

### CONTRACT DATA REQUIREMENTS LIST – TE 3

**Note to OFFERORS: This TE is under development. We have tried to provide all of the links to CDRL so that you may gain an idea of the workload. HOWEVER, in my twenty-five years of dealing with successful offerors, no one has ever told me they overestimated the DATA requirements of the Federal Government, no matter how detailed a CDRL becomes. Data begets more data.**

Shipboard computer software covers: MICROSOFT Office Suite  
Cargo Max  
PC-SAL

MARAD uses MICROSOFT SQL.

### **Maintenance Section C2**

- M-0001            C.1.3 Data to sustain SOLAS to COTR see also C2.1.3
  
- M-0002            C1.4 Plan and schedule in RMS of regulatory requirements. As needed See J4  
                         Name of Vessel  
                         Regulatory Survey or Inspections  
                         Due Date  
                         Preparation Date  
                         See also C2.1.4
  
- M-0003            C2.1.8 Changes to regulatories in RMS As Required  
                         Name of Vessel  
                         Specific Change  
                         Due Date  
                         Impact to schedule
  
- M-0004            C2.2.2 Report Readiness to COTR Weekly or As needed See Attachment J-4  
                         **Email or RMS**  
                         Name of Vessel  
                         R Status  
                         C-status current  
                         C-status change to  
                         Comment on reason for change  
                         See also C2.2.2.
  
- M-0005            C2.2.6.1 Identify C5 periods in business plan in RMS As needed See Attachment J-4  
                         Name of vessel  
                         Estimated Start date for C5 period  
                         Reason for C5 period  
                         Estimated Completion date for C5 period  
                         Actual C5 period – start  
                         Actual C5 period – completion
  
- M-0006            C2.3.1.1 A ship-specific Preventative Maintenance Plan Phase M (see J4)
  
- M-0007            C2.3.1.1.1 Estimate cost by hour and by skill level to accomplish PMP.  
                         In RMS Business Plan As Needed

## Solicitation DTMA8R04004 -- RRF Ship Manager Services

- M-0008 C2.3.1.2 PMP Phase O (See also Attachment J-4)  
In RMS Business Plan
- M-0009 C2.3.1.3 Changes to either PMP (Phase M or Phase O)  
In RMS Business Plan
- M-0010 C2.3.2 Water Chemistry usage logs.  
Provided to MARAD Water Chemistry Contractor on monthly basis
- M-0011 C2.4.4 Enter all Deficiencies  
into RMS As Discovered, continuous  
Name of Vessel  
Date of Discovery  
Deficiency Number  
Deficiency Description  
Related Equipment  
Priority
- M-0012 C2.5.3 Develop the Business Plan  
In RMS initially and as Needed  
Description of Item  
Cost Estimates  
Timeframe for accomplishment  
Priority for accomplishment
- M-0013 Update Business Plan estimates with actuals after they occur  
In RMS As Necessary

## LOGISTICS

- L.0001 C3.1.5 All accountable property records  
In PC-SAL As Needed
- L-0002 C3.1.6 Accountable property lost or stolen  
Use form As Needed
- L-0003 C3.1.8 Annual inventory  
Against information in PC-SAL Annually
- L-0004 C3.1.9 Inventory after Phase O As Needed  
Use form 4410.1
- L-0005 C3.1.12.1 Joint inventory acceptance of spares, tech manuals. Etc  
Use form Once within 30 days of NTP
- L-0006 C3.1.13.1 Joint inventory at termination of spares, tech manuals etc.  
Against PC-SAL data Once at termination
- L-0007 C3.1.15 Replenishment of spare parts  
In RMS As Needed
- L-0008 Reserved.

