PERFORMANCE WORK STATEMENT

FOR

**CHAPLAIN CORPS STRATEGIC COMMUNICATION
MULTIMEDIA SUPPORT SERVICES**

AT

JOINT BASE ANACOSTIA BOLLING/PENTAGON RESERVATION

May 29, 2026

Contents

SECTION I 4
1.0 DESCRIPTION OF SERVICES 4
1.1 General. 4
1.2 Background. 4
SECTION II 4
2.0 TASK DESCRIPTIONS. 4
2.1 General Scope & Objectives 4
2.2 Web Architecture & Content Management. 4
2.3 Multimedia & Video Production 5
2.4 Graphic Design, Photography & Brand Management 5
2.5 Asset Repository & Data Management 5
2.6 Strategic Alignment, Reporting & Knowledge Transfer.....6
2.7 Staff Meetings.....6
SECTION III 8
3.0 SERVICE SUMMARY 8
4.0 DELIVERABLES 10
5.0 GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, MATERIAL, INFORMATION, OR SERVICES 10
5.1 Government Furnished Property, Equipment, Material, Information, or Services..... 10
5.2 Contractor Acquired Property 11
SECTION VI 12
6.0 GENERAL INFORMATION 12
6.1 Scheduling Concerns. 12
6.2 Kickoff Meeting/Orientation Meeting 13
6.3 Transition-In Plan 14
6.4 Transition-Out Plan 14
6.5 Quality Control. 15
6.6 Emergency Operations/Mission Essential Personnel. 15
6.7 Security Instructions 15
6.8 Travel 18
6.9 Employee Accountability & Turnover 19
6.10 Miscellaneous Paragraphs. 19
6.11 Information Assurance (IA)/Information Technology (IT) Training: 20

6.12 OPSEC Training: 20
6.13 The Government has unlimited rights to all documents/materials 21
APPENDIX 1..... 22
1.0 DEFINITIONS, ABBREVIATIONS, AND ACRONYMS 22
2.0 ACRONYMS 22

SECTION I

1.0 DESCRIPTION OF SERVICES

1.1 General. The Headquarters United States Air Force Chaplain Corps provides or provides for religious accommodation, spiritual readiness and leadership advisement. The Air Force Chaplain Corps provides all functional-area specific resources in support of mission requirements and strategic initiatives and objectives.

1.1.1 Scope. The objective of this performance work statement is to obtain contractor support for Air Force Chaplain Corps multimedia productions. The contractor shall provide all personnel, equipment, tools, materials, supervision, and quality control necessary, except as specified in Paragraph 5.0 as Government Furnished, to perform all proposed Task Items and Services, as defined in this PWS. The contractor shall provide technical production support for all multimedia requirements including the Resource Hub, video production, graphic design, photography, Social Media sites and branding projects for the Air and Space Force Chaplain Corps.

1.2 Background. Multimedia delivery is a foundational and fundamental part of Strategic Action Group to the Total Force Chaplain Corps through resourcing and implementing the Chief of Chaplains direction and initiatives.

SECTION II

2.0 TASK DESCRIPTIONS. The contractor shall maintain awareness of Air Force Chaplain Corps policies and guidance with regard to Strategic Action Group execution. The contractor shall plan, schedule, coordinate, and ensure effective performance of the following services.

2.1 General Scope & Objectives. The contractor shall deliver comprehensive multimedia, web architecture, and visual communication solutions that enhance the strategic messaging of the Air Force Chaplain Corps. The primary outcome is the production of broadcast-quality media, a highly functional digital Resource Hub, and consistent brand management that directly supports the Chief of Chaplains' strategic initiatives.

2.2 Web Architecture and Content Management.

2.2.1 Outcome: A highly responsive, user-friendly, and secure SharePoint-based Resource Hub and associated web/social media presence that serves as the central node for Chaplain Corps digital resources.

2.2.2 Estimated Workload: The contractor shall manage and execute digital content updates, ensuring a minimum of 12 and a maximum of 24 posts are published per month across the Resource Hub and associated web/social media platforms.

2.2.3 Performance Requirements: Develop, customize, and maintain SharePoint sites and subsites utilizing HTML, JavaScript, JQuery, and native features to meet Government requirements. Design and implement user-friendly site navigation, document libraries, cascading drop-down menus, and automated forms/workflows for resource submissions. Ensure all web environments remain operational, visually aligned with the Chaplain Corps brand, and updated within established Service Summary timeframes. Coordinate with AF/PAA for new site establishment and ensure compliance with DoD/Air Force web and cyber security standards.

