

**DESIGN & DEVELOPMENT
STATEMENT OF WORK
FOR
Conversion of
NCC PowerPoint Based Lessons
To Web Based Training**



**Navy Crane Center
10 Industrial Highway, MS 82
Lester, PA 19113-2090**

APPROVED BY: _____

DATE _____

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STATEMENT OF WORK (SOW)
For Conversion of PowerPoint Developed Lessons
To Navy E-Learning Courseware
In Support of the
Navy Crane Center
Training Program

1.0 Purpose. This Statement of Work (SOW) identifies the required curriculum development efforts for the initial or Phase I effort.

2.0 Background and Objective. The Director, Navy Crane Center (NCC) is charged with the mission of developing and providing training for personnel involved in all aspects of the Navy's Weight Handling Equipment program. The training products are used to enhance training programs within the ashore element of the Navy. The contractor will evaluate the existing training materials of the Category 3 (Non-Cab) Crane Safety training course used by NCC for classroom training, and convert the training to a web-based course. Additional new or existing NCC courses may be added. Web-based lessons for Category 3 (non-Cab) Crane Safety will be developed as a series of "stand alone" modules, or as directed by the NCC Project Manager (NCCPM). Unless otherwise stated NCC will provide written text for each lesson to be developed. Navy Crane Center subject matter experts and Navy E-Learning will review and comment on the technical content and delivery mechanism of each product/tool developed. All lessons, backups, videos, scripts, texts, booklets, animations, photos, computer programs, access codes and other items provided or developed as a result of this effort shall become the sole property of the United States Navy.

3. Scope. This SOW describes the tasks required to convert identified electronic courseware and training materials to a web-based training application as described below. The primary delivery of these materials shall be via Navy E-Learning websites (www.navylearning.navy.mil and www.navylearning.com). This project calls for the conversion of existing training modules/lessons. The existing classroom-based training for task A is described below. A complete description and content of task B will be provided if/when the option to convert all or part of task B is exercised.

All lessons shall contain the following features:

- a. Be in modular format with learning objectives developed in a manner that allows the student to proceed at his/her own pace
- b. A built-in testing mechanism linked to course learning objectives. Pre-test with feedback only to centralized record keeping at NCC.
- c. Animated lesson plan material, including instructor notes from PowerPoint provided by NCC that include: text emphasis in conjunction with presentation view; Verbal emphasis as required; embedded animation as required for emphasis using imbedded flash files; and video clips as required to illustrate important points (this will include new digital video taken by the contractor and stock video digitized as required by NCC.
- d. Downloadable student guides in PDF Format, printable to hard copy from the web site
- e. Interactive exercises or scenarios with immediate feedback to the student.
- f. Menus, glossary, blow-up illustrations; references; frequently asked questions (FAQ's); and links to related sites.
- g. Provide students who did not successfully complete the module with immediate feedback and instructions on how to re-take failed portions so that successful completion may be accomplished at a later date
- h. The courseware will be constructed to allow Navy E-Learning book marking. (AICC compliant) to allow students to exit at any point during the course and return to the same place at a later time and date.
- i. On-Line Final Exams that include the following:
 - Immediate grading;
 - Printable exam cover sheet (grade sheet) for history file;
 - Printable certificate;
 - Immediate feedback to student indicating weak study areas

3.1 Task A - Category 3 Non-Cab Operated Crane Safety. (8 Topics) Actual course content may be modified, expanded, or reduced in scope by NCC prior to or during the course conversion by the contractor.

3.1.1 Introduction and P-307 Requirements. (One module) This training provides a brief overview of the NAVFAC P-307, Management of Weight Handling Equipment Manual. At the end of this training the student should be able to state the

purpose of the P-307; identify basic crane categories; describe the key difference between category 2 and 3; and identify training requirements for category 3 operators.

3.1.2 Crane and Lift Types. (One module) At the end of this training, the student should be able to identify various category 3 crane types, identify the two types of crane lifts, and state basic requirements for complex lifts.

3.1.3 Inspecting the Crane. (Two modules) Operators must do a thorough pre-use inspection of all category 3 cranes before operating the crane. The inspection is based on sight, sound, and touch, and is accomplished from the ground without the aid of ladders, scaffolding, man lifts, etc. At the end of this training the student should be able to explain why pre-use Inspections are important, list three category 3 crane types that require a documented inspection, identify three types of warning tags and their use, list the things to check on crane certification cards, list three inspection items on hooks and blocks, describe method to check the upper hoist limit switch, identify minimum number of wraps allowed on wire rope drums, and identify proper actions to take when finding deficiencies.

