PERFORMANCE WORK STATEMENT (PWS)
FOR
SQUADRON OFFICER SCHOOL (SOS) TURF MAINTENANCE
AT
MAXWELL AIR FORCE BASE, AL

1. DESCRIPTION OF SERVICES. Request the contractor to provide all labor, material, equipment, fuels, supplies, and supervision needed for comprehensive turf maintenance of SOS' Outdoor Classrooms. The outdoor classroom site consists of approximately 21.2 acres (approximately 923,472 square feet) of Bermuda grass turf athletic surfaces and grass border areas.

The contractor will apply herbicides/fertilizer/pesticides to maintain a robust and healthy turf. The contractor will perform all slicing, topdressing, winter over-seeding, and repairing damaged areas to maintain a safe and healthy turf surface. The contractor will also ensure irrigation management, including routine inspection, programming, and maintenance of the existing irrigation system.

1.1. SCOPE

1.1.1. Areas to be maintained are broadly defined as the 11 athletic fields and a 15-foot wide continuous border around each field. See Appendix A for workload data and Appendix B for areas designated for turf management.

1.2. STANDARDS

1.2.1. Turf must be maintained near weed-free and pest-free to enable robust turf conditions in order to minimize risks to students and officials caused by uneven playing surfaces.

1.2.2. The standard for safety purposes is a full and level surface with few areas void of cushioning turf. The standard for aesthetic purposes is a healthy and professional appearance. In addition, the contractor shall be responsible to clean, remove or repair any damage or mess caused to adjacent areas (running track, volleyball courts, etc.).

1.2.3. Contractor shall provide an annual schedule of all work to be performed within 10 days after initial award of contract and each performance period thereafter. Daily work shall be coordinated with contracting officer's representative (COR) to minimize impact to mission schedule and to ensure notification of personnel. Application schedules must allow sufficient time for chemical settling to avoid possible allergic reactions from personnel using the fields.

1.3. TURF MAINTENANCE

1.3.1. **Herbicide, Fertilizer, and Pesticides.** The contractor shall perform an effective commercial herbicide/pesticide application program monthly, as required, to achieve the desired turf management outcome. The contractor shall fertilize turf at least two times per year. The

Base Pest Management Consultant (PMC), i.e., Maxwell Support Division (MSD) entomologist must approve the program prior to commencement.

1.3.1.1. The Contractor shall submit a weed/insect control plan to the PMC for approval, prior to any herbicide/pesticide application. The plan must be updated before any new herbicide/pesticide is used. The weed/insect control plan shall detail:

(1) The type of herbicide(s)/pesticide(s) to be applied; with the name & Environmental Protection Agency number & application rate (amount per acre)
(2) Timing of application(s)
(3) The type of application equipment

1.3.1.2. The type and amount of fertilizer applied shall be based on results of a soil test. The state Land Management University or equivalent commercial soil laboratory shall conduct soil tests; such tests are the responsibility of the contractor. The type and amount of herbicide/pesticide used shall be based on the insect or disease diagnosis as determined by a qualified landscape maintenance professional. Contractor shall report all chemicals used to the PMC within five days after each application.

1.3.1.3. Contractor personnel handling and applying herbicides/pesticides shall possess a current State of Alabama certification (http://aec.army.mil/usaec/pest/pest05.html), business license and training in the appropriate herbicide/pesticide categories. Contractor personnel handling and applying herbicides/pesticides for broadleaf weed control (pest weeds) and insect control shall possess state certification in Ornamental & Turf categories. A copy of all state certifications/licenses of personnel applying pesticides/herbicides shall be provided to the PMC seven days prior to the application of any pesticide or herbicide. No uncertified technicians will be authorized to mix or apply herbicides.

