

Attachment 1 to BASIC ORDER

F19628-02-F-8179

Statement of Work (SOW) for the
Joint STARS Joint Test Force (JS JTF)
Research and Development Contract

Dated: 19 April 2002

STATEMENT OF WORK
For
Joint Surveillance Target Attack Radar System (JSTARS)
Joint Test Force (JTF) ITSP II Task Order

Other References: (a) BPA No. F19628-02-A-0095
(b) GS-35F-5396H

1.0 INTRODUCTION:

1.1 The Joint Surveillance Target Attack Radar System (JSTARS) Joint Test Force (JTF) is a temporary organization established to plan and conduct system-level performance testing of Joint STARS. The JTF collaborates with the Joint STARS Joint Program Office (JPO), Northrop Grumman, the Army program office, Air Force and Army test agencies and Office of the Secretary of Defense (OSD) test agencies to define Joint STARS developmental and operational test requirements, integrate the requirements, and translate them into test plans, procedures and schedules.

1.2 Because the JTF is a temporary organization, no civilian Government personnel are assigned. Due to the high turnover rate of military personnel, the JTF depends on support contractor personnel to provide both the continuity and intricate knowledge that comes with hands-on experience of the Joint STARS system necessary to carry out its mission. An outstanding teaming relationship between the JTF and the contractor is vital to the organization's success.

2.0 SCOPE:

2.1 This SOW establishes the requirements for non-personal contractor technical services to provide research and development assistance to the JTF and related activities at other locations. Under this SOW, the contractor efforts include, but are not limited to: support of flight test engineering and mission planning, test engineering, operations and ground/flight execution support, test management, computer operations, configuration management, human factors engineering, administrative support, resource management, logistics support, computer analysis and modeling, prototyping in support of test and contingency operations, and contractor assistance to deployments and aircraft movements.

2.2 The Government's requirements encompass a broad range of functions related to the JTF's Research Development Test & Evaluation (RDT&E) program, production acceptance testing program, Multi-Stage Improvement Programs (MSIPs), associated sustainment engineering efforts and advanced/special projects. The scope of this task order shall also cover program realignments, reorganizations, or new starts affecting JTF operations as deemed in the best interests of the Government and authorized by the PCO.

2.3 A sampling of projects the JTF supports includes:

- Advanced Radar Modes (ARM)
- Affordable Moving Surface Target Exploitation (AMSTE)
- Army Common Ground Station (CGS) coordination
- Army interoperability testing
- Production acceptance testing for the remaining E-8C fleet
- Collection of Broadcasts from Remote Assets (COBRA)
- Multi-Platform Common Data Link (MP-CDL)
- Retrofit of Block 10 E-8Cs to the commercial-off-the-shelf (COTS) Block 20 configuration
- Diminishing Manufacturing Sources (DMS) upgrades

- Exercise planning/support
- Global Air Traffic Management (GATM) upgrades
- Integrated Release software testing
- Interoperability Certification
- Joint Expeditionary Digital Information (JEDI)
- JPO test support
- Link-16 Attack Support Upgrade (ASU)
- Mission aircrew training
- Multi-Platform Radar Technology Insertion Program (MP-RTIP)
- Network-Centric Collaborative Targeting (NCCT)
- Operational Test (OT) coordination
- SATCOM Engineering and Manufacturing Development (EMD)
- Special Projects
- Test and Evaluation Master Plan (TEMP) development (JSTARS and MP-RTIP systems)
- Virtual Surveillance Target Attack Radar System (VSTARS)
- E-8C Weapon System Trainer (WST)
- Multi-mission Command and Control Aircraft (MC2A)

3.0 TASK DESCRIPTION:

3.1 Engineering Support

The contractor shall support the JTF Engineering Division by providing technical expertise and advice on all test programs at the JTF. The contractor shall provide technical and engineering management functions required to plan, conduct, evaluate and report on all Joint STARS system-level testing, to include: voice and datalink communications systems, radar systems (including ECCM), computer systems, support systems, and simulation tools. They shall support reliability and maintainability data collection, analysis and reporting; configuration control oversight of test aircraft; and administration of the Deficiency Reporting program. The contractor shall interface with the national intelligence community on various classified issues impacting Joint STARS operations and development. They shall perform administrative functions for Classified Document Control and general security administrative support.

To support the Engineering Division mission, the contractor shall perform, but not be limited to, the following tasks:

3.1.1 General Test Support

- Provide technical advice on Joint STARS system test matters to the JTF Director of Engineering.
- Assist with technical and engineering management functions required to plan, conduct, and report on all Joint STARS system-level testing.
- Review and comment on test documents (test plans, test information sheets, test cards, test reports) related to Joint STARS system-level lab, ground, and flight tests.
- Develop government development test (DT) inputs to contractor-generated test plans, procedures, and reports in coordination with JTF, Northrop Grumman, and JPO engineers.
- Assist the Engineering Division at meetings with external customers as required, including Test Plan Working Group meetings, Computer Resource Working Group meetings, and Special Projects meetings.
- Conduct laboratory, flight, and ground tests.
- Participate in lab, ground, and flight tests as a system operator and test observer.

