

**STATEMENT OF WORK
M25 STABILIZED BINOCULAR**

C.1 SCOPE. This Statement of Work is for production of M25 Stabilized Binoculars ("M25"). It requires availability and stocking of certain parts and accessories. It also provides for First Article Test and Confirmatory (Operational/Reliability) test support.

C.1.1 Background. The M25 is procured to a Purchase Description (AR-PD-121) and has been in production for the last 5 years. There are currently 3000+ M25's in the field.

C.1.2 Description. The M25 Stabilized Binoculars are a hand held, lightweight, internally stabilized binocular with laser protection and a rubber or other non-slip coating. The M25 incorporates a laser protection filter array. The M25 is hardened against lasers and against natural and man-made environmental conditions. The M25 is designed to be upgraded for night vision capability without modification and at the operator level.

C.1.2.1 Included Parts. Each M25 Stabilized Binocular includes: eye lens covers; objective lens covers; fold-down eye cups; a plastic or nylon carrying strap; hand strap (if more than 1.0 kg); day eyepieces; a mil scale reticle similar to the M22 Binocular; mounting hole cover; a carrying case; a chest pouch; a technical manual; and if the M25 requires power: a set of batteries, external power cord, external power connection cover, and HMMWV adapter kit.

C.1.2.2 Available accessories. The contractor shall have designed, fabricated, provided prices for as per section C.3.2.5 of this Statement of Work, and have available the following accessories for the M25: night vision eyepieces, arctic kits, M1 tank power adapter, Bradley power adapter, and ARD (Anti-Reflection Device).

C.2 APPLICABLE DOCUMENTS. The following documents are incorporated by reference. Where a document listed below refers to or incorporates one or more other documents that are not listed, the issues or version (including all changes and amendments) in effect on date of receipt of this SOW shall govern.

C.2.1 Military Specifications and Standards.

STANDARDS

ISO 9001:2000	Quality Systems - Model for Quality Assurance in Design/Development, Production, Installation, and Servicing 13 Dec 2000
MIL-STD-882D	System Safety Program Requirements, 10 February 2000
MIL-PRF-49506	Logistics Management Information 11 November 1996

C.2.2 Government Documents.

MIL-HDBK-1221 Department of Defense Handbook for Evaluation of Commercial Off-the-Shelf (COTS) Manuals, 28 August 1995, with: Change Notice 1, 30 September 1999; Change Notice 2, 12 February 2002; Change Notice 3, 15 August 2002

Purchase Description - AR-PD-121 - M25 BINOCULAR: Stabilized, dated 05 February 2004.

Laser Protection Addendum to the Statement of Work for M25 Stabilized Binocular (Non-DODISS), 9 Sep 94

C.3 REQUIREMENTS. The manufacturer shall warrant that all material (e.g., M25, parts, and accessories) and workmanship (e.g., manufacture and repair) performed under this contract will be free from defects in materials and workmanship for a period of one year following delivery.

C.3.1 Materiel. The selected contractor, as an independent contractor and not as an agent of the U.S. Government, and within the schedules and constraints set forth herein, shall provide M25 Stabilized Binoculars, including laser filter units. (See Classified Addendum to Purchase Description AR-PD-121 for the technical description and technical requirements of the laser filter units). An M25 (and any reference to such herein) includes all parts as listed in C.1.2 and C.1.2.1 but not the accessories listed in C.1.2.2 unless otherwise stated. All Stabilized Binoculars delivered under this contract shall be of a single design, as required by Purchase Description AR-PD-121 and paragraph C.3.2.3.3.

C.3.2 Requirements.

C.3.2.1 FIRST ARTICLE TEST AND HARDWARE. The contractor shall perform a First Article Test (FAT) on production representative hardware per section C.3.3.4 of this SOW and section 4 of the Purchase Description. The test shall utilize 12 M25's, 12 sets (24 each) of Anti-Reflection Devices (ARDs), and 3 sets (6 each) of night vision eyepieces. If the M25 uses electrical power the FAT shall also include 12 Arctic Kits, 12 M1A1 tank adapters, and 12 Bradley Adapters. Any given test shall be performed on at least three of each item. All successful first article hardware shall be refurbished to "as new" condition and delivered to the government with the test report and shall not count towards any other delivery.

C.3.2.1.1 Test Plan Review meeting: After completion of the FAT plan, see C.3.3.4.1, a test plan review meeting shall be held at ARDEC, Picatinny Arsenal, Dover, NJ or at the contractor's facility of the government's choosing.

C.3.2.2 CONFIRMATORY (OPERATIONAL/RELIABILITY) TEST HARDWARE AND SUPPORT. The M25 is considered a limited organic repair item during the Confirmatory Test. Maintenance by the user shall be limited to cleaning and repair by replacement tasks of external, totally interchangeable parts (those parts which without alteration, modification, hand-fitting or degradation to the performance are easily accessible to the user).

C.3.2.2.1 Confirmatory Test planning and review meetings: 90 days and then again 30 days prior to the anticipated Confirmatory Test start date, planning/review meetings shall be held at ARDEC, Picatinny Arsenal, Dover, NJ; Ft. Leonard Wood, MO; or at the contractor's facility of the Government's choosing.

C.3.2.2.2 The Government will select 20 production representative M25's out of the initial production quantity.

C.3.2.2.3 In addition to the parts that come standard with the M25 the contractor shall provide 20 of each of the following accessories for the M25 Stabilized Binoculars: A pair of ARDs (total of 40 each); and if the M25 uses electrical power: an Arctic Kit, a Bradley connector, and an M1A1 connector.

C.3.2.2.4 Five (5) additional copies of the commercial operator's manual (or Government format manual if available) will be delivered by the contractor to Commander, TACOM-RI, ATTN: AMSTA-LC-CSIL, 1 Rock Island Arsenal, Rock Island, IL 61299-7630.

C.3.2.2.5 The contractor shall deliver five (5) sets of current Image Intensifier Night Vision Eyepieces (total of 10) (see paragraph 3.4.1 of Purchase Description PD-AR-121).

C.3.2.2.6 The contractor shall furnish factory repair support and sufficient spare parts to maintain the equipment in proper working order as required by the user on an as-called-for basis during the Confirmatory Testing. The contractor will accept, process, repair and return the items within 48 hours. Express air delivery is encouraged.

