P&D) Phase.**

3.2.2.1 The contractor shall provide support in implementing new initiatives for risk reduction, configuration management, quality, and product development for flight controls and related subsystems projects under production and deployment.

3.2.2.2 The contractor shall provide engineering analysis of Government production flight control requirements to assist the Government's assessment of the technical implications of flight control system, related subsystems, and component requirements relative to the current aircraft configurations, and shall examine requirements statements for attributes such as safety, completeness, thoroughness, consistency, traceability, soundness, adequacy, risk/benefit tradeoffs and compliance with established program policies. The contractor shall assist in the preparation of findings and recommendations.

3.2.2.3 The contractor shall implement a model-based system engineering approach resulting in digital representations of program and technical data used to support all phases of production and deployment.

3.2.2.4 The contractor shall provide support in test implementation, management, and test data analysis of flight control and related subsystem components, hardware and software, and the integrated flight controls system while under production and deployment.

3.2.2.5 The contractor shall provide support in upgrade, implementation and production fabrication of off-the-shelf or specialized state-of-the-art test equipment, system components such as but not limited to, cable harnesses, connections, breakout boxes, peculiar test equipment, data and fiber optic links, and other interfaces necessary to conduct integration, testing and simulation for flight control systems under production and deployment.

3.2.2.6 The contractor shall assist in providing engineering and technical support during production and deployment pre-test, test, and post-test activities. This support shall include conducting, synthesizing, and analyzing lab, ground and flight test data and providing analyses to confirm compliance with all applicable requirements for flight control systems and components under production and deployment.

3.2.2.7 The contractor shall provide support in the review of flight test plans and test procedures, provide engineering support during the pre-flight piloted simulations; provide support in flight test efforts at the remote telemetry processing station (RTPS) at Pax River; provide post flight data preparation/analysis as required; assist in the review of Naval Aviation Training Operating Procedures (NATOPS) changes and recommendations; provide engineering support for program and technical meetings/reviews as required in support of flight control systems and related subsystem upgrades and implementation efforts during production/deployment.

3.2.2.8 The contractor shall review documentation and provide comments to the Government to assist the Government in assessing that all documentation is complete and accurate for programs under production and deployment and is correlated in content with other related and pertinent platform specific flight controls, performance, and flight dynamics requirements.

3.2.2.9 The contractor shall provide support in conducting production planning of flight control systems, related subsystems, and/or their components under production/deployment including documentation associated with events such as but not limited to: establishment of production capabilities, transition of production facilities for adequacy with an emphasis on identifying issues, safety concerns, and cost and schedule risks associated with these efforts.

3.2.2.10 The contractor shall provide technical comments on acceptance test procedures and environmental screening procedures for flight control systems, as well as related subsystems, or components under production/deployment Toassist the Government in determining their adequacy in preventing production products from being delivered with workmanship defects.

3.2.2.11 The contractor shall provide engineering analysis and draft documentation to assist the Government in its review of items such as, but not limited to: engineering change proposals, notification of defect statements for flight control systems or components under requests for waiver, and material review board findings. The contractor shall provide engineering analysis and draft recommendations to assist the Government in determining the impact such changes or defects will have on product performance and safety for systems and components under production/deployment.

3.2.2.12 The contractor shall provide support in analyzing Failure Reporting, Analysis and Corrective Action System (FRACAS) and engineering investigations (EI) associated with flight control systems, related subsystems, or associated components that are in production/deployment and present alternatives and identify impacts on how to address issues that would adversely impact system maintainability, performance and safety for all systems and components under production/deployment.

3.2.2.13 The contractor shall provide technical support in preparing briefings for System Safety Working Groups (SSWGs), NATOPS conferences and technical coordination events with respect to flight control systems and related subsystems and components in production/deployed.

3.2.2.14 The contractor shall provide support conducting analysis of data from the aircraft or aircraft maintenance data for flight control systems and related subsystems and components

3.2.2.15 The contractor shall provide support in preparing reports of failure codes generated by production/deployed aircraft flight control systems and related subsystems and components to determine if operational and/or material solutions would be beneficial in minimizing their impact to fleet maintainers and operators.

3.2.2.16 The contractor shall provide support in technical reviews of engineering change proposals to quantify their impact on production/deployed flight control systems and related subsystems and components.

