



# NUWC DIVISION, KEYPORT

## CORPORATE OPERATIONS DEPARTMENT

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# Corporate Operations Department

## Workforce

### **Planning**

- Health Assessment
- Strategic Planning
- Investment Planning
- EEO Programs

### **Management**

- Staffing
- Employee Relations
- Labor Relations
- Performance Management
- EEO Complaints

### **Shaping**

- Recruiting and Interns
- Mentoring
- Retention
- Awards
- Hiring Plans

### **Development**

- Training and Development
- Apprentice Program
- Academic Programs
- DAWIA Programs

## Infrastructure

### **Safety**

- Occupational Safety and Health
- Explosives

### **Facilities Management**

- Mission Support
- Building Maintenance
- MILCON/Facility Planning
- Energy Conservation

### **Environmental**

- Compliance
- State Permits
- Waste Disposal
- Industrial Processes

### **Transportation**

- GSA Vehicles
- Mobile Cranes
- Material Handling Equipment

## Public Affairs and Corporate

### Business

- Internal and External Communication
- Technical Library
- Visual Information
- Congressional Outreach
- Community Relations
- Tours

- Corporate Planning
- Quality Management System
- Management Internal Controls
- Records Management
- ERP Extended Business Office
- Continuous Process Improvement (CPI)
- Metrics, Analysis, and Data

### Security

- Information
- Industrial
- Personnel
- Physical
- Emergency Management

## Information Technology

### **Networks and Telecommunications**

- Network Communications
- Technology and Server Infrastructure
- Operational support

### **Corporate Applications and NMCI**

- Corporate Applications and SharePoint Sites
- SIPRNET
- NMCI Administration
- DON Application and Database Management System (DADMS)

### **Information Assurance (IA)**

- Information Integrity and Availability
- Firewalls
- IA training

### Property Management

- Procurement
- Supply
- General Equipment

# Corporate Operations Department

## Seaport Service Contracts

### **N00253-20-F-3001 Admin/FM/PM**

Base-wide admin and financial/program management support

Expires Jul 2025

### **N00253-22-F-3001 Infrastructure**

Base-wide infrastructure support  
(safety/environmental/hazardous waste Treatment, Storage and Disposal Facility (TSDF)/facilities/transportation/security)

Expires May 2027

### **N00253-18-F-3001 Corporate Communication**

Base-wide graphic design/photography/video

Expires November 2023

### **N00253-22-F-3000 Technology Support**

Base-wide information technology support  
(network/help desk/server/automation)

Expires September 2026

## Purchase Orders

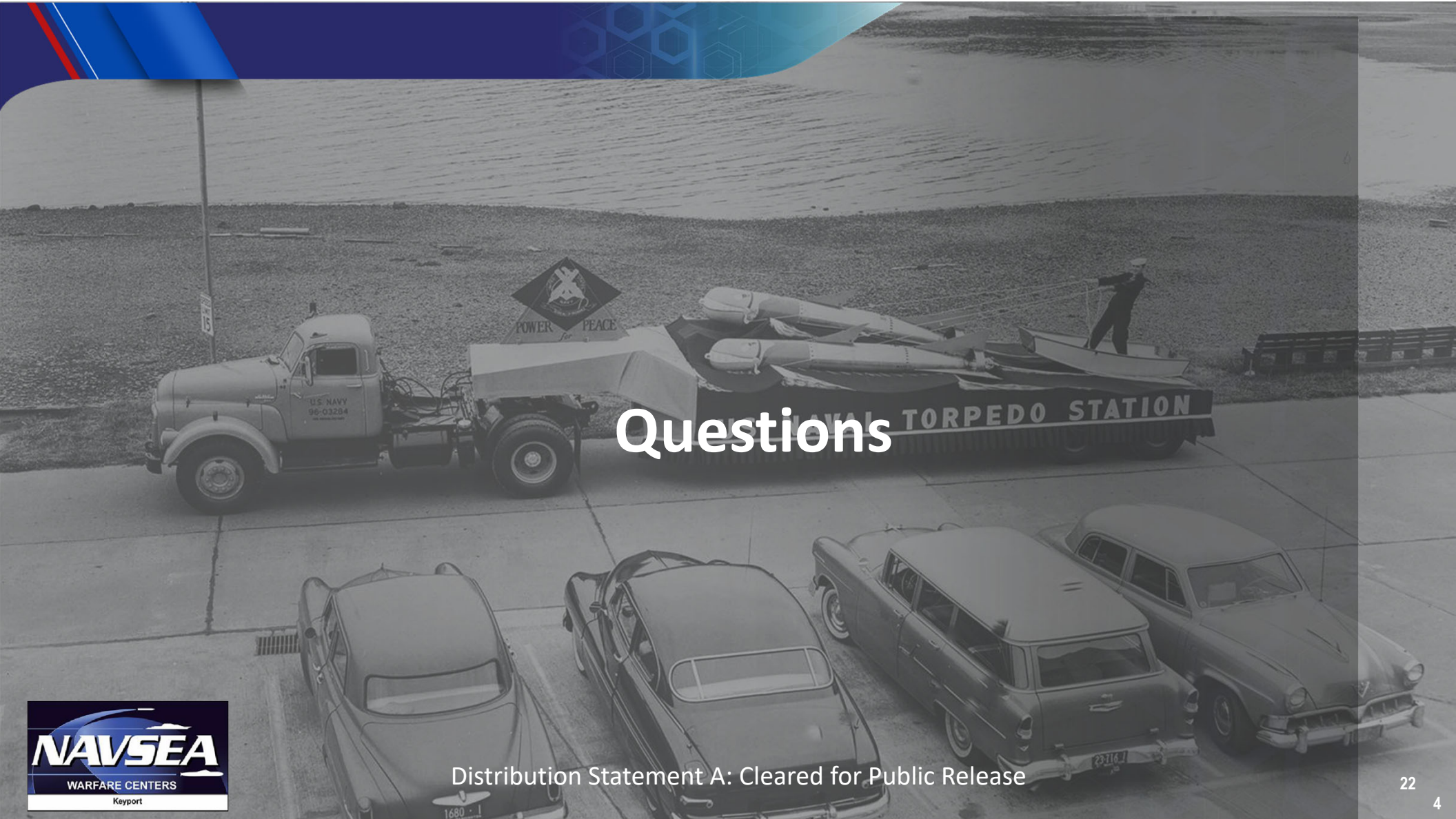
### • **Infrastructure Support**

- Furniture (modular desks, partitions, chairs, tables, etc.)
- Small electrical and HVAC materials
- Facility General Contractor Support

### • **Information Technology**

- Software and software support
- Network hardware (routers, servers, switches, etc.)
- Network cables and tools
- Computer hardware
- Telecom equipment and supplies





# Questions