

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 Procuring Contracting Officer (PCO), 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- 04 , Rev. 0			
TI Revision Issue Date (if applicable)				
Original TI Issue Date	22 FEB 2013			
Purpose of Revision (if applicable)	I			
Contract/Task Order No.	N00178-07-D-4963-0002			
Government Agency/Activity	NSWCDD			
Sponsoring Office	Organization	Code		
	Directed Energy Division	Q20		
Program/Technical Office	Name	Code	Telephone	Email Address
	[REDACTED]			
Contracting Officer's Representative (COR)	Name	Code	Telephone	Email Address
	[REDACTED]			
Procuring Contracting Officer (PCO)	Name	Code	Telephone	Email Address
	[REDACTED]			
Contractor	ATI			
Contractor POC	Name	Code	Telephone	Email Address
	Bill Taczak		540-663-0050	btaczak@appliedti.com
Severability	Severable <input checked="" type="checkbox"/> Non-Severable <input type="checkbox"/>			
Special Skills Required	Cost Analysis and Program Integrated Master Schedule Development			
Applicable SOW/PBWS Paragraph Number(s)				
TI Title	SSL – TM Total Ownership Cost and IMS Development for Solid State Laser Program)			
TI Description	The scope of this Technical Instruction (TI) includes support to ongoing NSWCDD initiatives including enhanced visit board search and seizure operations. Services will be consistent with the ATI Prime Task Order (TO) including services across the following SOW Subject Areas:			

- C2.7 - Program Management/Administrative Support

PROGRAM MANAGEMENT/ADMINISTRATIVE SUPPORT

The contractor shall provide cost analysis, schedule analysis and program scheduling support for the Solid State Laser (SSL) Technical Maturation (TM) program and associated efforts enabling the establishment of a program of record. The contractor shall support NSWCCD in the development of the necessary programmatic cost estimates to support phases of acquisition, Program Objective Memorandum (POM) inputs, budgetary adjustments, financial activities, schedule analysis and IMS associated with SSL program planning and execution. The specific support to be provided by the contractor shall be the following:

- Understand and apply appropriate cost ground rules and assumptions.
- Produce lifecycle cost estimates for the SSL TM, supporting efforts and program of record.
- Perform detailed cost analyses based on SSL engineering trade studies or cost reduction initiatives.
- Support Government development of programmatic acquisition documents such as the Acquisition Strategy, Acquisition Program Baseline, and Capabilities Development Document (CDD), as required.
- Participate in status meetings (teleconference, web conference, or face-to-face). These meetings will address progress, issues and work expected to be completed prior to the next status report/meeting. The scheduling of status meetings shall be determined on agreement between both contractor and the Government.
- Address sources that are driving cost risk and uncertainty for each estimate in a qualitative manner.
- Provide costing subject matter expertise in support of the Naval Sea Systems Command (NAVSEA) cost reviews.
- Develop and maintain the SSL Integrated Master Schedule (IMS) for the TM, supporting efforts, and program of record based on inputs from SSL program staff.
- Perform Earned Value Management (EVM) as required by the Government.

Specific deliverables are as follows and shall be submitted in accordance with the requirements of CDRLs A002 and A004:

- ACEIT Cost model report and data output
- Integrated Master Schedule (IMS) in MS Project and associated roadmap schedule (PRS) form.
- Monthly Reports (Status, Cost and Schedule)

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			site		
Security Classification	Unclassified to Classified Secret				
Hazard and Safety Information (The checked (X) Hazard and Safety Instructions are applicable to this TI)	<input type="checkbox"/> Known Hazards: (NA) <input type="checkbox"/> No Hazard or Safety Information applicable <input checked="" type="checkbox"/> Other (Specify: Training as required for all employees working on this TI: Laser Safety Training.) <input type="checkbox"/> Other (Specify: _____) <input type="checkbox"/> 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.

PCO concurrence:

Rolanda H. Wallace-Taylor
(Signature)
Contracting Officer

_____ Rolanda Wallace-Taylor _____
(print name)

2/25/13
(date)

Mila W Marchosky
(Signature)
Contracting Officer's Representative

_____ Mila Marchosky _____
(print name)

2/25/13
(date)

Acknowledgement of receipt by Contractor:


(Signature)
Authorized Representative of Contractor

WILLIAM J. TACZAK JR.
(print name)

25 FEB 13
(date)

NOTE - ALL TECHNICAL INSTRUCTIONS MUST BE CONCURRED WITH BY THE PCO PRIOR TO RELEASE.

Copy to:
TI 4 REV 0