TECHNICAL INSTRUCTION (NAVSEA TEMPLATE)

Ref: (a) NAVSEA 5252.242-9115 (TECHNICAL INSTRUCTIONS)
Enclosure (if applicable): [ ]

This Technical Instruction (TI) is issued pursuant to reference (a) from my capacity as the Contracting Officer's Representative (COR) for the contract/order identified below. This TI is issued with the understanding that implementation is within the present scope of the contract/order and that it does not change the statement of work or other terms and conditions. Nothing herein should be construed as amending the subject contract/order or as changing any contractual requirements. If the contractor believes that compliance with anything herein would constitute a change in the requirements of the subject contract/order, the contractor should not accept the TI and notify the Contracting Officer, in writing, within ten (10) working days, specify the reason(s) for such belief, and take no further action. A copy should also be sent to the COR.

Note: The contractor shall inform the COR, in writing, when 75% of the costs allotted to this TI have been expended. Expenditures for this TI shall not exceed the allotted amount. This TI is contingent upon the availability of funds and performance shall not commence until funding has been obligated on the contract/order.

TI No./Revision No.	**TI-4115-N420-171_OPN_Bradshaw**
TI Revision Issue Date (if applicable)	**N/A**
Original TI Issue Date	**N/A**
Purpose of Revision (if applicable)	**N/A**
Contract/Task Order No.	**N00178-04-D-4115/N420**
Government Agency/Activity	**NUWCDIVNPT**
Sponsoring Office	**Organization** / **Code**
Program/Technical Office	**Name** / **Code** / **Telephone** / **Email Address**
Contracting Officer's Representative (COR)	**Name** / **Code** / **Telephone** / **Email Address**
Contracting Officer	**Name** / **Code** / **Telephone** / **Email Address**
Contractor	**RITE Solutions**
Contractor POC	**Name** / **Code** / **Telephone** / **Email Address**

Severability	**Severable** ☒ **Non-Severable** ☐
Special Skills Required	**N/A**
Applicable SOW/PBWS Paragraph Number(s)	**4.2.2, 4.2.4-4.2.10;**
TI Title	Periscopes and Imaging ISEA Operations Support
TI Description	The Contractor shall 1. Develop the weekly NWA Master to address NWA Master Overrun Corrections (Labor Transfers and Funding re-allocation), close Completed NWA's to Labor and request re-opening of NWA's where necessary, check for new funding or pullbacks and ensure that manual budgeting is reported correctly, move budgets, make additional NWA's and appropriately swap funding between lines where necessary to meet budget expenditures laid out in negotiations or at the request of the TPM or PIs. 2. Develop and deliver PM, contracts and financial highlights to the TPM as required. 3. Track execution data relating to direct cite funds daily and as often as necessary to ensure that all funding being used for non-government expenditure is moving quickly to its final destination, and that there are no work stoppages for critical program tasks. 4. Track contract De-Obligation and re-allocate funding as necessary to ensure that any expiring funds are being used. 5. Respond to and fix all Labor Kickouts, Suspense Charges, and Undistributed charges sent out weekly. 6. Collect labor statistics on both a weekly and monthly basis through using ERP and EDW as necessary. Charts are compiled on an ad hoc basis to ensure that labor expenditures are consistent with program plan. 7. Verify all costs charged to the program on a weekly/daily/ad hoc basis to ensure that all charges are according to approved plans and ITPS sheets. 8. Generate Monthly Financial Reports for the Program Sponsor to include the following a. planned obligation and expenditure data merged with actuals .

b. Download data and enter it into report

c. Track breakout of labor and non labor charges

d. Track Obligation status of all funding

e. Risk Mitigation & Analysis provided to TPM

f. Distribute the report to Project Leads and meet with them to discuss status and expenditure rates. Provide mitigation plans for projects that are spending off target.

g. Track expenditure trends monthly, more often as necessary for high risk tasks using Earned Value techniques.

9. Prepare Quarterly Financial Review Data Packages using the regular monthly report combined with a Full Program Analysis document that outlines every dollar on the program and its status, including outstanding obligations, unspent funding, plan forward for expenditures that are behind.