## Solicitation DTMA8R04004 -- RRF Ship Manager Services

- L-0009 C3.1.17.2 For OPDS only  
RMS Once within 30 days of NTP  
Procedures for implementing NAVSEA letter
- L-0010 C3.1.17.3 OPDS Shortage List  
RMS As Needed  
Generate any shortages on a list

## ACTIVATION

**A0001 Activation Cost Estimate C3.2.6.1** Cost Estimate for specific activation  
Upon receipt of activation notice: Crew costs, provisions, stores,  
Transportation, fuel,  
One Time Provided to COTR

### **A0002 Activation Daily SITREP**

**Name of Ship, R- Status, C-Status, Ship Manager, Homeport start act, on Ship's power, main engines operational, habitability complete, number of bunks available for riders,** provisioning complete, cargo gear tested, full crew onboard, crew vetting list sent to MARAD, no/position of crew with clearance, number of crew trained in small arms, Gun Safe Onboard Y/N, Number of crew trained in CBRD, Full Set of CBRD equip for entire crew onboard? Y/N/ N/A, PPTS Onboard Y/N, secure communications Onboard Y/N, Classified Doc Safe Onboard Y/N, Req for Small Pox vaccinations Y/N, Number of crew received Small Pox vaccinations, Requirement for Anthrax vaccinations, Number of crew received Anthrax vaccinations, Dock Trial, Sea Trial, Ready For Sea (RFS), Days, Hrs, Mins to ActivateDays, Hrs, Mins W/ Required Sea Trial, Remarks, Points of Contact. THIS NEW FORMAT is an excel spreadsheet which will be provided upon NTP by MAR-613. Daily.

**A0003 Activation Special Status Report** As directed by COTR  
As defined by COTR at the time request is issued.

### **A0004 Activation Movement Report**

In RMS As Needed  
Date, Time, Location of vessel movement from/to

### **A0005 Vessel Sailing List** As Needed

Name  
Position  
This includes embarked crew, force protection personnel.

### **A0006 Activation/Operations Accounting Report** As Needed

**A0007 Crew Questionnaire.** There are two surveys or questionnaire. The first is general on the crewmember's status in the merchant marine and is returned to MAR-613; the second is from the Office of Public Affairs and requests hometown paper information in case an article should be addressed to the hometown. Both surveys are voluntary. As Needed

**A0008 Activation/Ops/Deactivation Lessons Learned** As Needed. Data shall cover activation, operations, and preparation for lay up. Photographs are encouraged. Sections to be addressed include:

- MARAD Reports (submitted as part of the activation and ops)  
General Condition of Ship upon Activation, Equipment Problems Encountered at Activation Administrative Problems, Voyage Summaries Operating History, commencing at activation notification, and inclusive of:
- Activation notification received from MARAD
- Dock Trials

## Solicitation DTMA8R04004 -- RRF Ship Manager Services

- Tender to MSC
- Shift to loading
- Commenced Loading
- Completed Loading
- Departure Sea Buoy
- Transit
- Funding
- Correspondence
- Personnel
- Sea Trials
- Deficiencies (Operating casualty history and repairs)
- Vessel Reports
- Vessel Logs
- Thermography and Vibration Analysis Survey Reports
- Deliverables
- Photo Album

A0009 **Activation Plan.** Deliverable. Update as needed. Format: free form.

## OPERATIONS

**O-0001 C3.3.9.4 the Navy Small Arms Asset Verification List,** As Needed  
will be sent to ship or SM by MSC HQ through MARAD MAR-613

**O-0002 C3.3.9.4 The Ammunition Transaction Report** As Needed  
Required on a monthly basis when vessel is in possession of ammunition  
Provided to MAR-613

**O-0003 C3.3.9.5 Noon Position Report** Daily  
Vessel's location each day at Noon, distance made,  
and

**S-0004 Daily/Noon Message:** report any additional measures taken for security including authorizing authority.

**O-0004 C3.3.10 US Customs Form –226** As Needed  
Required to be filed at first US port of entry after an overseas voyage. – reports all repairs and repair parts.  
This form is REQUIRED for public vessels

**O-0005 C3.3.12 series The Casualty Reporting System includes: Casualty reports (CASREPs); Casualty Situation Reports (SITCASREP); Casualty Corrected Reports (CASCORs) and Casualty Cancelled Reports (CASCANs).** As needed, and daily until CASCAN'd  
CASREP – reports vessel casualty  
SITCASREP – reports current situation with respect to repair/correction of casualty before it is corrected  
CASCOR – reported corrected casualty  
Casualty Cancelled Reports – reports no further report to follow.  
**Note: the operation temp of a Phase O vessel involved in military operations requires a minimum of one full time radio or radio electronics officer.**