C.3.2.2.7 All Confirmatory Test hardware (including the accessories) shall be refurbished to "as new" condition after testing and delivered to the government.

C.3.2.3 PRODUCTION QUANTITIES. The contractor shall provide M25 Stabilized Binoculars, including all parts per C.1.2 and C.1.2.1, for fielding (see section I of the contract). The contractor shall also provide Commercial Manuals and Manuals Support, a Safety Assessment Report, Provisioning Data, and meet safety and Quality Assurance requirements, (see C.3.3 below).

C.3.2.3.1 Start-of-work meeting: Within 10 days after award, a start work meeting shall be held at ARDEC, Picatinny Arsenal, Dover, NJ; TACOM-RI, Rock Island, IL; or at the contractor's facility of the government's choosing.

C.3.2.3.2 Quarterly Review meetings: On a quarterly basis from award until the final delivery the contractor shall participate in review meetings which shall be held at ARDEC, Picatinny Arsenal, Dover, NJ; TACOM-RI, Rock Island Arsenal, IL; or at the contractor's facility of the government's choosing.

C.3.2.3.3 Additional quantities shall be of a single design and the exact same configuration as the hardware supplied for the First Article and Confirmatory Tests and any previous production quantities. The production quantities will meet all requirements of this SOW and the Purchase Description AR-PD-121.

C.3.2.3.4 The Government may cancel this requirement with no penalty if FAT or Confirmatory test is not fully passed, see C.3.2.1 and C.3.2.2.

C.3.2.3.5 COMMERCIAL MANUALS AND MANUALS SUPPORT. The Government intends to create MIL-SPEC technical manuals from the commercial manual and drawings. The contractor shall provide commercial literature to include operator and required Direct Support (DS) maintenance manuals (DI-TMSS-80527A). MIL-HDBK-1221 is for guidance only. The manuals shall reflect the contractor's recommended maintenance concept. However, the government's

current maintenance strategy is that the M25 is considered a limited organic repair item. Maintenance by the user shall be limited to cleaning and repair by replacement tasks of external, totally interchangeable parts (those parts which without alteration, modification hand-fitting, or degradation to the performance are easily accessible to the user). DS maintenance personnel, will inspect, troubleshoot, perform limited repair, and evacuate to the contractor if complex internal repair is required. These manuals shall be written in American English language and shall not be restricted, classified, or require special handling.

C.3.2.3.5.1 Copyright Release. The contractor shall provide a signed copyright release letter citing the contract number and giving the Government permission to reproduce and use any copyright information, including that on vendor's components and parts. The contractor shall submit the release letter with the manuals. A copyright release shall be submitted at the time each new version of any manual is submitted.

C.3.2.3.5.2 It is the Government's intention to develop MIL-SPEC technical manuals from the commercial manuals and drawings provided.

C.3.2.3.5.3 The contractor shall provide technical experts on the operation and repair of the binoculars for up to two one week manual review meetings which shall be held at ARDEC, Picatinny Arsenal, Dover, NJ; TACOM-RI, Rock Island Arsenal, IL; or at the contractor's facility of the government's choosing.

C.3.2.3.6 SAFETY ASSESSMENT REPORT. The contractor shall deliver a Safety Assessment Report In Accordance With (IAW) MIL-STD-882D (DI-SAFT-80102B).

C.3.2.3.7 PROVISIONING DATA

C.3.2.3.7.1 A Statement of Prior Submission shall be furnished, in standard contractor format (DI-ILSS-81288 tailored), to specifically identify any provisioning/ logistics support analysis (LSA) data previously provided to a Government (U.S. or NATO). The contractor shall provide a catalog of parts identifying all of the following: Nomenclature, Contractor and Government Entity Code (CAGE) of manufacturer, unit price, part number, whether totally interchangeable, National Stock Number (NSN), if any, and identity of next higher assembly.

C.3.2.3.7.2 The contractor shall prepare a listing of spare and repair parts prices using MIL-PRF-49506 as guidance. The listing shall be furnished in standard Excel format. (DI-ILSS-80293B tailored).

C.3.2.3.7.3 The contractor shall provide commercial drawings (DI-DRPR-81003B). At a minimum, these will include appropriate detailed level drawings and full data rights for all field (Operator and Direct Support) replaceable parts, the interface between the binocular body and the night vision eyepieces, and an optical schematic and lens prescription. (Note: The lens prescription must include sufficient information to allow competitive procurement of night vision eyepieces.)

C.3.2.4 DEPOT LEVEL MAINTENANCE SUPPORT. The contractor shall maintain records of all repairs and provide copies of such to the Government. The contractor shall repair/replace any damaged M25 according to the accountability instructions in C.3.2.4.4 - C.3.2.4.12:

C.3.2.4.1 External. The contractor shall clean and replace any broken or worn external (replaceable without breaking purge) parts (not including whole eyepiece assemblies) of the M25 system. Parts are to be drawn from the contractor's inventory.

C.3.2.4.2 Internal. The contractor shall clean, overhaul, and repair M25 stabilized binoculars. Repair of internally damaged eyepiece assemblies shall fall under this paragraph. The services shall include corrective maintenance and alignment as required to repair/replace any defective components or failed item(s) to restore components or end items to a serviceable condition. All necessary parts are to be drawn from the contractor's inventory. The repaired item shall meet all requirements of the PD and shall be tested to the same level as new production units. However, at a minimum; resolution, stabilization compensation, and alignment shall be checked on an individual (100% inspection) basis. Items falling under the warranty shall not be charged the fee.

C.3.2.4.3 The contractor shall participate in an electronic inventory management, tracking, and order processing system of the Government's choosing. The Government's current choice is Commercial Asset Visibility (See Appendix C.A).

C.3.2.4.4 General Accountability Instructions.

C.3.2.4.4.1 TACOM is required to retain property accountability for all assets being repaired. Therefore, Army regulations rather than Federal Acquisition Regulation (FAR) govern the practices and procedures necessary for recording receipts, discrepancies, inventories, adjustments, and shipments by the contractor.

