Naval Facilities Engineering Systems Command

NAVFAC Far East

Service Request NO. 26888770
E-Project NO. 1856510

HANGAR DOORS, AUTOMATIC SLIDING DOORS, AND AUTOMATIC SLIDING GATE MAINTENANCE CONTRACT

AT

NAVAL AIR FACILITY MISAWA (NAFM), JAPAN

BY

RECURRING AND NON-RECURRING WORK CONTRACT

SUBMITTED BY:
NAVFAC FE

PREPARED BY:
Elfren Dyoco Jr
Specification Writer
January 28, 2025

APPROVED BY:

Specification Approved By: Facilities Support Contract Manager (Misawa)

CROCI.JONATHAN.ARTHUR.1098176000 Type text here
Digitally signed by CROCI.JONATHAN.ARTHUR.1098176000
Date: 2025.01.29 10:10:28 +09'00'

NAME **DATE**

Specification Approved By: NAVFAC FE PW2 Division Director

LINARES.TIMOTHY.PATRICK.1178414239
Digitally signed by LINARES.TIMOTHY.PATRICK.1178414239
Date: 2025.01.31 15:04:49 +09'00'

NAVFAC FE PW2 Division Director **DATE**

Controlled by : NAVFAC Far East
Controlled by : PW2
CUI Category : DCRIT
Distribution/Dissemination Control : FEDCON
POC : timothy.p.linares.civ@us.navy.mil

SECTION C: DESCRIPTION/SPECS/WORK STATEMENT

TABLE OF CONTENTS

Annex	Sub Annex	Spec Item #	Title
Annex 1	0100000	1	General Information
Annex 2	0200000	2	Management and Administration
Annex 15	1502000	1	General Information
Annex 15	1502000	2	Management and Administration
Annex 15	1502000	3	Recurring Work
Annex 15	1502000	4	Non-Recurring Work

0100000 – General Information	
Table of Contents	
Spec Item	**Title**
1	General Information
1.1	Outline of Services
1.2	Acquisition of Additional Work
1.3	Background Information
1.4	Navy PBSA Approach
1.5	Standard Template
1.6	Related Information
1.7	Verification of Workload and Conditions
1.8	Contractor's Knowledge
1.9	Technical Proposal Certification

0100000 – General Information		
Spec Item	**Title**	**Description**
1	General Information	
1.1	Outline of Services	Except where otherwise stated, the Contractor shall furnish all labor, supervision, management, tools, materials, equipment, facilities, transportation, incidental engineering, and other items necessary to provide the services outlined below and described in this Performance Work Statement (PWS) at Naval Air Facility Misawa (NAFM), Japan and outlying areas supported by this installation, by means of a performance-based contract that is comprised of both Recurring Work and Non-Recurring Work Items. The PWS is organized into annexes. Annex 1 is "General Information". Annex 2 contains the on-site project management and administration requirements. Annexes 3 through 18 contain the technical requirements. The annex numbers are identified as 1 through 18 in the description column, but the fully expanded annex numbers include seven digits (e.g., Annex 1 expanded number is 0100000 as shown in the header row at the top of this page). **Annex 1 General Information** **Annex 2 Management and Administration** Annex 3 Command and Staff - N/A (Not Applicable) Annex 4 Public Safety - N/A Annex 5 Air Operations - N/A Annex 6 Port Operations - N/A Annex 7 Ordinance - N/A Annex 8 Range Operations - N/A Annex 9 Health Care Support - N/A Annex 10 Supply - N/A Annex 11 Personnel Support - N/A Annex 12 Morale, Welfare and Recreation Support - N/A Annex 13 Gallery - N/A Annex 14 Housing - N/A **Annex 15 Facilities Support** **1502000 – Facility Investment** Annex 16 Utilities - N/A Annex 17 Base Support Vehicles and Equipment - N/A Annex 18 Environmental - N/A
1.2	Acquisition of Additional Work	The Government reserves the right to acquire additional services at additional locations, within the scope of the annexes and areas included in Spec Item 1.1 Outline of Services, in addition to the services and locations identified in the requirements of this contract. Additional services will be incorporated into the contract in accordance with the CHANGES clause, SECTION I or ordered under the non-recurring work provisions of the contract. Items of work not covered by this contract but within the general intent are considered in the scope of this contract.
1.3	Background Information	The intent of this solicitation is to obtain Preventive Maintenance Services on Hangar Doors, Automatic Sliding Doors, and Automatic Sliding Gate for Naval Air Facility Misawa, Japan. The contract is a performance based specification relying on the contractor's experience and expertise. The contractor is required to determine the best method of service considering the geographical and seasonal requirements.
1.4	Navy PBSA Approach	The Navy's approach to performance-based service acquisition (PBSA) includes four component parts, which are:

0100000 – General Information		
Spec Item	**Title**	**Description**
		1) performance outcomes, 2) measurable standards, 3) consideration of incentives 4) performance assessment plan.
1.5	Standard Template	Key to implementing the PBSA approach is using a standard template that ensures Navy-wide consistency yet affords appropriate tailoring to meet local needs. The standard template contains 18 standard annexes. Annex 1 will always contain General Information that is relevant to the entire scope of the contract. Annex 2 contains Management and Administration requirements that are relevant to the entire scope of the contract. Annexes 3 through 18 and their associated sub-annexes contain the General Information, Management and Administration requirements, Performance Objectives, Related Information, and Performance Standards that are relevant to that technical annex. Except where otherwise stated, Annexes 3 through 18 and their associated sub-annex requirements are not relevant to one another. Within each technical annex and sub-annex, the organization of information and requirements are also standardized. Specification Item 1 will always contain General Information. Specification Item 2 will always contain the Management and Administrative requirements. Specification Item 3 will always contain the Recurring Work requirements. Specification Item 4 will always contain the Non-Recurring Work requirements. Requirements and standards for higher level specification items apply to all subordinate specification items, e.g., Specification Item 3 standards apply to all recurring work specification items. Specification Item 3.1 is applicable to all 3.1 subordinate specification items. Specification Items 3.2 and 3.3 are not considered subordinate to 3.1 nor are they considered subordinate to one another. All costs associated with Annexes 1 and 2 and Specification Items 1 and 2 shall be priced, and their price shall be allocated pro rata share to the Exhibit Line Items.
1.6	Related Information	There are four types of Related Information that can be found in the Description and Related Information columns of the specification as follows: Informational Notes as used throughout this PWS provides additional information to offerors' to be used in developing a thorough understanding of the work to be performed in this contract. Any block of text marked "Informational Notes" throughout Annexes 1 through 18 and their associated sub-annexes are subject to this disclaimer. Offerors' may not rely upon the "Informational Notes" as material representations of the Government. Information provided in "Informational Notes" does not create a contractually binding requirement on either party. Clarifying Information describes client expectations in a more detailed manner than the Performance Objective and Performance standard alone. Constraining Information describes limitations to the work performed to meet the Performance Objective and Performance Standard. Requirement Information further describes client requirements associated with each Performance Objective.

0100000 – General Information		
Spec Item	**Title**	**Description**
1.7	Verification of Workload and Conditions	Throughout the PWS, the workload data is generally referred to as being located in Sections C and J. Section C provides data such as descriptions, specifications, and the statement of work. Section J provides data such as system descriptions, maps, floor plans, and tables to represent the type and location of services to be provided. All facilities, systems, and assets identified in this contract shall be accepted by the Contractor in "AS-IS" condition. The Contractor is fully responsible for all work up to and including the limits of liabilities specified. As prescribed in FAR 52.237-1, offerors' or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.
1.8	Contractor's Knowledge	The Navy expects to receive insightful management from its contractors. This management will include the knowledge, skills, authority and willingness to use contractor resources to find better ways of serving Navy clients' strategic and operational goals and objectives. The Navy's use of performance-based objectives evidences this principle. Although performance work statements will typically contain several levels of performance assessment, the Navy wants its contractors to exercise maximum discretion within bounds of prudent risk management to adjust processes and resources needed to reach specified objectives at the highest performance level.
1.9	Technical Proposal Certification	The Contractor warrants that its proposal including, but not limited to, proposed approaches, staffing, methodology, or work plans, will meet the performance objectives and standards set forth in this contract during execution thereof. The Contractor is not excused from meeting such performance objectives and standards in the event such proposal proves inadequate as conceived or executed to meet such performance objectives and standards. The Contractor understands that it bears all of the cost and performance risk associated with adopting acceptable additional (and/or alternative) means or methods of meeting the performance objectives and standards.

0200000 – Management and Administration	
Table of Contents	
Spec Item	**Title**
2	Management and Administration
2.1	Definitions and Acronyms
2.2	General Information
2.2.1	Government Regular Working Hours
2.2.1.1	Observed Federal Holidays
2.2.1.2	Restriction to Contractor Working Hours
2.2.2	Requirements Hierarchy
2.3	General Administrative Requirements
2.3.1	Required Conferences and Meetings
2.3.2	Training for Maintenance and Operation of New and Replacement Systems and Equipment
2.3.3	Partnering
2.3.3.1	Informal Partnering
2.3.3.2	Contract Partnering Administration
2.3.3.3	Contract Partnering Session Attendees
2.3.4	Permits and Licenses
2.3.5	Insurance
2.3.5.1	Certificate of Insurance
2.3.5.2	Minimum Insurance Amounts
2.3.6	Protection of Government Property
2.3.7	Directives, Instructions, and References
2.3.8	Invoicing Procedures
2.3.9	Forms
2.3.10	Performance Evaluation
2.4	Government-Furnished Items
2.4.1	Government-Furnished Utilities
2.5	Contractor-Furnished Items
2.6	Management
2.6.1	Safeguarding Information
2.6.2	Dissemination of Information
2.6.3	Work Reception
2.6.4	Work Control
2.6.5	Work Schedule
2.6.6	Deliverables
2.6.7	Service Interruptions
2.6.8	NAVFAC Maximo
2.6.8.1	NAVFAC Maximo Data
2.6.8.2	NAVFAC Maximo Method of Data Entry
2.6.9	Quality Management System (QMS)
2.6.9.1	Quality Management (QM) Plan
2.6.9.2	Quality Inspection and Surveillance
2.6.9.3	Quality Inspection and Surveillance Report
2.6.10	Property Management Plan
2.6.11	System and Equipment Replacement
2.7	Personnel Requirements
2.7.1	Key Personnel
2.7.1.1	Project Manager (PM)
2.7.1.2	Quality Manager (QM)
2.7.1.3	Site Safety and Health Officer (SSHO)
2.7.1.4	Environmental/Energy Manager
2.7.2	Employee Requirements

0200000 – Management and Administration	
Table of Contents	
Spec Item	**Title**
2.7.2.1	Employee Certification and Training
2.7.2.2	Employee Appearance
2.7.2.3	Employee Conduct
2.7.2.4	Identification as Contractor Employee
2.7.2.5	Removal of Employees
2.7.2.6	Proof of Legal Residency
2.7.3	Service Contract Reporting (SCR)
2.8	Security Requirements
2.8.1	Employee Listing
2.8.2	Vehicles
2.8.3	Passes and Badges
2.8.4	Access to Installation
2.8.4.1	DBIDS Program
2.8.4.2	DBIDS Credentials
2.8.5	Access to Buildings
2.8.6	Access Arrangements
2.8.6.1	Escort Arrangement for Secured Areas
2.8.7	Security Clearances
2.8.8	Access to Controlled Unclassified Information
2.8.8.1	Information Security
2.8.8.2	Information Safeguarding Requirements
2.8.8.3	Disclosure of Information Requirements
2.8.8.4	Operations Security (OPSEC) Requirements
2.8.8.5	Violation of the Information Security Requirement
2.8.9	Employee Status
2.9	Contractor Safety Program
2.9.1	Contractor Safety Requirements
2.9.2	Accident Prevention Plan (APP)
2.9.3	Activity Hazard Analysis (AHA)
2.9.4	Safety and Occupational Health (SOH) Risks and Compliance Plans
2.9.4.1	Alcohol and Drug Abuse Prevention Plan
2.9.4.2	Chemical Hazard Communication Program
2.9.4.3	Critical Lift Plan
2.9.4.4	Fall Prevention and Protection Plan
2.9.4.5	Control of Hazardous Energy (lockout/tagout)
2.9.5	Crane Operations
2.9.5.1	Crane Inspections
2.9.5.2	Rigging Gear
2.9.5.3	Crane Operators
2.9.6	Accident and Damage Reporting
2.9.6.1	Accident Reporting and Notification Criteria
2.9.7	Fire Protection
2.9.8	Monthly On-Site Labor Report
2.9.9	OSHA and/or Japanese Labor Standards Inspection Office (LSIO) Citations and Violations
2.9.10	Safety Inspections and Monitoring
2.9.11	Safety Certification
2.9.12	Safety Apparel on Jobsites
2.9.13	Emergency Medical Treatment
2.10	Environmental Management and Sustainability
2.10.1	Energy Management Program

0200000 – Management and Administration	
Table of Contents	
Spec Item	**Title**
2.10.1.1	Energy Efficient Products
2.10.2	Environmental Protection
2.10.2.1	Non-Regulated Waste Disposal
2.10.2.2	Spill Prevention, Containment, and Clean-up
2.10.2.3	Protection of Endangered and Threatened Species (Flora and Fauna)
2.10.2.4	Noise Control
2.10.2.5	Salvage
2.10.2.6	Asbestos Containing Material (ACM)
2.10.3	Sustainable Procurement and Practices
2.10.3.1	Environmentally Preferable Products
2.10.3.2	Use of Recovered Materials
2.10.3.3	Use of Biobased Products
2.11	Disaster Preparedness
2.12	Technical Library
2.13	Warranty Management
2.14	Recurring Work Procedures
2.14.1	Recurring Work Preparation of Proposals
2.14.2	Notification to the Government for Work Above the Recurring Work Limitations
2.14.3	Recurring Work Exhibit Line Item Numbers (ELINs)
2.15	Non-Recurring Work
2.15.1	Unit Priced Task (UPT) Work (Non-Negotiated)
2.15.1.1	Acceptance and Performance
2.15.1.2	Invoicing and Receiving Payment
2.15.2	Unit Priced Labor (UPL)Work (Negotiated)
2.15.2.1	Non-recurring Work Preparation of Proposals
2.15.2.1.1	Labor Requirements
2.15.2.1.2	Direct Material and Construction Equipment Requirements
2.15.2.2	Issuance of Final Task Order
2.15.3	Non-Recurring Work ELINS

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
2	Management and Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-0200000-01
2.2	General Information	
2.2.1	Government Regular Working Hours	The Government's regular working hours are from 0730-1630, five days per week, Monday through Friday, except observed Federal holidays. Exceptions to the regular hours of operation are detailed in subsequent sections of this performance work statement (PWS). Work in certain annexes or sub-annexes require Contractor continuous operations, 24 hours a day, every day of the year including holidays. The performance of other work requirements shall be accomplished within the Government's regular working hours unless the specific work requirement specified herein necessitates otherwise. Any other work outside Government regular working hours must be authorized by the Contracting Officer (KO) prior to commencement of work.
2.2.1.1	Observed Federal Holidays	The Government observes the following holidays: – New Year's Day – Martin Luther King Jr.'s Birthday – President's Day – Memorial Day – Juneteenth National Independence Day – Independence Day – Labor Day – Columbus Day – Veterans' Day – Thanksgiving Day – Christmas Day
2.2.1.2	Restriction to Contractor Working Hours	The Contractor will work normal Government business hours (0730-1630) Monday to Friday for Hangar doors, Automatic Sliding doors, and Automatic Sliding gate services. If the Contractor wishes to work outside of the Government's regular working hours for the Contractor's convenience, the Contractor shall submit a written Request to Work Outside Government's Regular Working Hours per Section F. Excludes work to be performed during specified hours.
2.2.2	Requirements Hierarchy	Requirements or definitions specified in each spec item of this contract apply to subordinate paragraphs. For example, requirements shown in spec item 3.1 would apply to spec items 3.1.1, 3.1.2, 3.1.2.1, and so on. Likewise, Performance Standards specified at a lower digit level (i.e. spec item 3.1.1, 3.1.2, 3.1.2.1) apply when performance is assessed at a higher tier (i.e., spec item 3.1) based on the composite work requirements.
2.3	General Administrative Requirements	
2.3.1	Required Conferences and Meetings	The Contractor shall attend administrative and coordination meetings. The Contractor shall provide sign-in sheets and prepare minutes of all meetings and submit per Section F for review and comments. Comments received within two working days shall be incorporated into the minutes and a copy of the final revision shall be submitted per Section F for concurrence. Required meetings may be held remotely as directed by the KO.
2.3.2	Training for Maintenance and Operation of New and Replacement	When construction, renovation, or repair work is performed by means other than this contract, the Contractor shall attend Government provided training, as applicable, for maintenance and operation of new and replacement systems and equipment at no additional cost to the Government.

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
	Systems and Equipment	
2.3.3	Partnering	The Government requires cohesive partnerships with its Contractors and subcontractors. Key stakeholders, including the supported commands who may receive services, principal individuals from Naval Facilities Engineering Systems Command (NAVFAC), the performance assessment team, and representative(s) of the installation(s) will be invited to participate in the partnering process. Key members of the prime and sub-contractor teams, including senior management personnel must participate. The partnership will draw on the strength of each organization in an effort to achieve quality contract services done right the first time, within the contract price, as scheduled, and without any safety mishaps. NAVFAC P-204 Facility Support Contracts Partnering Guide contains the framework necessary for consistent implementation of partnering for Facility Support Contracts (FSCs).
2.3.3.1	Informal Partnering	The KO shall organize the initial Partnering Meeting with key personnel of the project team, including Contractor's personnel and Government personnel. The initial session will be scheduled concurrent with the Pre-Performance Conference and held no later than 30 days after award and will be held at a Government provided facility as designated by the KO. The Initial Informal Partnering Session will be conducted and facilitated using electronic media (a video and accompanying forms) provided by KO. The senior Government stakeholder present will lead the meeting, however, the Contractor's PM or senior representative is encouraged to participate as co-lead. The Partners will determine the frequency of the follow-on sessions.
2.3.3.2	Contract Partnering Administration	Upon award, the Administrative Contracting Officer (ACO) will contact the Contractor, supported command(s), Region, and Installation(s) stakeholders, and the performance assessment team to discuss implementation of partnering. A partnership agreement, The Charter, should be in place as early as possible so issues arising, even before work begins, can be resolved using the issues resolution process. Replacement of Core Management Team members (stakeholders who attended the initial session and manage the contract work day-to-day) is discouraged since it will disrupt the synergy that has been developed. If replacement of a team member proves to be unavoidable, a follow-on partnering session must be held to officially turn the responsibilities of the position over to the new member. The Core Management Team consisting of the attendees below must be present during the initial and all follow-on partnering sessions. These are the core mandatory attendees. Other stakeholders may attend if they desire or as recommended by the partners.
2.3.3.3	Contract Partnering Session Attendees	The Contractor shall bring the necessary personnel to successfully partner on this contract. Asterisk indicates mandatory personnel. President/Vice President * Project Manager (PM) * Quality Manager (QM) Site Safety and Health Officer (SSHO)

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
2.3.4	Permits and Licenses	The Contractor shall obtain all required permits, licenses, and authorizations to perform work under this contract and comply with all the applicable Federal, host nation (Japanese), prefecture, and local laws and regulations. The Contractor shall submit copies of Permits and Licenses per Section F.
2.3.5	Insurance	The Contractor shall submit a Certificate of Insurance per Section F as evidence of the existence of the following insurance coverage in amounts not less than the amounts specified below in accordance with the FAR Clause 52.228-5, INSURANCE – WORK ON A GOVERNMENT INSTALLATION. This insurance must be maintained during the performance period.
2.3.5.1	Certificate of Insurance	The Certificate of Insurance shall provide for at least 30 calendar days written notice to the KO by the insurance company prior to cancellation or material change in policy coverage. Other requirements and information are contained in the aforementioned insurance clause. The Contractor shall submit cancellation or material change in policy coverage per Section F.
2.3.5.2	Minimum Insurance Amounts	The Contractor shall procure and maintain, during the entire period of performance under this contract, the following minimum insurance coverage: Comprehensive General Liability: ¥50,000,000 per occurrence Automobile Liability: ¥20,000,000 per person, ¥50,000,000 per occurrence for bodily injury, ¥2,000,000 per occurrence for property damage Workmen's Compensation: As required by Japanese worker's compensation and occupational disease statutes Employer's Liability coverage: ¥10,000,000 Other as required by Japanese law
2.3.6	Protection of Government Property	During execution of the work, the Contractor shall protect Government property. The Contractor shall return areas damaged as a result of Contractor negligence under this contract to their original condition at no cost to the Government.
2.3.7	Directives, Instructions, and References	Department of Defense (DoD), Secretary of the Navy (SECNAV), Chief of Naval Operations (OPNAV), and other applicable Directives, Instructions, and References are listed in J-0200000-02 and throughout the various Performance Work Statements and their respective J Attachments. The Contractor shall comply with the most current version of directives, instructions, and references including versions published during the term of the contract. There may be agreements between the Host Nation and military installation rather than Federal and state laws.
2.3.8	Invoicing Procedures	Refer to Section G for invoicing instructions. Refer to Invoice Form in J-0200000-03 for sample. Invoices shall be submitted in a format compatible with the most recent Government installed Microsoft Office Version (currently 2016). Invoice data shall be capable of being sorted by CLIN, annex/sub-annex, spec item, spec item title, and Exhibit Line Item Numbers (ELIN)/Sub-ELIN.
2.3.9	Forms	Forms referenced in this Annex, e.g. accident reporting, and damage reporting are included among the Forms in J-0200000-03.

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
2.3.10	Performance Evaluation	The Contractor's performance will be evaluated using the Contractor Performance Assessment Reporting System (CPARS) located on the website https://www.cpars.gov. On-line training for Contractor personnel is available on the website. Prior to commencement of work the Contractor is required to provide the Government with the name, phone number and e-mail address of the "Contractor's Representative" that will be responsible for receipt and review of draft performance evaluations prepared by the Government. It is the Contractor's responsibility to keep this contact information current and provide changes to the KO.
2.4	Government-Furnished Items	Except for items identified below as Government-Furnished, the Contractor shall furnish all labor, supervision, management, tools, materials, equipment, facilities, transportation, incidental engineering, and other items necessary to provide the services described in this PWS. Government-Furnished Items will be provided in "AS-IS" condition and their use is at the option of the Contractor. The total or partial breakdown or failure of Government-Furnished Items shall not relieve the Contractor of the responsibility to perform the requirements of this contract. The Contractor shall provide periodic servicing, maintenance, and repair of the Government-Furnished Items accepted for use at no additional cost to the Government. Servicing, maintenance, and repair shall be provided in accordance with the manufacturer's recommendations. The Contractor shall generate work orders in NAVFAC Maximo per Spec Item 2.6.8 for all servicing, maintenance, and repair activities performed on Government-Furnished Items. At the completion of the contract, all Government-Furnished Items shall be returned to the Government in the same condition as received, except for reasonable wear and tear. Government-Furnished Items, which becomes worn out due to normal wear and tear, shall be returned to the Government and its replacement shall be the responsibility of the Contractor at no additional cost to the Government. The Contractor shall be responsible for the cost of any repairs or replacement caused by Contractor negligence or abuse. The Government may inspect Government-Furnished Items at any time and without notice.
2.4.1	Government-Furnished Utilities	The Government will make available water and electricity at existing outlets required for the work to be performed under the contract. The Contractor shall provide and maintain, at its expense, the necessary service lines from the existing Government outlets to the work site. Provide and maintain backflow prevention devices on connections to domestic water lines and electrical transformer provisions on connections to electric lines. Meet all Federal, Government of Japan (GOJ), local, and installation codes and regulations for backflow prevention devices and electrical transformer provisions. Services required by the Contractor, for which there are no available Government outlets, shall be provided by the Contractor at no cost to the Government.
2.5	Contractor-Furnished Items	Except for items identified as Government Furnished, the Contractor shall provide all equipment, materials, parts, supplies, components, and facilities to perform the requirements of this contract. The KO may inspect Contractor-furnished items for adequacy and compliance with contract requirements.

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		Inadequate or unsafe items shall be removed and replaced by the Contractor at no cost to the Government. Materials containing asbestos, lead, and polychlorinated biphenyls (PCBs) shall not be brought onsite. Energy efficient tools and equipment shall be used when available. The KO may at any time require Samples, Safety Data Sheets (SDS) or Manufacturer's Data Cut Sheets of Materials used in this contract.
2.6	Management	The Contractor shall manage the total work effort associated with the services required herein to meet the performance objectives and standards. Such management includes but is not limited to planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality assurance. The Contractor shall provide a staff with the necessary management expertise to ensure performance objectives and standards are met.
2.6.1	Safeguarding Information	The Contractor shall safeguard controlled unclassified information and information associated with Government property in accordance with the latest revision of CNSSI 1253, DoDI 8582.01, NIST SP 800-53, NIST SP 800-171, SECNAV Defense Industrial Base (DIB) Memo, DoDI 5200.48, and applicable contract clauses. At a minimum, this information shall be protected at the moderate confidentiality level as defined in NIST SP 800-171. Refer to Spec Item 2.8.8.3 Disclosure of Information Requirements, and DI-MGMT-82247 Contractor's System Security Plan and Associated Plans of Action to Implement NIST SP 800-171 on a Contractor's Internal Unclassified Information System, for more detailed information. Contractor information and data systems that contain information associated with Government property shall comply with DoD Risk Management Framework (RMF). The Contractor shall develop Plans of Action and Milestones (POA&Ms) per NIST SP 800-171, track accomplishment, and submit to the Government per Section F. If a cybersecurity incident is encountered or suspected related to any (Contractor or Government) Information Technology (IT) or Operating Technology (OT) systems, including Monitoring and Control Systems, the Contractor shall notify the Government per Section F.
2.6.2	Dissemination of Information	DoD policy limits the dissemination of certain information. Instructions, Directives, and References not releasable to the public, e.g., Floor Plans, Maps, Post Orders, and Standard Operating Procedures, will be made available after contract award to the successful offeror with appropriate credentials and a need to know.
2.6.3	Work Reception	The Contractor shall provide the capability to receive, prioritize, correspond, and respond to trouble/service calls and task orders during Government regular working hours and provide a point of contact at a local or toll free number who can perform the above function during other than Government regular working hours.
2.6.4	Work Control	The Contractor shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking and reporting of work in progress. The Contractor shall plan and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards established herein. Verbal scheduling and work status updates shall be provided when requested by the

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		Government. A status update of any item of work must be provided within two hours of the inquiry during regular working hours, and by 0800 the following work day for inquiries after regular working hours. The Contractor shall provide work schedules for both Recurring and Non-Recurring Work per Section F. At a minimum, work schedules shall include: • Description of service(s) to be accomplished • Location • Date service(s) are scheduled to be accomplished
2.6.5	Work Schedule	The Contractor's work shall not interfere with normal Government business. In those cases where some interference is unavoidable, the Contractor shall minimize the impact and effects of the interference. The Contractor shall provide advance access of all of its work schedules to the Government. The Contractor shall provide written notification of any difficulty in scheduling work due to Government controls, per Section F. At a minimum, the notification shall include the following: • The date and time the work was initially coordinated. • The name and phone number of the Government person with whom the work was initially coordinated. • The name and phone number of the Government person who prevented the work from being performed as previously coordinated. • The alternative date and time, the Government person requested the work be accomplished.
2.6.6	Deliverables	Except where otherwise stated, deliverable requirements are specified in Sections C, F, H, I, J, and within the Directives, Instructions, and References. The Contractor shall submit accurate and complete documents within the specified timeframes. The Contractor shall revise/modify deliverables, as directed by the KO, at no additional cost to the Government. All Contractor submittals shall be in English or may be submitted in Japanese with English translations. Except where otherwise specified, all deliverables shall be submitted electronically in a Microsoft Office 2016 or Current Version compatible format. Deliverables shall include the company name, contract number, contract title, date, and shall be unprotected and capable of being sorted by CLIN, work order number, asset number, section, annex/sub-annex, spec item and ELIN/Sub-ELIN or clause. All formulas shall be traceable. Refer to DoDI 5200.48 for marking requirements (as applicable). Government acceptance of deliverables shall not relieve the Contractor of the responsibility for any error or omission which may exist in the deliverable, as the Contractor is responsible for all requirements of this contract.
2.6.7	Service Interruptions	If any utilities or other services must be discontinued (even temporarily) due to scheduled contract work, the Contractor shall notify the KO, COR, affected tenants, and customers in accordance with local procedures. If the discontinued service is due to an emergency breakdown the Contractor shall notify the KO, COR, affected tenants, and customers as soon as practicable and provide the status of repairs, as directed by the KO, until normal operation is restored. Scheduled utility outages and interruptions to equipment, system(s) operation, or other services shall be scheduled after hours of operation.

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		The Contractor shall shutdown, restart, and perform operational checks on all equipment affected by both scheduled and unscheduled utility outages and service interruptions, at no additional cost to the Government.
2.6.8	NAVFAC Maximo	NAVFAC Maximo is the Computerized Maintenance Management System (CMMS) used by the Government for work order history, asset management, and condition assessment. The Contractor shall provide all required data for NAVFAC MAXIMO as identified below: Informational Note: Not all supported commands' assets are included in NAVFAC Maximo. Not all of the modules available within the Maximo application are utilized by NAVFAC and the modules utilized may not be fully implemented. NAVFAC Maximo does not include a detailed inventory (systems description) of all assets, components, and equipment that the Contractor is required to service under this contract and may include inaccuracies, omissions, and redundancies.
2.6.8.1	NAVFAC Maximo Data	Required data fields for work orders are indicated in the Service Provider Information provided in J-0200000-04. Asset inventory data requirements are indicated in the Asset Information provided in J-0200000-05, including additional data for Utilities assets listed in Specification Information in J-0200000-06. Required data for documenting condition assessments is indicated in the Characteristic Meter Reading Information provided in J-0200000-07. Specified data shall be provided for all work performed in 1502000 Facility Investment. Further instructional information detailing the process for submitting the specified information for NAVFAC Maximo Data Reporting is provided in J-0200000-08. The Service Provider, Asset, Specification, and Characteristic Meter Reading Interfaces are used in multiple processes for loading data into NAVFAC Maximo by the Government and the format may be updated periodically. As part of the update the Contractor may be asked to modify the file to add/move columns in their submission. The Contractor shall provide up to 10 extra data elements or columns with as many as 150 characters per element for the Government to define during contract performance at no additional cost to the Government. The Government will provide the Contractor 60 calendar days' notice of modifications to the Service Provider, Asset, Specification, or Characteristic Meter Reading Interfaces file format.
2.6.8.2	NAVFAC Maximo Method of Data Entry	The Contractor shall provide data for NAVFAC Maximo using the methods detailed below: FLAT FILE: The Contractor shall electronically record and report compiled service performance data for exportation of work order, asset, specification, and condition assessment data to NAVFAC Maximo. The Contractor shall submit work order and condition assessment data in a pipe delimited flat-file following the NAVFAC Maximo Data Reporting process described in J-0200000-08 per Section F. Any failures in processing of the pipe delimited flat-file shall be corrected and resubmitted by the Contractor. In order to demonstrate the ability to properly format the pipe delimited flat-file, the Contractor shall provide a Sample Pipe Delimited Flat-file prior to contract performance per Section F.