**O-0006 POSREP** (position report sometimes referred to as SITREP)  
May be classified and usually contains one or more of the following:

## Solicitation DTMA8R04004 -- RRF Ship Manager Services

Geographic position (lat/long)  
Wind/swell  
Temperature  
Bunkers consumed  
CASREPs open  
CASCANs  
Date of declassification

### DEACTIVATION

**D-0001**            **C3.4.7.1 Revision** to the initial deactivation cost estimate. As Needed

**D-0002**            **C3.4.7.3 Voyage Damage.** As Needed  
Report any voyage damage or unsatisfactorily cleaning to MARAD COTR.

**D-0003**            **C3.4.9.2 Testing.** report analysis of any and all testing done on the vessels in anticipation of deactivation, such as as thermography or vibration analysis. As Needed.

**D-0004**            **C3.4.15.1 Delivery Certificate** Upon delivery or re-delivery of the vessel to/fr MSC, provide a scanned copy of the ship's delivery certificate into the MARAD IT system. Once, each deactivation.

**D-0005**            **C3.4.15.2 FUEL DATA.** Ensure that fuel data is recorded before re-delivery and provided to Navy and MARAD representatives. As Needed

**D-0006** **Deactivation Plan.** Deliverable. Format: free form.

## SAFETY, ENVIRONMENTAL, and SECURITY

### SAFETY (SFTY)

**SFTY 0001**        **C4.1.1.3 ISM Safety Plan/Vessel Safety Plan:**  
Update and maintain for assigned vessels. As Needed

**SFTY 0002**        **C4.1.2 Maintain vessel logs.** As Needed

**SFTY 0003**        **C4.1.11.2 Reports** – As Needed  
document all costs incurred in providing emergency services or other medical treatment, transportation, and all other costs incidental thereto (for crew).

**SFTY 0004**        **C4.1.11.3 Quarterly Reports Maintenance and Cure: The Ship Manager shall email the following information and maintain its currency to MAR-611, MAR-780, MAR-220, MAR-380 and to the region COTR at least quarterly:**

- *Name of crewmember (Last First Middle Initial)*
- *Date of original report to MARAD (does not change)*
- *Date of lasestt (or current) report (changes)*
- Name of vessel
- Position (rating) of mariner onboard

## Solicitation DTMA8R04004 -- RRF Ship Manager Services

- Date of Injury
- Short history of the injury/illness including body part(s) affected
- Ship Manager claim number (if applicable)
- If during military operations, name of operation
- Administrative claim: date filed,
- Name of attorney filing administrative claim
- Estimated claim exposure (from administrative claim)
- Amount of requested reserve from SM. This is not funded.
- Amount of requested reserve funded by a Task Order
- Amounts paid to date by the following categories
- Unearned Wages
- Repatriation
- Maintenance
- Cure
- Medical invoices
- Investigations
- Other funds paid
- Amount submitted to union for payment
- Amount paid by unions
- Cost savings by medical review service
- Was a USCG 2692 filed?
- Names of witnesses or whether witness statements were obtained
- Contributing factors to the injury, if known
- Had mariner reviewed safety videos/is name in log?
- Who provided mariner safety orientation prior to sailing?
- Status of mariner (FFD, NFFD)
- Disposition
- Actual settlement amount

If during the course of the contract, this information is transferred to RMS, provide updates there.

**SFTY 0005 C4.1.11.3.2 contract termination** – list of all outstanding litigation. As Needed

**SFTY 0006 C4.1.12.1 Severe Weather Plan** As Needed  
Obtain approval of this plan from the USCG COTP

Solicitation DTMA8R04004 -- RRF Ship Manager Services

- SFTY 0007**      **C4.1.13.1 Mooring Plan.** As Needed
  
- E-0001**          **C4.2.3.1 SOPEP/VRP** One initial update, and then As Needed  
Change data to reflect ship assignments  
Incorporate into SM procedures, plans, and policies.
  
