

Navy/Marine Corps Intranet Operations Manual

TABLE OF CONTENTS

| | |
|---|---|
| 1) <u>References:</u> | 2 |
| 2) <u>BACKGROUND AND PURPOSE</u> | 2 |
| 3) <u>ROLES AND RESPONSIBILITIES</u> | 2 |
| a) <u>SPAWAR NMCI Program Management Office (PMO)</u> | 2 |
| b) <u>SPAWAR NMCI Project (Administrative) Contracts Office (PCO)</u> | 3 |
| c) <u>SOUTHWESTNAVFACENGCOM (SWDiv)</u> | 3 |
| d) <u>Naval Facilities Engineering Command Engineering Field Divisions/Engineering Field Activities (EFD/EFA)</u> | 3 |
| e) <u>Resident Officer in Charge of Construction (ROICC)</u> | 3 |
| f) <u>Activity Public Works Officer (PWO)</u> | 4 |
| g) <u>Public Works Center (PWC)</u> | 4 |
| h) <u>Regional Engineers</u> | 4 |
| i) <u>ISF</u> | 4 |
| 4) <u>GFF REQUIREMENTS</u> | 5 |
| 5) <u>GFF IDENTIFICATION AND PROVISION PROCESS</u> | 5 |
| a) <u>Initial facilities planning</u> | 5 |
| b) <u>Site identification, proposal and acceptance</u> | 5 |
| c) <u>Design and design review</u> | 7 |
| d) <u>Upon completion of design reviews, reviewing agencies shall prepare a letter detailing any review comments. Review letters should clearly state that a technical review has not been accomplished and that the government takes no responsibility for the technical adequacy of the design.</u> | 7 |
| e) <u>Construction</u> | 7 |
| 6) <u>Appendices</u> | 9 |
| 7) <u>Lessons Learned</u> | 9 |
| 8) <u>Frequently Asked Questions</u> | 9 |

1) References:

- (a) [Contract N00024-00-D-6000, Para 5.6, 5.16](#)
- (b) [PEO IT Washington DC 221908Z NOV 00](#)
- (c) [PEO IT Washington DC 122350Z JAN 01](#)
- (d) [PEO IT Washington DC 111521Z JUL 01](#)
- (e) [NAVFAC Washington DC 281122Z AUG 01](#)

2) BACKGROUND AND PURPOSE

- i) The Navy and Marine Corps entered into a contract on 6 October 2000 with Electronic Data Systems Corporation (EDS) to provide intranet services to Navy and Marine Corps activities and personnel in the continental United States and selected overseas locations. EDS has formed a consortium of computer technology, construction, and management firms to provide specified services. This consortium is known as the Information Strike Force (ISF). ISF has full authority to represent EDS in GFF issues. To perform their contractual responsibilities, ISF is or will be installing telecommunications equipment throughout Navy and Marine Corps activities in the continental United States and selected overseas locations.
- ii) The Government is under a contractual responsibility to provide ISF approximately 1,000,000 square feet of government furnished facilities (GFF) to be used as server farms, administration areas, warehouses, Points of Presence, and data transfer cabinets.
- iii) This contract is an IT services contract, with incidental construction. Consequently, the contract does not contain the typical facilities construction/renovation provisions we are used to seeing. The provision of GFF under this contract requires the liberal interpretation and discretion. Many of the requirements and processes depicted below are the result of close consultation and negotiation with ISF.
- iv) This manual further amplifies Government and ISF responsibilities previously identified in references (a) through (e).

3) ROLES AND RESPONSIBILITIES

- a) SPAWAR NMCI Program Management Office (PMO)
 - i) Serves as an interface between SPAWAR Components and SWDiv, and PEO IT and SWDiv

- b) SPAWAR NMCI Project (Administrative) Contracts Office (PCO)
 - i) Serves as the primary contractual interface with ISF
 - ii) Has approval authority for any GFF provision issues that may affect contract price or time.
 - iii) Negotiates and awards any changes to NMCI contract
- c) SOUTHWESTNAVFACENCOM (SWDiv)
 - i) To facilitate the identification and provision of GFF, Naval Facilities Engineering Command (NAVFAC) has established a GFF Program Management Office at SWDiv located in San Diego, CA.
 - ii) The addition of NAVFACENCOM as the DoN coordination agent for GFF, reporting to the NMCI PMO and the PEO-IT, will facilitate the NMCI process and coordination among the NMCI GFF team members. This team now includes representatives from the regional commander staffs, major claimants, NMCI PMO and PEO-IT, NAVFACENCOM, customer technical representatives (CTR), local commands, public works officers/departments/facilities management departments (PWO/PWD/FMO), engineering field divisions/activities including ROICC offices, public works centers and the NMCI information strike force (ISF).
 - iii) Publish status of ISF Build-out construction in various forms including a monthly report with Navy and Marine Corps-wide distribution.
 - iv) Provide briefings on GFF and Build-out construction.
 - v) Provide liaison between ISF and Navy activities and Regions when issues are identified.
 - vi) Coordinate closely with SPAWAR components on all aspects of the GFF and provisioning process.
- d) Naval Facilities Engineering Command Engineering Field Divisions/Engineering Field Activities (EFD/EFA)
 - i) Review of ISF build-out design, focusing on fire protection, life safety, and environmental.
 - ii) Construction oversight per Para 5 below.
 - iii) Final acceptance of newly installed or modified fire suppression systems.
 - iv) Review of special site-specific engineering reports provided by ISF.
 - v) Provide other assistance as required such as Real Estate expertise or NEPA expertise (when available from the Region or activity)
- e) Resident Officer in Charge of Construction (ROICC)
 - i) Coordination of the government review of the ISF build-out design including receipt and distribution of designs between all involved parties.
 - ii) Limited construction start-up coordination and assistance similar to what is provided for new construction projects, including preconstruction conferences, utility outages, dig permits, security passes, laydown areas, etc.
 - iii) Visits to the job site, as appropriate, to gain a perspective for jobsite safety and reasonable assurance that construction complies with the design. The ROICC has the authority to suspend work when lives threatening safety violations or practices are observed.

