9.0 General and Administrative Requirements

9.1 Ombudsman

An Ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and contractors. The Ombudsman does not diminish the authority of the Program Manager or Contracting Officer, but communicates contractor concerns, issues, disagreements, and recommendations to the appropriate Government personnel. Before contacting the Ombudsman, the Contractor shall first address concerns with the Contracting Officer. The designated Ombudsman for this effort is:

Col(s) Paul W. Tinker

Deputy Director, Acquisition Excellence & Program Execution Directorate (AFLCMC/AQ_AZ)

1790 10th Street, BLDG 572, Wright-Patterson AFB, OH 45433

Phone: 937-255-5512

Email: asca@us.af.mil or AFLCMC/AQ-AZ-ASCA@us.af.mil

9.2 Notification of Government Security Activities

The Contractor shall immediately notify the Contracting Officer and the local Information Protection Office/Security Manager if any Government security activity affects the Contractor's ability to perform the requirements of this SOW. Additionally, the Contractor shall promptly report any security incident or compromise of information related to this effort.

9.3 Organizational Conflict of Interest (OCI)

The Contractor shall ensure that its personnel, subcontractors, and operations remain free from actual or potential Organizational Conflicts of Interest (OCI). If the Contractor discovers an actual or potential OCI during the performance of this contract, the Contractor shall immediately notify the Contracting Officer in writing. The notification shall include a description of the conflict and a proposed mitigation plan. The Contractor shall strictly adhere to any Government-approved OCI mitigation plan throughout the life of the contract.

9.4 Health and Safety on Government Installations

While performing work on a Department of the Air Force (DAF) installation, the Contractor shall comply with all applicable local, state, and federal health and safety regulations, as well as installation-specific safety instructions and policies provided by the host wing or local safety office. The Contractor shall immediately report any accidents, injuries, or safety hazards occurring on the installation to the Contracting Officer and the local Safety Office.

9.5 Contractor Access to Department of the Air Force Installations

The Contractor shall comply with all installation access control procedures as detailed in Section 6.0 of this SOW, including vetting requirements, obtaining necessary passes, and registering commercial vehicles. The Contractor shall ensure that all Contractor and subcontractor personnel comply with base security policies. Upon termination of an employee, completion of the contract, or when access is no longer required, the Contractor shall immediately collect and return all issued base access credentials to the issuing pass and registration office.

9.6 Common Access Cards (CAC) for Contractor Personnel

The Contractor shall ensure that Common Access Cards (CAC) are requested and issued only to personnel who require logical access to Department of Defense (DoD) computer networks or unescorted physical access to the installation to perform the requirements of this SOW. The Contractor shall utilize the Trusted Associate Sponsorship System (TASS) to process CAC requests. The Contractor shall immediately report any lost or stolen CACs to the Contracting Officer and the issuing security office. The Contractor must collect and return all CACs to the issuing office within **five (5) days** of an employee's departure, contract termination, or when the CAC is no longer required for contract performance.