2.3 Multimedia & Video Production.

2.3.1 Outcome: Turn-key, broadcast-quality video products (for educational, informational, and promotional use) ready for distribution across secure Government platforms, public websites, and social media.

2.3.2 Estimated Workload: The contractor shall produce a minimum of 2 and a maximum of 4 completed video projects per month, ranging from short social media clips to longer educational forums.

2.3.3 Performance Requirements: Execute the full lifecycle of video production (pre-production storyboarding, on-location production, and post-production editing). Utilize industry-standard commercial equipment, lighting, and audio capture techniques to produce high-definition products in indoor, outdoor, and conference environments. Provide post-production editing, including graphics, lower-thirds, audio mixing, and encoding formatted specifically for the target distribution platform (e.g., YouTube, Vimeo, internal portals). Capture historical footage of Chief of Chaplains summits, conferences, and vital events.

2.4 Graphic Design, Photography, and Brand Management.

2.4.1 Outcome: Compelling, high-resolution visual assets and commercial-quality photography that standardize and elevate the Air Force Chaplain Corps brand across all print and digital mediums.

2.4.2 Estimated Workload: The contractor shall produce 10-15 graphic designs per month and provide coverage for 2-3 photography/video events per month.

2.4.3 Performance Requirements: Design custom layouts for print and digital media, including branding identifiers, brochures, booklets, presentations, and social media imagery. Provide commercial-quality photography services for events, portraits, and strategic messaging, utilizing industry-standard editing software for color correction and quality enhancement. Develop, maintain, and enforce Air Force Chaplain Corps branding implementation guidelines to ensure visual consistency across all media products. Copyright Compliance: Ensure all fonts, stock imagery, music, and sound effects are fully licensed for DoD use, obtaining written releases and permissions prior to publication.

2.5 Asset Repository & Data Management.

2.5.1 Outcome: A secure, continuously updated, and easily searchable digital archive of all raw and finished multimedia assets that remains fully accessible to the Government.

2.5.2 Performance Requirements: Establish and maintain an organized, centralized repository for all videos, graphics, photos, and project files. Ensure the Government retains unrestricted access and unlimited rights to all materials (raw and final) produced under this contract, IAW Section 6.13.

2.6 Strategic Alignment, Reporting, & Knowledge Transfer.

2.6.1 Outcome: Transparent project tracking, seamless technical support for leadership, and the continuous enablement of Government personnel.

2.6.2 Performance Requirements: Project Tracking: Maintain a real-time project tracker accessible to the Government. Provide detailed status updates on multimedia projects within 4 hours of a request from the COR.

2.6.3 Technical Reporting: Attend staff meetings to provide technical status updates, report on production timelines, and assess the technical feasibility of proposed communication strategies. (Note: The contractor provides technical data; the Government retains all policy and decision-making authority).

2.6.4 Government Enablement: Develop and maintain Standard Operating Procedures (SOPs) for the Resource Hub architecture. Provide quarterly over-the-shoulder knowledge transfer sessions to designated Government personnel to ensure the Government retains the capability to perform basic content uploads and site maintenance independently.

2.7. Staff Meetings. The contractor may be requested to attend staff meetings to provide project updates and to provide technical expertise which shall assist leadership with greater efficiencies in the execution of effective communications.

SECTION III

3.0 SERVICE 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 and will be assessed on an "Acceptable" or "Unacceptable" basis. These thresholds are critical to mission success.

Performance Objective	PWS Paragraph	Performance Threshold	Method of Surveillance
SS – 1 Web Content Development and Maintenance	2.2	Performance is acceptable when: a) 98% of deliverable requirements are met and received on time remaining 2% are reworked until error free within 2 business days. b) critical information is accurate	Periodic Surveillance
SS – 2 Multimedia Production (Videos, Graphics, Photography, Brochures, Logos, Posters, Social Media, Content)	2.1.1, 2.3 – 2.5.6	Performance is acceptable when: a) 98% of deliverable requirements are met and received on time remaining 2% are reworked until error free within 2 business days b) Critical information is accurate	Periodic Surveillance
SS – 3 Replacement/substitute personnel	2.1.3	Performance is acceptable when: a) Vacancies are filled with qualified personnel within 14 days of vacancy, unless approved in writing or otherwise directed in advance by the CO b) There is no mission impact due to position vacancies or unqualified personnel	100% Surveillance

SECTION IV

4.0 DELIVERABLES

The Contractor shall provide deliverable(s) in a format mutually agreed upon by the Government and the Contractor.

