Performance Work Statement (PWS)

Post Office Relocation: Reestablishing Services at Original Site. Building 2800 Lyman Road to Building 258 Kolekole Ave, Schofield Barracks, United States Army Garrison, Island of Oahu, Hawaii

02/10/2026 v1
3/18/2026 v2
3/19/2026 v3

Performance Work Statement (PWS)

Return furniture to the Post Office from Building 2800 Lyman Road to 258 Kolekole Ave Schofield Barracks (SB), United States Army Garrison Hawaii, Island of Oahu, Hawaii

Vision Statement

Provide services to support the post office return of the furniture from Building 2800 Lyman Road to Building 285 Kolekole Ave, Schofield Barracks. To ensure a seamless transition and operational efficiency, foster a reliable Hawaii Military community, and enhance War Fighter readiness and well-being.

1 Scope

The Contractor shall furnish all labor, management, supplies, materials, equipment, and transportation necessary to return the post office items from SB Building 2800 Lyman Road and SB 258 Kolekole Ave. The Contractor shall be responsible for the relocation of all items listed in TE#1 and TE#2 from Building 2800 to Building 285, including but not limited to office furniture, and other departmental assets. The Contractor shall disassemble and reassemble workstations, ensuring secure transportation and reassembly of all components in the new location as directed by the POC from the post office. Additionally, the Contractor shall unbolt and carefully remove several cabinets currently bolted to the ground and reinstall them in the designated areas of Building 285. The Contractor must ensure that all items are handled with care to prevent any damage during the move and that the relocation is completed efficiently and within the specified timeline. The Contractor shall comply with all applicable local, state, and federal regulations, including safety standards, to fulfill this requirement.

2 General Requirements

This section describes the general requirements for this effort. The following sub-sections provide details of various considerations on this effort.

2.1 Non-Personal Services

The Government shall neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to or prepare work schedules for individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services or give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Contracting Officer (KO) immediately.

2.2 Business Relations

The Contractor will successfully integrate and coordinate all activities needed to execute the requirement. The Contractor shall manage the timeline, completeness, and quality of problem identification. The Contractor shall seek to ensure customer satisfaction and maintain the professional and ethical behavior of all contractor personnel.

2.3 Contract Administration and Management

The Contractor must maintain communication between the support operations at the Directorate of Public Works (DPW) Service Contract Branch, DPW Point of Contact and the Post Office Point of Contact. The Contractor shall respond to the Government's request for this contractual action promptly.

2.4 Subcontract Management

The Prime Contractors shall notify the Contracting Officer Representative (COR) if the Prime Contractor add any subcontractors necessary to integrate this work. The Prime Contractor shall be responsible for any Subcontract management and work performed on this requirement and shall be responsible and accountable for Subcontractor performance on this requirement. The prime Contractor will manage work distribution to ensure there are no Organizational Conflict of Interest (OCI) considerations. Cross teaming may or may not be permitted.

2.5 Contractor Personnel, Disciplines, and Specialties

The Contractor will accomplish the assigned work by employing and utilizing qualified personnel with appropriate combinations of education, training, and experience. The Contractor will provide the necessary resources and infrastructure to manage, perform, and administer the contract.

2.6 Location and Hours of Work

The work for this requirement is located at Schofield Barracks, Building 2800 and Building 258, Island of Oahu, Hawaii. This contract shall be performed during Government's normal working hours, 7:30 a.m. – 4:00 p.m., Monday through Friday, excluding Federal Holidays. In no event shall the Contractor perform work outside the normal working hours without obtaining written approval from the Contracting Officer (KO).

2.7 Federal holidays

The Contractor's performance shall not be required on the Federal public holidays listed below. Holidays occurring on weekends will be observed as directed by the Federal calendar (5 U.S.C. 6103).

New Year's Day
Martin Luther King Jr.'s Birthday
President's Day
Memorial Day
Independence Day
Juneteenth National Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

3 Performance Requirements

The following section specifies the Performance Objectives and Performance Elements for the contract.

3.1 Objective

The Contractor shall provide a seamless transition to successfully relocate the post office from SB Building 2800 to SB Building 258, Island of Oahu, Hawaii. This includes the safe and efficient transportation of all items listed in TE 1 from Building 2800 to Building 258, encompassing office furniture, IT equipment, and other departmental assets. The contractor will disassemble and reassemble workstations based on the layout (TE 2), unbolt and reinstall several cabinets, and ensure all items are handled with care to prevent damage. The contractor will also safeguard all IT equipment throughout the relocation process, ensuring their integrity and functionality upon arrival. The project will be completed in compliance with all applicable local, state, and federal regulations, including safety standards.