3.2.2.17 The contractor shall provide support in technical reviews of the impact of flight control systems and related subsystems component obsolescence issues that may impact production and identify options, alternatives and impacts on how to address issues balancing cost, schedule, safety and technical risks associated with production/deployment. The government will provide access to IHS Markit TM to support this task when customer provides funding for the subscription.

3.2.2.18 The contractor shall review and analyze existing flight control law designs. The contractor shall provide comments regarding adequacy, suggested improvements, and recommendations for further analysis.

3.2.2.19 The contractor shall modify and integrate control law algorithms, using modeling, requirements tracing, auto code generation, and/or other methods as required to evaluate performance, stability, and robustness.

3.2.2.20 The contractor shall support the verification and validation testing of modified control laws.

3.2.2.21 The contractor shall provide support in configuration management of documents used to establish the configuration baseline and oversee program processes of flight control projects on programs currently under production/deployment.

3.2.2.22 The contractor shall provide support for flight control systems and related subsystems in recommending and preparing a Process Improvement Plan.

3.2.2.23 The contractor shall provide support in modifying requirements to update the adequacy and traceability throughout the specification hierarchy for flight controls and related subsystems, including software, in production/deployment.

3.2.2.24 The contractor shall provide clerical support to the customer for managing and analyzing a voluminous number of hard copy technical documents that need to be scanned and electronically cataloged in a document library as well as cataloging documents contained on electronic media (CDs) and SharePoint. Clerical support includes utilizing Microsoft office products for typing or word processing, scanners and office procedures and may include answering telephones, office machine operation, and filing (electronic and hard copy).

### **3.2.3 Aircraft OM, NWCF and FMS Funded Tasks during the Sustainment Phase.**

3.2.3.1 The contractor shall provide assistance support and analysis in modifying Government requirements to update the adequacy and traceability throughout the specification hierarchy for both current and out of production flight control and related subsystems, including software.

3.2.3.2 The contractor shall apply a model-based system engineering approach resulting in digital representations of program and technical data used to support all phases of system development.

3.2.3.3 The contractor shall provide support in updating technical studies or generating updates to studies to develop test methods for testing of flight control systems and related subsystems for out of production systems. If the contractor is tasked with performing technical studies as specified in individual task orders, these studies shall be submitted in accordance with CDRL A002.

3.2.3.4 The contractor shall support the modification and enhancement of lab and aircraft test procedures to verify system interfaces, interoperability, and performance levels including interfaces to sensors, actuators and flight control computers for out of production systems.

3.2.3.5 The contractor shall provide support in updating of lab and aircraft test procedures to evaluate their adequacy to verify system interfaces, interoperability, and performance levels of flight control and related subsystems and components for out of production systems.

3.2.3.6 The contractor shall provide support in refurbishing and updating aircraft flight control systems and related subsystems, and modification of test equipment/system upgrades and modifications for capability, efficiency, and life expectancy of flight control systems and its components for out of production systems.

3.2.3.7 The contractor shall provide support in the modification of flight control and related subsystems and components within a system to update characteristics for system enhancement for out of production systems such as, but not limited to, flight controls computers, sensors and actuators.

3.2.3.8 The contractor shall provide support in the tracking and recording of flight controls hardware and software interface requirements between existing subsystems/equipment to be updated for out of production systems.

3.2.3.9 The contractor shall provide support in system updates, qualification and refurbishment for hardware and equipment for flight control and related subsystems and components for out of production systems.

3.2.3.10 The contractor shall provide support in updating documentation/presentation materials to support program objectives for flight control and related subsystems and their components including software and hardware.

3.2.3.11 The contractor shall provide support in modification and fabrication of off-the-shelf or specialized state-of-the-art test equipment, system components such as but not limited to, cable harnesses, connections, breakout boxes, peculiar test equipment, data and fiber optic links, and other interfaces necessary to conduct integration, testing and simulation for flight control and related subsystems for out of production systems.

3.2.3.12 The contractor shall provide support in the review of flight test plans and test procedures, provide engineering support during the pre-flight piloted simulations; provide support in flight test efforts at the remote telemetry processing station (RTPS) Pax River and provide post flight data preparation/analysis as required. Assist in the review of Naval Aviation Training Operating Procedures (NATOPS) changes and recommendations; provide engineering support for program and technical meetings/reviews as required in support of out of production flight control and related subsystem enhancement or modification efforts.