1.3.1.4. The Contractor shall furnish the PMC with labels and Material Safety Data Sheets (MSDS) for all herbicides/pesticides to be approved by the Maxwell AFB Pest Management Coordinator prior to use. All chemicals shall be applied in accordance with the manufacturer's instructions, including required personal protective equipment, application rates, and use restrictions. The contractor shall comply with all Federal, State, and local environmental laws for any and all herbicide and pesticide applications such as stated in the EPA Clean Water Act. No herbicide/pesticide applications will be authorized within 25 feet of any water or stream beds. The Contractor shall submit a report (DD Form 1532-1) to the PMC the following regular workday after application listing the target pest, temperature, wind speed, direction, the type and amount of chemical used per location and pesticide applicator(s). Wind speed information can be obtained from the Base Weather Office at **334-953-2071.**

1.3.1.5. Storage and mixing of herbicides/pesticides by the Contractor will not be allowed on site. Contractors must have a spill kit on each vehicle capable of containing 110% of the greatest container volume. The contractor shall provide the government with a spill response plan no more than ten work days after award of contract. All wastes shall be the responsibility of the Contractor and will be disposed of offsite in accordance with all Federal and State regulations pertaining to hazardous chemicals, wastes, and herbicides/pesticides. In no manner will the Government be responsible for off-base disposals.

1.3.2. Slicing and Topdressing. The contractor shall perform mechanical slicing with subsequent topdressing (sand) of the surfaces at least two times annually and as needed to maintain a level playing surface and encourage robust turf growth.

1.3.3. Winter Over Seeding. The contractor shall perform over seeding with rye grass in time to maintain a robust growing turf surface when daily temperatures cause the Bermuda grass to go dormant.

1.3.4. Repair Damaged Areas. Bare areas larger than 12 inches in diameter or any surface depressions greater than 1 inch in depth caused by vehicles, erosion, wear, drought, or insect/diseases shall be repaired to meet the standards of surrounding areas. Repairs shall be initiated within three (3) working days of identification and completed within ten (10) working days by seeding, sprigging, or sodding as appropriate for the season.

1.4. IRRIGATION SYSTEM MANAGEMENT

1.4.1. Programming/Scheduling. The contractor will program irrigation systems to water the specified areas for the promotion of healthy turf. Contractor will monitor area weather, specifically rainfall and wind speed, and edit irrigation schedules accordingly. The contractor will have sole control of the irrigation system to prevent the interruption of irrigation services by unauthorized personnel. All irrigation schedules shall be coordinated to correspond with available times listed on the COR's monthly schedule of activities that will be provided to the contractor in advance.

1.4.2. Inspection//Reporting/Housekeeping. The Contractor shall inspect and test the irrigation system monthly to ensure proper operation, coverage, and to document all defective components. The Contractor shall perform the following tasks:

A) Inspect the system as follows:

1.) Check for proper operation of controller displays and function switches.
2.) Check for any system damage and report.
3.) Check the controller back up power supply and replace the battery.
4.) Manually turn on and check the operation of each controller and/or electric control valves of each station.
5.) Check sprinkler heads for proper operation and readjust as needed. Report all improper and broken sprinkler heads.

B.) Corresponding Report: Within 5 working days after the inspection have been completed each month, a report shall be submitted to the COR. The report shall contain:

1.) The controller times set.
2.) A list of repairs and adjustments needed, but not performed, by controller and address.
3.) A list of repairs and adjustments performed by controller and address.

C.) All valve box covers shall be kept closed at all times except when in actual use. Sprinkler heads shall be kept clear for approximately 1 inch around the outside circumference. Dirt or other debris surrounding sprinkler heads, which prevents proper operation, shall be removed.

The Contractor shall keep the inside of valve boxes and other enclosures free of insects, rodents and reptiles.

1.4.3. Repairing and Maintaining. The contractor will maintain the Government-owned irrigation system and ensure all components are functioning according to manufacturer specifications. The Contractor shall keep all components in good physical and operational condition and shall report in writing to the COR any malfunction of valves, timers, controllers, distribution mains, or damage to sprinkler heads within one (1) business day of discovery. Repair of inoperative/broken components that are not a result of Contractor-inflicted damage shall be accomplished under the Cost Reimbursable portion of this contract. For all such repairs, the contractor must provide a written cost estimate to the COR for approval prior to commencing work.