Deliverable:

Performance Standards

The Contractor shall refer to TE 1 and TE 2 for all the components necessary to accomplish this requirement and shall adhere to the following performance standards to ensure a successful and efficient relocation.

a) Timeliness:

- The relocation must be completed within the timeline.
- Any delays must be communicated promptly, along with a revised timeline and mitigation plan.

b) Accuracy:

- All items listed in the inventory (TE 1 and TE 2) must be accurately accounted for and transported to the new location.
- The new layout in Building 258 will be directed by the POC from the post office.

c) Care and Handling:

- All items, especially IT equipment, must be handled with care to prevent any damage.
- The Contractor shall use appropriate packing materials and equipment to safeguard items during transit.

d) Post-Move Assessment:

- A post-move assessment must be conducted to ensure all items are accounted for and properly set up in the new location.
- Any issues identified during the assessment must be addressed promptly.

3.2 Technical Exhibit (TE)

- TE 1: Return of heavy furniture to Post office building 258
- TE 2: List of Furniture need to move to building 258

AQL: Acceptable Quality Level (AQL). The AQL is the maximum percent defective (or the number of defects per hundred units) for the purposes of sampling inspection can be considered satisfactory.

3.3 Performance Requirement Summary (PRS)

Statements	Standards/AQLs	Incentive/Remedy
Objective: Relocate SB Post Office furniture from Building 2800 to 258 Schofield Barracks, United States Army Garrison, Island of Oahu, Hawaii **Para 3.1**	Performance Standards a) Timeliness b) Accuracy c) Care and Handling d) Post-Move Assessment AQL: 2%	Trends of less-than-acceptable performance could result in non-conforming reports issued to the Contractor or additional time needed to accomplish this requirement at no additional cost to the Government.

4.0 OTHER INFORMATION

4.1 GENERAL ENVIRONMENTAL STANDARDS

(a) The contractor will comply with the Government directives, permit conditions, installation policies and plans as administered by the Government. The Contractor will be held liable to pay for any environmental fines resulting from his operations, waste generated or other operational environmental requirements. As applicable, the Contractor will obtain environmental permits required for wastewater pretreatment, underground tanks, hazardous waste identification numbers, and air pollution permit for temporary sources, storm water permits or other pertinent environmental permits.

(b) The contractor will review and comply with applicable policies, program documents and regulatory requirements as stipulated under each environmental program media below.

(1) Environmental program documents include, but are not limited to; the Installation Hazardous Waste Management Plan – USAG-HI Regulation 200-4, Asbestos Management Plan, Lead-based Paint Management Plan, Installation Spill Prevention, Control, and Countermeasures (SPCC) Plan, Integrated Natural Resources Management Plan, Integrated Cultural Resources Management Plan, Pollution Prevention Plan, and the Storm Water Pollution Prevention Plan available at the DPW Environmental Division. Environmental program documents can be downloaded from the installation sustainability and environmental management website at: https://home.army.mil/hawaii/garrison/dpw/environmental-division
(2) Installation policies include but are not limited to; the Environmental Compliance and Protection Program Policy Memorandum USAG-HI-4; Spill Kit Requirements USAG-HI-33; Solid Waste Management and Recycling USAG-HI-11; Open Burn Policy Memorandum USAG-HI-27; Illicit Discharge Detection and Elimination Policy

Memorandum USAG-HI-30. Installation Policy Memorandums are available for download at: https://home.army.mil/hawaii/about/command-pubs

(c) The Contractor shall at all times keep the work area, including storage areas used by him, free from accumulations of waste material or rubbish and prior to completion of the work remove any rubbish from the premises and all tools, scaffolding, equipment and materials not the property of the Government. Upon completion of the work, the Contractor shall leave the work and premises in a clean, neat and workmanlike condition satisfactory to the Contracting Officer. If debris is not disposed of properly or the site is not left clean, the Government will clean the site at the expense of the contractor. The Contractor will also be held liable for damages done to the environment as a result of disposal and/or cleanup.

(d) The Contractor may be subject to unannounced Environmental Compliance Inspections by the DPW Environmental Division.

(e) Environmental and Safety Noncompliance Fees. The Contractor shall be solely responsible for remedying all Federal, State and local environmental and safety violations or noncompliance and any payment of fines, penalties and fees levied as a result of the violations or noncompliance. The Government reserves the right to withhold payment in the amount of the fines, penalties and fees levied if not paid by the contractor.

4.2 EMERGENCY PLANNING COMMUNITY RIGHT TO KNOW ACT (EPCRA) HAZARDOUS SUBSTANCES (HS)

(a) Contractors using EPCRA HS in the performance of any work while on USAG-HI installations are responsible for complying with the provisions of EPCRA regulations and submitting applicable reports (TIER II/TRI) to Federal and State regulatory agencies as applicable.

(b) Copies of reports for substances used in connection with work performed on USAG-HI installations shall be provided to the DPW Environmental Division, Attention: EPCRA Program Manager, STOP 253, 3rd Floor, 948 Santos Dumont Ave., Wheeler Army Airfield, phone 808-656-3106.

