SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

1. REQUISITION NUMBER

PAGE 1 OF 84

2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
			FA4484-12-R-0030	13-Aug-2012

7. FOR SOLICITATION INFORMATION CALL:	a. NAME	b. TELEPHONE NUMBER (No Collect Calls)	8. OFFER DUE DATE/LOCAL TIME
	KYLE E. SMITH	609-754-4951	03:00 PM 13 Sep 2012

9. ISSUED BY CODE FA4484

87 CONS/LGC
2402 VANDENBERG AVE
MCGUIRE AIR FORCE BASE NJ 08641

TEL: 609-754-2413
FAX: 609-754-3735

10. THIS ACQUISITION IS
- [ ] UNRESTRICTED
- [X] SET ASIDE: 100 % FOR
  - [X] SB
  - [ ] HUBZONE SB
  - [ ] 8(A)
  - [ ] SVC-DISABLED VET-OWNED SB
  - [ ] EMERGING SB

SIZE STD: $14M NAICS: 541330

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
- [ ] SEE SCHEDULE

12. DISCOUNT TERMS

- [ ] 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION
- [ ] RFQ
- [ ] IFB
- [X] RFP

15. DELIVER TO CODE

SEE SCHEDULE

16. ADMINISTERED BY CODE

17a. CONTRACTOR/ OFFEROR CODE

TEL.

FACILITY CODE

18a. PAYMENT WILL BE MADE BY CODE

- [ ] 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED [ ] SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD AMOUNT (For Govt. Use Only)

- [ ] 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED
- [ ] 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 2 COPIES
- [X] TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

29. AWARD OF CONTRACT: REFERENCE
- [ ] OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

31c. DATE SIGNED

30b. NAME AND TITLE OF SIGNER *(TYPE OR PRINT)*

30c. DATE SIGNED

31b. NAME OF CONTRACTING OFFICER *(TYPE OR PRINT)*

TEL: EMAIL:

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)			PAGE 2 OF 84

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER ☐ PARTIAL ☐ FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT ☐ COMPLETE ☐ PARTIAL ☐ FINAL	37. CHECK NUMBER

38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY *(Print)*	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT *(Location)*	
		42c. DATE REC'D *(YY/MM/DD)*	42d. TOTAL CONTAINERS

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Base Year - Fire Training Site FFP Contractor shall furnish all supervision, personnel, equipment, transportation, material and other items necessary to inspect / maintain, repair, test, and certify the fire training site at JB MDL in accordance with the PWS. FOB: Destination SIGNAL CODE: A				
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA	Base Year - Inspection/Maintenance FFP Inspect / maintain, repair, test and certify the CFRTF & STF modules per paragraphs 1.1 & 1.2 (O&M funds). FOB: Destination SIGNAL CODE: A	4	Each		
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AB		4	Each		

Base Year - Service calls
FFP
Service calls per paragraph 1.6 (O&M funds).
FOB: Destination
SIGNAL CODE: A

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AC		1	Lump Sum		

Base Year - Repair labor & material
FFP
Repair labor & material per paragraph 1.3 (O&M funds).
FOB: Destination
SIGNAL CODE: A

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001 OPTION	Option Year 1 - Fire Training Site FFP Contractor shall furnish all supervision, personnel, equipment, transportation, material and other items necessary to inspect / maintain, repair, test, and certify the fire training site at JB MDL in accordance with the PWS. FOB: Destination SIGNAL CODE: A				
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AA OPTION	Option Year 1 - Inspection/Maintenance FFP Inspect / maintain, repair, test and certify the CFRTF & STF modules per paragraphs 1.1 & 1.2 (O&M funds). FOB: Destination SIGNAL CODE: A	4	Each		
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AB		4	Each		
OPTION	Option Year 1 - Service calls FFP Service calls per paragraph 1.6 (O&M funds). FOB: Destination SIGNAL CODE: A				
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AC		1	Lump Sum		
OPTION	Option Year 1 - Repair labor & material FFP Repair labor & material per paragraph 1.3 (O&M funds). FOB: Destination SIGNAL CODE: A				
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001 OPTION	Option Year 2 - Fire Training Site FFP Contractor shall furnish all supervision, personnel, equipment, transportation, material and other items necessary to inspect / maintain, repair, test, and certify the fire training site at JB MDL in accordance with the PWS. FOB: Destination SIGNAL CODE: A				
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001AA OPTION	Option Year 2 - Inspection/Maintanence FFP Inspect / maintain, repair, test and certify the CFRTF & STF modules per paragraphs 1.1 & 1.2 (O&M funds). FOB: Destination SIGNAL CODE: A	4	Each		
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001AB		4	Each		
OPTION	Option Year 2 - Service calls FFP Service calls per paragraph 1.6 (O&M funds). FOB: Destination SIGNAL CODE: A				
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001AC		1	Lump Sum		
OPTION	Option Year 2 - Repair labor & material FFP Repair labor & material per paragraph 1.3 (O&M funds). FOB: Destination SIGNAL CODE: A				
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001 OPTION	Option Year 3 - Fire Training Site FFP Contractor shall furnish all supervision, personnel, equipment, transportation, material and other items necessary to inspect / maintain, repair, test, and certify the fire training site at JB MDL in accordance with the PWS. FOB: Destination SIGNAL CODE: A				
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001AA OPTION	Option Year 3 - Inspection/Maintanence FFP Inspect / maintain, repair, test and certify the CFRTF & STF modules per paragraphs 1.1 & 1.2 (O&M funds). FOB: Destination SIGNAL CODE: A	4	Each		
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001AB		4	Each		
OPTION	Option Year 3 - Service calls FFP Service calls per paragraph 1.6 (O&M funds). FOB: Destination SIGNAL CODE: A				
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001AC		1	Lump Sum		
OPTION	Option Year 3 - Repair labor & material FFP Repair labor & material per paragraph 1.3 (O&M funds). FOB: Destination SIGNAL CODE: A				
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001 OPTION	Option Year 4 - Fire Training Site FFP Contractor shall furnish all supervision, personnel, equipment, transportation, material and other items necessary to inspect / maintain, repair, test, and certify the fire training site at JB MDL in accordance with the PWS. FOB: Destination SIGNAL CODE: A				
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001AA OPTION	Option Year 4 - Inspection/Maintanence FFP Inspect / maintain, repair, test and certify the CFRTF & STF modules per paragraphs 1.1 & 1.2 (O&M funds). FOB: Destination SIGNAL CODE: A	4	Each		
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001AB		4	Each		
OPTION	Option Year 4 - Service calls FFP Service calls per paragraph 1.6 (O&M funds). FOB: Destination SIGNAL CODE: A				
				NET AMT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001AC		1	Lump Sum		
OPTION	Option Year 4 - Repair labor & material FFP Repair labor & material per paragraph 1.3 (O&M funds). FOB: Destination SIGNAL CODE: A				
				NET AMT	

PERFORMANCE WORK STATEMENT

FOR THE

INSPECTION / MAINTENANCE, REPAIR,

TESTING AND CERTIFICATION

OF THE

FIRE TRAINING SITE

AT

JOINT BASE MCGUIRE-DIX-LAKEHURST,

NEW JERSEY

Rev 2
1 May 12

PERFORMANCE WORK STATEMENT (PWS)
FOR THE
INSPECTION / MAINTENANCE, REPAIR, TESTING AND CERTIFICATION
OF THE
FIRE TRAINING SITE
AT
JOINT BASE MCGUIRE-DIX-LAKEHURST, NEW JERSEY

1.0. DESCRIPTION OF SERVICES. The contractor shall provide all supervision, tools, supplies, equipment and labor necessary for the inspection / maintenance, repair, testing, and certification of the fire training site at Joint Base McGuire-Dix-Lakehurst (JB MDL).

1.1. BASIC SERVICES. The fire training site currently consists of two separate site modules: the Crash Fire Rescue Training Facility (CFRTF) and Smoke Training Facility (STF). The contractor shall maintain, repair, test, and certify the CFRTF and STF four (4) times a year. The items covered in the scope of work shall include but are not limited to the : air compressor, air dryer, filters, oil, refrigerant (annually), propane system, control stand, cathodic protection system, burn pit equipment, sump pit equipment, holding pond, re-weld / replace thin metal panels on mock aircraft hull as necessary, replace damaged equipment, rebuild faulty valves, analyze water samples from two Polyvinyl Chloride (PVC) monitor pipes for Aqueous Film Forming Foam (AFFF), and all associated components. The contractor shall maintain, repair, test and certify the CRRTF and STF in accordance with industry standards. A Helicopter Crash Trainer (HCT), Model # CH 571248, is tentatively slated to be installed and operational in Option Year 3. A Car Fire Trainer (CFT), Model WRG201, is tentatively slated to be installed and operational in Option Year 3. All fire training modules will be upgraded or installed in accordance with Operation & Maintenance Instruction Manual Aircraft Fire Training Facility (TO 35E1-2-13-1).

1.2. INSPECTION / MAINTENANCE. The contractor shall perform inspection / maintenance of the fire training modules four (4) times a year in accordance with manufacturers' recommendations, industry standards, National Fire Protection Association (NFPA), Air Force Occupational Safety & Health Standard (AFOSHSTD), American National Standards Institute (ANSI), American Society of Mechanical Engineers (ASME), American Society of Safety Engineers (ASSE), Occupational Safety & Health Administration (OSHA), Fire Suppression Systems Association (FSSA) and Operation & Maintenance Instruction Manual Aircraft Fire Training Facility (TO 35E1-2-13-1) requirements. The

following delineate major subsystems of the fire training modules are required actions:

- Propane system consisting of piping, fittings, tank (flanges, gaskets, valves, actuators Controlair Model Number 231-101-136, regulator General Equipment Manufacturer Co. Model Number 7A-73261-99, Quake Master Model Number 25, exterior tank surface, structural supports, paint, and water spray nozzles and sprinkler heads.
- Compressed air system - check for leaks, service compressor, and dryer units
- Cathodic protection system - test and record millivoltages per typical procedures
- Gravity drainage and weir
- Check berm liner and holding pond liner for leakage
- Two 200 GPM holding pond 3Hp fire pumps, inlet screens, foot valves, bronze strainers and check valves
- 3/4Hp sump pump 10 GPM and actuation control of pump via holding pond level
- Drainage pump
- Solenoid Actuators of pump water flow valves
- Verify control stand Norgren regulator valve settings and integrity
- Verify Co-Ax propane valves Model No. VMK202C140VTN3/4XX1VBXXP1 2/2 way including matching piston control actuator operation
- Verify igniter operation Federal Stock Number 2920-00-776-4482
- Verify pigtail leads for igniters Champion Aviation Product P/N 204085
- Verify facility operation, ignition, and shutdown including emergency shutdown
- 3/4Hp Sump pump and float and pump switch
- Inspect two fire pumps enclosure (house) and maintain its integrity.
- Inspect rig's accessories and fasteners for wear and weather damage
- Inspect facility for any loose material - to help keep airfield free from Foreign Object Damage.

1.2.1. SPECIFIC REQUIREMENTS.

1.2.1.1. IGNITOR SERVICE / REPLACEMENT. The contractor shall clean and/or remove and replace the igniters and pigtail leads in accordance with manufacturer's instructions and industry practices. There are 18 igniters, 6 are located on the ground in the burn area and 12 are located on the mock-up.

1.2.1.2. CUTOUT PANEL REPAIR / REPLACEMENT. If the training scenario included forced entry extrication through the structure's pre-installed cutout panels, the contractor shall remove cut section of sheet metal and provide and weld in place new patch and / or complete cutout panel. The contractor shall remove and replace damaged cutout panels in accordance with manufacturer's instructions and standard industry practices. Cutout panels are located on the aft left and right sides of the mock-up. The panels are 36 inches wide and 84 inches high and constructed of .036 inch thick sheet metal.

1.2.1.3. WATER PUMP REPAIR / REPLACEMENT. The contractor shall remove and replace water pump(s) [two 3HP 200 gm self-priming 230V, one ¾ 10GPM self-priming close-coupled drain pump, one 3/4Hp sump pump] with same as necessary in accordance with manufacturer's instructions and standard industry practices.

1.2.1.4. HIGH DENSITY POLYETHYLENE (HDPE) LINER MAINTENANCE. The 80-mil thick HDPE liners are located in the water conservation pond, burn area, and trench. The liners in the trench and burn pit are buried. The contractor shall take water samples from test pipes (between double layers) and have analyzed at a lab for detection of foam. If samples prove heavy concentrations of foam, the suspect liner(s) will need to be exposed and searched for leaks and patched. Locate the liner leak and repair in accordance with extrusion welder manufacturer's instructions (Nation Seal Company, 1245 Corporate Blvd., Suite 300, Aurora, IL 60504. Telephone (708) 898-1161 or (800) 323-3820). The contractor shall submit the repair procedures, materials, and techniques to the Contracting Officer Representative (COR) for approval prior to initiating repairs.

1.2.1.5. REGULATOR ADJUSTMENT. The contractor shall adjust regulator pressure as follows:

Burner Location	Optimal Flame Height
Engine burners	Fully Engulfed
Internal burners	6-8 feet

1.2.1.6. ACCESSORIES AND FASTENERS. Inspect rig's bolts and pipe supports, connections and remove and replace those that visually show wear or damage making it suspect of failure.

1.2.1.7. WINTERIZATION. The contractor shall winterize the fire training modules during the final inspection / maintenance cycle prior to winter. The scope of winterization includes but not limited to: draining the above ground water supply pipes to nozzles / sprinkler heads, drain water lines containing solenoid valves / water pumps, electrically disconnect pumps, and cover controls from atmospheric winter elements.

1.3. REPAIRS. The contractor shall coordinate the repair of all mechanical / electrical deficiencies as a result of the inspection / maintenance with the COR

1.3.1. MINOR REPAIRS. The contractor shall make all repairs to the fire training site modules at the contractor's labor expense if the material cost is less than $100.00 per module. The contractor shall ensure all minor repair work commences within two (2) days upon notification and shall ensure that all repairs are completed within four (4) days. The total time allotted to the contractor shall be six (6) days from CO approval to completion. The contractor is encouraged to keep equipment downtime to a minimum. The contractor shall provide a written report to include but not be limited to: all mechanical / electrical deficiencies, actual parts

replaced, parts cost and man hours per repair. A copy of the repair report shall be provided to the COR and Contracting Officer (CO).

1.3.2. MAJOR REPAIRS. If the repair work exceeds $100.00 in material, the contractor shall provide a detailed written repair cost estimate to the COR and CO within two (2) business days of finding the deficiency and request authorization to proceed. The written repair cost estimate shall include, at a minimum, the estimated cost of material, the time needed to complete the repairs, and the projected time the equipment will be out of service. The contractor shall be financially compensated for material and labor. At no time shall work in excess of $100.00 be completed without CO approval. The contractor shall ensure all major repair work commences within two (2) days of CO approval and shall ensure that all repair work is completed within four (4) days. The total time allotted to the contractor shall be six (6) days from CO approval to completion. The contractor is encouraged to keep equipment downtime to a minimum. The contractor shall provide a written report to include but not limited to the mechanical / electrical deficiencies, actual parts replaced, parts cost, and man hours per repair. A copy of the repair report shall be provided to the COR and CO.

1.4. TESTING. The fire training site modules shall be tested in accordance with the manufacturer's recommendations and all applicable standards / regulations. The contractor shall conduct the testing in the presence of the COR and / or a member of the Fire Department. In the event that a necessary repair is found as a result of the testing process, the contractor shall be responsible to follow Paragraph 1.3. Repairs in order to correct the deficiency.

1.5. CERTIFICATION. The contractor shall certify that the fire site training modules passed all requirements as delineated in and accordance with the manufacturer's recommendations, NFPA, AFOSHSTD, ANSI, ASME, ASSE, OSHA, FSSA, and TO 35E1-2-13-1 requirements. The contractor shall also physically attach a waterproof certification label or tag with legible print and with the pertinent information / data to each fire training site module control stand. The contractor shall provide written certification documents to the CO or COR within seven (7) days.

1.6. SERVICE CALLS. In the event that a fire training site module or component fails or malfunctions, the contractor shall respond to a service call within two (2) business days upon notification by the COR or CO. The contractor shall inspect, repair, test and recertify the repaired the fire training site module in accordance with all established procedures within four (4) days.

1.7. REPORTS / DOCUMENTATION. The contractor shall prepare and submit written reports after the completion of all inspection / maintenance, repairs, tests, and certification of each fire training site module. The reports and / or documentation shall be forwarded to the COR and CO within two (2) business days after the completion of work. The reports and / or documentation shall include but not be limited to: location, type of equipment with model number and manufacturer. In addition all reports shall note any work performed, repairs completed, date of repair, date of testing, date of certification, name of technician, company name with phone number and overall condition of the equipment.

2.0. SERVICE DELIVERY SUMMARY. The contract service requirements are summarized in performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimally acceptable levels of service required for each requirement. The SS and the contractor's Quality Control Plan provide information on contract requirements, the expected level of contractor performance and the expected method of Government surveillance and confirmation of services provided. These thresholds are critical to mission success. Procedures as set forth in the FAR 52.212-4 (a), Contract Terms and Conditions - Commercial Items, Inspection/Acceptance, will be used to remedy all deficiencies. During the first initial 30 days of the contract, two additional errors on each task shall be allowed in an effort to identify normal phase-in problems, except for any periodic cleaning service.