- iv) Liaison and assistance with other station departments (i.e., public works, security, environmental, fire department, etc.) as required to maintain construction progress.
 - v) Coordination and interface with other construction contracts in the vicinity of the NMCI construction.
 - vi) Coordination with the NMCI GFF manager's office at SWDiv.
- f) Activity Public Works Officer (PWO)
- i) Assistance with the GFF identification process, including space for contractor laydown areas and temporary parking.
 - ii) Site approval process including NEPA, HAZMAT, help with PWC coordination, and coordination with other projects and facilities planned or on going.
 - iii) Design review per Para 8 below.
 - iv) In areas not serviced by public works centers, perform all functions delineated for the PWC.
 - v) Ensure the following are available prior to the ISF initial site visit to review proposed facilities:
 - (1) As-built or record drawings of proposed facilities.
 - (2) Building asbestos and hazardous materials reports.
 - (3) Building AIS report.
 - (4) Completed ISF facility site questionnaire. A copy of this questionnaire may be obtained from the (SWDiv) web site.
 - (5) Other requested items.
- g) Public Works Center (PWC)
- i) Utility connection and interface, design review and coordination, and support of utility outages and connections.
 - ii) Input to the SCM concerning utilities and equipment maintenance and coordination with ISF.
 - iii) Other support as requested.
- h) Regional Engineers
- i) Regional engineers/IMCs should be involved in driving the site selection process. Experience from the 1st increment has shown that active participation/involvement by regional engineers significantly improves coordination and efficiency of the process, including completion of natural and cultural resource studies, state historical preservation office coordination, etc.
- i) ISF
- i) Team member in the evaluation of GFF.
 - ii) Responsible for building-out the shell to suit NMCI requirements.
 - iii) Will identify GFF issues and report issues immediately to SWDiv.
 - iv) Will not perform any work that is deemed to be outside the NMCI contract.
 - v) Will report status of build-out construction and cutover to PMO and to SWDiv in regular meetings, conference calls and reports.

4) GFF REQUIREMENTS

- i) Appendices A through D identify specific facility requirements for small, medium, large, and very large server farms.
- ii) The space requirements identified in PEO IT Washington DC message 111521Z JUL 01 refer to usable, not gross, area. In most cases, the facilities provided to ISF will have to be somewhat larger than indicated in the message to allow for setbacks from columns, ramps, and other obstructions.

5) GFF IDENTIFICATION AND PROVISION PROCESS

- a) Initial facilities planning
 - i) ISF is under pressure to get their facilities and operations up and running quickly. Accordingly, the process to identify, provide, and build-out GFF is fast and furious. Survey buildings early and present all facilities being considered to ISF during the initial site visit.
 - ii) ISF will not demolish or disturb any spaces or components that contain hazardous materials such as lead paint, halon, and asbestos (the exception to this takes effect when all other measures have been taken by ISF to avoid Hazmat in the LAN/BAN installation. At this point, ISF is allowed to drill through walls containing Hazmat providing that they follow all state and federal governing regulations). The Government is responsible for removing hazardous materials that could be disturbed during ISF's build-out activities before turning the facility over to ISF.
 - iii) Consider Government costs when identifying facilities, including:
 - iv) Asbestos/Hazardous Material that must be removed prior to turning the facility over to ISF.
 - v) Personnel requiring movement to another facility.
 - vi) Adequate electrical power is available to the facility.
 - vii) Sufficient fire main pressure to the facility.
 - viii) The building envelope is weather tight.
 - ix) Moving station IT assets, if necessary.
 - x) This contract is not an opportunity to renovate or improve spaces the station/activity intends to later occupy. ISF will not improve spaces or equipment in other spaces as a condition of the base providing the required space. ISF shall only upgrade facilities within the footprint of their assigned GFF.
 - xi) Consider the impacts to both natural and cultural resources. Process all required NEPA documentation as expeditiously as possible to prevent design and construction delays.
 - xii) Construction to build-out the facility by ISF is NOT subject to MILCON/Special Project thresholds and requirements.
- b) Site identification, proposal and acceptance
 - i) After reviewing the detailed requirements in Appendices A through D, activities should submit proposed buildings and spaces to the regional commander or installation major claimant (IMC). To simplify the identification and acceptance of GFF, activities should include alternate

facilities, in priority order, in their proposals. Activities should make their proposals in good faith (i.e., be ready to turn over any proposed facilities if accepted by ISF).

