



CAV RP Statement of Work (SOW)

Presented to:

CAV RP Symposium

Presented by:

Robert Anderson

CAV RP Supervisor, NAVSUP WSS, N85B2

14 April 2026



CAV Statement of Work

- ✓ **Objective:** Understanding the FY26 SOW's Purpose - What/why?
- ✓ **Updates:** Highlight Key Changes from FY25 to FY26
- ✓ **Framework:** Deconstructing the SOW
- ✓ **Metrics:** Identifying Key Quantifiable Performance Standards

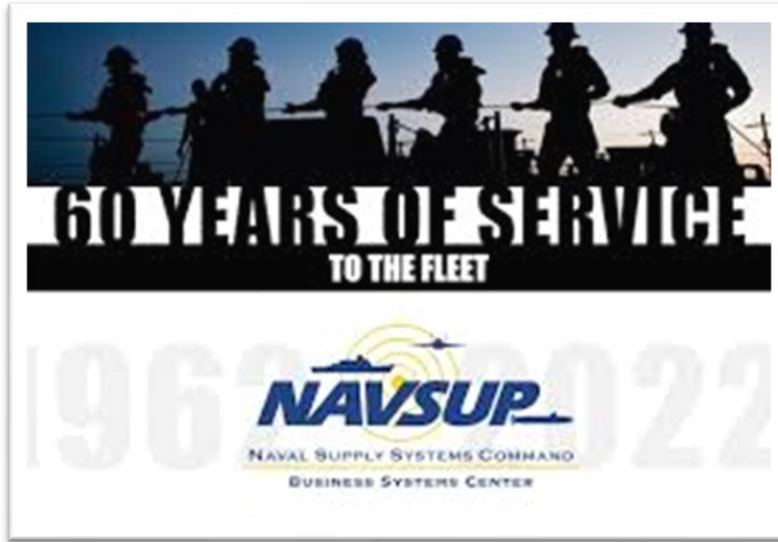


CAV RP SOW Link:

<https://www.navsup.navy.mil/NAVSUP-Enterprise/NAVSUP-Weapon-Systems-Support/Provisions-Instructions-and-Contract/>



What and Why?



WHY

- ✓ **Fleet Readiness:** Your actions directly impact readiness on the front lines.
- ✓ **Accountability:** Creates a single, accurate record for all property.

WHAT

- ✓ **YOUR Responsibility:** A step-by-step guide for managing Navy Working Capital Fund (NWCF) property.



CAV Statement of Work Changes (Version 8.6 – Effective FY26)

Contractor Responsibility:

Contractors are required to adhere to the most current CAV SOW version available on the NAVSUP website.

Key Changes (Section D: NWCF Inventory Accountability)

- ✓ **Wall-to-Wall Inventory Flexibility**
 - ✓ PBL sites who are unable to complete a single **NIIN and condition code count in one business day** during wall-to-wall inventory submissions may be eligible to conduct the count by serialized count sheets pending NAVSUP approval.
- ✓ **New Quarterly Confirmations**
 - ✓ **NAVSUP & IPA (E&Y or KPMG)** will now request quarterly confirmations of NWCF material. This requires submitting an asset listing in Microsoft Excel format.



III. General & Security (Pages 1-2): The Foundation

STANDARD

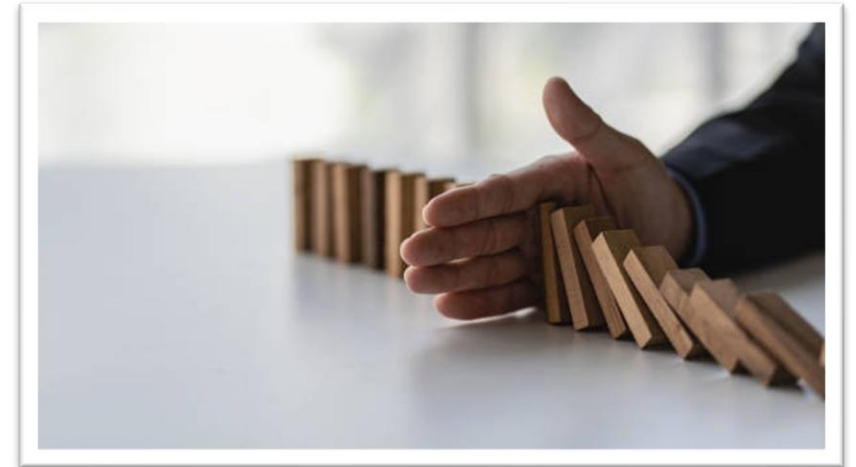
- ✓ Establishing the SOW as the single, streamlined guide for **ALL processes** and procedures.
(Version 8.6)



SECURITY

- ✓ Ensures only **authorized** personnel can access the CAV system.

DD Form 2875/SAAR



CRISIS

- ✓ **Immediate communication plan** for any major disruption.

24-Hour Contact Window



IV. Training & Reporting (Pages 3-6): Daily Operations

IV.A: Training Requirements (Page 3)

Participation

- ✓ Mandates that we send at least **one representative** to all scheduled CAV training to learn the official procedures firsthand.



Responsibility

- ✓ Requires that the trained representative ensures the entire team is proficient and that the learned **best practices** are applied to our daily operations.



IV. Training & Reporting (Pages 3-6): Daily Operations

Your Duty

- ✓ The **timely and accurate reporting** of all materiel receipts into the CAV system.

Your Impact

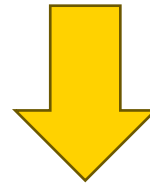


Demonstrate solid control, giving NAVSUP immediate visibility of assets entering the supply chain.

Your Duty

- ✓ To update CAV-RP with **every key event**, including condition changes, repairs, and Proof of Shipment (POS).

Your Impact

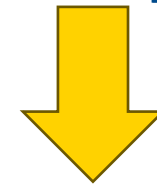


This provides a dynamic, **real-time picture** of asset visibility, enabling proactive decisions on repairs to support the Fleet.

Your Duty

- ✓ To create and retain the KSD **documentation** for every transaction, proving our actions are accurate and supported.

Your Impact



This creates a reporting history that streamlines audits, resolves discrepancies quickly, and **solidifies your role** as a reliable partner.



IV. Training & Reporting (Pages 3-6): Daily Operations Quantifiable Aspects

- ✓ The Contractor must send at least **one representative** to any scheduled CAV RP training event.
- ✓ Key Supporting Documentation (KSD) must be submitted within **ten (10) business days** of notification and retained for **ten (10) years**.
- ✓ Receipt information must be posted to CAV RP within **seven (7) business days** of materiel receipt and that documentation must be retained for **ten (10) years**.
- ✓ All transactions (receipt, condition code changes, proof of shipment) must be reported by the **end of the seventh regular business day** after the reportable event.
- ✓ Proof of Shipment (POS) data **MUST** be posted in CAV RP within **seven (7) business days** of physical shipment for **Non-ATAC scheduled shipments**.
- ✓ Shipment transactions must be reported in CAV RP **24 hours prior** to the physical shipment of materiel.
- ✓ Condition code updates after DCMA QAR approval must be posted within **7 business days**.
- ✓ For Performance Based Logistics (PBL) contracts, repair information must be posted within **seven (7) business** days of the repair.



C. Supply Discrepancy Report (SDR) Origination and Action Point (Resolution) Requirements (SF-364) (Page 6)

The SOW states a **non-negotiable requirement** for all contractors to use the Product Data Reporting and Evaluation Program (PDREP) for managing all Supply Discrepancy Reports (SDRs).

*****Page 6, C-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.”*****

Your Responsibility:

- ✓ Go to: <https://www.pdrep.csd.disa.mil>
- ✓ Register your account and designate your internal Action Points.

Quantifiable Aspects:

- ✓ Contractors must reply to Supply Discrepancy Reports (SDRs) within thirty (30) business days.
- ✓ An SDR must be submitted within five (5) business days after a discrepant shipment is received.





Requirement

- ✓ Perform an annual **100% physical inventory to be completed and submitted by July 31st.** This can be a single "wall-to-wall" event or a cycle count program that achieves 100% coverage.

WALL TO WALL (W2W)

What to do?

- ✓ Follow the strict count procedure: A **"blind count"** by a counter, verification by a validator, and a **mandatory recount** by a second person if a discrepancy exists. **Segregation of duties is required.**



Discrepancies

- ✓ Any unresolved discrepancy must be formally reported on the Discrepancy Tracker template. You must then conduct research on the cause and provide a corrective action plan to NAVSUP.

IV. F. In-Transit Accountability (NITA) (Page 10) Overview & Quantifiable Aspects

- ✓ Contractors must access NITA at a minimum of once every **seven (7) calendar days**.
- ✓ Responses for classified/sensitive materiel (POS, POR, OHA) are due within **seven (7) calendar days**.
- ✓ Responses for all other materiel (POS, POR, OHA) are due within **30 calendar days**.
- ✓ If a POS, POR, or OHA remains unresolved for **60 calendar days**, the contractor must process a transaction and submit an LDD.
- ✓ Receipt transaction errors must be corrected **within 30 days** of the original transaction.



IV. G. DD Form 1348-1A (Page 11) Overview

- ✓ **Documentation is Key:** For every shipment, you must include the proper documentation (like the DD Form 1348-1A), often with copies placed both inside and outside the container.
- ✓ **Bulk Shipment Packaging:** Shipments with a quantity greater than one have specific rules for packaging and labeling to ensure all items are accounted for.
- ✓ **The 24-Hour Hold:** You must wait up to 24 hours after reporting a completion transaction before physically shipping an item, allowing the system time to issue a potential redistribution order.
- ✓ **Proper Labeling:** All containers must be marked correctly to identify the contents, destination, and other critical shipping information.
- ✓ **Physical Protection:** You are responsible for ensuring all materiel is packaged adequately to prevent damage during transit.



IV. H. Direct Ship (Not Applicable To Contractors Operating Under The Terms And Conditions Of A Performance-Based Logistics (PBL) or Mini-Stock Point) (Page 11-12)



This section outlines the specific process for shipping assets directly to an end-user or another designated site, and importantly, it clarifies who is exempt from these particular rules.

- ✓ **Does not apply** to Performance-Based Logistics (PBL) or Mini-Stock Point contract.
- ✓ **24-Hour Rule:** After reporting the transaction, you are required to wait up to 24 hours before physically shipping the item.
- ✓ **Resourceful:** This process allows shipments that bypass traditional supply depots and go straight from your facility to their final destination (i.e. fleet activity)



IV. I. Materiel Returns and Navy Transportation (Pages 12-15)

This section covers the official process for when you are required to send government property back into the Navy supply system, detailing how to prepare and ship these returns.

- ✓ **Follow Disposition Instructions from NAVSUP**
- ✓ **Utilize Government Transportation**
- ✓ **Documentation is Critical**
- ✓ **System Reporting is Mandatory**
- ✓ **Proper Packaging and Preservation**

UNITED STATES POSTAL SERVICE®

F 3 NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

FIRST-CLASS™ PACKAGE RETURN SERVICE

John Smith 1
901 D ST SW STE 101
WASHINGTON DC 20024-2198

ABC Company 2
475 LENFANT PLZ SW
WASHINGTON DC 20260-0004

4 **USPS TRACKING #**

9221 6912 3456 7800 0043 04 5



IV. J. Requisition Processing/SRA Requisitioning (When Applicable) (Pages 16-17)

This section outlines the process for how you must respond to and fulfill direct orders (requisitions) from the government for the inventory you are holding.

- ✓ **Active Monitoring of Requisitions**
- ✓ **Acknowledge and Respond to Requisitions**
- ✓ **Order Fulfillment**
- ✓ **Shipment Prep**
- ✓ **Report Proof of Shipment (POS) for Non-ATAC Requisition Shipments**



One-time entry criteria for contractors who are being onboarded into the CAV RP system for the first time.

- ✓ **Initial Communication**
- ✓ **Roll Forward of Inventory**
- ✓ **Establishes the Starting Line**
- ✓ **Demonstrates System Readiness**
- ✓ **Prevents "Day One" Discrepancies**



IV. Shipping & Handling (Pages 11-13) & New Reporters (Page 17) Quantifiable Aspects

Shipping & Materiel Handling (DD1348)

- ✓ For bulk shipments (**quantity greater than 1**), specific packaging and labeling rules apply.
- ✓ Contractors must wait up to **24 hours after a completion transaction** for a potential redistribution/requisition.
- ✓ Emergency shipment requests to the ATAC office can be made between **7:00 a.m. and 4:30 p.m. PST.**

New Reporters

- ✓ First-time reporters must provide an accountable inventory record at least **one week prior** to the scheduled implementation.





Questions?