C.3.2.4.4.2 The contractor shall forward information required by the Contract Data Requirements List, DD Form 1423, via letter, in accordance with required distribution:

POC: Director Associate Deputy
TACOM-RI
ATTN: AMSTA-LC-LEAD
1 Rock Island Arsenal
Rock Island, IL 61299-7630

C.3.2.4.5 Material Receipt by Contractor. The contractor shall receive assets from the government and shall perform an inspection and inventory within the time specified by DD Form 1423 (DI-MGMT-80442).

C.3.2.4.5.1 Discrepancies shall be distinguished and reported to the Contracting Officer as one of the following:

a. Transportation-type discrepancy. These discrepancies are evident when material received disagrees with the condition, quantity, or type from that property described on the bill of lading or other transportation documents. (DI-MGMT-80544A, Transportation Discrepancy Report).

b. Shipping-type discrepancy. This discrepancy is evident when freight is opened and the contents do not agree with the supply shipping documents. (DI-MGMT-80503).

C.3.2.4.5.2 Assets received shall be reported by NSN, serial number, quantity, and document number of receipt. Reporting data may be obtained from DD Form 1348-1A (shipping document) accompanying the receipt, or from other documentation provided. If assets are received with the document number other than W52H09___H2___, contact POC listed below for assignment of document number prior to induction for repair. (DI-MGMT-80442).

Director Associate Deputy
TACOM-RI
ATTN: AMSTA-LC-LEAD
1 Rock Island Arsenal
Rock Island, IL 61299-7630
Commercial Phone: AC 309/782-6396

C.3.2.4.6 Component Removal. Repairable components which are removed from the item being repaired (which are other than condition code H) and not reassembled to the repaired item will be reported to the POC specified in paragraph C.3.3.5.2.2 for disposition. See DI-MGMT-80442.

C.3.2.4.7 Shipment of Repaired/Replacement Items.

C.3.2.4.7.1 When a received item is replaced with another or upon completion of repair, the contractor shall request disposition instructions from the POC in paragraph

C.3.2.4.5.2 above. The contractor shall use DD Form 1348-1A, DOD Single Line Item Release/Receipt Document Report. It is imperative that the contractor, in completing the DD Form 1348-1A, perpetuate some information from the incoming shipping document, DD Form 1348-1A. The NSN and repair document number of the incoming shipping document must be identified. Additionally, the contractor shall annotate the DD Form 1348-1A with the following statement: "Pick up to B14 records, condition code A, via D6M." These return instructions must be complied with except when other modifying instructions are authorized by the Procuring Contracting Officer (PCO). These exceptions will be handled on a case by case basis and the contractor will be provided with amended shipping instructions, as required.

C.3.2.4.7.2 DD Form 1348-1A, shall be utilized to return to the depot assets not authorized for repair. DD Form 1348-1A shall contain the following annotation: "Not authorized for contractor repair. Pick up to B14 records via DIC D6M." A copy of all inspections/test performed in conjunction with the economical repair determination shall be packaged with the item and included with the shipping documents.

C.3.2.4.7.3 Disposition instructions shall be requested for assets which are classified as condition code H as well as component assemblies of assets which are classified as condition Code H and residuals form depot repair items. The TACOM-RI item manager will provide appropriate document number and direct condition code H assets to the depot within 7 days. The contractor shall contact the procuring contracting officer for disposition instructions.

C.3.2.4.8 Inventory Control

C.3.2.4.8.1 Contractor shall maintain custodial inventory records of assets for which the TACOM is accountable to enable calculation of the inventory balance by NSN.

C.3.2.4.8.2 Part 45, FAR, contains provisions acceptable to Department of Army accounting requirements for assets wherein accountability rests with TACOM.

C.3.2.4.8.3 These requirements are not to be confused with federal requirements wherein accountability for stock does not rest with the TACOM, and the contractor is required to use Part 45, FAR.

C.3.2.4.8.4 Physical inventories will be required periodically upon request of the government in accordance with the CDRL (DD Form 1423). (DI-MGMT-80442).

C.3.2.4.8.5 Gains resulting from subtracting the quantity recorded on the accountable records from the quantity

physically inventoried will be posted on accountable records by adjustment report by TACOM-RI.

C.3.2.4.8.6 Losses resulting from subtracting the quantity physically inventoried from the quantity recorded on accountable records are subject to Report of Survey. The Contracting Officer will effect a finding, and determination will be included in the Report of Survey as an exhibit.

C.3.2.4.8.7 The appointing and approving authority will be the Director, TACOM-RI or persons to whom this authority has been delegated.

C.3.2.4.9 Repair/rework/refurbishment Shall be limited to the work required to restore the original functional and structural capability. Incoming material shall be inspected, tested, and disassembled, as required by the contractor in order to determine disposition. The Government reserves the right to make a final disposition on material that the contractor determines should be scrap and/or salvaged.

C.3.2.4.10 The contractor shall achieve a 30 day turnaround time, not including shipping time for repair of the items involved. Shipments shall be accomplished through the use of best commercial practices.

C.3.2.4.11 All repaired optics shall be packaged and preserved in accordance with the packaging requirements stated in the Purchase Description (AR-PD-121).

C.3.2.5 SPARE PARTS/ACCESSORIES. The contractor shall make available spare parts, for all externally replaceable parts, and accessories.

C.3.2.5.1 The spare parts/accessories at a minimum shall include (as applicable):

1. eye lens covers
2. objective lens covers
3. fold-down eye cups
4. a plastic or nylon carrying strap
5. hand strap (if more than 1.0 kg)
6. day eyepieces
7. mounting hole cover
8. a carrying case
9. a chest pouch
10. a technical manual
11. an anti-reflection device
12. a day eyepiece with reticle
13. a day eyepiece without reticle

14. a night vision eyepiece
and if the M25 requires power:
15. external power cord
16. external power connection cover
17. HMMWV adapter kit
18. M1 adapter
19. Bradley adapter
20. arctic kit

C.3.2.5.2 The contractor shall also stock purchased parts at the contractor's facility, process, and ship orders worldwide.

C.3.2.5.3 The contractor shall set-up and participate in an electronic inventory management, tracking, and order processing system of the Government's choosing. The Government's current choice is Commercial Asset Visibility (See Appendix C.A).

C.3.3 Quality Assurance

C.3.3.1 Quality Assurance Provisions. Quality Assurance provisions shall be as specified in Purchase Description AR-PD-121 and Section E of the Contract.

