

SITE CONCURRENCE MEMORANDUM (SCM)

UNDER THE NMCI CONTRACT (N00024-00-D-6000)

BETWEEN

Commander in Chief, U.S. Pacific Fleet (CINCPACFLT)

AND

NMCI Information Strike Force (ISF)

This basic Site Concurrence Memorandum (SCM) is considered overarching for CINCPACFLT and applies to each of their sites. A site-specific appendix will be included for each site.

1. INTRODUCTION. The Information Strike Force (ISF) will, as Navy and Marine Corps Intranet (NMCI) contractor, assume responsibility for the operation of existing CINCPACFLT networks and IT infrastructure as stipulated in the NMCI contract (N00024-00-D-6000). The transition process from the “as-is” to the NMCI IT environment has several phases, this first phase includes the transfer of existing infrastructure, equipment and support functions and is called the Assumption of Responsibility (AOR). A comprehensive review of the "as is" environment is required to document actions necessary to effectively start the transition process. The AOR tasks of the government and the Information Strike Force (ISF) are listed in Enclosure 1. The Site Concurrence Memorandum (SCM) is the document that outlines the transition process.

2. PURPOSE. The purpose of the SCM is to detail the CINCPACFLT and ISF roles and responsibilities with regard to the phases: pre-AOR, AOR, cutover and steady state NMCI operations. This document does not override the language in the NMCI contract. This document will verify and validate certain elements of each CINCPACFLT site provided to ISF in connection with Assumption of Responsibility (AOR). NAS Lemoore and NAS Fallon are included as Appendix A and B respectively. Subsequent CINCPACFLT activity AORs will be specifically addressed in separate appendices and will appended to this document.

Each site may have multiple delivery locations throughout CONUS. ISF will assume responsibility for the operation of the existing infrastructure through individual task orders. To achieve AOR, a due diligence effort has been performed to investigate the “as-is” environment to assure a comprehensive review of all pertinent facts, which are formalized in discussions and written documentation, based on review of data points at all CINCPACFLT sites.

In addition, CINCPACFLT provides the infrastructure at a number of sites for other tenant activities, both Navy and non-Navy as described within the site-specific appendices as applicable. It is understood that network connectivity will continue to be provided by the ISF for these activities in an “as-is” state until these activities can order NMCI seats.

3. SCOPE. This SCM defines the roles, responsibilities and schedule for the engineering, installation, security, access requirements, cutover and operation of a Server Farm to support NMCI requirements at CINCPACFLT sites. It further defines the roles and responsibilities for

the transportation, storage, positioning, program support, physical access, work environment, IT support, quality of life and installation of NMCI desktops at CINCPACFLT locations as identified in NMCI task orders.

4. ROLES AND RESPONSIBILITIES. Enclosure 2 lists the Operations and Program representatives supporting CINCPACFLT. To facilitate performance of due diligence activities, site-specific appendices will list CINCPACFLT CTR's and ACTR's, and ISF SDM's (site delivery managers) and STM's (site transition managers). The SCM is intended to assist site and transition management personnel to prepare for upcoming transition activities. The ISF Echelon Support Representatives will be responsible for his/her party's performance of obligations relating to due diligence activities, and each designated person shall be authorized to act on behalf of and make decisions for, his/her party with respect to such due diligence activities.

5. POST-AOR ACTIVITIES – EXISTING OPERATIONS SUPPORT

a. Access to operational personnel or designated interface. At AOR, the ISF will work with current operational personnel at each CINCPACFLT site to support the “as is” configuration.

b. First Order Refinement. At AOR plus 30 days, the Government will complete/deliver first order refinement with the exception of those CLINs that have not been fully refined.

c. Government personnel performing NMCI-like functions. Where Government personnel are currently performing NMCI-like functions, CINCPACFLT agrees that base personnel will continue network support at the same level as before AOR for a period of 30 to 90 days as appropriate in order to provide adequate turnover of responsibilities and functions to prevent “no harm” during the “as is” environment. ISF personnel will conduct all operations with base personnel assistance. The ISF and government have agreed to cooperate in this regard. ISF will provide a Personnel Transition Plan before AOR that provides sufficient personnel for operation of the network upon AOR. The Base Commanding Officer retains full authority to prioritize the efforts of their people when operation of the network conflicts with other duties (e.g., Legacy application server support).

d. Server Farm/Facilities (when support required by facility not within NMCI scope). Designated server farms are currently and will continue (until some time in the future) to be handled by CINCPACFLT personnel. ISF expects CINCPACFLT to continue support of servers until such time they are replaced and converted to NMCI. Site specific appendices will cover this in detail.

e. Legacy Applications and Interfaces

1. The ISF will provide access that results in availability of the full functionality of legacy application across the network and at the end-user desktop within the basic seat price.