3.2.3.13 The contractor shall provide support in conducting engineering analyses of flight control and related subsystem data associated with engineering investigations (EIs) received from the fleet. The support of any analysis shall focus on determination of root cause, the residual safety risk to the fleet and recommended mitigation actions to lower the overall risk to the fleet.

3.2.3.14 The contractor shall provide support in conducting engineering analyses of flight control and related subsystem data associated with hazard material reports (HMRs) received from the fleet. The support of any analysis shall focus on determination of root cause, the residual safety risk to the fleet and recommended mitigation actions to lower the overall risk to the fleet.

3.2.3.15 The contractor shall provide support in conducting engineering analyses of flight control and related subsystem data associated with hazard report (HAZREPS) received from the fleet. The support of any analysis shall focus on determination of root cause, the residual safety risk to the fleet and recommended mitigation actions to lower the overall risk to the fleet.

3.2.3.16 The contractor shall provide support in conducting engineering analyses of data associated with mishap investigations associated with fleet aircraft. Analysis support shall focus on determination of root cause, the residual safety risk to the fleet and recommended mitigation actions to lower the overall risk to the fleet.

3.2.3.17 The contractor shall provide technical support in preparing and reviewing briefings for System Safety Working Groups (SSWGs), NATOPS conferences and technical coordination events with respect to out of production flight control and related subsystems and components.

3.2.3.18 The contractor shall provide assistance to the Government in its analysis of the the impact of parts obsolescence issues in fielded systems that are no longer in production and provide recommendations on how to address issues balancing cost, schedule and technical risks flight control systems and components.

3.2.3.19 The contractor shall support flight clearance update activities and/or generate inputs on proposed limits or technical concerns.

3.2.3.20 The contractor shall review and analyze flight control law designs of out of production vehicles. The contractor shall provide comments regarding adequacy, suggested improvements, and recommendations for further analysis.

3.2.3.21 The contractor shall modify and integrate control law algorithms, using modeling, requirements tracing, auto code generation, and/or other methods as required to evaluate performance, stability, and robustness for out of production vehicles.

3.2.3.22 The contractor shall support the Government's assessment of modified control laws for out of production air vehicles by providing technical data and analysis.

3.2.3.23 The contractor shall provide clerical support to the customer for overseeing and analyzing a voluminous number of hard copy technical documents that need to be scanned and electronically cataloged in a document library as well as cataloging documents contained on electronic media (CDs) and SharePoint. Clerical support includes utilizing Microsoft office products for typing or word processing, scanners and office procedures and may include answering telephones, office machine operation, and filing (electronic and hard copy).

**3.3 Required Support Labor (Definitions, Labor Categories/Qualifications).** This section provides a description of all labor categories (including key personnel) and the associated qualifications including; the minimum level of education, training, security clearance level and experience required to support the tasks contained in sections 3.1 and 3.2 throughout the period of performance of this effort.

#### 3.3.1 Definitions.

Key Personnel: Those who will be performing in Key positions and identified under certain labor categories in Section 3.3.2 below.

College Degree: All degrees shall be obtained from an "accredited college or university" as recognized by the U.S. Department of Education (<https://www.ed.gov/accreditation>). This includes Associate's, Bachelor's, Master's, and Doctorate degrees. Accreditation is not required when using degrees to substitute for years of experience.

Degree Majors: See Section 3.3.2 below for labor categories that require an applicable degree major.

Years of experience: Years of experience shall mean full, productive years of participation. Productive years shall mean fifty-two (52) weeks of work reduced by reasonable amounts of time for holidays, annual and sick leave. If participation was part-time, or if less than one-half of the standard work week was spent performing qualifying functions, the actual time spent performing those qualifying functions may be accumulated to arrive at full years of experience.

Security Clearance Level: All employees shall have at a minimum a security clearance level of interim secret or top secret (as specified in the task order/) prior to their first day of providing support under this contract.

#### 3.3.2 Levels of Education and Experience and Qualification Substitution.

**Education and Experience Levels.** The professional labor categories listed in section 3.3.3 have three levels of education and experience, Junior, Journeyman and Senior, as further defined below. The education and experience outlined in the table below are required unless otherwise noted within the labor category in section 3.3.3.

LEVEL	EDUCATION AND EXPERIENCE
<b>JUNIOR</b>	Has less than 3 years of experience performing work related to the labor category functional description and a BA/BS degree in a relevant subject or discipline for the position.
<b>JOURNEYMAN</b>	Has 3 to 10 years of experience performing work related to the labor category functional description and a BA/BS degree in a relevant subject or discipline for the position.
<b>SENIOR</b>	Has at least 10 years of experience performing work related to the labor category functional description and a MA/MS degree in a relevant subject or discipline for the position.

