

| Deliverables | | | | | | | |
|--|---|---------------------------------|--------------------------|---|----------------------------------|-----------------------------------|---|
| Contract Section Cross Reference | Title/Name/Item | Submittal Period | Submittal Date/Frequency | Submittal Medium Entry into RMS-Default | Deliver To | Technical Exhibit Cross Reference | NOTES |
| All deliverables should be in electronic format unless otherwise specified. | | DUE DATE | | | COTR as defined by letter | | |
| | Maintenance | | | | | | |
| C1.5 | develop, implement, manage, and maintain including lessons learned all required plans | As Necessary | Continuously | CD-ROM copies for Activation, Operations, Deactivation. And Safety Plans. | COTR | | |
| C2 goal | ship-centric maintenance program | Continuously | Continuously | | Vessel | | Develop and execute a high quality, comprehensive ship-centric maintenance program. |
| C2.1.4 | Review existing regulatory schedules and develop plan and schedule any requirements due within the year of for the Business Plan NTP. | Within 45 days of NTP | One Time | email or RMS Business Plan | RMS | | |
| C2.1.6 | Notification that Regulatory Compliance cannot be maintained | Within 24 hours of discovery | As Required | Phone w/E-Mail Confirmation | COTR | | |
| C1.5; C2.1.7 | Submittal of Changes to Annual Business Plan for corrective actions to deficiencies uncovered during regulatory inspections | As Necessary | As Required | RMS Business Plan | RMS | | |
| C2.1.8 | Identify changes to Regulatory requirements | Within one month of publication | As Required | RMS Business Plan | RMS | | |
| C2.1.10 | Enroll and/or maintain ship in Alternate Compliance Program | Continuously | Continuous | | with ABS | | |
| C1.5; C2.1.10 | Integrate into the Annual Business Plan and Give Year Plan and Scheduling of Open/Inspect Requirements to support ACP and Continuous Machinery Survey/Class | As Necessary | As Required | RMS Business Plan | RMS | | |
| C2.1.11 | Maintain currency of regulatory body certificate dates | As Necessary | As Required | RMS Business Plan | RMS | | |
| C2.2.2 | Report C-rating | Weekly | As Required | phone call to COTR with ewritten entry to RMS | RMS | | |
| C2.2.4 | Maintain vessel in C1 or C2 both phases | Continuously | As Required | RMS Business Plan | RMS | | |
| C2.2.5.1 | Report events which would place vessel in C-3 or C-4 status | Within 24 hours of discovery | As Required | Phone w/E-Mail Confirmation | COTR | | |
| C1.5; C2.2.5.2 | Take action to correct C-3 or C-4 status; change Business plan | IAW Task Order | As Required | task order; enter change into RMS | RMS | | |
| C1.5; C2.2.6.1 C2.3.1.1; C2.1.1; C2.1.2; C2.1.3 C2.3.1.1.1; C1.5 | Identify C-5 period for regulatory inspections, upgrades, and major maintenance periods within the business plan | see C2.1.4 and C2.1.5 | As Required | RMS Business Plan | RMS | | |
| C2.3.1.2; C2.1.1; C2.1.2; C2.1.3; C1.5 | Ship-specific Phase M Preventative Maintenance Plans per vessel | Within 180 days of NTP | Continuous | RMS Business Plan | RMS | | |
| | Ship-specific Phase O Preventative Maintenance Plans per vessel | Within 270 days of NTP | Continuous | RMS Business Plan | RMS | | |

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| C2.3.1.1 | Cost estimate for maintenance activations and/or sea trials | Within 45 days of NTP | As Required no less than annual review and update | RMS Business Plan | RMS | | |
| C2.3.1.1; | Thermography and Vibration analysis services as directed | As Necessary | As Required | Hard Copies via Mail | COTR | | |
| C1.5; C2.3.1.3 | Revisions to either Ship specific preventative maintenance plan | As Necessary | As Required | RMS Business Plan | RMS | | |
| C2.3.2; C2.3.4 | Utilize MARAD's Water Chemistry Program | As Necessary | As Required | RMS Business Plan | Vessel | | |
