

PERFORMANCE WORK STATEMENT (PWS)

for

Care of Supplies in Storage (COSIS), Maintenance and Exercise

of

US Army Prepositioned Stock (APS) Watercraft at Yokohama North Dock, Japan

1. **SCOPE:** The intent of this Performance Work Statement (PWS) is to support the US Army APS-4 Watercraft/Modular Causeway Systems (MCS) COSIS, Exercise and Maintenance program located at Watercraft Equipment Base-Yokohama North Dock, Yokohama, Japan, hereafter referred to as YND. APS-4 Watercraft/MCS support Military and Humanitarian actions worldwide utilizing pre-positioned assets at strategic locations.
 - a. The work described in this PWS supports the readiness and sea worthiness of US Army Tugs, Landing Craft, Floating Crane, Gasoline Barge (Gasoline Barge is pending divestment with out replacement) and Modular Causeway System (MCS) stored at YND, by performing COSIS, Exercise and Maintenance on all on-hand equipment on a continuous and cyclic basis.
 - b. The service provider shall provide all management, supervision, personnel, labor, and generalized or specialized equipment and materials, except that identified as Government Furnished, necessary to perform under the requirements of this PWS. The service provider's work and responsibility shall comprise, but not be limited to all, planning, programming, staffing, administration and management necessary to assure all contracted services are in accordance with (IAW) the terms and conditions of this PWS and the contract.
 - c. The service provider shall perform its own administrative services necessary to accomplish the work such as supply, procurement, production control, quality control, subcontracting, environmental management, and financial controls. Service provider will maintain accurate and complete records, files, and libraries of documents to include publications or laws and agreements, US Federal laws and regulations, Vessel and Equipment Records, Technical Manuals, manufacturer's instructions and recommendations, and any other similar documents.
 - d. The service provider may utilize subcontractors to meet some of the performance requirements of this PWS. Any plan to utilize subcontractors shall be submitted to YND Government staff prior to execution for approval.
 - e. The service provider shall at times be required to participate in and submit to external evaluations and audits from YND's higher HQ's or other Army Commands or Agencies. The service provider shall participate fully in any such

events. The service provider shall take immediate action to correct any deficiencies identified during any inspection or audit and report to YND Government staff the status of the corrective actions as required. The current Command Inspection Program Checklist, currently known as ALSET, is available from YND Government staff on request. The service provider shall meet all requirements, as applicable, contained therein.

- f. Army forms and publications referenced in this PWS can be accessed at <http://www.usapa.army.mil/>
- g. Army Technical Manuals are available at <https://www.logsa.army.mil/etms/online.cfm>
- h. A listing of Acronyms used in this PWS are listed in ANNEX L.
- i. Location of Work and Hours of Operations: Workload shall be performed on site at YND unless directed or approved otherwise by YND Government staff.
 - i. The service provider shall present to YND Government staff the service providers primary work hours/days and annual holiday schedule prior to commencing performance under this PWS and any later temporary or permanent modifications to the schedule.
 - ii. All workload undertaken shall conform to established safety and environmental procedures in place at YND. The service provider shall be cognizant of all safety/environmental rules/regulations/procedures in place at the site.
 - iii. The government reserves the right to approve or disapprove the service providers primary work hours.
- j. Tasks: Based on this PWS, PWS annexes, Applicable Watercraft/MCS Equipment Technical Manuals, DA 2404's/Inspection Worksheets, Army War Reserve Deployment System (AWRDS) data and a maintenance schedule the service provider shall perform all tasks necessary to safely, efficiently, and effectively;
 - i. Utilize/enhance the storage aids at the site.
 - ii. Test and Inspect Watercraft, MCS, vessels structure and systems for 10/20/30/40 or Field and Sustainment level faults.
 - iii. Perform COSIS and Maintenance on APS-4 Watercraft/MCS to include correction of faults and emergency repairs.
 - iv. Perform Quality Control function.

- v. Perform Supply operations.
- vi. De-preserve Watercraft/MCS from long-term storage for issue.
- vii. Participate in BIREP or other exercises as required.
- viii. Perform base support activities.
- ix. Preserve Watercraft/MCS for long-term storage.
- x. Perform Quarterly/Annual Maintenance/Exercise on APS-4 Watercraft/MCS.
- xi. Correct/Repair faults identified during Quarterly/Annual Exercise
- xii. Prepare, de-preserve, and correct -10/-20 level faults on vessels prior to induction into OCCM.
- xiii. Inspect for and correct faults on vessels following completion of OCCM.
- xiv. Schedule plan, program and execute COSIS, Exercise and Maintenance.

k. Number and types of Watercraft/MCS located at YND:

- i. 10 ea Landing Craft Utility 2000 series (LCU)
- ii. 7 ea Landing Craft Mechanized 8 MOD 1 (LCM M1)
- iii. 2 ea Landing Craft Mechanized 8 MOD 2 (LCM M2)
- iv. 2 ea 128ft Large Tugs (LT)
- v. 4 ea Small Tugs (ST)
- vi. 1 ea 115tn Barge Derrick (BD)
- vii. 1 ea Gasoline Barge (BG) (Pending divestment with out replacement)
- viii. 2 ea Roll on roll off discharge facilities (RRDF)
- ix. 1 ea Floating Causeway (FC)
- x. 1 ea Causeway Ferry (CF) to include powered section
- xi. 6 ea Side Loadable Warping Tug/Warping Tug (SLWT/WT)

l. The service provider shall perform contract functions under this PWS IAW the following:

- i. AR's (Army Regulations)
- ii. DA PAM's (DA Pamphlets)
- iii. TM's (Technical Manuals)
- iv. LO's (Lubrication Orders)
- v. TB's (Technical Bulletins)
- vi. FM's (Field Manuals)
- vii. CFR's (Code of Federal Regulations)
- viii. NFPA (National Fire Protection Association)

- ix. IEEE (Institute of Electrical and Electronics Engineers)
- x. SOLAS (Safety of Life at Sea)
- xi. WSA (Watercraft Safety Advisory)
- xii. SOUM (Safety of Use Message)
- xiii. MAM (Maintenance Advisory Message)
- xiv. ABS (American Bureau of Shipping)
- xv. OSHA (Occupational Safety and Health Administration)
- xvi. JEGS (Japanese Environmental Governing Standards)
- xvii. USCG (US Coast Guard) requirements
- xviii. All others as applicable or incorporated by reference

2. Period of Performance: The period of performance shall be for one year from date of award with 4 - one year evaluated option periods.

3. Personnel/Employees: The YND Government staff reserves the right to restrict the employment under the contract of any contractor employee, prospective contractor employee, or subcontractor employee who is identified as a potential threat to the health, safety, security, general well being, good order and discipline or operational mission of the installation and its population. The service provider shall:

- a. Maintain a file of resumes/qualifications of all management and key personnel assigned to this contract for the duration of the contract which shall be available for US Government review upon request.
- b. Designate a full-time General Manager dedicated solely to this contract that shall act as the overall manager and be the central point of contact (POC) with the Government, for work performed under this contract. Another individual shall be designated to act for the General Manager during absences. The General Manager or his alternate shall be physically present on-site and available during the Service provider's duty hours. The General Manager or designated alternate shall have the full authority to commit the service provider to immediate action on matters pertaining to the work or administration of this contract.
- c. Following are listed qualification requirements of some expected key personnel.
- d. General Manager Requirements:
 - i. The General manager/project Manager must be skilled in planning, directing, and coordinating the activities of projects to ensure goals and

- objectives are met. He/she will be responsible for the day-to-day activities of managing government contract(s) including ensuring contract compliance and government interface. Oversees and maintains accountability for project teams and leadership of project.
- ii. Must be able to monitor the project to ensure work scope, schedule, and budget are well defined and maintained. Integrates all functions and activities necessary to perform project/program to meet government requirements; plans and implements actions by the project team to define and implement technical baseline and meet quality requirements for project/program products and services.
 - iii. Skills: Ability to supervise employees. Requires ability to use mathematical functions including percentages, ratios, and averages for routine reports, graphs, and matrix. Ability to prepare correspondence and reports. Ability and willingness to perform in critical deadline situations. Ability to identify complex problems and review related information to develop and evaluate options and implement solutions. Ability to work in a high demand/volume work environment with changing priorities.
 - iv. Education/Experience: Bachelor's Degree in Business, Engineering or related field or equivalent experience; plus 5 years of program or project management experience. Equivalent experience to Bachelor's degree = additional 4 years experience.
 - v. Physical Requirements: Required to be physically present on the job site in an industrial or shipboard environment. Normally not required to lift more than 40 pounds higher than three feet above feet/floor level.
 - vi. Position Specific Skills: Candidate must have the following experiences: ergonomic programs, structural background in Planning and Estimating, and marine maintenance.
- e. Production Control Representative Requirements:
- i. Must be able to support the production control function by maintaining schedules, material requirements and availability of stock(s) necessary to execute the PWS; compile records concerning quantity, cost, and type of material received, shipped, in stock or inventory. The Production Control representatives must be able to expedite flow of materials, parts, and assemblies within or between departments IAW production and maintenance schedules, assist in determining possible and actual

shortages, and initiate action to correct these deficiencies.