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		The Contractor shall submit asset and specification data in a spreadsheet flat-file following the NAVFAC Maximo Data Reporting process per Section F.
2.6.9	Quality Management System (QMS)	The Contractor shall establish and maintain a complete QMS program in accordance with the provisions specified herein. The Contractor's QMS program shall provide an effective and efficient means of identifying and correcting problems throughout the entire scope of operations. The Contractor's QMS program shall address: • Accurate documentation of work processes, procedures, and output measures. • A systematic procedure for assessing compliance with performance objectives and standards. • Accurate documentation of quality inspections and surveillance conducted throughout the execution of work. • Assessment-driven corrective actions and process adjustments as appropriate in a timely manner. The Contractor QMS Pre-Performance Review Checklist for compliance with this requirement is provided in J-0200000-09.
2.6.9.1	Quality Management (QM) Plan	The Contractor shall develop and submit a QM Plan per Section F. The QM Plan shall describe the QMS methodology and approaches used under this contract. If any changes are made during the period of performance, the Contractor shall submit the revised QM Plan for acceptance, per Section F. The Contractor's QM Plan shall include, at a minimum, the following: • Policy and objectives of Quality Management System (QMS) • Quality organization o List of personnel o Organization Chart o Responsibilities & lines of authority o Training and qualifications o Quality Manager resume • Approach to assuring quality of services provided and conformance with performance objectives and standards • Methods and procedures for effective planning, operation and control of processes and performance of work • Procedures for inspection and surveillance of services to include all contractual requirements. o Scheduling and performance of inspection and surveillance o Measurement, data collection and analysis o Corrective action, preventive action, and continuous improvement o Oversight of subcontracted work • Documentation and records management • Communication with Government (customers)
2.6.9.2	Quality Inspection and Surveillance	The Contractor shall establish and maintain an inspection and surveillance system in accordance with the FAR Clause 52.246-4, INSPECTION OF SERVICES – FIXED PRICE, to ensure that the work performed conforms to the contract requirements. The Contractor shall document and maintain a file of all scheduled and performed inspections and surveillances, inspection and surveillance results, and dates and details of corrective and preventive actions. The quality inspection and surveillance file shall be the property of

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		the Government and made available during the Government's regular working hours. The file shall be submitted to the COR after completion/termination of the contract per Section F.
2.6.9.3	Quality Inspection and Surveillance Report	The Contractor shall submit a copy of the Contractor Quality Inspection and Surveillance Report per Section F. The Contractor Quality Inspection and Surveillance Report shall include a narrative of events, a tabulated summary and results of the quality inspection and surveillance events performed, inspection-driven corrective actions taken and the results attained, and management process adjustments during the previous month. The Government may adjust the frequency of the submittal based on the Contractor's quality of performance.
2.6.10	Property Management Plan	The Contractor shall establish and maintain a plan that meets the contract clause requirements of Specification Item 2.4, Government-Furnished Items, of this Annex. This plan shall identify the Contractor's policies, procedures, and practices in receiving and performing physical inventories, key control, repairing and maintaining, preserving and protecting, and reporting the disposition of accepted government property in its possession. The Property Management Plan shall be submitted per Section F.
2.6.11	System and Equipment Replacement	The Contractor shall maintain the integrity and performance of existing energy saving, water conservation or other sustainability design features of systems and equipment in the performance of repair and replacement work. Except where otherwise specified, replacement components shall be of the same model/style or equivalent as the component being replaced. Substitutes for replacement components must be accepted by the KO prior to use. The KO will furnish available information for the existing systems and equipment.
2.7	Personnel Requirements	The Contractor shall comply with the personnel requirements stated below:
2.7.1	Key Personnel	The Contractor shall submit a List of Key Personnel and Qualifications per Section F. The Contractor shall provide any additional information requested by the KO or COR necessary to validate their qualifications. The Contractor shall submit an Organizational Chart per Section F showing lines of authority of the key personnel and on-site supervisor(s) for this contract. The chart shall include names of personnel and their position title in this contract. As a minimum, include the PM, Quality Manager, SSHO, and on-site supervisor(s) and who they will report directly to for this contract. The key personnel shall be revised as applicable for the contract. The Contractor shall provide complete resumes for proposed substitutes and any additional information requested by the KO. Proposed substitutes shall have comparable qualifications to those of the persons being replaced. The KO will notify the Contractor within 15 calendar days after receipt of all required information of the consent on substitutions. No change in fixed unit prices may occur as a result of key personnel substitutions. Key personnel shall be able to speak, read and comprehend English to the extent that they can perform the contract requirements and comply with installation emergency procedures or an interpreter shall be made available at no additional cost to the Government.
2.7.1.1	Project Manager (PM)	The Contractor shall provide a PM and designated alternate, as applicable, who shall have full authority to act for the Contractor on all contract matters relating to this contract. The PM or alternate shall be on-site during the

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		Government's regular working hours and shall be available on-site within one hour after the Government's regular working hours. The PM shall have at least three years of experience in managing a workforce providing services on contracts of similar size, scope and complexity.
2.7.1.2	Quality Manager	The Contractor shall provide a Quality Manager or designated alternate who shall be on-site within four hours when requested by the Government. The Quality Manager or designated alternate shall report directly to a senior corporate official and shall not report directly to the Project Manager. The Quality Manager shall not be the same person as the Project Manager. The Quality Manager or designated alternate shall have fulfilled the following pre-requisite training and experiences before being hired as the Quality Manager under this contract: The Quality Manager or designated alternate shall have at least three years of experience in preparing and enforcing QMS programs on contracts of similar size, scope and complexity. The Quality Manager or designated alternate may be the same person as the SSHO.
2.7.1.3	Site Safety and Health Officer (SSHO)	The Contractor shall provide a Level 2 SSHO who is responsible for preparing and enforcing the Contractor's safety program on this contract. The Level 2 SSHO shall ensure the requirements of EM 385-1-1 and 29 CFR 1926.16 are met for the project. The Level 2 SSHO or an equally qualified Designated Representative/alternate shall be on-site at all times when work is being performed to implement and administer the Contractor's safety program and government-accepted Accident Prevention Plan. The Level 2 SSHO shall have fulfilled the pre-requisite qualification, training, continuous learning, and experiences describe in the EM 385-1-1 before being hired as the Level 2 SSHO under this contract. The Level 2 SSHO may be the same person as the Project Manager or Quality Manager but shall have fulfilled the pre-requisite qualification and experience. Note: The Japan Construction Occupational Safety and Health Association (JCOSHA) provides the construction site safety and health management course "KOUJI SHUNIN COURSE", or "SYOCHOU COURSE", which is as acceptable equivalent to the 30-hours OSHA safety class. This training can be viewed at the JCOSHA website. http://www.kensaibou.or.jp or http://www.kensaibou.or.jp/eng/index.html This training certificate is valid for five years from the date issued. The SSHO shall maintain a current certificate. The refresher course is also an equivalent course after the initial training course has been completed.
2.7.1.4	Environmental/ Energy Manager	The Contractor shall provide an Environmental/Energy Manager whose primary duty and responsibility is to ensure Contractor operations adhere to the goals and policies of the Environmental Management System, the Installation Energy Plan, and other specified Sustainability requirements affecting this contract. The Environmental/Energy Manager shall develop, implement and monitor environmental strategies, policies and programs that promote sustainable development and examine the contract activities to establish where improvements can be made and ensure compliance with environmental legislation and energy policy. The Environmental/Energy Manager shall have a minimum two years' experience with environmental procedures similar to those of this contract;

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		familiarity with Environmental Management Systems (EMSs); and knowledge of environmental regulations and federal energy laws and policy (including energy and water reduction requirements and renewable energy requirements) that are applicable to operations similar to those of this contract.
2.7.2	Employee Requirements	The Contractor shall provide experienced, qualified, and capable personnel to perform the work in this contract. Personnel shall be fully knowledgeable of all safety, environmental, and energy requirements associated with the work they perform. The Contractor shall provide personnel who can speak, read, and comprehend English to the extent that they can perform the contract requirements and comply with installation emergency procedures or an interpreter shall be furnished at no additional cost to the Government.
2.7.2.1	Employee Certification and Training	The Contractor shall maintain personnel certification, training, and licensing records for employee requirements specified herein and within all technical annexes/sub-annexes. Certification, training, and licensing records shall be kept current and on file for the duration of the contract including all option periods. Records shall be made available for Government review within four hours of request.
2.7.2.2	Employee Appearance	The Contractor shall ensure that all employees present a professional appearance that is appropriate for their position. The KO reserves the right to determine the acceptability of any clothing worn. All Contractor/subcontractor employees working under this contract shall be identified by a distinctive nameplate, emblem, or patch attached in a prominent place on an outer garment. Employee identification shall not be substituted for station required passes or badges.
2.7.2.3	Employee Conduct	Contractor employees shall conduct themselves in a proper, efficient, courteous and businesslike manner.
2.7.2.4	Identification as Contractor Employee	Contractor employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. All Contractor employees shall appropriately identify themselves as contractor employees in both verbal communication and electronic or written correspondence.
2.7.2.5	Removal of Employees	The Contractor shall remove from the site any individual whose continued employment is deemed by the KO to be contrary to the public interest or inconsistent with the best interests of National Security.
2.7.2.6	Proof of Legal Residency	No employee or representative of the Contractor will be admitted to the site of work unless satisfactory Proof of Legal Residency is submitted per Section F.
2.7.3	Service Contract Reporting (SCR)	The Contractor shall report total dollar amount invoiced and all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The Contractor is required to completely fill in all required data fields using the following web address: https://www.sam.gov. Per Section F, reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at https://www.sam.gov.
2.8	Security Requirements	The Contractor shall comply with all Federal, GOJ, and local security statutes, regulations, and requirements. The Contractor shall become

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		acquainted with and comply with all Government regulations as posted, or as requested by the KO when required to enter a Government site. The Contractor shall ensure that all security/entrance clearances are obtained. The Contractor shall ensure that Contractor personnel do not present a risk to security. By entering the installation, Contractor personnel are subject to installation, GOJ, local and federal regulations and laws, including but not limited to debarment and criminal prosecution. Before issuing a Letter of Authorization (LOA) through SPOT, the Government will run a preliminary security screening on the proposed employee to identify any disqualifying information for installation access. Granting a LOA does not guarantee an employee will be granted installation access in Japan.
2.8.1	Employee Listing	The Contractor shall maintain a current Employee List and submit per Section F. The list shall include: employee's name, supervisor, company, photograph of employee requiring access to the controlled work spaces, and the list shall be submitted at the minimum of fifteen days prior to commencement of work and shall be approved by the security officer.
2.8.2	Vehicles	The company name shall be displayed on each of the Contractor's vehicles in a manner and size that is clearly visible. All vehicles shall display a valid license plate that complies with Japan Vehicle Code. Vehicles shall meet all other requirement of the Japan Vehicle Code, such as safety standards, and shall carry proof of insurance and local registration, if applicable.
2.8.3	Passes and Badges	All Contractor employees shall obtain the required employee passes. The Contractor employees must be able to obtain Common Access Cards (CAC), if applicable, in accordance with security requirements. Each employee shall wear the Government issued badge over the front of the outer clothing. When an employee leaves the Contractor's service, the employee's Passes and Badges shall be confiscated by the Contractor immediately and returned within 10 calendar days.
2.8.4	Access to Installation	All Contractor personnel shall obtain access to the installation through enrollment and registration into the Defense Biometric Identification System (DBIDS). The Contractor shall provide the KO with the name of their designated Service Contractor Administrator (SCA) for enrollment in DBIDS. Once enrolled, the Contractor must provide the DBIDS Registrar with an approved employee list and then direct their employees to register into DBIDS.
2.8.4.1	DBIDS Program	DBIDS is an enterprise identity management and perimeter installation access control solution in which Contractor personnel who enroll, and are approved, are subsequently granted access to the installation for a period up to three years, or the length of the contract, whichever is less, and are not required to obtain a new pass from the Base Pass and Identification Office for each visit. There are no fees associated with obtaining a DBIDS credential. The Government performs background screening and credentialing. Throughout the year, the Contractor employee must continue to meet background screening standards. Periodic background screenings are conducted to verify continued DBIDS participation and installation access privileges. DBIDS access privileges will be immediately suspended or revoked if at any time a Contractor employee becomes ineligible.
2.8.4.2	DBIDS Credentials	Contractor employees shall furnish a completed copy of the 5AF Form 99 (or

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		SECNAV 5512/1 form) to obtain the required background check and visit the Naval Air Facility (NAF) Misawa Installation Visitor Control Center Building 301 to obtain a DBIDS credential once approved. The SECNAV 5512/1 form and additional information about DBIDS can be found at: https://www.cnic.navy.mil/om/dbids.html. The Contractor may initiate the adjudication process when a background screen failure results in disqualification from participation in DBIDS and the Contractor employees do not agree with the reason for disqualification. The Contractor may also apply for a waiver when a background screening failure results in disqualification from participation in DBIDS. The Commanding Officer will be the final waiver determination authority. The Contractor shall immediately collect employee DBIDS credentials and notify the KO in writing: (1) That an employee has departed the company without having properly returned or surrendered their DBIDS credentials. (2) That there is a reasonable basis to conclude that an employee, or former employee, might pose a risk, compromise, or threat to the safety or security of the installation or anyone therein.
2.8.5	Access to Buildings	The Contractor shall monitor and control access into restricted areas under their responsibility, allowing only those individuals who have been properly cleared into restricted areas or other controlled access areas. The Contractor shall comply with security requirements, plus those imposed by the installation Commander at all times. Personnel with access to restricted areas shall have the appropriate screening, and shall wear special badges authorizing access for those areas. Contractor personnel shall not enter restricted or controlled areas or installation facilities unless specifically authorized in performance of their duties. The Contractor shall secure all buildings and facilities entered during non-duty hours and will secure all building and facilities under the Contractor's cognizance at the end of each work day or shift period.
2.8.6	Access Arrangements	The Contractor shall make all arrangements through the appropriate office necessary to obtain access to buildings, facilities and other work areas, and when necessary, arrange for them to be opened and closed by the controlling authority. The Government may issue keys to the Contractor. The Contractor shall use due diligence and be responsible for compromised security systems to include replacement costs that result from its action or inaction.
2.8.6.1	Escort Arrangement for Secured Areas	The Contractor shall make arrangements for Government escort into secured areas requiring escort. The KO will provide information on applicable buildings, spaces and the appropriate point of contact. The Contractor may experience delays while waiting for escorts. The Government estimates the wait period can be up to 15 minutes. The Contractor shall notify the Government Performance Assessment Representative (PAR) and appropriate point of contact if an escort is not available after 15 minutes and access to accomplish the work is denied. Unscheduled requirements may require a longer wait for an escort.
2.8.7	Security Clearances	The Government does not require the Contractor to have or maintain a security clearance.
2.8.8	Access to Controlled	The Contractor personnel whose work involves access to controlled unclassified information (CUI) shall undergo a Tier 1 Investigation to verify

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
	Unclassified Information	their trustworthiness. If the Contractor personnel currently have a favorably adjudicated Tier 1 Investigation the Contractor shall notify the NAVFAC FE Command Security Manager who will validate this in the Defense Information Security System (DISS). The Contractor's Security POC shall notify the COR and the Security Manager when Contractor Employees have submitted their fingerprints, if applicable. The request shall be renewed annually or for the duration of the contract if less than one year.
2.8.8.1	Information Security	The Contractor will be provided Federal contract information or Controlled defense information which includes but is not limited to Controlled unclassified information (CUI), Controlled technical information (CTI), Contractor attributional/proprietary information (CPI), etc. (hereinafter collectively called "CUI") under this solicitation, contract, task order, or delivery order (hereinafter collectively referred to as "acquisition"). "CUI" definitions are provided in J-0200000-10. According to FAR 52.204-21, DFARS 252.204-7012 and DoDI 5200.48 "Controlled Unclassified Information" (CUI) (06 March 2020) the Contractor shall provide adequate security for all CUI residing on or passing through non-DoD information systems including all subcontractor information systems utilized in support of the acquisition. The Contractor shall only disseminate CUI within the scope of assigned duties and with a clear expectation that confidentiality is preserved. In accordance with (IAW) SECNAVINST 5510.36B, DON Information Security Program (Jul 16, 2019) all Department of the Navy (DON) employees including contractors shall be personally and individually responsible for properly protecting classified information and CUI under their custody and control and shall ensure classified information and CUI are protected IAW the same and Volumes 1 thru 3 of DoDM 5200.01, DoD Information Security Program of 24 Feb 2012 (Incorporating Change 1, Effective May 9, 2018) and DoDI 5200.48.
2.8.8.2	Information Safeguarding Requirements	The Contractor shall protect/safeguard CUI and shall provide compliance documentation validating they are meeting this requirement in accordance with DFARS 252.204-7012. Certain information provided by the Government under this acquisition, requires unique handling, storage, marking, and/or release/dissemination procedures. "Contractor OPSEC Guidance and Contractor Duties and Responsibilities" are provided in J-0200000-10. The Contractor is cautioned to study and comply with J-0200000-10 accordingly. The Contractor shall track all "CUI" associated with its execution and performance under this acquisition. The Contractor shall document, maintain, and provide the Government, a record of subcontractors, vendors, and/or suppliers who will receive or develop CUI who are associated with the execution and performance of this acquisition. The Contractor shall restrict unnecessary sharing and/or flow down of CUI to only those required to conduct official business for DoD, i.e., to execute and perform the requirements under this acquisition. The Contractor shall flow down the requirements specified in this section to its subcontractors, vendors, and/or suppliers.

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		All Contractor and subcontractor personnel assigned to this acquisition, shall complete annually the Center for Development of Security Excellence (CDSE) "DoD CUI Mandatory Controlled Unclassified Information ("CUI) Training" located on the CDSE eLearning website at https://www.dodcui.mil, or similar Contracting Officer approved annual CUI training, no later than 30 September of each year. Contractors and their subcontractors shall report to NAVFAC FE Security by 15 October each year the number of their employees assigned to the acquisition, who were trained, the number remaining to be trained, and the completion percentage. Failure to comply with the requirement for annual CUI training may result in termination of the acquisition and may be reported as non-compliant with NAVFAC CUI requirements. The point of contact (POC) for reporting annual CUI training under this acquisition is the KO and COR.
2.8.8.3	Disclosure of Information Requirements	In accordance with DFARS Clause 252.204-7000, Disclosure of information, contractor employees shall not discuss or disclose any information provided to them in the performance of their duties to parties other than authorized Government and/or Contractor personnel who are required to conduct official business for DoD, i.e., to execute and perform the requirements under this acquisition. The Contractor shall not use any information or documentation provided by the Government or developed under this acquisition, for other purposes without the consent of the Government Contracting Officer IAW DFARS 252.204-7000. The Contractor shall not release to anyone outside the Contractor's organization any CUI, regardless of medium (e.g., film, tape, document, etc.), pertaining to any part of this acquisition, or any program related to the same, unless the Contracting Officer has given prior written approval IAW DFARS 252.204-7000. Markings: All deliverables/submittals generated by the Contractor under this acquisition shall be properly marked in accordance with DoDI 5200.48. Technical information and CTI shall also be marked with appropriate Distribution Statements and Export Control warnings in accordance with DoDD 5230.24, Distribution Statements on Technical Documents (Oct. 15, 2018) and program Security Classification Guidance.
2.8.8.4	Operations Security (OPSEC) Requirements	Information Security programs are usually oriented towards the protection of classified information and materials. Operations Security (OPSEC) involves the protection of critical information focusing on unclassified information that may be susceptible to adversary exploitation. Pursuant to DoDD 5205.02E, Department of Defense Operations Security (OPSEC) Program (May 11, 2018), SECNAVINST 3070.2A, OPERATIONS SECURITY (9 May 2019), SECNAVINST 5510.36B, DON INFORMATION SECURITY PROGRAM (Jul 16 2019), and NAVFACFEINST 3432.1 (24 AUG 2017), NAVFAC FE's OPSEC program implements requirements in DoD 5205.02, DoD Operations Security (OPSEC) Program Manual (November 3, 2008, Incorporating Change 1, Effective April 26, 2018). OPSEC requirements are applicable when Contractor personnel have access to or generate CUI as defined in DFARS 225.204-7012. As such, OPSEC Measures (i.e., the planned action to conceal or protect identified critical information and indicators from disclosure, observation, or detection and to protect the same from collection) are applicable to this acquisition. Contractor is cautioned to study Addendum "A" and comply accordingly. All Contractor and subcontractor personnel shall comply with NAVFACFEINST 3432.1 (24 AUG 2017). NAVFACFEINST 3432.1 is available from the Contracting Office. All Contractor and subcontractor personnel assigned to this acquisition, shall complete annually the Center for

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		Development of Security Excellence (CDSE) "OPSEC Awareness for Military Members, DoD Employees and Contractors" located on the CDSE eLearning website at https://www.cdse.edu/toolkits/deliveruncompromised/index.html, or similar Contracting Officer approved annual OPSEC training, no later than 30 September of each year. Contractors and their subcontractors shall report to NAVFAC FE Security by 15 October each year the number of their employees assigned to the acquisition, who were trained, the number remaining to be trained, and the completion percentage. Failure to comply with the requirement for annual OPSEC training may result in termination of the acquisition and may be reported as non-compliant with NAVFAC OPSEC requirements. The point of contact (POC) for reporting annual OPSEC training under this acquisition is the KO and COR. Note: The following clauses have been incorporated in this acquisition - DFARS 252.204.7000 Disclosure of Information, 252.204-7008 Compliance with Safeguarding Covered Defense Information Controls, 252.204-7009 Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information, and 252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting. DFARS Clause 252.204-7000 restricts the release of unclassified information outside Contractor's organization without prior Contracting Officer permission, with exceptions; DFARS Clause 252.204-7008 requires contractor compliance with Safeguarding Covered Defense Information Controls; DFARS Clause 252.204-7009 limits the use or disclosure of contractor reported cyber incident information, and DFARS 252.204-7012 requires contractor to provide adequate security for all covered contractor information systems (including implementation of National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171 "Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations" in effect at the acquisition is issued) and to comply with cyber incident reporting requirements.
2.8.8.5	Violation of the Information Security Requirement	A knowing, willful, or negligent failure to comply with the above-referenced Information Security requirements may result in criminal penalties under applicable Federal law, as well as administrative remedies including but not limited to termination of the acquisition.
2.8.9	Employee Status	The Contractor shall notify the KO of any changes to any employee's status to include, but not limited to, termination, convictions/arrests, adverse actions taken on the job for any reason or any other documented misbehavior that may affect, or have the potential to affect, security standing in terms of access to federal facilities or IT systems.
2.9	Contractor Safety Program	The Contractor shall develop and implement a Safety Program detailing how the Contractor plans, staffs, performs, and controls all safety practices while delivering best value services to the Government without any accidents or mishaps. The Contractor's safety program shall comply with all safety standards identified in the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, UFC 3-560-01 Operation and Maintenance Electrical Safety, and Public Law 91-596, Occupational Safety and Health Act, and Japanese Law No. 57 Industrial Safety and Health Law (Roudo Anzen Eisei Ho). Any reference to "USACE" facilities, property, or equipment specified in EM 385-1-1 should be interpreted as Government facilities, property, and equipment.

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		Plans shall be written in English or may be written in Japanese with English translations.
2.9.1	Contractor Safety Requirements	Neither Contractor nor any subcontractor may enter into contract with any subcontractor that fails to meet the below requirements. The term subcontractor in this and the following paragraphs means any entity holding a contract with the Contractor or with a subcontractor at any tier.
2.9.2	Accident Prevention Plan (APP)	The Contractor shall develop and implement a site Accident Prevention Plan (APP). The APP shall be prepared by the Contractor's SSHO and shall be followed by all Contractor employees, subcontractors, and vendors at each service site. The APP shall follow the format and include all elements addressed in Chapter 2 of EM 385-1-1. Refer to APP worksheet form ENG 6293 provided in J-0200000-03 for guidance. The APP shall incorporate Activity Hazard Analyses (AHAs) and compliance plans addressing all applicable Safety and Occupational Health (SOH) risks that are relevant to the site specific hazards and controls for each activity and type of work that may be encountered in the performance of this contract. The Contractor shall submit an APP for acceptance per Section F. The Contractor shall review, update, and submit revisions to the APP whenever a change in work conditions, hazards, or activities occur. Submittal of the APP shall include Activity Hazard Analyses (AHAs) and applicable compliance plans, programs, and procedures as specified below. The Contractor shall not commence work until the APP has been accepted and no activity shall be started on site until the applicable AHAs and compliance plans have been accepted. Once accepted by the KO, the APP and attachments will be enforced as part of the contract. Disregarding the provisions of this contract or the accepted APP will be cause for stopping of work, at the discretion of the KO, until the matter has been rectified.
2.9.3	Activity Hazard Analysis (AHA)	The Contractor shall prepare Activity Hazard Analyses (AHAs) for all applicable common recurring work activities performed under this contract. AHAs for recurring work shall be submitted with the APP per Section F, and shall be updated as work activities or conditions change and additional AHAs prepared as new work activities are required. AHAs for non-recurring and one-time (e.g., non-recurring work task orders) work occurrences shall be submitted at least two working days prior to start of work. Specifically: • For contract modifications to recurring work requirements where changes are germane to the original contract, the Contractor shall revise applicable AHAs within 15 calendar days after modification is signed. • For contracts with non-recurring work ELINs, the Contractor shall submit an AHA on non-recurring work task orders, with the associated proposal, whenever the service environment or required task is different from the recurring work priced services.

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		The Contractor shall follow the Risk Management Process for the development of Activity Hazard Analysis (AHA) in accordance with paragraph 2-6 of EM 385-1-1. For a sample formatted outline of an AHA, refer to ENG Form 6206 provided in J-0200000-03. During performance of services, the SSHO shall periodically review the AHA at each service site and for each sub-annex to assess the effectiveness of the Contractor's overall APP. If changes to the AHAs are required, such changes shall be submitted to the KO for review and acceptance.
2.9.4	Safety and Occupational Health (SOH) Risks and Compliance Plans	Based on a risk assessment of recurring and non-recurring work requirements and on mandatory OSHA compliance programs, the Contractor shall develop, provide and implement all applicable compliance plans, as necessary for the situation or types of work to be performed under this contract. Compliance plans, programs, and procedures along with their respective references are detailed in applicable chapters of EM 385-1-1. These plans shall be submitted with the APP and shall be updated as situations change per Section F. Additional compliance plans, programs, and procedures shall be developed as applicable when new types of work are required under this contract. Additional requirements for specific compliance plans are provided below.
2.9.4.1	Alcohol and Drug Abuse Prevention Plan	The Contractor shall develop an alcohol and drug abuse prevention plan to explain how it will satisfy the drug-free work force requirement as stated in DFARS Clause 252.223-7004.
2.9.4.2	Chemical Hazard Communication Program	The Contractor shall develop a project-specific chemical hazard communication program to include elements addressed in paragraph 6-7.a of EM 385-1-1 and applicable OSHA requirements in 29 CFR 1910.120 and 29 CFR 1926.59.
2.9.4.3	Critical Lift Plan	The Contractor shall develop a critical lift plan to explain how it will conduct lifts for any of the following conditions: 1) Lifts over 75 percent of the capacity of the crane or hoist (or lifts over 50 percent of the capacity of a barge mounted mobile crane's hoists) at any radius of lift; 2) Lifts involving more than one crane, hoist, or LHE 3) Lifts of personnel; 4) Lifts involving non-routine rigging or operation, sensitive equipment, or unusual safety risks 5) Lifts involving hazardous materials (e.g., explosives, highly volatile substances); 6) Lifts where the center of gravity could change; 7) Lifts without the use of outriggers using rubber tire load charts; 8) Lifts using more than one hoist on the same crane, hoist, or LHE; 9) Lifts involving Multiple Lift Rigging (MLR) Assemblies or other non-routine or technically difficult rigging arrangements; 10) Lifts involving submerged loads. Exception: lifts that were engineered to travel in guided slots throughout the lift and have fixed rigging and/or lifting beams, i.e., intake gates, tailgates/logs); 11) Lifts out of the operator's view. (Exception: if hand signals used by a signal person in view of the operator or radio communications are available and in use, load does not exceed two tons AND is determined a routine lift by the lift super.)

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		The critical lift plan shall include elements addressed in paragraph 16-7 of EM 385-1-1, paragraph 11.1 of NAVFAC P-307, and comply with requirements in ASME B30.22, ASME B30.3; ASME B30.5, and ASME B30.8. The Contractor shall complete and maintain a copy of the Crane Operating Checklist For Critical Lifts, provided within the Forms in J-0200000-03, for each lift.
2.9.4.4	Fall Prevention and Protection Plan	The Contractor shall develop a site specific fall prevention and protection plan to protect and prevent its service workers from falling from heights of 1.8m (six feet) or more. This plan shall include elements addressed in paragraph 21-7 of EM 385-1-1 and ANSI A10.32, ANSI Z359.1, and ANSI/ASSE A10.34. The fall prevention and protection plan shall include a Rescue and Evacuation Plan in accordance with EM 385-1-1, Section 21-7. A competent person for fall protection shall prepare and sign the plan.
2.9.4.5	Control of Hazardous Energy (lockout/tagout)	The Contractor shall establish a program and utilize procedures for affixing appropriate lockout devices or tag out devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start up or release of stored energy to ensure compliance with 29 CFR 1910.147. The Contractor shall submit a report of their periodic inspection of the energy control procedure that ensures the procedures and the requirements of 29 CFR 1910.147 are being followed per Section F.
2.9.5	Crane Operations	All operations of Cranes, Multi-Purpose Machines and Material Handling Equipment shall comply with EM 385-1-1, NAVFAC P-307, 29 CFR Part 1910, and 29 CFR Part 1926. The Contractor shall comply with paragraph 11.1 of NAVFAC P-307 and notify the KO at least 24 hours prior to bringing any crane (including delivery vehicles with crane boom attachments), multi-purpose machines, material handling equipment, or construction equipment that may be used in a crane-like application to lift suspended loads on board a Navy Installation. Written documentation of the last weight test of the crane and all related weight handling equipment (e.g. attachments, rigging gear, etc.) shall be maintained on site. A joint verification with the Government representative must be performed to ensure that a legible and indelible completed copy of Appendix P, Figure P-1 of NAVFAC P-307 is maintained on the crane, multi-purpose machine, and material handling equipment or construction equipment used in a crane-like application to lift suspended loads. The following certification and testing documentation shall be on site prior to entry and use on any Navy Installation: 1) Crane, multi-purpose machine, material handling equipment or construction equipment used in a crane-like application to lift suspended load certification 2) Load testing 3) Yearly, monthly and daily inspection logs 4) Rope/sling certifications 5) Operator certifications/designations 6) Designation of person performing log inspections 7) Cranes that are permanently located on a Navy Installation shall have a quarterly joint verification.
2.9.5.1	Crane Inspections	The Contractor shall ensure all inspections are performed in accordance with EM 385-1-1, NAVFAC P-307, 29 CFR Part 1910, and 29 CFR Part 1926

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		(daily, monthly, quarterly, yearly), and retain the current documentation of inspections. Documents shall be kept on site. Daily pre-use inspections and testing shall be performed on all load hoisting and lowering mechanisms, boom hoisting and lowering mechanisms, swinging mechanisms, travel mechanisms (if to be used that day), and safety devices. Cranes that have to be re-rated shall be in accordance with SAE Recommended Practices, Crane Load Stability Test Code J765 and documentation maintained on site. The Contractor shall have an operational anti-two block device or a two-block damage prevention feature for all points of two blocking and a boom hoist disconnect, shutoff, or hydraulic relief to automatically stop the boom hoist when the boom reaches a predetermined high angle.
2.9.5.2	Rigging Gear	The Contractor shall ensure rigging gear and below the hook lifting devices and personnel comply with the following requirements: 1) Personnel performing rigging shall have an understanding of all signs, notices, and operating instructions, and be familiar with the applicable hand signals prescribed by the ASME B30 standard for the type of crane in use. 2) Personnel performing rigging shall be familiar with the rigging requirements in EM 385-1-1, NAVFAC P-307, 29 CFR Part 1910, and 29 CFR Part 1926. 3) The Contractor shall inspect rigging gear in accordance with EM 385-1-1, NAVFAC P-307, 29 CFR Part 1910, and 29 CFR Part 1926 and paragraph 11.1 of NAVFAC P-307. Certification records shall be made available for review upon request.
2.9.5.3	Crane Operators	Crane operators shall meet the personnel qualifications requirements in paragraph 16-3 of EM 385-1-1 and paragraph 11.1 of NAVFAC P-307. For mobile cranes with Original Equipment Manufacturer (OEM) rated capacities of 2,000 pounds or greater, designate crane operators as qualified by a source that qualifies crane operators (i.e., union, a government agency, or an organization that tests and qualifies crane operators).
2.9.6	Accident and Damage Reporting	The Contractor shall notify the KO as soon as practical, but within 24 hours after notification from the affected employee, of any accident meeting the definition of Recordable Injuries or Illnesses or High Visibility Accidents, property damage equal to or greater than ¥500,000, or any Weight Handling Equipment (WHE) accident. Notification shall also be provided for any mishap occurring in any of the following high hazard areas: electrical (to include Arc Flash, electrical shock, etc.); uncontrolled release of hazardous energy (includes electrical and non-electrical); weight or load handling equipment (LHE) or rigging; fall-from-height (any level other than same surface); and underwater diving. These mishaps shall be investigated in depth to identify all causes and to recommend hazard control measures. Within notification include Contractor name; contract title; type of contract; name of activity, installation or location where accident occurred; date and time of accident; names of personnel injured; extent of property damage, if any; extent of injury, if known, and brief description of accident (to include type of equipment used, PPE used, etc.). Preserve the conditions and evidence on the accident site until the Government investigation team arrives on-site and Government investigation is conducted. The Contractor shall conduct an accident investigation for recordable injuries and illnesses, for accidents requiring Medical Treatment, property damage

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		accidents resulting in at least ¥2,000,000 in damages, and near misses as defined in EM 385-1-1, to establish the root cause(s) of the accident. The Contractor shall complete the applicable NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS) per Section F. Required or special forms are provided within the Forms in J-0200000-03. For any weight handling equipment accident (including rigging gear accidents) the Contractor shall conduct an accident investigation to establish the root cause(s) of the accident and comply with additional requirements and procedures for accidents in accordance with NAVFAC P-307, Section 12. The Contractor shall submit a WHE Accident Report (Crane and Rigging Gear) per Section F. No crane operations are allowed to proceed until cause is determined and corrective actions have been implemented to the satisfaction of the KO. For a near miss, the Contractor shall complete the applicable documentation in NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS) per Section F. For a near miss involving crane or rigging operations, the Contractor shall report verbally to the KO as soon as management becomes aware but not later than four hours of such event and comply with additional requirements and procedures for near-misses in accordance with NAVFAC P-307, Section 12. A near miss occurs when an accident was avoided by mere chance or when intervention prevented an ongoing sequence of events that would have resulted in an accident (e.g. unplanned encroachment, improper crane set-up, improperly rigged load, etc.). The Contractor shall submit a Crane and Rigging Gear Near Miss Report per Section F.
2.9.6.1	Accident Reporting and Notification Criteria	The following criteria and definitions apply to the accident reporting requirements specified above: Recordable Injuries or Illnesses. Any work-related injury or illness that results in: 1) Death, regardless of the time between the injury and death, or the length of the illness; 2) Days away from work (any time lost after day of injury/illness onset); 3) Restricted work; 4) Transfer to another job; 5) Medical treatment beyond first aid; 6) Loss of consciousness; or 7) A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in (1) through (6) above. High Visibility Accident. Any mishap which may generate publicity or high visibility. Medical Treatment. Treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even through provided by a physician or registered personnel.

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		WHE Accident. A WHE accident occurs when any one or more of the eight elements in the operating envelope fails to perform correctly during operation, including operation during maintenance or testing resulting in personnel injury or death; material or equipment damage; dropped load; derailment; two-blocking; overload; or collision, including unplanned contact between the load, crane, or other objects. A dropped load, derailment, two-blocking, overload and collision are considered accidents even though no material damage or injury occurs. A component failure (e.g., motor burnout, gear tooth failure, bearing failure) is not considered an accident solely due to material or equipment damage unless the component failure results in damage to other components (e.g., dropped boom, dropped load, roll over, etc.)
2.9.7	Fire Protection	The Contractor shall know where fire alarms are located and how to activate them. The Contractor shall handle and store all combustible supplies, materials, waste and trash in a manner that prevents fire or hazards to persons, facilities, and materials.
2.9.8	Monthly On-Site Labor Report	The Contractor shall submit a Monthly On-Site Labor Report per Section F. This report is a compilation of employee-hours worked each month for all site workers, both prime and subcontractor. Monthly On-Site Labor Report shall be provided unprotected and capable of being sorted to the ELIN/Sub-ELIN level.
2.9.9	OSHA and/or Japanese Labor Standards Inspection Office (LSIO) Citations and Violations	The Contractor shall correct violations and citations promptly and submit a copy of each OSHA and/or Japanese Labor Standards Inspection Office (LSIO) citation and OSHA and/or Japanese Labor Standards Inspection Office (LSIO) report with written OSHA and/or Japanese Labor Standards Inspection Office (LSIO) Citations and Violations Corrective Action Report per Section F.
2.9.10	Safety Inspections and Monitoring	The Contractor shall conduct inspections of its work areas, job sites, and work crews every day work is being performed to ensure that all Contractor operations are being conducted safely. These inspections shall ensure: • The site is safe and free of job-site hazards • Proper PPE is being utilized and worn. • Safe work practices and processes are being followed. • Workers are familiar with the hazards covered in the respective AHA for that work activity. • All equipment and tools are in good condition and being used safely. The Government reserves the right to inspect and monitor Contractor operations for safety compliance. In general, the Government approach will be to conduct Performance Assessment on the quality and effectiveness of the Contractor's safety program. The Government reserves the right to stop any work activity when it deems danger is imminent. Contractor personnel shall work in a safe manner and comply with all applicable safety regulations. The Contractor shall be subject to safety inspections of its work sites by the Government. Contractor safety records shall be available to the KO upon request. Whenever the KO becomes aware of any safety noncompliance or any condition which poses a serious or imminent danger or hazard to the health or safety of the public or Government Personnel, the KO will notify the Contractor orally, with written confirmation, and request immediate corrective action. This notice, when delivered to the Contractor's

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		representative or SSHO, shall be deemed sufficient notice of noncompliance and that corrective action is required. After receiving this notice, the Contractor shall immediately take corrective action. If the Contractor fails, delays, or refuses to promptly take corrective action, the KO may issue a stop work order for all or part of the services or work until satisfactory corrective action has been taken. Whenever such a stop work order has been issued, the Contractor shall waive all equitable adjustments to the contract related to the stop work ordered issued. The Contractor shall include this requirement in all of its subcontracts and vendor contracts in support of contract safety. The Contractor shall submit a copy of the Contractor Safety Inspection and Monitoring Report per Section F. The Contractor Safety Inspection and Monitoring Report shall include a narrative of significant events; a tabulated summary and results of the safety inspection and monitoring events performed; inspection-driven corrective actions taken and the results attained; and management process adjustments during the previous month.
2.9.11	Safety Certification	The Contractor shall submit copies of all the required Federal, GOJ, Prefectural, city and industry Safety Certifications for work performed under this contract per Section F. These certifications shall be kept up to date by the Contractor. The Contractor shall submit new versions of certifications as the old certifications expire. No work, that requires a certification, shall start without a valid and accepted certification.
2.9.12	Safety Apparel on Jobsites	The Contractor personnel shall wear appropriate high-visibility safety apparel meeting ANSI/ISEA 107-2010 and DOT regulations for traffic control. Appropriate garment shall be based on the worker hazards and tasks, complexity of the work environment or background, and vehicular traffic and speed. As a minimum, the Contractor personnel shall wear ANSI/ISEA 107-2010 Class I compliant apparel.
2.9.13	Emergency Medical Treatment	Contractors will arrange for their own emergency medical treatment. The Government has no responsibility to provide emergency medical treatment.
2.10	Environmental Management and Sustainability	The Contractor shall perform work under this contract consistent with the Installation's Environmental Management System (EMS) goals and policy. Goals: • Reduce purchase and use of toxic and hazardous materials; • Expand purchase of green products and services; increase recycling; • Reduce energy and water use; • Increase use of alternative fuels and renewable energy; • Integrate green building concepts in major renovations and new construction; • Prevent pollution at the source; and • Continual improvement. Policy: • Protect public health and the environment by being an environmentally responsible member of the community; • Preserve our natural, historic and cultural resources; • Conserve natural resources by reducing what we discard, reusing items, and recycling materials, which includes purchasing products made from recycled materials; • Integrate sound environmental practices into all our operations and business decisions; Integrate environmental protection requirements and pollution prevention initiatives into the early planning, design and procurement of facilities, equipment and material, as well as the planning and implementation of military training activities;

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		• Prevent or minimize pollution at its source as we seek out ways to eliminate or further minimize use of hazardous materials and generation of hazardous waste; • Maintain a sound partnership with regulatory agencies to sustain our compliance with existing and new environmental laws and regulations; • Enhance our program as we develop and implement an Environmental Management System; and • Adhere to this policy, remind one another to do so, and ensure that our entire community knows this is our policy by our actions as well as our words. The Contractor shall maintain monitoring and measurement information to address the EMS goals and policy and provide the EMS Goals and Policy Measurement Information to the KO per Section F. In the event an EMS nonconformance or environmental noncompliance associated with the contracted services, tasks, or actions occurs, the Contractor shall take corrective actions, assume legal and financial liability for the noncompliance and take corrective action immediately to remedy the noncompliance. The Contractor shall ensure that its employees are aware of their roles and responsibilities under the EMS and how these EMS roles and responsibilities affect work performed under the contract.
2.10.1	Energy Management Program	The Contractor shall comply with the installation's energy management program. NAFMISAWAINST 11300.1G. The Contractor PM, or designee, shall represent the Contractor's interest at all meetings of the activity's Energy Management Board. The Contractor shall attend periodic meetings with the Installation Energy Manager, where energy and water efficiency goals and project status will be discussed to ensure that any Contractor work complements and optimizes efficiency efforts.
2.10.1.1	Energy Efficient Products	The Contractor shall use life-cycle cost analysis in making decisions about investments in products, services, construction and other projects to lower Federal Government's costs and reduce energy consumption. The Contractor shall elect lifecycle cost effective Energy Star and other energy-efficient products when acquiring energy-using products. For product groups where Energy Star labels are not yet available, select products that are in upper 25 percent of energy efficiency as designated by the Federal Energy Management Program. Use of high-energy consuming tools or equipment is subject to acceptance by the KO prior to use.
2.10.2	Environmental Protection	The Contractor shall comply with all applicable Japanese, prefectural laws, regulations, the Japan Environmental Governing Standards (JEGS) and executive orders, and with base-wide instructions, standards, and permit requirements. All environmental protection matters shall be coordinated with the KO. Inspection of Contractor operated facilities may be conducted by the Installation Environmental Protection Coordinator or other authorized officials on a no-notice basis. The Contractor shall comply with the instructions of the cognizant Navy Medical Department with respect to avoidance of conditions which create a nuisance or which may be hazardous to the health of military or civilian personnel. The Contractor is responsible for ensuring that its employees receive applicable environmental and occupational health and safety training, and are kept up to date on all required regulatory and specific training for the type of work to be conducted onsite.