2. SERVICES SUMMARY. 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.

Performance Objective	**PWS Para**	**Performance Threshold**
Fertilizer, herbicides, and pesticides are properly applied	1.3.1	Playing surfaces will be 95% weed-free and 97% free of turf destroying insects.
Slicing and topdressing accomplished at least twice a year and as needed	1.3.2	Surface shall be maintained to prevent any depressions exceeding 1 inch in depth, eliminating tripping hazards across 98% of the field area.
Winter over seeding	1.3.3	Accomplish to achieve and maintain 95% turf coverage during the Bermuda grass dormant period.
Repaired damaged areas are properly accomplished	1.3.4	No more than two (2) instances of failing to initiate repair within 3 days or complete repair within 10 days per month.
Irrigation systems programmed to water the specified areas for the promotion of healthy turf	1.4.1	Improper programming resulting in over/under watering shall not exceed two (2) instances per month.
Irrigation system inspected, reported on, and kept	1.4.2	System components kept clean 95% of time. Malfunctions reported within 1 business day. Monthly report submitted within 5 days of inspection.
Irrigation system is maintained and repaired.	1.4.3	All components are fully functional, with 98% of sprinkler heads and zones operating according to design.

3. SECTION III - GOVERNMENT FURNISHED EQUIPMENT AND SERVICES.

3.1 Contractor will furnish and maintain all required equipment.

3.2 Government Furnished Services. The Government will furnish the following services:

a. Utilities. The Government will furnish utility services. These utilities include electricity, water, and sewer for the sole purpose of accomplishing this contract. If the contractor requires additional utility services, it shall be the contractor's responsibility to provide. Contractor shall use due care and diligence in efforts to conserve utilities to reduce utility costs.

b. Telephone. The Government will provide telephone service consisting of Class C and Class A service (to include DSN service). The Contractor shall ensure that the Government provided telephone usage is limited to official Government business related to the performance of this contract. The Contractor shall furnish their own telephone service provided by local commercial carrier for their use in matters other than official Government business pertaining to this contract.

c. Security Forces. The Government will provide general on-base security police service. Security Forces telephone number is 953-7222 or 911 for emergencies.

d. Forms and Publications. The Government will provide federal forms and publications expressly required to perform the work in this PWS. These may be obtained via the Internet at http://afpubs.hq.af.mill. In the event that a federal form or publication is not available online, the Government will provide the federal form or publication.

4. GENERAL INFORMATION.

4.1. PROFESSIONAL STANDARDS. The contractor shall develop and maintain a quality program to ensure grounds maintenance services are performed in accordance with established standards of Professional Grounds Management Society (PGMS), National Arborist Association, American Society of Landscape Architects, other related turf care bodies, the local county extension office, and this PWS.

4.2 QUALITY ASSURANCE. According to Air Force Instruction (AFI) 63-124, the government will evaluate the contractor's performance under this contract in accordance with the performance plan.

4.3 PERFORMANCE EVALUATION MEETINGS. The contract manager may be required to meet with the COR and the Contracting Officer (CO) during the performance period of this contract. Meetings will be as often as necessary thereafter as determined by the CO. The written minutes of all performance evaluation meetings shall be prepared by the government and signed by the contract manager, CO, and COR. Should the contractor non-concur with the minutes; the contractor shall so state any areas of non-concurrence in writing to the CO within 10 calendar days of receipt of the signed minutes. The minutes will be included in the contract file.

4.4 CONTRACT MANAGER. The Contractor shall provide the name of this person and any alternate(s) who shall act for the Contractor when the manager is absent in writing to the CO

within 2 days after contract award. The Contractor shall provide telephone numbers of the Contract Manager and alternate(s) where these persons may be contacted at any time. The Contract Manager or alternate shall have full authority to act for the Contractor on all matters relating to operation of this contract at Maxwell AFB. The Contract Manager or alternate shall be available to meet on the installation with Government personnel designated by the CO to discuss problem areas. The Contract shall provide a Contract Manager who can read, write, speak, and understand English fluently.

4.5 CONTRACTOR EMPLOYEES. The Contractor shall not employ any person who is an employee of the United States Government if the employment of that person would create a conflict of interest, nor shall the Contractor employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives approval according to the DoD 5500.7-R Joint Ethics Regulations (JER). In addition, the Contractor shall not employ any person who is an employee of the Department of the Air Force if such employment would be contrary to the policies contained in AFI 64-106, Air Force Industrial Labor Relations Activities. The Contractor is cautioned that off-duty active military or civilian personnel hired under this contract may be subject to permanent change of station, change in duty hours, or deployment. Military Reservists and National Guard members may be subject to recall to active duty. The abrupt absence of these personnel could adversely affect the Contractor's ability to perform. Their absence at any time shall not constitute an excuse for nonperformance under this contract. The Contractor shall be prohibited from employing off-duty CORs who are surveilling any contracts/subcontracts awarded to the Contractor. All contract employees depending on particular condition, occasion or place, or job assignment shall require professional, suitable attire. All contractor employees shall conduct themselves in a professional, courteous manner. The selection, assignment, reassignment, transfer, supervision, management, and control of Contractor employees in performance of this PWS shall be the responsibility and prerogative of the Contractor; however, the Contractor shall comply with the requirements set forth in this PWS and Maxwell AFB regulations concerning conduct of employees as referenced herein. The Contractor shall employ and maintain a technically trained and experienced work force.