The following enumerated deliverables are not expected to change. Due Date intervals are not expected to change but actual dates may need to be revised depending on actual contract start date.

DELIVERABLE	PWS PARA	DUE DATE	DELIVERY
Attend Kickoff Meeting	6.2.1	Within 5 calendar days after contract award	In-person or MS Teams
Transition-In Plan	6.3	Submitted at Kickoff Meeting	By email to the COR in Microsoft Word format
Quality Control Plan	6.5.2	Submitted at Kickoff Meeting and annual revisions submitted 15 days after OY award	By email to the COR in Microsoft Word format
Web Content Updates	2.2	NLT 14 calendar days after request	Updates on website, social media, and/or app with email confirmation to the COR
Multimedia Production (Videos, Graphics, Photography, Brochures, Logos, Posters, Social Media, Content)	2.3 – 2.5.6	NLT 30 calendar days after request	Send email with link to repository or location of product or email with product attached in particular format to the COR
Trip After Action Reports	6.8.5	15 Days after completion of TDY	By email to the COR in Microsoft Word format
Transition-Out Plan	6.4	NLT 90 days prior to contract expiration	By email to the COR in Microsoft Word format

SECTION V

5.0 GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, MATERIAL, INFORMATION, OR SERVICES

5.1 Government Furnished Property, Equipment, Material, Information, or Services. The Government will provide the property, material, equipment, and/or services listed below solely

for the purpose of performance under this contract. This property, materials, and equipment are solely provided on a basis incidental to the place of performance and shall not leave Government control. Pursuant to FAR 45.000(b)(5), Government property that is incidental to the place of performance, when the contract requires contractor personnel to be located on a Government site or installation, and when the property used by the contractor within the location remains accountable to the Government, is not subject to the requirements of FAR Part 45.

5.1.1 Facilities. The Government will provide the necessary workspace for the contractor staff to provide the support outlined in the PWS to include utilities. The Government shall provide, upon completion of required forms by contractor personnel and compliance with the requirements of the clause at FAR 52.204-9 and paragraph 1.6.7, appropriate building passes and a Common Access Card for access to information systems.

5.1.2 Equipment: If in the AF/HC office, the Government will provide the basic necessary equipment for the Contractor staff to provide support outlined in the PWS, to include telephones, computers, desk space and other items necessary, as determined by the government, to maintain an office environment. During remote work, the Contractor will provide adequate work environment to meet requirements outlined in PWS, to include telephone, computer, desk space and other items necessary. Additionally, the Government will provide the necessary technical equipment to produce the required deliverables.

5.1.2.1. The contractor may submit requests for updated equipment, and all requests will be validated by AF/HC personnel prior to approval and purchase. Once equipment is deemed no longer serviceable it shall be properly disposed of following DRMO procedures.

5.1.2.2. All government furnished equipment will be inventoried. At the conclusion of the contract, if items are found to be missing due to contractor negligence, the contractor will be responsible for replacing the items.

5.1.3. Materials: The government will provide general office supplies and access to governing issuances pertaining to the task.

5.1.4. Except for those items specifically stated to be Government-Furnished in Paragraph 5.0, the contractor shall furnish everything required to perform these services as indicated in Section 2.0.

5.2. Contractor Acquired Property. The contractor will not be required to acquire any property.

SECTION VI

6.0 GENERAL INFORMATION

6.1 Scheduling Concerns.

6.1.1 Duty Hours. The Contractor shall have access to Government facility five days per week, Monday through Friday, except when the Government facility is closed due to local or national

emergencies, administrative closings, or similar Government directed facility closings, unless otherwise approved. Contractor personnel are expected to be available to answer inquiries during customer agency normal operating hours; however the Contractor may be required access to Government facility outside of normal operating hours based on the customer agency's needs. Compensatory time arrangements are permissible for temporary spikes in worktime; but overtime pay is prohibited without COR and Contracting Officer (CO) approval. Federal Holidays shall be observed in accordance with Office of Personnel Management policy.