Performance Objectives	Statement of Work Paragraph	Performance Thresholds
Inspections / Maintenance. Inspect and maintain modules four times a year.	1.2	All modules shall be inspected / maintained 100% of the time.
Repairs. Perform repairs as required and authorized.	1.3	All repairs shall be completed within the allotted time frames 100% of the time.
Testing. Perform testing in accordance with the manufacturer's recommendations, publications and industry standards.	1.4	All tests shall be completed 100% of the time
Certification. Certify that modules are functioning in accordance with the manufacturer's recommendations, publications and industry standards.	1.5	All valid certifications shall be completed 100% of the time
Service Calls. Respond to service request.	1.6	All repairs shall be completed within the allotted timeframes 100% of the time.
Reports / Documentation. Provides accurate reports and documentation.	1.7	All reports/documentation are current and available 100% of the time.

3.0. GOVERNMENT FURNISHED PROPERTY AND SERVICES. All reasonable quantities of utilities will be available to the contractor without charge. Any temporary lines and

connections that may be required shall be installed, maintained and removed by the contractor at his / her expense and in a manner satisfactory to the COR.

3.1. POLICE PROTECTION. Base Security Forces shall provide initial law enforcement response and services to the contractor. The Base Security Operations Desk can be reached at phone numbers (609) 562-6001/2/3 (McGuire/Dix).

3.2. FIRE PROTECTION. Base Fire Department shall provide initial response and fire protection and emergencies services to the contractor. The Base Fire Alarm Control Center can be reached at phone number 911 from a base telephone. If dialing 911 from a cell phone, the location must be fully identified to ensure that the proper responder is notified.

3.3. EMERGENCY MEDICAL SERVICE (EMS). The medical treatment facility will provide urgent health care to contract employees (contract employee is not a Government employee but is a contractor or an employee of a contractor) for injuries occurring while on duty. Urgent health care is defined as medical care authorized to the extent necessary to save life or limb and prevent undue pain and suffering. The contract employee will be transferred to a civilian medical facility as soon as the contract employee is stabilized. The cost of such treatment will be paid for, in full, within a reasonable period of time, by the contract employee and will not be borne by the 87th Medical Treatment Facility, the United States Air Force or the Government. An AF Form 1127, Hospital Invoice/Receipt/Accounts Receivable Record, will be prepared to ensure collection and/or billing of charges. If a contract employee cannot pay for the treatment at the time of discharge, a statement of charges and a letter of indebtedness will be completed and billed to the contract employee for medical services rendered. An accounts receivable record will be established for each contract employee who receives medical care and is unable to pay at the time of discharge. Follow-up on accounts receivable will be completed in accordance with AFI 41-120, Medical Resource Operations. After an accounts receivable record is established and billing for outpatient medical services has occurred, the SF 558, Medical Record - Emergency Care and Treatment, will be annotated with the date of billing and the voucher number and forwarded to Outpatient Records to be filed in the medical record folder. The contract employee shall ensure that he/she provides timely notice to his/her medical insurance company and that if the insurance company is to make payment, the insurance company has adequate information and documentation to make payment. A contract employee treated in a natural disaster is not charged for outpatient care.

3.4. PHYSICAL SECURITY. The contractor shall be held fully accountable for any failure to maintain the physical security of all base restricted areas, secured facilities or sites that they are responsible for providing services within. The contractor shall be responsible for the safekeeping and inventorying of all Government-furnished keys and combinations issued for the performance of services within secured areas. All losses or damages caused by the contractor, or by the contractor's failure or negligence in maintaining proper security of these areas will be paid for by the contractor. Upon termination or completion of the contract, the contractor shall secure the previously issued keys and return them to the COR or CO within twenty-four (24) hours.

3.5. ANTI-TERRORISM. As a prelude and during performance of any contract, it is critical that the contractor be supportive of all DoD requirements to protect personnel, their families, installations, facilities, information, and other resources from terrorist acts. All contractors and sub-contractors are responsible for providing their personnel information on the Joint Base Antiterrorism Program. During performance of work, personnel security and protection of resources is critical for the installation to maintain a safe work environment. Contractor personnel will be alert for any suspicious activity observed by their work force or any personnel working on the installation. If any situation appears to be suspicious, immediate actions must be taken to make proper notification to 87th ABW Security Forces Squadron Joint Base McGuire-Dix-Lakehurst (JB MDL) Law Enforcement by calling JB MDL Security Forces Desk at phone number (609) 562-6001/2/3 (McGuire/Dix). Both personnel and vehicles must be strictly controlled during performance of duty. No personnel and/or equipment will be allowed to be placed in harm's way that could aid or abet anyone with bad intention to cause harm to JB MDL. Any contractor doing construction work will adhere to the DoD Unified Facilities Criteria Requirements. Contractors are encouraged to contact the JB MDL Antiterrorism Office at (609) 754-1397 or (609) 754-1611 for information regarding the installation Antiterrorism Program.

3.6. RESTRICTED AREA BADGES. The Government shall furnish an USAF Restricted Area Badge (AF Form 1199A) to all authorized contractor employees with proper security clearances and a validated need for access to flight line areas to perform maintenance services. The contractor shall coordinate the required request for restricted area badges with the CE COR or CO.

3.7. RESTRICTED AREA ESCORTS. The Government shall provide escort services for contractor employees to provide maintenance services within base restricted areas only until the contractor has been provided with the required AF Form 1199A (with escort authorization) to provide their own escorts. The contractor shall coordinate the necessary Government escort services with the CE COR or CO. The contractor is required to obtain restricted area badges for employees. The contractor shall obtain the appropriate number of employees with badges to escort the workforce.

3.8. AIRFIELD COORDINATION. The contractor shall coordinate all activities in the airfield area by contacting Airfield Management. Work will be accomplished only after Airfield Management has approved scheduled times.

3.9. FLIGHT LINE DRIVERS. Training must be completed prior to operating vehicles on the flight line. All employees working in airfield areas shall be required to have an AF Form IMT 483, Certificate of Competency (flightline driver's license) with them at all times. Vehicles must have a valid POV pass issued by Airfield Management prior to operating on the flight line. The contractor shall be responsible for insuring that all foreign objects and debris are removed from vehicle tires prior to entering all taxiways, runways, and aircraft parking aprons.

4.0. GENERAL INFORMATION.

4.1. QUALITY CONTROL. The contractor shall develop, submit for CO review, and maintain a quality control program and the necessary quality control procedures to ensure that services are performed in accordance with the established commercial standards within two (2) weeks of award. The Government, through the COR, shall periodically evaluate the contractor's work performance in accordance with the specific contract performance requirements.

4.2. HOURS OF OPERATION. The normal hours of operation for the contractor to perform normal maintenance and repair services required under this contract are 7:00 AM to 4:00 PM, Monday through Friday. The contractor is not required to provide normal service except for emergencies on the following days: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. The COR or CO must approve in advance, excluding legal holidays, any exceptions to the normal work hours and designated workdays. The contractor shall submit their request to COR and CO no later than two (2) business days in advance of the requested change(s).

4.3. CONTRACTOR PERSONNEL. The contractor and their employees shall comply with all base regulations at all times and shall conduct themselves in a professional manner. Uniforms, badges, and good behavioral conduct will be mandatory. The contractor shall provide a complete and current employee roster to the COR and CO within ten (10) business days of the contract award. The contractor's employee roster shall identify the primary and alternate site manager or foreman and the Quality Control inspector and their telephone or cell phone numbers. As required, the contractor shall provide updated copies of their employee roster to the COR and CO.

4.4. CONTRACTOR EMPLOYEE UNIFORMS AND IDENTIFICATION. All contractor employees shall wear a distinctive company logo on their outer garment at all times. The contractor employee shall be neat and professional in appearance and meet current commercial standards. In addition, the contractor's employees shall wear a company-issued identification badge with the company's name, employee's name and employee's photo prominently displayed on their outer clothing.

4.5. TOBACCO POLICY. The contractor shall ensure that all contractor employees do not use tobacco products within 50 ft. of any base facility, around fuel tanks and generators, within any clearly marked "No Smoking" areas or within 50 ft. of any flight line aircraft parking areas.

4.6. SAFETY AND ACCIDENT REPORTING. The contractor shall be responsible for providing services under this contract IAW all base, local, State and Federal occupational safety requirements. The contractor shall ensure that all services are conducted safely at all times. The contractor shall ensure that all contractor employees are issued and properly use all required safety personal protective equipment. The contractor shall use mechanically sound and safe vehicles and equipment in the performance of services under this contract. The contractors shall take necessary corrective actions if the contractor's employees are conducting operations in an unsafe manner. In the event of an accident, the contractor shall contact the base emergency 911

service (see paragraph 3.2) and the COR immediately. If dialing 911 from a cell phone, the location must be fully identified to ensure that the proper responder is notified. Additionally, the contractor and contractor's personnel will be knowledgeable of and comply with all other base incident-reporting procedures.

4.7. INCLEMENT WEATHER SCHEDULE. The contractor shall not provide operational service during periods of inclement weather.

4.8. HIRING GOVERNMENT PERSONNEL. The contractor is restricted from hiring the COR, inspectors, monitors or any other Government employees whose employment could result in conflict of interests in accordance with DOD 5500.7R.

4.9. SECURITY REQUIREMENTS / VEHICLES AND PASSES. All contractor or contractor employees' vehicles used for the performance of this contract shall comply with all local, state and federal regulations. In addition, all vehicles described above must be registered through the Security Police Squadron, Pass and Registration and will comply with JB MDL directives. After award of contract, the contractor shall request through the COR, CO and Security Forces to be issued base passes and identification badges for their employees and work vehicles in accordance with the attached Contractor Security Appendix – 29 Mar 10. Reference Appendix B.

4.10. PERFORMANCE OF SERVICES DURING CRISIS DECLARED BY THE NATIONAL COMMAND AUTHORITY OR THE LOCAL INSTALLATION COMMANDER. This service does not meet the criteria for continuation of performance during a crisis in accordance with Department of Defense Instruction (DODI) 1100.

4.11. EXECUTIVE ORDER (EO) 13423 (Strengthening Federal Environmental, Energy, and Transportation Management). The contractor shall assist in compliance with this EO through the:

(a) Use of products with post-consumer recycled content
(b) Use of products that are recyclable
(c) Use of low toxicity or non-toxic products
(d) Use and installation of low-maintenance products

The green procurement requirements related to the EO are available on Appendix C.

5.0. ENVIRONMENTAL COMPLIANCE. Contractor is required to comply with all applicable base, local, State and federal environmental laws and regulations, including Air Force Instructions in effect at the time of performance. Contractor shall be responsible for obtaining and complying with any required operating permits. Contractor shall be responsible and liable for penalties, fines, or environmental damage claims that may be required or assessed by the local, State or federal governments as a result of the contractor's performance, or failure to perform, during the course of this contract. The government will inspect for environmental compliance at its discretion, and will notify the COR of any discrepancies found. In addition,

contractor may be subject to contractual sanctions for environmental non-compliance including, but not limited to, termination, suspension, and debarment and adverse past performance assessment. Any damages incurred by the contractor's operation or negligence shall be restored to their original condition by the contractor, at no additional cost to the government.

5.1. DISPOSAL OF WASTE. Contractor is responsible for the proper handling and disposal of solid waste. Contractor shall also be responsible for any enforcement action that may be taken by the State of New Jersey, other State or the Federal Government related to handling, transportation and the proper disposal of solid waste materials. If notification, certifications, documentation, manifests, permits or any other written materials are required by law to be obtained, prepared and/or submitted. Contractor shall prepare same and provide a written copy to the COR. Any action, which violates permit requirements for compliance, must be reported to 87 CES/CEAN at 754-6166 immediately.

5.2. NOTIFICATION OF ENVIRONMENTAL SPILLS. In the event contractor spills or releases any unpermitted substance, hazardous substance or hazardous waste into the environment, the contractor shall immediately report the incident to the Fire Department IAW paragraph 3.2, the COR, and the CO. Contractor shall be liable for the costs of clean up and remediation of any spills or the release of such substance into the environment. The government shall provide the contractor with the following utilities: electricity, and water. The government will only provide reasonable amounts in accordance with the PWS.

5.3. MATERIALS. All materials used in the performance of services on the installation shall be in compliance with industry standards, local, federal and State laws, and will be used according to manufactures' recommendations. Materials will be used for intended purposes and will be stored and utilized in accordance with industry standards. Contractor will submit Material Safety Data Sheets on all materials to be used fifteen (15) days prior use for approval by the COR.

6.0. APPENDICES.

A. Estimated Workload Data

B. Security Requirements

C. Green Procurement Requirements

APPENDIX A

ESTIMATED WORKLOAD DATA

CRASH FIRE RESCUE TRAINING FACILITY (CFRTF) DRAWINGS AND MANUALS

The crash fire rescue training facility drawings and manuals information can be accessed through the following website:

http://www.robins.af.mil/logistics/LGEDA/documents/TechOrds/35E1-2-13-1.pdf

“As Built” drawings are available in G.I.S. Office achieves located in Building 2403.

“As Built” drawings and manuals, if available, are located in Fire Department Station, Building 1712.

SMOKE TRAINING FACILITY (STF) MAINTENANCE

The smoke training facility drawings and manuals can be accessed through the following website:

http://www.trainingtowers.com/towers/locations.html

“As Built” drawings are available in G.I.S. Office achieves located in Building 2403.

“As Built” drawings and manuals, if available, are located in Fire Department Station, Building 1712.

APPENDIX B

SECURITY REQUIREMENTS

INSTALLATION ENTRY CONTROL PROCEDURES FOR ALL CONTRACTORS

After award of contract, the Contractor shall request through the COTR, CO and Security Forces to be issued base passes and identification badges for their employees and work vehicles in accordance with the attached Contractor Security Appendix – 29 Mar 10.

APPENDIX C

GREEN PROCUREMENT REQUIREMENTS

The contractor shall adhere to the attached green procurement attachments during the execution of the exhaust systems maintenance and repair service:

Green Procurement Memorandum

Green Procurement Determination Form

Environmental Protection Agency Recovered Materials

United States Department of Agriculture

PERFORMANCE PLAN

FOR

INSPECTION / MAINTENANCE, REPAIR

TESTING AND CERTIFICATION

OF

FIRE TRAINING SITE

AT

JOINT BASE MCGUIRE-DIX-LAKEHURST

Joint Base McGuire-Dix-Lakehurst
Rev 1
9 Aug 12

PERFORMANCE PLAN
FOR
INSPECTION / MAINTENANCE, REPAIR,
TESTING AND CERTIFICATION
OF
FIRE TRAINING SITE
AT
JOINT BASE MCGUIRE-DIX-LAKEHURST

INTRODUCTION: This Performance Plan has been developed to evaluate the contractor's actions while implementing this performance work statement (PWS). This document is designed to provide an effective surveillance method of monitoring the contractor's performance in the inspection / maintenance, repair, testing and certification of the fire training site located at the Joint Base McGuire-Dix-Lakehurst (JB MDL).
The performance plan provides a systematic method to evaluate the services that the contractor is required to furnish.

This performance plan is based on the premise that the Government requires a quality standard. The contractor shall be responsible for all inspection / maintenance, repairs, testing and certification per manufacturer's recommended specifications and industry standards. This performance plan is the best means of achieving that objective.

The contractor, and not the Government, is responsible for the management and quality control actions required to meet the terms of the contract. The role of the Government is quality assurance to ensure contract standards are achieved.

In this contract the quality control program is the driver for product quality. The contractor is required to develop a comprehensive program of inspections and monitoring actions. The first major step to ensuring a "self-correcting" contract is to ensure that the quality control program provides the measures needed for the contractor's success.

SERVICE DELIVERY SUMMARY:

Performance Objectives	Statement of Work Paragraph	Performance Thresholds
Inspections / Maintenance. Inspect and maintain modules tri-annually.	1.2.	All modules shall be inspected / maintained 100% of the time.
Repairs. Perform repairs as required and authorized.	1.3	All repairs shall be completed within the allotted time frames 100% of the time.
Testing. Perform testing in accordance with the manufacturer's recommendations, publications and industry standards.	1.4	All tests shall be completed 100% of the time
Certification. Certify that modules are functioning in accordance with the manufacturer's recommendations, publications and industry standards.	1.5	All valid certifications shall be completed 100% of the time
Service Calls. Respond to service request.	1.6	All repairs shall be completed within the allotted timeframes 100% of the time.
Reports / Documentation. Provides accurate reports and documentation.	1.7	All reports/documentation are current and available 100% of the time.

SURVEILLANCE: The Government evaluator, Contractor Officer Representative (COR) or Fire Department Training Manager (FDTM), will ascertain the performance objectives through periodic inspections.

STANDARD: The contractor is responsible to meet the firm standards in the above Service Delivery Summary (SDS). The contractor shall perform all work required by in a satisfactory manner in accordance with the appropriate PWS paragraph. The COR / FDTM shall not consider the services complete until all deficiencies have been corrected.