4.6 ENVIRONMENTAL PROTECTION & SAFETY.

The contractor shall be knowledgeable of and comply with all applicable federal, state, and local laws, regulations and requirements regarding environmental protection. In the event environmental laws or regulations change during the term of this contract, the contractor is required to comply as such laws come into effect.

4.7 HOURS OF OPERATION. The contractor shall perform the services required under this contract during the following normal operation hours of Monday through Friday, 0700-1700, except for Federal holidays.

However, due to the school schedules the contractor may work, with prior approval of the customer representative/CO, extended hours/weekends and holidays to insure timely completion of work at no additional cost to the government. All treatment schedules shall be coordinated with customer representative (SOC/MSSL, Field Leadership Branch and Holm Center/SDDF,

Facilities Manager) to minimize impact to mission schedule and to ensure notification of personnel.

There will be mission situations that require the contractor to work other than normal hours. Some of these situations are military exercises, contingency operations, school schedules, or other mission requirements. When the contractor's access to a work area conflicts with an Air Force mission requirement, the contractor shall schedule the work to minimize the disruption. Such scheduling may require work to be accomplished at times other than normal duty hours.

4.8. FEDERAL HOLIDAYS: The contractor is not required to provide service on Federal holidays.

4.9. SERVICE CONTRACT REPORTING: The contractor is required to report all contractor labor hours (including subcontractor labor hours) required for performance of all services provided under this contract for the ***(SOC Turf & Grounds Maintenance)*** via a secure data collection site. The contractor is required to completely fill in all required data fields at http://www.sam.gov.

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

***Reporting Period**: Contractors are required to input data by 31 October of each year.

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

5. CONTRACT DATA REQUIREMENTS LIST (CDRL)

5.1 Required Deliverables. The contractor shall comply with the documentation requirements in the Contract Data Requirements List (CDRL) (see Table 5.1) and provide the Government all deliverables per the CDRL formats, quantities, and timelines. The contractor shall document provision of deliverables using DD Form 1423-1, *Contract Data Requirements List.* The contractor shall be responsible for providing the following CDRL deliverables to meet the documentation requirements for services performed that are described in this PWS in paragraphs 1.2.3 through 1.3.1.5. The contractor shall prepare the documents below described as the CDRL dictates in accordance with the following list:

TABLE 5.1				
CDRL	**Acronym**	**Description**	**Due Date From Contractor**	**Quantity Due from Contractor**
A001		Annual schedule of work to be performed (1.2.3)	Within 10 days after initial award and each performance period thereafter	2 Soft Copy (common format, HTML, word, pdf, etc)
		Commercial herbicide/pesticide and fertilizer application program (1.3.1)	Prior to commencement	1 Soft Copy (common format, HTML, word, pdf, etc)
		Weed/insect control plan to detail: (1) The type of herbicide(s)/ pesticide(s) to be applied; with the name & EPA number & application rate (amount per acre) (2) Timing of application(s) (3) The type of application equipment (1.3.1.1)	Prior to any herbicide/pesticide application	1 Soft Copy (common format, HTML, word, pdf, etc)
		Report all chemicals applied (1.3.1.2)	Within five days after each application	1 Soft Copy (common format, HTML, word, pdf, etc)
		A copy of all state certifications/licenses of personnel applying pesticides/herbicides (1.3.1.3)	Seven days prior to the application of any pesticide/herbicide	1 Soft Copy (common format, HTML, word, pdf, etc)
		Labels and Material Safety Data Sheets (MSDS) for all herbicides/pesticides (1.3.1.4)	Prior to use	1 Soft Copy (common format, HTML, word, pdf, etc)
		Report (DD Form 1532-1) listing the target pest, temperature, wind speed, direction, the type and amount of chemical used per location and pesticide applicator(s) (1.3.1.4)	The regular workday after application	1 Soft Copy (common format, HTML, word, pdf, etc)
		Chemical spill response plan (1.3.1.5)	No more than ten work days after award of contract	2 Soft Copy (common format, HTML, word, pdf, etc)