**Qualification (Education/Experience) Substitution.** The qualification (education/experience) substitutions outlined in the table below are allowable unless otherwise noted in section 3.3.3.

Degree	Substitution Alternative #1	Substitution Alternative #2
<b>Bachelor's Degree</b>	Associate's Degree plus 6 years' additional work experience may be substituted for a Bachelor's Degree.	GED and/or a relevant technical certification plus 6 years' additional work experience may be substituted for a Bachelor's Degree.
<b>Master's Degree</b>	Bachelor's Degree plus 4 years additional work experience may be substituted for a Master's	No further substitutions are allowed.

3.3.3 Labor Categories, Functional Description and Education/Experience. The following table summarizes the labor categories, education and experience level (junior, journeyman, and senior), key personnel denotations and security clearance level required to accomplish the tasks outlined in section 3.1 and 3.2. Each labor category represents one position. For additional qualifications (education/experience) see each labor category paragraph listed below.

SOC/SCLS Labor Category <sup>1</sup>	Estimated Hours per Year	SOC Labor Category Code/SCLS <sup>2</sup>	Education and Experience Level	Key Personnel Y/N	Security Clearance Level
Aerospace Engineer (Key)	1920	17-2011	Senior	Y	Top Secret
Aerospace Engineer (Key)	1920	17-2011	Senior	Y	Top Secret
Aerospace Engineer (Key)	1920	17-2011	Senior	Y	Secret
Aerospace Engineer	21,120	17-2011	Senior	N	Secret
Aerospace Engineer	7680	17-2011	Journeyman	N	Secret
Aerospace Engineer	3840	17-2011	-Junior	N	Secret
Computer Scientist	1920	15-1221	Senior	N	Secret
Program Manager	1920	11-1021	Senior	N	Secret
Configuration Management Specialist	1920	13-1111	Journeyman	N	Secret
Program Analyst	1920	13-1111	Senior	N	Secret
Office Clerk,	1920	43-6011	N/A	N	Secret

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1. Labor category definitions are pursuant to the Office of Management and Budget's (OMB) List of Standard Occupational Classification (SOC) labor categories as defined by the Bureau of Labor Statistics (BLS)
2. These codes are defined pursuant to the list of codes assigned by BLS.

### 3.3.3.1 Aerospace Engineer.

**Functional Description.** Applies engineering principles, practices and theories to investigate, analyze, plan, design, develop, implement, test or evaluate military weapons systems. Reviews and prepares engineering and technical analyses, reports, change proposals, and other technical documentation. Applies engineering experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates software, components, or systems related to engineering or functional requirements of military weapons systems, associated support systems, or management information systems. Applies principles, practices and theories of engineering fundamentals to identify and mitigate design, production and test deficiencies. Provides technical continuity required in the development of the program.

**Acceptable Degrees.** Engineering, Mathematics, Physics, Operations Research or Computer Science from an American Board for Engineering and Technology [ABET] accredited [[www.abet.org](http://www.abet.org)] educational program.

**Junior Experience/Education.** The bachelor's degree substitution criteria outlined in section 3.3.2 is not applicable to this position.

**Journeyman Experience/Education.** The bachelor's degree substitution criteria outlined in section 3.3.2 is not applicable to this position. This position requires a minimum of 6 years of relevant experience that must be in Military aircraft design criteria and specification to include some or all of; Automatic Flight Control System hardware, software and integration; Actuator design, development, test or certification; Digital Flight Controls System development and integration; Flight system sensor (angle-of-attack, air data, accelerometers, rate sensors and inceptors) development, test and integration; and in-service updates of items listed here.

**Senior Experience/Education.** The bachelor's degree substitution criteria outlined in section 3.3.2 is not applicable to this position. The master's degree substitution criteria outlined in section 3.3.2 is only applicable to the Senior Aerospace Engineer, Non-Key Secret position. This position requires that the minimum 10 years of relevant experience must be in Military aircraft design criteria and specification to include some or all of; Automatic Flight Control System hardware, software and integration; Actuator design, development, test or certification; Digital Flight Controls System development and integration; Flight system sensor (angle-of-attack, air data, accelerometers, rate sensors and inceptors) development, test and integration; Aerodynamic model development and wind tunnel testing; Controls and requirements models; NATOPS or Flight Manual development; The Navy flight clearance process; Mishap investigation process; Systems engineering principles and in-service updates of the aforementioned.