Representatives must be able to use knowledge of Production, Procurement, and marine related experience to alert proper authorities regarding potential problems and appropriate remedial action.

- ii. Representatives will be required to estimate and log production rate and time expenditures and may be required to establish sequence and lead time of each operation to suspense's. Use of personal computer (PC) and material/ production tracking software will be required. Position requires high School diploma and 2 years of marine related experience.

f. Maintenance Supervisor/Lead Requirements:

- i. Must be able to direct, coordinate and monitor, on a daily basis, contractor efforts, performance, and compliance with safety and environmental requirements, the PWS, schedules, and cost. Must be able to develop and track performance metrics. The maintenance supervisor/lead must be able to plan, analyze, and schedule required resources for unplanned, planned, and preventive maintenance requirements for Army Watercraft and Equipment.
- ii. Coordinate, plan, communicate, and obtain schedule approval on maintenance with the government. Advise government staff of the status of work in progress, material availability, and any potential problems and recommend corrective action measures to ensure that personnel, equipment, material, and services are provided as needed. Provide status on schedules, cost, contract performance, and maintain all required records and invoices.
- iii. Basic Qualifications: Must have a strong background and technical knowledge in Army Watercraft and other marine maintenance. Bachelor's degree and minimum (6) years of experience (or equivalent) in Army Watercraft.

g. Supply Supervisor Requirements:

- i. Responsible for tracking the ordering, receipt, issue, inspection, storage and readiness of supplies and equipment, which support the APS Watercraft/MCS. Manage the AWRDS and other programs. Monitor

- equipment and/or supplies which support the COSIS and Maintenance/Exercise programs for the vessels.
- ii. Ensure that supplies and or equipment are accurately entered into AWRDS and updated properly. Monitor the status of the equipment on order and equipment received to ensure that it is being reported accurately and being reported correctly. Monitor the DA 2404s and monitor the Material Condition Status Report, DA 2406. Ensure the property book accountability is established and that all the material is accurate and maintained on behalf of the service provider.
 - iii. Develop a Standard Operating Procedure (SOP) for supply and procedures to follow in the event of a system failure. Develop a Supply Discipline Program (CSDP) to ensure that all of the Army Supply regulations and directives are being followed.
 - iv. Basic Qualifications: Detailed knowledge and understanding of Federal and Department of Defense and Army supply management regulations with a minimum of 5 years experience and knowledge of the Army Regulations 710-1 and 725-50. Strong ability to motivate, inspire and lead others. Minimum (10) years as a supervisor or in a supervisor position. Ability to give/receive instructions.
- h. Provide for, as part of the primary staff, a full time interpreter/administrative/operational support specialist that is fluent in both Japanese and English. This individual shall support both the service provider's staff and YND Government staff requirements. The service provider shall:
- i. Provide Japanese/English interpretation during routine visitation by local contracting companies sending representatives to conduct ship surveys in preparation for bidding on certain contracts.
 - ii. Provide Japanese/English interpretation with local Japanese contactors and sub-contractors conducting work on vessels at YND.
 - iii. Communicate with local vendors as a source of supply for frustrated or otherwise unavailable parts and supplies.
 - iv. Communicate with Japanese freight carriers regarding Shipping and Receipt of supplies and materials.
 - v. Interpreting or translating Japanese/English oral and written materials such as letters, inspections, certificates, vehicle registration documents,

statements, listings, incident reports, administrative records and other uncomplicated data.

- vi. Providing directions, information and/or other pertinent information for visiting local vendors, companies, etc.
 - vii. Liaison with local Provost Marshall's office and other agencies to minimize possible operational disruptions associated with the Japanese Police Training Academy who frequently conducts vehicle training on Yokohama North Dock.
 - viii. Provide Japanese/English interpretation between YND Government staff/contractors and the Japanese Coast Guard, Yokohama Harbor Police, Yokohama Harbor Bureau or other Japanese Government or law enforcement agencies. Location of duties may at times be aboard an Army vessel underway in and around Yokohama.
 - ix. Serves as the official interpreter/translator for interaction with local contracting authorities, sources of supply and other entities associated with the maintenance of Army watercraft and associated equipment at YND.
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- i. Ensure that all service provider management and key employees are proficient in both written and verbal English.
 - j. Ensure that all service provider personnel or representatives who enter YND obey US Government and Japanese Government laws and regulations in effect during the contract period.
 - k. Be responsible for maintaining satisfactory standards of employee conduct and for taking disciplinary actions against service provider employees as necessary. The service provider shall remove any employee whose conduct discredits themselves, their company or the US Army.
 - l. Remove from the job site any employee found under the influence of alcohol, drugs, or any other incapacitating agent during the tour of duty. The YND Government staff reserves the right to require removal from the job site of any service provider employee who endangers persons or property, whose continued employment is inconsistent with the interests of military security, or whose presence deters the accomplishment of work. In such cases, YND Government staff will advise the service provider of the reason for requesting an employee's removal or withdrawing his authorization to enter the site. Removal from the job site of a service provider employee shall not relieve the service provider of the

requirement to provide sufficient and qualified personnel to perform the specified tasks outlined in this PWS.

- m. Provide service provider personnel nametag(s) with the company identification to wear. All employees shall display their service provider issued badge when physically on site. The service provider is responsible for attaining proper badges and passes to gain access to Yokohama North Dock (YND).
- n. Issue to all service provider employees the appropriate Personal Protective Equipment (PPE) as dictated/required by their duties.
- o. Indemnify the US Government for any fines or penalties incurred by the US Government due to the service providers' personnel violations of any US Government, Japanese Government or International laws or regulations. If the service provider believes that performance required by this PWS conflicts with any applicable laws and/or regulations, the service provider shall bring this issue with supporting documentation to the attention of YND Government staff in a timely manner to permit resolution.
- p. Travel: Any service provider travel required by this contract shall be accomplished through the use of a Service Provider Letter of Identification IAW the Joint Travel Regulation (JTR) and approval by YND Government staff.
- q. Visitors: The service provider shall notify YND Government staff of all service providers' visitors as soon as known and prior to their being granted access to US Government facilities operated by the service provider. After each visit or inspection, the service provider shall report in writing giving the names of the visitors and the purpose of their visit. Any visitation or release of information to anyone outside of the U.S. Government shall comply with any restrictions on release of information including proprietary legends, Freedom of Information Act exceptions, International Traffic in Arms regulations, Procurement Integrity provisions, or other U.S. Laws or regulations restricting the release of information.

4. Security, Safety, Information and Insurance: The service provider shall be cognizant of, and comply with all security and safety requirements established by IMCOM, the U.S. Army Provost Marshall Office, Government Information Security Agencies and YND Government staff. The service provider shall:

- a. Provide a list of the names, addresses and contact phone numbers of all service provider personnel. The list shall be updated as changes occur and provided to YND Government staff.

- b. Ensure all Vehicles, Vessels, Containers, Equipment and service provider operated Offices/Buildings/Facility's are secured at the end of each day after use.
- c. Cooperate with Government officials in conducting any official investigations.
- d. Obtain by performance start date and maintain throughout the contract, secret security clearances and background checks for first-line supervisors and/or the appropriate level of clearance for any employees whose performance requires access to restricted Government computer systems.
- e. Ensure that all service provider personnel pass a drug-screening test prior to hiring and continue to pass random drug screening tests annually. Any service provider employee who fails the drug-screening test shall not perform under this PWS.
- f. Ensure that prime service provider subcontractors are properly escorted or possess the necessary documentation/passes for unescorted access/work at YND. Installation access sponsorship to be provided as requested/approved by YND Government staff.
- g. Safety: The service provider will implement and maintain an occupational safety and health program to protect the lives and health of service provider personnel, government personnel, and the general public from service provider operations. The service provider will immediately notify YND of any safety hazard outside its control.
 - i. The Service provider will notify YND immediately in the following instances;
 - A. Damage to Government property that may exceed \$2,000.
 - B. Any occupational injury or illness sustained by service provider or Government personnel.
 - C. Any injury or illness to any one resulting from service provider operations or any damage to property belonging to a member of the general public.
 - ii. The service provider will investigate accidents and safety violation related instances to determine causes and formulate corrective actions to prevent recurrence.
 - iii. The service provider will immediately secure the accident area and wreckage until released by the accident investigation authority (host facility

and Major Army Command). Such releases will be accomplished through YND Government staff.

- iv. The Service provider will inform YND of the results of any service provider investigations.
 - v. The Government reserves the right to perform its own investigation. If the Government elects to conduct an investigation of the accident, the service provider will cooperate and assist Government personnel until the investigation is completed.
 - vi. The service provider will provide a daily safety brief at the beginning of each workday to all of its employees.
 - vii. The service provider shall provide to its employees a safety brief prior to any major event or operation.
 - viii. The service provider will provide a safety brief to its employees prior to any long holiday weekend
 - ix. The service provider shall provide for in the production/workload schedule a quarterly safety stand-down day to conduct comprehensive safety training for the service provider's employees and sub-contractors.
- h. Insurance: If the Defense Base Act is waived for some or all of the service provider's employees, the service provider shall provide insurance commensurate with the provisions of Federal Acquisition Regulation (FAR) 28.305(e).
- i. The service provider will also establish and maintain through the term of the contract, insurance coverage's for general liability, automobile liability and vessel liability.
 - ii. The general liability will have bodily injury liability insurance written on the comprehensive form of policy for at least \$500,000 per occurrence and property damage liability insurance for government property of at least \$3,000,000 per occurrence.
 - iii. Automobile liability insurance will be written on the comprehensive form of policy and will be commensurate with the legal requirements of the locality and sufficient to meet normal and customary claims.
 - iv. The vessel liability insurance will include vessel collision liability and protection and indemnity liability insurance of at least \$3,000,000 per occurrence.

