AF LEVEL STANDARDIZED

PERFORMANCE WORK STATEMENT (PWS)

FOR

LOGISTICS READINESS SQUADRON CAPABILITIES

MULTIPLE AWARD CONTRACT

DRAFT

U.S. AIR FORCE

STATEMENT D – To Department of Defense (DoD) and DoD Contractors Only:

Distribution authorized to the DoD and U.S. DoD Contractors only for administrative use, **9 June 2025**. Other requests for this document must be referred to 763 Enterprise Sourcing Squadron (763 ESS/PKB), 510 POW/MIA Drive, Scott AFB, IL 62225.

Table of Contents

1. GENERAL INFORMATION 4
   1.1. Background 4
   1.2. Partnering 4
   1.3. Description of Services 4
   1.4. Objectives 4
   1.5. Performance Standards 4
   1.6. Scope 4
   1.7. Period of Performance (PoP) 5
2. PROGRAM MANAGEMENT AND REPORTING: 6
   2.1. Contract Management and Administration 6
   2.2. Team Complement 6
   2.3. Staffing Reports 6
   2.4. Identification of Contractor Employees 6
   2.5. Contractor Management Reporting (CMR) 7
   2.6. Personnel 7
   2.7. Employee Training and Certification Requirements 7
   2.8. Identification and Replacement of Key Personnel 7
   2.9. Site Program Manager (SPM) 7
   2.10. Small Business Utilization 7
   2.11. Security Requirements 7
   2.12. Transition In / Out Period 9
3. LOGISTICS READINESS SQUADRON CAPABILITIES 10
   3.1. Materiel Management 10
   3.2. Traffic Management 14
   3.3. Vehicle Management 20
   3.4. Fuels Management 24
   3.5. Ground Transportation 26
   3.6. Air Transportation 32
4. ADDITIONAL REQUIREMENTS 39
   4.1. Duty Hours, Operating Location, and Installation Closure 41
   4.2. Technical Guidance 41
   4.3. Environmental Management 41
   4.4. Occupational Safety and Health Agency (OSHA) 41
   4.5. Mishap Investigation 42
   4.6. Government Owned Contractor Operated (GOCO) facilities and equipment 42
   4.7. Records Management 42

DRAFT

4.8. Mission Essential Contractor Service Plan 43
4.9. Management Plan (Strike Plan and Labor Dispute).....43
4.10. Emergency Procedures.....44
4.11. Common Access Card (CAC) Requirements..... 44
4.12. Associate Contractor Agreements (ACA).....44
4.13. Award Conference/Periodic Progress Meetings.....44
4.14. Contractor Travel 44
4.15. Data Rights.....45
4.16. Delayed Reporting Requirements.....45
4.17. Service Delays 45
4.18. Export Control 45
4.19. Contractor Data Requirements Lists (CDRLs).....45
4.20. Non-recurring events Support.....45
4.21. Maintenance Documentation 46
4.22. Quality Management System 46
4.23. Logistics Management.....46
4.24. Compliance 46
5. GOVERNMENT FURNISHED ITEMS AND SERVICES..... 47
6. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES..... 48
7. GOVERNMENT OBSERVATION 49
ATTACHMENT A: APPLICABLE PUBLICATIONS.....50
ATTACHMENT B: DEFINITIONS..... 53
ATTACHMENT C: ACRONYMS..... 55

DRAFT

Section 1

GENERAL INFORMATION

1. **GENERAL INFORMATION**: This is a non-personal services Multiple Award Contract (MAC) vehicle to provide: comprehensive logistics readiness and site-specific mission support services. The Government shall not exercise any supervision nor control over the contract service providers performing the services herein. Any associated sub-service providers shall be accountable solely to the Prime Contractor who, in turn is responsible to the Government.

   1.1. Background: The Logistics Readiness Squadron Capabilities (LRS-C) Team, located at Scott AFB, IL is responsible for establishing a strategic sourcing contract vehicle for Air Force (AF) and Space Force (USSF) wide contracted logistics readiness support. The Indefinite Delivery Indefinite Quantity (IDIQ) contract awarded will provide a suite of contractors for Task Order competitions to meet AF and USSF needs.

   1.2. Partnering: This Performance Work Statement (PWS) describes a performance-based work environment. The Contractor is encouraged to strive for constant improvement and innovation in installation operations support processes and procedures. Successfully identifying and applying best practices can reduce administrative expenses and improve customer satisfaction. The success of this contract is dependent upon a partnership and open communication between the Government and the Contractor.

   1.3. Description of Services: The Contractor shall perform LRS-C services as defined in this PWS and each individual Task Order PWS. Each individual Task Order PWS will address specific contract LRS-C requirements according to the site/sites covered, and level(s) of logistics readiness support required.

   1.4. Objectives: The Contractor shall accomplish contract requirements throughout the life of the contract and provide all personnel, equipment, supplies, transportation, tools, materials, supervision, and other non-personal services necessary to provide LRS-C services and well-maintained support equipment ready to meet mission requirements; Government Furnished Property/Equipment will be provided IAW Section XX of each individual Task Order.

   1.5. Performance Standards: The Contractor shall meet the performance standards stated in the applicable paragraphs of this PWS and in each individual Task Order PWS.

   1.6. Scope: The Contractor is responsible for all LRS-C services listed in each individual Task Order PWS. All installation operations are operated under Federal, State, and Local rules and regulations. LRS-C provides Material Management, Traffic Management, Vehicle Management, Fuels Management (Bulk Ground Fuel only), Ground Transportation, and Air Transportation (Small Air Terminal Non-Aerial Port Operations).

      1.6.1. The Contractor is not responsible for those items specified as government

DRAFT

furnished services.

1.6.2. The Government reserves the right to incorporate additional LRS-C support into a Task Order via bilateral modification to support evolving missions.

1.7. MAC Period of Performance (PoP): The MAC IDIQ ordering period will be a five-year ordering period with a base and four options.

DRAFT

Section 2

PROGRAM MANAGEMENT AND REPORTING

2. **PROGRAM MANAGEMENT AND REPORTING:** The Contractor shall provide a management structure that enables contractor employees to effectively perform the requirements associated with the execution of each individual Task Order.

   2.1. Contract Management and Administration: The Contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of resources. They shall be responsible for the selection, recruitment, hiring, transfer, supervision, management, control, and termination of contractor employees, as well as assignment and reassignment of associated duties required for maintenance at all sites as specified in each awarded Task Order.

   2.2. Team Complement: The Contractor may be asked to propose and maintain a Minimum Team Complement (MTC) and/or Key Personnel List of fully trained, qualified, certified, and licensed personnel for each individual Task Order. The Contractor will be required to maintain this level of staffing throughout the duration of each individual Task Order PoP unless renegotiated via bilateral contract modification.

      2.2.1. To assist the Contractor in developing the MTC and/or Key Personnel List, the Government will provide data, examples of which include: historical workload, labor skill categories, key personnel positions, and manpower matrix template.

      2.2.2. The Contractor shall employ qualified personnel according to the specified labor skill categories and consistent with the Department of Labor (DOL) Register of Wage Determinations issued under the Service Contract Act and Collective Bargaining Agreements (CBA) applicable to each individual Task Order location(s).

      2.2.3. The Contractor shall be responsible for meeting all Task Order requirements regardless of the established MTC. There may be shortfalls or inefficiencies in manpower throughout the life of the contract, which the Contractor is responsible for identifying and managing.

      2.2.4. The Contractor shall effectively utilize personnel during periods of reduced installation operations support requirements, examples of which are: expanded employee training/certification events, process improvements, etc.

   2.3. Staffing Reports: The Contractor shall provide MTC or minimum staffing reports as required by each individual Task Order.

   2.4. Identification of Contractor Employees: All contract personnel attending meetings, answering government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as

DRAFT

such to avoid creating an impression in the minds of members of the public that they are government officials. The Contractor shall ensure all documents or reports produced by contractor employees are suitably marked as contractor products and/or that contractor participation is appropriately disclosed.

2.5. Contractor Management Reporting (CMR): The Contractor shall annually report Air Force service requirements/manpower on each individual Task Order through the Contractor Manpower Reporting Application (CMRA) secure data website (http://www.ecmra.mil). User manuals are available at the CMRA link on the website. Contractors may direct questions to the CMRA help desk.

2.6. Personnel: The Contractor shall provide trained, qualified, and knowledgeable employees that must be able to understand, speak, read and write English.

2.7. Employee Training and Certification Requirements: The Contractor shall develop and execute a comprehensive master training program and perform training activities to ensure all qualification, certification, proficiency, and recurring training requirements are met. Individual Task Orders will specify applicable certification requirements.

2.8. Identification and Replacement of Key Personnel: The Contractor shall provide an initial employee and key personnel listing 15 calendar days after award, and as changes occur. The listing must be updated as changes occur and maintained for the life of each individual Task Order. Personnel occupying Key Personnel positions shall not be cross-utilized or reclassified to cover vacancies. Individual Task Orders will specify key personnel staffing requirements. Examples of key personnel are: the Program Manager (PM), contractor management staff, and all supervisory personnel who are responsible for overseeing the daily operations of the functional areas covered IAW each individual Task Order.

2.9. Contractor Site Program Manager (SPM): The Contractor shall provide a SPM and/or alternate(s) with 24/7 contact capability who shall be responsible for assuring services are accomplished IAW each individual Task Order PWS. Additionally, the SPM or alternate(s) shall have binding authority to act on behalf of the Contractor on all matters relating to this PWS and each individual Task Order.

2.10. Small Business Utilization: The Contractor shall submit a semi-annual report on small business subcontracting utilization performance, if applicable. The Government will review the Small Business Utilization Report to determine if the Contractor has performed IAW the Small Business Participation Commitment Document (SBPCD) incorporated into the contract.

2.11. Security Requirements: The Contractor shall comply with the provisions of DoDM 5220.22V2 *National Industrial Security Program: Industrial Security Procedures for Government Activities*, DoD 5220.22-M *National Industrial Security Program Operating Manual*, DoD 5200.01 *DoD Information Security Program V1, V2, V3 and V4,* the requirements set forth in the DD Form 254 *Contract Security Classification Specification*, DoDM 5200.02 *Procedures For The DoD Personnel Security Program (PSP)*, AFPD 16-14, *Security Enterprise Governance,* AFI 16-1404 *Air Force*

DRAFT

Information Security Program, DoDMAN5200.02_AFMAN16-1405 *Air Force Personnel Security Program Management* and AFI 16-1406 *Air Force Industrial Security Program*.

2.11.1. Facility Security Clearance Level (FCL) Requirements. An FCL is not required at the MAC Level. However, the Contractor must possess or obtain an appropriate facility security clearance at the Secret or Top Secret level, depending on each individual Task Order requirements, prior to performing work at that classification level. If the Contractor does not possess a FCL, a procuring activity of the Government, or cleared contractor in the case of subcontracting, shall request the clearance when a definite, classified procurement need has been established. Requests for obtaining an FCL are submitted by the requestor to the Defense Security Service (DSS). The Contractor is responsible for all costs associated with obtaining personnel security clearances.

2.11.2. Personnel Security Clearance Level (PCL) Requirements. The Contractor shall obtain a U.S. security clearance at the Secret or Top Secret level, depending on each individual Task Order requirement, for all contractor personnel required to have access to classified information. The Contractor must possess or obtain a SECRET Facility (Security) Clearance (FCL) from the Defense Security Service prior to performing work on a classified Government contract. If the Contractor does not possess a FCL, a procuring activity of the Government, or cleared contractor in the case of subcontracting, shall request the clearance when a definite, classified procurement need has been established. Requests for obtaining an FCL are submitted by the requestor to the Defense Security Service (DSS).

2.11.3. The Contractor shall:

2.11.3.1. Comply with all applicable physical, information and cyber security requirements.

2.11.3.2. Abide by direction given by security forces or other security personnel.

2.11.3.3. Adhere to installation traffic laws and other governing policies as specified in each individual Task Order PWS.

2.11.3.4. The Contractor shall safeguard all government equipment, information and property provided for contractor use.

2.11.4. Security Representative: The Contractor shall appoint a security manager for the on-installation, long-term visitor group IAW each individual Task Order.

2.11.5. Antiterrorism Force Protection (AT/FP): The Contractor shall implement changes in Force Protection Conditions (FPCON) and establish FPCON Measures IAW DoDIO-2000.16V1_AFI 10-245-O *Antiterrorism (AT) Program Implementation* and as required at each operating location. All Contractor personnel shall complete AT Training defined in each individual

DRAFT

Task Orders PWS.

2.11.6. Communications Security (COMSEC): The Contractor shall comply with DoD and each operating location's COMSEC requirements.

2.11.7. Operations Security: The Contractor shall comply with AFI 10-701 *Operations Security (OPSEC) Instructions* and each operating location's OPSEC requirements.

2.11.8. Safeguarding Classified Information and Equipment: The Contractor shall comply with DoD 5220.22-M requirements for safeguarding classified information and equipment.

2.11.9. The Contracting Officer (CO) may direct the Contractor to remove an employee(s) from an assignment under this contract for reasons of security or misconduct. Where the reasons for the removal request is due solely for security or misconduct by the employee(s), the replacement shall be at the Contractor's expense and not chargeable to the Government.

2.11.9.1. The CO is the ONLY Government official that can direct changes that will affect the terms or conditions of the contract.

2.11.10. Obtaining and Retrieving Identification Media: During performance of each individual Task Order, the Contractor shall obtain required identification for all personnel, and shall return all Government credentials and vehicle passes for any employee who no longer requires access to the work site. Contractors requesting a CAC IAW AFI 36-3026 *Common Access Card (CAC)* for personnel on each individual Task Order will submit on company letterhead the names and all other personnel information as prescribed by the CO to begin the identification processing effort. The Contractor shall protect personnel information IAW AFI 33-332, *Privacy Act Program.*

2.11.11. Security Education and Training: Contractor personnel shall participate in the Government's in-house and web-based security training program under the terms of each individual Task Order. Examples of required annual training include: Force Protection (FP), Information Protection (IP), Cybersecurity, OPSEC and the organizational Derivative Classification Training as a condition of access to government classified networks.

