Quality Assurance Surveillance Plan (QASP)

For

AMCOM Field Maintenance III

DRAFT V.3

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Change History

Revision	Changes

1.0 Overview.

1.1 Purpose. The purpose of this Quality Assurance Surveillance Plan (QASP) is to identify the methods and procedures the Government will use to ensure it receives the services under this contract as identified in the Performance Work Statement (PWS). This Quality Assurance Surveillance Plan (QASP) provides a systematic method to evaluate performance for the stated contract. This QASP explains the following:

- What will be monitored?
- How monitoring will take place.
- Who will conduct the monitoring?
- How monitoring efforts and results will be documented.
- When and how often monitoring will take place.

This QASP does not detail how the contractor accomplishes the work. Rather, the QASP is created with the premise that the contractor is responsible for management and quality control actions to meet the terms of the contract. It is the Government's responsibility to be objective, fair, and consistent in evaluating performance. The QASP should recognize that unforeseen and uncontrollable situations may occur.

The contractor is responsible for implementing and delivering performance that meets and/or exceeds contract standards using its Quality Control Plan. The QASP provides the structure for the government's surveillance of the contractor's performance to assure that it meets contract standards. It is the government's responsibility to be objective, fair and consistent in evaluating contractor performance.

The QASP is not part of the contract, nor is it intended to duplicate the contractor's quality control plan. This QASP is a living document. Flexibility in the QASP is required to allow for an increase or decrease in the level of surveillance necessary based on contractor performance.

Bottom line, the QASP should ensure early identification and resolution of performance issues to minimize impact on mission performance.

1.2 Intent. The intent of this QASP is to: 1) ensure Contractor performance meets or exceeds contract terms, conditions and specifications; 2) hold the Contractor accountable for quality control; and 3) encourage the Contractor to take appropriate steps to control and improve quality. Accordingly, the Government will perform surveillance on the contract in accordance with this QASP but reserves the right to monitor the contract in any manner necessary, at any times necessary, and at all places necessary to ensure that the rendered services conform to contract requirements. The Government also reserves the right to perform quality assurance at the Subcontractor level and perform quality assurance at the contractor's place of business, if applicable. Resolution of non-conforming services discovered at the Subcontractor level will be addressed with the prime Contractor.

1.3 Authority. Authority for issuance of this QASP is provided under Part 46 of the Federal Acquisition Regulation, Inspection of Services clauses, which provides for inspection, acceptance, and documentation of the service called for in the Task Order or contract. This acceptance is to be executed by the contracting officer or a duly authorized representative.

2.0 Description of Services.

2.1 Scope of Work. The PWS establishes the requirements for Contractor maintenance teams to provide quality Aviation Field and Sustainment Level Maintenance worldwide at the best value to the Government. It will encompass non-standard repairs with maintenance engineering approval, installation and removal of Modification Work Orders (MWO), Combat Aviation Brigade (CAB) support, Port Operations, Multi-national Force and Observers (MFO), Crash and Battle Damage (CBD), Battle Damage Assessment and Repair (BDAR), Unmanned Aerial System (UAS) maintenance, Aviation Life Support Equipment (ALSE), Airframe Condition Evaluation (ACE), Foreign Military Sales (FMS) maintenance support, MWO Validation/Verifications, Light Utility Helicopter (LUH) mission support, Airframe Inspection Maintenance and Sustainment/ On-Condition Sustainment Maintenance/ Airframe Sustainment Evaluation and Repair (AIMS/ OCSM/ ASER), Downed Aircraft Recovery Team (DART) support, National Maintenance Program (NMP), and other reimbursable maintenance support for customers within the Continental United States (CONUS) and Outside the Continental United States (OCONUS).

2.2 Type of Contract. The AFM III effort will be executed under two "C" types, hybrid (Time and Materials (T&M), Cost Plus Fixed Fee (CPFF), Cost Reimbursable (CR) and Firm Fixed Price (FFP) contract consisting of a base year and nine one-year options with a potential six-month extension if needed. The estimated value is $4.6B, comprised of $2.9B for East efforts and $1.6B for West efforts. We anticipate that 1.8% of the contract will be Firm Fixed Price (FFP), 10.2% will be Cost Reimbursable (CR) for materials and travel, and 88% will utilize T&M rates. In accordance with FAR Clause 52.246-11 the Contractor shall comply with the higher-level quality standard AS9110 Revision C or higher within six months after start of the base period of performance. The Inspection and Acceptance clauses for the contract shall include but are not limited to:

52.246-3 Inspection of Supplies—Cost-Reimbursement May/2001
52.246-4 Inspection of Services—Fixed-Price Aug/1996
52.246-5 Inspection of Services—Cost-Reimbursement Apr/1984
52.246-6 Inspection—Time-and-Material and Labor-Hour May/2001
52.246-15 Certificate of Conformance Apr/1984
52.246-16 Responsibility for Supplies Apr/1984

3.0 Roles and Responsibilities.

3.1 Government.

3.1.1 Contracting Officer (KO). The KO is the only person with the authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the Government. The KO is the only person who can legally commit the Government and only the KO, as the Government's agent, can modify the contract/order.

East Region
Assigned KO: Antionette McClinton
Organization or Agency: ACC-RSA
Telephone: 1 (520) 674-8258
Email: antionette.r.mcclinton.civ@army.mil

West Region
Assigned KO: Allen Cheek
Organization or Agency: ACC-RSA
Telephone: 1 (520) 674-8022
Email: allen.d.cheek.civ@army.mil

3.1.2 Contracting Officer's Representative (COR). The (COR) will be identified and designated by the KO on a separate COR appointment letter. The COR appointment letter will list specific tasks and functions the COR is required to perform. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract: perform inspections necessary in connection with contract performance: maintain written and oral communications with the Contractor concerning technical aspects of the contract: monitor Contractor's performance and reporting early identification of performance problems to the Contracting Officer and Contractor; coordinate availability of Government furnished property, and provide site entry of Contractor personnel. The COR shall keep a surveillance file in Procurement Integrated Enterprise Environment – Surveillance and Performance Monitoring Application (PIEE-SPM) that accurately documents the contractor's performance. The COR is required to provide performance assessments to the KO as applicable by uploading in PIEE-SPM. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

East Region
Assigned COR: Randy Strand
Organization or Agency: AMCOM/ AFMD
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Email: randall.e.strand.civ@army.mil

West Region
Assigned COR: Randy Strand
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3.2 Contractor. See Attachment 0007, Qualifications and Job Descriptions.

4.0 Contract Quality Requirements.

4.1 Contractor's Quality Control Program. The Contractor's quality control program (IAW FAR Part 46 and applicable 52.246-(Clause(s))) is the means by which the Contractor assures that work complies with the requirement of the contract. The Contractor shall ensure services are performed in accordance with this PWS. The Contractor shall identify, prevent, and ensure non-recurrence of defective services.

4.2 Government Quality Assurance. The Government shall evaluate the Contractor's performance under this contract in accordance with this QASP. This plan is primarily focused on what the Government must do to ensure that the Contractor has performed in accordance with the performance standards of the contract. It defines how the performance standards will be applied, the frequency of surveillance and minimum acceptable defect rate(s).

5.0 Government Surveillance.

The Government has the right to inspect all contract deliverables at any time before acceptance. Inspections can be announced or unannounced, but they must not unduly delay work, and they must not include directions that would change the contract. The Government also has the right to reject a deliverable that does not meet contract requirements. For acquisitions of commercial items, FAR Subpart 46.202-1 requires the Government to rely on contractors' quality assurance systems as a substitute for Government inspection and testing before the items are tendered for acceptance (unless customary practices for the supplies being acquired include in-process inspection). Any in-process inspection by the Government must be consistent with commercial practices. For services, the COR can monitor contractor performance by using a variety of inspection methods. Before an inspection, the COR should check the contract for specific inspection and testing requirements. The COR should use a systematic approach and should ensure that the inspection methods do not interfere with the contractor's progress or at least disrupt that progress only when absolutely necessary and as minimally as possible.

5.1 Methods of Surveillance. The following combination of Methods of Surveillance will be utilized in monitoring the Contractors' performance:

5.1.1 100% Inspection. With this method, performance is inspected/evaluated at each occurrence. This method is often costly (both time and money) but can be necessary due to high-risk areas where consequences of failure is "high" (life, health, or safety) or there is the likely hood of mission failure.

5.1.2 Random Sampling. When a service is performed relatively frequently, and a statistically valid sample can be selected for audit. The most appropriate method for frequently recurring tasks.

5.1.3 Periodic Inspection. This method, sometimes called "planned sampling," consists planned sampling at specific dates or time intervals. It may be appropriate for tasks that occur infrequently, and where 100 percent inspection or random testing is not desired.

5.1.4 Customer Feedback/Input (Complaints). Although usually not a primary method, this is a valuable supplement to more systematic methods. For example, in a case where random sampling indicates unsatisfactory service, customer complaints can be used as substantiating evidence. In certain situations where customers can be relied upon to consistently provide feedback regarding the quality of performance, e.g., dining facilities, building services, customer surveys and customer complaints may be a primary surveillance method, and customer satisfaction an appropriate performance standard.

In all cases, complaints will be documented. The following procedures will be followed when a complaint is received: The COR will document customer complaints of unsatisfactory performance, the validity of the complaint, time and date the responsible official was notified, and the actions taken to correct the problem. Customer complaints shall be handled in the following manner: When a complaint is received, COR personnel will complete appropriate documentation to record the complaint. The COR shall investigate the complaint to determine contract non-conformance. If after investigation the COR determines the complaint as valid, the COR will inform the Contractor's Quality Manager, the KO, and the Government's Quality Assurance Specialist. If the COR determines the complaint as invalid, the COR shall document their findings and notify the complainant. COR personnel will retain the annotated copy of the written complaint for their file. All customer complaints received, valid and invalid, will be documented. Valid complaints should lead to documentation in the form of a Corrective Action Request (CAR).

5.2 Performance Requirements Summary (PRS). The Performance Requirements Summary (PRS) (Attachment 15.1) is the list of key performance objectives and standards that must be performed by the contractor. This matrix details the method of

surveillance the COR will use to validate and inspect these key performance elements. Inspection of each element will be documented on a COR surveillance checklist and uploaded in the COR PIEE-SPM File. The key elements of this process are PWS tasks risk rated as high or moderate, and included in the Performance Requirements Summary (PRS) which provides the key performance objective, performance standard, performance threshold and method of surveillance. The COR will perform surveillance and inspect the compliance of PWS tasks IAW the COR appointment letter. Although the PRS contains only those items considered most important for mission accomplishment, the government retains the right to inspect all requirements of the contract. The COR may choose to periodically inspect requirements not listed on the PRS. Non-conformance with any contract requirement, whether specifically addressed in the PRS or not, is still considered a non-conformance (See Para 6.0 Non-Conforming Performance). The intent of the surveillance approach is to gain confidence in the contractor's way of doing business and then adjusting the level of oversight to a point that maintains that confidence. With this intent, the surveillance approach may not be one that stays the same throughout the duration of the contract. All Government evaluators should be prepared to periodically update the surveillance approach as required.

Performance objectives define the desired outcomes. Performance Standards define the level of service required under the contract to successfully meet the performance objective. The inspection methodology defines how, when, and what will be assessed in measuring performance. The Government performs surveillance, using this QASP, to determine the quality of the contractor’s performance as it relates to the performance element standards. The PRS should be used to form the foundation of the COR’s inspection checklist(s).

5.3 Surveillance Schedule. The COR shall develop a Quality Assurance Surveillance Schedule (QASS), that correlate with the COR status report frequency, based on the Performance Standards as outlined in the PRS as well as any other critical contractual requirement determined to be higher risk requiring oversight. The completed QASS form shall be uploaded into PIEE-SPM in the Surveillance Documents section as a Surveillance Schedule. The QASS ensures the KO that the COR has scheduled and documented the specific dates and times contractor surveillance was performed. The surveillance outlined in the schedule will be as detailed and in-depth as necessary to provide the Government with the objective quality evidence required to support acceptance of the services provided by the Contractor. The schedule will identify the method of surveillance, the date of inspection, place of inspection, activity to be monitored, and who will conduct the surveillance (dates and times can be altered without a formal change to the schedule as long as all inspections are performed). The schedule should be completed no later than seven calendar days prior to the beginning of the period it covers, and a copy uploaded into SPM module.

5.4 Surveillance checklist. Checklists will be used to document COR surveillance. The completed checklist will be uploaded in PIEE/SPM module along with the COR

status report. The COR will develop inspection checklist for all planned inspections. All inspections/observations will be documented and will include as a minimum date and time, who performed the inspection, what was inspected, to what standard and the results. Successful or exceptional performance will be documented as well as deficiencies in Contractor performance. Documentation will be uploaded in PIEE/SPM and maintained for future reference, audit, and proof of inspection and past performance documentation. **At no time shall the COR surveillance checklist be kept on a desktop or share drive unless specific guidance (secure contracts) says otherwise. See para. 13.0**

5.5 Performance Rating Definitions. In evaluating the quality of contractor's performance, the following performance ratings IAW FAR 42.1503, Table 42-1will be used.

Performance Rating	Criteria
Exceptional	Performance meets contractual requirements and exceeds many to the Government's benefit. The contractual performance of the element or sub-element being evaluated was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective. NOTE: To justify an Exceptional rating, identify multiple significant events and state how they were of benefit to the Government. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified.
Very Good	Performance meets contractual requirements and exceeds some to the Government's benefit. The contractual performance of the element or sub-element being evaluated was accomplished with some minor problems for which corrective actions taken by the contractor were effective. NOTE: To justify a Very Good rating, identify a significant event and state how it was a benefit to the Government. There should have been no significant weaknesses identified.
Satisfactory	Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory. NOTE: To justify a Satisfactory rating, there should have been only minor problems, or major problems the contractor recovered from without impact to the contract/order. There should have been NO significant weaknesses identified. A fundamental principle of assigning ratings is that contractors will not be evaluated with a rating lower than Satisfactory solely for not performing beyond the requirements of the contract/order.
Marginal	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being evaluated reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented. NOTE: To justify Marginal performance, identify a significant event in each category that the contractor had trouble overcoming and state how it impacted the Government. A Marginal rating should be supported by referencing the

	management tool that notified the contractor of the contractual deficiency (e.g., management, quality, safety, or environmental deficiency report or letter).
Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective. NOTE: To justify an Unsatisfactory rating, identify multiple significant events in each category that the contractor had trouble overcoming and state how it impacted the Government. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating. An Unsatisfactory rating should be supported by referencing the management tools used to notify the contractor of the contractual deficiencies (e.g., management, quality, safety, or environmental deficiency reports, or letters).

6.0 Non-Conforming Performance & Corrective Action Request (CAR).

The KO will notify the Contractor in writing each time an unacceptable observation has been recorded and ask the Contractor to correct the problem or re-accomplish the service. **All valid non-conformances observed by the Government will be documented!** CARs are used to document a contractor's non-compliance to the contract requirements and generated by the COR, QAS, or the KO but can only be approved and issued by the KO to the contractor to drive corrective action and contractual compliance. A CAR is not a contract action, contract remedy, nor punitive in nature but more of a tool used to document contractor nonconformance on all contracts administered by ACC. In addition, CARs are used in evaluating the contractor's corrective action, determine if an appropriate root cause has been assigned, and verify that timely corrective action has taken place by the contractor to prevent or reduce recurrence in the same or other similar services or products. Refer to ACC Acquisition Instruction Attachment 46.2 "*Corrective Action Request Procedures*" for direction on how to document and manage CARs. There are four levels of CARs which are used and issued to the contractor. CARs must be submitted to the contractor in a timely manner after non-conforming performance has been identified. If the number of non-conformances/discrepancies exceeds the performance threshold for any item in the PRS, approved Government representatives will determine the possible cause of this unacceptable performance. Government-caused defects/discrepancies shall not be counted against the contractor. If the contractor's performance is judged unacceptable on the PRS items or any other requirement of the contract by the appointed COR, they will inform the contractor's on-site representative immediately and notify the KO and the ACC-RSA Quality Assurance (QA) Office. If the contractor disputes the results of surveillance, the COR will refer the contractor to the KO for resolution.

7.0 Data Analysis.

Data Analysis should be performed to identify trends in cost, schedule and/or performance risks. The results of Data Analysis should be documented in the COR Status Report(s) and may be used to make adjustments to surveillance schedules, increase or decrease surveillance, if deemed appropriate. Negative trends noted using Government data/observations could result in issuing the Contractor a CAR. Trends

noted using Contractor data will not result in a CAR unless the Contractor is not addressing the negative trend.

8.0 Acceptance of Services.

When all services have been deemed acceptable and there is documented objective quality evidence to support acceptable performance the COR will accept the services provided and authorize payment of the Contractor. This is accomplished by approving the Contractor's Receiving Reports in PIEE - Wide Area Work Flow, https://wawf.eb.mil/.

9.0 COR Status Report (CSR).

No later than the 7th of the month after previous reporting period, or per the KO's direction, the COR will document the contractor's performance by completing a CSR in PIEE-SPM for the previous surveillance period. CSRs, along with a surveillance checklist will provide a synopsis of the Contractors performance for the inclusive dates of the report. The synopsis will contain a summary of: surveillances performed; Customer Feedback, if any; CARs, if any; an analysis of the Contractors performance; recommended adjustments to surveillance schedules; and any other pertinent contract information. The CSR will not be considered finalized until reviewed and approved by the contracting officer.

10.0 Service Contract Reporting (SCR).

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 FY, which runs from 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. If contract period of performance ends prior to September 30, the Contractor has 30 calendar days from end date of the contract to complete the SCR requirement. The contractor shall enter initial data into the appropriate SCR tool to establish the basic contract record no later than 15 working days after receipt of contract award or contract modification incorporating this clause. The contractor shall notify the COR when the basic contract record has been established in the appropriate SCR tool.

11.0 Contractor Performance Assessment Reporting System (CPARS).

Documented surveillance data (CSRs, Completed Surveillance Checklists, Customer Feedback and CARs, if any) will be used to support CPARS ratings. CPARS will be completed in accordance with AFARS, Subpart 5142.15 – Contractor Performance Information. The COR shall document that CPARS, if required, was completed in PIEE-SPM.