C.3.3.2 Quality/Inspection System. The contractor shall establish and maintain a Quality/Inspection System IAW ISO 9001:2000. Documentation shall be made available for Government review and approval at the contractor's facility. The contractor shall pass down ISO system requirements to all subcontractors.

C.3.3.2.1 Inspection and Test Records. Inspection and test records shall, as a minimum, indicate the nature of the observations, number of observations made, and the number and type of deficiencies found. Data included in inspection and test records shall be complete and accurate, shall include actual test results obtained, and shall be used for trend analysis and to assess corrective action effectiveness.

C.3.3.2.2 Use of Government Property/Material. When material is furnished by the customer, the supplier's procedures shall include at least the following:

(a) Examination upon receipt, consistent with practicality, to detect damage in transit;

(b) Inspection for completeness and proper type;

(c) Periodic inspection and precautions to assure adequate storage conditions and to guard against damage from handling and deterioration during storage;

(d) Functional testing, either prior to or after installation, or both, as required by contract to determine satisfactory operation;

(e) Identification and protection from improper use or disposition; and

(f) Verification of quantity.

The supplier shall report to the purchaser representative any customer-furnished property found malfunctioning, damaged, or otherwise unsuitable for use (DI-QCIC-80736). In the event of damage or malfunction during or after installation, the supplier shall determine and record probable cause and necessity for withholding material from use.

The supplier shall, as required by the terms of the Bailment Agreement, establish procedures for the adequate storage, maintenance, and inspection of bailed customer property. Records of inspections and maintenance performed on bailed property shall be maintained. These procedures and records shall be subject to review by the purchaser representative. As used in the foregoing, the term "material" applies to purchaser-furnished equipment to be installed in or furnished with the end item. The term "property" is purchaser equipment that is used in the fabrication or assembly of the end item, and is not delivered as part of the end item.

C.3.3.2.3 Use of Contractor's Inspection Equipment. The supplier's gages, and measuring and testing devices shall be made available for use by the purchaser when required to determine conformance with contract requirements. If conditions warrant, the supplier's personnel shall be made available for operations of such devices and for verification of their accuracy and condition.

C.3.3.3 Acceptance Inspection Equipment (AIE). The contractor shall provide and maintain all AIE designs and hardware for inspection of the M25 Binocular (DI-QCIC-81006).

C.3.3.4 First Article Testing (FAT).

The contractor shall perform First Article Testing as specified herein and in section C.3.2.1 of this SOW and Section 4 of the Purchase Description, AR-PD-121.

NOTE: Item Purchase Description - Laser Filter Unit for the M25 Binocular, forms part of Purchase Description AR-PD-121. FAT requirements for the Laser Filter Unit are specified in the Item Purchase Description.

NOTE: The Purchase Description AR-PD-121, paragraph 4.4.1, requires the First Article Test samples to be equipped with current Image Intensifier Night Vision Eyepieces, Arctic kits, ARD's, and adapters.

C.3.3.4.1 First Article Test Procedures. The contractor shall submit his First Article Test Procedures for Government review and acceptance (DI-NDTI-81307). This shall address all information necessary for accomplishing the FAT as required per Purchase Description AR-PD-121.

C.3.3.4.2 Notification of First Article Commencement. The contractor shall notify the PCO at least 15 days prior to commencement of First Article Testing.

C.3.3.4.3 First Article Test Report. The contractor shall prepare a FAT report in accordance with section E.

C.3.3.4.4 First Article Test Hardware. All accepted First Article test hardware shall be refurbished to "as new" condition and delivered to the Government. This hardware shall not be counted as part of the Production quantity.

C.3.3.5 Conformance Inspection and Testing. The contractor shall perform Conformance Inspection and Testing as specified in Section 4 of Purchase Description AR-PD-121 and Section E of the Contract. The contractor shall prepare an Inspection and Test Plan (DI-QCIC-80110) commensurate with standard contractor format.

Appendix A
U. S. ARMY / TACOM-RI (B14)
WEB-BASED COMMERCIAL ASSET VISIBILITY
STATEMENT OF WORK

C.A.1.0 BACKGROUND.

The Commercial Asset Visibility (CAV) application provides an automated method of tracking Government owned reparable assets as they flow through the repair cycle at the contractor's repair facility. The main purpose of CAV is to provide an inventory management system for reparable assets while they are at commercial repair vendors. However, CAV also provides the U.S. Army Item Managers (IMs) with visibility of their repairable items throughout the various stages of the repair cycle, and provide the U.S. Army with the current status of the assets being repaired. In the past, a monthly status report was sufficient, but in a time of declining resources and availability of enhanced technology it has become possible and essential to track each asset undergoing repair in near real-time. CAV, Version 2.2, is a Web-based system that allows the contractor to report transactions as they occur while older versions reported the status using a single batch processing technique. These transactions automatically update the CAV database at each U.S. Army Major Subordinate Command (MSC)/Inventory Control Point (ICP). However, the incorporation of Web-based technology and a Windows based operating environment will allow each U.S. Army MSC/ICP and the repair vendor immediate access to the repair data. An integrated Oracle relational database allows the commercial repair vendors to access their repair data to produce a variety of status and activity reports.

C.A.2.0 OBJECTIVE.

The objective of this SOW is to identify specific actions or tasks that are required to fulfill the CAV contractual reporting requirements. CAV has been designed to support a wide range of transaction reporting to achieve timely resolutions of financial or inventory imbalances, and to provide specific asset tracking and accountability while materiel is at a commercial repair facility. CAV also provides the means to track materiel in transit to and from each contractor's facility and allows daily transaction reporting while minimizing workload impacts on contractor personnel. IMs who are directly responsible for maintaining adequate reparable stock levels, depend on timely and accurate information. The data entry that the contractor provides allows the IM to make sound decisions regarding the induction of assets for repair, purchase new assets, or reallocate repairables to satisfy priorities. **Contractors must report transactions accurately and promptly for CAV to be effective.**

C.A.3.0 SCOPE.