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		All on-site Contractor personnel, and their subcontractor personnel, performing tasks that have the potential to cause an impact to the environment shall be competent on the basis of appropriate education, training or experience. The Contractor shall develop, submit, and implement an Environmental Protection Plan per Section F.
2.10.2.1	Non-Regulated Waste Disposal	The Contractor shall dispose all wastes in accordance with all applicable Federal, GOJ, prefectural, and local laws, regulations, executive orders, and with base-wide instructions, standards, and permit requirements. All non-regulated waste shall be disposed of in accordance with all applicable Federal, GOJ, prefectural, and local laws, regulations, and instructions, including but not limited to 40 CFR, SOPA (ADMIN) MYPTINST 5090.1. Disposal of all non-regulated debris and rubbish resulting from the work under this contract shall comply with the federal regulations in 40 CFR Part 258 (Subtitle D of RCRA), and be disposed of at appropriate off installation waste handling facilities.
2.10.2.2	Spill Prevention, Containment, and Clean-up	The Contractor shall prevent, contain, clean up, and report all spills on Government property caused by the Contractor, in a manner that complies with applicable Japanese, prefectural, JEGS and local laws and regulations and with the Installation Hazardous Waste Management Plans; and Spill Prevention, Control, and Countermeasure Plans provided by each installation at no additional cost to the Government. The Contractor shall report all fuel and hazardous substance spills on the Installation within 15 minutes of discovery to the Regional Dispatch Center by dialing 911 from a station landline. If calling from a device not connected to a station landline, notify the emergency dispatcher you are calling from Naval Air Facility Misawa (NAFM) and you will be transferred to the Regional Dispatch Center. The Contractor shall notify the KO as soon as possible but not more than 24 hours after spill. Spill reports shall be submitted within 48 hours per Section F.
2.10.2.3	Protection of Endangered and Threatened Species (Flora and Fauna)	The Contractor shall not disturb endangered and threatened species and their habitat. The Contractor shall carefully protect in-place and report immediately to the KO endangered and threatened species discovered in the course of work. The Contractor shall stop work in the immediate area of the discovery until directed by the KO to resume work.
2.10.2.4	Noise Control	The Contractor shall comply with all applicable Federal, Host Nation, Prefectural and local laws, ordinances, and regulations relative to noise control.
2.10.2.5	Salvage	All material and equipment removed or disconnected that is sound and of value shall remain the property of the Government. The Contractor shall deliver this material and equipment at the Contractor's expense to the location appointed by the KO/COR.
2.10.2.6	Asbestos Containing Material (ACM)	Asbestos containing insulation, flooring, and other building materials may be encountered by the Contractor during the performance of work under this contract, and the Contractor shall remain alert to this possibility. If ACM is encountered or suspected in the performance of work, the Contractor shall avoid removing, sanding, abrading, or disturbing the material. The Contractor shall verbally notify the KO within one hour and submit a written ACM Notification within 24 hours per Section F.

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
2.10.3	Sustainable Procurement and Practices	The Contractor shall develop, submit, and implement a Sustainable Procurement and Practices Plan per Section F. This plan shall identify how the Contractor will comply with all applicable Federal, GOJ and local laws and regulation, including E.O. 14057, Installation Energy Management Program and Water Conservation Programs and energy reduction requirements. The plan shall specifically address the following components: • Recycled Contents Products • Energy/Water efficiency • Energy Efficient Tools and Equipment • Alternate Fuels and Alternate Fuel Vehicles • Biobased Products • Non-Ozone Depleting Products • Environmental Preferred Products and Services • Low/Non-Toxic and Hazardous Materials The Contractor shall submit an annual Sustainable Delivery of Services Report per Section F.
2.10.3.1	Environmentally Preferable Products	The Contractor shall procure and use products that are energy-efficient (Energy Star or Federal Energy Management Program (FEMP)-designated), water efficient, bio-based, environmentally preferable (*e.g.*, Electronic Product Environmental Assessment Tool (EPEAT)-registered), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives, where such products and services meet performance requirements.
2.10.3.2	Use of Recovered Materials	The Government has an affirmative procurement program to promote the purchase of products containing recovered materials. The intent is to reduce the solid waste stream and conserve natural resources by establishing markets for recycled content products and encouraging manufacturers to produce quality products containing recovered materials. Participate in this program by using, for Environmental Protection Agency (EPA) designated items, recovered materials to the maximum extent practicable without jeopardizing the intended end use of the item. The percentage of recovered materials content levels for use in the performance of this contract will be, at a minimum, the amount recommended in the EPA Comprehensive Procurement Guideline (CPG) Product Index website: https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program. Use of EPA designated products is not required for products that are either not available within a reasonable period of time, are not available at a reasonable price, are not available from a sufficient number of sources to maintain a satisfactory level of competition, or fail to meet performance standards based on technical verification. EPA designation of products is an on-going process. Listings of EPA designated products containing recovered materials are found in 40 CFR 247. Make recommendation and submit Recovered Material Certification, per Section F, when a product containing recovered materials is equal to or better than the original and could be used for this contract. All changes of products must be accepted by the KO prior to its use.
2.10.3.3	Use of Biobased Products	The Contractor shall make maximum use of biobased products in accordance with the FAR Clause 52.223-2 -- Affirmative Procurement of BIOBASED Products Under Service And Construction Contracts. Information about these products is available at:

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		https://www.dm.usda.gov/procurement/business/biopreferred.htm or https://www.usda.gov/topics/biotechnology.
2.11	Disaster Preparedness	The Contractor shall comply with the installation's Contingency Instruction NAFMISAWA INST 3440.17. The Contractor shall support the installation contingency response plan as directed by the KO. The Contractor shall submit their Mission Essential Contractor Services Plan and a list of their Mission Critical/Mission Essential Personnel per Section F. Refer to J-0200000-11 for Tropical Cyclone Condition of Readiness (TCCOR) Definitions.
2.12	Technical Library	The Contractor shall work with the Government to establish a technical library. Libraries shall include facility drawings, operation & maintenance manuals, warranties, Government publications, record drawings and other appropriate material. The Contractor shall continually update library material to ensure all data is current, complete, accurate and suitable for intended use. The Contractor shall monitor the use of the libraries to ensure materials are returned and data integrity is not compromised. The Contractor shall maintain the libraries until completion or termination of the contract and make the libraries available for inspection by prospective offerors for successive contracts. The technical library contents are the property of the Government and shall be turned over to the KO upon completion or termination of the contract. The Contractor shall submit the Technical Library Table of Contents per Section F. Any drawing, site map, and technical information provide on this specification or attached to this specification, and any drawing and technical information provided to the Contractor shall be used only for this contract performance purpose, and shall not be used for any other purpose. Dissemination of these drawings, maps, and information is strictly prohibited.
2.13	Warranty Management	Prior to performing repair work, the Contractor shall report to the KO any defect in workmanship, material, or parts, and any improper installation of equipment and components that are covered by a warranty. The Contractor is responsible for knowing which equipment and components are covered by the original warranty and the warranty duration. The KO will provide available warranty documents.
2.14	Recurring Work Procedures	
2.14.1	Recurring Work Preparation of Proposals	The Contractor shall price additions or deletions to the Recurring Work requirements using the unit prices bid by the Contractor for Non-Recurring Work Unit Priced Tasks (UPTs). If Non-Recurring Work does not include a corresponding UPT for a specific work requirement for addition or deletion to the Recurring Work requirements, the Contractor shall propose on that specific work requirement in accordance with the Non-recurring Work Preparation of Proposal requirements specified below. Additional markups shall not be included since the cost for these items were included in the unit prices bid by the Contractor for Non-Recurring Work. This may result in the Contractor's proposal consisting of UPT unit price(s), Unit Priced Labor (UPL) Hour(s), Material pricing, or a combination thereof. Recurring Work proposals, including detailed scopes of work and detailed estimates for modification to the Recurring Work requirements shall be submitted per Section F.

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
2.14.2	Notification to the Government for Work Above the Recurring Work Limitations	The Contractor is fully responsible for work up to the recurring work limits. Recurring work limits are specified in subsequent annexes or sub-annexes. When work is expected to exceed the recurring work limits, the Contractor shall notify the KO and provide a rough order of magnitude (ROM) estimate for the work exceeding the Contractor's recurring work limits of liability within two hours of identification for further direction. The Government may issue a service order in accordance with the recurring work provisions of this contract, or order work in accordance with the non-recurring work provisions of this contract detailed below or accomplish the work by means other than this contract. The Contractor shall provide a detailed scope of work and detailed estimate, per Section F, per the non-recurring work procedures in Spec Item 2.15 for any potential task orders resulting from work that exceeded a recurring work limit of liability in the contract. The estimate shall include the full scope of work and clearly show the deductions for the applicable recurring work limit of liability. The resultant proposed price shall be for the portion of the work exceeding the recurring work limit of liability. Further, the Contractor shall prepare and provide scopes of work and estimates in this manner to the KO when requesting a determination that a recurring work limit of liability has or will be exceeded.
2.14.3	Recurring Work Exhibit Line Item Numbers (ELINs)	Recurring work ELINs are provided in J-0200000-12.
2.15	Non-recurring Work	Non-recurring work is identified in each applicable annex or sub-annex. Non-recurring work may consist of UPT Work (non-negotiated) and Unit Priced Labor (UPL) Work (negotiated). The Contractor shall perform all non-recurring task work as ordered by the KO per Section G and DoD FedMall requirements. Non-recurring work will consist of Unit Priced Tasks and Unit Priced Labor Work which may be ordered by the Government as separate items or in combinations of items from the Non-recurring Work ELINs provided in Section J on an as needed basis.
2.15.1	Unit Priced Task (UPT) Work (Non-Negotiated)	A UPT is defined as a non-recurring work item that includes all direct and indirect costs plus profit associated with the particular unit of work. All materials and equipment (rented, leased or Contractor-owned) required for the accomplishment of a UPT shall be included within the respective exhibit line item prices. The fixed price for the task order is determined by multiplying the exhibit line item unit prices by the quantities ordered. The Contractor is not required to submit cost estimates for UPTs.
2.15.1.1	Acceptance and Performance	The Contractor shall offer indefinite quantity (IQ) pre-priced line item services to authorized Government personnel when they are ordering the work directly via the Government-wide Commercial Purchase Card (GCPC) program. When receiving GCPC orders against Section B, the Contractor shall provide the supplies and services at the offered price without additional markup or handling fee. The Contractor shall accept and process electronically submitted GCPC orders for IQ services, including those orders issued through the FedMall. FedMall is a U.S. Government (USG) owned and operated web-based ordering system that enables any DoD or Federal activity to search for and order goods and services. Authorized GCPC users will receive approved accounts on FedMall to view and order IQ line items.

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
		The Contractor shall receive electronic IQ orders from FedMall using 128-bit encrypted email. The Contractor shall purchase, install, and utilize the most recent version of PGP Personal software, or a comparable solution, for the purpose of decrypting order notification emails from FedMall. In addition, the DoD has established the External Certification Authority (ECA) program to support the issuance of DoD-approved certificates to Contractors. The ECA program is designed to provide the mechanism for Contractors to securely communicate with the DoD and authenticate to DoD Information Systems. The Contractor shall purchase, install, maintain and use a DoD-approved ECA certificate. Information on obtaining an ECA certificate can be found at https://public.cyber.mil/eca/obtain-an-eca-certificate/. The Contractor shall post updates on order delivery schedule and performance to the FedMall in a timely manner. The Contractor shall track quantities and report total ordered quantity in FedMall and approved DD 1155's by line item number each month and year-to-date. The report shall be due to the KO by the fifth day of the following month, per Section F. The Contractor must track and report when total dollar value of all orders from both GCPC purchases and DD 1155s exceed 75% of the combined Section B Pre-Priced Line Item quantities.
2.15.1.2	Invoicing and Receiving Payment	Payment for completed FedMall orders will be made using the GCPC. Reference "payment by third party" clause FAR 52.232-36. The Contractor shall possess the capability to invoice and receive payment for non-recurring work via an electronic medium with supported command representatives utilizing their GCPC. No partial or advance payments will be provided.
2.15.2	Unit Priced Labor (UPL)Work (Negotiated)	The Contractor shall perform all UPL work in accordance with the scope and delivery schedule negotiated per each task order. UPL work is defined as non-recurring work that utilizes negotiated labor hours and materials to accomplish a task not required by the recurring work portion of the contract. UPL includes separately priced labor, material, and equipment exhibit line items. The Contractor shall prepare and furnish a detailed cost estimate identifying proposed labor, material, and equipment costs, which upon acceptance by the KO, becomes the fixed price for the task order. Common procedures are included below as examples.
2.15.2.1	Non-recurring Work Preparation of Proposals	The Contractor shall submit non-recurring work proposals to the KO, per Section F. Proposals shall include: 1) a complete list of all tasks necessary to perform the required scope of work, 2) the number of direct labor hours to perform each task and 3) the projected quantity and costs of materials and equipment to perform the required scope of work.
2.15.2.1.1	Labor Requirements	Accepted industry time standards published in R. S. Means Facility Maintenance and Repair Cost Data, industry organizations, and similar estimating sources shall be used for determining the number of direct labor hours required to complete the scope of work. If not provided in RS Means or a similar estimating source, labor hours may be based on quotes from at least three different commercial vendors. The total labor cost will be determined by totaling the number of direct labor hours and then multiplying by the UPL amount in the Non-Recurring Work ELINs provided in Section J. The Government retains the right to obtain additional quotes. The lowest quoted labor hours shall be used.

0200000 - Management and Administration		
Spec Item	**Title**	**Description**
2.15.2.1.2	Direct Material and Construction Equipment Requirements	Direct material and construction equipment costs published in R. S. Means Facility Maintenance and Repair Cost Data, national material supplier catalogues, U.S. Army Corps of Engineers Construction Equipment Ownership and Operating Expense Schedule (EP 1110-1-8), equipment rental catalogues, and similar estimating sources shall be used for determining customary and reasonable costs for the direct material and construction equipment estimate. If not provided in RS Means or a similar estimating source, direct material prices may be based on national material supplier catalogue pricing or quotes from at least three different commercial vendors. Projected direct material requirements shall include a list of materials establishing the size, quality, number of units, and unit prices. Pre-expended bin supplies and materials shall not be included in the list of direct materials since the cost for these items are to be included in the labor hour unit price. Direct material prices shall be the lowest price available considering the availability of materials and the time constraints of the job. The direct material price shall include all discounts and rebates for core value and salvage value that accrue to the Contractor and Contractor-furnished warehousing cost. Construction equipment costs shall include rental and lease costs, ownership costs where Contractor-owned, construction equipment mobilization, and tools, not priced under the recurring work portion of the contract. The direct material price will be multiplied by the Contractor's non-recurring work material fixed burden rate. The Government retains the right to obtain additional quotes in questionable situations. The lowest price shall be used.
2.15.2.2	Issuance of Final Task Order	The KO will order unit priced labor by issuing to the Contractor a copy of the accepted scope of work and a task order for the work described, in accordance with Section G. Task order completion times will be specified on each task order.
2.15.3	Non-recurring work ELINS	Non-recurring Work ELINs are provided in J-0200000-12.

0200000 – MANAGEMENT AND ADMINISTRATION

SECTION F: DELIVERIES OR PERFORMANCE

DELIVERABLES						
				Distribution		
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Original	Copies (Including Original)	Frequency
0200000/ 2.2.1.2	N/A	Request to Work Outside Government's Regular Working Hours	At least seven calendar days prior to requested day.	KO/COR	1	As Required
0200000/ 2.3.1	N/A	Sign-in Sheets and Minutes for Review and Comments	Within two working days.	KO/COR and all attendees	1	As Required
0200000/ 2.3.1	N/A	Sign-in Sheets and Minutes Final Revision	Within two working days.	KO/COR and all attendees	1	As Required
0200000/ 2.3.4	N/A	Permits and Licenses	Before work commences and as requested by the KO.	KO/COR	1	As Specified
0200000/ 2.3.5	N/A	Certificate of Insurance	Within 15 calendar days prior to contract start.	KO/COR	1	As Specified
0200000/ 2.3.5.1	N/A	Written Notice of Cancellation or Material Change in Policy Coverage	At least 30 calendar days prior to cancellation or material change in policy coverage.	KO/COR	1	As Required
0200000/ 2.6.1	N/A	Plans of Action and Milestones (POA&Ms)	Annually, within five calendar days after the beginning of the option period.	KO/COR	1	As Specified
0200000/ 2.6.1	N/A	Cybersecurity Incident Notification	Immediately, upon discovery during regular working hours and by 0800 the following work day for discoveries after regular working hours.	KO/COR and Command Security Manager	1	As Required

DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (Including Original)	
0200000/ 2.6.4	N/A	Scheduling and Work Status Updates	Within two hours of the inquiry during regular working hours, and by 0800 the following work day for inquiries after regular working hours.	KO/COR	1	As Specified
0200000/ 2.6.4	N/A	Work Schedules	Within 15 calendar days prior to contract start, 10 days prior to the beginning of the month in which services are scheduled to be performance, and within two calendar days of changes.	COR/PAR	1	Monthly
0200000/ 2.6.5	N/A	Notification of any Difficulty in Scheduling Work	24 hours in advance.	COR/PAR	1	As Required
0200000/ 2.6.8.2	J-0200000-05	Asset Flat-file	By the end of the following work day when updates are required.	COR/PAR	1	As Required
0200000/ 2.6.8.2	J-0200000-06	Pipe delimited Flat-file	By the end of the following work day when updates are required.	COR/PAR	1	As Required
0200000/ 2.6.8.2	J-0200000-06	Asset Specification Flat-file	By the end of the following work day when updates are required.	COR/PAR	1	As Required
0200000/ 2.6.9.1	N/A	Quality Management Plan	Within 15 calendar days prior to contract start.	COR/PAR	1	As Specified
0200000/ 2.6.9.1	N/A	Revised Quality Management Plan	Within seven calendar days of changes.	COR/PAR	1	As Specified
0200000/ 2.6.9.2	N/A	QC Inspection File	Within five calendar days of completion/ termination of the contract.	COR/PAR	1	As Specified

DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (Including Original)	
0200000/ 2.6.9.3	N/A	Contractor Quality Inspection and Surveillance Report	First work day of each month.	COR/PAR	1	Monthly
0200000/ 2.6.10	N/A	Property Management Plan	Within 30 calendar days prior to contract start.	KO/COR	1	As Specified
0200000/ 2.7.1	N/A	List of Key Personnel and Qualifications	Within 15 calendar days prior to contract start.	KO/COR/ PAR	1	As Specified
0200000/ 2.7.1	N/A	Organizational Chart	Within 15 calendar days prior to contract start.	KO/COR/ PAR	1	As Specified
0200000/ 2.7.2.6	N/A	Proof of Legal Residency	Prior to be admitted to site of work.	KO/COR	1	As Specified
0200000/ 2.7.3	N/A	Service Contract Reporting (SCR)	No later than 31 October of each calendar year.	KO/COR	1	Annually for labor executed during the period of performance during each Government fiscal year (FY)
0200000/ 2.8.1	N/A	Employee List	Within 15 calendar days prior to contract start and within seven calendar days of changes.	KO/COR	1	As Required
0200000/ 2.9.2	N/A	Accident Prevention Plan	Within 15 calendar days prior to contract start and within seven calendar days of changes.	COR/PAR	1	As Specified
0200000/ 2.9.3	N/A	Activity Hazard Analysis	Submitted with the Accident Prevention Plan and within seven calendar days of and changes.	COR/PAR	1	As Specified

DELIVERABLES						
				Distribution		
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Original	Copies (Including Original)	Frequency
0200000/ 2.9.4	N/A	Compliance Plans, Programs, and Procedures	Together with the Accident Prevention Plan and within seven calendar days of and changes.	COR/PAR	1	As Specified
0200000/ 2.9.4.5	N/A	Periodic inspection of the Energy Control Procedure Report	Semi-annually by July 10th and January 10th.	COR	1	As Specified
0200000/ 2.9.6	J-0200000-03	Accident and Damage Reporting/ Contractor Incident Reporting System (CIRS)	Within five calendar days of accident.	KO/COR and NAVFAC FE Safety Officer	1	As Required
0200000/ 2.9.6	J-0200000-03	WHE Accident Report (Crane and Rigging Gear)	Within 15 working days of accident.	KO/COR and NAVFAC FE Safety Officer	1	As Required
0200000/ 2.9.6	J-0200000-03	Near Miss/ Contractor Incident Reporting System (CIRS)	Within 15 working days of near miss.	KO/COR and NAVFAC FE Safety Officer	1	As Required
0200000/ 2.9.6	J-0200000-03	Near Miss and Unplanned Occurrence Report	Within 15 working days of near miss.	KO/COR and NAVFAC FE Safety Officer	1	As Required
0200000/ 2.9.8	N/A	Monthly On-Site Labor Report	First work day of each month.	KO/COR	1	Monthly
0200000/ 2.9.9	N/A	OSHA/LSIO Citations and Violations Corrective Action Report	Within 48 hours after receiving a citation.	KO/COR	1	As Required
0200000/ 2.9.10	N/A	Safety Inspection and Monitoring Report	Fifth work day of each month.	COR/PAR	1	As Required
0200000/ 2.9.11	N/A	Safety Certification	Within 15 calendar days prior to contract start and as old certifications, expire.	KO/COR	1	As Specified

DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (Including Original)	
0200000/ 2.10	N/A	EMS Goals and Policy Measurement Information	Within 15 calendar days prior to contract start and within seven calendar days of changes.	KO/COR		As Required
0200000/ 2.10.2	N/A	Environmental Protection Plan	Within 15 calendar days prior to contract start and within seven calendar days of changes.	COR	1	As Specified
0200000/ 2.10.2.2	J-0200000-03	Hazardous Substance Spill Report	Within 48 hours of discovery.	KO/COR	1	As Required
0200000/ 2.10.2.6	N/A	Asbestos Containing Material (ACM)	Written Notification within 24 hours of discovery.	KO/COR/ PAR	1	As Required
0200000/ 2.10.3	N/A	Sustainable Procurement and Practices Plan	At least 15 calendar days prior to start of contract performance and within 15 calendar days after exercised option periods.	COR	1	As Required
0200000/ 2.10.3	N/A	Sustainable Delivery of Services Report	Within five calendar days after each option period.	COR	1	As Required
0200000/ 2.10.3.2	N/A	Recovered Material Certification	14 calendar days prior to use and When a product Containing recovered materials is equal to or better than the original and could be used.	KO/COR	1	As Specified
0200000/ 2.11	N/A	Mission Essential Contractor Services Plan	Prior to commencement of work.	KO/COR	1	As Specified
0200000/ 2.12	N/A	Technical Library Table of Contents	After 1 year of work commencement and annually thereafter, and upon request.	KO/COR	1	As Specified

DELIVERABLES						
Annex/ Spec Item	Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
				Original	Copies (Including Original)	
0200000/ 2.14.1	N/A	Recurring Work Preparation of Proposals	As specified in the Request for Proposal (RFP).	KO	1	As Required
0200000/ 2.14.2	N/A	Notification to the Government for Work Above the Recurring Work Limitations	For any potential task orders resulting from work that exceeded a recurring work limit of liability in the contract.	KO/COR	1	As Required
0200000/ 2.15.1.1	N/A	Non-Recurring Work Quantities Ordered via FedMall	The fifth day of the following month.	KO/COR	1	As Specified
0200000/ 2.15.2.1	N/A	Non-recurring Work Proposals	Within 14 calendar days following receipt for each potential task order	KO/COR	1	As Required

Note: All deliverables shall be in electronic format unless otherwise specified below.

Deliverables Form Preparation Instructions
Deliverable Title: **0200000/2.2.1.2 – Request to Work Outside Government's Regular Working Hours**
Form Attachment No.: N/A
Government Acceptance Required: ***X*** Yes ___ No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input

Instructions:

1. The request shall be prepared using the latest Microsoft Word Document and may be converted to Adobe Acrobat pdf. file format.
2. The request shall include at a minimum but not limited to:
    a. Contract number and title
    b. Employee name(s)
    c. Date(s) of work to be performed
    d. Project location(s)
    e. Bldg. number(s)
    f. Reason for working outside of the Government's working hours
3. Submit for Government review and acceptance.
    a. If the government accepts the request to work outside Government's regular working hours, the Government will notify the Contractor of Government acceptance.
    b. If the Government responds with comments, then incorporate the Government's comments and resubmit the request to work outside Government's request to work outside Government's regular hours via email to recipients on the distribution list. Continue this cycle until the Government notifies the Contractor of the Government acceptance.

Deliverables Form Preparation Instructions
Deliverable Title: **0200000/2.3.1 – Sign-in Sheets and Minutes for Review and Comments – Sign-in Sheets and Minutes, Final Revision**
Form Attachment No.: N/A
Government Acceptance Required: ***X*** Yes ___ No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Instructions: 1. Minutes for review and comments shall be prepared using the latest Microsoft Word Document. 2. Minutes, final revision shall be prepared using the latest Microsoft Word Document. 3. Sign-in sheet shall be scanned and converted to Adobe Acrobat pdf. file format. 4. Submit for Government review and acceptance. 5. If the Government accepts the minutes for review and comments draft version as final, the Government shall notify the Contractor of Government acceptance. 6. If the Government responds to this draft version with review comments, then incorporate the Government's comments and resubmit the revised draft version via email to recipients on the distribution list. Continue this cycle until the Government notifies the Contractor of Government acceptance.

Deliverables Form Preparation Instructions
Deliverable Title: **0200000/2.3.5.1 – Written Notice of Cancellation or Material Change in Policy Coverage**
Form Attachment No.: N/A
Government Acceptance Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Instructions: The Contractor shall submit a written notice of cancellation or material change in policy coverage stating the reason for cancellation or material change in policy coverage. This may be done via an email or as an attachment to email prepared using the latest Microsoft Word Document and converted to Adobe Acrobat pdf. file format.

Deliverables Form Preparation Instructions
Deliverable Title: **0200000/2.6.1 – Cybersecurity Incident**
Form Attachment No.: N/A
Government Acceptance Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Instructions: 1. The report shall be prepared using Microsoft Word Document and converted to Adobe Acrobat pdf. file format. 2. The report shall include the minimum but not limited to: a. Providing as much details as possible of the incident b. Corrective actions and adjustments to stop the reoccurrence of the incident

Deliverables Form Preparation Instructions
Deliverable Title: **0200000/2.6.4 – Scheduling and Work Status Updates**
Form Attachment No.: N/A
Government Acceptance Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Instructions: 1. The Report shall be prepared using Microsoft Word Document and converted to Adobe Acrobat pdf. file format. 2. Provide as much details as possible of the scheduled work to be accomplished and any work status updates when contacted by an authorized Government representative.

Deliverables Form Preparation Instructions

Deliverable Title: **0200000/2.6.4 – Work Schedules**

Form Attachment No.: N/A

Government Acceptance Required: ***X*** Yes ___ No

Media:

___ Hard Copy ***X*** Electronic ___ Direct System Input

Instructions:

1. Work schedules shall be prepared using the latest Microsoft Excel.
2. Work schedules shall include at a minimum but not limited to:
   a. Description of service(s) to be accomplished
   b. Location
   c. Date service(s) are scheduled to be accomplished
3. Submit for Government review and acceptance.
4. If the Government accepts the work schedules, the Government shall notify the Contractor of Government acceptance.
5. If the Government responds with comments, then incorporate the Government's comments and resubmit the work schedules via email to recipients on the distribution list. Continue this cycle until the Government notifies the Contractor of Government acceptance.

Deliverables Form Preparation Instructions

Deliverable Title: **0200000/2.6.5 – Notification of any Difficulty in Scheduling Work**

Form Attachment No.: N/A

Government Acceptance Required: ___ Yes ***X*** No

Media:

___ Hard Copy ***X*** Electronic ___ Direct System Input

Instructions:

1. The notification shall be prepared using Microsoft Word Document or Microsoft Excel.
2. The notification shall include the following at a minimum but not limited to:
    a. The date and time the work was initially coordinated.
    b. The name and phone number of the Government person with whom the work was initially coordinated.
    c. The name and phone number of the Government person who prevented the work from being performed as previously coordinated.
    d. The alternative date and time, the Government person requested the work be accomplished.

Deliverables Form Preparation Instructions
Deliverable Title: **0200000/2.6.9.1 – Quality Management (QM) Plan – Revised Quality Management (QM) Plan**
Form Attachment No.: N/A
Government Acceptance Required: ***X*** Yes ___ No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input

Instructions:

1. The plan shall be prepared using the latest Microsoft Word Document and may be converted to Adobe Acrobat pdf. file format.
2. Submit for Government review and acceptance.
3. If the Government accepts the QM Plan or the Revised QM Plan, the Government shall notify the Contractor of Government acceptance.
4. If the Government responds to the plan with review comments, then incorporate the Government's comments and resubmit the revised plan via email to recipients on the distribution list. Continue this cycle until the Government notifies the Contractor of Government acceptance.

Deliverables Form Preparation Instructions
Deliverable Title: **0200000/2.7.1 – List of Key Personnel and Qualifications**
Form Attachment No.: N/A
Government Acceptance Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Instructions: 1. The List of Key Personnel and Qualifications shall be prepared using Microsoft Word Document and converted to Adobe Acrobat pdf. file format. 2. Copies of Resumes and Certificates shall be converted to Acrobat pdf. file format. 3. Copies must be legible.

Deliverables Form Preparation Instructions
Deliverable Title: **0200000/2.7.2.6 – Proof of Legal Residency**
Form Attachment No.: N/A
Government Acceptance Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Instructions: 1. The Contractor shall provide copies of United States, Japanese citizenship or legal residency for all its representatives and employees prior to be admitted to site of work or when requested by the KO or the COR. 2. Copies must be legible and converted to Adobe Acrobat pdf. file format.

Deliverables Form Preparation Instructions
Deliverable Title: **0200000/2.9.2 – Accident Prevention Plan (APP)**
Form Attachment No.: N/A
Government Acceptance Required: ***X*** Yes ___ No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Instructions: 1. The plan shall be prepared using the latest Microsoft Word Document and converted to Adobe Acrobat pdf. file format. 2. Submit for Government review and acceptance. 3. If the Government accepts the plan, the Government shall notify the Contractor of Government acceptance. 4. If the Government responds to the plan with review comments, then incorporate the Government's comments and resubmit the revised version via email to recipients on the distribution list. Continue this cycle until the Government notifies the Contractor of Government acceptance.

Deliverables Form Preparation Instructions
Deliverable Title: **0200000/2.9.3 – Activity Hazard Analyses**
Form Attachment No.: N/A
Government Acceptance Required: ***X*** Yes ___ No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Instructions: 1. The Activity Hazard Analyses (AHA) shall be prepared using the latest Microsoft Word Document or the latest Microsoft Excel and converted to Adobe Acrobat pdf. file format. 2. Submit for Government review and acceptance. 3. If the Government accepts the Activity Hazard Analyses (AHA), the Government shall notify the Contractor of Government acceptance. 4. If the Government responds to the Activity Hazard Analyses (AHA) with review comments, then incorporate the Government's comments and resubmit the revised version via email to recipients on the distribution list. Continue this cycle until the Government notifies the Contractor of Government acceptance.

Deliverables Form Preparation Instructions
Deliverable Title: **0200000/2.9.4 – Compliance Plans, Programs, and Procedures**
Form Attachment No.: N/A
Government Acceptance Required: ***X*** Yes ___ No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input

Instructions:

1. The compliance plans, programs, and procedures shall be prepared using the latest Microsoft Word Document or the latest Microsoft Excel and converted to Adobe Acrobat pdf. file format.
2. Submit for Government review and acceptance.
3. If the Government accepts the compliance plans, programs, and procedures, the Government shall notify the Contractor of Government acceptance.
4. If the Government responds to the compliance plans, programs, and procedures with review comments, then incorporate the Government's comments and resubmit the revised version via email to recipients on the distribution list. Continue this cycle until the Government notifies the Contractor of Government acceptance.

Deliverables Form Preparation Instructions
Deliverable Title: **0200000/2.9.6 – Accident and Damage Reporting/Contractor Incident Reporting System (CIRS)**
Form Attachment No.: J-0200000-03
Government Acceptance Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ***X*** Direct System Input
Instructions: 1. See J-0200000-03 for Contractor Incident Reporting System (CIRS) form and additional instructions. 2. Submit to the KO, COR and NAVFAC FE Safety Officer and submit electronically via the NAVFAC Enterprise Safety Applications Management Systems (ESAMS).

Deliverables Form Preparation Instructions
Deliverable Title: **0200000/2.9.6 – WHE Accident Report**
Form Attachment No.: J-0200000-03
Government Acceptance Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ***X*** Direct System Input
Instructions: 1. See J-0200000-03 for Contractor Incident Reporting System (CIRS) form and additional instructions. 2. Submit to the KO, COR and NAVFAC FE Safety Officer and submit electronically via the NAVFAC Enterprise Safety Applications Management Systems (ESAMS).

Deliverables Form Preparation Instructions
Deliverable Title: **0200000/2.9.6 – Crane and Rigging Gear Near Miss Report**
Form Attachment No.: J-0200000-03
Government Acceptance Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ***X*** Direct System Input
Instructions: 1. See J-0200000-03 for Contractor Incident Reporting System (CIRS) form and additional instructions. 2. Submit to the KO, COR and NAVFAC FE Safety Officer and submit electronically via the NAVFAC Enterprise Safety Applications Management Systems (ESAMS).

Deliverables Form Preparation Instructions
Deliverable Title: **0200000/2.10.2 – Environmental Protection Plan**
Form Attachment No.: N/A
Government Acceptance Required: ***X*** Yes ___ No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Instructions: 1. The plan shall be prepared using Microsoft Word Document and may be converted to Adobe Acrobat pdf. file format. 2. Submit to the KO and COR for Government review and acceptance. 3. If the Government accepts the plan, the Government shall notify the Contractor of Government acceptance. 4. If the Government responds to the plan with review comments, then incorporate the Government's comments and resubmit the revised version via email to recipients on the distribution list. Continue this cycle until the Government notifies the Contractor of Government acceptance.

Deliverables Form Preparation Instructions

Deliverable Title: **0200000/2.15.1.1, Non-Recurring Work Quantities Ordered via FedMall**

Form Attachment No.: N/A

Government Acceptance Required: ***X*** Yes ___ No

Media:

___ Hard Copy ***X*** Electronic ___ Direct System Input

Instructions:

1. The DoD FedMall Monthly Usage Report shall specifically address the following components:
   - Date of report
   - Reporting period
   - Total number and yen amount of FedMall orders for the month of the reporting period
   - Total number and yen amount of FedMall orders for the option period
   - The report shall identify the following for each individual order:
     - FedMall Order Number
     - ELIN
     - Quantity
     - Unit of Issue
     - Unit Price
     - Total Price
2. Submit for Government review and acceptance.
3. If the Government accepts the report, the Government will notify the Contractor of Government acceptance.
4. If the Government responds with comments, then incorporate the Governments' comments and resubmit the report via email to recipients on the distribution list.
5. Continue this cycle until the Government notifies the Contractor of Government acceptance.