SECURITY REQUIREMENTS FOR UNCLASSIFIED SERVICES ONLY
No CAC REQUIRED

6. ***Contractor Notification Responsibilities:*** The contractor shall notify the contracting officer within 30 days before on-base performance of the service. The notification shall include:

a. Name, address, and telephone number of contractor employees working on the contract.

b. The contract number and contracting agency.

c. The location(s) of service performance and future performance, if known.

d. The date service performance begins.

e. Any change to information previously provided under this paragraph.

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

The contractor shall submit a written request on company letterhead to the Contracting Officer (CO) listing the following: contract number, location of work site, start and stop dates, and names of employees and subcontractor employees needing access to the base. The letter will also specify the individual(s) authorized to sign a request for base identification credentials or vehicle passes. The contracting officer will endorse the request and forward it to the issuing base pass and registration office or Security Forces for processing. When reporting to the registration office, the authorized contractor individual(s) should provide a valid driver's license, current vehicle registration, and valid vehicle insurance certificate to obtain a vehicle pass.

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

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

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

Vehicle Inspections. All commercial vehicles will be directed to Gate 3 (Kelly St) or Gate 4 (Congressman Dickenson for Gunter) for processing through the Commercial Vehicle Inspection (CVI) Area, when operational. During non-duty hours and holidays, commercial vehicle inspections will be conducted at Gate 1 (Maxwell Blvd) or Gate 4 (Congressman Dickinson Drive) only. Inspection members will conduct thorough inspections of the interior and exterior of the vehicle for items prohibited from the installation such as explosive devices, weapons and ammunition, drugs, and open or closed alcohol containers.

6.2 ***REAL ID Act:*** All Maxwell Air Force Base and Gunter Annex visitors must present a REAL ID-compliant credential to be issued a pass.

REAL ID-compliant cards have a star marking ★ on the upper portion of the card. If the card does not have a star marking, it is not REAL ID-compliant and won't be accepted as proof of identity to board commercial aircraft or access military installations like Maxwell or Gunter.

Those without a REAL ID-compliant driver's license may also use a U.S. passport or passport card, a Transportation Worker Identification Card (TWIC), a Veteran Health Identification Card (VHIC), or a combination of the following documents to be issued a pass:

- An original or certified true copy of a birth certificate with a raised seal
- A social security card
- A driver's license issued by a state, territory, or the District of Columbia that is not REAL ID-compliant.

All three documents must reflect the same name (or a documented former name through legal name change documents such as a court order, marriage certificate, or divorce decree).

More information about accessing Maxwell can be found here: https://www.maxwell.af.mil/About-Us/Fact-Sheets/Display/Article/4024201/base-access-information/

6.3 ***Controlled/Restricted Areas:*** If work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with DAFI 31-101*, Integrated Defense, and* DoDM5200.02_DAFMAN 16-1405*, Air Force Personnel Security Program*.

If unescorted access is not authorized and the contractor requires access to controlled/restricted areas, they must be escorted by appropriately cleared government personnel at all times.

If work is required in a classified environment, the area must be sanitized, and the contractor will be escorted at all times by appropriately cleared government personnel.

6.4. ***Reporting Requirements:*** The contractor shall comply with DAFI 71-101, Volume-1, *Criminal Investigations,* and AFI 71-101, Volume-2, *Protective Service Matters,* requirements. Contractor personnel shall report to 42d Air Base Wing Information Protection Office, any information or circumstances of which they are aware may pose a threat to the security of DoD personnel, contractor personnel, resources, and classified or unclassified defense information. Contractor employees shall be briefed by their immediate supervisor upon initial on-base assignment and as required thereafter.

6.5. ***Traffic Laws:*** The contractor and their employees shall comply with base traffic regulations set forth in AFI 31-218, Motor Vehicle Traffic Supervision and DoDM5200.08v3_AFMAN31-101v3, Installation Perimeter Access Control. Personnel in violation may be issued a Central Violations Bureau Form 1805 traffic ticket.