3.1.4 Determining Weights. (One module) At the end of this training, the student should be able to explain the importance of knowing the weight of an item, describe how to obtain acceptable weight information, calculate area and volume of basic objects, and determine the weight of basic shapes.

3.1.5 Basic Rigging. (Four modules) At the end of this training, the student will have a basic understanding of how to select and use rigging gear in crane rigging applications. A basic understanding of rigging gear selection, rigging gear limitations, and rigging theory is necessary to help ensure crane rigging operations are conducted safely. The following topics will be covered: **Module 1 - Rigging Gear Identification and Inspection; Module 2 - Center of Gravity; Module 3 - Use of Rigging Gear; and Module 4 - Use of Slings.**

Upon completion of **Module 1**, the student should be able to identify basic rigging gear, identify the basic markings required, and identify the basic inspection criteria for covered equipment.

Upon completion of **Module 2**, the student should be able to define center of gravity, identify location of center of gravity in symmetrical objects, and explain importance of centering the crane hook directly over the center of gravity.

Upon completion of **Module 3**, the student should be able to describe general safety rules for using rigging gear, describe restrictions for rigging hardware used in various configurations, determine working load limits for rigging hardware used in various configurations, and explain the fundamental rules of use for rigging hardware.

Upon completion of **Module 4**, the student should be able to explain how to protect slings and rigging gear from damage during use, describe basic sling use, identify the

effects of sling angle stress, and determine WLL for slings used in various configurations.

3.1.6 Communication. (One module) At the end of this training, the student should be able to identify standard hand signals, identify bridge crane hand signals, and list three rules of hand signaling.

3.1.7 Crane Accidents. (One module) At the end of this training, the student should be able to identify the components of the crane envelope, define a "crane accident," describe the correct response when a crane accident occurs, and identify the best way to prevent accidents.

3.1.8 Safe Crane Operations. (One module) At the end of this training, the student should be able to explain the purpose of the operator self-assessment, list four things needed to be assessed about the work area, name three things that should be discussed with others who may assist the operator, state what should be done before working with a crane that is new to the student, state the procedures for actually lifting a load, list at least five things the operator should never do with a crane, list two rules pertaining to traveling the crane, and state the procedures for securing the crane.

3.2 Task B - Crane Rigger and Category 3 Crane Safety. Task B builds on the content developed in task A. Actual course content may be modified, expanded, or reduced in scope by NCC prior to or during the course conversion by the contractor.

4.0 Automated Data Processing (ADP) Environment

4.1 Hardware. All lessons developed as a result of this contract will be compatible with and exportable to the hardware currently available within the NMCI and Navy E-Learning environments. (Appendix B)

4.2 Software. All lessons developed as a result of this contract shall be compatible with and exportable to the software currently available within the NMCI and Navy E-Learning environments. Vendors shall develop courseware that operates without web plug-ins not found on the NMCI Gold disk, (standard NMCI seat service software). Vendor shall ensure that mobile code is signed by a trusted source.



Attached details: [Mobile_Code_Memo_11-7-00.pdf](#)

4.3 Teleprocessing. All lessons developed as a result of this contract shall be compatible with the teleprocessing/network equipment currently available within the NMCI and Navy E-Learning environments.

5.0 Specific Requirements

The contractor shall perform task assignments within the parameters of the specific tasks outlined in this section.

5.1 Training Project Development Management Plan (TPDMP). The contractor shall deliver a TPDMP that details processes, schedules, and milestones for this contract's deliverables. (DI-MISC-80508 – Technical Report-Study/Services, Delivery One Month ADOA, Contractor format acceptable.)

5.2 Instructional Media Design Package (IMDP)

5.2.1 Design Plan and Prototype. The contractor shall develop an IMDP (design plan and prototype). The plan will detail conventions, design strategies, lesson specifications, and reference materials required to support the instructional media. The plan will also provide an outline of the design sequence and structure of each module. The design of the content will take into consideration the function, description, and operation of the course for the successful infusion of advanced technology.

