

COMMERCIAL ASSET VISIBILITY (CAV) STATEMENT OF WORK
NAVSUP WSS MECHANICSBURG/PHILADELPHIA
VERSION 8.4, August 2023

***** (Sections I to V). If you have received an email from the CAV Analyst to transition to the latest revision of CAV, CAV Repairables Portal (RP), skip to the instruction below (Sections VI to X). If you have not received an email notifying your company to transition to CAV RP, continue to use (Sections I to V). *****

I. INTRODUCTION

- A. The Web-based Commercial Asset Visibility (WEBCAV or CAV) requirement is to provide an inventory receipt and shipment reporting system for Government-owned assets while at the repair facility, and to monitor contract compliance for these assets as they flow through the repair cycle. The Contractor is responsible for complying with the requirements of the contract and this Statement of Work (SOW).
- B. CAV provides Navy Planners with visibility of Navy-owned material through all stages of the repair cycle. These transactions automatically update the CAV database, which in turn updates the Navy's Supply Systems database and enables NAVSUP WSS access to near real-time information critical to management decisions. In addition to allowing Navy Planners to better manage their material, accurate and timely CAV updates are necessary to DoD audit readiness.
- C. CAV also provides the means to track in-transit shipments to and from the Contractor.
- D. The Contractor acknowledges that this CAV Statement of Work (SOW) may be updated from time to time throughout this contract, and agrees at all times to adhere to the version of the CAV SOW posted at the following web address: <https://www.navsup.navy.mil/NAVSUP-Enterprise/NAVSUP-Weapon-Systems-Support/Provisions-Instructions-and-Contract/>. When a new version of the CAV SOW is implemented, notifications will be posted to the CAV webpage and sent via e-mail correspondence (generally from the CAV analyst) to the Contractor. The Contractor is also required to regularly check the website above for updates.

II. OBJECTIVE

This SOW identifies specific actions and tasks required to ensure that CAV contractual reporting requirements are satisfied.

III. CAV SYSTEM AND SECURITY REQUIREMENTS

- A. Contractors are encouraged to access CAV using Chrome or Microsoft Edge on a Windows platform.
- B. The Contractor is required to have an internet connection for CAV reporting.
- C. Contractors will comply with the following security requirements:
 - 1. The Contractor must submit a System Authorization Access Request–Navy (SAAR-N) form, which is required in order to gain access to CAV. Each Contractor must complete the following

sections of the SAAR-N: Type of Request, Date, System Name, Location, Part I (blocks 1-10), and Part II (block 11). The Contractor will provide a copy of Cyber Awareness Challenge certificate of completion and annotate the completion date in Block 10 of the SAAR-N. The requestor will read section 22, and then complete section 23-25. Digitally sign block 24 using a valid DOD approved PKI certificate, which provides acknowledgement and consent for the User Agreement and email a SAAR-N (OPNAV 5239.14) to the applicable CAV SAAR mailbox (NAVSUP WSS Mechanicsburg/N00104: usn.mechanicsburg.navsupwssmech.mbx.mech-cav-saar@us.navy.mil or NAVSUP WSS Philadelphia/N00383: usn.philadelphia.navsupwssphil.mbx.cavsaar@us.navy.mil).

2. The NAVSUP WSS CAV Analyst will serve as the government sponsor and complete blocks 12-16 of the CAV SAAR-N. Before digitally signing the SAAR-N, the NAVSUP WSS CAV Analyst will add, "CAV Reporter access, no background investigation is required" to the SAAR-N justification area. The NAVSUP WSS CAV Analyst will also assist with website IP addresses for the on-line training and SAAR-N completion and submission addresses.

3. Acquire a Public Key Infrastructure (PKI) Certificate for each individual requiring CAV access.

4. Notify NAVSUP WSS via an email to the CAVSAAR mailbox (NAVSUP WSS Mechanicsburg/N00104: usn.mechanicsburg.navsupwssmech.mbx.mech-cav-saar@us.navy.mil or NAVSUP WSS Philadelphia/N00383: usn.philadelphia.navsupwssphil.mbx.cavsaar@us.navy.mil of the requirement for specific individuals to obtain CAV access. Notify the NAVSUP WSS CAV Analyst of any changes in CAV input personnel.

5. Upon request, the Contractor will furnish additional information as needed for all personnel having access to CAV.

6. Ensure unauthorized personnel are not able to access CAV.

7. In addition to any other contractual requirements, report all unauthorized access to Navy systems/files/data to your NAVSUP WSS CAV Analyst.

D. Please also refer to SUPTXT 204-9400 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information technology (IT) Systems or Protected Health Information, in this contract.

E. If the Contractor experiences a system, reporting or other problem with CAV, the Contractor will:

1. Note the nature of the problem and the screen at which the failure occurred.
2. Timely provide the information to the CAV Analyst.

F. In the event of a catastrophic event such as flood, fire, hurricane, etc., the Contractor will contact the Procurement Contracting Officer (PCO) and CAV Analyst for guidance within 24 hours or as soon as practical of the event.

IV. CONTRACTOR'S CAV REPORTING RESPONSIBILITIES

The Contractor will comply with the following requirements in accordance with the procedures, methods and schedules set forth herein:

A. CAV Training Requirements

1. NAVSUP WSS assigns each Contractor a CAV Analyst who provides CAV website navigation and data entry instruction and inventory accuracy maintenance assistance. Notwithstanding any language to the contrary herein, all interactions with a NAVSUP WSS CAV Analyst are subject to concurrence by the PCO having cognizance of this CAV SOW and the contract vehicle to which it is attached.
2. The Contractor will provide adequately trained and qualified individuals to perform CAV transactions.
3. The Contractor will send at least one representative to any scheduled CAV training event.

B. Responsibility for CAV Transaction Reporting

1. The Contractor will report asset status in accordance with the most up to date CAV User's Guide version, which is hereby incorporated by reference into this SOW. The CAV User's Guide can be found in the CAV II Information section of the CAV Website at <https://applications.navsupsup.navy.mil/cavweb/>. Mandatory fields within the transactions are identified in the CAV Users Guide by use of “*”. The Contractor will fill in all mandatory fields for each transaction.
2. The Contractor will report receipt of the following material through CAV (Note: references to “the Basic Ordering Agreement (BOA)/Contract” means any contract vehicle to which this SOW is applicable):
 - a) Any material received on a Document Number regardless of which BOA/Contract number it is marked.
 - b) All incoming material, when such material is listed as a repair candidate on the Repair BOA/Contract.
 - c) All incoming material, when such material is identified as Government-Furnished Material (GFM).
 - d) NAVSUP WSS-managed items that are funded for repair, upgrade, or modification under a Naval Sea Systems Command (NAVSEA), Naval Air Systems Command (NAVAIR) or other Command contract and/or order.
 - e) Material received under a warranty clause or Quality Deficiency Report (QDR), regardless of the contract that item was repaired or manufactured under.
 - f) When notified by NAVSUP WSS to input unique receipts.
 - g) Any incoming material not repaired by your facility will be receipted as ‘Material Not on Contract’.
 - h) Material and equipment on loan or to be used for testing.

NOTE: The Contractor will contact the NAVSUP WSS CAV Analyst when assistance is required regarding CAV inputs. Items under direct Foreign Military Sales (FMS) Repair contracts are not to be reported in CAV.

3. The Contractor will report Proof of Shipment (POS) data in accordance with the following criteria:

a) If a shipment is transported by Advanced Traceability and Control (ATAC), the Contractor need not report POS data via CAV. If a Contractor is required to use ATAC, but does a shipment outside of ATAC, the Contractor will provide POS as indicated in Paragraph IV.B.4.b.

b) If a shipment is transported by a freight carrier other than ATAC, the Contractor will provide the following data in CAV:

- 1) Transportation Control Number (TCN) of the shipment
- 2) Freight Carrier Company Name and Standard Carrier Alpha Code (SCAC)
- 3) Freight Carrier Company tracking number (referred to as ProNumber or Tracking Number)
- 4) Date shipped, per TCN
- 5) Quantity shipped, per TCN

c) If a shipment is delivered by the Contractor directly to the final destination (local delivery) without utilizing a freight carrier, the Contractor will provide POS as follows:

- 1) Transportation Control Number (TCN) of the shipment
- 2) Freight Carrier Company Name "Local Delivery" and SCAC
- 3) Date shipped, per TCN
- 4) Quantity shipped, per TCN
- 5) Signature of the receiver's representative at final destination (reported in CAV POS in the "Tracking Number" field with no imbedded spaces or punctuation)

4. The Contractor is required to accurately report all transactions (receipt, condition code changes, and proof of shipment) by the end of the fifth regular business day after the occurrence of a reportable event. If the reportable event occurred prior to the CAV transaction, then the Action Date in CAV must nevertheless be dated to reflect the actual date of the reportable event. One exception is that the Contractor is required to report shipment transactions in CAV 24 hours prior to the physical shipment of material. For ATAC shipments, the shipment transaction in CAV alerts ATAC to schedule pickup. The Contractor is still required to report shipment transactions in CAV 24 hours prior to physical shipment even if ATAC is not used for shipping. Business days exclude Federal holidays and weekends.

5. The Contractor will physically inventory material received for actual National Item Identification Number (NIIN), quantity, and item serial number (if applicable) prior to reporting receipt into CAV.

6. The Contractor will provide the DCMA Quality Assurance Representative (QAR) the CAV Material Movement Document (MMD) along with the Wide Area Workflow (WAWF) documentation before the QAR signs for acceptance in WAWF. The MMD can be provided physically or electronically to the QAR. The QAR will validate the contract number, delivery order number, CLIN, shipping location, NIINs, Serial number (as applicable) and quantities.

7. The Contractor is not authorized to induct an asset over the contract funded amount or if there is no available slot on an open order and will follow the procedures in IV.I.7, I. Material Returns and Navy Transportation, for return of the material, as applicable.

8. The Contractor is required to notify the CAV Analyst and PCO when the contract ends to ensure inventory is properly moved back to the Navy and all transactions have been entered.
9. Failure to abide by the terms in the CAV SOW is a basis for downward adjustment in payments under the contract and will result in the involvement of the PCO and Supply Planner.

C. Supply Discrepancy Report (SDR) Origination and Action Point (Resolution) Requirements (SF-364):

1. SDR applies to the identification, reporting and resolution of discrepant shipments of material occurring in the Department of Defense (DOD) Logistics System when the shipping of items and packaging discrepancies are attributable to a shipper error. Examples of supply discrepancies include: overages, shortages, total non-receipt, incorrect/misdirected material, incorrect condition, improper documentation, improper/inadequate packaging.
2. Reporting in Product Data Reporting and Evaluation Program (PDREP) as both an SDR Originator and Action Point responsible for resolving the SDR is required. In order to submit SDRs upon a discrepant discovery and to respond to SDRs submitted for resolution, the Contractor must use PDREP. To gain access to PDREP, go to <https://www.pdrep.csd.disa.mil>. A full access Contractor Login account can be created which requires Marketing Partner Identification Number (MPIN) and Data Universal Numbering System (DUNS) credentials. However, if MPIN and DUNS credentials are unavailable, a separate Contractor login process is required. PDREP EZ Login may not be used for accessing the PDREP system.
3. Contractors will identify the internal Action Points who are responsible for responding to and resolving SDRs submitted to the Contractor. Contractor will reply to SDRs within thirty (30) business days. Contractor will inform NAVSUP WSS of who these Action Points are via written communication and provide appropriate DoDAAC and valid email addresses of Action Points to the PDREP office so that they can be loaded into PDREP and properly routed. Contact your CAV Analyst for the PDREP office contact information.
4. Whenever a NIIN, condition code, and/or quantity discrepancy exists, the Contractor will complete and submit an SDR to the originator of the shipment within five (5) business days after the discrepant shipment is received, via PDREP.
5. When discrepant material is returned to the supply system, the Contractor will include a copy of the SDR (SF-364) with the shipment and return the material under the same document number it was received.

D. Naval Working Capital Fund (NWCF) Annual Inventory Accountability Responsibilities

1. The Contractor must maintain 99% inventory validity of physical material compared to CAV balances at the NIIN and condition code level for all CAV reportable material (see IV.B.2).
2. In addition to the Contractor's physical inventory, the Contractor is subject to periodic physical inventory audits by the Government or a third party. The physical audits will include inventory at the Contractor's facility and any sub-vendor facilities where CAV reportable material may be held.

- a) At the Government's discretion, Contractors will be required to conduct a virtual inventory audit to meet this inventory requirement. Virtual inventory audits require digital media images of ID plates showing part numbers and serial numbers for each asset.
- b) Upon request from the Government or third party authorized by the Government, Contractors are required to provide documentation associated with CAV reportable material that is or has been at their facility or at sub-vendor facilities during performance of the contract. This documentation includes, but is not limited to, documentation maintained by the contractor in the course of contract and CAV SOW performance, such as DD1348's, DD250's, and DD1149s.

3. The Contractor will either perform an annual physical wall to wall inventory by 2024 August 31 of each reporting period (2023 April 1 – 2024 August 31 and then October 1 – August 31 thereafter) or a cycle count physical inventory that will result in 100% of inventory being touched by 2024 August 31 of each reporting period (2023 April 1 – 2024 August 31 and then October 1 – August 31 thereafter). The physical inventory must include all CAV reportable material (see IV.B.2) at the Contractor's facility and any sub-vendor facilities.

a) The Contractor will complete a physical count of all on hand assets for a particular NIIN and condition code on one single day by printing two Condition Count Reports, one with, and one without quantities (the count sheet) from the CAV Website. There must be a counter and validator involved with the process, and may be a second counter (if a discrepancy is identified during the first count). To meet segregation of duties requirements, the counter, validator, and second counter (if necessary) must be different individuals. If segregation of duties cannot be implemented, a waiver must be approved by NAVSUP WSS. The first counter will use the count sheet to conduct a handwritten blind count by annotating the count sheet with the physical quantity for each NIIN by condition code. The validator will compare the filled out count sheet to the report with quantities. The validator will annotate any discrepancies on the count sheet. If there are discrepancies, a second counter will print a new count sheet and recount the discrepant NIIN(s). If resolved, this will be annotated on the count sheet. If the second count still does not match the report with quantities, the validator will annotate any discrepancies on the count sheet and the discrepant quantity will be reported on the discrepancy tracker called out in Paragraph D.3.d. The first and second counter will legibly print their names, sign, and date the count sheets. The validator will legibly print their name, sign, and date all reports. The Contractor must retain all reports for ten (10) years, per the Revised Record Retention Requirements to Support Department of the Navy Financial Statement, and provide to the Government upon request.

b) Contractors, regardless of asset count, will report inventory results utilizing the Monthly Report tab provided in Appendix A of this CAV Statement of Work which can be found at <https://www.navsup.navy.mil/NAVSUP-Enterprise/NAVSUP-Weapon-Systems-Support/Provisions-Instructions-and-Contract/>. The report will be sent to usn.mechanicsburg.navsupwssmech.mbx.cav-w2w-inventory@us.navy.mil no later than the 10th day of the month proceeding a cycle count or the end of the annual physical wall to wall inventory. For any month you are not performing a cycle count or wall to wall inventory the Monthly Report does not need to be submitted.

c) The Contractor will report a listing of all NIINs included in their physical wall to wall or cycle count inventory utilizing the UMM Listing tab provided in Appendix A of this

CAV Statement of Work which can be found at <https://www.navsup.navy.mil/NAVSUP-Enterprise/NAVSUP-Weapon-Systems-Support/Provisions-Instructions-and-Contract/>. Each Contractor must complete a physical count of all on hand assets for a particular NIIN and condition code on one single day. The report will be sent to usn.mechanicsburg.navsupwssmech.mbx.cav-w2w-inventory@us.navy.mil no later than the 10th day of the month proceeding a cycle count or the end of the annual physical wall to wall inventory.

d) Any discrepancies noted during the wall to wall or cycle count physical inventory will be reported using the Discrepancy Tracker tab provided in Appendix A of this CAV Statement of Work which can be found at <https://www.navsup.navy.mil/NAVSUP-Enterprise/NAVSUP-Weapon-Systems-Support/Provisions-Instructions-and-Contract/>. The Discrepancy Tracker will be sent to usn.mechanicsburg.navsupwssmech.mbx.cav-w2w-inventory@us.navy.mil no later than the 10th day of the month proceeding a cycle count or the end of the annual physical wall to wall inventory if discrepancies are found.

e) Any additional research on causes of the discrepancies (if required), and corrective action plans (if required) to address discrepancies will be forwarded to usn.mechanicsburg.navsupwssmech.mbx.cav-w2w-inventory@us.navy.mil.

4. Any CAV reportable inventory covered under this contract must be clearly marked or physically separated from all other assets at the Contractor's facility so they are easily identifiable from assets not covered under this contract.

5. The requirement for 99% Inventory Accuracy does not relieve the Contractor of any responsibility it may otherwise bear regarding Government property in accordance with this contract.

E. Reconciliation Requirements and Other Inquiries:

1. The Contractor will provide assistance in resolving reporting errors/Stock-in-Transit (SIT) upon request.

2. The Contractor is responsible for acknowledging inventory loss within five days of receipt of audit or physical inventory after-action report findings, or within five days after the CAV Analyst has notified the Contractor of CAV lost Stock In Transit non-receipt or shipments with invalid or no POS. The Contractor is responsible for submitting a written request for relief of liability in accordance with the Lost, Damage, Destruction (LDD) provisions of their DCMA-approved property control procedures and this contract. A copy of the written request for Relief of Liability must be provided to the NAVSUP WSS CAV analyst and the PCO. The CAV analyst will update WebCAV inventory balances after receiving a copy of the LDD. Once resolution of the LDD is completed by DCMA a final copy of the LDD with resolution must be provided to the NAVSUP WSS CAV analyst and the PCO.

F. NAVSUP WSS In-Transit Accountability (NITA):

NOTE: This portion does not apply to Contractors reporting for OCONUS facilities.

1. NAVSUP WSS In-Transit Accountability (NITA) is used for identifying and resolving open Stock-in-Transit (SIT). NITA is accessed through a menu option within the Electronic Retrograde Management System (eRMS) website at <https://applications.navsup.navy.mil/erms>.

A System Authorization Access Request (SAAR) form, which is required in order to receive a Logon and Password for eRMS, can be submitted via the website. Note that Blocks 16, 16a, and 16b, will be populated by the NAVSUP WSS Code N98 government sponsor. NITA data is generally refreshed daily. As IT Level 2 systems, ERMS and NITA have limited privilege sensitive information access.

2. At a minimum, once every seven (7) calendar days, the Contractor is required to access NITA for identifying/resolving discrepant shipments (SIT) of Navy-owned material both to and from the Contractors' facilities.
3. The Contractor must provide a response to all documents requiring Proof of Shipment (POS) for classified and sensitive material within seven (7) calendar days, and within 30 calendar days for all others via the POS entry screens in NITA. Classified material is required to be shipped one for one by traceable means. If POS has not been provided within 60 calendar days of the date of physical shipment of the material, then the Contractor will reverse the SIT issue via the CAV system and submit an LDD to DCMA with a copy to the NAVSUP WSS CAV Analyst and PCO.
4. The Contractor is required to provide a response to all documents requiring Proof of Receipt (POR) for classified and sensitive material within seven (7) calendar days of the Proof of Delivery (POD) date cited in NITA, and within 30 calendar days for all others. If a POR remains unresolved 60 calendar days after the POD date, the Contractor will process a receipt transaction and submit an LDD to DCMA with a copy to the NAVSUP WSS CAV Analyst and NAVSUP WSS PCO.
5. The Contractor is required to provide a response to all documents requiring On Hand Acknowledgement (OHA) for classified and sensitive material within seven (7) calendar days and within 30 calendar days for all others. For all records where the material was physically received, the record is to be treated as if it were in POR. For records where the material was physically shipped, the record is to be treated as if it were in POS. If an OHA remains unresolved for 60 calendar days, the Contractor must process a receipt transaction and submit an LDD to DCMA with a copy to the NAVSUP WSS CAV Analyst and NAVSUP WSS PCO.
6. The Contractor is required to also respond to inquiries received via phone calls, emails or letters from Navy representatives researching the status of open SIT. The Contractor will respond to these types of inquiries no later than the next working day after receipt of the inquiry.
7. The Contractor must ship all Navy-owned material via traceable means. The definition of "traceable means" is any shipping process that mandates signature custody including, but not limited to, the Navy's contracted carrier under the ATAC program. See Paragraph IV.I. Material Returns and Navy Transportation below.
8. As soon as the Contractor becomes aware that an inaccurate quantity of material has been reported as shipped from the Contractor, the Contractor will reverse the original issue of material and input a corrected issue transaction and proof of shipment for the quantity of material actually shipped.
9. Contractor must correct any receipt transaction errors within 30 days of original CAV receipt transaction. After 30 days, receipts are not authorized for reversal without written approval from the NAVSUP WSS CAV Analyst.

G. DD Form 1348-1A:

1. DD Form 1348-1A is the only authorized shipment document for CAV Reporting. DD Form 250 and DD 1149 are not permitted to accompany material shipments from CAV reporting contracts. To include forms other than DD Form 1348-1A with a CAV shipment causes confusion for the users at the ship-to facility and contributes to unmatched SIT tracking. The Contractor will prepare and distribute a DD Form 250 as required for payment purposes or other contractual purposes.
2. Distribution of the DD Form 1348-1A is as follows:
 - a) Shipment of a single unit – The Contractor will place one copy of the DD Form 1348-1A inside package with the unit and one copy of the DD Form 1348-1A attached to the outside of shipping container.
 - b) Bulk Shipment (more than qty 1 of the same NIIN in the same shipping container) – The Contractor will place one copy of the DD Form 1348-1A inside each individual unit container. A second copy of the DD Form 1348-1A will be attached to the outside of the individual unit container within the multi-pack. A third copy of the DD Form 1348-1A will be attached to the outside of the multi-pack container. Bulk Shipments must be clearly labeled as such on the outside of the shipping container. CAV reporting must reflect a Bulk Shipment for this type of shipment.

H. Direct Ship (Not Applicable To Contractors Operating Under The Terms And Conditions Of A Performance-Based Logistics (PBL) or Mini-Stock Point):

1. The Direct Ship process has been designed to ensure that critical repaired “A” condition assets are delivered directly to Navy end users in an efficient and timely manner when requisitions are passed directly to the Contractor. Direct Ship contracts/orders are identified as follows: the “Ship to” DoD Activity Address Code (DoDAAC) specified at the line item level in Section B of the award document will specify the DoDAAC of the repair vendor’s facility. This is the contractual final “Ship To” destination that must be used for DD250 and invoicing preparation.
2. Final Inspection and Acceptance by the Government must be completed before the CAV completion transaction is processed (i.e., posted to “A” condition).
3. The Contractor is responsible for checking the CAV Requisition Inbox for requisition(s) posted within 24 hours of reporting the completion transaction.
4. The Direct Ship Contractor will receive shipment direction through the CAV Requisition Processing Module if there is an existing fleet requirement. If a requisition is received in CAV, processing procedures can be obtained from the Requisition Processing Guide located on the CAV website.
5. The Contractor is required to wait up to 24 hours after the CAV completion transaction is processed (i.e., posted to “A” condition) for a potential redistribution/requisition to fill a known backordered fleet requirement.

6. If no backorder requisition is received within the 24-hour period, then the shipment will be redirected to the default ship to/DoDAAC location specified in contract.
7. Direct ship only applies if the contract specifies source Inspection and Acceptance by the Government and FOB Origin terms and conditions, unless otherwise directed by the PCO.

I. Material Returns and Navy Transportation:

1. NAVSUP WSS has assigned responsibility of the transportation function to NAVSUP WSS's Transportation Organization, Advanced Traceability and Control (ATAC). ATAC is responsible for delivery and pickup of Government-owned assets going to and from the Contractor. ATAC will send a subcontracted transporter (e.g. Federal Express, First Cargo) to the repair facility to pick up material as specified herein.
2. Upon receipt of material, the Contractor will compare the quantity of units and the NIIN of the item inside the container to the quantity and NIIN on the DD Form 1348-1A document that accompanies the material. There may be multiple DD Form 1348-1A documents with the material. The appropriate DD Form 1348-1A to compare is the one that reflects material being shipped to the Contractor. Any discrepancies in quantity or NIIN must be reported in accordance with Paragraph IV.C., Supply Discrepancy Report (SDR) Origination and Action Point (Resolution) Requirements (SF-364). If material is received without a DD Form 1348-1A, the Contractor will contact their CAV Analyst for assistance with receipt reporting.
3. When shipping material back to the Defense Distribution Center or other location directed by the Navy, the Contractor will:
 - a) Complete shipping documentation in accordance with Paragraph IV.G, DD Form 1348-1A.
 - b) Input the Shipment Transaction in CAV (this includes the weight, dimension and pickup DoDAAC fields) to trigger the pick-up directive to the ATAC transportation carrier.
 - c) Place the material that is ready for pickup in a staging area designated for ATAC pickup.
 - d) Consolidate all units when shipping to the same destination, when possible.
4. FOR ROUTINE SHIPMENTS – defined as normal shipments that are picked up weekdays by the ATAC carrier. The ATAC carrier picks up shipments for which a pickup directive has been received Monday through Friday at the Contractor's facility.
5. FOR EMERGENCY SHIPMENTS – defined as shipments that must leave the Contractor's facility prior to the next ATAC pickup. In addition to contacting the DCMA Quality Assurance Representative (QAR) and entering the shipment transaction in CAV, the Contractor will contact the ATAC shipping office between the hours of 7:00 a.m. and 4:30 p.m. Pacific Standard Time (PST) via the email address or phone numbers shown below to advise that the material is ready for pickup and must be shipped under urgent means:
 - a) ATACCustomerService@navy.mil or (619) 545-6129 or (619) 545-7059
 - b) The Contractor must have the following information available to provide the ATAC office:
 - 1) Shipment Document Number

- 2) Pieces (number of boxes)
- 3) Weight
- 4) Dimensions (L, W, H)
- 5) Pickup Location/Address
- 6) Destination Location/Address

c) Shipments identified as urgent on the weekend or after the ATAC shipping office has closed may be shipped under a non-ATAC method with the Contractor scheduling the transportation. When this occurs, the Contractor is required to enter the CAV Shipment with Pickup DoDAAC=CANCEL and enter POS in CAV.

6. The following items are excluded from ATAC transportation. The Contractor will contact the cognizant DCMA transportation office to arrange shipment of these items:

- a) Marine gas turbines
- b) Fleet Ballistic Missile components
- c) Classified Items
- d) Reactor plant materials
- e) RADIAC material (FSC 6665)
- f) Class A, B, and C explosives
- g) Small arms and Ammunition
- h) 2F, 2J cog items (NAVSEA owned)
- i) 2S cog items (except engines)

7. MATERIAL ADDRESSES or MATERIAL RETURNS

a) “A” CONDITION MATERIAL - If the material is to be redistributed directly to an end user/requisitioner, the Contractor will contact the applicable NAVSUP WSS Planner for a document number beginning with the end user’s/requisitioner’s Unit Identification Code (UIC); this material is not permitted to be shipped using the Repair Cycle Document Number (RCDN).

b) “F” CONDITION MATERIAL – Unless otherwise provided in the order/contract, the Contractor will contact the appropriate NAVSUP WSS Contracting Officer for status on units received without authorization for repair including units excess to those funded under contract or for which there is not otherwise contractual coverage in place within 30 days of receipt. If the material is to be returned to the Government, the units will be redistributed as follows to the location that lies within the closest physical proximity to the facility from which the material is being shipped:

1) MARK FOR: NAVSUP WSS DIRECTED RETURN, FOR “F”
CONDITION STOCK. DO NOT PROCESS THROUGH ATAC/HUB

2) The most current consignment addresses for the locations below are available electronically at
https://www.transactionservices.dla.mil/DAASINQ/captcha_form.asp:

W25G1U – DLA NEW CUMBERLAND W62G2T- DLA SAN JOAQUIN

c) “J” CONDITION MATERIAL – Units received for repair that are not manufactured or repaired by the Contractor (“J” condition) will be receipted as Material Not On Contract. If the material can be identified, the Contractor will receipt for the NIIN that was physically received and the same document number that the material was originally received under (Source Document Number) will be used as the Shipment Document Number. The contractor will then return the asset(s) immediately to the location that lies within the closest physical proximity to the Contractor’s facility. If the asset cannot be identified, the Contractor will receipt the asset using NICN MDJ111111 and the same document number that the material was originally received under (Source Document Number) as the Shipment Document Number. All assets should be returned to the nearest ATAC for rescreening:

1) MARK FOR: MISDIRECTED/MISIDENTIFIED MATERIAL. PROCESS AS CONTRACTOR RETURN AND RESCREEN FOR CORRECT DISPOSITION.

2) The most current consignment addresses for the locations below are available electronically at
https://www.transactionservices.dla.mil/DAASINQ/captcha_form.asp:

N68620 –ATAC HUB, Norfolk VA

N46433 - ATAC HUB, San Diego, CA

3) If, after material has been returned and the same unit is again shipped to your facility, call 619-545-9707 or 619-545-8359 for hub shipments; contact the NAVSUP WSS Planner for all others.

d) “H” CONDITION MATERIAL – The Contractor must obtain written concurrence from the DCMA QAR for all units determined to be Beyond Repair (BR) or Beyond Economical Repair (BER). All such determinations, including the basis for the determination, the repair required, the proposed price to repair and the DCMA written concurrence will be provided by the Contractor to the PCO. After receipt of the required documentation, the PCO will provide the Contractor disposition instructions or contractual authority for repair of the item. The Contractor is not authorized to proceed with repair until notification to proceed is received from the PCO. Any disposal action ordered by the PCO will be performed by the Contractor in accordance with applicable regulations and DCMA disposal procedures and requirements. If it is determined that a unit should be retained by the Defense Distribution Depot, in lieu of disposal, the Contractor will prepare the units for delivery to the following:

1) MARK FOR: NAVSUP WSS DIRECTED RETURN, FOR “H” CONDITION STOCK. DO NOT PROCESS THROUGH ATAC/HUB

2) The most current consignment addresses for the locations below are available electronically at:
https://www.transactionservices.dla.mil/DAASINQ/captcha_form.asp:

W25G1U – DLA NEW CUMBERLAND W62G2T – DLA SAN JOAQUIN

8. RETURN OF INVENTORY – At the conclusion of the contract, the Contractor will ensure any remaining Government-owned repairable assets (in any condition code), if any, covered by

the contract/order are to be returned the nearest Defense Distribution Center, unless otherwise directed by the PCO. The Contractor will contact the PCO for specific disposition instructions prior to shipment.

J. Requisition Processing/SRA Requisitioning (When Applicable):

1. PBL, Mini-Stock Point, and Direct Ship Contractors can receive/process requisitions through the CAV Requisition Processing module. Procedures for inbound/outbound requisitions can be obtained from the Requisition Processing Guide found on the CAV website.

2. Contractors are required to use the Shop-Repairable Assembly (SRA) template when requesting a SRA to complete a Next Higher Assembly. The Contractor will comply with the following procedures for replacing SRAs when repairing a Weapons Replaceable Assembly (WRA). DCMA personnel and the Navy Planner must concur with an appropriate written verification and the PCO must authorize with written instructions and modify the contract, if applicable. When authorized, the following applies:

- a) Replacement of an SRA that has been determined to be BER or BR:
 - 1) If the replacement unit is to be an RFI unit consigned from the Contractor's existing repair or spares contract, perform a "Consume Ship" transaction with the reason "BER". On the 1348 screen, type your UIC over "SHIP TO UIC/DODAAC." Complete the Material Shipment screen.
 - 2) If the replacement SRA is to be acquired by MILSTRIP requisition, submit a CAV-generated requisition from the CAV menu screen. On the requisition input screen, select reason "BER."
- b) Replacement of an SRA that was determined to be due to Missing on Induction (MOI):
 - 1) If the replacement unit is to be an RFI unit consigned from the Contractor's existing repair or spares contract, perform a "Consume Ship" transaction with the reason "Missing on Induction". On the 1348 screen, type your UIC over "SHIP TO UIC/DODAAC." Complete the Material Shipment screen.
 - 2) If the replacement SRA is to be acquired by MILSTRIP requisition, submit a CAV-generated requisition from the CAV menu screen. On the requisition input screen, select reason "Missing On Induction."
- c) Replacement of failed SRAs during repair of WRAs:
 - 1) If the replacement unit is to be an RFI unit consigned from the Contractor's existing repair or spares contract, perform a "Consume Ship" transaction with the reason "SRA Swap". On the 1348 screen, type your UIC over "SHIP TO UIC/DODAAC." Complete the Material Shipment screen.
 - 2) If the replacement SRA is to be acquired by MILSTRIP requisition, submit a CAV-generated requisition from the CAV menu screen. On the requisition input screen, select reason "SRA Swap" or "SRA Remain in Place."

3) Regardless of whether the replacement unit is obtained via IV.J.2.c.1 or IV.J.2.c.2 above, the Contractor will input a CAV receipt transaction for the failed SRA via the “SRA Turn-In Receipt” transaction. The receipt document number must be the same as the document number that was used to issue the RFI replacement SRA to the Contractor’s facility, or use the same document number as the CAV-generated MILSTRIP requisition, so that the carcass-tracking match can be completed.

V. Dawn Of Time (“DOT”) Inventory Applicable To New CAV Reporters

In addition to other requirements of this SOW, the below applies to Contractors who are first-time CAV Reporters, who have not had a previous contractual requirement for CAV Reporting:

- A. The Contractor will provide an accurate accountable record of inventory to NAVSUP WSS CAV personnel at least one week prior to scheduled implementation of the CAV system.
- B. The inventory list provided will be by NIIN, Part Number (P/N), reference number, serial number, condition code, contract number, order number, CLIN and location of material for each line item.
- C. The Contractor will identify all employees requiring CAV access to include at a minimum the primary and alternate CAV input Points of Contact (POCs).
- D. The Contractor will ensure all employees requiring CAV access have acquired, loaded and registered their individual PKI certificates. The Contractor will fill out the appropriate SAAR to obtain access to CAV and to the eRMS system for access to NITA (see Paragraph IV.F.1., NAVSUP WSS In-Transit Accountability.).
- E. The Contractor will work with NAVSUP WSS CAV personnel prior to the implementation of the CAV system to ensure they can successfully access the CAV website.
- F. The Contractor will provide the name and phone number of the DCMA Property Personnel and QAR.
- G. The Contractor will ensure the necessary personnel are available to assist with the scheduled DOT and receive CAV training.
- H. The Contractor will assist NAVSUP WSS personnel with loading the initial inventory from their accountable record of inventory into CAV.

*****Continue to follow below instruction, ONLY if you have received an email from the CAV Analyst to transition to the latest version of CAV, CAV RP. *****

VI. INTRODUCTION

A. The CAV Repairables Portal (RP) requirement is to provide an inventory receipt and shipment reporting system for Government-owned assets while at the repair facility, and to monitor contract compliance for these assets as they flow through the repair cycle. The Contractor is responsible for complying with the requirements of the contract and this Statement of Work (SOW).

B. The CAV RP provides Navy Planners with visibility of Navy-owned material through all stages of the repair cycle. CAV RP transactions automatically update Navy ERP, which enables NAVSUP WSS access to real-time information critical to management decisions. In addition to allowing Navy Planners to better manage their material, accurate and timely CAV RP updates are necessary to DoD audit readiness.

C. The CAV RP also provides the means to track in-transit shipments to and from the Contractor.

D. The Contractor acknowledges that this CAV RP SOW may be updated from time to time throughout this contract, and agrees at all times to adhere to the version of the CAV RP SOW posted at the following web address: <https://www.navsup.navy.mil/NAVSUP-Enterprise/NAVSUP-Weapon-Systems-Support/Provisions-Instructions-and-Contract/>. When a new version of the CAV RP SOW is implemented, notifications will be sent via e-mail correspondence (generally from the CAV Analyst) to the Contractor. The Contractor is also required to regularly check the website above for updates.

VII. OBJECTIVE

This SOW identifies specific actions and tasks required to ensure that CAV RP contractual reporting requirements are satisfied.

VIII. CAV RP SECURITY REQUIREMENTS

A. Contractors are encouraged to access CAV RP using Chrome or Microsoft on a Windows platform.

B. The Contractor is required to have an internet connection for CAV RP reporting.

C. Contractors will comply with the following security requirements:

1. The Contractor must submit a System Authorization Access Request–Navy (SAAR-N) form, which is required in order to gain access to CAV RP. Each Contractor must complete the following sections of the SAAR-N: Type of Request, Date, System Name, Location, Part I (blocks 1-10), and Part II (block 11). The Contractor will provide a copy of Cyber Awareness Challenge certificate of completion and annotate the completion date in Block 10 of the SAAR-N. The requestor will read section 22, and then complete section 23-25. Digitally sign block 24 using a valid DOD approved PKI certificate, which provides acknowledgement and consent for the User Agreement and email a SAAR-N (OPNAV 5239.14) to the applicable CAV SAAR mailbox (NAVSUP WSS Mechanicsburg/N00104:

usn.mechanicsburg.navsupwssmech.mbx.mech-cav-saar@us.navy.mil or NAVSUP WSS Philadelphia/N00383: usn.philadelphia.navsupwssphil.mbx.cavsaar@us.navy.mil).

2. The NAVSUP WSS CAV Analyst will serve as the government sponsor and complete blocks 12-16 of the CAV SAAR-N. Before digitally signing the SAAR-N, the CAV Analyst will add, “CAV Reporter access, no background investigation is required” to the SAAR-N justification area. The CAV Analyst will also assist with website IP addresses for the on-line training and SAAR-N completion and submission addresses.

3. Acquire a Public Key Infrastructure (PKI) Certificate for each individual requiring CAV RP access.

4. Notify NAVSUP WSS via an email to the CAVSAAR mailbox (NAVSUP WSS Mechanicsburg/N00104: usn.mechanicsburg.navsupwssmech.mbx.mech-cav-saar@us.navy.mil or NAVSUP WSS Philadelphia/N00383: usn.philadelphia.navsupwssphil.mbx.cavsaar@us.navy.mil of the requirement for specific individuals to obtain CAV RP access. Notify the CAV Analyst of any changes in CAV RP input personnel.

5. Upon request, the Contractor will furnish additional information as needed for all personnel having access to CAV RP.

6. Ensure unauthorized personnel are not able to access CAV RP.

7. In addition to any other contractual requirements, report all unauthorized access to Navy systems/files/data to your CAV Analyst.

D. Please also refer to SUPTXT 204-9400 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information technology (IT) Systems or Protected Health Information, in this contract.

E. If the Contractor experiences a system, reporting or other problem with CAV RP, the Contractor will:

1. Note the nature of the problem and the screen at which the failure occurred.

2. Timely provide the information to the CAV Analyst.

F. In the event of a catastrophic event such as flood, fire, hurricane, etc., the Contractor will contact the Procurement Contracting Officer (PCO) and CAV Analyst for guidance within 24 hours or as soon as practical of the event.

IX. CONTRACTOR'S CAV RP REPORTING RESPONSIBILITIES

The Contractor will comply with the following requirements in accordance with the procedures, methods and schedules set forth herein:

A. CAV RP Training Requirements

1. NAVSUP WSS assigns each Contractor a CAV Analyst who provides CAV RP navigation and data entry instruction and inventory accuracy maintenance assistance. Notwithstanding any language to the contrary herein, all interactions with a CAV Analyst are subject to concurrence by the PCO having cognizance of this CAV RP SOW and the contract vehicle to which it is attached.

2. The Contractor will provide adequately trained and qualified individuals to perform CAV RP transactions.

3. The Contractor will send at least one representative to any scheduled CAV RP training event.

B. Responsibility for CAV RP Transaction Reporting

1. The Contractor will report asset status in accordance with the most up to date CAV RP User's Guide version, which is hereby incorporated by reference into this SOW. The CAV RP User's Guide can be found in the Fiori Launch app RP Misc section under Reference Documents at the following website: <https://external-portal.erp.navy.mil/>. Mandatory fields within the transactions are identified in the CAV RP User's Guide by use of "***". The Contractor will fill in all mandatory fields for each transaction.

2. The Contractor will report receipt of the following material through CAV RP (Note: references to "the Basic Ordering Agreement (BOA)/Contract" means any contract vehicle to which this SOW is applicable):

- a) Any material received on a Document Number regardless of which BOA/Contract number it is marked.
- b) All incoming material, when such material is listed as a repair candidate on the Repair BOA/Contract.
- c) All incoming material, when such material is identified as Government-Furnished Material (GFM).
- d) NAVSUP WSS-managed items that are funded for repair, upgrade, or modification under a Naval Sea Systems Command (NAVSEA), Naval Air Systems Command (NAVAIR) or other Command contract and/or order.
- e) Material received under a warranty clause or Quality Deficiency Report (QDR), regardless of the contract that item was repaired or manufactured under.
- f) When notified by NAVSUP WSS to input unique receipts.
- g) Any incoming material not repaired by your facility will be receipted as 'Material Not on Contract'.
- h) Material and equipment on loan or to be used for testing.

NOTE: The Contractor will contact the NAVSUP WSS Analyst when assistance is required regarding CAV RP inputs. Items under direct Foreign Military Sales (FMS) Repair contracts are not to be reported in CAV RP.

3. The Contractor will report Proof of Shipment (POS) data in accordance with the following criteria:

- a) If a shipment is transported by Advanced Traceability and Control (ATAC), the Contractor need not report POS data via the CAV RP. If a Contractor is required to use ATAC, but does a shipment outside of ATAC, the Contractor will provide POS as indicated in Paragraph IV.B.4.b. below.
- b) If a shipment is transported by a freight carrier other than ATAC, the Contractor will provide the following data in the CAV RP:
 - 1) Ship to DODAAC
 - 2) Freight Carrier Company Name and/or Standard Carrier Alpha Code (SCAC)
 - 3) Mode of Shipment
 - 4) Freight Carrier Company tracking number
 - 5) Freight Carrier Tracking Type
 - 6) Shipment Date
- c) If a shipment is delivered by the Contractor directly to the final destination (local delivery) without utilizing a freight carrier, the Contractor will provide POS as follows:

- 1) Ship to DODAAC
 - 2) Freight Carrier Company Name "Local Delivery" and/or SCAC
 - 3) Mode of Shipment
 - 4) Shipment Date
 - 5) Signature of the receiver's representative at final destination
4. The Contractor is required to accurately report all transactions (receipt, condition code changes, and proof of shipment) by the end of the fifth regular business day after the occurrence of a reportable event. If the reportable event occurred prior to the CAV RP transaction, then the Actual Date in CAV RP must nevertheless be dated to reflect the actual date of the reportable event. One exception is that the Contractor is required to report shipment transactions in CAV RP 24 hours prior to the physical shipment of material. For ATAC shipments, the shipment transaction in the CAV RP alerts ATAC to schedule pickup. The Contractor is still required to report shipment transactions in CAV RP 24 hours prior to physical shipment even if ATAC is not used for shipping. Business days exclude Federal holidays and weekends.
5. The Contractor will physically inventory material received for actual National Item Identification Number (NIIN), quantity, and item serial number (if applicable) prior to reporting receipt into CAV RP.
6. The Contractor will provide the DCMA Quality Assurance Representative (QAR) the CAV RP Inventory Labels along with the Wide Area Workflow (WAWF) documentation before the QAR signs for acceptance in WAWF. The Inventory Labels can be provided physically or electronically to the QAR. The QAR will validate the contract number, delivery order number, CLIN, shipping location, NIINs, Serial number (as applicable) and quantities.
7. The Contractor is not authorized to induct an asset over the contract funded amount or if there is no available slot on an open order and will follow the procedures in IV.I.7, I. Material Returns and Navy Transportation, for return of the material, as applicable.
8. The Contractor is required to notify the CAV Analyst and PCO when the contract ends to ensure inventory is properly moved back to the Navy and all transactions have been entered.
9. Failure to abide by the terms in the CAV RP SOW is a basis for downward adjustment in payments under the contract and will result in the involvement of the PCO and Supply Planner.

C. Supply Discrepancy Report (SDR) Origination and Action Point (Resolution) Requirements (SF-364):

1. SDR applies to the identification, reporting and resolution of discrepant shipments of material occurring in the Department of Defense (DOD) Logistics System when the shipping of items and packaging discrepancies are attributable to a shipper error. Examples of supply discrepancies include: overages, shortages, total non-receipt, incorrect/misdirected material, incorrect condition, improper documentation, improper/inadequate packaging.
2. Reporting in Product Data Reporting and Evaluation Program (PDREP) as both an SDR Originator and Action Point responsible for resolving the SDR is required. In order to submit SDRs upon a discrepant discovery and to respond to SDRs submitted for resolution, the Contractor must use PDREP. To gain access to PDREP, go to <https://www.pdrep.csd.disa.mil>. A full access Contractor Login account can be created which requires Marketing Partner Identification Number (MPIN) and Data Universal Numbering System (DUNS) credentials.

However, if MPIN and DUNS credentials are unavailable, a separate Contractor login process is required. PDREP EZ Login may not be used for accessing the PDREP system.

3. Contractors will identify the internal Action Points who are responsible for responding to and resolving SDRs submitted to the Contractor. Contractor will reply to SDRs within thirty (30) business days. Contractor will inform NAVSUP WSS of who these Action Points are via written communication and provide appropriate DoDAAC and valid email addresses of Action Points to the PDREP office so that they can be loaded into PDREP and properly routed. Contact your CAV Analyst for the PDREP office contact information.
4. Whenever a NIIN, condition code, and/or quantity discrepancy exists, the Contractor will complete and submit an SDR to the originator of the shipment within five (5) business days after the discrepant shipment is received, via PDREP.
5. When discrepant material is returned to the supply system, the Contractor will include a copy of the SDR (SF-364) with the shipment and return the material under the same document number it was received.

D. Naval Working Capital Fund (NWCF) Annual Inventory Accountability Responsibilities

1. The Contractor must maintain 100% inventory validity of physical material compared to CAV RP balances at the NIIN and condition code level for all CAV RP reportable material (see IV.B.2) on site.
2. In addition to the Contractor's physical inventory, the Contractor is subject to periodic physical inventory audits by the Government or a third party.
 - a) At the Government's discretion, Contractors will be required to conduct a virtual inventory audit to meet this inventory requirement. Virtual inventory audits require digital media images of ID plates showing part numbers and serial numbers for each asset.
 - b) Upon request from the Government or third party authorized by the Government, Contractors are required to provide documentation associated with CAV RP reportable material that is on-site or has been on-site during performance of the contract. This documentation includes, but is not limited to, documentation maintained by the contractor in the course of contract and CAV RP SOW performance, such as DD1348's, DD250's, and DD1149s.
3. The Contractor will either perform an annual physical wall to wall inventory by 2024 August 31 of each reporting period (2023 April 1 – 2024 August 31 and then October 1 – August 31 thereafter) or a cycle count physical inventory that will result in 100% of inventory being touched by 2024 August 31 of each reporting period (2023 April 1 – 2024 August 31 and then October 1 – August 31 thereafter). The physical inventory must include all **CAV** RP reportable material (see IV.B.2) at the Contractor's facility and any sub-vendor facilities.
 - a) The Contractor will complete a physical count of all on hand assets for a particular NIIN and condition code on one single day by printing two Stock Reconciliation Reports one with, and one without quantities (the count sheet) from CAV RP. There must be a counter and validator involved with the process, and may be a second counter (if a discrepancy is identified during the first count). To meet segregation of duties

requirements, the counter, validator, and second counter (if necessary) must be different individuals. If segregation of duties cannot be implemented, a waiver must be approved by NAVSUP WSS. The first counter will use the count sheet to conduct a handwritten blind count by annotating the count sheet with the physical quantity for each NIIN by condition code (ensure to write date at the top of sheet). The validator will compare the filled out count sheet to the report with quantities. The validator will annotate any discrepancies on the count sheet. If there are discrepancies, a second counter will print a new count sheet and recount the discrepant NIIN(s). If resolved, this will be annotated on the blank sheet. If the second count still does not match the report with quantities, the validator will annotate any discrepancies on the count sheet and the discrepant quantity will be reported on the discrepancy tracker called out in Paragraph D.3.d. The first and second counter will legibly print their names, sign, and date the count sheets. The validator will legibly print their name, sign, and date all reports. The Contractor must retain all reports for ten (10) years, per the Revised Record Retention Requirements to Support Department of the Navy Financial Statement, and provide to the Government upon request.

b) Contractors, regardless of asset count, will report inventory results utilizing the Monthly Report tab provided in Appendix A of this CAV RP SOW which can be found at <https://www.navsupsup.navy.mil/NAVSUP-Enterprise/NAVSUP-Weapon-Systems-Support/Provisions-Instructions-and-Contract/>. The report will be sent to usn.mechanicsburg.navsupsupwssmech.mbx.cav-w2w-inventory@us.navy.mil no later than the 10th day of the month preceding a cycle count or the end of the annual physical wall to wall inventory. For any month you are not performing a cycle count or wall to wall inventory the Monthly Report does not need to be submitted.

c) The Contractor will report a listing of all NIINs included in their physical wall to wall or cycle count inventory utilizing the UMM Listing tab provided in Appendix A of this CAV RP SOW which can be found at <https://www.navsupsup.navy.mil/NAVSUP-Enterprise/NAVSUP-Weapon-Systems-Support/Provisions-Instructions-and-Contract/>. Each Contractor must complete a physical count of all on hand assets for a particular NIIN and condition code on one single day. The report will be sent to usn.mechanicsburg.navsupsupwssmech.mbx.cav-w2w-inventory@us.navy.mil no later than the 10th day of the month preceding a cycle count or the end of the annual physical wall to wall inventory.

c. Any discrepancies noted during the wall to wall or cycle count physical inventory will be reported using the Discrepancy Tracker tab provided in Appendix A of this CAV RP SOW which can be found at <https://www.navsupsup.navy.mil/NAVSUP-Enterprise/NAVSUP-Weapon-Systems-Support/Provisions-Instructions-and-Contract/>. The Discrepancy Tracker will be sent to usn.mechanicsburg.navsupsupwssmech.mbx.cav-w2w-inventory@us.navy.mil no later than the 10th day of the month preceding a cycle count or the end of the annual physical wall to wall inventory if discrepancies are found.

d. Any additional research on causes of the discrepancies (if required), and corrective action plans (if required) to address discrepancies will be forwarded to usn.mechanicsburg.navsupsupwssmech.mbx.cav-w2w-inventory@us.navy.mil.

4. Any CAV RP reportable inventory covered under this contract must be clearly marked or physically separated from all other assets at the Contractor's facility so they are easily identifiable from assets not covered under this contract.

5. The requirement for 100% Inventory Accuracy does not relieve the Contractor of any responsibility it may otherwise bear regarding Government property in accordance with this contract.

E. Reconciliation Requirements and Other Inquiries:

1. The Contractor will provide assistance in resolving reporting errors/Stock-in-Transit (SIT) upon request.
2. The Contractor is responsible for acknowledging inventory loss within five days of receipt of audit or physical inventory after-action report findings, or within five days after the CAV Analyst has notified the Contractor of lost Stock In Transit due to non-receipt or shipments with invalid or no POS. The Contractor is responsible for submitting a written request for relief of liability in accordance with the Lost, Damage, Destruction (LDD) provisions of their DCMA-approved property control procedures and this contract. A copy of the written request for Relief of Liability must be provided to the NAVSUP WSS CAV Analyst and the PCO. The CAV Analyst will update the CAV RP inventory balances after receiving a copy of the written LDD resolution from the Contractor.

F. NAVSUP WSS In-Transit Accountability (NITA):

NOTE: This portion does not apply to Contractors reporting for OCONUS facilities.

1. NAVSUP WSS In-Transit Accountability (NITA) is used for identifying and resolving open Stock-in-Transit (SIT). NITA is accessed through a menu option within the Electronic Retrograde Management System (eRMS) website at <https://erms.navsup.navy.mil/erms/>. A System Authorization Access Request (SAAR) form, which is required in order to receive a Logon and Password for eRMS, can be submitted via the website. Note that Blocks 16, 16a, and 16b, will be populated by the NAVSUP WSS Code N98 government sponsor. NITA data is generally refreshed daily. As IT Level 2 systems, ERMS and NITA have limited privilege sensitive information access.
2. At a minimum, once every seven (7) calendar days, the Contractor is required to access NITA for identifying/resolving discrepant shipments (SIT) of Navy-owned material both to and from the Contractors' facilities.
3. The Contractor must provide a response to all documents requiring Proof of Shipment (POS) for classified and sensitive material within seven (7) calendar days, and within 30 calendar days for all others via the POS entry screens in NITA. Classified material is required to be shipped one for one by traceable means. If POS has not been provided within 60 calendar days of the date of physical shipment of the material, then the Contractor will reverse the SIT issue via CAV RP and submit an LDD to DCMA with a copy to the CAV Analyst and PCO.
4. The Contractor is required to provide a response to all documents requiring Proof of Receipt (POR) for classified and sensitive material within seven (7) calendar days of the Proof of Delivery (POD) date cited in NITA, and within 30 calendar days for all others. If a POR remains unresolved 60 calendar days after the POD date, the Contractor will process a receipt transaction and submit an LDD to DCMA with a copy to the CAV Analyst and PCO.

5. The Contractor is required to provide a response to all documents requiring On Hand Acknowledgement (OHA) for classified and sensitive material within seven (7) calendar days and within 30 calendar days for all others. For all records where the material was physically received, the record is to be treated as if it were in POR. For records where the material was physically shipped, the record is to be treated as if it were in POS. If an OHA remains unresolved for 60 calendar days, the Contractor must process a receipt transaction and submit an LDD to DCMA with a copy to the CAV Analyst and PCO.
6. The Contractor is required to also respond to inquiries received via phone calls, emails or letters from Navy representatives researching the status of open SIT. The Contractor will respond to these types of inquiries no later than the next working day after receipt of the inquiry.
7. The Contractor must ship all Navy-owned material via traceable means. The definition of “traceable means” is any shipping process that mandates signature custody including, but not limited to, the Navy’s contracted carrier under the ATAC program. See Paragraph IV.I. Material Returns and Navy Transportation below.
8. As soon as the Contractor becomes aware that an inaccurate quantity of material has been reported as shipped from the Contractor, the Contractor will reverse the original issue of material and input a corrected issue transaction and proof of shipment for the quantity of material actually shipped.
9. Contractor must correct any receipt transaction errors within 30 days of original CAV RP receipt transaction. After 30 days, receipts are not authorized for reversal without approval from the CAV Analyst.

G. DD Form 1348-1A:

1. DD Form 1348-1A is the only authorized shipment document for CAV RP Reporting. DD Form 250 and DD 1149 are not permitted to accompany material shipments from CAV RP reporting contracts. To include forms other than DD Form 1348-1A with a shipment causes confusion for the users at the ship-to facility and contributes to unmatched SIT tracking. The Contractor will prepare and distribute a DD Form 250 as required for payment purposes or other contractual purposes.
2. Distribution of the DD Form 1348-1A is as follows:
 - a) Shipment of a single unit – The Contractor will place one copy of the DD Form 1348-1A inside package with the unit and one copy of the DD Form 1348-1A attached to the outside of shipping container.
 - b) Bulk Shipment (more than qty 1 of the same NIIN in the same shipping container) – The Contractor will place one copy of the DD Form 1348-1A inside each individual unit container. A second copy of the DD Form 1348-1A will be attached to the outside of the individual unit container within the multi-pack. A third copy of the DD Form 1348-1A will be attached to the outside of the multi-pack container. Bulk Shipments must be clearly labeled as such on the outside of the shipping container. CAV RP reporting must reflect a Bulk Shipment for this type of shipment.

H. Direct Ship (Not Applicable To Contractors Operating Under The Terms And Conditions Of A Performance-Based Logistics (PBL) or Mini-Stock Point):

1. The Direct Ship process has been designed to ensure that critical repaired “A” condition assets are delivered directly to Navy end users in an efficient and timely manner when requisitions are passed directly to the Contractor. Direct Ship contracts/orders are identified as follows: the “Ship to” DoD Activity Address Code (DoDAAC) specified at the line item level in Section B of the award document will specify the DoDAAC of the repair vendor’s facility. This is the contractual final “Ship To” destination that must be used for DD250 and invoicing preparation.
2. Final Inspection and Acceptance by the Government must be completed before the CAV RP completion transaction is processed (i.e., posted to “A” condition).
3. The Contractor is responsible for checking the CAV RP Requisition Report for requisition(s) posted within 24 hours of reporting the completion transaction.
4. The Direct Ship Contractor will receive shipment direction through the CAV RP Requisition Report if there is an existing fleet requirement.
5. The Contractor is required to wait up to 24 hours after the CAV RP completion transaction is processed (i.e., posted to “A” condition) for a potential redistribution/requisition to fill a known backordered fleet requirement.
6. If no backorder requisition is received within the 24-hour period, then the shipment will be redirected to the default ship to/DoDAAC location specified in contract.
7. Direct ship only applies if the contract specifies source Inspection and Acceptance by the Government and FOB Origin terms and conditions, unless otherwise directed by the PCO.

I. Material Returns and Navy Transportation:

1. NAVSUP WSS has assigned responsibility of the transportation function to NAVSUP WSS’s Transportation Organization, Advanced Traceability and Control (ATAC). ATAC is responsible for delivery and pickup of Government-owned assets going to and from the Contractor. ATAC will send a subcontracted transporter (e.g. Federal Express, First Cargo) to the repair facility to pick up material as specified herein.
2. Upon receipt of material, the Contractor will compare the quantity of units and the NIIN of the item inside the container to the quantity and NIIN on the DD Form 1348-1A document that accompanies the material. There may be multiple DD Form 1348-1A documents with the material. The appropriate DD Form 1348-1A to compare is the one that reflects material being shipped to the Contractor. Any discrepancies in quantity or NIIN must be reported in accordance with Paragraph IV.C., Supply Discrepancy Report (SDR) Origination and Action Point (Resolution) Requirements (SF-364). If material is received without a DD Form 1348-1A, the Contractor will contact their CAV Analyst for assistance with receipt reporting.
3. When shipping material back to the Defense Distribution Center or other location directed by the Navy, the Contractor will:

- a) Complete shipping documentation in accordance with Paragraph IV.G, DD Form 1348-1A.
- b) Input the Shipment Transaction in the CAV RP Shipment Application (this includes the weight, dimension and pickup DoDAAC fields) to trigger the pick-up directive to the ATAC transportation carrier.
- c) Place the material that is ready for pickup in a staging area designated for ATAC pickup.
- d) Consolidate all units when shipping to the same destination, when possible

4. FOR ROUTINE SHIPMENTS – defined as normal shipments that are picked up weekdays by the ATAC carrier. The ATAC carrier picks up shipments for which a pickup directive has been received Monday through Friday at the Contractor’s facility.

5. FOR EMERGENCY SHIPMENTS – defined as shipments that must leave the Contractor’s facility prior to the next ATAC pickup. In addition to contacting the DCMA Quality Assurance Representative (QAR) and entering the shipment transaction in the CAV RP, the Contractor will contact the ATAC shipping office between the hours of 7:00 a.m. and 4:30 p.m. Pacific Standard Time (PST) via the email address or phone numbers shown below to advise that the material is ready for pickup and must be shipped under urgent means:

- a) ATACCustomerService@navy.mil or (619) 545-6129 or (619) 545-7059
- b) The Contractor must have the following information available to provide the ATAC office:
 - 1) Shipment Document Number
 - 2) Pieces (number of boxes)
 - 3) Weight
 - 4) Dimensions (L, W, H)
 - 5) Pickup Location/Address
 - 6) Destination Location/Address
- c) Shipments identified as urgent on the weekend or after the ATAC shipping office has closed may be shipped under a non-ATAC method with the Contractor scheduling the transportation. When this occurs, the Contractor is required to enter the CAV RP Shipment with ATAC Pickup Required=No and enter POS in CAV RP.