Deliverables Form Preparation Instructions

Deliverable Title: **0200000/2.15.2.1, Non-Recurring Work Proposals**

Form Attachment No.: N/A

Government Acceptance Required: ***X*** Yes ___ No

Media:

___ Hard Copy ***X*** Electronic ___ Direct System Input

Instructions:

1. The Non-Recurring Work Proposal shall specifically address the following components:
   - Task order number
   - A complete list of all tasks necessary to perform the required scope of work
   - Non-recurring Work ELINs
   - A detailed cost estimate (breakdown) identifying proposed labor (the number of direct labor hours to perform each task), the projected quantity and cost of materials and equipment to perform the required scope of work
   - AHA (if applicable)
   - Copy of certification, training and licensing (as required)
   - Any other information required under each Task Order Request for Proposal (RFP), and
   - As determined by the Contractor to include all applicable regulatory information
2. Submit for Government review and acceptance.
3. If the Government accepts the proposal, the Government will notify the Contractor of Government acceptance.
4. If the Government responds with comments, then incorporate the Governments' comments and resubmit the proposal via email to recipients on the distribution list.
5. Continue this cycle until the Government notifies the Contractor of Government acceptance.

SECTION J – 0200000 MANAGEMENT AND ADMINISTRATION	
ATTACHMENT NUMBER	**ATTACHMENT TITLE**
J-0200000-01	Definitions and Acronyms
J-0200000-02	Directives, Instructions, and References
J-0200000-03	Forms
J-0200000-04	Service Provider Information
J-0200000-05	Asset Information
J-0200000-06	Asset Specification
J-0200000-07	Characteristic Meter Reading Information
J-0200000-08	NAVFAC Maximo Data Reporting
J-0200000-09	QMS Pre-Performance Review Checklist
J-0200000-10	CUI Definitions and Contractor OPSEC Guidance
J-0200000-11	Tropical Cyclone Condition of Readiness (TCCOR) Definitions
J-0200000-12	Exhibit Line Item Numbers (ELINs)

ATTACHMENT J-0200000-01 DEFINITIONS AND ACRONYMS	
DEFINITION	**DESCRIPTION**
ASSESSMENT	A general term referring to either a survey or inspection of a facility to determine condition.
ASSET	A general term used to refer to an item, such as a component, system, building or facility, which is managed by an automated data management program.
COMPETENT PERSON	A person who has the professional experience and training necessary to identify existing and predictable hazards at a work or service environment, and who has the authority to take prompt and corrective action to eliminate or remove dangers from the environment. One who can identify existing and predictable hazards in the working environment or working conditions that are dangerous to personnel and who has authorization to take prompt corrective measures to eliminate them.
COMPONENT INVENTORY MANAGEMENT UNIT (CIMU)	An organization of like-kind real property into manageable maintenance units. CIMU is a building component, group of components or component assemblies, serving a specific purpose in a facility that can be expected to follow a common and predictable lifecycle behavior. This class of non-equipment will include items such as exterior walls, exterior windows, interior finish, and roofs. This class of equipment will include items such as fan coil units, air handling units, lighting, and water closets. CIMUs can include one or more items of installed equipment typically subject to routine scheduled maintenance.
CONFINED WORK SPACE	A space that is large enough and so configured that a person may bodily enter a space (such as in tanks, vessels, silos, storage bins, hoppers, vaults, pits, and like spaces where there is limited means of entry) and is hindered or restricted from escaping during an emergency.
CONSTRUCTION EQUIPMENT	Construction equipment refers to specialized heavy machinery that covers one industry and is specifically designed for executing construction work. Construction equipment requirements shall include a list of equipment establishing the size, quality, number of units, and unit prices. Construction equipment prices provided by the Contractor shall be the lowest price available considering the availability of equipment and the time constraints of the job. The direct equipment price shall be adjusted by all discounts and rebates that accrue to the Contractor. All indirect cost associated with construction equipment, such as: the Contractor's hourly composite trade wage, adjusted to allow for workforce productivity; sub-contractor cost, costs for pre-expended bin materials, shipping and handling, union agreements, crew sizes, hand tools, universal equipment (excluding construction equipment), mobilization, demobilization, payroll burdens and fringes, overtime, job (field) overhead, clerical support, supervision, inspection, fees, taxes, licenses, permits, and insurance, general and administrative (home office) overhead, profit, and all other associated markups shall not be included in the construction equipment price since the cost for these items were included in the labor hour unit price bid. Additionally, time for job preparation, safety standby personnel, and similar indirect labor elements shall not be included.
CONTRACTING OFFICER (KO)	That individual with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.
CONTRATING OFFICER'S REPRESENTATIVE (COR)	The individual appointed by the KO responsible for monitoring the Contractor's technical compliance and progress, relative to assigned contract(s)/orders(s), based on the contract requirements specified in the PWS and in accordance with the PAP. The COR performs a variety of contract administration duties that includes oversight of PA, documenting and rating Contractor performance, reviewing invoices, and acceptance of work. Assignment as a COR is a collateral duty typically performed by the FSCM or SPAR.
CONTRACTOR	That entity or its representative responsible for the delivery of the services or materials specified in this contract, as designated by contract award. The term Contractor as used herein refers to both the prime Contractor and any subcontractors. The prime Contractor shall ensure that subcontractors comply with the provision of this contract.
CONTRACTOR REPRESENTATIVE	That individual appointed by the Contractor, either orally or in writing, who has been assigned responsibility for executing the requirements of this contract.
DIRECT MATERIAL COSTS	The actual vendor invoice charges for materials used for performance of work under this contract. Direct material costs shall include sales tax and transportation charges when

DEFINITION	DESCRIPTION
	such charges are included on the invoice by the vendor, as well as any discounts allowed for prompt payment and discounts or rebates for core value or salvage value that accrue to the Contractor. When questions arise concerning the cost of direct materials, direct material costs will be based on the lowest of quotes provided by the Contractor from at least three different commercial vendors for the direct material cost. The Government retains the right to obtain additional quotes in questionable situations. The lowest price will be used. All other cost such as sub-contractor cost, costs for pre-expended bin materials, shipping and handling, union agreements, crew sizes, hand tools, universal equipment, mobilization, demobilization, time for job preparation, safety standby personnel, payroll burdens and fringes, overtime, job (field) overhead, clerical support, supervision, inspection, fees, taxes, licenses, permits, and insurance, general and administrative (home office) overhead, profit, and all other associated markups shall not be included in the direct material price since the cost for these items are included in the UPL Hour unit price bid.
ELECTRONIC OPERATION AND MAINTENANCE AND SUPPORT INFORMATION (eOMSI)	A set of consultant-prepared data and document files that contain detailed, as-built technical information that describes the efficient, economical and safe operation, maintenance and repair of a facility, plant, equipment or system throughout its life cycle. Generally, it is prepared during construction and submitted upon completion of a new facility or major facility upgrade. eOMSI's typically include asset information, staffing and budgeting information, supply support including critical spare parts, operating procedures, troubleshooting and diagnostic guides, extended warranty data, maintenance task frequencies and documentation, technical data, repair procedures and manufacturer's product data. eOMSI data and document files are provided in electronic formats.
EQUIPMENT	Tangible asset that is functionally complete for its intended purpose, durable, and non-expendable.
FACILITY	A building or structure designed and created to serve a particular function.
FIXED BURDEN RATE (FBR)	The additional costs (expressed in percent of direct material cost) for ordering, handling, and stockpiling materials and repair parts. For example, if the offeror's Fixed Burden Rate for materials in the Base Period is 10% then: $100,000.00 + ($100,000.00 x 10%) = $110,000.00 The Government will compensate the Contractor for the required parts and materials and not the total amount shown in Schedule of Indefinite Delivery Indefinite Quantity Work.
FREQUENCY OF SERVICE	• Annual (A). Services performed once during each 12-month period of the contract at intervals of 335 to 395 days. • Biennial (B). Services performed once during each 24-month period of the contract at internals of 670 to 790 days. • Daily (D5). Services performed once each calendar day, Monday through Friday, including holidays unless otherwise noted. • Daily (D7). Services performed once each calendar day, seven days per week, including weekends and holidays. • Monthly (M). Services performed 12 times during each 12-month period of the contract at intervals of 28 to 31 calendar days. • Quarterly (Q). Services performed four times during each 12-month period of the contract at intervals of 80 to 100 calendar days. • Semiannual (SA). Services performed twice during each 12-month period of the contract at intervals of 160 to 200 calendar days. • Semimonthly (SM). Services performed 24 times during each 12-month period of the contract at intervals of 14 to 16 calendar days. • Three times weekly (3W). Services performed three times a week, such as Monday, Wednesday, and Friday.

ATTACHMENT J-0200000-01 DEFINITIONS AND ACRONYMS	
DEFINITION	**DESCRIPTION**
	• Twice weekly (2W). Services performed twice a week, such as Monday and Thursday or Tuesday and Friday. • Weekly (W). Services performed 52 times during each 12-month period of the contract at intervals of six to eight calendar days.
GOVERNMENT FURNISHED PROPERTY (GFP)	Property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. Government furnished property includes, but is not limited to, spares and property furnished for repairs, maintenance, overhaul, or modification. Government furnished property also includes contractor acquired property if the contractor acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract.
HAZARDOUS MATERIAL (HM)	A material that because of its quality, concentration, physical, chemical or infectious nature may pose a threat to human health or the environment if released or spilled into the environment or any material designated by the Department of Transportation (DOT) or any materials that require a SDS form as posing a potential threat while being transported. Hazardous materials are listed in 49 CFR Part 172.
HAZARDOUS WASTE (HW)	Any discarded solid waste (liquid, semi-solid, solid, or gaseous) that meets the definition of a hazardous waste by USEPA, state authorities, or the Navy. In accordance with RCRA, a solid waste is a listed hazardous waste if it is specifically listed, or it is a characteristic hazardous waste if it exhibits the characteristics of ignitability, corrosivity, reactivity, or toxicity.
HAZARDOUS WASTE MANAGEMENT PLAN	In accordance with OPNAVINST 5090.1C, every Navy shore activity that generates HW shall develop and use a Hazardous Waste Management Plan or a Hazardous Waste management component in its P2 Plan and EMS. A Hazardous Waste Management Plan shall: • Identify applicable federal, state, and local regulations pertaining to the generation and management of hazardous waste. • Identify training requirements and describe procedures for obtaining training and maintaining training records. • Assign responsibilities for the generation, designation, handling, storage, treatment, disposal, and all documentation. • Describe all hazardous waste generation and management procedures. • Include or reference the hazardous waste minimization plan and goals. • Include or reference contingency plans and emergency response procedures. The plan shall be kept up to date to include changes in hazardous waste generation and management procedures, as well as changes in applicable federal, state, and local hazardous waste regulations. The plan shall include or reference minimization procedures sufficient to achieve DOD minimization goals. Tenant activities are covered by the host CO's Hazardous Waste Management Plan.
HAZARDOUS WASTE MANIFEST	A hazardous waste manifest as defined in 40 CFR 260 is required for the transport of hazardous waste. The installation commanding officer (ICO) or the ICO's designated representative shall retain signature authority for hazardous waste manifests.
INFRASTRUCTURE CONDITION ASSESSMENT PROGRAM (ICAP)	A Navy automated data management program that utilizes historical asset lifecycle data and a structured assessment process to evaluate the condition facilities and their components.
INSPECTION	A rigorous, detailed assessment of the condition of a facility performed to generate a fundable scope and cost estimate for prioritization and funding of maintenance and repair.
JOB OR WORK ORDER	An authorization for work that requires planning and estimating and has an individual line of accounting for financial and performance evaluation.
MAINTENANCE AND REPAIR	The preservation or restoration of a piece of equipment, system, or facility to such condition that it may be effectively used for its designated purposes. Maintenance/repair may be adjustment, overhaul, reprocessing, or replacement of constituent parts or materials that are missing or have deteriorated by action of the elements or usage, or replacement of the entire unit or system if beyond economical repair.
MONTHLY ON-SITE LABOR REPORT	A compilation of all Contractor and subcontractor employee-hours involved in delivering contract services on a Government property.

ATTACHMENT J-0200000-01 DEFINITIONS AND ACRONYMS	
DEFINITION	**DESCRIPTION**
NAVFAC MAXIMO	A specially configured software version of MAXIMO®, a commercially available computerized maintenance management system (CMMS), adopted by NAVFAC for enterprise facility asset data management. The terms "MAXIMO", "NAVFAC MAXIMO" or "Government's MAXIMO" shall be used interchangeably in the document.
NON-RCRA REGULATED WASTE	Waste that is not regulated as a hazardous waste under RCRA; however, is waste may be regulated by other federal, state or local regulations including but not limited to TSCA, Clean Air Act, Clean Water Act or other regulations and statues. Examples include Used Oil, Universal Waste, Oily Water, antifreeze, etc. Non-RCRA regulated waste (while not meeting the definition of a Hazardous Waste) must be managed according to its applicable regulations and may not be discarded into the general trash.
NON-REGULATED SOLID WASTE (DEBRIS AND RUBBISH)	Waste not associated with an industrial process such as refuse and scraps resulting from preparation, cooking, dispensing, and consumption of food. Non-hazardous construction and demolition wastes such as dimension and non-dimension lumber, plywood, chipboard, and hardboard are included.
PARTNERING	The terms "partnering" and "partnership" used herein shall mean a relationship of open communication and close cooperation that involves both Government and Contractor personnel working together for the purpose of establishing a mutually beneficial, proactive, cooperative environment within which to achieve contract objectives and resolve issues and implementing actions as required.
PERFORMANCE ASSESSMENT	A method used by the Government to provide some measure of control over the quality of purchased goods and services received.
PERFORMANCE ASSESSMENT REPRESENTATIVE (PAR)	The individual(s) (to include the SPAR), assigned as the on-site representative who assesses Contractor performance. The PAR periodically observes Contractor performance, reviews delivered services, reviews quality management corrective actions, periodically assesses and documents Contractor performance on PAWs and the MPAS, and communicates findings as necessary with the Contractor and COR.
QUALITY ASSURANCE (QA)	The planned and systematic activities implemented in a quality system so that quality requirements for a product or service will be fulfilled.
QUALITY CONTROL (QC)	The observation techniques and activities used to fulfill requirements for quality.
R. S. MEANS	A data collection and organization system developed by R. S. Means Company which can be used to prepare accurate, dependable construction estimates and budgets in a variety of ways. The Contractor shall use the latest edition. Material prices are based on a national average and computed labor costs are based on a 30-city national average. An estimate prepared using this data is called a "Means estimate"; data may simply be referred to as "Means".
REGULATED WASTE	Any hazardous, non-hazardous, industrial process waste (aka special waste), e-waste, and/or off-specification HM, which because of its physical characteristics, chemical make-up or biological nature requires either special handling procedures and permitting, or poses an unusual threat to human health, equipment, property, or the environment. Examples include (but are not limited to) liquid sludge, pastes, and/or filter cakes, chemical compounds and/or petroleum products, fine powders or highly dusty materials, spent blast media and/or grit, demolition wastes from industrial facilities, debris and/or residues from spill cleanup work, underground storage tank remediation materials, pollution control wastes, ash from fires, furnaces, boilers or incinerators, off-specification products, other materials that have the potential to be a hazardous waste. All RW may be used or unused excess hazardous materials. Laboratory analysis may be required to verify the waste is not a RCRA-regulated hazardous waste.
RESPONSE TIME	The time allowed the Contractor after initial notification of a work requirement to be physically on the premises at the work site with appropriate personnel, tools, equipment, and materials, ready to perform the work required.
SPILL PREVENTION CONTROL AND COUNTERMEASURE (SPCC) PLAN	The SPCC Plan establishes engineering controls including procedures, methods, equipment and other requirements to prevent the discharge of oil into or upon navigable waters. The Plan includes procedures for oil spill prevention, measures to contain spills and an established spill drill exercises to ensure effective countermeasures in the event of oil spill.

ATTACHMENT J-0200000-01 DEFINITIONS AND ACRONYMS	
DEFINITION	**DESCRIPTION**
SUSTAINMENT	Maintenance and repair activities necessary to keep a typical inventory of facilities in "normal working condition". Sustainment includes regularly scheduled maintenance as well as cyclical major repairs or replacement of components that occur periodically over the expected service life of the facilities.
SYSTEM	An assemblage of mechanically and/or electrically interlocked parts, equipment and/or components forming a unitary whole.
UNIT PRICED LABOR (UPL) HOUR	The fully burdened unit price bid by the Contractor to perform one hour of work-in-place. With the exception of direct material and construction equipment costs, the unit priced labor hour price shall include all indirect and direct costs associated with performing work, such as: the Contractor's hourly composite trade wage, adjusted to allow for workforce productivity; sub-contractor cost, costs for pre-expended bin materials, shipping and handling, wage determinations, union agreements, crew sizes, hand tools, equipment, universal equipment (excluding construction equipment), mobilization, demobilization, payroll burdens and fringes, overtime, job (field) overhead, clerical support, supervision, inspection, fees, taxes, licenses, permits, and insurance, general and administrative (home office) overhead, profit, and all other associated markups. Any indirect cost or additional markups not allowed in the definition of direct materials shall be included in the UPL price. Additionally, time for job preparation, safety standby personnel, and similar indirect labor elements are included.
UNIFORMAT CLASSIFICATION	A standard classification of building components established by the National Institute of Standards and Technology.
UNIVERSAL EQUIPMENT	Universal equipment refers to equipment that can cover two or more industries and is commercially employed in execution of operation, maintenance, and repair work, such as: Aerial Work Platforms, Backhoes, Cranes, Dump Trucks, Excavators, Generators, Graders, Lifts, Loaders, Man Lifts, Monitoring and Test Equipment, Pumps, Tractors, Trailers, etc.
UNIVERSAL WASTE (UW)	Universal Waste (UW) (defined in 40 CFR Part 273) means batteries, fluorescent lamps, some pesticides, and mercury-containing equipment formally classified as a HW, but that are now subject to less stringent regulations, when recycled if recycling is available.
UTILITY INFRASTRUCURE CONDITION ASSESSMENT PROGRAM (UICAP)	A comprehensive assessment processes for planning, managing, and executing Navy utility infrastructure inspections.

ATTACHMENT J-0200000-01 DEFINITIONS AND ACRONYMS	
Acronym	**Title**
ACO	Administrative Contracting Officer
BFR	Basic Facility Requirements
BW	Biweekly
CBMM	Condition Based Maintenance Management Program
CDR	Contract Discrepancy Report
CIA	Controlled Industrial Area
CIMU	Component Inventory Management Unit
CMMS	Computerized Maintenance Management System
CNSSI	Committee on National Security Systems Instruction
COR	Contracting Officer Representative
COR	Condition of Readiness
CPI	Contractor Attributional/Proprietary Information
CTI	Controlled Technical Information
CUI	Controlled Unclassified Information
DCR	Direct Condition Rating
DoD	Department of Defense
DoDI	Department of Defense Instruction
DoN	Department of Navy
DRMO	Defense Reutilization Management Office
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
FAR	Federal Acquisition Regulation
FFP	Firm Fixed Price
FSC	Facility Support Contract
FSCM	Facility Support Contract Manager
GFE	Government-furnished Equipment
GFF	Government-furnished Facilities
GFM	Government-furnished Materials
HCA	Head Contracting Agency
ICAP	Infrastructure Condition Assessment Program
ICP	Integrated Contingency Plan
IDIQ	Indefinite Delivery Indefinite Quantity
KO	Contracting Officer
LAN	Local Area Network
M	Monthly
MAP	Maintenance Action Plan
MDI	Mission Dependency Index
MEP	Mechanical, Electrical and Plumbing
MILCON	Military Construction
MPAS	Monthly Performance Assessment Summary
MRI	Mission Readiness Index
NAVFAC	Naval Facilities Engineering Command
NIST	National Institute of Standards and Technology
NIST SP	National Institute of Standards and Technology Special Publication
NMCI	Navy Marine Corps Intranet
NOSC	Navy-On-Scene Coordinator
PAP	Performance Assessment Plan
PAR	Performance Assessment Representative
PAW	Performance Assessment Worksheet
PM	Project Manager
PM	Planned Maintenance or Preventative Maintenance
POAM	Plan of Action and Milestones
PWS	Performance Work Statement
PWO	Public Works Officer
Q	Quarterly
QC	Quality Control
RPIE	Real Property Inventory Equipment

ATTACHMENT J-0200000-01 DEFINITIONS AND ACRONYMS	
Acronym	**Title**
RSL	Remaining Service Life
SC	Security Clearances
SCR	Service Contract Reporting
SDS	Safety Data Sheets
SM	Semimonthly
SPAR	Senior Performance Assessment Representative
USMC	United States Marine Corps
VIQ	Variation in Quantity
WBS	Work Breakdown Structure

ATTACHMENT J-0200000-02 DIRECTIVES, INSTRUCTIONS AND REFERENCES	
Reference	**Title**
29 CFR Series	Code of Federal Regulations
40 CFR Series	Environmental Protection
ANSI (Various)	Fall Protection and PPE Regulations
ASME 3.22, 3, 5, 8	Crane and Hoist Regulations
COMNAVFORJAPAN INST 11320.2	Fire Prevention Instruction
DFARS	Defense Federal Acquisition Regulation Supplement
DoD 4715.05-G	Overseas Environmental Baseline Guidance Document (OEBGD)
DoDI 8582.01	Security of Unclassified DoD Information on Non-DoD Information Systems
DoDINST 4715.4	Pollution Prevention
EM 385-1-1	U.S. Army Corps of Engineers Safety and Health Requirements https://www.usace.army.mil/Missions/Safety-and-Occupational-Health/
E.O. 13834	Efficient Federal Operations
FAR	Federal Acquisition Regulation https://www.acquisition.gov/?q=browsefar
JEGS	Department of Defense Japan Environmental Governing Standards
MCIPAC-MCBBO 11262.1	Operation, Inspection, and Maintenance Procedures for Weight Handling Equipment
NAVFAC P-307	Weight Handling Program Management
NAVFACFEINST 5530.1	Security Manual
NAVFACINST 4161.1	Accountability, Tracking, and Management of Government-Furnished Property
NIST SP 800-171 Revision 1	Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations
P.L. 91-596	Occupational Safety and Health Act
UFC 3-560-01	Operation and Maintenance: Electrical Safety
WAWF	Wide Area Work Flow https://wawf.eb.mil/

Accident Prevention Plan (APP) Worksheet, Sample AHA Form, Contractor Crane or Rigging Operation Checklist, Contractor Incident Report System (CIRS), Crane and Rigging Accident Report, WHE Accident Report, Near Miss and Unplanned Occurrence Report, Monthly On-Site Labor Report, USFJ Spill Report, Invoice Form

CUI

ATTACHMENT J-0200000-03

U.S. Army Corps of Engineers (USACE)

ACCIDENT PREVENTION PLAN (APP) WORKSHEET

For use of this form, see EM 385-1-1; the proponent agency is CESO.

This form serves as a guide. It does not replace or eliminate the need to comply with the requirements set forth in Engineering Manual 385-1-1, Safety and Occupational Health Requirements Manual. The references included in this form correspond to the applicable chapters of EM 385-1-1. No work will begin onsite until the accident prevention plan (APP) is developed according to the EM 385-1-1, reviewed to ensure minimum requirements are met, and approved by the appropriate personnel identified in "Part 1 -Signatures"

PART 1 - SIGNATURES	
Plan Preparer - For example: Qualified Person (QP), Competent Person (CP), or project Quality Control (QC).	
1. Name:	2. Title:
3. Email Address:	4. Phone Number:
5. Signature	
Plan Approver - Corporate Safety Official	
1. Name:	2. Title:
3. Email Address:	4. Phone Number:
5. Signature	
Plan Concurrence - For example: Industrial hygienist, Project Manager, Superintendent, Site Safety & Health Officer, Quality Control, etc.	
1. Name:	2. Title:
3. Email Address:	4. Phone Number:
5. Signature:	
PART 2: PROJECT INFORMATION	
1. Project Name:	
2. Project Address (attach map in Appendix 1):	
3. Estimated Project Start Date:	4. Estimated Project Completion Date:
5. Project Description / Description of work to be performed:	

PART 3: PRIME CONTRACTOR INFORMATION
1. Prime Contractor Name:
2. Contract Number:
3. Project Manager Name:
4. Quality Control (QC) Manager Name:
5. Contractor Corporate Safety Official Name:
6. Primary Site Safety & Health Officer (SSHO) Name:
7. Alternate Site Safety & Health Officer (SSHO) Name(s):

PART 4: SOH COMMITMENT AND POLICY		
1. Provide a statement of safety and health policy detailing commitment to providing a safe and healthful workplace for all employees on this project.		
2. Provide a statement outlining the Contractor's safety program goals and objectives.		
3. Identify policies and procedure regarding non-compliance with safety requirements.		
4. Provide written procedures for holding managers and supervisors accountable for safety.		
5. Prime contractor is responsible for the implementation and enforcement of the SOH program for contractor employees, subcontractors, suppliers, and visitors at the site of work?	☐ Yes	☐ No
6. Prime contractor will require subcontractors, suppliers, and visitors to comply with the APP and EM 385-1-1?	☐ Yes	☐ No
7. No work will be performed unless a designated SSHO is present on the site of work.	☐ Yes	☐ No
8. A list of all known subcontractor(s) and supplier(s) are listed in Appendix 2.	☐ Yes	☐ No
9. If all subcontractor(s) and supplier(s) are not known at the time of initial APP submittal, Appendix 2 will be updated and resubmitted to the KO/COR for acceptance prior to the start of any work activities.	☐ Yes	☐ No
10. All subcontractors will have a copy of the APP, applicable AHAs and will be required to comply with them.	☐ Yes	☐ No
11. Subcontractors and suppliers at the site of work will abide by the EM 385-1-1, this APP, and all AHAs.	☐ Yes	☐ No
12. This APP and AHAs will be available to all workers at the site of work.	☐ Yes	☐ No

PART 5: TRAINING		
1. All employees will be trained according to applicable EM 385-1-1, federal, state, and local requirements prior to the commencement of work.	☐ Yes	☐ No

2. The following personnel are identified and designated as personnel responsible for SOH on this project. Add the following documentation to Appendix 3 of this worksheet: 1) SSHO designation letter (ENG Form 6282), 2) instructor signed OSHA 30-hour card (or course completion certificate if within 90 days of having completed the OSHA 30-hour training), and 3) proof of 24 hours of competency of SOH training within the last 3 years for the personnel identified below. (EM 385-1-1, Chapter 2, 2-3 Personnel Qualification/Training):
(Check and list names of personnel being designated)

☐ Primary SSHO Name:

☐ Alternate SSHO Name(s):

3. QP(s) and CP(s) required by EM 385-1-1 (for example, excavation, confined space, scaffolding, fall protection, etc.) for this project will be included in Appendix 3. Include 1) List of names or designation letters and 2) proof of qualification/competency.

PART 6: SOH INSPECTIONS		
1. All applicable inspections required by EM 385-1-1, contract, federal, state, and local requirements will be completed.	☐ Yes	☐ No

2. The following personnel are assigned to conduct inspections, the type of inspection and frequency for the worksite. At minimum the SSHO must conduct daily site inspections**.**

Who will conduct inspection?	Frequency?	What type of inspection?

3. Employees that conduct inspections will have technical proficiency needed to perform inspections. Proof of inspector's training/qualification is included in Appendix 3.	☐ Yes	☐ No
4. Deficiencies will be documented and tracked as required by this EM 385-1-1?	☐ Yes	☐ No

6. Will any external inspections be required (for example, USCG, OSHA, etc.)? ☐ Yes ☐ No
If yes, describe:

PART 7: ACCIDENT REPORTING AND INVESTIGATION		
1. Exposure data (man-hours worked) will be reported to KO/COR as required by the contract?	☐ Yes	☐ No
2. All accidents will be reported as soon as possible according to EM 385-1-1?	☐ Yes	☐ No
3. All accidents occurring incidentally to an operation, project, or facility for which the EM 385-1-1 is applicable will be thoroughly investigated and analyzed. Corrective actions to prevent reoccurrence will be implemented as soon as reasonably possible. The KO/COR will be notified when corrective actions are completed.	☐ Yes	☐ No
4. Accident notification will be provided to the KO/COR as stated below:	☐ Yes	☐ No

ACCIDENT TYPE	KO/COR NOTIFICATION TIME
Fatality, permanent and partial disability, or property damage over $600,000	Immediately, no later than (NLT) 8 hours
All other accidents and near misses	Immediately, NLT 24 hours

PART 8: SOH OVERSIGHT		
1. A risk management process that meets or exceeds the requirement of the EM 385-1-1 will be implemented on this project site?	☐ Yes	☐ No
2. Hazardous conditions and unsafe acts will be immediately corrected?	☐ Yes	☐ No
3. APP and AHAs will be prepared by a QP or CP according to the EM 385-1-1 prior to the start of any work activities on the site of work (as much as the information can be known at that point in time).	☐ Yes	☐ No
4. The plans and AHAs will be updated throughout the life of the project to include changes in personnel, equipment, conditions, etc. Additional revisions must be incorporated as necessary to reflect changing site conditions, construction methods, personnel roles and responsibilities and construction schedules.	☐ Yes	☐ No
5. No activity/work will be started at the site of work until the APP is reviewed and submitted to the KO/COR for acceptance, with the site-specific plans and procedures required by the EM 385-1-1 to complete the project?	☐ Yes	☐ No
6. APP and AHAs will be provided to and reviewed by all workers involved in the activity prior to work?	☐ Yes	☐ No
7. Workers will sign AHA(s) to concur with identified job steps and controls needed to mitigate hazards?	☐ Yes	☐ No
PART 9: SEVERE WEATHER PLAN		
1. The SSHO or designated onsite personnel is responsible for checking the weather conditions at a minimum of twice a day?	☐ Yes	☐ No
2. What severe weather forecast will require the SSHO to monitor weather conditions continuously? Describe.		
3. What are the training requirements for severe weather precautions and actions?		
4. Identify area of retreat or other actions to be taken such as evacuation, shelter in place, etc.		
5. Identify procedures to stop outdoor activities if extreme weather conditions to include thunderstorms are in the area.		

PART 10: ACTIVITY HAZARD ANALYSIS (RISK MANAGEMENT)

1. Major phases of work anticipated:

2. Definable Features of Work (DFOW)

Note. An activity-specific AHA will be submitted to the KO/COR for each DFOW prior to any work being performed.

3. List equipment to be used:

4. Anticipated High-Risk Activities: (See examples below, check all that apply):

- ☐ Electrical and/or Hazardous Energy
- ☐ Working at Heights
- ☐ Scaffolding
- ☐ Diving
- ☐ Load Handling Equipment
- ☐ Occupational Exposure
- ☐ Confined Space
- ☐ Excavations & Trenching
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____

5. Detailed project-specific hazards and controls will be provided utilizing AHAs for each activity/DFOW.	☐ Yes	☐ No
6. No work will begin on an activity/DFOW until the initial AHA addressing the project-specific hazards has been developed, reviewed, and accepted by the KO/COR. (See EM 385-1-1 Chapter 2 section 2-6).	☐ Yes	☐ No
7. AHAs are living documents and are intended to be created, utilized in the field, and updated (by the workers) as necessary.	☐ Yes	☐ No
8. Workers/crews will have accepted AHA(s) that reflects current site conditions, personnel, equipment, control measures, etc. while the work is being performed?	☐ Yes	☐ No
9. AHA will be used by the contractor personnel to assure work is being performed consistent with the AHA?	☐ Yes	☐ No
10. Once the activity has been completed, the AHA will be available and kept onsite for the length of the contract.	☐ Yes	☐ No
11. AHAs for unknown work activities will be submitted to the KO/COR prior to work and attached to Appendix 4 of this document.	☐ Yes	☐ No

12. Who has the authority to accept residual risk on AHA(s)? (List below)

Category of Risk	Approval Authority (Name and Title)
Extremely High Risk	
High Risk	
Medium Risk	
Low Risk	

PART 11: REQUIRED PROJECT SITE-SPECIFIC PLANS AND PROCEDURES		
1. Based on a risk assessment of contracted activities and on mandatory OSHA compliance programs, the contractor will ensure that all applicable SOH risks and associated compliance plans are in place.	☐ Yes	☐ No
2. Include all project-specific compliance plans, as applicable to the work being performed, and as identified below. The plans will incorporate project-wide procedures to control hazards to which the employees of all project employers may be exposed.	☐ Yes	☐ No
3. These plans and procedures will be coordinated with all project employers and be included in project-specific emergency response and evacuation procedures.	☐ Yes	☐ No

4. Address each of the plans in the outline below in the order that they are listed.

Option 1: If a plan is applicable, develop and attach it to Appendix 5. Submit to the KO/COR with this worksheet for acceptance prior to work.

Option 2: If a plan is applicable, but all of the minimum required information for the plan is not yet known, provide justification next to each plan title, and provide an expected date the plan will be created, reviewed, and attached to Appendix 5. Submit to the KO/COR with this worksheet for acceptance prior to work.

Option 3: If a plan is not applicable because of the nature of the work to be performed, provide justification next to each plan title.

Minimum plans required by EM 385-1-1	Reference EM 385-1-1 paragraph:	Select Option	Justification for Option 2 and Option 3
Exposure Control Plan	3-7.a		
AED Program	3-7.b		
Construction Site Plan	4-7.a		
Access/Haul Road Plan	4-7.b		
Hearing Conservation Program	5-7.a		
Respiratory Protection Program	5-7.b		
Hazard Communication (HazCom) Program	6-7.a		
Process Safety Management (PSM) Program	6-7.b		
Lead Compliance Plan	6-7.c		
Asbestos Management Plan	6-7.d		
Ionizing Radiation Safety Plan	6-7.e		
Radiofrequency Plan	6-7.e		
Abrasive Blasting Plan	6-7.g		
Thermal Stress Management Plan	6-7.h		
Mold Remediation Plan	6-7.i		
Silica Compliance Plan	6-7.j		
Fatigue Management Plan	6-7.k		
Night Operations Lighting Plan	7-7		
Traffic Control Plan	8-7		
Fire Prevention Plan	9-7.a		
Wildland Fire Management Plan	9-7.b		
Housekeeping Plan	10-7		
Electrical Safety Plan	11-7		
Assured Equipment Grounding Conductor Program	11-7.b		
Energy Control Plan	12-7.a		

Hazard Isolation Procedures	12-7.b		
Demolition Plan	17-7		
Emergency Plan for Marine Activities	19-7.a		
Severe Weather Plan for Marine Activities	19-7.b		
Float Plans	19-7.c		
Tow Plans	19-7.d		
Fall Protection and Prevention Plan	21-7.a		
Rescue Plan	21-7.b		
Scaffold Work Plan	21-7.b		
Rope Access Work Plan	23-7		
Excavation and Trenching Plan	25-7		
Fire Prevention and Protection Plan	26-7 a & f		
Compressed Air Work Plan	26-7 a & b		
Contingency Response Plan	26-7 a & c		
Emergency Rescue Plans and Equipment	26-7 a & d		
Ventilation and Dust Control Plan	26-7 a & e		
Formwork and Shoring Plan	27-7.a		
Masonry Bracing Plan	27-7.b		
Steel Erection Plan	28-7.a		
Site Layout Plan	28-7.b		
Explosive Site Safety Plan	29-7.a		
Master Blasting Plan	29-7.b		
Vibrations Monitoring Plan	29-7.c		
Dive Operations Plan	30-7.a & d		
Emergency Management Plan	30-7.a & e		
Safe Practices Manual	30-7.b		
Snorkeling Plan	30-7.f		
Tree Maintenance and Removal Plan	31-7		
Construction Safety and Phasing Plan	32-7.a		
Safety Plan Compliance Document	32-7.b		
Aviation Pre-Accident Plan	33-7		
Standard Lift Plan	34-7.b		
Confined Space Plan	34-7.b & c		
Standard Lift Plan - Floating Plan	34-7.c		
Critical Lift Plan	34-7.d		
Pile Driving	34-7.e		
Housekeeping Plan	35-7.a		
Extermination Plan	35-7.b		

Site Safety and Health Plan	36-7.a		
Comprehensive Work Plan	36-7.b		
Emergency Response Plan	36-7.c		

PART 12: PROJECT SITE COORDINATION

1. Provide procedures for coordinating SOH activities with other employers on the site of work:

PART 13: REQUIRED APPENDICES

Indicate if each of the following items are, or are not, attached to this plan.

Appendix 1. Project Map	☐ Yes	☐ No
Appendix 2. Subcontractor/Suppliers	☐ Yes	☐ No
Appendix 3. Personal Qualifications and Designations	☐ Yes	☐ No
Appendix 4. Activity Hazard Analysis	☐ Yes	☐ No
Appendix 5. Site-specific plans and procedures	☐ Yes	☐ No
Appendix 6. Any additional plans, procedures, etc. can be added to this appendix and will be coordinated with the KO/COR.	☐ Yes	☐ No

CUI
ATTACHMENT J-0200000-03
ACTIVITY HAZARD ANALYSIS (AHA)
For use of this form, see EM 385-1-1; the proponent agency is CESO.