6.1.1.1. Recognized Holidays: The following are recognized United States (US) holidays. The contractor *shall not* perform services on these days:

- New Year's Day: January 1st
- Martin Luther King, Jr.'s Birthday
- President's Day
- Memorial Day
- Juneteenth
- Independence Day: July 4th
- Labor Day
- Columbus Day
- Veteran's Day: November 11th
- Thanksgiving Day
- Christmas Day: December 25th

6.1.2 Customer Service Hours and Base Shutdown/Inclement Weather. Customer service hours are 0800 – 1700 EST, Monday through Friday (excluding federal holidays). The Contractor shall follow guidance of the installation containing their place of performance to determine reporting schedules whether due to a base closure or inclement weather. The website for guidance regarding status of performance for work to be performed in the National Capital Region (NCR) is http://www.opm.gov/status/.

6.1.3. Place and Performance of Service. Performance shall be at the Contractor's designated office space, AF/HC, or other approved location, as necessary. The contractor shall at all times maintain an adequate work force to ensure on-time delivery of all deliverables. When hiring personnel, the contractor shall keep in mind that the stability and continuity of the work force are essential. alternate work location is authorized.

6.1.4 Telework: The Government may permit telework by contractor employees when determined to be in the best interest of the Government in meeting work requirements. In furtherance of Continuity of Operations Planning (COOP), a telework program may be enacted to ensure that the Government's mission-critical operations stay operational during times of national emergency or incidents of national significance. Telework shall be at no additional cost to the Government.

6.2 Kickoff Meeting/Orientation Meeting

6.2.1 The Contractor shall attend a Project kick-off Meeting no later than (NLT) five (5) calendar days after contract award at the location approved by the Government. The meeting will provide an introduction between the Contractor personnel and Government personnel who will be involved with the contract. The meeting will provide the opportunity to discuss technical, management, and logistic issues; travel authorization; communication process between Government and Contractor; and reporting procedures. At a minimum, the attendees shall include key Contractor personnel, HCX, key Government representatives, and the COR. The Contractor shall provide a Kick-Off Meeting Agenda that will include, but not be limited to, the following.

- Introduction of personnel
- Overview of project tasks
- Review of organization (complexity)
- Schedule (shows major tasks, milestones, and deliverables; planned and actual start and completion dates for each)
- Communication Plan/lines of communication overview (between both Contractor and Government)
- Travel notification and processes
- Government-furnished information (GFI)
- Security requirements (Building access, badges, Common Access Cards (CAC))
- Analytical Support Status Accreditation (ASSA) Documentation
- Invoice procedures
- Meeting dates
- Reporting Requirements, e.g. Status Reports
- POCs
- Roles and Responsibilities
- Overview of incoming Transition Plan to include process, timeframes, and status
- Prioritization of Contractor activities
- Any initial deliverables
- Other logistic issues
- Quality Control Plan (QCP)
- Sensitivity and protection of information
- Additional issues of concern (Leave/back-up support)

6.2.2 The Contractor shall develop a draft copy of the agenda NLT 3 days after contract award for review and approval by the COR prior to finalizing.

6.2.3 The Kickoff Meeting location will be held at the AF/HC office at either Joint Base Anacostia Bolling, the Pentagon Reservation, Zoom/ZoomGov, or MS Teams and the date and time will be mutually agreed upon by both parties.

6.3 Transition-In Plan

6.3.1 The Contractor shall provide a Transition-In Plan at the Kickoff Meeting, the plan shall facilitate the accomplishment of a seamless transition from the incumbent Contractor (if applicable) and incoming Contractor. The Contractor shall identify how it will coordinate with the incumbent Contractor and Government personnel to transfer knowledge regarding the following:

- Project management processes
- Points of contact
- Location of technical and project management documentation
- Status of ongoing technical initiatives
- Schedules and milestones
- Actions required of the Government
- Coordination of IT related programs, issues

6.3.2 The Contractor shall also establish and maintain effective communication with the incumbent Contractor and Government personnel for the period of the transition via weekly status meetings per the COR's direction.

6.3.3 Incumbent employees may be interviewed for possible employment by the incoming Contractor; however, the employees will have the first right of refusal.