2. The ISF is not responsible for re-engineering applications (to include middleware) or hosting on contractor provided hardware within the basic seat price.

3. A Program of Record (POR) or Legacy System requiring connection to the NMCI must first make contact with the Project Office (PMW 152/161) to obtain information regarding the NMCI and procedures for connection to the network.
4. The ISF will maintain connectivity to existing COTS, GOTS (includes in-house developed software), and public domain software applications, without additional cost to CPF, so long as they meet the following requirements:
 - a. Compatibility with the Windows 2000 Operating system
 - b. Passes the NMCI security requirements
 - c. Meets NMCI performance metrics
 - d. CPF produces a license for COTS applications
 - e. No-cost GOTS or COTS patches, fixes or updates are available (ISF and the Government determine strategy for deployment).
5. Additional guidance concerning Legacy Applications will be addressed in the Legacy Applications Working Group and subsequent discussions with PMW 152 and 161.

f. Government to provide list of any displaced personnel by name to ISF. This action will initiate ISF offer/hiring process to proceed for affected personnel. Additional guidance to be promulgated by the DoN CIO and DASN (CP/EEO).

g. Shared infrastructure. The intent is to have the majority of the Navy networks turned over to NMCI. The NMCI Program Management Office (PMO) and ISF are working on the identification, access, operation, responsibility, and disposition of shared resources.

1. Interoperability between CINCPACFLT sites that have cut over and those that have not transitioned will be maintained until the last CINCPACFLT site is cut over. Interoperability will also need to be continued with CINCPACFLT's commercial business partners and other Non-NMCI Commands/Organizations.

The ISF and non-ISF personnel (both Government and contractor) will share access to all network hardware and administrative accounts (that supports NMCI-like services) for the purposes of customer support. A method of tracking and arbitrating changes by both sides needs to be agreed upon NLT AOR plus 30.

Legacy application servers and the related NT infrastructure servers (e.g., DNS/WINS) identified prior to cutover will be connected to the NMCI network at no cost at cutover. These servers are a shared resource until cutover when they will revert to Government ownership. Same functionality will remain across the CINCPACFLT community of interest.

2. Between AOR and cutover, the ISF and CINCPACFLT will work together to properly manage IP address space at each site to meet legacy application requirements.

h. Spares. Spare parts will be shared by ISF and CINCPACFLT between AOR and cutover. If ISF uses one of the Government's hot spare parts, then the ISF will repair the

broken part and replace the Government's hot spare inventory. PMO will issue additional guidance on the disposition of spares.

i. External Peripherals. At cutover, existing external peripheral devices will be connected to NMCI seats by the ISF provided the peripherals operate with Windows 2000, and peripheral drivers pass the NMCI certification process (which includes security and SLA performance metrics) without the requirement to purchase a CLIN 23. These external peripherals will not be supported by the ISF. If SLAs are impacted, the peripheral item will be removed unilaterally by the ISF. When a no-cost manufacturer patch, fix, or update is available, the ISF and the Government will determine the strategy to deploy to the NMCI seats. A CLIN 23 item will need to be purchased if the peripheral device breaks and the user requires continued use of a similar peripheral device.

j. Embarkables. An implementation plan and test strategy will be developed by PMO, ISF, CINCPACFLT and interested parties. To ensure that the transition process does not affect the squadron's deployment schedule or preparations, CINCPACFLT and Bases will work with ISF to schedule squadron installations. This effort will not be included as part of the official IOT&E.

k. Anticipated Future Requirements

1. Cybercafes. PMO intends to develop a "Cybercafe" CLIN. A cybercafe is defined as a set of NMCI seats that are accessible by anyone with access to the base, do not require a login, and permit access to the Internet. Cybercafe workstations do not need access to NMCI network assets.