2.12. <u>Transition In / Out Period</u>: The Contractor shall perform Transition Phase In/Out as specified in each individual Task Order.

2.12.1. In the event the follow-on contract is awarded to a contractor that is not the incumbent, the incumbent contractor shall provide reasonable support to the Government and the successful offeror to ensure an orderly transition and minimize any impact on the entire operation. With regard to the successor contractor's access to incumbent employees, a recruitment notice may be placed in each facility.

DRAFT

Section 3

LOGISTICS READINESS SQUADRON CAPABILITIES

This PWS section contains 6 major LRS capabilities under the Multiple Award Contract: 3.1 Material Management, 3.2 Traffic Management, 3.3 Vehicle Management, 3.4 Fuels Management, 3.5 Ground Transportation, and 3.6 Air Transportation.

3. LOGISTICS READINESS SQUADRON CAPABILITIES

3.1 **MATERIEL MANAGEMENT:**

The Contractor shall provide services covering a broad range of supplies, equipment, mobility bags, clothing, weapons and other materials required in support of associated units and DoD agencies. These services shall be provided in a responsive and timely manner as specified in all applicable directives. Services provided shall meet mission requirements of the supported organizations with emphasis placed on mission support and technically compliant processes. The Contractor shall perform the following Material Management services as required in the applicable Task Order:

3.1.1 **Asset Management Section:** Perform Asset Management functions consisting of the following: Aircraft Parts Store, Central Storage, Hazardous Material (HAZMAT), Individual Equipment (IE), and Individual Protective Equipment (IPE). Responsible for stocking, storing, issuing, receiving (i.e. HAZMAT, Mobility), inspection management, transferring, and accountability for DoD supplies and equipment to include HAZMAT and Mobility items.

3.1.2 **Central Storage:** Execute the storage and accounting for all warehouse inventory and equipment assets, to include classified and sensitive items, War Consumables Distribution Objective (WCDO) items and NWRM IAW DAFMAN 20-110 and AFI 25-101. Other key duties include performing warehouse inspection functions (e.g., shelf-life, functional checks), selecting items to be issued, shipped, or transferred; conducting warehouse validations; and maintaining central locator functions, to include managing the Enterprise Logistics Management System (ELMS) in-warehouse equipment custodial number on behalf of the APO. All general warehousing requirements identified above must be accomplished in IAW DoDM 4140.70 and AFJMAN 23-210.

3.1.3 **Hazardous Material (HAZMAT**): Serves as the installation HAZMAT Tracking Activity and manages the authorizations, issue, inventory, storage, inspection, and receipt of HAZMAT. Ensure the accuracy of the appropriate materiel management IT system records under their control. Manage receipts in the Enterprise Environmental, Safety, and Occupational Health Management Information System (EESOH-MIS), storage, issue, inspection, distribution, tracking, and accountability of HAZMAT. Ensure proper handling and storage of

DRAFT

HAZMAT IAW AFMAN 32-7002, Environmental Compliance and Pollution Prevention.

3.1.4 **Individual Equipment Element:** Operate centralized on-installation issue, storage, and turn-in point(s) in support of select Class II items. In cases where courses are conducted or administered by the installation that require specific Class I and Class II items to satisfy customer requirements they may support requests for AF organizational deployment items to be stored and requisitioned IAW current reporting instructions.

3.1.5 **Individual Protective Equipment (IPE):** Provide storage, inventory, inspection and issue of mobility bags, installation mobility small arms/light weapons, Chemical, Biological, Radiological, Nuclear (CBRN) IPE and Individual Body Armor (IBA). Ensures the accuracy of the appropriate materiel management information technology (IT) system records under their control. Provide support as specified in AFI 10-2501, Emergency Management Program. Perform tasks (inspect, inventory and issue) required to provide protective equipment to support deployment and contingency operations.

3.1.6 **Flight Service Center Element:** Serve as a primary point of contact for repair cycle management. Manage and account for supply points, time-change, Time Compliance Technical Orders (TCTO), Due-in From Maintenance (DIFM) management, Found on Base (FOB) items, DIFM and equipment returns, Materiel Deficiency returns, Awaiting Parts (AWP), Equipment Dispositions, Repair Cycle Data, and local manufacture program. Act as the turnaround (TRN) processing point supporting organizations not supported by the Integrated Maintenance Data System (IMDS). Review and update repair cycle data. Coordinate disposition of unserviceable condition code "F" DIFM items through AFMC. Responsible for conducting the Semi-annual Direct Not Reparable This Station (NRTS) validation.

3.1.7 **Equipment Accountability Element:** Serve as the installation equipment review authorization activity. Responsible for coordinating Installation-Level Equipment Management/ELMS training. Manage all equipment items with the exception of vehicles. Provide materiel management support to Accountable Officers, Responsible Officers, and Responsible Persons in the control and accountability of (within ELMS) equipment assets at the installation, including Geographically Separated Units (GSUs) and tenants. Perform scheduled customer visits, inventories, and spot checks, ensure in-use equipment and MMHS/SAS accountability, visually verify accountability of all capital assets and NWRM equipment per DAFMAN 23-110, prepare after action reports for units visited, and validate commander's responses to reported findings.

3.1.8 **Customer Support Section:** Respond to customer logistics concerns and proactively anticipate problems that could stand in the way of wing units

DRAFT

fulfilling mission requirements. Primary liaison between customers and AFMC. Conduct document control functions, demand processing, research and installation level records maintenance, base level stock control functions, bench stock management, and customer feedback, troubleshoot all materiel management concerns, and manage the Price Challenge and Verification Program. Coordinate Installation-Level Supply Customer Training. Conduct quarterly visits to provide guidance for maintaining bench stock, shop and operating stocks and annual supply procedural visit to maintenance/maintenance support work centers to assist in resolving any materiel management related problems. Monitor the status of Customer requisitions and aggressively follow up with AFMC to resolve customer issues.

3.1.9 **Document Control:** Use the applicable materiel management ADS to upload, validate, view, query, and archive Document Control Records (DCRs) with scanned images. Manage and/or dispose of DCRs in accordance with applicable AFI's. Monitor ELMS ICP for equipment which has been received and is awaiting pickup and/or delivery to organizational custodians. Refer to the ELMS Document Control (Receipts) User Guide. Ensure the shipping document is signed by the appointed organizational custodian and clear the ELMS document control record accordingly. Prepare Classified and NWRM Authorization Receipt Listings provided by the LRS APO and distribute for signatures.

3.1.10 **Computer/Systems Operations.** Have and maintain required Information Assurance (IA) level certification(s) (IAW with DOD 8570.01-M). Assist the Air Force Sustainment Center (AFSC) to maintain the integrity of Air Force Logistics Management Information Systems. Serve as the local point of contact for Logistics Management Information Systems software, hardware, and network issues. Maintain Asset Management System (AMS) hardware and software to include mobile devices. Manage unit network devices to include desktops, laptops, tablets, and printers for setup, configuration, and troubleshooting. Liaison with appropriate agencies to resolve small computer system and network support problems. Submit system specific requirements to execute computer rotation plan. Maintain Automated Data Processing Equipment (ADPE) inventories and accountable records

3.1.11 **Inspection Section.** Conducts materiel manager limited inspector training, oversees COSIS program for all warehouse operations**,** verifies item's identity, security classification, condition (as certified by maintenance inspectors), status, markings, tagging, and labeling of property (IAW DoDM 4140.01, AFI 23-101, AFMAN 23-125 (IP) and AFMAN 23-210). Maintains a file of all active TCTO items in warehouse stockrooms, accepts/rejects items delivered under contracts that require acceptance at destination (NWRM assets will not be rejected), coordinates with maintenance on suspected damaged assets required repair or disposal actions, validates and process all identity changes.

DRAFT

3.1.12 **Physical Inventory Element:** Responsible for centralized execution of inventory functions for the LRS/CC IAW inventory policy contained in (DLM 4000.25-M, Defense Logistics Management System Manual and Sec. 5G of DAFI 23-101). Perform complete, sample, special, controlled items, individual protective equipment and weapons inventories. Inventory frequencies will occur based on applicable rules and regulations to include supplementation by MAJCOM. Provide commanders both a M10 (Inventory Adjustment report) and M23 (Inventory Accuracy Report) monthly. Ensure all RSP and MSK's are inventoried within 10 calendar days of return of deployment or transfer. Process results of the physical inventory into the AF ADS and correct any inventory discrepancies.

3.1.13 **Decentralized Materiel Support (DMS):** DMS personnel coordinate maintenance and materiel management actions manage supply transactions for their assigned maintenance activity, monitor and track assets in the repair cycle, resolve support problems and report aircraft parts status to maintenance supervision. They update exception code lists and assist in resolving other peculiar maintenance supply problems. Specific duties and guidelines for carrying out those duties outlined in DAFI 23-101, Aircraft and Equipment Maintenance Management and Materiel Management publications.

3.1.14 **Quality Assurance (QA):** Evaluate performance of logistics procedures and make recommendations for improving effectiveness of logistics processes. Performs duties as specified in DAFI 20-112, *Logistics Readiness Quality Assurance Program*.

3.1.15 **Munitions:** Perform a variety of management functions, to include shipping, receiving, transportation, storage, reconditioning, security and control, accountability, maintenance, operations, and inspection of conventional munitions and related containers, as well as any assigned handling equipment, special tools, and training items IAW applicable guidance DAFMAN 21-201_DAFGM 2021-01, Munitions Management. Additionally, establish, maintain, document, and enforce an effective munitions safety program and industrial work conditions complying with safety requirements contained in applicable OSHA Standards, DoD and AF publications, and MAJCOM instructions, policy, and safety requirements.

3.1.16 **Aircraft Parts Store:** Perform and execute the storing and issuing select weapon system spares and in-warehouse supply assets, selecting items to be shipped or transferred, conducting warehouse validations, maintaining central locator functions, performing warehouse inspection functions (e.g., shelf-life, functional checks), managing Readiness Spare Package (RSP) and managing the staging area for delivery of items. Accomplish general warehousing requirements identified above IAW AFJMAN 23-210. Additionally, provide minimal of customer service functions to support afterhours requirement, such as respond to

DRAFT

customer logistics concerns in the way of wing units fulfilling mission requirements and as require, provide status of customer requisitions.

3.1.17 **Contingencies:** Upon notification by the CO, the Contractor shall provide services to support installation, local, or national commitments up to and including a declared war that would generate surge requirements. These services shall be provided twenty-four hours a day/seven days a week (24/7) as required for the duration of the contingency. Surge requirements beyond the capability of the Contractor may be augmented by the Government at the Government's option when it perceives mission accomplishment is endangered.

3.2 **TRAFFIC MANAGEMENT (TM):**

The Contractor shall provide a full range of traffic management services for installation organizations, to include day-to-day cargo movement, passenger movements, personal property, and exercise and contingency operations. The contractor shall adhere to all Department of the Air Force Policies pertaining to Traffic Management operations to include: DAFI 24-605V2; AFMAN 24-206, AFI 24-602V4, AFMAN 24-604, DAFI 24-602V1, V2, DAFMAN 24-210, and DAFPD 24-6 from www.e-publishing.af.mil. The Contractor is responsible for cargo and passenger movement functions in support of contingency operations. The Contractor shall perform the following Traffic Management services as required in the applicable TO:

3.2.1 **Syncada:** Provide Syncada (Third Party Payment System (TPPS) system administration services – resolve system problems with system provider, maintain log of system problems, and upload software and software changes per instructions provided.

3.2.2 **Reusable Container Program:** Implement a program to maximize the use of reusable containers for the installation IAW DAFI 24-602V2.

3.2.3 **Carrier Responsibilities:** Advise carrier of responsibilities and legal provisions, arrange for billing of services rendered, inspect vehicle and driver's credentials, and report carrier abuse IAW DoD 4500.9-R, Part II, and DAFI 24-602V2.

3.2.4 **Terminal Facilities Guide:** Ensure the Transportation Facilities Guide is current and maintained IAW DoDI 4500.57, Part II.

3.2.5 **Wood Packaging Material (WPM) Program:** Serve as WPM Program site custodian for the installation IAW DoD 4500.9-R, Part II and DAFI 24-602V2.

3.2.6 **Container Control Officer (CCO) Program:** Serves as CCO site custodian for the installation IAW DOD 4500.9R, Part V and DAFI 24-602V2.

3.2.2 **Inbound Cargo:**

DRAFT

3.2.2.1 **General Cargo, Special Cargo (Other) and Special Cargo (Explosives):** Use the Cargo Movement Operation System (CMOS), ILS-S and Syncada billing system for inbound cargo, to include General Cargo, Special Cargo (Other) and Special Cargo (Explosives).

3.2.2.2 **Damaged or Pilfered Cargo:** Inspect cargo for damage or pilferage, make necessary notifications, and prepare Transportation Discrepancy Report (TDR) in CMOS or Supply Discrepancy Report (SDR) in ILS-S and follow up as needed.

3.2.2.3 **Over/Short Cargo:** Investigate all over shipments and take the appropriate action (IAW DoDI 4500.57, Part II, and DAFI 24-602V2). If cargo shortage, initiate tracer action, TDR in CMOS and follow-up as needed to retrieve property and file CBL and other supporting documentation IAW DoD 4500.9-R, Part II and DAFI 24-602V2. Manage inbound astray or non-receipted shipments from Materiel Management.

3.2.2.4 **Offloading of Commercial/Government Carriers:** Off load materiel for units assigned to installation delivered by commercial and Government carriers not to include Government purchase card deliveries, not addressed for delivery to supply.

3.2.2.5 **Receipt Processing:** Validate materiel received against receipt document and process receipt transaction into ILS-S according to materiel received.

