Ft Benning, GA

LOGISTICS SUPPORT SERVICES

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U.S. Army Sustainment Command
Enhanced Army Global Logistics Enterprise (EAGLE)
Performance Work Statement (PWS)

INSERT INSTALLATION NAME AND STATE

Performance Work Statement

Version Number	Date	Author Initials	Summary of Changes

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Performance Work Statement

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Section C-1: General Requirements

1.1 Introduction

1.1.1 Fort Benning is the home of the US Army Maneuver Center of Excellence (MCoE), Bennings Other activities include Training and Doctrine Command (TRADOC) System Manager- Soldier. In order for Fort Benning, GA to support the installation community and tenants, the logistics operations – Maintenance, Supply, and Transportation has been entrusted to, specifically, to the Fort Benning, GA Logistics Readiness Center (LRC). The LRC is directly responsible for providing the required support services in the aforementioned areas in accordance with AR 5-9 Installation Agreements. In order to accomplish its vast and diverse mission the LRC must use the appropriate contract(s) to provide the wide range of required services. These activities will directly and indirectly support training of forces, preparing forces for deployment, sustainment and redeployment in support of current conflicts, RESET forces, and to rebuild readiness for future deployments and contingencies to meet the demands of a persistent conflict in the 21st Century. The goal of this performance work statement (PWS) is to obtain efficient, cost-effective services through continuous improvement programs and using industry best practices where applicable while ensuring compliance with all applicable laws, rules and regulations. Customers for this effort may include Department of the Army (DA), Coalition partners, foreign governments, and other Department of Defense (DoD) agencies. Functional and programmatic services may be required by any Army organization, at any level, including Army Commands (ACOM), Army Service Component Commands (ASCC), and Direct Reporting Units (DRU) as well as other U.S. Agencies, Coalition partners, foreign governments with whom the Army has entered into an agreement.

1.1.2 The Fort Benning LRC consists of four primary divisions: Plans and Operations (P&O); Materiel Maintenance Division (MMD); Installation Supply & Services Division (ISSD); and the Installation Transportation Division (ITD). MMD provides Field and Sustainment level maintenance support to tactical units, TDA units and Government civilian activities. ISSD provides supply & services support to include Central Issue Facility (CIF) operations, hazardous material (HAZMAT) warehousing operations and retail supply operations through the Installation's classes of supply I, II, III, IIIP, IIIB, IV VII and IX. ITD provides Personal Property Shipping Office Operations (PPSO), Personnel movement support and Fleet management operations for the Installation. Tasks in the P&O Division are inherently Governmental and not a contractor's requirement. Supported Units are subject to change during the course of this effort. A listing of supported organizations is in Technical Data (TD), TD-03 Supported Organizations.

1.1.3 The United States Government uses a performance-based format to provide the descriptions, instructions, and references in this document. The Government provides additional details or references when experience indicates a need exists to drive a specific

effective and efficient outcome. The presence of these additional details or the absence of these details reflect the performance-based nature of this format and should not be construed to mean this performance-based document lists all implied tasks necessary to achieve the successful level of performance. Referenced publications, regulations, and guidance in this PWS provide specific performance metrics; the contractor, subcontractors and its agents or representatives (herein the contractor) must adhere to those metrics unless specific relief has been given, in writing, by the Contracting Officer (KO).

1.1.4 All work under this effort is subject to periodic inspection and on-the-spot performance assessment. Failure to meet the contract requirements (i.e., metrics, such as work exceeding the times stated in the maintenance allocation chart or standards identified in this document), may result in a Non-Conformance Report (NCR), Contract Discrepancy Report (CDR), cure notice, and loss of fee or termination. The Government reserves the right to seek consideration in the event of un-resolved contract discrepancies and serious incidents impacting the effort.

1.2 Scope of Effort

1.2.1 This support will focus primarily on the Maintenance, Supply, and Transportation services that support the installation's mission.

1.2.2 Work performed under this task order is not limited by current customer lists. All work within the scope of the effort is contemplated for inclusion in this task order. The preponderance of work under this task order will be conducted by the contractor at or in Government furnished facilities (GFF); support is to be provided throughout the installation and its adjacent areas. These areas will include unit facilities; range/field locations; other Government facilities; and by exception, at off-post / to-be-determined locations.

1.2.3 The contractor shall ensure compliance with all applicable local, state and federal laws, regulations and policies. In the event of a conflict between any law, ordinances, construction codes, or regulations, the more stringent rule shall apply.

1.2.4 The Army's Materiel Enterprise and supporting programs continue to evolve and are directly linked to continued Army operations. Support requirements will continue to change over the life of this task order. Efforts may increase, decrease or cease as contingency operations are carried out. The contractor's roles, responsibilities, mission and functional areas will likely change, while still remaining within the general scope of this PWS. Additionally, there may be instances at the installation or area of support that preclude specific maintenance, supply or transportation functions from being incorporated into this task order. The contactor must understand some exclusion(s) of the aforementioned functions may exist. The information set forth herein is not necessarily

all-inclusive and will typically change throughout the life of this contract to keep pace with program decisions, service requirements and technology.

1.2.5 The installation workload is comprised of planned and unplanned requirements causing the workload fluctuations. It is anticipated that the workload will vary based on the operational tempo of the natural cycle of the beginning and ending of logistics programs. In addition to these cyclic changes, manning levels may require change due to program funding levels and budget constraints. Therefore, the contractor must adjust manning levels IAW mission/resource analysis and to stay within funding levels. The Government will provide the contractor as much advance notice of workload changes as possible, however, workload variations may occur with little advanced notice. The contractor shall plan for and respond to changes in workload requirements and the resulting changes to manning levels.

1.2.6 Given the nature of logistics support, the near certainty of fluctuation, and the complexity of the program, robust accounting processes / procedures are paramount to the successful administration of this effort. Support is resourced by base funding, unit funding (sometimes referred to as reimbursable) and in certain instances other to-be-determined sources. Due to the nature of this complicated funding situation the need for accurate tracking of multiple, simultaneous funding streams is required. The contractor shall ensure accurate tracking, invoicing and reporting of all funding on a reoccurring basis, typically not to exceed once per week. In some instances, the frequency of reporting may be inversely proportional to the level of incremental funding applied to the effort (e.g., less funding may require more frequent reporting). The contractor shall ensure its accounting processes are able to support multiple jobs, shops, and customers. All contractor employees must have the ability to accurately apply time for services rendered to the applicable 'job' and ultimately to the appropriate funding allocation. Additionally, in order to accurately and fairly apply the overall project costs across the effort, the contractor shall ensure it follows the prescribed method for applying Project Management costs. In some instances, this will require the contractor to apply the Project Management cost elements proportionally across all CLINs or specified CLINs. Failure to accurately report or to properly assign employee time to the correct line of funding will be grounds for adverse contract action up to and including termination.

1.3 Contractor Personnel Requirements

1.3.1 The services provided under this contract are strictly non-personal in nature. Under this contract, no employer-employee relationship will exist between the Government and the contractor and/or between the Government and the contractor’s employees. No contractor employee will be directly supervised by the Government. All individual employee assignments, and daily work direction, shall be given by the contractor. If the contractor believes any Government action, inaction or communication would create a personal services relationship, or appearance of, between the Government and any contractor employee, the contractor shall promptly notify the KO. Additionally, the

contractor shall ensure all contracted employees fully understand the Government–contractor relationship. All contractor employees must be fully aware that Government personnel do not have direct authority over contractor personnel. Additionally, all contractor employees must fully understand that only the KO has the authority to change the terms of the contract and only the KO has authority to direct work. Both the KO & COR can provide guidance.

1.3.2 The contractor shall provide the appropriate amount of qualified labor and management with required training, skills and experience in order to accomplish the work required under this PWS. The contractor shall not allow any employee that is not certified, trained or licensed for a particular task to perform such work. The contractor, at its own expense shall maintain all qualifications and certifications required to perform the requirements of this PWS. The contractor shall generate a Contractor Employee Information list (CDRL PM-01) utilizing the Government provided PM-01 Format.

1.3.2.1 Reserved

1.3.2.2 The contractor shall establish and maintain an appropriate employee Occupational Reliability Program (ORP). The ORP, a formal security and safety reliability program, will serve to ensure that individuals working in positions afforded access to certain materials, facilities, and programs are contractor-certified to meet the highest standards of reliability and physical and mental suitability before such access is granted. The ORP must identify which positions are required to be certified in accordance with the appropriate local guidance, Federal laws, and Army regulations (e.g., AR 190-11 for arms, ammunition and explosives). The contractor shall, at its own expense, ensure all required interviews, background checks, and forms are up to date and on file at all times. Requirements vary by activity; therefore, the contractor shall be responsible for determining the training, documentation and suitability for its employees and shall comply appropriately. The contractor's ORP is subject to Government review. Failure to establish and maintain a suitable ORP will be grounds for negative contract actions up to and including termination.

1.3.2.3 When the contractor is advised of mandatory or other Government sponsored or directed training, the contractor shall request, in writing to the KO, authorization and approval to attend such training. After the employee successfully completes the training, the contractor can then invoice for costs associated with the training, to include travel and per diem. All associated costs must have COR concurrence and KO approval. Approvals will be obtained in accordance with FAR 31.205.

1.3.2.4 In accordance with Department of Defense Directive (DODD) 4500.36-R, DOD contractor personnel shall comply with federal and state licensing requirements and local motor vehicle laws. The contractor is responsible for all costs to include required physicals associated with Federal, State, or local licensing and certification requirements. Contractor personnel who operate Government Furnished Equipment (GFE) shall be

qualified to operate the vehicles or equipment to which they are assigned and possess a valid state driver's license or a Commercial Driver's License (CDL), if required. A record of required licensing / certification(s) and status of each employee will be available to the Government upon request.

1.3.2.5 The contractor shall ensure new or reassigned personnel are familiar with Government specific environmental, safety, and emergency rules, regulations, and procedures such as AR 600-63, Army Health Promotion, installation smoking policy; installation safety and fire prevention; Hazard Communication Standard (HCS) and Hazard Waste and Emergency Response (HAZWOPER) guidance; Threat Awareness and Reporting Program (TARP); severe weather delay and base closure reporting responsibilities.

1.3.2.6 The contractor shall ensure all contractor personnel receive annual TARP training by a counterintelligence (CI) agent or other trainer as specified in AR 381-12.

1.3.2.7 The contractor shall have a Sexual Assault and Sexual Harassment Training Plan (PM-10) which includes a schedule for all training. The plan shall identify the methods of training, as well as intervals for refresher training, as applicable. The plan shall address (but not be limited to) such things as: procedures for training each employee, training record retention, method/mode of instruction, instructor accreditation, on-line/web-based resources/training aids. The USG has 30 days after receipt of the Training Plan for review and provide approval. The contractor's training shall address, at a minimum, the following:

a) Defining what constitutes sexual assault and sexual harassment.
b) Explaining sexual assault is a crime.
c) Defining the meaning of "consent" as defined in DoDD 6495.01 (Sexual Assault Prevention and Response Program, SAPR).
d) Explaining the distinction between sexual harassment and sexual assault and that both are unacceptable forms of behavior even though they may have different penalties. Emphasizing the distinction between civil and criminal actions.
e) Providing awareness of the roles and responsibilities of company managers, include all available resources for victims.
f) Identifying prevention strategies and behaviors that may reduce sexual assault, including bystander intervention, risk reduction, and obtaining affirmative consent. Identifying strategies to safely intervene and to guard against retaliation, reprisal, ostracism, or maltreatment because of that intervention.
g) Explaining what constitutes retaliation, reprisal, coercion, ostracism, and maltreatment and company procedures for reporting allegations of reprisal.

a. Explaining what the appropriate, professional response by peers to a victim and an alleged offender when a sexual assault is reported. Explain the impact to the victim of incidents of retaliation, reprisal, ostracism, and

maltreatment, as well as the impact in deterring reporting of sexual assault incidents.

b. Explaining that all personnel in the victim's company, when they become aware of allegations of retaliation, reprisal, ostracism, or maltreatment, are required to take appropriate measures to protect the victim, including providing information regarding how to prevent retaliation, reprisal, ostracism, and maltreatment after a reporting an incident of sexual assault.

h) Explaining company policy which protects victims of sexual assault from retaliation, reprisal, ostracism, and maltreatment. Explaining how victims can seek assistance on reporting allegations to their immediate Supervisor, or other company officials.

i) Explaining the company policy that protect witnesses and bystanders who intervene to prevent sexual assaults or who report sexual assaults from retaliation, reprisal, ostracism, and maltreatment.

j) Ensure program manager is aware of their obligation to report - as soon as they become aware - any allegation or first-hand knowledge of sexual assault, sexual harassment to their local/Corporate management, Human Resources office, the Contracting Officer Representative, and Contracting Officer.

k) Ensure employees are aware of their obligation to report - as soon as they become aware - any allegation or first-hand knowledge of sexual assault, sexual harassment to their local/Corporate management and Human Resources office.

1.3.2.7.1 The Contractor shall retain all training records and shall make them available to the COR, upon request.

1.3.2.8 The contractor shall immediately report incidents of sexual assault which occur during duty hours on a USG installation to the local Provost Marshall, Contracting Officer Representative (COR), Administrative Contracting Officer, and Procuring Contracting Officer. After the initial phone call to the Provost Marshal the contractor shall follow-up within 4 hours with a written report to the Provost Marshall and as the contractor learns of additional information, the initial report will be followed-up with subsequent reports providing as much detail as possible pertaining to the "who, what, why, when and where".

1.3.3 The contractor shall ensure that all contractor personnel meet the physical requirements to perform the function(s) and task(s) to which they are assigned. This may include performing work in conditions of inclement weather, extreme heat and cold, high/low humidity, blowing sand and dust, and working in confined spaces and at heights. The contractor shall provide or ensure compliance to inclement weather safety standards and basic personal protective equipment or apparel.

1.3.4 Contractor employees or representatives will, at all times, be clearly identified as such and must be distinct from Government personnel.

1.3.5 Contractor personnel shall be appropriately dressed, including individual protective clothing and equipment, for the work to be performed. The contractor shall provide employees with appropriate dress code information that aligns with Army values for their required functional area.

1.3.5.1 Contractor employees representing the installation, or any Government entity while in a duty status will be professionally dressed at all times. Contractor employees operating busses, vans or otherwise transporting 'customers' (customer is defined as anyone other than the contractor's employees) while on duty will be clean in appearance and appropriately dressed in accordance with the contractor's dress code. The Government will not provide for or reimburse the contractor for the cost of uniforms or appropriate dress (including laundry).

1.3.5.2 Contractor employees shall not wear Bluetooth headsets while on a duty status.

1.3.6 The contractor shall not hire any person whose employment would result in a conflict of interest or employment that is prohibited by the latest DoDD 5500.7.R entitled "Joint Ethics Regulation".