PROCEDURES: The COR / FDTM will inspect all performance objectives to ensure the contractor complies with the appropriate paragraphs of the PWS. The COR / FDTM shall record the results of inspection, noting the date and time of inspection. If inspection indicates unacceptable performance, the COR / FDTM will notify the Contract Manager or the Contractor's Quality Control Inspector (QCI) of the deficiencies for correction. The contractor shall be given two days after notification to correct the unacceptable performance. Additional time might be approved if the COR / FDTM considers that additional time is warranted. If the deficiencies are not corrected within the required time frame, the COR / FDTM shall notify the Contracting Officer (CO) for rectification.

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0001AA	Destination	Government	Destination	Government
0001AB	Destination	Government	Destination	Government
0001AC	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1001AA	Destination	Government	Destination	Government

1001AB	Destination	Government	Destination	Government
1001AC	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2001AA	Destination	Government	Destination	Government
2001AB	Destination	Government	Destination	Government
2001AC	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3001AA	Destination	Government	Destination	Government
3001AB	Destination	Government	Destination	Government
3001AC	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4001AA	Destination	Government	Destination	Government
4001AB	Destination	Government	Destination	Government
4001AC	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-OCT-2012 TO 30-SEP-2013	N/A	87 CES/CEO-F3A3Q5 MR. JOSEPH FLEMMING 3104 VANDENBERG AVE MCGUIRE AFB NJ 08641 609-754-4868 FOB: Destination	F3A3Q5
0001AA	POP 01-OCT-2012 TO 30-SEP-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3A3Q5
0001AB	POP 01-OCT-2012 TO 30-SEP-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3A3Q5
0001AC	POP 01-OCT-2012 TO 30-SEP-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3A3Q5
1001	POP 01-OCT-2013 TO 30-SEP-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3A3Q5
1001AA	POP 01-OCT-2013 TO 30-SEP-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3A3Q5
1001AB	POP 01-OCT-2013 TO 30-SEP-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3A3Q5
1001AC	POP 01-OCT-2013 TO 30-SEP-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3A3Q5
2001	POP 01-OCT-2014 TO 30-SEP-2015	N/A	N/A FOB: Destination	
2001AA	POP 01-OCT-2014 TO 30-SEP-2015	N/A	87 CES/CEO-F3A3Q5 MR. JOSEPH FLEMMING 3104 VANDENBERG AVE MCGUIRE AFB NJ 08641 609-754-4868 FOB: Destination	F3A3Q5
2001AB	POP 01-OCT-2014 TO 30-SEP-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3A3Q5
2001AC	POP 01-OCT-2014 TO 30-SEP-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3A3Q5

3001	N/A	N/A	N/A	N/A
3001AA	POP 01-OCT-2015 TO 30-SEP-2016	N/A	87 CES/CEO-F3A3Q5 MR. JOSEPH FLEMMING 3104 VANDENBERG AVE MCGUIRE AFB NJ 08641 609-754-4868 FOB: Destination	F3A3Q5
3001AB	POP 01-OCT-2015 TO 30-SEP-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3A3Q5
3001AC	POP 01-OCT-2015 TO 30-SEP-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3A3Q5
4001	POP 01-OCT-2016 TO 30-SEP-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3A3Q5
4001AA	POP 01-OCT-2016 TO 30-SEP-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3A3Q5
4001AB	POP 01-OCT-2016 TO 30-SEP-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3A3Q5
4001AC	POP 01-OCT-2016 TO 30-SEP-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	F3A3Q5

Section H - Special Contract Requirements

ANTITERRORISM STATEMENT

Reference:

- **Department of Defense Instruction (DoDI) 2000.16 DoD Antiterrorism (AT) Standards, 02 OCT 2006, Paragraph E3.18 DoD Standard 18**
- **Defense Federal Acquisition Regulation Supplement (DFARS) (*R*eference (r)) reflects current DoD AT security requirements for defense contractors**
- **Joint Publication 3-07.2 Antiterrorism**

Terrorism is defined as:
The calculated use of unlawful violence or threat of unlawful violence to inculcate fear; intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological. See also **antiterrorism; combating terrorism; counterterrorism; force protection condition; terrorist; terrorist groups.**

Antiterrorism - As a prelude and during performance of any contract, it is critical that the Contractor be supportive of all Department of Defense (DoD) requirements to protect personnel and; their families, installations, facilities, information, and other resources from terrorist acts. All Contractors and Sub-Contractors are responsible for providing their personnel information on the (JB MDL) Antiterrorism Program. During performance of work, personnel security and protection of resources is critical for the installation to maintain a safe work environment. Contractors and contracted personnel will be alert for any suspicious activities while on the installation. If any situation appears to be suspicious, immediate actions must be taken to properly notify the 87 Air Base Wing (ABW) Security Forces Squadron (SFS) Law Enforcement Desk (Dix and McGuire) (609) 562-6001, Lakehurst (732) 323-4000. Contractors must ensure that contracted personnel and vehicles are strictly controlled during performance of duty. For instance, Contractors shall use reasonable efforts to prevent any personnel or equipment from being placed in harm's way or in a position that could aid or abet terrorists. It is recommended that all contracted personnel take the computer based training (CBT) for the DoD approved Antiterrorism Level I Training at **https://atlevel1.dtic.mil/at/.** Contractors are encouraged to contact the JB MDL Antiterrorism Office at (609)754-1397 for information regarding the installation Antiterrorism Program.

MEDICAL STATEMENT

MEDICAL STATEMENT

Health Care: The medical treatment facility will provide urgent health care to contract employees (contract employee is not a Government employee but is a contractor or an employee of a contractor) for injuries occurring while on duty. Urgent health care is defined as medical care authorized to the extent necessary to save life or limb and prevent undue pain and suffering. The contract employee will be transferred to a civilian medical facility as soon as the contract employee is stabilized. The cost of such treatment will be paid for, in full, within a reasonable period of time, by the contract employee and will not be borne by the 87th Medical Treatment Facility, the United States Air Force or the Government. An AF Form 1127, Hospital Invoice/Receipt/Accounts Receivable Record, will be prepared to ensure collection and/or billing of charges. If a contract employee cannot pay for the treatment at the time of discharge, a statement of charges and a letter of indebtedness will be completed and billed to the contract employee for medical services rendered. An accounts receivable record will be established for each contract employee who receives medical care and is unable to pay at the time of discharge. Follow-up on accounts receivable will be completed in accordance with AFI 41-120, Medical Resource Operations. After an accounts receivable record is established and billing for outpatient medical services has occurred, the SF 558, Medical Record - Emergency Care and Treatment, will be annotated with the date of billing and the voucher number and forwarded to Outpatient Records to be filed in the medical record folder. The contract employee shall ensure that he/she provides timely notice to his/her medical insurance company and that if the insurance company is to make payment, the

insurance company has adequate information and documentation to make payment. A contract employee treated in a natural disaster is not charged for outpatient care.

SECURITY FORCES

APPENDIX B

SECURITY REQUIREMENTS

INSTALLATION ENTRY CONTROL PROCEDURES FOR ALL CONTRACTORS

After award of contract, the Contractor shall request through the COTR, CO and Security Forces to be issued base passes and identification badges for their employees and work vehicles in accordance with the attached Contractor Security Appendix – 29 Mar 10.

JOINT BASE MCGUIRE-DIX-LAKEHURST
CONTRACTOR SECURITY APPENDIX

87th SECURITY FORCES SQUADRON (SFS)
APPENDIX TO ALL STATEMENTS OF WORK FOR
JOINT BASE MCGUIRE-DIX-LAKEHURST, NEW JERSEY

INSTALLATION ENTRY CONTROL PROCEDURES FOR ALL CONTRACTORS

The following appendix provides information from Air Force Instruction 31-101 and local supplements on requirements for entering and conducting business while on Joint Base McGuire-Dix-Lakehurst (JB MDL), New Jersey.

1. Contract Award.

1.1. Upon award of a contract, all contractors who will be entering the installation for 30 or more days in one year., **including Small Purchase contractors**, must initiate a criminal history record information/background check for non-criminal justice purposes on all personnel requiring access to JB MDL to the 87th Security Forces Squadron.

1.2. JB MDL requires all contractors to conduct a criminal history record information/background check ***WITH*** fingerprints prior to be issued an initial long term Installation Access Pass. This check is done at the contractor's expense and not at government expense. This will be completed prior to any permanent access credential for JB MDL being issued to the contractor personnel. Subsequent criminal history checks, after the initial 3 year period, may be accomplished with a name check only. Each state must be contacted to verify if it offers this option.

1.2.1. If the contractor requires access to the installation for less than 30 days in one year, Welcome Center personnel will conduct a ZW Person Inquiry and issue a pass not to exceed 7 days. Prior to issuing another Visitor Pass another ZW Person Inquiry will be conducted.

1.2.2. If the contractor attempts to enter the installation more than 30 days in a year, they will be denied access unless a criminal history check is conducted or appropriately applied for.
1.2.3. A maximum of one 30 day visitor passes will be issued to anyone requesting an Installation Access Pass who is awaiting a criminal history record information/background check.

1.2.3.1. If an individual is still awaiting the results of a criminal history record information/background check after the initial 30 day visitor pass is issued. A copy of the submitted application for the applicable state (Morpho Track Form D for NJ checks) must be presented to Welcome Center personnel to receive additional 30 day visitor passes.

1.2.3.2. A maximum of one additional 30 day pass will be issued to the person showing proof he has submitted the criminal history record information/background check.

1.3.1. This check will require the completed criminal history record/background check results or report be sent by the applicable State Police Department conducting the check to the 87th SFS Welcome Center at the following address.

87th SFS ATTN: Welcome Center
6049 8th Street
Joint Base McGuire-Dix-Lakehurst NJ 08640

1.4. All applicants possessing a current driver's license in PA, DE and NY are required to have a criminal history record information/background check for non-criminal justice purposes from ***BOTH*** the **State of Residence** and **State of Employment**. Applicants with a driver's license issued in any other state need only accomplish a criminal history record information/background check for non-criminal justice purposes in the where they reside.

NOTE: If the applicant lives and works in NJ, then only the NJ check is needed.

1.4.1. General guidance for New Jersey on this process is provided by the NJ State Police and is found in attachment 1 of this Contractor Security Appendix.

1.4.2. General guidance for Delaware on this process is provided by the DE State Police and is found in attachment 2 of this Contractor Security Appendix.

1.4.3. General guidance for New York on this process is provided by the NY State Police and is found in attachment 3 of this Contractor Security Appendix.

1.4.4. General guidance for Pennsylvania on this process is provided by the PA State Police and is found in attachment 4 of this Contractor Security Appendix.

1.4.5. For guidance from any of the other state or US Territory (i.e. Puerto Rico), contact the state police of that particular state and follow the requirements of para 1.2. and 1.3. above.

1.5. The 87th SFS will not be used to conduct this criminal background check.

1.6. State Police Department background check results must be sent directly from the Investigating Agency to the 87th SFS at the above listed address. Forms sent from the contractor will no longer be accepted.

1.6.1. Contractors and sub contractors may contact the 87th SFS/Welcome Center at 609-754-3197 to determine arrival of and verify status of Criminal History Record and Background Checks.

1.7. Failure to provide the completed check for each contractor individual requesting entry to the 87th SFS will result in that specific individual not being allowed access to JB MDL until the background check has been completed and provided.

1.8. The contractor will provide an initial Entry Authority List (EAL) (see attachment 5 for EAL requirements) to the administrative contracting office (i.e. 87th CONS, US Army Corps of Engineers (USACE), NAS Lakehurst, 87th CES, etc.). The contracting office will provide a copy of the initial EAL to the 87th SFS/Welcome Center. The contracting office will maintain any required documentation until the contract has been completed or terminated for any reason.

1.9. Upon receipt of the results of the check, the Welcome Center will review the results and determine whether personnel will be authorized to enter JB MDL. The Welcome Center will maintain and file a copy of the original documents for future reference.

1.10. The Welcome Center will also notify the appropriate Administrative Contracting Office or unit POC of those personnel who are being denied access to the installation because of an issue with the individual's criminal background investigation. The disposition date (date the charges were finalized in court) is the date used to determine time frames. The below criminal history findings will automatically disqualify the person in question from being granted access to the installation:

1.10.1. Any criminal record which is not conducive to good order and discipline.

1.10.2. Any outstanding warrants or personnel who are in the country in violation of immigration law.

1.10.3. US Citizenship, immigration status, or Social Security Account Number cannot be verified.

1.10.4. Barred from entry/access to any military installation or facility.

1.10.5. Wanted by federal or civil law enforcement authorities, regardless of offense/violation.

1.10.6. Any conviction of firearms or explosives violation.

1.10.7. Incarcerated for 12 months or longer within the past three years, regardless of the offense or violation. This can be a single incarceration or several combined which total 12 months.

1.10.8. Any conviction of espionage, sabotage, treason, terrorism or murder.

1.10.9. Any conviction of DUI manslaughter or involuntary manslaughter in the past 10 years.

1.10.10. Any conviction of sexual assault, armed assault/robbery, rape, child molestation, drug possession with intent to sell, or drug distribution within the past 10 years.

1.10.11. Any person with a pending court resolution will be denied access for any offense listed above. The disposition date (defined as the date the charges were finalized in court) is used to determine the barment period.

1.10.12. Any person with a pending court resolution for an offense not listed above will be issued a pass for two weeks at a time until the case is finalized in court. If the charges are dismissed the person will be considered to have a favorable criminal history.

1.11. The contractor will provide a final listing of personnel on an Entry Authority List (EAL) in letter format to the requesting Administrative Contracting Office.

1.12. The administrative contracting office (such as the 87th Contracting Squadron, the US Army Corps of Engineers, etc.) will authenticate and forward the EAL to the 87th SFS Welcome Center, **NLT 72 hours prior** to contract start date.

1.13. If EAL's are not accurate or contain fraudulent information, contractor identification badges will not be issued.

1.13.1. Pen and ink changes for deletion purposes may be made to an EAL.

1.13.2. Pen and ink additions to an EAL will not be accepted. All additions must be made by initiating a new EAL.

1.13.2.1. The Master EAL will be resubmitted with the additions included. Individual letters for long term employees will not be accepted if the contract exceeds 30 days.

1.14. The Welcome Center will maintain a copy of the documents for 90 days after expiration for future reference.

1.15. Contractor Criminal History Record and Background Checks will be valid for a period not to exceed 3 years.
1.15.1. At the 3 year mark, the contractor is required to complete a new check for each individual still employed and working at JB MDL.

1.15.2. Background checks older than 3 years will be updated through the NJ State Police or the State Police department for which they reside and/or are employed. Records older than three years on file will be destroyed.

1.16. Contractors who are also required to do Criminal History Background checks for employment purposes and maintain the background per state laws are required to bring the original completed background check and a copy of the check to the 87th SFS Welcome Center.
1.16.1. Welcome Center personnel will verify the copy of the background check and will stamp both the original and copy.

1.16.2. Welcome Center personnel will keep the copy of the background check.

1.16.3. Companies which maintain the original background check will be required to re-verify the status by bringing the original background checks to the Welcome Center on a yearly basis.

1.17. Holders of other federal credentials must have a validated need for installation access and will not be granted unlimited or unrestrained access to all USAF installations. Therefore, identification credentials/tokens issued by other Federal departments, such as the Transportation Workers Identification Credential (TWIC) [produced in accordance with the *Maritime Transportation Security Act of 2002* and Security and Accountability for Every (SAFE) Port Act of 2006] or other Federal credentials, may be authorized to support physical access to DoD installations if there is a valid need to enter the installation. The USAF allows for Installation Commanders to issue local access credentials/passes or to grant access based on presentation of these credentials at their discretion. The TWIC and other Federal government identification credentials only alleviate the installation's requirement to identity proof and vet access candidates.

2. Contractor Visitor Passes for Entry to JB MDL.

2.1. Contractors and vendors will be issued a computer generated or hand written Visitor Pass, Installation Access Pass or Defense Biometrics Identification System (DBIDS) card identifying them as a contractor authorized access to JB MDL.

2.1.1. Contractor and vendor visitor passes will be issued at a Welcome Center or the Commercial Vehicle Inspection facility for all contractors or vendors who require access to the installation for less than 30 days in a year.

2.1.1.1. Visitor passes will be issued to contractors or vendors who do not access the installation at least three days per week.

2.1.1.2. Contractors and vendors who access the installation less than three days per week, but will access the installation for longer than one month will be included on an EAL with the date the contract expires. These personnel must stop at the Welcome Center each time they are needed to perform work. They will be issued a Visitor Pass each time they need to enter the installation. These personnel will be identified on the EAL as requiring periodic access.

2.1.1.3. DBIDS or SFMIS Installation Access Passes will be only be issued to contractors or vendors requiring access at least 3 days a week for more than 30 days in a year. Personnel will only be issued an Installation Access Pass after all required Criminal History Checks are completed. Installation Access Passes will only be issued at any of the Welcome Centers or Commercial Vehicle Inspection facilities for the entire JB MDL. These personnel will be identified on the EAL as requiring daily access.

2.2. Contractor passes will be updated annually at the Welcome Center or Checkpoint 9 for contracts lasting over 1 year.

2.3. Contractor passes will be issued for the duration of the contract, or the length of the option period not to exceed 1 year, whichever is less.