- ii) The regional commander or IMC will forward the proposal to the ISF site delivery manager (SDM) in writing, with a copy to the GFF PM Office at SWDiv. For sites without an SDM, the proposal can be sent to SWDiv and they will forward to ISF.
- iii) The SWDiv will schedule a site assessment survey, conducted jointly between the SWDiv and ISF. Activities shall ensure the following information for all proposed and alternate facilities are available at the time of this site survey:
 - (6) One copy of record drawings.
 - (7) Asbestos/Hazardous Materials Report.
 - (8) Annual Inspection Summary.
 - (9) Base IT drawings.
 - (10) ISF Facility questionnaire, available at ISF's website.
- iv) The GFF PM Office and ISF will conduct a site assessment of proposed primary and alternate buildings and spaces. The following activity organizations should participate in the site assessment:
 - (1) Public Works or FMD project manager
 - (2) Environmental
 - (3) IT project manager
 - (4) Fire Department
 - (5) Building tenant(s)
 - (6) PWC Utilities (when covered by their AOR)

- v) ISF will submit a written reply of either acceptance or rejection to the regional commander or IMC POC with a copy to SWDiv. Rejections will contain a detailed explanation of why the proposed buildings/spaces were rejected. A rejection is not the final say in this process; ISF's notices of rejection will be carefully considered against the requirements of references (a) through (e) and appendices A through D. The Government retains final authority for accepting or rejecting ISF's rejections.
- c) Design and design review
 - i) ISF will complete their build-out design and submit it for government review. Since facility build-out is the responsibility of ISF, most design decisions will be determined by ISF. However, ISF will design their build-out to "best commercial practice" standards. ISF will not start build-out construction until government comments and issues have been resolved.
 - ii) Since the contract does not contain prescriptive facility construction/renovation specifications or criteria, the intent is to hold ISF accountable for their designs. The Government does not want to "approve" ISF's designs since this may shift some of the responsibility and accountability from ISF to the Government.
 - iii) ISF will use registered engineers (i.e., registered electrical engineers for electrical designs) for design of the facilities such as the server farms, NOCs, GNOC and admin areas.
 - iv) Review of ISF's designs is the overall responsibility of the Activity PWO or servicing PWC. The PWO/PWC may request design reviews from NAVFAC EFDs/EFAs. (Fire Protection reviews are exceptions. These must be done by a EFD/EFA fire protection engineer or a fire protection engineer that is approved by an EFD/EFA)
 - v) Design reviews shall include the following items only:
 - (1) Compliance with life safety and fire codes
 - (2) Compatibility with existing facilities
 - (3) Uniform Federal Accessibility Standards (UFAS) compliance
 - (4) CMS security criteria (Appendix E)
 - (5) Signature by an appropriate discipline registered engineer
- d) Upon completion of design reviews, reviewing agencies shall prepare a letter detailing any review comments. Review letters should clearly state that a technical review has not been accomplished and that the government takes no responsibility for the technical adequacy of the design.
 - i) Due to the fast pace of NMCI construction and seat rollout, generally 2-day turnarounds are required for design reviews. Express shipping may be required to meet this timeline.
 - ii) Site Approval will be required for most projects, especially those that occur outdoors and require excavation or construction of new facilities.
- e) Construction
 - i) Upon completion of the design review, the ROICC shall coordinate the construction start date with ISF and the Activity.
 - ii) Compliance with EM385-1 is not a requirement of the contract. Operations are governed under OSHA and State occupational health statutes. The ISF

NMCI Site Construction Handbook includes a section on safety. This suffices as the safety plan for all sites. The ROICC is authorized to suspend work when lives threatening safety violations or practices are observed.

- iii) The ROICC shall coordinate the processing of required permits between ISF and the Activity/appropriate agencies. Permits include dig permits, air permits for generators, construction permits, etc. Process ISFs requests within two days whenever possible.

6) Appendices

- A. [Small Server Farm Facility Requirements](#)
- B. [Medium Server Farm Facility Requirements](#)
- C. [Large Server Farm Facility Requirements](#)
- D. [Very Large Server Farm Facility Requirements](#)
- E. [General Server Farm Security Requirements](#)
- F. [NMCI ISF Facilities Standards](#)

7) Lessons Learned

8) Frequently Asked Questions