### 3.3.3.2 Computer Scientist.

**Functional Description.** Computer Research Scientist – Conduct research into fundamental computer and information science as theorists, designers, or inventors. Develop solutions to problems in the field of computer hardware and software.

**Acceptable Degrees.** Engineering, Mathematics, Physics, Operations Research, Computer Engineering, management information or Computer Science from an American Board for Engineering and Technology [ABET] accredited [[www.abet.org](http://www.abet.org)] educational program.

**Senior Experience/Education.** The bachelor's degree substitution criteria outlined in section 3.3.2 is not applicable to this position. The Master's degree substitution criteria outlined in section 3.3.2 is applicable to this position. This position requires that the minimum 10 years of relevant experience must be in Military aircraft design criteria and specification to include some or all of; Automatic Flight Control System hardware, software and integration; Digital Flight Controls System development and integration; Imbedded system software



development and integration, model development.

#### **3.3.3.3 Program Manager.**

**Functional Description.** Acts as the overall lead, manager and administrator for the contracted effort in support of all the tasks and customers outlined in the SOW. Serves as the primary interface and point of contact with the government program authorities and representatives (COR/customer) on the technical and program/project issues. Oversees contractor personnel and their assigned program/project support tasks. Organizes, directs and coordinates the planning and production of all contract requirements. Manages the acquisition and employment of program/project resources.

**Acceptable Degrees.** Business management, engineering, mathematics, physics, operations research, computer science or management information.

**Senior Experience/Education.** The bachelor's degree substitution criteria outlined in section 3.3.2 is not applicable to this position. The Master's degree substitution criteria outlined in section 3.3.2 is applicable to this position. This position requires that the minimum of 10 years of relevant experience must be in support of engineering or technical management within Navy or other DoD military weapons systems programs.

#### **3.3.3.4 Program Analyst.**

**Functional description.** Applies analytic techniques in the evaluation of program/project objectives. Analyzes requirements, status, budget and schedules. Performs management, technical, or business case analyses. Collects, completes, organizes and interprets data relating to customer's project acquisition and product programs. Tracks program/project status and schedules. Applies Navy or other DoD instituted processes for documentation, change control management and data management. Creates and maintains requirement database structures to ensure proper traceability from high level capabilities to low level derived requirements ensuring adherence to all NAVAIR requirements management process and procedures.

**Acceptable Degrees.** Business, Management, Mathematics or Management Information.

**Senior Experience/Education.** This position requires that the minimum of 10 years of relevant experience must be in Navy or other DoD military weapons systems programs supporting status, budget and schedule tasks. Demonstrated knowledge of SECNAV, OPNAV and OSD policy and documentation related to Planning, Programming, Budgeting System (PPBS), life-cycle management of military acquisition programs (as specified in the DoD 5000 series). Must have experience processing program acquisition, funding and contract documentation for military programs.

#### **3.3.3.5 Configuration Management Specialist**

**Functional Description.** Collects, organizes and interprets data relating to aircraft and product programs. Maintains configuration control of acquisition products and data. Tracks configuration changes. Coordinates and supports development of Engineering Change Proposals. Applies government-instituted processes for documentation, change control management and data management.

**Acceptable Degrees.** Business, Management, Mathematics or Management Information

**Journeyman Experience/Education.** This position requires that a minimum of 3 years of relevant experience must be in Navy or other DoD military weapons systems programs supporting configuration management of development and acquisition products and data. Experience in DoD-instituted processes for documentation, change control management, data management, reconfiguration, base lining, data management, and other relevant processes.

#### **3.3.3.6 Office Clerk, General II**

**Functional description.** Follows clearly detailed procedures in performing repetitive tasks using office and computer knowledge to complete assignments consisting of numerous steps varying in nature and sequence. Responsibilities would include knowledge of office systems including Microsoft office products, scanners and office procedures. Clerical duties may be assigned in accordance with the office procedures of individual customer and may include a combination of answering telephones, typing or word processing, office machine operation, and filing (electronic and hard copy).

**Experience/Education.** This position requires a high school diploma or GED and at least one year of experience in a customer and business-oriented position performing the functional duties listed above.