3.2.2.6 **Non-ILS-S Log:** Maintain a log for all non-ILS-S items received.

3.2.2.7 **Customer Notifications:** Notify customer when property is available for pickup, annotate customer contact information on the property log and provide courtesy short-term storage pending customer pickup IAW DAFI 24-602V2.

3.2.2.8 **Transportation Tracer Listing (TTL):** Upon receipt of TTL from Materiel Management, initiate appropriate tracer actions to determine status or location of shipments that are overdue or lost in transportation channels.

3.2.3 **Outbound Cargo:**

3.2.3.1 **Commercial/Military Surface and Air:** Provide outbound cargo services for general cargo, special cargo (to include transportation protected service cargo IAW, and special cargo (explosives) IAW DOT and DoD directives and the Uniform Materiel Movement and Issue Priority System (UMMIPS) time standards in the DTR. The services

DRAFT

include, but are not limited to, segregating cargo, operating forklift and other MHE, checking documentation for accuracy, determining transportation mode; packaging, marking and labeling cargo for shipment IAW Military Standard (MIL STD) 129, Special Packaging Instructions (SPIs), Technical Order references; certifying hazardous cargo shipments, preparing shipping documentation, use ICODES to prepare load plans, obtaining airlift clearances, preparing REPSHIPs, blocking/ bracing, movement preparation/palletization and conveyance loading.

3.2.3.2 **Delinquent Shipment Listing:** Upon receipt of Delinquent Shipment Listing from Materiel Management, initiate appropriate tracer actions to determine shipping status and provide status to Materiel Management IAW DAFI 24-602V2.

3.2.3.3 **Packaging Deficiencies:** Upon receipt of a Report of Discrepancy (ROD) for a packaging deficiency, notify responsible individuals of the deficiency and ensure proper training is administered.

3.2.3.4 **Defense Logistics Agency Disposition Services (DLADS):** Process and stage material for transfer to DLADS utilizing Receipt-In-Place Location (RIPL) for Government assets processed through the ILS-S or purchased using other conveyances outside the Supply Chain Management Retail Systems. In-check and process DLADS materiel IAW DoDM 4160.21-V1, Defense Materiel Disposition: Disposal Guidance and Procedures**.** Ensure materiel delivered to DLADS is demilitarized (IAW AFMAN 23-122 and AFI 23-101).

3.2.3.5 **Special Cargo:** Prepare "Shippers Declaration of Dangerous Goods" for hazardous cargo (certification), perform truck inspections, check driver's credentials, complete appropriate documentation, and coordinate movement with appropriate installation agencies IAW DoDI 4500.57 Transportation and Traffic Management, 49 CFR, and International Air Transport Association (IATA), AFMAN 91-201, International Maritime Dangerous Goods Code (IMDG), and any applicable supplements. Comply with AFMAN 24-604 for military air shipments.

3.2.3.6 **Special Cargo (Explosives):** Upon receipt of Report of Shipment (REPSHIP), or notification from carrier, of inbound explosives shipment, notify appropriate installation agencies, coordinate arrival with carrier, inspect vehicle, receive and process explosives shipment IAW DoD 4500.9-R, Part II, AFMAN 24-604, DAFI 24-602V2, AFMAN 91-201 and local installation policies.

3.2.3.7 **Aircraft Engine Shipment and Receipt:** Process documentation on aircraft engines for movement according to TO 00-85-20, Engine Shipment Instructions and DAFI 24-602V2. Work with the Installation Engine Manager to ensure local written procedures are followed for engine shipment receipt.

3.2.3.8 **Refuge/Secure Holding Area:** Designate a Refuge/Secure Holding area. Advise carrier of responsibilities and legal provisions, arrange for billing of services rendered, inspect vehicle and driver's credentials, and report carrier abuse IAW DoD 4500.9-R, Part II and DAFI 24-602V2.

3.2.3.9 **DOT-SP and Component Authority Approval (CAA) Usage Report:** Submit a consolidated DOT-SP and Competent Authority Approval (CAA) usage report to the Surface Deployment and Distribution Command on a quarterly basis IAW with DoD 4500.9-R, Part II.

3.2.4 **Deployment Support:** Deployment Support. Provide sufficient qualified personnel to operate the Cargo Deployment Function (CDF), Passenger Deployment Function, Quality Control (QC) Section, Load Planning Section, and provide a Transportation and Materiel Management representative to the Deployment Control Center (DCC) or Installation Deployment Readiness Cell (IDRC). Provide personnel to the Personnel Deployment Function to perform baggage in-check, baggage pallet build-up, and to prepare and process passenger manifesting. All members of the CDF, PDF, and the DCC/IDRC Transportation representative will execute deployment responsibilities IAW the Installation Deployment Plan (IDP), when requested by the IDO.

3.2.5 **Passenger Processing:** Process passengers for air transportation for military or civilian aircraft arriving and departing installation. Services includes baggage check-in and loading, checking identification of passengers, manifesting, and all required briefings. Ensure troop commanders are briefed on all necessary travel arrangements. Upon receipt of request, provide Outside Continental United States (OCONUS) group or individual travel services coordinating travel requirements through web TM Global Air Transportation Execution System (GATES) reservation system, coordinating with CTO for travel to point of debarkation, and briefing the foreign clearance guide requirements. Review travel orders and determine travel entitlements, brief customer on essential travel information and instructions, discrepancies with customer, process ticket cancellations, void and refund actions as needed.

3.2.6 **GATES/ICODES (Integrated Computerized Deployment System):** The Contractor shall identify system problems to the GATES or ICODES help desk at Scott AFB, IL, implement solutions as directed by the help desk or local communications service desk, and maintain record of problems. Install system

DRAFT

software updates IAW instructions provided by GATES or ICODES system administrator. Comply with guidelines in DoD 4500.9-R.

3.2.7 **Surface Travel:** Upon receipt of notification for group or individual travel, complete travel arrangements determining travel mode, coordinating excess baggage, weapons, or other special requirements, notifying the CTO of travel and special travel requirements, receiving and validating authorization (travel orders) for issuance of tickets and rental vehicles, and maintaining all documents required for the billing process IAW D0D 7000.14-R, FMR.

3.2.8 **Miscellaneous:**

3.2.8.1 **Installation Exercises and Deployments:** Provide personnel and support for ICODES, LOGMOD or other Air Force approved programs in support of installation exercises and deployments (IAW DoDI 4500.57 and the installation IDP).

3.2.8.2 **Phased Force Deployment Data (TPFDD):** Ensure appropriate mode of transportation is available to meet TPFDD, Available to Load Date (ALD) within the timeframes directed by the IDO, IAW AFI 10-403 and installation IDP.

3.2.9 **Technical Specialist Program:** Technical specialists are unit personnel who are required to prepare unit-owned HAZMAT cargo for mobility only purposes as outlined in DoD 4500.9-R, Part III. Administer the installation Technical Specialist program (IAW AFMAN 24-604).

3.2.10 **Scale Calibration:** Calibrate Government-owned scales in accordance with the appropriate TO, maintenance handbook, or commercial data pertaining to each individual scale.

3.2.11 **Contractor Training and Functions:** Responsible for developing schedule and retraining timeframes to ensure members remain current in all required qualifications (i.e. HAZMAT) to perform tasks as listed. Provide specific functions for transportation and storage of personal property counseling briefings, residential and warehouse household goods quality assurance inspections, passenger travel counseling briefings, and customer service assistance.

3.2.12 **Transportation and Storage of Personal Property Counseling Briefings:** Provide members, in receipt of orders, counseling and authorization for their moves. Members and employees shall be individually counselled to the maximum extent possible, IAW AFI 24-602V4 and Joint Travel Regulations (JTR).

3.2.13 **Quality Control Inspections - Residential and Warehouse:** The QC function

DRAFT

shall be organized to permit effective use of resources to meet the personal property movement mission. QC shall be familiar with AFI 24-602V4, DoD 4500.9-R, Part IV and Appendix J to the Tender of Service Personal Property Non-temporary Storage booklet. QC shall enforce an 80% Quality Assurance inspection rate for all personal property shipments and report monthly the Quality Assurance inspection rate data.

3.2.14 **Passenger Travel Program – Deployments, PCS, TDY, Invitational Orders:** Contractor shall provide a passenger travel representative(s) that will assist all members who are requesting official travel. The Contractor shall receive DTS training/certificate and will have limited access rights for observation/review for those members who request use of the CBA. The Contractor shall look in DTS daily to see if any member has submitted a CBA request. Contractor shall contact each member by email/telephone and find out why the member is requesting use of the CBA, inform each member what is required prior to having the CBA request approved by the TO/COR. Contractor shall provide the member with the proper documentations and request that the documentation be completed and returned. Contractor shall inform the CBA Certifying Official of all CBA request pending review/approval in DTS and provide to the CBA Certifying Official all required documents (request letter/orders) prior to approval.

3.2.15 **Customer Service Assistance:** Contractor shall provide the utmost respect and quality of service to all TMO customers. Personally Procured Move (PPM) packages will be received, reviewed, computed, and processed for incentive payments and provided to the COR for certification. TMO staff will operate the installation scale; ensure compliance with state, federal laws and directives, ensure the installation scale is inspected and calibrated annually, will have the scale available to commercial trucks performing local moves and to military/civilian members performing PPM moves. If installation scales are not available, the contractor shall advise the member where to locate government or commercial scales IAW AFI24-602v4.

3.2.16 **Traffic Management Training:** Contractor shall provide comprehensive traffic management operations training, encompassing the operation of cargo movement, passenger movement, personal property, and mobility training. They will train Air Force Reserve personnel who are co-located, preparing them for deployment operations, cargo preparation, and other readiness programs per applicable regulations. This includes hands-on Cargo and Personnel Deployment Function training, pallet buildup and inspection, hazardous material handling, and augmentee training. The contractor will coordinate requests for passenger and cargo operations while following established safety protocols and regulatory guidelines.

3.2.17 **DOD Cargo Preparation:** To prepare DoD Cargo for entrance into the DTS

DRAFT

and Commercial transportation sector the contractor shall provide Hazardous Materiel Preparer certified personnel and Hazardous Materiel Inspector certified personnel.

3.2.18 **Contingencies:** Upon notification by the CO, the Contractor shall provide services to support installation, local, or national commitments up to and including a declared war that would generate surge requirements. These services shall be provided twenty-four hours a day/seven days a week (24/7) as required for the duration of the contingency. Surge requirements beyond the capability of the Contractor may be augmented by the Government at the Government's option when it perceives mission accomplishment is endangered.

3.3 **VEHICLE MANAGEMENT (Including Vehicle Maintenance as applicable):**

The Contractor shall provide effective vehicle management, receipt, assignment, accountability, operation, transfer, inspection, and maintenance services for the installation vehicle fleet, tenant organization vehicles, selected registered and transient vehicles. The contractor shall adhere to all Department of the Air Force Policies pertaining to Vehicle Management operations to include: DAFI 24-302, AFMAN 24-306, DAFPD 24-3. Vehicles assigned are a combination of inhouse Government-owned vehicles and limited General Services Administration (GSA)- leased vehicles. GSA vehicle servicing and maintenance shall be accomplished IAW GSA policy defined in the GSA packet maintained in each GSA-leased vehicle. Services include providing minor, major, unscheduled, scheduled, and preventive maintenance services for the Government non-leased vehicle fleet, using in-house, contract and warranty services; performing on-installation and local area mobile maintenance services; maintaining maintenance records; providing analysis and reports using the Defense Property Accountability System (ELMS), Defense Logistics Agency (DLA) Enterprise External Business Portal (EEBT) link, SalesForce, GSA Fleet and providing materiel support through Government and commercial vendors and agencies. The Contractor shall perform the following Vehicle Management services as required in the applicable TO:

3.3.1 **Fleet Management and Analysis (FM&A):** Provide FM&A capability to manage the efficient and economic operation of the wing vehicle fleet IAW DAFI 24-302, Vehicle Management. Responsibilities include, but are not limited to fleet accountability, conducting fleet management/maintenance analysis, oversight and scheduling of vehicle preventative maintenance/special inspection schedules. Establish and manage the Vehicle Control Program (VCP).

3.3.2 **Vehicle Management:** The Contractor shall provide all necessary labor and personnel to provide Vehicle Management capabilities. Personnel shall have the appropriate Job Safety Training and required certifications to perform vehicle management capabilities. Provide scheduled and unscheduled vehicle and equipment maintenance and repair services. Services shall include inspections

(including Time Compliance Technical Orders (TCTOs), Service Bulletins (SBs), One Time Inspections (OTIs), etc.), servicing, major and minor repair of vehicles and equipment accounted for in ELMS. Manage fleet inventory and perform acceptance inspections or serviceability inspections and processing vehicle for service or disposition as required. Maintain the Vehicle Maintenance and Operations Technical Order publication file, commonly referred to as a TO Library. Manage all applicable TCTOs, Commercial Recalls, Service Bulletins (SBs) and One Time Inspections (OTIs) as part of the TCTO program to include accomplishing other required inspections applicable references and manufacturer's specifications/requirements IAW but not limited to DAFI 24-302, DAFI 63-125 and TO 36-1-191.

3.3.3 **Perform Vehicle Maintenance:** Maintenance includes repairing or replacing parts, assemblies, sub-assemblies, components, parts fabrication, and perform body, glass, upholstery and structural repair. Perform Preventative Maintenance and Inspection (PM&I) and Special Inspections based on the ELMS schedule (IAW TO 36-1-191 and IAW DAFI 24-302, DAFI 63-125, and TO 36-1-191

3.3.4 **Vehicle Parts, Materials, and Supplies:** The Government will provide annual budget for supplies, parts, and materials on a cost reimbursable basis to support maintenance of approved Government owned vehicles.

