PERFORMANCE WORK STATEMENT (PWS)

Depot Consumable Parts Processing & Disposal (DEMIL)

22 June 2026

1.0 DESCRIPTION OF SERVICES. The Contractor shall provide, supply labor, management, all materials, parts, travel, tools, and training necessary to provide the Consumable Parts Processing and Disposal (DEMIL) Support Services. The contract shall include collection, staging, processing, and transportation of non-serviceable/condemned parts from maintenance to a staging area and ultimately to DLA Disposition. Approximately six (6) full-time equivalent (FTE) personnel will be required for the WR-ALC, Workload & Analysis Branch (WR-ALC/OBW), Robins Air Force Base (AFB) Georgia. Contractor support is required for the following labor categories:

Title	Government Equivalent	#FTEs	Annual Normal Shift Hours Per FTE *
Material Handler	WG-6907-8	3	1856
Supply Clerical and Technical	GS-2005-7	2	1856
Contractor Supervisor	WG-6907-9	1	1856

1.1. Material Handler:

1.1.1 **Skills and Abilities: Heavy Equipment & Vehicle Operation –** *Knowledge and Skills*

- Heavy Duty Forklifts: Skilled in operating forklifts with lifting capacities of 10,000 pounds and higher
- Difficult Terrain Maneuvering: Ability to safely operate materials-handling equipment on unpaved, uneven, or unimproved outdoor holding areas
- Rigging and Weight Handling: Basic skill in selecting and utilizing rigging gear (slings, shackles, and chains) to transition heavy or awkwardly shaped military cargo
- Technical Verification: Ability to check complex shipping documents, identify systemic stock discrepancies, and correct receipts under Joint Certification Program (JCP) or export-control requirements
- System Processing: Skill in resolving automated database errors or "binned stock" mismatches using handheld scanners and terminal interfaces

1.2 Supply Clerical and Technician Series:

1.1.2 *Knowledge and Skills:*

- Understanding of Performance Work Statements (PWS), Quality Assurance Surveillance Plans (QASP), and basic contracting terms.
- Deep knowledge of OSHA, DoD/DoW safety manuals, and material handling equipment (MHE) licensing standards.

- Ability to align incoming shipping schedules and outgoing requirements with available contract labor hours.
- Skill in identifying, documenting, and resolving material damage, shortages, or loss occurring during transit.
- Ability to verify that physical moves executed by contractor's match database transactions

1.3 Contractor Supervisor:

Knowledge and Skills: Contractor supervisors shall be responsible for the management and control of Contractor employees. They participate in meetings and discussions regarding initial planning of current and future work schedules, budget requests, staffing needs, estimates, and recommendations as scheduling projected work.
The Contractor shall provide supervisory personnel operating at the WS/WG-6907-09 equivalent level to direct, plan, and oversee all physical material movement and warehouse operations. Serving as the primary on-site operational lead and direct liaison to the Contracting Officer's Representative (COR), the Contractor shall execute the following:

- Shall plan, schedule, and direct daily logistics operations. Shall assess mission priorities, determine resource requirements (personnel and equipment), and assign complex tasks to lower-grade material handlers.
- Shall enforce strict compliance with OSHA, DOT, and DoD safety regulations across the facility. Shall ensure all personnel maintain active Material Handling Equipment (MHE) certifications and utilize safe rigging/weight distribution practices.
- Shall implement internal quality control checks to guarantee manifest accuracy and damage-free transport. Shall serve as the final escalation point for resolving complex physical or systemic inventory discrepancies before reporting to the government

1.4 **Basic Services:** The parts turn-in/disposal services to be included are as follows:

1.4.1 **Material Pickup:** Detailed instructions for material pickup, processing and turn-in are listed in Appendix C.

1.4.2 **Material Staging Area:**

1.4.2.1**.** Material shall be temporarily stored in staging area at Building 2316 in preparation for transport and turn-in to Defense Logistics Agency Disposition Service (DLADS).
1.4.2.2**.** Items too large to store at the Staging Area shall remain at their original location until scheduled for direct transport to DLADS.
1.4.2.3**.** Contractors shall maintain control of material staging area; maintenance personnel are not authorized access to the staging area without prior approval.

1.5 Material Processing:

1.5.1. While in staging, material shall be prepared for transport and turn-in to (DLADS)
1.5.2. Material shall be segregated by DEMIL code.
1.5.3. When material is ready for turn-in, create the turn-in paperwork (1348-1).
a. The 1348-1A shall be completed by hard copy or through the Electronic Turn in Document (ETID) system. Contractor shall gain access to ETID via AMPS https://amps1.dla.mil/
1.5.4. Create 4 copies of the 1348-1, attach 3 to item, maintain one copy on file for auditability.
a. Maintain file copy IAW Air Force Records Management requirements. (AFI 33-322,

Records Management and Information Governance Program).

1.6. Material Turn-In:

1.6.1**.** Upon approval of DD Form 1341-A in DLA Electronic Turn-In Document (ETID) System, schedule material Turn-in via DLA Disposition Automated Scheduler (DAS).