2.4. Welcome Center personnel will review previously provided background investigations on all contractors prior to issuing/updating identification credentials.

2.5. NON U.S. CITIZENS: All non-U.S. citizens must provide a Work Permit Visa or Alien Registration Card with immigration number when requesting entry onto JB MDL. Upon completion of an approve Alien Immigration background check, the foreign national will be permitted to be sponsored onto the installation.

2.5.1. Foreign nationals requesting access onto Lakehurst NAES must be initially authorized access and then be escorted to and from the required location.

2.5.1.1. Sponsors must meet their Foreign National visitor at the Welcome Center.

2.5.2. Non US citizens will not be issued a Access Pass for longer than their Work Permit Visa is valid.

2.6. Those contractors working under the AF Industrial Security program will provide an EAL to the Welcome Center.

2.6.1. Those contractors under the AF Industrial Security program requiring access to the AF computer network may be issued a Common Access Card (CAC) in lieu of the normal contractor visitor pass.

2.6.2. Those contractors under the AF Industrial Security program who have not been issued a CAC will be issued a contractor visitor pass if they will be on the installation less than 30 days. These Contractors will be issued an Installation Access Pass if they will be on the installation longer than 30 days.

2.6.3. Those contractors under the AF Industrial Security Program who maintain an active DoD security clearance shall provide a Joint Personnel Adjudication System (JPAS) printout in lieu of the required background checks.

2.6.4. Installation Access Cards or temporary visitor / vehicle passes are issued for a specific purpose. It is not intended to allow unrestricted installation access and is to be used only when access is required for the stated purpose. Access Cards are the property of the government and must be returned to the issuing office when no longer authorized (termination, retirement, end of contract, expired, etc) or required. The misuse of an Access Card or a temporary pass may be cause for confiscation and barment from the installation. All visitors and contractors will be advised that the acceptance of an Access Card and or temporary pass will be considered implied consent to inspect passenger(s) and vehicle at any time while on the installation. When an Access Card, visitor or vehicle pass has expired, renewal is not automatic. The sponsor or requesting individual must resubmit required information.

3. Contractor Vehicle Passes for Entry to JB MDL.

3.1. Contractor vehicle passes will be issued at the Welcome Center or Checkpoint 9.

3.2. All vehicles and drivers must have the following documentation prior to being granted access to JB MDL:

3.2.1. Valid state driver's license with photo.

3.2.1.1. Valid state driver's license without photo with another government/state issued form of identification with photo .

3.2.2. Valid vehicle insurance.

3.2.3. Valid vehicle registration.

3.2.4. Bill of Lading (if available).

3.2.5. A JB MDL point of contact with a phone number.

3.3. Contractors will be issued AF Form 75, Vehicle Pass for entry to JB MDL provided the required documentation listed in 3.2 is valid.

3.4. Contractor vehicle passes will be updated annually at the Welcome Center or Checkpoint 9 for contracts lasting over 1 year.

3.5. Contractor vehicle passes will be issued for the duration of the contract or 1-year, whichever is less.

3.6. Commercial vehicles issued a Vehicle Pass must enter the installation through Checkpoint 9.

4. Contractor, Commercial and Oversized Vehicles.

4.1. All contractor, commercial and oversized vehicles must enter JB MDL Main Base through Checkpoint-9 located on Saylor's Pond Road**.**

4.1.1. All contractor, commercial and oversized vehicles must enter JB MDL Lakehurst through the Commercial Vehicle Inspection (CVI) gate located on CR 547.

4.2. The following are considered "commercial and oversized" vehicles at JB MDL and these vehicles can only enter the installation IAW paragraph 4.1., above.

4.2.1. All vehicles registered and licensed for commercial purposes with "commercial" license plates, regardless of state of issue.

4.2.2. All vehicles, regardless of type, license plate, or size, having more than two (2) axles.

4.2.3. All vehicles used to carry tools, machinery, equipment, or other commercial related equipment onto the installation.

4.2.4. All vehicles displaying a commercial plaque, logo or emblem carrying tools, machinery, equipment, or other commercial related equipment onto the installation.

4.2.5. Pick-up trucks which have not been equipped with storage containers and are not loaded with material in the bed of truck may enter JB MDL through any gate.

5. Contractor vehicle and personnel processing requirements

5.1. Checkpoint - 9 is open for personnel and vehicle processing from 0600-1900 hours Monday through Friday and 0600-1800 hours Saturday, Sunday and Holidays.

5.1.1. Contractor/Commercial vehicles requesting JB MDL Main Base entry from 1900-0600 will not be allowed entry. Unusual circumstances will be handled on a case by case basis. Contact the Base Defense Operations Center (BDOC) at (609) 754-2001/2002.

5.2. Lakehurst CVI is open for personnel and vehicle processing from 0700-1600 hours Monday through Friday.

5.2.1. Contractor/Commercial vehicles requesting JB MDL Lakehurst entry from 1600- 0700 or on weekends must be coordinated with the Lakehurst BDOC at (732) 323-4000.

6. Subcontractors.

6.1. All subcontractors are required to follow the same instructions listed above for their subcontractor personnel.

6.2. Contractors with an immediate access requirement for a short-term subcontractor must coordinate with their Contracting Officer prior to authorization of access without following the normal procedures.

6.3. Short term Subcontractors will be issued a pass not to exceed 1 week.

7. Contractors working in USAF Restricted Areas will comply with the following:

7.1. All contractors meeting the standard of visitor groups IAW AFI 31-501 will be issued line badges for working on the flight line and restricted areas. Those contractors must be working 90 or more consecutive days. All other contractors will require escort.

7.2. Each individual contractor (person) will be required to complete a Standard Form 85P - Questionnaire for Public Trust Position before accessing the Restricted Area. This is an investigation to determine the trustworthiness of the individual requiring access to the Restricted Area. This is not the same type of investigation as the NJ or other state background checks required to be conducted to access JB MDL.

7.2.1. Each individual will work with the unit security manager the contractor is supporting to complete the SF 85P.

7.2.2. Upon completion, the contractor will submit to the unit security manager for review.

7.2.2.1. If the 85P package contains errors, the individual will work with the security manager to correct.

7.2.2.2. If unable to correct, the individual will not be allowed access to the restricted area and may be asked to leave the installation.

7.2.3. If the SF 85P package contains no errors, the unit security manager will complete an AF Form 2586 - Unescorted Entry Authorization Certificate for accessing the restricted area.

7.3. The unit security manager will make an appointment with 87th ABW/IPP Personnel Security office for contractor processing and turn-in AF Form 2586.

7.3.1. The contractor will meet 87th ABW/IPP personnel and submit the completed SF 85P. 87th ABW/IPP will review SF 85P for accuracy and completion.

7.3.1.1. If the 85P package contains errors, the individual will work with the personnel security office to correct.

7.3.1.2. If unable to correct, the individual will not be allowed access to the restricted area and may be asked to leave the installation.

7.3.1.3. If no issues with 85P, the 87th SFS Reports and Analysis will conduct a local files check on the individual.

7.3.2. Upon local files check completion (no issues), contractor will be directed to the Pass & Registration (Bldg 1738) where a restricted area badge can be issued on an interim basis based on submission of the 2586 to S-5B.

7.3.2.1. S-5B will review AF Form 2586 for accuracy and completion.

7.3.2.2. If there are no errors, then an AF Form 1199 - Restricted Area Badge will be produced for the contractor.

7.3.2.3. If there are errors on the AF Form 2586, the contractor will be directed to return to the unit security manager for re-accomplishment of the form.
7.4. If potential disqualifying information is discovered the file is forwarded to the 87th ABW IPP office. The IPP office will coordinate with the unit and appropriate wing to determine an appropriate status for the contractor. If the determination is unfavorable the IPP office will notify the 87th SFS and unescorted entry privileges to restricted areas and the flightline will be withdrawn automatically.

7.5. Any work on or near the flightline will be coordinated through the JB MDL Installation Constable located in bldg 1738.

7.5.1. The Installation Constable will verify the need to access the restricted area and determine if a Free Zone can be established.

8. Flightline Driving.

8.1. Only authorized contracted or privately owned vehicles with colored cones/placards are authorized on the flightline and/or flightline road unless driving a government vehicle or under authorized escort.

8.2. Contractor personnel who are authorized to drive on the flightline will be issued a colored cone/placard from Airfield Management.

8.2.1. Cones/placards must be visible during operations of the vehicle when driving on the flightline and when parked on the flightline.

8.2.3. The cone/placard must be secured (put away) upon departure from the flightline.

8.3. Restricted Areas: Defined as an area delineated by ropes, red lines or barriers that contain Protection Level resources (i.e. aircraft or equipment).

8.3.1. These areas require a certain level of protection, and entry is only allowed by authorized personnel wearing a restricted area badge or personnel under authorized escort.

8.3.2. Aircraft hangars are restricted areas when aircraft are present.

8.3.3. Signs are posted every 100 feet on the exterior of restricted area boundaries stating; "Deadly Force is Authorized."

8.3.4. Contractors will never enter restricted areas unless properly escorted or authorized by the installation commander or designee through the issuance of a restricted area badge.

8.4. If the Security Forces or a military member detains a contractor or contract employee at any time or for any reason, the contractor will comply with their request and will not become combative or argumentative.

9. Miscellaneous Requirements

9.1. All requests for additional contractor personnel must meet the same requirements listed in para A1 above before Installation Access Passes will be issued.

9.2. The administrative contracting office will be notified when personnel leave the contractor company for any reason and provide that information to the Welcome Center.

9.3. The contractor company is responsible for the return of all contractor identification badges at the end of the contract or when personnel depart for any reason. All badges and passes will be returned to the Welcome Center.

9.4. During increased Force Protection Conditions (FPCONs) there may be limited entry to the installation.

9.5. Retired military or government personnel may be allowed to enter the installation through any gate providing the vehicle operator has a current and valid base entry ID card.

9.5.1. Retired military or government personnel must be listed on the company EAL.

9.5.2. All retired military or government personnel will complete all Criminal History Record Information/Background Check regardless of their military/government retired status.

9.6. All contractor vehicles entering must be registered at the Welcome Center. Personnel authorized to receive a long term Access Pass will not be issued a vehicle pass. The vehicle information will be included in the bar code of the pass. Personnel entering JB MDL who do not qualify for a long term pass or are using a vehicle temporarily, will be issued an AF Form 75, Vehicle Pass.

9.7. Contractors are **NOT** normally authorized to Sponsor any personnel to enter JB MDL.

9.7.1. Exceptions to this rule will be addressed on an as needed basis through the Contracting Officer and the 87 SFS Welcome Center Supervisor.

9.7.1.1. The contractor must work through the Contracting Officer who in turn will contact the Welcome Center Supervisor.

9.7.1.2. In the event the Welcome Center Supervisor is unavailable, the following personnel in the order listed may approve the contractor sponsorship authority:
87 SFS Deputy Air Provost, Operations Officer, Operations Superintendent, or the on-duty flight chief as necessary.

9.7.2. Sponsoring onto the installation is a limited privilege for emergent requirements only and cannot be used as a routine method to get subcontractors onto the installation.

9.7.2.1. Contractors with Installation Access Sponsoring authority must contact the Welcome Center Supervisor or Senior Clerk to coordinate each emergent requirement.

9.7.2.2. The sponsoring Contractor will be responsible for all individuals they sponsor onto the installation.

9.7.2.3. Contractor sponsorship privileges will be revoked if is determined the contractor is attempting to supersede normal installation access requirements.

9.7.2.4. No more than three personnel per prime contract EAL will be granted sponsorship privileges.

9.7.2.5. The Contracting Office or JB MDL point of contact will ensure this privilege is only granted to prime contractors who will not know in advance which personnel will be reporting for work.

9.7.2.6 Personnel granted sponsorship authority must have a criminal history background check completed prior to them authorized to be a sponsor.

9.7.3. Any contractor found in violation of these requirements will be escorted off the installation. They will be removed from the company entry authority list and will not be allowed to reenter JB MDL without the express written permission of the Installation Commander.

9.8. Contractors are required to obey all entry requirements, traffic rules and requirements of JB MDL. Failure to comply will result in barment from the installation.

9.9. Contractors are not authorized to utilize cell phones while operating a motor vehicle of any type while on JB MDL unless they can be operated hands free to include turning on, answering, speaking and turning off.

9.10. Headsets are not authorized for use while operating a vehicle on JB MDL.

10. Questions or problems.

10.1. Questions on entry onto the installation may be directed to any one of the following locations:

McGuire Gate Welcome Center – (609) 754-3197 or (609) 754-3003

Checkpoint 9 – (609) 658-0425

10.2. If a contractor has any problems while on JB MDL in any way related to base entry or security, the contractor should contact the Security Forces Control Center. (609)754- 2001/2002/2003/2004.

Attachment 1 -General guidance for the NJ Criminal History Record Information/ Background Check *WITH* fingerprints.

A1.1. An individual must obtain a criminal history record check via electronic live scan at one of the approved sites. The New Jersey State Police uses the live scan fingerprinting services provided by Morpho Track, Inc., a private company under contract with the State of New Jersey. In order to be fingerprinted you are required to contact Morpho Track, Inc. to schedule a time and place to have your fingerprints recorded. The quickest and easiest way to schedule your appointment is via the Web at www.bioapplicant.com/nj. Web scheduling is available 24 hours per day, seven days per week. Applicants who do not have Web access should call Morpho Track, Inc. at the company's toll-free telephone number, 1-877-503-5981 (Monday through Friday, 8:00 a.m. to 5:00 p.m., and Saturday, 8:00 a.m. to 12:00 noon). Morpho Track, Inc. provides a toll-free TTY telephone number, 1-800-673-0353, for hearing-impaired applicants with a modem-equipped telephone. Spanish-speaking operators are available upon request.

A1.2. You must either download the Morho Track Form D or obtain a copy from the Welcome Center and bring this form with you to your scheduled fingerprint appointment. In addition to this form, you must bring proper identification as outlined on

the form. The home address that you fill out on the attached form should be the same as the home address printed on the identification that you provide to Morpho Track, Inc. To ensure accuracy, please legibly complete blocks #9 thru #26 on the front of this form prior to scheduling your appointment.

A.1.3. The fee for this service is $41.00. Acceptable methods of payment are credit card, electronic debt check or money order. At the time of scheduling your appointment, payment will be required and charged to your account. Appointments must be canceled by noon on the business day prior to your scheduled time (you must cancel by Saturday at noon for a Monday appointment). If you fail to cancel your scheduled appointment, you will forfeit the $11.00 portion of your fingerprint fee that is payable to Sagem Morpho. You will also forfeit the $11.00 fee if you fail to bring the Universal Fingerprint Form and proper ID when having your fingerprints scanned.

A.1.4. Failure to utilize the Form D for its intended purpose and/or failing to provide complete and accurate information may result in having to be fingerprinted again and incurring additional costs. Questions or revisions to responses must be made within a ninety-day period or the full process will have to be completed again. If you do not receive your response within 10 working days please contact the Criminal Information Unit at (609) 882-2000 ext. 2918.

A.1.5. Blocks 1-8 will populate with information when the form is opened from the web site. Do not change any information in blocks 1-8. Blocks 9-25 must be completed with the applicant's information. Block 26 must have the following address for it to be sent directly to the Security Forces Welcome Center.

87th SFS ATTN: Welcome Center
6049 8th Street
Joint Base McGuire-Dix-Lakehurst, NJ 08641

A1.6. The New Jersey State Police NJ 212B will not be accepted for initial Criminal Background Check requests.

MorphoTrak
SAFRAN Group

www.bioapplicant.com/nj

Formerly Sagem Morpho Inc

(1) Originating Agency Number (ORI #)	(2) Category	(3) Statute Number	
NJPRR0000	PER	13:59-1	
(4) Reason for Fingerprinting		(5) Document Type	(6) Payment Information
PERSONAL EMPLOYER REQUEST		S1	$41.00
(7) Contributor's Case # (Unique Identifier)		(8) Miscellaneous	
EMPLOYER			

(9) First Name	(10) MI	(11) Last Name

(12)Daytime Phone Number	(13) Social Security Number	(14) Date of Birth	(15) Height	(16) Weight
( ) -				

(17) Maiden Name (if married female)	(18) Place of Birth (U.S. State –for US Citizen; Country for all others)	(19) Country of Citizenship

(20) Home Address

Address City State Zip

(21) Gender (Select one)	(22) Hair Color (Indicate most predominant color, one only)	(23) Eye Color	(24) Race (Select One)
Male ( ) Female ( ) Both ( )			A Asian/ Pacific Islander (includes Asian Indian) B Black W White (includes Hispanic/ Spanish Origin) U Unknown I American Indian / Alaska Native

(25) Occupation	(26) Employer (Name)	87th Security Forces Squadron / Welcome Center
	Employer Address	6049 8th Street
	City	Fort Dix State NJ Zip 08640

APPLICANT INFORMATION – READ THIS FORM CAREFULLY AND FOLLOW ALL INSTRUCTIONS TO COMPLETE THE FINGERPRINT PROCESS. You MUST present this completed form at your appointment to be FINGERPRINTED. NO EXCEPTIONS ALLOWED. Applicants without forms or with incomplete forms will not be printed.

IDENTIFICATION IS REQUIRED- ACCEPTABLE ID REQUIREMENTS –ID MUST include Photo, Name, Address (Home/ Employer) and Date of Birth. Acceptable ID MUST be issued by a Federal, State, County or Municipal entity for identification purposes. Examples of acceptable ID are: 1) Valid Photo Drivers License or Valid Photo ID issued by any State DMV or NJ MVC, 2) Passport. Acceptable ID MUST meet all of the underlined requirements above and MUST be present on one (1) ID. Combinations of documents are NOT acceptable. If acceptable ID is not presented you will not be fingerprinted.

For applicants who are required to pay for their own fingerprinting fees, payment is required at the time of scheduling. Payment may be made with a credit card or electronic debit from a checking account. Remember your account will automatically be debited. An $11 fee is charged to cover the cost of a scheduled appointment for applicants who do not cancel/reschedule by noon on the business day prior to your scheduled appointment (Saturday noon for Monday appointments). All appointments can be canceled/rescheduled via the web without penalty if cancellation requirements are met. The $11 fee will also apply for applicants who are turned away from the printing sites due to the inability to present proper ID, who fail to present this completed Universal Fingerprint Form provided to you by your requesting agency or employer, or who are turned away because information on this form does not match the information provided during the scheduling process. You will be refunded State and Federal search fees only.

Appointment scheduling is available via the web at **www.bioapplicant.com/nj**, 24 hours per day, 7 days per week. For applicants who do not have web access, appointments can be made by contacting us toll free at **(877) 503-5981** on a first call, first served basis Monday through Friday, 8:00 AM to 5:00 PM EST and Saturday, 8:00 AM to 12 noon EST. English and Spanish speaking operators are available. Hearing impaired scheduling is available at (800) 673-0353. ONLY applicants who schedule through the call center can make payment by money order at the fingerprint site. No other form of payment is accepted at the fingerprint site.

Your APPLICANT ID, Site, Date, Time of your appointment, and payment authorization will be confirmed by the call center agent or web confirmation when scheduling is complete. You must record this information in the appropriate blocks below while speaking with the operator. If you appear for fingerprinting at a site where you are not scheduled or on a different date and time, you will be turned away and not fingerprinted. If applicable, you may incur the $11 appointment fee.

Your PCN number will be recorded when your fingerprinting has been completed. You MUST retain a copy of the form and a copy of the receipt provided to you by the Fingerprint Technician for your records. NO RECEIPTS WILL BE PROVIDED AFTER THE DATE OF PRINTING.

Applicant ID No.	Scheduled Site/ Date/ Time	PYMT Authorization	PCN

Agency Information #1	Agency Information #2

APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM

FORM NO. NIAPS2, Version 4.0 September 1, 2009

A1.7. Subsequent requests for criminal history background checks from New Jersey may be accomplished using the name check only request on the SBI 212B. The SBI 212B Form was developed to provide these entities with the ability to request criminal history record information by submitting a subject's name, date of birth, social security number, and other descriptive information. These forms will be used for conducting **name checks only**.

A1.7.1. One SBI 212B Form will be used for each request and the required information must be typed or legibly printed. Photocopies will not be accepted since the forms are color-coded and original signatures are required. All necessary forms required for access will be supplied by the Division of State Police upon written request to the address listed above or by calling (609) 882-2000, extension 2884. The fee for submission of an SBI 212B Form name check is $18.00.

A1.7.2. All fees must be made payable to the **Division of State Police-SBI**. Acceptable methods of payment are cashiers' check, certified check, business check, or money order. International money orders or checks must be drawn on a U.S. bank.
No personal checks will be accepted.

All SBI 212B forms and payments will be submitted to:

Division of State Police
Attn.: CIU
P.O. Box 7068
West Trenton, NJ 08628-0068

A1.7.3. The New Jersey State Police NJ 212B will be completed as follows:

A1.7.3.1. Section A (Complete Name and Address of Requestor) of the New Jersey State Police NJ 212B form will reflect the 305 SFS Entry Screening Facility.

87th SFS ATTN: Welcome Center
6049 8th Street
Joint Base McGuire-Dix-Lakehurst NJ 08640

A1.7.3.2. Section A (Additional Data Optional) will reflect the company address information. This information is use by Welcome Center personnel to identify the company upon return of the record check.

Example: **RBC Management, LLC**
61 Claremont Road
Bernardsville, NJ 07924

A1.7.3.3. Section B – Subject of the Request.

A1.7.3.4. NAME (Last Name), (Maiden Name), (First Name), (Middle Name).
A1.7.3.5. ADDRESS: (Number), (Street), (City), (State).
A1.7.3.6. DOB (Date of Birth): (Month), (Day, (Year).
A1.7.3.5. SEX: Male or Female.
A1.7.3.6. RACE: White, Black, Asian, etc.
A1.7.3.7. SBI NUMBER (If known): Leave Blank.
A1.7.3.8. FBI NUMBER (If known): Leave Blank.

A1.7.3.9. SOCIAL SECURITY NUMBER: Social Security Number will be furnished.

A1.8. Section C. Authority and Purpose of the Request.

A1.8.1. The first block is the only block which will be completed for all requests. (Non-criminal justice purpose by a governmental entity of this State, the federal government, or any other state for any official government purpose, including but not limited to employment, licensing, and the procurement of services).

A1.8.2. The second and third blocks are not used.

A1.9. Section D. Certification of Requestor.

A1.9.1. This section will be signed by 87th SFS personnel only.

A1.9.2. The Contracting Officer will provide pre-signed forms to the contractor from the WC.

A1.9.3. Contractors are not authorized to sign this section.

A1.10. Section E (Authorization by Subject of Request and Privacy Act Information). Supervisor, State Bureau of Investigation.

A1.10.1. I hereby authorize the release of any Criminal History Record Information maintained by your agency, meeting dissemination criteria, for the above indicated purpose to ___*87th SFS / Welcome Center*___.

A1.10.2. The applicant (Subject of the Request) will sign and date the form.

A1.11. The company will submit the completed SBI 212B Form with a company check, money order or certified check only for $18.00 to the NJ State Police. Personal checks will not be accepted.

Please Note: The Form SBI 212B (Rev. 06/02), which is pictured below, is included for informational purposes only. The NJ State Police **WILL NOT** process photocopies/duplicates of this form. An original form is printed on bluish paper and can be obtained at Welcome Center or any NJ State Police office.

NEW JERSEY STATE POLICE, STATE BUREAU OF IDENTIFICATION (SBI)

REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION FOR A NONCRIMINAL JUSTICE PURPOSE

(TYPE OR PRINT ALL INFORMATION)

A. COMPLETE NAME AND ADDRESS OF REQUESTER

This will be used as a mailing label - Type/Print legibly	ADDITIONAL DATA (Optional)

B. SUBJECT OF THE REQUEST

NAME (Including Maiden Name) (Last Name) (Maiden Name) (First Name) (Middle)			SBI NUMBER (If Known)
ADDRESS (Number) (Street) (City) (State)			FBI NUMBER (If Known)
DOB (Month) (Day) (Year)	SEX	RACE	SOCIAL SECURITY NUMBER (If furnished)

C. AUTHORITY AND PURPOSE OF THE REQUEST

(Check appropriate box to indicate the type of request and supply all other required information.)

☐ Noncriminal justice purpose by a governmental entity of this State, the federal government, or any other state for any official governmental purpose, including but not limited to employment, licensing, and the procurement of services pursuant to N.J.A.C. 13:59-1.2(a)(1).
(Authorization By Subject Of Request And Privacy Act Notification; Certification of Requester are required.)

☐ Noncriminal justice purpose by a person or non-governmental entity of this State for purposes of determining a person's qualifications for employment, volunteer work, or other performance of services pursuant to N.J.A.C. 13:59-1.2(a)(2).
(Authorization By Subject Of Request And Privacy Act Notification; Certification of Requester are required.)

☐ Noncriminal justice purpose by a private detective licensed by the Division of State Police pursuant to N.J.A.C. 13:59-1.2(a)(4) and N.J.S.A. 45:19-8 et seq., for purposes of obtaining information in furtherance of the performance of their statutorily authorized functions, as specifically enumerated by N.J.S.A. 45:19-9(A) 1 to 9.
(Certification Of Requester is required. However, section D (3) and (4) DO NOT apply.)

(OVER)

SBI 2128 (Rev. 07/03)

D. CERTIFICATION OF REQUESTER

I herby **certify** that:

(1) I am authorized to receive and use New Jersey Criminal History Record Information pursuant to N.J.A.C. 13:59-2(a)(1), (2), or (4) as indicated under section "C" of this request.

(2) A. Any record(s) received shall be used solely for the authorized purpose for which it was obtained.

B. Any record(s) received shall not be disseminated to persons not authorized to receive the record(s).

C. The record(s) will be destroyed immediately after it has served its authorized purpose(s).

D. In the case of a request not accompanied by fingerprints, I am aware that the SBIS cannot guarantee that the record(s) provided relates to the subject of the request.

E. I am aware that the SBI will rely upon the accuracy and truthfulness of the information provided in this request.

(3) The subject of this record request will be provided with adequate notice to complete or challenge the accuracy of any record(s) provided by the SBI and, if requested by the subject of this record request, will be provided with a reasonable period of time to correct or complete any information provided by the SBI. (Does not apply to private detective requests.)

(4) The subject of this record request will not be presumed guilty of any pending arrest(s) or charge(s) indicated on any record(s) received from the SBI. (Does not apply to private detective requests.)

Type or print name of authorized person making certification

Signature of authorized person making certification

E. AUTHORIZATION BY SUBJECT OF REQUEST AND PRIVACY ACT NOTIFICATION

Supervisor, State Bureau of Identification:

I hereby authorize the release of any Criminal History Record Information maintained by your agency, meeting dissemination criteria, for the above indicated purpose to _____
(Insert name of agency you authorize to receive this information)

Pursuant to the Privacy Act of 1974 (P.L. 93-579), I realize the disclosure of my social security number is **voluntary.** I also realize my social security number will be used for the purpose of facilitating the security check authorized by the above referenced authority. Any information released as a result of this authorization, including the furnishing of my social security number, shall be used only for the express purpose of processing the above indicated application.

Signature of Applicant

Date

NOTE: The SBI **will not** process photocopies of this form. The current processing fee for this document is $15.00 pursuant to N.J.S.A. 53:1-20.6A and N.J.A.C. 13:59-1.3. A cashiers check, certified check, or money order payable to the Division of State Police - SBIS must be stapled to each SBI 212B Form.

If a fingerprint search is required, submit a completed state applicant fingerprint card and SBI 212B Form with a check for $25.00. Staple the check to the lower left corner of the applicant fingerprint card and then staple the applicant fingerprint card to the SBI 212B Form.

Attachment 2 -General guidance for the DE Criminal History Record Information/ Background Check *WITH* fingerprints.

A2.1. The Delaware State Criminal History Record Check Authorization form will be used when requesting a Criminal History Background check through the state of Delaware. This form has been scanned into this document; it can be printed, and used for official requests. It can be found in this attachment. Further information concerning Delaware State Criminal History requests can be found by calling (302)739-5871 or on the internet at http://dsp.delaware.gov/SBIinfo.shtml#CrimHist.

A2.2. The Delaware State Bureau of Identification provides a Delaware Criminal History Record request for a fee of $45.00.

A2.3. This procedure is as follows:

A2.3.1. Complete the Delaware State Criminal History Record Check Authorization form filling out all the applicable areas (see below for detailed instructions).
A2.3.2. Sign the enclosed authorization/release form.
A2.3.3. Have fingerprints taken by person who has been formally trained to take fingerprints (poor quality fingerprints will be rejected and returned)
A2.3.4. Provide brief explanation for reason fingerprinted. Use Company letterhead. See A2.8 below for details.
A2.3.5. Enclose $45.00 processing fee; money order or certified check only. Personal checks will not be accepted.
A2.3.6. Provide address for return of criminal history information.
A2.3.7. Send all items listed above to:

Delaware State Police
State Bureau of Identification
P.O. Box 430
Dover, Delaware, 19903
Attn: Records Section

A2.4. Questions on completing the form can be directed to the Delaware State Police State Bureau of Identification at (302) 739 – 5882.

A2.5. The form will be completed as follows:

A2.5.1. LAST NAME
A2.5.2. FIRST NAME
A2.5.3. MIDDLE INITIAL
A2.5.4. SUFFIX
A2.5.5. ALIASES: MAIDEN/PREVIOUS LAST NAMES
A2.5.6. DATE OF BIRTH
A2.5.7. SOCIAL SECURITY NUMBER:
A2.5.8. SEX:
A2.5.9. RACE:
A2.5.10. HGT: (Height)
A2.5.11. WGT: (Weight)
A2.5.12. EYES: (Color Eyes)
A2.5.13. HAIR: (Color Hair)
A2.5.14. PLACE OF BIRTH (STATE):
A2.5.15. CURRENT ADDRESS: Number, Street
A2.5.16. CITY/STATE:
A2.5.17. ZIP:

A2.6. * COMPLETE IF MAILING RESULTS TO DIFFERENT ADDRESS OTHER THAN YOURSELF. This block will read the address information for the 87th Security Forces Squadron (SFS) Welcome Center.

87th Security Forces Squadron
6049 8th Street
Joint Base McGuire-Dix-Lakehurst NJ 08640
ATTN: Welcome Center

A.2.7. **AUTHORIZATION TO RELEASE INFORMATION:**

A2.7.1. As applicant I authorize release of any and all information that you have concerning me, included CRIMINAL HISTORY RECORD INFORMATION and other information of a confidential or privilege nature. I hereby release you, your organization, the State of Delaware from any liability or damage, which may result from furnishing this information:

A2.7.2. SIGNATURE OF APPLICANT: Applicant signs form
A2.7.3. DATE: Applicant dates form.
A2.7.4. SIGNTURE OF PARENT/GUARDIAN (IF UNDER 18): Parent or guardian signs if applicant is under 18 years of age.
A2.7.5. Telephone number Home: Type in your home phone number.
A2.7.6. Telephone number Work: Type in your work phone number.

A2.8. Item A2.3.4. above requires the individual to provide a brief explanation for reason fingerprinted. Companies should provide the following typed statement on Company letterhead to be provided with the request by the individual.

This company (use your company name) has won a contract for services (type in the service your company is going to provide) at JB MDL in New Jersey.

In order for employees of this company to access JB MDL a Criminal History Record Check of all employees of this company who will be working at JB MDL must be completed and provided to the 87th Security Forces Squadron (a Law Enforcement Agency of the US Air Force).

This request for a Delaware Criminal History Record Check is for contractor access to JB MDL, NJ.

Point of contact for this company is (Company security official, contracting officer, or other company official) and their phone number is (phone number).

Signature block of company official authorized to sign letter.

STATE OF DELAWARE
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF STATE POLICE
P.O. BOX 430
DOVER, DELAWARE 19903

TO WHOM IT MAY CONCERN:

Enclosed you will find the fingerprint card that is required to perform a Delaware criminal history record request. Please follow the directions listed below:

1. Fill out all highlighted areas. (PLEASE PRINT)
2. Sign the enclosed authorization/release form
3. Have fingerprints taken by person who has been formally trained to take fingerprints (poor quality fingerprints will be rejected and returned)
4. Provide brief explanation for reason fingerprinted.
5. Enclose $30.00 processing fee; money order or certified check only, payable to: Delaware State Police.
6. Provide address for return of criminal history information.
8. Send all items listed above to:

Delaware State Police
State Bureau of Identification
P.O. Box 430
Dover, Delaware 19903
ATTN: Records Section

CRIMINAL HISTORY RECORD CHECK AUTHORIZATION FORM
USE FOR APPLICANT PURPOSES
(PLEASE PRINT OR TYPE ALL INFORMATION IN BLACK INK)

LAST NAME	FIRST NAME	MI	SUFFIX

ALIASES: MAIDEN / PERVIOUS LAST NAMES

DATE OF BIRTH ____/____/____ **SOCIAL SECURITY #** _____-____-_____

SEX_____ **RACE**_____ **HGT**_____ **WGT**_____ **EYES**_____ **HAIR**_____

PLACE OF BIRTH (STATE) _____

CURRENT ADDRESS: _____

CITY/STATE: _____ **ZIP:** _____

*** COMPLETE IF MAILING RESULTS TO DIFFERENT ADDRESS OTHER THEN YOURSELF:**

NAME/COMPANY: _____

ADDRESS: _____

CITY/STATE: _____ **ZIP:** _____

ATTN: _____

AUTHORIZATION TO RELEASE INFORMATION:

As an applicant I authorize release of any and all information that you have concerning me, including CRIMINAL HISTORY RECORD INFORMATION and other information of a confidential or privilege nature. I hereby release you, your organization, the State of Delaware and others from any liability or damage, which may result from furnishing this information:

SIGNATURE OF APPLICANT: _____ **DATE:** _____

SIGNATURE OF PARENT/GUARDIAN (IF UNDER 18): _____

Telephone Number **Home:** (____)_____ **Work:** (____)_____

USE OF CRIMINAL HISTORY RECORD INFORMATION IS RESTRICTED BY LAW AND SHALL BE LIMITED TO THE PURPOSE FOR WHICH IT WAS GIVEN. MISUSE CONSTITUTES A CRIMINAL VIOLATION.