6.4 Transition-Out Plan

6.4.1 The Contractor shall provide a Transition-Out Plan NLT than 90 calendar days prior to expiration of the contract. The plan shall facilitate the accomplishment of a seamless transition from the incumbent to an incoming Contractor (if applicable). In addition, the Contractor will continue to accomplish all tasks as outlined in the contract during this period. The Contractor shall identify how they will coordinate with the incoming Contractor and Government personnel to transfer knowledge regarding the following:

- Project management processes
- Points of contact
- Location of technical and project management documentation
- Status of ongoing technical initiatives
- Schedules and milestones
- Actions required of the Government
- Coordination of IT related programs, issues

6.4.2 The Contractor shall also establish and maintain effective communication with the incoming Contractor and Government personnel for the period of the transition via weekly status meetings.

6.4.3 Current employees under this contract may be interviewed for possible employment by a succeeding Contractor; however, the Contractor will have the first right of refusal. The current Contractor will release any employee who chooses to be employed by a succeeding Contractor. The current Contractor will assist by orienting assigned employees of the succeeding Contractor during the last 30 days of the period of this contract, if so directed by the CO. The Government

shall make available to such employees existing Government Furnished Property listed under Section V of this PWS. Items that are not accountable, such as desks, chairs, telephones, and other normal office equipment and office supplies during the orientation period, will only be transferred to the incoming Contractor if items were solely purchased by the current Contractor's company.

6.5 Quality Control.

6.5.1. Quality Assurance. The Government shall rely on the Contractors' existing quality assurance system as the method to ensure that the requirements of the contract and performance thresholds are met; however, the Government reserves the right to monitor and evaluate the quality of services provided and compliance with the contract terms and conditions at any time.

6.5.2. Quality Control Plan (QCP). The Contractor shall develop and maintain an effective quality control program to ensure services are performed IAW this PWS, applicable laws and regulations, and best commercial practices. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services with special emphasis placed on those services listed in this PWS. The Contractor's quality control program is the means by which it assures itself that the work complies with the requirement of the contract.

6.6 Emergency Operations/Mission Essential Personnel.

6.6.1 Emergency Operations. Contractor will work at alternate location during emergencies. The Contractor shall safeguard all government property, documents, and equipment while working at the alternate location. Government may permit Contractor to telework during emergencies. Contractor will adhere to the Government property requirement contained in this contract and adhere to the telework agreement.

6.6.2 Contractor will coordinate daily with department Field Grade Officer (FGO). Weekly updates will be given to the HCX Division Chief.

6.7 Security Instructions

6.7.1 Physical Security. The Contractor shall safeguard all Government property, documents and controlled forms provided for Contractor use and adhere to the Government property requirements contained in this contract. At the end of each work day, all Government facilities, equipment, and materials shall be secured by a Government POC. Contractors are not allowed to secure Government facilities, equipment, and materials.

6.7.2 Access Control. The Contractor shall establish and implement methods of ensuring that no building access instruments issued by the Government are lost, misplaced or used by unauthorized persons. Access codes shall not be shared with any person(s) outside the organization. The Contractor shall control access to all Government provided lock combinations

to preclude unauthorized entry. The Contractor is not authorized to record lock combinations without written approval by the Government COR. Records with written combinations to authorized secure storage containers, secure storage rooms, or certified vaults, shall be marked and safeguarded at the highest classification level as the classified material maintained inside the approved containers.

6.7.3 Pass and Identification Items. The Contractor shall ensure the pass and identification items required for contract performance are obtained for employees and non-government owned vehicles.

6.7.4 Retrieving Identification Media. The Contractor shall retrieve all identification media, including vehicle passes, from employees who depart for any reason before the contract expires.

6.7.5 Traffic Laws. The Contractor and its employees shall comply with base traffic regulations.

6.7.6 Weapons, Firearms, and Ammunition. Contractor employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their Contractor-owned vehicle or privately-owned vehicle while on JBAB/Pentagon Reservation or any other military facility.

6.7.7 Contractor Identification. All Contractor personnel shall wear the Air Force issued Common Access Card at all times when away from their immediate work area so as to distinguish themselves from Government employees. When conversing with Government personnel during business meetings, over the telephone or via electronic mail, Contractor personnel shall identify themselves as a contractor to avoid situations arising where sensitive topics might be better discussed solely between Government employees. Contractors shall identify themselves on any attendance sheet or any coordination documents they may review. Electronic mail signature blocks shall identify their company affiliation. Where practicable, contractors occupying collocated space with their government program customer should identify their work space area with their name and company affiliation or as a minimum “Contractor” after name.