1.3.7 The contractor shall not employ persons considered by the Government to be a potential threat to the health, safety, security, general well-being or mission of the Installation and its population.

1.3.8 Employment of off-duty military personnel or Government civilian personnel is permissible provided such employment does not contravene the policies set forth in DoD Joint Ethics Regulation 5500.7-R as determined by local Staff Judge Advocate (SJA).

1.3.9 The contractor shall ensure all employees working under this effort possess basic proficiency in the English language (reading & writing) if required to interface at any time with Government employees, other contractors or members of the Military.

1.3.10 Contractor employees shall not loiter in any working or patron area. Upon completion of their assigned duties, employees will depart the facility, if not their regular place of duty, and if no follow-on actions are required within a reasonable amount of time. Only authorized personnel are to be present in contractor work areas.

1.3.11 The contractor shall establish a drug-free workplace and ensure all employees are drug-free, verified prior to their start of work on this effort. The contractor will establish a random drug screening program with testing performed monthly that requires every employee to be tested at least once yearly. The contractor will not allow any employee who has possession of, or who is under the influence of alcohol or illegal / hazardous

drugs to perform work under this effort. Additionally, the contractor will follow testing guidelines of AR 600-85 & Department Of Defense Instruction (DoDI) 1010.16 and the Department of Health and Human Services (HHS) mandatory guidelines for Federal Workplace Drug Testing Programs for all Testing Designated Positions (TDPs).

1.3.12 All contractor employees that require a SECRET security clearance must obtain it prior to start of work. Upon notification that an employee has been denied a SECRET security clearance or is in any manner incapable of obtaining a SECRET security clearance that employee will be removed from performance on this contract. Contractor employees with access to restricted areas or classified data will be subject to additional security requirements. Upon request, the contractor shall ensure employees complete questionnaires and other forms for applicable security levels. Failure to obtain required security clearances will not constitute a reason for non-performance. The Government will not sponsor interim clearances. The contractor is responsible to ensure anyone requiring access to information has the appropriate clearance.

1.3.13 All Contractor personnel performing on U.S. Government facilities or installations (on a regular basis for a period of six months or more) and/or require access to U.S. Government Information Technology (IT) systems must be eligible and/or vetted for a CAC IAW Army Sustainment Command (ASC) CG policy 380-13.

1.3.13.1 All Contractor personnel must, at a minimum, have a favorably adjudicated Tier 1, or an equivalent or higher, investigation IAW Homeland Security Presidential Directive-12 (HSPD-12). The Contractor must have a pre-hiring system in place to ensure probability and eligibility to receive a favorably adjudicated Tier 1. The Contractor shall comply with all applicable installation, facility, and area commander installation/facility access and local security policies and procedures.

1.3.13.2 The Government will issue a CAC to eligible contractor employees performing work under this contract IAW Department of Defense (DoD) Manual 1000.13, Volume 1, DoD Identification (ID) Cards. A CAC will be issued if a) The contractor requires physical access to a DoD facility and/or access, via logon, to a DoD network onsite or remotely, or b) The contractor requires physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of DoD on a recurring basis for a period of 6 months or more. The Government reserves the right, in its sole discretion, to refuse to issue a CAC to any employee or to revoke one for security purposes or other reasons.

1.3.13.3 Upon notice to proceed the contractor will provide the name, telephone number, and e-mail contact information for their Facility Security Officer (FSO) or Security POC through the COR/KO to ASC G2 Contractor Background Investigation Management (G2 KTR BIM) Program. The G2 KTR BIM Program will contact the FSO/POC and provide specific instructions on the electronic submission of background investigations (SF 85 and FD 258 Fingerprint Card) IAW HSPD-12 and Defense Counterintelligence and

Security Agency (DCSA) guidance. The G2 KTR BIM Program will provide verification of existing investigations for personnel transitioning from other contracts.

1.3.14 The contractor shall be responsible for out processing its personnel in accordance with FAR 52.204-9.

1.4 Contractor Planning, Resource Management

1.4.1 The contractor's normal duty hours shall be in accordance with TD-04 Hours of Operation, excluding Federal holidays. Any variations from the normal hours must be approved by the COR; and the KO if there are costs involved.

1.4.1.1 If the Senior Mission Commander or Installation (Garrison) manager declares an installation 'closed' or road conditions 'red' or 'black' [or otherwise deemed unsafe for routine travel/use] due to inclement weather, the contractor will determine which, if any employees will be required for, or shall continue on, duty. Any employees not able to report will be absent in accordance with FAR 52.249-14, excusable delays. The labor costs of absent employees due to weather or other allowable causes are not reimbursable. At no time will the contractor invoice the Government for work not performed (absent or early departure as listed above). The remuneration of contractor employees for lost time due to weather or other allowable causes is at the sole discretion of the company and is not an allowable cost under this effort.

1.4.1.2 Government personnel in CONUS locations (to include Alaska and Hawaii) observe the following holidays and will not be available:

New Year's Day	First day of January (or as observed)
Martin Luther King, Jr. Birthday	Third Monday of January
Presidents Day	Third Monday of February
Memorial Day	Last Monday of May
Juneteenth	19th day of June (or as observed)
Independence Day	Fourth day of July (or as observed)
Labor Day	First Monday of September
Columbus Day	Second Monday of October
Veterans Day	11th day of November (or as observed)
Thanksgiving Day	Fourth Thursday of November
Christmas Day	25th day of December (or as observed)

1.4.1.3 Military personnel are often granted training holidays in addition to the Federal holidays listed above. Training holidays may affect normal scheduled work. The contractor shall take full advantage of such opportunities by planning maintenance, inventories, or other activities that are better accomplished when Military personnel are not present or using required / supported facilities.

1.4.1.4 The contractor is expected to adjust normal workday personnel support requirements to reduce any requirements for overtime. Overtime hours are normally required to respond to emergencies, unusually heavy workloads, and unexpected situations that may occur due to unforeseen service requirements. If circumstances indicate the potential need for overtime in order to accomplish a task, the contractor shall request in writing the overtime hours to the COR for endorsement. The COR will then submit the endorsed contractor's overtime hours request to the KO and obtain written approval from the KO in advance of the work. The KO's written approval will be provided to the contractor and the COR. Overtime rates shall be reimbursed at the required rates in the Collective Bargaining Agreement (CBA) or Service Contract Act (SCA) respectively or at the rate(s) proposed and accepted for SCA positions. For the reimbursement of overtime for Exempt positions, if applicable, those labor rates shall be negotiated prior to the incurrence of any costs. All overtime requests will include the overtime rates to be charged, the estimated number of hours applicable at each rate (both exempt and non-exempt if applicable), the project the overtime is being charged for, and the estimated total charge associated with the overtime request. This estimated total, when approved by the KO, represents the not to exceed amount. Additional approval must be sought prior to exceeding the estimated total. Overtime will not be authorized to compensate for shortcomings in contractor performance. Approvals for using overtime shall ordinarily be prospective, but, if justified by emergency circumstances, approvals may be retroactive. In the event of an emergency and the KO is unavailable to provide written approval prior to the commencement of the work, the contractor will document the necessity for the overtime and submit in writing, along with COR concurrence, to the KO for approval. It is the responsibility of the contractor to verify sufficient funds are available to cover the expense associated with the overtime. The KO will provide retroactive approval, assuming confirmation of availability of sufficient funds, in writing per FAR 22.103-4 (i) for work performed which has been justified appropriately and meets the guidelines established in this paragraph.

1.4.2 The contractor shall ensure personnel designated as 'mission essential personnel' report to assigned work locations (or Government Continuity of Operations Plan (COOP) designated facilities) and perform required tasks, regardless of weather or security conditions. Contractor will operate in accordance with DoDI 1100.22, 'Continuation of Essential DoD Contractor Services during Crisis'. The contractor shall provide a contingency plan (CDRL PM-02) that describes, in detail, the means to accomplish mission requirements without delay in the event of sudden or unusual events that could impact the contractor's performance and contract requirements such as, but not limited to, terrorism, natural disaster, utility outages, or labor disputes. The contractor's plan shall include a strike contingency plan in accordance with FAR Clause 52.222.1, Notice of Labor Disputes. These procedures shall include the following:

a. Procedures specific to functional area

b. How personnel shall be replaced or augmented when necessary
   (1) Address labor strike contingencies
c. How mission requirements shall be met without delay

1.4.2.1 The contractor shall support contingencies and provide services in the event of natural disasters, uprisings, civil disturbances, and other crises. Contingency operations may require work at remote sites, in dangerous locations, conducted in extreme temperatures (high / low), be subjected to blowing sand, dirt and debris, at heights or in confined spaces. This work will likely have very short response times where the contractor may have to use existing staff, ramp up quickly and travel on short notice (air, rail, and road). The contractor shall include in its contingency plan processes to ramp up, travel and begin work within 72 hours of notice to proceed from the KO.

1.4.3 Due to the nature of military operations and the associated logistics support, a higher level of effort than forecasted may be required (limited in duration or sustained efforts). This includes support to such programs as: mobilization, demobilization of forces; deployments, redeployments of forces; equipment maintenance; rapid fielding of organizational clothing and individual equipment (OCIE); supply support activity (SSA) operations or other efforts to be determined (TBD). The contractor shall be prepared and respond to emergency situations by providing an appropriate workforce for critical efforts within two hours of notice from the KO/COR.

1.4.3.1 The contractor shall have a Surge Requirement Capability that supports the additional workload required under contingency operations. This effort requires the installation operating at higher capacities in order to support an increased OPTEMPO and multiple unit deployments supporting operations. The contractor shall provide the initial additional workforce meeting this capability within 10 days and be at full operational capability not later than 21 days of the notice to proceed from the KO. The contractor shall also provide their plan (CDRL PM-02) to meet this requirement.

1.4.4 The Government may elect, at its discretion, to transition certain tasks or requirements to or from the contractor. The KO will submit a request for proposal to the contractor for any functional area being performed by military. The contractor shall prepare a transition-in plan from the notice to proceed through full performance. The contractor may be required by the KO, to remain on site past the transition out in order to provide technical assistance to the assuming unit.

1.4.4.1 The contractor shall at times, as coordinated/approved by the COR, be required to work directly with military or Government civilians on specific tasks within the installation's area of responsibility in order to facilitate completion of the task or to allow the military member or Government civilian to gain experience at the task. Examples include but are not limited to: military mechanics working on equipment in various shops

concurrently with contractor personnel; military personnel augmentation, A/DACG, Ammunition Supply Point (ASP), or CIF operations or; DA Civilians TDY from a depot working alongside contractor personnel during weapons Reset. During these events, military or Government personnel will answer to the appropriate Government chain of command. The contractor will not have supervisory responsibilities for any military or Government personnel.

1.4.5 The contractor shall provide and have on-site a Project Manager (PM) no later than the FOC and throughout the period of performance of this effort. Additionally, utilizing an existing staff member, the contractor will designate an alternate PM to be available in the event the PM is absent or otherwise unavailable. The contractor's PM and designated alternate shall be authorized to act on behalf of the contractor for all matters relating to this contract. The contractor shall provide the PM (and alternate) name and contact information in writing to the KO. The PM or designated alternate shall be on duty at or near the installation and available during normal operational hours and shall be available for contact with the Government during all other times. The PM or designated alternate is required to attend briefings, conferences, and other Government designated meetings as required in the execution of this effort or as requested by the COR.

1.4.6 The contractor will ensure an effective and efficient transition-in. The transition-in, being part of the base year of this effort, will commence from Notice to Proceed (NTP) and continue until the full operational capability (FOC) date as issued by the KO. At contract end, the contractor will ensure an effective and efficient transition to incoming contractor.

1.4.6.1 The contractor shall provide a transition-in plan (CDRL PM-03) that describes how the contractor will take over all contract functional areas from the outgoing contractor. The plan must ensure the contractor has operational control by the FOC date. At a minimum, the following areas will be addressed:

a. Describe how identified key personnel positions will be phased-in for each of their respective areas
b. Approach to ensure operators are properly trained and licensed
c. Approach to assuming accountability of GFP (includes joint inventory with incumbent contractor)
d. Acquisition of Contractor Common Access Cards (CAC) (as required)
e. Acquisition of other facility access card(s) as applicable
f. Security clearance vetting (if applicable)
g. Timeline for submitting contract data requirements
h. Approach to ensure open communication with incumbent contractor and the Government to include periodic (daily, weekly) after action reviews documenting progress

1.4.6.2 The contractor shall provide a transition-out plan (CDRL PM-03) that describes how the contractor will support the transition from incumbent to incoming contractor. The transition-out plan must ensure the incoming contractor has operational control by the fully operation capability date. At a minimum, the following areas will be addressed:

a. Turn-over of work in progress
b. Property accountability and property book transfer
c. GFP joint inventory and handover
d. Certified complete and accurate list of all service employees (defined in the Service Contract Act (SCA) of 1965, 41 U.S.C. 357(b))
e. Removal of contractor property
f. Data and information transfer
g. Deletion of password access to Government systems including Army Knowledge Online (AKO)
h. Installation clearance actions (including turn in of vehicle passes, Installation badges and Common Access Cards (CAC)
i. Other actions required to ensure continuity of operations
j. Clean-up of contractor work areas
k. Security debriefings for incumbent personnel holding security clearances
l. Account closure (involves the preparation of administrative documentation and archive of data to the Government)

1.4.7 The contractor shall provide management and technical information such as: one-time reports, quality control data and records, back-up documentation, and other information concerning contract performance requested by Government personnel performing official duties including monitoring contract compliance. The contractor shall obtain KO approval before releasing any information that has been stored, generated, or archived related to this contract to the contractor's corporate or other off-site offices, to other Government activities or agencies, to other contractors, or to private parties. This restriction does not apply to contractor data needed to properly execute this effort (e.g., man-hour reporting).

1.4.8 The contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: http://www.sam.gov. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk at: http://www.sam.gov.

1.5 Physical Security, Anti-terrorism & Operations Security

1.5.1 The contractor shall establish and implement a comprehensive set of security plans spanning all aspects of its operations to include: personnel security, information security

(INFOSEC), automated data processing (ADP) Security, communications security (COMSEC) and physical security. The contractor shall comply with all local, DoD security requirements and the requirements specified herein in accordance with AR 190-13, AR 380-5, AR 380-67, DoD Regulation 5000.1-R, and DoD Regulation 5200.2-R.

1.5.2 Neither the contractor nor any of its employees will disclose, or cause to be disclosed, any information concerning operations which could result in or increase the likelihood of the possibility of a breach of the activity's security or interrupt the continuity of operations. The contractor shall maintain a signed non-disclosure agreement for each employee.