- v. Notwithstanding all other terms and conditions of this solicitation, the service provider will comply with all laws and statutes applicable to the locality of work.

5. Quality Program: The Service provider shall establish a quality control plan with procedures to verify that PWS requirements have been performed IAW required performance standards. The plan with procedures must be in place prior to start of performance. A draft of the plan shall be submitted to YND Government staff for review and approval prior to commencement. A working final version shall be provided within 60 days of the start of performance under this PWS. The plan must be a working, living document that is continually updated as circumstances change and experience dictates.

- a. Quality Control (QC) is the responsibility of the service provider and shall be performed by qualified personnel. The QC process shall be performed during COSIS, Maintenance, Quarterly/Annual Exercise, Preservation and De-preservation, Activation for Exercise or Contingency and during each deficiency correcting phase and following completion of correction of each deficiency.
- b. Service provider Quality Control program will be IAW ISO 9001:2000 or equivalent.
- c. QC shall also be performed on the maintenance process utilized to complete each vessel COSIS maintenance task.
- d. QC shall encompass the monitoring of safety/security/environmental compliance.
- e. QC shall encompass supply and ancillary operations performed under this PWS
- f. Quality Assurance (QA) for all service provider performance under this PWS is the responsibility of YND Government staff and may be performed ad-hoc and at random at any time announced or unannounced. QA will also be performed IAW the contract's Government Quality Assurance Surveillance Plan (QASP).
- g. QA inspection may be scheduled or unscheduled, but will be accommodated for, either way, by the service provider at the direction of YND Government staff.
- h. QA by the YND Government staff, verification and stamping of each deficiency correction will be performed following QC inspection by the service provider and notification that deficiency has been rectified.
- i. The Government will verify the service provider quality program through documentation review and/or hands-on inspection and process/product audits. Government inspections will be conducted at various stages during all

operations. Final acceptance inspections will be performed by YND Government staff.

- j. Service provider will provide YND Government office with statistical information concerning COSIS maintenance. Service provider will supply information on parts used, man-hours required, and additional expenses to keep vessels in a Fully Mission Capable (FMC) state meeting Army -10/-20 maintenance standards.
- k. Statistical information will track trends such as failure rates in equipment, time needed to activate vessels, and cost to activate vessels.
- l. Service provider will notify Government immediately when negative trends are identified.
- m. Lean and Six Sigma/Continuous Improvement (LSS/CI): As a part of the Quality Control Plan the service provider shall develop, implement and maintain a LSS/CI program.
 - i. The service provider shall participate in, at the direction of YND Government staff, in any LSS/CI events, such as; Value Stream Analysis, Rapid Improvement Events (RIE's), Just Do It, Kiazen, Green Belt Projects, LSS Yellow or Green Belt training or others as directed, or may propose such events.
 - ii. The service provider shall prepare and submit as directed by YND Government staff; DMAIC (Define, Measure, Analyze, Improve, and Control) reports as required/directed.
 - iii. Service provider will implement and use LSS Visual Management Tools such as Production Control Boards, and Pace Maker Boards.
 - iv. At least one of the service provider's primary staff shall be certified to at a minimum the LSS Green Belt Level.
 - v. The service provider shall designate a LSS/CI coordinator.
 - vi. The service provider LSS/CI coordinator shall oversee the service providers LSS/CI program and interact/coordinate with YND Government staff on LSS/CI events.

6. Care of Supplies in Storage (COSIS): COSIS is performed on a continual daily basis throughout each year IAW TM 38-470, or other applicable or relevant publications, an approved inspection plan, and predetermined inspections and tests as detailed in ANNEX A.

- a. Workload may be performed by the prime service provider or subcontracted to other qualified service providers. Production and Quality control and financial expenditure for any workload subcontracted will be the whole responsibility of the prime service provider.
- b. The service provider shall perform regular cyclic COSIS Inspections and Tests on all Watercraft. COSIS Inspections and Tests shall include at a minimum all items listed in ANNEX A IAW the frequency interval listed.
- c. Deficiencies found during COSIS Inspections and Tests, and annotated in AWRDS will be corrected expeditiously IAW US Army maintenance standards and shipyard trade procedures.
- d. Emergencies, deficiencies that affect the structural or watertight integrity of the watercraft /MCS shall be rectified immediately.
- e. Deficiencies that render the Watercraft/ MCS Non-Mission Capable (NMC) will also be rectified immediately.
- f. The service provider shall ensure that vessel logbook (DA 4640, DA 4997 and DA 5273) entries are made IAW the following;
 - i. Logbooks may be used for more than 1 year, but not more than 5 years for each vessel.
 - ii. Logbook entries will be made for each day the vessel is utilized for; Annual Training (AT), Active Duty for Training, Active Duty for Special Work (ADSW), all other days the vessel is unsecured or activated for inspection, training, or maintenance.
 - iii. Daily entries will be made sequentially, without skipping pages.
 - iv. The first line of the logbook section titled "Remarks" or "Record of Miscellaneous Events of the Day " will be annotated with the reason for vessel utilization, with the name and signature of the individual opening the vessel.
 - v. Entries shall document inspections, maintenance, equipment/vessel faults/deficiencies identified and/or corrected and other activities/operations conducted on the vessel. Any equipment usage shall also be captured.
 - vi. The vessel master, chief engineer, maintenance supervisor, or coxswain as appropriate will approve the daily page entries by signature in the space provided.
- g. Any Repair/Correction of deficiencies beyond the scope of this COSIS and Maintenance/Exercise PWS will be coordinated with YND Government Ship

Surveyor or YND Government Port Engineer or YND Government QA, and must be authorized by the Contracting Officer. The Repair/Correction of these deficiencies may be completed by use of a sub-contractor, emergency shipyard session, or during the next OCCM period.

- h. The service provider shall institute and operate a Test, Measurement and Diagnostic Equipment (TMDE) calibration program IAW AR 750-43 and TBs 750-25 and 43-180.
 - i. This program shall include all of Watercraft/MCS and GFE equipment requiring calibration.
 - ii. TMDE results, data and information shall be entered into AWRDS.
 - iii. The service provider shall designate a TMDE Support Coordinator and Alternate to serve as the central point of contact between YND and the TMDE Support Activity (TSA).
 - iv. The service provider shall ensure TMDE Coordinators have received the required training.
 - v. Contractor will be required to travel to the TSA located on Sagami General Depot (SGD).

- i. The service provider shall institute and operate an Army Oil Analysis Program (AOAP) IAW AR 750-1, DA PAM 750-8, DA PAM 750-3, TB 43-0211 and TM 38-470.
 - i. The program shall include all Watercraft Equipment required to be enrolled in the program by TB 43-0211.
 - ii. AOAP results, data and information shall be entered into AWRDS.
 - iii. The service provider shall appoint an AOAP Monitor and Alternate.
 - iv. The service provider shall ensure AOAP Monitors and any service provider employees or sub-contractors drawing AOAP samples have received the required training.

- j. The service provider shall submit DA Form 2028's on-line via AEPS as required or directed by YND Government staff to request correction of deficiencies/ discrepancies identified in Watercraft/MCS TM's. Service provider will supply an information copy of all 2028's submitted to YND Government staff.

- k. The service provider primary staff shall apply for and obtain, with YND Government staff sponsorship, a Logistics Information Warehouse (LIW)

account for access to the latest US Army Electronic Technical publications, requisition, stock availability and equipment status via ILAP, LIDB, TEDB and Parts Tracker.

- l. The service provider shall submit DA 2408-9's electronically via LIW to the TAMMS Equipment Data Base (TEDB) as required or directed by YND Government staff.
- m. The service provider shall maintain Watercraft/MCS compliance with all US Government, US Army and International Maritime standards/safety requirements and Certification/Inspection/Test/Renewal requirements. ANNEX C contains a sample list of required Certification/Inspection/Test/Renewal and frequencies. ANNEX D contains a list of Certifications/Inspections/Tests/Renewals that are likely to require the prime service provider utilize qualified subcontractor(s) to properly/legally execute the requirements.
 - i. All Certification/Inspection/Test/Renewal frequency intervals will be adhered to unless otherwise directed by YND Government staff.
 - ii. Certifications, Inspections, Annual Services, and Renewals etc. that require sub-contracting of other qualified service providers shall be wholly the responsibility of the prime service provider.
 - iii. QC and financial expenditure shall be wholly the responsibility of the prime service provider.
 - iv. Service provider shall keep up to date certification/inspection records in each vessel's equipment binder.
 - v. Service provider shall keep certification database up to date at all times and enter all information into AWRDS.
- n. The service provider will maintain complete, current, legible, and accurate logs and records. The logs will record tasks performed and significant events in chronological order for each watercraft/MCS.
- o. Logs and records will be made available at any time for inspection and/or reproduction upon request of YND.
- p. Unless otherwise directed the YND Government staff, logs and records will be maintained for the life of the contract, and then upon completion of the contract, they will be turned over to the Government.
- q. All files, logs, and records will be established and maintained IAW AR 25-400-2, The Army Records Information Management System (ARIMS).