12.0 Combating Trafficking In Persons (CTIP).

CTIP is mandatory in all solicitations and contracts. If this is a requirement on the COR Appointment Letter, the COR shall perform the following:

Read and understand the CTIP FAR clause 52.222-50 in the basic contract or at FAR | Acquisition.GOV and describe how you will monitor the contractor's performance regarding trafficking in persons (CTIP). Document surveillance results on the CSR, surveillance checklist, or the COR CTIP Checklist. Bring any potential issue in this area to the immediate attention of the KO before engaging the contractor in reference to these activities. Document any validated non-compliance on a CAR IAW paragraph 6.0 of this QASP.

In accordance with PGI 222.17 and FAR 52.222-50, the KO will be notified immediately of any information from any source that alleges a contractor employee, subcontractor and/or subcontractor employee has engaged in conduct that violates the United States Government "zero" tolerance policy regarding trafficking in persons.

13.0 COR/Quality Assurance Surveillance Files.

The official COR/Quality Assurance Surveillance File will be maintained in PIEE-SPM, IAW DoDI 5000.72, DoD Standard for COR Certification. At a minimum, the CORs PIEE-SPM file(s) contents will include:

Copy of contract and mods
Current QASP
COR appointment letter (if originally appointed outside of PIEE)
COR training certificates
COR Status Reports
Surveillance Checklist / records of inspections
Copy of the contractor's Quality Control Plan
Evidence of Funds/Expenditure tracker (If other than Firm Fixed Price Contract)
Correspondence to contractor pertaining to cost, schedule and performance
CARs (if applicable)
Evidence of required documentation IAW PWS (CDRLs)
Evidence of SCR data validation (if applicable)
Evidence of CPARS data validation (if applicable)
Evidence of Quality Assurance Surveillance Schedule (QASS) for each reporting period
Customer feedback/surveys
Memoranda for record of minutes of any meeting, telephone conversations and discussions with the contractor or others pertaining to the contract or contract performance
Documentation pertaining to acceptance of services, reports or data

Note: All such records will be retained for the life of this contract.

14.0 QASP Changes.

This QASP is a living document and, as such, may be changed as needed based on Data Analysis (trends), contract modifications, etc. The COR will send any recommended changes to the KO for approval and the KO must approve all changes. Once approved, the COR will upload the newest version into SPM module.

15.0 Attachments.

Attachment 15.1 Performance Requirements Summary (PRS)
Attachment 15.2 Sample Surveillance Schedule
Attachment 15.3 Deliverables Table (CDRLs)
Attachment 15.4 Surveillance Checklist Template
Attachment 15.5 COR CTIP Checklist

Attachment 15.1

Performance Requirements Summary (PRS)

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

15.1 Performance Requirements Summa

Attachment 15.2

Sample Quality Assurance Surveillance Schedule (QASS)

Quality Assurance
Surveillance Schedule

Attachment 15.3

DELIVERABLES TABLE (CDRLS)

Deliverables Table

Attachment 15.4

COR Surveillance Checklist

The Checklist will be further developed for each area based on requirement and the availability of government personnel to perform the surveillance.

Surveillance Checklist

Attachment 15.5

COR CTIP Checklist

COR CTIP Checklist

ATTACHMENT 15.1 PERFORMANCE REQUIREMENTS SUMMARY

PRS #	PWS Paragraph	Performance Objective	Standard	Perfomance Threshold	Method or Technique	Responsible	Frequency
PRS-1	2.1	**Aviation Program Team:** The Contractor shall comply with the most recent AR 95-20 requirement for flight and ground operations involving work performed on aircraft in performance of this contract.	The Contractor shall prepare and maintain FOP/GOP indicating how all contractual requirements shall be implemented and executed. The Contractor shall provide these IAW DI-MGMT-80004A (CDRL A003) FOP/GOP. The FOP/GOP shall include the relationship equivalency between the Contractor job descriptions and the labor categories used in performance of the contract. The FOP/GOP shall be formatted IAW requirements in paragraph 2.1. The FOP/GOP shall support the requirements in paragraph 4.6.3.	IAW Attachment 0008 paragraph 2; The Government GFR will regularly oversee Contractor operations for compliance to AR 95.20 requirements. This survey score is gauged against a predetermined value relational to an acceptable risk level set by the Government and a Pass or Fail is assigned to the APT survey.	SA / Data Review	GFR	**Periodic / Monthly / Semi Annually or Annually**
PRS-2	3.2.3.2	**Modification Work Order (MWO):** The Contractor shall perform applications of approved MWO.	MWO installs shall be IAW published MWO procedures and publications, and per COR directions. MWO missions shall comply with safety regulations.	MWO's will be evaluated IAW Attachment 0008 paragraph 4.	PE / Data Review	COR / QAS	**100% / Occurance**
PRS-3	3.2.3.3	**Passback Maintenance and Combat Aviation Brigade Support:** The Contractor shall provide Passback or CAB maintenance support (divisional and Non-divisional.	Contractor support shall include phase maintenance, fabrication, component repair, non-standard repairs with maintenance engineering approval, and other work order requested reimbursable support within the site's capabilities. Passback or CAB Maintenance Support shall comply with safety regulations	Passback Maintenance and Combat Aviation Support will be evaluated IAW Attachment 0008 paragraph 3 / 5 / 6 / 7.	PE / Data Review	COR / QAS	**100% / Occurance**
PRS-4	2.2, 3.1.7,	**Goverment Furnished Property (GFP) Management:** The Contractor shall comply with appropriate United States (US) Army regulations, pamphlets, messages and instructions, see paragraph 1.4, in support of supply management policy for the accountability and assignment of property and stock, to include but not limited to, AR 710-4, AR 710-2, AR 725-50, and AR 735-5	The Contractor shall manage and account for all GFP and Government Furnished Material (GFM). The Contractor shall manage GFP IAW paragraph 2.2 and FAR 52.245-1.	GFP management will be evaluated IAW Attachment 0008 paragraph 8.	Data Review	PA / COR	**Periodic / Monthly / Quarterly / Annual**
PRS-5	3.1.7.5	**Loss, Damage, Destruction, or Theft (LDDT):** Upon discovery of Loss, Damage, Destruction, or Theft (LDDT), the Contractor shall notify the COR and the PA verbally and by email.	The Contractor shall create and provide reports of discrepancies for loss, damage, destruction, or theft (LDDT) of GFP utilizing property management ERP/MRP system in Contract Attachment 0005, Government ERP/MRP Systems, Hyperlinks and Email Addresses, and prepare and submit LDDT Investigation Packet IAW DI-MISC-80508B (CDRL A018).	LDDT information and reporting will be evaluated IAW Attachment 0008 paragraph 9.	Data Review	PA / COR	**Periodic / ASREQ**
PRS-6	3.1.5	**Contract Data Requirements List (CDRL):** Contractor shall provide reporting IAW Contract attachment 0006	The Contractor shall submitt CDRL's IAW Contract attachment 0006	CDRL submissions will be evaluated IAW Attachment 0008 paragraph 10 and the associated Data Item Description.	PE / Data Review	COR	**100% / ASREQ**
PRS-7	3.1.5.10	**De-Obligation of Remaining Funding:** The Contractor shall initiate a Safe De-obligation Request Package.	A safe De-obligation Request Package shall be initiated within 45-days of all completed efforts IAW DI-MISC-80508B (CDRL A035).	Contractors de-obligation of funds performance will be evaluated IAW Attachment 0008 paragraph 13.	Data Review	COR	**Periodic / ASREQ**
PRS-8	2, 3.2.1.1, 4.6.1	**Workmanship:** The Contractor shall ensure workmanship is of a quality that assures all maintenance accomplished meets all applicable standards for serviceability.	The Contractor shall develop and maintain an effective Quality Control (QC) program to ensure services are performed in accordance with the Contract, this PWS, and all Government regulations for aviation maintenance. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor shall provide QC resources such as Technical Inspectors (TI) in support of this contract.	A final tail number quality score will be assigned and evaluated IAW Attachment 0008 paragraph 12. A total tail number score will be assessed and evaluated IAW Attachment 0008 paragraph 14.	PE / Data Review	COR / QAS	**100% / Occurance**
PRS-9	2.7	**Contractor Personnel:** The Contractor shall accomplish the assigned work by employing and utilizing psychologically and physically qualified personnel with appropriate combinations of education, training, knowledge, skills, and experience.	The Contractor shall provide and maintain the occupational skill levels and capabilities necessary for the purpose of achieving mission requirements	Employee turnover will be evaluated IAW Attachment 0008 paragraph 11 and Regional Manning levels will be evaluated IAW Attachment 0008 paragraph 15.	Data Review	COR	**Periodic / Weekly**

Attachment 15.2

Quality Assurance Surveillance Schedule (QASS)

CUI (When Completed)

Contract Number:		**Contractor:**	TBD
Functional Area:		**Surveillance Period:**	TBD
COR / QAS:			

Planned Date for Surveillance	PRS 1	PRS 2	PRS 3	PRS 4	PRS 5	PRS 6	PRS 7	PRS 8	PRS 9
TBD									

ATTACHMENT 15.3 DELIVERABLES

	PWS	Deliverable Activity	Frequency	# of Copies	Medium / Format	Submit To	Responsible	Method or	Standard	CPARS
CDRLS										
CDRL A001	3.1.4.4	AQL: **Integrated Program Management Data and Analysis Report (IPMDAR):** The Government shall be allowed to evaluate performance of Business and Financial Accounting Information. The Contractor shall report cost and schedule performance utilizing the Integrated Program Management Data and Analysis Report (PMDAR) IAW DI-MGMT-81861 (CDRL A001). The Contractor will provide access to all pertinent records and data requested by the Contracting Officer or duly authorized representative as necessary to permit initial and ongoing Government compliance reviews.	**Monthly**	**1**	**EVMCR Portal**	EVM-CR	COR	PE / Data Review	**PWS; CDRL A001; DI-MGMT-81861; AS9110, QASP**	
CDRL A002	2.6.10, 3.1.5.6	AQL: **Personnel Report:** The Contractor shall provide the Personnel Roster to include primary points of contact IAW DI-MGMT-81419, Contractor Personnel and Manning (CDRL A002). The Contractor shall notify the COR via email within twenty-four hours of any changes of primary personnel with changes annotated on subsequent CDRL submission. See Contract Attachment 0006, Additional CDRL Information, for identification of personnel and additional tailoring information. The Personnel Report shall include a manning level report to identigy the number of Contractor positions for each site and on road teams. The Personnel Report shall identify positions by skill set and includes various other data elements for personnel on contract.	**Weekly / ASREQ**	**1**	**Electronic / MS 365**	COR	COR	PE / Data Review	**PWS; CDRL A002; DI MGMT-81419; QASP**	
CDRL A003	2.1, 3.1.3, 4.6.3	AQL: **Flight and Ground Operation Procedures:** Contractor shall prepare and maintain FOP/GOP indicating how all contractual requirements shall be implemented and executed. The Contractor shall provide these IAW DI-MGMT-80004A (CDRL A003) FOP/GOP. The FOP/GOP shall include the relationship equivalency between the Contractor job descriptions and the labor categories used in performance of the contract. The FOP/GOP shall be formatted IAW requirements in paragraph 2.1. The FOP/GOP shall support the requirements in paragraph 4.6.3.	**Initial and With Updates**	**1**	**Electronic / MS 365**	GFR	GFR	PE / Data Review	**PWS; CDRL A003; DI-MGMT-80004A; QASP**	
CDRL A004	2.5.1	AQL: **Contract Management:** The Contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement. The Contractor shall maintain continuity between the support operations at all sites and the Contractor's corporate offices. The Contractor shall implement their Comprehensive Management Plan (CMP) to ensure contract requirements are achieved across all missions IAW CDRL A004, DI-MGMT-8004.	**Initial and With Updates**	**1**	**Electronic / MS 365**	COR	COR	PE / Data Review	**PWS; CDRL A004; DI-MGMT-80004A; QASP**	

	PWS	Deliverable Activity	Frequency	# of Copies	Medium / Format	Submit To	Responsible	Method or	Standard	CPARS
CDRLS										
CDRL A005	3.1.7.1	AQL: **Property Control Plan:** The Contractor shall submit a Property Control Plan (PCP) IAW DI-MGMT-80004A (CDRL A005). The Contractor shall manage and use ERP/MRP system for GFP IAW the approved PCP and shall use assigned Department of Defense Activity Address Codes (DODAAC) to requisition and turn-in Expendable/Durable supplies.	**Initial and With Updates**	**1**	**Electronic / MS 365**	LOG / PA	PA	PE / Data Review	**PWS; CDRL A005: DI-MGMT-80004A; AS9110; FAR 45; QASP**	
CDRL A006	4.5, 4.5.1, 4.5.2	AQL: **Transition Plan:** The Contractor shall keep the PCO and COR fully informed of status throughout the transition periods and notify both when there is a deviation from the transition plan submitted as part of the proposal, both Transition-In and Transition-Out. The Contractor shall plan for the transfer of work control, delineating the method for processing and assigning tasks during the phase-in/phase-out periods. The Contractor shall contact COR and Government Program Manager to coordinate, develop, and provide the Transition Plan, DI-MGMT-80004A (CDRL A006), IAW FAR 52.237-3. The transition plan shall include a Contractor provided quality plan, workbooks, FOP/GOP, inventories, open work order status, human resource plan, mission assurance, and finance and accounting processes to ensure the Contractor is prepared to perform required tasks during period of performance (POP). Any security issues and the timeline for implementation shall be addressed during this process.	**Initial and With Updates**	**1**	**Electronic / MS 365**	COR	COR	PE / Data Review	**PWS; CDRL A006; DI-MGMT-80004A; AS9110, QASP**	
CDRL A007	2.6.4	AQL: **Labor Strike Plan:** The Contractor shall continue performance in the event of a labor strike. If Contractor employees performing on the contract are covered under a Collective Bargaining Agreement (CBA), the Contractor shall provide a Labor Strike Plan IAW DI-MGMT-80004A (CDRL A007).	**Initial, Updates and Annually**	**1**	**Electronic / MS 365**	COR	COR	PE / Data Review	**PWS; CDRL A007; DI-MGMT-80004A; AS9110; QASP**	
CDRL A008	3.1.5.8, 4.3.11.3	AQL: **Industrial Hygeine Plan:** The Contractor shall develop and implement an IH Strategy, Survey, and Monitoring Plan and submit for Government approval, IAW DI-MISC-80004 (CDRL A008) Industrial Hygiene Plan. After Government approval, changes to Contractor's plan shall not be implemented without prior Government approval. IH study issues or concerns needing to be addressed by the Government shall be provided to the COR per paragraph 3.1.5.3, Equipment and Facilities Report.	**Initial, Updates and Annually**	**1**	**Electronic / MS 365**	COR	COR /QAS	PE / Data Review	**PWS; CDRL A008; DI-MGMT-80004A; AS9110; QASP; FAR 46**	
CDRL A009	4.3.11.5	AQL: **Industrial Hygeine Monitoring Data:** IH monitoring data including reports and laboratory results shall be submitted to the Government, IAW DI-MISC-80004 (CDRL A009) Industrial Hygiene Monitoring Data.	**ASREQ**	**1**	**Electronic / MS 365**	COR	COR / QAS	PE / Data Review	**PWS; CDRL A009; DI-MGMT-80004A; AS9110; QASP**	

	PWS	Deliverable Activity	Frequency	# of Copies	Medium / Format	Submit To	Responsible	Method or	Standard	CPARS
CDRLS										
CDRL A010	2.8.9	AQL: **Sexual Assault / Harassment Training Plan:** The Contractor shall develop and implement a Sexual Assault/Harassment Training Plan IAW DI-MGMT-80004A (CDRL A010) to include all locations.	**Initial and With Updates**	**1**	**Electronic / MS 365**	COR	COR	PE / Data Review	**PWS; CDRL A010; DI-MGMT-80004A; QASP**	
CDRL A011	2.8.9	AQL: **Sexual Assault / Harassment Incident Report:** The Contractor shall immediately report by phone ALL incidents of sexual assault to the local Provost Marshall, COR, PCO, and local Commander/Task Force Commander. After the initial phone call to the Provost Marshal and within four hours, the Contractor shall prepare a Sexual Assault/Harassment Incident Report IAW DI-SAFT-81563 (CDRL A011). Information shall be provided in the report so that higher level command can be notified immediately. As the Contractor learns of additional information relating to the incident, the initial report will be amended with subsequent reports providing as much detail as possible pertaining to the "who, what, why, when and where" information.	**ASREQ**	**1**	**Electronic / MS 365**	COR / Regional COR	COR / Regional COR	PE / Data Review	**PWS; CDRL A011; DI-SAFT-81563; QASP**	
CDRL A012	4.6.3, 3.1.3	AQL: **Quality Assurance Program Plan:** The Contractor shall document the processes and procedures of the Quality Management System in the Quality Assurance Program Plan (QAPP) IAW DI-QCIC-81794A (CDRL A012) and ensure their incorporation into the FOP/GOP, see paragraph 3.1.3. Revisions shall be submitted prior to Release for Use by the Contractor.	**Initial and With Updates**	**1**	**Electronic / MS 365**	RQL / QAS	RQL / QAS	PE / Data Review	**PWS; CDRL A012; DI-QCIC-81794A; QASP**	
CDRL A013	3.1.5.2	AQL: **Production Information Report (PIR):** Contractor shall notify COR of any conditions or situations that may delay Contractor's cost, schedule, or performance. COR notification shall be formalized and documented by submitting Production Information Report (PIR) IAW DI-MISC- 80508B (CDRL A013). When conditions change from those documented, the Contractor shall notify the COR and submit an updated PIR. When directed by the COR, the Contractor shall continue working, as long as adequate funds are available.	**ASREQ**	**1**	**Electronic / MS 365**	COR	COR	PE / Data Review	**PWS; CDRL A013; DI-MISC-80508B; QASP**	
CDRL A014	3.1.7.4.2	AQL: **Monthly Cyclic Inventory of GFP:** The Contractor shall perform a Monthly Cyclic Inventory of GFP and submit inventory results IAW DI-MGMT-80259 (CDRL A014). The Monthly Cyclic Inventory of GFP shall cover 10% cyclic monthly by site, excluding the months of June and December, equaling 100% annually.	**Monthly**	**1**	**Electronic / MS 365**	PA	PA	PE / Data Review	**PWS; CDRL A014; DI-MISC-80259; AS9110; QASP; FAR 45**	
CDRL A015	3.1.7.4.3	AQL: **Monthly Sensitive Item Inventory of GFP:** The Contractor shall perform Sensitive Item Inventory of GFP monthly and submit inventory results IAW DI-MGMT-80259 (CDRL A015). Sensitive Item Inventory of GFP shall be by site.	**Monthly**	**1**	**Electronic / MS 365**	COR / PA	COR / PA	PE / Data Review	**PWS; CDRL A015; DI-MGMT-80259; QASP; FAR 45**	