Purpose: The Activity Hazard Analysis Worksheet is a tool used in the Risk Management Process. Risk management is a business process that includes the identification, assessment, and prioritizing of risks, followed by coordinated and economical application of resources to minimize, monitor, and control the probability and/or impact of unfortunate events to an acceptable level.

Residual RAC must be communicated and accepted by the proper approval authority before beginning the activity.

AHAs must be provided to, and reviewed by, all involved employees prior to starting the task. Each employee must document their review with a signature in the last section of form.

Activity: _____ **Date:** _____ **Overall Risk Assessment Code (RAC)** (Use highest code) [ ]

Location: _____

Prepared By: _____

Reviewed By: _____

Notes: _____

Risk Assessment Code Matrix

E = Extremely High Risk
H = High Risk
M = Moderate Risk
L = Low Risk

Severity	Probability: Frequent	Likely	Occasional	Seldom	Unlikely
Catastrophic	E	E	H	H	M
Critical	E	H	H	M	L
Marginal	H	M	M	L	L
Negligible	M	L	L	L	L

	JOB STEPS	HAZARDS (Recognized/Anticipated)	CONTROLS (ACTIONS TO ELIMINATE OR MINIMIZE HAZARDS)	RESIDUAL RAC

EQUIPMENT	TRAINING	INSPECTION

Involved Personnel:

PPE Required:

Approval Authority (*digital signature*)

PRINTED NAME:	PRINTED TITLE:
DIGITAL SIGNATURE:	DATE:

Approval Authority information is based on overall RAC according to EM 385-1-1, para 1-6 or 2-6, as applicable.

EMPLOYEE DOCUMENTATION SHEET

AHAs must be provided to and reviewed by all involved employees prior to starting the task. Each employee must document their review with a signature.

NAME	OCCUPATION / DESIGNATION (Job Title) / (Competent or Qualified Person)	SIGNATURE	DATE

ATTACHMENT J-0200000-03
CONTRACTOR CRANE OR RIGGING OPERATION CHECKLIST

CONTRACTOR CRANE OR RIGGING OPERATION CHECKLIST

		YES	NO	N/A
1	Is the Certificate of Compliance, P-1, in the operator's cab (or in the contractor's on-site office for rigging operations) with the current operator's name listed?			
2	Is the crane/machine transited to and from the job site correctly? Are the OEM instructions for travel being followed?			
3	Does the operator know the weight of the load to be lifted?			
4	Is the load to be lifted within the crane/machine manufacturer's rated capacity in its present configuration?			
5	Are outriggers/stabilizers required and, if so, are they properly extended and down?			
6	If outrigger/stabilizers are used, and the wheels are not off the ground is this the correct setup in accordance with the OEM?			
7	Is the crane/machine level and on firm ground, or if the ground is not firm are adequate supporting materials provided?			
8	If supporting materials are provided, is the entire surface of the outrigger/stabilizer pad supported and is the supporting material of sufficient strength to safely support the loaded outrigger/stabilizer pad?			
9	If outriggers/stabilizers are not used, is the crane/machine rated for on-rubber lifts by the OEM's load chart?			
10	Is the swing radius of the crane counterweight clear of people and obstructions and are accessible areas within the swing area barricaded to prevent injury or damage?			
11	Has the hook been centered over the load in such a manner to minimize swing?			
12	Is the load well secured and balanced in the sling or lifting device after it is lifted a few inches for verification?			
13	Is the lift and rotation path clear of obstructions?			
14	If rotation of the load being lifted is hazardous, is a tagline or other restraint being used?			
15	Are personnel prevented from standing or passing under a suspended load?			
16	Is the operator paying full attention to the signal person?			
17	Are proper signals being used? Is the operator responding properly to the signals? Are radios used for blind lifts?			
18	Are empty hooks lashed or otherwise secured during travel to prevent swinging?			
19	Does the operator remain at the controls while the load is suspended?			
20	Does the operator ensure that side loading is prohibited?			
21	Are personnel prevented from riding on a load?			
22	Are start and stop motions in a smooth fluid motion (no sudden acceleration or deceleration)?			
23	Is the lift a critical lift?			
24	If so, is a lift plan provided and understood and check-off sheets initialed and signed off?			
25	If overhead power lines are in the vicinity, is a critical lift plan provided addressing the requirements of 29 CFR 1926.1407-1411?			

Continuation		YES	NO	N/A
26	If pick and carry operations are allowed and performed, are OEM directions followed (e.g. rotation lock engaged, boom centered over front or rear, etc.)?			
27	When the crane/machine is left unattended, is it in a safe condition?			
28	Is rigging gear undamaged and acceptable for the application?			
29	Does rigging gear meet applicable ASME or host nation standards (e.g., ASME B30.9 for slings, B30.10 for hooks, B30.26 for rigging hardware such as shackles, safety hoist rings, and eyebolts, B30.20 for below the hook lifting devices)?			
30	Was the rigging gear inspected prior to use?			
31	Is sling protection used to protect slings (especially synthetic slings) and equipment from damage due to abrasion and sharp corners and edges?			
32	Is the rigging gear used in accordance with its working load limit? Is the working load limit marked on the rigging gear?			
33	Are positive latching devices (or “mousing”) used on crane and rigging hooks?			
34	If a mobile crane is used on a barge, are all rules of 29 CFR 1926.1437(construction) being followed?			
35	If a mobile crane is used on a barge are the outriggers/stabilizers blocked or are the crawlers traveling in a defined space as allowed by 29 CFR 1926.1437 (construction)?			
36	For floating cranes, are rules of 29 CFR 1915 (ship repair) or 29 CFR 1926.1437 (construction) being followed?			
37	If a multi-purpose machine, forklift, or construction equipment is being used, is there proof from the OEM (or qualified PE) that the machine is approved for suspended load lifting and is there a load chart?			
38	If a personnel lift is being performed with a crane or base mounted hoist, are all requirements of NAVFAC P-307, paragraph 11.1.g(5) for a crane or 11.1.m for a base mounted hoist being followed?			

Contractor:	Subcontractor:
Location:	Date:
Notes:	
Signature of Government Representative:	

◯ Initial Report
◯ Follow-up Report
◯ Final Report
Date _____/_____/_____

Contractor Incident Report System (CIRS)

1. Contract Information	Incident Information
Prime Contractor:	**Cage Code**:
Contract Number:	**Installation of Incident:**
Task Order #:	**Contracting Activity/ROICC Office:**

Contractor Contact Information	
Name (Last, First):	**Phone #:**
Email Address:	**Date Notified:**

2. Incident Type (Please Check/Bold All That Apply)

☐ Assault/Violent Act	☐ Extreme Environmental Exposure	☐ Man over the side (No water entry)
☐ Diving	☐ Falls, slip, trip, or bodily exertion	☐ Man Overboard - Water Entry
☐ Electrical Shock/Burns	☐ Fires - All Types	☐ Material Handling Equipment
☐ Equipment Installation/Repair	☐ Hazardous Material (any type)	☐ Ordnance-Related (Explosive)
☐ Explosion, Non-Ordnance	☐ **Industrial (Select Additional Below)**	☐ Vehicle (Government or Private)

Industrial Incident Additional Information (Please Check/Bold All That Apply)

☐ Confined Space	☐ Hand and Power Tools	☐ Work Platforms and Scaffolding
☐ Demolition/Renovation	☐ Rigging	☐ Underground Construction, Shafts, and Caissons
☐ Trenching/Entrapment	☐ Cranes and Hoisting Equipment	☐ Concrete, Masonry, Steel Erection and Residential Construction
☐ Traffic Control	☐ Floating Plant and Marine Activities	☐ Tree Maintenance and Removal
☐ Welding and Cutting	☐ Pressurized Equipment and System	☐ Airfield and Aircraft Operations
☐ Control of Hazardous Energy	☐ Fall Protection	

3. General Information	Incident Information
Date of Accident:	**Time of Accident:**

Describe the accident in detail in your words: *(Use the back of page if you need additional space)*

Exact Location of Accident:

Were Hazardous Material(s) Involved ☐ Yes ☐ No

If Yes, Explain What Hazardous Materials Were Involved and Why:

Who Provided Clean-up? ☐ Onsite ☐ Base ☐ Public

Activity of the injured person at the time of incident:

Personal Protective Equipment: (Check/Bold Response)

☐ Available and used ☐ Available and not used ☐ Not Required

☐ Not related to Mishap ☐ Wrong PPE for job

List PPE Used:

4. Fully Explain What Allowed or Caused the Incident: **Incident Information**

Direct Cause:

Indirect Cause:

Additional Action Taken: (Please Include a Begin Date and Est. End Date in Description)

Additional Action Taken: (Please Include a Begin Date and Est. End Date in Description) *(Use the back of page if you need additional space)*

5. Contributing Factors:

Was Visibility Restricted? ☐ Yes ☐ No	**Distance Visibility was restricted:**

Unit of Measure (Check/Bold): ☐ Feet ☐ Yards ☐ Meters ☐ Miles ☐ Nautical Miles

Visibility Restricted By: (Check/Bold all that apply)

☐ Fog ☐ Smoke ☐ Rain ☐ Sleet ☐ Snow

☐ Mist ☐ Dust ☐ Sandstorm ☐ Unknown Object ☐ Other:

Lighting Conditions at Site of Mishap: (Please Check) ☐ Adequate ☐ Inadequate ☐ Unknown	**Was Noise Level a Factor:** (Please Check) ☐ Yes ☐ No ☐ Unknown	**Was Carbon Monoxide (CO) a Factor:**(Please Check) ☐ Yes ☐ No **If Yes CO Alarm Manufacturer:**

5. Contributing Factors: Continued — Incident Information

Other Contributing Factors:

6. Attached Documents

Attached Documents/Files Name/Description:	Date Added:	Uploaded By:

1. Injured Data (if applicable) Person

Age:	Gender: (Check/Bold) ☐ Male ☐ Female	Prime Contractor Company Name:	Subcontractor Company Name:

2. General Information

Drug or Alcohol Involved: (Check/Bold all that apply)

☐ None ☐ Unknown ☐ Alcohol ☐ Drugs ☐ Alcohol and Drugs

Who Provided First Aid? ☐ Onsite ☐ Base ☐ Public

Was Ergonomics a Factor: (Check/Bold) ☐ Yes ☐ No

Type of Ergonomic Injury: (Check/Bold All That Apply)

☐ Lifting ☐ Positioning ☐ Bending ☐ Equipment Placement Office

☐ Equipment Placement Industrial ☐ Repetitive Motion ☐ Impact Strain

3. Injury Illness/Fatality Information

Severity of Injury/Illness: (Check/Bold)

☐ Fatality ☐ Lost Workday Case Involving Days Away From Work

☐ Temporary Disability ☐ Recordable Workday Case Involving Restricted Duty

☐ Permanent Total Disability ☐ Other Recordable Case ☐ Recordable First Aid Case

☐ Permanent Partial Disability ☐ Non-Recordable Case ☐ No Injury

Where There Days Lost: (Check/Bold)	Where There Days Hospitalized: (Check/Bold)	Where There Days Restricted Duty: (Check/Bold)
☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Part of Body Affected:

Nature of Injury or Illness:

Event or Exposure:

Source of Injury or Illness:

General Location Description:

Injury Activity Code:

4. License (if applicable) **Person #**

Are Appropriate License and Certification/Medical Current: (Check/Bold) ☐ Yes ☐ No

Describe or Explain:

Attach Image of License or Certification Name/Description:	**Date Added:**	**Uploaded By:**

5. Training

Was all the contract-required training provided to the employee: (Check/Bold) ☐ Yes ☐ No

Explain:

6. Attached Documents

Attached Documents Name/Description:	**Date Added:**	**Uploaded By:**

1. Involved Person Data			(if applicable) Property Damage
Age:	**Gender:** ☐ Male ☐ Female	**Contractor:**	**Contractor:**

2. Attached Documents

Attached Documents Name/Description:	Date Added:	Uploaded By:

3. Property Damaged

Was Anyone Injured: ☐ Yes ☐ No

Was A Government Motor Vehicle Involved: ☐ Yes ☐ No

Property Type	Property ID #	Detailed Description	Property Owned By	Estimated Cost USD	Lost Use Days

4. License (if applicable) **Property Damage**

Are Appropriate License and Certification/Medical Current: (Check/Bold) ☐ Yes ☐ No

Describe or Explain:

Attach Image of License or Certification Name/Description:	**Date Added:**	**Uploaded By:**

5. Training

Was all the contract-required training provided to the employee? (Check/Bold) ☐ Yes ☐ No

Explain:

ATTACHMENT J-0200000-03

CONTRACTOR INCIDENT REPORT SYSTEM (CIRS) INSTRUCTIONS
Complete Only Sections Appropriate to Incident (Rev. 03/11).

NOTE: THE ATTACHED CIRS FORM IS TO BE USED BY CONTRACTORS TO RECORD THE RESULTS OF THEIR ACCIDENT/INCIDENTS INVESTIGATIONS AND SHALL BE PROVIDED TO THE CONTRACTING OFFICER WITHIN THE REQUIRED TIMEFRAMES.

GENERAL. Complete a separate report for each person who was injured in the accident pages 5-6. A report needs to be completed for all OSHA recordable accidents and property damage cases. Please type or print legibly. Appropriate items shall be Checkd/Bolded, non-applicable sections shall be marked "N/A". If additional space is needed, provide the information on a separate sheet of paper and attach to the completed form.

Mark the report: (Check/Bold)

Initial: If this form is being used as initial notification of a Fatality or High Visibility Mishap. The initial form is due within 4 hours of a serious accident. A form marked 'Follow-up' or 'Final' is required within 5 days.

Follow-Up: If you are providing additional information on a report previously submitted.

Final: If you are providing a completed report and expect no changes.

Incident Information

Section 1 Contract Information – Incident Information

Prime Contractor: Name as it appears on contract documents.

Cage Code: If known.

Contract Number: Number as it appears on the contract documents.

Installation: Name of installation where incident occurred.

Task Order #: Insert number **i**f applicable.

Contracting Activity/ROICC Office: Enter the name and address of the Contracting Office administering the contract under which the mishap took place (e.g. ROICC MCBH, ROICC NORFOLK, PWC GUAM, etc.).

Contractor Contact Information: (Contractor point of contact information for the individual responsible for completing the form) Self Explanatory

Section 2 Incident Type: Check/Bold most applicable category, if you select Industrial you must Check/Bold at least one additional category from the **Industrial Incident Additional Information Section**.

Section 3 General Information Incident Information

Date of Accident: Enter the month, day, and year of accident.

Time of Accident: Enter the local time of accident in military time. Example: 14:30 hrs (not 2:30 p.m.).

Describe the Accident in Detail in your words: Fully describe the accident in the space provided. If property damage involved, give estimated dollar amount of damage and/or repair costs involved. If additional space is needed continue on a separate sheet and attach to this report. Give the sequence of events that describe what happened leading up to and including the accident. Fully identify personnel and equipment involved and their role(s) in the accident. Ensure that relationships between personnel and equipment are clearly specified. Ensure questions below regarding direct cause(s), indirect cause(s), and actions taken are answered. **NOTE!** Review questions in Section 4 (Fully Explain What Allowed or Caused the Incident - Incident Information) below before completing.

Exact Location of Accident: Enter facts needed to locate the accident scene (e.g. installation/project name, building/room number, street, direction and distance from closest landmark, etc.).

Were Hazardous Material(s) Involved Yes No

If Yes, Explain What Hazardous Materials Were Involved and Why: Check or Bold appropriate block and list name(s) and quantities of hazardous materials spilled/released during the mishap. List why the hazardous chemicals were being used.

Activity at the time of incident: What type of work/task was being performed by the injured when the injury took place or property damage occurred.

Personal Protective Equipment– Check/Bold appropriate items and list PPE which was being used by the injured person at the time of the accident (e.g. protective clothing, shoes, glasses, goggles, respirator, safety belt, harness, etc.)

Section 4 Fully Explain What Allowed or Caused the Incident - Incident Information
Direct Cause(s): The direct cause is that single factor which most directly lead to the accident. See examples below.

Indirect Cause(s): Indirect cause are those factors, which contributed to, but did not directly initiate the occurrence of the accident.

Examples for Direct and Indirect Cause:
1. Employee was dismantling scaffold and fell 12 feet from unguarded opening.
Direct cause: Failure to provide fall protection at elevation
Indirect causes: Failure to enforce safety requirements: improper training/motivation of employee (possibility that employee was not knowledgeable of fall protection requirements or was lax in his attitude toward safety); failure to ensure provision of positive fall protection whenever elevated; failure to address fall protection during scaffold dismantling in phase hazard analysis.

2. Private citizen had stopped his vehicle at intersection for red light when vehicle was struck in rear by contractor vehicle. (note contractor vehicles was in proper safe working condition.)
Direct cause: Failure of contractor driver to maintain control of and stop contractor vehicle within safe distance.
Indirect cause: Failure of employee to pay attention to driving (defensive driving).

Additional Action Taken: Fully describe all the actions taken, anticipated, and recommended to eliminate the cause(s) and prevent reoccurrence of similar accidents/illnesses. Continue in the additional box and or on additional sheets of paper if necessary to fully explain and attach to the completed report form.

Please Include a Begin Date and Estimated Completion Date in Description
(1) Begin: Enter the date when the corrective action(s) identified above will begin.
(2) Est. End Date - Enter the date when the corrective action(s) identified above will be completed.

Section 5 Contributing Factors Incident Information: Check/Bold appropriate items fill in information where required
Other Contributing Factors: Describe in detail any additional contributing factors not listed in previous information provided.

Section 6 Attached Documents: Provide the appropriate information for each document/file attached or uploaded.

Injured Data Person

Complete Pages 5 and 6 for each injured person At the upper right hand corner of page 5 and 6 differentiate between each person by using a numerical value (e.g. Person #1, Person #, Person #3, etc.)
Section 1 Injured Data: Fill in all applicable information, Check/bold appropriate responses.

Section 2 General Information:
Check/bold appropriate responses

Section 3 Injury/Illness Fatality Information: Check/bold appropriate responses
Part of Body Affected: Enter the most appropriate primary and when applicable, secondary, etc. body part(s) affected (e.g. arm: wrist: abdomen: single eye; jaw: both elbows: second finger: great toe: collar bone: kidney, etc.).

Nature of Injury/Illness: Describes the manner in which the injury or illness was inflicted or produced. It attempts to answer the broad question of "how" work injuries and illnesses occurred. (e.g. Fall, Struck By, Caught By, Repetitive Motion, Rubbed or Abraded By, etc.)

Event or Exposure: Describes what was produced by the injury or illness was produced or inflicted. (e.g. Infectious Parasitic Diseases, Traumatic Injuries and Disorders, Open Wounds, Burns, Intracranial Injuries, etc.)

Source of Injury Illness: Identifies the object, substance, bodily motion, or exposure, which directly produced or inflicted the previously identified injury or illness. (e.g. Acids, Chemical Products, Furniture and Fixtures, Machinery, Structures and Surfaces, Tools Instruments and Equipment, etc.)

General Location Description: Describes where the injury occurred (e.g. Industrial Facilities, Operational Industrial Building Plant , Roadway, etc.)

Injury Activity Code: Describes what the injured person was doing when the injury occurred. (e.g. Operating Type of Equipment, Construction Activity Being Performed, Industrial Operation Being Conducted, etc.)

Section 4 License:
Are Appropriate License and Certification/Medical Current: Did the injured employee have the appropriate license/certification or medical evaluations completed to conduct the work/task being performed.

Describe/Explain: Describe the required (licensing/certification/medical evaluation) for job/task being performed, date when license was issued, and expiration date. (e.g. "Powdered Actuated Tools, Hilti DX-350, License issued 11/29/2011, expires 3-years from issue date." "Respirator Semi Annual Medical Evaluation, conducted 12/30/2011, expires on 12/30/2013", etc.)

Attach Image of License or Certification: Self-Explanatory

Section 5 Training:
Was all the contract-required training provided to the employee: Self-Explanatory

Explain: If no, to the previous questions explain why the employee was not trained.

Section 6 Attached Documents:
Self-Explanatory use this for photos, drawings, diagrams, or other relevant documents.

Property Damage

Section 1 Involved Person Data: Fill in all applicable information, Check/bold appropriate responses.

Section 2 Attached Documents:
Self-Explanatory use this for photos, drawings, diagrams, or other relevant documents.

Section 3 Property Damaged:
Check/bold appropriate responses. Other Headings Self-Explanatory.

Section 4 License:
Are Appropriate License and Certification/Medical Current: Did the equipment operator have the appropriate license/certification or medical evaluations completed to conduct the work/task being performed.

Describe/Explain: Describe the required (licensing/certification/medical evaluation) for job/task being performed, date when license was issued, and expiration date. (e.g. "State Issued Driver, License issued 11/29/2011, expires on MM/DD/YYY)" "Scissor Lift, JLG Model 260MRT conducted 12/30/2011, does not expire.")

Attach Image of License or Certification: Self-Explanatory

Section 5 Training:
Was all the contract-required training provided to the employee: Self-Explanatory

CRANE AND RIGGING ACCIDENT REPORT

Accident Category: ☐ **Crane Accident** ☐ **Rigging Accident**

Reporting Activity: **UIC:**	**Copy To: Navy Crane Center** **Bldg. 491 NNSY** **Portsmouth, VA 23709** **Fax: 757-967-3808**		
Activity Responsible for the Accident: **UIC:**	**Report No:**	**Time:**	
	Accident Location:	**Accident Date:**	
BOS Contractor: ☐ **Yes** ☐ **No** **If Yes, Contract Number:**	**Contractor Equipment:** ☐ **Yes** ☐ **No**		
Crane No:	**Crane Type:**	**Category:**	**Crane OEM:** ☐ **Yes** ☐ **No**
Crane Capacity:	**Hoist Capacity:**	**Weight of Load on Hook:**	**Weather:**

Complex Lift or Complex Non-Crane Rigging Operation? ☐ **Yes** ☐ **No**

Lost Work Days? ☐ **Yes** ☐ **No** **Fatality or Permanent Disability?** ☐ **Yes** ☐ **No**	**Material/Property Cost Estimate:**

Accident Type (check all that apply):

☐ **Personal Injury** ☐ **Overload** ☐ **Two Blocked** ☐ **Power Line Contact**

☐ **Dropped Load** ☐ **Derailed** ☐ **Crane Collision** ☐ **Damaged Crane**

☐ **Damaged Rigging Gear** ☐ **Damaged Load** ☐ **Load Collision** ☐ **Other: Specify** _____

Cause of Accident (check all that apply):

☐ **Improper Operation** ☐ **Equipment Failure** ☐ **Inadequate Visibility**

☐ **Improper Rigging** ☐ **Switch Alignment** ☐ **Inadequate Communication**

☐ **Track Condition** ☐ **Procedural Failure** ☐ **Other: Specify** _____

Responsibility (check all that apply):

☐ **Crane Walker** ☐ **Rigger** ☐ **Operator**

☐ **Maintenance** ☐ **Management/Supervision** ☐ **Other: Specify** _____

Crane Function:

☐ **Travel** ☐ **Hoist** ☐ **Rotate** ☐ **Luffing** ☐ **Telescoping** ☐ **Other** ☐ **N/A**

Is this accident indicative of a recurring problem? ☐ **Yes** ☐ **No**

If yes, list Accident Report Nos.: _____

ATTACH COMPLETE AND CONCISE SITUATION DESCRIPTION AND CORRECTIVE/PREVENTIVE ACTIONS TAKEN AS ENCLOSURE (1). Include probable cause and contributing factors. Assess damages and define responsibility. For equipment malfunction or failure, include specific description of the component and the resulting effect or problem caused by the malfunction or failure. List immediate and long term corrective/preventive actions assigned and respective codes.

UNCLUDE: Printed Name, Code and Date.

Preparer:	**Phone:**	**E-mail:**	**Code:**	**Date:**
Concurrence:		**Code:**	**Date:**	
Concurrence WHE Program Manager (If Applicable)		**Code:**	**Date:**	
Certifying Official (Crane Accident Only):		**Code:**	**Date:**	

ATTACHMENT J-0200000-03
CRANE AND RIGGING ACCIDENT REPORT INSTRUCTIONS

This form is designed for fax transmission without a cover page or by e-mail and, with enclosures and signatures shall be the official document. Electronic submission will be accepted without signatures but the names of the preparer, concurring personnel, and certifying official (for crane accidents only) shall be filled in. The e-mail address is m_nfsh_ncc_accident@navy.mil. The fax number is (757) 967-3808

1. Accident Category: Indicate either crane accident or rigging gear accident.
2. From: The naval activity that is responsible for reporting the accident and UIC number.
3. Activity: The naval activity where the accident took place.
4. Report No.: The activity assigned accident number (e.g., 95-001).
5. Crane No.: The activity assigned crane number (e.g., PC-5), if applicable.
6. Category: Identify category of crane (i.e., 1, 2, 3, or 4), if applicable.
7. Accident Date: The date the accident occurred.
8. Time: The time (24 hour clock) the accident occurred (e.g., 1300).
9. Category of Service: Check the applicable service (SPS as defined by NAVSEA 0989-030-7000).
10. Crane Type: The type of crane involved in the accident (e.g., mobile, bridge), if applicable.
11. Crane Manufacturer: The manufacturer of the crane (e.g., Dravo, Grove, P&H), if applicable.
12. SPS: Was the crane or rigging gear being used in an SPS lift?
13. Complex lift: Was the crane or rigging gear being used in a complex lift?
14. Location: The detailed location where the accident took place (e.g., building 213, dry dock 5).
15. Weather: The weather conditions at time of accident (e.g., wind, rain, cold).
16. Crane Capacity: The certified capacity of the crane (e.g., 120,000 pounds), if applicable.
17. Hook Capacity: The capacity of the hook involved in the accident at the max radius of the operation, if applicable.
18. Weight of Load on Hook: If applicable, the weight of the load on the hook.
19. Fatality or Permanent Disability?: Check yes or no.
20. Material/Property Cost Estimate: Estimate total cost of damage resulting from the accident.
21. Reported to NAVSAFECEN?: Self-explanatory.
22. Accident Type: Check all that apply.
23. Cause of Accident: Check all that apply.
24. Chargeable to: Check all that apply.
25. Crane Function: Check all functions in operation at time of accident. Check N/A if a rigging gear accident.
26. Is this a recurring problem?: Check yes or no. Identify any other similar accidents.
27. Situation Description/Corrective Actions: Self-explanatory.
28. Preparer: Self-explanatory.
29. Concurrences: Self-explanatory.
30. Certifying Official (Crane Accidents Only): Self-explanatory.
31. Brief Description: No more than one paragraph summarizing the resultant incident.
32. Background and Detailed Description: Provide the relevant background in a descriptive timeline of preconditions leading up to the event, as well as a detailed description of the event.
33. Corrective Actions: List all short term and long term corrective actions that are taken to prevent recurrence of the incident. Short Term Corrective Actions are those actions taken that will allow return to work in short time frame. Long Term actions are more ‘programmatic’ in nature and typically include process revision, changes in training, ‘mistake proofing’, etc.

NEAR MISS AND UNPLANNED OCCURRENCE REPORT

Near Miss Category: ☐ **Crane Near Miss** ☐ **Rigging Near Miss**

☐ **Unplanned Occurrence**

Reporting Activity: **UIC:**	**Copy To: Navy Crane Center** **Bldg. 491 NNSY** **Portsmouth, VA 23709** **Fax: 757-967-3808**

Activity Responsible for the Near Miss: **UIC:**	**Report No:**		
	Location:	**Near Miss Date:**	**Time:**
BOS Contractor: ☐ **Yes** ☐ **No** **If Yes, Contract No:**	**Contractor Equip.** ☐ **Yes** ☐ **No**		

Crane No:	**Crane Type:**	**Category:**	**Crane OEM:**

Crane Capacity:	**Hoist Capacity:**	**Weight of Load on hook:**	**Weather:**

Complex Lift or Complex Non-Crane Rigging Operation? ☐ **Yes** ☐ **No**

Is this near miss indicative of a recurring problem? ☐ **Yes** ☐ **No**

In the space below, include a description of the event, root cause and corrective actions taken to prevent recurrence:

Brief description:

Root cause:

Corrective Actions:

INCLUDE: Printed Name, Code and Date unless otherwise specified.

Preparer:	**Phone:**	**E-mail:**	**Code:**	**Date:**

This form is designed for e-mail transmission and with enclosures and signatures shall be the official document. Electronic submission will be accepted without signatures but the names of the preparer, concurring personnel, and certifying official (for crane accidents only) shall be filled in. The e-mail address is: m_nfsh_ncc_accident@navy.mil

1. Near Miss Category: Indicate crane near miss, rigging near miss, or unplanned occurrence.
2. Reporting Activity/UIC: The activity and unit identification code responsible for reporting the near miss.
3. Activity Responsible for the Near Miss/UIC: Self-explanatory.
4. Report No.: The activity assigned near miss number (e.g., Activity UIC-FY-CA-01).
5. Location: The detailed location where the near miss took place (e.g., building 213, dry dock 5).
6. Near Miss Date: The date the near miss occurred.
7. Time: The time (24 hour clock) the near miss occurred (e.g., 1300).
8. Is the responsible party a BOS Contractor? Check yes or no. If yes enter contract number.
9. Is the crane/equipment owned by a contractor? Check yes or no.
10. Crane No.: The activity assigned crane number (e.g., PC-5), if applicable.
11. Crane Type: The type of crane involved in the near miss (e.g., mobile, bridge), if applicable.
12. Category: Identify category of crane (i.e., 1, 2, 3, or 4), if applicable.
13. Crane OEM: The original equipment manufacturer of the crane (e.g., Samsung, Grove, P&H), if applicable.
14. Crane Capacity: The certified capacity of the crane (e.g., 120,000 pounds), if applicable.
15. Hoist Capacity: The capacity of the hoist involved in the near miss at the max radius of the operation, if applicable.
16. Weight of Load on Hook: If applicable, the weight of the load on the hook.
17. Weather: The weather conditions at time of accident (e.g., wind, rain, cold).
18. Complex lift: Was the crane or rigging gear being used in a complex lift?
19. Is this a recurring problem? Check yes or no. Identify any other similar near misses or accidents.
20. Brief Description: No more than one paragraph summarizing the resultant incident.
21. Root Cause and Detailed Description: Provide the relevant background in a descriptive timeline of preconditions leading up to the event, as well as a detailed description of the event.
22. Corrective Actions: List all short term and long term corrective actions that were/will be taken to prevent recurrence of the incident. Short term corrective actions are those actions taken that will allow return to work in short time frame. Long term actions are more ‘programmatic’ in nature and typically include: process revision, changes in training, ‘mistake proofing’, etc.

NOTE: This report may be generated utilizing activity approved software provided all information required above is included.

ATTACHMENT J-0200000-03
MONTHLY ON-SITE LABOR REPORT – RECURRING WORK

Spec Item 2.9.8 - Monthly On-Site Labor Report - Recurring Work (SAMPLE ONLY)

Solicitation/Contract No.: N400084-XX-X-XXXX

Company Name:
Date Submitted:
Labor Hours for the Month of:

ELIN/ Sub-ELIN	Annex/ Sub-annex	Spec Item	Description	Spec Item 3 Labor Hours	Spec Items 1 and 2 On-Site Labor Hours
	0600000		**Port Operations**		
A001	0600000	3.1	Utility Hook-up and Disconnects		
	1501000		**Facility Management**		
A002	1501000	3.1	Customer Interface Services		
A003	1501000	3.2	Infrastructure Condition Assessment Program (ICAP) Services		
	1502000		**Facility Investment**		
			Service Orders		
A004	1502000	3.1.1	Emergency Service Orders		
A005	1502000	3.1.2	Urgent Service Orders		
A006	1502000	3.1.3	Routine Service Orders		
			Preventive Maintenance		
A007	1502000	3.2.1	HVAC and Refrigeration Systems		
A008	1502000	3.2.2	Boilers and Unfired Pressure Vessels (UPVs)		
			Inspection, Testing, and Certification Program		
A0XX	1502000	3.3.1	Boilers and UPV Systems		
A0XX	1502000	3.3.2	Vertical Transportation Equipment (VTE)		
A0XX	1502000	3.3.3	Weight Handling Equipment (WHE)		
A0XX	1502000	3.3.4	Elevated Crane Trackage		
			Other Recurring Services Program		
A0XX	1502000	3.4.1	Grease Traps		
A0XX	1502000	3.4.2	Exhaust Hoods and Ducts		
A0XX	1502000	3.4.3	HVAC Seasonal Start up/Shut Down		
	1503010		**Custodial**		
			Scheduled Services		
A0XX	1503010	3.1.1	Space Cleaning		
A0XX	1503010	3.1.2	Floor Care		
A0XX	1503010	3.1.3	Restroom Services		
A0XX	1503010	3.1.4	Group Shower/Locker Room Cleaning		
A0XX	1503010	3.1.5	Building Perimeter Services		
A0XX	1503010	3.2	Unscheduled Services		
	1503020		**Pest Control**		
			Scheduled Pest Control		
A0XX	1503020	3.1.1	Nuisance Pest Control		
A0XX	1503020	3.1.2	Public Health Pest Control		
A0XX	1503020	3.1.3	Structure Damaging Pest Control		
			Pest Control Service Orders		

ATTACHMENT J-0200000-03
MONTHLY ON-SITE LABOR REPORT – RECURRING WORK

Spec Item 2.9.8 - Monthly On-Site Labor Report - Recurring Work (SAMPLE ONLY)
Solicitation/Contract No.: N400084-XX-X-XXXX

Company Name:
Date Submitted:
Labor Hours for the Month of:

ELIN/ Sub-ELIN	Annex/ Sub-annex	Spec Item	Description	Spec Item 3 Labor Hours	Spec Items 1 and 2 On-Site Labor Hours
A0XX	1503020	3.2.1	Pest Control Emergency Service Orders		
A0XX	1503020	3.2.2	Pest Control Urgent Service Orders		
A0XX	1503020	3.2.3	Pest Control Routine Service Orders		
A0XX	1503020	3.3	Pest Management Reporting		
	1601000		**Utilities Management**		
			Utility Service Orders		
A0XX	1601000	3.1	Emergency Service Orders		
A0XX	1601000	3.1.2	Urgent Service Orders		
A0XX	1601000	3.1.3	Routine Service Orders		
			Utility Operations Management		
A0XX	1601000	3.2.1	Utilities Mapping		
A0XX	1601000	3.2.2	Utility Outage Scheduling and Coordination		
			Utility Infrastructure Condition Assessment (UICAP) Support		
A0XX	1601000	3.3.1	Inventory Management		
A0XX	1601000	3.3.2	Condition Assessment		
	1602000		**Electrical**		
A0XX	1602000	3.1	Operate Electrical Power Transmission and Distribution Systems		
			Preventive Maintenance (PM) Program		
A0XX	1602000	3.2.1	Electrical Power Distribution Systems		
A0XX	1602000	3.2.2	Street Lighting Systems		
A0XX	1602000	3.2.3	Photovoltaic (PV) Systems (Climate Control Equipment and Panels)		
			Other Recurring Services		
A0XX	1602000		Supporting Work		
	1604000		**Wastewater**		
			Operation		
A0XX	1604000	3.1.1	Wastewater Effluent Quality		
A0XX	1604000	3.1.2	Minimum Operator Attendance		
A0XX	1604000	3.2	Preventive Maintenance		
	1606000		**Water**		
A0XX	A0XX	3.1	Operation		
A0XX	1606000	3.1.1	Water Quality		
A0XX	1606000	3.2	Preventive Maintenance Program		
A0XX	1606000	3.3	Inspection, Testing, and Certification		
			Other Recurring Services		
A0XX	1606000	3.4.1	Supporting Work		

CUI
ATTACHMENT J-0200000-03
MONTHLY ON-SITE LABOR REPORT – RECURRING WORK

Spec Item 2.9.8 - Monthly On-Site Labor Report - Recurring Work (SAMPLE ONLY)
Solicitation/Contract No.: N400084-XX-X-XXXX

Company Name:
Date Submitted:
Labor Hours for the Month of:

ELIN/ Sub-ELIN	Annex/ Sub-annex	Spec Item	Description	Spec Item 3 Labor Hours	Spec Items 1 and 2 On-Site Labor Hours
A0XX	1606000	3.4.2	Temporary Shorefront Utilities Services - Water		
	1800000		**Environmental**		
A0XX	1800000	3.1	Oil and Hazardous Substance Spill Response and Cleanup Services		
			Total Recurring Work:		

ATTACHMENT J-0200000-03
MONTHLY ON-SITE LABOR REPORT – NON-RECURRING WORK

Spec Item 2.9.8 - Monthly On-Site Labor Report - Non-Recurring Work (SAMPLE ONLY) Solicitation/Contract No.: N40084-XX-X-XXXX

Company Name:
Date Submitted:
Labor Hours for the Month of:

ELIN/ Sub-ELIN	Order Number (Task Order, Work Authorization, Fed-MALL, etc.)	Description	Spec Item 4 Labor Hours	Spec Items 1 and 2 On-Site Labor Hours
Below are examples only, use actual verbiage on the Task Order, Work Authorization, Fed-MALL, etc.				
X700		Unit Priced Labor Hour Work - MUST BE NEGOTIATED BY KO.		
X701		BSVE Unit Priced Labor Hour Work – MUST BE NEGOTIATED BY KO.		
X702		Direct Material and Construction Equipment - MUST BE NEGOTIATED BY KO.		
X704				
X705				
X706				
X707				
X708				
		Total Non-Recurring Work:		

USFJ SPILL REPORT

SPILL INCIDENT DATA

1. DATE AND TIME OF SPILL	2. DATE AND TIME OF REPORT	3. LOCATION/INSTALLATION
4. MISSION IMPACT	5. PRODUCT INVOLVED	6. QUANTITY SPILLED (GALLONS)
7. BRIEF DESCRIPTION OF SPILL INCIDENT (INCLUDE SOURCE OF SPILL)		
8. CAUSE AND CIRCUMSTANCES OF SPILL/INCIDENT		

ENVIRONMENTAL

9. DID THE FUEL ENTER A WATERWAY?	YES. (Describe effects in block 9A.) ☐	NO. (Proceed to block 10.) ☐
9A. ENVIRONMENTAL IMPACT, SEVERITY, AND GEOGRAPHIC AREA AFFECTED BY THE SPILL/INCIDENT.		
10. DID THE FUEL SPILL/INCIDENT GO OFF-BASE?	YES. (Describe effects in block 10A.) ☐	NO. (Proceed to block 11.) ☐
10A. EFFECTS OF OFF-BASE SPILL/INCIDENT.		
11A. WEATHER CONDITIONS AT TIME OF SPILL.	11B. WEATHER CONDITIONS AT TIME OF REPORT.	