A prototype lesson to demonstrate and gain approval of the interface, graphic conventions, and instructional design strategies to be used for the remaining production effort will be developed. The contractor shall present the prototype for review by NCC. Reviewers shall provide comments during the presentation and the contractor shall make the required changes. After NCC revisions have been incorporated, the instructional design strategies, graphic conventions, production, and review process shall be documented and refined so that it can be used throughout the rest of the development effort. (Instructional Media Design Package – DI-ILSS-81520, Delivery Two (2) Months ADOA, Contractor format acceptable)

A working prototype will be developed to demonstrate the “look and feel” of the course in an electronic format, which closely replicates the actual course. The purpose of the prototype is to provide NCC with an idea of the final product. Included in the prototype will be demonstration of screen layouts, instructional strategies, question items, and other major functional components. The IMDP In-progress Review will provide NCC and the contractor with an opportunity to review and discuss changes to the IMDP and the course prototype before the IMDP is finalized. Once final, the IMDP becomes the document by which the course will be developed.

5.2.2 Navy E-Learning. The contractor shall design and develop electronically-delivered instruction in the form of Navy e-Learning, self-paced web. Addition information can be found at: <http://www.navylearning.navy.mil/>

5.2.3 Lesson Content Outlines. The contractor shall submit lesson content outlines incrementally for review by NCC. NCC will provide comments within ten business days and the contractor shall make the required changes. (DI-MISC-80508 – Technical Report – Study/Services, as required, contractor format acceptable).

5.2.4 Storyboards or Presentation Screens. The contractor shall submit storyboards or presentation screens incrementally for review by NCC. NCC will provide comments within ten business days and the contractor shall make the required changes. (DI-ILSS-81520 – Instructional Media Design Package, as required, contractor format acceptable); (Instructional Media Package – DI-ILSS-81526, delivery as required, contractor format acceptable).

5.2.5 Courseware Lessons. The contractor shall submit completed courseware lessons incrementally in the form of shareable content objects (SCOs). When all courseware lessons are completed, the contractor shall combine all courseware lessons into one package and submit this package to NCC as the final product. (Instructional Media Package – DI-ILSS-81526, Delivery Six (6) Months ADOA, contractor format acceptable)

The current formal course is structured as unit, topic, and topic learning objectives. With the redesign, each topic equates to a lesson or SCO.

All lessons designed primarily as computer-assisted Instruction (CAI) with student study notes, must be programmed to carry out the following tasks:

Report whether the instructor/student has completed the SCO when “Exit Lesson” is activated. The SCO will report this completion to the `cmi.core.lesson.status` data element. If an instructor/student has not completed the SCO upon exiting, the SCO should report book-marking data to the Learning Management System (LMS). The SCO will store book-marking data in either the `cmi.core.marking.functionality`. The SCO shall query the book-marking data from either the `cmi.lesson.location` data element or the `cmi.suspend` data element. Lessons created in PowerPoint must be saved in HTML format so that calls can be made to the LMS.

Note: For content to be hosted and web accessed via the Navy E-Learning LMS, book-marking data must be independent of the client computer.

All Assessment SCOs are required to report completion data and the percentage of questions answered correctly to the LMS. The SCO will store the completion data in the `cmi.core.lesson.status` data element. The SCO will store the percentage in the `cmi.core.score.raw` data element.

5.2.6 Instructional Media Data Files. The contractor shall develop Instructional Media Data Files based on approved and validated instructional methods. Media files will be named and catalogued (Microsoft Excel or Access database required) in such a manner that instructors will be able to use a keyword search and retrieve media readily from the catalogue.

5.2.7 Electronic Instructor Guide. NCC will provide the contractor with the Electronic Instructor Guide (IG) template or approve a contractor-provided electronic IG. The contractor shall populate the electronic instructor guide for the entire course

and include the appropriate links and files to support the course delivery. IGs shall be able to be delivered via Navy E-Learning. . When the instructor/student re-enters the SCO, the SCO should query the LMS for the book-marking data. Upon receipt of the book-marking data from the LMS, the SCO should implement book-marking.

5.2.8 Electronic Tests. The contractor shall populate the electronic tests that accompany the designated lessons in the required format to meet the testing requirements.

5.2.9 Instructors' Content Maintenance Job Aid. The contractor shall provide final course materials that may be easily maintained. Instructions for making changes to the curriculum for its life-cycle maintenance shall be provided in the form of an "Instructors' Content Maintenance Job Aid."

5.2.10 Section 508. The contractor shall ensure materials developed address the requirements of Section 508 of the Rehabilitation Act of 1973. The developer will provide a completed priority 1 checklist for each SCO in the appendix of the IMDP.

5.3 Adjunctive Materials. The determination of required adjunctive materials and/or style sheets will be made at the kick-off meeting.