The following transactions shall be performed and reported by the contractor:

- A. Receipt of Asset
 - 1) On Contract
 - 2) Not on Contract
 - 3) Procurement
 - 4) "A" Condition
 - 5) Litigation **(Not used by the U.S. Army)**
 - 6) Rotable Pool **(Not used by the U.S. Army)**
 - 7) Loaned Asset **(Not used by the U.S. Army)**
- B. Report of Discrepancy (ROD) Notification
- C. Induction
- D. Items Awaiting Parts/Administrative Delay
- E. Re-induction
- F. Items that are Beyond Economic Repair (BER) or Maintenance Expenditure Limit (MEL)
- G. Survey/Scrap Item
- H. Completion
- I. Shipment(s)/Bulk Shipment(s)
- J. Proof of Shipment (POS)
- K. Reversal
- L. Delete a Receipt **(Not used by the U.S. Army)**
- M. Print DD Form 1348-1A

Some of the Utility and Report Functions are as follows:

- N. Print Materiel Movement Document (MMD)
- O. Print CAV Inventory Label (IL)
- P. Print Repair History Reports
- Q. Print Awaiting Parts Report
- R. Print Proof of Shipment Reports
- S. Perform Item Maintenance
- T. Print Report of Discrepancies (RODs)
- U. Add and Delete Carriers

C.A.4.0 METHOD OF REPORTING.

The contractor's reporting shall conform to the following procedures. The key to effective CAV reporting is the document number. The Repair Cycle Document Number (RCDN) is a unique tracking number that is assigned to each asset when it is received and entered into the CAV system. The RCDN remains with that component throughout the repair process. (NOTE: There is an option on the receipt screen to allow entry of the contractor's cross reference/internal

tracking number for each unit. This option allows up to 25 characters and is automatically associated to a particular RCDN). The RCDN consists of 14 characters. Characters 1 through 6 are the contract/delivery order unique Department of Defense Activity Address Code (DODAAC), characters 7 through 10 are the Julian date of the transaction, and characters 11 through 14 are a sequential serial number (example: CH0ABC-9334-0001). The receipt will be entered into CAV using the document number identified on the DD Form 1348/packing slip, the National Item Identification Number (NIIN) **actually** received, the Routing Identifier Code (RIC) of the activity from which the item was received, and the quantity **actually** received. For example, upon receipt of three assets on the same paperwork the contractor will enter a receipt transaction for a quantity of three and the computer will create three RCDNs. Each one of these RCDNs will be printed on a separate CAV Materiel Movement Document (MMD) or Inventory Label (IL), see Attachment 1. [CAV requires that the contractor maintain the RCDN identity of all assets on hand. There are a number of alternative methods to satisfy the requirements and the MMD/IL is provided as an option. More specific guidance is contained in subparagraph 4.a. (1).] With the exception of the receipt-processing frame, all CAV transactions require that this unique document number be entered first to process updates. **(NOTE: If you enter a contractor cross reference/internal tracking number into CAV, this number can be used in lieu of the RCDN).** The following actions are to be reported by the contractor.

A. Receipt of Assets

1) **Receipt--Materiel on contract (exceptions: Litigation and Rotable Pool / Loaned Assets).** The following are examples:

- (a) Any materiel received on a Document Number beginning with W52H09 and ending with an H2__ serial number as annotated in repair contract(s) **or if specifically instructed in a new production/manufacturing contract**, those assets receipted on that contract's unique Document Number(s).
- (b) Materiel received from the U.S. Army/Federal Supply System or directly from a field activity, which is listed as a repair candidate on the repair contract.
- (c) When directly notified by the U.S. Army MSC/ICP to input unique receipts. These instances should be minimal.

NOTE: Should you have any questions regarding any CAV receipt inputs, please contact your U.S. Army MSC/ICP Point of Contact (POC) for assistance.

Enter the following data:

- Source Document Number,
- NIIN,
- RIC for where the materiel was shipped from,
- Unit of issue (defaults to "EA"),
- Quantity (defaults to "1"),
- Date materiel was received (defaults to current date),

- Contract number,
- Delivery Order number,
- Contract Line Item Number (CLIN), and
- Date of contract/D.O. award

2) Receipt--Materiel Not on Contract.

Using the CAV system, report all U.S. Army owned materiel received at your facility from the Federal Supply System or directly from the field user, that is not identified as materiel on contract or candidates for repair. If you receive materiel that is not listed as a repair candidate on an existing contract, receive it in CAV as materiel not on contract, notify the Procuring Contracting Officer (PCO), and request disposition instructions from the appropriate managing activity. Enter the following data:

- Source Document Number,
- NIIN/PN,
- RIC for where the materiel was shipped from,
- Unit of issue (defaults to "EA"),
- Quantity (defaults to "1") and,
- Date materiel was received (defaults to current date).

This receipt applies to all misidentified/misdirected materiel, as well as PQDR exhibits, warranted items, and excess/residual assets.

3) Receipt of Rotable Pool/Loaned Assets. Rotable Pool assets remain on the MSC/ICP's accountable records and are laid-in by the government to a repair facility to be used in support of the repair of an end item or next higher assembly. **The U.S. Army does not use Rotable Pools of this type; therefore, this type of CAV reporting will not be utilized.** Loaned assets are Government Furnished Property (GFP) and may be either Special Tools and/or Special Test Equipment provided by the government to a repair facility to assist during the manufacturing or repair process. **As a rule, the U.S. Army does not facilitate contractors with capital equipment; therefore, this type of CAV reporting will not be utilized.** Information required by the contractor for the receipt of Rotable Pool/Loaned assets include:

- Source Document Number,
- NIIN,
- RIC of where materiel was shipped from,
- Unit of issue (defaults to EA),
- Total quantity (defaults to "1"),
- Contract/D.O., receipt type (rotatable or loaned), and
- Date materiel was received (defaults to computer date).

B. Report of Discrepancy (ROD) Notification. RODs are used to reconcile the U.S. Army MSC's files for NIIN and quantity discrepancies. A skeletonized ROD must be entered when there is a discrepancy between the paperwork accompanying the units and the units themselves (NIIN or quantity mismatch). **This transaction does not eliminate the requirement to complete the Standard Form (SF) 364 and sending it to MSC/ICP when there is a discrepancy.**

C. Induction. An Induction transaction is reported at the time the unit actually goes into repair. Information that must be entered by the contractor during the Induction process includes:

- RCDN or contractor cross reference/internal tracking number,
- Date inducted (defaults to computer date),
- New NIIN (if configuration upgrade is applicable).