(c) Chemicals regulated under EPCRA HS are defined in EPA document EPA 550-B-98-017, Title III List of List, Consolidated List of Chemicals Subject to the Emergency Planning and Community Right to Know Act and Section 112(r) of the Clean Air Act Amended.

(d) The Contractor is responsible for knowing which chemicals it uses or transports that are contained on the list. For convenience, the Contractor may review a copy of the EPA document at the Directorate of Public Works (DPW) Environmental Division.

(e) The Contractor must maintain copies of Safety Data Sheets (SDS's) of all chemicals used in the performance of any work while on USAG-HI installations. SDSs must be readily available at the site location where the work is being performed.

(f) The Contractor can request the list and locations of EPCRA HS currently utilized on USAG-HI installations by contacting the DPW Environmental Division EPCRA Program Manager. The Contractor must provide name, company, contract number, date the contract was awarded and provide a description of the contract. A database of locations of chemicals will then be forwarded upon review and approval of request. Contractors working on USAG-HI installations are encouraged to review this database, which will provide information where potentially hazardous chemicals are stored.

(g) All spills of substances containing EPCRA HS will be immediately reported to the Directorate of Public Works Spill Response line at 808-656-1111 or 808-656-3279 (after hours). The Contracting Officer must be notified during the first business hour immediately after. All waste generated from EPCRA HS being utilized will be immediately reported to the DPW Environmental Office, phone: 808-656-3106.

(h) All Contractors utilizing substances containing EPCRA HS will perform the following <u>prior to contract start.</u>

(1) Review the Installation Spill Prevention, Control, and Countermeasures (SPCC) Plan available upon request from the DPW Environmental Division.

(2) Provide a listing and SDS copies of oil and Hazardous Substance (HS) products projected to be utilized in the performance of any work while on USAG-HI installations to the DPW Environmental Division. The estimated average and maximum quantities of each material anticipated to be on-site at any given time shall also be provided to the DPW Environmental Division EPCRA Program Manager, STOP 253, 3rd Floor, 948 Santos Dumont Ave., Wheeler Army Airfield, phone 808-656-3106 and to building 6040 East Range for material to be bar-coded. The contractor must ensure the product listing is current and updated as frequently as necessary and/or at a minimum, on an annual basis by 1 January of each year.

(3) Provide the name, office phone number, and cellular phone number of a company spill response point of contact. The point of contact must be trained in spill response.

(4) Provide a copy of an agreement with a hazardous materials spill response company in the event of a spill.

(5) Provide copies of employees training certificates on environmental and spill response training.

(6) Appoint a primary and alternate Environmental Compliance Officer in writing.

(7) Develop a notification procedure in the event of a spill to include phone numbers of response personnel, support agencies, National Response Center, State Hazard Evaluation Emergency Response Office and Civil Defense.

(8) Accomplish all spill notifications as required by the U.S. Environmental Protection Agency and State of Hawaii to the Hazard Evaluation Emergency Response Office, Local Emergency Response Commission and National Response Center. Copies of written spill notifications shall be provided to the DPW Environmental Division.

(9) All spills caused by the contractor will be cleaned up under supervision of the contractor and a qualified hazardous materials spill response company, at no cost to the government, in accordance with all applicable laws and regulations and to the satisfaction of the DPW Environmental Division.

(10) The contractor shall pay for disposal cost of all contaminated materials to include but not limited to soil, sorbent materials, disposable equipment and other materials contaminated by the spill. Ensure all disposals are in accordance with all applicable laws and regulations at authorized disposal facilities.

4.3 SPILLS OF PETROLEUM/OIL/LUBRICANTS OR HAZARDOUS MATERIALS/HAZARDOUS WASTE

(a) The Contractor will prepare and maintain a site-specific spill plan, including notification procedures for spills/releases. The spill plan will include phone numbers of response personnel, support agencies, National Response Center, State Hazard Evaluation Emergency Response Office and Civil Defense. The Contractor will provide a copy of the spill plan to DPW Environmental Division upon request.

(b) The Contractor shall provide immediate response to stop, contain, and clean-up all spills of oil and other hazardous substances that result from his performance under this contract.

(c) The Contractor must report all spills immediately to the DPW Spill Response line at (808) 656-1111 in accordance with the Installation SPCC Plan. Additionally, the Contractor shall notify the COR of the incident during normal business hour or the first business hour following the incident.

(d) The Contractor will accomplish all spill notifications and written spill reports as required by the U.S. Environmental Protection Agency, State of Hawaii Hazardous Evaluation Response Office, Local Emergency Planning Commission and National Response Center, in accordance with applicable laws and regulations.