2. Dual-Use Computers. PMO intends to develop a dual-use computer CLIN. In some circumstances a base may request that a computer be setup for normal access to the NMCI network and for access similar to a cybercafe computer for the purpose of minimizing costs to the government and efficient use of limited space and computer assets.

3. As additional requirements are identified, they will be added as an addendum to this SCM

l. Information Security. The ISF, CPF Information Assurance Officer and CTR will coordinate responses to security issues, including an assessment of the risk and potential impacts, and pass the information to both chains of commands for resolution. The current DAA's will retain authority and ensure corrective actions are taken immediately for their respective networks while still meeting mission needs.

6. PROGRAM SUPPORT

a. Access to senior management and decision makers. The Site Delivery Manager (SDM) will communicate network status, plans, issues, and concerns to the site CTR or his designated representative. The goal is to ensure all parties are kept informed and ensure

customer concerns are met in a timely manner. These communications will be on a daily, weekly or as required basis to comply with current standards.

b. Change Management/Configuration Control processes. Network changes and configuration are the responsibility of the ISF. Changes that do not affect operational status, i.e. architectural changes, will be agreed upon beforehand between the ISF and the Government.

c. Schedule Coordination. The transition schedule is the responsibility of the ISF. The ISF will coordinate transition schedule activities on a “not-to-interfere” basis with operational commitments. Major transition schedule activities will be communicated to the site CTR or designated representative.

7. WORK ENVIRONMENT AND SUPPORT

a. Adequate personal workspace and document storage. The ISF Site Delivery Manager (SDM) will provide to the government, the number of full-time seats and a number of transition team seats needed. The SDM will work with the government to identify adequate space requirements for both permanent and temporary team support. The government will provide these facilities in accordance with the NMCI contract.

b. Mail Stop (or similar) support. The ISF team will need mail services. The SDM will work with site CTR or representative to determine the best method for receiving mail.

c. Adequate staging facilities – e.g., Size, Power, Network connectivity, location. The government along with Site Transition manager (STM) and Facilities Special Action Team (SAT) will work together to determine the specific needs for the staging facility.

d. Adequate Training/Briefing facilities. ISF team will need access to conference rooms to hold team meetings. These meetings could be scheduled on a daily, weekly basis. Training per the NMCI contract will be performed by the ISF. A training schedule will be developed by the SDM.

8. FACILITIES

a. In accordance with the NMCI contract, the Government will provide GFF to the ISF to support NMCI operations and transition. The type and magnitude of facilities required will vary by site. However, specific requirements are as specified in the contract and as amplified in applicable PEO-IT NMCI facilities Naval messages.

b. The local Public Works Officer (PWO), under direction of COMNAVFACENGCOM who assumed responsibility as Execution Agent for NMCI GFF requirements on behalf of the Department of the Navy, will manage all efforts for the timely provision and build out of GFF in conjunction with Regional/local CINCPACFLT and ISF facility representatives. The PWO will:

- Assist in coordination of site selection.
- Conduct proper fire, safety, and environmental planning and mitigation.

- Conduct construction design approval, oversight and acceptance.

8. IT SUPPORT

a. Office Automation, e.g., PC, applications suite, printer access. The ISF will provide the hardware and the applications needed for each ISF member (Government does not purchase a seat for any ISF team member). At AOR, incumbent contractors and Government personnel performing NMCI-like work will continue to use the same equipment they have today until the ISF can outfit them with the proper tools.

b. Email Accounts, Internet, and network connectivity. ISF will require network accounts to include Internet and MS Outlook connectivity. The ISF will setup each individual's account upon AOR according to government policy.

9. PHYSICAL ACCESS REQUIREMENTS

The Government is responsible to provide security badges, POV stickers, and security escort services to ISF personnel as necessary for contract execution.

a. Facility Access Badges/POV stickers. The ISF will provide a list of all personnel requiring badges/stickers, as well as those "essential personnel" requiring 24/7 facility access and access during a Base closure. The Government will provide the proper paperwork for obtaining badges and vehicle stickers. The ISF is responsible for processing security clearance requests for its' personnel, as required, and ensuring personnel possess a picture ID that clearly identifies them as a Strike Force Team Member.

b. Security Escorts. As required during GFF build out, while in the process of obtaining necessary facility access badges, some ISF personnel may require escort into secure areas. Accordingly, Government or ISF individuals with the proper access will provide personnel escort as necessary.