1.7. Material Accountability and Reporting:

1.7.1. The Contractor shall provide the COR and OBWC with a monthly incoming material report in electronic format by electronic email to the COR and OBWC. The report shall list all part numbers inducted into the staging area along with the date inducted. The report shall be provided no later than ten (10) days after the last duty day of the month. **(CDRL A/B/C001 DI-MGMT-80389, Receipt of Government Material Report).**

1.7.2. The Contractor shall provide the COR and OBWC with a monthly outgoing material report. The report shall list all part numbers into DLADS along with date turned in. Report shall be provided no later than ten (10) days after the last duty day of the month (**CDRL A/B/C002 DI-MGMT-80442 NOT 2, Report of Receipts, Inventory Adjustments, and Shipments of Government Property).**

1.8 Airfield/Flightline/Industrial Area Driving and Operation of POV, Vehicular and Non-Vehicular Equipment:

1.8.1. All employees shall be required to obtain and maintain authorization to drive on the Airfield (industrial and flight line areas).

1.8.1.1. **Airfield / Flightline / Industrial Area Driving Authorization**: Contractor personnel operating any Vehicular or Non-Vehicular Equipment (NVE) on the airfield at Robins Air Force Base (AFB) shall comply with all requirements outlined in Air Force Instruction (AFI) 13-213, Airfield Driving, as supplemented by the current Robins AFB Supplement. This includes, but is not limited to, obtaining and maintaining a valid airfield driving permit. NVE includes, but is not limited to, bicycles, tricycles, golf carts, and all-terrain vehicles (ATVs).

1.8.1.2. **Requirements for Operation:** Prior to operating any Vehicle or NVE on the Airfield / Flightline / Industrial Area, contractor personnel shall:

1.8.1.3. Successfully complete all required airfield driving training as specified in the Robins AFB Supplement to AFI 13-213. The Contractor is responsible for scheduling this training through the AMXG POC, (Contact OBWC or COR for most current POC), with adequate lead time so as not to interfere with the contract schedule.

1.8.1.4. Possess a valid AF Form 483, Certificate of Competency. This certificate showing successful completion must be in the possession of the vehicle operator when driving on the Airfield / Flightline / Industrial Area. (AFI 13-213 and RAFBI 13-213).

1.8.1.5. Ensure the equipment is in safe operating condition and meets all applicable safety requirements as defined in the Robins AFB Supplement to AFI 13-213.

1.8.1.6. Adhere to all speed limits, traffic regulations, and operational procedures outlined in AFI 13-213 and the Robins AFB Supplement.

1.8.1.7. **Privately Owned Vehicle (POV) Access**: Access to the airfield for Contractor personnel in Privately Owned Vehicles (POVs) is authorized only upon written approval from the AMXG/CC (Air Materiel execution Group/Commander). Only Contractor Supervisors are authorized to request POV access. The Contractor shall submit a written request to the Contracting Officer Representative (COR). The COR will forward the request to the AMXG/CC for consideration. The request shall include:

1.8.1.7.1. Justification for POV access (e.g., specific tasks requiring POV use).
1.8.1.7.2. List of personnel requiring POV access, including their airfield driving permit numbers (if applicable).
1.8.1.7.3. Vehicle information (make, model, license plate number).

1.8.1.8. **Vehicle Identification:** All Contractor-owned vehicles, including POVs authorized for airfield access, shall prominently display the Contractor's company name and logo in accordance with paragraph 4.29.10 of the Robins AFB Supplement to AFI 13-213. The Contractor is responsible for ensuring that vehicle markings are legible and maintained in good condition.

1.8.1.9. **Compliance Verification:** The Government reserves the right to inspect Contractor POV's, Vehicles and NVE, and to verify compliance with all airfield driving and safety requirements. Failure to comply with these requirements may result in revocation of airfield driving privileges and/or other contractual remedies.

1.8.1.10. **Personal Protective Equipment (PPE).**

1.8.1.11. Government-Furnished PPE: The Government will provide standard bulk-disposable hearing protection (earplugs) incidental to the place of performance at Building 2316 and the flight line.

1.8.1.12 Contractor-Furnished PPE: The Contractor shall provide all PPE required for the safe performance of contract operations at their own expense. Contractor-furnished PPE shall comply with OSHA, ANSI, and Air Force safety standards, and must be detailed in the Contractor's Safety and Health Plan (Section 4.18). Required Contractor-provided PPE includes:

- Steel-Toed Safety Boots: Must meet ASTM F2413-18 (or current) standards for all Material Handlers and the Contractor Supervisor.
- Safety Glasses: High-impact eye protection meeting ANSI Z87.1 standards.
- Reflective Belts: Reflective belts shall be worn by all Contractor personnel during hours of darkness or periods of reduced visibility, in compliance with Robins AFB flight line and industrial area regulations.
- Industrial Work Gloves: Heavy-duty, abrasion-resistant gloves appropriate for rigging and handling heavy, awkwardly shaped military cargo.

1.9. Government Furnished Training (GFT) - The Government will provide mandatory flight line and industrial area driver Government Furnished Training (GFT). The Contractor shall ensure all personnel requiring unescorted driving privileges in these restricted areas successfully complete this GFT prior to unsupervised operation. The Contractor shall execute the following:

1.9.1. **GFT Attendance & Execution.** Coordinate scheduling and ensure employees attend the full GFT program, which consists of two (2) to three (3) hours of academic instruction, a daytime driving test and a night-time driving test.

