



**STATEMENT OF WORK**  
(SW-ZZ-12-06)

**FOR THE**

**METEOROLOGICAL SUPPORT SERVICES (MSS) CONTRACT**

**U.S. ARMY KWAJALEIN ATOLL / REAGAN TEST SITE (USAKA/RTS)**

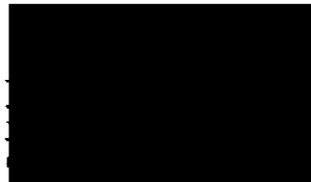
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**TABLE OF CONTENTS**

1	Scope .....	1
1.1	Background.....	1
2	Applicable Documents.....	2
3	Requirements.....	3
3.1	Program Management.....	3
3.2	Human Resources Management.....	4
3.3	Occupational Safety and Health Management.....	4
3.4	Environmental Management.....	4
3.5	Industrial Security Management.....	5
3.6	Emergency Operations.....	5
3.7	Financial Resources Management.....	5
3.8	Government Property Management.....	5
3.9	Data Management.....	6
3.10	Mission Support.....	6
3.11	Scientific Community Support Services.....	7
3.12	USAKA/RTS Community Meteorological Support.....	7
3.13	Meteorological Instrumentation and Equipment.....	8
3.14	Other Support.....	9

**STATEMENT OF WORK (SOW)  
FOR THE  
METEOROLOGICAL SUPPORT SERVICES (MSS) CONTRACT  
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**1 SCOPE.** This Statement of Work (SOW) describes the work efforts required to satisfy the Meteorological Support Services contract. The requirements of this SOW are to be performed in support of the Reagan Test Site (RTS), a world-class organization of the Department of Defense (DoD) Major Range and Test Facility Base (MRTFB) and the U.S. Army Kwajalein Atoll, the installation that provides the infrastructure to support RTS's operations.

**1.1 Background.**

**1.1.1 U.S. Army Kwajalein Atoll / Ronald Reagan Ballistic Missile Defense Test Site, which for brevity is hereafter called the Reagan Test Site (RTS)(USAKA/RTS).**

**USAKA/RTS is:**

- (a) An element of the DoD Major Range and Test Facility Base (MRTFB), pursuant to DoD Directive 3200.11 and Army Regulation 70-69.
- (b) A U.S. Army Installation operated as a Government-Owned, Contractor-Operated (GOCO) facility.
- (c) A United States Anti-Ballistic Missile (ABM) Test Range, pursuant to the ABM Treaty Agreement.
- (d) A Defense Site, pursuant to the Compact of Free Association, Public Law 99-239, with the government of the Republic of the Marshall Islands (RMI)(codified as Title 48, Chapter 18, Subchapter I, Section 1901, et.seq.).
- (e) Legally required to comply with the United States Code (USC), the Hawaii Revised Statutes (HRS), USAKA/RTS Environmental Standards (UES), RMI Laws pursuant to the Compact of Free Association, applicable Army Regulations, and USAKA/RTS Policies and Regulations.
- (f) Subject to restrictions regarding the free entry of aircraft, ships, and personnel because of the unique location and strategic nature of the area and for the protection of equipment, personnel, and property of the United States Government.
- (g) Located in the Kwajalein Atoll, RMI, Approximately 2,100 nautical miles west southwest of Honolulu, Hawaii, 9 degrees north latitude and 167 degrees east longitude, approximately 700 miles north of the equator, in an inter tropical convergence zone (ITCZ).

- (h) West of the International Date Line resulting in a normal government workweek of Tuesday through Saturday, this corresponds with the Continental United States' Monday through Friday workweek.
- (i) Comprised of technical and support facilities located on eleven, low-lying tropical islands, utilized by the United States in accordance with the Military Use and Operating Rights Agreement with the RMI.
- (j) During test operations, considered to also include the area within a radius of 500 nautical miles of Kwajalein Atoll and Wake Island.

1.1.2 Reagan Test Site (RTS). RTS, a subordinate command of USAKA, is responsible for the technical performance of the range, is the Primary Organizational Element for technical support services provided by contractors for both the Integrated Range Engineering (IRE) effort and the MSS required by this SOW. The Massachusetts Institute of Technology/Lincoln Laboratory (MIT/LL), a Federally Funded Research and Development Center (FFRDC), is the Scientific Advisor to RTS. RTS is a multi-billion-dollar facility with state-of-the-art instrumentation unmatched anywhere in the world. RTS offers space track and launch operations and full-envelope strategic and tactical missile testing with the world's most sophisticated suite of radar systems, optics, telemetry, and scoring sensors.