1.5.2.1 When required, the contractor will maintain capabilities for receipt, storage and generation of classified material, up to and including SECRET, in accordance with the security programs such as the DoD 5220.22-M, National Industrial Security Program Operating Manual, and DoD 5220.22-R, Industrial Security Regulation, the DD Form 254 and appropriate security instructions or guidelines when applicable for the safeguarding and protection of classified information or material. The contractor will maintain accountability records/receipts for classified material to include transfer and destruction of material.

1.5.2.2 The contractor shall safeguard information, materiel, equipment and records (regardless of media) from being compromised, altered, destroyed, mutilated, damaged, or lost in accordance with AR 25-1, AR 25-55, AR 25-400-2, AR 340-21, AR 380-5 and other applicable policies. Failure to safeguard classified information that may come to the contractor, or any person under its control, may subject the contractor, its agents or employees to criminal liability under 18 U.S.C.§793 and §798. Additionally, Title 18 United States Code (U.S.C.) §2071 defines possible penalties for destruction of Government records.

1.5.2.3 The contractor shall ensure any sensitive information such as Personally Identifiable Information (PII), Controlled Unclassified Information (CUI), proprietary, and Law Enforcement Sensitive information residing on Mobile Computing Devices (MCD) or other external media is protected in accordance with current Data at Rest (DAR) guidelines and requirements using an authorized, approved and prescribed DAR solution. Guidance for protecting DAR information is found in the Army Best Business Practice 06-EC-O-0008 1.0 DAR Protection (MS EFS) 12 Oct 06, ALARACT 134-2008 DAR Protection Strategy, and 9th SC (A) OPORD 0910-300.

1.5.2.4 The contractor shall comply with AR 25-1, AR 25-2, AR 380-5, FIPS, ASC policies, and applicable Information Assurance Best Business Practices. The contractor shall not install, connect, or disconnect any device to Government networks without authorization from the appropriate information assurance office.

1.5.2.5 No classified or communications security (COMSEC) information will be sent to or stored at the facility before the contractor has been granted a facility clearance and storage capability defined by the Defense Counterintelligence and Security Agency (DCSA). The DD Form 254 will contain a requirement for a COMSEC account if needed.

1.5.2.6 When securing all non-classified Army property, the contractor will abide by the requirements of AR 190-11, AR 190-13, AR 190-51, AR 190-45, local installation and unit physical security policies, plans and procedures along with all applicable supplements. All contractor physical security plans, policies and procedures will conform to the applicable installation and local ASC Unit plans, policies and procedures.

1.5.3 The contractor shall ensure ready access of all contractor occupied areas to Government inspectors. The Government will perform physical security and force protection inspections on Government provided facilities. The Government at its sole discretion will provide any physical repairs and improvements to all structures and barriers. The contractor will be responsible to notify the Government of all mitigation requirements to ensure adequate physical security until repairs/improvements are in place. The contractor is responsible for carrying out those practices and procedures within their influence and outside of inherently Government responsibilities to ensure proper security.

1.5.4
The contractor shall ensure the establishment, maintenance and enforcement of an auditable key, lock, personal identification number (PIN), and seal custodial system for internal security of assigned facilities, space and equipment of a security interest. The contractor will comply with AR 190-51, AR 190-13 and ATTP 3-39.32 in ensuring all keys issued by the Government to the contractor are not lost or misplaced and are not used by unauthorized persons. The contractor will report to the COR(s) any occurrences of lost, unauthorized use, or unauthorized duplication of keys in the contractor possession and control within 24 hours of discovery. The contractor will be liable for any and all costs necessary to secure the locks and keys compromised by any occurrence of lost, unauthorized use, or unauthorized duplication of keys. Key and Lock Control for Arms, Ammunition and Explosives (AA&E) will be in accordance with paragraphs 3-8 and 5-6 of AR 190-11. Other Security keys and locks will be controlled in accordance with paragraph D-6 and D-7 of Appendix D of AR 190-51 (Security of Unclassified Army Property - Sensitive and Non-sensitive). Seals will be controlled in accordance with paragraph D-10 of Appendix D of AR 190-51 Security of Unclassified Army Property (sensitive and non-sensitive). The contractor will coordinate with all parties involved to ensure the last person leaving a shared facility secures the area.

1.5.5 The contractor will ensure it adequately protects arms and ammunition that are in its custody and store them only in approved, properly equipped, secure facilities (e.g., locking devices and intrusion detection systems) in accordance with Chapter 4 of AR 190-

11 (Physical Security of Arms, Ammunition and Explosives). The contractor will maintain an auditable record in the applicable Logistics Information Systems (LIS) for the constant accountability of sensitive weapons in its control. The contractor in coordination with appropriate Government personnel as defined by AR 710-4, AR 710-2, and Appendix D of AR 190-51(Security of Unclassified Army Property (Sensitive and Non-sensitive)) will perform monthly serial number inventories of arms and gross count, unless serial number accountability is required (i.e., CAT 1 munitions). LIS will be used for asset visibility and detailed storage location information. LIS reconciliation must be at 100%. The contractor shall notify the COR immediately when discovery of a missing sensitive item or major administrative discrepancy.

1.5.5.1 The contractor shall rectify all discrepancies prior to departing the facility. In the event the contractor cannot rectify all discrepancies, he/she will initiate a “lock down” until discrepancy is resolved or he/she is released by the COR. In the event a sensitive item cannot be located and the aforementioned lockdown has been lifted the contractor will notify the Government in accordance with AR 710-4. The contractor shall conduct causative research in accordance with Army AR 735-5.

1.5.5.2 Sensitive Items and items identified in AMDF contained in FEDLOG by CIIC of “1–6,” “8,” “9,” “P,” “O,” “R,” “$,” or “Y” (night vision devices and navigation systems (GPS)) kept by the contractor will be inventoried by serial number in accordance with AR 710-2/AR 190-11. Sensitive item inventory results will be recorded on a memorandum signed by the contractor performing the inventory and verified by the Primary Hand Receipt Holder (PHRH). The contractor will not accept into its custody any AA&E (controlled inventory item code (CIIC) of N or P as listed in FEDLOG) or controlled cryptographic items (CIIC of 9) unless the Government provided facilities meet AR 190-11 and local security requirements.

1.5.5.3 The contractor shall designate, in writing, a primary and an alternate Physical Security Officer (PSO). If required, the contractor shall maintain 24-hour security via installed intrusion detection systems (IDS) and closed-circuit video monitoring of the perimeter and facilities. In the event of an inoperative Intrusion Detection System, the contractor shall be required to monitor the facility via the closed-circuit video system or physical presence until inoperative systems are repaired. The contractor will be responsible for monitoring and verifying authorization for entry. In the event of an intruder, the contractor shall notify emergency services (911)/Provost Marshall, ensure all doors are secure and notify the COR.

1.5.6 As directed by the KO / COR, the contractor will remove, at no additional cost to the Government, any employee who endangers operational or national security. The contractor is reminded that the Government has the right to revoke security clearances or to exclude individuals from its facilities. If this action results in any employee being unable to perform his/her duties, the contractor shall replace him/her at no additional cost to the Government.

1.5.7 All contractor employees requiring access to Army installations, facilities, or controlled access areas must complete AT Level I awareness training within 30 calendar days of reporting for duty and annually thereafter. The contractor shall submit certificates of completion for each affected contractor employee to the COR (or to the KO, if a COR is not assigned) within ten (10) calendar days after completion of training by all employees. AT Level I awareness training is available at https://jkodirect.jten.mil.

1.5.7.1 The contractor shall ensure employees are available to receive Government-provided AT awareness training specific to the area of responsibility (AOR) as directed by AR 525-13. Specific AOR training content is directed by the combatant commander, with the unit Antiterrorism Officer (ATO) being the local point of contact. Contractor shall implement an ARMY iWATCH program (terrorist watch program) in accordance with ALARACT 110/2010.

1.5.7.1.1 The contractor and all associated sub-contractors shall brief all employees on the local iWATCH 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 30 calendar days of new employees commencing performance with the results reported to the COR NLT 30 calendar days after contract award.

1.5.7.2 All contractor employees must complete DoD IA (Information Assurance) Awareness and associated cyber awareness training at https://ia.signal.army.mil prior to being granted access to any Government network or ADPE. All users who require network access will complete initial and annual training thereafter. Contractor employees requiring access to Government ADPE or networks must also initially and annually sign, date, and submit the required Acceptable Use Policy (AUP) and DoD IA Training to their ATCTS records. If during performance of the contract ADPE security requirements or access policies change, the contractor will be required to follow and adhere to the new or updated policies. All contractor employees with access to a government information system must be registered in the ATCTS at commencement of employees' services.

1.5.8 The contractor employees will comply with applicable installation / facility access including local security policies and procedures (provided by the Government representative). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by the installation Provost Marshal Office, Director of Emergency Services, or Security Office. The contractor workforce will comply with all personal identity verification requirements. 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.

1.5.9 The contractor will develop an Operations Security (OPSEC) Plan (CDRL PM-04) to be reviewed and approved by the responsible Government OPSEC officer, per AR 530-1, Operations Security. The contractor's OPSEC plan shall include but not be limited to the following:

a. Government's critical information
b. Needs of protection
c. Specified locations of information
d. Person(s) responsible for information
e. Means of protection
f. Identification of OPSEC Coordinator (OPSEC Level II certification required within 90 calendar days after notice to proceed date)

1.6 Quality Program Requirements

1.6.1 The contractor shall formulate and implement a quality control program that outlines the contractor's goals, objectives and standards, and a Quality Control Plan (QCP) that details the methods, procedures, and processes used to meet customers', regulatory, and the contractor's quality processes in accordance with International Organization for Standardization (ISO) 9001. The contractor shall achieve ISO compliance within 180 days of notice to proceed date.

1.6.2 The contractor shall develop internal and contribute to external standard operating procedures (SOP) (CDRL PM-05) for management and the applicable Maintenance, Supply and Transportation functional areas. The SOPs shall contain (at a minimum) the following information:

a. Processes and procedures to complete the tasks in each functional area
b. Plans for scheduling and coordination with appropriate Government offices

1.6.3 Interactive Customer Evaluation (ICE) is the Army's web-based customer feedback system. The contractor shall provide a response to all ICE comments provided to them by the Government or supported activity within 2 business days to the COR.

1.6.4 The contractor shall address use of best practices to reduce costs and improve efficiencies. The contractor shall provide documented results, to include cost avoidance, upon implementation of best practices. The use of any additional internal quality processes, beyond what is required in paragraph 1.6.1, will be considered incidental to this effort and will not be directly reimbursable.

1.6.5 The contractor's performance under this task order shall be evaluated IAW the Government-approved Quality Assurance Surveillance Plan (QASP), Performance Requirements Summary (PRS) and surveillance checklist.

1.7 Environmental Requirements

1.7.1 The contractor shall comply with all applicable federal, state, local environmental laws, statutes, regulations, executive orders, permits, Army regulations (with supplements), as well as Major Subordinate Command (MSC) and installation regulations, policies, Host Tenant Agreement, Interagency Service Agreement, or Status-of-Forces Agreement to include Annex D. Contractor shall immediately report any conflicts between applicable federal, state, local environmental laws, statutes, executive orders, and provisions of Army Regulation 200-1, and any specifications within this contract to the COR. The contractor shall consult with the Environmental Office for suggestions and to obtain a copy of the installation's pollution prevention/hazardous waste minimization plan for supporting waste minimization goals. The contractor shall maintain compliance with current ISO 14001 standards.

1.7.1.1 The contractor shall provide an Environmental Protection and Hazardous Material Waste management plan (CDRL PM-06) that describes the contractor's approach to managing the following requirements:

a. Compliance with all applicable laws, regulations, including, but not limited to, those cited in the PWS
b. Compliance with ISO 14001
c. Use of personal protective equipment
d. Training in the following areas for personnel who may work with or be exposed to hazardous materials:
    (1) HCS and HAZWOPER requirements
    (2) Notification and reporting procedures
e. Methods for prevention, containment, neutralization, cleanup, and proper disposal of hazardous materials
f. Requisitioning of hazardous materials
g. Meeting Installation Environmental Sustainment Goals
    (1) Maintaining compliance with goals
    (2) Developing work center processes for collection, segregation, and transfer of recyclable materials
    (3) Involvement in installation sustainability meetings

1.7.2 The contractor shall fully support the long-term goals for environmental sustainment in accordance with Executive Orders, Federal, DoD, Army regulations and policies, as well as Army Recycling Program. Compliance includes developing and defining work center processes for reduction in the creation of wastes and the collection, segregation and transfer of materials identified as recyclable in accordance with the local Recycling Program.

1.7.3 The contractor must comply with Section 9002; "Federal Procurement of Biobased Products," of the Farm Security and Rural Investment Act of 2002 (FSRIA), and Executive Order (EO) 13693, "Planning for Federal Sustainability in the Next Decade."

1.7.3.1 The contractor shall utilize products and material made from biobased materials (e.g., hydraulic fluids, penetrating lubricants, and diesel fuel additives) to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user. All supplies and materials must be of a type and quality that conform to applicable Federal specifications and standards. All supplies and materials to be used in the performance of work described herein are subject to the approval of the COR.