- Provide JPO and JTF support defining test acquisition strategies for new Joint STARS acquisition programs.
- Support JPO and JTF in developing test and evaluation presentations.
- Propose test requirements based on an in-depth understanding of the following: Joint STARS overall system design; radar subsystem; datalink subsystem; operations & control subsystem; navigation subsystem; surveillance control subsystem; ECCM capabilities; hardware/software design and functionality; system/subsystem specifications; and operational requirements documents.
- Support evaluation of Joint STARS modeling and simulation capabilities for test and training applications.
- Coordinate integration of Air Force and Army operational test requirements into development test programs.
- Develop test strategies for new development programs as part of the Request for Proposal preparation process.
- Monitor system integration testing to determine system readiness for system-level testing.
- Support interoperability assessments and interoperability certification testing for line-of-sight and beyond line-of-sight datalinks.
- Provide C4I systems expertise to the JTF to support development activities from a system-of-systems perspective.
- Create, maintain and revise Program Introduction Documents and Statements of Capability with participating test organizations.
- Coordinate aircraft status to meet test requirements.
- Provide computer programming support for the JTF test engineers and in support of the JTF Integrated Digital Environment.
- Provide system-level training to new JTF personnel.

3.1.2 Data Reduction and Analysis

- Work with Northrop Grumman personnel to define data reduction and analysis requirements.
- Along with Northrop Grumman engineers, support the recording, retrieval, reduction, manipulation, storing and archiving of test data during all phases of Joint STARS testing and evaluation.
- Analyze data collected during system-level testing, evaluate system performance, recommend system enhancements, and prepare briefings.
- Develop independent data reduction and analysis capabilities for classified programs as required, including test-related databases/retrieval programs and testbeds for evaluating the utility and compatibility of proposed software development and data analysis tools.

3.1.3 Configuration Control

- Work with Northrop Grumman personnel to understand system configuration changes in support of Test Readiness Reviews (TRRs) and Technical Review Boards (TRBs) and provide recommendations regarding regression liability resulting from those changes.
- Support the management of configuration control oversight for the test aircraft. Prepare procedures to ensure government awareness and approval of temporary changes to test aircraft.
- Audit government/contractor configuration control procedures to ensure airframe and system integrity prior to flight. Advise Director of Logistics on the specific details of each proposed configuration change to the E-8 or test aircraft.
- Serve as the JTF representative to the Joint STARS CRB/CCB. Facilitate JTF review and approval of formal configuration changes to production aircraft.

3.1.4 Reliability and Maintainability

- Write and review system trouble reports and product quality deficiency reports.
- Participate in Joint Reliability and Maintainability Evaluation Team (JRMET) and System Maintainability and Reliability Team meetings.
- Track system and subsystem maintainability and reliability efforts during test and development and assist in providing data as required for system assessments.
- Assist in writing maintainability and reliability assessment reports.
- Support the preparation of documentation for logistics and supportability-related deficiency reports.
- Assist in administering maintainability and reliability demonstrations on test vehicles and support equipment.
- Administer the Deficiency Reporting program for the Joint STARS Test Force.

3.1.5 Range Coordination

- Coordinate frequency management requests and assignments for Joint STARS testing in CONUS and other geographic areas as required and assist Northrop Grumman with frequency management responsibilities.
- Schedule all range assets to meet test requirements. Identify and provide technical advice for procurements, or procure unique range assets (e.g., multidirectional and multidimensional corner reflectors, target vehicles, target simulators, communications equipment, TSPI instrumentation, etc.) as directed.
- Coordinate meteorological data collection from all Joint STARS ranges.
- Serve as on-range technical representative during testing.

3.1.6 Special Projects Support

- Interface with the national intelligence community on various classified issues impacting Joint STARS operations and development.
- Interface with multiple SAP, and associated SAR, communities. Provide technical review and guidance for other discipline engineers.
- Support management and administration of the Central Document Control center and its security requirements for the JTF in accordance with established Security Classification Guide and other security regulations. Ensure compliance with established CDC access procedures for granting visitors access to classified material or its restricted/controlled areas.
- Establish procedures within the CDC for handling, storing, safekeeping, and destruction of SAP, SAR, SCI and other categories of classified material.
- Serve as the Information Systems Security Representative (ISSR) for classified computing operation within Special Programs
- Assist the JTF COMSEC Custodian and Senior Security Specialist in the administration of COMSEC and Sensitive Compartmented Information (SCI) activities within the JTF.
- Assists the Chief of Information Management with administrative support to/from Patrick AFB when required.
- Perform all administrative functions to ensure the security of all documents in the CDC.
- Prepare travel orders, obtain travel reservations and prepare visit notifications as required to support TDY travel by assigned personnel in the special access facilities.