	PWS	Deliverable Activity	Frequency	# of Copies	Medium / Format	Submit To	Responsible	Method or	Standard	CPARS
CDRLS										
CDRL A016	3.2.2.1.3	AQL: **Causative Research Loss of Inventory:** The Contractor shall conduct and report Causative Research for loss of inventory IAW AR 735-5. The Contractor shall provide Causative Research results IAW DI-MISC-80508B (CDRL A016).	**ASREQ**	**1**	**Electronic / MS 365**	COR / LOG	COR / LOG	PE / Data Review	**PWS; CDRL A016; DI-MISC-80508B; QASP; FAR 45**	
CDRL A017	4.2.4, 3.1.7.5	AQL: **Accident / Incident Report:** The Contractor shall notify (via telephone and follow-up email) the PCO, COR, GFR, and/or other applicable members within one (1) hour of all accidents or incidents. The Contractor shall obtain access for use of the accident reporting ERP/MRP system, see Contract Attachment 0005, Government ERP/MRP Systems, Hyperlinks and Email Addresses. Contractor employees using the ERP/MRP system shall complete the required training per the system. The Contractor shall prepare Accident/Incident Report, DI-MISC-80508B (CDRL A017), IAW ERP/MRP system, DA PAM 385-40, and PWS paragraph 3.1.7.5., LDDT Investigation Packet. The Contractor may use ERP/MRP system output reports to electronically submit the Accident/Incident Reports. The Contractor shall submit information, IAW PWS paragraph 2.1, regarding appropriate mishap severity. For aircraft accidents not meeting the accident classification criteria specified in AR 385-10, the Contractor may use a locally prepared report containing the minimum information specified in paragraph 2.1.	**ASREQ**	**1**	**Electronic / MS 365**	GFR / COR	GFR / COR	PE / Data Review	**PWS; CDRL A017; DI-MISC-80508B; QASP; AS9110; AR 95-20**	
CDRL A018	3.1.7.5, 3.1.7.5.1, 3.1.7.5.2, 4.2.4	AQL: **LDDT Investigation Packets:** Upon discovery of Loss, Damage, Destruction or Theft (LDDT), the Contractor shall notify the COR and the PA verbally and by email. The Contractor shall create and provide reports of discrepancies for LDDT of GFP utilizing property management ERP/MRP system in Contract Attachment 0005, Government ERP/MRP Systems, Hyperlinks and Email Addresses. The Contractor may use reporting functions in ERP / MRP system to produce digital submittals for LDDT investigation packets IAW DI-MISC-80508B (CDRL A018). The LDDT investigation packet is also used for damage investigations, see paragraph 4.2.4.	**ASREQ**	**1**	**Electronic / MS 365**	COR / QAS	COR / QAS	PE / Data Review	**PWS; CDRL A018; DI-MISC-80508B; AS9110; QASP**	
CDRL A019	3.1.7.3	ALQ: **APMS GFP List:** The Contractor shall maintain and provide an APMS GFP List upon request and IAW DI-MISC-80508B (CDRL A019) GFP Listing, see paragraph 3.1.7.4. The Contractor shall provide the APMS GFP List to the PA through the COR for the issuance of a contract modification to update Contract Attachment 0013, GFP Listing.	**Initial, Updates and Semi-Annual**	**1**	**Electronic / MS 365**	COR / LOG	COR / LOG	PE / Data Review	**PWS; CDRL A019; DI-MISC-80508B; QASP; FAR 45**	

	PWS	Deliverable Activity	Frequency	# of Copies	Medium / Format	Submit To	Responsible	Method or	Standard	CPARS
CDRLS										
CDRL A020	3.1.9.1	AQL: **Material / Non-Material Purchase Request:** The Contractor shall request material or services by submitting a purchase request package to the COR. The Contractor's material or services request package shall have a minimum of three vendors bids identified, along with a purchase order request filled out completely, IAW DI-MISC-81616 (CDRL A020), Material/Non-Material Purchase Request.	**ASREQ**	**1**	**Electronic / MS 365**	COR	COR	PE / Data Review	**PWS; CDRL A020; DI-MISC-81616; QASP**	
CDRL A021	3.1.5.5	AQL: **Material / Non-Material Support Fund Report:** The Contractor shall provide a Material and Non-material Support Fund report IAW DI-MISC-80508B (CDRL A021). The Material and Non-material Support Fund report shall reflect the activity in paragraph 3.1.9.	**Weekly**	**1**	**Electronic / MS 365**	COR	COR	PE / Data Review	**PWS; CDRL A021; DI-MISC-80508B; QASP**	
CDRL A022	3.1.5.3, 3.1.7.1.3	AQL: **Equipment and Facilities Report:** The Contractor shall provide an Equipment and Facilities Report IAW DI-MISC-80508B (CDRL A022). The Equipment and Facilities Report shall be for those areas requiring maintenance or having substandard tooling/facilities according to Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), and or other USG criteria. The Contractor shall request GFP pocurement when there is a need to purchase new GFP utilizing the Equipment and Facilities Report IAW DI-MISC-81423A (CDRL A022).	**Monthly**	**1**	**Electronic / MS 365**	COR / PA	COR / PA	PE / Data Review	**PWS; CDRL A022; DI-MISC-81423A; QASP**	
CDRL A023	4.6.3	AQL: **QMS Metrics:** The Contractor shall define and track QMS Metrics used to manage, improve the system, and demonstrate QMS effectiveness IAW DI-MISC-80508B (CDRL A023).	**Monthly**	**1**	**Electronic / MS 365**	QMD	QMD	PE / Data Review	**PWS; CDRL A023; DI-MISC-80508B; AS9110; QASP**	
CDRL A024	2.6.7	AQL: **Request and Justification for Weekend / Holiday / Overtime:** Prior to performance, and after confirming funds availability, the Contractor shall submit a written request with justification detailing impact to mission if not approved for Weekend/Holiday/Base Closure/Overtime (WHBO) working hours to the Government for approval by the COR IAW DI-MISC-80508B (CDRL A024).	**ASREQ**	**1**	**Electronic / MS 365**	COR	COR	PE / Data Review	**PWS; CDRL A024; DI-MISC-80508B**	
CDRL A025	3.1.8, 2.4	AQL: **Program Management Review Data:** The Contractor shall conduct a Semi-annual PMR with the PCO and COR to report the status and performance of program support to the Government. The Contractor shall coordinate with the COR for scheduling. The Contractor shall submit PMR data IAW DI-MISC-80508B (CDRL A025) and Attachment 0006, Additional CDRL Information.	**Semiannually**	**1**	**Electronic / MS 365**	COR	COR	PE / Data Review	**PWS; CDRL A025; DI-MISC-80508B; AS9110**	
CDRL A026	3.1.5.7	AQL: **Crewmwmber Tracking Report:** The Contractor shall maintain and provide a Crewmember Tracking report IAW DI-MISC-80508B (CDRL A026).	**Monthly**	**1**	**Electronic / MS 365**	GFR	GFR	PE / Data Review	**PWS; CDRL A026; DI-MISC-80508B; AR 95-20**	

	PWS	Deliverable Activity	Frequency	# of Copies	Medium / Format	Submit To	Responsible	Method or	Standard	CPARS
CDRLS										
CDRL A027	3.2.3.2.3.2	AQL: **MWO Kit and Test Equipment Inventories:** MWO Kit Inventories shall be reported IAW DI-MISC-80508B (CDRL A027) within three days of receiving kit and mission funding. The Contractor shall report all kit and inventory discrepancies and shortages. The Contractor shall classify incomplete kits as unserviceable and update the MWO status in ERP/MRP system.	**Weekly**	**1**	**Electronic / MS 365**	COR	COR	PE / Data Review	**PWS; CDRL A027; DI-MISC-80508B**	
CDRL A028	3.2.1	AQL: **Aircraft Workorder Close-Out Package:** Contractor shall conduct final evaluation and processing for all maintenance performed and complete all associated records and work orders to include an Aircraft Work Order Close-out Package IAW DI-MISC-80508B (CDRL A028).	**ASREQ**	**1**	**Electronic / MS 365**	COR / PSD	COR / PSD	PE / Data Review	**PWS; CDRL A028; DI-MISC-80508B; FAR 46**	
CDRL A029	3.1.4.1	AQL: **Activity Cost Estimation Form (ACEF):** The Contractor shall provide estimated cost and man-hour information using an Activity Cost Estimation Form (ACEF) to estimate labor, travel, per diem, material and non-material, to include consumable item costs per the Statement of Objectives (SOO) on the ACEF. ACEF information shall be provided using the ERP/MRP system, see paragraph 3.1.6. The Contractor shall complete the ACEF information request within five working days of notification and request. If the electronic ACEF is not available, the Contractor shall provide information in accordance with (IAW) Activity Cost Estimation Form (ACEF) DI-MISC-80508B (CDRL A029)	**ASREQ**	**1**	**Electronic / MS 365**	COR / SOD	COR / SOD	PE / Data Review	**PWS; CDRL A029; DI-MISC-80508B**	
CDRL A030	3.1.5.1	AQL: **Certificate of Service Report:** The Contractor shall produce a Certificate of Service Report for all labor expended and IAW DI-MISC-80508B (CDRL A030). The Contractor shall trace and report costs for all associated CLIN/SLIN. The Report shall be by skill set for man-hours and labor cost classified as direct, indirect, and non-productive.	**Weekly**	**1**	**Electronic / MS 365**	COR	COR	PE / Data Review	**PWS; CDRL A030; DI-MISC-80508B**	
CDRL A031	3.1.5.4	AQL: **Funding / Over-Cost Notification Letter:** The Contractor shall provide a Funding/Over-Cost Notification Letter IAW DI-MISC-80508B (CDRL A031). The Funding/Over-Cost Notification Letter shall alert the PCO and COR at 70% of the ceiling price for each accounting classification reference number (ACRN)/CLIN/SLIN. The Contractor shall notify the COR about cost obligations expected to exceed the ceiling price and request any additional funds needed to complete mission requirements. The Contractor shall not overrun ACRN/CLIN/SLIN ceiling price.	**ASREQ**	**1**	**Electronic / MS 365**	COR / PD	COR / PD	PE / Data Review	**PWS; CDRL A031; DI-MISC-80508B**	
CDRL A032	2.11	AQL: **Data Accession List Supplement:** The Contractor shall prepare and deliver DAL Supplement Data IAW DI-MISC-80508B (CDRL A032).	**ASREQ**	**1**	**Electronic / MS 365**	QMD	QMD	PE / Data Review	**PWS; CDRL A032; DI-MISC-80508B**	

	PWS	Deliverable Activity	Frequency	# of Copies	Medium / Format	Submit To	Responsible	Method or	Standard	CPARS
CDRLS										
CDRL A033	2.11	AQL: **Data Accession List (DAL):** The Contractor shall deliver a DAL of data sets, data products, or documentation created by the Contractor during the course of the contract but not formally ordered by the Government. These shall include but is not limited to Work Breakdown Structure (WBS), workbooks, and any other processes. The Contractor shall prepare and deliver the DAL IAW DI-MGMT-81453C (CDRL A033).	**Annual**	**1**	**Electronic / MS 365**	QMD	QMD	PE / Data Review	**PWS; CDRL A033; DI-MISC-80508B**	
CDRL A034	2.6.2.1	AQL: **List of Small Business Subcontractors:** The Contractor shall submit a List of Small Business Subcontractors, IAW DI- MISC-80508B (CDRL A034), including how they are utilized in performance of this contract. The List of Small Business Subcontractors shall define how the Contractor is adhering to or exceeding the proposed utilization of small business subcontractors as defined in the Small Business Participation Commitment proposed. If necessary, the List of Small Business Subcontractors shall define how the Contractor is not utilizing small business subcontractors over the reporting period.	**Quarterly**	**1**	**Electronic / MS 365**	PCO	PCO	PE / Data Review	**PWS; CDRL A034; DI-MISC-80508B**	
CDRL A035	3.1.5.10	AQL: **Safe De-obligation Request Package:** The Contractor shall initiate a Safe De-obligation Request Package within 45-days of all completed efforts IAW DI-MISC-80508B (CDRL A035), also see Contract Attachment 0008, Contractor Performance Metrics.	**ASREQ**	**1**	**Electronic / MS 365**	PD / BMD	PD / BMD	PE / Data Review	**PWS; CDRL A035; DI-MISC-80508B**	
CDRL A036	2.10.1.4	AQL: **Travel Log:** The Contractor shall track estimates and actuals of all travel details IAW DI-MISC-80508B, CDRL A036, Travel Log.	**Monthly**	**1**	**Electronic / MS 365**	COR	COR / PSD	PE / Data Review	**PWS; CDRL A036; DI-MISC-80508B**	
CDRL A037	3.1.7.7.2	AQL**: Incidental Property Listing:** The Contractor shall inventory incidental property at least once every two years and provide a new listing, IAW DI-MISC-08508 (CDRL A037), Incidental Property Listing, from the CPMS to update Contract Attachment 0014, Incidental Property Listing.	**Bi-Annually**	**1**	**Electronic / MS 365**	COR / LOG / QMD	COR / LOG / QMD	PE / Data Review	**PWS; CDRL A037; DI-MISC-80508B**	

ATTACHMENT 15.4 SURVEILLANCE CHECKLIST

Surveillance Checklist will be completed after contract award. At that time responsibilities, methods and frequency will be assigned based on contract requirements and government personnel manning. Additionally Checklist will be broken down into sub area's such as Supply / HAZMAT / SAFETY etc

PRS#	PWS Paragragh	ACTIVITY	REQUIREMENT	Responsible	Method or Technique	Frequency	Standard	SAT / UNSAT	Comments
	1.4.	AQL: **Applicable Documents:**	Applicable top-level documents are contained in Contract Attachment 0002, Document Summary List (DSL), by number, title, and date. The document versions specified on the DSL take precedence over the generic references (without revision letters) cited in the PWS. The DSL includes technical and logistical information for mission success. The Contractor shall ensure the use of current up-to-date technical and logistical information for the performance of this contract, maintain updated versions at each work location, and make it readily available for use.	COR / QAS	SA	Periodic			
PRS-8	2	AQL: **General Requirements:**	The Contractor shall furnish all personnel (knowledge, skills, and abilities), management, material, parts, supplies, transportation, and equipment, except as provided herein as Government furnished, see paragraph 1.5. The Contractor's workmanship shall be of a quality that assures all maintenance accomplished meets all applicable standards for serviceability and support.	COR / QAS	PE	100% / Occurance			
PRS-1	2.1.	AQL: **Flight and Ground Operations Requirements:**	The Contractor shall comply with AR 95-20 requirement for flight and ground operations involving work performed on aircraft in performance of this Contract.	GFR	SA	Periodic / Monthly / Semi-annual / Annual			
PRS-4	2.2.	AQL: **Property and Supply Management Requirements:**	The Contractor shall comply with appropriate United States (US) Army regulations, pamphlets, messages and instructions, see paragraph 1.4, in support of supply management policy for the accountability and assignment of property and stock, to include but not limited to, AR 710-4, AR 710-2, AR 725-50, and AR 735-5.	COR / PA	Data Review	Periodic / Monthly / Quarterly / Annual			
	2.3.	AQL: **Non-Personal Services:**	The Government will neither supervise Contractor employees nor control the method by which the Contractor performs the required tasks. Under no circumstances will the Government assign tasks to, or prepare work schedules for, individual Contractor employees. The Contractor shall manage its employees and guard against any actions that are of the nature of personal services or give the perception of personal services. If the Contractor believes that actions constitute, or are perceived to constitute personal services, the Contractor shall notify the Procurement Contracting Officer (PCO) within twenty-four hours via email or phone.						
	2.4.	AQL: **Business Relations:**	The Contractor shall integrate and coordinate all activities needed to execute the PWS requirements. The Contractor shall manage the timeliness, completeness, and quality of all situations, issues and or opportunities. When situations or issues are identified, the Contractor shall provide description of the issues and a proposal for resolution and effective management. To resolve situations or issues, the Contractor shall provide corrective action planning, implementation, and measurement for effectiveness at semi-annual Program Management Review (PMR) meetings focusing on program accomplishments, current and or relevant risks, issues, and opportunities for improvement; (CDRL A025, DI-MISC-80508B). The Contractor shall seek to ensure customer satisfaction utilizing professional and ethical behavior of all contractor and sub-contractor personnel.						
	2.5.	AQL: **Contract Administration and Management:**	The following subsections specify requirements for contract management and personnel administration.						
	2.5.1.	AQL: **Contract Management:**	The Contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement. The Contractor shall maintain continuity between the support operations at all sites and the Contractor's corporate offices. The Contractor shall implement their Comprehensive Management Plan (CMP) to ensure contract requirements are achieved across all missions IAW CDRL A004, DI-MGMT-80004.						
	2.5.2.	AQL: **Contract Administration:**	The Contractor shall establish processes and assign appropriate resources to administer the PWS requirements. The Contractor shall respond to Government requests for contractual actions within two business days or arrange for an acceptable time and response with the PCO and Contracting Officer Representative (COR). The Contractor shall have a single point of contact between the Government and Contractor personnel assigned to support contractual actions or modifications, see paragraph 3.1.1. The Contractor shall assign work effort while maintaining proper and accurate financial data and time keeping records during performance of this contract.						
	2.5.3.	AQL: **Contractual Changes:**	The PCO is the only individual with the authority to redirect the effort or amend the terms and conditions of this contract. Deviations from or effort outside of scope, price, terms and conditions of this contract without written authorization from the PCO will be at the Contractors' own risk.						
	2.6.	AQL: **Personnel Administration:**	The Contractor shall assure centralized control and overall management of all personnel and shall assure that all required federal, state, and local licenses, permits, and certifications are acquired prior to contract personnel performing any services. All Contractor employees and associated subcontractor employees working within Army controlled installations or facilities shall provide information required for background checks to meet installation access requirements. Accomplishment of the mission in this PWS requires work at various US and FMS Government facilities in both the CONUS and OCONUS.						
	2.6.1 2.6.1.1	AQL: **Contractor Physicals:**	The Contractor shall ensure all physicals to meet job qualifications and perform missions are obtained to provide level of personnel necessary to meet contract requirements at Contractor's own expense.						