1.8 Safety Requirements

1.8.1 The contractor shall ensure compliance with all applicable Federal, host country, U.S. Government, State and local command directives and regulations that pertain to safety, occupational health, and fire prevention as outlined in 29 CFR 1910 (general industry), 29 CFR 1926 (construction), DODI 6055.1, AR 385-10, AR 385-30, DA PAM 385-10, DA PAM 385-40 along with safety and safety-reporting requirements as well as the most current U.S. Army Logistics & Explosives Safety Review Guide published by the Defense Ammunition Center. CDRL PM-13 Safety, Environmental and Emergency Response Plan shall be submitted 15 days after the NTP and as revisions are necessary. The Government will review and either provide comment or approve the draft copy within 15 days. Final copy, with changes in response to Government comments, shall be submitted NLT 15 days after receipt of Government comments. This CDRL may be submitted in Contractor format. The Contractor's plan shall describe both quantitative and qualitative measures, the processes, procedures, inspection methods, and instructions to personnel concerning:

a. Preventing accidental personal injury and property damage accidents.
b. Responding to and reporting of accidents involving injury and/or property damage to Army-owned equipment.
c. Responding to emergency situations in Contractor-occupied GFF.
d. Eliminating or minimizing work center safety and health risks to personnel.
e. Lock out/tag out procedures.
f. ASP operations: Specific ammunition and explosives safety program requirements containing at least mandatory requirements described in the most recent version of the following publications:
   - DoD 4145.26-M
   - Defense Explosives Safety Regulation 6055.09
   - DoD Directive 6055.09-E, Explosives Safety Management
   - DoD Instruction 6055.16, Explosives Safety Management Program
   - DoD Manual 4145.26, Contractor's Safety Manual for A&E
   - DoD Manual 5100.76, Physical Security of Sensitive Conventional AA&E
   - DA Pam 385-40, Army Accident Investigations & Reporting
   - DA Pam 385-65, Explosive & Chemical Site Plan Development & Submittal
   - AMC-R 385-10, HQ AMC Safety and Occupational Health Program

- AMC-R 350-4, Training & Certification Program for Personnel Working in Ammunition Operations
- ASC-R 385-10, ASC Safety Program
- National Fire Protection Agency (NFPA) 780, Standard for the Installation of Lightning Protection Systems
- Current U.S. ARMY LOGISTICS & EXPLOSIVES SAFETY REVIEW GUIDE (updated annually)
- 29 CFR 1910, General Industry Regulation (Personal Protective Equipment and Process Safety Management)
- AR 385-10, The Army Safety Program (would focus on the ESMP & HERO requirements)
- AR 710-2, Supply Policy Below the National Level (Amnesty Program)
- AMC-R 700-107, Preparation of SOPs for Ammunition Operations
- DA Label 80, U.S. Army Calibrated Instruments
- DA Pam 385-10, Army Safety Program
- DA Pam 385-30, Risk Management
- DA Pam 385-64, A&E Safety Standards
- DA Pam 700-16, The Army Ammunition Management System (Amnesty)
- MIL-STD 129R, Military Marking for Shipment and Storage
- TB 43-0142, Safety Inspection and Testing of Lifting Devices
- DDESB's TP-15, Approved Protective Construction (fusible links)
- U.S. Army Logistics & Explosive Safety Review Guide

NOTE: If there are conflicts between regulatory requirements, the "most restrictive guidance" shall be followed. Contractor SOPs will be provided to the COR and reviewed at recurring governmental inspections, but final approval of Contractor SOPs ultimately remains the responsibility of the contractor. ASP proposed operations and equipment to include process flow narrative/diagram, proposed facility or equipment changes, proposed hazard analysis and proposed procedures for all phases of ammunition and explosive (AE) operations.

g. Vehicle/Equipment Maintenance Operations: Specific program requirements containing mandatory requirements described in the most recent version of the following publications:

- AR 600-55, The Army Driver and Operator Standardization Program
- AR 750-1, Army Material Maintenance Policy
- AR 750-10, Army Modification Program
- AR 750-6, Army Equipment Safety and Maintenance Notification System
- AR 750-43, Army Test Program Set Implementation Guide
- Army Test, Measurement, and Diagnostic Tools
- DA PAM 750-1, Commanders Maintenance Handbook
- DA PAM 750-3, Soldiers Guide for Field Maintenance Operations
- ASC CMDP Below BDE-Level Checklist – This document is the Army's Command Maintenance Discipline Program Checklist. It shows how an effective CMDP is run from an Army perspective. ASC G4 performs these inspections for all of IMCOM

and ASC. This is a document that is provided as a reference point only for the Contractor to ensure their operations are in compliance with the program.

NOTE: If there are conflicts between regulatory requirements, the "most restrictive guidance" shall be followed. Contractor SOPs will be provided to the COR and reviewed at recurring governmental inspections, but final approval of Contractor SOPs ultimately remains the responsibility of the contractor.

h. Rail Operations: Specific Rail Operations and safety program requirements containing mandatory requirements described in the most recent version of the following publications:
- Railroad Timetable (Installation specific)
- AR 56-3, Management of Rail Equipment
- 49 CFR, Parts 200-299
- 49 CFR Parts 174.83
- General Code of Operating Rules (GCOR)
- TC 55-88-1
- Emergency Response Guide 2016 (ERG)
- Unified Facilities Criteria (UFC), Railroad Track Maintenance & Safety Standards
- UFC 4-860-03
- TM 55-203, Maintenance of Railway Car
- TM4-14.21, Rail Safety, Feb 2015
- SDDCTEA MI 55-19 (7th Ed.)
- Manual Uniform Traffic Control Devices part 8

NOTE: If there are conflicts between regulatory requirements, the "most restrictive guidance" shall be followed. Contractor SOPs will be provided to the COR and reviewed at recurring governmental inspections, but final approval of Contractor SOPs ultimately remains the responsibility of the contractor.

i. Accident reporting. Inspections, audits, or visits by compliance personnel.

j. Corrective action review boards.

k. Attendance at safety meetings/councils.

l. How the reporting procedures align with the Organization in order for Critical Command Information Requirements (CCIR)/Serious Incident Report (SIR)/Operational Readiness reports to be generated at the discretion of AFSBn/LRC leadership.

1.8.2 The Contractor shall provide initial verbal notification of an accident involving on-duty injuries to employees and/or damage to GFP/CAP to the COR, AFSBn/LRC Unit Safety Officer (USO), AFSB Safety Manager and HQ ASC Safety Team at (309) 782-1107 not later than 4 hours after occurrence. Complete CDRL PM-12 Incident, Accident, and Drug Screening Reporting Requirements utilizing PM-12 KTR Accident Reporting Format for all accidents involving damage to property and/or injury to employees to the COR, Battalion/LRC and AFSB Unit Safety Officer (USO) and HQ ASC Safety Division at usarmy.ria.asc.list.g4-safety@mail.mil with complete details within 72 hours. Army-designated USO will determine and ensure Army Accident Investigation requirements are met. If required, contractor will provide additional accident data as required ICW AR-385-

10 and DA PAM 385-40. Additionally, the Contractor shall administer mandatory drug screening following the testing guidelines of AR 600-85 & DoDI 1010.16 and the Department of Health and Human Services (DHHS) mandatory guidelines for Federal Workplace Drug Testing Programs for all Testing Designated Positions (TDPs) following such an incident and will provide the results to the Government as soon as available. Refer to DOT regulations for BAC levels.

1.8.3 The Government reserves the right to conduct an investigation of any incident involving Government or contractor personnel and equipment. The contractor shall provide any information related to the incident.

1.8.4 The contractor will develop and implement an appropriate occupational health program consistent with the Defense Safety and Occupational Health Program in accordance with the detailed instructions and guidance published in DA Pam 40-11 Chapter 5.

1.8.5 The contractor shall comply with OSHA standards, NRC, DOT, DoD, Army, Federal, state, and local safety and health requirements. Additionally, the contractor shall not construe the requirements of this PWS as making the Government the controlling employer (as defined by the Federal OSHA) at any contractor-operated facility.

1.8.6 The contractor shall establish and maintain a Radiation Safety Program to include a written SOP to comply with DA PAM 385-24, DA PAM 385-25, and other applicable ARs, TBs, or OSHA publications for protection and operating procedures for the proper repair, storage and transportation of equipment containing radioactive material.

1.8.7 The contractor shall abide by Installation-specific Safety and Occupational Health, Radiation Safety, Respiratory Protection and Environmental Compliance standards.

1.8.8 The contractor shall support the Army's Safety Management System (SMS) initiatives.

1.9 Intellectual Property/Data Rights

1.9.1 All work completed or in various stages of completion under this contract shall become Government property, including but not limited to collected data, computer software, computer documentation, and technical data. As the commissioning party, the Government shall be the owner of all material subject to copyright protection.

1.9.2 The contractor shall assign to the Government title throughout the world to each subject invention or discovery that is or may be patentable or otherwise protectable under Title 35 of the U.S. Code. The contractor shall disclose in writing each subject invention or discovery to the KO within two (2) months of any event, including the sale, publication, or public use, that initiates the 1-year statutory period during which valid patent

prosecution can be obtained in the United States. The Government shall grant the contractor a revocable, nonexclusive, paid-up license in each patent application filed in any country on a subject invention or discovery and any resulting patent in which the Government obtains title, unless the contractor fails to disclose the subject invention or discovery within the time specified in this paragraph.

1.10 Administrative Requirements

1.10.1 Upon notice of external inspections, audits or visits, the contractor shall notify the COR no later than one hour from time of actual notice. If inspectors, auditors or other compliance personnel arrive unannounced, the contractor shall notify the COR immediately.

1.10.2 The Army supply system is the first source of supply for obtaining material (supplies, repair parts); however, commercially sourced material may be required for the contractor to fulfill requirements of this effort due to unavailability. Therefore, the contractor shall comply with Purchasing and Invoicing Guide procedures.

1.10.2.1 The Contractor shall coordinate all requests to purchase Information Technology (IT) equipment with the appropriate site/S6 Information Management Officer to ensure the necessary procurement procedures are executed IAW OPORD 008-20 and associated Annexes. All IT equipment must be picked up on the installation property book and tracked for proposed equipment density distribution policies and life cycle replacement actions.

1.10.3 Upon receipt of GFP the contractor will accomplish receipt of the GFP provided utilizing the Transfer Module within Procurement Integrated Enterprise Environment (PIEE) https://piee.eb.mil. As part of the receipt process contractor(s) will verify information and quantities submitted are correct. (Item Name, Description, NSN, Manufacturer CAGE (if applicable), PN, Model Number, Quantity Shipped/Received, and Serial Number/UII (if applicable)).

1.10.3.1 Reserved

1.10.3.2 The contractor shall provide a GFP and CAP listing update (CDRL PM-08) utilizing PM-08 Format. Disposition information and documentation of any missing, lost, damaged or unaccounted for GFP/CAP shall be included in the note’s column.

1.10.4 The contractor shall provide data and information to the Government utilizing Microsoft Office products that are easily readable and will not require further manipulation for printing. For example, documents provided by the contractor shall include appropriate title headers and footers with page numbers, font sizes shall be sufficiently large, charts and spreadsheets will normally be presented with landscape orientation, margins will normally be one inch, paper size must be accurately set as letter or legal, and

unnecessary blank pages must be eliminated. All deliverables will be professionally produced, generally free from errors, and must be well written using proper grammar. Documents submitted will be dated, indicate author or point of contact, reflect date information was obtained and source of the information. Submitted spreadsheets must have normal functionality involving analytical features such as sorting, filtering, and pivot tables.

1.10.5 Reserved

1.10.6 The contractor shall provide specific workload and financial data (CDRL CD-02) for government use in planning, programming, budgeting and execution. The accuracy of this data is paramount to proper execution of the required logistics functions on the installation. Each functional area within the task order will be addressed. The contractor shall use the Government provided CD-02 Burn Rate Report Format.

1.10.6.1 The contractor shall invoice for labor and other direct costs at least once every 30 days. The Government does not object if a contractor invoices more than once within a 30-day period. The contractor shall provide invoice support data with each invoice submitted. The document format should allow filtering and sorting for the identification of costs at the level necessary for validating proper use of Government funds.

1.10.6.2 Reimbursement may be provided for items necessary to perform contractual requirements that are not available through the Government supply system. These additional items are referred to as: other direct costs (ODCs). The contractor shall submit a purchase request (PR) in accordance with the EAGLE Purchasing and Invoice Guide. Allowable travel expenses will be applied to appropriate project funding (subject to KO approval). Additionally, pre-employment services required such as initial drug screening, certifications and other conditions of pre-employment will not be reimbursable. Other items may be reimbursable at the recommendation of the COR and the discretion of the KO.

1.10.7 The contractor shall implement policies and procedures that ensure accurate and authorized timekeeping in accordance with DCAA Contract Audit Manual 5-902(b).

1.10.8 The contractor shall provide a listing of contractor owned vehicles and equipment that may be used in the performance of this contract to the KO and designated COR for approval. The contractor shall provide an updated listing to the KO or COR each time the list is changed. All contractor-owned equipment must be clearly and permanently marked with the name of the contractor’s firm so as to be recognizable from GFP. The Government will not provide reimbursement for the use of contractor provided equipment. Contractor equipment will meet the appropriate State and local safety and certification requirements.

1.10.8.1 The contractor shall remove all contractor-owned vehicles, equipment, tools, supplies, materials etc., from the installation within the first twenty (20) calendar days after completion or termination of this contract. The Government will not be responsible for any contractor-owned property left behind after contract completion or termination. If the contractor does not remove its property from the installation within the stated time, the Government will dispose of the property at contractor's expense.

1.10.9 The contractor will maintain an acceptable level of cleanliness and appearance consistent with commercial practices for any work, break or administrative areas assigned to it, unless otherwise directed by the KO. In work areas not serviced by the United States Army Garrison (USAG) the contractor shall maintain acceptable levels of sweeping, mopping, lavatory cleaning (including walls, stalls, toilets, sinks, showers, mirrors, light fixtures, windows and window screens – all surfaces, fixtures, appliances, receptacles, containers, dispensers), disinfection, and floor buffing / waxing. Additionally, the contractor shall ensure that latrine facilities are properly re-stocked. For latrine facilities, regularly used by the contractor's customers, it will regularly verify latrine conditions by using a check list for each latrine that will be updated not less than two times per day during normal business hours (once in the AM and once in the afternoon as workload allows). The contractor shall correct deficiencies to the facility (i.e., supplies, cleanliness) within one hour of discovery. Other deficiencies will be corrected as identified by the COR.

1.10.10 The contractor shall maintain Government owned records in accordance with AR 25-400-2, Army Records Information Management System (ARIMS). All other records shall be maintained in accordance with requirements set forth in ISO 9001.

1.10.11 The contractor shall coordinate with the KO and the installation Government staff to support Quarterly Performance Management Reviews (PMRs) as prescribed in section C of the contract. The contractor shall provide Performance Management Review Report (CDRL PM-09) utilizing the Government provided PM-09 Format.

1.10.12 Per the AFARS Informational Guidance, IG5317.9000 Associate Contractor Agreements, the contractor shall establish and maintain an Associate Contractor Agreements (ACA) with other contractors when working on separate government contracts that must cooperate, share resources or otherwise jointly participate in working on contracts or projects.

1.10.13 The contractor shall attend, or facilitate as required, scheduled and unscheduled planning and status meetings required by the COR.

1.10.14 The contractor shall provide briefings and facility tours as required by the COR.

1.11 Automated Systems

1.11.1 The contractor shall assure all automation equipment assigned to the contractor, including property processing equipment, workstations, servers, printers, repeaters, controllers, and personal data collection devices (PDCD) are fully operational and secured. When automated equipment becomes defective, malfunctions, requires routine or scheduled maintenance or upgrade, the contractor shall notify the designated IT support for that system prior to work ordering or requesting replacement. In addition, the contractor shall notify the COR if downtime will negatively affect the mission. The contractor shall refer to the appropriate automated information system (AIS) manual for technical guidance. The contractor shall perform required actions to maintain cleanliness of Government furnished ADPE such as (keyboards, CPU's, monitors).

1.11.2 The Government will provide required operational support to Government furnished ADPE, systems, telecommunications, and networks. The contractor is not authorized to establish, implement, or maintain their own separate information management support systems, sections, or offices to preclude or replace Government IT support services.