5.4 Development, Delivery, and Integration Responsibilities.

5.4.1 Open Architecture Non-Proprietary. All instructional products shall be developed in an open architecture, non-proprietary environment following the Content Submission Guidelines and Checklist provided on the Navy E-Learning website under Policy and Guidelines. The courseware will be HTML-based, will meet Level 1 and Level 2 interactivity, and will apply the Shareable Content Object Reference Model (SCORM), most recent version, to ensure that it is SCORM -compliant. Metadata will be generated to provide the LMS with additional information about each SCO. A Course structure file will be developed to itemize the structure and contents the course. Following the Navy E Learning Guidelines located on the website. The tool used to develop curriculum must be a tool on the Functional Area Manager (FAM) **approved** list for content development

5.4.2 CD. Instructional products will be delivered on a reproducible CD-Rom that will allow the courseware to run on multiple stand-alone platforms or from a network server without installing run time drivers on the host computer.

5.4.3 Integration. Newly-developed courseware must integrate with the electronic classroom training systems and its many components. It is the contractor's responsibility to work with the Education and Training Command (NETC) Engineering and Installation Teams to ensure that software packages and requirements are identified early in the project and that once delivered, all components work as an integrated training delivery system.

5.4.4 Courseware. Courseware shall also be tested through a NETC - approved LMS. An on-line test suite and/or beta test lab will be available to the contractor.

5.5 Acceptance Plan. The contractor will provide a detailed Acceptance Plan for final delivery. The Acceptance Plan will detail how the courseware will be delivered, tested, and implemented. Prior to government acceptance, all content intended for hosting on Navy E-Learning will be required to go thru the Content Submission Process, which includes online testing with the LMS –

5.6 Kick-Off Meeting and In Progress Reviews (IPRs)

5.6.1 Kick-Off Meeting. The contractor will attend the Kick-off meeting to discuss the Request for Proposal (RFP), and ensure that all parties share the same level of understanding with respect to the goals, requirements, and complexities of the project. Kick-offs are generally held on-site.

5.6.2 In-Progress Reviews (IPR). The contractor shall attend designated IPRs (discussion of the IMDP and prototype, development & SME involvement, the pre-pilot discussion, and the post-pilot review. Other reviews of the courseware may be conducted electronically. Monthly status reports shall be submitted outlining program progress and planned actions to NCC. Any Change Impact Statements or costs, including balance in the account, will be reported as well (DI-MGMT-80227 – Contractor's Progress, Status and Management Report, Delivery Monthly ADOA)

5.6.3 Additional Meetings. The contractor may be required to attend additional Project Management meetings, training sessions, etc. NCC will provide announcements and requirements for attendance.

5.7 Train-the-Trainer. Upon government acceptance of the course materials, the developer will brief designated personnel and provide training, as required, on Life Cycle Support and maintenance of the curriculum. This training will be sufficient to ensure that NCC personnel understand how to insert minor changes and make updates to content, when required.

6.0 Project Reporting Information. Each conversion project is an independent entity. However, the total initiative is an integrated and complex endeavor. The Contractor's Project Managers are required to report the status of development and the contracted dollar balance monthly. Navy Crane Center representatives, and the contractor representative(s) will convene monthly to review and discuss status and quality of completed work.

7.0 Applicable Documents. This list is not intended to be all-inclusive or required, but rather is provided as guidance only. When appropriate, specify the performance specifications or acceptable commercial non-government standards. Copies of these

and other applicable documents may be obtained from the Office of Training Technology website.

DoDI-5520.20. Development and Management of Interactive Courseware (ICW) for Military Training

MIL-PRF-29612. Performance Specification Training Data Products

OPNAVINST 1500.73. Development, Acquisition, and Management of ICW for Navy Training

8.0 Quality Control. The contractor shall provide a description of its Quality Control plan to the Government. Performance by the contractor to correct defects found by the Government as a result of quality assurance surveillance and by the Contractor as a result of quality control, shall be at its own expense and without additional reimbursement by the Government.

9.0 Government Furnished Property/Information (GFP/GFI). All technical (crane related) information required to support the topics identified will be provided by the Government This may include LMS, current course materials and related documentation.

All items provided as GFP/GFI will be marked as such and will have the name and phone number of provider on each document or item as a reference for the developer.