- E-0002**          **C4.2.7 Material Safety Data Sheets** – keep legible, easy to access records. As Needed
  
- E-0003**          **C 4.2.9 keep records of disposal of any HAZMAT** provide copies of all documentation of work performed to the COTR or his representative pertaining to sampling, analysis, storage, transportation and disposal of all hazardous, industrial, and special wastes generated from work resulting from a subcontract. As Needed
  
- E-0004**          **C4.2.12 – repair permits.** As Needed
  
- SEC-0001**        **C4..3.4.1- data for ISPS**  
Name of Shipboard Security POC in RMS  
Name of Corporate Security POC in RMS. Initially and as needed.
  
- SEC –0002**      **C4.3.4.3 Update ISPS Plan** with corporate information Initially and updates as needed.
  
- SEC-0003**      **C4.4.5 Maintain continuous synopsis.** Maintain, via the Company Security Officer, the Continuous Synopsis Record IAW ISPS, (Chapter XI-1 Regulation 5 and Chapter XI-2) and shall report security incidents IAW ISPS Part A paragraph 12.2.8. As Needed
  
- SEC 0004**        **C4.3.14 facility clearance** and associated data  
Is provided to DOD. Initially. As Needed
  
- SEC 0005**        **C4.3.14 associated data for crew clearances.** As Needed

## HUMAN RESOURCES

- HR-0001**        **C5.1.3** verify shoreside personnel lists within 15 days of NTP, Initially and updates as needed.
  
- HR-0002**        **C5.1.4** President/Owners’s data. Intially and updates as needed.
  
- HR-0003**        **C5.1.5 Emergency POCs. See also Business CDRL.** As Needed.  
Name of Ship Manager  
Address  
Phone  
Fax  
Emergency phone (24 hour/day)

Management Point of Contact	Phone	Fax	Emergency cell phone
<i>Owner</i>	<i>P = home phone</i>		
President	Phone, Fax		Emergency cell phone P = home phone
Vice President	Phone, Fax		Emergency cell phone
Vice President	Phone, Fax		Emergency cell phone
ISM Point of Contact	Phone	Fax	Emergency cell phone
Corporate Security Officer	Phone	Fax	Emergeyc cell phone
Vessel security officer(s) per ship could be up to 12.			

Solicitation DTMA8R04004 -- RRF Ship Manager Services

Vessel security officer(s) per ship could be up to 12.  
 Vessel security officer(s) per ship could be up to 12.  
 Vessel security officer(s) per ship could be up to 12.  
 Vessel security officer(s) per ship could be up to 12.

RRF Program Manager	Phone Fax Emergency cell phone
Procurement Manager	Phone Fax Emergency cell phone
Logistics Point of Contact	Phone Fax Emergency cell phone
Fleet superintendent	Phone Fax Emergency cell phone
Port Engineer	Phone Fax Emergency cell phone
Could be multiple addresses	
Address for satellite office facilities	
Port Engineer	Phone Fax Emergency cell phone
Address for satellite office facilities	
Port Engineer	Phone Fax Emergency cell phone
Address for satellite office facilities	
Operations	Phone Fax Emergency cell phone
Marine Personnel	Phone Fax Emergency cell phone
Accounting	Phone Fax Emergency cell phone
Facility/Classified Materials Mgr	Phone Fax Emergency cell phone
Other	Phone Fax Emergency cell phone

- HR-0004**      **C5.4.3 Mariner vetting** provide data to MAR-613. As Needed
  
- HR-0005**      **C5.5.8 complete Attachment J-3 forms** for screening seafarers MA-1001A and MA-1001B As Needed
  
- HR-0006**      **C5.6.1.2 maintain list of training** per employee. As Needed
  
- HR-0007**      **C5.8.7 ROS Crew list.** As Needed
  
- HR-0008**      **C5.10.2 FOS Crew ratings.** Initially and updates as needed.
  
- HR-0009**      **C5.10.4.3 report crew shortages** on CG729. As Needed
  
- HR-0010**      **C4.10.4.4 process articles.** As Needed
  
- HR-0011**      **C5.10.7 Second Seaman’s war risk.** As Needed  
 Provide insurance estimates and terms/conditions.
  