6.7.7.1 Common Access Card (CAC). The contractor or subcontractor, to include alternates, shall obtain and maintain a CAC, contractors shall provide a listing of personnel who require a CAC to the contracting officer. The government will provide the contractor with instruction on how to complete the Trusted Associate Sponsorship Systems (TASS) application and then notify the contractor when approved. Contractor personnel shall obtain a CAC from the nearest Real Time Automated Personnel
Identification Documentation System (RAPIDS) Issuing Facility (typically the local Military Personnel Flight (MPF)). While visiting or performing work on installation(s)/location(s), contractor personnel shall wear or prominently display the CAC as required by the governing local policy.

6.7.7.2 Trusted Associate Sponsorship System (TASS): The contractor shall process CAC applications through the TASS, the procedures for which are described below. Although there is no requirement for the contractor to designate a “Corporate Facility Security Officer" (FSO) to

serve as its single point of contact for the BI, the TASS application process and other CAC and security-related matters, such designation facilitates these processes. If an FSO is not established, all contractor employees requiring a CAC will be required to process their own applications. The submission process for CAC applications is as follows:

6.7.7.2.1 The contractor's FSO or contractor employee shall submit requests for a CAC via email to the designated TASS Trusted Agent (TA).

6.7.7.2.2 The Government will establish a TASS application account for each CAC Request and will provide each contractor employee a USER ID and password, via email, to the FSO. The FSO or contractor employee shall access the TASS account and complete the CAC application (entering/editing contractor information as applicable) at: https://www.dmdc.osd.mil/tass/. The FSO or contractor employee shall follow up to ensure that the TA is processing the request.

6.7.7.2.3 The Government will inform the contractor's applicant, via email, of one of the following:

a. Approval.* Upon approval, the information is transferred to the DEERS database and an email notification is sent to the contractor with instructions on obtaining their CAC. The contractor proceeds to a RAPIDS station (RAPIDS Site Locator: http://www.dmdc.osd.mil/rsl/).

b. Rejection.* The Government, in separate correspondence, will provide reason(s) for rejection.

c. Return. Additional information or correction to the application required by the contractor employee.

*The contractor shall maintain records of all approved and rejected applications.

6.7.7.2.4 At the RAPIDS station, the RAPIDS Verification Officer will verify the contractor employee by SSN and two forms of identification. Identity source documents must come from the list of acceptable documents included in Form I-9, OMB No. 1615- 0047, "Employment Eligibility Verification." Consistent with applicable law, at least one document from the Form I9 list shall be a valid (unexpired) State or Federal Government-issued picture ID. The Identity documents will be inspected for authenticity and scanned and stored in the DEERS upon issuance of an ID. The photo ID requirement cannot be waived, consistent with applicable statutory requirements. The Verification Officer will capture primary and alternate fingerprints, picture, and updates to DEERS, and will then issue a CAC. Issued CACs will be valid for no longer than three years, or until the individual's contract end date (inclusive of any options), whichever is earlier.

6.7.7.2.5 The contractor shall return issued CACs to the DEERS office upon departure or dismissal of each contractor employee, and shall obtain a receipt for each card and provide it to the COR.

6.7.7.2.6 The contractor shall manage requests for new or renewal CACs in sufficient time to ensure that all contractor employees have them when needed to perform work under this

contract. The contractor shall provide at least 10 calendar days' advance notice to the TA, unless there are extenuating circumstances approved by the COR.

6.7.8 Drug, Tobacco, and Alcohol Use Policy. The consumption of alcoholic beverages or illegal drugs by contractor personnel, while on duty, is strictly forbidden. Contractor shall immediately remove any employee who is under the influence of alcohol or drugs.

6.7.9 Unscheduled closures by the Security Forces may occur at any time causing all personnel entering or exiting a closed installation to experience a delay. This cannot be predicted or prevented. Contractors are not compensated for unexpected closures or delays. Vehicles operated by contractor personnel are subject to search pursuant to applicable regulations. Any moving violation of any applicable motor vehicle regulation may result in the termination of the contractor employee's installation driving privileges.