Verify accuracy of:

- Delivery Order number,
- Delivery Order date, and
- Contract Line Item Number (CLIN).

The asset Repair Turnaround Time (RTAT) starts with the Induction transaction. However, if the NIIN changes as a result of repair, the new NIIN will be identified when reporting the induction. Appropriate internal records should be annotated with the new NIIN to avoid confusion when reporting later transactions. Information entered at the time of receipt will be carried forward to the induction transaction. Therefore, inputs will be minimal.

D. Awaiting Parts. The Awaiting Parts (AWP) transaction is to be entered **only** when the contractor is awaiting piece parts necessary to perform repair of a unit and the contract delivery schedule will be impacted causing a delay in delivery. When entering this transaction, the contractor annotates if the part(s) required to accomplish the repairs are Government Furnished Materiel (GFM), or Contractor Furnished Materiel (CFM). Information from the Receipt and Induction transaction screens is carried forward to the Awaiting Parts transaction screen and only minimal data inputs are required. Required information to be entered by the contractor during the Awaiting Parts transaction includes:

- RCDN or contractor cross reference/internal tracking number,
- Date determined for Awaiting Parts (defaults to computer date) and,
- How parts are being supplied (GFM, CFM or both).

The Total Cycle Time (TCT) includes AWP time, however the Repair Cycle Time (RCT) is computed without incorporating AWP days.

E. Re-induction of Asset for Repair. Following the receipt of the necessary piece parts, the asset is Re-inducted into maintenance and the appropriate CAV data transactions are entered into the CAV system. Again, the previously entered information from the Receipt, Induction and Awaiting Parts screens is carried forward to the Re-induction screen; therefore, data inputs are minimal. The asset RTAT continues from the Induction transaction. Information to be entered by the contractor during the Re-induction into repair transaction includes:

- RCDN or contractor cross reference/internal tracking number, and
- Date unit is re-inducted into repair (defaults to computer date).

F. Beyond Economic Repair Request. This transaction is to be entered into CAV after an item has been reported as received, and the contractor determines that it is Beyond Economic Repair (BER) or beyond the Maintenance Expenditure Limit (MEL). This is strictly an informational transaction that allows the appropriate ICP personnel to review the transaction, and to direct appropriate action. Because it is informational, it is not processed to the U.S. Army's inventory and financial files. But this notification transaction must be entered prior to the Survey/Scrap Materiel transaction being made. BER/MEL determination date is required (defaults to current date). **This transaction does not eliminate the requirement to notify Defense Contract Management Agency (DCMA) or U.S. Army MSC/ICP of assets to be condemned/scrapped.**

G. Survey/Scrap Materiel. The Survey/Scrap transaction should be entered for **units authorized by DCMA or U.S. Army MSC/ICP to become scrap (BER/MEL).** This transaction can be entered prior to or after induction into repair, but only after DCMA or U.S. Army MSC/ICP has authorized scrap action. Information required by the contractor is:

- RCDN or contractor cross reference/internal tracking number and
- Date scrap (BER/MEL) was authorized (defaults to computer date).

H. Completion of Repair. Once an asset has completed the repair process and is in "ready for issue" condition (DD Form 250 is signed), a Completion transaction will be processed. Information from previous screens is carried forward to the Completion transaction and only minimal data inputs are required. Information required by the contractor is:

- RCDN or contractor cross reference/internal tracking number, and
- DD Form 250 date and DD Form 250 number, or
- Completion date (defaults to computer date).

If Rotable Pool assets apply to your contract, a determination must be made on the Completion screen as to whether the asset is, or is not, being returned to the Rotable

Pool for future installation into the next higher assembly. The asset RTAT is turned off with the Completion transaction.

I. Materiel Shipment. The shipment-processing screen provides the capability to report a variety of different shipping transactions:

- Shipment of repaired materiel to the U.S. Army/Federal Supply System, or directly to a user in the field,
- Shipment of condemned/scrap (BER/MEL) materiel.
- Shipment of misdirected/misidentified materiel to the U.S. Army/Federal Supply System or another contractor.
- Shipment as GFM (materiel shipped in place for contractor's use). The U.S. Army MSC/ICP will direct this type of shipment in the applicable contract.
- Shipment of Rotable Pool assets.
- Shipment of Loaned asset.

Information from the Receipt, Induction, Awaiting Parts, Re-induction into repair, DD Form 1348-1A Shipping Document, and Completion transactions, are carried forward to the shipment screen, therefore, only the entry of new data will be required. Information required by the contractor is:

- RCDN or contractor cross reference/internal tracking number,
- DD Form 250 number (if not entered at time of the Completion transaction),
- DD Form 250 date (if not entered at time of the Completion transaction), and
- Shipment date (defaults to computer date).

J. Proof of Shipment (POS). POS is used to reconcile U.S. Army's records for Stock in Transit (SIT) issues created when there is no matching receipt from the designated contract ship to point/depot. POS is an optional entry; however, each U.S. Army MSC/ICP has the option to mandate this entry either by telephone or letter when experiencing problems with shipments made by the contractor develop. POS entries by the contractor can be a time saving step for the vendor and the U.S. Army if an asset is lost in transit and must be traced.

K. Reverse a Previously Reported Transaction. This transaction returns the asset to the previous transaction/condition code. Only one transaction can be reversed at a time. To accomplish a reversal the asset must be receipted in CAV.

L. Delete a Receipt. This transaction is not authorized for U.S. Army contractor use.

M. Print/Reprint a DD Form 1348 Shipment Document. A DD Form 1348-1A Shipping Document must be prepared on the CAV system for each unit being shipped from the contractor's facility, regardless of destination. A sample DD Form 1348-1A is provided as Attachment 2. The entire form, complete with bar coding, will be

printed on the laser printer. Information required to be entered by the contractor for each DD Form 1348-1A Shipping Document includes:

- DODAAC of the activity to which you will be shipping the unit (contained in Section B of the repair contract); will differ in the event of a diversion or reconsignment,
- Shipment Document Number (contained in Section B of the repair contract); will change in the event of a diversion or reconsignment,
- Mark for, and
- Item nomenclature.