Surveillance Checklist will be completed after contract award. At that time responsibilities, methods and frequency will be assigned based on contract requirements and government personnel manning. Additionally Checklist will be broken down into sub area's such as Supply / HAZMAT / SAFETY etc									
PRS#	**PWS Paragragh**	**ACTIVITY**	**REQUIREMENT**	**Responsible**	**Method or Technique**	**Frequency**	**Standard**	**SAT / UNSAT**	**Comments**
	2.6.2.1.	AQL: **Small Business Subcontracts**	The Contractor shall implement a Small Business Participation Plan provided in their proposal for this contract. The Contractor shall meet or exceed the proposed subcontracting goals and targets in the Small Business Participation Plan or explain why the goals cannot be met for this effort. The Contractor shall not use small business subcontractors in performance of this contract different from those in their proposal. The Contractor shall not make changes to subcontractors until the PCO has given acceptance to the planned changes. If a small business subcontractor is to be added, substituted, or deleted then Contractors shall notify the PCO prior to the planned change. For substitutions the Contractor shall find a like or similar small business firm matching the socio-economic categories as identified in the Small Business Participation Plan. The Contractor shall contact the local Procurement Technical Assistance Center (PTAC), the AMCOM Office of Small						
	2.6.2.	AQL: **Subcontract Management:**	The Contractor shall manage any subcontracts necessary to integrate work performed on this contract. The Contractor shall manage and account for subcontractor performance of these requirements. The Contractor shall manage work distribution to ensure there are no organizational conflicts of interest considerations.						
	2.6.3.	AQL: **Ethics/Standards of Conduct:**	The Contractor shall not hire or employ for performance under this contract any person(s) whose employment would result in a conflict with the Department of Defense (DoD) 5500.07 Ethics and Standards of Conduct as defined in the Joint Ethics Regulation (JER). The Contractor and Contractor personnel shall abide by all rules, regulations, directives, and requirements pertaining to the conduct of personnel on the military reservation.						
	2.6.4.	AQL: **Labor Strike Planning:**	The Contractor shall continue performance in the event of a labor strike. If Contractor employees performing on the contract are covered under a Collective Bargaining Agreement (CBA), the Contractor shall provide a Labor Strike Plan IAW DI-MGMT 80004 (CDRL A007). The Strike Plan shall address how the Contractor continues to provide contract services in the event of a strike or labor dispute by represented employees and address measures necessary to ensure the security of Government property and communications. The plan shall address any other criteria the Contractor believes to be critical to continuance of the contracted services. This plan shall be reviewed on an annual basis by the Contractor and the COR.						
	2.6.5.	AQL: **Basic Schedule Information for CONUS and OCONUS (Non-contingency) Support:**	Where U.S. labor laws apply, a straight time work week shall consist of forty (40) hours per week. The Contractor shall work a straight time work week unless a deviation is granted by the COR. Normal workdays are Monday through Friday except US Federal Holidays. Workers typically work eight (8) hours per day, 40 hours per week. Core hours of work shall be established by the COR. All Contractor employees shall be available during core hours. A second or third shift may be utilized as authorized by the COR to meet mission requirements.						
	2.6.6.	AQL: **Basic Schedule Information for Contingency Support:**	The Contractor shall be prepared to work up to seven continuous days per week as coordinated by the COR. Saturdays and Sundays shall be workdays depending on mission requirements and operational commitments. Unless otherwise directed by the COR, the standard work week shall be a minimum of forty (40) hours. The COR may approve up to forty-four (44) additional hours per week for a total of eighty-four (84) hours. Any time worked over the eighty-four (84) hours per week will be approved on a case-by-case basis by the COR.						
	2.6.7.	AQL: **Weekends/Holidays/Overtime:**	Prior to performance, and after confirming funds availability, the Contractor shall submit a written request with justification detailing impact to mission if not approved for Weekend/Holiday/Base Closure/Overtime (WHBO) working hours to the Government for approval by the COR IAW DI-MISC-80508 (CDRL A024). The COR will review and approve any WHBO working hours by a specific effort's labor Contract Line-Item Number (CLIN) or Sub-contract Line-Item Numbers (SLIN). In addition, the Government may require overtime to meet mission requirements; therefore, the Contractor shall be prepared for, and coordinate, to meet such mission requirements as requested.						
	2.6.8.	AQL: **Rescheduling Lost Work Time:**	Down days, weather days, and safety days lost hours may be rescheduled in coordination with the COR. In the event of three consecutive down days, the Contractor shall seek guidance from the COR as to how to proceed forward.						
	2.6.9.	AQL: **Surge and Drawdown Requirement:**	The Contractor shall have the capability to surge and expand existing services based on increase activity or expanded direction (workload) for a Government Surge Requirement. In reverse, once demand or workload decreases, the Contractor shall plan drawdown accordingly. The Contractor shall coordinate with the PCO or COR to develop a reasonable timeline for meeting the surge or drawdown requirements.						
	2.6.10. 2.6.10.1. 2.6.10.2.	AQL: **Personnel Roster:**	The Contractor shall provide the Personnel Roster to include primary points of contact IAW DI-MISC-81419, Contractor Personnel and Manning (CDRL A002). The Contractor shall notify the COR via email within twenty-four hours of any changes of primary personnel with changes annotated on subsequent CDRL submission. See Contract Attachment 0006, Additional CDRL Information, for identification of personnel and additional tailoring information. Personnel working on site shall obtain and utilize an enterprise e-mail (army.mil) account while supporting the performance of this contract. Personnel working on site shall comply with paragraph 4.1.3.						

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PRS#	**PWS Paragragh**	**ACTIVITY**	**REQUIREMENT**	**Responsible**	**Method or Technique**	**Frequency**	**Standard**	**SAT / UNSAT**	**Comments**
PRS-9	2.7.	AQL: **Contractor Personnel, Disciplines, and Specialties:**	The Contractor shall accomplish the assigned work by employing and utilizing psychologically and physically qualified personnel with appropriate combinations of education, training, knowledge, skills, and experience. The Contractor shall not allow personnel to perform any activities and/or tasks on this contract without proper and adequate qualifications or job competency training. The Contractor shall assign personnel in the performance of this PWS to efficiently utilize resources. The Contractor shall provide personnel capable of additional duty requirements to include, but not limited to, respirator user, confined space, non-crewmember Federal Aviation Agency (FAA) flight personnel, Aircraft Survivability Equipment (ASE) evaluators, and HAZMAT certifiers. The Contractor shall ensure personnel fulfilling positions meet or exceed the qualifications given in Contract Attachment 0007, Qualifications and Job Descriptions. Contractors working in OCONUS locations shall comply with all requirements in Contract Attachment 0009, Additional OCONUS Requirements. The Contracto shall provide and maintain the occupational skill levels and capabilities necessary for the purpose of achieving mission requirements. The Contractor shall allow Government personnel to verify records (hard copy and electronic) that Contractors and Subcontractors possess the skills, physical agility, knowledge, and training to perform the missions.						
	2.8.	AQL: **Training:**	The Contractor shall identify, plan, provide, and manage training activities for Contractor employees and Subcontractors at no additional cost to the government unless categorized IAW paragraph 2.8.1 or 2.8.2. Training activities shall minimize impacts to mission and comply with re-occurring training requirements. The Contractor shall maintain records and be able to demonstrate training activities for Contractor employees and Subcontractors to include Special Process Certifications. The Contractor shall provide initial and refresher training to meet the PWS requirements in paragraph 2.7 and maintain the currency of their employees and Subcontractors. Any initial and reoccurring training to establish or keep Contractor employees competent to meet contract requirements is at Contractor expense. The Contractor shall be able to demonstrate that personnel and Subcontractors are trained, qualified, proficient, physically agile and licensed to operate material handling equipment (i.e., forklift), peculiar ground & aviation support equipment, and vehicles specific to their jobs. The Contractor shall develop, record, and maintain all training records both initial and recurring and be able to demonstrate performance upon request from the Government.						
	2.8.1.	AQL: **New Equipment Training (NET) or New Processes Training:**	The Contractor shall provide personnel for Government provided new equipment and process training, which may also include support of software. The Contractor shall provide personnel for NET or new process training upon notification by PCO or COR. Training categorized as NET or new process training will be provided by the government. The Contractor shall ensure that NET or new process trained personnel remain available to serve in the job classification or position for which the training was received. After initial personnel are trained, any further training of personnel is no longer considered NET or new process training and shall be at the Contractor's expense.						
	2.8.2.	AQL: **Airframe Condition Evaluation (ACE) Inspector Training:**	The Contractor shall identify and provide employees for Aircraft Condition Evaluation (ACE) training. The Government will coordinate, schedule, and fund training at Corpus Christi Army Depot (CCAD) or other USG approved location. The Contractor shall maintain certification information in the employee's training record.						
	2.8.3.	AQL: **Crewmember/Non-Crewmember Records:**	The Contractor shall manage all crewmember/non-crewmember records in accordance with (IAW) AR 95-20, AR 95-1, and in the appropriate ERP/MRP system.						
	2.8.4.	AQL: **Hazardous Material (HAZMAT) Training:**	The Contractor shall ensure that all employees receive annual Hazard Communication Training per 29 CFR 1910.1200. This training shall include how to read and understand Safety Data Sheets (SDS) regulated by the United Nations Globally Harmonized System for Classifications and Labelling of Chemicals (GHS).						
	2.8.5.	AQL: **On-the-Job Training (OJT):**	The Contractor shall implement an On-the-Job Training (OJT) program to support a cross-training program. The OJT program shall be documented in the Contractor's procedures, see paragraph 3.1.3. The OJT program shall be specific to Mission Design Series (MDS) or special skill and include oversight of work supporting quality assurance. The Contractor shal retain training records for personnel in-process and those who have completed the OJT program.						
	2.8.6.		The Contractor shall ensure all personnel (Contractor and subcontractor) in support of this Contract are trained according to the Security training identified in Contract Attachment 0003, DD 254, Contract Security Classification Specification Guide. If the training is not accessible using references given in the contract attachment, the COR must be notified immediately. The Contractor shall retain certificates of completion for each Contractor employee, subcontractor employee, and third-party employee per paragraph 2.8. The contractor shall retain training records and plan for reoccurring training. Contractor employees traveling OCONUS or deploying contractors shall be required to comply with any additional training set forth by host command guidance and IAW DoDD 4500.54E.						

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	2.8.6.1. 2.8.6.2. 2.8.6.3. 2.8.6.4. 2.8.6.5. 2.8.6.6.	AQL: **Security Training:**	All on-site support contractors with access to classified information shall receive orientation training to the DoD Information Security Program and annual refresher training that reinforces the policies, principles, and procedures covered in their initial and specialized training, IAW DoDI 5200.01, Volume 3. All Contractor employees requiring access to a government information system shall register in the ATCTS (Army Training Certification Tracking System) and shall complete the DOD Information Assurance Awareness training prior to network access issuance and annually thereafter. All Contractor employees requiring access to government installations, facilities and controlled access areas shall complete AT Level I awareness training within 30 calendar days of working on this contract and annually thereafter, IAW AR525-13. All Contractor employees shall complete (Operational Security) OPSEC I awareness training within 30 calendar days of working on this contract and annually thereafter. All Contractor employees with security clearances shall complete Counterintelligence Awareness and Reporting (CIAR), formerly Threat Awareness Reporting Program (TARP), training annually, IAW AR 381-12. The Contractor shall brief all contract employees on the local iWATCH program within 30 calendar days of working on this contract.						
	2.8.7.	AQL: **Environmental Training:**	The Contractor shall ensure that its personnel are aware of environmental requirements associated with assigned roles and responsibilities identified by the Environmental Management System (EMS) and how the requirements affect their work performed under this contract. The Contractor shall designate environmental personnel IAW paragraph 4.3.1. Environmental compliance designee(s) (ECD) shall complete initial ECD training through the installation or Major Subordinate Command (MSC) environmental compliance point of contact within 15 days of the start of contract performance. The Contractor shall not allow personnel to perform any environmental related activities without proper and adequate qualifications or job competency training. In the event of any identified noncompliance and if requested, the Contractor shall provide proof of training or qualification to include individual name, training/qualification type, training/qualification certificate, and date of training/qualification. Training records shall verify personnel are trained to perform those contract activities associated with the identified noncompliance.						
	2.8.8.	AQL: **HAZMAT Management Training:**	The Contractor shall identify employee HAZMAT training requirements and ensure all Contractor employees and subcontractors are trained and have documentation as proof. The Contractor shall ensure training covers all HAZMAT management topics in paragraph 4.3.5.4.						
	2.8.9.	AQL: **Sexual Assault/Harassment Training Plan and Reporting:**	The Contractor shall develop and implement a Sexual Assault/Harassment Training Plan IAW DI-MGMT-80004 (CDRL A010) to include all locations. The Contractor shall immediately report by phone ALL incidents of sexual assault to the local Provost Marshall, COR, PCO, and local Commander/Task Force Commander. After the initial phone call to the Provost Marshal and within four hours, the Contractor shall prepare a Sexual Assault/Harassment Incident Report IAW DI-SAFT-81563 (CDRL A011). Information shall be provided in the report so that higher level command can be notified immediately. As the Contractor learns of additional information relating to the incident, the initial report will be amended with subsequent reports providing as much detail as possible pertaining to the "who, what, why, when and where" information.						
	2.9.	AQL: **Motor Vehicle Operator Licenses:**	The Contractor shall provide operators for motor vehicles. The Contractor shall ensure motor vehicle operators meet the qualifications in Contract Attachment 0007, Qualifications and Job Descriptions, at no additional cost to the government. The Contractor's motor vehicle operators shall be IAW DoDI 4500.36. Certification or re-certification shall be at Contractor's expense. The Government reserves the right to revoke or suspend driving privileges for any employee of the Contractor in appropriate instances (e.g. when the employees state driver's license has been suspended, revoked or has expired, or as set forth in other regulations or directives for DoD personnel). The Contractor shall document all operator training and qualifications, see paragraph 2.8.						
	2.9.1.	AQL: **Commercial Driver's License (CDL):**	The Contractor shall provide personnel with CDL and the applicable endorsements for those required to operate Government owned or leased vehicles. The CDL qualifications are in Contract Attachment 0007, Qualifications and Job Descriptions.						
	2.9.2.	AQL: **Preventive Maintenance Checks and Services (PMCS):**	The Contractor shall conduct PMCS before, during, and after vehicle and equipment operation IAW operator's manuals. The Contractor shall document that PMCS status is up to date and vehicle, or equipment operation is suitable for use prior to utilization. PMCS documentation shall remain with the equipment and facilitating operator while in use.						
	2.10.	AQL: **Travel and Off-site Operations:**	The Contractor shall make all arrangements for travel such as but not limited to commercial air, car rental, lodging, and subsistence required.						
	2.10.1. 2.10.1.1. 2.10.1.2. 2.10.1.3. 2.10.1.4. 2.10.1.5.	AQL: **Travel Expenses:**	The Contractor shall not incur travel expenses without prior coordination with the COR or PCO. The Contractor shall submit a travel reimbursement IAW FAR 31.205-46, Travel Cost, within ten working days upon return. Travel voucher(s) shall itemize cost for travel charged to the CLIN/SLIN. Contractor program management personnel shall sign all travel voucher(s). The Contractor shall notify and request clarification from the COR for any instances not addressed in FAR 31.205-46. The Contractor shall track estimates and actuals of all travel details IAW DI-MISC-80508, CDRL A036, Travel Log. The Contractor shall retain completed travel vouchers on file during the life of the contract and make these available to the Government upon request.						
	2.10.2.	AQL: **Regional Crossover:**	The Contractor shall be required to cross contract assigned regions to support mission requirements when approved by the PCO, see Contract Attachment 0004, Areas of Responsibility & Missions and Capabilities by Location.						