PUBLIC RELATIONS

12. HAS ANYONE BEEN NOTIFIED PRIOR TO SUBMISSION OF THIS SPILL REPORT TO USFJ?	YES. (Fill out blocks 12A. and 12B.) ☐	NO. (Proceed to block 13.) ☐
12A. WHAT US ORGANIZATIONS/AGENCIES?	12 B. WHAT JAPANESE ORGANIZATION/AGENCIES?	

DLA ENERGY OWNED FUEL

13. IS THIS DLAE OWNED FUEL?	YES. (Fill out 13A., 13B., and 13C.) ☐	NO. (Proceed to block 14.) ☐	13A. DODAAC.
13B. COUNTRY.	13C. DESCRIBE CLEANUP SUPPORT OR FUNDING REQUIRED FROM DLA ENERGY.		

REPORT INFORMATION

14. SPILL REPORT SEQUENCE NUMBER	16. SPILL DISCOVERED BY SECTION
15. SPILL REPORTED BY SECTION	16A. NAME

15A. NAME:	16B. RANK/PAY GRADE:
15B. RANK/PAY GRADE:	16C. ORGANIZATION:
15C. ORGANIZATION:	16D. EMAIL:
15D. EMAIL:	16E. TELEPHONE:
15E. TELEPHONE:	16F. STATUS:

SAFETY, HAZARDOUS WASTE, AND COUNTERMEASURES

17. PERSONNEL INJURIES/CASULTIES FROM SPILL/INCIDENT (NUMBER AND TYPES OF INJURIES):	
18. CORRECTIVE ACTION(S) TANKEN TO CONTROL, CONTAIN, AND CLEANUP THE SPILL/INCIDENT:	
19. OUANTITY OF PRODUCT RECOVERED (GALLONS)?	19A. HOW AND WHERE IS RECOVERED PRODUCT STORED?
20. DID THE SPILL/INCIDENT GENERATE ANY HAZARDOUS WASTE (HW)?	YES. (Fill out blocks 20A, 20B, 20C) ☐ NO. (Proceed to block 21.) ☐
20A. HW WAS TAKEN TO WHAT FACILITY?	
20B. HW MANIFEST NUMBER?	20C. DISPOSAL METHOD:
21. NAME AND PARTIES INVOLVED IN CLEANUP	
21A. NAME:	21B. RANK/PAY GRADE:
21C. TELEPHONE:	21D. ORGANIZATION:
21E. EMAIL:	21F. SECURE EMAIL:
22. MEASURES TAKEN TO PREVENT RECURRENCE OF THE SPILL/INCIDENT:	

NAVFAC 7300/30 (rev NOV 2010)

NAVAL FACILITIES ENGINEERING COMMAND

1.CONTRACTOR'S INVOICE

From _____ Invoice Date _____

_____ Invoice Number _____

POC/Telephone/email for this invoice: _____

Contract Specialist: _____

To: **Below is a Statement of Performance under Contract** _____

for

The enclosure provides breakdown of this statement of performance.

A. Total value of contract/task order through change ¥ _____ _____

B. Percentage of performance complete _____ %

C. Value of completed performance ¥

D. Less total of prior payments

E. Amount of this invoice ¥ _____

Signature and Title: _____

Date: _____ Signature of Authorized Representative

Taxpayer Identification No. (TIN): _____

Electronic funds transfer (EFT) banking information (if applicable): _____

---

2. FIRST ENDORSEMENT

From: Accountable Official

To: Certifying Officer

1.Payment is recommended as follows :

A. Amount of work completed to (date) _____ ¥ _____

B. Less:

¥ _____

¥ _____ _____

C. Subtotal ¥ _____

D. Less previous payments ¥ _____

E. Certified amount for payment # _____ on TO # _____ ¥ _____

F. Elapsed contract time (if applicable) _____

Retention

Other Deductions ¥

ATTACHMENT J-0200000-04
SERVICE PROVIDER INFORMATION

Interface: Service Provider
VERSION #: **V1**
Current as of: **7/7/2013**

Version History

V1 - Updated to reflect current interface in MAXIMO

TABS

1 - Service Provider Info	This Sheet
2 - Service Provider Field List	Service Provider Template Data Format Information
3 - Service Provider - Template	Sample Excel Format

Note: Excel spreadsheet for Service Provider Information will be provided after contract award.

Position	Name	Required	Length Limit	Data Format Note	Field Definition	Content Notes <<*Note to Spec Writer:* Only the "Content Notes" field should be modified on this TAB, Delete this text box prior to publishing, no other changes to this document should be made. >>	NAVFAC MAXIMO_FIELD
1	Approved Date	N	10	MM/DD/YYYY hh:mm:ss	The Date on which the Work Order was last approved. If the file contains an Approved Date, then this date will be pulled over to the record. *If the Approved Date in the file is null, then the Reported Date plus one minute will be displayed in the record.*		*APPROVEDDATE*
2	Work Type	**Y**	15	Must match Value List in Maximo. **(Cross-walked field.). Must match Crosswalk**	Identifies the work order's type. Example types are: preventive maintenance, corrective maintenance, emergency maintenance, capital project, and event report.	Value list in REFERENCE SPREADSHEET **-or-** For this contract the following are valid work types: CLIN XXXXX use "**XXXX**"	*WORKTYPE*
3	Customer Reference Number	**Y**	10		Contractors internal work order tracking number. Will update Record if Value is found in Maximo otherwise new record (Work order) will be created.		*SERVPRVREFCODE*
4	Description	**Y**	150		Describes the work order. *If the Description is null, in the inbound file, then this field is defaulted to CROSSWALK value.*		*DESCRIPTION*
5	Location	**Y**	30	Must match Value List in Maximo	Identifies the work order's location. This is not necessarily the asset's location, however, if an asset is entered, its location will default here. - If the Location is null, in the inbound file, then this field is defaulted to the site's base location.	Value list in REFERENCE SPREADSHEET	*LOCATION*
6	Reported By	N	62	Must match Value List in Maximo	Identifies the person reporting the work order.	Value list in REFERENCE SPREADSHEET **-or-** For this contract: - use the following identifier " **XXXX**"	*REPORTEDBY*
7	Master System	N	N/A	Not used			*N/A*
8	Status	**Y**	16	(Cross-walked field.) Must match Crosswalk	Status of the work order, for example, in progress, waiting on material, waiting for approval, completed, or closed.	Value list in REFERENCE SPREADSHEET **-or-** For this contract: - use the following identifier " **XXXX**"	*STATUS*
9	Status Date	**Y**	10	MM/DD/YYYY hh:mm:ss			*STATUSDATE*
10	Priority	**Y**	12	(Cross-walked field.) Must match Crosswalk	Identifies the importance of the work order, from 0-999, where 0 is the lowest priority and 999 is the highest. If the Priority is null, in the inbound file, then this field is defaulted.	Value list in REFERENCE SPREADSHEET	*WOPRIORITY*
11	Actual Start	N	10	MM/DD/YYYY hh:mm:ss			*ACTSTART*
12	Actual Finish	N	10	MM/DD/YYYY hh:mm:ss			*ACTFINISH*
13	Supervisor	N	30	Must match Value List in Maximo		Value list in REFERENCE SPREADSHEET **-or-** For this contract: - use the following identifier " **XXXX**"	*SUPERVISOR*
14	Labor Hours(Actual)	**Y**	8	Number (2 decimal places)			*ACTLABHRS*
15	Labor Cost(Actual)	**Y**	10	Number (2 decimal places)			*ACTLABCOST*

Position	Name	Required	Length Limit	Data Format Note	Field Definition	Content Notes <<*Note to Spec Writer:* Only the "Content Notes" field should be modified on this TAB, Delete this text box prior to publishing, no other changes to this document should be made. >>	NAVFAC MAXIMO_FIELD
16	Material Cost(Actual)	**Y**	10	Number (2 decimal places)			*ACTMATCOST*
17	Duration	N	8	Number (2 decimal places)	Estimated remaining number of hours needed to complete the work.		*ESTDUR*
18	Asset	N	25	Must match an existing ASSETNUM in Maximo	*The asset number used must exist in NAVFAC MAXIMO prior to submission, or the record will be rejected.*	Value list in REFERENCE SPREADSHEET	*ASSETNUM*
19	Target Finish	N	10	MM/DD/YYYY hh:mm:ss			*TARGCOMPDATE*
20	Target Start	N	10	MM/DD/YYYY hh:mm:ss			*TARGSTARTDATE*
21	Reported Date	**Y**	10	MM/DD/YYYY hh:mm:ss			*REPORTDATE*
22	Lead	N	30	Must match Value List in Maximo	Lead person responsible for the work.	Value list in REFERENCE SPREADSHEET	*LEAD*
23	Scheduled Start	N	10	MM/DD/YYYY hh:mm:ss			*SCHEDSTART*
24	Scheduled Finish	N	10	MM/DD/YYYY hh:mm:ss			*SCHEDFINISH*
25	Modified Date	**Y**	10	**LEAVE BLANK**	Leave blank/Do Not Use	Leave blank/Do Not Use	*CHANGEDATE*
26	Modified By	**Y**	30	**LEAVE BLANK**	Leave blank/Do Not Use	Leave blank/Do Not Use	*CHANGEBY*
27	PMNEXTDUEDATE	N	4	MM/DD/YYYY hh:mm:ss			*PMNEXTDUEDATE*
28	Is Task?	**Y**	1		**Y**es or **N**o		*ISTASK*
29	Parent WO	N	10	Length Limit: 250	Must exist in NAVFAC MAXIMO prior to submission or the record will be rejected.	Must exist in NAVFAC MAXIMO prior to submission or the record will be rejected.	*PARENT*
30	Work Order	N	10	Must match Value List in Maximo	Used in updating record status on existing records.		*WONUM*
31	Detail Location	N	250				*DETAILLOC*
32	CLIN	N	30		Contract Line Item Number		*CLIN*
33	Customer Ref Code	N	8	Must match Value List in Maximo		Value list in REFERENCE SPREADSHEET	*CUSTOMERCODE*
34	Sub Work Type	N	15	(Cross-walked field). Must match Crosswalk	Defaulted field based on the value of worktype		*SUBWORKTYPE*
35	Work Center	N	8	Must match Value List in Maximo		Value list in REFERENCE SPREADSHEET **-or-** For this contract: - use the following identifier " **XXXX**"	*PERSONGROUP*

Note: Excel spreadsheet for Service Provider Information will be provided after contract award.

ATTACHMENT J-0200000-04 SERVICE
PROVIDER INFORMATION

Interface: Service Provider
VERSION #: V1
Current as of: 7/7/2013

Position	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Name	Approved Date	Work Type	Customer Reference Number	Description	Location	Reported By	Master System	Status	Status Date	Priority	Actual Start	Actual Finish	Supervisor	Labor Hours (Actual)	Labor Cost (Actual)	Material Cost (Actual)	Duration	Asset
Req. Fields	N	Y	Y	Y	Y	N	N	Y	Y	Y	N	N	N	Y	Y	Y	N	N

Position	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
Name	Target Finish	Target Start	Reported Date	Lead	Scheduled Start	Scheduled Finish	Modified Date	Modified By	PM NEXT DUE DATE	Is Task?	Parent WO	Work Order	Detail Location	CLIN	Customer Ref Code	Sub Work Type	Work Center
Req. Fields	N	N	Y	N	N	N	Y	Y	N	Y	N	N	N	N	N	N	N

NOTES:

- ONLY COLUMNs 1-35, and rows containing data should be included in the FLAT-FILE SUBMISSION;
- Pipe Delimited (.txt) - | (Pipe is at the end of the column. Must have 35 PIPEs per row.)

Note: Excel spreadsheet for Service Provider Information will be provided after contract award.

ATTACHMENT J-0200000-05
ASSET INFORMATION

Interface: Asset File
VERSION #: **V2**
Current as of: **26 April 2017**

Version History

V1 - Updated to reflect current interface in MAXIMO
V2 - Added 3 additional fields (OPT): Asset Comment, PM Program & PM Plan

TABS

1 - Asset File Info	This Sheet
2 - Asset File Field List	Asset Template Data Format Information
3 - Asset File - Template	Sample Excel Format

Note: Excel spreadsheet for Asset Information will be provided after contract award.

Position	Name	Required	Length Limit	Data Format Note	Content Notes <<*Note to Spec Writer:* Only the "Content Notes" field should be modified on this TAB, Delete this text box prior to publishing, no other changes to this document should be made.>>	MAXIMO Field Name
1	AssetNum	Y	25			ASSETNUM
2	Changed Date	N		MM/DD/YYYY		CHANGEDATE
3	Description	Y	100			DESCRIPTION
4	Long Description	N	1,000			LONGDESCRIPTION
5	Master System	Y		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET. POSITIONs 5,6,and 7 should not only be on the value list but be related in the UNIFORMAT Hierarchy: D30, D3010, D3010100 etc…	MASTERSYSTEM
6	System	Y		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET. POSITIONs 5,6,and 7 should not only be on the value list but be related in the UNIFORMAT Hierarchy: D30, D3010, D3010100 etc…	SYSTEM
7	Sub-System	Y		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET. POSITIONs 5,6,and 7 should not only be on the value list but be related in the UNIFORMAT Hierarchy: D30, D3010, D3010100 etc…	SUBSYSTEM
8	Location	Y		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET	LOCATION
9	Site ID	Y		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET **-or-** For this contract only: **XXXXX**	SITEID
10	Work Center (Person Group)	Y		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET **-or-** For this contract: - use the following identifier "**XXXX**"	PERSONGROUP
11	Asset Type	Y		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET	ASSETTYPE
12	Asset Quantity	N		Integer		QUANTITY
13	Inventory Category	Y		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET	INVENTORYCATEGORY
14	Purchase Price	N		Integer		PURCHASEPRICE
15	Budgeted Cost	N		Integer		BUDGETCOST
16	Replacement Cost	Y		Integer		REPLACECOST
17	Meter Group	N		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET	GROUPNAME
18	Belongs To (Parent)	N		Must match an **existing** ASSET NUM in Maximo.	Asset Number of Parent. The asset and its parent can't be created in the same file	PARENT
19	Contract Number	N	25			Appended to LONGDESCRIPTION

Position	Name	Required	Length Limit	Data Format Note	Content Notes <<*Note to Spec Writer:* Only the "Content Notes" field should be modified on this TAB, Delete this text box prior to publishing, no other changes to this document should be made.>>	MAXIMO Field Name
20	Task/Delivery Order Number	N	25			Appended to LONGDESCRIPTION
21	Drawing Reference ID	N	25			Appended to LONGDESCRIPTION
22	Warranty Expiration Date	N		MM/DD/YYYY		Appended to LONGDESCRIPTION
23	Status Date	N		**LEAVE BLANK**	Leave blank/Do Not Use	STATUSDATE
24	Installation Date	**Y**		MM/DD/YYYY		INSTALLDATE
25	Asset Status	N		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET -or- "Operating" for NEW and "Decommissioned or DEA" for removed equipment	STATUS
26	CLASSSTRUCTUREID	N		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET	CLASSSTRUCTUREID
27	Job Plan Code	N	25			Appended to LONGDESCRIPTION
28	Equipment Tag Number	N	25			Appended to LONGDESCRIPTION
29	Additional Loc Info	N	250			ADDLOCINFO
30	Manufacturer	N		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET	MANUFACTURER
31	Model Number	N	25			MODEL
32	Serial Number	N	25			SERIALNUM
33	Asset Comment	N	100			ASSETCOMMENT
34	Standard Eval Results (PM Plan)	N	15	Values Depend on Asset Type (i.e. UTILITIES, FACILITIES)	Not required, but will default to N/A or NTE if left blank. Valid values determined by Asset Type (Position 11)	STANDARDEVAL
35	PM Standard Applies (PM Program)	N	15	Values Depend on Asset Type (i.e. UTILITIES, FACILITIES)	Not required, but will default to N/A or NTE if left blank. Valid values determined by Asset Type (Position 11)	PMSTANDARD
N/A						

Note: Excel spreadsheet for Asset Information will be provided after contract award.

ATTACHMENT J-0200000-05

ASSET INFORMATION

Interface: Asset File
VERSION #: V2
Current as of: 26 April 2017

Position	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Name	AssetNum	Changed Date	Description	Long Description	Master System	System	Sub-System	Location	Site ID	Work Center (Person Group)	Asset Type	Asset Quantity	Inventory Category	Purchase Price	Budgeted Cost	Replacement Cost	Meter Group	Belongs To (Parent)
Required Field(s) (on new asset)	Y	N	Y	N	Y	Y	Y	Y	Y	Y	Y	N	Y	N	N	Y	N	N

Position	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
Name	Contract Number	Task/Delivery Order Number	Drawing Reference ID	Warranty Expiration Date	Status Date	Installation Date	Asset Status	CLASS STRUCTURE ID	Job Plan Code	Equipment Tag Number	Additional Loc Info	Manufacturer	Model	Serial #	Asset Comment	PM Plan	PM Program
Required Field(s) (on new asset)	N	N	N	N	N	Y	N	N	N	N	N	N	N	N	N	N	N

NOTES:

- ONLY COLUMNs 1-35, and rows containing data should be included in the FLAT-FILE SUBMISSION;
- Pipe Delimited (.txt) - | (Pipe is at the end of the column, before the return. Must have 35 PIPEs per row.)
- New assets & asset updates (to different assets) can be completed at the same time. An asset can't be created and updated at the same time.

Note: Excel spreadsheet for Asset Information will be provided after contract award.

ATTACHMENT J-0200000-06
ASSET SPECIFICATION

Interface: Asset Specification
VERSION #: **v1**
Current as of: **17 May 2012**

Version History

v1 - Updated to reflect current interface in MAXIMO

TABS

1 - Asset Specification Info	This Sheet
2 - Asset Specification Field List	Asset Specification Template Data Format Information
3 - Asset Specification - Template	Sample Excel Format

Note: Excel spreadsheet for Asset Specification will be provided after contract award.

Position	Name	Required	Length Limit	Field Definition	Content Notes <<*Note to Spec Writer:* Only the "Content Notes" field should be modified on this TAB, Delete this text box prior to publishing, no other changes to this document should be made.>>	NAVFAC MAXIMO_FIELD (ASSETSPEC.)
1	Asset	**Y**	25	Asset identification number. Must match an existing value in Maximo.		*ASSETNUM*
2	SITEID	**Y**	8	FEC ID. Must match existing value list	If all work is done at a single FEC, recommend the correct SITEID be provided in the templay.	*ASSETATTRID*
3	CLASSSTRUCTUREID	**Y**	20	Key Value used in Maximo to identify the specification/attribute record. Value is not shown on the front end (visable to a user). Must match existing value in Maximo (example data a "1616" is an Electric Meter)		*CLASSSTRUCTUREID*
4	Attribute	**Y**	300	Attribute Name (example data - the PTRATIO is attribute being set)		*ASSETATTRID*
5	Numeric Value	N	40	Specification value with numeric value only - only one value can be passed Numeric or AlphaNumeric; must match domain list if one exists.		*NUMVALUE*
6	Alphanumeric	N	254	Specification value with mixed (alpha and numeric) content. Only one value can be passed Numeric or AlphaNumeric; must match domain list if one exists.		*ALNVALUE*
7	Unit of Measure	N	8	must match domain		*MEASUREUNITID*
N/A	Changed By			Value is inserted by the System User that is running the interface	**Values are not included in the template**, information provided to explain the source of the value created by Maximo.	*CHANGEBY*
N/A	Change Date			System Date	**Values are not included in the template**, information provided to explain the source of the value created by Maximo.	*CHANGEDATE*

Note: Excel spreadsheet for Asset Specification will be provided after contract award.

Interface: Asset Specification
VERSION #: V1
Current as of: 17 May 2012

Position	1	2	3	4	5	6	7
Name	Asset	SITEID	CLASSSTRUCTUREID	Attribute	Numeric Value	Alphanumeric	Unit of Measure
Required Field(s)	Y	Y	Y	Y	N	N	N

NOTES:

- ONLY POSITION/COLUMN 1-7, and rows containing data should be included in the FLAT-FILE SUBMISSION;
- Pipe Delimited (.txt) - | (Pipe is at the end of the column. Must have 7 PIPEs per row.)
    - If the column to the right of the last column is selected when saving (what would be the 8th position) this will provide the 7th PIPE

Sample Data (provide in a TXT file extension)

3-440-EPN-007|11001|1616|UAMETERDEVICEID||A1234||
3-440-EPN-007|11001|1616|AMRINDICATOR||No||
3-440-EPN-007|11001|1616|PTRATIO|36||BA|

Note: Excel spreadsheet for Asset Specification will be provided after contract award.

Interface: Characteristic Meter Reading
VERSION #: **v2**
Current as of: **30 Sept 2016**

Version History

v1 - Updated to reflect current interface in MAXIMO (December 12, 2012)
v2 - Updated to reflect Utilities (DI) values only range from 1 to 5, not 10 (Sept 30, 2016)

TABS

1 - Characteristic Meter Reading Info	This Sheet
2 - Characteristic Meter Reading Field List	Characteristic Meter Reading Template Data Format Information
3 - Characteristic Meter Reading - Template	Sample Excel Format
4 - Observation Values	Valid Observation values as of 9/**2016**

Note: Excel spreadsheet for Characteristic Meter Reading Information will be provided after contract award.

ATTACHMENT J-0200000-07

CHARACTERISTIC METER READING INFORMATION

Interface: Characteristic Meter Reading
VERSION #: V2
Current as of: 30 Sept 2016

Position	Name	Required	Length Limit	Data Format Note	Field Definition	Content Notes <<*Note to Spec Writer:* Only the "Content Notes" field should be modified on this TAB, Delete this text box prior to publishing, no other changes to this document should be made.>>	NAVFAC MAXIMO_FIELD (MEASUMENT / ASSETMETER) See Note Below
1	Site	**Y**	8	UPPER	Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET **-or-** For this contract only: **XXXXX**	*SITEID / SITEID*
2	Asset	**Y**	25	Must match an existing ASSETNUM in Maximo	The asset number used must exist in NAVFAC MAXIMO prior to submission, or the record will be rejected.	Value list in REFERENCE SPREADSHEET	*ASSETNUM / ASSETNUM*
3	Meter	**Y**	15	UPPER	The value listed in the third position must be an existing, valid Maximo DCR or UCR meter.	Value must match existing value in Maximo. list in REFERENCE SPREADSHEET	*METER NAME / METER NAME*
4	Observation	**Y**	254	ALN	Last Reading/Observation value. Must be a valid value in MAXIMO	Value must match existing value in Maximo list. Current value list included on Tab 4 - Observation Values	*OBSERVATION / LASTREADING*
5	Measurement Date	**Y**	10	MM/DD/YYYY hh:mm:ss	Date Observation was recorded		*MEASUREDATE / LASTREADINGDATE*
6	Inspector	**Y**	30	Must match Value List in Maximo	Identifies the person reporting the observation	Value list in REFERENCE SPREADSHEET **-or-** For this contract: - use the following identifier "**XXXX**"	*INSPECTOR / LASTREADINGINSPCTR*

NOTE (NAVFAC MAXIMO/FIELD):
The observation information is filed in one of two locations. If the observation is the MOST CURRENT reading (by Measurement Date) - it is filed in the MEASUREMENT Table. If the data when received is not the most current, it is filed in the ASSETMETER Table. The filing location is irrelevant to the interface use, but this information is provided to prevent confusion when reviewing the data in Maximo.

When reviewing the data in Maximo (after processing) - If the meter reading being imported is newer than the last reading applied to the Assets record, a new meter reading entry will also be added to the Assets record's Meter tab. If the imported record is older than the last reading, it will only be visible in the (Select Action) "Manager Meter Reading History" dialog box, "Characteristic Meter Readings" tab.

Note: Excel spreadsheet for Characteristic Meter Reading Information will be provided after contract award.

ATTACHMENT J-0200000-07

CHARACTERISTIC METER READING INFORMATION

Interface: Characteristic Meter Reading
VERSION #: V2
Current as of: 30 Sept 2016

Position	1	2	3	4	5	6
Name	Site	Asset	Meter	Observation	Measurement Date	Inspector
Required Field(s)	Y	Y	Y	Y	Y	Y

NOTES:

- ONLY POSITIONs 1-6, and rows containing data should be included in the FLAT-FILE SUBMISSION;
- Pipe Delimited (.txt) - | (Pipe is at the end of the column. Must have 7 PIPEs per row. Last PIPE indicates end of line (EOL))

Note: Excel spreadsheet for Characteristic Meter Reading Information will be provided after contract award.

OBSERVATION VALUES

FACILITIES (DCR):

A	(Amber)
A+	(Amber Plus)
A-	(Amber Minus)
G	(Green)
G+	(Green Plus)
G-	(Green Minus)
R	(Red)
R+	(Red Plus)
R-	(Red Minus)

UTILITIES (UCR):

1	(Best/Highest CI Ranking)
2	
3	
4	
5	(Worst/Lowest CI Ranking)

Note: Excel spreadsheet for Characteristic Meter Reading Information will be provided after contract award.

PURPOSE AND OVERVIEW:

The purpose of this attachment is to provide guidance on how data is to be recorded and provided by the Contractor in reporting Service Provider, Asset, Specification, and Characteristic Meter Reading Information for NAVFAC MAXIMO. This document outlines the methods that must be utilized by the Contractor and associated NAVFAC business process and procedures for how data is to be submitted.

GENERAL TYPES OF DATA:

Work Order Data:

Work order data includes all necessary information for the documentation of all completed work orders, including, but not limited to, service orders, preventive maintenance (as performed under the PM program or as part of IMP), and work issued as IDIQ. Specific NAVFAC MAXIMO fields required for work order data are listed on the Service Provider Information spreadsheet provided in J-0200000-04.

Asset Data:

Asset data includes the specific details necessary for proper identification and tracking of assets. Asset data must be updated for all completed work orders where an asset is repaired, replaced, installed, or otherwise affected. Specific NAVFAC MAXIMO fields required for asset data are listed on the Asset Information spreadsheet provided in J-0200000-05. Utilities assets require the additional data listed on the Specification Information spreadsheet provided in J-0200000-06. When replacing existing assets, the Contractor shall change the status of the current asset which will remove it from the maintenance plan and add the new asset.

Condition Assessment Data:

Condition assessment data includes all necessary information for the accurate condition rating of all assets in support of the Infrastructure Condition Assessment Program (ICAP). Specific NAVFAC MAXIMO fields required for condition assessment data are listed on the Characteristic Meter Reading Information spreadsheet provided in J-0200000-07.

METHODS FOR DATA SUBMISSION:

The Contractor shall provide work order, asset, specification, and condition assessment data via Flat File Entry.

ATTACHMENT J-0200000-09
QMS PRE-PERFORMANCE REVIEW CHECKLIST

ACCEPTANCE OF CONTRACTOR'S QUALITY APPROACH DOES NOT LIMIT CONTRACTING OFFICER FROM REQUIRING ADDITIONAL MEASURES IF PERFORMANCE IS UNACCEPTABLE.

QUALITY MANAGEMENT BRIEFING CHECKLIST		
CHECKPOINT (Y/N)		**COMMENTS**
QUALITY ORGANIZATION:		
	Is the QM plan submitted in accordance with Annex 0200000 and Section F requirements?	
	Is the Quality organization clearly identified (e.g., org chart) and a list of all Quality personnel provided?	
	Are the responsibilities of Quality personnel detailed and lines of authority explained (e.g., Quality staff and Quality Manager reports directly to Prime Contractor management)?	
	Are the training and qualification requirements for Quality staff specified and does the Contractor's staff meet these requirements?	
	Does the Quality organization show relationship between the Prime Contractor's Quality staff and Subcontractor's management or Quality?	
QUALITY APPROACH:		
	Is the QM plan current and specifically tailored for this contract?	
	Does the Contractor's Quality Management System and management approach indicate a clear understanding of the contract requirements?	
METHODS AND PROCEDURES FOR PERFORMANCE OF WORK:		
	Does the Contractor provide detail of their work planning and control to ensure first time quality? This could include:	
	a. Proper selection and training of personnel	
	b. Tracking and verification of training and certification requirements	
	c. Work center supervisor/lead personnel oversight of work performance	
	d. Detailed SOPs and procedures for work requirements	
	e. Routine training and meetings	
	f. Selection procedures for sub-contractors	
	g. Management control of sub-contracted work	

QUALITY MANAGEMENT BRIEFING CHECKLIST		
CHECKPOINT (Y/N)		**COMMENTS**
SURVEILANCE AND INSPECTION PROCEDURES:		
	Does the Contractor provide detailed procedure for the selection of samples (e.g., percentage of work inspected, process for selection of samples, in-process vs. completed work.)?	
	Does the QM plan detail procedures for the collection, recording, and analysis of inspection and surveillance results?	
	Does the QM plan include processes for utilization analysis of inspection and surveillance results to determine cause and implement corrective actions?	
	Does the QM plan provide a process for preventing recurrence of quality issues and continuous improvement of work performance?	
	Does the QM plan detail specific procedures for the oversight of subcontracted work or the review and analysis of sub-contractor quality?	
DOCUMENTATION AND RECORDS MANAGEMENT:		
	Does the Contractor have a process for the control and retention of Quality documentation and records?	
	Does the Contractor provide the controls in place to ensure all Quality records are documented, maintained reviewed and properly filed?	
	Does the QM plan have a process for the review of documentation for completeness, accuracy, and consistency? (This may include management reviews or internal audit plan.)	
	Does the QM Plan provide a process for tracking and ensuring all submittal requirements are met?	
COMMUNICATION WITH GOVERNMENT:		
	Does the QM plan address the level, format, and frequency of communications with the government? This could include:	
	a. Routine, yet informal communications between contractor, quality staff, and Government PARs	
	b. Established meeting requirements between Contractor Quality and/or management staff with Government PA and/or contracting personnel.	
	c. Progressive reporting and communication based on the frequency or severity of the issue being addressed (e.g., Quality staff to PAR, Quality Manager to SPAR/FSCM, Project Manager to PWO	
	d. Details of protocol for attendance at meetings required by contract, including partnering sessions.	

ATTACHMENT J-0200000-10
CUI DEFINITIONS

In accordance with FAR 4.1901 ***"Federal contract information"*** means: information, not intended for public release, that is provide by or generated for the Government under a contract to develop or deliver a product or service to the Government, but not including information provided by the Government to the public (such as on a public Web site) or simple transactional information, such as that necessary to process payments.

In accordance with DFARS 252.204-7012 ***"Covered defense information"*** means unclassified controlled technical information or other information, as described in the Controlled Unclassified Information (CUI) Registry at https://www.archives.gov/cui/registry/category-list, that requires safeguarding or dissemination controls pursuant to and consistent with law, regulations, and Government wide policies, and is—

(1) Marked or otherwise identified in the contract, task order, or delivery order and provided to the contractor by or on behalf of DoD in support of the performance of the contract; or
(2) Collected, developed, received, transmitted, used, or stored by or on behalf of the contractor in support of the performance of the contract.

In accordance with 32 CFR Part 2002 ***"Controlled unclassified information"*** means information the Government creates or possesses, or that an entity creates or possesses for or on behalf of the Government, that a law, regulation, or Government-wide policy requires or permits an agency to handle using safeguarding or dissemination controls. However, CUI does not include classified information (see paragraph (e) of this section) or information a non-executive branch entity possesses and maintains in its own systems that did not come from, or was not created or possessed by or for, an executive branch agency or an entity acting for an agency.

In accordance with DFARS 252.204-7012 ***"Controlled technical information"*** means technical information with military or space application that is subject to controls on the access, use, reproduction, modification, performance, display, release, disclosure, or dissemination. Controlled technical information would meet the criteria, if disseminated, for distribution statements B through F using the criteria set forth in DoD Instruction 5230.24, Distribution Statements on Technical Documents. The term does not include information that is lawfully publicly available without restrictions.

In accordance with DFARS 252.204-7012 **"Contractor attributional/proprietary information"** means information that identifies the contractor(s), whether directly or indirectly, by the grouping of information that can be traced back to the contractor(s) (e.g., program description, facility locations), personally identifiable information, as well as trade secrets, commercial or financial information, or other commercially sensitive information that is not customarily shared outside of the company.

In accordance with DFARS 252.204-7012 **"Adequate security"** means protective measures that are commensurate with the consequences and probability of loss, misuse, or unauthorized access to, or modification of information.

In accordance with DFARS 252.204-7012 **"Technical information"** means technical data or computer software, as those terms are defined in the clause at DFARS 252.227-7013 , Rights in Technical Data—

Noncommercial Items, regardless of whether or not the clause is incorporated in this solicitation or contract. Examples of technical information include research and engineering data, engineering drawings, and associated lists, specifications, standards, process sheets, manuals, technical reports, technical orders, catalog-item identifications, data sets, studies and analyses and related information, and computer software executable code and source code.

CONTRACTOR OPSEC GUIDANCE

1. Purpose.

This document provides Operations Security (OPSEC)***** guidance to Offerors/Contractors (i.e., corporations and businesses, etc.) who are provided *Federal Contract Information (FCI)* and process or store the same on a *covered contractor information system)(FAR 52.204-21).* This OPSEC guidance also applies to *covered defense information* (CDI), *controlled technical information* (CTI) or other information (as described in the *controlled unclassified information* (CUI) Registry at https://www.archives.gov/cui/registry/category-list (DFARS 252.204-7012); and said information is referred to in a *solicitation, contract, task order, or delivery order* (hereinafter called "*acquisition*"). May also include *contractor attributional/proprietary information* (CPI), *personally identifiable information* (PII), *critical information* (CI) or *sensitive information* (SI)) that is inappropriate for release to the public and that requires *safeguarding* or *dissemination controls* pursuant to and consistent with law, regulations, and Government wide policies (DoDI 5200.48, Controlled Unclassified Information (CUI)(06 Mar 2020).

*****OPSEC involves the protection of critical information focusing on unclassified information that may be susceptible to adversary exploitation. Pursuant to DoDD 5205.02E, Department of Defense Operations Security (OPSEC) Program (May 11, 2018) and NAVFACFEINST 3432.1 (24 AUG 2017), NAVFAC FE's OPSEC program implements requirements in the DoD 5205.02-M - OPSEC Program Manual. OPSEC requirements are applicable when contractor personnel have access to or generate *CDI* as defined in DFARS

225.204-7012. As such, OPSEC Measures (i.e., the planned action to conceal or protect identified critical information and indicators from disclosure, observation, or detection and to protect the same from collection) are applicable to this requirement. Contractor employees shall not discuss or disclose any information provided to them in the performance of their duties to parties other than authorized Government and/or Contractor personnel who have a "need to know." Contractor shall not use any information or documentation provided by the Government or developed under this *acquisition* for other purposes without the consent of the Government Contracting Officer IAW DFARS 252.204-7000. Contractor shall not release to anyone outside the Contractor's organization any unclassified information, regardless of medium (e.g., film, tape, document, etc.), pertaining to any part of this *acquisition* or any program related to the same, unless the Contracting Officer has given prior written approval IAW DFARS 252.204-7000. ***Markings***: All deliverables/submittals generated by the Contractor shall be properly marked. For Official Use Only information generated and/or provided under this contract shall be marked in accordance with DoDI 5200.48. Technical information shall also be marked with appropriate Distribution Statements and Export Control warnings in accordance with DoDD 5230.24 and program Security Classification Guidance.