The DD Form 1348-1A replaces the DD Form 250 as a shipping document only. The DD Form 250 may still be required for Inspection and Acceptance as well as payment purposes. **The DD Form 250 is NOT to accompany shipment of materiel.**

Distribution of DD Form 1348-1A is as follows:

- When shipping a single unit -- Copy of DD Form 1348-1A inside the package with the unit and a copy of DD Form 1348-1A affixed to outside of shipping container.
- When shipping a multipack -- A Copy of the DD Form 1348-1A inside each individual container with unit, a copy of the DD Form 1348-1A attached to outside of the individual unit container within the multipack. And a copy of DD Form 1348-1A for each unit being shipped attached to outside of the multipack container. Multipacks must be clearly labeled as such on the outside of the shipping container.

NOTE: In the event of the CAV printer is inoperable, the DD Form 1348-1A will be typed manually until the printer is fixed or replaced. Formats for DD Form 1348-1A are provided as Attachment 3. The request to print a DD Form 1348-1A must still be activated with CAV in order to generate and forward a PMRC to the U.S.

Army/Federal Supply System for advanced notification of shipment. Also, within CAV, sequence logic makes it mandatory for a DD Form 1348-1A to be activated prior to a shipment transaction being entered into CAV.

C.A.5.0 HARDWARE.

Following the transition to Web-based CAV, the U.S. Army's requirement for unique contractor furnished property (CFP); i.e. dedicated hardware, software, and phone line will not exist. CAV Version 2.2 and higher is designed to be accessed using any browser that runs Secure Socket Layer (SSL) supporting 128 bit encryption. The following hardware is required to support CAV reporting:

Minimum System Requirements using Windows 95:

- IBM compatible PC (486-DX66 or higher)
- 16 MB RAM
- 540 MB hard drive
- VGA Monitor
- 28.8 K BPS or faster data transmission modem, or connection to WAN
- Mouse
- Laser Printer, 4 PPM or faster, 300 DPI resolution (must support True Type font)
- Surge suppressor or UPS with built in surge protection

For Windows NT:

- IBM compatible PC (66 MHz Pentium)
- 32 MB RAM
- 540 MB hard drive
- VGA monitor
- 28. K BPS or faster data transmission modem, or connection to WAN
- Mouse
- Laser Printer, 4 PPM or faster, 300 DPI resolution (must support True Type font)
- Surge suppressor or UPS with built in surge protection

C.A.6.0 SOFTWARE.

The following software required to accomplish CAV Web-based reporting will be provided by NAVICP as GFE:

- Operating System: Windows 95 or Windows NT (or upgrade)
- Netscape Web Browser, Version 4.0 or greater (or replacement)

An Internet Service Provider (ISP)

There are two CAV reporting connection options using a contractor provided PC. They are as follows:

1. Connect to the CAV server via internet access
2. Connect to the CAV server via a local internet service provider

Restrictions: CAV Web-based software will reside on the U.S. Army mid-tier server. CAV software changes will be made at the mid-tier server and they will be available to the repair vendor upon log-on to the CAV system. Changes to CAV software by the commercial repair vendors are not authorized.

C.A.7.0 INTERNET SERVICE PROVIDER ACCOUNTS FOR CAV REPORTING.

The contractor shall have, or shall obtain, an Internet Server Provider (ISP) account for CAV reporting. CAV status reporting will be made to U.S. Army MSC/ICP via the Internet using the CAV software. A telephone line must be within reach of the CAV operator to allow verbal instructions during data entry. This line does not have to be a dedicated direct phone line.

C.A.8.0 CAV SECURITY REQUIREMENTS.

Contractor's utilizing/accessing the U.S. Army CAV System must comply with the following security guidelines:

- A. Designate a Terminal Area Security Officer (TASO) and CAV II data entry personnel by completing Attachment 6 ("REQUEST FOR SYSTEM AUTHORIZATION-WEB CAV" form). A copy of this form should be sent to the USA CECOM LSSC, ATTN: AMSEL-SE-BSD-LS-TE, (Howard Smith, IANO), 1222 Spruce Street, St. Louis, MO 63103-2818 (Facsimile: 1-314-331-4455) and an additional copy should accompany your firm's price/cost proposal. The TASO will be responsible for ensuring that the contractor's personnel comply with all security requirements as listed in this section.
- B. Maintain a copy of TASO designation and List of Authorized Users to be presented upon request.
- C. Challenge any unauthorized personnel attempting to utilize CAV in any way.
- D. Ensure that the terminals are utilized to process only data authorized to the user.
- E. Report all accidental unauthorized access to systems/files/data to your U.S. Army POC.
- F. Notify your U.S. Army POC of any changes in your CAV data entry personnel.

C.A.9.0 RECONCILIATION REQUIREMENTS.

The U.S. Army MSC/ICP will be actively resolving CAV Observed Differences (CODs) and tracking Stock-in-Transit (SIT) discrepancies. If the U.S. Army MSC/ICP does not possess the data required to resolve CODs and/or SIT discrepancies, responsible U.S. Army personnel will contact contractor personnel for assistance. The contractor will be contacted as a last resort and full cooperation is expected.

Six months after CAV implementation at your facility you may submit a request for a waiver to the Monthly Repair Status Report specified in your contract(s). Your request for waiver to the Monthly Repair Status Report is to be submitted to your MSC/ICP PCO with a copy furnished to

the CAV POC/system deployment administrator. The MSC/ICP will review this request. COD rates must be less than 2%; a pattern of consistent, timely and accurate reporting is required; and open SIT must be at a minimum in order for your waiver to be considered. Failure to maintain performance will result in a re-establishment to provide Monthly Repair Status Reports.

C.A.10.0 CAV IMPLEMENTATION PROCEDURES.

The contractor will provide a complete and accurate copy of their Accountable Records at least one week prior to scheduled implementation to the U.S. Army MSC/ICP Deployment Lead. This product will cite all MSC/ICP owned assets to include those on contract units by contract, DO, and CLIN, as well as those not on contract units, i.e. misdirected assets, warranted items, PQDR exhibits, and excess/residual materiel.