10.0 Security. This SOW, the curricula, and the initial training materials under procurement are UNCLASSIFIED.

11.0 Copyright. It is the responsibility of the contractor to ensure that no copyright laws have been violated in the preparation of the deliverables. When required, the contractor shall follow the provisions of SECNAVINST 5870.5 of 26 Aug 1988 to request the use of copyrighted material. In the event that copyright protected material has been used to develop the courseware, the contractor shall provide paper-based and electronic copies of copyright permission to the COR. Each media object shall be identified/tagged as originally produced by the contractor, originally produced by the Navy with the identified command, or other source. Photos or media obtained from the Internet must be identified by website, file name, and permission granted. The contractor should not assume that media files appearing on Navy sites or provided by the Navy are "owned" by the Navy and are free of copyright restrictions.

12.0 Place and Performance/Hours of Operation. Work is to be accomplished at the contractor's normal place of business. Contractor may need to arrange travel to NCC, Lester, PA. Contractor personnel are expected to conform to Government agency

normal operating hours. Work outside of normal business hours is not anticipated. Overtime if required must be requested in writing and approved by the Government.

13.0 Period of Performance. The resulting contract will include a base period of performance of one year. The contract will include options to extend the term for up to three additional one-year periods. The completion date for task (A) will not exceed 180 days after contract award. Additional course conversions may be added during the base period.

14.0 Deliverables. The contractor shall provide all deliverables required to meet the contract specifications, including reports, schedules, design documentation, software, hardware, etc. All source files generated in the production of the courseware required for life cycle support shall be deliverables to the Government. Development applications are considered deliverables on the contract. Deliverables shall meet professional standards.

15.0 Criteria for Acceptance. Content developed must be compliant with Navy E-Learning policy and guidelines, <http://www.navylearning.com>. The lessons must be user friendly with clearly written instructions. Users of the product/tool should be able to properly access and use the training materials without assistance from any outside organization or person. The lessons must meet the training objectives contained in the PowerPoint presentation provided by the Government. Video clips, charts and still photos when used, shall be relevant to the training being accomplished.

15.1 Schedule. The contractor shall provide a time line for completion of the project within 30 days of award. The completion date for task A (Category 3 (Non-Cab) Crane Safety) shall be not more than 180 days from the contract award date.

15.2 Expertise. The contractor is responsible for providing personnel with expertise in instructional design, web based training and Validation/Testing procedures for the information presented.

15.3 Functional Skills. Personnel must be capable of working independently and have demonstrated working knowledge of instructional designs and web based training.

16.0 Materials. Expendable materials (CD's, binders etc) are to be provided by the contractor when essential to the task performance.

17.0 Privacy Act. Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

18.0 Government Furnished Items

18.1 General. The contractor must specifically identify in the task proposal the type, amount, and time frames for any government resources, excluding those listed below. The following resources will be provided by the government::

18.2 Information. The following information will be provided by the government::

18.2.1 Orientation. Initial familiarization/orientation will be provided by the User Agency. Standard Operational Procedures will be available to the contractor at the place of performance.

18.2.2 Lessons. Student guides, Microsoft PowerPoint slides, and test packages will be provided by NCC.

18.2.3 Video and Still Photos. Video and still photos on selected topics.

19.0 Travel. Travel required by the contract will be subject to the limitations of the Government Travel Regulations.

20.0 Special Instructions

20.1 Staffing Report. A staffing report shall be integrated into the monthly Progress Report and will include, but not limited to the following:

- Contract Number and Project Number
- ITR/AM assigned and Client agency and location
- Accounting Control Transaction (ACT) number and reporting period

Staff Vacancy: if vacant, so state. Date vacancy occurred. Did task order modification affect vacancy? If yes, date modification issued. Expected date of staffing. Note: Personnel shall not be removed from the task without the express approval of the ITR/AM.

20.2 Progress Report. Progress reports must be submitted to the client's representative and ITR/AM representative no later than the fifth workday of every month. Reports shall be discussed during the monthly task management review meeting. Status reports must be submitted on the prime contractors letterhead. Failure to provide reports correctly will cause resubmission by your company. The monthly Progress Report will include, but not limited to the items outlined in appendix A: Other reports may be requested as needed by NCC

20.3 Delivery Instructions. All deliverables are to be delivered to the client no later than the date specified. Deliverables are to be transmitted with a letter in the format described in this SOW. Concurrently, a copy of the transmittal letter is to be furnished the contracting officer.