- r. Modular Causeway System (MCS): Contractor will work toward storing MCS in deployment configuration. End state will have MCS components stored together and arranged in such a manner as to be moved quickly to Heavy Lift Ships (HLS) and uploaded as per ANNEX F. Contractor will then maintain this storage configuration.
 - i. The MCS ISOPAK's shall be disassembled for maintenance and preservation every three years. Following disassembly, surface areas shall be prepped for maintenance and preservation IAW the Society of Protective Coatings SSPC-SP1, SSPC-SP2, SSPC-SP3 and SSPC-SP11 methods. The inspection shall consist of components listed in Annex G.
 - ii. Workload may be performed by the prime service provider or subcontracted to other qualified service providers. Production and Quality control and financial expenditure for any workload subcontracted will be the whole responsibility of the prime service provider.
 - iii. Service provider will remove the two 20ft pieces from the 40ft piece of each MCS ISOPAK (either RRDF, FC or CF) and lubricate, test, repair and re-preserve all operational parts (guillotines, locking devices etc)
 - iv. Inspect all defective surfaces to ensure that the worked surfaces are feathered, down to bare metal and ready for primer coat.
 - v. Conduct air test (2 psi for 5 -7 minutes) as required by (TM 55-1945-205-24-1-1 pg 0353 00 1) on all sections of MCS ISOPAKs.
 - vi. Inspect all primed areas for proper curing prior to applying top coat.
 - vii. Inspect all painted areas for proper curing of top coat prior to reassembly.
 - viii. Apply grease to necessary components prior to reassembly.
 - ix. Ensure all components are reassembled correctly prior to lifting and staging.

- s. MCS CSC (Convention for Safe Containers) Re-Inspection Requirements
 - i. The service provider shall maintain and inspect MCS associated ISO Intermodal Containers and ISO PAK's IAW MIL HDBK 138 - Guide to Container Inspection for Commercial and Military Intermodal Containers and CFR 49 Parts 450-453.
 - ii. Workload may be performed by the prime service provider or subcontracted to other qualified service providers. Production and Quality

control and financial expenditure for any workload subcontracted will be the whole responsibility of the prime service provider.

- iii. Service provider shall provide for ensuring all MCS Containers and ISO PAK's are maintained and inspected to meet all requirements for Intermodal Transport required by the International Convention for Safe Containers (CSC) and CFR 49 Parts 450-453.
 - iv. Service provider shall furnish qualified personnel to test, validate, and certify all 20' and 40' ISO containers associated with the MCS located at YND.
 - v. Service provider shall furnish qualified personnel to test, validate, and certify all 40', 20' modules and 40' shipping racks, for the four (4) warping tugs and one (1) powered causeway ferry section located at YND. Two (2) additional warping tugs have expected delivery dates of 2009.
 - vi. Service provider shall furnish qualified personnel to test, validate, and certify the MCS ISO PAKs consisting of the 40', 25', 20' modules of the Causeway Ferry, RRDF, and Floating Causeway and MCS sets at YND.
- t. Support of MWO (Modification Work Order) Installations: YND will at times be the location of and host to various equipment modifications and maintenance by outside entities.
- i. Service provider will support the execution of, to the extent required and at the direction of YND Government staff, the application of MWO's, TIR's, ECP's or other maintenance work performed by other Government agencies or Army Commands or their contractors and sub-contractors.
 - ii. Shore power for electrical demands during MWO installation or other maintenance support will be provided by the Government from the existing electrical grid on site or GFE shore power generators. Generators shall be operated, maintained and fueled by the YND COSIS service provider.
 - iii. The service provider shall utilize the MWO module in AWRDS to track, input and update MWO information on the vessels. The AWRDS MWO module feeds data to MMIS.
 - iv. The service provider may be required to implement the MWO. In these cases the service provider will be contracted for the effort separately.

7. Supply Operations: The Service provider will develop a draft Supply Management Plan IAW AR's 740-1&3, 735-5, and 710-2 and this PWS prior to the start of full

performance. A draft of the plan will be submitted to YND for review and approval prior to commencement of performance. A final working version of the plan is due within 60 days of starting performance under this PWS. The plan must be a working document that is continually updated as circumstances change and experience dictates.

- a. Workload may be performed by the prime service provider or subcontracted to other qualified service providers. Production and Quality control and financial expenditure for any workload subcontracted will be the whole responsibility of the prime service provider.
- b. The service provider shall staff the supply section with personnel with the following qualifications at a minimum:
 - i. Supply Supervisor with a minimum of 5 years experience and knowledge with the Army Regulations 710-1, the Army Regulation 725-50 or other Supply Accountability System and a minimum of 10 years supervisory experience.
 - ii. Supply technician(s) with a minimum of 4 years experience working with the Army supply system.
 - iii. Supply technician(s) with a minimum of 2 - 4 years experience working with the Army supply system, preferably AWARDS/MWB.
- c. The service provider will operate and maintain the formal government property accountability records for all on hand equipment.
- d. In conjunction with the YND Government staff the service provider will ascertain if repair parts are available through the Government supply system. Commercial sources of supply will be used in the event the Government Supply system cannot meet mission requirements.
- e. The service provider, with YND Government staff approval, will requisition any government furnished parts/stocks/equipment etc. as required within the PWS utilizing the AWRDS system.
- f. When required, the service provider will local purchase any government furnished parts/stocks/equipment. Funds for these parts will be taken from the existing contract CLIN or will be reimbursed by the government.
- g. The service provider will provide its own supply services to include staffing, administration, and subcontracting to perform the tasks except any identified specifically as Government furnished.

- h. Key Control: Required equipment and property/building/office keys will be issued to the Service provider. The Service provider will establish a key control system IAW AR 190 13 and AR 190 51 to ensure that none of the keys issued to the service provider are lost, misplaced, or used by unauthorized persons.
 - i. The service provider shall designate in writing a primary and alternate key custodian.
 - ii. The service provider will not duplicate government keys unless authorized in writing.
 - iii. The service provider will be responsible for all costs incurred as a result of the service provider losing any key.
 - iv. In the event a master key is lost (or found to have been duplicated), all locks and keys for that system shall be replaced, and the total cost charged to the service provider.
 - v. The service provider will report any occurrence of lost key(s) immediately.

- i. Army War Reserve Deployment System (AWRDS): The service provider will utilize AWRDS to establish tasks to be performed within the COSIS and Quarterly and Annual Maintenance Programs, estimated man-hours to complete the tasks and the recording of actual man-hours expended.
 - i. The service provider will use the AWRDS software system to maintain asset visibility and accountability and IAW AFSC memo dated 19 Jan 2005, Subject: Army War Reserve Deployment System (AWRDS)/ Standard Depot System (SDS) Reconciliation, (Annex I) will reconcile with SDS records provided to the service provider by a Government representative.
 - ii. Service provider shall prepare, for YND Government staff approval, a DD Form 1225 (Storage Quality Control Report) anytime a supply condition code changes on any watercraft or MCS.
 - iii. The service provider will requisition Government provided parts, stocks, equipment, supplies etc required within the PWS utilizing AWRDS.
 - iv. The service provider may submit requests for Government local purchase repair parts or supplies to YND Government staff. All approved local purchase requisitions will be assigned a document number and tracked in AWRDS.

- v. Faults as approved by the YND Government Ship Surveyor or YND Government Port Engineer or YND Government QA representative and all resultant actions taken to correct faults will be annotated in AWRDS.
 - vi. Faults verified and stamped as complete by the YND Government Ship Surveyor, YND Government Port Engineer, or YND Government QA personnel will be entered in AWRDS as complete.
 - vii. TMDE shall be programmed and tracked utilizing AWRDS.
 - viii. AOAP shall be programmed and tracked utilizing AWRDS.
 - ix. MWO's shall be tracked and kept up to date utilizing AWRDS.
 - x. Shelf life items shall be programmed and tracked utilizing AWRDS
 - xi. Certifications and Inspections shall be programmed and tracked utilizing AWRDS
- j. The service provider shall be responsible for the following tasks:
- i. Maintain DA Form 1687 File System
 - ii. Develop and implement an internal quality control program.
 - iii. Provide for the local purchase of and transport to YND of repair parts and supplies as required.
 - iv. Conduct document reconciliations with ISSA/shops/sections and the document register.
 - v. Monitor physical inventory of assets.
 - vi. Coordinate with Government and non-government source(s) of supply.
 - vii. Review stock levels for demand trends, stand-by, and mission essential and special projects.
 - viii. Pick up and turn in parts and supplies at the ISSA, DOL or other locations as directed by YND Government staff.
 - ix. Ensure the production control department at SGD receives a daily report of SDS actions required to maintain synchronization between the AWRDS database and SDS.
 - x. Establish and maintain locations for stocked items
 - xi. Process and ship assets to other units or back to origin as required or directed by YND Government staff.
 - xii. Process Supply Discrepancy Report (SDR) and Transportation Discrepancy Reports (TDR) as required.
 - xiii. Maintain visibility, and take corrective action if deficiencies exist, of the Overage Recoverable Items List (ORIL)