1.11.3 All contractor personnel shall be subject to the same restrictions as Government personnel under law and under DoD and Army Regulations including, but not limited to, Constitutional protections of privacy, The Electronic Communications Privacy Act, Export Control Laws, Conflict of Interest laws and regulations, release of information (Privacy Act, Procurement Integrity Act, Proprietary Information) laws and regulations, AR 380-53, and Joint Ethics Regulations.

1.11.4 The contractor shall, as required by the KO or COR, provide formal functional user training for LIS Systems.

Section C-2: Definitions, Acronyms & Abbreviations

2.1 Definitions

2.1.1 The definitions provided in Annex E may appear in this contract and can be found in the technical documents referenced in the individual functional areas of the PWS. This listing is not all-inclusive; conversely, definitions may appear here that are not found elsewhere in this PWS. These definitions, acronyms, and abbreviations may be used to provide more concise proposals and correspondence for this effort.

Section C-3: Government Furnished Property and Services – General

3.1 Government Furnished Property

3.1.1 The contractor shall submit their Property Management Procedures thirty (30) days after notice to proceed (CDRL PM-07). The procedures shall contain the intricate details of the inner workings of the contractor's Property Management System and how it will meet the ten (10) established outcomes (i.e., Acquisition, Receipt (includes Identification), Records, Physical Inventory, Subcontractor Control, Reports, Relief of Stewardship Responsibility/Liability, Utilization (includes Consumption, Movement, and Storage), Maintenance and Property Close-Out (includes Disposition). These procedures are used by the contractor's operational personnel as their daily standard operating procedure (SOP) for the management of Government Property. The contractor's Property Management System procedures are working document(s) that may require updates as processes change; however, a contractor cannot change its procedures unilaterally. Any proposed changes to the contractor's processes shall be submitted to the Property Administrator for review/concurrence prior to the implementation of the changes.

3.1.2 A joint inventory of Government-furnished property must be completed within the timeline outlined in the Government approved transition plan. The contractor shall prepare and provide a detailed Phase-in/out Plan for the inventory of all Government Property. Items of equipment missing or not in working order shall be recorded and the COR shall be notified in writing. The contractor and incumbent contractor shall perform a joint inventory with the Government of all GFP to verify the quantity and determine the working order and condition of all equipment and document their findings.

3.1.3 Rejection of GFP by the contractor shall not relieve the contractor of responsibility in performance of this contract but will relieve the Government from the obligation of providing the same or similar GFP at a future date. If the government owned assets are already in the contractor's possession, the government must retrieve those items.

3.1.4 The contractor shall not use property provided by the Government for any purpose other than the performance of this contract. The contractor shall conduct 100% inventories of Government property at a minimum, annually, IAW contractor's approved property management procedures and update PM-08. At the completion of the contract, the contractor and Government representative(s), shall conduct a joint inventory.

3.1.5. The contractor shall not mark, affix any decals, emblems or signs portraying the contractor's name on Government property. The contractor shall not utilize government property from this contract or other supported areas to support another contract without written approval of the KO.

3.1.6 The contractor shall track and maintain warranty records for all contractor property and supplies for use under this contract – both Government furnished and contractor acquired. The contractor shall enforce all warranties when applicable. The contractor shall ensure no unnecessary expenditure of Government funds, either direct or through cost reimbursement, for repair or maintenance of warranted items. The contractor shall inform the Government of difficulties encountered in the enforcement of warranties and of instances in which the costs of enforcement would exceed the benefits derived.

3.1.7 The Contractor shall use the Plant Clearance function in the Government Furnished Property (GFP) Module of the Procurement Integrated Enterprise Environment (PIEE) for submitting inventory schedules for disposition of Government property.

3.1.8 The contractor shall not modify, perform alterations, or cannibalize, any GFP/CAP without prior approval of the KO.

3.1.9 The contractor will notify the COR when any item of GFP can no longer accomplish its designed purpose. Reference: DOD 4160.21-M & DOD 4160.21-M-1.

3.1.10 Reserved

3.1.11 Reserved

3.1.12 The Government may choose to withdraw or replace GFP at any time during the contract. The KO will provide a written 30-day notice of the impending withdrawal of GFP for use on this contract and provide direction to the contractor as to the method(s) by which the Government may replace GFP. The contractor shall ensure all IT equipment is purged of proprietary data prior to turn-in or disposal IAW the Plant Clearance Officer (PLCO)/KO.

3.1.13 The utmost care will be given to the preservation of Government property. Contractor may be held liable for the loss, damage or destruction of Government property in event of negligence or willful misconduct.

3.1.14 The Contractor shall use the Property Loss Function in the GFP Module of the PIEE for reporting loss of Government property (GFP/CAP) within fifteen working days from occurrence and notify the COR, KO, and PA of all incidents of loss within 24 hours of occurrence. Reporting value shall be at unit acquisition cost.

3.1.14.1 The contractor will implement a system in which employees can report fraud waste and abuse to their supervisors without fear of retribution. Contractor will also brief all employees on the procedures for reporting via the Governmental programs.

3.1.15 Loss of any sensitive item will indicate a material weakness in the contractor's method of accounting for equipment and will revoke the Government's assumption of risk. Additionally, the KO may revoke the Government's assumption of risk (see FAR 45.104) if the property administrator determines that the contractor's property management practices are inadequate and/or present an undue risk to the Government. In the event that any sensitive or CCI Government property furnished to, or acquired by the contractor is lost, damaged, destroyed or stolen, the contractor shall notify the COR in writing within one hour of discovery of loss. The notification must contain a description of the item, serial number and last known location. All loss shall be reported IAW 52.245-1 and approved contractor procedures.

3.2 Emergency and Rescue

3.2.1 The Government will furnish emergency medical and rescue services to prevent loss of life, limb, or undue suffering within the areas serviced by the applicable installation emergency services provider. The Government will seek reimbursement for medical services rendered, as appropriate.

3.2.2 The Government will provide installation fire services to include firefighting, fire prevention inspections and investigations; Installation security services; confined space rescue; and Hazardous Material (HAZMAT) first response.

3.3 Telecommunications/Utilities

3.3.1 The Government will provide reasonable access to Government-furnished telecommunications for official use related to this effort. Line service will include on-post service, and Defense Switched Network (DSN). The cost of unofficial telephone service (e.g., telephone service not incidental to performance of the contract) shall not be reimbursed to the Government. The contractor shall ensure compliance with AR 25-1

Information Assurance as related to telecommunications use and access. The Government will not provide reimbursement for additional services or special connectivity relative to contractor unique equipment, software, or corporate requirements.

3.3.2 The Government will furnish appropriate amounts of heat, heating fuels, gas, electricity, sewage, and water utilities, as currently installed in GFF, for use under this contract. All facilities do not receive the same utility services. The contractor shall not change or modify any Government provided utility systems or components or install any CFE components or system without prior KO or designated representative written approval as coordinated through the DPW.

3.3.3 The Government will provide limited access to the existing Local Area Network (LAN) to include electronic mail (e-mail). The number of active LAN drops and e-mail accounts available will be determined by the Government. The contractor shall not use the LAN or e-mail for purposes other than official Government work required under this contract.

3.3.4 Radio frequency assignments and authorization will be controlled and furnished by the Government. The contractor will not operate any radio (e.g., FMS/GMRS [Family Radio Service / General Mobile Radio Service] typically commercially available with frequencies in the 450-470 MHz band and less than 50 watts) on the installation without proper authorization.

3.4 Government Owned Vehicles

3.4.1 The contractor shall abide by the Federal Management Regulation (FMR) § 102-34 restrictions and requirements governing the management, operation, and maintenance of Government Owned vehicles. Vehicles provided to support this effort are listed in TD-08 Government Furnished Property.

3.5 Supplies and Materials

3.5.1 On hand balances of Government owned parts, supplies and materials will be made available to the contractor for use in the performance of this contract.

3.5.2 The Government will furnish equipment repair parts and materials by granting the contractor access to Government supply systems in accordance with AR 710-2. The contractor shall also obtain parts and materials from local purchase sources approved by the Government.

3.5.3 The Government will provide copier machines and copier paper, which are limited to official use in performance of this contract.

3.5.4 The Government will provide work orders (DA Form 2407 and 2407-1) and automated equivalents for the contractors use. The contractor shall not develop work orders to substitute for DA Forms 2407 and 2407-1.

3.5.5 The Government will make available automotive and equipment fuels and lubricants required for GFP used in performance of this contract.

3.5.6 The contractor shall not use any storage container for storage of sensitive items unless approved by the COR or KO. Condition of the containers may vary greatly, from serviceable and certified for shipping to unserviceable. Prior to use the contractor must make a determination of suitability for items being stored. The contractor shall be responsible for damage due to improper storage of any item. Consideration should be given to humidity, water damage, vermin and pilferage.

3.5.7 The contractor shall furnish personal safety and protective equipment for personnel performing duties where such equipment is indicated by applicable safety, environmental or OSHA requirements pursuant to 29 CFR Parts 1910, 1915, 1917, 1918 and 1926. The Government will not allow reimbursement for items exempted from the OSHA requirements such as non-specialty prescription safety glasses, non-specialty steel-toed boots (that are not rendered unsafe for wear off of the worksite by work performed), ordinary weather-related clothing or other items very personal in nature (e.g., sunglasses, sunscreen, voluntarily used dust masks, cold weather gear).

3.6 GFP Tools, Hand Tools, Equipment; Test, Measurement and Diagnostic Equipment (TMDE) Calibration Services

3.6.1 The Government will provide special tools, hand tools and equipment that is not included in a general mechanic’s tool set.

3.6.2 The Government will provide calibration and repair services for Government provided Test, Measurement and Diagnostic Equipment (TMDE) as prescribed by applicable Army Materiel Command (AMC) program.

3.6.3 Property, equipment, hand tools, tools, parts, furnished materials, and scrap metals resulting from or furnished under this contract shall remain the property of the Government. Unserviceable non-repairable equipment, hand tools, tools, parts, scrap metals and materials shall be disposed of by the contractor in accordance with AR 710-2, AR 735-5, and current DLADS disposal guidelines after PLCO approval.

3.6.4 The contractor shall identify a TMDE Calibration and Repair Support (C&RS) monitor in writing. The monitor will act as the central point of contact for TMDE C&RS matters for all equipment that contractor has sole responsibility to manage and maintain which requires calibration and to assure that the calibration of all designated TMDE is scheduled and performed at intervals prescribed by TB 43-180 and AR 750-43. If the

TMDE is not included in the Automated Calibration Recall System, the contractor shall take action to ensure contractor managed TMDE is calibrated within manufacturers' recommended schedules.

3.7 Government Furnished Facilities and Real Property

3.7.1 The Government will provide the facilities listed in TD-07 Government Furnished Facilities including installed equipment listed in TD-08 Government Furnished Property. Some facilities may be jointly occupied by contractor and Government personnel or other third-party contractor personnel.

3.7.2 The contractor shall not make alterations to any GFF without the prior written approval of DPW.

3.7.3 The contractor is directly responsible to coordinate for any and all facility repairs with the local DPW Work Order Section (emergency or normal work orders) for required repairs.

3.7.4 The contractor shall submit all other facility maintenance, repair, new construction, and major equipment installation requests using DA Form 4283 to the appropriate Facility Coordinator for processing.

3.7.5 The contractor shall establish and maintain an up-to-date GFF work order log on-site for each major functional area and equipment maintenance shop for all DPW work and service orders submitted. The contractor shall ensure the DPW work order logs contain the following information: work order number, date and time work order(s) submitted, name of person initiating work order(s), reason for work order(s), any follow-up data and date of work order closeout.

3.7.6 The Government will provide parking areas for privately owned vehicles (POV). Contractor personnel shall comply with all local regulations and directives concerning POV traffic and parking.

3.7.7 The contractor shall ensure areas are properly being mowed in accordance with DPW provided common levels of service. The contractor will keep all areas controlled and occupied by the contractor free from over-grown vegetation. The contractor may be responsible for incidental grass (weed) trimming / mowing not provided under the DPW common level of service as directed by the KO.

3.7.8 The contractor shall clear areas adjacent to GFF as required to gain safe access to facilities from parking areas. This may include sidewalks, walkways or other incidental areas.

3.8 Government Furnished Services

3.8.1 The Government will provide preventive maintenance and repair of GFF in accordance with AR 420-1. The contractor shall provide the name and telephone number of its designated point of contact that will be requesting repairs / opening work orders to the appropriate Facility Coordinator during the transition-in period.

3.8.2 The Government may provide scheduled custodial services for contractor operated administrative areas on a limited basis in accordance with the current DPW contract. The contractor shall report to the Government, any discrepancies in performance of Government provided services.

3.8.3 The Government will provide pest control services as required.

3.8.4 The Government will provide grass cutting in accordance with the current post-wide grass cutting contract.

3.8.5 The Government will provide snow removal outside the contractor's area of responsibility at contractor-occupied facilities.

3.9 Solid Waste Management, Recycling and Trash Removal

3.9.1 The Government will provide available containers at specific contractor occupied facilities for collection of recyclable paper and cardboard, on-hand scrap metal, non-hazardous waste wood and wood by-products, and trash pickup.

Section C-4: Contractor Furnished Facilities & Equipment

4.1 Contractor Furnished Facilities and Equipment – General

4.1.1 The contractor shall procure material, equipment, and supplies, which are incidental to the provision of services of this PWS. The contractor shall ensure on-site maintenance personnel are equipped with proper individual / hand tools for the effort to be completed (i.e., general mechanics tools). The Government will not provide individual tools to be used by maintenance personnel under this effort. Each employee mechanic must have their own tools. The Government has revoked its assumption of risk regarding individual tools used under this effort. At no time will the Government be responsible for the replacement of lost, damaged or broken individual tools.

4.1.2 Except for those items and services specifically stated in Section C-3 as Government-furnished, the contractor shall furnish everything needed to perform this contract according to all its terms and conditions as stated in specific sections of this PWS and as identified in the Purchasing/Invoicing Guide.

4.1.3 Contractor-furnished equipment or items, inoperable or unserviceable for any reason, must be removed from the U.S. Government's Installation within 10 business days after failure. The condition of contractor-furnished equipment shall not relieve the contractor of any responsibility to provide services as required in this contract. The contractor shall immediately notify the KO and COR, in writing, of circumstances regarding delay of work due to equipment or material problems.

4.1.4 The contractor shall furnish additional telephone and peripheral equipment requirements not furnished by the U.S. Government, if required. The Government will not provide reimbursement for additional equipment, services or special connectivity relative to contractor unique equipment, software, or corporate requirements.

4.1.5 All contractor furnished vehicles shall be maintained in a neat, presentable, and operational condition and shall meet Government safety inspection standards. The contractor's vehicles not meeting standards shall not be operated or stored on U.S. Government installations. The contractor shall provide a sign on the right and left side of contractor furnished vehicles with the contractor's company name and telephone number.