3.2 Logistics Support

The contractor shall provide the Logistics Division expertise and advice on all test programs at the JTF. The contractor shall assist the Logistics Division with the logistical management functions required to plan, organize, manage and control all integrated logistics support requirements and activities necessary to support the Joint STARS Test Force.

To support the Logistics Division mission, the contractor shall perform, but not be limited to, the following tasks:

- Evaluate the Joint STARS Integrated Maintenance Information System for clarity, logic, and accuracy against the verified Engineering Source Data. Document deficiencies and send them through the Central Technical Order Unit Manager for correction.
- Evaluate newly developed technical data for JIMIS for accuracy when compared to required specifications, configuration baseline and production data differences. Document changes and coordinate change requirements with the development contractor. Verify recommended changes are included in the JIMIS delivered database.
- Support JTF management of government verification efforts of associated checklists and job guides for troubleshooting, calibration, fault isolation, and removal/repair/replacement procedures while witnessing contractor validations.
- Conduct In-Process Reviews, validations/verifications and the development of maintenance and operations technical orders. Ensure procedures sustain the operation and maintenance of equipment, and compatibility with newly developed and existing support equipment. TO V&V efforts may be on-site, off-site and at varying work hours/shifts.
- Support the collection, correlation, and development of final technical order review comments, maintain technical order tracking folders, and maintain local database for technical order comments.
- Collect, manage, and distribute all engineering source data pertaining to technical data reviews.
- Provide database management for all Logistics databases to include the development/modification of tables, forms, reports, queries, macros and modules. Develop spreadsheets, databases and charts for LG management activities, (e.g., burn down charts and tracking) as needed.
- Support all necessary JIMIS design reviews, technical interchange meetings, and other related meetings in conjunction with the development and sustainment of JIMIS.
- Support Technical Order Review Board to ensure the technical data is ready to transition to formal status.
- Assist in development of JIMIS-related statements of work, specifications, test plans and procedures; support the execution of maintainability tests and demonstrations.
- Assist the LG CTOCU/M and the TOMA in the review of all JIMIS and TO related statements of work, requests for proposal (RFPs), basis of estimates (BOEs), and any other technical data development estimates.
- Support the detailed analysis of the JIMIS system to include software functionality, portable maintenance aid usability, and maintainability functionality of the intelligent diagnostic system, CAMS interface, and all related print capabilities.
- Advise logistics management as to what computer hardware, software and network upgrades are needed to keep the JIMIS network compliant with the contractors system.
- Provide JIMIS on-site support and system administrator duties for all JIMIS users with the JTF.
- Coordinate with the JTF Computer Systems Directorate to ensure the JIMIS network meets all JTF network security requirements. This includes the research, acquisition, and installation of any security software patches pertaining to the UNIX OS and Oracle database of the JIMIS servers.
- Assist in developing training requirements and train logistics personnel on the JIMIS.
- Manage the Technical Order Distribution Office (TODO) process within the JTF using the Joint Computer Aided Logistics System (JCALS).

- Participate in and support the Deficiency Reporting program.
- Perform departmental administrative functions, to include coordination of the Deputy's daily schedule, preparation of status reports, briefing charts, evaluations, internal memorandums and outgoing correspondence for management signature.
- Arrange and coordinate domestic and foreign travel to include travel orders, airline tickets, hotel reservations, and rental cars.
- Maintain department files, coordinate visitor and meeting schedules, take meeting minutes, provide telephone, photocopying, and mail distribution support. Package materials and correspondence for dispatch.
- Perform Librarian duties for the JTF Library. Maintain and file AFTOs in master Central Technical Order Control Unit logbooks; track and distribute program configuration documentation throughout the JTF.
- Maintain JTF office supply account to include ordering and tracking supply orders.
- Review and disseminate message traffic through the Defense Messaging System.
- Perform other administrative duties as required.

3.3 Computer Support

The contractor shall support Computer Support Division by performing a variety of duties in support of operating and maintaining JTF stand alone, networked, and clustered computer systems / servers. The contractor shall provide customers with technical expertise and personnel who are technically astute and customer focused. The contractor shall provide expertise and advise on the design, procurement, installation, and maintenance of computer systems to satisfy JTF computer requirements. The contractor shall assume the roles of: Computer Systems Security Officer IAW AFI 33-202, AFSSI 5027, AFSSI 5024V1 for JTF Unclassified, SECRET, and SCI networks; Functional System Administrator IAW AFI 33-115V1, AFI 33-202, and AFSSI 5027 for the SIPRNET, Secret and Unclassified level networks; Information Protection Operator IAW AFSSI 5027 for the unclassified network; and Equipment Control Officer IAW AFI 33-112 for JTF computer systems. The contractor shall install network hardware/software; administer, configure and maintain client and server e-mail and transport/gateway software; and provide support that ensures the efficiency, integrity, security, and availability of JTF computer network resources and appropriate connectivity with other networks.