- HR-0012**      **C5.10.8 Keep records** for later payment of Imminent Danger Pay. As Needed
  
- HR-0013**      **C5.11.1.1 Maintain overtime expenditure records.** As Needed  
 Report to MARAD COTR
  
- HR-0014**      **C5.6.2.3 Maintain a list of Government provided training by mariner.**  
 Name of Mariner  
 Title of Course  
 Date of most recent Course.
  
- HR-0015**      **C5.8.7 Maintain ROS roster list.**  
 Name of Mariner  
 Billet  
 Contact phone.

## **BUSINESS MANAGEMENT**

**BUS-0001**      **C6.5.1.2 Provide data on acquisition awards.** As Needed  
To the region ACO.

**BUS-0002**      **C6.7.2.1 Provide data on QA Plan or any changes.** As Needed  
To the MARAD COTR.

**BUS-0003**      **C6.7.2.2 Copies of all third party audit reports.** As Needed

**BUS-0004 Docs required in the** Standard Administrative (Yellow) Filing Cabinet – usually located in Master’s of ship’s business office. If not readily found, consult COTR.

1. Index of Administrative Documents
2. Blue Book of Ship Regulatory Certifications
3. Vessel Response Plan (VRP) Tankers and OPDS vessels
- 3a. Shipboard Oil Pollution Emergency Plan (SOPEP) Balance of RRF
4. Ship’s Trim and Stability Booklet
5. Military Sealift Command Communications Policies and Procedures Manual
6. Military Sealift Command Standard Operating Manual (CD-ROMs)
7. Commander, Military Sealift Command 5090.1 An Environmental Protection Program and Oil/Hazardous Substances (OHS) Spill Reporting Procedures and Contingency Plan.
8. RRF Operations Management Manual (TE-1 of SM contracts)
9. RRF Logistics Management Manual (TE-5 of SM contracts)
10. RRF Safety Rules and Guidelines Manual
11. Ship Manager Activation Plan
12. Ship Operations Plan
13. MARAD Safety Reference Folder
14. Reserved.
15. GMDSS Master Plan of Shorebased Facilities
16. RRF Videos
  - a. SOPEP/VRP video
  - b. MARAD Safety Videos (series)
    1. Back injury, Slips, Trips and Fall Prevention.....
    2. Heat Stress, Sight, Hearing and Respiratory Protection....
    3. Electrical Safety Program.....
    4. Safety Awareness Program.....
    5. Shipboard Drug and Alcohol Testing Policy.....
    6. Shipboard Safety Inspection Program.....
    7. Back Care for the Maritime Industry\*.....
  - c. Master’s Orientation Video (7 in series)
  - d. Prevention of Sexual Harassment
  - e. Bloodborne Pathogens
  - f. MSC Surge Representative Pre-sailing Instructions
17. Marine Fire Protection, Firefighting, and Fire Safety (Book)
18. The Ship’s Medicine Chest and Medical Aid at Sea
19. ISM Safety Plan (as provided by the SM)
20. For Gas detectors and SCBAs separate instructional videos were provided, although these may not necessarily be in the standard administrative filing cabinet. They may possibly be in a damage control locker.

Solicitation DTMA8R04004 -- RRF Ship Manager Services

Attachment J-3

J-0001

Seafarer Data Sheet (Form MA-1001A)

Particulars of Engagement and discharge (CG 705-a)

Seafarer's Statement of Physical Condition (Form MA-1001B)

Initial Report of Personal Illness/Injury (Form MA-1001C)

Statement of Individual Reporting Injury (Form MA-1001D)

Master's Report of Request for Medical Attention (Form 1001E)

Report of Attending Dentist/Physician (Form MA-1001F)

Report of Investigation of Serious Illness/Injury (Form MA-1001G)

Statement of Witness to or Person Nearby Scene of Reported Accident (Form MA-1001H)

Statement of Non-witness to Personal Injury Incident (Form 1001I)

USCG Form 2692 Report of Marine Accident/Injury or Death

USCG Form 2692B Report of Required Chemical Drug & Alcohol Testing...

Evidence List (Form MA-1001J)