| | Water Chemistry Logs | Monthly | Monthly | Hard Copies via Mail | Water Chemistry Contractor | TE-4 | Water Chemistry Manual |
| C2.3.2; C2.3.4 | Utilize MARAD's Lube Oil Analysis Program | As Necessary | As Required | RMS Business Plan | Vessel | | |
| C2.4.1 | Accomplish all corrective maintenance and repairs | As Identified in the Business Plan | Continuous | RMS Business Plan | RMS | | |
| C2.4.2 | Accomplish all modifications and upgrades via Task Order | As Identified in the Business Plan | As Required | RMS Business Plan | RMS | | |
| C2.4.3; C2.4.4 | Deficiencies | Place into RMS | As Required | RMS | RMS | | |
| C1.5; C2.4.5 | Identify any deficiency which will place vessel into C-3 or C-4 | Within 24 hours of discovery | Continuous | Phone w/E-Mail Confirmation | COTR | | |
| C2.5 through C2.5.1.3 and C6.4 | Five Year Business Plan w Annual Business plan and 4 subsequent years. | Annually | October 1st of CY | RMS | RMS | | |
| C1.5 | Update to Five Year Business plan | Annually | As Required | RMS | RMS | | |
| C2.6 | Execute Current Year Business Plan | Continuously | As Required | RMS | RMS | | |
| C2.6.1 | Maintain machinery history due to corrective maintenance | As Required | As Required | RMS | RMS | | |
| C2.6.2 | Event which affect readiness of vessel | Within 24 hours of discovery | As Required | Phone w/E-Mail Confirmation | COTR | | |
| C2.6.5 | Review business plan and maintenance methodology if there are changes in berth arrangements | As Required | As Required | RMS Business Plan | RMS | | |
| | LOGISTICS, ACT, OPS, DEACT | | | | | | |
| C-3.1.3 | Auditable Records | Continuous | As Required | PC-SAL | COTR | TE-5 | Maintain complete, current and auditable records of all GFP transactions in accordance with FAR 45.5 and TE-L1. Records of spare parts, Accountable Property, technical manuals, and drawings shall be maintained in the vessel's PC-SAL computer system in accordance with TE-5. |
| C-3.1.3.1 | REPORT OF SURVEY | As Required | As Necessary | DOT FORM 4410.1 . typed legibly | COTR | | Copies of Reports of Survey (DOT Form 4410.1) and contain complete description of the circumstances surrounding the lost, damage or destruction. |
| C-3.1.5 | ACCEPTANCE INVENTORY | Within 60 days of NTP | One Time | MA-1013A | PROPERTY ADMINISTRATOR | | |
| C-3.1.6 | COMPLETION AND TERMINATION INVENTORIES | Within 45 days prior to termination of contract | One Time | MA-1013A | PROPERTY ADMINISTRATOR | | PRIOR TO THE TERMINATION OR COMPLETION OF THE CONTRACT |

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| C-3.1.9 | ANNUAL INVENTORY OF ACCOUNTABLE PROPERTY | WITHIN 30 DAYS OF THE ANNIVERSARY OF THE NTP | Annual | NA | COTR | Include in the report: (1) A signed statement from the Ship Manager's RRF Program Manager that the required physical inventory of Accountable Property has been conducted; (2) A copy of the working papers or count sheets used to conduct the inventory; and (3) A list of Accountable Property inventory discrepancies, both gains and losses |
| C-3.1.10; C3.1.11 | INVENTORY OF ACCOUNTABLE PROPERTY UPON DEACTIVATION FROM PHASE "O" | WITHIN 30 DAYS OF DEACTIVATION FROM PHASE "O" | Annual | NA | COTR | Include in the report: (1) A signed statement from the Ship Manager that the required physical inventory of Accountable Property has been completed; (2) A copy of the working papers or count sheets used to conduct the inventory; and (2) A list of Accountable Property inventory discrepancies, both gains and losses. |
| C3.1.15 | Spare Parts Procurement Plan | Aug 1 of each year | Annual | RMS Business Plan | RMS | |
| C3.1.16 | Allowable Change Requests | Within 5 days of event | As Required | MA-XXX | COTR | |
| Reserved | | | | | | |
| C3.1.17.2 | Written procedures that implement NAVSEA PMS 325 (OPDS only) | Within 30 days of NTP | One Time | Hard copy via Mail/E-Mail | COTR | |