6. The following items are excluded from ATAC transportation. The Contractor will contact the cognizant DCMA transportation office to arrange shipment of these items:

- a) Marine gas turbines
- b) Fleet Ballistic Missile components
- c) Classified Items
- d) Reactor plant materials
- e) RADIAC material (FSC 6665)
- f) Class A, B, and C explosives
- g) Small arms and Ammunition
- h) 2F, 2J cog items (NAVSEA owned)
- i) 2S cog items (except engines)
- j) CIIC “9”
- k) SMCC “L” Radioactive

7. MATERIAL ADDRESSES or MATERIAL RETURNS

a) “A, B, C, or D” CONDITION MATERIAL - If the material is to be redistributed directly to an end user/requisitioner, the Contractor will contact the applicable NAVSUP WSS Planner for a document number beginning with the end user’s/requisitioner’s Unit Identification Code (UIC); this material is not permitted to be shipped using the Repair Cycle Document Number (RCDN).

b) “E, F, K, L, N, P, R, or S” CONDITION MATERIAL – Unless otherwise provided in the order/contract, the Contractor will contact the appropriate NAVSUP WSS Contracting Officer for status on units received without authorization for repair including units excess to those funded under contract or for which there is not otherwise contractual coverage in place within 30 days of receipt. If the material is to be returned to the Government, the units will be redistributed as follows to the location that lies within the closest physical proximity to the facility from which the material is being shipped:

1) **MARK FOR: NAVSUP WSS DIRECTED RETURN. DO NOT PROCESS THROUGH ATAC/HUB**

2) The most current consignment addresses for the locations below are available electronically at
https://www.transactionservices.dla.mil/DAASINQ/captcha_form.asp: W25G1U
– DLA NEW CUMBERLAND W62G2T- DLA SAN JOAQUIN

c) “J” CONDITION MATERIAL – Units received for repair that are not manufactured or repaired by the Contractor (“J” condition) will be receipted as Material Not On Contract. If the material can be identified, the Contractor will receipt for the NIIN that was physically received and the same document number that the material was originally received under (Source Document Number) will be used as the Shipment Document Number. The contractor will then return the asset(s) immediately to the location that lies within the closest physical proximity to the Contractor’s facility. If the asset cannot be identified, the Contractor will receipt the asset using NICN MDJ111111 and the same document number that the material was originally received under (Source Document Number) as the Shipment Document Number. All assets should be returned to the nearest ATAC for rescreening:

1) **MARK FOR: MISDIRECTED/MISIDENTIFIED MATERIAL. PROCESS AS CONTRACTOR RETURN AND RESCREEN FOR CORRECT DISPOSITION.**

2) The most current consignment addresses for the locations below are available electronically at
https://www.transactionservices.dla.mil/DAASINQ/captcha_form.asp:

N68620 –ATAC HUB, Norfolk VA

N46433 - ATAC HUB, San Diego, CA

3) If, after material has been returned and the same unit is again shipped to your facility, call 619-545-9707 or 619-545-8359 for hub shipments; contact the NAVSUP WSS Planner for all others.

d) “H” CONDITION MATERIAL – The Contractor must obtain written concurrence from the DCMA QAR for all units determined to be Beyond Repair (BR) or Beyond Economical Repair (BER). All such determinations, including the basis for the determination, the repair required, the proposed price to repair and the DCMA written concurrence will be provided by the Contractor to the PCO. After receipt of the required documentation, the PCO will provide the Contractor disposition instructions or contractual authority for repair of the item. The Contractor is not authorized to proceed with repair until notification to proceed is received from the PCO. Any disposal action ordered by the PCO will be performed by the Contractor in accordance with applicable regulations and DCMA disposal procedures and requirements. If it is determined that a unit should be retained by the Defense Distribution Depot, in lieu of disposal, the Contractor will prepare the units for delivery to the following:

1) MARK FOR: NAVSUP WSS DIRECTED RETURN, FOR “H” CONDITION STOCK. DO NOT PROCESS THROUGH ATAC/HUB

2) The most current consignment addresses for the locations below are available electronically at:

https://www.transactionservices.dla.mil/DAASINQ/captcha_form.asp:

W25G1U – DLA NEW CUMBERLAND W62G2T – DLA SAN JOAQUIN

2. RETURN OF INVENTORY – At the conclusion of the contract, the Contractor will ensure any remaining Government-owned repairable assets (in any condition code), if any, covered by the contract/order are to be returned the nearest Defense Distribution Center, unless otherwise directed by the PCO. The Contractor will contact the PCO for specific disposition instructions prior to shipment.

B. Requisition Processing/SRA Requisitioning (When Applicable):

1. PBL, Mini-Stock Point, and Direct Ship Contractors can receive/process requisitions through the Repair Requisition Report.

2. Contractors are required to use the Government Furnish Material (GFM) creation application when requesting a Shop-Repairable Assembly (SRA) to complete a Next Higher Assembly. The Contractor will comply with the following procedures for replacing SRAs when repairing a Weapons Replaceable Assembly (WRA). DCMA personnel and the Navy Planner must concur with an appropriate written verification and the PCO must authorize with written instructions and modify the contract, if applicable. When authorized, the following applies:

a) Replacement of an SRA that has been determined to be BER or BR:

1) If the replacement unit is to be an RFI unit consigned from the Contractor’s existing repair or spares contract, generate a CAV RP GFM Goods Issue “SHIP” transaction in the Repair Shipments application. On the Repair Shipment Details screen, type your DODAAC in the “Supp Add” field and overlay positions 11 and 12 of the “MILSDOC” with “MB” for a BER/BR unit. Submit the Repair Shipment Details screen.

2) If the replacement SRA is to be acquired by MILSTRIP requisition, submit a GFM Creation from the CAV RP GFM/CFM application. On the GFM creation

input screen, enter project code “ZN3”, priority “03” or “06”, and advice code “5A.”

3) Regardless of whether the replacement unit is obtained via IV.J.2.a.1 or IV.J.2.a.2 above, the Contractor will also input a CAV RP receipt transaction for the BER/BR unit as condition code “F”, Material on Contract. The receipt document number must be the same as the document number that was used to issue the RFI replacement SRA to the Contractor’s facility, or use the same document number as the GFM creation MILSDOC requisition, so that the carcass-tracking match can be completed.

b) Replacement of an SRA that was determined to be due to Missing on Induction (MOD):

1) If the replacement unit is to be an RFI unit consigned from the Contractor’s existing repair or spares contract, generate a CAV RP GFM Goods Issue “SHIP” transaction in the Repair Shipments application. On the Repair Shipment Details screen, type your DODAAC in the “Supp Add” field and overlay positions 11 and 12 of the “MILSDOC” with “MK” (when the turn-in-activity is known) or “MU” (when the turn-in-activity is unknown). Submit the Repair Shipment Details screen.

2) If the replacement SRA is to be acquired by MILSTRIP requisition, submit a GFM Creation from the CAV RP GFM/CFM application. On the requisition input screen, enter project code “ZV3”, priority “03” or “06”, advice code “5A” for MOI when the turn-in activity is unknown or “5G” for MOI when the turn-in activity is known.

c) Replacement of failed SRAs during repair of WRAs:

1) If the replacement unit is to be an RFI unit consigned from the Contractor’s existing repair or spares contract generate a CAV RP GFM Goods Issue “SHIP” transaction in the Repair Shipments application. On the Repair Shipment Details screen, type your DODAAC in the “Supp Add” field and overlay positions 11 and 12 of the “MILSDOC” with “MM”. Submit the Repair Shipment Details screen.

2) If the replacement SRA is to be acquired by MILSTRIP requisition, submit a GFM Creation from the CAV RP GFM/CFM application. On the requisition input screen, enter project code “ZL8”, priority “03” or “06”, and advice code “5G.”

3) Regardless of whether the replacement unit is obtained via IV.J.2.c.1 or IV.J.2.c.2 above, the Contractor will input a CAV RP receipt transaction for the failed SRA unit as condition code “F”, Material on Contract. The receipt document number must be the same as the document number that was used to issue the RFI replacement SRA to the Contractor’s facility, or use the same

document number as the GFM creation MILSDOC requisition, so that the carcass-tracking match can be completed.

II. Dawn Of Time (“DOT”) Inventory Applicable To New CAV RP Reporters

In addition to other requirements of this SOW, the below applies to Contractors who are first-time CAV RP Reporters, who have not had a previous contractual requirement for CAV Reporting:

- A. The Contractor will provide an accurate accountable record of inventory to the CAV Analyst at least one week prior to scheduled implementation on to CAV RP.
- B. The inventory list provided will be by NIIN, Part Number (P/N), reference number, serial number, condition code, contract number, order number, CLIN, SLIN and location of material for each line item.
- C. The Contractor will identify all employees requiring CAV RP access to include at a minimum the primary and alternate CAV RP input Points of Contact (POCs).
- D. The Contractor will ensure all employees requiring CAV RP access have acquired, loaded and registered their individual PKI certificates. The Contractor will fill out the appropriate SAAR to obtain access to the CAV RP and to the eRMS system for access to NITA (see Paragraph IV.F.1., NAVSUP WSS In-Transit Accountability.).
- E. The Contractor will work with CAV Analyst prior to the implementation on to CAV RP to ensure they can successfully access CAV RP.
- F. The Contractor will provide the name and phone number of the DCMA Property Personnel and QAR.
- G. The Contractor will ensure the necessary personnel are available to assist with the scheduled DOT and receive CAV RP training.
- H. The Contractor will assist CAV Analyst with loading the initial inventory from their accountable record of inventory into the CAV RP.