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	2.11.	AQL: **Data Accession List (DAL):**	The Contractor shall deliver a DAL of data sets, data products, or documentation created by the Contractor during the course of the contract but not formally ordered by the Government. These shall include but is not limited to Work Breakdown Structure (WBS), workbooks, and any other processes. The Contractor shall prepare and deliver the DAL IAW DI-MGMT-81453 (CDRL A033). The Contractor shall prepare and deliver DAL Supplement Data IAW DI-MISC-80508 (CDRL A032).						
	3	AQL: **Performance Requirements:**	The following section specifies the Performance Objectives and Performance Elements for the contract.						
	3.1 3.1.1.	AQL: **Program Requirements/ Management:**	The Contractor shall provide program management for AFMD missions and the requirements in this PWS. The COR shall have an open line of communication with Contractor management personnel to stay apprised of situations, issues, or opportunities along with cost and schedules. In the event of urgent program issues, management personnel shall notify the PCO and COR within two business days of discovery. Without being prompted, Contractor management personnel shall provide to Government, flexible, proactive, and effective solutions for critical program issues. The Contractor shall establish and maintain adequate management structure for efficient supervision of all employees.						
	3.1.2. 3.1.2.1. 3.1.2.2. 3.1.2.3. 3.1.2.4. 3.1.2.5.	AQL: **Internal Metrics:**	The Contractor shall identify, measure, track, and trend internal key metrics to measure Cost, Schedule, and Performance. The Contractor shall establish key metric goals for continuous improvement, see paragraph 4.6.3. The Contractor shall continuously evaluate internal metrics against those used by the Government to verify conformity to contractual requirements, see Contract Attachment 0008, Contractor Performance Metrics. The Contractor shall prepare and present their internal metrics at PMR events for Government collaboration and feedback, see paragraph 3.1.8. The Contractor shall post updated internal metrics in common work areas for Contractor employees and Government personnel to promote and communicate common goals.						
	3.1.3.	AQL: **Flight/Ground Operation Procedures (FOP/GOP):**	The Contractor shall prepare and maintain FOP/GOP indicating how all contractual requirements shall be implemented and executed. The Contractor shall provide these IAW DI-MGMT-80004 (CDRL A003) FOP/GOP. The FOP/GOP shall include the relationship equivalency between the Contractor job descriptions and the labor categories used in performance of the contract. The FOP/GOP shall be formatted IAW requirements in paragraph 2.1. The FOP/GOP shall support the requirements in paragraph 4.6.3.						
	3.1.4.	AQL: **Business and Financial Accounting Information:**	The Contractor shall operate and maintain a computerized data management system for Business and Financial Accounting Information. The Contractor system shall be IAW 48 CFR Part 9903 and DCAA Manual 7641.90. The Contractor system shall have controls to prevent exceeding Ceiling Price and the funds available on each CLIN/SLIN. The Contractor system shall include internal controls supporting contractual requirements and produce accurate, timely, and complete invoices for submittal to the Government.						
	3.1.4.1. 3.1.4.2. 3.1.4.3. 3.1.4.4.		The Contractor shall provide estimated cost and man-hour information using an Activity Cost Estimation Form (ACEF) to estimate labor, travel, per diem, material and non-material, to include consumable item costs per the Statement of Objectives (SOO) on the ACEF. ACEF information shall be provided using the Enterprise Resource Planning/ Material Requirements Planning System (ERP/MRP), see paragraph 3.1.6. The Contractor shall complete the ACEF information request within five working days of notification and request. If the electronic ACEF is not available, the Contractor shall provide information In Accordance With (IAW) Activity Cost Estimation Form (ACEF) DI-MISC-80508 (CDRL A029). The Contractor system shall calculate current expenditures against any given CLIN/SLIN and be capable of meeting the requirements in paragraph 3.1.5.4. The Contractor shall have an Earned Value Management (EVM) system. The Contractor EVM system shall be determined to be IAW Electronic Industries Alliance (EIA) 748 by a Cognizant Federal Agency (CFA). The EVM system shall be synced with the Contractor system for Business and Financial Accounting Information. The Contractor shall report the Earned Value Management data of cost and schedule performance utilizing the Integrated Program Management Data and Analysis Report (IPMDAR) IAW DI-MGMT-81861 (CDRL A001) and Contract Attachment 0006, Additional CDRL Information. The Contractor shall provide access to all pertinent records and data requested by the Contracting Officer or duly authorized representative as necessary to permit initial and ongoing Government compliance reviews.						
PRS-6	3.1.5.		The Contractor shall provide reporting. Additional reporting instructions and formats may be found in Contract Attachment 0006, Additional CDRL Information.						

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PRS-7	3.1.5.1. 3.1.5.2. 3.1.5.3. 3.1.5.4. 3.1.5.5. 3.1.5.6. 3.1.5.7. 3.1.5.8. 3.1.5.9. 3.1.5.10.	AQL: **Deliverable Reporting Requirements:**	The Contractor shall produce a Certificate of Service Report for all labor expended and IAW DI-MISC-80508 (CDRL A030). The Contractor shall trace and report costs for all associated CLIN/SLIN. The Report shall be by skill set for man-hours and labor cost classified as direct, indirect, and non-productive. Contractor shall notify COR of any conditions or situations that may delay Contractor's cost, schedule, or performance. COR notification shall be formalized and documented by submitting Production Information Report (PIR) IAW DI-MISC- 80508 (CDRL A013). When conditions change from those documented, the Contractor shall notify the COR and submit an updated PIR. When directed by the COR, the Contractor shall continue working, as long as adequate funds are available. The Contractor shall provide an Equipment and Facilities Report IAW DI-MISC-80508B (CDRL A022). The Equipment and Facilities Report shall be for those areas requiring maintenance or having substandard tooling/facilities according to Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), and other USG criteria. The Contractor shall provide a Funding/Over-Cost Notification Letter IAW DI-MISC-80508 (CDRL A031). The Funding/Over-Cost Notification Letter shall alert the PCO and COR at 70% of the ceiling price for each accounting classification reference number (ACRN)/CLIN/SLIN. The Contractor shall notify the COR about cost obligations expected to exceed the ceiling price and request any additional funds needed to complete mission requirements. The Contractor shall not overrun ACRN/CLIN/SLIN ceiling price. The Contractor shall support any audit of the vouchers and supporting documentation requested by the PCO within two days of request. The Contractor shall provide a Material and Non material Support Fund report IAW DI-MISC-80508 (CDRL A021). The Material and Non-material Support Fund report shall reflect the activity in paragraph 3.1.9. The Contractor shall submit a Personnel Report IAW DI- MISC-81419, Contractor Personnel and Manning (CDRL A002). The Personnel Report shall include a manning level report to identify the number of Contractor positions for each site and on road teams. The Personnel Report shall identify positions by skill set and includes various other data elements for personnel on contract. The Contractor shall maintain and provide a crewmember Currency Report IAW DI-MISC-80508 (CDRL A026). The contractor shall submit an Industrial Hygiene Plan IAW DI-MISC-80004 (CDRL A008) see paragraph 4.3.10.3. The contractor shall provide Industrial Hygiene Monitoring Data as required IAW DI-MISC-80508 (CDRL A009) see paragraph 4.3.10.5. The Contractor shall initiate a Safe De-obligation Request Package within 45-days of all completed efforts IAW DI-MISC-80508 (CDRL A035), also see Contract Attachment 0008, Contractor Performance Metrics.						
	3.1.6.	AQL: **ERP/MRP System Reporting:**	The Contractor shall utilize ERP/MRP system automation tools for management of repair parts, maintenance activities, submission of required Contract Data Requirements IAW Contract Attachment 0002, DSL and in performance of this contract, see Contract Attachment 0005, Government ERP/MRP Systems, Hyperlinks and Email Addresses. The Contractor shall utilize ERP/MRP systems IAW regulations and the associated system's user manual.						
	3.1.6.1. 3.1.6.1.1. 3.1.6.1.2. 3.1.6.1.3. 3.1.6.1.4.		The Contractor shall use current ERP/MRP system tools, programs, or web-based applications for managing and monitoring repair parts, researching sources of supply, accounting for GFP, reporting, and recording maintenance actions, processes, and historical records. The Contractor shall ensure personnel utilizing ERP/MRP system programs are familiar, understand, and comply with the program procedures, see paragraph 2.8. The Contractor shall provide personnel able to operate and support ERP/MRP systems. Information Assurance (IA) specific personnel shall be certified IAW DoD 8570.01-M. The Contractor shall obtain access to ERP/MRP systems to track logistical and financial data. The Contractor shall update AFMD approved Daily Status Reporting. Daily reporting shall be for all ongoing operations and missions. The daily reporting shall include, but is not limited to, current status, percentage complete, critical spare parts required, estimated completion date (ECD), risks and issues that may prevent the contractor from meeting the ECD and other data as required.						
	3.1.6.2. 3.1.6.3. 3.1.6.4.		The Contractor shall provide input to improve publications. The Contractor shall utilize and submit DA Form 2028 recommendations IAW reference documents, paragraph 1.4. The Contractor shall report IAW 10 U.S.C., Section 235 and DFARS 204.1703-Services Contract Inventory/Reporting via Contract Attachment 0005, Government ERP/MRP Systems, Hyperlinks and Email Addresses. The contractor shall report by fiscal year all contractor labor hours to include subcontractor labor hours required for performance of services provided under this contract for the U.S. Army via a secure data collection site. If any Government ERP/MRP system becomes temporarily unavailable, the Contractor shall enter retroactive data into ERP/MRP system, within two business days once the system becomes available.						
PRS-4	3.1.7.		The Contractor shall manage and account for all Government Furnished Property (GFP) and Contractor Acquired Property (CAP). The Contractor shall manage GFP and CAP IAW FAR 52.245-1.						
	3.1.7.1.		The Contractor shall submit a Property Control Plan (PCP) IAW DI-MGMT-80004 (CDRL A005). The Contractor shall use ERP/MRP system for GFP and CAP reporting IAW DFARS 252.245-7005 and include these processes in the approved PCP.						
	3.1.7.2. 3.1.7.2.1. 3.1.7.2.2. 3.1.7.2.3.		The Contractor shall use a Government approved Contractor Property Management System (CPMS) of internal controls to manage property IAW DFARS 252.245-7003. The Contractor shall provide a complete, current, and auditable record of all transactions in the CPMS. Lateral Transfer: The Contractor shall coordinate with the COR for lateral transfer from one site to another within the contract area of responsibility. The Contractor shall not lateral transfer GFP without justification. Turn-In: The Contractor shall coordinate with the COR prior to turn-in of property. CAP Conversion: Turn-In: The Contractor shall request conversion of CAP to GFP within 5 business days upon receipt using the ERP/MRP system. CAP will be treated as GFP after delivery and acceptance occurs.						
	3.1.7.3.		The Contractor shall maintain and provide GFP Listing IAW DI-MISC-80508 (CDRL A019) GFP Listing for issuance of a contract modification to update Contract Attachment 0011, Government Furnished Property (GFP) Listing.						

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	3.1.7.4. 3.1.7.4.1. 3.1.7.4.2. 3.1.7.4.3.	AQL: **Property Management:**	The Contractor shall perform inventory of GFP IAW appropriate CDRL and Contract Attachment 0006, Additional CDRL Information. The Contractor shall report Inventory results and loss, damage, destruction or theft at each PMR. The Contractor shall perform a Monthly Cyclic Inventory of GFP and submit inventory results IAW DI-MGMT-80259 (CDRL A014). The Monthly Cyclic Inventory of GFP shall cover 10% cyclic monthly by site, excluding the months of June and December, equaling 100% annually. The Contractor PCP shall cover how the monthly 10% inventory listing is derived to ensure 100% of items are inventoried annually. The Contractor shall perform Sensitive Item Inventory of GFP monthly and submit inventory results IAW DI-MGMT-80259 (CDRL A015). Sensitive Item Inventory of GFP shall be by site.						
PRS-5	3.1.7.5. 3.1.7.5.1. 3.1.7.5.2.		Upon discovery of loss, the Contractor shall notify the COR. The Contractor shall initiate reports of discrepancies for loss of GFP and CAP utilizing the property reporting ERP/MRP system in Contract Attachment 0005, Government ERP/MRP Systems, Hyperlinks and Email Addresses, and Contractor shall prepare and submit a Loss, Damage, Destruction or Theft (LDDT) Investigation Packet IAW DI-MISC-80508 (CDRL A018) for any GFP, CAP, or Incidental property discovered as loss. The Contractor may use reporting functions in ERP/MRP system to produce digital reports for LDDT Investigation Packet submission for GFP and CAP. The Contractor can utilize the report from the GFP ERP/MRP system report for accident/incident reporting investigations, see paragraph 4.2.4, when GFP or CAP is involved.						
	3.1.7.6.		The Contractor shall request GFP or Incidental property procurement when there is a need to purchase new GFP/Incidentals utilizing the Equipment and Facilities Report IAW DI-MISC-80508 (CDRL A022). Any CAP procurement, when needed, shall follow the material expenses process IAW paragraph 3.1.9.						
	3.1.7.7. 3.1.7.7.1. 3.1.7.7.2. 3.1.7.7.3. 3.1.7.7.4.		Incidental Property: The Contractor shall include the control and management of incidental property in their PCP, see Contract Attachment 0014, Incidental Property Listing. The Contractor shall only use the property for performing work in support of this contract. Modifications or alterations of property are prohibited. The Contractor shall not cannibalize property. In the event property is received by the Contractor in a condition not suitable for its intended use, becomes unserviceable or no longer required for contract performance the contractor shall notify the COR / KO for disposition instructions. The Contractor shall inventory incidental property at least once every two years and provide a new listing, IAW DI-MISC-08508 (CDRL A037), Incidental Property Listing, from the CPMS to update Contract Attachment 0014, Incidental Property Listing. The Contractor shall have a process to enable the prompt recognition, investigation, disclosure and reporting of loss of incidental property IAW paragraph 3.1.7.5. The Contractor's invoice shall be reduced by the amount of damage/loss resulting from negligent action or inaction, discovered during a quality LDDT investigation, as directed by the PCO.						
	3.1.8.	AQL: **Program Management Reviews (PMR):**	The Contractor shall conduct a Semi-annual PMR with the PCO, PA, and COR to report on the status and performance of program support to the Government. The Contractor shall submit PMR data IAW DI-MISC-80508 (CDRL A025) and Attachment 0006, Additional CDRL Information.						
	3.1.9.	AQL: **Reimbursable Material and Non-Material Expenses:**	The Contractor shall utilize Material and Nonmaterial funds on the established CLIN/SLIN to obtain material or services not available through, or unable to be procured timely (as to hinder performance) through normal Government channels.						
	3.1.9.1. 3.1.9.2. 3.1.9.3. 3.1.9.4.		The Contractor shall request material or services by submitting a purchase request package to the COR. The Contractor's material or services request package shall have a minimum of three vendors bids identified, along with a purchase order request filled out completely, IAW DI-MISC-81616 (CDRL A020), Material/Non-Material Purchase Request. If the Contractor does not provide three vendor bids, the Contractor shall provide sufficient justification, in writing and within the purchase request package, to waive the three-vendor bid requirement. Local vendor use is highly encouraged to limit transportation costs and expedite procurement. The COR will then review and determine if the requested material or service is a valid mission requirement (i.e. directly incidental to the work being performed) and verify that funding is available on the affected support CLIN/SLIN to cover the expense. The Contractor shall request and obtain final approval from the COR. The Contractor shall provide Material and Nonmaterial support fund information per paragraph 3.1.5.5. Delivery of the item(s) purchased and final cost shall be annotated to provide notification to the COR monthly.						
	3.2.	AQL: **Aviation Field and Sustainment Maintenance:**	The Contractor shall provide Aviation Field and Sustainment Maintenance Support.						
	3.2.1.		The Contractor shall perform support of maintenance operations utilizing technical information given in applicable documents see paragraph 1.4, and IAW Contract Attachment 0004, Areas of Responsibility & Missions and Capabilities by Location. The Contractor shall perform general repairs on components and end items; disassemble components as necessary to the level authorized by Government approved specifications. The Contractor shall conduct final evaluation and processing for all maintenance performed and complete all associated records and work orders to include an Aircraft Work Order Close-out Package IAW DI-MISC-80508 (CDRL A028) in the appropriate ERP/MRP system IAW Contract Attachment 0005, Government ERP/MRP, Hyperlinks and Email Addresses. The Contractor shall be IAW paragraph 2.1.						
PRS-8	3.2.1.1.		The Contractor shall limit disassembly to the extent necessary to accomplish the authorized work. The Contractor shall troubleshoot, test and inspect to determine the extent of repairs necessary. The Contractor shall remove parts/components determined to be defective and make authorized repairs. The Contractor shall ensure workmanship is of a quality that assures all maintenance accomplished meets all applicable standards for serviceability.						

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PRS#	**PWS Paragragh**	**ACTIVITY**	**REQUIREMENT**	**Responsible**	**Method or Technique**	**Frequency**	**Standard**	**SAT / UNSAT**	**Comments**
	3.2.1.2. 3.2.1.2.1. 3.2.1.2.2.		The Contractor shall ensure all maintenance is IAW applicable and approved publications, technical directives, instructions, standards, and procedures, see paragraph 1.4. The Contractor shall utilize approved blueprints, drawings, or schematics. The Contractor shall use the most current version of manuals regardless of media format. The Contractor shall work with COR for resolution in case of conflict with instructions between this PWS and any technical manual, directive, regulation, or specification incorporated by reference herein. The Contractor shall have processes and procedures in place to continue maintenance and support operations with temporary loss of electronic logbooks.						
	3.2.1.3. 3.2.1.3.1. 3.2.1.3.2.		Rework: The Contractor shall perform rework. The contractor is not allowed to make a profit based on rework and all rework work will be approved and monitored by the COR. When rework is required, the Contractor shall initiate and capture all rework and repair efforts on a separate work order to quantify man-hours. These are reported to the COR. The Contractor shall identify all material costs for rework and repair efforts and report these to the COR, IAW paragraph 3.2.1.3.						
	3.2.1.4.		The Contractor shall participate and support the writing, or revision of standardized materials for reports, manuals, catalogs, and related technical and administrative publications.						
	3.2.1.5.		The Contractor shall ensure each employee assigned to a program has portable tool kits, small instruments/tools (excludes calibrated items) and PPE per paragraph 4.2.5, to complete assigned tasks. The Contractor shall ensure portable tool kits or toolboxes are compliant with paragraph 4.7 prior to beginning work.						
	3.2.1.6.		The Contractor shall provide ground handling services for movement of aircraft IAW paragraph 2.1, 2.7, and 2.8.						
	3.2.1.7.		The Contractor shall provide protection to aircraft and GFP from severe weather events. Protection shall be IAW aircraft MDS and site-specific airfield requirements.						
	3.2.1.8.		The Contractor shall conduct joint aircraft inventory with the owning unit when accepting an aircraft into work and when returning it to the unit for major maintenance or work performed extending over fourteen calendar days.						
	3.2.1.9.		The Contractor shall perform preservation/de-preservation for aircraft and aircraft components IAW the appropriate aircraft manuals.						
	3.2.1.10.		The Contractor shall provide maintenance support and qualified personnel for Cross-Country or One-time Flights as approved by the GFR and the COR.						
	3.2.1.11.		The Contractor shall provide support for maintenance test flight and flight operations.						
	3.2.1.11.1.		The Contractor shall provide flight personnel (crew and non-crew members), IAW paragraph 2.1, for flight operations.						
	3.2.1.11.2. 3.2.1.11.2.1 . 3.2.1.11.2.2 .		Maintenance Test Pilots (MTP): The Contractor shall provide qualified MTP IAW Contract Attachment 0007, Qualifications and Job Descriptions. MTP physicals shall be IAW paragraph 2.6.1. MTP positions will be dependent upon mission and funding IAW paragraphs 2.6.9 and 3.1.4.1. Contractor MTP shall be designated as an Additional Duty Safety Officer (ADSO), see paragraph 4.2.2. Contractor MTP shall perform additional duties for work activities that do not interfere with primary MTP duties.						
	3.2.1.11.3.		The Contractor shall provide MTP with a Mission Profile Briefing upon approval by the GFR and satisfactory completion of each annual evaluation check ride. The briefing shall state the conditions and parameters existing for each test flight. The briefing shall be given annually.						
	3.2.1.11.4.		The Contractor shall provide no more than two pilots (non-MTP), unless approved by COR, located at the hub locations in Contract Attachment 0004, Areas of Responsibility & Missions and Capabilities by Location, capable of performing ground and flight duties IAW AR 95-20 and AR 95-1. Non-MTP pilots shall be qualified and perform Aviation Safety Official (ASO) duties or another labor category position, see paragraph 4.2.1 and Contract Attachment 0007, Qualifications and Job Descriptions.						
	3.2.1.11.5.		The Contractor shall ensure pilots (MTP and non-MTP) comply with annual flight evaluation requirements and documentation, see paragraph 2.1 and 2.8.						
	3.2.1.11.6.		The Contractor shall request Government approval for aircrew qualification or upgrade training IAW requirement in paragraph 2.1.						
	3.2.1.11.7.		The Contractor shall designate one MTP as Chief pilot as an additional duty, see Contract Attachment 0007, Qualifications and Job Descriptions.						
	3.2.1.12.		The Contractor shall conduct aircraft fueling/defueling operations when applicable, see Contract Attachment 0004, Areas of Responsibility & Missions and Capabilities by Location. Aircraft fueling/defueling operations shall be IAW ATP 4-43. Fuel Handler qualifications shall be IAW Contract Attachment 0007, Qualifications and Job Descriptions. Fuel Handler training records shall be up-to-date and accurate, see paragraph 2.8.						
	3.2.1.12.1. 3.2.1.12.2. 3.2.1.12.3. 3.2.1.12.4. 3.2.1.12.5. 3.2.1.12.6. 3.2.1.12.7.		The Contractor shall use the storage tanks provided to prevent spillage or leakage of used oil and off specification fuel and notify the COR for emergency pick-ups when necessary. The Contractor shall perform Ground Safety and Fire Guard duties where fueling and defueling is a third-party responsibility. The Contractor shall perform de-puddling to facilitate fuel system maintenance. The Contractor shall conduct fueling and defueling at facilities not co-located with maintenance activities. The Contractor shall de-contaminate contaminated fuel per technical guidance. The Contractor shall operate the fuel tankers and maintain records to verify fuel quality. The Contractor shall perform fuel circulation daily. The Contractor shall perform aqua-glow tests twice weekly. The Contractor shall sample the fuel monthly. The Contractor shall comply with TM 55-2320-279-14, TM 4-43.31 and ATP 4-43. The Contractor shall prepare the aircraft and coordinate movement to defuel and refuel area.						

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	3.2.1.13.	AQL: **General Maintenance Support:**	The Contractor shall maintain the Maintenance Request Register in ERP/MRP system IAW Contract Attachment 0005, Government ERP/MRP Systems, Hyperlinks and Email Addresses.						
	3.2.1.14.		The Contractor shall manage workflow and production utilizing Government ERP/MRP.						
	3.2.1.14.1. 3.2.1.14.2. 3.2.1.14.3. 3.2.1.14.4. 3.2.1.14.5.		The Contractor shall provide maintenance activity planning and control for aircraft maintenance. The Contractor shall prepare maintenance special reports, and records pertaining to aircraft maintenance, component repair, and other related activities. The Contractor shall track and report maintenance activity status for all maintenance missions/efforts. The Contractor shall notify the COR prior to starting, stopping (work stoppage prior to completion), or restarting maintenance efforts. The Contractor shall notify the COR within twenty-four hours of identifying any projected occurrences of non-productive time for al CLIN/SLIN. The Contractor shall provide a detailed reason for non-productive time.						
	3.2.1.15.		The Contractor shall furnish oil samples as applicable to the Army Oil Analysis Program (AOAP) Laboratory IAW AR 750-1 and TB 43-0211.						
	3.2.1.16.		The Contractor shall perform limited depot repairs per DEVCOM Maintenance Engineering Call (MEC) and as authorized by AMCOM and COR. The Contractor shall coordinate QAS review of MEC prior to USG submission or starting work so that quality in-process checks (Q-Stops) shall be inserted.						
	3.2.1.17.		Limited Depot Repair: The Contractor shall initiate an Estimated Cost of Damage (ECOD) using the latest DoD guidelines and AR 750-1. The Contractor shall not proceed with depot repairs until an approved Technical Project Work Directive (TPWD) has been received indicating the ceiling price for the repair. The Contractor shall not exceed the ceiling price without additional approval from the COR. The Contractor shall open a separate depot work order to track all depot labor, parts, and materials used to complete the approved repair.						
	3.2.1.18.		The Contractor shall provide Tool Room management, see paragraph 4.7. Tool Room management shall be for common use tools shared across contract location(s). The Tool Room management shall provide for secure tool room access for all hours of work performance on this contract and be IAW paragraph 3.2.1.						
	3.2.1.19.		The Contractor shall provide a Test, Measurement, and Diagnostic Equipment (TMDE) Management Program for all items requiring calibration control management IAW guidance and regulations in Contract Attachment 0002, DSL, to include, but not limited to, AR 750-43, AR 25- 400-2, TB 750-25, TB 43-180, and DA PAM 738-751.						
	3.2.1.19.1. 3.2.1.19.2. 3.2.1.19.3. 3.2.1.19.4.		Contractor shall coordinate services with Original Equipment Manufacturer (OEM) or authorized service vendors for items not serviced by local TMDE facilities via paragraph 3.1.9. Notify COR of any situations where TMDE may delay Contractor's performance on this Contract, see paragraph 3.1.5.2. Notify COR of any lost or damaged TMDE, see paragraph 3.1.7.5. The Contractor shall input TMDE equipment and status in appropriate ERP/MRP system IAW Contract Attachment 0005, Government ERP/MRP Systems, Hyperlinks and Email Addresses.						
	3.2.1.20.		The Contractor shall perform scheduled and unscheduled maintenance on ground support equipment (GSE) IAW the applicable technical information.						
	3.2.1.21.		The Contractor shall provide Respirator Users capable of using Respiratory Protective Equipment (RPE) and IAW AR 11-34 and 29 CFR 1910.134 OSHA- Personal Protective Equipment Respiratory Protection. Respirator user qualification shall be per Contract Attachment 0007, Qualifications and Job Descriptions.						
	3.2.1.22.		The Contractor shall provide Non-Destructive Inspection and Testing (NDI/NDT) personnel qualified IAW NAS 410 and AR 750-1.						
	3.2.1.23.		The Contractor shall provide personnel capable of performing aircraft weight and balance measurement procedures specific to aircraft MDS.						
	3.2.1.24.		The Contractor shall Develop Workbooks and WBS to guide and control the maintenance processes for each aircraft MDS in coordination with aircraft maintenance manuals, technical documentation, and Modification Work Order (MWO). Workbooks and WBS shall be approved by the COR, or their designate, prior to use in maintenance processes and again after changes are made. Workbooks and WBS shall incorporate Government in-process inspection points (Q-Stops) to pause work activity until inspections are completed.						
	3.2.1.25.		The Contractor shall provide maintenance support for Fit Check activities on approved programs as directed by the COR.						
	3.2.1.26.		The Contractor shall package oil for aircraft and vehicles via direct transfer to approved containers or transportation equipment. The Contractor shall provide servicing, maintenance, and operation of oil containers or transportation equipment.						
	3.2.1.27.		The Contractor shall perform Maintenance Engineering Order(s) (MEO) as required for maintenance operations.						
	3.2.1.28.		The Contractor shall manage and maintain all fixed and portable facility and shop equipment as provided in paragraph 1.5 for their assigned areas, IAW Contract Attachment 0004, Areas of Responsibility & Missions and Capabilities by Location. The Contractor shall coordinate for the service and repair of all equipment or facility issues integral to their operations. The Contractor shall ensure equipment not locally supported is maintained according to Army and Manufacturers requirements and available to support mission. The Contractor shall utilize reimbursable SLIN/CLIN for services or repairs as authorized by the COR, IAW paragraph 3.1.9. The contractor shall report conditions and repair progress, IAW paragraph 3.1.5.3.						
	3.2.1.29.		The Contractor shall provide aviation maintenance or logistical related tasks or familiarization training to customers as directed by the COR. No training certification will be provided.						

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PRS#	**PWS Paragragh**	**ACTIVITY**	**REQUIREMENT**	**Responsible**	**Method or Technique**	**Frequency**	**Standard**	**SAT / UNSAT**	**Comments**
	3.2.1.30.		The Contractor shall perform reset on authorized aircraft per AR 700-138 and Special Test, Inspection, and Repair (STIR) requirements and technical information IAW Contract Attachment 0002, DSL. Contractor shall meet reset Turn-Around Time (TAT) by MDS, IAW Contract Attachment 0008, Contractor Performance Metrics. Reset shall be complete when the Maintenance Test Flight (MTF) is complete, and the aircraft is Fully Mission Capable (FMC) IAW AR 700-138 excluding special mission equipment not available. The Contractor shall prepare and present the aircraft for Final Acceptance (FA) no more than three workdays from the time of MTF.						
	3.2.1.30.1. 3.2.1.30.2. 3.2.1.30.3.		Reset shall include inspections, component removal/repair, authorized controlled exchange/substitution, structural repair, applicable MEC IAW paragraph 3.2.1.16, Aviation Safety Action Message (ASAMs), Aviation Maintenance Action Message (AMAMs), and Maintenance Operational Checks (MOC)/Test Flights of aircraft and components. Reset shall include repairs on aircraft structures, components and system end items, to include the disassembly of parts/components as necessary and IAW AMCOM directives, applicable TM, approved DoD guidance, and AFMD approved WBS. The Contractor shall notify the COR of any write-ups that cannot be closed out and coordinate how these will be closed out on the logbooks.						
	3.2.1.31. 3.2.1.31.1. 3.2.1.31.2.		The Contractor shall perform AIMS/OCSM on authorized aircraft. AIMS/OSCM/ASER is overhaul maintenance designed to restore aircraft to fully serviceable condition and maintain airframe life and structural integrity until RECAP or retirement. AIM/OCSM/ASER shall include all the tasks of reset with more extensive disassembly, strip and paint, expanded inspections to identify and repair structural faults, airframe alignment verification, and installation of structural upgrade kits. Components are inspected for serviceability and repaired or replaced. All AIM/OCSM/ASER tasks shall meet ACEF agreed to schedule, and man-hours defined during the estimating and IAW Attachment 0008, Contractor Performance Metrics.						
	3.2.2.	AQL: **Logistics Management:**	The Contractor shall perform all logistics related functions in support of aviation missions and IAW paragraph 2.2. The Contractor shall designate a Logistics Subject Matter Expert (SME) to act as the primary point of contact for the Government on logistics management issues IAW Contract Attachment 0007, Qualifications and Job Descriptions. Contractor shall utilize the appropriate ERP/MRP systems for logistic management IAW Contract Attachment 0005, Government ERP/MRP Systems, Hyperlinks and Email Addresses.						
	3.2.2.1. 3.2.2.1.1. 3.2.2.1.2. 3.2.2.1.3. 3.2.2.1.4.	AQL: **Shop Stock & Bench Stock:**	The Contractor shall manage rotating stock consisting of bench and shop stock, see representative listing in Contract Attachment 0013, Rotating Stock Listing. The Contractor PCP shall have documented internal procedures for controlling and managing rotating stock to include inventory controls, parts authorization, cost, and criticality review of requisitions for validity and correctness utilizing ERP/MRP systems. The Contractor shall account for shop and bench stock daily by conducting continuous stock inventories and location accuracy surveys using ERP/MRP system in Contract Attachment 0005, Government ERP/MRP Systems, Hyperlinks and Email Addresses. The Contractor shall conduct and report Causative Research for loss of inventory IAW AR 735-5. The Contractor shall provide Causative Research results IAW DI-MISC-80508 (CDRL A016). The Contractor shall request disposition instructions from the COR for non-stock/excess stock.						
	3.2.2.2. 3.2.2.2.1. 3.2.2.2.2. 3.2.2.2.3. 3.2.2.2.4.	AQL: **Repair Parts Procurement:**	The Contractor shall requisition repair parts as required for mission support. The order of procurement shall be sequentially through the supply system and material purchase IAW paragraph 3.1.9 and paragraph 2.2. The Contractor shall review all open backorders against current requirements and purge or cancel, as required. The Contractor shall identify critical parts and maintain a Critical Items List (CIL) in ERP/MRP system IAW, and update parts status as required. Critical parts may also be as directed by COR. The Contractor shall submit all 'walkthrough' requisitions as approved by COR. The Contractor shall ensure the part is on hand at Supply Support Activity (SSA) for 'walkthrough' processing. The Contractor shall process off-line requisitions as a last resort as approved by COR.						
	3.2.2.3.	AQL: **Turn-Ins:**	The Contractor shall provide management and control of all recoverable items processed as turn-ins IAW AR 725-50, DA PAM 750-8, and paragraph 2.2. The Contractor shall turn in parts to the SSA. Turn-in shall occur within 30 days upon receipt of recoverable item.						
	3.2.2.4. 3.2.2.4.1. 3.2.2.4.2. 3.2.2.4.3. 3.2.2.4.3.1. 3.2.2.4.3.2. 3.2.2.4.4. 3.2.2.4.5. 3.2.2.4.6.	AQL: **Inventory/Storage Management:**	The Contractor shall provide Inventory material and storage management IAW AR 710-4, AR 700-37, and paragraph 2.2. The Contractor shall process receipts to include inventory, inspect, and account for all items received ensuring all documentation is complete. The Contractor shall report shipping or packaging discrepancies utilizing the Supply Discrepancy Reporting (SDR) process. The Contractor shall report product quality discrepancies per paragraph 4.6.4. The Contractor shall store received items, assign locations, and maintain location files. The Contractor shall order packaging materials through the Government supply system using funds assigned to the associated program, as direct by COR. The Contractor shall exercise reasonable and prudent actions to properly care for all property in storage. The Contractor shall ship items based on disposition instructions from National Inventory Control Points (NICP). The Contractor shall inspect, package, and provide proper disposal of applicable classes of supply. The Contractor shall comply with AR 700-15. The Contractor Shall follow the Care of Supplies in Storage (COSIS) process IAW TM 38-8145-709 and ATP 3-04.7.						

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PRS#	**PWS Paragragh**	**ACTIVITY**	**REQUIREMENT**	**Responsible**	**Method or Technique**	**Frequency**	**Standard**	**SAT / UNSAT**	**Comments**
	3.2.3.	AQL: **Aviation Missions Support:**	The Contractor shall provide aviation maintenance support for directed and approved missions within contract mission and scope, the region area of responsibility (AOR) and capabilities IAW Contract Attachment 0004, Areas of Responsibility & Missions and Capabilities by Location. Expenses shall not be incurred unless called for duty. The Contractor shall provide information as requested via ACEF and based on the SOO, see paragraph 3.1.4.1. The Contractor shall conduct initial work area safety audits prior to work and follow safety regulations, see paragraph 4.2. The Contractor shall support Army Aviation Sustainment Maintenance per AR 750-1 and IAW Contract Attachment 0002, DSL.						
	3.2.3.1.	AQL: **National Maintenance Program (NMP):**	NMP (or NMP like/renamed programs) shall be IAW the appropriate Depot Maintenance Work Requirement (DMWR), or other governing depot maintenance documentation. Any deviations from the DMWR procedure must be approved via Maintenance Engineering Call (MEC). NMP shall be IAW AR 750-1 and in compliance with safety regulation, see paragraph 4.2. The Contractor shall coordinate QAS review of MEC request prior to LAR submission IAW paragraph 3.2.1.16.						
PRS-2	3.2.3.2. 3.2.3.2.1. 3.2.3.2.2. 3.2.3.2.3. 3.2.3.2.3.1. 3.2.3.2.3.2. 3.2.3.2.3.3. 3.2.3.2.4	AQL: **Modification Work Orders (MWO):**	The Contractor shall perform applications of approved MWO. MWO installs shall be IAW published MWO procedures and publications, and per COR directions. MWO missions shall comply with safety regulation, see paragraph 4.2. The Contractor shall provide workbooks to be utilized for installation of MWOs, see paragraph 3.2.1.24. The Contractor shall notify COR within twenty-four hours, if an aircraft is determined to be in a non-standard configuration during an MWO install. The Contractor shall coordinate with COR regarding MWO kits and test equipment for required applications. The Contractor shall transfer MWO kits, test equipment, and parts when authorized and IAW COR directions. The Contractor shall ensure MWO kit and test equipment quantities and location are accurate in ERP/MRP system. The Contractor shall account for MWO kits and any MWO test equipment upon receipt. The Contractor shall maintain the list as kits and test equipment are issued or received. MWO Kit Inventories shall be reported IAW DI-MISC-80508 (CDRL A027) weekly after receiving kit and mission funding. The Contractor shall report all kit and inventory discrepancies and shortages. The Contractor shall classify incomplete kits as unserviceable and update the MWO status in ERP/MRP system. The Contractor shall request disposition instructions for all excess MWO kits and items, see paragraph 3.1.7.1. Excess MWO kits and items shall be IAW disposition instructions from COR. The Contractor shall provide completion status of MWO applications IAW AR 750-10 and paragraph 3.1.6. Completion status shall be updated within one (1) working day after completion of MWO application in the ERP/MRP system.						
PRS-3	3.2.3.3. 3.2.3.3.1. 3.2.3.3.2.	AQL: **Passback Maintenance or Combat Aviation Brigade (CAB) Support:**	The Contractor shall provide Passback or CAB Maintenance Support (divisional and non-divisional). Contractor support shall include phase maintenance, fabrication, component repair, non-standard repairs with maintenance engineering approval, and other work order requested reimbursable support within the site's capabilities. Passback or CAB Maintenance Support shall comply with safety regulation, see paragraph 4.2. The Contractor shall notify the COR of any write-ups in the logbooks that cannot be closed out and coordinate how these will be closed out on the logbooks. The Contractor shall close out all associated forms and records for completed aircraft, see paragraph 3.2.1.						
	3.2.3.4.	AQL: **Port Operations:**	The Contractor shall provide support for Port Operations IAW shipping manuals and or special instructions. Port Operations shall be at a seaport or aerial port. Port Operations shall comply with safety regulation, see paragraph 4.2.						
	3.2.3.5.	AQL: **Airframe Condition Evaluation (ACE):**	The Contractor shall perform ACE, see paragraph 2.8.2. ACE inspector qualification shall be IAW Contract Attachment 0007, Qualifications and Job Descriptions.						
	3.2.3.6.	AQL: **Emergency Operations:**	The Contractor shall provide Emergency Operations for emergency repair when directed by the COR. Emergency Operations shall respond within 4 hours on weekends, holidays, and after normal duty hours for emergency repairs. Emergency Operations shall be continuous 24 hours a day 7 days a week until completed. The Contractor shall provide a Downed Aircraft Recovery Team (DART) per COR directive.						
	3.2.3.7.	AQL: **Damage - Repair and Assessment:**	The Contractor shall perform maintenance related to Crash and Battle Damage (CBD) / Battle Damage Assessment and Repair (BDAR).						
	3.2.3.8.	AQL: **Warehouse and Logistical Support:**	The Contractor shall store, request disposition, or ship aviation components as directed by COR. The Contractor shall preform other logistical functions within site capabilities as directed by COR.						
	3.2.3.9.	AQL: **FMS Support:**	The Contractor shall support FMS customer funded missions upon request. Contractor shall provide logistical or maintenance support within site capabilities and, with an established FMS case, may provide an in-country Maintenance Augmentation Team (MAT) and use the appropriate ERP/MRP system.						
	3.2.4.		The Contractor shall provide the capability to operate back shops for accomplishment of field maintenance and approved sustainment maintenance repairs, specific to the capability of the site, see Contract Attachment 0004, Areas of Responsibility & Missions and Capabilities by Location. Personnel working in back shops shall be qualified IAW Contract Attachment 0007, Qualifications and Job Descriptions. Back shop requirements may include, but are not limited to, the following:						