- A. The quantity of a CAV Receipt transaction will equal the total quantity of assets on-hand for a particular NSN/NIIN, i.e., "F", "M", "G", "H", "A", and "J" condition code quantities added together for a summed total. This total quantity will be obtained from the Accountable Inventory Records.
- B. Implementation Receipt transactions for assets in "F", "M", "G", "H", and "A", condition codes will be input to the CAV system utilizing the "RECEIPT OF MATERIEL ON CONTRACT" transaction.
- C. Implementation Receipt transactions for assets in "J" code, misidentified/misdirected assets, etc. will be input to the CAV system utilizing the "RECEIPT OF MATERIEL NOT ON CONTRACT" transaction.
- D. Implementation Receipt transactions for Litigation and Rotable Pool/Loaned assets will not be input to the CAV system for U.S. Army contractors.
- E. Implementation Receipt transaction document numbers will equal CH0ABC-9001-0001, CH0ABC-9001-0002, CH0ABC-9001-0003, etc. What this means is that there will be one CAV receipt transaction document number assigned to each asset for the total quantity on-hand for that NSN/NIIN.
- F. The date field within the CAV system will be set to the current date of the current year for processing Implementation Receipt transactions. This date indicates opening inventory in the U.S. Army MSC/ICP's mainframe records.
- G. The received from field will reflect the actual location whenever possible on all receipts.
- H. To aid in the Implementation process, MMD/ILs with the unique RCDN will be generated within the CAV system, as the Implementation Receipt transactions are input. An MMD/IL will be generated for every unit received. The MMD/IL will physically be

attached to each unit for tracking purposes during the Implementation process. The DCMA Property Administrator (PA) will review results of this inventory/ "tagging" process. Differences will be resolved to the satisfaction of the PA and the MSC/ICP. If the inventory records need to be adjusted to bring them into agreement with the results of the inventory, the contractor and PA will accomplish this with no effect on CAV. If changes to the Implementation Receipt transaction are required, increases will be processed as new receipts and decreases will be processed as adjustments to the original Receipt transaction. (Neither of these adjustments to the Implementation transactions is authorized unless directed by the MSC/ICP. MSC/ICP will be notified of all inventory discrepancies and corrective action taken. CAV detailed records will allow MSC/ICP to monitor adjustments to Implementation transactions.)

- I. When the MMD/IL is attached to the units, verify the actual condition code of the units for additional input into the CAV system.
- J. Once the MMD/IL has been attached and the actual condition codes verified the necessary transactions must be input to the CAV system for each unit, i.e. Induction, Completion, etc.
- K. The transaction dates will reflect actual dates of occurrences for these additional transactions (Inductions, Completions, etc.) whenever possible.
- L. Once the CAV database has been updated to reflect actual status of each unit, the Inventory Count by NIIN by Condition Code and the General Active File reports will be printed. These reports will be utilized by DCMA to ensure all transactions have been input and processed accurately during the Implementation inventory. DCMA will be requested to send U.S. Army MSC/ICP a certification letter in regards to the accuracy and completeness of the inventory.

C.A.11.0 PROBLEM RESOLUTION.

Although the CAV system is designed to provide fault-free operations, there may be times when problems do occur. The types of problems incurred are too varied to list in this SOW. When you experience a problem with CAV, do the following:

- A. Note the window at which the failure occurred.
- B. Check to ensure all equipment is powered on.
- C. Check all wires and hookups to see if they are connected properly (e.g., are they plugged properly and are they snug).
- D. If there are still problems, contact your CAV point of contact as designated in your contract.

C.A.12.0 DELIVERABLES.

Daily transactions/reporting shall be submitted via the Web as status changes occur.

C.A.13.0 DELIVERABLE SCHEDULE.

Deliverable reports shall be submitted as described earlier in this SOW.

C.A.14.0 PLACE OF PERFORMANCE.

The work shall be performed at the contractor's facility.

C.A.15.0 TRAVEL.

Travel by contractor employees is not required.

C.A.16.0 PERIOD OF PERFORMANCE.

The period of performance is from the date of Implementation and will extend to a period of one year from the last delivery, repair, or until all stocked items are exhausted; whichever is later; unless otherwise negotiated/contracted.

CAV SOW GLOSSARY AND CONDITION CODES.

The following acronyms are contained in this Statement of Work. If you have additional acronyms to research you can access this web page: <http://www.AcronymFinder.com>.

ADP	Automated Data Processing
AWP	Awaiting Parts
BER	Beyond Economical Repair
CAV	Commercial Asset Visibility
CDRL	Contract Data Requirements List
CFM	Contractor Furnished Materiel
CLIN	Contract Line Item Number
CODS	CAV Observed Differences
CPU	Central Processing Unit
DCMA	Defense Contract Management Agency
DODAAC	Department of Defense Activity Address Code
EA	Each

GFE	Government Furnished Equipment
GFM	Government Furnished Materiel
GFP	Government Furnished Property
IMs	Item Managers
ISP	Internet Service Provider
MEL	Maintenance Expenditure Limit
MMD	Materiel Movement Document
MRSR	Monthly Repair Status Report
MSC/ICP	Major Subordinate Command/Inventory Control Point
NIIN	National Item Identification Number
NSN	National Stock Number
PA	Property Administrator (DCMA)
PC	Personal Computer
PCO	Procuring Contracting Officer
PMRC	Pre-positioned Materiel Receipt Card
P/N	Part Number
POC	Point of Contact
POS	Proof of Shipment
RCDN	Repair Cycle Document Number
RCT	Repair Cycle Time
ROD	Report of Discrepancy (SF 364)
Rotable Pool	Government assets at the contractor's repair facility used to support repair of end item; rotatable pool assets are repaired and used for the next asset repair
RTAT	Repair Turnaround Time
SIT	Stock In Transit
SOW	Statement of Work
TASO	Terminal Area Security Officer
TCT	Total Cycle Time

Condition Codes:

A	Serviceable (Ready for Issue)
F	Unserviceable (Economically repairable materiel)
G	Unserviceable (Awaiting parts/Administrative delay)
H	Unserviceable (Condemned/Scrap)
J	Suspended (Materiel suspended from issue pending condition classification when the true condition is not known)
L	Litigation (Asset suspended/held pending determination)
M	Suspended (In repair at contractor's facility)

MIL-HDBK-1221