3.3.5 **Maintenance**: Vehicle Maintenance is accomplished by Vehicle Management Flight, the Vehicle Maintenance Manager determines shop capability and decides which source of repair to use. Manpower, total cost, mission requirements, Non-Mission Capable (NMC) time, shop tools, equipment and technical capability influence the decision-making. Upon customer arrival, the Contractor shall verify operator discrepancies, inspect the vehicle for operator care, damage, or possible abuse; check mileage, and determine work requirements. The Contractor shall complete an AF Form 4355, Vehicle Incoming Inspection, each time a vehicle is processed into Vehicle Maintenance regardless of maintenance level required. The Contractor shall generate the ELMS work order, perform work, input all part and supply costs, and notify customer for pick-up. This work includes repairing or replacing parts, assemblies, sub-assemblies and components IAW DAFI 24-302. The Contractor may have to fabricate parts when required and perform body, glass, upholstery and structural repair. The Contractor shall replace tires and batteries IAW DAFI 24-302 and TO 39-1-191.

3.3.6 **Scheduled Maintenance:** The Contractor shall perform scheduled maintenance to include Preventative Maintenance and Inspection (PM&I) and Special Inspections based on the ELMS schedule IAW TO 36-1-191 and DAFI 24-302.

3.3.7 **Mobile Maintenance:** Respond to mobile maintenance requests within normal local operating distance (120 miles) and (IAW DAFI 24-302). Mobile

DRAFT

maintenance requests include maintenance scheduling and repair, parts ordering, and ELMS work order completion.

3.3.8 **Operator Care Maintenance:** Oversee operator care and maintenance and assist when required for all vehicles assigned to the Contractor (IAW DAFI 24-302).

3.3.9 **Tools and Equipment (Specialized):** Contractor shall procure specialized tools and equipment used for special applications in specific vehicle repair and maintenance. Government-owned specialized tools and equipment shall be calibrated IAW TO 00-20-14 and DAFI 24-302. Contractor-owned tools and equipment shall be calibrated IAW manufacturer's recommended specifications. Tool accountability by the Contractor shall comply with procedures in DAFI 24-302 to maintain strict tool accountability and prevent potential FOD. All tools shall be properly marked (permanently marked) with unit or shop designator and ITK or CTK number before placement in the ITKs or CTKs.

3.3.10 **Tires**. Provide tire shop services to include inspection, repair, replacement and assistance in changing tires not covered by operator responsibilities. Use tire control procedures (IAW TO 36-1-191, DAFI 24-302, and AFI 23-101). New tires for all Government owned vehicles shall be procured from the most economical source.

3.3.11 **Limited Technical Inspections (LTIs):** Perform LTIs and accomplish repairs on all Government owned vehicles/AF owned identified to deploy IAW DAFI 24-302. Process vehicles require an LTI for acceptance, disposition action, and repair decisions within 10 duty days of requirement and provided to the AO. LTIs for shipping must be completed as soon as practical to meet tasking order (TASKORD) or Redistribution Order (RDO) requirements (IAW DAFI 24-302 and TO 36-1-191).

3.3.12 **Accountability:**

3.3.12.1 **Parts:** Enter all parts into ELMS. Ensure accountability of all parts waiting to be installed or still on-order, update parts locations and associated data elements IAW applicable ELMS M&U and Warehouse Guidebook and 441 VSCOS guidance.

3.3.12.2 **Shop Stock and Bench Stock:** Maintain stocks such as oil filters, air filters and daily use Hazardous Material (HAZMAT) items. Maintain all parts IAW DAFI 24-302 and AFI 32-7086, Hazardous Material Management and enter low-cost shop consumption and stock data into ELMS. Manage working stock and bench stock (IAW DAFI 24-302).

3.3.12.3 **Green Procurement Program (GPP):** Collect and report on the local procurement standards utilizing the virtual "Air Force Vehicle Management Green Procurement Program Log" to document data

DRAFT

concerning the use/procurement of all items identified in DAFI 24-302 (to include new/virgin/exempted items/products).

3.3.12.4 **Vehicle License Plate Program and Federal Motor Vehicle Registration System (FMVRS):** Procure Air Force license plates through UNICOR and utilize FMVRS to manage and update vehicle and AF license plate status in FMVRS (IAW DAFI 24-302, TO 36-1-191, and GSA directives).

3.3.12.5 **Fleet Management Services:** Provide fleet management services to include, requesting adjustments to unit vehicle authorizations and assignments, receiving new assets from the Vehicle Due-In Listing (or rotating vehicles), receiving new leased vehicle authorization by updating /using TRT (IAW DAFI 24-302). All adjustments/assignments will be validated by the AO.

3.3.13 **Reports:** Provide various reports and analysis generated by ELMS, SalesForce or Fleet Management Information Systems (FMIS); some reports require manual preparation. Develop and manage a vehicle Minimum Essential Level (MEL) and Vehicle Priority Recall List (VPRL) IAW DAFI 24-302. Complete monthly reimbursable report (Tab C parts purchased) (IAW DAFI 24-302). Ensure all reimbursable cost data is reconciled monthly with AO. This data must be verified for accuracy. Report all units that commercially lease any vehicle during the quarter.

3.3.13.1 **Vehicle Authorizations List (VIL):** Ensure vehicle profile data and mileage are updated ELMS.

3.3.14 **Mission Capability (MC) Rates:** Focus is on the quality of maintenance performed. Use the approved vehicle MEL as a gauge to develop maintenance priorities and establish in-house MC rate goals of at least 90%. Established goals will be thoroughly briefed and approved by the commander. Avoid unnecessary vehicle downtime and increase MC time by providing service within the shortest turn-around time possible.

3.3.15 **GSA Vehicle Data/Mileage List:** Provide a GSA Mileage Report that includes an updated monthly mileage for all assigned GSA assets. Information shall be current as of the last day of the previous month. Current report format will be used.

3.3.16 **Material Deficiency Report (MDR):** Prepare and submit reports (as required) using the Joint Deficiency Reporting System (JDRS) in conjunction with TO 00-35D-54-WA-1, USAF Deficiency Reporting and Investigating System, and TO 36-1-191.

3.3.17 **Vehicle Work Order and Vehicle Utilization Reports:** Prepare and submit

DRAFT

IAW ELMS M&U Playbook, saved in Excel format. The reports will include all work orders and assets that received a mileage update for the previous month.

3.3.18 **Commercial Internet Connectivity:** Utilize commercial Internet connectivity (IAW PWS paragraph 2.1.26.3). for any vehicle management systems that require online access not supplied by the installation.

3.3.19 **Vehicle Historical Folder:** Establish and maintain a history folder for each vehicle in the fleet that is maintained by the Contractor (IAW the Air Force Records Information Management System (AFRIMS), DAFI 24-302, and ELMS M&U Playbook). These folders shall be maintained and be available for Government review for the life of the vehicle.

3.3.20 **Installation Exercises:** At times support will be required in any or all service areas during installation exercises. Participate in exercises IAW the most current published AF and higher headquarters guidance. Provide the required support and personnel IAW exercise needs, installation Operations Plans (OPLANS) and the installation IDP.

3.3.21 **Contingencies:** Upon notification by the CO, the Contractor shall provide services to support installation, local, or national commitments up to and including a declared war that would generate surge requirements. These services shall be provided twenty-four hours a day/seven days a week (24/7) as required for the duration of the contingency. Surge requirements beyond the capability of the Contractor may be augmented by the Government at the Government's option when it perceives mission accomplishment is endangered.

3.3.22 **Accident and Abuse Program:** Oversee the Accident and Abuse Program for the installation (IAW DAFI 24-302). Take appropriate measures to prevent misuse, abuse and damage to AF motor vehicles.

3.3.23 **Vehicle Inspection/Cleaning:** Inspect and clean/wash Government owned vehicles (IAW TO 36-1-191). Prior to dispatch, all Government owned and Contractor provided vehicles shall be inspected, be free of trash, debris and foreign material from interior and exterior of vehicle. Cleaning of interior dash, upholstery, floorboards, and windows (inside and out) shall be accomplished. Compliance with inspection and cleaning shall be indicated by affixing a signature to the 1800 series form prior to operating vehicle. Clean, wash and service senior commanders' vehicles. Cleaning, washing and waxing Government owned vehicles shall be IAW TO 36-1-191 or more often when requested by COR. The SP shall coordinate times for pickup and delivery with the appropriate office and accomplish service based on vehicle availability.

3.4 **FUELS MANAGEMENT:**

The Contractor shall establish, implement, and maintain a Fuels Management program

DRAFT

IAW DAFI 23-201, Fuels Management; Fuels Management Team (FMT) requirements and Technical Order (TO) 00-25-172, Ground Servicing of Aircraft and Static Grounding/Bonding. The Contractor's program ensures the operation, receipt, storage, and distribution of fuel and cryogenic products using fueling equipment, vehicles, storage facilities, hydrant systems and other tactical support equipment. The Contractor shall perform the following Fuels Management services as required in the applicable TO:

3.4.1 **Refuel/Defuel Operations:** Document refuel/defuel operations using Electronic-Point-of-Sale (EPoS) and processing daily all inventory transactions of DLA-owned product to the Enterprise Business System (EBS) IAW DoD 4140.25M, DoD Management Policy for Energy commodities and Services and DLA-E Policies and Procedures. Additionally, the Contractor shall utilize EPOS to document all quality control data, training records, and equipment maintenance.

3.4.2 **Equipment and Software Reporting:** Ensure immediate action is taken to report any equipment or software problems to the designated help desk, IAW DLA-Energy guidance (DESC-P) and DAFI 23-201.

3.4.3 **Fuel Deviations and Waivers:** Prepare and submit all fuel related deviations and waivers from Government.

3.4.4 **Report Fuel Status:** Report fuel status and levels monthly IAW DoD 4140.25M, DoD Management Policy for Energy Commodities and Services and DLA-Energy policies and procedures, DAFI 23-201, Chapter 6 or as required by the MAJCOM or Joint Petroleum Officer.

3.4.5 **Fuel Accounting and Reconciliation:** Perform necessary accounting procedures for compliance and reconciling all fuel accounts IAW AFI23-201, DLA-Energy Guidance, and DLA Energy Inventory Managers.

3.4.6 **Sampling Compliance:** The Contractor shall maintain the Fuel Laboratories for compliance with all sampling requirements IAW AFI 23-201 and 42B-series technical orders (T.O.). Provides initial notification to AFPET/PTOC & AFFOR/MAJCOM/FLDCOM fuels staff (within 4 hours of the incident) and submits a follow-up message within 24 hours of occurrence.

3.4.7 **Storage:** The Contractor shall provide fuels bulk storage facility, cryogenics and ground fuels services IAW DAFI 23-20. Quality Control of Fuels and Lubricants; TO 37-1-1 General Operation and Inspection of Installed Fuel Storage and Dispensing Systems; and installation Plan XX, "Above Ground Storage Tank Management Plan."

3.4.8 **Inspections:** The Contractor shall inspect all vehicles, equipment, and facilities. Documentation shall be annotated for inspection requirements IAW DAFI 23-201; TO 37-1-1; and TO 36-1-191.

3.4.9 **General Fuels Management Compliance:** Provide Mobile Aircraft Refueling/Defueling Services supporting operations without mission degradation or flight delays, IAW DAFI 23-201; TO 00-25-172, Ground Servicing of Aircraft and Static Grounding/Bonding; T.O. 42B-1-23, Management of Recoverable and Waste Liquid Petroleum Products; and T.O. 42B-1-1 Quality control of Fuels and Lubricants. Contractor will ensure that spill prevention and clean-up material are readily available as identified by the BCE's Spill Prevention Control and Countermeasures (SPCC) plan.

3.4.10 **Contingencies:** Upon notification by the CO, provide services to support installation, local, or national commitments up to and including a declared war that would generate surge requirements. These services shall be provided twenty-four hours a day/seven days a week (24/7) as required for the duration of the contingency. Surge requirements beyond the capability of the Contractor may be augmented by the Government at its option when it perceives that mission accomplishment is endangered. Provide liaison for fuels operations to the command post and other agencies in support of exercises, contingency operations, and disaster response activities. Provide on-scene fuel representatives in support of accident/disaster recovery efforts both on and off installation. All such operations may be required on a 24-hour basis for extended periods.

3.5 **GROUND TRANSPORTATION:**

The Contractor shall provide centralized, efficient, and economical organic ground transportation capabilities for movement of personnel and cargo. Plans, organizes, and directs ground transportation support to operational missions. Provide qualified drivers that operate and manage light and heavy-duty vehicles such as buses, truck and semi-trailer combinations, forklifts, and wrecker/recovery vehicles. Additionally, contractor shall administer DoD official use program, provide government motor vehicle licensing administration and vehicle certification, ensure wash facility is maintained and operational, and execute Ground Transportation Operations Center (GTOC) to include taxi, mass transportation, cargo movement, aircrew and passenger movement, wrecker operation, and U-Drive-It (UDI) support. Services shall be IAW DoDM 4500.36 Acquisition, Management, and Use of DoD Non-Tactical Vehicles DAFI 24-301, Ground Transportation applicable manuals, directives, and as described throughout the PWS. The Contractor shall perform the following Ground Transportation services:

3.5.1 **Ground Transportation Management:** Provide ground transportation management and analysis as described in DAFI 24-301, Ground Transportation and supplements thereto. Attend scheduled and unscheduled meetings and participate as installation ground transportation management representative. Provide information on operations capabilities, participate in project planning involving ground transportation functions, provide alternative methods and

related costs for planning purposes, provide status, answer ground transportation management questions, answer for nonperformance, and provide rationale for SP decisions.

3.5.2 **Vehicles, Government/Contractor Provided:**

3.5.2.1 Government owned vehicles shall meet Air Force appearance and serviceability standards as stated in this PWS and TO 36-1-191, Technical and Managerial Reference for Motor Vehicle Maintenance.

3.5.2.2 Contractor owned vehicles are required to maintain appropriate insurance coverage as required by federal, state, and local laws and directives.