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PRS#	**PWS Paragragh**	**ACTIVITY**	**REQUIREMENT**	**Responsible**	**Method or Technique**	**Frequency**	**Standard**	**SAT / UNSAT**	**Comments**
	3.2.4.1. 3.2.4.2. 3.2.4.3. 3.2.4.4. 3.2.4.5. 3.2.4.6. 3.2.4.7. 3.2.4.8. 3.2.4.9. 3.2.4.9.1. 3.2.4.9.2. 3.2.4.10.	AQL: **Back Shop Support:**	The Contractor shall provide onsite hydraulic capability, IAW applicable Technical Manuals, to repair, align, install, test, and troubleshoot aircraft hydraulic rotor, propeller, drive, and related actuating systems. The Contractor shall provide onsite aircraft engine repair capability to repair, align, test, and remove or re-install aircraft engine and engine component(s). The Contractor shall provide Flexible Engine Diagnostic System (FEDS) operations personnel capable of using the GFP provided The Contractor shall provide onsite sheet-metal, machine shop, and composite (fiberglass, carbon fiber, Kevlar, etc.) capabilities to repair and locally fabricate items for maintenance of the various aircraft structures and components. The Contractor shall provide welding personnel for welding tasks and missions. The Contractor shall provide onsite avionics and electrical capabilities. The Contractor shall provide onsite support for classified/unclassified ASE. The Contractor shall provide Aviation and Life Support System (ALSS) capabilities for inspection, test, and repair of ALSE IAW AR 95-1 and as directed by the COR. The Contractor shall provide onsite aircraft armament capabilities. The Contractor shall provide qualified personnel for the operation of a paint facility for aircraft, components, and AGSE. Personnel shall be qualified for paint stripping operations with use of Media Blasting or Chemical Stripping processes. The Contractor shall provide spot paint capability. The Contractor shall use the MIL SPEC qualified products as identified in the appropriate Qualified Product Databases (QPD) for military aircraft and equivalent specification for commercial aircraft products IAW paragraph 2.2. The Contractor shall provide onsite Powertrain capabilities.						
	4	AQL: **Special Requirements:**	This section describes the special requirements for this effort. The following sub-sections provide details of various considerations on this effort.						
	4.1.	AQL: **Security:**	The Contractor shall ensure all personnel (Contractor and subcontractor) in support of this Contract are trained according to the Security training identified in paragraph 2.8.6. The Contractor shall coordinate and ensure the provision of security badges required to allow Contractor personnel access to designated workspaces. The Contractor shall comply with all applicable security requirements IAW FAR 52.204-2, Security Requirements; Contract Attachment 0003, DD 254, Contract Security Classification Specification Guide; direction given by Military Police or other security personnel; and installation traffic laws. The Contractor workforce shall comply with all personal identity verification requirements as directed by DoD, Headquarters Department of the Army (HQDA), and/or local policy. All Contractor employees providing classified avionics and quality control support to such equipment in the performance of duties shall require a SECRET DoD clearance. The Contractor shall indicate and submit a listing of personnel requiring clearance to the COR, see paragraph 2.6.10 and paragraph 2.7.						
	4.1.1.	AQL: **Security Requirements:**	The Contractor shall perform work requiring access to classified information or equipment. Contract Attachment 0003, DD 254, Contract Security Classification Specification Guide, includes DoD Contract Security Classification Specifications which shall be required after award but prior to the period of performance.						
	4.1.2.	AQL: **Continuity of Operations (COOP):**	The Contractor shall have a COOP program. The Contractor COOP shall comply with DA PAM 25-1-2 Information Technology Contingency Planning. The Contractor shall support the U.S. Army COOP Program Policy and Planning IAW with AR 500-3 and local COOP program. The Contractor shall coordinate their COOP program with the Government oversight organization's COOP program.						
	4.1.3. 4.1.3.1.	AQL: **Common Access Card (CAC):**	The Contractor employees shall have a Common Access Card (CAC) to access ERP/MRP systems and to access Government owned installations. Contractor employees shall be IAW DoD 5200.08-R, DoDM 1000.13, and DoDI 1000.13 prior to being allowed to work under this contract. For issuance instructions, see Contract Attachment 0003, DD 254, Contract Security Classification Specification Guide. The Contractor shall return all issued CAC, installation badges, and access passes to the COR when a Contractor employee no longer requires access to the installation or facility. See Contract Attachment 0005, Government ERP/MRP Systems, Hyperlinks and Email Addresses, for CAC website.						
	4.1.4.	AQL: **Classified/Sensitive Items:**	The Contractor shall comply with FAR 52.204-2, Security Requirements. The Contractor shall not be responsible for providing storage of Communications Security (COMSEC)/Controlled Cryptographic Items (CCI) or equipment. The Contractor shall coordinate with the Government for storage of these items. The Contractor shall ensure that classified/sensitive material is controlled at, or above established guidelines as specified in the appropriate weapon system Security Classification Guide. The Contractor shall comply with AR 190-13 and AR 190- 51.						
	4.1.5. 4.1.5.1. 4.1.5.2. 4.1.5.3	AQL: **Contractor Employee Identification:**	Contractor employees shall identify themselves as Contractor personnel. Contractor personnel shall appropriately identify themselves as Contractor employees upon in person introduction, in telephone conversations, and in formal and informal written correspondence. Contractor personnel shall display distinguishing badges or other visible identification for meetings with Government personnel. The Contractor shall ensure all third-party contractors have complied with all personnel identity verification procedures and have obtained access badges and passes IAW facility regulations and that these badges and passes are obtained in advance so as not to delay the accomplishment of contracted services.						
	4.1.6.	AQL: **Installation Emergencies and/or Elevated Force Protection Conditions (FPCON) Levels:**	The Government may require changes in Contractor security matters or processes should the FPCON at any individual facility or installation change. The Contractor and their employees shall be considered mission essential. All Contractor employees shall report for duty and remain on duty during declared emergencies or elevated FPCON levels unless otherwise directed by the COR or PCO.						

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	4.1.7.	AQL: **Key Control:**	The Contractor shall be responsible for keys and key cards provided by the Government. Keys shall not be duplicated by Contractor personnel, nor used by unauthorized Contractor personnel. The Contractor shall report any occurrence of duplicated, misplaced or lost keys to the COR within one hour after discovery of occurrence. The Contractor shall provide the COR an email report by close of business the next working day detailing lost, misplaced, or duplicated keys. Duplicated keys shall be turned into the COR upon discovery.						
	4.2.	AQL: **Safety:**	The Contractor shall define and implement a regional safety program. This regional safety program shall provide for, monitor, plan, and manage the safety of personnel performing on this Contract. The safety program shall ensure safety coverage for all personnel, work activities, and hours of work performance on this Contract during the period of performance. The Contractor's safety program and its Subcontractors shall comply with Public Law 91-596 (OSHA Act of 1970), EPA's Toxic Substances Control Act (TSCA), DoDD 4715.1E, AR 385-10, DA PAM 385-10, DA PAM 385-40, DA PAM 385-16, DA PAM 385-64, DA PAM 385-30, DA PAM 385-69, AR 40-5, DA PAM 40-503, DA PAM 40-11, and DODI 6055.01. The Contractor evaluates the benefit to participate in the local OSHA Voluntary Protection Program (VPP), see Contract Attachment 0005, Government ERP/MRP Systems, Hyperlinks and Email Addresses, for information on the VPP. The Contractor shall notify the COR of any circumstance(s) or event(s) that would prevent safe operations within the Government Owned facility they occupy.						
	4.2.1.	AQL: **Aviation Safety Official or Officer (ASO):**	The Contractor shall provide an ASO for each HUB locations identified in Attachment 0004, Areas of Responsibility & Missions and Capabilities by Location. The ASO shall implement and manage the Contractor's safety program and be appointed as the Environmental Compliance Designee (see paragraph 4.3.1) while meeting the position qualifications in Contract Attachment 0007, Qualifications and Job Descriptions.						
	4.2.2.	AQL: **Additional Duties Safety Officer (ADSO):**	The Contractor shall provide ADSO coverage as an additional duty. A labor category position at each location shall be assigned as an ADSO to support the ASO in monitoring and managing the safety and environmental programs. Safety is the secondary duty. ADSO shall meet the position qualifications in Contract Attachment 0007, Qualifications and Job Descriptions.						
	4.2.3.	AQL: **Mishap Notification and Investigation:**	The Contractor and its Subcontractors shall report pertinent facts regarding mishaps involving property damage or personnel injury. The Contractor shall notify (via telephone and follow-up email) the PCO, COR, GFR, and/or other applicable members within one (1) hour of all mishaps or incidents. If requested by the PCO, COR, or GFR, the Contractor shall secure the mishap scene or damaged property and impound pertinent maintenance and training records until released by the investigating safety office. The Contractor and the Subcontractors shall cooperate and assist with any safety investigation until complete.						
	4.2.4.	AQL: **Accident/Incident Reporting:**	The Contractor shall notify (via telephone and follow-up email) the PCO, COR, GFR, and/or other applicable members within one (1) hour of all accidents or incidents. The Contractor shall obtain access for use of the accident reporting ERP/MRP system, see Contract Attachment 0005, Government ERP/MRP Systems, Hyperlinks and Email Addresses. Contractor employees using the ERP/MRP system shall complete the required training per the system. The Contractor shall prepare Accident/Incident Report, DI-MISC-80508 (CDRL A017), IAW ERP/MRP system and DA PAM 385-40. The Contractor may include GFP ERP/MRP system output reports when submit the Accident/Incident Reports if GFP was involved. The Contractor shall submit information, IAW PWS paragraph 2.1, regarding appropriate mishap severity. For aircraft accidents not meeting the accident classification criteria specified in AR 385-10, the Contractor may use a locally prepared report containing the minimum information specified in paragraph 2.1.						
	4.2.5.	AQL: **Personal Protective Equipment (PPE):**	The Contractor shall ensure the safety and accountability of all its employees. The Contractor shall provide and ensure the proper use of PPE for each team member IAW 29 CFR 1910.132 OSHA- Personal Protective Equipment. The Contractor shall provide PPE at their own expense, except for Government provided work stands and fall protection IAW paragraph 1.5.						
	4.2.6.	AQL: **Initial Work Area Safety Audit:**	The Contractor shall conduct safety audit(s) of the immediate work area prior to starting any effort. The results of these audits shall be documented and retained for review by the Government upon request. Any unsafe conditions shall be reported to the COR for action, see paragraph 3.1.5.3.						
	4.2.7.	AQL: **Communications Frequency Management:**	The Contractor shall comply with installation frequency management requirements. The Contractor shall manage communication frequencies for the aircraft and Ground Data Terminals (GDT) to ensure that no two aircraft are operating on the same frequency at the same time. Proper communication between the Contractor and the Government during the power up of any aircraft, or equipment affecting the frequency band used for aircraft datalink, shall be used to avoid data-link cross talk.						

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	4.3.	AQL: **Environmental Requirements:**	The Contractor shall ensure environmental responsibility and awareness among personnel to most effectively implement the spirit of the National Environmental Policy Act (NEPA) and 32 CFR 651. The Contractor shall provide, plan, and implement an Environmental Management System (EMS) to ensure environmental compliance and sustainability modeled after and compatible with ISO 14001 standard. The Contractor shall take the necessary actions to identify, monitor, and control those contract operations and activities that pose risk of contamination, or can negatively impact the natural and/or human environment. The Contractor system shall promote cost-effective waste reduction in all operations and facilities covered by the contract. This includes collection, separation, and processing products or other materials recovered from solid waste streams for use in the form of raw materials or recycling, or IAW the Installation Solid Waste Management Plan or equivalent. The Contractor shall comply with all applicable federal, state, and local environmental laws, statutes, regulations, executive orders, permits, Army regulations (with supplements), as well as Major Subordinate Command (MSC) and installation regulation, policy, Host Tenant Agreement, Interagency Service Support Agreement, or Status-of-Forces Agreement. The 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 as well as the Installation Environmental Division. The Contractor shall incorporate environmental requirements in FOP/GOP, see paragraph 3.1.3.						
	4.3.1.	AQL: **Environmental Compliance Designee (ECD):**	The Contractor shall appoint an ECD for all contract work sites with periods of performance exceeding 180 consecutive days. Contractor ECD shall monitor implementation of all environmental regulatory requirements and all topics under paragraph 4.3 The Contractor shall appoint a primary and alternate ECD for each location that uses and/or stores hazardous materials and/or generates hazardous wastes. The Contractor shall notify the COR, PCO, GFR and the Installation Environmental Division within 24 hours of any nonconformance and noncompliance with applicable Federal, State or Local environmental laws, Army and installation environmental regulations or policies. The ECD shall correct all environmental noncompliance and be trained IAW paragraph 2.8.7						
	4.3.2.	AQL: **Notification of Federal and State Regulators:**	The Contractor shall immediately notify the COR and Installation Environmental Division of the arrival on site of any Federal, State, and/or DoD environmental regulator or enforcement agent and/or the receipt of any correspondence from a Federal or State environmental agency.						
	4.3.3.	AQL: **License and Certification:**	The Contractor shall obtain all license and certifications required by Federal, State, and Local environmental laws and regulations necessary to adhere to the specifications of this contract. The Contractor shall submit all plans, notifications, reports, submittal documents, and shall coordinate with the COR regarding any fees required by Federal, State, and Local environmental laws and regulations to the appropriate Federal, State, and Local authority and/or agency as necessary to adhere to the specification of this contract.						
	4.3.4.	AQL: **Inspections of Work Sites:**	The Contractor shall submit to potential Federal, State, Army and installation work site environmental regulatory inspections and/or investigations into noncompliance and fully cooperate with such inspections/investigations by providing the appropriate records and documentation. Environmental regulatory agencies are authorized by law to inspect any work site for environmental compliance with regulatory requirements. If an inspection is conducted, it shall not stop or disrupt ongoing contract activities. The Contractor's work site environmental officer, or supervisor/manager shall answer questions and/or escort the inspector to specific work site areas with the potential to affect environmental quality. Typical environmental work site inspections are conducted in less than 30 minutes with an approximate frequency of one inspection every two months. The Contractor shall when given a verbal and/or written notice of environmental noncompliance or nonconformance by the COR, take immediate corrective action. Failure or refusal to comply promptly may be grounds for the PCO to invoke the appropriate contractual remedies. This may cause all or part of the work to be stopped immediately until satisfactory corrective action has been taken.						
	4.3.5.	AQL: **HAZMAT:**	The Contractor shall minimize the use of hazardous materials and the generation of hazardous waste IAW the installation's pollution prevention/hazardous waste minimization plan. The Contractor shall receive, use, store, issue, and dispose of HAZMAT in a controlled manner for the duration of the HAZMAT lifecycle IAW local installation, city, state, and Federal Environmental Management Systems, EPA and OSHA standards. The Contractor shall contact the COR to obtain technical assistance from the host installation 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 HAZMAT shall only be those items required in support of this PWS. A list of current HAZMAT is provided for reference in Contract Attachment 0015, HAZMAT List. The Contractor shall maintain control of all HAZMAT utilizing a Hazardous Substance Management System (HSMS) program.						
	4.3.5.1.	AQL: **Hazardous Material Inventory List:**	The Contractor shall maintain a hazardous material inventory. The Contractor hazardous material inventory shall be in a list format, available, and reviewable to the COR upon request. The hazardous material inventory shall be updated 30 days prior to commencement of work for contracts that exceed 180 consecutive days. The inventory list shall contain the hazardous material type and maximum quantities of materials anticipated to be stored on-site. The Contractor shall maintain the accuracy of the list throughout the contract period of performance. The Contractor shall maintain copies of Safety Data Sheets for all hazardous materials used and stored on-site during performance of the contract. Contractor shall not supply or deliver any hazardous materials or chemicals to an installation that are not on the hazardous material inventory without prior written approval from COR and Installation Environmental Division.						
	4.3.5.2.	AQL: **Hazardous Cargo Certification and Inspection:**	The Contractor shall provide hazardous cargo certification and inspection for shipments of HAZMAT transportation. The qualifications for those performing certification and inspection shall be IAW Contract Attachment 0007, Qualifications and Job Descriptions.						