4.2 Materials and Equipment

4.2.1 The contractor shall use the equipment type and size suitable for the required operation and shall operate the equipment from existing Government-furnished electrical power sources. The contractor shall affix a highly visible, permanent contractor's nameplate on all contractor-owned equipment. The contractor shall ensure that if commingling of U.S. Government and contractor-furnished equipment occurs, each set of equipment is easily identifiable and can be separated for inspection and inventory as required.

4.2.2 The contractor shall maintain a sufficient quantity of on-hand materials and supplies to perform all work required under this Contract. Any failure on the part of the contractor to provide sufficient quantities and quality of supplies and materials within the specifications of the Contract shall not be cause for reduction in any service or performance. The contractor shall also maintain stocks to ensure continuous operation of critical systems as approved by the KO. Critical systems are those that are directly related to health care, safety, and mission accomplishment. The contractor shall provide a system for rapid procurement of items whose usage levels do not require maintenance of on-hand stocks. This system shall include a list of vendors for each such mission-critical repair item, information on availability, and expected delivery times.

Section C-5: Requirements

Maintenance

5.1 Materiel Maintenance – General

5.1.1 The primary mission of the LRC is to perform field and limited sustainment level maintenance in accordance with AR 750-1 and IAW ASC published guidance and DA ILBLS for LRC and IMCOM authorized base operations support equipment. Equipment currently supported is listed in TD-02 Maintenance Density List. All maintenance activities will be conducted in accordance with The Army Maintenance Management System (TAMMS) as outlined in DA PAM 750-8, DA PAM 750-1, AR 710-2, DA PAM 710-2-2, applicable LIS publications, other Governmental regulations and directives as applicable, installation policies and procedures. The contractor shall provide a monthly maintenance report (CDRL MMD-01) utilizing the Government provided MMD-01 Format.

5.1.2 The contractor may provide field level maintenance support of equipment at outlying activities not co-located within LRC facility i.e.: various ranges, field location, point(s) of breakdown, other Government facilities, and by exception, off post sites for limited duration efforts. Special tools and common tool supplements may be provided on location within the unit areas. Team members shall abide by supported unit tool room procedures for use of unit tools.

5.1.3 The contractor shall provide verbal and/or written (electronic) readiness status on reportable equipment, upon request, to supported units.

5.1.4 The contractor shall perform required technical inspections and input all required data in the applicable LIS. The contractor shall perform ECOD's as requested.

5.1.5 The contractor shall perform their duties in compliance with the Army maintenance policy and procedures within AR 750-1, DA PAM 750-1, and utilizing the Command Maintenance Discipline Program (CMDP) Checklist to ensure compliance with the applicable unit's CMDP.

5.2 Materiel Maintenance Support

5.2.1 The contractor shall test, inspect, repair, service, maintain, coordinate transportation/recovery, and process/de-process commercial or tactical equipment. The contractor shall perform all actions to standard to include published task times. These standards are stated in the latest versions of equipment Technical Manuals (TMs),

Technical Bulletins (TBs), Modification Work Orders (MWOs), Safety of Use Messages (SOUMs), Special Technical Inspection and Repairs (STIRs), other applicable Government technical publications or OEM equivalent publications when a Government technical publication is not available.

5.2.2 The contractor shall perform routine services in accordance with TM 10/20-series manuals and Lubrication Orders (LO) or OEM equivalent publications when a Government technical publication is not available to include all before, during, and after checks.

5.2.3 Reserved

5.2.4 The contractor shall provide support for demilitarization or disposal of all unserviceable parts and equipment in accordance with AR 700-144, DOD Manual 4160.28 (Volumes 1, 2, & 3), SOPs and applicable federal, state, and local regulations, policies, and directives.

5.2.5 The contractor under special authority and guidance of Surface, Deployment, and Distribution Command (SDDC) shall repair ISO Containers in accordance with MIL-HDBK-138B, ASC, (SDDC) standards and the Army Intermodal and Distribution Platform Management Office (AIDPMO) Guidance.

5.2.6 The contractor shall perform corrosion control in conjunction with the authorized workload. Commercial equipment shall be inspected during scheduled and unscheduled services and corrosion defects will be annotated appropriately in accordance maintenance policies and guidelines.

5.2.7 The contractor shall utilize the current Army approved LIS system to manage maintenance services, repairs, and reporting. The contractor will schedule services, contact POCs when services are due.

5.2.8 The contractor shall provide Emergency Vehicle Technician (EVT) support based on equipment density and workload in accordance with the EVT certification Commission (www.evtcc.org), applicable Federal and State regulations.

5.2.9 The contractor under special repair authority shall follow all guidance to apply and report modification work orders (MWO) IAW current LIS system per AR 750-10, DA PAM 750-8, and AR 750-1. The contractor shall ensure proper reporting of all modification work orders (MWO) to the Modification Management Information System (MMIS). The contractor shall ensure timely update of all MWO records within two working days after completion.

5.2.10 The contractor shall track and maintain warranty records for all contractor property and supplies for use under this contract – both the Government furnished and contractor

acquired. The contractor shall enforce all warranties when applicable. The contractor shall ensure no unnecessary expenditure of Government funds is made, either directly or through cost reimbursement, for repair or maintenance of warranted items. The contractor shall inform the Government of difficulties encountered in the enforcement of warranties and of instances in which the costs of enforcement would exceed the benefits derived. As required by the equipment warranty any item of GFP with load testing, servicing, and/or calibration requirements shall be loaded into the LIS and scheduled for these tasks at a minimum of one service or event in advance.

5.2.11 The contractor shall participate in new equipment training of GFE and Contractor Provided Equipment (CPE) in support of new equipment procurement and fielding.

5.2.12 The contractor shall perform air conditioning/refrigeration (HVAC) maintenance services that includes dispensing and recovery of refrigerant in accordance with 40 CFR, Part 82, and applicable federal, state, and local regulations and directives.

5.3 Materiel Maintenance Programs/Efforts

5.3.1 The contractor shall provide on-site Field Level maintenance services on equipment when it is determined by COR that on-site repair is more economical than movement of the equipment to the shop for repair. The contractor shall arrange and coordinate above Field Level maintenance when required support exceeds Field Level capability.

5.3.2 For certain programs (Reset, Pre-Deployment Training Equipment (PDTE), National Maintenance Program (NMP)), the contractor is required to meet (or exceed) the maintenance metrics in AR 750-1; however, due to the dynamic nature of these programs, each may have specific metrics developed which may not align with AR 750-1 standards but are aligned with program requirements. The contractor shall meet these program specific metrics as defined by the COR.

5.3.3 The contractor shall prepare and submit Product Quality Deficiency Reports (PQDR), SF Form 368, in accordance with DA PAM 750-8 and AR 702.7.

5.3.4 The contractor shall prepare and submit Equipment Improvement Recommendations (EIRs) in accordance with DA PAM 750-8.

5.3.5 The contractor shall comply with Army Oil Analysis Program (AOAP) per AR 700-132, AR 750-1, TB 43-0210, and TM 38-301-1.

5.3.6 The contractor shall be prepared to provide maintenance assistance to units on proper maintenance procedures, when requested by the unit and approved by the COR.

5.3.7 The contractor shall designate in writing a Publications Coordinator and alternate. The contractor shall establish and maintain a technical reference library for supported

maintenance functions and materiel items in accordance with the provisions of AR 25-30, IAW AR 750-1 and current LIS system to access the most up to date Technical Manuals.

5.3.8 The contractor shall perform tire & wheel assembly maintenance and repair services in accordance with the applicable technical manual.

5.3.9 The contractor shall perform wheel alignment support tasks required for the repair or modification of supported equipment.

5.3.10 The contractor shall perform maintenance and glass replacement tasks required for supported equipment.

5.3.11 The contractor shall perform maintenance and services of sensitive items IAW AR 190-11.

5.3.12 The contractor shall perform maintenance and services of small arms. Contractor shall manage small arms repair parts in accordance with the Small Arms Repair Parts (SARP) regulatory guidance.

5.3.13 The contractor shall perform the calibration and maintenance of vehicle speed radar devices.

5.3.14 The contractor shall perform all services, repairs, and modifications required to install and remove electronic aftermarket equipment on approved emergency or service vehicles/equipment.

5.4 Allied Trades

5.4.1 The contractor shall perform welding and welding inspection operations.

5.4.2 The contractor shall perform fabrication using metal machining operations.

5.4.3 The contractor shall perform paint preparation, sand blasting, and paint operations in accordance with AR 750-1, TM 43-0139, TB 43-0209, and local directives.

5.4.3.1 The contractor shall operate and maintain paint booths and breathing air machines in accordance with OSHA 29 CFR 1910-107, AR 200-1.

5.4.4 The contractor shall perform vehicle/trailer body repair services that includes using body fillers and fiberglass repair methods in accordance with AR 750-1, applicable TM/TB, and industry best practices.

5.4.5 The contractor shall perform carpentry tasks required for the repair/modification of supported equipment, the fabrication of items/materiel used for repair, and other

supporting purposes. The contractor shall manufacture all containers used for packing and crating in accordance with current Wood Packaging Materiel (WPM) program guidance. The contractor shall prepare cost estimates, and when requested, perform prototype design, fabrication, and testing prior to production. The contractor shall meet equipment technical publication standards and existing blueprints, schematics, plans, sketches, specification or samples.

5.4.6 The contractor shall perform safety inspections and load testing on all lifting and materiel handling equipment and/or devices as required. Equipment is required to be stenciled or tagged with load rating and date next periodic safety inspection is due in accordance with TB 43-0142 and AR 750-1.

5.4.7 The contractor shall perform fuel & water drum/blivet inspection, maintenance, repair, and testing operations.

5.5 Repair Parts and Materiel Management Tasks

5.5.1 The contractor shall perform Shop Supply services in order to attain, manage shelf life, and dispose of materiel required to support the MMD mission in accordance with AR 750-1, AR 710-2, DA PAM 25-30, AR 725-50, DA Pam 710-2-2, AR 740-1, AR 735-5, AR 710-1, AR 710-3, DA Pam 710-7, AR 710-3, Inventory Management; AR 710-4 and LIS user's manual.

5.5.2 The contractor shall use the automated Army supply system LIS as the primary means of attaining materiel. Repair parts that do not cross reference to a National Stock Number (NSN) shall be loaded into the LIS catalog. Commercial items that cannot be cross-referenced to an NSN or that are coded local purchase (LP) or that cannot be attained through the Army supply system within required repair timelines shall be procured through local purchase procedures. Parts must then be appropriately applied and entered into the appropriate job or work order in the LIS.

5.5.3 The contractor shall order repair parts in accordance with Defense Logistics Management Standards (DLM) 4000.25, DLM 4000.25-1 Priority Designators, Standard and Required Delivery Dates, and ASC FY guidance.

5.5.4 The contractor shall review canceled or rejected requisitions and reorder if required within three business days.

5.5.5 The contractor shall process and store parts within two business days after receipt. The contractor shall submit a Supply Deficiency Report (SDR) or Product Quality Deficiency Report (PQDR) within three (3) working days of identifying a supply or quality deficiency on parts received through the Army Supply System.

5.5.6 The contractor shall ensure timely turn-in of recoverable items within its control. The contractor shall ensure the recoverable items operation is performed in accordance with the requirements of Defense Finance and Accounting Service - Indianapolis (DFAS-IN) Regulation 37-1, Chapter 13, (GCSS-Army Tracking System) and AR 710-2 as modified.

5.6 Production Control

5.6.1 The contractor shall establish and operate a Production Control capability that effectively manages the maintenance workload in accordance with AR 750-1, DA PAM 750-1, DA PAM 750-8, applicable LIS publications, local policies and procedures, external and internal SOPs, and COR guidance.

5.6.2 The contractor shall schedule all work based on customer established priority designators indicated on the maintenance request in accordance with AR 750-1 and DA Pam 750-8. The contractor shall maintain close coordination with the COR to resolve conflicts of priority and to handle requests for changes in priority. The contractor shall not accept any customer requests for exception to policy, emergency tasking, or maintenance request worked out of turn without COR authorization.

5.6.3 The contractor will maintain customer-submitted memorandums, in accordance with AR 710-2 and AR 710-4, to delegate authority to submit and receive equipment on maintenance requests and for authentication of high priority (Priorities 01 - 10) work. The contractor shall not accept nor release equipment from and to supported units or activities that do not have a current DA Form 1687 on file at the maintenance facility, unless approved by the COR.

5.6.4 The contractor shall maintain communications with organizations using the same systems and those that provide input or receive output from the materiel maintenance LIS. Upon the completion of repair or service and final inspection of the item, the contractor shall notify the customer that the equipment is ready for pickup IAW local SOP.

5.7 Food Service Equipment (FSE)-Reserved

5.8 Reserved
5.9 Reserved
5.10 Reserved
5.11 Reserved
5.12 Reserved
5.13 Reserved

Supply and Services

5.14 Supply and Services – General

5.14.1 The contractor shall provide supply services in support of local units, tenants and other DoD activities in accordance with AR 5-9 Installation Agreement Responsibilities and applicable DoD policy and directives. All operations and supporting functions shall be operated in accordance with applicable DoD policy and directives, other Governmental regulation and directives as applicable, installation policies and procedures and accepted industry standards for the safe, effective, and efficient operation of same type services. The contractor shall provide a monthly supply and service report (CDRL SS-01) utilizing the Government provided SS-01 Format.

5.14.2 The contractor shall comply with the Command Supply Discipline Program (CSDP) to evaluate and check compliance with Army supply policy and procedures in accordance with AR 710-2, AR 735-5, and AR 710-4. The contractor shall ensure that personnel assigned to perform CSDP duties are organizationally independent from any contractor activities subject to review under CSDP. The contractor shall implement approved evaluation checklists immediately.

5.15 Central Issue Facility (CIF) Storefront Operations

5.15.1 The contractor shall provide core Organizational Clothing and Individual Equipment (OCIE) services in accordance with The Department of the U.S. Army, U.S. Army Materiel Command, U.S. Tank-Automotive and Armament Command, and U.S. Army Sustainment Command leadership, support this selection. The transaction and gross monthly issue volumes do not support maintaining a full CIF operation. AR 700-84, AR 710-2, AR 710-4, AR 735-5 Installation Support Modules (ISM) Operation Manual. These services include, but are not limited to, requirements determination, requisitioning (to include Special Measurement ordering on DD Form 358 or DD Form 1111), receipt, storage, issue, turn-in, E-Order fittings, lateral transfers, hand receipts, temporary loans, maintain active and inactive files, direct exchange services to individuals, disposal of unserviceable items, inventories, initiate adjustment documents for processing and use of LIS for accountability and reporting.