- xiv. Process shop turn-ins of excesses and recoverable items to SSA.
 - xv. Turn in of excess and condemned items to Defense Reutilization and Marketing Office (DRMO).
 - xvi. Inventory, test, replace, pack, and record supply levels for BII, COEI, ASL, PLL, SKO and secondary Items on an annual basis.
 - xvii. Service provider will throughout the year conduct cyclic 100% Inventory, inspection, and replacement of secondary items (Basic Issue Items (BII), Components Of End Items (COEI), On Board Spares List (OBSL), Additional Authorization List (ASL), Expendable/Durable Items List (EDIL) safety and fire equipment, etc.) on an annual basis for all Watercraft/MCS IAW Army Regulation (AR) 710-2 and DA PAM 710-2-1 and this PWS. Replacement items will be requisitioned based on shortage, shelf life and serviceability. Items identified as excess will be retained, stored, disposed of or turned in as directed by YND Government staff.
 - xviii. Submit DA Form 2028 on-line via AEPS as required to request correction of deficiencies identified in Watercraft/MCS TM's. Service provider will supply and information copy of all 2028's submitted to YND Government staff.
 - xix. Service provider primary staff shall apply for and obtain, with YND Government staff sponsorship, a Logistics Information Warehouse (LIW) account for access to the latest US Army Electronic Technical publications and requisition and stock status via ILAP, LIDB and Parts Tracker.
- k. Publications: The service provider will implement and maintain a publications program IAW AR 25-400-2, AR 750-1, AR 750-3, DA PAM 25-33, DA PAM 25-40, FM 4-30.3 and AR 56-9 and designate a Publications Manager and Alternate.
- i. The service provider will ensure all appropriate/applicable AR's, FM's TMs, TB's, LOs, MWOs, and general publications or manufacturer's manuals are on-hand in sufficient quantities to support maintenance program and operations IAW DA PAM 25-33.
 - ii. The service provider will reconcile on-hand publications with DA Pam 25-30 to ensure that the most current copies are available and distributed for use in maintenance operations and vessel hand-off.
 - iii. The service provider shall submit DA Form 2028 electronically on-line via AEPS as required to request correction of deficiencies/discrepancies identified in Watercraft/MCS TM's. Service provider will supply and information copy of all 2028's submitted to YND Government staff.

- iv. The service provider shall submit Equipment Deficiency Reports electronically on-line via AEPS as required or directed. Service provider will supply and information copy of all EDR's submitted to YND Government staff.

8. Quarterly/Annual Maintenance/Exercise: Maintenance/Exercise is to be performed Quarterly and Annually on APS-4 watercraft IAW the service provider's cyclic maintenance/exercise plan as approved by YND Government personnel.

- a. Workload may be performed by the prime service provider or subcontracted to other qualified service providers. Production and Quality control and financial expenditure for any workload subcontracted will be the whole responsibility of the prime service provider.
- b. Shore power for electrical demands during Quarterly/Annual Maintenance/Exercise will be provided by the Government from the existing electrical grid on YND or GFE shore power generators. Generators shall be operated, maintained and fueled by the service provider.
- c. The service provider shall ensure that vessel logbook (DA 4640, DA 4997 and DA 5273) entries are made IAW the following;
 - i. Logbooks may be used for more than 1 year, but not more than 5 years for each vessel.
 - ii. Logbook entries will be made for each day the vessel is utilized for; Annual Training (AT), Active Duty for Training, Active Duty for Special Work (ADSW), all other days the vessel is unsecured or activated for inspection, training, or maintenance.
 - iii. Daily entries will be made sequentially, without skipping pages.
 - iv. The first line of the logbook section titled "Remarks" or "Record of Miscellaneous Events of the Day " will be annotated with the reason for vessel utilization, with the name and signature of the individual opening the vessel.
 - v. Entries shall document inspections, maintenance, equipment/vessel faults/deficiencies identified and/or corrected and other activities/operations conducted on the vessel. Any equipment usage shall also be captured.
 - vi. The vessel master, chief engineer, maintenance supervisor, or coxswain as appropriate will approve the daily page entries by signature in the space provided.

- d. Quarterly Maintenance/Exercise will include operation/exercise/loading of all vessel equipment and systems to the greatest extent practicable as outlined in ANNEX B and as directed by YND Government staff.
- e. De-preservation for Quarterly Maintenance/Exercise shall be to the minimum extent needed to test/operate required systems.
- f. De-preservation for Annual Maintenance/Exercise/Sea Trials shall be to the minimum extent needed to test/operate required systems.
- g. Faults identified during Quarterly and Annual Maintenance/Exercise that cannot be rectified on the spot will be annotated on a DA 2404 or the Maintenance Inspection Worksheet and recorded in AWRDS. Necessary repair parts will be ordered, installed and tested without delay.
- h. Repairs above the ability of the contractor to accomplish or that require dry docking of wet stored vessels will be accomplished as per government direction. Service provider will gather quotes from outside sources capable of performing the repair to facilitate the government's decision. TACOM may be involved to complete repair.
- i. Service provider will prepare and submit through YND Government staff fuel request for support of the Quarterly/Annual Maintenance/Exercise program.
- j. Annual Maintenance/Exercise will include all actions required during a Quarterly Maintenance/Exercise Annex B. It will also include vessel sea trials as follows;
 - i. Annual Vessel Sea Trials shall consist of dock trials and a minimum of 4 hours underway, running/testing and loading all vessel equipment and systems.
 - ii. The service provider shall submit DA 2408-9's, capturing equipment usage, electronically via LIW to the TAMMS Equipment Data Base (TEDB) as required or directed by YND Government staff
 - iii. Vessel crew may be a fully qualified and licensed prime service provider crew or a fully qualified and licensed subcontractor crew.
 - iv. Vessel crew shall be fully licensed IAW US or Japanese and International requirements.
 - v. The service provider shall be wholly responsible that any vessel it operates underway for sea trials meets any and all US or Japanese and International requirements for The Safety of Life at Sea (SOLAS).
 - vi. If before or during sea trials a mechanical, electrical, system or other failure(s) prevents the completion of sea trials on a vessel, the service

- provider is not relieved of the responsibility of conducting full annual sea trials on that vessel after the service provider effects repairs as necessary.
- vii. Service provider shall be responsible for providing necessary Floating Crane and Tug support to accomplish undocking and docking of dry stored vessels. Sea Trials of dry stored vessels shall be performed on a semi-annual basis with half of the dry stored vessels undergoing dock and sea trials during each semi-annual evolution. From undocking to docking of vessels at each semi-annual evolution shall not take more than 1 month to complete. The wet stored vessels dock and sea trials shall be conducted during the 2 intervening 5 month time frames.
 - k. Service provider will continually work to improve SOP for quarterly/annual maintenance. Service provider will make suggestions for improvement to YND government personnel.

9. Preparation of Watercraft for Maintenance: Watercraft will be de-preserved from storage for Maintenance in accordance (IAW) with tasks as outlined in ANNEX J.

- a. Workload may be performed by the prime service provider or subcontracted to other qualified service providers. Production and Quality control and financial expenditure for any workload subcontracted will be the whole responsibility of the prime service provider.
- b. During breakdown of dehumidification system annotate, assisted with sketches, system design and breaks to ensure easy reassembly.
- c. Ensure dehumidification system is marked and stored within the warehouse or container if required for easy access and reassembly.
- d. Remove all herculite covers and annotate accordingly, using sketches where necessary, to ensure easy placement on return to storage. Ensure covers are marked and stored within the warehouse or container for easy access and placement. Covers will be stored so as to protect them from mold and mildew.
- e. Service provider shall replace any unserviceable herculite covers.
- f. Service provider will continually work to improve SOP for preparation of Watercraft for maintenance. Service provider will make suggestions for improvement to YND government personnel.

10. Preparation of Watercraft for OCCM: Service provider shall de-preserve and prepare vessels for induction in to OCCM IAW the OCCM schedule published by

TACOM Watercraft Inspection Branch (WIB) detailed in ANNEX J and as directed by YND Government staff.

- a. Workload may be performed by the prime service provider or subcontracted to other qualified service providers. Production and Quality control and financial expenditure for any workload subcontracted will be the whole responsibility of the prime service provider.
- b. Copies of DA 2404's and Maintenance Inspection sheets generated during the inspection, test, BIREP/exercise and Maintenance process will be provided to TACOM Ship Surveyor for inclusion in the OCCM "ships survey" where applicable.
- c. As directed by YND Government staff the service provider shall remove all secondary and sensitive items from watercraft and store in containers or warehouse ashore or locked in secure compartments or cabinets aboard the vessel as directed by YND Government staff.
- d. Items unable to be removed or secured in locked compartments or cabinets aboard the vessel will be inventoried and recorded in conjunction with the commercial shipyard and TACOM WIB Ship Surveyor.
- e. All propulsion shafts will be gagged for sea tow and rudders locked at mid-ship prior to transportation. Be prepared to release mooring lines when vessel is towed from YND to begin OCCM.
- f. Service provider will prepare and provide to the YND Government staff an AWRDS generated OCCM work request for submission to TACOM WIB 180 days prior to scheduled maintenance.
- g. The YND government staff may direct deviation from the maintenance and storage plan in order to accommodate OCCM.