6.7.10 The contractor's employees shall become familiar with and obey the regulations of the installation; including fire, traffic, safety and security regulations while on the installation. Contractor employees should only enter restricted areas when required to do so and only upon prior approval. All contractor employees shall carry proper identification with them at all times, and shall be subject to such checks as may be deemed necessary. The contractor shall ensure compliance with all regulations and orders of the installation which may affect performance. The Government reserves the right to direct the removal of an employee for misconduct, security reasons, or any overt evidence of communicable disease. Removal of contractor employees for reasons stated above does not relieve the Contractor from responsibility for total performance of this contract.

6.8 Travel

6.8.1 Local Travel. Local travel to attend meetings or events may be required at no cost to the Government. Travel within the Contractor's commuting vicinity is considered a cost of doing business and shall not be separately reimbursed.

6.8.2 CONUS Travel: Prior to travel, the Contractor shall coordinate with, and receive approval from, the COR at least 10 business days prior to trip.

6.8.3 OCONUS Travel: (e.g., to EUCOM and/or PACOM Area of Responsibility) Prior to travel, the Contractor shall coordinate with, and receive approval from, the COR at least 20 business days prior to trip. Theater Business Clearances shall be obtained, as necessary, prior to travel.

6.8.4 Further guidance for Contractor travel can be found at https://www.defensetravel.dod.mil/site/faqctr.cfm.

6.8.5 Trip Reports: Following each trip, the Contractor shall prepare and deliver Trip/After Action Reports to the COR within 15 days after completion of the trip. The trip report shall be completed in accordance with HCX guidance.

6.9 Employee Accountability & Turnover

6.9.1 Staffing of Contractor Personnel. Contractor shall provide a stable workforce, throughout the duration of the contract, to ensure all deliverables are delivered on time and meet the criteria for acceptance. No positions shall remain vacant for more than 10 working days. The government shall not be billed for positions left vacant over 30 working days unless the vacancy is due to government delay and otherwise approved by the CO.

6.9.2 List of Employees. The Contractor shall maintain a current listing of employees assigned under this contract, a primary and alternate if necessary. The list shall include the employee's name, and level of security clearance, if applicable. The list shall be validated and signed by the company Facility Security Officer (FSO) and provided to the Contracting Officer, Program Manager, and Servicing Security Activity. An updated listing shall be provided upon request.

6.9.3 Contractor professionalism. The contractor shall:

- Present a professional appearance and maintain professional demeanor and conduct at all times.
- Conduct their work assignments IAW project schedules
- Function effectively and efficiently during extended periods of high pressure and stress.
- Function as an integral member of a team of highly trained professionals responsible for the safety and security of USAF personnel and resources.

6.10 Miscellaneous

6.10.1 Freedom of Information Act (FOIA). All official Government records affected by this contract are subject to the provisions of the FOIA (5 U.S.C. 552/DoD 5400.7-R/AF Supplement). Any request received by the Contractor for access/release of information from these records to the public (including Government/Contractor employees acting as private citizens), whether oral or in writing, shall be immediately brought to the attention of the CO for forwarding to the FOIA Manager to ensure proper processing and compliance with the Act.

6.10.2 CONTROLLED UNCLASSIFIED INFORMATION (CUI). The Contractor shall comply with DoD 5400-7-R, Chapter 4, DoD Freedom of Information Act (FOIA) Program requirements. This regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding CUI material.

6.10.3 Privacy Act. Work on this contract may require that personnel have access to information protected by the Privacy Act. Contractor personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations when handling such information.

6.10.4 Records. All records created and received by the Contractor in the performance of this contract shall be maintained and readily accessible. Records shall remain the property of the Government.

6.10.5 Safety Concerns. The Contractor is solely responsible for compliance with OSHA standards for the protection of their employees. The Government is not responsible for ensuring that Contractors comply with "personal" safety requirements that do not present the potential to damage Government resources.

6.10.6 Project Policy. The Contractor shall comply with all industry standards. All work shall be done in accordance with all federal, local, and state laws and regulations.

6.10.7 Inherently Governmental Functions. The Contractor shall not perform inherently Governmental functions as defined in the Federal Acquisition Regulation (FAR) Subpart 7.5 in relation to this PWS.