OFFICIAL USE ONLY

AGENCY	REASON FINGERPRINTED	Code / Time

Attachment 3 – General guidance for the NY Criminal History Record Information/ Background Check *WITH* fingerprints.

A3.1. The New York State Office of Court Administration (OCA) Record Search for Conviction of Prosecution and Pending form will be used when requesting a Criminal History Background check through the state of NY. This form has been scanned into this document; it can be printed, and used for official requests. It can be found in this attachment.

A3.2. The New York State Office of Court Administration (OCA) provides a New York Statewide criminal history record search (CHRS) for a fee of $52.00. The search criteria is strictly based on exact match of Name and DOB (variations of Name or DOB are not reported.) The search includes data from all 62 counties pertaining to convictions and open/pending cases originating from City & County courts.

A3.3. This procedure is as follows:

A3.3.1. Complete the Criminal History Record Search (CHRS) Application Form.
A3.3.2. Indicate name, address, and phone number of the person or company submitting the form.
A3.3.3. Include the individual's full name and date of birth (See Below) you want searched. A3.3.4. Applications with unclear or omitted information will be rejected.
A3.3.5. Each alias and each date of birth is counted as an additional search.
A3.3.6. The results of this process are NOT certified and should not be confused with a "Certificate of Disposition" which can only be issued by a court.

A3.4. PROGRAM FEE: The fee is $55.00 for Statewide search. Please make checks or money orders payable to the N.Y.S. Office of Court Administration (OCA). Cash will not be accepted. A $20.00 returned check charge will be imposed on items returned by the bank.

A3.5. You can contact the OCA at (212) 428-2973 between 10:00 and 4:00 pm for a copy of the Criminal History Record Search application or download the form at http://www.courts.state.ny.us/apps/chrs/.

A3.6. The form will be completed as follows.

A3.6.1. NAME/COMPANY: 87th Security Forces Squadron ATTN: S3IE/Welcome Center.

> ***NOTE***: Do not use your company address as the form must come from the state to: 87th SFS/S-3IE.

A3.6.2. STREET ADDRESS: 6049 8th Street

A3.6.3. CITY, STATE, ZIP: Joint Base McGuire-Dix-Lakehurst NJ 08640

A3.6.4. TELE./FAX NUMBER: This will be your company phone number not the 305th Security Forces Squadron phone number.
A3.6.5. CONTACT/EMAIL ADD.: Company POC and phone number.

A3.6.6. STATEWIDE SEARCH Page: _____ of _____: NOT USED

A3.6.7. E-MAIL: ☐ NOT USED

A3.6.8. MAIL: ☐ lace an X in this box.

A3.6.9. PICKUP: ☐ NOT USED.

A3.6.10. TYPE OR PRINT IN CAPITALS (Numbered 1 – 20 for up to 20 personnel)

LAST NAME, FIRST NAME & INITIAL

All information MUST by in CAPITAL LETTERS.

Information must be in the form of LAST NAME, FIRST NAME, INITIAL.

A3.6.11. D.O.B.: Type in individuals Date of Birth

A3.6.12. For Your Use: NOT USED

A3.6.13. The 87th SFS requests each company list no more than 15 personnel on one sheet. This is so there is space available using line 17 – 20 for your company information. We use your company information as listed on the form to identify your company personnel when the request is returned to our office. Please include the following information on each line.

Line 17: Company Name
Line 18: Address
Line 19: City, State, Zip
Line 20: Company POC Name and Phone number

NEW YORK STATE OFFICE OF COURT ADMINISTRATION RECORD SEARCH FOR CONVICTION OF PROSECUTION AND PENDING

Rev 9/28/05

NAME / COMPANY: _____

STREET ADDRESS: _____

CITY, STATE, ZIP _____

TELE./FAX NUMBER: _____

CONTACT/ EMAIL ADD.

STATEWIDE SEARCH

PAGE : _____ OF _____

DATE:

E- MAIL ☐ MAIL ☐ PICKUP ☐

OFFICIAL USE ONLY

NO	TYPE OR PRINT IN CAPITALS LAST NAME, FIRST NAME & INITIAL	D.O.B.	For Your Use	NO	TYPE OR PRINT IN CAPITALS LAST NAME, FIRST NAME & INITIAL	D.O.B.	For Your Use
1				11			
2				12			
3				13			
4				14			
5				15			
6				16			
7				17			
8				18			
9				19			
10				20			

Email Address: Provide your email address if you like search results emailed to you

Statewide Search: The electronic statewide search includes all 62 counties of the State of New York
Inquiries regarding criminal disposition data should be directed to OCA's Criminal History Record Search Unit at (212)428-2943 between the hours of 10:00 and 4:00 pm. Requests for additional copies of the Criminal History Record Search application can be made to OCA's CHRS Intake Unit at (212) 428-2810 or you can download the form from the New York State Court's website: www.nycourts.gov

Attachment 4 – General guidance for the PA Criminal History Record Information/ Background Check *WITH* fingerprints

A4.1. The Pennsylvania State Police Request for Criminal Record Check form will be used when requesting a Criminal History Background check through the state of Pennsylvania. This form has been scanned and can be printed for use. It can be found as part of Attachment 4.

A4.2. The PA State Police will provide a PA Criminal Record Check for a fee of $34.00. The fingerprint portion of this check costs $10.00 and the actual records check is $24.00.

A4.3. This procedure is as follows:

A4.3.1. Complete the Pennsylvania State Police Request for Criminal Record Check filling out all the applicable areas of Part I (see below for detailed instructions).
A4.3.2. Have fingerprints taken by a Law Enforcement agency.
A4.3.3. Enclose the $34.00 processing fee: money order or certified check only payable to the Commonwealth of Pennsylvania.
A4.3.4. Send all listed above to:

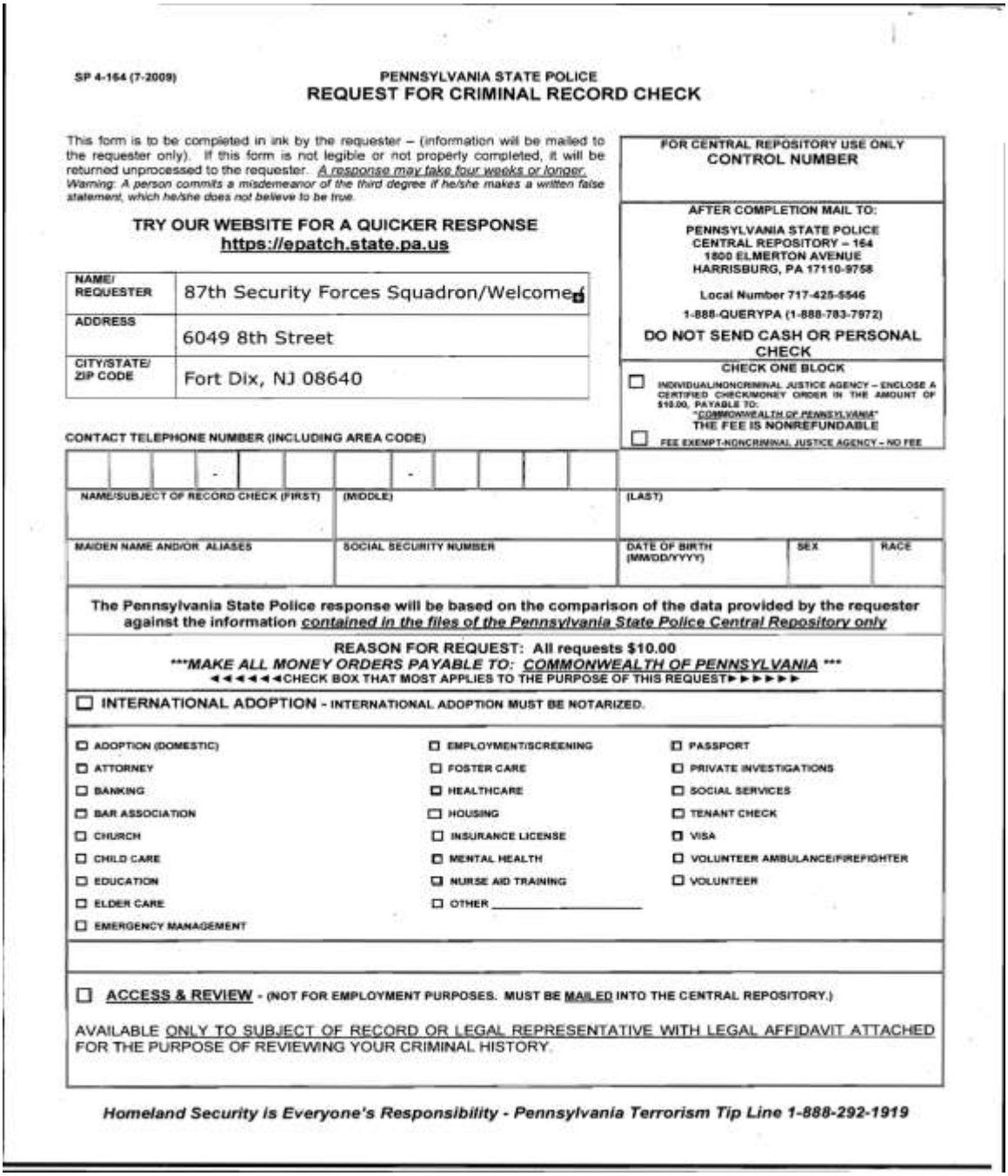
Pennsylvania State Police
Central Repository - 164
1800 Elmerton Avenue
Harrisburg, PA 17110-9758

A4.4. Questions or further information concerning PA State Criminal History requests can be found on the internet at http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2 or can be directed to the PA State Police Central Repository at (717) 783 – 9973 during Business hours (8:15 – 4:15).

A4.5. The form will be completed as follows.

A4.5.1. NAME/REQUESTER: 87th Security Forces Squadron/Welcome Center.
A4.5.2. REQUESTER NAME: 87th Security Forces Squadron, S3IE/Welcome Center
A4.5.3. ADDRESS: 6049 8th Street
A4.5.4. CITY, STATE, ZIP: Joint Base McGuire-Dix-Lakehurst NJ 08640.
A4.5.5. CONTACT TELEPHONE NUMBER: Type your company phone number here.
A4.5.6. REQUESTOR IDENTIFICATION: Mark an X in the Individual/NonCriminal Justice Agency
A4.5.7. REQUESTOR IDENTIFICATION: Leave the Fee Exempt NonCriminal Just Agency box blank – this section is not used.
A4.5.8. NAME/SUBJECT of RECORD CHECK – FIRST, MIDDLE, LAST
A4.5.9. MAIDEN NAME AND/OR ALIASES
A4.5.10. SOCIAL SECURITY NUMBER
A4.5.11. DATE OF BIRTH (DOB): Month, Day, Year
A4.5.12. SEX
A4.5.13. RACE

A4.5.14. REASON FOR REQUEST: Check OTHER. Type in the following statement: Requires access to JB MDL in performance of contract with (your company name and address information).



SP 4-164 (7-2009)

PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. *A response may take four weeks or longer.*
Warning: A person commits a misdemeanor of the third degree if he/she makes a written false statement, which he/she does not believe to be true.

TRY OUR WEBSITE FOR A QUICKER RESPONSE
https://epatch.state.pa.us

FOR CENTRAL REPOSITORY USE ONLY
CONTROL NUMBER

AFTER COMPLETION MAIL TO:
PENNSYLVANIA STATE POLICE
CENTRAL REPOSITORY – 164
1800 ELMERTON AVENUE
HARRISBURG, PA 17110-9758
Local Number 717-425-5546
1-888-QUERYPA (1-888-783-7972)
DO NOT SEND CASH OR PERSONAL CHECK

CHECK ONE BLOCK
☐ INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF $10.00, PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA" THE FEE IS NONREFUNDABLE
☐ FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY – NO FEE

NAME/ REQUESTER	87th Security Forces Squadron/Welcome
ADDRESS	6049 8th Street
CITY/STATE/ ZIP CODE	Fort Dix, NJ 08640

CONTACT TELEPHONE NUMBER (INCLUDING AREA CODE)

NAME/SUBJECT OF RECORD CHECK (FIRST)	(MIDDLE)	(LAST)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE

The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information *contained in the files of the Pennsylvania State Police Central Repository only*

REASON FOR REQUEST: All requests $10.00
******MAKE ALL MONEY ORDERS PAYABLE TO: COMMONWEALTH OF PENNSYLVANIA******
◄◄◄◄◄◄CHECK BOX THAT MOST APPLIES TO THE PURPOSE OF THIS REQUEST►►►►►►

☐ **INTERNATIONAL ADOPTION** - INTERNATIONAL ADOPTION MUST BE NOTARIZED.

☐ ADOPTION (DOMESTIC)	☐ EMPLOYMENT/SCREENING	☐ PASSPORT
☐ ATTORNEY	☐ FOSTER CARE	☐ PRIVATE INVESTIGATIONS
☐ BANKING	☐ HEALTHCARE	☐ SOCIAL SERVICES
☐ BAR ASSOCIATION	☐ HOUSING	☐ TENANT CHECK
☐ CHURCH	☐ INSURANCE LICENSE	☐ VISA
☐ CHILD CARE	☐ MENTAL HEALTH	☐ VOLUNTEER AMBULANCE/FIREFIGHTER
☐ EDUCATION	☐ NURSE AID TRAINING	☐ VOLUNTEER
☐ ELDER CARE	☐ OTHER _____	
☐ EMERGENCY MANAGEMENT		

☐ **ACCESS & REVIEW** - (NOT FOR EMPLOYMENT PURPOSES. MUST BE MAILED INTO THE CENTRAL REPOSITORY.)

AVAILABLE ONLY TO SUBJECT OF RECORD OR LEGAL REPRESENTATIVE WITH LEGAL AFFIDAVIT ATTACHED FOR THE PURPOSE OF REVIEWING YOUR CRIMINAL HISTORY.

Homeland Security is Everyone's Responsibility - Pennsylvania Terrorism Tip Line 1-888-292-1919

A4.5. PA has the capability to request a Criminal History background check through the CRIMINAL **HISTORY (PATCH) System which is through the Internet. Use of this system is not authorized for initial Criminal History Background checks because fingerprints cannot be submitted in**

conjunction with the Criminal History Background check. Subsequent requests for criminal History Background checks may be made using the PATCH system.

A4.5.1. PATCH requests must be applied for by accessing the PA PATCH website at https://epatch.state.pa.us/Home.jsp.
A4.5.2. Click on *Submit a New Record Check* *(requires a credit card)*
A4.5.3. The application will be completed as follows:
A4.5.3.1. Reason for request – Employment Screening
A4.5.3.2. Name – First, Middle, Last
A4.5.3.3. Address – 87th SFS ATTN: Welcome Center
6049 8th Street
Joint Base McGuire-Dix-Lakehurst NJ 08640
A4.5.3.4. Phone number – Phone number you can be reached at.
A4.5.4. The cost for a PATCH request is $10.00, which must be paid with a credit card at the time the application is submitted.

Attachment 5 Contractor Entry Authority List (EAL) Requirements

A5.1. The EAL must include the following information regarding the contractor:
A5.1.1. Company Name.
A5.1.2. Company Address.
A5.1.3. Company Point of Contact (POC).
A5.1.4. Company POC Phone number.
A5.1.5. Company On Site Contact name.
A5.1.6. Company On Site Phone number.
A5.1.7. Contract Number
A5.1.8. Purpose of contract.
A5.1.9. Duration of contract (Start and End Dates)
A5.1.10. Location where contract is to be performed.
A5.1.11. JB MDL Unit POC Name and Grade,
A5.1.12. JB MDL Unit of Sponsor
A5.1.13. JB MDL Unit POC Phone number
A5.1.14. Administrative Contracting Officer POC
A5.1.15. Administrative Contracting Officer POC Phone Number
A5.1.16. Alphabetical listing of all contractor personnel to include full name (LAST, First Middle Initial).
A5.1.17. Social Security Number of all contractors.
A5.1.18. Date of Birth of all contractors.
A5.1.18. Driver's license number and state of all contractors.
A5.1.19. Alien Registration Number or passport number for all Non-U.S. legal immigrants.
A5.2.. Subcontractors must be processed in the same manner as a prime contractor.
A5.2.1. Subcontractors require all the above listed information and the following additional information which must be submitted:
A5.2.1.1. Sub contractor company Name,
A5.2.1.2. Sub contractor company Address,
A5.2.1.3. Sub contractor company Point of Contact (POC),
A5.2.1.4. Sub contractor company POC Phone number,

NOTE: Any military ID card holder working as a contractor must be included on the EAL.

YOUR COMPANY LETTERHEAD

DATE

FROM: (Your Company Address Information)

MEMORANDUM FOR 87th Security Forces Squadron Welcome Center

SUBJECT: Entry Authority List (EAL)

1. The (Your Company Name) will be working on Contract Number (Example: F12958-06-C-0092) for the purpose of building the new Temporary Lodging Facility near bldg 2717 from 1 May 2009 through 31 May 2011.