To support the Computer Support Division mission, the contractor shall perform, but not be limited to, the following tasks:

3.3.1 System Administration and Network Management

- Provide overall System Administration and Network Management of the following JTF Information Technology assets:
 - a. An UNCLASSIFIED network consisting of servers, workstations, switches and routers required for JTF mission support. This system includes software and hardware packages that provide, office automation, email, dial-up services, web access, mission flight planning, PKI certificate maintenance, and Information Assurance Awareness (formerly SATE) training to all users assigned to the JTF. This network is currently comprised of approximately 230 network drops, 2 routers, 3 switches, 150 desktop systems, 30 portable workstations (laptops), 20 servers, 15 shared printers, 1 firewall, and 1 network intrusion detection system. This configuration is dynamic and will expand or contract as the JTF mission dictates.
 - b. A collateral SECRET network, which provides secure processing of sensitive data and information for flight data analysis and reporting. This system utilizes a compilation of Windows and OpenVMS based workstations, configured with common and custom application software packages used to process and manipulate data collected from the E-8C and associated systems under test. This network also contains a VSTARS used to support JTF operator training. These systems are self contained, not

connected to any other network, and consist of 40 network drops, 2 switches, 4 workstations, 12 desktops, 7 servers, and 3 shared printers. This configuration is dynamic and will expand or contract as the JTF mission dictates.

c. The JTF SIPRNET network, which provides the JTF with classified e-mail, FTP, and web services at the collateral SECRET level. The SIPRNET network consists of 8 network drops, 1 router, 1 data encryption device, 2 workstations, 1 server, and 1 shared printer.

- Maintain the JWICS end node environment, currently consisting of 8 network drops, 1 router, 1 data encryption device, 1 workstation, and 1 printer. This configuration is dynamic and will expand or contract as the JTF mission dictates.
- Maintain the VSTARS training system environment, currently consisting of 8 network drops, 2 workstations, 1 server, and 1 printer. This configuration is dynamic and will expand or contract as the JTF mission dictates.
- Install, maintain, and provide operational support for all JTF video and teleconferencing equipment.

3.3.2 Computer Security

- Ensure the certification and accreditation of all autonomous Unclassified, Collateral-Secret, Secret Networks and when applicable, TS-SCI.
- Develop, implement, and administer the computer security program for the JTF's UNCLASSIFIED, Collateral SECRET, SIPRNET, and TS-SCI (JWICS) networks IAW AF and DOD, DIA guidance.

3.3.3 Desktop Support

- Install and configure hardware and software on JTF unclassified and classified desktop computer systems. Serve as primary support for configuration of personal computers involved in development and updating of JIMIS, PC3, CAMS, AFORMS, and CIDS.
- Perform hardware and software troubleshooting and resolve problems of test writers and developers and general OA users.
- Provide direct support setting up hardware and software configurations for briefings and testing scenarios. Provide coverage for computer user Helpdesk, including entry of support requests, status checks, update of support requests, and request resolution.
- Manage and maintain records, receipts, and spreadsheets of all JTF computer equipment acquisitions and purchases.

3.3.4 E-mail Management

- Install, configure, and maintain e-mail accounts, mailboxes, & electronic post offices for both classified and unclassified networks.
- Perform e-mail system administration tasks, including; creation and maintenance of e-mail performance analysis and e-mail problem diagnosis/resolution for both classified and unclassified networks.
- Perform system/server operator tasks and basic system/server administration tasks as required.
- Provide new user orientation on JTF computer procedures, including software and hardware operations.
- Provide coverage for computer user Helpdesk, including entry of support requests, status check, and update of support request, and request resolution.

3.3.5 Network Management

- Install, configure, manage and maintain the performance and security of local area networks within the JTF, including both hardware and software components.
- Manage and maintain the JTF connections to other networks including the Digital Data Network (DDN), Patrick AFB, Hanscom AFB, and Grumman Test Facility.
- Monitor SIPRNET, CPNET, and other networks, and tune network parameters to optimize network performance. Provide network support for all upcoming exercises and tests such as EFX.
- Serve as a liaison between the JTF and other network sites to resolve design, configuration, and connectivity issues with other network sites and remote systems.

3.3.6 System Management

- Manage and maintain the performance, integrity, security, and availability of networked and clustered computer systems/servers; monitor/analyze/tune system parameters to optimize performance.
- Create and modify system management procedures, and develop/execute backup/archive/restore procedures. Perform system backups, maintain inventory of disaster recovery media, data archive media, and accomplish data restoration on the classified and unclassified networks.
- Perform system integrity, performance, and security checks on all clustered and networked server systems supporting all test flights and data reduction.
- Provide direct support to JTF engineers by maintaining classified computer systems for data reduction, test analysis and reporting.
- Perform software installation/configuration/update, create and modify system management procedures, and develop test data backup/archive/restore procedures.
- Prioritize, coordinate, and track; system/server installation, configuration, and support activities, including all Helpdesk entries assigned to systems/server management team members.