6.10.8 Ethics. The Contractor shall not employ any person who is an employee of the US Government if employing that person would create a conflict of interest. Additionally, the Contractor shall not 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 DoDD 5500-7, Joint Ethics Regulation.

6.10.9 Professional Appearance of Work Space. The Contractor shall keep work space areas neat and orderly and avoid conditions leading to safety violations.

6.10.10 Non-Personal Services. The Government shall not supervise or task Contractor employees in any manner that generates actions of the nature of personal services, or that creates the perception of personal services. It is the responsibility of the Contractor to manage its employees directly and to guard against any actions that are of the nature of personal services, or give the perception of personal services to the Government or to Government personnel. If the Contractor feels that any actions constitute, or are perceived to constitute personal services, it is the Contractor's responsibility to notify the CO immediately. Non-personal Contractor services shall not be used to perform work of a policy/decision making or management nature.

6.11 Information Assurance (IA)/Information Technology (IT) Training: All contractor employees and associated subcontractor employees assigned to work on a government site and/or requiring access to a DoD network will be required to register with Air Force MyLearning at commencement of services in order to complete the necessary initial training required and annually for the duration of the contract (i.e., DoD IAA CyberAwareness, Protecting Sensitive Information, Force Protection, etc.). All contractor employees performing services involving IA/IT functions shall comply within 30 days of the start of contract performance.

6.12 OPSEC Training: In accordance with AFI 10-701, Operations Security, OPSEC PMs/SMO/SMNCOs/Coordinators will provide OPSEC training or training materials to contract employees within 30 days of employees' initial assignment to the contract and prior to having access to any critical information (CI) and annually thereafter. General organizational orientations may need to be supplemented by duty-related orientations in the work center targeted toward specific critical information and vulnerabilities associated with the work.

6.13 The Government has unlimited rights to all documents/materials produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

APPENDIX 1

1.0 DEFINITIONS, ABBREVIATIONS, AND ACRONYMS

Contractor: A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

Contracting Officer (CO). The duly appointed Government agent authorized to award or administer contracts. The contracting officer is the only person authorized to contractually obligate the Government.

Contracting Officer Representative (COR): An employee of the U.S. Government designated by the CO to monitor contractor performance. Such appointment will be in writing and will state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

Defective Service. A service output that does not meet the standard of performance specified in the contract for that service.

Deliverable: Anything that can be physically delivered and includes nonmanufactured things such as meeting minutes or reports.

Government Furnished Property (GFP). Facilities, equipment, tools, supplies, parts, or any other items furnished for the concessionaire's use by the Government. A full list, if applicable, is in Section V.

Performance Threshold. The minimum performance level of a performance objective required by the Government.

Physical Security: Actions that prevent the loss or damage of Government property.

Quality Assurance: The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

Quality Assurance Surveillance Plan (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.
Quality Control: All necessary measures taken by the Contractor to ensure that the quality of an end product or service shall meet contract requirements.

Subcontractor: One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.0 ACRONYMS

AAR After Action Report
AT Awareness Training
AT/OPSEC Antiterrorism/Operational Security
AUP Acceptable Use Policy
BI Background Investigation
CAC Common Access Card
CM Contract Manager
CMRA Contractor Manpower Reporting Application
COOP Continuity of Operations Planning
COR Contracting Officer Representative
DEERS Defense Enrollment Eligibility System
DFARS Defense Federal Acquisition Regulation Supplement
DOD Department of Defense
DoDM Department of Defense Manual
FAR Federal Acquisition Regulation
FPCON Force Protection Condition
GFP/M/E/S Government Furnished Property/Material/Equipment/Services
HCX Plans and Programs
IA Information Assurance
IS Information System(s)
CO Contracting Officer
NACI National Agency
OCI Organizational Conflict of Interest
OPSEC Operations Security
PII Personally Identifiable Information
PIPO Phase In/Phase Out
PIV Personnel Identity Verification
POC Point of Contact
PRS Performance Requirements Summary
PWS Performance Work Statement
QA Quality Assurance
QASP Quality Assurance Surveillance Plan
QC Quality Control
QCP Quality Control Program
RAPIDS Real-Time Automated Personnel ID System
SB Strong Bonds
SSN Social Security Number
TASS Trusted Associate Sponsorship System
TE Technical Exhibit
USD(I) Under Secretary of Defense for Intelligence
WA&T Website Attributes and Tools