| C3.1.17.3 | Develop OPDS shortage list | Within 30 days of the conclusion of any exercise involving OPDS | As Required | Hard copy via Mail/E-Mail | COTR | |
| | ACTIVATION | | | | | |
| C3.2.1.1. Through C3.2.1.6 | Provide all resources; direct work of subcontractors; activate; bunker; load cargo | As Required by TE-4 | As Required | Services | Vessel | |
| C3.2.3.1 | Perform all tasks of 3.2.1 | As Required by TE-4 | As Required | Services | Vessel | |
| C3.2.4; C3.2.4.1 | Conduct Maintenance activation | IAW Preventative Maintenance Management Plan for Phase M | As Required | Services | Vessel | |
| C1.5; C3.2.5.1- C3.2.5.2 | Activation Plan | Within 60 days of NTP | As Required | CD-ROM copy via Mail/E-Mail | COTR | |
| C3.2.6.1 | Provide cost estimate for activation, operations, and deactivation | Within 48 hours of notice to activate | As Required | Hard copy via Mail/E-Mail | COTR | |
| C3.2.7.1.1.1 | Daily Activation Status Report | Daily | As Required | Hard copy via Mail/E-Mail | COTR | |
| C3.2.7.1.2.1. | Special Activation Status Report | When Requested | by MAR-613; by COTR or crisis mgt team | RMS | RMS | |
| C3.2.7.1.3.1 and C3.2.7.3.2 | MOVEREP | As Necessary | As Required | RMS/ OR via Classified message transmittal system - PPTS, as appropriate | MARAD CMC/rgn | |
| C3.2.7.1.3.2 | Scan Vessel Delivery certificates | As Necessary | As Required | RMS | RMS | |
| C3.2.7.1.4.1. | Crew List | As Necessary | As Required | Hard copy via E-Mail | MAR-613 | |
| C3.2.7.1.5.1. | Task Order Accounting for Activation | As Necessary | As Required | RMS | | |
| C3.2.7.1.6 | Crew Questionnaires | As Necessary | As Required | Hard copy via Mail/E-Mail | MAR-613/MAR-240 | |
| C3.2.7.1.7.1 | Lessons Learned | 30-45 Days Post Activation/Operation | As Required | Hard copy via Mail/E-Mail | COTR | |
| C3.2.7.2 | Maintain property | During Activation Period | As Required | | | |
| C3.2.7.3 | Report discrepancies | During Activation Period | As Required | Hard copy via Mail/E-Mail | COTR | |

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| C3.2.7.4 | update documentation before end of activation | During Activation Period | As Required | Services | Vessel | | |
| | OPERATIONS | | | | | | |
| C3.3.1; C3.3.2; C3.3.3 | Provide resources | NLT 180 Consecutive Days | As Required | Services | Vessel | | |
| C3.3.3.1 | Unable to comply with naval orders | Within 1 hour | As Required | Message/E-Mail | naval commander; COTR; MAR-611 or MAR-613 or Crisis Mgt Team if activated. | | |
| C3.3.9 - C3.3.12.2 | Operational Reports | As Necessary | As Required | | MARAD COTR on all | | |
| C1.5; C3.3.4 | SM Operational Plan and updates | Within 60 days of NTP | As Required | Hard copy via Mail/E-Mail | COTR | | |
| C3.3.5 through C3.3.6 | Conduct Bunkering, Oil Testing, Hydraulic and Lube Oil Analysis | As Necessary | As Required | Services | Vessel | | |
| C3.3.5.5. | list of those who saw video and reviewed checkoff list | semi-annually | semi-annually | electronic copy of list | COTR | | |
| C3.3.5.7 | inventory of oil spill kit | As Necessary | As Required | semi-annual | COTR | | |
| C3.3.8.1 through C3.3.8.1.3 | crew and operate special mission ships | As Necessary | As Required | Services | Vessel | | |
| C3.3.9.2; C3.3.9.3 | utilize MSC SOM copy MARAD on all msgs | As Necessary | As Required | Via Message/E-Mail | MSC | | |
| C3.3.9.4 | 2 weapons reports | As Necessary | As Required | Hard copy via Mail/E-Mail | MAR-613 | | |
| C3.3.9.5 | notify COTR immediately if fail to hear from vessel within 24 hours | As Necessary | As Required | Phone w/E-Mail Confirmation | COTR | | |
| C3.3.10 | utilize US Customs form 226 at first US port of entry | As Necessary | As Required | Form 226 US Customs | US Customs agent; keep copy | | |
| C3.3.12.1 | Notify MAR-613 or Crisis Action Center of significant events | As Necessary | As Required | Phone w/E-Mail Confirmation | MAR-613 | | |
| C3.3.12 through C3.3.12.3 | utilize Casualty Reporting System | As Necessary | As Required | E-Mail/Message | COTR/MAR-613/CMC/MSC Navy Operational Commander | | |
| | Deactivation | | | | | | |
| C3.4.2 | complete transition on outstanding messages | As Necessary | As Required | Services | | | |
| C3.4.2 | conduct planning and preparation | As Necessary | As Required | Services | | | |
| C3.4.2 | document malfunctions and material deficiencies | As Necessary | As Required | RMS Business Plan | RMS | | |
| C3.4.2 | accomplish deactivation procedures, repairs and regulatory requirements | As Necessary | As Required | Services | Vessel | | |
| C3.4.6 | Provide all resources | As Necessary | As Required | Services | Vessel | | |
| C1.5; C3.4.3 - C3.4.4 | Deactivation Plan | Within 90 days of NTP | One Time | Hard Copy via Mail/E-Mail | COTR | | |
| C1.5 | Deactivation Plan review and update | NLT Annually | Upon Change | Hard Copy via Mail/E-Mail | COTR | | |
| C2.5.1.1 | Provide deactivation cost estimate for Business Plan | Within 30 days of NTP | One Time | RMS Business Plan | RMS | | |
| C3.4.7.1 | Provide modification to cost estimate | Upon COTR Request | As Required | RMS Business Plan | RMS | | |
| C3.4.7.3 | Report any damage to vessel caused by military or stevedores | Upon Discovery | As Required | Phone w/E-Mail Confirmation | COTR | | |

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| C3.4.9 | notify MARAD of mission materials usually contained in standard administrative filing cabinet | During Deactivation | As Required | Hard Copy via Mail/E-Mail | MAR-613 | | |
| C3.4.14.2 C3.4.10 through C3.4.10.2 | arrange for and supervise lay up services accomplish transition to ROS and RRF10(R) | As Necessary Within 48 hours of redelivery | As Required | Services | Vessel | | |
| C3.4.11.1 | issue specification/award solicitation for RRF 10, 20 and 30 day vessels | Within 30 days of redelivery | As Required | Hard Copy via Mail/E-Mail | COTR | | |
| C3.4.13.1; C3.4.13.2 | Transfer vsl to NDRF site | Upon completion of deactivation | As Required | Services | Vessel | | |
| C3.4.14.1 | Transfer vsl to outport site | Upon completion of deactivation | As Required | Services | Vessel | | |
| C3.4.15.1 | Obtain redelivery form; scan into RMS | Upon transfer of vessel to MARAD | As Required | Delivery/Redelivery Form | RMS | | |
| C3.4.15.2 | Record fuel data, provide to MSC/MARAD | One Time | As Required | Hard Copy via Mail/E-Mail | MSC | | |
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| | SAFETY, ENVIRONMENTAL, SECURITY | | | | | | |
| C4.1 C4.1.1.1; Section H | Conflicts between OH&S Program and ISM Valid ISM DOC | As Necessary During Evaluation | Any Change Any Change | Hard Copy via Mail/E-Mail Hard Copy via Mail/E-Mail | MAR-611 safety officer PCO | | |
| C4.1.1.2 | Valid ISM SMC | for vessels as designated by MARAD in TE-4 | | Hard Copy via Mail/E-Mail | MAR-611 safety officer | | |
| C4.1.1.3 | Update ISM safety plan to incorporate characteristics of awarded vessels accept responsibility for Safety Plan content and enforcement | Within 60 days of NTP | Upon Change | Hard Copy via Mail/E-Mail | MAR-611 safety officer | | |
| C1.5 C4.1.2.1 C4.1.3 C4.1.4 | maintain log when crew is onboard conduct pre-firefighting training, drills post station bill | Continous Continous Continous | As Required As Required As Required | Services Services Hard Copy | Vessel Vessel Vessel | | |
| C4.1.5 | work with MARAD on OS&H program procedures to shipboard personnel on | Continous | As Required | Services | MARAD/COTR | | |