11. Preparation of Watercraft for Issue: As directed by YND Government staff, watercraft will be de-preserved from storage IAW tasks as outlined in ANNEX J.

- a. Workload may be performed by the prime service provider or subcontracted to other qualified service providers. Production and Quality control and financial expenditure for any workload subcontracted will be the whole responsibility of the prime service provider.
- b. During breakdown and removal of dehumidification system annotate, assisted with sketches, system design and breaks to ensure easy reassembly.

- c. Remove all herculite covers and annotate accordingly to ensure easy placement on return to storage. Covers will be stored so as to protect them from mold and mildew.
- d. To meet contingency requirements the watercraft must be activated and handed off to the war fighter within 10 days from notification. During exercises these procedures may be tested. During these circumstances the service provider may be required to conduct 24/7 operations as directed by YND. The service provider will identify all mission essential personnel responsible for performing these functions and ensure they remain on site and are not part of any evacuation plan.
- e. Service provider will renew electronic chart accounts for vessels. YND Government staff will provide new POC, contact information, and electronic chart provider for the renewed accounts. Service Provider will contact the electronic chart provider and renew electronic chart accounts with the new POC contact information. Service provider is responsible to ensure electronic chart accounts are on line and charts are available prior to hand off of vessels.
- f. Service provider will continually work to improve SOP for issuing Watercraft. Service provider will make suggestions for improvement to YND government personnel.

12. Preserve Watercraft/MCS for Storage: As directed by YND, following activation for exercise, contingency, OCCM, or on receipt of new equipment. Watercraft will be preserved for storage IAW tasks as outlined in ANNEX K.

- a. Workload may be performed by the prime service provider or subcontracted to other qualified service providers. Production and Quality control and financial expenditure for any workload subcontracted will be the whole responsibility of the prime service provider.
- b. Remove any gags or blocking fitted to propulsion shafts and rudders after sea tow back to the facility following OCCM.
- c. Items which were not removed or secured in locked compartments aboard the vessel prior to transport to OCCM will be inventoried in conjunction with the commercial shipyard and TACOM Ship Surveyor on return to YND.
- d. Service provider will continually work to improve SOP for preservation of Watercraft/MCS. Service provider will make suggestions for improvement to YND government personnel.

13. Inspect, Test and Repair: The Contractor shall perform Inspect, Tests and Repair Watercraft arriving at YND to establish the condition received, IAW the applicable operation and maintenance TM's or pre-approved service provider checklists. Inspections may be conducted either in the water or on land in association with the on site YND Government Ship Surveyor or YND Government Port Engineer or YND Government QA.

- a. Workload may be performed by the prime service provider or subcontracted to other qualified service providers. Production, Quality Control and financial expenditure for any workload subcontracted will be the whole responsibility of the prime service provider.

- b. New Arrivals:
 - i. When required the service provider shall secure watercraft arriving at YND to its specific wet mooring or land cradling IAW the approved storage plan or as directed by YND Government staff utilizing similar GFE (mooring, fendering, cradles and access equipment) as currently installed. If GFE is unavailable then CFE shall be provided and utilized.
 - ii. If determined by the YND Government staff to be required the service provider shall download and dispose of any unused fuel, clean and gas free fuel tanks IAW with the service provider's established environmental plan.
 - iii. Within two working days, or as directed by YND Government staff, of arrival of any Watercraft/MCS and associated equipment to YND the service provider shall begin a thorough inspection using the relevant operation and maintenance TM's
 - iv. Tests shall include the run up of the entire vessel's operating systems, safety devices, electrical, mechanical, manual and electronic to ensure they are fully mission capable. Inspection shall include all accessible structure and operating components of the craft (Wet stored – above waterline and internal, Dry stored – all).
 - v. A Supply Discrepancy Report (SDR) SF 346 shall be generated if any deficiencies from Army 10-20 standards are found, the report may also be submitted electronically via AEPS. A DA 2404 or Maintenance Inspection Worksheet shall also be generated listing the deficiencies and entered into AWRDS with recommended appropriate corrective action. SDR and 2404 must be submitted to YND Government staff within 24 hours of completion.

- vi. Service provider shall expeditiously prepare Watercraft/MCS for long-term storage IAW PWS annexes, approved service provider checklists, the appropriate TM's, TB or YND Government staff directions.
 - vii. Deficiencies found during inspection and test will be corrected expeditiously IAW US Army Standards and shipyard trade procedures. All workload to correct deficiencies will be annotated in AWRDS.
 - viii. Service provider will prepare and submit to YND Government staff a DA Form 5587(Aug 2004), Report of Drydocking, Painting and Condition of Vessel Bottom, for transmittal to TACOM WIB for all vessels being drydocked at YND.
- c. Vessels returning from Depot Maintenance (OCCM).
- i. The service provider shall secure watercraft arriving on site to its specific wet mooring or land cradling IAW the approved storage plan utilizing similar GFE (mooring, fendering, cradles and access equipment) as currently installed. If GFE is unavailable then CFE shall be provided and utilized.
 - ii. If required the service provider will download and dispose of any unused fuel IAW with the service provider's established environmental plan.
 - iii. Within two working days, or as directed by YND Government staff, of arrival of any watercraft/MCS and associated equipment to YND the service provider will begin a thorough inspection using the relevant operation and maintenance Technical Manuals (TM's).
 - iv. A DA 2404 or Maintenance Inspection Worksheet shall also be generated listing the deficiencies and entered into AWRDS with recommended appropriate corrective action. The DA 2404 must be submitted to YND Government staff within 24 hours of completion.
 - v. Using the TACOM contract repair completion documents, 2404's generated during the inspection and Maintenance process; check the repaired systems/hull structure for compliance.
 - vi. Tests will include the run up of the entire vessel's operating systems, electrical, mechanical, manual and electronic to ensure they are fully mission capable. Inspection will include all accessible structure and operating components of the craft (Wet stored – above waterline and internal, Dry stored – all).

- vii. If any warranty covered faults are found during the shipyard warranty period a warranty request will be prepared by the service provider and submitted to YND Government staff for forwarding to the TACOM WIB.
- ix. Service provider shall expeditiously prepare Watercraft/MCS for long-term storage IAW PWS annexes, approved service provider checklists, the appropriate TM's, TB's or YND Government staff directions.
- viii. Service provider will make vessel available for shipyard personnel to accomplish any corrective action required to meet warranty stipulations.
- ix. Deficiencies found during inspection and testing that are not associated with OCCM will be corrected expeditiously IAW US Army Standards and shipyard trade procedures. All workload to correct deficiencies will be annotated in AWRDS.
- x. Service provider will prepare and submit to YND Government staff a DA Form 5587 (Aug 2004), Report of Drydocking, Painting and Condition of Vessel Bottom, for transmittal to TACOM WIB for all vessels being drydocked at YND.

14. Government Furnished Equipment (GFE): Service provider will utilize current GFE for the execution of this PWS but make recommendations for additions or changes based on service provider COSIS plans. Current GFE listed in ANNEX G. GFE listing is subject to change. Additions or changes must be approved by YND. Additionally, the service provider will:

- a. Maintain all GFE in an FMC condition to include maintenance and services IAW Army regulations and the applicable equipment technical manuals and service bulletins.
- b. Replace government furnished equipment (GFE) with service provider furnished equipment (CFE) as GFE breaks or deteriorates.
- c. Utilize current government furnished cradles and blocks to dry store watercraft/MCS in current configuration, but make recommendation for addition/change based on service provider COSIS dry storage plan and severe weather plan.
- d. Utilize current government furnished gangways, safety nets and steps for access to the stored watercraft in current configuration, but make recommendation for addition/change.
- e. Utilize current government furnished dehumidification equipment to control the relative humidity in watercraft/MCS in current configuration, but make

recommendation for addition/change based on service provider COSIS dehumidification plan.

- f. Utilize current government furnished warehouse facilities to include bins and racking and materiel-handling equipment (MHE) to store and move stocks, spares, and associated equipment/secondary items, but make recommendation for addition/change.
- g. Service Provider will schedule maintenance and maintain records of completed operator Preventive Maintenance Checks and Service (PMCS) of assigned Material Handling Equipment (MHE) and auxiliary equipment (pressure washers light sets, air compressors, heaters, portable AC units, etc.)
- h. Utilize current government furnished oil spill boom and oil spill boom trailers to respond to spills or when fueling watercraft/MCS, but make recommendation for addition/change based on service provider environmental plan.
- i. Utilize current government furnished 60HZ portable generators on site for the supply of power to support COSIS, Maintenance/Exercise, Preservation/Depreservation and Activation/Issue of the Vessels etc. Service Provider will schedule maintenance and maintain records of completed operator PMCS of GFE generators.
- j. Service provider shall run all GFE shore power generators with no less than 60% of the units rated KW load applied in steps with 60% applied for at least 1 hour every 30 days.
- k. Be capable of maintaining continuous electrical power 24 hours per day, seven days a week during activation in support of contingency operations and exercises from GFE generators providing full shore power to all Watercraft simultaneously.
- l. Properly turn-in Government materiel generated as excess during the life of this Maintenance contract and as directed by YND Government staff IAW AR 710-2. Contractor will take measures to ensure that property book items are cleared through the Hand Receipt Holder (HRH) prior to turn in.
- m. All equipment purchased by the service provider to complete the mission during contract performance and defined, as CFE will become GFE at termination of contract or change of service providers.
- n. The service provider shall institute and maintain an equipment dispatch program for all GFE/CFE the program shall be IAW DA Pam 750-8.
- o. Equipment Licenses: Service provider personnel shall possess the appropriate license and training for operation of property and equipment (Vehicles and Ground Support Equipment/GFE or CFE/Commercial or Military).