3.3.7 Technical Direction

- Support Windows 95, 98, NT, 2000, VMS, and UNIX platforms. Analyze and evaluate new technologies in support of the JTF mission.
- Maintain knowledge of current hardware/software/connectivity technologies and commercial market offerings. Forecast future IT upgrades. Develop and implement technical solutions for all JTF computer system requirements.
- Procure, install and integrate computer systems, including hardware, software, and network equipment, and perform advanced troubleshooting and problem resolution of computer and network designs and configurations. Prioritize, coordinate, and track installation, configuration, and support activities, including warranty and support contracts.
- Maintain the performance, integrity, security, virus-protection and availability of networked and clustered computer systems/servers. Respond to NOTAMS. Support and instruct other personnel on software and hardware installations, configurations, and updates.
- Support configuration and connectivity to Defense Messaging System.
- Provide support for all outside connectivity. Provide ongoing network support services for JTF network users.
- Manage and maintain web servers, ensuring functionality and security. Support web content developers.
- Maintain accountability of all JTF IT assets via the IPMS database. Serve as the focal point for all IT inventory updates throughout JTF. Dispose of old equipment through DRMO channels. Maintain software licensing records and ensure compliance with licensing requirements. Maintain inventory of

installed software and uninstalled media. Maintain a supply of unadulterated software media for classified system reloads.

3.4 Operations Support

The contractor shall support the JTF Operations Division in ensuring the safety and effectiveness of flight test operations. The contractor shall support the JTF flying missions of developmental and operational test and evaluation, functional check flights, ferry of production and 93 ACW aircraft and one-time flights of aircraft in the production sequence. The contractor shall assist and support the Chief, Life Support Division in all E-8 life support functions.

To support the Operations Division mission, the contractor shall perform, but not be limited to, the following tasks:

- Assist in the coordination of all life support training for USAF and contractor personnel.
- Schedule the TDY of external life support instructors, as required.
- Maintain individual and aircraft life support equipment assigned to the USAF/JTF.
- Monitor contractor-provided maintenance of life support equipment for technical order compliance.
- Monitor the required servicing of life support equipment at deployed JTF locations.
- Support individual equipment issue for aircrew members assigned to the JTF.
- Advise the JTF on ordering and distributing aircraft flight manuals and aircrew checklists for individual aircrew members.
- Maintain the aircrew master publications library.
- Supporting the planning, organizing, directing, and evaluation of supply management activities. Analyze and validate interservice supply support agreements, and supply support plans.
- Serve as technical advisor for obtaining all supplies and equipment required by JTF personnel utilizing the General Services Administration and International Merchant Purchase Authorization Card (IMPAC). Ensure purchase request forms are completely and properly filled out and input all requests into appropriate purchase log forms.
- Monitor and maintain the IMPAC Purchase Log Book. Track all IMPAC and GSA spending and ensure purchases remain within budget constraints.
- Verify and reconcile IMPAC transaction bills and submit them to the IMPAC cardholder for certification and signature.
- Maintain supply and equipment files to include: receipts, logs, statements, quotes and procedures.
- Support the equipment Custodian Authorization/Custody Receipt Listing (CA/CRL) account for the entire JTF.
- Serve as technical advisor for establishing requirements and ordering and maintaining all publications and forms required by the JTF.
- Assist in receiving requirements for all Government Furnished Equipment/Petroleum, Oil, Lubrication products required by aircraft maintenance, to include preparing and submitting supply requisitions, pick-up, delivery, stocking, ordering and purchasing.
- Coordinate the control and maintenance of the GSA vehicle used for daily pickup and delivery of all JTF supplies and equipment from Patrick Air Force Base.
- Travel to offices at Patrick AFB to conduct pickup/delivery of supplies, printouts, and other documents for the JTF. Maintain qualification and instruct various life support classes including Low Threat (land) Survival, Water Survival, Egress, Life Support Equipment, Local Area, Fire Extinguisher, and Non-Qualified Passenger Training.

3.5 Plans and Programs Support

The contractor shall provide personnel to perform a variety of duties in support of JTF Plans and Program Division operations. Contractor personnel shall oversee the operational planning and execution activities of the Joint STARS test support contract. The contractor shall be responsible for co-authoring and coordinating the Joint STARS Test and Evaluation Master Plan (TEMP) with participating agencies from multiple commands/services, incorporating changes to all sections and supporting the management of the TEMP Integrated Product Team (IPT) meetings. Contractor personnel shall coordinate the Joint STARS Test Planning Working Group (TPWG) and Test Management Council (TMC) meetings. The contractor shall provide resource management support by forecasting and accounting for JTF resources and expenditures through the established DoD budgeting and accounting system in coordination with the Joint Program Office (JPO), Program Control Directorate and through various agencies to include Patrick and Eglin AFB. Additionally, contractor personnel shall manage all administrative staff for the JTF and provide executive administrative support to the immediate offices of the Director, the Deputy Director, the Plans and Programs Directorate and general administrative and technical support across the JTF.