1.1.3 USAKA/RTS Missions. The primary missions of USAKA/RTS are to:

- (a) Provide a comprehensive missile system testing environment and support space operations and surveillance for the war fighter.
- (b) Operate a community of excellence and sustain a quality workforce.
- (c) Represent the Commander-in-Chief, Pacific (CINCPAC) in the RMI and Kiribati.

## 2 APPLICABLE DOCUMENTS

The following "compliance" documents, current as of the date of the Contractor's final proposal, and "guidance only" documents of the current issue, are applicable to the performance of this contract. The Contractor shall comply with the procedures identified within the applicable sections of the compliance documents listed below.

### 2.1 Compliance Documents

	<u>DOCUMENT IDENTIFIER AND (SOW REFERENCE)</u>	<u>DOCUMENT TITLE</u>
a.	USAKA/RTS Reg 190-10 (SOW 3.2)	<i>Entry and Exit Control (Official and Unofficial Visitors)</i>

	<b>DOCUMENT IDENTIFIER AND (SOW REFERENCE)</b>	<b>DOCUMENT TITLE</b>
b.	USAKA/RTS Reg 190-50 (SOW 3.2)	<i>Administrative Bar Actions</i>
c.	TB MED 524 (SOW 3.2.1)	<i>Control of Hazards to Health from Laser Radiation</i>
d.	AR 385-10 (SOW 3.3)	<i>Army Safety Program</i>
e.	Title 29 C.F.R., Chapter XVII (SOW 3.3)	Occupational Safety and Health Administration, Department of Labor
f.	AR 40-5 (SOW 3.3)	<i>Preventive Medicine</i>
j.	DA PAM 40-503 (SOW 3.3)	<i>Industrial Hygiene Program</i>
k.	None (SOW 3.4)	<i>USAKA Environmental Standards (UES)</i>
l.	None (SOW 3.4)	<i>USAKA Historical Preservation Plan (HPP)</i>
m.	DoD 5220.22M (SOW 3.5)	<i>National Industrial Security Program Operating Manual (NISPOM)</i>
n.	AR 530-1 (SOW 3.5.1)	<i>U.S. Army OPSEC</i>
o.	None (SOW 3.5.2)	<i>USAKA/RTS Physical Security Program</i>
p.	USAKA/RTS Reg 500-1 (SOW 3.6)	<i>Emergency Action Plan</i>
q.	None (SOW 3.14.2)	<i>Meteorological Facility and Equipment Manual</i>

## 2.2 Guidance Only Documents.

	<b>DOCUMENT IDENTIFIER AND (SOW REFERENCE)</b>	<b>DOCUMENT TITLE</b>
a.	None (SOW 3.7.3, 3.10.2, and 3.11.1)	<i>Financial Policy and Rates Manual</i>
b.	None (SOW 3.7.3, 3.10.2, and 3.11.1)	<i>Financial Requirements Manual</i>
c.	None (SOW 3.14.1)	<i>Instrumentation and Support Facilities Manual (ISFM)</i>
d.	None (SOW 3.14.3)	<i>RTS Data Item Descriptions Manual</i>

## 3 REQUIREMENTS.

3.1 Program Management. The supplier shall plan, staff, control, and direct an organization such that all MSS contract requirements are accomplished. The organization structure shall minimize levels of management and maximize effective supervisory span of control. The supplier shall document their management program/processes in a Management Plan (CDRL AP01).

3.1.1 Transition. The supplier shall manage and execute work required to ensure a smooth phase-in and phase-out transition between the incumbent and successor supplier with no interruption in execution of MSS requirements. The supplier shall develop transition plans (CDRL AP02/AP03).

3.1.2 Status Reports. The supplier shall submit a weekly status report (CDRL AM01).

3.1.3 Working Relationships. The supplier shall establish a cooperative working relationship with USAKA/RTS support contractors, i.e. Logistics Support and Integrated Range Engineering (IRE) Services Contract and the Security and Law Enforcement Contract (SLEC).