5.15.2 The contractor shall provide new Procedural steps to support retained issue for active-duty component Soldiers, and business rules to ensure the Soldiers success in clearing the installation are as follows; OCIE Fielding Support services in issuing new OCIE directly to individuals, uploading Rapid Fielding Initiative (RFI) issues and turn-ins in ISM and maintaining hand receipt records. The contractor shall support the storefront procedures with updated location surveys, special, and annual inventories in accordance with procedures established in AR 735-5, AR 710-2, AR 710-4 and CIF Storefront SOP.

5.15.3 The contractor shall accept turn-ins of OCIE, which soldiers have a minimum of 30 days prior to out-processing at this location to schedule turn-in appointments for Direct Exchange prior to retirement and Expiration of Term of Service from the Army. The contractor shall support storefront, along with the ETS/Retiring Soldier, will verify turned-in OCIE, and the Soldier will receive a stamped clearance document for all items accepted for turn-in.

5.15.4 The contractor shall support soldiers leaving due to Permanent Change of Station from current location as soldiers will retain their issue of current gear, less IOTV, ballistic plates and any other item(s) deemed necessary for retention by the Senior Mission Commander.

5.15.5 The contractor shall operate and maintain the chemical defense equipment warehouse and utilize the appropriate LIS to document transactions. The contractor shall receive, store, maintain, inventory, and issue Individual Chemical Equipment Management Program (ICEMP) items. The contractor shall track assets by NSN, contract number, manufacture date and expiration date. The contractor shall identify and separate individual protective equipment stock with condemned shelf-life and ship stocks as directed. The contractor shall manage this effort in accordance with the LIS, user guide, and standard operating procedures (SOP).

5.15.6 The contractor shall support the soldiers use the Storefront to exchange items and clear unneeded items off their clothing record. The contract shall inform the soldiers that they must also follow the rules of the 30-day timeline. The contractor shall upon receipt to Regional Logistics Support Center (RLSC) Lansing MI. The Storefront will be notified through email with a verification of items received, with a subsequent confirmation all received items were successfully laterally transferred, exchanged and turn in, the RLSC will return the completed lateral transfer document(s) to the storefront.

5.16 Clothing Initial Issue Point (CIIP)

5.16.1 The contractor shall provide support to the operation, and custodial care of the CIIP for the issue (including Special Measurement Items), alteration, exchange, repair, modification, depot support, and warehousing of Army authorized clothing allowances IAW ASC BLS and TRADOC SOPs, DLA direction, and other applicable regulatory guidance.

5.17 Subsistence Supply Management Office (SSMO)

5.17.1 The contractor shall perform requisition, receipt, storage, issue, inventory, accounting, inspection, turn-in and disposal functions of rations at the Subsistence Supply Management Office (SSMO). The contractor shall operate the SSMO in accordance with

AR 30-22, AR 385-10, DA PAM 30-22, Army Food Management Information System (AFMIS) and Subsistence Total Order Receipt Electronic System (STORES) manuals and SSMO SOPs.

5.17.2 The contractor shall manually close out all accounts on a monthly basis, conduct a monthly inventory of all on-hand stocks, analyze and close accounts in AFMIS monthly, conduct a closeout process annually at the end of September each year and serve as a member of the Year-End Closeout Committee.

5.17.3 The contractor shall review the Veterinary Service generated Food Operation Inspection Report (DD Form 2973), take corrective actions, respond in writing to Veterinary Service Personnel (VSP) within 2 business days after receipt of report, provide a copy to the KO or designated representative and maintain a copy in accordance with AR 30-22 and TB MED 530.
5.17.4 The contractor shall maintain a supply of operational rations, Meals Ready to Eat (MRE), Unitized Group Rations, Food Packet Survival, Long Range Patrol (LRP) Rations, UHT Milk, Field Bread, Ice and Carbonated Beverages to support the Installation. Upon request from customers via LIS, fax, or in person, the contractor shall issue these items from stock. The contractor shall provide Unitized Group Rations, Food Packet Survival, LRP Rations and Field Bread on an as needed basis.

5.18 Consolidated Installation Property Book Office (Asset Management Services)

5.18.1 The contractor shall manage the Installation and Table of Distribution and Allowance (TDA) Property Book. The contractor shall provide services in support of asset requisition, receipt, short-term holding, inventory, issue, redistribution, classification, turn-in, maintaining hand receipts/annexes, adjustment reports, reconciliations and serial number and unique item tracking. The contractor shall use the appropriate property book LIS for transactions, accountability and reporting. The contractor shall provide Limited/ Selected Force Modernization Equipment Fielding Support. The contractor shall perform these functions in accordance with AR 710-2, AR 700-84, AR 710-4, DA PAM 710-2-2, AR-735-5, CTA 50-900, CTA 50-909, CTA 50-970, CIPBO SOP, AR 840-10, AR 25-400-2, and Army Record Information Management System (ARIMS).

5.19 Installation Supply Support Activity (Retail Supply Services)

5.19.1 The contractor shall provide all required retail supply services (Class II, IIIP, IV, VII, and IX). These services include maintaining signature cards, requisitioning, receiving, processing, supply discrepancy reports (SDR's), issue, re-distribute, retrograde, care of supplies in storage (COSIS), stock readiness, processing Defense Logistics Agency Disposition Services (DLADS), withdrawals, maintaining hand receipt files of temporary

loans, processing warehouse denials, turn-ins, complying with the Command Supply Discipline Program (CSDP) and operating the supply LIS for supply management and reporting. The contractor shall perform all required inventories and implement causative research and adjustment document(s) when required. The contractor shall maintain files manually or in the automated filing system (if available) and maintain a voucher register for Found on Installation (FOI) items. The contractor shall perform these functions in accordance with AR 710-2, DA PAM 710-2-2, AR 735-5, local SOP(s), and other applicable regulatory guidance.

5.19.2 The contractor shall process DODAAC transactions and requests for new, changes, or deletion of Routing Identifier Codes (RICs) through Army Enterprise System Integrated Program (AESIP) and furnish requester with documentation. The contractor shall perform these functions in accordance with AR 710-2, DA PAM 710-2-2 AR 735-5.

5.19.3 The contractor shall operate the Central Receiving Point (CRP). CRP tasks include issuing to personnel authorized by delegation of authority card, DA Form 1687 (electronic or manual form acceptable) maintained on file, receiving, unloading or diverting trucks, reviewing manifests, breaking out items, inspecting items, recording transactions, receiving push shipments, redirecting mis-shipments, inspecting, photographing and coordinating with the Installation Transportation Division (ITD). The contractor shall operate the Automated Manifest System (AMS). The contractor shall perform these functions in accordance with AR 710-2, DA PAM 710-2-2 AR 735-5.

5.19.3.1 The contractor shall ensure that the warehouse is safe, fire-hazard free and free of debris, trash and other hazards at all times. The contractor shall ensure items are turned-in and issue with the proper paperwork and certifications needed by the ISSA and DLADS.

5.19.4 The contractor shall operate, manage, submit daily summary transmittal and maintain FEDEX Cargo Movement Operations System (CMOS) and all supporting documentation. The contractor shall verify FEDEX charges against daily summary transmittal and contact FEDEX about discrepancies. The contractor shall perform closeout of LIS-generated out-shipment documents assign FEDEX Tracking Number as GBL data and input data to generate DD Form 1348-1A-E for packages and other cargo that arrives without proper documentation. The contractor shall transmit the TK4, Bill of Lading within one business day and perform daily and monthly backups and archives for AMS. The contractor shall perform these functions in accordance with AR 710-2, DA PAM 710-2-2 and AR 735-5.

5.19.5 The contractor shall operate the required installation storage facilities. The contractor shall ensure the Arms Storage Facility is kept under double lock at all times when not occupied and ensure proper handling and security of inbound and outbound sensitive items. The contractor shall pack and process out shipments, count/confirm serial numbers, sign for items, evacuate weapons, night vision devices and fire control items

for repair, prepare maintenance requests and transport items to and from Materiel Maintenance Division (MMD) repair facility and conduct sensitive item inventories. The contractor shall perform these functions in accordance with AR 190-11, AR 710-2, DA PAM 710-2-2 AR 735-5.

5.19.5.1 The contractor shall maintain the Department of Defense Small Arms Serialization Program (DODSASP), Radiation Testing and Tracking System (RATTS) and the Controlled Cryptographic Items Serialization Program (CCISP). The contractor shall report all receipts, issues, turn-ins, shipments, inventory adjustments, or any other transaction that affects the equipment balance to the Department of the Army Central Registry in accordance with AR 710-3. Reconciliation with the DA Central Registry shall be performed annually, based upon DA directives. Reconciliation with user units shall be performed annually.

5.19.5.2 The contractor shall designate, in writing, individual(s) to perform the duties of Installation Small Arms Serialization Security Officer (SASSO), Controlled Cryptographic Item Serialization Officer (CCISO), and Selected Item Management System-Expanded (SIMS-X) Project Officer in accordance with AR 710-3. Written designation shall be submitted to the KO, COR and ISO within 10 days from FOC and updated as changes occur. Designated individuals shall perform all duties of the SASSO, CCISO, and SIMS-X Project Officer as defined in AR 710-3.

5.19.6 The contractor shall perform Stock Readiness to include packing and crating services, long- life reusable containers (LLRC), shelf-life and Care of Supplies in Storage (COSIS) in support of Installation customers for outbound shipment in accordance with Federal Logistics Data on Compact Disc (FEDLOG) / Army Enterprise System Integrated Program (AESIP) standards and instruction received from National Inventory Control Point (NICP) or as addressed on Material Release Order (MRO) and stock readiness procedures. When required, the contractor shall perform wipe test of radioactive items that are to be shipped, coordinate with the Installation Radiation Protection Officer (RPO) and ship with all related paperwork. The contractor shall perform these functions in accordance with AR 710-2, AR 710-4, AR 740-3, AR 700-37, DA PAM 700-32, DA PAM 710-2-2 and AR 735-5.

5.19.6.1 The contractor shall be capable of preserving materials in accordance with Military Preservation and Packaging for Storage and Shipment Regulations, MILSPECs, MIL-STD-2073-1, AR 700-15. The contractor shall have on hand the packaging materials and tools needed to ensure bare items and items in damaged or opened packages can be properly protected.

5.19.7 The contractor shall handle repairable items to include management of receipts of repairable items, issuing/shipping items to the appropriate repair/maintenance program, and return items to stock in accordance with National Maintenance Program guidance, AR 710-2, DA PAM 710-2-2, and AR 735-5.

5.19.8 The contractor shall operate the vehicle and equipment (Class VII) storage yard for track and wheel vehicles and other Class VII equipment. The contractor shall receive, store, issue and schedule preventive maintenance on Supply Division equipment. The contractor shall relocate/reposition Transit Processing Station, Total Package Fielding (TPF) equipment/vehicles to assist AMC de-processing teams. The contractor shall perform these functions in accordance with AR 710-2, DA PAM 710-2-2 AR 735-5.

5.20 Hazardous Material Control Point (HMCP) - Reserved

5.21 Fuel Operations

5.21.1 The contractor shall receive, store, issue, forecast, requisition, inventory, analyze, inspect and control petroleum products in accordance with AR 420-1, AR 710-2, AR 735-5, DA Pam 710-2, AR 710-4, FM 10-67-1, DOD 4140.25M and other required statutory and regulatory guidance and pertinent publications.

5.21.2 The contactor shall refuel/de-fuel in-place generators at designated locations shown in TD-11 Fuel Delivery to Emergency Back-up Generators and Vehicles.

5.21.3 Reserved

5.21.4 The contractor shall record issues on DA Form 3643, Daily Issue of Petroleum Products, and on GSA Form 1374, Motor Vehicle Petroleum Issue Record, listing vehicle license or bumper number, mileage, date, and quantity of fuel or oil.

5.22 Ammunition Supply Services

5.22.1 The Contractor shall provide appropriately trained, ASP-specific labor, supervisory and management services to support ASP logistics functions in all three areas (training, surveillance, and operations) for all assigned ASP locations. The Contractor shall perform ASP services in a safe, cost effective, environmentally sound, timely, and competent manner in accordance with all applicable requirements, SOPs, regulations, laws, statutes, best practices, and Army policy.

5.22.2 All contractor personnel designated to work at the ASP shall be included and monitored in the Contractor’s Occupational Reliability Program (ORP).

5.22.3 The contractor shall complete a Personnel Reliability Screening and Evaluation (DA Form 7708) for each employee at the ASP prior to the employee starting work at the ASP facilities, with security screening checks repeated annually in the on-boarding month or change of status and retain a copy in accordance with AR 190-13.

5.22.4 The contractor shall train its ammunition and explosives (A&E) employees in accordance with DA PAM 385-64, AMC Reg. 350-4, All Army Activity (ALARACT) Messages and other training deemed necessary by the Government.

5.22.4.1 The Defense Ammunition Center is required by the Office of the Assistant Secretary of the Army for Financial Management and Comptroller (OASA [FM&C]) to collect tuition fees for the training of DOD contractors. Tuition charges cannot be waived. The tuition varies based on the specific course.

5.22.5 Ammunition Inspectors **–** Under the technical guidance of the Government Quality Assurance Specialist(s) (Ammunition Surveillance) (QASAS) or designee, the Contractor shall provide inspection services for all assigned ASP locations, ammunition transfer and holding points (ATPs) and load storage areas to include visual (physical) inspections, damage in transit (DIT), receipt inspections (RI), periodic inspections (PI), and other inspections as identified in DA PAM 742-1. Also, under the technical guidance of the Government QASAS or designee, the Contractor shall assist in the performance of A&E logistics, safety functions, tests, readiness inspections and combat load to support supply readiness programs and quality control activities. AR 702–6, AR 702–12, and AR 740–1 establish the Ammunition Surveillance Program with implementation procedures provided by DA PAM 742–1, Ammunition Stockpile Test Procedures (ASTPs), and Supply Bulletins (SBs). Additionally, AR 700-28, AR 710-2, DA PAM 700-16, CFR 49, DoD 4500.9-R, Part II, DOD 4145.26-M and AMC Reg. 700-77 are applicable as well as other Army, State and Federal regulations.

5.22.5.1 The contractor shall conduct required inspections of the stockpile (i.e., PI, DIT, initial receipt inspections (IRI), pre-issue inspections (PII) and RI); DD Form 626 Motor Vehicle Inspections (Transporting Hazardous Materials) and surveillance of Unit turn-ins, with oversight and final approval authority residing with the QASAS.

5.22.5.2 Under Government QASAS guidance, the contractor shall prepare and generate documentation for Government QASAS approval, input data, recommend ammunition classifications, recommend A&E reclassification (as applicable), verify conditions of A&E, use Munitions History Program (MHP) and perform other duties as required to support the mission and contractual requirements.