2. My onsite POC will be (Example) John J. Johnson, and his on site phone number is (Example: (123) 456-7890).

3. The JB MDL Unit POC is (Example: Lt Tom T. Thompson) from the (insert unit name Ex: SFS, 819 GRS, 87th CES), his phone number is (Example: (456)789-0123).

4. The Procurement/Administrative Contracting Officer is (Example: Mrs. Joan J. Jett) and her phone number is (Example: (789) 012-3456).

5. The following personnel will be required to access JB MDL on a daily basis for the length of the contract.

LAST, First, MI	SSAN	Date of Birth	Days Access required	Hours required
THUMB, Thomas J.	123-45-6789	1 Jan 1981	M-F	0600-1800
PLUMMER, Patricia M.	456-78-9012	25 Dec 1986	Tues only	1200-1600
KRAVER, Gregory A.	789-01-2345	4 Jul 1976	Sun-Sat (7 days/wk)	24 hours
MOBLEY, James G.	012-34-5656	31 Dec 1982	Mon & Wed only	0800-1200

6. If there are any questions, please contact me at (098) 765-4321.

Signature Block of Company
Approving Official

1st Endorsement, Contracting Officer

Signature Block of Procurement/
Administrative Contracting Officer

Attachment 6 Contractor Free Zone Requirements and Procedures

A6.1. Free zones are temporary zones without protection level resources that are created within restricted areas when construction projects and similar activities make normal circulation controls inappropriate.
A6.1.1. Requests to establish free zones must be coordinated with those agencies involved in the project, including the unit commander or staff agency chief having immediate responsibility for the operational resources of the area, the 87th SFS/CC and 87th SFS/S-3ISR.
A6.1.2. Free zones are limited in size to the minimum necessary for the contract work to be completed. The free zone must seclude the construction area from the restricted area.
A6.1.3. The Integrated Defense Council (IDC) approves free zone establishment and concept of operations. Free zone approval must be in writing and is maintained by 87th SFS/S-3ISR and the organization most responsible for the project.

A6.2. Requests to establish free zones will be submitted by letter to the IDC voting membership after routing through the unit commander having immediate responsibility for the operational resources of the area, the restricted area OPR, and the 87th SFS/CC.
A6.2.1. Projects within or adjacent to flight line controlled areas must be routed through 305 OSS/OSAM and Flight Safety (87th ABW/SE) prior to submittal to the IDC.
A6.2.2. The 87th ABW/CV is the final approving authority.
A6.2.3. Written requests for free zone establishment must contain the following information:
A6.2.4. Estimated start and completion dates of the project.
A6.2.5. Physical description of the area.
A6.2.6. Prohibited areas.
A6.2.7. A map indicating the requested free zone area and access routes to or from the free zone.
A6.2.8. An outline of security procedures to be used to ensure restricted area integrity.

A6.3. If a contractor is completing the work, the installation contracting officer gives the contractor a letter signed by the installation commander or the group commander responsible for the security of the area, outlining the contractor's security responsibilities.

A6.4. The USAF organization or agency most directly associated with the project must watch the free zone boundary, provide escorts, and prevent unauthorized entry into the restricted area. Ensure sufficient personnel are available to provide constant surveillance for the entire free zone boundary.

A6.5. Entry control to restricted areas containing free zones will not be delegated to contractors.

A6.6. The USAF organization or agency most directly associated with the project ensures the free zone boundary is clearly marked with an elevated rope, barrier, fencing, or other suitable material, clearly delineating it from the restricted area. Normally, the provision and placement of boundary materials and markers are included in the contract as a contractor responsibility.

A6.6.1. Signs identifying the free zone should face away from the free zone, so that they are visible upon approaching the free zone.
A6.6.2. Restricted area signs will be placed every 100 feet on the inside of the free zone boundary, visible to workers inside the free zone, clearly marking the restricted area boundary where it adjoins the free zone.
A6.6.3. Security forces will provide technical assistance in marking and maintaining the free zone boundary. (Note: Free zones WILL NOT be granted to replace, or granted as a convenience in place of, the need for escort officials and escorts.)
A6.6.4. The free zone will be closed and secured at the end of working hours each day.
A6.6.5. BDOC will be notified by owner/user prior to opening/closing/securing the free zone.
A6.6.6. Security forces must conduct a sweep of the free zone area when closed for the day in areas containing PL1 and 2 resources.
A6.7. Free Zones for Protection Level 4 Resources (Controlled Areas).
A6.7.1. Free zones are established within controlled areas when construction projects and similar activities make it inappropriate/impractical to apply normal circulation controls.
A6.7.2. Establish a free zone corridor from some point on the controlled area boundary to the work project to aid in moving personnel and equipment.
A6.8. **Controlled Area Free Zones.** Establish free zones when construction projects or other temporary work activities make escort procedures impractical. Follow these general guidelines.
A6.8.1. Allow entry to the project work area at some point on the boundary of the controlled area with a free zone corridor.
A6.8.2. Ensure that the responsible activity maintains surveillance over the boundary of the free zone.
A6.8.3. Close the free zone and secure the controlled area after normal work project hours.
A6.8.4. If the temporary free zone inside a CA requires contractors to complete work around sensitive equipment or materials, owner/user personnel will be present any time contractors are in the area or will have the sensitive equipment or materials removed from the area.

WIDE AREA WORKFLOW

WIDE AREA WORK FLOW (WAWF) PROGRAM
Revised: 19 July 2011

In March 2003, the Department of Defense Federal Acquisition Supplement (DFARS) subpart 232.70 – Electronic Submission and Processing of Payment Requests was issued. In accordance with this, we are excited about the deployment of a new system, Wide Are Work Flow Receipt and Acceptance (WAWF-RA or WAWF). This Electronic Commerce (E-Commerce) system will benefit both you and the Air Force as we partner with each other in the implementation of this new way of conducting business. It is also important to note that in addition to this, the Department of Defense (DoD) Appropriations Act of 2001, Section 1008 - Electronic Submission and Processing of Claims for Contract Payments, requires that any claim for payment under a DoD contract shall be submitted in electronic form. The full text is found on the United States Department of Defense web site http://www.dod.gov/dodgc/olc/docs/2001NDAA.pdf and in 10 U.S.C Chapter 131 §2227.

WAWF is designed to automate commercial invoices and government receiving reports in a web-based, paperless environment. WAWF allows vendors to create and instantaneously submit invoices and receiving reports directly to DFAS and/or government receivers from any location in the world. Once documents are submitted, vendors are afforded full viewing capability and are able to monitor document status from submission to acceptance and processing by the DFAS payment office. WAWF utilizes e-mail to notify all parties involved in the payment process of the current status of each document; thus eliminating U.S. mail lag-time.

Since documents will now be entered and stored in a database, there is no need for multiple copies. They cannot be "lost" or "misplaced", and are viewable by all necessary parties during the entire payment process via a secure web site. Changes to rejected documents can be easily made and resubmitted on-line - - no more re-typing, resending, or

re-faxing. Discounts become available on the first day of the discount period instead of being lost due to paperwork shuffling and postal delays. WAWF should speed up the vendor payment process and get you your money faster.

Joint Base McGuire-Dix-Lakehurst began using & testing this new system in February 2004 and fully implemented it by April 2004. There are no costs involved to get you started. Registration and software are provided **FREE OF CHARGE** and we will be available to assist you in every step of the way. To get started, your company will need a user ID and password for accessing the WAWF system. This can be obtained by visiting the WAWF website at https://wawf.eb.mil/ and following the instructions under *New User?* for registration. Under *New User?*, you will also find links for Vendor getting started help, instructions for Agencies/Services New to WAWF and Machine setup. Additionally, under *Help*, you will find links for web based training, functional information, , and We have attached a Wide Area work Flow – Receipt and Acceptance (WAWF) Vendor Instructions, Installation, and Registration Checklist. Should you have questions about the WAWF system or the website, please don't hesitate to contact a Defense Information Systems Agency (DISA) customer support representative toll-free at 1-866-618-5988 or e-mail them at cscassig@csd.disa.mil.
Attachment:
WAWF-RA Vendor Instructions, Installation, and Registration Checklist

Wide Area Work Flow Receipt and Acceptance (WAWF) Vendor Instructions
Installation and Registration Checklist

Completion of all instructions contained in this checklist must be accomplished prior to activation of the firm and user accounts.

1. **Register with Central Contractor Registry (CCR).**

- All vendors must be registered in the CCR in order to sell goods and services to the Department of Defense (DoD).
- Register at URL http://www.ccr.gov/.
- For help with registration in CCR, contact the CCR Assistance Center at 1-888-227-2423, or Federal Service Desk at 866-606-8220 or 334-206-7828. If you do not know your CCR POC, you can contact the Federal Service Desk.

2. **Establish or verify the Electronic Business Point of Contact (EB POC) in CCR.**

- To facilitate electronic commerce between vendors and DOD, vendors must establish an EB POC for their company in CCR.
- The EB POC will be responsible for authorizing vendor employee(s) access to submit, modify and/or view data on behalf of the vendor. In WAWF terminology, the EB POC also functions as the Group Administrator (GAM). The GAM is your company's "Gate Keeper" and will be responsible for authorizing access to WAWF for all your company's employee(s).
- The CCR POC is responsible for entering EB POC data in CCR.
- To see if an EB POC is listed for a specific company, go to http://www.ccr.gov/ (External Link) and click on "CCR Search". Where prompted, enter the DUNS Number or CAGE Code or Company Name and click the "Search" button. If you are presented with a list of DUNS numbers, you will need to pick the specific location and click on the Detail link. Scroll to the bottom of the Inquiry Results page. There you can see if anyone is listed as the EB POC. If no one is listed, the company has not identified an EB POC yet.
- If a vendor sees that there is no one listed as their EB POC, they need to contact the CCR POC and ask the CCR to update the company's registration to include the EB POC.

- Each vendor can establish up to two EB POCs one primary and one alternate EB POC for each Cage/DUNS code.

3. Register for Electronic Document Access (EDA). (Optional Step but recommended.)

- Electronic Document Access (EDA) acts as a virtual file cabinet for the storage and retrieval of multiple types of acquisition documents to include Purchase Orders and post-award contracts. Vendor may be authorized to view contract documents that match their validated DUNS or CAGE codes.

- Go to the following URL http://eda.ogden.disa.mil/users_guide/access/Registration/reg002_VendorSteps.html for instructions.

4. Have your CAGE Code added to the WAWF Group Structure.

- Your CAGE Code/s must be added to WAWF Group Structure before any personnel can self-register in WAWF. If you have multiple CAGE Codes they can all be added to your group at the same time.

- Optional CAGE Code extensions can be created to subdivide your CAGE Code into smaller units. Each CAGE Code and extension will have its own organizational e-mail address. The email addresses will be used to notify your sub-groups that a document status has changed.

- To establish a vendor group for a CAGE Code, someone in your company needs to either call the Customer Support Center phone number or send an email to DISA Ogden. If your organization has multiple CAGE Codes, the WAWF Customer Support Center will assist in adding all your CAGE Codes to your CAGE Group Structure in WAWF. (see Customer Support link)

- Phoned in requests will be activated online. Emailed requests will be processed within 48 hours after receipt.

- **Important - PLEASE NOTIFY YOUR EB POC!** We will need their authorization to activate individual accounts after the CAGE Code(s) are added to WAWF.

- For Group Activation, please include the following information in an email to WAWF Customer Support:
  - ✓ Activate the following CAGE Code(s) in WAWF
  - ✓ Cage Code
  - ✓ EB POC's Name
  - ✓ EB POC's Email
  - ✓ EB POC's Phone Number

5. Establish an Organizational email Address.

- WAWF routes information according to CAGE Codes. WAWF documents themselves do not get routed, but status information about the documents is sent in emails. For example, email confirmations are sent when a vendor SUBMITS a document. Email notices are sent when the government ACCEPTS or REJECTS the document.

- In order to receive status information about the WAWF documents, vendors need to establish organizational email accounts and determine who will have access to this organizational email account.

- Ensure that the organizational email address is operational and can receive email prior to registering it with the WAWF Customer Support Center.

- The GAM or EB POC shall provide the organizational email to the WAWF Customer Support Center. (See GAM Appointment Letter in Step 6 below).

- **Note:** If you do not set up an organizational email address, the personal email address of the first person who self-registers from your CAGE/DUNS Code will be used as the organizational email address.

6. Designate a Group Administrator (GAM) for your company.

- A GAM determines who has access to their data submitted in WAWF and provides the authorization to activate.
- In medium to large sized companies, there may be a need to establish more than one GAM.
- Vendors must appoint a GAM to manage their WAWF account. It is recommended that the EB POC be the GAM. As mentioned earlier, the GAM is your companies "Gate Keeper" and as such this person authorizes the activations and deactivations for the company's CAGE Code(s). When the EB POC registers as the GAM no additional paperwork is required to establish your WAWF GAM account.
- The EB POC will also be contacted when there is a question about invoices submitted through WAWF. Please ensure your EB POC is familiar with the WAWF process and they can contact company personnel to answer invoicing questions from government officials.
- If you appoint a GAM that is not your EB POC, they are required to submit their GAM appointment letter, signed by their EBPOC, via email to the Ogden Customer Support Center or they may fax it to the customer Service Center. The fax number is 1-801-605-7453. The GAM appointment letter template can be found at the following link: https://wawf.eb.mil/documentation/GAM-GV_letter.doc .

7. Determine if batch feeds for data input is necessary.

- Most Vendors use the manual, web entry method to input their documents directly into WAWF. Web entry is a good method if you have a small volume of payment documents to create or if you have a small amount of lines on your contract(s). But for vendors that have a large number of transactions and/or many line items per payment document, you may want to consider submitting documents into WAWF via the File Transfer Protocol (FTP) or Electronic Data Interchange (EDI) method.
- WAWF FTP and EDI Guides are available after your account has been activated. If further assistance is needed, please contact the WAWF Customer Service Center and ask for help with EDI. A trouble ticket will be created and you will be forwarded to the Joint Interoperability Test Center (JITC) and a technician will be assigned to assist you in testing your file layout(s).

8. Set up PCs to access WAWF.

- Your current computer configuration is usually sufficient to use WAWF. On rare occasions your computer's browser setting may need to be changed.
- Please try using WAWF first and then if you experience problems check your set-up by selecting the "Machine Setup" link on the WAWF home page or call the Ogden Help desk for assistance - for Ogden Help desk information select the "Customer Support" link on the WAWF home page.

9. GAM needs to Self Register in WAWF.

- Refer to the "Registration" Link on the WAWF Home Page and the Help button for details on registering in the WAWF application as a GAM.
- If the GAM's account has not been activated within 2 business days of self-registering, notify the WAWF Customer Service.

10. **Have all users for the CAGE Code(s) self-register on the WAWF web site for one of the available Vendor Roles.**

- Once the EB POC (GAM) has been activated, all company users will need to self-register. Now the EB POC (GAM) can activate or deactivate their own company personnel within WAWF.
- Every user of WAWF must self-register on the WAWF web site by completing the online registration form.
- Refer to the "Registration" Link on the WAWF Home Page and the Help button for details on registering in the WAWF application in a Vendor Role.
- Note: User accounts will not be activated until the GAM activates the accounts. The GAM will receive an email for all registrations.
- If a user's account has not been activated within 2 business days of self-registering, notify the EB POC or WAWF Customer Support Center.

11. **Practice Using WAWF.**

- Online Training Site - Once you have completed steps 1-10, you may want to practice using WAWF in the online training site. This site is for practice only. You can practice submitting documents for payment, and viewing and working on documents in the online training site. After getting to the WAWF practice site, you should click the "Training Instructions" hyperlink in the left column to get your training User IDs and passwords and important sample data.
- To practice in the online training site go to the following URL https://wawftraining.eb.mil/ .

12. **Follow-up (if necessary).**

- For questions on how to use Wide Area Workflow including how to submit your document please refer to the link https://wawftraining.eb.mil/ found on WAWF
- For questions or concerns with the information on your contract or the current status of an existing payment request, please contact your Contracting Officer.
- **NOTE: The WAWF Helpdesk CANNOT take any action on your document.**
- For payment status, please validate the invoice in question is in a processed status in WAWF. If your invoice/receiving report/combo/voucher etc is in a processed status, please contact DFAS for payment information or go to *My Invoice* website at https://myinvoice.csd.disa.mil/.