(e) The Contractor will provide a copy of spill notifications and written reports to the DPW Environmental Division.

(f) All spills caused by the Contractor will be cleaned up under the supervision of the Contractor and/or a qualified hazardous waste/materials spill response company, at no cost to the USAG-HI, in accordance with all applicable laws and regulations and to the satisfaction of the DPW Environmental Division. If cleanup is not accomplished in a timely fashion, or to the satisfaction of the DPW Environmental Division, the Government will assist with the final cleanup, and the Contractor will provide appropriate reimbursement of cleanup costs.

(g) The Contractor will pay for all clean up, management, and disposal cost of all contaminated materials to include but not limited to soil, sorbent materials, disposable equipment and other materials contaminated by the spill. The Contractor will ensure waste disposal is accomplished in accordance with all applicable laws and regulations and at an authorized/permitted treatment and disposal facilities.

(h) The Contractor will pay any fines or penalty charges associated with a citation issued by federal, state or local officials as a result of the accident.

(i) Contractors handling bulk fuel must be trained to do so, and mobile fuel operations must be approved by the DPW Environmental Division.

(j) Off-Post Spills. The Contractor shall be responsible for and pay for cleanup of off-post spills in accordance with directions received from appropriate local authorities (e.g., Honolulu Fire Department, State Civil Defense, etc.). Off-post spills in connection with work performed under this contract shall also be reported to the DPW Spill Response line at (808) 656-1111 and the COR.

(k) Discovery of other than Contractor-caused spills. The Contractor shall report any spills of hazardous materials to the DPW Spill Response line at (808) 656-1111 and the COR upon discovery.

4.4 HAZARDOUS WASTE (HW), Universal Waste (UW), and NON-REGULATED WASTE (NRW).

(a) The Contractor will comply with all applicable Federal and State regulations for the characterization, storage, management, and disposal of all solid waste, HW, UW, and NRW.

(b) The Contractor will determine, based on analytical testing, the regulatory status of all waste generated. Any waste awaiting testing must be stored in compliance with all applicable regulations. The Contractor will provide a copy of the analytical results and waste determination to the DPW Environmental Division as soon as they are completed. If the waste is determined to be HW, the Contractor must coordinate an inspection of

the waste with the DPW Environmental Division Transfer and Accumulation Point (TAP) Manager at 808-656-0866. A copy of the Draft Hazardous Waste Manifest must be furnished to the TAP Manager prior to scheduled disposal. HW disposal must be coordinated with the TAP Manager who must be present to sign the HW Manifest at the time it is picked up for transportation for disposal. If the waste is determined to be NRW, the Contractor may sign the Non-Hazardous Waste Manifest for the transportation and disposal of the NRW but they must furnish a copy of the Non-Hazardous Waste Manifest to the TAP Manager. All costs associated with HW and NRW disposal are borne by the Contractor.

4.5 RECYCLING PROGRAM

(a) The Contractor will comply with USAG-HI Policy Memorandum11, Solid Waste Management and Recycling and with Army Regulation 200-1(10-2): Environmental Protection and Enhancement, requiring diversion of solid waste through reduction, green procurement, and recycling to support the Army's waste management objectives. More information can be found on the installation sustainability and environmental management website at: https://home.army.mil/hawaii/garrison/dpw/swrp#qt0:3

(b) Identify a recycling POC to DPW Environmental Division to include name, phone number and email address.

(c) Report monthly quantities of refuse disposed and recycled to DPW Environmental Division as part of the work performed under this contract as applicable, utilizing the Summary of Solid Waste Disposal and Diversion Form Revised on 12/14/2023.

4.6 NATURAL AND CULTURAL RESOURCES PROGRAM

(a) The Contractor will comply with USAG-HI Range Standard Operating Procedures (SOPs). All personnel who use the ranges must complete a mandatory pre-brief covering issues associated with Natural and Cultural Resources.

(b) The Contractor must be cognizant of the potential environmental impact and liability their actions could have, if specified procedures are not followed on Army lands. The Contractor must be aware that USAG-HI manages more than 100 threatened and endangered species including plants, snails, birds, bats, insects and their critical habitat and over 1,300 prehistoric archaeological sites, including temple structures, stone markers, fishing shrines, habitation sites, caves, rock shelters, mounds, burial platforms, earth ovens, stone walls and enclosures, agricultural terraces, irrigation canals, petroglyphs and trails.

(c) The Contractor must only allow smoking in designated areas to minimize potential for starting wildfires.

(d) The Contractor must follow all recommendations and guidelines in the garrison and DPW policies that provide protection for natural resources, specifically the following:

(i) DPW-HI-01 Avoidance of Little Fire Ant Introduction. All new landscaping projects must be sourced from nurseries free of little fire ants.
(ii) DPW-HI-02 Tree Cutting Moratorium. There shall be no cutting or trimming of any tree over 15 feet tall during the Hawaiian hoary bat pupping season, 1 June to 15 September.
(iii) DPW-HI-03 Landscaping with Native Plants. All new construction and land management projects must use native Hawaiian plant species for landscaping to the extent practical.
(iv) USARHAW Washrack Utilization Policy to Control Invasive Species. Clean, wash, and inspect vehicles and equipment prior to movement to/from off-island locations, prior to movement from Kahuku Training Area, and prior to movement from Schofield Barracks East Range to minimize potential spread of invasive species.
(v) USAG-HI-13Animal Control Policy. Do not feed feral or free-roaming animals, including pigs, dogs, cats, chickens, mongoose, etc.
(vi) USAG-HI-35 Wildlife Friendly Lighting and Dark Skies. Minimize the potential impacts on wildlife from man-made light sources through design and use guidance. Use lights only when needed, only light the area that needs it, do not use lights brighter than necessary, minimize blue light emissions, and shield lights so they are pointed downward – the extent feasible.
(vii) USAG-HI-50 Green Waste Policy. To minimize the spread and breeding of coconut rhinoceros beetle, any work that generates green waste must follow the handling, transportation, and disposal guidelines outlined in the policy.

(e) The Contractor will stay out of areas marked with Seibert Stakes. Seibert stakes are placed along roads and within vegetated areas to advise personnel of unsafe or hazardous range or training conditions and/or environmentally sensitive off-limit areas.

(f) All contracts must comply with applicable historic preservation requirements including but not limited NHPA, NAGPRA, & ARPA including any requirements specified in the NEPA documentation. Contractors must ensure they follow all historic preservation requirements and may face civil or criminal prosecution for violating those requirements. No archaeological activity may occur under any contract with a permit from the U.S. Army Garrison Hawaii Cultural Resources Office.

(g) The Contractor will refer to the installation sustainability and environmental management website at: https://home.army.mil/hawaii/garrison/dpw/natural-resources and https://home.army.mil/hawaii/garrison/dpw/cultural-resources for additional information.

4.7 NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)

As applicable, and upon request by the Government, the Contractor will comply with the NEPA process, notify the DPW Environmental Division and complete a Record of Environmental Consideration (REC) for actions such as, but not limited to:

(1) Actions that could impact historic structures, cultural and natural resources
(2) Minor renovation or new construction
(3) Actions that introduce new training vehicles, maneuvers, and weapons
(4) Replacing or removing floor tiles, ceiling tiles, sound proofing material, lighting fixtures, carpet, serving line equipment, natural gas unit
(5) Installing interior doors, windows, partitions, security cameras, rerouting ductwork

4.8 ENERGY AND WATER CONSERVATION

(a) Upon request by the Government, the Contractor will appoint a Unit Energy Conservation Officer (UECO) and Building Energy Monitor (BEM) and fully participate in the Garrison's energy and water conservation program.

(b) Appointed BEM and UECO must attend the training class provided by the DPW Engineering Branch.

(c) The appointed UECOs and BEMs are responsible for ensuring energy-saving measures are being enforced in each building and to provide regular reports to DPW Engineering Branch showing how well the contractor is doing at conserving energy.

(d) More information can be found on the installation sustainability and environmental management website at:
http://www.garrison.hawaii.army.mil/sustainability/Energy.aspx

4.9 PRECAUTIONS FOR THE PROTECTION OF EXISTING UTILITIES (INCLUDES COMMUNICATIONS) AND FACILITIES.

(a) Contractors are required to ensure necessary precautions and obtain required permits to protect government utilities and facilities. Contracts involving dredging, excavating, blasting and grading operations, demolition of structure and the moving of heavy and/or bulky equipment shall be subject to the following procedures and conditions:

(1) The Contractor shall obtain a written concurrence of the existing conditions and locations of utilities for his operations from the COR prior to beginning work and request the best information available on the location of Engineer facilities. Contractor shall verify locations of all utilities identified by the Government which affect his work.
(2) The Contractor shall be required to obtain a written clearance for his operations prior to beginning work and shall have locations of signal underground facilities staked out in the field from the 30th Signal Battalion/Network Enterprise Center-Hawaii (NEC-HI), EMC, IMG (Army Telephone, Data/LAN): Bldg. 600, Room 157, 148 Curtis Loop, Wheeler Army Airfield. Mr. Eugene Brown, (Primary AO) (808) 656-6656; Marion F. Robinson, Jr., (808) 656-1765 (Alt AO). Business Hours: Mon - Fri. 0830-1700.
(3) If any cable/conduit is uncovered or damaged during excavation process, immediately contact:

(i) the JHITS trouble desk, (808) 659-1444
(ii) the NEC-HI RNOSC, (808) 655-2999, with detailed information on situation, and
(iii) the NEC-HI POCs (above) with reported dates, times and details.
(4) The Contractor shall also obtain a written clearance for gas line for these operations from The Gas Company (Tel: 594-5575) prior to beginning work and shall have locations for underground facilities staked out in the field by Gas Company personnel.
(5) Additional Digging Information: At least five days prior to digging please call the number below. Government Agency and Contact Person: Hawaii One Call Center Phone Number: 1- 866-423-7287.

(b) The Contractor shall be liable for damages resulting from his failure to comply with (1), (2), (3) or (4) above.

4.10 AMC-LEVEL PROTEST PROGRAM

(a) If you have complaints about this procurement, it is preferable that you first attempt to resolve those concerns with the responsible Contracting Officer. However, you can also protest to Headquarters, AMC.

(b) The HQ, AMC-Level Protest Program is intended to encourage interested parties to seek resolution of their concerns within AMC as an Alternative Dispute Resolution forum, rather than filing a protest with the Government Accountability Office or other external forum. Contract award or performance is suspended during the protest to the same extent, and within the same time periods, as if filed at the GAO.

(c) The AMC protest decision goal is to resolve protests within 20 working days from filing. To be timely, protests must be filed within the periods specified in FAR 33.103. Send protests (other than protests to the Contracting Officer) to:

Headquarters U.S. Army Materiel Command
Office of Command Counsel
4400 Martin Road
Rm: A6SE040.001
Redstone Arsenal, AL 35898-5000

Fax: (256)450-8840

(d) The AMC-level protest procedures are found at:
http://www.amc.army.mil/amc/commandcounsel.html. If Internet access is not available, contact the Contracting Officer or HQ, AMC, to obtain the AMC-Level Protest Procedures.

4.11 ACCESS TO ARMY INSTALLATIONS – PERSONNEL and VEHICLES.

The Government recognizes the important roles companies like you play in our day-to-day operations. That is why USAG-Hawaii is enhancing the current access control

solution called the Automated Installation Entry (AIE) Program. This program supports the security requirements while offering a streamlined access procedure for vendors, contractors, sub-contractors, suppliers and service providers. This program is available to new and existing personnel who require access to USAG Hawaii and are not authorized to receive a Department of Defense CAC and desire a streamlined entry into the installation. Sponsorship and participation at each USAG Hawaii location (e.g., Schofield Barracks, Wheeler Army Airfield, Fort Shafter, Tripler Army Medical Center, Pililaau Army Recreation Center and Pohakuloa Training Area) is required.

AIE Credential holders may access the installation through any of the USAG-Hawaii Gates that size allows and will only be subject to random inspections.

Companies that choose not to participate in the AIE Program will have limited access through the Schofield Barracks Lyman gate, Fort Shafter's Buckner Gate and Tripler Army Medical Center Main Gate. All employees will be required to go through the inspection area and will be subject to the standard access control procedures, security screenings, and/or vehicle inspections.

**Access control changes can occur at any time due to security requirements*

Companies that service USAG Hawaii facilities may initiate enrollment in the AIE Program by contacting the Contracting Officer's Representative (COR).

If you have questions regarding the AIE Program at USAG Hawaii, please contact Security Branch Operations, at 808-656-0232.

- AIE Program Enrollment Process for Background Check and Process to obtain AIE Badge

Enroll your company by contacting the COR who will be the Sponsor. The COR will provide the excel spreadsheet for the list of contractor employee information. The following information is required from the contractor: last name, first name, date of birth, status, social security number, company name, and contract number. The COR will complete the Sponsor information and provide the list to the Directorate of Emergency Services (DES) Access Control Division. The DES will conduct the background check to vet personnel prior to arrival to pick up their AIE Badge and will ensure a more efficient process while saving time.

The AIE Program performs background screening and credentialing.

DES will contact the COR (Sponsor) once the background checks have been validated to schedule a time for the contractor employees to go to one of the registration locations and complete the process to obtain the AIE Badge.

Contractor employees should bring an acceptable form of identification (see List A and List B) to the appointment. Upon arrival, a photo will be taken to complete the process.

Employees will be issued their AIE Badge, which they will use for access to the installation.

Forms of Acceptable Identification for picking up your credential:

List A - One (1) needed
U.S. Passport (unexpired) Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization Unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I688A, I-688B)

List B – Two (2) needed
Driver's license or ID card issued by a state ID Card issued by federal, state or local government agencies or entities School ID card with a photograph Voter's registration card U.S. Military card or draft record Military Dependent's ID card U.S. Coast Guard Merchant Mariner Card Native American tribal document Driver's license issued by a Canadian government authority U.S. Social Security card issued by the Social Security Administration Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350) Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal U.S. Citizen ID Card (Form I-197) ID Card for use of Resident Citizen in the United States (Form I-179) Unexpired employment authorization document issued by DHS (other than those listed under List A)

4.12 ANTITERRORISM (AT) STANDARDS

Pursuant to Department of Defense Instruction Number 2000, "DoD Antiterrorism (AT) Standards," dated October 2, 2006, each contractor employee requiring access to a Federally-controlled installation, facility and/or Federally-controlled information system(s) shall complete Level I AT Awareness Training on an annual basis and receive a certificate of completion.

Standard Contract Language Provision/Contract Clause Applicability and/or additional SOW language. Detailed information on each of these items are stated below. Applicable items to this contract action are indicated below.

___X__1. AT level I Training (general)

__X__ 2. Access and general protection policy and procedures.

_____2a. For contractor requiring Common Access Card (CAC)
__X__ 2b. For contractor not eligible for CAC, bur requires access to DoD facility or installation
_____ 3. AT Awareness training for US Based contractor personnel traveling overseas.
__X__ 4. iWatch training
_____ 5. Army Training Certificate Tracking System (ACTS) registration for contractors.
_____ 6. For contracts that require a formal OPSEC program
___X_ 7. Requirement for OPSEC training
_____ 8. Information assurance/information technology training
_____ 9. Information assurance/information technology certification
_____ 10. Contract authorized to accompany the force clause
_____ 11. Contract requiring performance or delivery in a foreign county.
_____ 12. Handling/Access to classified information.
__X___ 13. Threat Awareness Reporting Program

1. AT Level I training. This standard language is for contractor employees with an area of performance within an Army controlled installation, facility or area. All contractor employees, including subcontractor employees, requiring access Army installations, facilities and controlled access areas shall complete AT Level I Awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the COR or to the contracting officer, if a COR is not assigned, within 05 calendar days after completion of training by all employees and subcontractor personnel. AT level I Awareness training is available at the following website: http://jko.jten.mil.

2. Access and general protection/security policy and procedures. *This standard language is for contractor employees with an area of performance within Army controlled installation, facility, or area.* Contractor and all associated sub-contractors employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contract or Personnel) as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in Contractor security matters or processes.

2a. For Contractors requiring CAC access to a DoD facility or installation.

2b. For Contractors that do not require CAC but require access to a DoD facility or installation. Contractor and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (TSDB) (Army Directive 2014-05/AR 190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative), or, at OCONUS locations, in accordance with status of forces agreements and other theater regulations .

3. Anti-Terrorism (AT) Level 1 Awareness Training. This standard language is for contractor employees with an area of performance within an Army controlled installation, facility or area. All contractor employees, to include subcontractor employees, requiring access Army installations, facilities and controlled access areas shall complete AT Level I Awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the COR or to the contracting officer, if a COR is not assigned, within 05 calendar days after completion of training by all employees and subcontractor personnel. AT level I Awareness training is available at the following website: http://jko.jten.mil.

4. iWATCH Training. This standard language is for contractor employees with an area of performance within an Army controlled installation, facility or area. The contractor and all associated sub-contractors shall brief all employees on the local iWatch Army program (training standards provided by the requiring activity ATO). This local developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of contract award and within five (5) calendar days of new employees commencing performance with the results reported to the COR NLT 30 calendar days after contract award.

5. Army Training Certification Tracking System (ATCTS) registration for Contractor employees who require access to Government information systems. All Contractor employees with access to a government info system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services, and must successfully complete the DOD Information Assurance Awareness prior to access to the IS and then annually thereafter.

6. For contracts that require OPSEC Training. Per AR 530-1, Operations Security, the contractor employees must complete Level I OPSEC Awareness training. New employees must be trained within 30 calendar days of their reporting for duty and annually thereafter.

7. For Information Assurance (IA)/Information Technology (IT) training. All Contractor employees and associated sub-contractor employees must complete the

DoD IA awareness training before issuance of network access and annually thereafter. All Contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoD 8570.01, DoD 8570.01-M and AR 25-2 within six months of appointment to IA/IT functions.

8. For information assurance (IA)/information technology (IT) certification. Per DoD 8570.01-M , DFARS 252.239.7001 and AR 25-2, the Contractor employees supporting IA/IT functions shall be appropriately certified upon contract award. The baseline certification as stipulated in DoD 8570.01-M must be completed upon contract award.

9. For contractors authorized to accompany the force. DFARS Clause 252.225-7040, Contractor Personnel Authorized to Accompany U.S. Armed Forces Deployed Outside the United States. The clause shall be used in solicitations and contracts that authorize contractor personnel to accompany US Armed Forces deployed outside the US in contingency operations; humanitarian or peacekeeping operations; or other military operations or exercises, when designated by the combatant commander. The clause discusses the following AT/OPSEC related topics: required compliance with laws and regulations, pre-deployment requirements, required training (per combatant command guidance), and personnel data required.