**3.2 Human Resources Management.** The supplier shall develop and maintain a HR activity sufficiently organized and staffed to effectively and efficiently address all personnel recruitment, administration, and termination actions for a workforce located predominately in the Republic of the Marshall Islands, a remote geographical area. The supplier shall comply with the personnel procedures developed IAW CDRL AP04; USAKA/RTS Regulations 190-10 and 190-50; and the Contract Section H Clauses titled, "APPLICATION OF UNITED STATES LAWS IN THE REPUBLIC OF THE MARSHALL ISLANDS," "COMPLIANCE WITH THE COMPACT OF FREE ASSOCIATION AND IMPLEMENTING AGREEMENTS," "DENTAL AND MEDICAL SERVICE LIMITATIONS," and "SPECIAL EDUCATION LIMITATIONS."

**3.2.1 Conduct Post-Employment Physical Examinations.** The supplier shall conduct post-employment physical examinations for all employees whose work activities expose them to potentially hazardous conditions at USAKA/RTS, to include physical eye examinations of the type indicated in TB MED 524 for all employees subject to exposure to laser radiation of a hazardous level.

**3.2.2 Meals for Unaccompanied Personnel.** The supplier shall provide a system whereby unaccompanied personnel permanently assigned to unaccompanied personnel housing, which lacks adequate food preparation facilities, have access to meals from all (base support and retail) dining facilities. The supplier shall establish accountability and control of meals entitlement through audits, an annual system review, and periodic eligibility verifications.

**3.3 Occupational Safety and Health Management.** The supplier shall develop, implement, and maintain a comprehensive and efficient Safety and Occupational Health program consistent with AR 385-10, The Army Safety Program; applicable Title 29 Code of Federal Regulations (29 CFR); AR 40-5, Preventive Medicine; and DA PAM 40-503, Industrial Hygiene Program. The Program shall address safety and health requirements and hazards, created or developed by, meteorological services operations (CDRL AP05).

**3.3.1 Provide verbal notification and perform accident/incident investigations.** The supplier shall verbally notify the Government Safety Office of serious accidents or other incidents with high Command visibility. A report shall be prepared and submitted to the Government Safety Office IAW (CDRL AP06).

**3.3.2 Use local media to promote weather safety awareness.** The supplier shall conduct a continuing community weather safety program for all Kwajalein Atoll residents to include at least one quarterly article for the *HOURGLASS* newspaper and/or the TV "roller." The program shall be comprehensive in the elimination of issues generated or developed by meteorological operations or conditions.

**3.4 Environmental Management.** The supplier shall comply with the USAKA Environmental Standards (UES) in performance of the requirements of this SOW, to include submission of a Hazardous Materials Management Plan (HMMP) (AP07). The HMMP may incorporate Kwajalein Range Services' Standard Practice Instructions for the management and storage of

hazardous materials and wastes including compressed gas cylinders, as applicable.

**3.5 Industrial Security Management.** The supplier shall establish and maintain an industrial security program IAW the Federal Acquisition Regulation (FAR) Subpart 4.4 (Safeguarding Classified Information Within Industry), the Security Agreement (DD Form 441), and the National Industrial Security Program Operating Manual (NISPOM), DOD 5220.22M, as applicable to requirements set forth in the Contract Security Classification Specification (DD Form 254). The supplier shall protect all classified information, to which they have access or custody, according to procedures required and set forth by the NISPOM or its follow on document.

**3.5.1 Establish an Operations Security (OPSEC) Program.** The supplier shall establish and maintain an OPSEC Program IAW AR 530-1, including developing an OPSEC Plan, IAW the USAKA/RTS OPSEC Program Guide (CDRL AP08).

**3.5.2 Manage a Physical Security Program.** The supplier shall comply with the Physical Security Program developed and maintained by the USAKA/RTS Security and Law Enforcement Contract (SLEC) Contractor.

**3.6 Emergency Operations and Disaster Control.** The supplier shall develop and maintain internal plans for emergencies and disasters and to comply with the requirements of USAKA/RTS Regulation 500-1, Emergency Operations Plan. The supplier shall provide support to the Emergency Operation Center (EOC) as required. The supplier shall participate and assist in the execution of disaster control readiness alert plans and mobilization exercises, as directed by the Commander USAKA/RTS.

**3.7 Financial Resources Management.**

**3.7.1 Contract Work Breakdown Structure (CWBS).** The supplier shall develop and maintain a Contract Work Breakdown Structure to be used as the reporting structure for tasks and cost accounting data (CDRL AP09).

**3.7.2 Annual Operating Budget (AOB).** The supplier shall develop and submit an AOB based upon the requirements of this SOW and Fiscal Year (FY) funding guidance provided by the Contracting Officer (CDRL AP10). The supplier shall develop and submit Budget and Cost Variance Analysis Reports (CDRL AP11).