10. INFORMATION ACCESS

a. Existing infrastructure baseline network and systems documentation, if available. The government will provide the ISF team with access to the baseline network diagrams and any baseline system documentation.

b. Existing systems and technical architectures, if available. The government will allow the ISF team access to any existing systems and technical architecture base line documentation and diagrams.

c. Existing legacy application(s) information. The government will provide a list of all legacy applications with baseline documentation and how the applications are used.

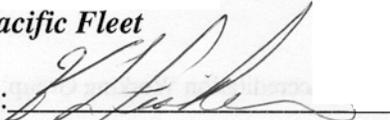
d. Available Points of Contact (POC) to acquire necessary (missing) baseline information. The government will provide contact information (name and phone number) of POC's for applications, networks, cable plant, etc.

e. Facility wiring and related diagrams, as required, if available. When required, the government will provide related facility, network and related diagrams to the ISF team. These documents will be provided to the ISF team in a reasonable and timely manner as not to negatively impact planned work progress.

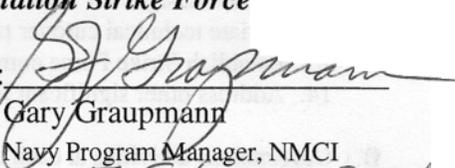
11. COORDINATION. The parties agree that due diligence is an interactive process and that as review occurs during the transition process, ISF or the Government may require additional information. ISF and the Government agree to work cooperatively together in good faith to assure an orderly transition of services without interruption to ongoing operations during transition.

Accepted and Agreed to by:

U.S. Pacific Fleet

Signed: 
Name: RADM Kenneth Fisher
Title: Deputy Commander in Chief, U.S. Pacific Fleet
Date:

Information Strike Force

Signed: 
Name: Gary Graupmann
Title: Navy Program Manager, NMCI
Date: 7 February 2001

Enclosure 1

Assumption of Responsibility (AOR) Roles and Responsibilities

This AOR is a function of the NMCI Contract Execution Plan. It is not bound by the NMCI contract, however, the actions listed herein are necessary to assure a smooth and effective transition to NMCI.

Assumption of Responsibility (AOR) is defined as the date where responsibility for operating the “as-is” environment, for work defined by the ordered NMCI CLINs, shifts from the Government and its local contractors to the Strike Force.

Activities that should be completed prior to AOR

- A. **Strike Force** activities prior to AOR:
1. Establish a Site Transition Team.
 2. Detail displaced Government employees to the Strike Force Site Delivery Team (SDT) using the AOR date as the effective date. Note 1
 3. Recommend lease/license/contract transition logistics.
 4. Develop the change management communications plan.
 5. Establish the client advocacy program and incorporate into the SDT.
 6. Conduct initial site surveys.
 7. Develop site concurrence memorandum (SCM). The SCM recommends Government and Strike Force responsibilities with regards to modification of facilities and other NMCI support infrastructures.
 8. Survey, design, and order long haul circuits to support NMCI requirements with an installation date no earlier than AOR and no later than required to support NMCI service set rollouts.
 9. Identify preliminary GFE equipment listing.
 10. Initiate designs for facilities and environmental support.
 11. Initiate designs for NMCI service sets.
 12. Initiate technical cutover planning.
 13. Establish Strike Force component to the local Security and Accreditation Working Group.
 14. Address other significant issues as they arise.
- B. **Government** activities at each user site prior to AOR:
1. Assist in development of site transition plans. Government activities include identification of “as-is” operational procedures, processes, people, hardware and software that will be affected by the NMCI task order and co-development of the transitional details affecting people, process and services following AOR.
 2. Identify government employees who will be eligible for NMCI employment. Note 1
 3. Establish government’s component to the local Security and Accreditation Working Group.
 4. Prior to AOR, provide EDS a list of contractors and relevant contracts by site.
 5. Provide either existing C&A documentation or grant IATO/ATO for each site.
 6. Initiate termination/cancellation/modification actions, as appropriate, according to Strike Force – recommended lease/license/contract transition logistics, using AOR as the effective date of termination/cancellation/modification.
 7. Review SCM. Provide concurrence, as necessary to determine an AOR date.
 8. Establish a site transition team.
 9. Provide preliminary listing of mission critical legacy applications.