10 Attend Code 02 Financial Meetings as required

11. Conduct Annual planning to include

a. Work with TPM/PI/PMA to determine requirements

b. Assist with Budgeting and Funding Estimates across multiple sponsors

c. Assist with Schedule estimates

d. Assist with allocation and determine appropriateness for using different types of funding for each task (12+ types of funding each year on average, OM&N, OPN, RDTE and sometimes SCN)

e. Document changes to plan from negotiations with sponsor

f. Create and update ERP project plans to reflect the current budget

g. Update the CPV planning modules in ERP in accordance with the outlined deadlines

h. Organize Allocation Sheets and maintain until funding arrives

i. Adjust budget, allocations, spend plans, and communicate changes as necessary when budget changes are made mid- year. (almost weekly basis)

12. Support Funding Requests to the Program Sponsor to include

a. Coordinate Statements of Work with TPM/PI/PMA

b. Document Milestones/Deliverables

c. Submit ITPS and ITPM/Planning Worksheets to sponsors and CA

d. Maintain ITPS Documentation and Changes as year progresses

13. Request Funding WCD Extensions

14. Annual setup of the monthly/quarterly financial report including detailed spend plans.

15 Conduct Ad Hoc tasking which includes but is not limited to

a. Funding Acceptance Certifications

b. Funding Allocations to NWA's & Distribution to Projects once funding is accepted by Code 01

1. Work with PI's and PMA's to determine/enforce spend plan on received funding

c. Coordinate with 3402 to ensure tax to the department is paid, answer questions where necessary and monitor spending to ensure that expiring funding is being spent.

d. Value Management Tracking (Plan CPV 201 vs Actuals)- Monthly with quarterly runs throughout year.

e. Carryover/Expiring Funds Analysis and Tracking

1. Run the SSR report for Imaging ISEA funding bi-weekly during July, then weekly during August and September to ensure that we are carefully tracking the financial execution closing out the fiscal year.

2. Provide risk mitigation and recommendations as necessary to ensure that the highest level of accruals or pullbacks is processed before the end of the year.

f. Carryover Re-allocation and planning

g. CRA Requirements Submittal

	h. Funding Reduction Impact Statements, as funding is cut throughout year i. Cost Analysis projects as necessary to determine future work or best use of re-allocated funding j. Provide travel and work estimates for new tasking k. Provide information for ACCOM Storage and coordinate payment of bill l. Respond to Data Calls as necessary

Applicable Documents **If none, insert N/A**	N/A
Government Furnished Information (GFI), Government Furnished Equipment (GFE), Government Furnished Material (GFM); Government Furnished Facilities (GFF) **If none, insert N/A**	GFI: n/a GFE:n/a GFM:n/a GFF:NUWC on-site desk (x2), phone (x2), NMCI computer (x2) Other:
Duty Location	NUWCDIVNPT, contractors facility Middletown, RI
Temporary Duty/ Travel Requirements **If none, insert N/A**	Travel Authorization (TA) requests shall be submitted to and/or authorized by the Contracting Officer's Representative (COR).

CONUS

Trips	People	Duration	From	Destination
1	1	1	Newport RI	Groton CT.

OCONUS

Trips	People	Duration	From	Destination
n/a				

Funding Information (e.g., CLIN, SLIN, ACRN)

LABOR

Funding Identifier	Project/Program Name	Appropriation FY	Appropriation Type	Funded Amount

ODC

Funding Identifier	Project/Program Name	Appropriation FY	Appropriation Type	Funded Amount

Period of Performance

FROM	TO
1/11/18	7/31/18

Deliverable(s)

Deliverable Identifier	Description	Medium	Frequency	Due Date
A001	Meeting Minutes	Electronic	IAW CDRL	IAW CDRL
A002	Technical Report	Electronic	IAW CDRL	IAW CDRL
A003	Revision to existing Government Documents	Electronic	IAW CDRL	IAW CDRL
A004	Presentation Material, Slides, and illustrations	Electronic	IAW CDRL	IAW CDRL

Security Classification As identified in the DD254

Hazard and Safety Information
(The checked (X) Hazard and Safety Instructions are applicable to this TI)

- ☐ Known Hazards: (List known hazards here)
- ☒ No Hazard or Safety Information applicable
- ☐ Other (Specify: _____)
- ☐ Other (Specify: _____)
- ☐ Other (Specify: _____)

TI ROM Cost Estimate:

Total Hours	ODCs	Travel	Total Estimate

This TI shall not be construed as a change to the terms or conditions of the subject contract/order.

Authorized Representative of Contractor

NOTE – ALL TECHNICAL INSTRUCTIONS MUST BE CONCURRED WITH BY THE Contracting Officer PRIOR TO RELEASE.

Copy to