1.9.2. **Prerequisites & Documentation.** Verify all candidates possess a valid state driver's license and active base access credentials prior to scheduling GFT. Maintain a current roster of all GFT-certified drivers and provide it to the COR upon request.

1.9.3. **Test Vehicle Support.** Provide the specific Contractor-owned or Government-Furnished vehicle(s) utilized under the contract for the employee's daytime and night-time GFT practical driving evaluations.

1.9.4. **Compliance & Safety.** Immediately restrict any employee from flight line driving if they fail the GFT requirements, or if their credentials lapse, are suspended, or are revoked by the Government.

1.10 Contractor Provided Equipment for On-Base Use:

1.10.1 The Contractor shall provide all vehicles and Material Handling Equipment (MHE) necessary for on-base use. This includes, but is not limited to, trucks, trailers (e.g., semi-trailers, flatbeds), forklifts, and dollies required to pick up, transport, on-load, and off-load material.

1.11. Government Ownership of Materials: All guides, Standard Operating Procedures (SOPs), flowcharts, training curriculum, and operational data created or modified by the contractor under this contract shall become the sole property of the U.S. Government. Deliverables must be provided in editable formats (e.g., MS Word, Excel, PowerPoint) to allow the Government to manipulate, update, and reuse the materials freely.)

1.12. DEMIL Operations How-To Guide: The Contractor shall author, maintain, and update a comprehensive DEMIL Operations Guide. This guide must detail step-by-step instructions for picking up, staging, processing, and turning in DEMIL material specific to Warner Robins ALC and 3 Bays in Building 2316. The initial draft is due 90 days after contract award, with final delivery NLT 30 days prior to the end of the base year, and annual updates. **(CDRL A/B/C003 DI-MISC-80508B, Technical Report - Study/Services)**

1.13. Organic Transition-Out Plan: No later than 180 calendar days prior to the expiration of the final option period, the Contractor shall deliver a Transition-Out Plan. This plan shall outline how the contractor will hand over operations to government personnel without a break in service. It must include a 30-day "shadowing" period where government personnel observe and co-operate in the staging area alongside contractor employees.

1.14. Key Control & Access Log: The Contractor shall establish and implement a Key Control and Facility Access Policy for Building 2316. The Contractor shall maintain a physical key control log to track keys, CAC/badge swipes (if applicable), and visitor entry. No keys shall be duplicated. Any lost keys or compromised security codes must be reported to the COR and Security Forces within one (1) hour of discovery. The Contractor shall bear the cost of re-keying the facility if keys are lost by contract personnel.

1.15. End-of-Day Lock-up Procedures: The Contractor is solely responsible for physical security of DEMIL staging area of Building 2316 outside of operational hours. The Contractor shall perform a daily end-of-day security sweep to ensure all doors, gates, and windows are locked, utilities are shut off or set to conservation levels, and any sensitive DEMIL parts are appropriately staged.

1.16 Contractor Handling of Scientific and Technical Information (STINFO)

1.16.1**.** STINFO is recorded information related to experimental, developmental, or engineering works that can be used to define an engineering or manufacturing process, or to design, procure, support, maintain, operate, repair, or overhaul material.

1.16.2. The contractor is responsible for properly identifying and handling STINFO. This includes recognizing STINFO, recognizing what a Distribution Statement is and shall know how to use it, disseminating STINFO to the widest appropriate audience while protecting it from falling into the wrong hands, destroying STINFO properly, and involving the proper people when handling STINFO.

1.16.3. Contractors working as material may be exposed to STINFO during material preparation for turn-in to disposition. All contract employees shall complete CHPOPS0002000BR - AFSC Annual STINFO Awareness Training available at https://tss.cce.af.mil/tssportal_wr/

1.16.4. The contractor shall obtain written approval of the appropriate government point of contact prior to release of STINFO data. No unauthorized release of STINFO data shall be permitted.

1.17. **Records Management Training:**
1.17.1. All employees shall complete and maintain current with AFQTPXXXXX-222RA, Records Management - User Training. This training is available via MyLearning on the Air Force Portal. Training is required annually.

1.18. Monthly Activity Report:
1.18.1. The Contractor shall submit a monthly activity report no later than ten (10) business days of the following month. The report shall be submitted electronically via Adobe Portable Document (PDF) and Excel documents. The report shall include the position description, employee name, weekly sum of hours worked for the corresponding position, and any issues, concerns, or programmatic changes. The report shall also list current assignment (squadron) of all personnel by name as well as any unfilled positions with explanation as to why it is currently

unfilled, and when the position is expected to be filled. There shall be no more than two (2) late submittals annually. **(CDRL A/B/C/004, Status Report, DI- MGMT-80368A)**

1.19 ATACS:
1.19.1. Contractors shall utilize Automated Time Computer System (ATACS) daily to enter time. For new employees, the Contractor Supervisor shall provide OBMB Human Resources Rep and COR with the Employee Name, DOD ID Number, and Government E-Mail address no later than one business day after CAC is issued. Contractor Supervisor shall Notify OBMB Human Resources Rep employees who leave employment so they can be removed from ATACS.

1.20 Employment:
1.20.1 Prior to performance under the positions specified throughout this PWS, the contractor shall provide an employee qualification package for government review and approval. The qualification package shall contain the employee's resume. The resume must clearly show the employees meet the required experience for each labor category. A resume from the same employee cannot be used for two or more labor categories. If the resume is not from a current employee of the contractor, a letter from the potential employee stating their willingness to work for the contractor is required. For the entire duration of this contract, every employee considered for one of the above positions shall submit a qualification package for the position and must be approved by the Contracting Officer prior to performance.

1.21. Facility:
1.21.1. Facility for staging materials shall be provided by the government and include adequate floor space and shelving for temporary staging of material awaiting turn-in, Offices, LAN Drops, Phone Connectivity.

1.21.2. The contractors shall use Gov-provided computers connected to RAFB network.
1.21.3. Contractors shall be working out of the staging area B2316, and a key shall be provided by the government to access and secure the facility.

2.0 SERVICES SUMMARY (SS).

Performance Objectives	PWS Para.	Performance Threshold
Customer Complaints	2.3	No more than two validated customer complaints.
Staffing/Vacancies	2.2.1	Contractor shall provide continuous staffed positions, 90% of the time per position.
Vacancies	2.2.2	Contractor shall fill vacancies within 30 business days of employee vacating position.

2.1. GOVERNMENT SURVEILLANCE/INSPECTION.

2.1.1 In accordance with FAR clause 52.246-4, The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work. This will not relieve the Contractor of responsibility for providing adequate quality control measures or from any contract requirement.

2.1.2 The Government Contract Surveillance Management Office (CSMO) shall monthly evaluate the Contractor's performance by appointing a Primary and Alternate Contracting Officer Representative (COR) for the contract. The Government has the option to request a meeting with the Contractor at any time to discuss Contractor performance. The Contractor shall comply with all Government inspection efforts.

2.2. STAFFING/VACANCIES

2.2.1 The Contractor shall ensure each position is staffed no less than 90% of the time each month. If an employee is out for any period where this percentage is not achieved, the Contractor shall provide a backfill to ensure the minimum percentage is achieved. The Contractor shall ensure that any break in service is backfilled by qualified/equivalent personnel.

2.2.2 Contractor shall fill vacancies within thirty (30) business days of employee vacating position. Provide the report electronically as required. Prior to beginning work, contractor must ensure that employees have a valid security clearance. No additional days will be given to obtain the clearances. Only filled positions shall be invoiced. **(CDRL A/B/C/D/E005, Status Report, DI- MGMT-80368A/T)**

2.3. CUSTOMER COMPLAINTS

2.3.1. No more than two (2) customer complaints per month related to basic services for performing functions outlined in this PWS and all other pertinent regulations, rules, and instructions. Customer Complaints will be submitted to the government Contracting Officer Representative (COR) from any of the production supervisors who have contractors working within their area of responsibility. The COR will review the Customer Complaint to determine if it is valid. If it is a valid complaint, the COR will submit a Performance Assessment Report to the contractor for corrective action.

3.0 GOVERNMENT FURNISHED PROPERTY (GFP). None – there is no GFP attachment for this acquisition.

4.0 GENERAL INFORMATION.

4.1 Government Representatives. The following individuals will serve as the Primary and Alternate Government Representatives as the points of contact through which all contractor-provided services will be requested and accomplished for WR-ALC/OBW Government Representatives will not supervise the Contractor, and they are not empowered to make any contractual commitments or to authorize any contractual changes on the Government's behalf. The following individuals will serve as Government Representatives for WR-ALC/OBW.

[redacted]	[redacted]

4.2 Shipping/Delivery/Period of Performance. The Period of Performance shall consist of a basic 12-month period and two (2) 12-month options.

4.3. Address.

[redacted]

4.4 **Place of Performance and Hours of Work.** On-site contract services shall be performed at the Warner Robins Air Logistic Complex. The work will take place in building 2316 at Robins Air Force Base, GA. The Contractor's work hours (shifts) shall be from 600 am to 2:30 pm (EST), with a 30-minute lunch, Monday through Friday. The Contractor shall notify the Government Lead of any scheduled or unscheduled absences. Contractor shall input their time daily into a DCAA compliant time accounting system designated by the contractor.

4.5 **Recognized Holidays.** Unless otherwise required by the Government, the Contractor shall not have access to Government facilities to work or telework on all federal holidays or during facility closings as authorized by the Government. If the holiday falls on Saturday, it is observed on Friday. If the holiday falls on a Sunday, it is observed on Monday.

4.6 **Security Requirements**.

4.6.1 **Government Security Regulations.** The Contractor shall ensure personnel, information, system, facility, and international security requirements are met in accordance with 32 CFR Part 117, National Industrial Security Program Operating Manual (NISPOM), Department of the Air Force Instruction (DAFI) 31-101, Base Defense Operations.

4.6.2 **Contractor Security Clearance.** This requirement does not require a secret security clearance. The Contractor shall ensure Contractor personnel have a valid security clearance appropriate to the access required for proper accomplishment of contract/order requirements. Contractor personnel shall not be authorized access to classified and/or sensitive, but unclassified, information and/or materials or be permitted to work on classified and/or sensitive,

but unclassified, projects and/or programs without a proper security clearance and a need-to-know. Contractor personnel whose clearances have been suspended or revoked shall immediately be denied access to classified and/or sensitive, but unclassified, information.

4.6.3 **Communications Security (COMSEC)**. The Contractor shall use only secure communications methods and/or equipment to transmit or otherwise transfer classified and/or sensitive, but unclassified, information in accordance with 32 CFR Part 117.21, National Industrial Security Program Operating Manual (NISPOM).

4.6.4 **Contractor Access to Department of the Air Force Installations.**

4.6.4.1 The contractor shall obtain base identification, and vehicle passes, if required, for all contractor personnel who make frequent visits to or perform work on the Department of the Air Force installation(s) cited in the contract. Contractor personnel are required to wear or prominently display installation identification badges or contractor-furnished contractor identification badges while visiting or performing work on the installation.

4.6.4.2 The contractor shall submit a written request on company letterhead to the Contract Surveillance Management Office (CSMO) POC (Wide Area Workflow or Contracting Office Representative – COR) listing the following: contract number, location of work site/building number, start and stop dates, and names of employees, birthdate; license number/state of issue; days of the week/hours needed (including overtime) and subcontractor employees needing access to the base. The letter will also specify the individual(s) authorized to sign for a request for base identification credentials or vehicle passes. The CSMO POC will endorse the request and forward it to the issuing base pass and registration office or Security Forces for processing. When reporting to the registration office, the authorized contractor individual(s) should provide a valid driver's license/Identification card/Passport, current vehicle registration, valid vehicle insurance certificate, and all visitors are subject to a criminal background check and required to follow all traffic guidelines while on the installation to obtain a vehicle pass.

4.6.4.3 During performance of the contract, the contractor shall be responsible for obtaining required identification for newly assigned personnel and for prompt return of credentials and vehicle passes for any employee who no longer requires access to the work site.

4.6.4.4 When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with *DAFI 31-101, Integrated Defense,*
and DODMAN5200.02_DAFMAN 16-1405 , Air Force Personnel Security Program

4.6.4.5 Upon completion or termination of the contract or expiration of the identification passes, the prime contractor shall ensure that all base identification passes issued to employees and subcontractor employees are returned to the issuing office.

4.6.4.6 The contractor shall provide an after-hours contact number or after-hours email in the Emergency Mass Notification System (EMNS) for each of their personnel, whose normal place of duty is on a DoD installation or within a DoD facility. The contractor shall comply with any additional requirements in DAFMAN 10-206 for emergency operational reporting. Foreign

Nationals may participate and may remove themselves from the Emergency Mass Notification System at any time. To update information, personnel can access the globe icon on their system desktop screens and choose the “Access Self-Service” option.

4.6.4.7 Failure to comply with these requirements may result in withholding of final payment.

4.6.4.8 If a contractor is denied base access due to criminal activity the CSMO POC will notify the contracting company which will take appropriate action to resolve the issue.

4.7 Common Access Cards (CAC) for Contractor Personnel

4.7.1 For installation(s)/location(s) cited in the contract, contractors shall ensure Common Access Cards (CACs) are obtained by all contract or subcontract personnel who meet one or both of the following criteria:

4.7.1.1 Require logical access to Department of Defense computer networks and systems in either:

4.7.1.1.1 the unclassified environment; or

4.7.1.1.2 the classified environment where authorized by governing security directives.

4.7.1.2 Perform work, which requires the use of a CAC for installation entry control or physical access to facilities and buildings.

4.7.2.2 Contractors and their personnel shall use the following procedures to obtain CACs:

4.7.2.3 Contractors shall provide a listing of personnel who require a CAC to the CSMO POC (COR). The government will provide the contractor instruction on how to complete the Mission Partner-Identity, Credential and Access Management (MP-ICAM) application and then notify the contractor when approved.

4.7.2.4 Contractor personnel shall obtain a CAC from the nearest Real Time Automated Personnel Identification Documentation System (RAPIDS) Issuing Facility (typically the local Military Personnel Flight (MPF).

4.7.2.5 While visiting or performing work on installation(s)/location(s), contractor personnel shall wear or prominently display the CAC as required by the governing local policy.

4.7.2.6 During the performance period of the contract, the contractor shall:

4.7.2.7 Within 7 working days of any changes to the listing of the contract personnel authorized a CAC, provide an updated listing to the CSMO POC (WAWF Acceptor or COR)who will provide the updated listing to the authorizing government official;

4.7.2.8. Return CACs in accordance with local policy/directives within 7 working days of a change in status for contractor personnel who no longer require logical or physical access;

4.7.2.9 Return CACs in accordance with local policy/directives within 7 working days following a CACs expiration date; and

4.7.2.10 Report lost or stolen CACs in accordance with local policy/directives.

4.7.2.11 Within 7 working days following completion/termination of the contract, the contractor shall return all CACs issued to their personnel to the issuing office or the location specified by local policy/directives.

4.7.2.12 Failure to comply with these requirements may result in withholding of final payment.

4.8. **Operations Security (OPSEC).** The purpose of OPSEC is to reduce the vulnerability of USAF missions to adversary collection and exploitation of critical information. The Contractor shall comply with DoDD 5205.02E "DoD Operations Security (OPSEC) Program", DoD Manual 5205.02 "DoD Operations Security (OPSEC) Program Manual" and AFI 10-701 "Operations Security (OPSEC)" to protect United States (U.S. Government interest). The Contractor shall ensure compliance with OPSEC requirements including procedures to protect classified and/or sensitive, but unclassified, Government projects and/or programs. The Contractor shall ensure Contractor personnel who perform work at Robins AFB or another Government facility comply with the OPSEC procedures of the facility.

4.8.1 **Security Incident or Violation.** The Contractor shall immediately notify the Government Security Office of any potential or actual security incident~~s~~ or violation~~s~~ including potential or actual unauthorized disclosure or compromise of classified and/or sensitive, but unclassified, information.

4.9 Supply Chain Risk Management. The Contractor shall implement risk management procedures to ensure that system, equipment, components, software, maintenance equipment, and supplies do not incorporate counterfeit parts, malicious code, or other elements that would allow adversaries to gain access to data and critical program information and disrupt operations. Contractor risk management procedures shall comply with:

- DoDI5000.83 DAFI 63-113, *Technology and Program Protection to Maintain Technological Advantage*
- SAE Aerospace Standard AS5553D, *Counterfeit Electrical, Electronic, and Electromechanical (EEE) Parts; Avoidance, Detection, Mitigation and Disposition,*
- National Institute of Standards and Technology (NIST) Special Publication 800-53 Rev 5, *Security and Privacy Controls for Information Systems and Organizations*

4.10 **Contractor Identification.** Contractor personnel shall wear visible identification designating them as contractors at all times while on Robins Air Force Base.

4.11 **Contractor Vehicle Entry.** The Contractor shall contact the Robins Air Force Base Visitor's Center to and comply with local procedures for obtaining credentials and vehicle entry.

Information may be obtained by calling the following phone number: Commercial 478-222-1972.

4.12 Agency Affirmative Procurement Program. In accordance with RFO 23.102 (Policy) and 23.103 (Procedures), 100% of purchases of Environmental Protection Agency (EPA)-designated products included in the Comprehensive Procurement Guidelines (CPG) list [https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program] and/or United States Department of Agriculture (USDA)-designated products included in the biobased product listings [http://www.biopreferred.gov] shall, at a minimum, meet the EPA or USDA standards for recovered materials or bio based content, respectively, unless an item cannot be acquired competitively within a realistic timeframe, meet appropriate performance standards, and/or be acquired at a reasonable price.

4.12.1 The Contractor shall provide estimates and verification of recovered material for EPA-designated CPG products and certification for both EPA-designated CPG products and USDA-designated biobased products. In accordance with the Robins Air Force Base, Georgia / Affirmative Procurement Program (formerly Green Procurement Program (GPP)) Plan, the Contractor shall provide estimates and certifications to the Government for completion of the applicable attachment(s) to be included in the Purchase Request (PR) package.

4.13 Elimination of Use of Class I Ozone Depleting Substances (ODS)

4.13.1. Contractors shall not:
4.13.1.1. Provide any service or product with any specification, standard, drawing, or other document that requires the use of a Class I ODS in the test, operation, or maintenance of any system, subsystem, item, component, or process; or

4.13.1.2. Provide any specification, standard, drawing, or other document that establishes a test, operation, or maintenance requirement that can only be met by use of a Class I ODS as part of this contract/order.

4.13.2 For the purposes of Department of the Air Force policy, the following products that are pure (i.e., they meet the relevant product specification identified in AFI 32-7086[AR2]) are Class I ODSs:

4.13.2.1. Halons: 1011, 1202, 1211, 1301, and 2402

4.13.2.2. Chlorofluorocarbons (CFCs): CFC-11, CFC-12, CFC-13, CFC-111, CFC-112, CFC-113, CFC-114, CFC-115, CFC-211, CFC-212, CFC-213, CFC-214, CFC-215, CFC-216, and CFC-217, and the blends R-500, R-501, R-502, and R-503; and

4.13.2.3. Carbon Tetrachloride, Methyl Chloroform, and Methyl Bromide.

4.14. Other Government Furnished Equipment and Services.

4.14.1**. Base Support:** The Government shall furnish property incidental to the place of performance (Ex: cubicle space, desk, chair, desktop computer, access to copier, fax and a

networked printer. In addition, the Government shall provide telephone service consisting of Class 3 and Class 1, to include the Defense Switched Network (DSN). The contractor shall ensure use of all government provided equipment/facilities is limited to performance of contract related official Government business. Upon completion or termination of the contract or expiration of employee identification passes, the prime contractor shall ensure that all GFE to include base ID passes, desktop computer, laptop computers, peripherals, and other software/hardware is returned to the COR and each individual is processed through the directed Out-processing checklist.

4.14.2. **Operational Containers and Materials.**

1.14.3 **Government-Furnished Containers**: The Government will provide all necessary industrial containers, bins, and pallets required for the holding, staging, and transport of DEMIL materials at Building 2316.

1.14.4 **Container Accountability:** The Contractor shall track and maintain accountability of all Government-provided containers within the staging area. The Contractor shall notify the COR when additional containers are required or when damaged containers need to be replaced.

4.15 Environmental Management System (EMS). Environmental Management Systems (EMS) Awareness Training: All contractor personnel working on Robins AFB who perform activities on the installation are required to complete Air Force-provided initial EMS Awareness Training. It is the responsibility of the Prime Contractor to ensure that all sub-contractors, vendors, and employees complete this training prior to beginning work on Robins AFB. Notification of training completion shall be sent to the Robins AFB Contracting Officer (CO) and the Contract Surveillance Management Office (CSMO) POCs to be maintained in the contract file for tracking purposes. Failure to provide documentation of EMS Training may result in termination of the contract.

4.15.1 EMS training is provided by Environmental Management. Contractors have two options to satisfy the mandatory EMS Awareness Training requirement. (Front Desk: 478-926-1176)

4.15.2 Option 1: Contractors can register for an account through The Environmental Awareness Course Hub (TEACH), the Air Force training
database: https://usaf.learningbuilder.com/account/login/?ReturnUrl=%2f
Search for Course ID: EMS110UHHZ00293

Directions:

1. Hover your mouse over the Courses and Transcripts tab.
2. Click on Transcripts
3. Click into the TEACH Course Completion Log by clicking the orange Continue or Begin button.
4. When you are on the transcript, click on the blue “Search for Course” button.
5. When the pop up appears enter the course name or course number and press search.
6. Once you find the course you want to add, click on the +Select button to add the course to your transcript.

(Note: TEACH may not be supported by Internet Explorer; recommend using Chrome.)

4.15.3 Option 2: Contractor requests a copy of the Robins EMS Awareness Training PowerPoint Presentation from Environmental Management. The request should be sent to the Environment Management Office at the following email address, jessica.parker.15@us.af.mil. Once the presentation is received, the contractor is responsible for ensuring that all his/her employees view the training. **(CDRL A/B/C007 DI-MGMT-80368A/T, Status Report/EMS Training)**

4.16. ISO 50001 – Energy Management System. Due to the WR-ALC being ISO 500001 certified, all contractors are subject to the Energy Management System (EnMS) requirements and shall abide by certification guidelines whenever applicable.

4.16.1. EnMS Training. All contractor personnel working on Robins AFB who perform activities on the installation are required to complete Air Force provided initial EnMS Training. It is the responsibility of the Prime Contractor to ensure that all sub-contractors, vendors, and employees complete this training prior to beginning work on Robins AFB.

4.17.1.1. EnMS training is provided by the Energy Assurance Office. The Contractor shall request the training by sending an email to 402MXSG.MXDEA.EnergyAssurance@us.af.mil.

4.16.2. Notification of training completion shall be sent to the Energy Assurance Office (402MXSG.MXDEA.EnergyAssurance@us.af.mil) and the CSMO POC to be maintained for tracking purposes. Failure to provide documentation of EnMS Training prior to beginning work may result in termination of the contract. **(CDRL A/B/C008 DI-MGMT-80368A/T, Status Report/EnMS Training)**

4.17 Contractor Safety Program. (See Appendix C, Part II, Para 7) The Contractor shall establish and maintain an acceptable safety program in accordance with their accepted Safety and Health Plan. The Air Force is part of the OSHA Voluntary Protection Program (VPP). All shall familiarize themselves with the requirements of VPP. Information on the VPP can be accessed at http://www.osha.gov/dcsp/vpp/index.html. Additionally, the Contractor is responsible for the safety and health of all subcontractor employees. No more than two Class C mishaps per contract year and Zero Class A or B mishaps will be tolerated. All changes to the plan must also be submitted in writing and approved by the Government.

4.17.1 Safety and Health Plan: Within 10 calendar days after contract award, the contractor shall email a copy of their company Safety Plan that is required to ensure compliance with the Occupational Safety and Health Act (OSHA) (Public Law 91-596) to 402mxw.se.wf@us.af.mil. The Safety Plan will be provided to the Safety Office for review. The Safety Office will provide acceptance or non-acceptance within 5 working days of receipt to the government point-of-contact who will notify the CO. **(CDRL A/B/C009 DI-SAFT-82080/T NOT 1, Contractor's Safety Plan)**.

4.17.2 The Contractor Safety Plan shall address in detail the items listed in the Contract Appendix C, Part II through Part IV as applicable. For task specific procedures identified in the Contract Appendix C, the contractor's internal procedures for those tasks must be identifiable within the submitted Safety Plan or shall be provided in an amendment or addendum to the company's Safety Plan. If task specific procedures identified in the Contract Appendix C, are not submitted with the contractor's Safety Plan, the submitted Safety Plan will be returned as NOT ACCEPTED. The contractor will have 5 working days to resubmit the Safety Plan, amendment or addendum to address or correct issues identified for non-acceptance. The Safety Office will provide acceptance or non-acceptance of the resubmission within 5 workings days of receipt to the government POC who will notify the CO.

4.17.3 In performing work under this contract on a Government installation, the contractor shall:

4.17.3.1 Take all reasonable steps and precautions to prevent accidents and preserve the health and safety of contractor and Government personnel performing or in any way coming in contact with the performance of this contract; and

4.17.3.2 Take such additional immediate precautions as the contracting officer may reasonably require for health and safety purposes.

4.17.3.3 The contracting officer may, by written order, direct Department of the Air Force Occupational Safety and Health (AFOSH) Standards and/or health/safety standards as may be required in the performance of this contract and any adjustments resulting from such direction will be in accordance with the Changes clause of this contract.

4.17.3.4 Any violation of these health and safety rules and requirements, unless promptly corrected as directed by the contracting officer, shall be grounds for termination of this contract in accordance with the Default clause of this contract.

4.18. Mishap Notification. (See Appendix C, Part II, Para 5) The Contractor shall notify the Robins AFB Safety Office telephonically at (478)327-4862 during duty hours and (478)926-3567 after hours, within four (4) hour after initial notification of all mishaps or incidents for damage to DoD property (material plus labor) entrusted by this contract and employee injuries as a result of the contract operation. A follow-up (written or e-mail) of this mishap/incident notification shall be sent within three calendar days to the Government Representative, the Procurement Contracting Officer (PCO), CSMO Representative (with a copy to program manager), who will forward it to the Safety Office. The information that is not available at the time of the initial notification shall be provided within 20 calendar days after the mishap. Mishap notification shall contain, as a minimum, the following information:

a. Contract, Contract Number, Name and Title of Person(s) Reporting
b. Date, Time and exact location of accident/incident
c. Brief Narrative of accident/incident (Events leading to accident/incident)
d. Cause of accident/incident, if known
e. Estimated cost of accident/incident (material and labor to repair/replace)
f. Impound Authority Name and Phone Number (as applicable)

g. Nomenclature of equipment and personnel involved in accident/incident
h. Corrective actions (taken or proposed)
i. Other pertinent information

(CDRL A/B/C0010 DI-SAFT-81563 NOT 2, Accident/Incident Report)

4.19. Essential Services During Crisis. The Services Acquisition Lead (SAL) has determined, by placing in writing their decision, that this requirement is/is not Mission Essential (M-E) in accordance with R-DFARS 252.237-7023, Continuation of Essential Contractor Services.

4.20. Contractor Manpower Reporting. The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the FY27 via a secure data collection site. The contractor is required to completely fill in all required data fields at https://sam.gov; System for Award Management (SAM).gov.

4.20.1 Reporting inputs will be for the labor executed during the period of performance for each Government fiscal year (FY), which runs 1 October through 30 September. While inputs may be reported any time during the FY, all data shall be reported no later than 31 October* of each calendar year. Contractors may direct questions to the SAM help desk. (*Reporting Period: Contractors are required to input data by 31 October of each year).

4.20.2 Uses and Safeguarding of Information. Information from the secure web site is considered to be proprietary in nature when the contract number and contractor identity are associated with the direct labor hours and direct labor dollars. At no time will any data be released to the public with the contractor's name and contract number associated with the data.

4.20.3 User Manuals. Data for Air Force service requirements must be input at the SAM link.
4.20 **Inspection of Services/Inspection of Supply**: In accordance with the Inspection of Supply/Services clause(s) identified in the contract/order, the Government reserves the right to inspect Contractor performance.

4.21. Invoice/Payment and Receipt/Acceptance: In accordance with R-DFARS clause 252.232-7003, Electronic submission of Payment Requests and Receiving Reports, the Contractor shall submit/process payment requests (invoices, Receiving Reports or combos) and receipt/acceptance documents via Procurement Integrated Enterprise Environment (PIEE) through module Wide Area Workflow (WAWF). Access at the following site: https://piee.eb.mil/

4.21.1. Invoices will only be accepted for the actual number of filled positions for actual hours worked.

5.0. Appendix A, References

Name of Publication	Sections that Apply	Date of Publication	Title of Publication
DAFI 63-138	Entirety	2 Jan 2024	Acquisition of Services

Name of Publication	Sections that Apply	Date of Publication	Title of Publication
	Entirety	2 Jan 2024	Acquisition of Services
AFI 21-101	Entirety	16 Jan 2020	Aircraft and Equipment Maintenance Management
AFMAN 16-1405	Entirety	1 Aug 2018	Air Force Personnel Security Program
DoDI 5000.83_DAFI 63-113	Entirety	8 Mar 2022	Technology and Program Protection to Maintain Technological Advantage
AFSCMAN 21-102	Entirety	05 Apr 2021	Depot Maintenance Management
32 CFR Part 117 (NISPOM)	Volume 2	30 Sep 2020	National Industrial Security Program Operating Manual
Public Law 91-596 (OSHA)	Entirety	1 Jan 2004	Occupational Safety and Health Act (OSHA)
SAE Aerospace Standard AS5553D	Entirety	26 Mar 2019	Counterfeit Electrical, Electronic, and Electromechanical (EEE) Parts; Avoidance, Detection, Mitigation, and Disposition
SP 800-53 (Rev 5.1.1)	Entirety	10 Dec 2020	Security and Privacy Controls for Information Systems and Organizations
Technical Manual TO 00-20-1	Chapter 3.14.1.5 and 9.1.1.3	19 Dec 2023	Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures
Technical Manual TO 00-20-2	Paragraph 10.6.1, (Exception of 10.6.1.4, 10.6.1.5, and 10.6.1.5.1.)	23 Aug 2023	Maintenance Data Documentation
WR-ALCI 21-101	Entirety	24 Jan 2024	Work Control Documents and Technical Data
AFI 33-322	Entirety	23 Mar 2020	Records Management

Name of Publication	Sections that Apply	Date of Publication	Title of Publication
01560	Entirety	Mar 2024	Environmental Requirements for Robins Air Force Base