6.6. **Random Installation Entry/Exit Checks**: Entry/exit vehicle checks are conducted by order of the 42 ABW Commander. These checks are conducted for the purpose of safeguarding the base and protecting government property by discovering and seizing stolen property, classified information, and contraband. Refusal to submit to an installation (entry/exit) vehicle check may result in the loss of base driving privileges, revocation of base registration, or debarment action.

6.7. ***Cellular Phone Operation Policy:*** The use of cellular phones while operating a motorized vehicle is prohibited on Maxwell-Gunter. Although discouraged, drivers are authorized to use devices, i.e. ear bud or ear boom, which allows their cellular phone to be operated hands-free. The device must not cover both ears. This policy applies to everyone driving on Maxwell AFB and Gunter Annex. Personnel in violation may be issued a Central Violations Bureau Form 1805 traffic ticket.

6.8. ***Wireless Electronic Devices***: The contractor will not establish their own Information Technology (IT) systems or networks (Local Area Networks [LAN], Wide Area Network

[WAN], Cellular phone/USB Modem as WAN, Wi-Fi as WAN, etc.), or camera system without the direct permission of the Program Manager and governing communications and responsible information systems office (42 CS).

6.9. ***Firearms and Ammunition***: Transporting weapons or ammunition, concealed or otherwise, **IS NOT** permitted by any non-law enforcement personnel on Maxwell AFB/Gunter Annex at any time regardless of state issued concealed weapons/LEOSA permits. Violations may result in criminal prosecution under applicable federal laws.

6.10. ***Illegal Weapons***. The weapons below are considered illegal, unless

specifically authorized by competent authority and are prohibited on Maxwell AFB/Gunter Annex. Violations may result in criminal prosecution under applicable federal laws.

a. Switchblade knives or knives with any type of automatic blade release.

b. An incendiary/explosive weapon (e.g., grenades, flash bangs).

c. Fireworks

d. Homemade mortars, aka "tennis ball launchers" or similar devices.