5.22.6 Operations – The contractor shall provide ASP operation services for A&E stock control, inventory, requisition, stock accounting, receiving, shipment and warehousing tasks, stowing, to include but not limited to, packaging, blocking & bracing, transporting munitions internal to ASP areas of operation, policing and securing magazines, fire prevention, fire mitigation, routine maintenance of real property and demilitarization (DEMIL) of selected ammunition residue, components and inert and dummy ammunition items.

5.22.6.1 The Contractor shall operate the current versions of Standard Army Ammunition System (SAAS) and Total Ammunition Management Information System (TAMIS) to post all daily transactions in accordance with SAAS End User Manual, AR 710-2, AR 700-28, and DA PAM 700-16. IAW TB 9-1300-385, the Contractor shall process suspension and restriction notices in SAAS as determined by the Ammunition Accountable Officer or QASAS.

5.22.6.2 The Contractor shall prepare and mark light boxes and non-standard packs (marking for 'Shipment' and 'Storage') in accordance with CFR 49, MIL-STD-129 series, Army Materiel Command (AMC) regulations and drawings and other Army policy. Contractor's tasks shall include but not be limited to, correct marking of ammunition, packing, crating, and handling for munitions shipments IAW individual technical drawings and recommendations for the reclassification of munitions to appropriate condition code(s).

5.22.6.3 The Contractor shall process DA Form 4508 (Ammunition Transfer Records) and other documentation IAW AR 700-28, DA PAM 700-16, AR 735-5, and other applicable guidance such as ALARACTs, HQDA EXORDs and associated FRAGOs.

5.22.6.4 The Contractor shall maintain and ensure customers have valid delegation of authority and unit assumption of command documents IAW AR 700-28, DA PAM 700-16, and Army policy.

5.22.6.5 The contractor shall process Government Bills of Lading (GBL) in accordance with procedures outlined in AR 700-28, DA PAM 700-16, AR 710-1, AR 710-2, CFR 49, DoD 4500.9-R Part II and other applicable policies and SOPs.

5.22.6.6 As applicable, the contractor shall provide ammunition amnesty services to receive and store non-documented munitions IAW AR 700-28, DA PAM 700-16, and AR 190-11. Personnel shall be required to sort, inspect, and repack damaged and serviceable ammunition on a daily basis.

5.22.6.7 Commanders and directors of the Logistics Readiness Centers (LRCs) are authorized to allow uniformed service members with a Military Occupational Specialty of 890A, 89A, 89B or 89D on-the-job training (OJT) in the ASP facility AR 702-6, AR 700-28, AR 710-2, DA PAM 700-16, DA PAM 742-1, ATP 4-35.1 and FM 4-30. The contractor shall provide support assistance as coordinated and directed by the Government COR, Government Ammunition Accountable Officer, or KO. The contractor supervision of military personnel is prohibited, and the military supervisor of on-site, military personnel shall report directly to the Government Ammunition Accountable Officer or designee.

5.23 Reserved
5.24 Reserved
5.25 Reserved

Transportation

5.26 Transportation – General

5.26.1 The contractor shall establish, operate, perform, and manage installation transportation support services within the area of operations and within other areas, when required in accordance with all applicable Army or DoD Transportation regulations and standards.

5.26.2 The contractor shall be prepared / provide personnel during all hours as necessary to accommodate unscheduled transportation requirements. Due to diverse requirements, many areas requiring transportation support will have varied work hours, as will the need for on-call or standby support.

5.26.3 The contractor will provide reports and statistical data for transportation services in accordance with CDRL ITD-01 Transportation Statistical Data Report.

5.27 Personal Property Operations

5.27.1 The contractor shall operate a multi-service Personal Property Processing Office in accordance with Defense Transportation Regulation (DTR) 4500.9-R, Joint Travel Regulation (JTR), and other service-specific governing regulations.

5.27.2 The contractor shall perform counseling and inspections functions utilizing the Defense Personal Property Program (DP3) Systems of Record. The contractor shall provide user level operations. If the system is non-operational, the contractor shall manually process documentation and input this data into the applicable system when it becomes operational.

5.27.3 The contractor shall provide specialized, expedited assistance to customers who receive short notice, emergency movement directives or who because of distance cannot return for additional processing. The contractor shall also provide dedicated, special service to shipments of personal property for deceased service members or their dependents (BLUEBARK). The contractor shall notify the Government Quality Assurance (QA) section of any move that requires special attention (i.e., personal safety or BLUEBARK shipments).

5.27.4 The contractor shall provide counseling/briefings to customers (group or one on one) on personal property entitlements and responsibilities, prepare documentation to initiate and schedule personal property shipments, and answer customer questions and inquiries in accordance with Joint Travel Regulation (JTR), DTR 4500.9-R Part IV, Personal Property Consignment Instruction Guide (PPCIG) and Service Supplements.

5.27.5 The contractor shall provide system assistance to customers using DPS self-counseling module (including assisting with obtaining login and passwords), coordinating shipments with Transportation Service Providers and provide guidance regarding claims settlements processing.

5.27.6 The contractor shall perform all services required to support and assist members in making a personally procured move (PPM) in accordance with JTR and individual service regulations. The contractor shall inform customers of the PPM move option during the counseling session.

5.27.7 The contractor shall gather information in support of exception to policy cases and prepare the documentation package for processing in accordance with JTR, and Service Supplements.

5.27.8 The contractor shall perform quality control inspections of household goods (HHG) shipments, both inbound and outbound, within office Area of Responsibility in accordance with regulation, Service guidance, and JPPSO business rules. Per Army Service Policy, 100% of Army Branch of Service shipments must be inspected either physically or virtually to ensure HHG Industry compliance, with a minimum of 75% of Army Personal Property Shipments inspected in-person. This includes Soldier and Department of the Army Civilian (DAC) shipments. A minimum of 50% of other Branch of Service (non-Army) Personal Property Shipments must be inspected in-person, IAW the DTR. Inspections are considered complete when accurately documented in the system of record.

5.27.9 PPPO - The contractor shall perform front office functions for all military and civilian Government employees within assigned AOR, such as outbound counseling, process personally procured moves (PPMs), assist members by collecting excess cost (i.e., overweight entitlement), forward documentation for extension of entitlements to the JPPSO, and assist with claims. The contractor will be required to scan, index, and commit all documents into DPS or the system accessed by a JPPSO or CPPSO office.

5.27.9.1 When requested by customers, the contractor shall assist and forward documentation to the JPPSO to process cancellations, changes, or diversions of shipments that require rescheduling with Transportation Service Provider (TSP) in accordance with DTR 4500.9-R Part IV.

5.27.9.2 The contractor shall provide entitlements counseling for personnel who are deploying in accordance with the Army Mobilization and Deployment Reference (AMDR) under Contingency Operations Provisions. The contractor shall process customer requests in accordance with the current version of the AMDR.

5.28 Passenger Movements

5.28.1 The contractor shall manage and perform all phases of passenger and port call movements within CONUS and OCONUS for all personnel authorized for passenger travel under the authority of the Joint Travel Regulation (JTR), DTR 4500.9-R Part I, and AR 55-46, Travel To/From/Between Overseas Areas. Services include, but are not limited to, advising, counseling, arranging, preparing and distributing documentation for authorized personnel.

5.28.2 The contractor shall arrange commercial charter bus transportation utilizing the Group Operational Passenger System (GOPAX) or with SDDC approved carriers. The contractor shall provide on-site assistance and inspection of Commercial equipment for each commercial transport. SDDC must be notified when local arrangements for bus transportation are made.

5.28.3 The contractor shall provide assistance to customers using Automated Information Systems to schedule/coordinate airline travel and baggage movement in conjunction with the current travel services contract.

5.28.4 The contractor will make arrangements for individuals requiring emergency travel. Contractor shall provide these services with a point of contact 24 hours a day 7 days a week. The contractor shall provide a point of contact to the KO/COR for required emergency services after normal duty hours.

5.28.5 The contractor shall provide reconciliation of Centrally Billed Accounts (CBAs). CBAs shall be reconciled and provided to the responsible Government representative within five working days, unless additional time is approved by the Government. The start time begins the day the contractor is provided the reconciliation package from the CTO. The contractor shall also provide the Government a monthly status of all CBA.

5.29 Fleet Management Operations

5.29.1 The contractor shall perform Fleet Management Operations providing services to include general administration, dispatch and control of standard and non-standard equipment to include GSA leased fleet and Army Owned Non-Tactical Vehicles listed in TD-02 in accordance with DoD 4500.36-R, AR 58-1, AR 710-2, AR 385-10, AR 600-55 and Fleet Management SOP(s).
5.29.2 The contractor shall ensure any contractor or non-contractor vehicle operator involved in an accident report to the Military Police (MP). The contractor shall prepare and submit to the KO accident and damage reports involving assigned equipment in accordance with AR 385-10, local Supplement(s) and GSA reporting requirements.

5.29.3 Reserved.

5.29.4 The contractor shall provide driver support. The driver could transport personnel, cargo, and/or correspondence and will use the minimum size vehicle suitable for a particular mission IAW AR 58-1.

5.29.5 Reserved

5.29.6 Reserved

5.29.7 Reserved

5.29.8 The contractor shall be responsible for all technical and clerical requirements supporting Government decisions to dispose of used vehicles and acquire new.

5.29.9 The contractor shall be responsible for all US Government Fleet Credit Cards in support of all Government vehicles. The contractor shall account for, control and instruct operators. In the event of a lost, damaged or stolen credit card, the contractor shall provide the customer with a Government furnished document, verify its accuracy and submit to the Government.

5.29.10 The contractor shall be responsible to issue US Government license plates for all vehicles under their management. In the event of a lost, damaged or stolen license plate, the contractor shall provide the customer with a Government furnished document, verify its accuracy and submit to the Government.

5.29.11 The contractor shall coordinate, with appropriate vendors, and GSA to ensure prioritizing and performance of scheduled/unscheduled maintenance.

5.30 Unit Movements

5.30.1 The contractor shall coordinate and perform necessary administrative and / or operational functions pertaining to deployment operations/movement of Government personnel/Government owned cargo or other items (i.e., sustainment materiel, personnel, and supplies) designated for movement by all modes of transportation within CONUS and OCONUS IAW AR 525-93. The contractor shall determine priority (in coordination with the COR or responsible Government employee), mode of transportation, routing, quantity and type of equipment required to complete all types of shipments and execute in accordance with DTR 4500.9-R, AFMAN 24-604, and IATA Dangerous Goods Regulations.

5.30.2 The contractor shall provide Unit Movement planning in accordance with AR 525-93, ATP 3-35, FORSCOM Regulations 55-1 & 55-2 and DTR 4500.9-R.

5.30.3 The contractor shall arrange transportation and prepare documentation for military group movements in accordance with DTR 4500.9-R.

5.30.4 The contractor shall arrange Commercial Charter bus transportation utilizing the applicable DoD system.

5.31 Cargo Movements

5.31.1 The contractor shall provide freight services to include the operation of a Central Receiving and Shipping Point and all administrative and managerial responsibilities associated with the process of inbound and outbound freight shipments, unit moves, and shipping of hazardous and sensitive materials in accordance with DTR 4500.9-R Part II, and AR 525-93. The contractor shall process and document freight for shipment using the applicable automated system. This includes coordinating with the customer to obtain the information necessary to properly complete the shipping documents when information is missing, incorrect, or incomplete.

5.31.2 The contractor shall review hazardous documentation for proper classification, packaging, labeling and certification in accordance with DTR 4500.9-R Part II, IATA Dangerous Goods Regulations, and 49 CFR. The contractor shall verify all aspects of hazardous material shipping in accordance with Shipper's Declaration of Dangerous Goods, DoD 4500.9-R, 49 CFR and TM 38-250

5.31.2.1 The contractor shall have a certified hazardous material employee to verify appropriate information is submitted by the shipper (customer) for transporting. Contractors may have to certify shipments as required.

5.31.3 The contractor shall operate MHE for loading/unloading and coordinate, perform, and monitor loading/unloading to verify that equipment is loaded/unloaded in accordance with the load/unload plan.

5.32 Arrival/Departure Airfield Control Group (A/DACG)

5.32.1 The contractor shall conduct mobility operations in accordance with DTR 4500.9-R, Part III and AR 525-93.

5.32.2 The contractor shall conduct operations of the Arrival/ Departure Airfield Control Group (A/DACG) functions in accordance with governing AR 525-93, Tables C-6 and C-7, Unit Movement Planning and other applicable regulations, publications and current standard operating procedures. All movements at the airfield are time sensitive and must meet the timelines established by the supporting Air Wing and other Air Mobility Command agencies or as directed by the appointed Government representatives.

5.32.3 The contractor shall coordinate logistics support for personnel and equipment movement to and from Aerial Port of Embarkation / Debarkation (APOE / APOD).

5.32.4 RESERVED

5.32.5 The contractor shall review and verify each Shippers Declaration for Dangerous Goods (SDDG) is prepared in accordance with AFMAN 24-604, IATA Dangerous Goods Regulations and TM 38-250. Contractor personnel performing this task shall be HAZMAT certified in accordance with 49 CFR, Part 172, and subpart H.

5.32.6 RESERVED

5.33 Container Yard Operations

5.33.1 The contractor shall maintain and operate an installation container yard in accordance with DTR 4500.9-R Part VI, AR 56-4, and AIDPMO Policy and Guidance.

5.33.2 The contractor shall maintain accountability and documentation for all containers in the installation container yard.

5.34 Rail Operations

5.34.1 Reserved

5.34.2 The contractor shall assist with the preparation, update, and distribution of the rail loading plan in sufficient time to obtain carrier equipment and meet deployment load out schedules, unit practices, or training exercises. Subsequent load plans shall be prepped when the unit changes shipping requirements. The contractor shall provide guidance regarding the blocking, bracing, and the tying down of equipment in accordance with SDDCTEA MI 55-19. The contractor shall order required rail service after notification of routing from SDDC.

5.34.3 The contractor shall provide support for rail loading and unloading operations; coordinate with the local rail carrier for the interchanging of rail cars; assist in providing technical guidance for the placement and securing of all in and out bound railcars; and coordinate for final inspection of carrier's equipment with the carrier representative. The contractor shall review all HAZMAT documentation for accurate data as well as packing list(s) for all secondary cargo as well as containers via commercial/rail operations.

5.35 Reserved
5.36 Reserved
5.37 Reserved

Section C-6 Publications and Forms

6.1 Publications and Forms

6.1.1 The contractor shall abide by all applicable regulations, publications, manuals, and local policies / procedures. The contractor is solely responsible for reviewing the following website and ensuring its use of the latest, most applicable publication - http://www.apd.army.mil/. Annex F provides a listing for the contractor reference and convenience only. This is not a complete or up-to-date listing of all regulations required for use under this effort. Should revisions, additions or deletions require a material change to this effort, the contractor must promptly notify the KO of the change.