| C4.1.6 through C4.1.6.4 C4.1.7 C4.1.8; C4.1.10; C4.3.10; C4.3.11; C4.3.12 C4.1.9 C4.1.11 through C4.1.11.3.4 | cargo handling scheduled work periods Instructions to Master obtain cargo stow plan Report of litigation and claims | Continous Continous As Required As Required Continous | As Required Upon Change As Required As Required As Required | Services RMS Business Plan Services Services Hard Copy via Mail/E-Mail | Vessel RMS Vessel Vessel MAR-575/ MAR-611 | | |
| C4.1.12.1 | Submittal of SM Severe Weather Plan | Within 60 days of Award Within 60 Days of Transfer to Outport | One-Time | Hard Copy via Mail/E-Mail | COTR | | |
| C4.1.12.1 | Update/Currency of SM Vessel Severe Weather Plan | Annual | Upon Change | Hard Copy via Mail/E-Mail | COTR | | |
| C4.1.13.1 | Review of Vessel Outport Mooring Plan | Within 60 days of Award Within 60 Days of Transfer to Outport | One-Time | Hard Copy via Mail/E-Mail | COTR | | |

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| C4.1.13.1 | Update/Currency of SM Vessel Outport Mooring Plan | Annual -on mutually agreed to date prior to Hurricane Season | Upon Change | Hard Copy via Mail/E-Mail | COTR | | |
| | ENVIRONMENTAL | | | | | | |
| C4.2.2 | Provide personnel with environmental training | As Necessary | As Required | Services | Vessel | | |
| C4.2.3; C4.2.3.1 | develop policies, procedures, and programs to ensure execution of pollution prevention including incorporation of MARAD SOPEP and VRP into the above. | As Necessary | As Required | Hard Copy | Vessel SM&PE Offices | | |
| C4.2.5.2 | provide HAZMAT training | As Necessary | As Required | Services | Vessel | | |
| C4.2.6 | incorporate MARAD directives TE-1 Section 19 into programs, policies and procedures | As Necessary | As Required | Hard Copy | Vessel SM&PE Offices | | |
| C4.2.7. | use MSDS | As Necessary | As Required | Hard Copy | Vessel | | |
| C4.2.8; C4.2.9 | lawfully dispose of HAZMAT and retain records | As Necessary | As Required | Services | Vessel | | |
| C1.5; C4.2.11 | Develop, maintain and use a Waste Mgt Plan | Within 90 days of NTP | Upon Change | Hard Copy via Mail/E-Mail | COTR | | |
| C4.2.11 | Develop/MaintainShipboard Recycling Plan | Within 90 days of NTP | Upon Change | Hard Copy via Mail/E-Mail | COTR | | |
| C4.2.12 | Copies of all documentation of work performed (during repair) as it relates to environmental regulations | As Necessary | As Required | Hard Copy via Mail/E-Mail | COTR | | |
| | SECURITY | | | | | | |
| C4.3.2 | Provide internal security 24/7 | 24/7 | Continuous | Services | Vessel | | |
| C4.3.4.1 | Identification of Ship Security Officer | Within 15 days of NTP | Upon Change | RMS Data Entry | RMS | | |
| C4.3.4.1 | Identification of Company Security Officer | Within 15 days of NTP | Upon Change | RMS Data Entry | RMS | | |
| C4.3.4.2 | Security Risk Assessment | Within 30 days of NTP | Upon Change | RMS Data Entry | RMS | | |
| C1.5; C4.3.4.3 | Ship Security Plan | Within 90 days of NTP | Upon Change | RMS Data Entry | RMS | | |
| C4.3.5 | Reports required by ISPS | As Necessary | as directed by ISPS Part A paragraph 12.2.8 | Hard Copy via Mail/E-Mail | COTR | | |
| C4.3.6 | Conduct shoreside and waterside drills | As Necessary | as directed by ISPS Part A paragraph 13.4 | Services | Vessel/Berth | | |
| C4.3.7 | incorporate MARAD directives on security into internal directives | As Necessary | As Required | Hard Copy | Vessel/SM&PE Offices | | |
| C4.3.8 | comply with J-13 for security training | As Stated | As Required | | | | |
| C4.3.9 | notify MARAD of any layberth deficiency | As Necessary | As Required | Hard Copy via Mail/E-Mail | COTR | | |
| C4.13 | cooperate with MARAD in providing a force protection team and vessel security | As Necessary | As Required | Services | Vessel | | |
| C4.3.14 | Obtain and maintain a DOD facility clearance | NLT 120 Days after Award | As Required | Hard Copy | SM Offices | | |
| C4.3.15 | Security Clearances for Master, Chief Mate, classified materials custodian and communications officer | routine complement of personnel requiring security clearance up to SECRET | Act/Ops | Hard Copy | SM Offices | | |