7. APPENDICES.

A. Estimated Workload Data

B. Maps and/or Site Plans

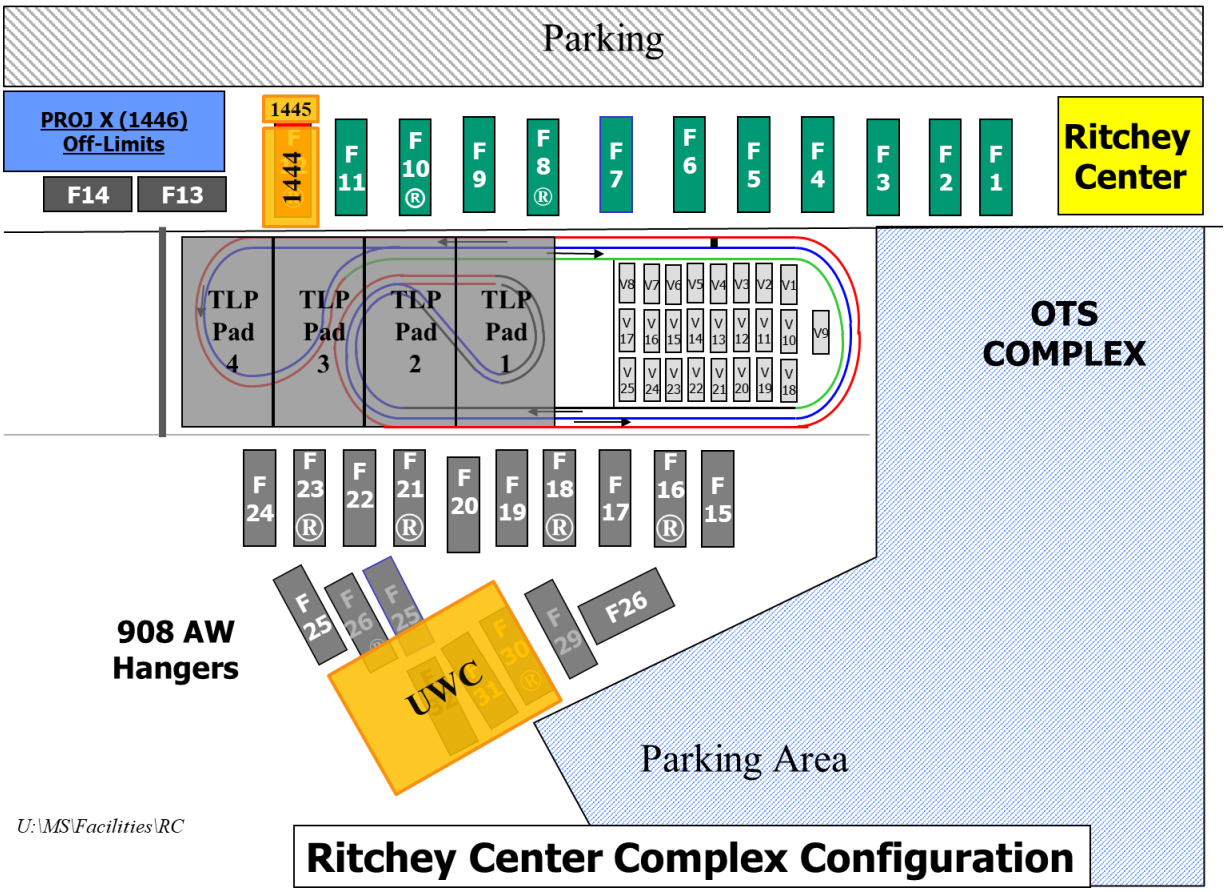
C. Publications and Forms

APPENDIX A ESTIMATED WORKLOAD DATA
A -1. Basic Workload Data: Standard Level of Service

Description	Estimated Quantity
Playing Surfaces and Edge	~923,472 s.f. (21.2 acres)

APPENDIX B
MAPS AND/OR SITE PLANS

B-1. Standard Level of Service map identifies surfaces for turf management. Green rectangles marked as F XX represent surfaces for turf management.



APPENDIX C
Publications and Forms

Publications and forms applicable to this PWS are listed below. The government has coded publications as mandatory (M) or advisory (A). The contractor shall follow those publications coded as mandatory to the extent (that is, the specific procedure in a paragraph, section, chapter or volume) specified in the PWS. The contractor shall be guided by those coded advisory to the extent necessary to meet requirements in this PWS. At the start of the contract, the government will provide access to the web site for all publications and forms listed. The government may issue supplements or amendments to listed publications from any organizational level during the life of the contract. It is the responsibility of the contractor to use the most current version of all publications. The contractor shall immediately implement those changes in publications that result in a decrease or no change in the contract price. Before implementing any such revision, supplement, or amendment that will result in an increase in contract price, the contractor shall submit to the Contracting Officer (CO) a price proposal for approval. Price proposals shall be submitted within 30 calendar days from the date the contractor receives notice of the revision, supplement, or amendment giving rise to the increase in cost of performance. The government will consider changes in the contract price due to supplements and amendments shall be considered under the FAR 52.212-4 "Contract Terms and Conditions-Commercial Items" clause. The government will continue to supply the government forms needed for daily operations. Upon completion of the contract, the contractor shall return to the government all issued publications and unused forms. (Mandatory (M), Advisory (A))

	PUBLICATIONS	
Number	**Title**	**M/A**
AFI 10-245	Antiterrorism (AT)	M
AFI 10-1101	Operations Security (OPSEC) Instructions	M
AFMAN 23-110	USAF Supply Manual	A
AFI 31-101	Integrated Defense	M
AFI 31-218	Air Force Motor Vehicle Traffic Supervision	M
AFI 16-1404	Air Force Information Security Program	M
AFI 31-501	Personnel Security Program Management	M
AFI 16-1406	Air Force Industrial Security Program	M
AFI 33-111	Voice Systems Management	M
AFI 33-114	Software Management	M
AFI 33-119	Air Force Messaging	M
AFI 33-207	Computer Security	M
AFI 33-332	Privacy Act Program	M
AFI 36-3026 Vol 1	Identification Cards for Members of the Uniformed Services, their Family Members, and Other Eligible Personnel	M
AFI 37-364	Records Disposition Procedures and Responsibilities	M
AFI 71-101, Vol I	Criminal Investigations	M
AFI 71-101, Vol II	Protective Service Matters	M

DoD 5200.1-R	Information Security Program	M
DoD 5200.2-R	Personnel Security Program	M
	FORMS	
AF Form 75	Visitor/Vehicle Pass	M
AETC Form 58	Civilian Identification Card	M