25 March 2026

Statement of Work (SOW)

1. Contractor Responsibilities

The following services and materials will be provided by the Contractor for Whiteman AFB Fire Protection personnel:

- **1.1. Course Delivery:**
  - Provide and conduct one (1) complete Hazardous Materials: Technician course, consisting of at least 50 instructional hours, for up to fourteen (14) students.
  - The course must be delivered on-site at Whiteman Air Force Base.
  - The target dates for this training are 1 August 2026 - 14 August 2026. The final schedule will be coordinated between the contractor and the unit Point of Contact (POC).
  - Utilize fully certified and qualified instructors to deliver all course instruction and to facilitate all required practical, hands-on exercises.
- **1.2. Student Materials and Documentation:**
  - Supply fourteen (14) complete and current student textbook packages are required for the course. Looking to certify all 14 as required for career advancement.
  - Provide all necessary course documentation, including sign-in rosters, course outlines, and training schedules to the unit POC prior to the start of the course.
- **1.3. Certification and Reporting:**
  - Provide certification testing that meets accredited standards (e.g., Pro-Board, IFSAC, or equivalent state/national certification). We will need the curriculum taught to this level
  - Administer the required certification examination to all attending students at the conclusion of the course.
  - Process all required documentation for certification with the appropriate accrediting agency on behalf of the students.
  - Issue official certification certificates to all students who successfully complete the course requirements and pass the final examination.
  - Provide the unit POC with a final report detailing course completion and certification status for all attending personnel within fourteen (14) days of course completion.
  - The students have already met the prerequisite of having HAZMAT Operations.

2. Government (Whiteman AFB) Responsibilities

The following will be provided by Whiteman AFB personnel to facilitate the training:

- **2.1. Student and Scheduling Coordination:**

- Ensure all registered students are available and present for the entire duration of the course.
- Provide registration information for all students to the contractor as required.
- Designate a primary Point of Contact (POC) to coordinate all on-site logistics and scheduling with the contractor's instructors.
- Provide Level A and B suits designated for training and any associated props for evaluation and training.
- WAFBFD as host will accommodate securing materials overnight if requested.
- All SCBA and PPE will be used by the host department. WAFBFD will utilize their equipment. 60 Minute MSA G-1 Packs.

- **2.2. Facility and Access:**
  - Provide a suitable and adequate classroom facility, equipped with appropriate seating and standard audio/visual equipment, to accommodate all students and instructors.
  - Provide access to necessary outdoor or practical training areas, as mutually agreed upon, for hands-on exercises.
  - Ensure contractor personnel have the required access to Whiteman AFB and all designated training locations for the duration of the course. This will include submitting the driver's license of all instructors who plan on attending. This will be used for background checks for EAL approval.

HEALTH AND SAFETY ON GOVERNMENT INSTALLATIONS

In performing work under this contract on a Government installation, the contractor shall:

1. Take all reasonable steps and precautions to prevent accidents and preserve the health and safety of contractor and Government personnel performing or in any way coming in contact with the performance of this contract; and

    a. Take such additional immediate precautions as the contracting officer may reasonably require for health and safety purposes.

2. The contracting officer may, by written order, direct Department of the Air Force Occupational Safety and Health (AFOSH) Standards and/or health/safety standards as may be required in the performance of this contract and any adjustments resulting from such direction will be in accordance with the Changes clause of this contract.

3. Any violation of these health and safety rules and requirements, unless promptly corrected as directed by the contracting officer, shall be grounds for termination of this contract in accordance with the Default clause of this contract.

CONTRACTOR ACCESS TO DEPARTMENT OF THE AIR FORCE INSTALLATIONS

- The contractor shall obtain base identification and vehicle passes, if required, for all contractor personnel who make frequent visits to or perform work on the Department of

the Air Force installation(s) cited in the contract. Contractor personnel are required to wear or prominently display installation identification badges or contractor-furnished, contractor identification badges while visiting or performing work on the installation.

- The contractor shall submit a written request on company letterhead to the contracting officer 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 Forces 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 [*insert any additional requirements to comply with local security procedures*] to obtain a vehicle pass.
- 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.
- When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with *[insert any additional requirements to comply with DAFI 31-101, Integrated Defense, and DODMAN5200.02_DAFMAN 16-1405 , Air Force Personnel Security Program]* citing the appropriate paragraphs as applicable.
- 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.
- The contractor shall provide an after-hours contact number or after-hours email in the Emergency Mass Notification System (EMNS) for each of their personnel, whose normal place of duty is on a DoD installation or within a DoD facility. The contractor shall comply with any additional requirements in DAFMAN 10-206 for emergency operational reporting. Foreign Nationals may participate and may remove themselves from the Emergency Mass Notification System at any time. To update information, personnel can access the globe icon on their system desktop screens and choose the "Access Self-Service" option.
- Failure to comply with these requirements may result in withholding of final payment.