**3.7.3 Reimbursable Customer Projects.** The supplier shall identify costs and submit estimates for customer reimbursable efforts using the guidelines in the USAKA/RTS *Financial Requirements Manual and the Financial Policy and Rate Manual* (CDRL AP12). The supplier shall accumulate cost on reimbursable efforts and submit cost reports (CDRL AP13).

**3.8 Government Property Management.** The supplier shall be accountable and responsible for all Government Property whether Government-furnished or contractor acquired/fabricated. The supplier shall develop, submit, and implement processes/procedures to accomplish this task

(CDRL AP14). The supplier shall submit *Inventory Reports* (CDRL AP15) and an *Annual Report of DoD Property in the Custody of Contractors* (CDRL AP16).

**3.9 Data Management.** The supplier shall establish and maintain files and records, using best commercial practices, for the administration and management of the MSS effort at USAKA/RTS. Files and records shall be sufficient in detail to support any audits, criminal proceedings, labor claims, litigation, etc. related to effort performed during the overall period of contract performance. All files shall be available to authorized Government personnel at any time. All files, excluding employee personnel files, shall be transferred to the Contracting Officer's Representative, USAKA/RTS, upon contract completion.

**3.10 Mission Support.**

**3.10.1 Universal Documentation System.** USAKA/RTS utilizes the Range Commander's Council Universal Documentation System (UDS) as the standard for defining customer requirements and range support. The supplier shall review and provide input, through the Integrated Range Engineering (IRE) contractor, on UDS documentation to include the Program Introduction (PI) / Statement of Capability (SC), Program Requirements Document (PRD) / Program Support Plan (PSP), and Operations Directive (OD) / Operations Requirements (OR). Review and input shall address meteorological requirements necessary to support the customer mission.

**3.10.2 Cost Estimates.** The supplier shall provide cost estimates for meteorological support services based on requirements specified in UDS documentation and guidelines in the USAKA/RTS *Financial Requirements Manual* and the *Financial Policy and Rate Manual* (CDRL AP12).

**3.10.3 Meetings.** The supplier shall attend and participate in mission planning meetings, requirements documents reviews, Integrated Product Team meetings, technical interchange meetings, program Critical Design Reviews (CDRs), Range Commanders Council (RCC) Standing Group Meetings, and other related meetings, as requested by USAKA/RTS. The supplier shall provide briefings and information as required to support these meetings.

**3.10.4 Range Test Documentation.** The supplier shall provide input, to the IRE contractor, for the development of mission test documentation, to include test plans and mission operation schedules; ensuring meteorological mission requirements are addressed.

**3.10.5 Mission Execution.** The supplier shall provide meteorological support to missions IAW UDS requirements and range test plans/requirements. Typical support includes on console support in the Kwajalein Mission Control Center (KMCC), operation of range meteorological equipment and instrumentation, real-time data processing, and mission-oriented weather evaluations/briefings.

**3.10.6 Post-Mission Data Products.** The supplier shall produce and deliver post-mission meteorological data products and reports IAW with UDS requirements, with care to comply with

any program security requirements (CDRL AR01). The supplier shall provide an assessment of support for each executed mission (CDRL AR02). The supplier shall support a post mission briefing(s).

**3.10.7 Remote Mission Execution.** On a campaign basis meteorological support is occasionally required off-site to include remote locations, such as Wake Island. The supplier shall provide campaign planning and meteorological support services in the fulfillment of UDS requirements outside Kwajalein Atoll.

**3.11 Scientific Community Support Services.** Through the MSS contract, USAKA/RTS provides ongoing meteorological support services to numerous customers and the scientific community IAW Memorandums of Agreement (MOA), Memorandums of Understanding (MOU), etc. This support typically involves agencies such as the National Aeronautics and Space Administration (NASA), and the National Oceanic and Atmospheric Administration/ National Weather Service (NOAA/NWS).

**3.11.1 Cost Estimates.** The supplier shall provide cost estimates as required for meteorological support services based on requirements specified in MOAs or other similar type agreements and the guidelines in the USAKA/RTS *Financial Requirements Manual* and the *Financial Policy and Rate Manual* (CDRL AP12).

**3.11.2 Support Services Execution.** The supplier shall provide meteorological support services to the scientific community IAW MOAs or other similar type agreements. The supplier will assist USAKA/RTS in review and revision of agreements as required.