21.0 Inspection and Acceptance. Task A will be submitted as a minimum at the 35 percent, 65 percent, and 90 percent completion stages for testing through Navy E-Learning. Follow on tasks will be submitted for testing at Navy E-Learning as stated above. In the absence of other agreements negotiated with respect to time provided for government review, deliverables will be inspected and the contractor notified of Government's findings within ten business days of normally scheduled review. Representatives of the user agency and the contractor will meet with the ITR/AM telephonically at a time designated by the ITR/AM on a monthly basis after receipt of the progress report to review performance: to inspect work for compliance with the SOW, the associated contractor proposal, and to accept or reject deliverables completed since the previous review. Reviews will normally be held at the place of task performance quarterly or as needed at the discretion of the government. Certification by the Government of satisfactory services provided is contingent upon the contractor performing in accordance with the terms and conditions of the solicitation and resulting contract. In the event that the Contractor is excused from attending the final review, formal acceptance or rejection of deliverables will be accomplished by mail.

22.0 Procedures for Payment. Billing and payment shall be accomplished in accordance with the contract. Labor hours will be certified monthly by the Government. The contractor may invoice only for the hours, travel, and/or unique services ordered and actually used in the contract during the month. Such invoices must be accompanied by a copy of the applicable monthly progress report and the government's document(s) accepting the covered services.

23. Section 508 Compliance. The contractor shall support the Government in its compliance with Section 508 throughout the development and implementation of the work to be performed. Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) requires that when Federal agencies develop, procure, maintain, or use electronic information technology, Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who do not have disabilities, unless an undue burden would be imposed on the agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

The contractor should review the following websites for additional Section 508 information:

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>

<http://www.access-board.gov/508.htm>
<http://www.w3.org/WAI/Resources>

Appendix A

Monthly Status Reports

Monthly status reports will contain description of any travel or service provided including but not limited to the following:

1.0 Task Information.

- 1.1 GSA contract number and project number.
- 1.2 GSA ITR/AM assigned.
- 1.3 Accounting control transaction (ACT) number and reporting period.
- 1.4 Client agency and location
- 1.5 Brief task description: A narrative review of work accomplished during the reporting period and/or significant events.

2.0 Reporting Period Information.

- 2.1 For each employee report : name, skill level, regular and overtime hours worked (denoting on or off site), and cumulative regular and overtime hours worked.
- 2.2 The portion of the report described above must contain the following statement: "I certify to the best of my knowledge and belief that the above named employee(s) worked the hours shown at the skill levels indicated." Signature and date of the (Contractor) Program Manager of his/her designee directly following this statement.
- 2.3 A narrative review of work accomplished during the reporting period and significant events.
- 2.4 Deliverable process
- 2.5 Problem areas
 - 2.5.1 The contractor shall bring problems or potential problems affecting performance to the attention of the GSA ITR/AM as soon as possible.
 - 2.5.2 Verbal reports will be followed up with written reports when directed by the GSA ITR/AM.
- 2.6 Anticipated activity for the next reporting period
- 2.7 Description of any travel or unique services provided
- 2.8 Other relative information as necessary

APPENDIX B: Navy E-Learning Guidelines and Policy. For updates, periodically check the Policy and Guidelines section available on www.navylearning.com.

APPENDIX C: SECNAVINST 5870.5 of 26 August 1988, Copyright Instruction.
Contained herein. (5 pages).

APPENDIX D: POINTS OF CONTACT:

Points of contact are only provided to facilitate the performance of the contract. Only the contracting officer has authority to bind the Government or to make changes as to the terms and conditions of the contract. No direction shall be binding unless it is officially modified into the contract via issuance of a modification.

Contracting Officer:

Ms. Soledad Credo,
NAVFACCO Code NF22
Naval Facilities Engineering MP Command
3502 Goodspeed Street, Suite 2
Port Hueneme, CA 93043-4337
805-982-3947 Fax: 805-982-4540 DSN: 551-3947
email: soledad.credo@navy.mil

Navy Crane Center Project Manager / Contracting Officer's Representative (COR)

Mr. Dave Decker,
Navy Crane Center, Code 05DD
10 Industrial Highway, MS 82
Lester, PA 19113-2090
(610) 595-0952 Fax: (610) 595-0812 DSN 443-0505
email: Deckerdr@ncc.navfac.navy.mil

Navy Crane Center Information Technology Representative (ITR)

Mr. Mark Pang, Navy Crane Center, Code 09MP
10 Industrial Highway, MS 82
Lester, PA 19113-2090
(610) 595-0906 Fax: (610) 595-0748 DSN 443-0505
email: Pangm@ncc.navfac.navy.mil

NETC:

Ms. Janet McGee
(850) 452-2803

B. All other terms and conditions remain the same.