Technical Support

- If you are experiencing technical problems with Wide Area Workflow, please contact the DISA DECC Ogden Electronic Business Service Desk or click on the link under the Agency Name column below to submit your issue to the Ogden Help Desk. If your (GAM or user) account hasn't been activated within 2 business days of self-registering contact the WAWF-RA Customer Service Center:

CONUS ONLY 1-866-618-5988
COMMERCIAL 801-605-7095
DSN 388-7095
FAX Commercial: 801-605-7453
DSN Fax 388-7453
Email: cscassig@csd.disa.mil

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	JAN 2012
52.203-3	Gratuities	APR 1984
52.203-6	Restrictions On Subcontractor Sales To The Government	SEP 2006
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	OCT 2010
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	MAY 2011
52.204-7	Central Contractor Registration	FEB 2012
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	FEB 2012
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	DEC 2010
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations	MAY 2012
52.212-1	Instructions to Offerors--Commercial Items	FEB 2012
52.212-3	Offeror Representations and Certification--Commercial Items	APR 2012
52.212-4	Contract Terms and Conditions--Commercial Items	FEB 2012
52.215-1	Instructions to Offerors--Competitive Acquisition	JAN 2004
52.215-2	Audit and Records--Negotiation	OCT 2010
52.215-5	Facsimile Proposals	OCT 1997
52.217-5	Evaluation Of Options	JUL 1990
52.217-8	Option To Extend Services	NOV 1999
52.217-9	Option To Extend The Term Of The Contract	MAR 2000
52.219-6	Notice Of Total Small Business Set-Aside	NOV 2011
52.219-8	Utilization of Small Business Concerns	JAN 2011
52.219-14	Limitations On Subcontracting	NOV 2011
52.219-28	Post-Award Small Business Program Rerepresentation	APR 2012
52.222-1	Notice To The Government Of Labor Disputes	FEB 1997
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-22	Previous Contracts And Compliance Reports	FEB 1999
52.222-25	Affirmative Action Compliance	APR 1984
52.222-37	Employment Reports on Veterans	SEP 2010
52.222-43	Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option)	SEP 2009
52.222-54	Employment Eligibility Verification	JAN 2009
52.223-1	Biobased Product Certification	MAY 2012
52.223-5 Alt I	Pollution Prevention and Right-to-Know Information (May 2011) Alternate I	MAY 2011
52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving	AUG 2011
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.225-20	Prohibition on Conducting Restricted Business Operations in Sudan--Certification	AUG 2009
52.225-25	Prohibition on Engaging in Sanctioned Activities Relating to Iran--Certification.	NOV 2011
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.229-3	Federal, State And Local Taxes	APR 2003

52.232-17	Interest	OCT 2010
52.232-18	Availability Of Funds	APR 1984
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	OCT 2003
52.233-2	Service Of Protest	SEP 2006
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-1	Site Visit	APR 1984
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.242-13	Bankruptcy	JUL 1995
52.242-15	Stop-Work Order	AUG 1989
52.245-1 Alt I	Government Property (Apr 2012) Alternate I	APR 2012
52.245-9	Use And Charges	APR 2012
52.246-4	Inspection Of Services--Fixed Price	AUG 1996
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	APR 2012
52.253-1	Computer Generated Forms	JAN 1991
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	JAN 2009
252.203-7005	Representation Relating to Compensation of Former DoD Officials	NOV 2011
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7006	Billing Instructions	OCT 2005
252.204-7008	Export-Controlled Items	APR 2010
252.209-7001	Disclosure of Ownership or Control by the Government of a Terrorist Country	JAN 2009
252.212-7000	Offeror Representations and Certifications- Commercial Items	JUN 2005
252.212-7001 (Dev)	Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to Defense Acquisitions of Commercial Items (Deviation)	DEC 2010
252.223-7006	Prohibition On Storage And Disposal Of Toxic And Hazardous Materials	APR 2012
252.223-7008	Prohibition of Hexavalent Chromium	MAY 2011
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.232-7006	Wide Area WorkFlow Payment Instructions	JUN 2012
252.232-7010	Levies on Contract Payments	DEC 2006
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	MAR 1998
5352.223-9001	Health and Safety On Government Installations	JUN 2012

CLAUSES INCORPORATED BY FULL TEXT

52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APR 1985)

(a) The offeror certifies that --

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to –

(i) Those prices,

(ii) The intention to submit an offer, or

(iii) The methods of factors used to calculate the prices offered:

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory --

(1) Is the person in the offeror's organization responsible for determining the prices offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provison _____ (insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

(End of clause)

52.212-2 EVALUATION--COMMERCIAL ITEMS (JAN 1999)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

Price

Past Performace

Technical and past performance when combined, are more important than price.

(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option

prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

(End of provision)

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (MAY 2012) (DEVIATION)

(a) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (a) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records-Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times, the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(b)(1) Notwithstanding the requirements of any other clause in this contract, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (b)(i) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause-

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note).

(ii) 52.219-8, Utilization of Small Business Concerns (DEC 2010) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds $650,000 ($1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) Reserved.

(iv) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

(vii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(viii) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.).

(ix) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

___ Alternate I (AUG 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(x) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

(xi) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements (FEB 2009) (41 U.S.C. 351, et seq.).

(xii) 52.222-54, Employment Eligibility Verification (JAN 2009).

(xiii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (MAR 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xiv) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of afirm-fixed price contract resulting from this solicitation.

(End of provision)

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (APR 2012)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 541330.

(2) The small business size standard is $14,000,000.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations.

(1) The offeror represents as part of its offer that it ( ) is, ( ) is not a small business concern.

(2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statistical purposes, that it ( ) is, ( ) is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it ( ) is, ( ) is not a women-owned small business concern.

(4) Women-owned small business (WOSB) concern eligible under the WOSB Program. [Complete only if the offeror represented itself as a women-owned small business concern in paragraph (b)(3) of this provision.] The offeror represents as part of its offer that--

(i) It ( ) is, ( ) is not a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It [ ] is, [ ] is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (b)(4)(i) of this provision is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture. [The offeror shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are participating in the joint venture: ----------.] Each WOSB concern eligible under the WOSB Program participating in the joint venture shall submit a separate signed copy of the WOSB representation.

(5) Economically disadvantaged women-owned small business (EDWOSB) concern. [Complete only if the offeror represented itself as a women-owned small business concern eligible under the WOSB Program in (b)(4) of this provision.] The offeror represents as part of its offer that--

(i) It ( ) is, ( ) is not an EDWOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It [ ] is, [ ] is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (b)(5)(i) of this provision is accurate for each EDWOSB concern participating in the joint venture. [The offeror shall enter the name or names of the EDWOSB concern and other small businesses that are participating in the joint venture: ----------.] Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.

(6) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it ( ) is, ( ) is not a veteran-owned small business concern.

(7) (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(6) of this provision.) The offeror represents as part of its offer that it ( ) is, ( ) is not a service-disabled veteran-owned small business concern.

(8) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, as part of its offer, that--

(i) It [ ] is, [ ] is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material changes in ownership and control, principal office, or HUBZone employee percentage have occurred since it was certified in accordance with 13 CFR Part 126; and

(ii) It [ ] is, [ ] is not a HUBZone joint venture that complies with the requirements of 13 CFR Part 126, and the

representation in paragraph (b)(8)(i) of this provision is accurate for each HUBZone small business concern participating in the HUBZone joint venture. [The offeror shall enter the names of each of the HUBZone small business concerns participating in the HUBZone joint venture: --------.] Each HUBZone small business concern participating in the HUBZone joint venture shall submit a separate signed copy of the HUBZone representation.

(c) Definitions. As used in this provision--

“Economically disadvantaged women-owned small business (EDWOSB) concern” means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business concern eligible under the WOSB Program.

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern," means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern," means a small business concern --

(1) That is at least 51 percent owned by one or more women; in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

“Women-owned small business (WOSB) concern eligible under the WOSB Program (in accordance with 13 CFR part 127)”, means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

(d) Notice.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a business concern that is small, HUBZone small, small disadvantaged, service-disabled veteran-owned small, economically disadvantaged women-owned small, or women-owned small eligible under the WOSB Program in order to obtain a contract to be awarded under the preference programs established pursuant to section 8, 9, 15, 31, and 36 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall—

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION
Employee Class Monetary Wage-Fringe Benefits

(End of clause)

52.223-2 AFFIRMATIVE PROCUREMENT OF BIOBASED PRODUCTS UNDER SERVICE AND CONSTRUCTION CONTRACTS (MAY 2012)

(a) In the performance of this contract, the contractor shall make maximum use of biobased products that are United States Department of Agriculture (USDA)-designated items unless--

(1) The product cannot be acquired--

(i) Competitively within a time frame providing for compliance with the contract performance schedule;

(ii) Meeting contract performance requirements; or

(iii) At a reasonable price.

(2) The product is to be used in an application covered by a USDA categorical exemption (see 7 CFR 3201.3(e)). For example, all USDA-designated items are exempt from the preferred procurement requirement for the following:

(i) Spacecraft system and launch support equipment.

(ii) Military equipment, i.e., a product or system designed or procured for combat or combat-related missions.

(b) Information about this requirement and these products is available at http://www.usda.gov/biopreferred.

(c) In the performance of this contract, the Contractor shall--

(1) Report to the environmental point of contact identified in paragraph (d) of this clause, with a copy to the Contracting Officer, on the product types and dollar value of any USDA-designated biobased products purchased by the Contractor during the previous Government fiscal year, between October 1 and September 30;

(2) Submit this report no later than--

(i) October 31 of each year during contract performance; and

(ii) At the end of contract performance; and

(3) Contact the environmental point of contract to obtain the preferred submittal format, if that format is not specified in this contract.

(d) The environmental point of contact for this contract is: 2dLt Kyle Smith, kyle.smith.45@us.af.mil.

[Contracting Officer shall insert full name, phone number, and email address. In addition, the Contracting Officer may include the agency Web site for reporting.]

(End of clause)

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

http://farsite.hill.af.mil/

(End of provision

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

http://farsite.hill.af.mil/

(End of clause)

52.252-5 AUTHORIZED DEVIATIONS IN PROVISIONS (APR 1984)

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of"(DEVIATION)" after the date of the provision.

(b) The use in this solicitation of any Department of Defense FAR Supplement (48 CFR Chapter 2) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of provision)

52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Department of Defense FAR Supplement (48 CFR Chapter 2) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

AFFARS 5352.201-9101

OMBUDSMAN (AUG 2005)

(a) An ombudsman has been appointed to consider and facilitate the resolution of concerns from offerors, potential offerors, and others for this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman does not affect the authority of the program manager, contracting officer, or source selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of protests or formal contract disputes. The ombudsman may refer the party to another official who can resolve the concern. The ombudsman may not serve as an advocate for any party.

(b) Before consulting with an ombudsman, concerned parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution. Consulting an ombudsman does not alter or postpone the timelines for any other processes (e.g., agency level bid protests, GAO bid protests, requests for debriefings, employee-employer actions, contests of OMB Circular A-76 competition performance decisions).

(c) If resolution cannot be made by the contracting officer, concerned parties may contact the Center/MAJCOM ombudsmen. Concerns, issues, disagreements, and recommendations that cannot be resolved at the MAJCOM/DRU level, may be brought by the concerned party for further consideration to the Air Force ombudsman, Associate Deputy Assistant Secretary (ADAS) (Contracting), SAF/AQC 1060 Air Force Pentagon, Washington DC 20330-1060, phone number (703) 588-7004, facsimile number (703) 588-1067. Mr Gregg Oneal, HQ AMC/A7K, 507 Symington Drive, Scott AFB IL 62225-5022, (618) 229-0184, fax (618) 256-6668, email: gregg.oneal@us.af.mil

(d) The ombudsman has no authority to render a decision that binds the agency.

(e) Do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the Contracting Officer.

(End of clause)

5352.242-9000 Contractor access to Air Force installations.

As prescribed in 5342.490-1, insert a clause substantially the same as the following clause in solicitations and contracts:

CONTRACTOR ACCESS TO AIR FORCE INSTALLATIONS (JUN 2002)

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

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

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

(d) When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with AFI 31-101, Volume 1, The Air Force Installation Security Program, and AFI 31-501, Personnel Security Program Management, as applicable.

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

(f) Failure to comply with these requirements may result in withholding of final payment.

(End of clause)

5352.242-9001 COMMON ACCESS CARDS (CACs) FOR CONTRACTOR PERSONNEL (AUG 2004)

(a) For installation(s)/location(s) cited in the contract, contractors shall ensure Common Access Cards (CACs) are obtained by all contract or subcontract personnel who meet one or both of the following criteria:

(1) Require logical access to Department of Defense computer networks and systems in either:

(i) the unclassified environment; or

(ii) the classified environment where authorized by governing security directives.

(2) Perform work, which requires the use of a CAC for installation entry control or physical access to facilities and buildings.

(b) Contractors and their personnel shall use the following procedures to obtain CACs:

(1) Contractors shall provide a listing of personnel authorized a CAC to the contracting officer. The contracting officer will provide a copy of the listing to the government representative in the local organization designated to authorize issuance of contractor CACs (i.e., “authorizing official”).

(2) Contractor personnel on the listing shall each complete and submit a DD Form 1172-2 or other authorized DoD electronic form to the authorizing official. The authorizing official will verify the applicant's name against the contractor's listing and return the DD Form 1172-2 to the contractor personnel.

(3) Contractor personnel will proceed to the nearest CAC issuance workstation (usually the local Military Personnel Flight (MPF) with the DD Form 1172-2 and appropriate documentation to support their identification and/or citizenship. The CAC issuance workstation will then issue the CAC.

(c) While visiting or performing work on installation(s)/location(s), contractor personnel shall wear or prominently display the CAC as required by the governing local policy.

(d) During the performance period of the contract, the contractor shall:

(1) Within 7 working days of any changes to the listing of the contract personnel authorized a CAC, provide an updated listing to the contracting officer who will provide the updated listing to the authorizing official;

(2) Return CACs in accordance with local policy/directives within 7 working days of a change in status for contractor personnel who no longer require logical or physical access;

(3) Return CACs in accordance with local policy/directives within 7 working days following a CACs expiration date; and

(4) Report lost or stolen CACs in accordance with local policy/directives.

(e) Within 7 working days following completion/termination of the contract, the contractor shall return all CACs issued to their personnel to the issuing office or the location specified by local policy/directives.

(f) Failure to comply with these requirements may result in withholding of final payment.

(End of clause)

Section J - List of Documents, Exhibits and Other Attachments

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LIST OF ATTACHMENTS
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DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
J-1	Solicitation Cover Letter	2	13 Aug 12
J-2	Wage Determination	24	13 June 12
J-3	Past Performance Questionnaire (with Cover Letter)	4	Undated

Section M - Evaluation Factors for Award

BASIS FOR CONTRACT AWARD

BASIS FOR CONTRACT AWARD [1]: This is a competitive best value source selection in which competing offerors' past performance history will be evaluated on a basis **more important than** cost or price considerations. By submission of its offer, the offeror accedes to all solicitation requirements, including terms and conditions, representations and certifications, and technical requirements. All such offers shall be treated equally except for their prices and performance records. Failure to meet a requirement may result in an offer being determined technically unacceptable. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. The evaluation process shall proceed as follows:

A. Initially offers shall be ranked according to price, including any option prices if applicable. An offeror's proposed prices will be determined by multiplying the quantities identified in Section B by the proposed unit price for each Contract Line Item Number or Subcontract Line Item Number to confirm the extended amount for each. The extended amounts will be added together to determine the total evaluated price. The price evaluation will document (for the offers evaluated under paragraph B below) the reasonableness and affordability of the proposed total evaluated price.

B. Using questionnaires, the contracting officer shall seek relevant performance information on the lowest priced offerors (usually the lowest 5 to 7) based on (1) the past and present efforts provided by the offeror and (2) data independently obtained from other government and commercial sources. Relevant performance includes performance of efforts involving fire training facility maintenance and repair that are similar or greater in scope, magnitude and complexity than the effort described in this solicitation. The government reserves the right to seek information on higher priced offerors if none of the lower priced offerors receive a Substantial Confidence performance assessment [2]. The purpose of the past performance evaluation is to allow the government to assess the offeror's ability to perform the effort described in this RFP, based on the offeror's demonstrated present and past performance. The assessment process will result in an overall performance confidence assessment of **Exceptional, Good, Satisfactory, Marginal, Unsatisfactory, and Neutral** as defined in MP5315.3, Table 3. Past performance regarding predecessor companies, key personnel who have relevant experience, or sub-contractors that will perform major or critical aspects of the requirement will/will not be considered as highly as past performance information for the principal offeror. Offerors with no relevant past or present performance history or the offeror's performance record is so limited that no confidence assessment rating can be reasonably assigned shall receive the rating **"Neutral,"** meaning the rating is treated neither favorably nor unfavorably.

C. In evaluating past performance, the government reserves the right to give greater consideration to information on those contracts deemed most relevant to the effort described in this RFP.

D. If the lowest priced evaluated offer is judged to have a Substantial Confidence performance assessment, that offer represents the best value for the government and the evaluation process stops at this point. Award shall be made to that offeror without further consideration of any other offers.

E. The government reserves the right to award a contract to other than the lowest priced offeror if the lowest priced offeror is judged to have a performance confidence assessment of "Satisfactory Confidence" or lower. In that event, the Source Selection Authority shall make an integrated assessment best value award decision.

F. Offerors are cautioned to submit sufficient information and in the format specified in Section L. Offerors may be asked to clarify certain aspects of their proposal (*for example*, the relevance of past performance information) or respond to adverse past performance information to which the offeror has not previously had an opportunity to respond. Adverse past performance is defined as past performance information that supports a less than satisfactory rating on any evaluation element or any unfavorable comments received from sources without a formal rating system. Communication conducted to resolve minor or clerical errors will not constitute discussions and the contracting officer reserves the right to award a contract without the opportunity for proposal revision.

G. The government intends to award a contract without discussions with respective offerors. The government, however, reserves the right to conduct discussions if deemed in its best interest