

# **Logistics Operations Contract (LOC)**

## **Sample Task Orders**

### **Attachment L- 3**

### **Sample Task Orders**

The following sample task orders are included:

1. Aircraft Loadmaster Services
2. Perform Moves

**LOC Sample Task Order 1 – SOW 11.9**

**1.0 Title of Effort** — Transport NASA T-38 Aircraft

2.0 Date of Request — TBD

3.0 Task Description

3.1 In compliance with LOC SOW 11.9, the Contractor shall provide aircraft loadmaster services in support of NASA's Super Guppy Transport Operations to the Center Operations Directorate (COD) and Aircraft Operations Division (AOD) to ensure all missions meet customer requirements. These services include pre-mission and post-mission planning activities that are required to ensure that all cargo and payloads operations meet all flight safety requirements. This Task Order is for a service that will move a NASA T-38 from Marshall Space Flight Center to JSC.

3.2 All contract requirements specified within the LOC SOW Subpart 1.18.1 is applicable and considered within scope to LOC and shall not be priced as an element of this Task Order.

Note to Offerors: Utilizing the LOC SOW, the Contractor shall define and implement those activities necessary to achieve cost effective management of all efforts and resources utilized in the accomplishment of this TO. Installation Accountable Property at JSC shall be used as required to support this TO.

4.0 Period of Performance

4.1 This task order period of performance is 4 weeks.

5.0 Statement of Work

5.1 Aircraft Loadmaster Services

5.1.1 Requirements

5.1.1.1 Pre and Post-Mission Activities

The Contractor shall plan, coordinate, and execute transportation of a NASA T-38 and associated support equipment to ensure that all cargo and payloads meet required flight schedules and are delivered safely to the required destination.

The Contractor shall be required to initiate all pre-mission activities prior to arrival of other mission personnel. Pre-mission activities include cargo load planning, cargo preparation, material handling equipment preparations and positioning,

cargo-loading procedures, coordinating with user customers, and cargo aircraft center-of-gravity requirements.

The Contractor shall operate the cargo loaders to load and unload the T-38 from the Super Guppy aircraft, as well as other aircraft loading and offloading equipment as needed. The Contractor shall ensure that the T-38 is loaded onto the aircraft in accordance with the calculated loading procedures.

The Contractor shall provide appropriate weight and balance data to the Aircraft Commander and Flight Engineer for the purpose of computing required takeoff and landing data.

The Contractor shall perform post-mission activities which include T-38 unloading, material handling equipment preparation and positioning, and T-38 preparation.

5.1.1.2 Mission Documentation

The Contractor shall maintain all documentation related to Super Guppy missions. The Contractor shall ensure that all files are accurate and complete and can be accessed for future missions. The Contractor shall maintain maintenance files on all mission support equipment. The Contractor shall be required to perform weights and balances calculations.

5.1.1.3 Non-Mission Support Activities

The Contractor shall maintain all mission support equipment with associated certification and calibration data. The Contractor shall ensure all mission support equipment certification and calibration is current.

The Contractor shall obtain rigging and heavy hauling support through the Facilities Contract as needed.

5.1.2 Applicable DRD's

DRD #	DRD Title	Quantity	Frequency
3.1	Project Reports	52/12	Weekly and monthly or as negotiated with PM

5.1.3 Product Schedule

<b>Products</b>	<b>Quantity</b>	<b>Schedule</b>
Project Plan and Task Plan Pre-Mission Briefing	1	Within 1 week of funding Within 1 week of Mission
Specifications and Design <i>Post-Mission Briefing</i>	Per developed task plan 1	Per developed task plan Within 1 week of Mission

5.1.4 Applicable Documents

5.1.4.1 The Contractor shall meet all applicable requirements as identified in the document listed below. The following is not all inclusive:

<b>Document #</b>	<b>Document Title</b>
PL-8606	Load Masters Plan

5.1.5 Product Verification

5.1.5.1 Evaluation and acceptance by NASA of all mission plans. These documents will be reviewed for technical quality and accuracy.

**6.0 Installation Accountable Property (IAP)**

6.1 Baseline IAP provided per Attachment J-4, Installation Accountable Property.

**7.0 Performance Monitoring**

7.1 Performance monitoring shall be in accordance with the NASA COTR, TMR and Quality Surveillance Plans

**8.0 Budget Authorization Verification** – Not required for proposal purposes

**9.0 Safety and Mission Assurance Concurrence** – Not Required for proposal purposes

**10.0 Technical Monitor Contact Information** – Not Required for proposal purposes

**LOC Sample Task Order 2 – SOW 11.1****1.0 Title of Effort — Perform Moves****2.0 Date of Request — TBD****3.0 Task Description**

The Contractor shall perform an Intracenter Move at JSC relocating 8 employees from a third floor office in Building 45 to a first floor office in Building 419 during normal business hours

The Contractor shall provide a plan detailing all coordination, scheduling, services, personnel, and equipment necessary to perform this move.

**Note to Offerors:** Utilizing the LOC SOW, the Contractor shall define and implement those activities necessary to achieve cost effective management of all efforts and resources utilized in the accomplishment of this Task Order (TO). The requirements specified within this task order are complementary and supplemental to the LOC SOW 3.0, 4.0, and 5.2 requirements. Installation Accountable Property at JSC shall be used as required to support this TO.

**4.0 Period of Performance**

The period of performance for this task order is 3 work days from receipt of JSC Form 174, Intracenter Move Request.

**5.0 Statement of Work****5.1 Perform Moves****5.1.1 Requirements**

The Contractor shall provide all planning, services, personnel, and equipment necessary to move 8 employees from a third floor office in Building 45 to a first floor office in Building 419 during normal business hours. This will include moving boxed items, computers, and furniture as specified in the JSC Form 174. (For this example, the furniture for each employee consists of a computer table connected to a desk with a wedge, a chair, one five-drawer file cabinet, one five shelf bookcase, and associated cubicle panels).

The Contractor shall ensure the move is performed with minimal impact to the surrounding occupants and facilities. The Contractor shall ensure available personnel and crafts are utilized in the most efficient method possible to minimize any delays in completion of the move.

### 5.1.2 Details

The approximate distance between Building 45 and Building 419 is 1.5 miles. A loading dock is available at Building 45 for the contractor's use. There are three personnel elevators in Building 45. They may be utilized in performance of the move, but personnel traffic must not be disrupted during the move.

## **6.0 Installation Accountable Property (IAP)**

6.1 Baseline IAP provided per Attachment J-4, Installation Accountable Property.

## **7.0 Performance Monitoring**

7.1 Performance monitoring shall be in accordance with the NASA COTR, TMR and Quality Surveillance Plans

**8.0 Budget Authorization Verification** – Not required for proposal purposes

**9.0 Safety and Mission Assurance Concurrence** – Not Required for proposal purposes

**10.0 Technical Monitor Contact Information** – Not Required for proposal purposes