3.5.2.3 Contractor owned or leased vehicles or other Privately Owned Vehicles along with Authorization Standard Code (ASC) (AF Vehicles for Non-AF Activity (AF provided but not AF replaced contractor support)) vehicles will not be repaired or serviced in Government provided facilities or maintenance compounds.

3.5.2.4 Short term leases/rentals for Vehicles do not exceed 120 days in accordance with DoDM 4500.36. Short-term vehicle rentals (less than 120 days) shall be submitted to COR for review and validation.

3.5.2.4 Provide sources and cost estimates for required rental vehicles.

3.5.2.5 Provide operators for pickup, delivery, and return of rental vehicles. Pickup and return vehicles IAW rental contract.

3.5.2.6 Pay for additional charges incurred for late return, physical damages, or fuel charges for rental vehicles under Contractor's control.

3.5.3 **Operations, Maintenance, Repair and Replacement of Government Furnished Vehicles/Equipment:** Government owned vehicles shall be maintained IAW manufacturer standards and commercial practices. The Contractor shall determine vehicle replacement based on best business practices/replacement criteria ensuring workload requirements are accomplished as applicable. Disposition of Government furnished vehicles shall be IAW DAFI 24-302. Fuel may be purchased from DLA for the performance of PWS/LRS mission requirements only.

3.5.4 **Vehicle Washing Facility:** Manage and repair vehicle washing equipment. Perform repairs, preventive maintenance, corrosion control, and lubrication on equipment. Provide supplies required to wash and dry vehicles; to include soap, hoses, and nozzles as necessary. Soap shall be Air Force approved, environmentally friendly, and IAW TO 36-1-191 and DAFI 24-302. Provide COR with a verbal status report within two hours after any failure of washing

DRAFT

facility. Provide a written status report daily to COR if any part of facility remains inoperative. Vehicle washing facility interior shall be free of trash, litter, and debris, to include center floor drain throughout.

3.5.5 **Operator Records & Licensing, Training:**

3.5.5.1 Manage On-Line Vehicle Interactive Management System (OLVIMS) licensing module and provide vehicle licensing services IAW AFI 24-301 and OLVIMS User Guide.

3.5.5.2 Report OLVIMS problems beyond SP correction within one workday to Standard Systems Group help desk for resolution.

3.5.5.3 Appoint licensing authentication officials in writing and provide to COR within 5 duty days of contract start and within one day whenever changes occur (IAW AFI 24-301).

3.5.5.4 Document all operator qualifications (IAW AFI 24-301). All operators require State licensing. Operating vehicles above Class C requires Government licensing.

3.5.5.5 Establish and maintain drivers' records (IAW AFI 24-301).

3.5.5.6 Provide operator commercial motor vehicle equivalent certification service (IAW AFI 24-301).

3.5.5.7 Investigate suspected vehicle misuse (to include leased vehicles) (IAW AFI 24-301).

3.5.7 **Cost Accounting:**

3.5.7.1 Prepare and submit cost estimates for Government furnished materials, vehicle rental, lease, fuel, equipment, and other services to COR, as requested.

3.5.7.2 Prepare and submit monthly documentation for Government reimbursable services to LRS/CC. Documentation shall be provided to COR no later than the third duty day following month services were provided.

3.5.7.3 Perform special studies, reports, and analysis related to ground transportation functions and costs as requested/required by, HQ AFIMSC, AFI 24-301, LRS/CC, COR/SME, or CO. Personnel shall be qualified to utilize OLVIMS to full capability.

3.5.8 **Passenger and Cargo Movement**: Perform the ground transportation dispatch

DRAFT

function to provide for movement of passengers and cargo as specified for the following:

3.5.8.1 Provide scheduled and unscheduled movement of passengers and cargo in accordance with DoDM 4500.36, AFI 24-301, and AFMAN 24-306.

3.5.8.2 Provide transportation support (cargo, passengers, and equipment) for special events and support for DoD aircraft.

3.5.8.3 Provide an on-scene representative for command and special functions during duty and non-duty hours to ensure all requirements are met. Representative shall be knowledgeable of proper protocol support procedures.

3.5.8.4 Provide Distinguished Visitor (DV) drivers as requested. DV vehicles shall be kept clean, inside and out. Drivers shall not smoke, chew tobacco, drink, or eat in any vehicle. Drivers shall arrive at designated pickup point 15 minutes prior to requested pickup time. When requests do not permit 15-minute advance arrival, driver shall proceed to designated pickup point upon notification.

3.5.8.5 Provide taxi service upon request for customers. Provide a minimum of one taxi from 0600-1800, Monday through Friday (excluding holidays). Taxi service shall be provided within 10 minutes from the time request was received

3.5.8.6 Provide You Drive-It (UDI) Services. Provide UDI service for temporary support of official use functions of home-station mission, contingencies, and TDYs. Brief UDI operators on proper use and care of Government vehicles, special mounted equipment, and their personal liability. Vehicles shall be ready at requested time.

3.5.8.7 Provide flight line aircrew/passenger support, 24 hours a day, seven days a week, to include holidays. During normal duty hours (Monday through Friday 0600-2200) service response time for all scheduled service, shall be at specified time requested by Installation Operations. Unscheduled service shall be provided within 10 minutes from time request was received. After normal duty hours, weekends, and holidays, contractor shall provide service at specified time requested and scheduled by Installation Operations. For unscheduled support requests after normal duty hours, weekends, and holidays, contractor SP shall have a maximum response time of 60 minutes. Normal local operating distance as determined by the Government.

3.5.8.8 Provide scheduled bus service for the transportation of authorized installation, Temporary Duty (TDY), and local customers, including

DRAFT

dependent school children, special needs children, Federal Prison Camp minimum-security inmates to and from work programs, and visitors of inmates and all other authorized requests to include busing of visitors IAW local security requirements. Services shall be IAW AFI 24-301, Ground Transportation, applicable manuals and directives.

3.5.9 **Deployment and Mobility Operations:** Provide installation transportation support for planning, managing, and executing movement of personnel. Review Support Agreements and coordinate through COR on annual Wing Plan reviews.

3.5.10 **Cargo Transportation:** Provide transportation of cargo. Scheduled service shall be provided at specified time requested. The SP vehicle operators shall comply with special handling (IAW AFMAN 24-306). Transport hazardous cargo IAW Federal, State and local directives.

3.5.11 **Cargo Support:** Provide daily cargo support for the shipping/receiving unit, assist Materiel Management and Traffic Management. Provide vehicle operators to load/unload vehicles being shipped/received. This includes delivering vehicles to and from shipping and receiving lots and to Defense Logistics Agency Disposition Services (DLADS).

3.5.12 **Documented Cargo Movement:** Provide pick-up and delivery of materiel from Materiel Management to installation customers. Freight shall be managed by GTOC through a Documented Cargo focal point established within Materiel Management. Be responsible for all Documented Cargo services and Due-In for Maintenance (DIFM) returns within the confines of the installation and supported customers who reside off-site. Specific functions include but are not limited to:

3.5.12.1 Provide listing of personnel authorized to transport classified property to LRS/CC and COR within 10 duty days of contract start, and semi-annually thereafter (not to exceed 180 days).

3.5.12.2 Establish a Documented Cargo function focal point within Materiel Management to liaise pick-up and delivery requirements with GTOC (IAW AFI 24-301). Deliver priority/routine supplies and equipment (to include MICAP deliveries within 30 minutes of receipt) IAW AFI 23-101, AFI 24-301, DAFI 24-602V2 and locally assigned TDD.

3.5.12.3 Organize and manage pickup and transport of equipment returns, consumable returns, and organizational refusals.

3.5.12.4 Transport weapons IAW AF guidelines. Ensure operators are properly informed and comply with applicable DoD, DAF guidance, procedures to prevent mishap.

3.5.12.6 Properly protect and secure assets while in transit.

3.5.12.7 Coordinate delivery of large, bulk or heavy items with customers prior to delivery.

3.5.12.8 Report delays caused by absence of authorized receiving personnel, incorrect address, and any other factors outside delivery driver's control.

3.5.12.9 Schedule and pick-up EAID and Non-EAID turn-ins within three duty days from date control number is assigned by EAE.

3.5.12.10 Pick-up DIFM items from on-installation activities.

3.5.12.11 Pick-up non-reparable, serviceable, and expendable (XB3) items from on-installation organizations for return.

3.5.12.12 Return organizational refusal property and documentation to inspection section for processing.

3.5.12.13 Deliver all Documented Cargo shipments within the required timeline standards.

3.5.13 **Contingencies:** Upon notification by the CO, provide services to support installation, local, or national commitments up to and including a declared war that would generate surge requirements. These services shall be provided twenty-four hours a day/seven days a week (24/7) as required for the duration of the contingency. Surge requirements beyond the capability of the Contractor may be augmented by the Government at its option when it perceives that mission accomplishment is endangered. Provide liaison for transportation to the command post and other agencies in support of exercises, contingency operations, and disaster response activities. Provide on-scene transportation representatives in support of accident/disaster recovery efforts both on and off installation. Provide representative to the wing Deployment Control Center, to act as liaison between the installation deployment officer and transportation managers during deployment operations. All such operations may be required on a 24-hour basis for extended periods.

3.5.14 **Personnel:**

3.5.14.1 **Examiners:** Contractor shall provide an examiner who holds, at a minimum, a Class A Commercial Driver's License (CDL) and Hazardous Material endorsement. Must complete the Training, Validation and Operations (TVO) Examiner CBT on ADLS and must have completed an American Association of Motor Vehicle Administrators (AAMVA) accredited training course. TVO examiners will serve as the sole certification authority on the installation for certification on a

DRAFT

tractor/trailer combination, bus (designed to carry 16 or more passengers) and fuel tanker vehicles. Employee responsibilities include, but are not limited to the controlling, securing, account for, and administer the Performance Tests according to instructions contained in AFI 24-301, AFQTP 24-3-200 and the AAMVA CDL Examiner's Manual.

3.6 **AIR TRANSPORTATION FUNCTIONAL & AERIAL DELIVERY OPERATIONS:** Contractor is responsible for operation of air freight and passenger terminals, as well as executing mobility training, aircrew training, and aerial delivery operations. Contractor shall be able to simultaneously service a Maximum on Ground (MOG) two cargo/passenger aircraft. In the event of multiple aircraft handling, priority shall be given IAW mission requirements as determined by the air installation wing commander or designated representative. Contractor shall perform IAW PWS terms and conditions and to standards specified herein and directives listed in Defense Transportation Regulation (DTR) 4500.9-R; *DoD Foreign Clearance Guide*; DoDI 4515.13, *Air Transportation Eligibility*; AFMAN 24-604, *Preparing Hazardous Materials for Military Air Shipments*; the DAFI 24-605 series; and AFI 10-403, *Deployment Planning and Execution*, to assist with readying the installation mobility mission. .

3.6.1**All CLINS require 24/7/365 operations or after hour surge capability**

3.6.2 **Air Transportation Function (ATF) Core Capability.**

3.6.2.1 All ATFs provide limited passenger, cargo and mission support for infrequent airlift traffic when not collocated with an Air Mobility Command (AMC) aerial port squadron (APS) or air mobility squadron (AMS). ATFs also serve as the installation deployment officer's primary focal point for installation-mobility cargo and passenger deployment operations. ATFs will prepare supported units for deployment operations by providing the unit training in cargo preparation and other applicable readiness programs.

3.6.2.2 Contractor shall meet arriving and departing aircraft to provide required service IAW locally established sequence of events. Proper arrangements shall be made to ensure required vehicle support is available, to include but not limited to staircase truck(s), baggage conveyor, aircraft loader(s) as well as coordination with Ground Transportation Operations Center for passenger loading/offloading.

3.6.2.3 Contractor will also train to the capabilities listed in the air transportation (2T2X1) career field education and training plan (CFETP), qualification training package(s) (QTP), and task training guide(s) (TTG). Training documents shall be filed on site and be available to government for review.

3.6.2.4 **Wing Deployment Training**. Contractor personnel will provide quarterly hands-on Cargo Deployment Function (CDF) and Personnel Deployment Function (PDF) training IAW the Installation Deployment Plan (IDP).

3.6.2.4.1 For training which does not have a prescribed formal or standard course, develop and maintain lesson plans and conduct training as identified in AFI 10-403, Deployment Planning and Execution, Attachment 5, and Air Force Manual (AFMAN) 24-604, Preparing Hazardous Materials for Military Air Shipments.

3.6.2.5 **Pallet Buildup.** The 463L air cargo pallet, type HCU-6E, is used within the Defense Transportation System (DTS). Prior to usage, contractor will inspect all 463L pallets (top & bottom) for cleanliness, missing and cracked D-rings, warping, exposed core and/or extreme delamination. Before stacking cargo or mail on 463L pallets, ensure the pallet is supported on rollers, pallet dolly, and/or appropriate 3-point dunnage.

3.6.2.5.1 To secure cargo to pallets, units must procure and control their own pallet couplers, plastic coverings, tie-down equipment (less nets), and dunnage and/or shoring. It is not the responsibility of the local air terminal to provide this tie-down equipment to deploying units. Table 608-1 in the Defense Transportation Regulation (DTR), Part VI, Intermodal, Chapter 608, itemizes this equipment by nomenclature and national stock number.

3.6.2.6 **Technical Specialist.** Use the "Hazardous Material Technical Specialist Instructional Guidance" to develop and administer a local technical specialist training program, if not already established. Contact AFMC/A4RT on the AF HAZMAT SharePoint to obtain a copy of the material.

3.6.2.6.1 Contractor will designate specific personnel to attend HAZMAT Preparer training and earn qualification to teach technical specialist classes.

3.6.2.6.2 Contractor will review Shipper's Declaration for Dangerous Goods (SDDG) for deploying units and provide assistance to ensure compliance IAW AFMAN 24-604.

3.6.2.7 **Augmentee training.** During contingencies and exercises, contractor personnel will support the Installation Deployment Office (IDO) by supervising and/or providing subject matter expert guidance to the installation/wing augmentees in both the cargo deployment function and personnel deployment function areas.

3.6.2.7.1 Develop deployment lesson plans for the following areas, if not already established: Load Planning, Cargo Preparation/Pallet Build Up, Ramp Coordinator, Cargo Deployment Function work-centers (i.e., In-Check, Cargo

DRAFT

Marshalling Yard, Joint Inspection, Hazardous Cargo Handlers, Explosives Safety, Quality Control, and Load Teams).

3.6.2.8 **Program Management.** Contractor will input mobility, non-mobility, and aerial delivery workload data in AFIMSC Workload Data Tool (WDT) no later than 10th of each month: https://usaf.dps.mil/teams/13569/2t2/Module/Home.aspx?tab=Home

3.6.2.8.1 Maintain 463L pallet and tie down equipment accountability inventory. Report asset inventories monthly between the 15th and 20th via Global Asset Reporting Tool (GART): https://intelshare.intelink.gov/sites/gart/SitePages/gtool.aspx. Units will follow guidance in accordance with TO 35D33-2-2-2 and TO 35D33-2-3-1 and DTR, Part VI, *Intermodal*, for program management.

3.6.2.9 **Pallets & Nets.** Use an asset control log as illustrated in the DTR 4500.9-R, Part VI, Chapter 6, Table 609-1 and Table 610-1 to account for all 463L assets that enter or leave the Defense Transportation System (DTS). Hand receipts will be used to account for transfers.

3.6.2.9.1 Contractor will submit an annual pallet and net revalidation letter to HQ AMC/A4TS no later than 15 August. Create/maintain a 463L asset management continuity book with a minimum of the latest revalidation letter, control log, DD Form 1297s, appointment letters, and appropriate messages.

3.6.2.10 **SAAM Request.** Enter SAAM requests in the Airlift Integrated Interface (A2I) module IAW the DTR Part II, *Cargo Movement*, Appendix Q. A 618th Air Operations Center (AOC) web account is required to submit a SAAM request through the United States Transportation Command (USTRANSCOM). Website: https://tacc.us.af.mil/. Email: 618aoc.aldrf.verifications@us.af.mil. Phone: DSN 312-770-7712; COMM 618-220-7712. 2. Contractor will use the A2I Submission Guidance when submitting the request: https://tacc.us.af.mil/default.asp?action=FILEUPLOAD&component=SAAMAirliftFiles

3.6.2.11 **Load Planning Support.** Contractor will conduct a daily inventory of capped pallets/rolling stock within the air terminal and coordinate with functional areas to correct discrepancies. Contractor personnel will complete training requirements IAW DAFI 24-605V5, Section 2I, to obtain load planning qualification.

3.6.2.12 **Joint Inspection (JI).** Contractor personnel will complete the unit JI program course. Use approved curriculum to ensure standardized training enterprise-wide. JI-qualified contractors shall be hazardous materials inspector or preparer qualified in accordance with AFMAN 24-604. Perform Joint Inspections

DRAFT

(JI) when requested by the IDO for all cargo movements in support of installation exercises, contingencies and deployments IAW DoD 4500.9-R, Part III, AFI 10-403, and the installation IDP.

3.6.2.13 **Cargo Deployment Function Management**. Contractor will use either Cargo Movement Operations System (CMOS) or Global Air Transportation Execution System (GATES) as systems of record for cargo and passenger documentation in accordance with the DTR, Part III, *Mobility*. Ensure manifests are released in CMOS (or GATES) within 30 minutes of aircraft departure.

3.6.3 **Aircraft Passenger Operations.**

3.6.3.1 Contractor shall facilitate movement of DoD military and civilian personnel by military airlift IAW DoD 4515.13R, *Air Transportation Eligibility*; DAFI 24-605V2, *Air Transportation Operations*; Defense Transportation Regulation, Part I, *Passenger Movement*; and the *DoD Foreign Clearance Guide* at https://apacs.milcloud.mil/fcg/index.html.

3.6.3.2 Post flight schedules up to 72 hours out using approved template found on AMC's Passenger and Fleet Policy (AMC/A4TP) SharePoint. Contractor will lock and download pre-manifests 24 hours prior to scheduled final mission departure but no earlier than 72 hours prior.

3.6.3.3 Maintain space-required and/or space-available passenger standby registers to determine order of movement. Contractor will print or save an electronic copy of the register on a daily basis.

3.6.3.4 Provide a firm seat release no later than five hours prior to mission departure or as soon as requirements are known. Missions with short flight times of two hours or less may not meet this five-hour timeframe. In those cases, every attempt must be made to determine a firm seat release as early as possible.

3.6.3.5 Begin check-in at least six hours prior to scheduled departure for commercial contract and pre-manifested flights.

3.6.3.6 Contractor will solicit emergency point of contact information from each passenger for all DoD missions in accordance with DoDI 4500.57, *Transportation and Traffic Management*.

3.6.3.7 Requesting, issuing, handling, and control of in-flight meals will be in accordance with AFMAN 34-240, *Food Service Program Management*. Contractor will follow procedures to document all complimentary snacks and beverages IAW DAFI 24-605V2, Chapter 2, *Passenger and Fleet Operations*.

DRAFT

3.6.3.8 Perform routine magnetometer tests IAW manufacturer's operator manual.

3.6.3.9 Prevent items prohibited by laws and regulations administered by the Transportation Security Administration's from being loaded on aircraft.

3.6.3.10 Passenger manifest closeout should be no later than one hour 20 minutes prior to aircraft scheduled departure.

3.6.3.11 In the event of an entire network outage, submit manual manifest to Remote Manifesting Resolution Center (RMRC) via email at ORG.AMC4-70@us.af.mil or call DSN 312-779-0045. Update automated systems as soon as the network is restored.

3.6.3.12 Contractors at overseas locations will provide US CBP Form 6059B, *Customs Declaration*, for originating and in-transit passengers on organic aircraft destined to stateside locations, to include Alaska and Hawaii, to aircrew in passenger manifest package.

3.6.3.13 Coordinate passenger processing and receiving with the Installation Deployment Readiness Cell (IDRC) for passengers returning from deployments.

3.6.3.14 Maintain station file packages for all applicable inbound and outbound missions.

3.6.4 **Aircraft Cargo & Ramp Operations.**

3.6.4.1 Contractor shall operate IAW applicable DAFI 24-605V2, Chapter 3; the DTR, Part II, *Cargo Movement*; and the DTR 4500.9-R, Part III, *Mobility*.

3.6.4.2 Consolidate, manifest, upload, download, store, and receive DoD cargo onto or off of DoD owned/controlled aircraft as dictated by destination and movement priority. Contractors will use the universal hand signals in accordance with AFMAN 24-306.
3.6.4.3 Contractor will perform manual procedures in the event of a GATES outage. For post-processing cargo, contact Remote Manifesting Resolution Center (RMRC) at DSN 312-779-0045 or commercial 618-229-0045; or email org.amca4-70@us.af.mil.

3.6.4.4 In order to reconcile transportation records (including the GATES database) with cargo and mail actually on hand, contractor will conduct a daily physical inventory of all cargo and mail. Follow inspection and processing procedures outlined in AFMAN 24-604 for hazardous shipments.

DRAFT

3.6.4.5 Contractors are responsible for properly restraining palletized cargo on k-loaders prior to movement to include engaging the emergency pallet stops and adding supplemental restraint, when needed. No riders are allowed while the vehicle is transporting cargo.

3.6.4.6 Secure cargo to the aircraft floor using tie-down equipment organic to the aircraft. Deliver cargo manifest to departing aircraft no later than one hour prior to aircraft block time to ensure on-time departure.

3.6.4.7 Provide k-loader support for aero medical equipment loading/offloading. During lift or lower motions (elevator mode), load crew personnel may remain on the K-loader catwalk to expedite cargo loading and/or provide clearance spotting where appropriate. Engage at least one lock on the left side of all pallets during up or down motion. For center loaded pallets and cargo containers that cannot be locked into the K-loader rails, forward and aft restraint will be applied to pallets and cargo containers.

3.6.4.8 Perform all explosives operations involving aircraft on/off-load, transportation and in-transit storage of explosives in accordance with DESR 6055.09_AFMAN 91-201, Explosives Safety Standards, AFMAN 24-604, Preparing Hazardous Materials for Military Air Shipments, AFI 91-202, The U.S. Air Force Mishap Prevention Program, AFI 90-802, Risk Management, and host installation instructions/approved lesson plans.

3.6.4.9 The Engine Running On and Off-load (ERO) checklists is mandatory for EROs performed on C-5, C-17, and C-130 aircraft. Additional information is located in DTR 4500.9-R, Part III, *Mobility*, Appendix Y.

3.6.4.10 At enroute air terminals where TMO is under separate operational control and geographically dislocated, contractor will obtain an official written communication from all consignee activities that include the name, rank, and organization of individuals authorized to pick-up general cargo.

3.6.4.11 Use the TCMD, quick release document, truck manifest or other automated listing for a receipt. Legibly printed names and signatures are required for accountability of all cargo.

3.6.5 **Fleet Service Operations.**

3.6.5.1 Contractor will load and unload fleet service equipment, supplies, and Air Transport Galley Lavatory (ATGL). Contractor will also dispatch personnel for aircraft cleaning, meal pick-up and delivery, and aircraft servicing (latrine and/or potable water).

3.6.5.2 **Dirty Fleet.** After passengers are deplaned, and with approval from

DRAFT

Customs and USDA, contractor is responsible for cleaning interior surface debris from the passenger compartment.

3.6.5.2.1. Ensure aircraft lavatory and water system malfunctions are reported to aircraft maintenance and installation ops/command post.

3.6.5.2.2 Service aircraft lavatories and equipment in accordance with respective aircraft 1CXXX-2 series TO job guide.

3.6.5.2.3 Remove any perishable and nonperishable food items from the galley and/or ATGL when ground times are greater than 12 hours or in accordance with local guidance.

3.6.5.2.4 Clean galley and oven during ground times of 12 hours or more.

3.6.5.3 **Clean Fleet.** Pick up and deliver supplies, meals, snacks, and beverages to and from the aircraft as required. Requisition, store, issue and control supplies and equipment required for servicing aircraft.

3.6.5.3.1 Ensure vehicles used to transport food and associated equipment are cleaned and sanitized in accordance with installation medical services or bioenvironmental. Do not transport food, beverages, or food service items in a vehicle used to transport garbage and/or waste material.

3.6.5.3.2 Meals ordered by aircrew within 45 minutes prior to block time or after established local sequence of events are picked up by the aircrew.

3.6.5.3.3 Order Human Waste Clean-up Kits (HWCK) through medical supply channels and verify required HWCK on each mission.

3.6.5.3.4 Service aircraft potable water systems in accordance with respective 1C-XXX-2 series TO job guide. At a minimum, the potable water truck tank will be sanitized every 30 calendar days and anytime the vehicle returns from maintenance.

3.6.6 **Aerial Delivery Operations.**

3.6.6.1 The primary mission for aerial delivery contractors is to support initial and refresher aircrew qualification and maintain airdrop operations with supported MAJCOMs.

3.6.6.2 **Rigging.** Contractor will verify aerial delivery loads are properly assembled, packed, equipped (rigged) with serviceable parachutes and associated devices following detailed and exacting procedures and techniques prescribed in technical manuals which vary according to the specific type and model of parachute, the purpose for which used, type of aircraft involved, altitude of deployment, etc.

DRAFT

3.6.6.3 **Airdrop Recovery.** Contractor will meet the licensing requirements as outlined in AFI 24-301, *Ground Transportation*, Chapter 5, to transport aerial delivery loads recovered from drop zones and landing zones. Only government owned vehicles and/or contractor vehicles will be used to transit between drop zones and perform drop zone recovery operations.

3.6.6.4 **Cargo Parachute Repair.** Contractor will remove, replace or repair defective components as necessary and troubleshoot problems. All repairs must adhere to applicable TO repair procedures. If an aerial delivery load malfunction occurs, contractors will examine remaining debris and recovered equipment for points of failure and provide feedback to supervision and Aerial Delivery & Field Services Department (ADFSD).

3.6.6.5 **Aircraft Loading.** Prior to aircraft operations, contractor load team chief will check for personal safety items such as goggles, gloves, hearing protection devices, steel-toed boots, and reflective vests/belts during hours of darkness. Ensure load team members remove all rings and exposed jewelry.

3.6.6.5.1 Contractor will also provide a safety briefing. Briefing topics include hand signals, route to aircraft, position offload team, type of cargo, specific on/offloading instructions, use of MHE, and the use of a safety brief in case of mishap.

3.6.6.6 **Aircrew Training.** Contractor personnel are authorized to rig the following types of aerial delivery training loads: container delivery systems (CDS), heavy equipment airdrop platform, low-cost/low-altitude, simulated airdrop training bundles, Joint Precision Airdrop Systems (JPADS), high speed and free-drop/free-fall loads.

3.6.6.6.1 Provide aircrew training load plan in accordance with AFI 24-605V3*, Air Transportation Functions and Aerial Delivery Operations*.

3.6.6.7 **Ballast.** Ballast load, also referred to as Pet Rock, is the most common form of ballast weight and consist of either concrete or RUMBER (composite rubber material). 463L Pallets (L88"xW108") or Type V Platform (L88"xW108") may be used for ballast loads. A manufactured concrete block or RUMBER with 4 holes for tie-down restraint (L63"xW90"xH40") will be used for weight.