| | HUMAN RESOURCES | | | | | | |
| C5.1.1. | Provide all administrative support | As Needed | As Required | Services | Vessel/SM&PE Offices | | |
| C5.1.2 | Changes of personnel within 60 days | As Needed | As Required | PCO permission required | RMS | | |

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| C5.1.3 | Personnel Data verification | Within 15 days of NTP | As Required | RMS | RMS | | |
| C5.1.4 | President/Owner data | Within 30 days of NTP | As Required | RMS | RMS | | |
| C5.1.5 | Emergency Contact Information | At NTP to COTR Within 15 days of NTP into RMS | Upon Change | RMS | RMS | | |
| C5.1.6 | provide Port Engineering services office in support of Port Engineering team | At NTP | Continuous | Services | Vessel/PE-Offices | | |
| C5.1.6.1 | perform Port Engineering services during absence | Within 30 days of NTP | Continuous | Services | Vessel/PE-Offices | | |
| C5.1.6.2 | provide terms and conditions within CBA or other negotiated bargaining agreements | As Required | As Required | Services | Vessel/PE-Offices | | |
| C5.2 | a contingency plan | At NTP | Upon Change | Hard Copy via Mail/E-Mail | ACO | | |
| C1.5; C5.3 | Provide medically, dental, and psychologically fit officers who meet STCW-95 or successor documents; and documented unlicensed. | At NTP | Upon Change | Hard Copy via Mail/E-Mail | COTR | | |
| C5.4.1 | Mariner citizenship | On Demand | Continuous | Services | Vessel | | |
| C5.4.2 | provide vetting information | As Necessary | | | | | |
| C5.4.3 | investigate complaints made by MARAD | During Crewing | Upon Change | Via E-Mail | Mar-613 | | |
| C5.4.4 | abide by federal, state, local labor statutes and regulations regarding employment | Upon Notification | As Required | Hard Copy via Mail/E-Mail | ACO | | |
| C5.4.6 | immunization of mariners | NTP | Continuous | Services | Vessel SM&PE Offices | | |
| C5.5.1; C5.5.1.1 | medical claims | As required | As Required | Services | Vessel | | |
| C5.5.3 | medical screening service | IAW J-3 | Continuous | RMS | RMS | | |
| C5.5.4 | medical on-call physical services 24/7 | within 60 days of NTP | Upon Change | Hard Copy via Mail/E-Mail | ACO | | |
| C5.5.5 | medical person in charge | Phase O | As Required | Services | Vessel | | |
| C5.5.6 | notification to USCG | Phase O | As Required | Services | Vessel | | |
| C5.5.7 | prevention of substance abuse | within 60 days of NTP | Upon Change | Hard Copy via Mail/E-Mail | USCG | | |
| C5.5.2; C5.5.9 | screening of mariners | Continuous | Continuous | Services | Vessel | | |
| C5.5.8 | training | Continuous | As Required | Services | Vessel/SM Offices | | |
| C5.6; J-13 | list of crew training | As Necessary | As Required | Services | Vessel | | |
| C5.6.1.2 | Military Training | Continuous | As Required | by email | COTR | | |
| C5.6.2 through C5.6.2.2 | Cadet Training | As Necessary | As Required | Services | Vessel | | |
| C5.6.3 through C5.6.3.4 | Merchant Marine Preparedness | As Necessary | As Required | Services | Vessel | | |
| C5.6.4.1 through C5.6.4.3 | Vessel orientation | before assuming watch | each new mariner | Services | Vessel | | |
| C5.6.4.1 | ROS crew onboard ROS-4 or -5 vsIs | prior to commencement of work | Continuous | Services | Vessel | | |
| C5.7.1 through CC5.8.13.2 | Support voluntary programs for benefit of industry | IAW Proposal | Continuous | Services | Vessel | | |
| C5.9. | FOS crew | As Necessary | Continuous | Services | Vessel | | |
| C5.10.1 through C5.10.8 | GMDSS operations | As Necessary | As Required | Services | Vessel | | |
| C5.10.4.2 | crew shortage - report | As Necessary | As Required | CG 729 | | | |
| C5.10.4.3 | transportation reimbursement owed Govt | As Necessary | As Required | | | | |
| C5.10.4.6 | FOS orientation | As Necessary | As Required | | Crew | | |