After AOR the Strike Force will be performing NMCI CLINs using “as-is” equipment, people, and process, augmented as needed to insure continuity of operations. The key is that the Strike Force is now in position from a people, process and control perspective to affect the required architectural and infrastructure changes needed to achieve NMCI service levels.

Note 1 – DoN enterprise level civilian personnel issues to be resolved by DoN CIO and DASN (CP/EEO).

Enclosure 2
Operations Representatives

ISF			CINCPACFLT	
Gary Graupmann	PM Navy	619-524-7312	CAPT James Fordice	808-471-4952
Robert Pearson	Western Division Manager	703-733-3743	Andy Jackson	808-474-5432
Dick Parodi	Southwest Area Program Manager	703-736-8668		
Brian Hammond	Southwest Region Delivery Manager	858-577-2882	Michael Blaksley	619-545-5431
TBD	Northwest Area Program Manager			
TBD	Northwest Region Delivery Manager			
Dick Macke	Hawaii Area Program Manager			
TBD	Hawaii Region Delivery Manager			

Site Specific Personnel are identified in the Appendices.

Appendix A
NAS Lemoore

Site Representatives: To facilitate performance of due diligence activities and transition to NMCI, CINCPACFLT (CPF) and the site designate Carol Dillon as the Customer Technical Representative (CTR). ISF understands the CTR cannot make decisions that commit the Government to payment of any kind. ISF appoints Michael Brotten as the Site Transition Manager (STM), Johnny Wheat as the Site Delivery Manager (SDM), and Brian Hammond as the Regional Manager for the southwest region. The ISF Support Representatives will be responsible for his/her party's performance of obligations relating to due diligence activities, and each designated person shall be authorized to act on behalf of and make decisions for, his/her party with respect to such due diligence activities. The contact information for the Lemoore transition team is listed below:

Transition Reps	Position	Telephone
Carol Dillon	Customer Technical Representative (CTR)	(559) 998-2300
Michael Blaksley	CNRSW Coord	619.545.5431
Richard Parodi	Southwest Area Program Manager	703.736.8668
Robert Pearson	Western Division Manager	703.773.3743
Brian Hammond	Southwest Region Delivery Manager	858.577.2883
Johnny Wheat	Site Delivery Manager	(559) 998-2954
Mike Brotten	Site Transition Manager	(619) 865-3535

WAN

List of circuits:

NASL INTERNETWORK TELCO CIRCUIT INFO
T-1's to RITSC, San Diego: (Installed Dec 1999)

Line #1:

Order #: N5999-C934
Circuit ID: DHD825462
Carrier: AT&T
Carrier contact: Donna Profitt
Contact phone: (703) 651-6584

Line #2:

Order #: N5999-C867
Circuit ID: DHD825463
Carrier: AT&T
Carrier contact: Donna Profitt
Contact phone: (703) 651-6584

RITSC POC: Rich Kirk (619) 532-4920

GFF

Government will provide space requirements as follows. Build-out of the Government-provided space shall be the responsibility of the contractor.

1. Administrative space requirements:

- Building 860 (West entrance) - identified as a temporary administrative facility
- Building 730 (Wing 2) - identified as permanent administrative facility after Legal Services Detachment is moved to Wing 3 (mid June).

Server farm facilities:

- Building 730 (Wing 2) - identified as a permanent server farm facility.

3. Staging/Warehouse facilities:

- Building 773 (IT warehouse cage) - identified as the warehouse and staging area.

Dell Lease. CINCPACFLT desires ISF to use its best efforts to release Dell leased computers at the earliest date possible to enable CINCPACFLT for deployment elsewhere.

NMCI seats for CVW-2 and CVW-11. CVW-2, CVW-11, and the squadrons assigned to them will deploy before ISF will be able to provide NMCI computers to them. CINCPACFLT intends to delay orders on seats for these units until they return from deployment. CINCPACFLT will continue to maintain the computers currently assigned to these units until they return to Lemoore. CINCPACFLT will coordinate with ISF to ensure a smooth transition of these units to NMCI upon their return from deployment.