To support the Plans and Programs Division mission, the contractor shall perform, but not be limited to, the following tasks:

3.5.1 Test Support

- Review Program Introduction Documents (PIDs) and prepare Statements of Capability (SOCs) for Joint Test Force customers. Work directly with JPO, prime contractor, Defense Contract Management (DCM), and JTF customers on test issues.
- Provide technical advice supporting JSTARS Range Management. Assist in the allocation of the annual \$1.2M test range and resource budget across four test centers and seven organizations.
- Work with test range and financial managers to ensure tests are fully supported on schedule and within budget.
- Monitor the JTF flying hour and fuel programs.
- Support the development, maintenance, and coordination of the Test and Evaluation Master Plan (TEMP) and all JTF supported TEMPs.
- Support the integration of multiple government organizations to plan and conduct all TEMP IPT meetings.
- Assist the Director of Plans and Programs to establish internal and external organizational relationships with the JPO, Army, and Office of the Secretary of Defense in the accomplishment of overall Joint STARS system test.
- Plan, organize, and conduct meetings of the Test Planning Working Group (TPWG).
- Coordinate the AFOTEC Test Resource Plan and all Operational Test and Evaluation (OT&E) and Regression Test planning for the JTF.
- Plan and coordinate the quarterly Test Management Council (TMC) meetings, as needed.

3.5.2 Budget and Purchasing Support

- Track all JTF expenditures, review budget estimates and draft the JTF budget; monitor and support management of its execution; provide monthly status and funds expenditure reports.
- Attend funding, program control, budget, and contract development meetings. Support the JTF at the Joint STARS Integrated Product Team Financial Review each month.
- Coordinate fiscal management, cost analysis, and contract/budget monitoring with the Joint STARS prime contractor, Patrick AFB Accounting, Finance, and Contracting, JPO contracting, and JPO Program Control. Advise the Director of Plans and Programs on status changes.
- Monitor and track JTF resource availability using Microsoft Project, Excel, dBase, and Access. This task includes detailed task definition, resource identification and allocation, progress tracking, and production of graphic representations of project status.

- Advise the Director of Plans and Programs on problems that will or might affect program execution or future JTF resource availability.
- Monitor per diem funds, flying hour costs, the JTF supply account, and the petroleum, oil and lubrication (POL) accounts. Report changes through status reports.
- Monitor and generate reports on bulk funding documents, blanket purchase agreements, and blanket delivery orders.
- Perform periodic financial assessments of resource allocation requirements, timing and availability.
- Prepare and submit supply requisitions, maintaining records of issue, order and purchase office supplies for the entire division.
- Support the development, submission, review and coordination of JTF budget forecasts.

3.5.3 Other Technical Support

- Operate JTF video teleconferencing (VTC) and projection systems.
- Assist the JTF Disaster Preparedness Officer with JTF and Operations HUREVAC plan.
- Manage and support the design, documentation, and development of the JTF Integrated Digital Environment (IDE).
- Assist in identifying and implementing multimedia in JTF computer systems.
- Assist the PC Helpdesk by installing software and hardware and troubleshooting PC user problems.
- Accomplish multimedia creation tasks including image and video capture, scanning, and editing.
- Coordinate with the prime contractor on all facilities requirements and issues for the JTF.

3.5.4 Administrative Support

- Manage the administrative support personnel. Coordinate duties of the administrative and resource work force. Manage and training administrative personnel on current policies and procedures in the performance of their duties. Prepare schedules of report preparation for each administrative assistant on an on-going basis.
- Establish and maintain the JTF official files for each Directorate and front office (e.g., correspondence and documents concerning sensitive investigations, efficiency reporting, and proprietary information). Ensure all JTF files are in compliance with regulations.
- Ensure mail distribution. Package materials and correspondence for dispatch.
- Monitor, track, and maintain a suspense control system to track tasking progress and resolution. Gather, sort and assemble information from Directorates to draft suspense responses.
- Coordinate day-to-day office schedules and activities to include personnel support, telephone messages, visitor reception, and office information distribution.
- Keep the Directors informed/up-to-date on current issues, meetings, visitors and projects.
- Provide general computer software support to JTF personnel as requested. Design and generate computer graphic images, tables, charts and technical diagrams in support of JTF briefings, training syllabi, flight manuals, AFI Supplements and special projects.
- Generate staff meeting slides weekly. Obtain detailed current project information from each three-letter.
- Design electronic forms needed that are not available in the E-forms library.
- Provide electronic communications support through monitoring of organizational email account, updating and monitoring electronic scheduling system (Microsoft Outlook) and maintenance of electronic contact list.
- Provide digital and film photographic support for both formal and informal JTF functions and activities.