3.6.7 **Air Transportation Training.**

3.6.7.1 Contractor will provide comprehensive air transportation training, encompassing the operation of air freight and passenger terminals, aerial delivery operations, and mobility training, ensuring the ability to simultaneously service two aircraft. They will train Air Force Reserve personnel who are co-located, preparing them for deployment operations, cargo preparation, and other readiness programs per applicable regulations. This includes hands-on Cargo and Personnel

DRAFT

Deployment Function training, pallet buildup and inspection, hazardous material handling, and augmentee training. The contractor will coordinate requests for passenger and cargo operations, fleet services, and aerial delivery activities while following established safety protocols and regulatory guidelines will load and unload fleet service equipment, supplies, and Air Transport Galley Lavatory (ATGL). Contractor will also dispatch personnel for aircraft cleaning, meal pick-up and delivery, and aircraft servicing (latrine and/or potable water).

3.6.8 **Contingencies:** Upon notification by the CO, the Contractor shall provide services to support installation, local, or national commitments up to and including a declared war that would generate surge requirements. These services shall be provided twenty-four hours a day/seven days a week (24/7) as required for the duration of the contingency. Surge requirements beyond the capability of the Contractor may be augmented by the Government at the Government's option when it perceives mission accomplishment is endangered.

DRAFT

Section 4

ADDITIONAL REQUIREMENTS

4. ADDITIONAL REQUIREMENTS.

4.1. Duty Hours, Operating Location, and Installation Closure.

4.1.1. Hours of Operation: The Contractor shall establish a work schedule based on the requirements listed in each individual Task Order. The Contractor may be required to perform services on shifts, weekends and/or holidays.

4.1.2. Primary Place of Performance: The work to be performed under this contract will occur primarily at government facilities according to each individual Task Order.

4.1.3. Each individual Task Order may address the following: Procedures to follow during installation closure; rescheduling of tasks due to lost hours; work requirements related to weekends, holidays, and night operations; as well as overtime, surge, and over and above work.

4.2. Technical Guidance: Listed in Attachment A are applicable government directives, instructions, publications, and accepted contractor directives and/or instructions that will be the basis for inspection and surveillance of all areas identified in the Quality Assurance Surveillance Plan (QASP).

4.3. Environmental Management: IAW each individual Task Order, the Contractor shall meet environmental management requirements, to include establishing and maintaining a Hazardous Waste Management Program that ensures compliance with all applicable federal, state, and local laws and regulations; Executive Orders; DoD and Air Force policies and is documented in a Hazardous Waste Management Plan.

4.4. Occupational Safety and Health Agency (OSHA): The Contractor shall comply with the OSHA Public Law 91-596 *Occupational Safety and Health Act of 1970*, and the resulting standards, OSHA Standard 29 CFR 1910 *Occupational Safety and Health Standards, National Electrical Code, National Fire Codes*, DoDD 4715.1E *Environment, Safety, and Occupational Health (ESOH)*, AFPD 90-8 *Environment, Safety, and Occupational Health Management and Risk Management,* and AFMAN 91-203 *Air Force Occupational Safety, Fire and Health Standards*.

4.4.1. Safety: The Contractor shall be responsible for the safety and accountability of all its employees, and shall ensure all safety requirements, equipment, and training are met and provided to their employees. The Contractor shall comply with the safety program, host installation safety requirements, Environmental Protection Agency (EPA) instructions and Public Law 91-596, as well as safety provisions listed in each individual Task Order.

4.4.2. Personal Protective Equipment (PPE): The Contractor shall ensure employees are issued PPE required for the work they are expected to perform IAW AFMAN 91-203, as specified in each individual Task Order.

4.5. Mishap Investigation: The Contractor shall assist the applicable unit/installation Safety Office in the investigation and reporting of mishaps IAW AFI 91-202 *The US Air Force Mishap Prevention Program*. Mishap investigation and reporting of accidents involving only contractor personnel shall be the responsibility of the Contractor. Per each individual Task Order, the Contractor shall immediately notify the Contracting Officer Representative (COR), the appropriate Wing/installation Safety Office, Wing/Unit Command Post, and CO of any serious injury or an on-the-job death of contractor personnel.

4.5.1. Protection of Safety Information Resulting from Investigations of Air Force Mishaps: The Government may provide to the Contractor sanitized safety information from previous mishaps as reference material. The Contractor shall ensure personnel receiving and/or utilizing this information comply with restrictions on handling and releasing information in the safety investigation reports IAW AFI 91-204 *Safety Investigation and Hazard Reporting*.

4.6. Government Owned Contractor Operated (GOCO) facilities and equipment: The Contractor shall maintain and operate GOCO facilities IAW OSHA, DoD, and Air Force health and safety standards. Additional requirements may be listed in each individual Task Order (e.g., Sun Shade/shelter maintenance).

4.6.1. Facility Standards. The Contractor shall keep GOCO facilities and areas clean, orderly, and in sanitary condition IAW 29 CFR 1910.22, *Occupational Safety and Health Standards, Walking-Working Surfaces*, and AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*. Additional requirements may be listed in each individual Task Order.

4.7. Records Management: The Contractor shall ensure all official government-owned records received and created for the Government are maintained IAW established Federal Records Act, Public Law 81-754, AFI 33-322 *Records Management,* and AFI 33-364, *Records Disposition—Procedures and Responsibilities*. Air Force directives listed in each individual Task Order.

4.7.1. For Official Use Only (FOUO). The Contractor shall mark, maintain and protect FOUO material IAW DoDM 5400.7_AFMAN 33-302 *DoD Freedom of Information Act Program.*

4.7.2. The Contractor shall mark documents meeting the requirements identified in DoDM 5400.07 and DoDM 5200.01V 4, Enclosure 3, as "For Official Use Only".

4.7.3. The Contractor shall provide capability to retrieve, send, and account for mail from the Official Mail Center.

4.7.4. Contractor directives/instructions/regulations. The Contractor shall ensure installation operations support services are accomplished IAW the instructions, standards and procedures contained in applicable TOs. In the absence of published guidance, the Contractor shall follow internal written procedures, directives, instructions to include maintenance, supply, operations, and ground operations instructions. All contractor directives/ instructions/regulations shall be submitted to the Government for approval and acceptance and shall be reviewed and/or updated annually or within 30 calendar days of an identified deficiency. For surveillance purposes, the Government will have full access to the Contractor directives/instructions/regulations.

4.7.5. Correspondence. Proprietary markings shall be limited to that produced at private expense and shall be justified.

4.8. Mission Essential Contractor Service Plan: The Contractor shall provide and maintain, IAW each individual Task Order PWS, a written plan describing how it will continue to perform the essential contractor services and to address continuation of services in the event of a crisis.

4.9. Management Plan (Strike Plan and Labor Dispute): The Contractor shall develop and maintain a contingency strike or labor dispute plan at the Task Order level that establishes procedures and specific guidance to ensure uninterrupted operations of contracted services, in the event of a breakdown in labor relations leading to work slow-down and/or work stoppage. The plan(s) shall also address any other criteria the Contractor believes to be critical to continuance of the contracted services, and address measures necessary to ensure the security of government property.

4.9.1. If contractor employees performing on an individual Task Order are covered under a collective bargaining agreement (CBA), the Contractor shall provide a Strike Plan.

4.9.2. If contractor employees performing on an individual Task Order are not represented by a union and not covered under a CBA, the Contractor shall provide a Contractor Labor Dispute Plan.

DRAFT

4.10. Emergency Procedures: For work being performed at government facilities, the Contractor shall follow Government emergency response procedures (i.e., fire, tornado, active shooter, and bomb threats). The Contractor shall account for their employees following an emergency. Contractor employees shall participate with government personnel in all emergency response procedures or drills IAW each individual Task Order.

4.11. Common Access Card (CAC) Requirements: CACs are issued IAW AFI 36-3026 and AFMAN 16-1405. In order to obtain a CAC, a previous valid clearance or fingerprints must be verified with favorable results.

4.11.1. Automated Information Systems (AIS): Access will be prohibited until either a valid clearance or temporary waiver is issued by the Trusted Agent. An access request will be initiated after an investigation has been verified or a new investigation has been initiated by OPM. Each individual Task Order will identify additional clearance levels and specific training requirements. Note: government AIS require a CAC.

4.11.2. Contractors Not Requiring a CAC but Requiring Access to a DoD Facility or Installation: The Contractor and all associated subcontractor employees shall comply with applicable installation or facility access policies and procedures provided by the Government as specified in each individual Task Order.

4.12. Associate Contractor Agreements (ACA): The Contractor shall establish ACAs, IAW each individual Task Order, as required to fulfill the terms of the proposed subcontracting plan.

4.13. Award Conference/Periodic Progress Meetings: The Contractor shall attend a Post Award Conference convened by the Government contracting activity; each individual Task Order may also require the Contractor to attend a post-award conference convened by the Government contracting activity or Government contract administration office. In addition, the CO, COR, and other government personnel, as appropriate, will meet, as defined in the Task Order, with the Contractor to conduct Program Management Reviews (PMR), Partnership Meetings and ad hoc meetings, review the Contractor's performance and discuss any issues that are hindering contractor performance. The Contractor shall participate in these meetings, provide feedback, and work with government representatives to resolve outstanding issues.

4.14. Contractor Travel: The Contractor may be required to travel off-site in support of each individual Task Order requirements.

4.14.1. Contract personnel may be authorized travel expenses consistent with the substantive provisions of the Joint Travel Regulation (JTR) and the limitation

of funds specified in this contract. All reimbursable travel requires government approval/authorization prior to starting the travel except as identified in each individual Task Order.

4.14.2. When contract employees are on TDY status, each individual Task Order may authorize government provided transportation within the limits specified in the JTR. Use of government transportation by contractor personnel will be restricted to the conduct of official business and transportation of team personnel to/from worksite and lodging. Costs for transportation may be based on mileage rates, actual costs incurred, or a combination thereof, provided the method used results in a reasonable charge.

4.15. Data Rights: IAW each individual Task Order, the Contractor will be provided access to information required to accomplish assigned tasks commensurate with security clearance and on a need-to-know basis. During any Task Order PoP, all data pertaining to each individual Task Order shall be returned to the Government or destroyed upon Task Order expiration. The Contractor shall not retain classified or unclassified material generated or received under this contract and any resultant contract action after each individual Task Order ends without approval of the appropriate office of primary responsibility.

4.15.1. The Government has purpose rights to all technical data related to the maintenance of installation operations (e.g. supply time for replacement parts, monthly maintenance plans, and maintenance material data). For all other data, the software and data rights clauses included in the contract and Task Order apply. The Government will retain custody and exclusive control of all records associated with contractor deliverables and their distribution.

4.16. Delayed Reporting Requirements: The Contractor shall ensure employees comply with installation closure or delayed reporting procedures, IAW each individual Task Order.

4.17. Service Delays: The Contractor shall notify the assigned government representative of any condition that may delay a contractor's performance. Each individual Task Order will include the method of reporting, to include how quickly and whether the notification should be written or verbal.

4.18. Export Control: The Contractor shall comply with all laws and regulations regarding export-controlled information and technology and shall not use, distribute, transfer, or transmit technology (even if incorporated in products, software, or other information) except in compliance with such laws and regulations. The Contractor shall plan for, obtain, maintain, and make available to the Government any export licensing as required to perform requirements of each individual Task Order.

4.19. Contractor Data Requirements Lists (CDRLs): Additional CDRLs will be specified in each individual Task Order.

4.20. Non-recurring events Support: The Contractor shall support non-recurring events that involve installation operations support; for example, but not limited to, off-station static display flights, air shows, flyover and incentive flights IAW each individual

DRAFT

Task Order.

4.21 Maintenance Documentation: Contractor shall follow each individual Task Order's specific Maintenance Documentation requirements. Perform accurate maintenance documentation to include data inputs into the approved Maintenance Information Systems (MIS). The Contractor shall obtain and maintain technical data, maintenance publications, and subscriptions for support of real property and related equipment.

4.22 Quality Management System (QMS): IAW each individual Task Order, the Contractor shall develop a Quality Control Plan (QCP) to establish procedures to maintain a formal "compliance-oriented" QMS in order to ensure the requirements of each individual Task Order are provided as specified and ensure contractor compliance with installation operations support and equipment technical data and applicable Air Force directives.

4.23 Logistics Management: IAW each individual Task Order requirement, the Contractor shall provide and manage an efficient and cost-effective logistics system that includes all materiel management, property control, and vehicle and transportation functions necessary to support the operating locations.

4.24 Compliance: Ensure all installation operation support activities and operations are conducted in compliance with government directives listed in each individual Task Order, i.e., DoD, Air Force, MAJCOM, and local policies.

DRAFT

Section 5

GOVERNMENT FURNISHED ITEMS AND SERVICES

5 **GOVERNMENT FURNISHED ITEMS AND SERVICES**: For every location identified in each individual Task Order, the Government may provide necessary facilities, common tools, specialized tools, support equipment, office space, required office equipment and supplies, and access to telephones and FAX machines for official business in addition to logistics support.

5.21 Government Furnished Property (GFP) and Government Furnished Information (GFI):

5.21.1 The Contractor, in conjunction with the Government Property Administrator and incumbent Contractor, upon issuance of each individual Task Order award, shall conduct an initial inventory of all GFP. In addition, the Contractor shall conduct a yearly inventory of all GFP or shall conduct an inventory of all GFP at the completion of each individual Task Order, whichever comes first. Results of the GFP inventory shall be uploaded IAW FAR 52.245.1 *Government Property* and Defense Pricing and Contracting (DPC) website located at https://www.acq.osd.mil/dpap.

5.21.2 GFI includes technical data or computer software provided to the Contractor as specified in each individual Task Orders. The Government may subject GFI to restrictions on use, modification, reproduction, release, performance, display, or further disclosure as specified in each individual Task Orders.

5.21.3 The Contractor, in conjunction with the Government Property Administrator and incumbent Contractor, upon issuance of each individual Task Order award hereunder, shall conduct an initial inventory of all GFI. In addition, the Contractor either shall conduct a yearly inventory of all GFI or shall conduct an inventory of all GFI at the completion of each individual Task Order, whichever comes first. Data shall be submitted IAW GFI reporting, as specified in each individual Task Order. The Contractor may be required to dispose of GFP IAW DoD 4160.21-M *Defense Materiel Disposition: Disposal Guidance and Procedures* and as specified in each individual Task Order.

5.22 Logistics Support: Contractor personnel will not be furnished government quarters, messing, or other forms of logistics support except for emergency medical care (resuscitative and stabilization care only), unless specifically authorized in each individual Task Orders.

DRAFT

Section 6

CONTRACTOR FURNISHED ITEMS AND SERVICES

6 CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:

6.21 General: The Contractor shall acquire materials per the instructions listed in each individual Task Orders.

6.21.1 Each individual Task Order will define contractor obtained or provided material, equipment, hardware, software, and facilities. Only material, property, equipment, or facilities necessary to perform services required in the individual Task Orders shall be obtained or leased. The Contractor shall ensure applicable purchasing requirements follow DoD and local policy. The Contractor shall maintain software per the licensing agreement or until delivery to the Government occurs or until the Government directed disposal concludes. Unless directed otherwise, any purchased material shall become the property of the Government upon completion of the individual Task Order.

6.21.2 Each individual Task Order will specify all leased equipment, property, or other material that is obtained by the Contractor to support a contract Task Order.

6.22 Contractor Acquired Property (CAP) and Services: The Contractor shall obtain Government approval for any CAP and Services not specified in the Task Order.

DRAFT

Section 7

GOVERNMENT OBSERVATION

7 **GOVERNMENT OBSERVATION**: The Government will evaluate the Contractor's performance and compliance, IAW each individual Task Order, using:

7.21 LRS-C MAC contract and attached clauses.

7.22 Government surveillance techniques.

7.23 Each individual Task Order PWS, Service Summaries, primarily QASP and Performance Standards.

7.24 Government publications (or portions thereof) listed in each individual Task Order PWS.

7.25 Contractor approved and implemented Regulations and Operating Instructions (OI).

7.26 Contractor QMS Plan used to integrate the two key quality functions* of Quality Control (*Inspections and Follow-Up), and the two key quality functions* of Quality Assurance (*Analysis and Corrective Actions).

DRAFT

ATTACHMENT A

APPLICABLE PUBLICATIONS

ATTACHMENT A: APPLICABLE PUBLICATIONS

A.1. IAW each individual Task Order, the Contractor shall abide by all applicable regulations, publications, manuals, local policies and procedures. The Contractor may be required to use one or a combination of industry standards or maintenance programs listed in the performance of each individual Task Order.

A.2. Access Air Force publications through approved military web site (www.e-publishing.af.mil). Any reference to a publication is meant to include both the basic, supplements or amendments.

A.3. Publications: Applicable publications are listed in Task Order attachments. Supplements or amendments to listed publications from any organizational level may be issued during the life of the contract and must be followed if the publication is listed as mandatory. Upon receipt of Supplements or amendments, the Contractor shall notify the CO in writing prior to implementing those changes. Additional requirements are listed in each individual Task Order.

29 CFR 1910.22 Occupational Safety and Health Standards, Walking-Working Surfaces
49 CFR, Title 49 of the Code of Federal Regulations
AFI 10-403, Deployment Planning and Execution
AFI 10-701, Operations Security (OPSEC) Instructions
AFI 16-1404, Air Force Information Security Program
AFI 16-1406, Air Force Industrial Security Program
AFI 23-101, Aircraft and Equipment Maintenance Management
AFI 24-301, Ground Transportation
AFI 24-302, Vehicle Management
AFI 24-602, Traffic Management
AFI 24-602V4, Personal Property Traffic Management
AFI 25-101, Air Force Nuclear Weapons-Related Materiel Management
AFI 33-322, Records Management
AFI 33-332, Air Force Privacy and Civil Liberties Program
AFI 33-364, Records Disposition—Procedures and Responsibilities
AFI 36-3026, Common Access Card (CAC) Guidance
AFI 90-201, The Air Force Inspection System
AFI 91-202, The US Air Force Mishap Prevention Program
AFI 91-203, Air Force Occupational Safety, Fire and Health Standards
AFI 91-204, Safety Investigation and Hazard Reporting

AFJMAN 23-210, Joint Service Manual (JSM) for Storage and Materials Handling
AFMAN 16-1405, Personnel Security Program Management
AFMAN 17-1302, Communications Security (COMSEC) Operations
AFMAN 23-122, Materiel Management Procedures for Demilitarization (DEMIL)
AFMAN 23-125 (IP), DoD Stock Readiness
AFMAN 24-206, Packaging of materiel
AFMAN 24-306, Ground Transportation
AFMAN 24-604, Preparing Hazardous Materials for Military Air Shipments
AFMAN 91-203 Air Force Occupational Safety, Fire and Health Standards
AFPD 16-14, Security Enterprise Governance
AFPD 90-8, Environment, Safety, and Occupational Health Management and Risk Management
Code, National Fire Codes
DAFI 20-112, Logistics Readiness Quality Assurance Program
DAFI 23-101, Aircraft and Equipment Maintenance Management and Materiel Management publications
DAFI 23-201, Fuels Management
DAFI 24-301, Ground Transportation and supplements thereto
DAFI 24-602V1, Passenger Traffic Management
DAFI 24-602V2, Cargo Traffic Management
DAFI 24-605V2, Air Transportation Operations
DAFI 24-605V3, Air Transportation Functions and Aerial Delivery Operations
DAFI 24-605V5, Load Planning
DAFMAN 20-110, Management of War Reserve Materiel (WRM)
DAFMAN 21-201_DAFGM 2021-01, Munitions Management
DAFMAN 23-110, Nuclear Weapons Related Materiel (NWRM) Program Management
DAFMAN 24-210, Traffic Management
DESR 6055.09_AFMAN 91-201, Explosives Safety Standards
DLM 4000.25-M, Defense Logistics Management System Manual
DoD 4160.21-M, Defense Materiel Disposition: Disposal Guidance and Procedures
DoD 4500.36, Acquisition, Management, and Use of DoD Non-Tactical Vehicles
DoD 4500.9-R, Defense Transportation Regulation (DTR)
DoD 4500.9-R, Part II, Cargo Movement
DoD 4500.9-R, Part III, Mobility
DoD 4715.1E, Environment, Safety, and Occupational Health (ESOH)
DoD 5200.01V1, 2, 3 and 4, DoD Information Security Program
DoD 5220.22-M, National Industrial Security Program Operating Manual
DoDI 4140.25M, DoD Management Policy for Energy commodities and Services
DoDI 4500.57, Transportation and Traffic Management
DoDI 4515.13, Air Transportation Eligibility
DoDIO-2000.16V1_AFI 10-245-O, Antiterrorism (AT) Program Implementation

DoDM 5200.02, Procedures For The DoD Personnel Security Program (PSP)
DoDM 5220.22V2, National Industrial Security Program: Industrial Security Procedures for Government Activities
DoDM 5400.7_AFMAN 33-302, DoD Freedom of Information Act Program
DoDMAN5200.02_AFMAN16-1405, Air Force Personnel Security Program Management
FAR 42.5, Post Award Orientation
FAR 52.204-9, Personal Identity Verification of Contractor Personnel
FAR 52.245.1, Government Property
International Air Transport Association (IATA)
International Maritime Dangerous Goods Code (IMDG)
Joint Travel Regulations (JTR)
OSHA Public Law 91-596, Occupational Safety and Health Act of 1970
OSHA Standard 29 CFR 1910 Occupational Safety and Health Standards, National Electrical
Public Law 81-754 Federal Records Act
T.O. 42B-1-1 Quality control of Fuels and Lubricants
T.O. 42B-1-23, Management of Recoverable and Waste Liquid Petroleum Products
TO 00-20-14, Calibration Program Requirements
TO 00-25-172, Ground Servicing of Aircraft and Static Grounding/Bonding
TO 00-35D-54-WA-1, USAF Deficiency Reporting and Investigating System
TO 00-85-20, Engine Shipment Instructions
TO 36-1-191, Technical and Managerial Reference for Motor Vehicle Maintenance
TO 37-1-1 General Operation and Inspection of Installed Fuel Storage and Dispensing Systems
Uniform Materiel Movement and Issue Priority System (UMMIPS

DRAFT

ATTACHMENT B
DEFINITIONS

ATTACHMENT B: DEFINITIONS:

ASSOCIATE CONTRACTOR AGREEMENT (ACA). An agreement between contractors working on government contract projects that specify requirements for them to share information, data, technical knowledge, expertise, or resources.

CONTRACTOR ACQUIRED PROPERTY (CAP). Property acquired by a contractor on behalf of the Government for use in the performance of a contract, and to which the Government has title. CAP that is subsequently delivered and accepted by the Government for use on the same or another contract is considered GFP.

CONTRACTING OFFICER REPRESENTATIVE (COR). An individual who is designated and authorized in writing by the CO to perform specific technical or administrative functions on contracts or orders. COR encompasses any individual (military or civilian) that performs technical or administrative functions on contracts regardless of the term used to describe their position, specialty or assignment (e.g., alternate CORs, assistant CORs, Task Orders monitors or managers, performance assessment monitors, etc.). A COR is not authorized to direct contractor performance, obligate the Government, or further delegate any responsibility.

CONTRACTED MAINTENANCE. Maintenance performed by a contractor that includes Organizational (O) and Intermediate (I) level maintenance as well as maintenance support activities per DoD, Air Force, MAJCOM or FAA directives within the CONUS, Alaska, and Hawaii.

METRICS. Critical tools to be used by maintenance managers to gauge an organization's effectiveness and efficiency. Metrics are formulas that an organization uses during the execution of a service contract to identify positive or negative contractor performance, schedule, and cost trends.

MINIMUM TEAM COMPLIMENT. The MTC is the minimum amount of fully trained, qualified, certified, and licensed staffing, ***as proposed by the Contractor***, to meet the baseline operations support level and all requirements established by the Government in each individual Task Order PWS.

ORGANIZATION. A government element to which the Contractor is assigned to perform the contractual requirements.

QUALITY MANAGEMENT SYSTEM (QMS). In order to meet the Government's quality requirements, a contractor's QMS should be robust enough and resourced adequately to execute four key quality functions: 1) Detection of quality program problems and defects; 2) Identification of root causes for quality related problems/defects; 3) Correction of root causes related to detected problems/defects; and, 4) Follow-up to ensure quality related problems/defects do not recur. Furthermore, a mature QMS requires the Contractor be the proactive party on quality issues. The goal is to obtain performance reflective of continuous

DRAFT

improvement and risk management, with no reliance on COR's surveillance to detect problems/defects, determine root causes, or ensure quality related problems/defects do not recur.

SERVICEABLE. The condition of an end item in which all requirements for repair, bench check, overhaul, or modification (as applicable) have been accomplished making it capable of performing the function or requirements for which originally designed. The fact that signs of previous use are apparent does not necessarily mean it is unserviceable. When appearance is not a primary consideration, and the condition of the item meets all safety and performance requirements, it will be processed as serviceable.

DRAFT

ATTACHMENT C

ACRONYMS

ATTACHMENT C: ACRONYMS

ACRONYM	TITLE
ACA	Associate Contractor Agreement
ACO	Administrative Contracting Officer
AETC	Air Education and Training Command
AFMAN	Air Force Manual
AFI	Air Force Instruction
AFOSH	Air Force Occupational Safety and Health
AIS	Automated Information Systems
AM	Airfield Management
AT	Antiterrorism
BASH	Bird Aircraft Strike Hazard
CAC	Common Access Card
CAP	Contractor Acquired Property
CBA	Collective Bargaining Agreement
CDRL	Contract Data Requirements List
CCI	Controlled Classified Information
CFR	Code of Federal Regulations
CLIN	Contract Line Item Number
CMR	Contractor Management Reporting
CMRA	Contractor Manpower Reporting Application
CO	Contracting Officer
CONUS	Continental United States
COMSEC	Communication Security
COR	Contracting Officer Representative
CPAR	Contractor's Performance Assessment Report
DCMA	Defense Contract Management Agency
DCMA INST	Defense Contract Management Agency Instruction
DFARS	Defense Federal Acquisition Regulation Supplement
DoD	Department of Defense
DoDI	Department of Defense Instruction
DoDM	Department of Defense Manual

DRAFT

ACRONYM	TITLE
DoL	Department of Labor
DPC	Defense Pricing and Contracting
EPA	Environmental Protection Agency
E-QIP	Electronic Questionnaires for Investigation Processing
ESOH	Environment, Safety, and Occupational Health
FAR	Federal Acquisition Regulation
FCL	Facility Security Clearance
FOUO	For Official Use Only
FP	Force Protection Plan
FPCON	Force Protection Condition
GFI	Government Furnished Information
GFP	Government Furnished Property
GGFR	Ground Government Flight Representative
GOCO	Government Owned Contractor Operated
HRH	Hand Receipt Holders
IAW	In Accordance With
INST	Instruction
JBSA	Joint Base San Antonio
JTR	Joint Travel Regulation
LOI	Local Operating Instructions
MAJCOM	Major Command
MAC	Multiple Award Contract
MDS	Mission Design Series
MICT	Management Internal Control Toolset
MIS	Maintenance Information System
MTC	Minimum Team Complement
NOTAM	Notice To Airmen
NSA	National Security Agency
OL	Operating Location
OPM	Office of Personnel Management
OPSEC	Operations Security
OSHA	Occupational Safety and Health Act
OTI	One Time Inspections
PCL	Personnel Security Clearance Level
PCO	Procuring Contracting Officer

DRAFT

ACRONYM	TITLE
PII	Personally Identifiable Information
PoP	Period of Performance
PPE	Personal Protective Equipment
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
QMS	Quality Management System
SAC	Self-Assessment Checklists
SBPCD	Small Business Participation Commitment Document
SOP	Standard Operating Procedures
SPM	Site Program Manager
TDY	Temporary Duty
TO	Technical Orders
US	United States

DRAFT