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	4.3.5.3. 4.3.5.3.1. 4.3.5.3.2. 4.3.5.3.3.	AQL: **HAZMAT Spills:**	The Contractor shall maintain HAZMAT spill contingency plans. The Contractor shall establish spill contingency planning and reporting procedures to support and ensure compliance with the host installations plans and procedures. The Contractor shall report all spills of oil or HAZMAT to the COR, PCO, and Installation Environmental Division. The Contractor shall maintain a record of the circumstances for periodic review. If host installation plans are not available, the Contractor shall develop, maintain and post spill contingency planning and reporting procedures appropriate for the operations conducted. The Contractor shall comply with the applicable HAZMAT planning and reporting requirements of 40 CFR 110, 40 CFR 117, and 40 CFR 302 (those reportable to the National Response Center). The Contractor shall adopt the installation's Spill Prevention Control and Countermeasures Plan (SPCC) if transporting, processing, storing, or in any way managing hazardous waste, hazardous material, petroleum-oils-lubricants, or other restricted items. In case of a spill, the person in control of the spill site or their designated representative shall take appropriate action to protect workers and bystanders; contain the spill (if it can be done safely); secure the spill site; restrict ignition sources; and immediately contact the COR, installation Fire and Emergency Services (Fire Department), and the Installation Environmental Division. Spill kits: The Contractor shall have on hand and maintain sufficient spill response equipment and materials to meet emergency needs as determined by the Spill Response Plan and with consideration of the spill response resources available from the local fire department or other emergency response agency. The Contractor shall ensure spill clean-up kits are inventoried, sealed, and replenished as necessary with the appropriate response material IAW with installation policies and procedures to include those requirements in paragraph 4.3.						
	4.3.5.4. 4.3.5.4.1. 4.3.5.4.2. 4.3.5.4.3. 4.3.5.4.4. 4.3.5.4.5. 4.3.5.4.6. 4.3.5.4.7.	AQL: **HAZMAT Management:**	The Contractor shall contact the Installation Environmental Division to obtain technical assistance with achieving and maintaining compliance with hazardous waste storage and disposal requirements. The Contractor shall document HAZMAT control procedures, to include universal waste and e-waste management, and incorporate them into or in conjunction with their FOP/GOP. These shall be IAW DA PAM 710-7, applicable environmental law, and installation instructions and include the following: Turn-ins: If host installation does not have a centralized HAZMAT control point, the Contractor shall dispose of all HAZMAT via the Defense Logistics Agency Disposition Services, see Contract Attachment 0005, Government ERP/MRP Systems, Hyperlinks and Email Addresses, for the website. Authorized Use/user Lists (AULs): The Contractor's procedures shall establish local Authorized Use/User Lists (AULs) identifying approved users and HAZMAT control applied in their processes. The Contractor shall maintain approved HAZMAT lists electronically. HAZMAT Tracking: If a system of tracking is not available from the host installation, the Contractor shall maintain records of HAZMAT purchases and usage so as to comply with the Emergency Planning and Community Right-to-Know Act (EPCRA) HAZMAT reporting requirements. Transportation: The Contractor's procedures shall define and control the transportation HAZMAT. When transportation of HAZMAT off site/installation, the Contractor shall handle and label IAW Department of Transportation (DOT) regulations (49 CFR). When contract employees perform maintenance at remote locations, the Contractor shall ensure knowledge and compliance with the remote site's procedures for use and disposal of HAZMAT. HAZMAT Inspection: The Contractor shall have procedures to conduct and document inspections of HAZMAT IAW 40 CFR 265.174 to ensure compliance with applicable regulations. HAZMAT Exposure Monitoring: The Contractor shall develop and perform all required exposure monitoring to operate in compliance with Industrial Hygiene requirements in paragraph 4.3.10. HAZMAT Waste Generation: Contractor shall inform the Installation Environmental Division of the hazardous components of all hazardous waste and present SDSs when required to facilitate waste profiling and accumulation. The Contractor shall accumulate hazardous waste prior to turn-in, in a satellite accumulation point at or near the point of generation or in a less-than-90-day site, in accordance with Federal, State, Army, and installation regulations or policies. The Contractor shall develop and perform all required exposure monitoring to operate in compliance with Industrial Hygiene requirements in paragraph 4.3.10.						
	4.3.6.	AQL: **Prevention of Storm Water Pollution:**	The Contractor shall, IAW the Installation Environmental Division, comply with storm water pollution prevention minimum control measures, protocols, and Best Management Practices (BMP) and ensure that water quality standards are not violated in accordance with all regulations and installation policies applicable to the Pollutant Discharge Elimination System general permit requirements or other applicable permits, requirements, regulations, policies.						
	4.3.7. 4.3.7.1. 4.3.7.2. 4.3.7.3.	AQL: **Protection of Sensitive Areas:**	The Contractor shall comply with all installation designated sensitive and/or off-limit area restrictions. Sensitive areas are generally demarked indicating what activities (e.g., driving, digging, foot traffic) are prohibited. The Contractor shall also adhere to the following installation sensitive areas requirements: Cultural Resources Sites: The Contractor shall not excavate, remove, damage, or otherwise deface any archeological resource located on public lands. Endangered Species Habitats: The Contractor shall not initiate any action that may disturb, endanger, or damage to any degree the habitat of a threatened and endangered species. Wetlands: The Contractor shall not excavate or take any action that could fill or damage any wetland unless working under a project specific Corps of Engineers 404 permit. Wetlands include streams, riparian areas, bogs, marshes, and swamps.						
	4.3.8.	AQL: **Noise:**	The Contractor shall make the maximum use of low-noise emission products, as certified by the EPA. Blasting or use of explosives will not be permitted without written permission from the COR, and then only during the designated times. Pile-driving operations shall be coordinated through the COR.						
	4.3.9.	AQL: **Mercury:**	Unless specified otherwise, Mercury is prohibited. The Contractor shall adhere to host installation policy for the removal, use, and disposal. The Contractor shall manage mercury as a hazardous waste for disposal. The Contractor shall immediately report to the COR and the Installation Environmental Division instances of breakage or mercury spillage. The Contractor shal clean spill area to the satisfaction of the Contracting Officer and IAW installation procedures.						

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	4.3.10. 4.3.10.1. 4.3.10.2. 4.3.10.3. 4.3.10.4. 4.3.10.5. 4.3.10.6.	AQL: **Industrial Hygiene Studies:**	The Contractor shall plan, schedule, and execute the appropriate Industrial Hygiene (IH) studies to accomplish the requirements of this contract including compliance with federal, state, local, and applicable Army regulations and policies. These studies are at the Contractor's expense and not to be separately priced or reimbursed through the cost reimbursable process in paragraph 3.1.9. The Contractor's IH survey strategy shall account for all programs and operations involving potential exposures to hazardous substances and other health stresses. The strategy shall include evaluations of all current, new, or changed work environments for potential hazardous exposures. Where this capability is provided by a Government agency, the Contractor shall coordinate with the COR and appropriate Government agency to perform the necessary IH studies. The Contractor shall develop and implement an IH Strategy, Survey, and Monitoring Plan and submit for Government approval, IAW DI-MGMT-80004A (CDRL A008) Industrial Hygiene Plan. After Government approval, changes to the Contractor's plan shall not be implemented without prior Government approval. IH study issues or concerns needing to be addressed by the Government will be provided to the COR per paragraph 3.1.5.3, Equipment and Facilities Report. Industrial hygiene surveys and monitoring shall be performed by a Certified Industrial Hygienist (CIH) or trained and competent industrial hygiene professionals under the direct supervision of a CIH. Required monitoring data shall be analyzed by an accredited laboratory IAW standard industry procedure derived from OSHA, National Institute of Occupational Safety & Health (NIOSH), American Conference of Governmental Industrial Hygienists (ACGIH), American Industrial Hygiene Association - Laboratory Accreditation Programs, LLC (AIHA-LAP, LLC), or per Army Public Health Center (APHC) methods and procedures. IH monitoring data including reports and laboratory results shall be submitted to the Government, IAW DI-MISC-80508B (CDRL A009) Industrial Hygiene Monitoring Data. Per Army regulation and policy, the Contractor shall utilize the more protective Occupational Exposure Limit (OEL) between OSHA Permissible Exposure Limit/Action Levels (PEL/AL) and ACGIH Threshold Limit Values (TLV). The Contractor shall also utilize the applicable OSHA or APHC methods for sampling and analysis of contaminants.						
	4.4.	AQL: **Housekeeping:**	The Contractor shall provide janitorial/housekeeping IAW 29 CFR 1910.22 OSHA- Walking Working Surfaces-General Requirements. The Contractor shall maintain sanitary conditions for assigned work areas, restrooms, and break areas. The Contractor shall provide daily trash removal and cleanliness for assigned work areas, and break areas. The Contractor shall operate on a clean as you go basis.						
	4.5.	AQL: **Transition:**	The Contractor shall keep the PCO and COR fully informed of status throughout the transition periods and notify both when there is a deviation from the transition plan submitted as part of the proposal, both Transition-In and Transition-Out. The Contractor shall plan for the transfer of work control, delineating the method for processing and assigning tasks during the phase-in/phase-out periods. The Contractor shall contact COR and Government Program Manager to coordinate, develop, and provide the Transition Plan, DI-MGMT-80004 (CDRL A006), IAW FAR 52.237-3. The transition plan shall include a Contractor provided quality plan, workbooks, FOP/GOP, inventories, open work order status, human resource plan, mission assurance, and finance and accounting processes to ensure the Contractor is prepared to perform required tasks during period of performance (POP). Any security issues and the timeline for implementation shall be addressed during this process.						
	4.5.1.	AQL: **Transition-In:**	The Contractor shall plan to transition IAW the approved transition plan, CDRL A006, to ensure employees are in place and trained, processes defined, systems and tools implemented, work in progress analyzed, and equipment and parts inventoried to ensure a successful transition. Within 90-days, all sites, both CONUS and OCONUS, shall be systematically analyzed to ensure all facilities are inspected and in working order; personnel are trained, medically cleared, and have met any deployment requirements as necessary; continuing bargaining agreement (CBA) impacts are addressed; local labor laws and requirements are understood and met; and any other issues required to be ready to work at beginning of POP to maintain seamless continuity of operations. The Contractor's transition plan shall describe the process to conduct a 100 % Inventory IAW requirements in paragraph 2.2, AR 735-5, and AR 710-4. The Contractor shall complete inventories by day one of the POP with reconciliation and handover of control from the incumbent to Contractor.						
	4.5.2.	AQL: **Transition-Out:**	The Contractors transition plan, CDRL A006, shall identify detailed written instructions and procedures for transitioning out any ongoing or recurring activities. The plan shall address the return of all applicable documentation, excluding the Contractors internal operating procedures, such as manuals, external operating procedures, and identification of all passwords to the COR by the Contractor during the final twenty working days of the contract. The Contractor shall then make no further changes to these passwords without notification to the COR. The Contractor's transition plan shall describe the process to conduct a 100 % Inventory IAW requirements in paragraph 2.2, AR 735-5, and AR 710-4. The services under the contract are considered vital to the Government and must be continued without interruption so the Contractor must adhere to FAR 52.237-3 Continuity of Services during the transition-out process.						
	4.6.	AQL: **Quality:**	The Contractor shall provide Quality Assurance (QA) and Quality Control (QC) in support of this Contract. The Contractor shall plan, coordinate, and communicate quality assurance activities with the Government on-site Quality Assurance Specialist (QAS) and COR.						
PRS-8	4.6.1.	AQL: **Quality Control:**	The Contractor shall develop and maintain an effective Quality Control (QC) program to ensure services are performed in accordance with the Contract, this PWS, and all Government regulations for aviation maintenance. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor shall provide QC resources such as Technical Inspectors (TI) in support of this contract.						

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PRS#	**PWS Paragragh**	**ACTIVITY**	**REQUIREMENT**	**Responsible**	**Method or Technique**	**Frequency**	**Standard**	**SAT / UNSAT**	**Comments**
	4.6.2.	AQL: **Technical Reference Library:**	The Contractor shall establish and maintain a complete technical reference library for assigned or supported aircraft and systems IAW ATP 3-04.7. The Contractor shall maintain publications digitally and/or hard copy. The Contractor shall ensure all publications have the latest updates and revisions. Publications must be easily and routinely accessible. The Contractor shall gain access to official Government publication agencies and their websites which host appropriate maintenance records, forms and publications for all work contained herein. The Contractor shall ensure that appropriate Government technical publications accompany the maintenance tasks for the duration of the task.						
	4.6.3. 4.6.3.1. 4.3.6.2.	AQL: **Quality Management System:**	The Contractor shall have a Quality Management System (QMS) IAW AS9110 Revision C or higher. If at contract award the Contractor is certified to some other QMS standard, the Contractor shall develop, plan, implement, and maintain a QMS for all facilities supporting this PWS prior to the end of the first six months of this Contract Period of Performance, IAW Attachment 0004, Areas of Responsibility & Missions and Capabilities by Location. The QMS shall enhance product quality, address root cause when necessary, and implement continuous improvement as appropriate. The Contractor shall document the processes and procedures of the system in the Quality Assurance Program Plan (QAPP) IAW DI-QCIC-81794 (CDRL A012) and ensure their incorporation into the FOP/GOP, see paragraph 3.1.3. Revisions shall be submitted prior to Release for Use by the Contractor. The Contractor shall define and track QMS Metrics used to manage, improve the system, and demonstrate QMS effectiveness IAW DI-MISC-80508 (CDRL A023). The Contractor shall work in coordination with Government representatives to collect, analyze, and make improvements to the QMS processes based on customer feedback information or metric results. The Contractor shall meet the AS9110 D quality standards and be certified as required at the corporate level and hub site locations IAW Contract Attachment 0004, Areas of Responsibility & Missions and Capabilities by Location, with the requirement certification flowing down to the lower standard, non-standard remote, and satellite sites. The Contractor shall establish and maintain an acceptable counterfeit electronic part or material detection and avoidance system IAW SAE AS5553, and SAE AS6174.						
	4.6.4.	AQL: **Product Quality Deficiency Report (PQDR):**	The Contractor shall prepare a PQDR, through the applicable ERP/MRP system, see Contract Attachment 0005, Government ERP/MRP systems, Hyperlinks and Email Addresses. The Contractor shall submit all PQDR turn-ins through the SSA after disposition has been determined.						
	4.6.5.	AQL: **Foreign Object Elimination/Foreign Object Debris (FOE/FOD):**	The Contractor shall develop and implement a FOE/FOD Program for wherever work included under the Scope of this contract is performed IAW NAS 412 Foreign Object Damage/Foreign Object Debris (FOD) Prevention, requirement in paragraph 2.1, and FOD Prevention Guidelines as given by National Aerospace FOD Prevention, Inc. (NAFPI). The Contractor shall identify a FOE/FOD program administrator designee who, regardless of other duties, is responsible for implementing and managing the FOE/FOD Program IAW Attachment 0007, Qualifications and Job Descriptions. The Contractor shall document the processes and procedures of the FOE/FOD Program and make them available to the Government upon request.						
	4.7.	AQL: **Tool Control Program:**	The Contractor shall maintain a Tool Control Program and identify individuals responsible for the program, supporting all work included under the scope of this contract and IAW requirement in paragraphs 2.1 and 2.2. The program shall identify training requirements and provide employee training as appropriate. The Contractor shall document the Tool Control Program processes and procedures utilized to plan work and define the tool requirements needed to accomplish scope of this contract. The program shall control, provide for, and monitor the tool storage areas utilizing visual controls and tool control awareness activities as best practice methods. The program shall identify unnecessary, unused, or low use tools as candidates for removal from the workspace or elimination all together. Disposition instruction shall be coordinated with the COR. When undesirable conditions are found the program shall identify the issue, investigate the impact on product or work, implement root cause, short term resolution, long term resolution, validation of long-term resolution effectiveness, and management review for closure of the issue.						

15.5 CTIP Checklist

Combating Trafficking in Persons Checklist to Prevent Trafficking in Government Contracting

Contract Number:		**Place of Performance:**	
Name of Auditor:		Appointed COR:	
Date of Audit:		# Non-Conformances:	
Date of Previous Audit:		# Repeat Non-Conf:	
KTR QA / QC:		Outbrief with KTR Supervisor:	YES:_____ NO:_____

REQUIREMENT	PASS	FAIL	N/A	HOW VERIFICATION WAS PERFORMED
1. Has the contractor informed employees of the U.S. Government's Zero Tolerance CTIP policy to include actions taken against them for violations of CTIP policy? FAR 52.222-50(c) (1).				
2. Do employees understand what TIP is? FAR 52.222-50(c)(1)				
3.Does the contractor maintain a CTIP Compliance plan? FAR 52.222-50(h)				
4. Does the CTIP Compliance Plan have all the mandatory information? FAR 52.222-50 (h)				
5. Are employees charged a recruitment fee? FAR 52.222-50(b)(6)				
6. Do employees maintain their own identity and immigration documents? FAR 52.222-50(b) (4)				
7.Does the contractor provide housing that meets the host county's housing and safety standards? FAR 52.222-50(b) (8) (check for cleanliness, overcrowding, fire/safety issues)				
8. Have employees been provided a copy of their employment contract in a language that they can read? FAR 52.222-50(b) (9)n.				
9. Has the contractor informed the contracting officer of any information that it receives (including Host Nation law enforcement) that alleges a contractor employee or subcontractor employee has engaged in conduct violating CTIP policy? FAR 52.222-50(d) (1)				
10. Does the contractor provide return transportation for employees upon end of employment? FAR 52.222-50(b)(7)				
11. Does the contractor provide return transportation for employees upon end of employment? FAR 52.222-50(b)(7)				
12. Does the contractor provide return transportation for employees upon end of employment? FAR 52.222-50(b)(7)				
13. Based on COR surveillance activity, are there indications of suspected CTIP violations: a) Prostitution, Rape, Sexual Exploitation? b) Scars, bruises, injuries from beatings? c) Child labor? d) Slavery? e) Illicit drug distribution?				Audit Summary:

Follow-Up Required:	**YES:____**		**NO:_____**

Human Trafficking Indicators
While not an exhaustive list, these are some key red flags that could alert you to a potential trafficking situation that should be reported:
•Living with employer •Poor living conditions •Multiple people in cramped space •Inability to speak to individual alone •Answers appear to be scripted and rehearsed •Employer is holding identity documents •Signs of physical abuse •Submissive or fearful •Unpaid or paid very little •Under 18 and in prostitution

Questions to Ask
Assuming you have th eopportunity to speak with a potential victim privately and without jeopardizing the victims safety because the trafficker is watching, here are some sample questions to ask to followupon the red flags you became alert to:
•Can you leave your job if you want to? •Can you come and go as you please? •Have you been hurt or threatened if you tried to leave? •Can you communicate with your family or home? •Has your family been threatened? •Do you live with your employer? •Where do you sleep and eat? •Are you in debt to your employer? •Do you have your passport/identification? Who has it?

SIGNATURE:	