- Support all military personnel issues for the JTF to include controlling access, updating, and making available military personnel records using the Personnel Concept III (PC III) system.
- Travel to Patrick AFB for Administrative/Military Personnel Flight support.
- Assist in coordinating technical reports, papers, and correspondence for management signature.
- Maintain the JTF Intranet personnel database.
- Support the military awards process JTF-wide. Provide format guidance to all JTF divisions. Maintain currency on all award guidelines/regulations.
- Support the preparation for test planning meetings; preparation and distribution of meeting minutes, reports, technical and briefing charts; writing internal memorandums; and reviewing all prepared correspondence before management approval is obtained to ensure compliance with regulations, as required.
- Prepare, coordinate and/or review all status reports, briefing charts, evaluations, internal memorandums and outgoing correspondence for management signature.
- Compose required correspondence based on knowledge of management commitments, technical issues, views, or previous decisions, to include: letters of commendation or appreciation; letters of invitation, acceptance, or declination; thank-you notes and other official items as necessary.
- Provide the JTF Director monthly status reports, when delivered, on individual Government Travel Card program accounts, input appropriate data via the online system, and perform other administrative tasks.
- Deploy administrative support as a member of Advanced Liaison (ADVON) team to coordinate administrative support for the main deployment to include securing transportation, quarters, and working areas. While deployed, support JTF personnel with administrative and general support.
- Prepare travel orders, make and amend hotel, airline and rental car reservations, and prepare visit notifications as required to support TDY travel by assigned personnel. Support the review, authentication and issuance of control numbers on all temporary travel orders.
- Prepare flight orders, flight evaluation reports, activity reports and briefing charts.
- Maintain and file AFTOs in master Central Technical Order Control Unit (CTOCU) logbooks.
- Assist in determining technical orders needed to fulfill requirements, pull appropriate master copies, and process DD Form 844s (Requisition for Local Duplicating Service).
- Support the operation and maintenance of the Technical Order Distribution Office (TODO) for the JTF. Update the technical order distribution record, as orders are received and prepare shipments of technical orders for appropriate agencies.
- Support the maintenance of the technical order change process to include updating the T.O. status database, copying and distributing changes to appropriate agencies, and filing.
- Support Test Conductors and mission flight crews throughout all phases of testing. Prepare a Quick Look report template for each mission, ensure laptop preparation, reproduce flight decks as required and wrap all classified test cards.
- Support JTF visitors, to include travel and lodging arrangements, administrative services, security clearances and protocol issues. Coordinate with the Security Manager to arrange for visit requests, security clearances, and badges for all visitors.
- Coordinate the leave program for the JTF to include issuing control numbers and coordinating with Accounting and Finance Office for proper leave accounting.
- Assist with varied administrative tasks as required.

4.0 PERSONNEL REQUIREMENTS:

4.1 Contractor personnel shall have a background in Air Force RDT&E and specific knowledge in the mission areas, functions, organization and tasks required to support Joint STARS organizations. Selected personnel shall be available for worldwide deployment when directed by the PCO or his designated representative.

4.2 The contractor shall provide Flight Test Engineer (FTE) and operations analysis personnel who possess a current Federal Aviation Authority Category 3 Flight Physical and record of current USAF Physiological Training in accordance with current Air Force flight management directives. These personnel shall be volunteers to fly on board Joint STARS. The FTE personnel shall be available immediately on the first day of contract award.

4.3 When directed by the PCO or his designated representative, contractor employees shall attend Government provided vendor training at local and remote vendor training locations. The contractor may be required to also attend any specialized training provided by DOD or other agencies that the PCO or his designated representative deems necessary in support of this contract.

4.4 At least one of the Computer Support personnel shall have core knowledge of Access Database programs.

4.5 Critical Position Requirements

4.5.1 Lead Software Scientist

Primary Functions:

Responsible for advising JTF engineering management on all aspects of Joint STARS operational software. Flight Test Qualified Position in accordance with AFI 11-401 Flight Management

Specific Qualifications:

- Knowledgeable of real-time airborne computer operations in a multiprocessor/multitasking environment
- Experience with C3I computer software development, testing and maintenance
- In-depth understanding of Joint STARS software (at the source code level) to:
 - Provide insight into status of software development
 - Assess software maturity for test purposes
 - Assess system-test regression liability based on software code changes that affect functional areas already tested
 - Write technical (“white”) papers to support JTF issues of concern
- Ability to develop interim training aids for operational users upon addition of new software capabilities

4.5.2 Senior Radar Test Engineer

Primary Functions:

Responsible for system-level testing of Joint STARS radar and surveillance control functions.

