

Technical Instruction 003
Reference Statement of Work: Paragraph 2.12

Technical Writing, Editing & Related Administrative Support to Code 65,
NSWCCD, West Bethesda, MD

The contractor shall provide support services within the scope of **paragraph 2.12** of Reference (a) to the Structures and Composites Division, Code 65, of the Naval Surface Warfare Center, Carderock Division (NSWCCD). The mission of Code 65 is to conduct requirements analysis, design and simulation, fabrication, development, and test and evaluation services in support of structures and materials applications for U. S. Navy ship and underwater platforms, systems and components.

SCOPE OF WORK. The contractor shall provide basic technical writing, editing and related administrative support for the publication of technical reports, engineering and scientific journal articles and conference papers. The NSWCCD Code 65 will submit work to the contractor in the form of new manuscripts, revisions to manuscripts, and documents ready for review/approval coordination, printing preparation or distribution.

TASKS.

1. Writing and Editing Requirements. The contractor shall:

a. Review documents submitted by NSWCCD Code 65 for grammar, punctuation, spelling and usage, and flag any apparent technical omissions or inconsistencies and bring these to the attention of the author for resolution. Assist in embedding graphical elements such as photographs, charts, graphs and drawings.

b. Obtain administrative information from the author and prepare covers, transmittal letter, and the report documentation page for each report. Also, write suitable abstracts and summaries of the work being reported.

c. Ensure all classified reports are properly marked in accordance with "Carderock Division, Naval Surface Warfare Center, Security Manual," CARDEROCKDIVINST 5500.4, Chapter 3.

2. Document Formatting and Processing Requirements.

a. The contractor shall follow *Report Builder* guidance for formatting and processing submitted technical reports. A copy of *Report Builder*, will be provided to the contractor as government-furnished information (GFI). For non-*Report Builder* formats, the contractor shall perform the customary editing as described above, and annotate a paper copy of the document and return it to the author for revision.

b. The contractor shall follow the Navy Correspondence Manual for preparation of all report transmittal letters (http://neds.nebt.daps.mil/Directives/5216_5d.pdf.)

c. NSWCCD Code 65 will furnish the contractor with any specific format guidance for journal articles and conference papers and provide computer assistance to authors preparing presentations.

d. The contractor shall conduct a quality assurance review of each technical report using the QA checklist template contained as a template on the *Report Builder* CD.

e. Once a report, journal article or presentation is deemed ready for publication, the contractor shall prepare a bound copy of the document for routing, and initiate an appropriate sign-off sheet.

3. Document Duplication, Printing and Distribution Requirements.

a. The contractor shall convert the completed report from its Microsoft Office file form to that of Adobe Acrobat format (PDF) and prepare a master CD of the report for archiving, duplication, printing and distribution.

b. On a special case basis, an author may require printed copies of a report for distribution. In these cases, the contractor shall provide information for the generation of a DoD Printing Requisition/Order, DD Form 282, by the government and prepare a printing package and submit it to the government for submission to the Document Automation and Publication Service (DAPS).

c. The contractor shall prepare mailing labels for all paper and CD copies to be distributed using the Standard Navy Distribution List (http://neds.nebt.daps.mil/Directives/5216_5d.pdf) for US Navy report recipients. Complete addresses for other recipients shall be provided to the contractor by each author as GFI.

4. Prioritization Requirements. The contractor shall monitor and prioritize submitted documents and normally work in first-in, first-out order. Conflicts of priority shall be resolved by the NSWCCD Technical POC.

5. Document Tracking and Filing Requirements

a. The contractor shall maintain an internal control system that includes a report log to maintain report numbers, a summary report indicating the status of all reports in preparation and distribution, and an output log that shows the number of division reports and pages completed by calendar year. The contractor shall provide technical report progress or status information from this tracking system as requested by the NSWCCD Technical POC.

b. The contractor will maintain electronic back-up files for all reports including draft versions and related administrative documentation.

DELIVERABLES. The sole deliverable for this delivery order is a Monthly Status Report submitted electronically to the NSWCCD TOM and the NSWCCD Technical POC. The address for the NSWCCD Technical POC is:

Mary Frances (Frankie) Hilleary, Code 65 Email: mary.hilleary@navy.mil
Naval Surface Warfare Center, Carderock Division
9500 MacArthur Blvd.
West Bethesda, MD 20817-5700

The first Status Report shall be a one time original submitted 30 days after date of receipt of Technical Instruction (TI) direction from the NSWCCD TOM, and then every thirty days thereafter. Distribution shall be limited to the NSWCCD TOM and the NSWCCD Technical POC with Distribution Code "F," Only as Directed by Controlling Office. While contractor format is acceptable, the following information shall appear in each Status Report:

- a. Administrative Data: TI number, title, period of performance, and total value
- b. Performance Data: work performed and delivered during the reporting period, work in progress with planned completion date, and work deferred
- c. Current Period & Cumulative Details including: funds received, man-hours expended by labor category, labor dollars expended by labor category, non-labor dollars expended, total dollars expended and funds remaining as of the reporting date, and total invoiced to date

PLACE OF PERFORMANCE. The principle place of performance shall be the contractor's facility. The contractor will be available as required to pick up and drop off manuscripts and meet with government authors at the NSWCCD West Bethesda, MD site.

TRAVEL. It is estimated that the contractor will be required to make two (2) trips per week from the contractor's location to the NSWCCD location at West Bethesda, MD, to pick up and drop off manuscripts, printing packages, labels, etc., and meet with government authors for support consultations.

SECURITY. A small amount of the work performed under this TI will involve contractor access to, handling, and storage of information classified to the level of SECRET. Accordingly, the contractor facility and personnel used to support this delivery order shall have a SECRET clearance.

GOVERNMENT FURNISHED INFORMATION. The NSWCCD Code 65 will provide information relative to document editorial requests including hardcopy and electronic files, document formatting instructions, and addressing and distribution information to the contractor on the day of consultation with an individual government author.

Information furnished by NSWCCD Code 65 shall remain government property and shall be reproduced only as authorized by the government; shall only be used for performance of the work under this Technical Instruction; and, shall be returned to the government upon completion of each editorial support service request. All information in hardcopy and electronic format provided to the contractor shall be returned to the government with delivery of the final Monthly Status Report at the conclusion of performance period of the Technical Instruction/contract.

CONDITIONS. This TI is not intended to (1) assign work not covered by the scope of the task order; (2) direct a change as defined in the clause entitled "Changes"; (3) increase or decrease the estimated contract cost, the fixed or award fee, the fixed price, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions, or specifications of the Master Contract and/or Task Order. In the event you consider these requirements to represent a change for which you are entitled to an equitable adjustment, you are to comply with the requirements of the "Changes" clause of the contract and resolution from the Government Contracting Officer must be obtained prior to proceeding with this effort.

TECHNICAL POINT OF CONTACT:

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