All NMCI transition participants agree and acknowledge that due diligence is an interactive process and that as reviews occur during the transition process; ISF or the Government may require additional information. ISF and the Government agree to work cooperatively together in good faith to assure an orderly transition of services without interruption to ongoing operations during transition. As such, any party, upon concurrence of all parties, may modify the SCM as necessary.

Accepted and Agreed to on and as of January 26, 2001:

Naval Air Station Lemoore

Information Strike Force

By:  _____

By:  _____

Name: CAPT John V. Stivers

Name: Brian Hammond

Title: CO, NASL

Title: ISF SW Regional Manger

Date: January 26, 2001

Date: January 26, 2001

Appendix B
NAS Fallon

Site Representatives: To facilitate performance of due diligence activities and transition to NMCI, CINCPACFLT (CPF) and the site designate David L. King as the Customer Technical Representative (CTR). ISF understands the CTR cannot make decisions that commit the Government to payment of any kind. ISF appoints Mike Davis as the Site Transition Manager (STM), Tony Ataluria as the Site Delivery Manager (SDM), and Brian Hammond as the Regional Manager for the southwest region. The ISF Support Representatives will be responsible for his/her party's performance of obligations relating to due diligence activities, and each designated person shall be authorized to act on behalf of and make decisions for, his/her party with respect to such due diligence activities. The contact information for the Fallon transition team is listed below:

Transition Reps	Position	Telephone
David King	CPF DCTR – NAS Fallon	775.426.2966
Michael Blaksley	CNRSW Coord	619.545.5431
Richard Parodi	Southwest Area Program Manager	703.736.8668
Robert Pearson	Western Division Manager	703.773.3743
Brian Hammond	Southwest Region Delivery Manager	858.577.2883
Tony Ataluria	Site Delivery Manager	775-450-5156
Mike Davis	Site Transition Manager	858.549.8607/619.846.1049
Paul Dunne	SETA	619.857.8360

WAN

PSD Circuit:

Order Number: NA26NOV999504A
Circuit ID: BGPLD72ZU
Carrier: DISA FTS 2001 (MCI)
DISA Contact: Ms Arnold
Contact Phone: DSN 779-9517

T-1 to RITSC, San Diego:

Order #:
Circuit ID: N5999C868
Carrier: GSA SF FTS2000-ATT
Carrier contact: LeRoy Gallegos
Contact phone: 415-522-4536

SHARED INFRASTRUCTURE

The current infrastructure at NAS Fallon is owned both by the government and the local telephone company. Any determination of shared infrastructure will be made by SDM/STM/CTR/Churchill County Communications System (CCCS) on a case-by-case basis. Where CCCS owns the infrastructure, the contractor will be responsible for entering into the negotiations with the company to use the duct bank, cable or pedestal.

GFF

Government will provide space requirements as follows. Build-out of the Government-provided space shall be the responsibility of the contractor.

1. Administrative space requirements:
 - Building 304 Third Floor- identified as a temporary administrative facility
 - Building 304 Third Floor- identified as permanent administrative facility
2. Server farm facilities:
 - Building 304 Third Floor- identified as a permanent server farm facility.
3. Staging/Warehouse facilities:
 - Building 65- ½ identified as the warehouse and staging area.
 - Trailer access area with the capability for electricity, water and sewage, will be provided to the ISF. This space will be in near proximity to the warehouse and centrally located on the site.

Dell Lease. CINCPACFLT desires ISF to use its best efforts to release Dell leased computers at the earliest date possible to enable CINCPACFLT for deployment elsewhere.

All NMCI transition participants agree and acknowledge that due diligence is an interactive process and that as reviews occur during the transition process; ISF or the Government may require additional information. ISF and the Government agree to work cooperatively together in good faith to assure an orderly transition of services without interruption to ongoing operations during transition. As such, any party, upon concurrence of all parties, may modify the SCM as necessary.

Accepted and Agreed to on and as of January 26, 2001

Naval Air Station Fallon

Information Strike Force

By: Da Rogers

By: B. Hammond

Name: D. A. Rogers, Captain, USN
Commanding Officer, NAS Fallon

Name: Brian Hammond

Title: 5 FEB 2001

Title: ISF SW Regional Manager

Date: _____

Date: 2-8-01