10. For Contract Requiring Performance or Delivery in a Foreign Country, DFARS Clause 252.225-7043, Antiterrorism/Force Protection for Defense Contractors Outside the US. The clause shall be used in solicitations and contracts that require performance or delivery in a foreign country. This clause applies to both contingencies and non-contingency support. The key AT requirement is for non-local national contractor personnel to comply with theater clearance requirements and allows the combatant commander to exercise oversight to ensure the contractor's compliance with combatant commander and subordinate task force commander policies and directives.

11. For contracts that require handling or access to classified information. Contractor shall comply with FAR 52.204-2, Security Requirements. This clause involves access to information classified "Confidential," "Secret," or "Top Secret" and requires contractors to comply with— (1) The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); (2) any revisions to DOD 5220.22-M, notice of which has been furnished contractor.

12. Threat Awareness Reporting Program. For all contractors with security clearances. Per AR 381-12 Threat Awareness and Reporting Program (TARP), contractor employees must receive annual TARP training by a CI agent or other trainer as specified in 2-4b.

4.13 SAFETY REQUIREMENTS

(a) The Contractor shall implement a safety program conforming to the requirements of Federal, State and Local laws, rules and regulations. The program shall include, but is not limited to, the following, as applicable:

(1) U.S. Department of Labor Occupational Safety and Health Standards, at: http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1910

(2) U.S. Army Corps of Engineers, Safety and Health Requirements Manual Engineering Manual 385-1-1, 15 SEP 08, "at http://www.mvs.usace.army.mil/safety/2008_EM385_1_1FINAL.pdf

(3) Unified Facilities Criteria, Fire Protection Engineering for Facilities, UC 3-600-01, 14 Jul 09, at http://www.wbdg.org/ccb/DOD/UFC/ufc_3_600_01.pdf

(4) Air Force Instruction 32-2001, Fire Emergency Services Program, 10 Nov 10, at http://www.e-publishing.af.mil/shared/media/epubs/AFI32-2001.pdf.

(b) The Contractor must submit a safety plan and job hazard analysis in accordance with EM 385-1-1, 15 SEPT 08, for all construction projects. The safety plan shall be submitted within 30 days of award or 7 working days prior to commencement of on-site work, whichever occurs first.

(c) For service, supply, and research and development contracting actions. Compliance with this manual shall be a contract requirement for such activities unless technical representatives (in coordination with safety and health professionals) advise that special precautions are not appropriate due to extremely limited scope of services or similar. However, it is understood that this manual in its entirety may be too complex for the type of work being performed under these contracts. These Contractors may reference Appendix A, paragraph 11 of Health Requirements Manual Engineering Manual 385-1-1, 15 SEP 08, "at http://www.mvs.usace.army.mil/safety/2008_EM385_1_1FINAL.pdf for limited scope Accident Prevention Plan (APP).

4.14 ACCIDENT PREVENTION AND SAFETY REQUIREMENTS

(a) The Contractor is responsible for implementing standard commercial practices for accident prevention and safety practices and compliance with para.b of this clause when performing the requirements stipulated in the performance work statement of this contract. Therefore, upon commencement of work, the Contractor shall initiate an accident prevention and safety program applicable to the work to be performed under this contract. Further, the Contractor shall conduct a safety orientation for all employees immediately following their employment under this contract. The Contractor shall provide all occupational health services to his employees. Contractor employees shall be instructed to notify the Contractor's Project Manager of potential or existing occupational health hazards that require attention.

(b) The Contractor shall comply with the requirements of the Department of Labor Occupational Safety and Health Act (OSHA) and the Hawaii Occupational Safety and Health Law as administered by the Division of Occupational Safety and Health, Department of Labor and Industrial Relations, State of Hawaii.

(c) Government emergency vehicles and medical personnel may be used in emergency situations affecting Contractor personnel whose life may be in danger. Government facilities may be used in these instances as the first point of treatment. Transfer to other than Government medical treatment facilities shall be affected as soon as possible and as determined by attending medical authorities. Contractor employees and not the Government will bear all medical expenses.

(d) The Federal OSHA (Public Law 91-596) requires the reporting of all occupational injuries and illnesses. This OSHA requirement applies to all Contractors as well as subcontractor personnel.

(1) When required, the Government will prepare for the Contractor DD Form 689, Individual Sick Slip (in trip) for presentation to the medical treatment facility.

(2) DA Form 285, "United States Army Accident Investigation Report" be furnished by the Government, will be utilized by the Contractor to report all occupational injuries and illnesses whether there is lost time or no lost time, in accordance with Army Regulations 385-40.

(3) The Contracting Officer's Representative of the Contracting Officer or his authorized representative will investigate the accident and complete DA Form 285 within seven (7) calendar days and forward the original and two (2) copies of the form through the Contracting Office to the Installation Safety Officer.