Certain information provided by the government may require unique handling, storage and or release/dissemination procedures. Contractors are cautioned to study the "CONTRACTOR DUTIES & RESPONSIBILITIES" provided herein and comply accordingly.

Note: the following provisions/clauses have been incorporated in this solicitation/contract – FAR 52.204-21 Basic Safeguarding of Covered Contractor Information Systems, DFARS 252.204.7000 Disclosure of Information, 252.204-7008 Compliance with Safeguarding Covered Defense Information Controls, 252.204-7009 Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information, and 252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting. DFARS Clause 252.204-7000 restricts the release of unclassified *acquisition* information outside contractor's organization without prior Contracting Officer permission, with exceptions; DFARS Clause 252.204-7008 requires contractor compliance with Safeguarding Covered Defense Information Controls; DFARS Clause 252.204-7009 limits the use and disclosure of 3rd party cyber incident information; and DFARS 252.204-7012 requires contractor to provide adequate security for all covered contractor information systems (including implementation of National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171 "Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations" in effect at the acquisition is issued) and to comply with cyber incident reporting requirements.

2. Applicability.

NAVFAC FE has determined that additional safeguards are essential for *acquisitions* where access to unclassified *NAVFAC FE information* marked **"CUI"** via an information system is required and/or where access to the same is provided to Offerors/Contractors or when such information may be generated by the same in response to such an *acquisition*. Offerors/Contractors must adhere to the OPSEC guidance stipulated below when receiving unclassified *NAVFAC FE information* marked to indicate the same must be safeguarded (e.g., "**CUI**")(see DoDI 5200.48) or when generating such information in response to an *acquisition* in order to protect the same and to avoid an OPSEC compromise or access to the same by unauthorized third parties including but not limited to an adversary (in order to maintain essential secrecy and/or for information security purposes). NAVFAC FE has determined that the OPSEC guidance stipulated below is required because this *acquisition* refers to and requires Offerors/Contractors to have access to unclassified *NAVFAC FE information* which has/have been marked **"CUI**," in accordance with DoDI 5200.48.

CONTRACTOR DUTIES & RESPONSIBILITIES

(i) Offeror/Contractor shall limit disclosure of unclassified *NAVFAC FE information* marked in accordance with DoDI 5200.48 within its own organization to its directors, officers, partners, members, and/or employees, collectively referred to as its affiliate(s), having a need to know.

(ii) Offeror/Contractor is required to provide *adequate security* for all unclassified *NAVFAC FE information* marked in accordance with DoDI 5200.48 on *covered contractor information systems*.

(iii) It is recognized that *adequate security* will vary depending on the nature and sensitivity of the information on any given non-DoD information system. *However, all* unclassified *NAVFAC FE information* in the possession or control of non-DoD entities on non-DoD information systems shall minimally be safeguarded as follows:

a) Do not process unclassified *NAVFAC FE information* on publically available computers (e.g., those available for use by the general public in kiosks or hotel business centers).
b) Protect unclassified *NAVFAC FE information* by at least one physical or electronic barrier (e.g., locked container or room, logical authentication or logon procedure) when not under direct individual control of an authorized user.
c) At a minimum, overwrite media that have been used to process unclassified *NAVFAC FE information* before external release or disposal.
d) Encrypt all unclassified *NAVFAC FE information* marked in accordance with DoDI 5200.48 when it is stored on mobile computing devices such as laptops and personal digital assistants, compact disks, or authorized removable storage media

such as thumb drives and compact disks, using the best encryption technology available to the contractor or teaming partner.

e) Limit transfer of unclassified *NAVFAC FE information* to subcontractors or teaming partners with a need to know and obtain a commitment from them to protect the information they receive to at least the same level of protection as that specified herein, the contract or other written agreement.

f) Transmit e-mail, text messages, and similar communications containing unclassified *NAVFAC FE information* using technology and processes that provide the best level of privacy available, given facilities, conditions, and environment. Examples of recommended technologies or processes include closed networks, virtual private networks, public key-enabled encryption, and transport layer security (TLS).

g) Encrypt organizational wireless connections and use encrypted wireless connections where available when traveling. If encrypted wireless is not available, encrypt document files (e.g., spreadsheet and word processing files), using at least application-provided password protected level encryption.

h) Transmit voice and fax transmissions only when there is a reasonable assurance that access is limited to authorized recipients.

i) Do not post unclassified *NAVFAC FE information* to website pages that are publicly available or have access limited only by domain or Internet protocol restriction. Such information may be posted to website pages that control access by user identification and password, user certificates, or other technical means and provide protection via use of TLS or other equivalent technologies during transmission. Access control may be provided by the intranet (vice the website itself or the application it hosts).

j) Provide protection against computer network intrusions and data exfiltration, minimally including:

   (1) Current and regularly updated malware protection services, e.g., anti-virus, anti-spyware.
   (2) Monitoring and control of both inbound and outbound network traffic (e.g., at the external boundary, sub-networks, individual hosts), including blocking unauthorized ingress, egress, and exfiltration through technologies such as firewalls and router policies, intrusion prevention or detection services, and host-based security services.
   (3) Prompt application of security-relevant software patches, service packs, and hot fixes.

k) Comply with other current Federal and DoD information protection and reporting requirements for specified categories of information (e.g., medical, proprietary, critical program information (CPI), personally identifiable information, export controlled, etc.) as specified herein, in contracts, grants, and other legal agreements.

l) Report loss or unauthorized disclosure of unclassified *NAVFAC FE information* in accordance with the terms herein, the contract, grant, or other legal agreement requirements and mechanisms.

m) Do not use external IT services (e.g., e-mail, content hosting, database, document processing) unless they provide at least the same level of protection as that specified in the contract or other written agreement.

(iv) Offeror/Contractor's personnel shall not discuss unclassified *NAVFAC FE information* marked in accordance with DoDI 5200.48 in public or over unprotected or unencrypted communications. *NAVFAC FE information* marked in accordance with DoDI 5200.48 may only be transmitted as directed by the Contracting Officer.

(v) Offeror/Contractor shall not transmit unclassified *NAVFAC FE information* marked in accordance with DoDI 5200.48 electronically over the Internet unless it is encrypted in accordance with appropriate Federal regulations. If in doubt, contact the Contracting Officer.

(vi) Because specific restrictions are needed to preclude unintentional release of unclassified *NAVFAC FE information* marked in accordance with DoDI 5200.48 to unauthorized parties including an adversary, unauthorized disclosure of the same may be punishable under 18 USC § 793 and/or any other applicable laws and/or regulations. Therefore, Offeror/Contractor's personnel shall not disclose to unauthorized third parties, post to unofficial sites (including Social Networking sites) any images, data or information related to unclassified *NAVFAC FE information* marked in accordance with DoDI 5200.48.

(vii) Unauthorized disclosure and/or attempts to solicit unclassified *NAVFAC FE information* marked in accordance with DoDI 5200.48 by unauthorized third parties or others not affiliated with this *acquisition* shall be reported to the Contracting Officer, and/or the NAVFAC FE and/or installation Security Office, and your company Facility Security Officer and/or the Defense Security Service. **Non-Disclosure requirements remain in effect during the duration of the awarded contract for this acquisition and indefinitely thereafter.**

(viii) Practice OPSEC and implement countermeasures to protect unclassified *NAVFAC FE information* marked in accordance with DoDI 5200.48.

(ix) It is strongly recommended the Offeror/Contractor mark and protect related internal business information related to the *acquisition* and/or unclassified *NAVFAC FE information* marked in accordance with DoDI 5200.48. Internal company markings e.g., Business Sensitive, etc., are appropriate for identifying the aforementioned as sensitive information.

(x) Offeror/Contractor agrees to return or destroy unclassified *NAVFAC FE information* marked in accordance with DoDI 5200.48 upon notice of award of a contract under this *acquisition* which required disclosure of said unclassified *NAVFAC FE information* or not later than 10 days after such award.

(xi) Offeror/Contractor agrees it shall identify all derivative works produced using unclassified *NAVFAC FE information* marked in accordance with DoDI 5200.48 to the Contracting Officer, not later than the above referenced date and request instructions on disposition or retention of such derivative works. A "derivative work," that is, a work that is based on (or derived from) one or more already existing works, in this case unclassified *NAVFAC FE information* marked in accordance with DoDI 5200.48.

(xii) Upon request by the Contracting Officer, Offeror/Contractor shall certify in writing or by email that he or she has destroyed the unclassified *NAVFAC FE information* within 10 days from such a request.

TERMS

Access – The ability or opportunity to obtain knowledge of controlled unclassified information.

Adequate security – means protective measures that are commensurate with the consequences and probability of loss, misuse, or unauthorized access to, or modification of information.

Adversary - Individuals, organizations, or countries that must be denied critical information in order to preserve mission integrity and maintain friendly mission effectiveness and the element of surprise. Adversary, in this context, includes any individual, organization, or country with which specific information should not be shared to preserve mission integrity or the element of surprise.

Covered Contractor Information System – means an information system that is owned or operated by a contractor that processes, stores, or transmits *Federal contract information.*

Controlled Unclassified Information (CUI) - Unclassified information to which access or distribution limitations have been applied according to national laws, policies, and regulations of the United States Government (U.S. Government). It includes U.S. information that is determined to be exempt from public disclosure according to DoDD 5230.25, DoDD 5400.7, and so on, or that is subject to export controls according to the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulations (EAR). This includes FOR OFFICIAL USE ONLY, Unclassified-NNPI, and PII etc. or other information (as described in the Controlled Unclassified Information (CUI) Registry at http://www.archives.gov/cui/registry/category-list/.html).

Critical Information - Critical information is defined as information important to the successful achievement of U.S. objectives and missions, or which may be of use to an adversary of the United States. Critical information consists of specific facts about friendly capabilities, activities, limitations (includes vulnerabilities), and intentions needed by adversaries for them to plan and act effectively so as to degrade friendly mission accomplishment. Critical information is information that is vital to a mission that if an adversary obtains it, correctly analyzes it, and acts upon it will prevent or seriously degrade mission success. Critical information can be classified information or unclassified information. Critical information can also be an action that provides an indicator of value to an adversary and places a friendly activity or operation at risk.

Critical infrastructure - Systems and assets, whether physical or virtual, so vital that the incapacity or destruction of such may have a debilitating impact on the security, economy, public health, or safety, environment, or any combination of these matters, across any Federal, state, regional, territorial, or local jurisdiction. **INCLUDES** -

Critical Energy Infrastructure Information: specific engineering, vulnerability, or detailed design information about proposed or existing critical energy infrastructure that: (i) relates details about the production, generation, transportation, transmission, or distribution of energy; (ii) Could be useful to a person planning an attack on critical infrastructure; … and (iii) Does not simply give the general location of the critical infrastructure.

Critical utility infrastructure - (e.g., electrical, water, gas, steam, communications, IT, security, industrial Control Systems): a. Inventory of IP-based control systems consisting of network capable digital controllers and user interfaces used to monitor and control equipment (i.e., building control systems, utility control systems, electronic security systems, and fire and life safety systems per DoDI 8500.01 and 8510.01); (b) user/password/media control addresses (MAC Address); and System logs, software and hardware configurations/operating systems (OS). **INCLUDES** -

DoD Critical Infrastructure Security Information or information that, if disclosed, would reveal vulnerabilities in the DoD critical infrastructure and, if exploited, would likely result in the significant disruption, destruction, or damage of or to DoD operations, property, or facilities, including information regarding and safeguarding of explosives, hazardous chemicals, or pipelines, related to critical infrastructure or protected systems owned or operated on behalf of DoD, including vulnerability assessments prepared by or on behalf of the DoD, explosives safety information (including storage and handling), and other site-specific information on or relating to installation security.

Essential Secrecy - The condition achieved from the denial of critical information to adversaries.

For Official Use Only (FOUO) - A designation that is applied to unclassified information that may be exempt from mandatory release to the public under the Freedom of Information Act (FOIA). (A form of CUI)

Information – Any knowledge that can be communicated or documentary material, regardless of its physical form or characteristics, that is owned, produced by or for, or is under the control of the U.S. Government.

Information system – means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information (44 USC 3502).

Information security - The system of policies, procedures, and requirements established to protect information that, if subjected to unauthorized disclosure, could reasonably be expected to cause damage to the national security. The term also applies to policies, procedures, and requirements established to protect CUI, which may be withheld from release to the public in accordance with statute, regulation, or policy.

Need to Know - A determination that a prospective recipient requires access to specific information in order to perform or assist in a lawful and authorized governmental function.

Recipient - Refers collectively to the Business or Company and its personnel (directors, officers, partners, members, and/or employees, collectively referred to as its affiliate(s)).

Operations Security - Operations security (OPSEC) is a process of identifying critical information and subsequently analyzing friendly actions attendant to military operations and other activities to:

a. Identify those actions that can be observed by adversary intelligence systems;
b. Determine indicators that hostile intelligence systems might obtain that could be interpreted or pieced together to derive critical information in time to be useful to adversaries; and
c. Select and execute measures that eliminate or reduce to an acceptable level the vulnerabilities of friendly actions to adversary exploitation.

OPSEC compromise - The disclosure of critical information or sensitive information which has been identified by the Command and any higher headquarters that jeopardizes the unit's ability to execute its mission or to adequately protect its personnel and/or equipment.

Procurement and Acquisition: material and information relating to, or associated with, the acquisition and procurement of goods and services, including but not limited to, cost or pricing data, Federal contract information, indirect costs and direct labor rates.

Publicly Accessible web site - A Department of Defense (DoD) web site with access unrestricted by password or Public Key Infrastructure (PKI) user authorization. "Public" refers to the at-large audience on the Internet; anyone who can access a web site through a browser.

Public Release - The approved release of coordinated, consistent, accurate, and authoritative information that meets appropriate security regulations and Navy/DoD guidelines for the release of information to the public. The NAVFACFE Public Affairs Officer is the point of contact for all Public Release material.

Safeguarding - Measures and controls that are prescribed to protect classified and/or controlled unclassified information and/or information systems.

Security Manager - A properly cleared individual having professional security credentials to serve as the manager for an activity.

Sensitive Information - Sensitive information is information requiring special protection from disclosure that could cause compromise or threat to our national security, a Navy organization, activity, family member, DoD civilian or DOD contractor.

Social Media - Refers to the means of interactions among people in which they create, share, and exchange information and ideas in virtual communities and networks; Facebook, Twitter, LinkedIn, etc.

Solicitation – Refers to a Request for Proposal (RFP) Request for Quote (RFP) and/or Invitation for Bod (IFB).

Unclassified Information - Information that may be sensitive in nature, is not classified by nature. Unclassified information is NOT releasable to the public without public release authority of the information owner.

REFERENCES

[Note: References should be consulted for updates.]

a) National Security Decision Directive Number 298, National Operations Security Program (Jan 22, 1988)
b) DoDD 5205.02E, Department of Defense Operations Security (OPSEC) Program (May 11, 2018)
c) OPNAVINST 3432.1A, Operations Security (August 4, 2011)
d) NAVFACINST 3070.2, Naval Facilities Engineering Command, Operations Security (06 NOV 2017)
e) NAVFACFEINST 3432.1, Operations Security (24 AUG 2017)
f) U.S. Navy NTTP 3-13.3M, U.S. Marine Corps MCTP 3-32B, Operations Security (SEP 2017)
g) National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171, "Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations"
h) DoDD 5230.09 Clearance of DoD Information for Public Release (Jan 25, 2019)
i) DoDM 5200.01, Vol 1-3 "DoD Information Security Programs (Feb 24, 2012)(Incorporating Change 1, Effective May 9, 2018)
j) DoDI 5200.48, "Controlled Unclassified Information" (CUI)(06 Mar 2020)

k) DoDI 8500.01 Cybersecurity (March 14, 2014)
l) DoDI 8520.02 Public Key Infrastructure (PKI) and Public Key (PK) Enabling (May 24, 2011)
m) DoDI 8582.01 Security of Unclassified DoD Information on Non-DoD Information Systems (June 6, 2012)(Incorporating Change 1, October 27, 2017)
n) DoDI 5230.24 Distribution Statements on Technical Documents (Oct 15, 2018)
o) Federal Acquisition Regulations (FAR) 4.19 Basic Safeguarding of Covered Contractor Information Systems and 52.204-21 Basic Safeguarding of Covered Contractor Information Systems
p) Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 204.404-70 Additional contract clauses, 204.7301, 204.7303 Definitions, 204.7303 Procedures, PGI 204.7303; Solicitation provisions and contract clauses; 252.204-7000 Disclosure of information, 252.204-7008 Compliance with Safeguarding Covered Defense Information Controls, 252.204-7009 Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information, and 252.204-7012 Safeguarding Covered Defense Information And Cyber Incident Reporting

TROPICAL CYCLONE CONDITIONS OF READINESS (TCCOR)		
CONDITION	**DEFINITION**	**RESPONSE**
Storm Watch	Strong winds of 35 knots sustained or greater are possible due to the proximity of a tropical cyclone; however, winds are not forecasted to meet the destructive wind criteria (50 knots sustained or gust factors of 60 knots or greater). Strong winds will meet TCCOR 1 Caution criteria. The storm is also close enough to the area that a heightened alert status is necessary in order to rapidly establish elevated TCCOR conditions should the storm deviate from the forecast track or intensity.	– Personnel should remain alert and monitor radio and television, as rapid changes occur. If high wind conditions exist, personnel should exercise caution while outdoors, and are recommended to remain indoors, if possible.
5	Winds of ≥50 knots (58 mph) sustained or gusts ≥60 knots are possible within 96 hrs	
4	Winds of ≥50 knots (58 mph) sustained or gusts ≥60 knots are possible within 72 hrs	– Obtain emergency supplies
3	Winds of ≥50 knots (58 mph) sustained or gusts ≥60 knots are possible within 48 hrs	– Fill vehicle and grill gas tanks – Ensure sufficient money and important documents are easily accessible
2	Winds of ≥50 knots (58 mph) sustained or gusts ≥60 knots are possible within 24 hrs	– Secure outside items – Identify windows without Mylar
1	Winds of ≥50 knots (58 mph) sustained or gusts ≥60 knots are possible within 12 hrs	– Move sensitive items away from windows or cover them with plastic – Tape windows without Mylar, if winds forecast to exceed 100 knots (115 mph)
1 Caution*	Winds of 35 to 49 knots (39 – 56 mph)	– All non-essential travel is suspended – Non-essential personnel should remain indoors
1 Emergency*	Winds of 50 knots sustained or gust factors of 60 knots are occurring at a particular installation	– All personnel should stay indoors away from windows
1 Recovery*	After the passage of a tropical cyclone (TC), when destructive winds have subsided and are no longer forecasted to occur, survey and work crews are sent out to determine the extent of damage and to establish safe zones around hazards (e.g. downed power lines, unstable structures)	– All non-essential personnel should remain indoors while damage assessment and cleanup is accomplished
All Clear*	The storm is over and forecast to return, and recovery efforts are complete	– Resume normal activities

Note: Items marked with * are delegated to the local installation commander by the TCCOR Authority. The wind definitions stated are a guideline. Local commanders can set these conditions as required for the safety and protection of their service members, families and facilities.

Tropical Cyclone Definitions	
Tropical Storm	Tropical cyclone with maximum sustained winds of 34-63 knots (39-73 mph)
Typhoon	Tropical cyclone with maximum sustained winds of 64-129 knots (74-149 mph)
Super Typhoon	Tropical cyclone with maximum sustained winds of 130 knots (150 mph) or greater

Attachment J-0200000-12
Exhibit Line Item Numbers
Solicitation/Contract No.: NXXXXX-XX-R-XXXX

Line Item 0001 - Recurring Work - Base Period

Provide Prices for Recurring Work in accordance with Section C, Spec Item 3

ELIN/Sub-ELINs A001AA through A001AF

ELIN/ Sub-ELIN		Annex/Sub-annex	Spec Item	Description	Quantity	Unit of Measure	Unit Price	Total Price
		1502000		**Facility Investment**				
				Emergency, Urgent, and Routine (E/U/R) Work				
A001	AA	1502000	3.1.1	Emergency	1	EA		¥ -
A001	AB	1502000	3.1.2	Urgent	2	EA		¥ -
A001	AC	1502000	3.1.3	Routine	2	EA		¥ -
				Preventive Maintenance				
A001	AD	1502000	3.2.1	Hangar Doors	12	MO		¥ -
A001	AE	1502000	3.2.2	Automatic Sliding Door	12	MO		¥ -
A001	AF	1502000	3.2.3	Automatic Sliding Gate	12	MO		¥ -
				Total Recurring Work:				¥ -

Attachment J-0200000-12						
Exhibit Line Item Numbers						
Solicitation/Contract No.: NXXXXX-XX-R-XXXX						
Line Item 0002 - Non-Recurring Work - Base Period						
Provide Prices for Non-Recurring Work in accordance with Section C, Spec Item 4						
ELIN/Sub-ELINs A700 through A701						
ELIN	**Product Name (120 Characters)**	**Description Extended**	**Estimated Quantity**	**Unit of Measure**	**Unit Price**	**Total Price**
A700	Unit Priced Labor Hour Work - MUST BE NEGOTIATED BY KO.	The Contractor shall perform all UPL work in accordance with the scope and delivery schedule negotiated per each task order. Refer to: Section C, Annex 0200000 Managmenent and Administration, Specification Items 2.15.2 Unit Priced Labor (UPL)Work (Negotiated) for description of UPL Work and 2.15.2.1.1 Labor Requirements. Refer to: Section J, Annex 0200000 Managmenent and Administration, Attachment J-0200000-01 Definitions and Acronyms for description of Unit Priced Labor (UPL) Hour. Task order completion times will be specified on each task order.	50	LH		¥ -

Attachment J-0200000-12						
Exhibit Line Item Numbers						
Solicitation/Contract No.: NXXXXX-XX-R-XXXX						
Line Item 0002 - Non-Recurring Work - Base Period						
Provide Prices for Non-Recurring Work in accordance with Section C, Spec Item 4						
ELIN/Sub-ELINs A700 through A701						
ELIN	**Product Name (120 Characters)**	**Description Extended**	**Estimated Quantity**	**Unit of Measure**	**Unit Price**	**Total Price**
A701	Direct Material and Construction Equipment - MUST BE NEGOTIATED BY KO.	The Contractor shall provide all materials and construction equipment to perform Unit Priced Labor work per the scope and delivery schedule specified in the order. Refer to: Section C, Annex 0200000 Managmenent and Administration, Specification Items 2.15.2 Unit Priced Labor (UPL)Work (Negotiated) for description of UPL Work and 2.15.2.1.2 Direct Material and Construction Equipment Requirements. Refer to: Section J, Annex 0200000 Managmenent and Administration, Attachment J-0200000-01 Definitions and Acronyms for description of Direct Material Costs and Construction Equipment. Task order completion times will be specified on each task order.	2	LS		¥ -

Attachment J-0200000-12
Exhibit Line Item Numbers
Solicitation/Contract No.: NXXXXX-XX-R-XXXX

Line Item 0003 - Recurring Work - 1st Option Period
Provide Prices for Recurring Work in accordance with Section C, Spec Item 3
ELIN/Sub-ELINs B001AA through B001AF

ELIN/ Sub-ELIN		Annex/Sub-annex	Spec Item	Description	Quantity	Unit of Measure	Unit Price	Total Price
		1502000		**Facility Investment**				
				Emergency, Urgent, and Routine (E/U/R) Work				
B001	AA	1502000	3.1.1	Emergency	1	EA		¥ -
B001	AB	1502000	3.1.2	Urgent	2	EA		¥ -
B001	AC	1502000	3.1.3	Routine	2	EA		¥ -
				Preventive Maintenance				
B001	AD	1502000	3.2.1	Hangar Doors	12	MO		¥ -
B001	AE	1502000	3.2.2	Automatic Sliding Door	12	MO		¥ -
B001	AF	1502000	3.2.3	Automatic Sliding Gate	12	MO		¥ -
				Total Recurring Work:				¥ -

Attachment J-0200000-12						
Exhibit Line Item Numbers						
Solicitation/Contract No.: NXXXXX-XX-R-XXXX						
Line Item 0004 - Non-Recurring Work - 1st Option Period						
Provide Prices for Non-Recurring Work in accordance with Section C, Spec Item 4						
ELIN/Sub-ELINs B700 through B701						
ELIN	**Product Name (120 Characters)**	**Description Extended**	**Estimated Quantity**	**Unit of Measure**	**Unit Price**	**Total Price**
B700	Unit Priced Labor Hour Work - MUST BE NEGOTIATED BY KO.	The Contractor shall perform all UPL work in accordance with the scope and delivery schedule negotiated per each task order. Refer to: Section C, Annex 0200000 Managmenent and Administration, Specification Items 2.15.2 Unit Priced Labor (UPL)Work (Negotiated) for description of UPL Work and 2.15.2.1.1 Labor Requirements. Refer to: Section J, Annex 0200000 Managmenent and Administration, Attachment J-0200000-01 Definitions and Acronyms for description of Unit Priced Labor (UPL) Hour. Task order completion times will be specified on each task order.	50	LH		¥ -

Attachment J-0200000-12						
Exhibit Line Item Numbers						
Solicitation/Contract No.: NXXXXX-XX-R-XXXX						
Line Item 0004 - Non-Recurring Work - 1st Option Period						
Provide Prices for Non-Recurring Work in accordance with Section C, Spec Item 4						
ELIN/Sub-ELINs B700 through B701						
ELIN	**Product Name (120 Characters)**	**Description Extended**	**Estimated Quantity**	**Unit of Measure**	**Unit Price**	**Total Price**
B701	Direct Material and Construction Equipment - MUST BE NEGOTIATED BY KO.	The Contractor shall provide all materials and construction equipment to perform Unit Priced Labor work per the scope and delivery schedule specified in the order. Refer to: Section C, Annex 0200000 Managmenent and Administration, Specification Items 2.15.2 Unit Priced Labor (UPL)Work (Negotiated) for description of UPL Work and 2.15.2.1.2 Direct Material and Construction Equipment Requirements. Refer to: Section J, Annex 0200000 Managmenent and Administration, Attachment J-0200000-01 Definitions and Acronyms for description of Direct Material Costs and Construction Equipment. Task order completion times will be specified on each task order.	2	LS		¥ -

Attachment J-0200000-12

Exhibit Line Item Numbers

Solicitation/Contract No.: NXXXXX-XX-R-XXXX

Line Item 0005 - Recurring Work - 2nd Option Period

Provide Prices for Recurring Work in accordance with Section C, Spec Item 3

ELIN/Sub-ELINs C001AA through C001AF

ELIN/ Sub-ELIN		Annex/Sub-annex	Spec Item	Description	Quantity	Unit of Measure	Unit Price	Total Price
		1502000		**Facility Investment**				
				Emergency, Urgent, and Routine (E/U/R) Work				
C001	AA	1502000	3.1.1	Emergency	1	EA		¥ -
C001	AB	1502000	3.1.2	Urgent	2	EA		¥ -
C001	AC	1502000	3.1.3	Routine	2	EA		¥ -
				Preventive Maintenance				
C001	AD	1502000	3.2.1	Hangar Doors	12	MO		¥ -
C001	AE	1502000	3.2.2	Automatic Sliding Door	12	MO		¥ -
C001	AF	1502000	3.2.3	Automatic Sliding Gate	12	MO		¥ -
				Total Recurring Work:				¥ -

Attachment J-0200000-12

Exhibit Line Item Numbers

Solicitation/Contract No.: NXXXXX-XX-R-XXXX

Line Item 0006 - Non-Recurring Work - 2nd Option Period

Provide Prices for Non-Recurring Work in accordance with Section C, Spec Item 4

ELIN/Sub-ELINs C700 through C701

ELIN	Product Name (120 Characters)	Description Extended	Estimated Quantity	Unit of Measure	Unit Price	Total Price
C700	Unit Priced Labor Hour Work - MUST BE NEGOTIATED BY KO.	The Contractor shall perform all UPL work in accordance with the scope and delivery schedule negotiated per each task order. Refer to: Section C, Annex 0200000 Managmenent and Administration, Specification Items 2.15.2 Unit Priced Labor (UPL)Work (Negotiated) for description of UPL Work and 2.15.2.1.1 Labor Requirements. Refer to: Section J, Annex 0200000 Managmenent and Administration, Attachment J-0200000-01 Definitions and Acronyms for description of Unit Priced Labor (UPL) Hour. Task order completion times will be specified on each task order.	50	LH		-

Attachment J-0200000-12						
Exhibit Line Item Numbers						
Solicitation/Contract No.: NXXXXX-XX-R-XXXX						
Line Item 0006 - Non-Recurring Work - 2nd Option Period						
Provide Prices for Non-Recurring Work in accordance with Section C, Spec Item 4						
ELIN/Sub-ELINs C700 through C701						
ELIN	**Product Name (120 Characters)**	**Description Extended**	**Estimated Quantity**	**Unit of Measure**	**Unit Price**	**Total Price**
C701	Direct Material and Construction Equipment - MUST BE NEGOTIATED BY KO.	The Contractor shall provide all materials and construction equipment to perform Unit Priced Labor work per the scope and delivery schedule specified in the order. Refer to: Section C, Annex 0200000 Managmenent and Administration, Specification Items 2.15.2 Unit Priced Labor (UPL)Work (Negotiated) for description of UPL Work and 2.15.2.1.2 Direct Material and Construction Equipment Requirements. Refer to: Section J, Annex 0200000 Managmenent and Administration, Attachment J-0200000-01 Definitions and Acronyms for description of Direct Material Costs and Construction Equipment. Task order completion times will be specified on each task order.	2	LS		-

Attachment J-0200000-12

Exhibit Line Item Numbers

Solicitation/Contract No.: NXXXXX-XX-R-XXXX

Line Item 0007 - Recurring Work - 3rd Option Period

Provide Prices for Recurring Work in accordance with Section C, Spec Item 3

ELIN/Sub-ELINs D001AA through D001AF

ELIN/ Sub-ELIN		Annex/Sub-annex	Spec Item	Description	Quantity	Unit of Measure	Unit Price	Total Price
		1502000		**Facility Investment**				
				Emergency, Urgent, and Routine (E/U/R) Work				
D001	AA	1502000	3.1.1	Emergency	1	EA		¥ -
D001	AB	1502000	3.1.2	Urgent	2	EA		¥ -
D001	AC	1502000	3.1.3	Routine	2	EA		¥ -
				Preventive Maintenance				
D001	AD	1502000	3.2.1	Hangar Doors	12	MO		¥ -
D001	AE	1502000	3.2.2	Automatic Sliding Door	12	MO		¥ -
D001	AF	1502000	3.2.3	Automatic Sliding Gate	12	MO		¥ -
				Total Recurring Work:				¥ -

Attachment J-0200000-12						
Exhibit Line Item Numbers						
Solicitation/Contract No.: NXXXXX-XX-R-XXXX						
Line Item 0008 - Non-Recurring Work - 3rd Option Period						
Provide Prices for Non-Recurring Work in accordance with Section C, Spec Item 4						
ELIN/Sub-ELINs D700 through D701						
ELIN	**Product Name (120 Characters)**	**Description Extended**	**Estimated Quantity**	**Unit of Measure**	**Unit Price**	**Total Price**
D700	Unit Priced Labor Hour Work - MUST BE NEGOTIATED BY KO.	The Contractor shall perform all UPL work in accordance with the scope and delivery schedule negotiated per each task order. Refer to: Section C, Annex 0200000 Managmenent and Administration, Specification Items 2.15.2 Unit Priced Labor (UPL)Work (Negotiated) for description of UPL Work and 2.15.2.1.1 Labor Requirements. Refer to: Section J, Annex 0200000 Managmenent and Administration, Attachment J-0200000-01 Definitions and Acronyms for description of Unit Priced Labor (UPL) Hour. Task order completion times will be specified on each task order.	50	LH		

Attachment J-0200000-12						
Exhibit Line Item Numbers						
Solicitation/Contract No.: NXXXXX-XX-R-XXXX						
Line Item 0008 - Non-Recurring Work - 3rd Option Period						
Provide Prices for Non-Recurring Work in accordance with Section C, Spec Item 4						
ELIN/Sub-ELINs C700 through C701						
ELIN	**Product Name (120 Characters)**	**Description Extended**	**Estimated Quantity**	**Unit of Measure**	**Unit Price**	**Total Price**
D701	Direct Material and Construction Equipment - MUST BE NEGOTIATED BY KO.	The Contractor shall provide all materials and construction equipment to perform Unit Priced Labor work per the scope and delivery schedule specified in the order. Refer to: Section C, Annex 0200000 Managmenent and Administration, Specification Items 2.15.2 Unit Priced Labor (UPL)Work (Negotiated) for description of UPL Work and 2.15.2.1.2 Direct Material and Construction Equipment Requirements. Refer to: Section J, Annex 0200000 Managmenent and Administration, Attachment J-0200000-01 Definitions and Acronyms for description of Direct Material Costs and Construction Equipment. Task order completion times will be specified on each task order.	2	LS		

Attachment J-0200000-12
Exhibit Line Item Numbers
Solicitation/Contract No.: NXXXXX-XX-R-XXXX

Line Item 0009 - Recurring Work - 4th Option Period
Provide Prices for Recurring Work in accordance with Section C, Spec Item 3
ELIN/Sub-ELINs E001AA through E001AF

ELIN/ Sub-ELIN		Annex/Sub-annex	Spec Item	Description	Quantity	Unit of Measure	Unit Price	Total Price
		1502000		**Facility Investment**				
				Emergency, Urgent, and Routine (E/U/R) Work				
E001	AA	1502000	3.1.1	Emergency	1	EA		¥ -
E001	AB	1502000	3.1.2	Urgent	2	EA		¥ -
E001	AC	1502000	3.1.3	Routine	2	EA		
				Preventive Maintenance				¥ -
E001	AD	1502000	3.2.1	Hangar Doors	12	MO		¥ -
E001	AE	1502000	3.2.2	Automatic Sliding Door	12	MO		¥ -
E001	AF	1502000	3.2.3	Automatic Sliding Gate	12	MO		¥ -
				Total Recurring Work:				¥ -

Attachment J-0200000-12						
Exhibit Line Item Numbers						
Solicitation/Contract No.: NXXXXX-XX-R-XXXX						
Line Item 0010 - Non-Recurring Work - 4th Option Period						
Provide Prices for Non-Recurring Work in accordance with Section C, Spec Item 4						
ELIN/Sub-ELINs E700 through E701						
ELIN	**Product Name (120 Characters)**	**Description Extended**	**Estimated Quantity**	**Unit of Measure**	**Unit Price**	**Total Price**
E700	Unit Priced Labor Hour Work - MUST BE NEGOTIATED BY KO.	The Contractor shall perform all UPL work in accordance with the scope and delivery schedule negotiated per each task order. Refer to: Section C, Annex 0200000 Managmenent and Administration, Specification Items 2.15.2 Unit Priced Labor (UPL)Work (Negotiated) for description of UPL Work and 2.15.2.1.1 Labor Requirements. Refer to: Section J, Annex 0200000 Managmenent and Administration, Attachment J-0200000-01 Definitions and Acronyms for description of Unit Priced Labor (UPL) Hour. Task order completion times will be specified on each task order.	50	LH		

Attachment J-0200000-12						
Exhibit Line Item Numbers						
Solicitation/Contract No.: NXXXXX-XX-R-XXXX						
Line Item 0010 - Non-Recurring Work - 4th Option Period						
Provide Prices for Non-Recurring Work in accordance with Section C, Spec Item 4						
ELIN/Sub-ELINs E700 through E701						
ELIN	**Product Name (120 Characters)**	**Description Extended**	**Estimated Quantity**	**Unit of Measure**	**Unit Price**	**Total Price**
E701	Direct Material and Construction Equipment - MUST BE NEGOTIATED BY KO.	The Contractor shall provide all materials and construction equipment to perform Unit Priced Labor work per the scope and delivery schedule specified in the order. Refer to: Section C, Annex 0200000 Managmenent and Administration, Specification Items 2.15.2 Unit Priced Labor (UPL)Work (Negotiated) for description of UPL Work and 2.15.2.1.2 Direct Material and Construction Equipment Requirements. Refer to: Section J, Annex 0200000 Managmenent and Administration, Attachment J-0200000-01 Definitions and Acronyms for description of Direct Material Costs and Construction Equipment. Task order completion times will be specified on each task order.	2	LS		

NAVFAC - Units of Measure							
AC	Acre		FR	Frame		PD	Pad
AM	Ampoule		FT	Foot		PG	Package
AT	Assortment		FV	Five		PI	Pillow
AY	Assembly		FY	Fifty		PM	Plate
BA	Ball		GG	Great Gross		PR	Pair
BD	Bundle		GI	Gill		PT	Pint
BE	Bale		GL	Gallon		PX	Pellet
BF	Board Foot		GM	Gram		PZ	Packet
BG	Bag		GN	Grain		QT	Quart
BK	Book		GP	Group		RA	Ration
BL	Barrel		GR	Gross		RD	Round
BO	Bolt		HD	Hundred		RL	Reel
BQ	Briquet		HF	Hundred Feet		RM	Ream
BR	Bar		HK	Hank		RO	Roll
BT	Bottle		HP	Hundred Pounds		RX	Thousand Rounds
BX	Box		HR	Hours		SB	Square Mile
CA	Cartridge		HS	Hundred Square Feet		SC	Square Centimeters
CB	Carboy		HW	Hundred Weight		SD	Skid
CC	Cubic Centimeter		HY	Hundred Yards		SE	Set
CD	Cubic Yard		IN	Inch		SF	Square Foot
CE	Cone		JR	Jar		SH	Sheet
CF	Cubic Foot		KG	Kilogram		SI	Square Inch
CG	Centigram		KM	Kilometer		SK	Skein
CI	Cubic Inch		KR	Carat		SL	Spool
CK	Cake		KT	Kit		SM	Square Meter
CL	Coil		LB	Pound		SO	Shot
CM	Centimeter		LF	Linear Foot		SP	Strip
CN	Can		LG	Length		SQ	Square
CO	Container		LH	Labor Hours		SX	Stick
CU	Curie		LI	Liter		SY	Square Yard
CY	Cylinder		LM	Linear Meter		TC	Truckload
CZ	Cubic Meter		LO	Lot		TD	Twenty-Four
DA	Days		LS	Lump Sum		TE	Ten
DC	Decagram		LY	Linear Yard		TF	Twenty-Five
DE	Decimeter		MC	Thousand Cubic Feet		TG	Gross Ton
DG	Decigram		ME	Meal		TN	Ton
DL	Deciliter		MF	Thousand Feet		TO	Troy Ounce
DM	Dram		MG	Milligram		TS	Thirty-Six
DO	Dollars		MI	Mile		TT	Tablet
DR	Drum		ML	Milliliter		TU	Tube
DW	Pennyweight		MM	Millimeter		UN	Unit
DZ	Dozen		MO	Months		US	US U.S.P Unit
EA	Each		MR	Meter		VI	Vial
EN	Each Collection		MX	Thousand		WK	Week
EX	Exposure		OT	Outfit		YD	Yard
FD	Fold		OZ	Ounce		YR	Years

1502000 – Facility Investment	
Table of Contents	
Spec Item	**Title**
1	General Information
1.1	Outline of Services
2	Management and Administration
2.1	Definitions and Acronyms
2.2	Personnel
2.2.1	Certification, Training, and Licensing
2.3	Special Requirements
2.3.1	Workmanship and Material Standards
2.3.2	Historical Preservation
2.4	References and Technical Documents
3	Recurring Work
3.1	Emergency, Urgent, and Routine (E/U/R) Work
3.1.1	Emergency
3.1.2	Urgent
3.1.3	Routine
3.2	Preventive Maintenance (PM) Program
3.2.1	Hangar Doors
3.2.2	Automatic Sliding Doors
3.2.3	Automatic Sliding Gate
4	Non-Recurring Work

1502000 – Facility Investment		
Spec Item	**Title**	**Description**
1	General Information	
1.1	Outline of Services	The intent of 1502000 Facility Investment is to specify the requirements for Sustainment, Restoration, and Modernization (SRM) sub-functions only. The Facility Investment requirements within this sub-annex primarily consist of infrastructure sustainment and minimal restoration and modernization work. Sustainment is the maintenance and repair necessary to keep an inventory of facilities and other assets in good working order. Restoration and modernization normally consists of major rehabilitation and capital improvements that is accomplished through other Navy programs. Some major repair, minor construction and stand-alone demolition may be accomplished as part of Facility Investment. The Contractor shall perform maintenance, repair, alteration, demolition and minor construction for the following: Building Systems – Electrical – Hangar Doors – Automatic Sliding Doors Miscellaneous – Automatic Sliding Gate The following services are not included in this Template: • Infrastructure Condition Assessment Program (ICAP) services including asset updates and condition assessment is covered under “1501000 Facility Management” or “a separate contract.” • Stand-by electrical power generators located within the electrical power generation plant or which serve more than one facility are covered under "1602000 Electrical. Facility Investment includes maintenance only for auxiliary generators serving individual facilities or “a separate contract.” • Service orders or E/U/R Work from the Utilities Annexes "(1602000, 1603000, 1604000, 1605000, 1606000, and 1610000) are covered under 1601000, Utility Management or “are covered under a separate contract.”