- i. The service provider shall develop and administer a Driver's Training and Equipment Operators Licensing Program IAW AR 385-10, AR 385-55, AR 600-55, AR 25-400-2, DA PAM 750-3 and DA PAM 25-33.
 - ii. The service provider shall provide skilled instructors to train and test personnel in equipment operation.
 - iii. The service provider personnel files shall reflect all operator certifications for specific equipment.

- p. Dehumidification (DH) System: Service provider will maintain the currently installed Dehumidification (DH) Systems and install similar service provider furnished systems on any new watercraft/MCS arriving at YND.
 - i. The relative humidity (RH) in all dehumidified areas of each watercraft shall be maintained at 40% +/- 10% RH.
 - ii. The service provider will record the following information from each vessel's DH controlled spaces on a daily basis (7days a week, 365 days a year): Vessel Temperature, Ambient Temperature, Vessel Humidity, Ambient Humidity, DH, time and date of reading and signature of responsible person. Ambient Temperature and Ambient Humidity may be taken from a single location on YND.
 - iii. The daily results for each Watercraft for the previous seven-day period shall be recorded in AWRDS and submitted to YND.
 - iv. No area requiring DH can be without operating equipment for more than 72 consecutive hours.
 - v. The service provider will notify YND immediately of identified DH equipment failure and perform repair or installation of replacement DH equipment.
 - vi. Shore power for DH electrical demands during COSIS will be provided by the Government from the existing electrical grid on YND.
 - vii. The service provider will maintain all GFE and CFE DH equipment in fully mission capable status effecting all repairs and replacements on an as needed basis.

- q. Utilize/Enhance Storage Aids: GFE storage aids such as cradles, blocking and dunnage, gangways, nets, ladders, fenders, mooring lines/cables, etc. shall be utilized by the service provider for the safe and efficient storage of Watercraft/MCS IAW the current storage plan.

- i. Watercraft shall be long term stored in wet or dry storage IAW the current storage plan. LCU, LT, BD wet stored, LCM8 Mod1, LCM8 Mod 2, ST, BG, RRDF, FC and CF dry stored.
- ii. The service provider shall make suggestions for improvements to the Watercraft/MCS storage configuration to YND Government staff when applicable.

15. Participation in Brigade Inspection, Reconnaissance, Exercise Program (BIREP) or Other Exercises as Required:

- a. The service provider shall be required to participate in all BIREPs or other scheduled exercises that occur during performance under this PWS. Participation may include extended work hours and/or days.
- b. Notification will be given at least 90 days prior to commencement, with planning meetings and in process reviews (IPR) conducted up to the BIREP or other exercise.
- c. BIREPs are scheduled for Fiscal Years 2009, 2011, and 2013.
- d. The service provider will be required to participate in planning meetings and IPR's which may involve travel. Typically there have been 3 IPRs outside Japan for BIREPs. These IPRs were held in Hawaii
- e. The service provider shall conduct BIREP/Exercise training events prior to the actual event as required/directed
- f. Active and/or Reserve Units/Soldiers will arrive to operate and crew the vessel during the inspection process, conduct sea and dock trials, to evaluate and verify the condition of the vessel and the effectiveness of the APS activation/hand off procedures. The service provider will provide supply and maintenance support to the vessels and crews during this time.
- g. The crew engineer(s) will also assist by developing the DA 2404 during these operations. This process provides training for the troops in the hand off of APS watercraft while also assisting/enhancing with the initial inspection process.
- h. The contractor will verify faults on the crew generated 2404, transfer the faults to AWRDS, and work to repair those faults. The contractor will use the 2404 faults to evaluate their storage plan, maintenance program, and discover discrepancy trends found in stored equipment.

16. Perform Base Support Activities:

- a. The Service provider will maintain all shops, buildings, structures, and areas used in the performance of this contract in a clean, orderly, and sanitary condition. The Service provider will order all housekeeping equipment/cleaning supplies and expendable material (e.g., soap, paper) not covered under existing DPW janitorial contracts to maintain this condition.
- b. The service provider will report all incidences/circumstances of required facility repair to YND.
- c. The service provider will establish an accountability system IAW ARs 190-11, 190-51 and 710-2 and DA PAM 710-2-1 for equipment and tools used in execution of the contract.
- d. Service provider shall provide all property and equipment necessary for accomplishment of the PWS except as that specifically identified as Government furnished property.
- e. The service provider will maintain physical inventories of Government property, posting inventory counts and adjustments and submitting adjustments to the YND Government staff for approval IAW timelines and guidance set forth in AR 710-2.
- f. The service provider shall maintain the YND tool room IAW AR 190-51, AR 710-2, AR 735-5, DA PAM 750-3, DA PAM 750-8, DA PAM 710-2-1 and TM 9-243. The service provider shall designate a Tool Room custodian responsible for tool use, upkeep, accountability and issue of all GFE and CFE tools.
- g. Environmental Compliance: The service provider shall develop, manage and maintain an Environmental Compliance Program. The service provider shall be responsible for ensuring the compliance of any prime service provider subcontractor with the environmental requirements of this PWS. The service provider shall;
 - i. Implement and maintain an Environmental Management System (EMS) IAW ISO 14001:2004 or equivalent.
 - ii. Obtain a Material Safety Data Sheet (MSDS) for all chemical, POL or other hazardous materials used in the performance of this PWS and maintain up to date files of all MSDS. MSDS's shall be available in the work areas for any HAZMAT being utilized.
 - iii. Designate an Environmental Manager and Alternate

- iv. Be wholly responsible for safe and legal ordering, stocking, accounting for and use of all Hazardous Material required for performance under this PWS.
- v. Be wholly responsible for safe and legal collecting, storage and turn in of any and all hazardous Waste in full compliance with all applicable rules, laws and regulations.
- vi. Be wholly responsible for providing for the safe and legal collection and disposal of any solid industrial type waste generated by performance under this PWS that cannot, for whatever reason, be Recycled, Reused, or Reclaimed.
- vii. Make every effort possible to Recycle, Reuse or Reclaim any waste generated by performance under this PWS.
- viii. Make every effort to use “green” supplies and materials (IAW the EPA’s CPGs and RMANs) in the performance of any activities required under this PWS unless the material is only available at an unreasonable price or will not meet reasonable performance standards or is unavailable within a reasonable timeframe or at a sufficient level of competition.
- ix. Be responsible for turn in of large or bulk recyclables to DRMO.
- x. Comply with the applicable U. S. Federal environmental requirements.
- xi. Comply with local installation environmental requirements.
- xii. Comply with the Japanese Environmental Governing Standards (JEGS).

17. Required Plans and Reports: The service provider will provide drafts of the following plans for approval to YND Government staff after award but prior to commencing work under this PWS. Final working versions to be provided within 60 days after commencing work under this PWS. It is to be understood by all parties that these plans will be living/working documents and the service provider will update and improve upon them throughout performance under this PWS. Any changes to the service providers plans must be submitted to YND Government staff for approval prior to implementation by the service provider. The service provider may develop and provide additional plans as needed to perform safely, effectively and efficiently under this PWS.

- a. Management Plan: The Service provider will develop a management plan to ensure all elements of performance under this PWS are properly coordinated and synchronized.

- i. The management plan shall be the overarching plan outlining internal and external management practices and procedures for each work function contained in the PWS and contract.
 - ii. This plan shall also detail the duties and job descriptions for all service provider employee positions performing under this PWS.

- b. COSIS Plan: Service provider shall develop a detailed COSIS inspection plan to ensure each individual Watercraft/MCS is comprehensively inspected, tested and maintained.
 - i. The plan shall detail the service provider's workload and production schedule for the current fiscal year.
 - ii. The plan will also detail the service provider's concept of operation for performance of COSIS required under this PWS.

- c. Quarterly/Annual Maintenance/Exercise Plan: The service provider shall develop and execute a detailed Quarterly/Annual Maintenance/Exercise Plan to ensure each individual Watercraft/MCS is comprehensively exercised and maintained.
 - i. The plan shall detail the service provider's workload and production schedule for the current fiscal year.
 - ii. The plan shall also detail the service provider's concept of operation for performance of Quarterly/Annual Maintenance/Exercise required under this PWS.

- d. Watercraft/MCS Activation/Issue Plan: The service provider will develop a Watercraft/MCS Activation/Issue plan that details all actions and events the service provider will execute in support of any Watercraft/MCS Equipment Activation and Issue.
 - i. The plan will include a timeline of all events and actions.
 - ii. The plan will assign responsibility for all actions/activities/events.
 - iii. The plan will specifically address activation of the entire fleet within 10 days.