**3.12 USAKA/RTS Community Meteorological Support.**

**3.12.1 Forecasting/Observations.** The supplier shall issue routine public service, aviation, and marine forecasts. The supplier shall issue severe weather warnings and provide the meteorological services required to protect life and property during periods of threatening weather conditions. The supplier shall take hourly synoptic observations and Rawinsonde observations at 0000Z and 1200Z daily. (CDRL AR03)

**3.12.2 Website.** The supplier shall maintain and update as required the RTS Weather Website. The website shall contain current and near term forecast information; radar and satellite displays/loops; surface and upper air observations; tide predictions, sunrise/sunset and moonrise/moonset information; and historical climatology information

**3.12.3 Television Broadcast.** The supplier shall interface with the IRE contractor to provide a Kwajalein weather channel broadcast of current and near term forecast information; near real-time display of precipitation from the Kwajalein Polarimetric (KPOL) weather radar; Terminal Area Forecasts; tide predictions, sunrise/sunset and moonrise/moonset information; severe weather warning; and other information as appropriate.

**3.12.4 Participate in Island Orientation for new arrivals.** The supplier shall participate in the

monthly island orientation for newly arrived personnel. Participant shall advise of typical weather cycles; historical frequency and seasonal occurrence of catastrophic storms; weather alarm system; emergency quarters evacuation procedures; weather information published in the *HOURGLASS* newspaper; and meteorological support of range missions and associated hazard zones.

### 3.13 Meteorological Instrumentation and Equipment.

3.13.1 Operation and Maintenance. The supplier shall perform all necessary actions to operate, calibrate, and maintain USAKA/RTS meteorological instrumentation and equipment. Instrumentation and equipment entails all hardware, software, and ancillary equipment, as listed in the *Meteorological Facilities and Equipment Manual (MEFM)*, to include equipment located on Wake Island. Operations and maintenance shall ensure capabilities and accuracies published in the MFEM for mission and support requirements of this Statement of Work.

3.13.1.1 Reliability. The supplier shall develop and implement a reliability program. As part of this program the supplier shall collect and submit Operational Availability data as part of the weekly status report (CDRL AM01). The supplier shall maintain an Operational Availability of 95 percent based upon a 6 month rolling average (previous 6 months). The Operational Availability requirement shall be applied individually to each Meteorological System as opposed to a collective number for all systems. The supplier shall propose the methodology and configuration of each meteorological system for the Operation Availability calculations and coordinate with the Government for concurrence.

3.13.1.2 Configuration Management. The supplier shall develop and implement a configuration management program. The supplier shall document the program in a Configuration Management Plan (CDRL AM02). The supplier shall maintain configuration documentation on all meteorological instrumentation and equipment hardware/software IAW the Configuration Management Plan. The supplier shall develop/revise any configuration documentation that is missing or does not reflect the hardware/software/systems in place. The supplier shall develop an electronic library of all Configuration Documentation. The supplier shall provide a listing of all configuration documentation (CDRL AM03) and provide for Government review/access to the electronic library as requested.

3.13.2 Improvement and Modernization. The supplier shall recommend Improvement and Modernization (I&M) efforts for existing meteorological system and capabilities. Efforts shall consider state-of-the-art developments in the meteorological field and range customer support requirements. The supplier shall produce a five year I&M plan (CDRL AI01). As requested by USAKA/RTS the supplier shall develop Engineering Change Proposals (BCPs) for improvement and modernization of USAKA/RTS meteorological equipment and instrumentation hardware/software (CDRL AI02).

3.13.3 Systems Engineering. The supplier shall provide systems engineering support for RTS approved I&M projects, special studies, and efforts required to support the operations and maintenance of meteorological instrumentation and equipment. If requested by USAKA/RTS the

supplier shall direct I&M and other efforts IAW approved ECPs and implement all actions required to ensure effective and timely project completion and integration into the range.

**3.14 Other Support.**

**3.14.1** The supplier shall provide revisions to the meteorological sections of the *USAKA/RTS Instrumentation and Support Facilities Manual* (CDRL AR04).

**3.14.2** The supplier shall develop a new *Meteorological Facility and Equipment Manual* and provide revisions as requested (CDRL AR05).

**3.14.3** The supplier shall provide revisions to the *RTS Data Item Descriptions Manual* concerning meteorological data items (CDRL AR06).