Specific Qualifications:

- In-depth understanding of Joint STARS radar hardware and software to include analytical ability to develop test methods for evaluating radar anomalies.
- Ability to develop specific radar data analysis tools for reducing and analyzing Joint STARS radar test data.
- Demonstrated ability to conduct detailed mathematical analysis of Joint STARS radar functions.

4.5.3 Flight Test Qualified Positions

Personnel required to support in-flight testing must be flight test qualified in accordance with AFI 11-401 Flight Management. These positions may include:

- Aircraft Systems Analyst
- Communications Specialist
- Communications Test Analyst
- Communications Test Engineer
- Lead Software Scientist
- Radar ECCM Test Analyst
- Radar Test Engineer
- Senior Test Engineer
- Senior Radar Test Analyst
- Technical Control Engineer
- Technical Control Specialist

5.0 TRAVEL:

Travel to various locations both within and outside the CONUS will be required during the performance of this task order. The JTF estimate for travel requirements is approximately \$2,000,000 over the life of the task order. This travel may include, but is not limited to, program reviews, participation in various on-site test activities, training, technical order development, or as required by the PCO or his/her designated representative. The contractor personnel shall be prepared to travel in support of worldwide deployment activities. Contractor personnel may operate Government vehicles on Government installations provided appropriate insurance is demonstrated by the contractor. The Government will authorize all travel in writing.

6.0 MATERIALS:

The contractor shall procure materials as directed by the PCO or his/her designated representative. The contractor shall provide a copy reproduction capability. Materials may include unique range assets, reproduction, shipping and postage, long distance telephone, and miscellaneous materials such as binders, computer disks, COTS software, small computer parts, and other items as directed. The contractor shall provide expanded ODC deployment support when directed.

7.0 LEASE/RENTAL EQUIPMENT:

The contractor shall be required to lease GSA vehicles, copy machines and other equipment as directed by the PCO or his designated representative.

8.0 SECURITY:

The contractor shall provide security management support to all levels of Joint STARS organizations as set forth in this task order. This support shall encompass a full range of security services permitted by DOD directives. The contractor shall be in compliance with DOD and AF applicable directives. The Information Security Program Regulations shall be used for additional guidance. Contractor personnel shall possess, at a minimum, a Secret clearance upon contract award. Some contractor personnel shall possess clearances for access to Top Secret, Top Secret Sensitive Compartmented Information (SCI) and Special Access Programs (SAP) at contract award.

8.1 Visitor Group Security Agreement

The contractor shall execute all Government initiated visitor group security agreements. The contractor shall provide a list of all subcontractors (if applicable) to ESC/JS and ESC/JSK within thirty (30) calendar days after contract award. As subcontractors are added, and/or deleted, an updated listing shall be provided to ESC/JSK within thirty (30) calendar days of such change. Selected contractor security personnel shall be available for worldwide deployment when directed by the PCO or his designated representative.

9.0 PERIOD OF PERFORMANCE:

The period of performance shall include a basic period plus four option periods, anticipated as follows:

Basic Period: 21 Apr 2002 to 31 Mar 2003 (almost eleven months)

Option Period 1: 01 Apr 2003 to 31 Mar 2004 (full year)

Option Period 2: 01 Apr 2004 to 31 Mar 2005 (full year)

Option Period 3: 01 Apr 2005 to 31 Mar 2006 (full year)

Option Period 4: 01 Apr 2006 to 31 Dec 2006 (nine months)

10.0 CONTRACT DATA REQUIREMENTS LIST (CDRL):

Data deliverables for work pertaining to this SOW are defined in CDRL Exhibit A.

A001 - DI-FNCL-80331/T: Funds and Man-hours Expenditure Report shall be submitted once a month.

A002 - Contractor Format: Pay Period End Report shall be submitted biweekly.

A003 - DI-MISC-80508A/T: Technical Report-Study/Services shall be submitted as special studies/services are performed.

A004 - DI-MCCR-80700/T: Computer Software Product End Item shall be submitted as required.

11.0 APPLICABLE AGREEMENTS:

The JTF has an Annual Host tenant Agreement with Patrick AFB and an MOA with the 93rd ACW. The contractor shall comply with all requirements of these agreements.

12.0 JTF COST OBJECTIVE:

The JTF's objective is to provide Technical and Acquisition support on a four year, nine month budget NTE \$33,000,000.

13.0 FUNCTIONAL AREA EVALUATOR :

The Functional Area Evaluator (FAE) for this task order is Capt Signe Vaughan, ESC/JS-JTF, (321) 726-7121. Alternate FAE is Capt Todd Butler, ESC/JS-JTF, (321) 726-7120.

14.0 INFORMATION SECURITY GUIDANCE:

The DD 254 and the related security classification guide will provide security guidance.

15.0 LOCATION OF WORK

All contractor personnel who work under this task order shall be co-located with Government personnel. Most personnel will be located at the JTF facility in Melbourne, Florida. All contractor personnel shall be provided with a desk, chair, telephone, and personal computer (PC).