| C5.10.5 | | As Necessary | As Required | | | | |

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| C5.10.6 | develop and implement plans and procedures for FOS crew | As Necessary | As Required | | Vessel | | |
| C5.10.7 | second seamen's war risk insurance quotes | within 60 days of NTP | annual policy covering Phase M and O | electronic or hard copy | 1 copy to MAR-782; 1 copy to ACO | | |
| C5.10.8 | imminent danger pay | As Required | each day when authorized by DOD | | | | |
| C5.11.1 through 5.11.1.2 | signed copies of Masters' instructions | As Necessary | As Required | Hard Copy via Mail/E-Mail | Vessel | | |
| | BUSINESS MANAGEMENT | | | | | | |
| C6.1 | communications | NTP | Continuous | Services | | | |
| C6.2 through 6.2.3.3 | compliance documents for performance | NTP | Continuous | | | | |
| C6.2.4.2 | appropriate systems and resources | NTP | Continuous | | | | |
| C6.2. through C6.3 | 5 Year Business Plan of current FY plus 4 more FY | Annual | October 1st of CY | RMS Business Plan | RMS | | |
| C2.2. | Budget year business plan | Annual | July 1 annually | RMS Business Plan | COTR | | |
| C6.4.5 | Develop reports | NTP | Continuous | | | | |
| C6.5.6 | ADP interface with MARAD | NTP | Continuous | Services | Vessel SM&PE Offices | | |
| C6.4.3 | Enter data into RMS | NTP | Continuous | Services | Vessel SM&PE Offices | | |
| C6.5.1.1 | Provide acquisition services IAW FAR Part 44 | NTP | Continuous | Services | SM & PE Offices | | |
| C6.5.1.2 | Provide acquisition data IAW FAR 19.7 | NTP | Continuous | | | | |
| C6.5.1.3 | Submit specifications/solicitations/or SOW IAW FAR 44.2 | NTP | Continuous | Hard Copy via Mail/E-Mail | COTR | | |
| C6.5.1.4 | Commercial Purchasing Procedures | NTP | Continuous | Hard Copy via Mail/E-Mail | ACO | | |
| J2 | Third Party Certification of SM Acquisition/ Procurement Procedures | One-Time | ? | | | | |
| C6.5.2.1 | Quality Assurance Plan | Within 90 days of NTP | Upon Change | Hard Copy via Mail/E-Mail | COTR | | |
| C6.5.2.1 | Updating/Currency of SM Quality Assurance Plan | Annual | Upon Change | Hard Copy via Mail/E-Mail | COTR | | |
| C6.5.2.2 | Provide copies of third party audits | As Necessary | As Required | Hard Copy via Mail/E-Mail | ACO | | |
| C6.5.2.2 | Permit MARAD to accompany third party audits | As Necessary | As Required | Letter Notify to MARAD | ACO | | |
| | FINANCIAL MANAGEMENT | | | | | | |
| C7.1.1 | Monitor approved Business Plan and execute it | Once Approved | Continuous | Services | SM & PE Offices | | |
| C7.1.2 | Provide timely information to MARAD on changes of funding requirements | Once Approved | Continuous | RMS Business Plan | RMS | | |
| C7.1.3 | Support Government reprogramming actions and timely closeout of task orders | Once Approved | Continuous | Services | SM & PE Offices | | |
| C7.2.1 | Establish procedures, processes and systems to ensure accurate and timely mgt of expenditures and obligations | NTP | Continuous | Services | SM & PE Offices | | |
| C7.2.2 | Ensure timely submission of invoices | NTP | Continuous | | | | |

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|--------|--|--------------------------------------|------------|---------------------------|----------------|--|--|
| C7.3.1 | Cooperate and provide support to on-site government auditors | NTP | Continuous | Services | SM& PE Offices | | |
| C7.4.1 | Provide support to process all claims and settlements | NTP | Continuous | Services | SM& PE Offices | | |
| C7.4.1 | Develop policies to mitigate Government's liability. | NTP | Continuous | | | | |
| C7.5.1 | Maintain records IAW 52.215-2 | NTP | Continuous | Services | SM& PE Offices | | |
| E6 | Receipt of audit summaries | Within 30 days of SM receipt of them | Continuous | Hard Copy via Mail/E-Mail | ACO | | |
| | END OF J4 DELIVERABLES | | | | | | |