- e. Quality Plan: The service provider shall develop a comprehensive, detailed plan for execution of Quality Control as required under this PWS.

- i. The service provider shall designate, at a minimum, at least one full time Quality Control inspector
- f. Supply Management Plan: The service provider shall develop a comprehensive, detailed plan for execution of Supply Management as required under this PWS.
 - i. The service provider shall designate a full time Supply Supervisor responsible for executing the Supply Management Plan and complying with all supply related requirements under this PWS.
 - ii. The plan shall detail the service providers concept of operation for executing supply functions required under this PWS
 - iii. The plan shall detail the service provider's workload and production schedule for the current fiscal year.
- g. Storage Plan: Service provider will develop a detailed watercraft/MCS wet and dry storage plan based on current configuration with recommendation for addition/change. The storage plan shall include action to be taken by the service provider for severe weather to ensure watercraft/MCS remain secure or are evacuated to prevent damage.
 - i. Upon notification by US Army Japan Weather Services, Camp Zama, US Naval Pacific Meteorology and Oceanography Facility (NPMOF) Yokosuka, AFN Radio, USARJ Channel 12 or YND Government staff, the service provider will make every attempt to protect its employees and the Army's Watercraft, MCS, GFE and associated equipment belonging to WEB-YND.
 - ii. The service provider will maintain an emergency manning staff, commensurate with personnel safety considerations to ensure the safety and security of Watercraft, MCS, GFE and associated equipment belonging to YND.
- h. Site Safety Plan: The service provider shall develop a comprehensive Site Safety Plan and designate an on-site safety/security manager.
 - i. The service provider shall comply with all codes, regulations, memorandums, circulars, Department of the Army Pamphlets (DA PAM), directives, and training manuals, pertaining to maintenance, service,

- installation, and repair of safety and fire protection equipment and fire prevention services on YND.
- ii. Codes include but are not limited to the following: National Fire Protection Association (NFPA) Codes, AR 420-90, Uniform Building Code (UBC) and any changes, revisions, or new publications issued during the life of the contract
- i. Environmental Compliance Plan: The Service provider shall develop a comprehensive Environmental Compliance Plan and designate an Environmental Compliance, HAZMAT, HAZWASTE, HAZMIN manager.
 - i. The plan shall consider all applicable regulatory guidance and all operational activities performed pursuant to performance required under this PWS, identify environmental requirements, develop a strategy for compliance and assign responsibilities for execution.
 - ii. The plan shall include a Spill Contingency and Countermeasures Plan.
 - j. Petroleum, Oil, and Lubricants (POL) Plan: The Service provider shall develop a detailed Petroleum, Oil, and Lubricants (POL) Plan and establish and maintain an accountability system for all petroleum, oil, and lubricants (POL) products under the service provider's control. The service provider will control and abate pollution resulting from the storage, use, transportation and distribution of petroleum products. Inventories will be conducted IAW AR 710-2 and DA PAM 710-2-1.
 - k. Information Security Plan: The Service provider shall develop and implement an information security Plan/Program IAW AR 380-5 and will adhere to Department of Defense Information Technology Security Certification and Accreditation Process (DoD Instruction 5200.40) and AR 25-2.
 - i. The Service provider shall be responsible for acquiring, utilizing and providing technical support for software applications, which they deem necessary for mission accomplishment, but not identified or provided by YND.
 - ii. The Service provider shall ensure that only licensed and approved software is installed on site Computers.

- iii. The service provider shall be responsible for utilizing and administering the maintenance workbench and AWRDS systems.
 - iv. All service provider employees accessing Government computer systems will have the security clearance required for the system and complete all required information security training as directed by YND Government staff.
- l. Property Management/Maintenance Plan: The Service provider shall be responsible and accountable for all Government property and equipment provided under the Contract. The Service provider's Property Management/Maintenance Plan shall be developed, monitored and reviewed IAW AR 190-51 and DoD 4161.2-M, DoD Manual for the Performance of Contract Property Administration.
- m. Required Reports:
- i. The service provider will provide a weekly production report detailing the previous weeks activities, accomplishments and issues and any upcoming issues/events. The report will be reviewed with YND Government staff at a weekly production meeting.
 - ii. The service provider shall provide to the YND Government staff a weekly Planned Vs Executed Production Report. The report shall be formatted as directed by the YND Government staff.
 - iii. The service provider will prepare a monthly COSIS performance report identifying work accomplished in that month matched against the program schedule. Work accomplished will address the portions of each performance requirement and summarize what was accomplished for each Watercraft and MCS, production over/under runs, and explanation for deviances against schedule, and issues and concerns requiring service provider management and/or YND Government staff review and action.
 - iv. The service provider will provide an annual report at the end of the base year or fiscal year as directed and at the end of any executed option periods or fiscal years as directed by the YND Government staff. The report shall detail all significant activities performed under this PWS during that time frame by the service provider.
 - v. The service provider will provide as directed by the YND Government staff in a format as directed, for review by YND Government staff or submission to

higher headquarters, reports may cover various time frames and be required for submission at various intervals such as the following;

- A. Significant Activities Reports
- B. Readiness Reports
- C. Equipment Status Reports
- D. Inventory Reports
- E. TMDE Reports
- F. AOAP Reports
- G. Condition Code Reports
- H. Storage Quality Control Reports
- I. AWRDS Generated Reports
- J. DMAIC reports
- K. Accident investigations
- L. Visitor Reports
- M. Other reports as required

18. Contractor Manpower Reporting (CMR)

- a. The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address: <https://contractormanpower.army.pentagon.mil>. The required information includes:
 - i. Contracting Office, Contracting Officer, Contracting Officer's Technical Representative;
 - ii. Contract number, including task and delivery order number;
 - iii. Beginning and ending dates covered by reporting period;
 - iv. Contractor name, address, phone number, e-mail address, identity of contractor employee entering data;
 - v. Estimated direct labor hours (including sub-contractors);
 - vi. Estimated direct labor dollars paid this reporting period (including sub-contractors);
 - vii. Total payments (including sub-contractors);

- viii. Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each sub-contractor if different);
 - ix. Estimated data collection cost;
 - x. Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information);
 - xi. Locations where contractor and sub-contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website);
 - xii. Presence of deployment or contingency contract language; and
 - xiii. Number of contractor, and sub-contractor employees deployed in theater this reporting period (by country).
- b. As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.

19. Phase-In/Phase-Out: A 30 day Phase-In/Phase-Out transition period shall be provided for at the beginning and end of performance under this PWS.

- a. Service provider phase in:
 - i. A new service provider shall have a 30 day Phase-In period prior to the start of performance to familiarize with the current operation and set up their organization, procedures and equipment to fully engage in completion of the mission as outlined in the PWS commencing on day one of the performance period.

- ii. Service provider shall ensure that their service provider key personnel are on site for this Phase-In period no later than 15 days prior to the start of performance.
- iii. The service provider shall be ready to assume full responsibility of all functional areas beginning with the first day of performance for the base period (P Day). A transition period of not more than 30 days shall be in effect immediately prior to the first day of the base performance period (P-30). However the service provider will follow the following broad schedule:

P Date	Event	Remarks
P-30	Start of 30 Day Phase In Period	Service providers personnel allowed on site
P-25	Advance Party Personnel Information Submitted to COR for LOA and CAC	
P-20	Information for minimum of 50% of personnel submitted to COR for LOA and CAC	
P-15	Advance Party on site	At minimum the Advance Party consists of key personnel. The service provider may augment with other individuals as required, subject to approval by the KO
P-10	Information for 100% of required personnel submitted to COR for LOA and CAC	
P-5	50% Staffing Complete	
P-Day	100% Staffing Complete	Start of full performance

- iv. The service provider transition schedule shall be coordinated with all affected activities and managed to preclude any adverse impact on the installation mission. The Contractor shall provide sufficient number of personnel to conduct a joint inventory of all Government-furnished property with Government representatives. The Contractor shall ensure shortages and excesses are identified prior to assuming property accounts from the

Government. Government inspectors will evaluate Contractor transition to ensure strict compliance with the transition plans. Failure to comply, with any aspect of the plans, as determined by Government inspection, may result in nonpayment for the non-conforming services.

b. Service provider phase out:

- i. All records, reports, charts, logs, statistical information, activation and preservation criteria, and maps, paper or electronic, pertaining to this PWS, shall become the property of the Government upon completion or termination of the contract. Plans related to N-hour sequence for activation and issue of vessels will also become property of the government.
- ii. Any Government publications provided to the Service provider during its performance under this contract will be returned to the Government.
- iii. Manufacturer's brochures and warranty materials, obtained by the Service provider incidental to the performance of the contract, will be turned over to the Government upon completion or termination of the contract.
- iv. Records relating to the normal accomplishment of a task or a mission are required to be kept for a specific amount of time as directed by AR 25-400-2.
- v. No Government records will be destroyed without the prior written approval of YND Government staff.
- vi. All GFE provided to the service provider shall be returned to the Government.
- vii. All CFE shall become GFE and shall be turned over to the Government.
- viii. There will be a phase out period the last 30 days of the contract to allow a follow on service provider to familiarize with the current operation and set up their organization, procedures and equipment to fully engage in completion of the mission as outlined in the PWS commencing on day one of the performance period.