1502000 – Facility Investment		
Spec Item	**Title**	**Description**
2	Management and Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-1502000-01.
2.2	Personnel	In addition to the Employee Requirements specified in Annex 2, the Contractor shall provide personnel with the qualifications specified below.
2.2.1	Certification, Training, and Licensing	All maintenance and repair shall be performed by personnel trained and certified by the OEM. Personnel working with or on electrical or electronic equipment must be trained and certified per NAVFAC MO-200. All maintenance trade personnel certifying or inspecting repair or maintenance work that does not require an inspector certified by a governing directive shall be qualified at the journeyman level. The Contractor shall submit proof of all certification, training, and licensing requirements per Section F.
2.3	Special Requirements	
2.3.1	Workmanship and Material Standards	The Contractor shall be responsible for maintaining all facilities, systems, and equipment, identified in this technical sub-annex, to a standard that prevents deterioration beyond that which results from normal wear and tear and corrects deficiencies in a timely manner to assure full life expectancy of the facilities, systems, and equipment. Best commercial practices shall be applied in the performance of work. All work shall be completed per approved and accepted industry and equipment manufacturers' standards and shall comply with building and safety codes, applicable activity, local, state, and federal regulations, and other technical requirements identified within this technical sub-annex. Workmanship for maintenance and repair shall include all work necessary to complete facility and system restoration, including touch-up painting and operational checks. Upon completion of work, the Contractor shall ensure all facilities, systems, and equipment are free of missing components or defects which would affect the safety, appearance, or habitability of the facilities and structures or would prevent any electrical, mechanical, plumbing or structural system from functioning in accordance with design intent. Repairs shall be made in accordance with the manufacturers' specifications and guidelines, and standard building codes. The quality of repairs shall meet the applicable standards and shall prevent any malfunction reoccurrences caused by poor workmanship or other contractor inadequacies. The quality of the repaired areas shall be fully compatible with adjacent surfaces or equipment. Except where otherwise specified, replacements shall match existing in dimensions, finish, color, design, and functionality and shall have an appearance similar to the original finished appearance with only minor unobjectionable deterioration resulting from normal use. The Contractor shall not allow debris to spread unnecessarily into adjacent areas nor accumulate in the work area. All such debris, excess material, and parts shall be cleaned up and removed at the completion of the job and at the end of each day work is in progress. Upon completion of work, any stains and other unsightly marks shall be removed.
2.3.2	Historical Preservation	Buildings and facilities designated as historical sites shall be maintained in accordance with Federal, state, and local historical policies and regulations.

1502000 – Facility Investment		
Spec Item	**Title**	**Description**
2.4	References and Technical Documents	References and Technical Documents are listed in J-0200000-02 and J-1502000-02.

1502000 – Facility Investment				
Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
3	Recurring Work	The Contractor shall maintain, repair, and alter facilities, installed equipment and systems to ensure they are fully functional and in normal working condition.	The Contractor shall develop, implement, and execute an Emergency, Urgent, and Routine (E/U/R) Work, Maintenance Program, Inspection, Testing, and Certification Program, and Other Recurring Service Program to maintain and repair facilities, installed equipment and systems. The Contractor shall provide all necessary test instruments, equipment, and tools required to perform maintenance and repair. Descriptions of the current systems are provided in J-1502000-03, J-1502000-04, and J-1502000-05. Site maps are provided in J-1502000-06.	Facilities, installed equipment and systems are in normal working condition and function properly in accordance with specified standards.
3.1	Emergency, Urgent, and Routine (E/U/R) Work	The Contractor shall perform E/U/R work in a timely manner to ensure facilities, installed equipment and systems are fully functional, in normal working condition and function properly in accordance with specified standards.	The Contractor shall receive E/U/R work in accordance with the work reception requirements in Annex 2. The Contractor shall schedule and perform E/U/R work in a way that minimizes disruptions to customers and Government operations. E/U/R work will include a wide variety of work. Sample of historical E/U/R work order data is provided in J-1502000-07. Historical E/U/R work data associated with contracts prior to this solicitation may present data that may not be representative of requirements specified. The Government makes no warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of the historical E/U/R work order data. The Contractor shall maintain sufficient materials and equipment on hand to support E/U/R work requirements. Lack of availability of material or equipment will not relieve the Contractor from the	E/U/R work is responded to and completed within the specified time. Facilities, systems, ground structures and other assets are fully functional, in normal working condition and function properly in accordance with OEM specifications, including recertification if applicable. When a work order is complete the facilities, systems, ground structures and other assets do not present danger to personnel or equipment. Work Orders are signed by the original requestor

1502000 – Facility Investment				
Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			requirement to complete E/U/R work within the time limits specified. The Government may combine multiple requirements received for the same facility, system, ground structure or other asset at the same time into one work order. Unless otherwise specified, the Contractor has full responsibility for any work up to the work order limit of liability of ¥300,000 in direct labor and direct material cost per work order. The Government will only pay for the portion of direct labor and/or direct material that exceeds the E/U/R work order limits of liability. The Contractor shall notify the KO and COR upon identification that the work order will exceed the specified limits of liability in accordance with reporting requirements in Annex 2. If a non-recurring work is issued for the portion exceeding the specified E/U/R work order limits of liability, the Government will only pay for the portion of direct labor and/or direct material that exceeds the work order limits. Examples of work exceeding the E/U/R Work Order limits of liability: • If a work order requires ¥301,000 in direct labor and direct material cost, the Government may issue a task order in accordance with the Non-recurring Work portion of the contract for the ¥1,000 in direct labor and direct material cost that exceeds the work limit of liability. The Contractor may invoice for completed E/U/R work orders. The Contractor shall not invoice for incomplete work orders and work orders not issued. A modification will be processed at the end of each period of performance to deduct for work orders not issued and	prior to being closed. Work order properly documented in NAVFAC Maximo.

1502000 – Facility Investment				
Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			incomplete work orders. Deduction will be based on the unit prices specified in Attachment J-0200000-12 ELINs. The Contractor shall submit a monthly summary of completed E/U/R work orders per Section F.	
3.1.1	Emergency	The Contractor shall perform emergency work orders in a timely manner to ensure facilities, installed equipment and systems are fully functional, in normal working condition and function properly in accordance with specified standards.	The Contractor shall perform emergency work orders 24 hours a day, seven days a week throughout the contract period. The Contractor shall respond to emergency work orders with the appropriate service personnel and equipment to commence work immediately. The Contractor shall remain at the work site until the emergency has been arrested. If follow-up work is required (after the emergency condition is arrested) to complete the restoration and ensure facilities, systems, ground structures and other assets are fully functional and in normal working condition, the Contractor may request time extension equal to a Routine Work Order. The emergency mitigation and follow-up work shall be considered part of the original work order. Historical quantities are provided in Attachment J-15020000-07.	Emergency work orders responded to within one hour of receipt of call. Work continues without interruption until emergent condition is arrested and damage to facilities, systems, ground structures, other assets and personnel is mitigated.
3.1.2	Urgent	The Contractor shall perform urgent work orders in a timely manner to ensure facilities, installed equipment and systems are fully functional, in normal working condition and function properly in accordance with specified standards.	The Contractor shall perform urgent work orders without extended delay.	Urgent work orders are completed within five working days.

1502000 – Facility Investment				
Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
3.1.3	Routine	The Contractor shall perform routine work orders in a timely manner to ensure facilities, installed equipment and systems are fully functional, in normal working condition and function properly in accordance with specified standards	Performance of routine work orders is not required outside of Government regular working hours.	Routine work orders are completed within 30 calendar days.
3.2	Preventive Maintenance (PM) Program	The Contractor shall develop and implement a PM program for facilities, installed equipment and systems to ensure proper operation, to minimize breakdowns, and to maximize useful life.	The Contractor shall develop and submit a PM program per Section F. At a minimum, the PM program shall include: • PM management and technical approach • Procedures to evaluate equipment reliability and corrective actions. • Job plans tailored to the OEM technical documentation. • Qualification requirements of the maintenance personnel. The Contractor is fully responsible for and shall perform any incidental repairs, including replacement, discovered during scheduled maintenance work up to a total of ¥30,000 per occurrence in direct labor and direct material cost under the recurring work portion of the contract. Incidental repairs performed under maintenance are not considered E/U/R work Notification of repair work exceeding the incidental repairs limit shall be submitted to the KO and COR within two hours of identification. The Government may issue E/U/R work or non-recurring work for the portion of the repairs exceeding the incidental repairs limits of liability. The Government will only pay for the portion of direct labor and/or	Maintenance is accomplished in accordance with the Contractor's PM program and work schedule. PM is performed in accordance with manufacturers' recommended procedures and OEM standards. PM Work properly documented in NAVFAC Maximo.

1502000 – Facility Investment				
Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			direct material that exceeds the specified limits of liability. Example: If an individual occurrence of incidental repair requires ¥31,000 in direct labor and/or direct material cost, the Government may issue E/U/R work or non-recurring work in accordance with the non-recurring work provisions of the contract for the ¥1,000 in direct labor and/or direct material cost that exceeds the specified incidental repair limit of liability. The Contractor shall not use breakdown maintenance as part of the PM program. The PM program shall provide an economical approach manufacturers' recommended maintenance in accordance with OEM standards, and maintenance required to satisfy equipment warranties and keep facilities, installed equipment and systems in normal working condition. Excessive or repeated system or equipment breakdowns or deficiencies may indicate the need to adjust or modify the Contractor's PM program. These changes will be made at no additional cost to the Government. The Contractor shall submit a monthly PM work schedule per Section F.	
3.2.1	Hangar Doors	The Contractor shall maintain Hangar Door systems to ensure proper operation, to minimize breakdowns, and to maximize useful life.	Maintenance shall comply with all OEM requirements and standards. Maintenance shall include corrosion control. PM shall include open and closing doors to ensure the proper operation as applicable. Hangar door system description is provided in J-1502000-03.	Maintenance is performed in accordance with Contractor's PM program and work schedule.

1502000 – Facility Investment				
Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
3.2.2	Automatic Sliding Doors	The Contractor shall perform maintenance on Automatic Sliding Doors to ensure proper operation, to minimize breakdowns, and to maximize useful life.	Maintenance shall comply with all OEM requirements and standards. Maintenance shall include corrosion control. PM shall include open and closing doors to ensure proper operation. Automatic Sliding Doors system description is provided in J-1502000-04.	Maintenance is performed in accordance with Contractor's PM program and work schedule.
3.2.3	Automatic Sliding Gate	The Contractor shall perform maintenance on Automatic Sliding Gate to ensure proper operation, to minimize breakdowns, and to maximize useful life.	Maintenance shall comply with all OEM requirements and standards. Maintenance shall include corrosion control. PM shall include open and closing doors to ensure proper operation. Automatic Sliding Gates system description is provided in J-1502000-05.	Maintenance is performed in accordance with Contractor's PM program and work schedule.

1502000 – Facility Investment				
Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
4	Non-Recurring Work	Non-recurring work may be ordered utilizing DoD FEDMALL in accordance with Section H or on a task order in accordance with the PROCEDURES FOR ISSUING ORDERS clause in Section G. The order will specify the exact locations and types of work to be accomplished. The period of performance will be specified in each order.	Refer to non-recurring work ELINs for task listings, descriptions and related requirements. All periods of performance are measured from issue date of order to acceptance of the work. Performance Standards for non-recurring work will be the same as those in Spec Item 3 where applicable.	

1502000 – FACILITY INVESTMENT

SECTION F: DELIVERIES OR PERFORMANCE

DELIVERABLES						
				Distribution		
Annex/ Spec Item	**Form Attachment Number**	**Deliverable Title**	**Date(s) of Submission**	**Original/ Copies**	**Number of Copies (including original)**	**Frequency**
1502000/ 2.2.1	N/A	Certification and Licenses	Within 15 calendar days after award or as requested by the KO.	KO/COR	1	Once for initial submittal, then as requested
1502000/ 3.1	N/A	Monthly Summary of Completed E/U/R	Within five (5) business day of the current month for previous month's report.	KO/COR	1	Monthly
1502000/ 3.2	N/A	Preventive Maintenance Program Plan	30 calendar days after contract award.	COR/ PAR	1	Annually
1502000/ 3.2	N/A	Monthly PM Work Schedule	Five work days prior to the beginning of each month.	COR/ PAR	1	Monthly

Note: All deliverables shall be in electronic format unless otherwise specified below.

Deliverables Form Preparation Instructions

Deliverable Title: **1502000/3.1 – Summary Completion of Completed E/U/R Work Orders**

Form Attachment No.: N/A

Government Acceptance Required: ***X*** Yes ___ No

Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input

Instructions:

The report shall be prepared using Microsoft Office Word® software.

The Summary Completion of Completed E/U/R Work Orders Report shall be a compilation of the previous months work order reports with the following information:

a. Detailed description of work actually completed, problems encountered and recommended follow-up actions required.

b. Brief description of material and parts used, including quantities and cost.

c. Date and time work began.

d. Date and time work was completed.

e. Total hours of labor (by craft) expended, including travel time.

f. Name of person accepting the work and any comments written on the service order ticket.

g. Last name and first initial of the Contractor employee(s) performing the work.

Submit a copy of the summary report via email for Government review and comment. If the Government accepts the report, the Government will notify the Contractor of Government acceptance. If the Government responds with comments, then incorporate the Government's comments and resubmit the report via email to recipients on the distribution list. Continue this cycle until the Government notifies the Contractor of Government acceptance.

Deliverables Form Preparation Instructions
Deliverable Title: **1502000/3.2 - Monthly PM Work Schedule**
Form Attachment No.: N/A
Government Acceptance Required: ***X*** Yes ___ No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input

Instructions:

The preventive maintenance schedule shall be prepared using the latest Microsoft Excel.

The schedule shall include at a minimum but not limited to:

a. Description of service(s) to be accomplished

b. Location(s)

c. Date(s) services are scheduled to be performed and accomplished

Submit a copy for Government review and comment. If the Government accepts the work schedule, the Government will notify the Contractor of Government acceptance. If the Government responds with comments, then incorporate the Government's comments and resubmit the work schedule via email to recipients on the distribution list. Continue this cycle until the Government notifies the Contractor of Government acceptance.

SECTION J
DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS
TABLE OF CONTENTS

ATTACHMENT NUMBER	ATTACHMENT TITLE
J-1502000-01	Definitions and Acronyms
J-1502000-02	References and Technical Documents
J-1502000-03	Hangar Door System Description
J-1502000-04	Automatic Sliding Door System Description
J-1502000-05	Automatic Sliding Gate System Description
J-1502000-06	Site Maps
J-1502000-07	Historical Service Order Workload
J-1502000-08	Sample Maintenance Checklist

ATTACHMENT J-1502000-01 DEFINITIONS AND ACRONYMS	
DEFINITION	**DESCRIPTION**
CRANE, CATEGORY 1	Portal cranes, Hammerhead cranes, Locomotive cranes, Derricks, Floating cranes (YD), Tower cranes, Container cranes, Mobile cranes (except those indicated as category 4), including truck, cruiser, crawler, warehouse/industrial cranes, and cranes used for dragline, pile driving, clamshell, magnet, bucket work, and Aircraft crash cranes.
CRANE, CATEGORY 2 & 3	Cranes with rated capacities of 20,000 pounds or greater are category 2. Examples are Overhead traveling cranes, Gantry cranes (rail mounted), Wall cranes, Jib cranes, Pillar cranes, Pillar jib cranes, Monorails and associated hoists, Fixed hoists, and including chain falls. Pedestal mounted commercial boom assemblies (fixed length, telescoping, and articulating types) attached to stake trucks, trailers, flatbeds, or railcars, or stationary mounted to piers, etc., with OEM rated capacities less than 2,000 pounds.
CRANE, CATEGORY 4	Commercial truck mounted cranes, Truck mounted articulating boom cranes, Pedestal mounted commercial boom assemblies (fixed length, telescoping, and articulating types) attached to stake trucks, trailers, flatbeds, or railcars, or stationary mounted to piers, etc., with OEM rated capacities of 2,000 pounds and greater. Commercial truck mounted cranes and truck mounted articulating boom cranes with OEM capacities of 2,000 pounds and greater require a licensed operator even if the cranes are down rated below 2,000 pounds capacity for administrative purposes.
EQUIPMENT, COLLATERAL	Encompasses built-in and large substantially affixed equipment/property that is normally acquired and installed as part of a facility project.
EQUIPMENT, INSTALLED	Encompasses building-type equipment, built-in equipment, and large, substantially affixed equipment/property, and is normally acquired and installed as part of a facility project. Installed equipment is normally required to make a facility useful and operable. Removing such equipment would impair the usefulness, safety, or environment of the facility or the facility restoration work required after its removal, is substantial.
EQUIPMENT, PERSONAL PROPERTY	Personal property equipment includes all equipment other than collateral equipment. Such equipment, when acquired and used in a facility or a test apparatus, can be severed and removed aster erection or installation without substantial loss of value or damage thereto or to the premises where installed.

ATTACHMENT J-1502000-01 DEFINITIONS AND ACRONYMS	
DEFINITION	**DESCRIPTION**
FACILITIES LIFE CYCLE	A facilities life cycle is divided into four stages, requirements (planning and design), acquisition (construction and acceptance), stewardship (operations, maintenance and repair), and disposal.
FACILITIES MAINTENANCE MANAGEMENT	The planning, prioritizing, organizing, controlling, reporting, evaluating, and adjusting of facilities maintenance operations to support the CNO/NAVFAC facilities policy and objectives and satisfy customers' facility needs. Defined by the International Facility Management Association as "the practice of coordinating the physical workplace with the people and work of the organization."
LIFE-CYCLE COSTS	A form of economic analysis that considers the total cost of owning, operating, and maintaining a building or system over its useful life.
MAINTENANCE, PREVENTIVE	Maintenance designed to increase the availability of the facilities/equipment by reducing the number of unexpected breakdowns or service interruptions. It is any planned maintenance activity that improves equipment life and avoid any unplanned maintenance requirements.
MANAGEMENT INFORMATION SYSTEMS-MAINTENANCE	A computerized system that will provide sufficient information for management to evaluate differences between budgets and actual costs and evaluate performance.
REPAIR	Repair is the restoration of facilities or equipment to such a condition that it may be effectively utilized for its designated purposes by overhaul, reconstruction, or replacement of constituent parts or materials which have deteriorated by action of the elements or usage, and which have not been corrected through maintenance. This term also applies to replacement of the entire unit or system if beyond economical repair. The intent of repair is to have the equipment at normal working condition.
REPLACEMENT	Replacement, as a distinct work element, is confined to a program of planned replacement of a facility or its components. It may be further limited to major components such as air conditioning compressors, furnaces or hot water heaters. Replacement is performed when the equipment has reached the end of its useful life; when it no longer can perform due to degradation of its internal components and repair is no longer cost effective. Included under the replacement would be the major rebuilding of any component, since rebuilding also restores performance.

ATTACHMENT J-1502000-01 DEFINITIONS AND ACRONYMS	
DEFINITION	**DESCRIPTION**
RESTORATION	Restoration of real property to such a condition that it can be used for its intended purpose. Includes repair or replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disaster, fire, accident or other causes.
SUSTAINMENT	Maintenance and repair activities necessary to keep a typical inventory of facilities in "normal working condition". Sustainment includes regularly scheduled maintenance as well as cyclical major repairs or replacement of components that occur periodically over the expected service life of the facilities.
SERVICE ORDER	Any work required to return a facility, system, equipment or component to normal working condition. Service orders are minor facility problem requests or requests for other non-recurring work that is too small to be planned and estimated. The purpose of a service order is to provide the Government with a means of issuing work up to a defined liability limit for requirements occurring outside of the specified recurring work. The Government may utilize service orders to accomplish any work up to the respective liability limit based on the service order classification.
SERVICE ORDER CYCLE	Count down starts when the customer is notified that the work has been accepted to be accomplished to the time when the work chit is turned in by the craftsmen as complete is one complete cycle period for a service order.
SERVICE ORDER, EMERGENCY	Emergency is defined as any facility deficiency that immediately compromises the mission or life, health and safety. Always includes, but is not limited to, failure of any utility, fire protection, environmental control, or security alarm systems.
SERVICE ORDER, URGENT	Urgent is defined as any deficiency that does not immediately endanger personnel or property, but extended delays of repairs could result in damage to Government property, or soon affect the security, health, or well-being of personnel or the continued operation of a service or system.
SERVICE ORDER, ROUTINE	Routine is defined as any work requirement within the defined LOL that does not qualify as emergency or urgent.

ATTACHMENT J-1502000-01 DEFINITIONS AND ACRONYMS	
DEFINITION	**DESCRIPTION**
WEIGHT HANDLING EQUIPMENT (WHE)	Weight handling equipment consists of cranes (e.g., portal cranes, jib cranes), rigging gear (e.g., slings, shackles), and associated equipment (e.g., portable hoists, dynamometers). For purposes of this technical sub-annex, WHE does not include mobile or transportable truck, crawler, and railway mounted locomotive cranes covered in 1700000 BSVE.

ATTACHMENT J-1502000-01 DEFINITIONS AND ACRONYMS	
Acronym	**Title**
SRM	Sustainment, Restoration and Modernization
UFC	Unified Facilities Criteria
VTE	Vertical Transportation Equipment

ATTACHMENT J-1502000-02 REFERENCES AND TECHNICAL DOCUMENTS	
29 CFR 1910	Occupational Safety and Health Administration
ANSI C2	National Electrical Safety Code
DFARS	Defense Federal Acquisition Regulation Supplement
EM-385-1-1	US Army Corps of Engineers Safety and Health Requirements
FAR	Federal Acquisition Regulation
UFGS 08 34 16	Corrosion Control Hangar Doors
USFJ Instruction 32-4001	Tropical Cyclone Condition of Readiness
NAVFAC P-307	Management of Weight Handling Equipment
WAWF	Wide Area Work Flow

Attachment J-1502000-03 Hangar Door Systems
Hangar Door System commence at, and includes the utility isolation point of connection and terminates at the hangar door operating components. The Contractor shall develop and implement a Preventive Maintenance (PM) Program for the Hangar Doors Systems and all mechanically and electrically interlocked ancillary parts, equipment, and components of the Hangar Door Systems that includes but is not limited to: tracks, rollers, rails, latches, safety devices, locks, panels, cables, straps, motor operators, electrical components and weather seals.
Attachment J-1502000-03 Hangar Door Systems provided as a separate attachment (Provided as file name: J-1502000-03 Hangar Door Systems).

Facility No.	Location/Facility Description	Description	Manufacturer	QTY	Unit
963	Hangar	Hangar Doors	TOMOE Research & Development, LTD, Tokyo, Japan	4	EA
970	Hangar	Hangar Doors	KONGO Industries CO.,LTD. Tokyo, Japan	6	EA
971	Hangar	Hangar Doors	TOMOE Research & Development, LTD, Tokyo, Japan	6	EA
		Total		16	

Building 963 Hangar Door

Building 970 Hangar Door

Building 971 Hangar Door

Attachment J-1502000-04 Automatic Sliding Door System
Automatic Sliding Door System commence at, and includes the utility isolation point of connection and terminates at the automatic sliding door operating components. The Contractor shall develop and implement a Preventive Maintenance (PM) Program for the Automatic Sliding Doors Systems and all mechanically and electrically interlocked ancillary parts, equipment, and components of the Automatic Sliding Door System that includes but is not limited to: tracks, rollers, rails, latches, safety devices, locks, panels, cables, straps, motor operators, electrical components and weather seals.
Attachment J-1502000-04 Automatic Sliding Door Systems provided as a separate attachment (Provided as file name: J-1502000-04 Automatic Sliding Door Systems).

Facility No.	Location/Facility Description	Description	Manufacturer	QTY	Unit
1440	High Explosive Magazine Assembly/Storage Complex	Automatic Sliding Doors	Marubeni Co., Ltd.	4	EA

Building 1440 Sliding Door

Building 1440 Sliding Door

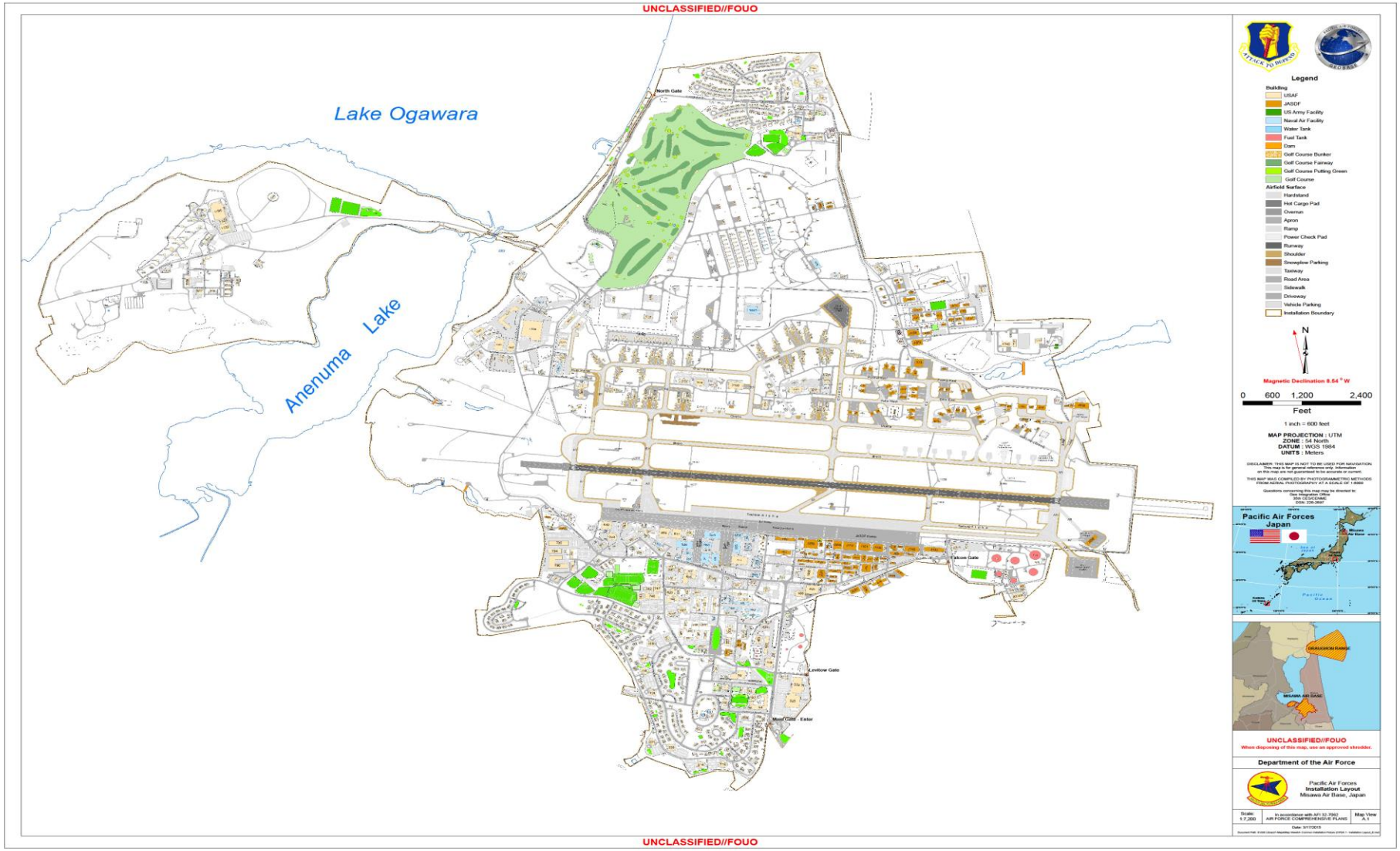
Building 1440 Sliding Door

Attachment J-1502000-05 Automatic Sliding Gate System
Automatic Sliding Gate System commence at, and includes the utility isolation point of connection and terminates at the automatic sliding gate operating components. The Contractor shall develop and implement a Preventive Maintenance (PM) Program for the Automatic Sliding Gate Systems and all mechanically and electrically interlocked ancillary parts, equipment, and components of the Automatic Sliding Gate System that includes but is not limited to: tracks, rollers, rails, latches, safety devices, locks, panels, cables, chain, motor operators, and electrical components.
Attachment J-1502000-05 Automatic Sliding Gate Systems provided as a separate attachment (Provided as file name: J-1502000-05 Automatic Sliding Gate Systems).

Facility No.	Location/Facility Description	Description	Manufacturer	QTY	Unit
978	Rear Admiral Charles O'Brien Prindle Naval Tactical Support Facility	Automatic Sliding Gate	Kashiwazaki Kogyo Co.	1	EA

Building 978 Sliding Gate

ATTACHMENT J-1502000-06
SITE MAPS



954
956
960
988
83438
959
83548
89105
963
976
961
962
83543
83416
993
971
970
83541
978
964

1439
1424
1425
1417
1418
83557
1427
1440

ATTACHMENT J-1502000-07
HISTORICAL SERVICE ORDER WORKLOAD

Type of Service	FY21 (From 01 Sep 21 to 31 Aug 22)	FY22 (From 01 Sep 22 to 31 Aug 23)	FY23 (From 01 Sep 23 to 31 Aug 24)	FY24 (From 01 Sep 24 to 31 Aug 25)
Emergency	0	0	0	
Urgent	1	1	0	
Routine	1	0	0	

CUI
ATTACHMENT J-1502000-08
SAMPLE MAINTENANCE CHECKLIST

SAMPLE MAINTENANCE CHECK LIST: HANGAR DOOR							
DATE:	TIME:	LOCATION:	MANUFACTURER:				
NO. OF DOORS:	MOTOR:	REDUCER:	Legend: Check under "condition"				
Name of Contractor:			S= Satisfactory N/A= Not Applicable U= Unsatisfactory				
Contractor's Representative:							
ITEM	DESCRIPTION		CONDITION			REMARKS CONTRACTOR'S ACTION	
			S	U	N/A		
Guide wheel and doors	Check for grease, bolt looseness, damage and corrosion.						
Cable, Cable Tray, collector shoes and rail	Check for excessive rust, cracks, bad welds, wear, deterioration, lubrication, bolt looseness and fasteners. Inspected the stoppers on both rail ends for any deformed, missing or loose fitting bolts.						
Clearance	Inspect for evidence of obstruction to all vertical and horizontal clearances.						
Motor and gear reducer	Inspect the wear, abnormal noise, bolt looseness, heat, chatting, grease, lubrication level, etc., for the gears, shafts, torque limiter, chain, pulleys, V belt, sprocket, bearings and related accessories of motors. Measure motor's insulation resistance and V belt and chain tension.						
Brake	Inspect the thickness of the brake plate, check for loose screws, and check for the presence of grease for the electromagnetic plate.						
General hard wire	Inspect the damage, heat and connect for control switch and the power cable.						
Limit switch	Inspect contacts and the tightening screws of the limit switch. Confirm that the limit switch works properly to prevent excessive winding.						

Electrical system	Inspect the control switch, emergency stop, warning buzzer, warning light and control box for signs of overheating, wear and loose wires or components.				
Control panel	Inspect the wire, pilot lamp, relay, magnet, terminal, bolt looseness, and inside moisture, corrosion and/or crevice corrosion.				
Cleaning	Clean each part; especially, clean each part off dust. Not only each part but also inside motor box/control panels, concrete foundation and supports shall be off dust and dirt at the end of maintenance. Grease-up required shall be conducted properly.				
Structural Inspection	Inspect hangar door structure including but not limited to door frame, plate, panel, steel sash, wired glasses, wicket door, interior board, and fall protection equipment) for damage/deterioration.				
Other Items	(Other works required to keep the system in full function shall be described and performed by the Contractor.)				

Remarks: Note any deficiencies that are beyond Recurring work limitation or "No defects noted."

Mechanic:		QC Manager:		Project Manager:	
Signature:	Date:	Signature:	Date:	Signature:	Date: