0100000 – General Information	
Spec Item	**Title**
1	General Information
1.1	Outline of Services
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1.3	Background Information
1.4	Navy PBSA Approach
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1.9	Technical Proposal Certification

0100000 – General Information		
Spec Item	**Title**	**Description**
1	General Information	
1.1	Outline of Services	Except where otherwise stated, the Contractor shall furnish all labor, supervision, management, tools, materials, equipment, facilities, transportation, incidental engineering, and other items necessary to provide the services outlined below and described in this Performance Work Statement (PWS) at the Marine Corps Reserve Training Center, Kaneohe Bay, Hawaii, supported by this installation by means of a performance-based contract that is comprised of both Recurring Work and Non-Recurring Work Items. The PWS is organized into annexes. Annex 1 is "General Information". Annex 2 contains the on-site project management and administration requirements. Annexes 3 through 18 contain the technical requirements. The annex numbers are identified as 1 through 18 in the description column, but the fully expanded annex numbers include seven digits (e.g., Annex 1 expanded number is 0100000 as shown in the header row at the top of this page). Annex 1 General Information Annex 2 Management and Administration Annex 3 – 14 Not Applicable Annex 15 Facilities Support Annex 16 – 18 Not Applicable
1.2	Acquisition of Additional Work	The Government reserves the right to acquire additional services at additional locations, within the scope of the annexes and areas included in Spec Item 1.1 Outline of Services, in addition to the services and locations identified in the requirements of this contract. Additional services will be incorporated into the contract in accordance with the CHANGES clause, SECTION I or ordered under the non-recurring work provisions of the contract. Items of work not covered by this contract but within the general intent are considered in the scope of this contract.
1.3	Background Information	This contract will include services for Marine Corps Reserve Training Centers (MCRTC) located on base at Marine Corps Base Hawaii.
1.4	Navy PBSA Approach	The Navy's approach to performance-based service acquisition (PBSA) includes four component parts, which are 1) performance outcomes, 2) measurable standards, 3) consideration of incentives, and 4) performance assessment plan.
1.5	Standard Template	Key to implementing the PBSA approach is using a standard template that ensures Navy-wide consistency yet affords appropriate tailoring to meet local needs. The standard template contains 18 standard annexes. Annex 1 will always contain General Information that is relevant to the entire scope of the contract. Annex 2 contains Management and Administration requirements that are relevant to the entire scope of the contract. Annexes 3 through 18 and their associated sub-annexes contain the General Information, Management and Administration requirements, Performance Objectives, Related Information, and Performance Standards that are relevant to that technical annex. Except where otherwise stated, Annexes 3 through 18 and their associated sub-annex requirements are not relevant to one another. Within each technical annex and sub-annex, the organization of information and requirements are also standardized. Specification Item 1 will always contain General Information. Specification Item 2 will always

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Spec Item	**Title**	**Description**
		contain the Management and Administrative requirements. Specification Item 3 will always contain the Recurring Work requirements. Specification Item 4 will always contain the Non-Recurring Work requirements. Requirements and standards for higher level specification items apply to all subordinate specification items, e.g., Specification Item 3 standards apply to all recurring work specification items. Specification Item 3.1 is applicable to all 3.1 subordinate specification items. Specification Items 3.2 and 3.3 are not considered subordinate to 3.1 nor are they considered subordinate to one another. All costs associated with Annexes 1 and 2 and Specification Items 1 and 2 shall be priced, and their price shall be allocated pro rata share to the Exhibit Line Items.
1.6	Related Information	There are four types of Related Information that can be found in the Description and Related Information columns of the specification as follows: Informational Notes as used throughout this PWS provides additional information to offerors' to be used in developing a thorough understanding of the work to be performed in this contract. Any block of text marked "Informational Notes" throughout Annexes 1 through 18 and their associated sub-annexes are subject to this disclaimer. Offerors' may not rely upon the "Informational Notes" as material representations of the Government. Information provided in "Informational Notes" does not create a contractually binding requirement on either party. Clarifying Information describes client expectations in a more detailed manner than the Performance Objective and Performance standard alone. Constraining Information describes limitations to the work performed to meet the Performance Objective and Performance Standard. Requirement Information further describes client requirements associated with each Performance Objective.
1.7	Verification of Workload and Conditions	Throughout the PWS, the workload data is generally referred to as being located in Sections C and J. Section C provides data such as descriptions, specifications, and the statement of work. Section J provides data such as system descriptions, maps, floor plans, and tables to represent the type and location of services to be provided. All facilities, systems, and assets identified in this contract shall be accepted by the Contractor in "AS-IS" condition. The Contractor is fully responsible for all work up to and including the limits of liabilities specified. As prescribed in FAR 52.237-1, offerors' or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.
1.8	Contractor's Knowledge	The Navy expects to receive insightful management from its contractors. This management shall include the knowledge, skills, authority and willingness to use contractor resources to find better ways of serving Navy clients' strategic and operational goals and objectives. The Navy's use of performance-based objectives evidences this principle. Although

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Spec Item	**Title**	**Description**
		performance work statements will typically contain several levels of performance assessment, the Navy wants its contractors to exercise maximum discretion within bounds of prudent risk management to adjust processes and resources needed to reach specified objectives at the highest performance level.
1.9	Technical Proposal Certification	The Contractor warrants that its proposal including, but not limited to, proposed approaches, staffing, methodology, or work plans, will meet the performance objectives and standards set forth in this contract during execution thereof. The Contractor is not excused from meeting such performance objectives and standards in the event such proposal proves inadequate as conceived or executed to meet such performance objectives and standards.

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

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Spec Item	**Title**
2.7.1.2	Quality Manager
2.7.1.2.1	Quality Control Personnel
2.7.1.3	Site Safety and Health Officer (SSHO)
2.7.1.4	Environmental/Energy Manager
2.7.2	Employee Requirements
2.7.2.1	Employee Certification and Training
2.7.2.2	Employee Appearance
2.7.2.3	Employee Conduct
2.7.2.4	Identification as Contractor Employee
2.7.2.5	Removal of Employees
2.7.2.6	Proof of Legal Residency
2.7.3	Service Contract Reporting (SCR)
2.8	Security Requirements
2.8.1	Employee Listing
2.8.2	Vehicles
2.8.3	Passes and Badges
2.8.4	Access to Installation
2.8.4.1	DBIDS Program
2.8.4.2	DBIDS Credentials
2.8.5	Access to Buildings
2.8.6	Access Arrangements
2.8.6.1	Escort Arrangement for Secured Areas
2.8.7	Security Clearances
2.8.8	Access to Controlled Unclassified Information
2.8.9	Access to Government Information Technology (IT), Operating Technology (OT), and Facility Related Control Systems (FRCS)
2.8.10	Access to Navy Marine Corps Intranet (NMCI)
2.8.11	Employee Status
2.9	Contractor Safety Program
2.9.1	Contractor Safety Requirements
2.9.1.1	Experience Modification Rate (EMR)
2.9.1.2	OSHA Days Away From Work, Restricted Duty, or Job Transfer (DART) Rate
2.9.2	Accident Prevention Plan (APP)
2.9.3	Activity Hazard Analysis (AHA)
2.9.4	Safety and Occupational Health (SOH) Risks and Compliance Plans
2.9.4.1	Alcohol and Drug Abuse Prevention Plan
2.9.4.2	Chemical Hazard Communication Program
2.9.4.3	Confined Space Program
2.9.4.4	Critical Lift Plan
2.9.4.5	Fall Prevention and Protection Plan
2.9.4.6	Pathogen Exposure
2.9.4.7	Control of Hazardous Energy (lockout/tagout)
2.9.5	Crane Operations
2.9.5.1	Crane Inspections
2.9.5.2	Rigging Gear
2.9.5.3	Crane Operators
2.9.6	Accident and Damage Reporting
2.9.6.1	Accident Reporting and Notification Criteria
2.9.7	Fire Protection
2.9.8	Monthly On-Site Labor Report
2.9.9	OSHA Citations and Violations

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Spec Item	**Title**
2.9.10	Safety Inspections and Monitoring
2.9.11	Safety Certification
2.9.12	Safety Apparel on Jobsites
2.9.13	Emergency Medical Treatment
2.9.14	Excavations
2.10	Environmental Management and Sustainability
2.10.1	Energy Management Program
2.10.1.1	Water Conservation Plan
2.10.1.2	Energy Efficient Products
2.10.2	Environmental Protection
2.10.2.1	Sampling, Testing and Laboratory Services
2.10.2.2	ODS Requirements for Refrigerant Recycling
2.10.2.3	Solid Waste Management and Recycling
2.10.2.4	Non-Regulated Waste Disposal
2.10.2.5	Regulated Waste Disposal
2.10.2.6	Universal Waste
2.10.2.7	Spill Prevention, Containment, and Clean-up
2.10.2.8	Hazardous Material Management
2.10.2.9	Protection of Endangered and Threatened Species (Flora and Fauna)
2.10.2.10	Noise Control
2.10.2.11	Salvage
2.10.2.12	Asbestos Containing Material (ACM)
2.10.2.13	Clean Air Act (CAA)
2.10.3	Sustainable Procurement and Practices
2.10.3.1	Environmentally Preferable Products
2.10.3.2	Use of Recovered Materials
2.10.3.3	Use of Biobased Products
2.11	Disaster Preparedness
2.12	Technical Library
2.13	Warranty Management
2.14	Recurring Work Procedures
2.14.1	Recurring Work Preparation of Proposals
2.14.2	Notification to the Government for Work Above the Recurring Work Limitations
2.14.3	Recurring Work Exhibit Line Item Numbers (ELINs)
2.15	Non-Recurring Work
2.15.1	Unit Priced Task (UPT) Work (Non-Negotiated)
2.15.1.1	Acceptance and Performance
2.15.1.2	Invoicing and Receiving Payment
2.15.2	Unit Priced Labor (UPL)Work (Negotiated)
2.15.2.1	Non-recurring Work Preparation of Proposals
2.15.2.1.1	Labor Requirements
2.15.2.1.2	Direct Material and Construction Equipment Requirements
2.15.2.2	Issuance of Final Task Order
2.15.3	Non-Recurring Work ELINS

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Spec Item	**Title**	**Description**
2	Management and Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-0200000-01.
2.2	General Information	
2.2.1	Government Regular Working Hours	The Government's regular working hours are from 0700-1600, five days per week, Monday through Friday, except observed Federal holidays. Exceptions to the regular hours of operation are detailed in subsequent sections of this PWS. Work in certain annexes or sub-annexes require Contractor continuous operations, 24 hours a day, every day of the year including holidays. The performance of other work requirements shall be accomplished within the Government's regular working hours unless the specific work requirement specified herein necessitates otherwise. Any other work outside Government regular working hours must be authorized by the KO prior to commencement of work.
2.2.1.1	Observed Federal Holidays	The Government observes the following holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.
2.2.1.2	Restriction to Contractor Working Hours	If the Contractor wishes to work outside of the Government's regular working hours for the Contractor's convenience, the Contractor shall submit a written Request to Work Outside Government's Regular Working Hours per Section F. Excludes work to be performed during specified hours.
2.2.2	Wage Determinations	Wage Determinations are included in J-0200000-02.
2.2.3	Requirements Hierarchy	Requirements or definitions specified in each spec item of this contract apply to subordinate paragraphs. For example, requirements shown in spec item 3.1 would apply to spec items 3.1.1, 3.1.2, 3.1.2.1 and so on. Likewise, Performance Standards specified at a lower digit level (i.e. spec item 3.1.1, 3.1.2, 3.1.2.1) apply when performance is assessed at a higher tier (i.e., spec item 3.1) based on the composite work requirements.
2.3	General Administrative Requirements	
2.3.1	Required Conferences and Meetings	The Contractor shall provide sign-in sheets and prepare minutes of all meetings and submit per Section F for review and comments. Comments received within two working days shall be incorporated into the minutes and a copy of the final revision shall be submitted per Section F for concurrence. Historically, there have been approximately four meetings per week.
2.3.2	Training for Maintenance and Operation of New and Replacement Systems and Equipment	When construction, renovation, or repair work is performed by means other than this contract, the Contractor shall attend Government provided training, as applicable, for maintenance and operation of new and replacement systems and equipment at no additional cost to the Government.
2.3.3	Partnering	The Government requires cohesive partnerships with its Contractors and subcontractors. Key stakeholders, including the supported commands who may receive services, principal individuals from NAVFAC, the performance assessment team, and representative(s) of the installation(s) will be invited to participate in the partnering process. Key members of the prime and sub-contractor teams, including senior management personnel, must participate.

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Spec Item	**Title**	**Description**
		The partnership will draw on the strength of each organization in an effort to achieve quality contract services done right the first time, within the contract price, as scheduled, and without any safety mishaps. NAVFAC P-204 Facility Support Contracts Partnering Guide contains the framework necessary for consistent implementation of partnering for Facility Support Contracts (FSCs).
2.3.3.1	Informal Partnering	The Contracting Officer shall organize the initial Partnering Meeting with key personnel of the project team, including Contractor's personnel and Government personnel. The initial session will be scheduled concurrent with the Pre-Performance Conference and held no later than 30 days after award and will be held at a Government provided facility as designated by the KO. The Initial Informal Partnering Session will be conducted and facilitated using electronic media (a video and accompanying forms) provided by Contracting Officer. The senior Government stakeholder present will lead the meeting, however, the Contractor's PM or senior representative is encouraged to participate as co-lead. The Partners will determine the frequency of the follow-on sessions.
2.3.3.2	Contract Partnering Administration	Upon award, the ACO will contact the Contractor, supported command(s), Region, and Installation(s) stakeholders, and the performance assessment team to discuss implementation of partnering. The ACO will commence discussions with the Contractor to select a facilitator and location that are acceptable to both partners. A partnership agreement, The Charter, should be in place as early as possible so issues arising, even before work begins, can be resolved using the issues resolution process. As part of the partnership agreement a project governance structure shall be established following the guidelines of P-204 Facility Support Contracts Partnering Guide. Replacement of Core Management Team members (stakeholders who attended the initial session and manage the contract work day-to-day) is discouraged since it will disrupt the synergy that has been developed. If replacement of a team member proves to be unavoidable, a follow-on partnering session must be held to officially turn the responsibilities of the position over to the new member. The Core Management Team consisting of the attendees below must be present during the initial and all follow-on partnering sessions. These are the core mandatory attendees. Other stakeholders may attend if they desire or as recommended by the partners.
2.3.3.3	Contract Partnering Session Attendees	The Contractor shall bring the necessary personnel to successfully partner on this contract. Asterisk indicates mandatory personnel. President/Vice President * Project Manager * Quality Manager Site Safety and Health Officer
2.3.4	Permits and Licenses	The Contractor shall obtain all required permits, licenses, and authorizations to perform work under this contract and comply with all the applicable

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Spec Item	**Title**	**Description**
		Federal, state and local laws and regulations. The Contractor shall submit copies of Permits and Licenses per Section F.
2.3.5	Insurance	The Contractor shall submit a Certificate of Insurance per Section F as evidence of the existence of the following insurance coverage in amounts not less than the amounts specified below in accordance with the FAR Clause 52.228-5, INSURANCE – WORK ON A GOVERNMENT INSTALLATION. This insurance must be maintained during the performance period.
2.3.5.1	Certificate of Insurance	The Certificate of Insurance shall provide for at least 30 calendar days written notice to the KO by the insurance company prior to cancellation or material change in policy coverage. Other requirements and information are contained in the aforementioned insurance clause.
2.3.5.2	Minimum Insurance Amounts	The Contractor shall procure and maintain, during the entire period of performance under this contract, the following minimum insurance coverage: Comprehensive General Liability: $500,000 per occurrence Automobile Liability: $200,000 per person, $500,000 per occurrence, for bodily injury, $20,000 per occurrence for property damage Workmen's Compensation: As required by Federal and state worker's compensation and occupational disease statutes Employer's Liability coverage: $100,000, except in states where worker's compensation may not be written by private carriers Other as required by state law
2.3.6	Protection of Government Property	During execution of the work, the Contractor shall protect Government property. The Contractor shall return areas damaged as a result of Contractor negligence under this contract to their original condition at no cost to the Government.
2.3.7	Directives, Instructions, and References	Department of Defense (DoD), Secretary of the Navy (SECNAV), Chief of Naval Operations (OPNAV), and other applicable Directives, Instructions, and References are listed in J-0200000-03. The Contractor shall comply with the most current version of directives, instructions, and references including versions published during the term of the contract.
2.3.8	Invoicing Procedures	Refer to Section G for invoicing instructions. Refer to Invoice Form in J-0200000-04 for sample. Invoices shall be submitted in a format compatible with the most recent Government installed Microsoft Office Version (currently 2010). Invoice data shall be capable of being sorted by CLIN, annex/sub-annex, spec item, spec item title, and ELIN/Sub-ELIN.
2.3.9	Forms	Forms referenced in this Annex, e.g. accident reporting, and damage reporting are included among the Forms in J-0200000-05.
2.4	Government-Furnished Items	Except for items identified below as Government-Furnished, the Contractor shall furnish all labor, supervision, management, tools, materials, equipment, facilities, transportation, incidental engineering, and other items necessary to provide the services described in this Performance Work Statement (PWS).

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Spec Item	**Title**	**Description**
		Government-Furnished Items will be provided in "AS-IS" condition and their use is at the option of the Contractor. The total or partial breakdown or failure of Government-Furnished Items shall not relieve the Contractor of the responsibility to perform the requirements of this contract. The Contractor shall provide periodic servicing, maintenance, and repair of the Government-Furnished Items accepted for use at no additional cost to the Government. Servicing, maintenance, and repair shall be provided in accordance with the manufacturer's recommendations. The Contractor shall generate work orders in NAVFAC Maximo per Spec Item 2.6.8 for all servicing, maintenance, and repair activities performed on Government-Furnished Items. At the completion of the contract, all Government-Furnished Items shall be returned to the Government in the same condition as received, except for reasonable wear and tear. Government-Furnished Items, which becomes worn out due to normal wear and tear, shall be returned to the Government and its replacement shall be the responsibility of the Contractor at no additional cost to the Government. The Contractor shall be responsible for the cost of any repairs or replacement caused by Contractor negligence or abuse. The Government may inspect Government-Furnished Items at any time and without notice.
2.4.1	Government-Furnished Property (GFP)	Not Applicable.
2.4.2	Government-Furnished Facilities	The Government will make available to the Contractor certain facilities for use in connection with this contract. The use of these facilities for any other purposes is prohibited. The Contractor shall be responsible and accountable for the facilities accepted for use and shall take adequate precautions to prevent fire hazards, odors, and vermin. Janitorial and refuse collection services for the facilities shall be provided by the Contractor. The Contractor shall obtain written approval from the KO prior to making any modifications or alterations to the facilities.
2.4.3	Government-Furnished Vehicles and Equipment	Not Applicable.
2.4.4	Government-Furnished Utilities	The Government will make available water and electricity at existing outlets required for the work to be performed under the contract. The Contractor shall provide and maintain, at its expense, the necessary service lines from the existing Government outlets to the work site. Provide and maintain backflow prevention devices on connections to domestic water lines and electrical transformer provisions on connections to electric lines. Meet all Federal, State, local, and installation codes and regulations for backflow prevention devices and electrical transformer provisions. Services required by the Contractor, for which there are no available Government outlets, shall be provided by the Contractor at no cost to the Government.

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

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Spec Item	**Title**	**Description**
		complete work requirements within the specified time limits and in conformance with the quality standards established herein. Verbal scheduling and work status updates shall be provided when requested by the Government. A status update of any item of work must be provided within two hours of the inquiry during regular working hours, and by 0800 the following work day for inquiries after regular working hours. The Contractor shall provide work schedules for both Recurring and Non-Recurring Work per Section F. At a minimum, work schedules shall include: • Description of service(s) to be accomplished • Location • Date service(s) are scheduled to be accomplished
2.6.5	Work Schedule	The Contractor's work shall not interfere with normal Government business. In those cases where some interference is unavoidable, the Contractor shall minimize the impact and effects of the interference. The Contractor shall provide advance access of all of its work schedules to the Government. The Contractor shall provide written notification of any difficulty in scheduling work due to Government controls, per Section F. At a minimum, the notification shall include the following: • The date and time the work was initially coordinated. • The name and phone number of the Government person with whom the work was initially coordinated. • The name and phone number of the Government person who prevented the work from being performed as previously coordinated. • The alternative date and time, the Government person requested the work be accomplished.
2.6.6	Deliverables	Except where otherwise stated, deliverable requirements are specified in Sections C, F, H, I, J, and within the Directives, Instructions, and References. The Contractor shall submit accurate and complete documents within the specified timeframes. The Contractor shall revise/modify deliverables, as directed by the KO, at no additional cost to the Government. Except where otherwise specified, all deliverables shall be submitted electronically in a Microsoft Office Version 2010 compatible format. Deliverables shall include the company name, contract number, contract title, date, and shall be unprotected and capable of being sorted by CLIN, work order number, asset number, section, annex/sub-annex, spec item and ELIN/Sub-ELIN or clause. All formulas shall be traceable. Government acceptance of deliverables shall not relieve the Contractor of the responsibility for any error or omission which may exist in the deliverable, as the Contractor is responsible for all requirements of this contract.
2.6.7	Service Interruptions	If any utilities or other services must be discontinued (even temporarily) due to scheduled contract work, the Contractor shall notify the KO, COR, affected tenants, and customers in accordance with local procedures. If the discontinued service is due to an emergency breakdown the Contractor shall notify the KO, COR, affected tenants, and customers as soon as practicable and provide the status of repairs, as directed by the KO, until normal operation is restored.

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Spec Item	**Title**	**Description**
		Scheduled utility outages and interruptions to equipment, system(s) operation, or other services shall be scheduled after hours of operation. The Contractor shall shutdown, restart, and perform operational checks on all equipment affected by both scheduled and unscheduled utility outages and service interruptions, at no additional cost to the Government.
2.6.8	NAVFAC Maximo	The Contractor is required to provide work order, asset, specification, and condition assessment data for NAVFAC's Maximo. The data is required for the Government's use in long term asset management and planning. Work order, asset, specification, and condition assessment data created by the Contractor is recorded in NAVFAC Maximo for all work performed in 1501000 Facility Management, 1502000 Facility Investment, Annex 16 Utilities sub-annexes and Annex 1700000 BSVE. This spec item should be included in all FSC/BOS contracts above the SAP threshold at Navy PWDs per BMS B-24.8 Facility Support Contractor Data in NAVFAC MAXIMO. Consult with your local PWD FMD, UEM Director and BSVE Director or FEC FM&S PLC, UEM PLC, and BSVE PLC for further guidance. The information and format for data submission provided in Section J supports long-term asset management and facilitates transfer to NAVFAC Maximo. These requirements and data format are managed by the FM&S Product Line at the NAVFAC HQ level. NAVFAC Maximo is the Computerized Maintenance Management System (CMMS) used by the Government for work order history, asset management, and condition assessment. The Contractor shall provide all required data for NAVFAC MAXIMO as identified below: Informational Note: Not all supported commands' assets are included in NAVFAC Maximo. Not all of the modules available within the Maximo application are utilized by NAVFAC and the modules utilized may not be fully implemented. NAVFAC Maximo does not include a detailed inventory of all assets, components, and equipment that the Contractor is required to service under this contract and may include inaccuracies, omissions, and redundancies.
2.6.8.1	NAVFAC Maximo Data	Required data fields for work orders are indicated in the Service Provider Information provided in J-0200000-07. Asset inventory data requirements are indicated in the Asset Information provided in J-0200000-08, including additional data for Utilities assets listed in Specification Information in J-0200000-09. Required data for documenting condition assessments is indicated in the Characteristic Meter Reading Information provided in J-0200000-10. Specified data shall be provided for all work performed in 1501000 Facility Management, 1502000 Facility Investment, 1601000 Utilities Management, 1602000 Electrical, 1606000 Water, and 1700000 BSVE . Further instructional information detailing the process for submitting the specified information for NAVFAC Maximo Data Reporting is provided in J-0200000-11. The Service Provider, Asset, Specification, and Characteristic Meter Reading Interfaces are used in multiple processes for loading data into Maximo by the Government and the format may be updated periodically.

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		As part of the update the Contractor may be asked to modify the file to add/move columns in their submission. The Contractor shall provide up to 10 extra data elements or columns with as many as 150 characters per element for the Government to define during contract performance at no additional cost to the Government. The Government will provide the Contractor 60 calendar days' notice of modifications to the Service Provider, Asset, Specification, or Characteristic Meter Reading Interfaces file format.
2.6.8.2	NAVFAC Maximo Method of Data Entry	The Contractor shall provide data for NAVFAC Maximo using the methods detailed below: DIRECT ENTRY: The Contractor shall manually enter required work order and condition assessment data directly into NAVFAC Maximo. The Contractor shall ensure all information is updated by the end of each workday for all work performed. If the Contractor does not have access to NAVFAC Maximo at contract start, work order and condition assessment data shall be submitted in a pipe delimited flat-file following the NAVFAC Maximo Data Reporting process described in J-0200000-11 per Section F. Any failures in processing of the flat-file shall be corrected and resubmitted by the Contractor. In order to demonstrate the ability to properly format the flat-file, the Contractor shall provide a Sample Pipe Delimited Flat-file prior to contract performance per Section F. Flat file submission of work order and condition assessment data will be allowed for a period not to exceed six months unless an extension is authorized in writing by the KO. FLAT FILE: The Contractor shall electronically record and report compiled service performance data for exportation of asset and specification data to NAVFAC Maximo. The Contractor shall submit asset and specification data in a spreadsheet flat-file following the NAVFAC Maximo Data Reporting process described in J-0200000-11 per Section F. OR FLAT FILE: The Contractor shall electronically record and report compiled service performance data for exportation of work order, asset, specification, and condition assessment data to NAVFAC Maximo. The Contractor shall submit work order and condition assessment data in a pipe delimited flat-file following the NAVFAC Maximo Data Reporting process described in J-0200000-11 per Section F. Any failures in processing of the pipe delimited flat-file shall be corrected and resubmitted by the Contractor. In order to demonstrate the ability to properly format the pipe delimited flat-file, the Contractor shall provide a Sample Pipe Delimited Flat-file prior to contract performance per Section F. The Contractor shall submit asset and specification data in a spreadsheet flat-file following the NAVFAC Maximo Data Reporting process described in J-0200000-11 per Section F.

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2.6.8.3	NAVFAC Maximo Access	The process for obtaining access and establishing NAVFAC Maximo accounts are detailed in the NAVFAC Maximo System Access Procedures provided in J-0200000-11. Once accounts have been established, NAVFAC Maximo can be accessed at https://maximo.navfac.navy.mil The Contractor shall provide all necessary computer equipment and Internet Service Provider (ISP) accounts to access NAVFAC Maximo for Direct Entry of required data. OR The Government will provide access to two NMCI workstations located in Building 1993 for the dedicated use of the Contractor to access NAVFAC Maximo for Direct Entry of required data. A maximum of five NAVFAC Maximo accounts will be approved for the Contractor. Changes of personnel requiring NAVFAC Maximo accounts more than once per year may result in required compensation to the Government for the administrative costs in processing account requests. The Contractor shall submit a list of personnel requiring NAVFAC Maximo accounts per Section F.
2.6.8.4	NAVFAC Maximo Training	The Government will provide or make available initial training on NAVFAC Maximo to Contractor personnel responsible for direct entry of work order, asset, specification, and condition assessment data. Additional training will be provided by the Government when there are significant changes to the NAVFAC Maximo software or data entry requirements. Training due to changeover of personnel will be the responsibility for the Contractor. The Contractor will be provided a general user guide, local instructions, and other materials by the Government as reference material for the use of NAVFAC Maximo.
2.6.9	Quality Management System (QMS)	The Contractor shall establish and maintain a complete QMS program in accordance with the provisions specified herein. The Contractor's QMS program shall provide an effective and efficient means of identifying and correcting problems throughout the entire scope of operations. The Contractor's QMS program shall address: • Accurate documentation of work processes, procedures, and output measures. • A systematic procedure for assessing compliance with performance objectives and standards. • Accurate documentation of quality inspections and surveillance conducted throughout the execution of work. • Assessment-driven corrective actions and process adjustments as appropriate in a timely manner.
2.6.9.1	Quality Management (QM) Plan	The Contractor shall develop and submit a QM Plan per Section F. The QM Plan shall describe the QMS methodology and approaches used under this contract. If any changes are made during the period of performance, the Contractor shall submit the revised QM Plan for acceptance, per Section F. The Contractor's QM Plan shall include, at a minimum, the following:

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		• Policy and objectives of Quality Management System (QMS)
		• Quality organization
		  o List of personnel
		  o Responsibilities & lines of authority
		  o Training and qualifications
		• Approach to assuring quality of services provided and conformance with performance objectives and standards
		• Methods and procedures for effective planning, operation and control of processes and performance of work
		• Procedures for inspection and surveillance of services to include all contractual requirements.
		  o Scheduling and performance of inspection and surveillance
		  o Measurement, data collection and analysis
		  o Corrective action, preventive action, and continuous improvement
		  o Oversight of subcontracted work
		• Documentation and records management
		• Communication with government (customers)

2.6.9.2	Quality Inspection and Surveillance	The Contractor shall establish and maintain an inspection and surveillance system in accordance with the FAR Clause 52.246-4, INSPECTION OF SERVICES – FIXED PRICE, to ensure that the work performed conforms to the contract requirements. The Contractor shall document and maintain a file of all scheduled and performed inspections and surveillances, inspection and surveillance results, and dates and details of corrective and preventive actions. The quality inspection and surveillance file shall be the property of the Government and made available during the Government's regular working hours. The file shall be submitted to the COR after completion/termination of the contract per Section F.
2.6.9.3	Quality Inspection and Surveillance Report	The Contractor shall submit a copy of the Contractor Quality Inspection and Surveillance Report per Section F. The Contractor Quality Inspection and Surveillance Report shall include a narrative of events, a tabulated summary and results of the quality inspection and surveillance events performed, inspection-driven corrective actions taken and the results attained, and management process adjustments during the previous month. The Government may adjust the frequency of the submittal based on the Contractor's quality of performance.
2.6.10	Property Management Plan	The Contractor shall establish and maintain a plan that meets the contract clause requirements of Specification Item 2.4, Government-Furnished Items, of this Annex. This plan shall identify the Contractor's policies, procedures, and practices in receiving and performing physical inventories, key control, repairing and maintaining, preserving and protecting, and reporting the disposition of accepted government property in its possession. The Property Management Plan shall be submitted per Section F.
2.6.11	System and Equipment Replacement	The Contractor shall maintain the integrity and performance of existing energy saving, water conservation or other sustainability design features of systems and equipment in the performance of repair and replacement work. Except where otherwise specified, replacement components shall be of the same model/style or equivalent as the component being replaced. Substitutes for replacement components must be accepted by the KO prior to use. The KO will furnish available information for the existing systems and equipment.
2.7	Personnel Requirements	The Contractor shall comply with the personnel requirements stated below:
2.7.1	Key Personnel	

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		The Contractor shall submit a List of Key Personnel and Qualifications per Section F. The Contractor shall provide any additional information requested by the KO or COR necessary to validate their qualifications. The Contractor shall submit an Organizational Chart per Section F showing lines of authority of the key personnel and on-site supervisor(s) for this contract. The chart shall include names of personnel and their position title in this contract. As a minimum, include the PM, Quality Manager, SSHO, and on-site supervisor(s) and who they will report directly to for this contract. The key personnel shall be revised as applicable for the contract. The Contractor shall provide complete resumes for proposed substitutes and any additional information requested by the KO. Proposed substitutes shall have comparable qualifications to those of the persons being replaced. The KO will notify the Contractor within 15 calendar days after receipt of all required information of the consent on substitutions. No change in fixed unit prices may occur as a result of key personnel substitutions.
2.7.1.1	Project Manager (PM)	The Contractor shall provide a PM and designated alternate, as applicable, who shall have full authority to act for the Contractor on all contract matters relating to this contract. The PM or alternate shall be on-site during the Government's regular working hours and shall be available on-site within one hour after the Government's regular working hours. The PM shall have satisfactory relevant experience at a comparable level of responsibility on contracts of similar size, scope and complexity. For contracts greater than $200,000/year but less than $5M/year or contracts of moderate performance risk, e.g., The PM shall have at least three years of experience in managing a workforce providing services on contracts of similar size, scope and complexity. For contracts greater than $5M/year or for multi-function or regional contracts with significant performance risk, e.g., The PM shall have at least five years of experience in managing a workforce providing services on contracts of similar size, scope and complexity.
2.7.1.2	Quality Manager	The Contractor shall provide a Quality Manager or designated alternate who shall be on-site at all times when the Contractor is performing work during the Government's regular working hours and shall be available on-site within two hours after the Government’s regular working hours. The Quality Manager or designated alternate shall report directly to a senior corporate official and shall not report directly to the Project Manager. The Quality Manager or designated alternate shall have fulfilled the following pre-requisite training and experiences before being hired as the Quality Manager under this contract: The Quality Manager or designated alternate shall have satisfactory experience in preparing and enforcing QMS programs on contracts of similar size, scope and complexity. The Quality Manager or designated alternate may be the same person as the SSHO. The Quality Manager or designated alternate shall have at least three years of experience in preparing and enforcing QMS programs on contracts of similar

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		size, scope and complexity. The Quality Manager or designated alternate may be the same person as the SSHO. The Quality Manager or designated alternate shall have a current CMQ/OE certification and at least five years of experience in preparing and enforcing QMS programs on contracts of similar size, scope and complexity. The Quality Manager or designated alternate shall not be the same person as the SSHO.
2.7.1.2.1	Quality Control Personnel	The Contractor shall provide Quality Control personnel whose primary duty and responsibility is to enforce the Contractor's Quality Management System on this contract. The Quality Control personnel shall be on-site at all times when the Contractor is performing work during the Government's regular working hours. The Quality Control personnel shall report directly to the Quality Manager and shall not report directly to the Project Manager. Quality Control personnel shall have fulfilled the following pre-requisite training and experiences before being hired as Quality Control under this contract. Quality Control personnel shall meet or exceed the qualifications, technical knowledge and experience requirements specified for the personnel performing the work, which they will be inspecting, and have at least three years of experience in enforcing QMS programs on contracts of similar size, scope and complexity.
2.7.1.3	Site Safety and Health Officer (SSHO)	The Contractor shall provide a Level 1 SSHO whose primary duty and responsibility is to prepare and enforce the Contractor's safety program on this contract. The Level 1 SSHO shall ensure the requirements of EM 385-1-1 and 29 CFR 1926.16 are met for the project. The Level 1 SSHO or an equally qualified Designated Representative/alternate shall be on-site at all times when work is being performed to implement and administer the Contractor's safety program and government-accepted Accident Prevention Plan. The Level 1 SSHO shall have fulfilled the pre-requisite qualification, training, continuous learning, and experiences describe in the EM 385-1-1 before being hired as the Level 1 SSHO under this contract. The Level 1 SSHO shall not be the same person as the Project Manager, Quality Control Manager, or any other position other than the Level 1 SSHO. The Contractor shall provide a Level 2 SSHO who is responsible for preparing and enforcing the Contractor's safety program on this contract. The Level 2 SSHO shall ensure the requirements of EM 385-1-1 and 29 CFR 1926.16 are met for the project. The Level 2 SSHO or an equally qualified Designated Representative/alternate shall be on-site at all times when work is being performed to implement and administer the Contractor's safety program and government-accepted Accident Prevention Plan. The Level 2 SSHO shall have fulfilled the pre-requisite qualification, training, continuous learning, and experiences describe in the EM 385-1-1 before being hired as the Level 2 SSHO under this contract. The Level 2 SSHO may be the same person as the project manager but shall have fulfilled the pre-requisite qualification and experience. The Contractor shall provide a Level 3 SSHO who is responsible for preparing and enforcing the Contractor's safety program on this contract. The Level 3 SSHO shall ensure the requirements of EM 385-1-1 and 29 CFR 1926.16 are met for the project. The Level 3 SSHO or an equally qualified

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		Designated Representative/alternate shall be on-site at all times when work is being performed to implement and administer the Contractor's safety program and government-accepted Accident Prevention Plan. The Level 3 SSHO shall have fulfilled the pre-requisite qualification, training, continuous learning, and experiences describe in the EM 385-1-1 before being hired as the Level 3 SSHO under this contract. The Level 3 SSHO may be the same person as the project manager but shall have fulfilled the pre-requisite qualification and experience.
2.7.1.4	Environmental/ Energy Manager	The Contractor shall provide an Environmental/Energy Manager whose primary duty and responsibility is to ensure Contractor operations adhere to the goals and policies of the Environmental Management System, the Installation Energy Plan, and other specified Sustainability requirements affecting this contract. The Environmental/Energy Manager shall develop, implement and monitor environmental strategies, policies and programs that promote sustainable development and examine the contract activities to establish where improvements can be made and ensure compliance with environmental legislation and energy policy. The Environmental/Energy Manager shall have a minimum two years' experience with environmental procedures similar to those of this contract; familiarity with Environmental Management Systems (EMSs); and knowledge of environmental regulations and federal energy laws and policy (including energy and water reduction requirements and renewable energy requirements) that are applicable to operations similar to those of this contract.
2.7.2	Employee Requirements	The Contractor shall provide experienced, qualified, and capable personnel to perform the work in this contract. Personnel shall be fully knowledgeable of all safety, environmental, and energy requirements associated with the work they perform. Personnel shall speak, read, and comprehend English to the extent that they can perform the contract requirements and comply with installation emergency procedures.
2.7.2.1	Employee Certification and Training	The Contractor shall maintain personnel certification, training, and licensing records for employee requirements specified herein and within all technical annexes/sub-annexes. Certification, training, and licensing records shall be kept current and on file for the duration of the contract including all option periods. Records shall be made available for Government review within 4 hours of request.
2.7.2.2	Employee Appearance	The Contractor shall ensure that all employees present a professional appearance that is appropriate for their position. The KO reserves the right to determine the acceptability of any clothing worn. All Contractor/subcontractor employees working under this contract shall be identified by a distinctive nameplate, emblem, or patch attached in a prominent place on an outer garment. Employee identification shall not be substituted for station required passes or badges.
2.7.2.3	Employee Conduct	Contractor employees shall conduct themselves in a proper, efficient, courteous and businesslike manner.
2.7.2.4	Identification as Contractor Employee	Contractor employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. All Contractor employees shall appropriately identify themselves as contractor employees in both verbal communication and electronic or written correspondence.

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2.7.2.5	Removal of Employees	The Contractor shall remove from the site any individual whose continued employment is deemed by the KO to be contrary to the public interest or inconsistent with the best interests of National Security.
2.7.2.6	Proof of Legal Residency	No employee or representative of the Contractor will be admitted to the site of work unless satisfactory Proof of Legal Residency is submitted per Section F.
2.7.3	Service Contract Reporting (SCR)	The Contractor shall report total dollar amount invoiced and all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: https://sam.gov Per Section F, reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs from October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at https://sam.gov
2.8	Security Requirements	The Contractor shall comply with all Federal, state, and local security statutes, regulations, and requirements. The Contractor shall become acquainted with and comply with all Government regulations as posted, or as requested by the KO when required to enter a Government site. The Contractor shall ensure that all security/entrance clearances are obtained. The Contractor shall ensure that Contractor personnel do not present a risk to security. By entering the installation, Contractor personnel are subject to installation, state, local and federal regulations and laws, including but not limited to debarment and criminal prosecution.
2.8.1	Employee Listing	The Contractor shall maintain a current Employee List and submit per Section F. The list shall include employee's name, supervisor, company, and level of security clearance.
2.8.2	Vehicles	The company name shall be displayed on each of the Contractor's vehicles in a manner and size that is clearly visible. All vehicles shall display a valid state license plate that complies with State Vehicle Code. Vehicles shall meet all other requirement of the State Vehicle Code, such as safety standards, and shall carry proof of insurance and state registration, if applicable.
2.8.3	Passes and Badges	All Contractor employees shall obtain the required employee and vehicle passes. The Contractor employees must be able to obtain Common Access Cards (CAC) in accordance with security requirements. Each employee shall wear the Government issued badge over the front of the outer clothing. When an employee leaves the Contractor's service, the employee's Passes and Badges shall be confiscated by the Contractor immediately and returned within 10 calendar days.
2.8.4	Access to Installation	All Contractor personnel shall obtain access to the installation through enrollment and registration into the Defense Biometric Identification System (DBIDS). The Contractor shall provide the KO with the name of their designated Service Contractor Administrator (SCA) for enrollment in DBIDS. Once enrolled, the Contractor must provide the DBIDS Registrar with an approved employee list and then direct their employees to register into DBIDS.
2.8.4.1	DBIDS Program	DBIDS is an enterprise identity management and perimeter installation access control solution in which Contractor personnel who enroll, and are approved,

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		are subsequently granted access to the installation for a period up to three years, or the length of the contract, whichever is less, and are not required to obtain a new pass from the Base Pass and Identification Office for each visit. There are no fees associated with obtaining a DBIDS credential. The Government performs background screening and credentialing. Throughout the year, the Contractor employee must continue to meet background screening standards. Periodic background screenings are conducted to verify continued DBIDS participation and installation access privileges. DBIDS access privileges will be immediately suspended or revoked if at any time a Contractor employee becomes ineligible.
2.8.4.2	DBIDS Credentials	Contractor employees shall furnish a completed copy of the SECNAV 5512/1 form to obtain the required background check and visit the local Navy Installation Visitor Control Center to obtain a DBIDS credential once approved. The SECNAV 5512/1 form and additional information about DBIDS can be found at: https://www.cnic.navy.mil/om/dbids/ The Contractor may initiate the adjudication process when a background screen failure results in disqualification from participation in DBIDS and the Contractor employees do not agree with the reason for disqualification. The Contractor may also apply for a waiver when a background screening failure results in disqualification from participation in DBIDS. The Commanding Officer will be the final waiver determination authority. The Contractor shall immediately collect employee DBIDS credentials and notify the KO in writing: (1) That an employee has departed the company without having properly returned or surrendered their DBIDS credentials. (2) That there is a reasonable basis to conclude that an employee, or former employee, might pose a risk, compromise, or threat to the safety or security of the installation or anyone therein.
2.8.5	Access to Buildings	The Contractor shall monitor and control access into restricted areas under their responsibility, allowing only those individuals who have been properly cleared into restricted areas or other controlled access areas. The Contractor shall comply with security requirements, plus those imposed by the installation Commander at all times. Personnel with access to restricted areas shall have the appropriate screening, and shall wear special badges authorizing access for those areas. Contractor personnel shall not enter restricted or controlled areas or installation facilities unless specifically authorized in performance of their duties. The Contractor shall secure all buildings and facilities entered during non-duty hours and will secure all building and facilities under the Contractor's cognizance at the end of each work day or shift period.
2.8.6	Access Arrangements	The Contractor shall make all arrangements through the appropriate office necessary to obtain access to buildings, facilities and other work areas, and when necessary, arrange for them to be opened and closed by the controlling authority. The Government may issue keys to the Contractor. The Contractor shall use due diligence and be responsible for compromised security systems to include replacement costs that result from its action or inaction.
2.8.6.1	Escort Arrangement for Secured Areas	The Contractor shall make arrangements for Government escort into secured areas requiring escort. The KO will provide information on applicable buildings, spaces and the appropriate point of contact.

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		The Contractor may experience delays while waiting for escorts. The Government estimates the wait period can be up to 15 minutes. The Contractor shall notify the Government Performance Assessment Representative (PAR) and appropriate point of contract if an escort is not available after 15 minutes and access to accomplish the work is denied. Unscheduled requirements may require a longer wait for an escort..
2.8.7	Security Clearances	The Contractor shall obtain all required corporate and personnel Security Clearances, prior to commencement of work, at no additional cost to the Government. The Contractor shall ensure that a list of all personnel with Security Clearances is maintained current, including clearances that are pending.
2.8.8	Access to Controlled Unclassified Information	The Contractor personnel whose work involves access to controlled unclassified information shall undergo a Tier 3 Investigation to verify their trustworthiness. If the Contractor personnel currently have a favorably adjudicated Tier 3 Investigation the Contractor shall notify the Government Command Security Manager who will validate this in the Joint Personnel Adjudication System (JPAS). The Contractor shall request from the Government for access to the E-QIP Direct program for the Contractor employees to complete the SF-86 form on line for a Tier 3 Investigation. The Security Manager will determine suitability. Upon a favorable Tier 3 Investigation, the Contractor personnel shall submit the original signed release statements, and an OF-306 Declaration for Federal Employment to the Security Manager per Section F. Upon submission of the necessary documentation through eQIP, the Contractor Employee shall provide digital fingerprints. The Contractor's Security POC shall notify the COR and the Security Manager when Contractor Employees have submitted their fingerprints. The request shall be renewed annually or for the duration of the contract if less than one year.
2.8.9	Access to Government Information Technology (IT), Operation Technology (OT), and Facility Related Control Systems (FRCS)	Personnel accessing Government IT and OT systems to include but not limited to Maximo, DMLSS, DDC, and SCADA are in positions considered Non-Critical Sensitive/IT-II and require a Tier 3 investigation to verify their trustworthiness. Prior to being granted access to Government IT, OT, and FRCS systems, personnel shall have a favorably adjudicated Tier 3 Investigation, obtain a CAC in accordance with security requirements, successfully complete required training, submit a Systems Authorization Access Request (SAAR) Form, and meet all eligibility requirements. Personnel accessing Government IT, OT, and FRCS systems shall complete annual required training such as cyber assurance awareness, information security (INFOSEC) awareness, and operations security (OPSEC) awareness. The Contractor shall submit a list of personnel requiring access to Government IT, OT, and FRCS systems per Section F.
2.8.10	Access to Navy Marine Corps Intranet (NMCI)	The Contractor may be required to access Navy Marine Corps Intranet (NMCI). Prior to being granted access to NMCI, Contractor employees shall obtain a CAC in accordance with security requirements, successfully

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		complete required training, submit a Systems Authorization Access Request (SAAR) Form, and meet all eligibility requirements.
2.8.11	Employee Status	The Contractor shall notify the KO of any changes to any employee's status to include, but not limited to, termination, convictions/arrests, adverse actions taken on the job for any reason or any other documented misbehavior that may affect, or have the potential to affect, security standing in terms of access to federal facilities or IT systems.
2.9	Contractor Safety Program	The Contractor shall develop and implement a Safety Program detailing how the Contractor plans, staffs, performs, and controls all safety practices while delivering best value services to the Government without any accidents or mishaps. The Contractor's safety program shall comply with all safety standards identified in the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, UFC 3-560-01 Operation and Maintenance Electrical Safety, and Public Law 91-596, Occupational Safety and Health Act. Any reference to "USACE" facilities, property, or equipment specified in EM 385-1-1 should be interpreted as Government facilities, property, and equipment.
2.9.1	Contractor Safety Requirements	Neither Contractor nor any subcontractor may enter into contract with any subcontractor that fails to meet the below requirements. The term subcontractor in this and the following paragraphs means any entity holding a contract with the Contractor or with a subcontractor at any tier.
2.9.1.1	Experience Modification Rate (EMR)	Subcontractors on this contract must have an effective EMR less than or equal to 1.10, as computed by the National Council on Compensation Insurance (NCCI) or if not available, as computed by the state agency's rating bureau in the state where the subcontractor is registered, when entering into a subcontract agreement with the Prime Contractor or a subcontractor at any tier. The Prime Contractor may submit a written request for additional consideration to the Contracting Officer where the specified acceptable EMR range cannot be achieved. Relaxation of the EMR range will only be considered for approval on a case-by-case basis for special conditions and must not be anticipated as tacit approval. Contractor's Site Safety and Health Officer (SSHO) must collect and maintain the certified EMR ratings for all subcontractors on the project and make them available to the Government at the Government's request.
2.9.1.2	OSHA Days Away From Work, Restricted Duty, or Job Transfer (DART) Rate	Subcontractors on this contract must have a DART rate, calculated from the most recent, complete calendar year, less than or equal to 3.4 when entering into a subcontract agreement with the Prime Contractor or a subcontractor at any tier. The Prime Contractor may submit a written request for additional consideration to the Contracting Officer where the specified acceptable OSHA Dart rate range cannot be achieved for a particular subcontractor. Relaxation of the OSHA DART rate range will only be considered for approval on a case-by-case basis for special conditions and must not be anticipated as tacit approval. Contractor's Site Safety and Health Officer (SSHO) must collect and maintain self-certified OSHA DART rates for all subcontractors on the project and make them available to the Government at the Government's request.

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2.9.2	Accident Prevention Plan (APP)	The Contractor shall develop and implement a site Accident Prevention Plan (APP). The APP shall be prepared by the Contractor's SSHO and shall be followed by all Contractor employees, subcontractors, and vendors at each service site. For multi-function/BOS/single function Facility Investment contracts – "The APP shall follow the format and include all elements addressed in Appendix A of EM 385-1-1. The APP shall incorporate Activity Hazard Analyses (AHAs) and compliance plans addressing all applicable Safety and Occupational Health (SOH) risks that are relevant to the site specific hazards and controls for each activity and type of work that may be encountered in the performance of this contract. The Contractor shall submit an APP for acceptance per Section F. The Contractor shall review, update, and submit revisions to the APP whenever a change in work conditions, hazards, or activities occur. Submittal of the APP shall include Activity Hazard Analyses (AHAs) and applicable compliance plans, programs, and procedures as specified below. The Contractor shall not commence work until the APP has been accepted and no activity shall be started on site until the applicable AHAs and compliance plans have been accepted. Once accepted by the Contracting Officer, the APP and attachments will be enforced as part of the contract. Disregarding the provisions of this contract or the accepted APP will be cause for stopping of work, at the discretion of the Contracting Officer, until the matter has been rectified.
2.9.3	Activity Hazard Analysis (AHA)	The Contractor shall prepare Activity Hazard Analyses (AHAs) for all applicable common recurring work activities performed under this contract. AHAs for recurring work shall be submitted with the APP and shall be updated as work activities or conditions change and additional AHAs prepared as new work activities are required. AHAs for non-recurring and one-time (e.g., non-recurring work task orders) work occurrences shall be submitted at least two working days prior to start of work. Specifically: • For contract modifications to recurring work requirements where changes are germane to the original contract, the Contractor shall revise applicable AHAs within 15 calendar days after modification is signed. • For contracts with non-recurring work ELINs, the Contractor shall submit an AHA on non-recurring work task orders, with the associated proposal, whenever the service environment or required task is different from the recurring work priced services. • For construction (including renovation or alteration) task orders placed on the non-recurring work portion of contract, the Contractor shall submit a separate AHA for each task order with the associated proposal. The Contractor shall follow the Risk Management Process for the development of Activity Hazard Analysis (AHA) in accordance with paragraph 01.A.14 and Appendix A of EM 385-1-1. A formatted outline of an AHA is provided in Figure 1-2 of EM 385-1-1.

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		During the performance of services, the SSHO shall periodically review the AHA at each service site and for each sub-annex to assess the effectiveness of the Contractor's overall APP. If changes to the AHAs are required, such changes shall be submitted to the KO for review and acceptance.
2.9.4	Safety and Occupational Health (SOH) Risks and Compliance Plans	Based on a risk assessment of recurring and non-recurring work requirements and on mandatory OSHA compliance programs, the Contractor shall develop, provide and implement all applicable compliance plans, as necessary for the situation or types of work to be performed under this contract. Compliance plans, programs, and procedures along with their respective references are detailed in Appendix A, paragraph 3.i of EM 385-1-1. These plans shall be submitted with the APP and shall be updated as situations change. Additional compliance plans, programs, and procedures shall be developed as applicable when new types of work are required under this contract.
2.9.4.1	Alcohol and Drug Abuse Prevention Plan	The Contractor shall develop an alcohol and drug abuse prevention plan to explain how it will satisfy the drug-free work force requirement as stated in DFARS Clause 252.223-7004 and include elements addressed in paragraph 01.C.02 of EM 385-1-1.
2.9.4.2	Chemical Hazard Communication Program	The Contractor shall develop a project-specific chemical hazard communication program to include elements addressed in paragraph 06.B.01 of EM 385-1-1and applicable OSHA requirements in 29 Code of Federal Regulations (CFR) 1910.120 and 29 CFR 1926.59.
2.9.4.3	Confined Space Program	The Contractor shall develop an activity/site-specific confined space program to include elements addressed in paragraph 34.A of EM 385-1-1 and comply with relevant requirements in 29 CFR 1910, 29 CFR 1915, and 29 CFR 1926, OSHA Directive CPL 2.100 and any other Federal, state and local regulatory standards.
2.9.4.4	Critical Lift Plan	The Contractor shall develop a critical lift plan to explain how it will conduct lifts for any of the following conditions: 1) Lifts over 75 percent of the capacity of the crane or hoist (or lifts over 50 percent of the capacity of a barge mounted mobile crane's hoists) at any radius of lift. 2) Lifts involving more than one crane, hoist, or LHE 3) Lifts of personnel. 4) Lifts involving non-routine rigging or operation, sensitive equipment, or unusual safety risks 5) Lifts involving hazardous materials (e.g., explosives, highly volatile substances). 6) Lifts where the center of gravity could change. 7) Lifts without the use of outriggers using rubber tire load charts. 8) Lifts using more than one hoist on the same crane, hoist, or LHE. 9) Lifts involving Multiple Lift Rigging (MLR) Assemblies or other non-routine or technically difficult rigging arrangements. 10) Lifts involving submerged loads. Exception: lifts that were engineered to travel in guided slots throughout the lift and have fixed rigging and/or lifting beams, i.e., intake gates, tailgates/logs); 11) Lifts out of the operator's view. (Exception: if hand signals used by a signal person in view of the operator or radio communications are available

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		and in use, load does not exceed two tons AND is determined a routine lift by the lift super.) The critical lift plan shall include elements addressed in paragraph 16.H of EM 385-1-1, paragraph 1.7.2 of NAVFAC P-307, and comply with requirements in ASME B30.22, ASME B30.3; ASME B30.5, and ASME B30.8. The Contractor shall complete and maintain a copy of the Crane Operating Checklist for Critical Lifts, provided within the Forms in J-0200000-11, for each lift.
2.9.4.5	Fall Prevention and Protection Plan	The Contractor shall develop a site-specific fall prevention and protection plan to protect and prevent its service workers from falling from heights of 1.8m (6 feet) or more. This plan shall include elements addressed in paragraph 21.D of EM 385-1-1 and ANSI A10.32, ANSI Z359.1, and ANSI/ASSE A10.34. The fall prevention and protection plan shall include a Rescue and Evacuation Plan in accordance with EM 385-1-1, Section 21.N. A competent person for fall protection shall prepare and sign the plan.
2.9.4.6	Pathogen Exposure	The Contractor shall comply with 29 CFR-1910.1030 at all times if personnel are performing work where they may be exposed to blood or other potentially infectious materials. The Contractor shall develop an Exposure Control Plan. This plan shall comply with 29 CFR-1910.1030, be reviewed annually to ensure compliance, and be accessible to employees. Employees required to access areas subject to higher exposure risk (such as hospitals, clinics, and laboratories) shall submit to all required testing and receive vaccinations as required by the installation.
2.9.4.7	Control of Hazardous Energy (lockout/tagout)	The Contractor shall establish a program and utilize procedures for affixing appropriate lockout devices or tagout devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start up or release of stored energy to ensure compliance with 29 CFR 1910.147. The Contract shall submit a report of their periodic inspection of the energy control procedure that ensures the procedures, and the requirements of 29 CFR 1910.147 are being followed per Section F.
2.9.5	Crane Operations	All operations of Cranes, Multi-Purpose Machines and Material Handling Equipment shall comply with EM 385-1-1, NAVFAC P-307, 29 CFR Part 1910, and 29 CFR Part 1926. The Contractor shall comply with paragraph 1.7.2 of NAVFAC P-307 and notify the Contracting Officer at least 24 hours prior to bringing any crane (including delivery vehicles with crane boom attachments), multi-purpose machines, material handling equipment, or construction equipment that may be used in a crane-like application to lift suspended loads on board a Navy Installation. Written documentation of the last weight test of the crane and all related weight handling equipment (e.g. attachments, rigging gear, etc.) shall be maintained on site. A joint verification with the Government representative must be performed to ensure that a legible and indelible completed copy of Appendix P, Figure P-1 of NAVFAC P-307 is maintained on the crane, multi-purpose machine, and material handling equipment or construction equipment used in a crane-like

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		application to lift suspended loads. The following certification and testing documentation shall be on site prior to entry and use on any Navy Installation: 1) Crane, multi-purpose machine, material handling equipment or construction equipment used in a crane-like application to lift suspended load certification 2) Load testing 3) Yearly, monthly and daily inspection logs 4) Rope/sling certifications 5) Operator certifications/designations 6) Designation of person performing log inspections 7) Cranes that are permanently located on a Navy Installation shall have quarterly joint verification.
2.9.5.1	Crane Inspections	The Contractor shall ensure all inspections are performed in accordance with EM 385-1-1, NAVFAC P-307, 29 CFR Part 1910, and 29 CFR Part 1926 (daily, monthly, quarterly, yearly), and retain the current documentation of inspections. Documents shall be kept on site. Daily pre-use inspections and testing shall be performed on all load hoisting and lowering mechanisms, boom hoisting and lowering mechanisms, swinging mechanisms, travel mechanisms (if to be used that day), and safety devices. Cranes that must be re-rated shall be in accordance with SAE Recommended Practices, Crane Load Stability Test Code J765 and documentation maintained on site. The Contractor shall have an operational anti-two block device or a two-block damage prevention feature for all points of two blocking and a boom hoist disconnect, shutoff, or hydraulic relief to automatically stop the boom hoist when the boom reaches a predetermined high angle.
2.9.5.2	Rigging Gear	The Contractor shall ensure rigging gear and below the hook lifting devices and personnel comply with the following requirements: 1) Personnel performing rigging shall understand all signs, notices, and operating instructions, and be familiar with the applicable hand signals prescribed by the ASME B30 standard for the type of crane in use. 2) Personnel performing rigging shall be familiar with the rigging requirements in EM 385-1-1, NAVFAC P-307, 29 CFR Part 1910, and 29 CFR Part 1926. 3) The Contractor shall inspect rigging gear in accordance with EM 385-1-1, NAVFAC P-307, 29 CFR Part 1910, and 29 CFR Part 1926 and paragraph 1.7.2 of NAVFAC P-307. Certification records shall be made available for review upon request.
2.9.5.3	Crane Operators	Crane operators shall meet the personnel qualifications requirements in paragraph 16.B of EM 385-1-1 and paragraph 1.7.2 of NAVFAC P-307. For mobile cranes with Original Equipment Manufacturer (OEM) rated capacitates of 2,000 pounds or greater, designate crane operators as qualified by a source that qualifies crane operators (i.e., union, a government agency, or an organization that tests and qualifies crane operators).
2.9.6	Accident and Damage Reporting	The Contractor shall notify the Contracting Officer as soon as practical, but no more than four hours after any accident meeting the definition of Recordable Injuries or Illnesses or High Visibility Accidents, property damage equal to or greater than $2,000, or any Weight Handling Equipment (WHE) accident. Notification shall also be provided for any mishap occurring in any of the following high hazard areas: electrical (to include Arc Flash, electrical shock, etc.); uncontrolled release of hazardous energy (includes electrical and non-electrical); weight or load handling equipment

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		(LHE) or rigging; fall-from-height (any level other than same surface); and underwater diving. These mishaps shall be investigated in depth to identify all causes and to recommend hazard control measures. Within notification include Contractor name; contract title; type of contract; name of activity, installation or location where accident occurred; date and time of accident; names of personnel injured; extent of property damage, if any; extent of injury, if known, and brief description of accident (to include type of equipment used, PPE used, etc.). Preserve the conditions and evidence on the accident site until the Government investigation team arrives on-site and Government investigation is conducted. The Contractor shall conduct an accident investigation for recordable injuries and illnesses, for accidents requiring Medical Treatment, property damage accidents resulting in at least $20,000 in damage, and near misses as defined in EM 385-1-1, to establish the root cause(s) of the accident. The Contractor shall complete the applicable NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS) per Section F. Required or special forms are provided within the Forms in J-0200000-05. For any weight handling equipment accident (including rigging gear accidents) the Contractor shall conduct an accident investigation to establish the root cause(s) of the accident and comply with additional requirements and procedures for accidents in accordance with NAVFAC P-307, Section 12. The Contractor shall submit a WHE Accident Report (Crane and Rigging Gear) per Section F. No crane operations are allowed to proceed until the cause is determined and corrective actions have been implemented to the satisfaction of the Contracting Officer. For a near miss, the Contractor shall complete the applicable documentation in NAVFAC Contractor Incident Reporting System (CIRS), and electronically submit via the NAVFAC Enterprise Safety Applications Management System (ESAMS) per Section F. For a near miss involving crane or rigging operations, the Contractor shall report verbally to the Contracting Officer as soon as management becomes aware but not later than 4 hours of such event and comply with additional requirements and procedures for near-misses in accordance with NAVFAC P-307, Section 12. A near miss occurs when an accident was avoided by mere chance or when intervention prevented an ongoing sequence of events that would have resulted in an accident (e.g. unplanned encroachment, improper crane set-up, improperly rigged load, etc.). The Contractor shall submit a Crane and Rigging Gear Near Miss Report per Section F.
2.9.6.1	Accident Reporting and Notification Criteria	The following criteria and definitions apply to the accident reporting requirements specified above: Recordable Injuries or Illnesses. Any work-related injury or illness that results in: 1) Death, regardless of the time between the injury and death, or the length of the illness. 2) Days away from work (any time lost after day of injury/illness onset). 3) Restricted work.

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		4) Transfer to another job. 5) Medical treatment beyond first aid. 6) Loss of consciousness; or 7) A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in (1) through (6) above. High Visibility Accident. Any mishap which may generate publicity or high visibility. Medical Treatment. Treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even through provided by a physician or registered personnel. WHE Accident. A WHE accident occurs when any one or more of the eight elements in the operating envelope fails to perform correctly during operation, including operation during maintenance or testing resulting in personnel injury or death; material or equipment damage; dropped load; derailment; two-blocking; overload; or collision, including unplanned contact between the load, crane, or other objects. A dropped load, derailment, two-blocking, overload and collision are considered accidents even though no material damage or injury occurs. A component failure (e.g., motor burnout, gear tooth failure, bearing failure) is not considered an accident solely due to material or equipment damage unless the component failure results in damage to other components (e.g., dropped boom, dropped load, roll over, etc.)
2.9.7	Fire Protection	The Contractor shall know where fire alarms are located and how to activate them. The Contractor shall handle and store all combustible supplies, materials, waste and trash in a manner that prevents fire or hazards to persons, facilities, and materials.
2.9.8	Monthly On-Site Labor Report	The Contractor shall submit a Monthly On-Site Labor Report per Section F. This report is a compilation of employee hours worked each month for all site workers, both prime and subcontractor. Monthly On-Site Labor Report shall be provided unprotected and capable of being sorted to the ELIN/Sub-ELIN level.
2.9.9	OSHA Citations and Violations	The Contractor shall correct violations and citations promptly and submit a copy of each OSHA citation and OSHA report with written OSHA Citations and Violations Corrective Action Report per Section F.
2.9.10	Safety Inspections and Monitoring	The Contractor shall conduct inspections of its work areas, job sites, and work crews every day work is being performed to ensure that all Contractor operations are being conducted safely. These inspections shall ensure: • The site is safe and free of job-site hazards • Proper PPE is being utilized and worn. • Safe work practices and processes are being followed. • Workers are familiar with the hazards covered in the respective AHA for that work activity. • All equipment and tools are in good condition and being used safely. The Government reserves the right to inspect and monitor Contractor operations for safety compliance. In general, the Government approach will be to conduct Performance Assessment on the quality and effectiveness of the Contractor's safety program. The Government reserves the right to stop any

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		work activity when it deems danger is imminent. Contractor personnel shall work in a safe manner and comply with all applicable safety regulations. The Contractor shall be subject to safety inspections of its work sites by the Government. Contractor safety records shall be available to the KO upon request. Whenever the KO becomes aware of any safety noncompliance or any condition which poses a serious or imminent danger or hazard to the health or safety of the public or Government Personnel, the KO will notify the Contractor orally, with written confirmation, and request immediate corrective action. This notice, when delivered to the Contractor's representative or SSHO, shall be deemed sufficient notice of noncompliance and that corrective action is required. After receiving this notice, the Contractor shall immediately take corrective action. If the Contractor fails, delays, or refuses to promptly take corrective action, the KO may issue a stop work order for all or part of the services or work until satisfactory corrective action has been taken. Whenever such a stop work order has been issued, the Contractor shall waive all equitable adjustments to the contract related to the stop work ordered issued. The Contractor shall include this requirement in all its subcontracts and vendor contracts in support of contract safety. The Contractor shall submit a copy of the Contractor Safety Inspection and Monitoring Report per Section F. The Contractor Safety Inspection and Monitoring Report shall include a narrative of significant events; a tabulated summary and results of the safety inspection and monitoring events performed; inspection-driven corrective actions taken and the results attained; and management process adjustments during the previous month.
2.9.11	Safety Certification	The Contractor shall submit copies of all the required Federal, state, county, city and industry Safety Certifications for work performed under this contract per Section F. These certifications shall be kept up to date by the Contractor. The Contractor shall submit new versions of certifications as the old certifications expire. No work that requires a certification, shall start without a valid and approved certification.
2.9.12	Safety Apparel on Jobsites	The Contractor personnel shall wear appropriate high-visibility safety apparel meeting ANSI/ISEA 107-2010 and DOT regulations for traffic control. Appropriate garments shall be based on the worker hazards and tasks, complexity of the work environment or background, and vehicular traffic and speed. As a minimum, the Contractor personnel shall wear ANSI/ISEA 107-2010 Class I compliant apparel.
2.9.13	Emergency Medical Treatment	Contractors will arrange for their own emergency medical treatment. The Government has no responsibility to provide emergency medical treatment.
2.9.14	Excavations	Soil classification must be performed by a competent person in accordance with 29 CFR 1926 and EM 385-1-1. The Contractor shall provide a third party, independent, private utility locating company to positively identify underground utilities in the work area in addition to any station locating service and coordinated with the station utility department. The Contractor shall physically verify underground utility locations, including utility depth, by hand digging using wood or fiberglass handled tools when any adjacent work is expected to come within 3 feet of the underground system.

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		Utilities located within and under concrete slabs or pier structures, bridges, parking areas, and the like, are extremely difficult to identify. Whenever contract work involves chipping, saw cutting, or core drilling through concrete, bituminous asphalt or other impervious surfaces, the existing utility location shall be coordinated with station utility departments in addition to location and depth verification by a third party, independent, private locating company. The third party, an independent, private locating company must locate utility depth by use of Ground Penetrating Radar (GPR), X-ray, bore scope, or ultrasound prior to the start of work. Outages to isolate utility systems must be used in circumstances where utilities are unable to be positively identified. The use of historical drawings does not alleviate the Contractor from meeting this requirement.
2.10	Environmental Management and Sustainability	The Contractor shall perform work under this contract consistent with the Installation's Environmental Management System (EMS) goals and policy. Goals: • Reduce purchase and use of toxic and hazardous materials. • Expand purchase of green products and services; increase recycling. • Reduce energy and water use. • Increase the use of alternative fuels and renewable energy. • Integrate green building concepts in major renovations and new construction. • Prevent pollution at the source. • Continual improvement. Policy: • Protect public health and the environment by being an environmentally responsible member of the community. • Preserve our natural, historic and cultural resources. • Conserve natural resources by reducing what we discard, reusing items, and recycling materials, which include purchasing products made from recycled materials. • Integrate sound environmental practices into all our operations and business decisions; Integrate environmental protection requirements and pollution prevention initiatives into the early planning, design and procurement of facilities, equipment and material, as well as the planning and implementation of military training activities. • Prevent or minimize pollution at its source as we seek out ways to eliminate or further minimize use of hazardous materials and generation of hazardous waste. • Maintain a sound partnership with regulatory agencies to sustain our compliance with existing and new environmental laws and regulations. • Enhance our program as we develop and implement an Environmental Management System. • Adhere to this policy, remind one another to do so, and ensure that our entire community knows this is our policy by our actions as well as our words. The Contractor shall maintain monitoring and measurement information to address the EMS goals and policy and provide the EMS Goals and Policy Measurement Information to the KO per Section F. In the event an EMS nonconformance or environmental noncompliance associated with the contracted services, tasks, or actions occurs, the Contractor shall take

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		corrective actions, assume legal and financial liability for the noncompliance and take corrective action immediately to remedy the noncompliance. The Contractor shall ensure that its employees are aware of their roles and responsibilities under the EMS and how these EMS roles and responsibilities affect work performed under the contract.
2.10.1	Energy Management Program	The Contractor shall comply with the installation's energy management program. The Contractor PM, or designee, shall represent the Contractor's interest at all meetings of the activity's Energy Management Board. The Contractor shall attend periodic meetings with the Installation Energy Manager, where energy and water efficiency goals and project status will be discussed to ensure that any Contractor work complements and optimizes efficiency efforts.
2.10.1.1	Water Conservation Plan	The Contractor shall develop, submit and implement a Water Conservation Plan per Section F
2.10.1.2	Energy Efficient Products	The Contractor shall use life-cycle cost analysis in making decisions about investments in products, services, construction and other projects to lower Federal Government's costs and reduce energy consumption. The Contractor shall elect lifecycle cost effective Energy Star and other energy-efficient products when acquiring energy-using products. For product groups where Energy Star labels are not yet available, select products that are in the upper 25 percent of energy efficiency as designated by the Federal Energy Management Program. Use of high-energy consuming tools or equipment is subject to approval by the KO prior to use.
2.10.2	Environmental Protection	The Contractor shall comply with all applicable Federal, state, and local laws, regulations, and executive orders, and with base-wide instructions, standards, and permit requirements. All environmental protection matters shall be coordinated with the KO. Inspection of Contractor operated facilities may be conducted by the Installation Environmental Protection Coordinator or other authorized officials on a non-notice basis. The Contractor shall comply with the instructions of the cognizant Navy Medical Department with respect to avoidance of conditions which create a nuisance, or which may be hazardous to the health of military or civilian personnel. The Contractor is responsible for ensuring that its employees receive applicable environmental and occupational health and safety training and are kept up to date on all required regulatory and specific training for the type of work to be conducted onsite. All on-site Contractor personnel, and their subcontractor personnel, performing tasks that have the potential to cause an impact to the environment shall be competent based on appropriate education, training or experience. The Contractor shall develop, submit, and implement an Environmental Protection Plan per Section F.
2.10.2.1	Sampling, Testing and Laboratory Services	The Contractor shall develop a written training plan and documentation of training for all sampling, testing, and laboratory personnel to demonstrate technical proficiency. The Contractor shall develop a written sampling plan for each sampling event and submit per Section F. The sampling plan shall summarize what will be sampled, the sampling equipment expected to be used, and the number and location of samples expected to obtain a representative sample. The Contractor shall re-sample, test and obtain laboratory analysis upon request and submit results per Section F, at no additional cost to the Government.

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		The Contractor shall provide collection and analytical testing of samples in accordance with the latest version of the test methods set forth in 40 CFR 261, 40 CFR 262 or Test Methods for evaluating Solid Waste, Physical/Chemical Methods, EPA Publication SW-846 and State of Hawaii, Department of Environmental Protection Sampling SOPs. The laboratory shall be certified by the State of Hawaii Department of Health for the specific analytical procedure in accordance with all Federal and State regulations. Analytical reports shall be in the format described in the Hawaii Administrative Code (FAC) 62-160.
2.10.2.2	ODS Requirements for Refrigerant Recycling	The Contractor shall comply with all federal, state and local environmental laws and regulations, and specifically requirements of Sections 608 and 609 of the Clean Air Act Amendments (CAAA) of 1990, 40 Code of Federal Regulation Part 82 (40 CFR 82) and of paragraph 22-3.6 (Management of Ozone-Depleting Substances) of OPNAVINST 5090.1 Environmental Readiness Program Manual, and Navy ODS Advisory 96-02 Refrigerant Leak Repair and Record Keeping as pertaining to this contract.. Technicians shall be certified through an EPA approved program. Copies of the certifications shall be maintained at the employee's place of business and/or carried as a wallet card by the technician. All certificates shall be legible. Certifications shall be for the type of equipment they will be using (Universal Certification is preferred). The Contracting Officer (KO) shall be provided with a copy of all certificates. Contractor shall use only EPA approved refrigerant recovery equipment. A list of equipment including name of manufacturer, model number, serial number, date manufactured and a list of names of EPA Certified Technicians shall be provided at the start of contract and whenever requested by KO. Recordkeeping shall document and demonstrate contractor compliance with regulatory and Navy requirements cited above. A Government ODS Tracking and Inventory System (OTIS) database will be provided for contractor use. The Contractor may choose to use a commercially available ODS recordkeeping and tracking software if it provides similar recordkeeping and is deemed acceptable to the KO. Other methods of maintaining and tracking ODS recordkeeping requirements and compliance demonstration may be presented for consideration in lieu of using one of the above cited software if it meets regulatory recordkeeping requirements and is approved by KO. All records for work on refrigerant equipment shall contain at a minimum, the date, the technician's name, certification ID, equipment identifier and location, work performed, amount of refrigerant added or removed, and final determination of equipment status. A complete, up to date inventory of refrigerant containing equipment (maintained under this contract and Contractor owned) on board the installation shall be always maintained. The contractor is responsible for updating all recordkeeping software and for maintaining accurate and up to date refrigerant records. Contractor shall provide the KO with an updated copy of OTIS database or representative software data files quarterly and at conclusion/termination of contract. Contractor's ODS records shall be readily available for inspection by government and regulators Records are maintained for all refrigerant removal operations performed prior to small appliance or motor vehicle air condition appliance disposal. The

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		recovery date, technician's name and a statement that all refrigerant that had not previously leaked was removed in accordance with 40 CFR 82 shall be included in the disposal records. A weather resistant label or tag shall be placed on units pending disposal stating harmful refrigerants and oil have been removed from the unit in compliance with Section 608 of the CAA. The label or tag shall provide the company name & address, technician name, phone number, and date refrigerant were removed. Records shall be kept for all refrigerant recovery operations/services performed on equipment that normally contains 50 pounds or more refrigerants will include the service date, service description, amount of refrigerant purchased, and amount of refrigerant added. Refrigerant leaks on equipment, which normally contain 50 pounds or more refrigerant, are repaired within 30 days of leak discovery. Leak repairs for equipment normally containing 50 pounds or more refrigerants are documented, including the date of leak discovery and date repaired, technician's name, amount of refrigerant vented, and amount purchased and added. Satisfactory leak repair verification tests are documented within 30 days of repair. Records detailing accidental venting of ODS are maintained; these records shall include as a minimum the date, type, location, amount vented, and reason for venting. Records detailing the type and amount of refrigerant purchases shall be kept. Only excess Class I ODS is to be returned to DLA and not private contractors (R-11, 12, 113, 114, 500, 502). All reclaimed class I refrigerant shall be stored in approved containers, made for the intended purpose and transported. Once the Contractor has delivered the refrigerant, the Contractor shall submit a Class I and II ODS Report per Section F. Contractor ODS records shall be available to the KO upon request.
2.10.2.3	Solid Waste Management and Recycling	The Contractor shall comply with the installation's Solid Waste Management Plan(s) and OPNAVINST 5090.1 series for Contractor generated waste. The Contractor shall submit Solid Waste Management Reports per Section F. The Solid Waste Management Reports Form is provided within the Forms in J-0200000-05. The Contractor shall recycle concrete, scrap metal, tires, wooden pallets, cardboard, asphalt, yard waste and submit quarterly reports with recycling weight ticket receipts per Section F.
2.10.2.4	Non-Regulated Waste Disposal	The Contractor shall dispose all wastes in accordance with all applicable Federal, state, and local laws, regulations, and executive orders, and with base-wide instructions, standards, and permit requirements. All non-regulated waste shall be disposed of in accordance with all applicable Federal, state, and local laws, regulations, and instructions, including but not limited to 40 CFR, SOPA (ADMIN) MYPTINST 5090.1. Disposal of all non-regulated debris and rubbish resulting from the work under this contract shall comply with the federal regulations in 40 CFR Part

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		258 (Subtitle D of RCRA), or equivalent state regulations and be disposed of at appropriate off installation waste facilities. The Contractor shall reimburse the Government for all waste disposed as described in Spec Item 2.10.2.6.
2.10.2.5	Regulated Waste Disposal	The Contractor shall dispose of regulated waste in accordance with the Resource Conservation and Recovery Act and all other applicable Federal, state and local laws, regulations and instructions. Variations in Rate: Disposal rates are subject to change. Changes in the disposal rates shall not be basis for adjustment to the contract price or a claim unless the deviation from the quoted price exceeds 15%. When the disposal rates vary by more than 15%, the contract price will be adjusted to reflect the amount the actual charge exceeds the rate quoted; however, the Government will only be liable for the amount of cost exceeding 15% of the rate quoted. For example, if a quoted rate increases by 16%, the Government will only be liable for 1% of the rate increase. Vice versa if the quoted rate decreases by 16%. The Contractor shall provide waste stream determinations, per 40 CFR and complete Waste Stream Determination forms for each of the Contractor's processes that generates regulated waste. Waste Stream Determination forms shall be submitted per Section F.
2.10.2.6	Universal Waste	The Contractor shall collect and manage all Universal Waste generated under the performance of this contract in accordance with the applicable Federal, state and local laws, regulations and instructions, such as: 40 CFR, the installation's 5090.1 instruction, etc. Universal Waste shall be disposed of. The Contractor shall reimburse the Government for all waste disposed.
2.10.2.7	Spill Prevention, Containment, and Clean-up	The Contractor shall prevent, contain, clean up, and report all spills on Government property caused by the Contractor, in a manner that complies with applicable Federal, state, and local laws and regulations and with the Installation Hazardous Waste Management Plans; and Spill Prevention, Control, and Countermeasure Plans provided in J-0200000-12 at no additional cost to the Government. The Contractor shall report all fuel and hazardous substance spills on Marine Corps Reserve Training Center, Kaneohe Bay, Hawaii, within 15 minutes of discovery to the Regional Dispatch Center by dialing 911 from a station landline. If calling from a device not connected to a station landline, notify the emergency dispatcher you are calling from Marine Corps Reserve Training Center, Kaneohe Bay, Hawaii and you will be transferred to the Regional Dispatch Center. The Contractor shall notify the KO as soon as possible but not more than 24 hours after spill. Spill reports shall be submitted within 48 hours per Section F.
2.10.2.8	Hazardous Material Management	The Contractor shall support the Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP).

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		The Contractor shall submit an Emergency Planning and Community Right to Know Act (EPCRA) Report and Contractor Hazardous Material Inventory Log per Section F following the format provided in J-0200000-13. The Contractor shall receive approval from the KO prior to bringing hazardous material on Government Property or prior to any other use in conjunction with this contract. For approval to use any hazardous material, allow a minimum of 10 working days for processing the request. The Contractor shall post Safety Data Sheets (SDS) at the worksite where the products are being used. Should the Government determine that the chemical the Contractor will use needs to be tracked, the Government may direct the Contractor to submit additional information in order to fulfill reporting requirements. The Contractor shall ensure that procedures are in place to deal with hazardous materials, pursuant to the FAR Clause 52.223-3, HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA. Notwithstanding any other hazardous material used in this contract, radioactive materials or instruments capable of producing ionizing/non-ionizing radiation (with the exception of radioactive material and devices used in accordance with EM 385-1-1 such as nuclear density meters for compaction testing and laboratory equipment with radioactive sources) as well as materials which contain asbestos, mercury or polychlorinated biphenyls, diisocynates, lead-based paint are prohibited. The Contracting Officer, upon written request by the Contractor, may consider exceptions to the use of any of the above excluded materials. Low mercury lamps used within fluorescent lighting fixtures are allowed as an exception without further Contracting Officer approval. Notify the Radiation Safety Officer (RSO) prior to excepted items of radioactive material and devices being brought on base.
2.10.2.9	Protection of Endangered and Threatened Species (Flora and Fauna)	The Contractor shall not disturb endangered and threatened species and their habitat. The Contractor shall carefully protect in-place and report immediately to the KO endangered and threatened species discovered in the course of work. The Contractor shall stop work in the immediate area of the discovery until directed by the KO to resume work.
2.10.2.10	Noise Control	The Contractor shall comply with all applicable Federal, state and local laws, ordinances, and regulations relative to noise control.
2.10.2.11	Salvage	All material and equipment removed or disconnected, that is sound and of value shall remain the property of the Government. The Contractor shall deliver this material and equipment at the Contractor's expense.
2.10.2.12	Asbestos Containing Material (ACM)	Asbestos containing insulation, flooring, and other building materials may be encountered by the Contractor during the performance of work under this contract, and the Contractor shall remain alert to this possibility. If ACM is encountered or suspected in the performance of work, the Contractor shall avoid removing, sanding, abrading, or disturbing the material. The Contractor shall verbally notify the KO within one hour and submit a written ACM Notification within 24 hours per Section F.
2.10.2.13	Air Quality	The Contractor shall comply with CAA reporting requirements. The Contractor shall track all Hazardous Air Pollutants (HAPs) used in contract maintenance and repair operations. The Contractor shall provide HAP data monthly, including Subcontractors, for application of coatings,

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		solvents (including stripping solvents), adhesives, and other volatile organic compounds and/or HAPs containing material to miscellaneous parts in booths, buildings, hangars, ships, and open-air surface coating operations, per Section F. The Contractor shall track Hazardous Air Pollutants on a monthly rolling average and submit semi-annual reports per Section F.
2.10.3	Sustainable Procurement and Practices	The Contractor shall develop, submit, and implement a Sustainable Procurement and Practices Plan per Section F. This plan shall identify how the Contractor will comply with all applicable Federal, state and local laws and regulation, including E.O. 13514, Installation Energy Management Program and Water Conservation Programs and energy reduction requirements. The plan shall specifically address the following components: • Recycled Contents Products • Energy/Water efficiency • Energy Efficient Tools and Equipment • Alternate Fuels and Alternate Fuel Vehicles • Biobased Products • Non-Ozone Depleting Products • Environmental Preferred Products and Services • Low/Non-Toxic and Hazardous Materials The Contractor shall submit an annual Sustainable Delivery of Services Report per Section F.
2.10.3.1	Environmentally Preferable Products	The Contractor shall procure and use products that are energy-efficient (Energy Star or Federal Energy Management Program (FEMP)-designated), water efficient, bio-based, environmentally preferable (*e.g.,* Electronic Product Environmental Assessment Tool (EPEAT)-registered), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives, where such products and services meet performance requirements.
2.10.3.2	Use of Recovered Materials	The Government has an affirmative procurement program to promote the purchase of products containing recovered materials. The intent is to reduce the solid waste stream and conserve natural resources by establishing markets for recycled content products and encouraging manufacturers to produce quality products containing recovered materials. Participate in this program by using, for Environmental Protection Agency (EPA) designated items, recovered materials to the maximum extent practicable without jeopardizing the intended end use of the item. The percentage of recovered materials content levels for use in the performance of this contract will be, at a minimum, the amount recommended in the EPA Comprehensive Procurement Guideline (CPG) Product Index website https://www.epa.gov Use of EPA designated products is not required for products that are either not available within a reasonable period of time, are not available at a reasonable price, are not available from a sufficient number of sources to maintain a satisfactory level of competition, or fail to meet performance standards based on technical verification. EPA designation of products is an on-going process. Listings of EPA designated products containing recovered materials are found in 40 CFR 247. Make recommendation and submit Recovered Material Certification, per Section F, when a product containing recovered materials is equal to or better than the original and could be used

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		for this contract. All changes of products must be accepted by the KO prior to its use.
2.10.3.3	Use of Biobased Products	The Contractor shall make maximum use of biobased products in accordance with the FAR Clause 52.223-2 -- Affirmative Procurement of BIOBASED Products Under Service and Construction Contracts. Information about these products is available at https://www.usda.gov/
2.11	Disaster Preparedness	The Contractor shall comply with the installation's Contingency Instruction contingency response plan. The Contractor shall support the installation contingency response plan as directed by the KO. The Contractor shall submit their Mission Essential Contractor Services Plan and a list of their Mission Critical/Mission Essential Personnel per Section F.
2.12	Technical Library	The Contractor shall work with the Government to establish a technical library. Libraries shall include facility drawings, operation & maintenance manuals, warranties, Government publications, record drawings and other appropriate material. The Contractor shall continually update library material to ensure all data is current, complete, accurate and suitable for intended use. The Contractor shall monitor the use of the libraries to ensure materials are returned and data integrity is not compromised. The Contractor shall maintain the libraries until completion or termination of the contract and make the libraries available for inspection by prospective offerors for successive contracts. The technical library contents are the property of the Government and shall be turned over to the KO upon completion or termination of the contract. The Contractor shall submit the Technical Library Table of Contents per Section F.
2.13	Warranty Management	Prior to performing repair work, the Contractor shall report to the KO any defects in workmanship, material, or parts, and any improper installation of equipment and components that are covered by a warranty. The Contractor is responsible for knowing which equipment and components are covered by the original warranty and the warranty duration. The KO will provide available warranty documents.
2.14	Recurring Work Procedures	
2.14.1	Recurring Work Preparation of Proposals	The Contractor shall price additions or deletions to the Recurring Work requirements using the unit prices bid by the Contractor for Non-Recurring Work Unit Priced Tasks (UPTs). If Non-Recurring Work does not include a corresponding UPT for a specific work requirement for addition or deletion to the Recurring Work requirements, the Contractor shall propose on that specific work requirement in accordance with the Non-recurring Work Preparation of Proposal requirements specified below. Additional markups shall not be included since the cost for these items were included in the unit prices bid by the Contractor for Non-Recurring Work. This may result in the Contractor’s proposal consisting of UPT unit price(s), Unit Priced Labor (UPL) Hour(s), Material pricing, or a combination thereof. Recurring Work proposals, including detailed scopes of work and detailed estimates for modification to the Recurring Work requirements shall be submitted per Section F.
2.14.2	Notification to the Government for Work Above the Recurring Work Limitations	The Contractor is fully responsible for work up to the recurring work limits. Recurring work limits are specified in subsequent annexes or sub-annexes. When work is expected to exceed the recurring work limits, the Contractor shall notify the KO and provide a rough order of magnitude (ROM) estimate for the work exceeding the Contractors recurring work limits of liability

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		within two hours of identification for further direction. The Government may issue a service order in accordance with the recurring work provisions of this contract order work in accordance with the non-recurring work provisions of this contract detailed below or accomplish the work by means other than this contract. The Contractor shall provide a detailed scope of work and detailed estimate, per Section F, per the non-recurring work procedures in Spec Item 2.15 for any potential task orders resulting from work that exceeded a recurring work limit of liability in the contract. The estimate shall include the full scope of work and clearly show the deductions for the applicable recurring work limit of liability. The resultant proposed price shall be for the portion of the work exceeding the recurring work limit of liability. Further, the Contractor shall prepare and provide scopes of work and estimates in this manner to the KO when requesting a determination that a recurring work limit of liability has or will be exceeded.
2.14.3	Recurring Work Exhibit Line Item Numbers (ELINs)	Recurring work Exhibit Line Item Numbers (ELINs) are provided in J-0200000-14 thru J-0200000-18.
2.15	Non-recurring Work	Non-recurring work is identified in each applicable annex or sub-annex. Non-recurring work may consist of Unit Priced Task (UPT) Work (non-negotiated) and Unit Priced Labor (UPL) Work (negotiated). The Contractor shall perform all non-recurring task work as ordered by the KO per Section G and DoD FedMall requirements. Non-recurring work will consist of Unit Priced Tasks and Unit Priced Labor Work which may be ordered by the Government as separate items or in combinations of items from the Non-recurring Work Exhibit Line Items (ELINs) provided in Section J on an as needed basis.
2.15.1	Unit Priced Task (UPT) Work (Non-Negotiated)	A UPT is defined as a non-recurring work item that includes all direct and indirect costs plus profit associated with the particular unit of work. All materials and equipment (rented, leased or Contractor-owned) required for the accomplishment of a UPT shall be included within the respective exhibit line item prices. The fixed price for the task order is determined by multiplying the exhibit line item unit prices by the quantities ordered. The Contractor is not required to submit cost estimates for UPTs.
2.15.1.1	Acceptance and Performance	The Contractor shall offer indefinite quantity (IQ) pre-priced line item services to authorized Government personnel when they are ordering the work directly via the Government-wide Commercial Purchase Card (GCPC) program. When receiving GCPC orders against Section B, the Contractor shall provide the supplies and services at the offered price without additional markup or handling fee. The Contractor shall accept, and process electronically submitted GCPC orders for IQ services, including those orders issued through the FedMall. FedMall is a U.S. Government (USG) owned and operated web-based ordering system that enables any Department of Defense (DoD) or Federal activity to search for and order goods and services. Authorized GCPC users will receive approved accounts on FedMall to view and order IQ line items. The Contractor shall receive electronic IQ orders from FedMall using 128-bit encrypted email. The Contractor shall purchase, install, and utilize the most recent version of PGP Personal software, or a comparable solution, for the purpose of decrypting order notification emails from FedMall. In addition,

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		the DoD has established the External Certification Authority (ECA) program to support the issuance of DoD-approved certificates to Contractors. The ECA program is designed to provide the mechanism for Contractors to securely communicate with the DoD and authenticate to DoD Information Systems. The Contractor shall purchase, install, maintain and use a DoD-approved ECA certificate. Information on obtaining an ECA certificate can be found at https://public.cyber.mil/eca/ The Contractor shall post updates on order delivery schedule and performance to the FedMall in a timely manner. The Contractor shall track quantities and report total ordered quantity in FedMall and approved DD 1155's by line item number each month and year-to-date. The report shall be due to the Contracting Officer by the fifth day of the following month, per Section F. The Contractor must track and report when total dollar value of all orders from both GCPC purchases and DD 1155s exceed 75% of the combined Section B Pre-Priced Line Item quantities.
2.15.1.2	Invoicing and Receiving Payment	Payment for completed FedMall orders will be made using the Government wide Commercial Purchase Card (GCPC). Reference "payment by third party" clause FAR 52.232-36. The Contractor shall possess the capability to invoice and receive payment for non-recurring work via an electronic medium with supported command representatives utilizing their GCPC. No partial or advance payments will be provided.
2.15.2	Unit Priced Labor (UPL)Work (Negotiated)	The Contractor shall perform all UPL work in accordance with the scope and delivery schedule negotiated per each task order. UPL work is defined as non-recurring work that utilizes negotiated labor hours and materials to accomplish a task not required by the recurring work portion of the contract. UPL includes separately priced labor, material, and equipment exhibit line items. The Contractor shall prepare and furnish a detailed cost estimate identifying proposed labor, material, and equipment costs, which upon approval by the KO, becomes the fixed price for the task order.
2.15.2.1	Non-recurring Work Preparation of Proposals	The Contractor shall submit non-recurring work proposals to the KO, per Section F. Proposals shall include: 1) a complete list of all tasks necessary to perform the required scope of work, 2) the number of direct labor hours to perform each task and 3) the projected quantity and costs of materials and equipment to perform the required scope of work.
2.15.2.1.1	Labor Requirements	Accepted industry time standards published in R. S. Means Facility Maintenance and Repair Cost Data, industry organizations, and similar estimating sources shall be used for determining the number of direct labor hours required to complete the scope of work. If not provided in RS Means or a similar estimating source, labor hours may be based on quotes from at least three different commercial vendors. The total labor cost will be determined by totaling the number of direct labor hours and then multiplying by the UPL amount in the Non-Recurring Work Exhibit Line Items (ELINs) provided in Section J. The Government retains the right to obtain additional quotes. The lowest quoted labor hours shall be used.
2.15.2.1.2	Direct Material and Construction Equipment Requirements	Direct material and construction equipment costs published in R. S. Means Facility Maintenance and Repair Cost Data, national material supplier catalogues, U.S. Army Corps of Engineers Construction Equipment Ownership and Operating Expense Schedule (EP 1110-1-8), equipment rental

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Spec Item	**Title**	**Description**
		catalogues, and similar estimating sources shall be used for determining customary and reasonable costs for the direct material and construction equipment estimate. If not provided in RS Means or a similar estimating source, direct material prices may be based on national material supplier catalogue pricing or quotes from at least three different commercial vendors. Projected direct material requirements shall include a list of materials establishing the size, quality, number of units, and unit prices. Pre-expended bin supplies and materials shall not be included in the list of direct materials since the cost for these items are to be included in the labor hour unit price. Direct material prices shall be the lowest price available considering the availability of materials and the time constraints of the job. The direct material price shall include all discounts and rebates for core value and salvage value that accrue to the Contractor and Contractor-furnished warehousing cost. Construction equipment costs shall include rental and lease costs, ownership costs where Contractor-owned, construction equipment mobilization, and tools, not priced under the recurring work portion of the contract. The direct material price will be multiplied by the Contractor's non-recurring work material fixed burden rate. The Government retains the right to obtain additional quotes in questionable situations. The lowest price shall be used.
2.15.2.2	Issuance of Final Task Order	The KO will order unit priced labor by issuing to the Contractor a copy of the approved scope of work and a task order for the work described, in accordance with Section G. Task order completion times will be specified on each task order.
2.15.3	Non-recurring work ELINS	Non-recurring Work Exhibit Line Item Numbers (ELINs) are provided in J-0200000-14 thru J-0200000-18.

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1	General Information	The Contractor shall provide all labor, management, supervision, tools, material, and equipment required to perform Facility Investment services for Marine Corps Reserve Training Center, Kaneohe Bay, Hawaii.
1.1	Concept of Operations	The intent of 1502000 Facility Investment is to specify the requirements for Sustainment, Restoration, and Modernization (SRM) sub-functions only. The Facility Investment requirements within this sub-annex primarily consist of infrastructure sustainment and minimal restoration and modernization work. Sustainment is the maintenance and repair necessary to keep an inventory of facilities and other assets in good working order. Restoration and modernization normally consist of major rehabilitation and capital improvements that are accomplished through other Navy programs. Some major repair, minor construction and stand-alone demolition may be accomplished as part of Facility Investment. The Contractor shall perform maintenance, repair, alteration, demolition and minor construction for the following: Building Systems -HVAC and Refrigeration Systems -Interior and Exterior Lighting Systems -Fire Protection Systems -Electrical

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Spec Item	**Title**	**Description**
2	Management and Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-1502000-01.
2.2	Personnel	The Contractor shall provide personnel with the qualifications, technical knowledge, experience and skills required for efficient operations within the FI function.
2.2.1	Certification, Training, and Licensing	All maintenance and repair shall be performed by personnel trained and certified by the OEM. Personnel inspecting, witnessing tests, preparing reports, and issuing certificates for boilers and UPVs must be qualified per UFC 3-430-07. Personnel maintaining, repairing, inspecting, testing, operating, or rigging WHE shall be qualified per NAVFAC P-307. Personnel inspecting and testing crane and railroad trackage shall be qualified per NAVFACINST 11230.1. Personnel inspecting, certifying, and making recommendations for corrective action for backflow preventers shall be certified per UG-2029-ENV. Personnel performing inspections and tests on VTEs must be qualified per NAVFAC MO-118. Personnel inspecting and testing engine test facilities shall be qualified per UFC 4-212-01N. Personnel working on systems, equipment or components containing chlorofluorocarbons (CFCs) and/or hydro-chlorofluorocarbons (HCFCs) must be certified under an Environmental Protection Agency (EPA) approved technical certification program per OPNAVINST 5090.1 Chapter 6 Overseas Environmental Baseline Guidance Document/Final Government Standard (OEBDG/FGS). Personnel working with or on electrical or electronic equipment must be trained and certified per NAVFAC MO-200. Personnel conducting ground safety checks on lighting arrestors or grounding devices on facilities housing ammunition and explosives must be certified per NAVSEA OP-5. Personnel working on fire protection systems must be certified per **UFC 3-601-02**. Personnel performing work on transformers must be knowledgeable of proper procedures for handling and disposing of insulating fluid containing polychlorinated biphenyls (PCBs) Personnel performing work in HAZMAT/HAZWASTE must complete the HAZMAT/HAZWASTE handling course or have a minimum of one year of experience working with HAZMAT/HAZWASTE. Personnel performing work and obtaining test data on the cathodic protection system must be trained per UFC 3-570-06.

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		All maintenance trade personnel certifying or inspecting repair or maintenance work that does not require an inspector certified by a governing directive shall be qualified at the journeyman level. The Contractor shall submit proof of all certifications, training, and licensing requirements per Section F Deliverables.
2.3	Special Requirements	Safety requirements, operational restrictions, coordination requirements, workmanship, materials, equipment, and tools.
2.3.1	Workmanship and Material Standards	The Contractor shall be responsible for maintaining all facilities, systems, and equipment, identified in this technical sub-annex, to a standard that prevents deterioration beyond that which results from normal wear and tear and corrects deficiencies in a timely manner to assure full life expectancy of the facilities, systems, and equipment. Best commercial practices shall be applied in the performance of work. All work shall be completed per approved and accepted industry and equipment manufacturers' standards and shall comply with building and safety codes, applicable activity, local, state, and federal regulations, and other technical requirements identified within this technical sub-annex. Workmanship for maintenance and repair shall include all work necessary to complete facility and system restoration, including touch-up painting and operational checks. Upon completion of work, the Contractor shall ensure all facilities, systems, and equipment are free of missing components or defects which would affect the safety, appearance, or habitability of the facilities and structures or would prevent any electrical, mechanical, plumbing or structural system from functioning in accordance with design intent. Repairs shall be made in accordance with the manufacturers' specifications and guidelines, and standard building codes. The quality of repairs shall meet the applicable standards and shall prevent any malfunction reoccurrences caused by poor workmanship or other contractor inadequacies. The quality of the repaired areas shall be fully compatible with adjacent surfaces or equipment. Except where otherwise specified, replacements shall match existing in dimensions, finish, color, design, and functionality and shall have an appearance similar to the original finished appearance with only minor unobjectionable deterioration resulting from normal use. The Contractor shall not allow debris to spread unnecessarily into adjacent areas nor accumulate in the work area. All such debris, excess material, and parts shall be cleaned up and removed at the completion of the job and at the end of each day work is in progress. Upon completion of work, any stains and other unsightly marks shall be removed.
2.3.2	Historical Preservation	Buildings and facilities designated as historical sites shall be maintained in accordance with Federal, state, and local historical policies and regulations.
2.4	References and Technical Documents	References, Instructions and Directives are listed in J-1502000-02.

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
3	Recurring Work	The Contractor shall maintain, repair, and alter facilities, ground structures, personal property equipment and installed equipment and systems to ensure they are fully functional and in normal working condition.	The Contractor shall develop, implement, and execute a Service Order, Maintenance Program, Inspection, Testing, and Certification Program, and Other Recurring Service Program to maintain and repair facilities, ground structures, personal property equipment, and installed equipment and systems. The Contractor shall maintain all maintenance, repair, and alteration data and warranty records in the technical library and NAVFAC MAXIMO in accordance with Annex 2 or 0200000 Management and Administration. The Contractor shall provide all necessary test instruments, equipment, and tools required to perform maintenance and repair. The current facility inventory for FI is provided in J-1502000-03. Site maps are provided in J-1502000-04.	Facilities, ground structures, personal property equipment, and installed equipment and systems are in normal working conditions and function properly in accordance with specified standards.
3.1	Service Orders	The Contractor shall perform service order work in a timely manner and ensure facilities, ground structures, personal property equipment and installed equipment and systems are restored to a safe, normal working condition and function properly.	The Contractor shall receive service orders in accordance with the work reception requirements in Annex 2. The Contractor shall schedule and perform service orders in a way that minimizes disruptions to customers and Government operations. The Government may issue service orders for work requirements at any location within the defined boundaries of this contract for any reason at the discretion of the KO. Service order work may include repairs to existing facility assets	The service order response and completion time standards specified below are in compliance with NAVFAC Facility Management and Sustainment (FM&S) OSD Work-type Standards. These standards shall not be changed without prior approval by your local Public Works Department (PWD) Facility Management Division (FMD) or FEC FM&S PLC. For Joint Bases, USMC, or non-

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			and equipment as well as newly installed facility assets and equipment, work to facilities and structures located on the installation but not listed in the facilities listing, facilities and equipment that are not maintained through a recurring work schedule or program, labor hour support for non-contract projects, and any work requirements typical to the annexes and sub-annexes contained in this PWS. Service orders are not limited to work performed on existing facilities, structures and equipment identified in the respective Section J attachments or spec items for each Annex. Additional facilities, structures and equipment added during the course of the contract will become part of the service order program at no additional cost to the Government. Descriptions of the classifications of service orders (emergency, urgent, and routine) are provided in the Definitions and Acronyms in J-1502000-01. These descriptions are provided for reference and the Contractor shall perform service orders per the requirements below based on the classification assigned by the Government. The Contractor shall maintain sufficient materials and equipment on hand to support service order work requirements. Lack of availability of material or equipment will not relieve the Contractor from the requirement to complete service order work within the time limits specified.	Navy contracts, these may be tailored to meet supported command requirements. Service order work is responded to and completed within the specified time. Facilities, ground structures, personal property equipment and installed equipment and systems are restored to normal working conditions, including recertification if applicable. When repair is complete the facility, ground structure, personal property equipment or installed equipment and system does not present danger to personnel or equipment.

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			The Government may combine multiple repair requirements received for the same trade in the same building or structure at the same time into one service order if the service order threshold is not exceeded. The Contractor shall notify the KO upon identification that the service order will exceed the liability limits specified below in accordance with reporting requirements in Annex 2 or 0200000 Management and Administration. If non-recurring work is issued for repairs, the Government will only pay for the portion of labor and/or material that exceeds the service order limits. Service orders will not be issued for accomplishment of repairs on systems and equipment maintained under IMP. The Contractor shall submit a monthly summary of completed service orders per Section F Deliverables.	
3.1.1	Emergency Service Orders	The Contractor shall respond to emergency service orders and arrest emergent conditions to minimize and mitigate damage to facilities, ground structures, personal property equipment, and installed equipment and systems and danger to personnel.	The Contractor shall perform emergency service orders 24 hours a day, seven days a week throughout the contract period. The Contractor shall respond to emergency service orders with the appropriate service personnel and equipment to commence work immediately. Emergency service orders are limited to a ceiling of 10 labor hours or $1,000 in material cost. The Contractor shall remain at the work site until the emergency has been arrested.	Emergency service orders responded to within one hour of receipt of call. Emergency service orders are arrested within 24 hours of receipt of call. Work is continued without interruption until emergent condition is arrested.

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			The emergency service order is complete once the emergency has been arrested. The Government may issue an urgent or routine service order or non-recurring work task order for the follow-on work required to repair/restore the facility, ground structure, personal property equipment or installed equipment and system.	
3.1.2	Urgent Service Orders	The Contractor shall complete urgent service orders in a timely manner and ensure facilities, ground structures, personal property equipment, and installed equipment and systems are restored to a safe, normal working condition and function properly.	The Contractor shall perform urgent service orders to repair deficiencies without extended delay, therefore preventing further damage to facilities, ground structures, personal property equipment, and installed equipment and systems. Urgent service orders are limited to a ceiling of 32 labor hours or $2,500 in material cost.	Urgent service orders are completed within five working days.
3.1.3	Routine Service Orders	The Contractor shall complete routine service orders in a timely manner and ensure facilities, ground structures, personal property equipment, and installed equipment and systems are restored to a safe, normal working condition and function properly.	The Contractor shall perform routine service orders to repair deficiencies and return facilities, ground structures, personal property equipment, and installed equipment and systems to normal working conditions. Routine service orders are limited to a ceiling of 32 labor hours or $2,500 in material cost. Performance of routine service orders is not required outside of Government regular working hours.	Routine service orders are completed within 30 calendar days.
3.2	Preventive Maintenance (PM) Program	The Contractor shall develop and implement a PM program for facilities, ground structures, personal property equipment, and installed equipment and systems to ensure proper operation, to	The Contractor shall develop and submit a PM program per Section F Deliverables. The Contractor is fully responsible for and shall perform any repairs, including replacement, discovered during scheduled maintenance work up to a total of $250 per	Maintenance is accomplished in accordance with the Contractor's PM program and work schedule. PM is performed in accordance with manufacturers'

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
		minimize breakdowns, and to maximize useful life.	occurrence in direct material and labor cost under the recurring work portion of the contract. Incidental repairs work performed under maintenance are not considered a service order. Notification of repair work exceeding the incidental repairs limit shall be submitted to the KO within two hours of identification. A service order or non-recurring work task order may be issued for repairs exceeding the incidental repairs limit. The Contractor shall not use breakdown maintenance as part of the PM program. The PM program shall provide an economical approach manufacturers' recommended procedures, OEM standards, and maintenance required to satisfy equipment warranties and keep facilities, ground structures, personal property equipment, and installed equipment and systems in normal working condition. Excessive or repeated system or equipment breakdowns or deficiencies may indicate the need to adjust or modify the Contractor's PM program. These changes will be made at no additional cost to the Government. The PM program inventories are provided in J-1502000-03. Or list the individual inventory attachment for each system, HVAC and Refrigeration Systems inventory is provided in J-1502000-05.	recommended procedures and OEM standards.

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			The Interior and Exterior Lighting Systems inventory is provided in J-1502000-03 and/or J-1502000-05. The Contractor shall submit a monthly PM work schedule per Section F Deliverables.	
3.2.1	HVAC and Refrigeration Systems	The Contractor shall maintain HVAC and refrigeration systems to ensure proper operation, to minimize breakdowns, and to maximize useful life.	Temperature setting for HVAC and refrigeration systems shall be maintained as specified in J-1502000-05. The Contractor shall not vent or otherwise dispose of any ozone-depleting refrigerant in a manner that will permit its release into the environment. These refrigerants shall be captured and recycled in accordance with all Federal, state, and local environmental regulations	Maintenance is performed in accordance with Contractor's PM program and work schedule. HVAC and refrigeration systems are maintained at the required temperature. HVAC and refrigeration systems are in compliance with environmental regulations.
3.2.2	Interior and Exterior Lighting Systems	The Contractor shall perform maintenance on Interior and Exterior Lighting Systems to ensure proper operation, to minimize breakdowns, and to maximize useful life.	The Contractor shall develop and implement a program to inspect, clean, relamp, and make all necessary repairs to interior and exterior lighting systems.	Maintenance is performed in accordance with Contractor's PM program and work schedule.
3.2.3	Boilers and UPVs	Not applicable		
3.2.4	Cathodic Protection Systems	Not applicable		
3.2.5	Weight Handling Equipment (WHE)	Not applicable		
3.2.6	Lightning Arrestors and Grounding Devices	Not applicable		
3.2.7	Fire Protection Systems	The Contractor shall perform maintenance on fire protection systems to ensure safe,	The Contractor shall maintain, inspect, and test fire protection systems in accordance with **UFC 3-601-02**.	Maintenance is performed in accordance with Contractor's PM

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
		reliable, uninterrupted fire protection service.	The Contractor shall maintain, inspect, and test fire protection systems to operate as designed. The Contractor shall notify facility occupants lead time, Fire Department, Security Department prior to performing maintenance, inspection, or testing of fire suppression systems.	program and work schedule.
3.2.8	Vertical Transportation Equipment (VTE)	Not applicable.		
3.2.9	Crane and Railroad Trackage	Not applicable.		
3.2.10	Compressed Air Systems	Not applicable.		
3.2.11	Auxiliary Generators	Not applicable.		
3.2.12	POL System Facilities and Distribution Systems	Not applicable.		
3.2.13	Aviation Fuel Support Systems	Not applicable.		
3.3	Integrated Maintenance Program (IMP)	The Contractor shall develop and implement an IMP program for facilities, ground structures, personal property equipment, and installed equipment and systems to ensure they are safe, fully functional, and operational.	The Contractor shall develop and submit an IMP per Section F Deliverables. The IMP shall include the Contractor's approach for integrated maintenance, including maintenance and inspection tasks, schedules for planned work accomplishment, plan for minimizing occurrence of repair and downtime, process for the identification of the need for repairs, and the process for scheduling and completing repair work. As part of the IMP, the Contractor has full responsibility for any individual occurrence of repair, including replacement, up to and including $5,000 in direct material and labor cost. The	Maintenance is performed in accordance with Contractor's IMP and work schedule. When a problem or a need for repair is identified, the Contractor shall respond within two hours and complete the repair within 48 hours. Systems and equipment are maintained and repaired to sustain a fully functional and operable condition in accordance with OEM specifications. When repair is complete the facility,

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			Contractor shall, per Annex 2, notify the KO upon identification that the repair will exceed the liability limit listed above. If the estimated cost of the repair exceeds the liability limit, the Government may order the work under the non-recurring work section of this contract; however, the Government will only be liable for cost exceeding the liability limit. The Contractor shall perform all repairs, whether identified as part of their routine IMP accomplishment, QC inspections, or notification from the Government that a breakdown or malfunction has occurred. If the Government identifies a problem or a need for repair, the Government will contact the work reception desk. Service orders will not be issued for accomplishment of repairs on systems and equipment maintained under IMP. The HVAC and Refrigeration Systems inventory is provided in J-1502000-03. The fire protection inventory is provided in J-1502000-03. The Contractor shall submit a monthly IMP schedule and IMP maintenance and repair status report per Section F Deliverables.	system, or equipment does not present any hazard or danger to personnel.
3.3.1	HVAC and Refrigeration Systems	The Contractor shall provide an IMP for HVAC and refrigeration systems and equipment to ensure they are safe, fully functional, and operational.	The HVAC and refrigeration systems inventory is provided in J-1502000-03. Temperature settings for HVAC and refrigeration systems shall be maintained as specified in J-1502000-03.	Maintenance is performed per Contractor's IMP and work schedule. HVAC and refrigeration systems

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			The Contractor shall not vent or otherwise dispose of any ozone-depleting refrigerant in a manner that will permit its release into the environment. These refrigerants shall be captured and recycled in accordance with all Federal, state, and local environmental regulations	are maintained at the required temperature. HVAC and refrigeration systems are in compliance with environmental regulations.
3.3.2	Fire Protection Systems	The Contractor shall provide an IMP for all fire protection systems, fire alarm systems, fire hydrants, and fire pumps to ensure safe, reliable, uninterrupted fire protection service.	IMP shall comply with established guidelines in **UFC 3-601-02**, Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems. Repairs shall meet all OEM requirements and NFPA codes and standards.	Maintenance is performed in accordance with Contractor's IMP and work schedule.
3.3.3	Vertical Transportation Equipment (VTE)	Not applicable.		
3.3.4	Boilers and UPVs	Not applicable.		
3.4	Inspection, Testing, and Certification Program	The Contractor shall provide inspection, testing, and certification services to ensure they are safe, fully functional, and operational.	The Contractor shall develop an inspection, testing, and certification program The Contractor shall submit an inspection, testing, and certification program summary report per Section F Deliverables. The Contractor shall submit an inspection, testing and certification schedule and a copy of all the equipment certifications per Section F Deliverables. The Contractor is fully responsible for and shall perform any repairs, including replacement discovered during inspection, testing, and certification work up to $250 per occurrence under PM program or $5,000 per occurrence under IMP program	All certifications are current. Testing, inspection, and certification services performed and completed in accordance with the inspection, testing, and certification program and schedule. Testing, inspection, and certification services performed in accordance with applicable references.

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			in direct material and labor cost under the recurring work portion of the contract. Incidental repairs work performed are not considered a service order.	
3.4.1	Boilers and UPVs	Not applicable.		
3.4.2	Weight Handling Equipment (WHE)	Not applicable.		
3.4.3	Crane and Railroad Trackage	Not applicable.		
3.4.4	Backflow Prevention Devices	Not applicable.		
3.4.5	Vertical Transportation Equipment (VTE)	Not applicable.		
3.4.6	Engine Test Facilities	Not applicable.		
3.5	Other Recurring Services Program	The Contractor shall develop and implement another recurring services program for facilities, ground structures, personal property equipment and installed equipment and systems to ensure proper operation, to minimize breakdowns, and to maximize useful life.	Other recurring services include, but not limited to, other services. The Contractor shall submit an Other Recurring Services Program Summary Report per Section F Deliverables.	Other recurring services are accomplished in accordance with the Contractor's program and work schedule. Services are performed in accordance with manufacturers' recommended procedures and OEM standards.
3.5.1	Grease Traps	Not applicable		
3.5.2	Exhaust Hoods and Ducts	Not applicable		
3.5.3	HVAC Seasonal Start-Up and Shutdown	The Contractor shall perform seasonal start-up and shutdown to ensure HVAC systems are prepared and activated at the start of each season and deactivated and preserved at the end of each season.	The Contractor shall perform start-up and shutdown of HVAC systems when directed by the KO. The air conditioning systems listed are normally shutdown during the months of October or November and started up during the months of April or May; however, the length of the season will vary and no adjustment in the contract price	Seasonal start-up and shutdown work completed within three working days of the specified start date for equipment in individual buildings, or within 10 working days if services are ordered for all systems at the same time.

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			is made regardless of the actual length of the season. The KO will advise the Contractor of the specific date or dates when such services should begin to be accomplished. Fall shutdown shall include securing and winterizing the air conditioning system and activating steam, electric, or gas heating system and resetting all thermostats as required. Spring start-ups shall include activating the air conditioning system and securing and preserving all heating coils or heat exchangers and resetting all thermostats as required. The Contractor shall repeat start-up and shutdown of each designated HVAC system as required by the KO. The HVAC systems inventory is provided in J-1502000-03.	
3.5.4	HVAC Water Testing and Treatment Services	The Contractor shall provide and implement a HVAC water testing and treatment program to ensure optimum equipment operation and to maximize useful life.	The Contractor shall develop an HVAC water testing and treatment program for water-cooled chillers and cooling towers in accordance with equipment manufacturer's specifications. The Contractor shall submit HVAC water treatment test report. The HVAC water testing and treatment services inventory is provided in J-1502000-03.	Sampling and testing are accomplished in accordance with the Contractor's program and schedule. Test results confirm that cooling or chilled water meets the chemical residual limits in accordance with the Contractor's HVAC water testing and treatment program.
3.5.5	Boiler Seasonal Start-Up and Shutdown	Not applicable.		
3.5.6	Boiler Water Testing and Treatment Services	Not applicable.		

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

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4	Non-Recurring Work

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Spec Item	**Title**	**Description**
1	General Information	The Contractor shall provide all labor, management, supervision, tools, material, and equipment required to perform Facility Investment services for Marine Corps Reserve Training Center, Kaneohe Bay, Hawaii.
1.1	Concept of Operations	The intent of 1502000 Facility Investment is to specify the requirements for Sustainment, Restoration, and Modernization (SRM) sub-functions only. The Facility Investment requirements within this sub-annex primarily consist of infrastructure sustainment and minimal restoration and modernization work. Sustainment is the maintenance and repair necessary to keep an inventory of facilities and other assets in good working order. Restoration and modernization normally consist of major rehabilitation and capital improvements that are accomplished through other Navy programs. Some major repair, minor construction and stand-alone demolition may be accomplished as part of Facility Investment. The Contractor shall perform maintenance, repair, alteration, demolition and minor construction for the following: Building Systems -HVAC and Refrigeration Systems -Interior and Exterior Lighting Systems -Fire Protection Systems -Electrical Miscellaneous -Signs -Locksmith

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Spec Item	**Title**	**Description**
2	Management and Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-1502000-01.
2.2	Personnel	The Contractor shall provide personnel with the qualifications, technical knowledge, experience and skills required for efficient operations within the FI function.
2.2.1	Certification, Training, and Licensing	All maintenance and repair shall be performed by personnel trained and certified by the OEM. Personnel inspecting, witnessing tests, preparing reports, and issuing certificates for boilers and UPVs must be qualified per UFC 3-430-07. Personnel maintaining, repairing, inspecting, testing, operating, or rigging WHE shall be qualified per NAVFAC P-307. Personnel inspecting and testing crane and railroad trackage shall be qualified per NAVFACINST 11230.1. Personnel inspecting, certifying, and making recommendations for corrective action for backflow preventers shall be certified per UG-2029-ENV. Personnel performing inspections and tests on VTEs must be qualified per NAVFAC MO-118. Personnel inspecting and testing engine test facilities shall be qualified per UFC 4-212-01N. Personnel working on systems, equipment or components containing chlorofluorocarbons (CFCs) and/or hydro-chlorofluorocarbons (HCFCs) must be certified under an Environmental Protection Agency (EPA) approved technical certification program per OPNAVINST 5090.1 Chapter 6 Overseas Environmental Baseline Guidance Document/Final Government Standard (OEBDG/FGS). Personnel working with or on electrical or electronic equipment must be trained and certified per NAVFAC MO-200. Personnel conducting ground safety checks on lighting arrestors or grounding devices on facilities housing ammunition and explosives must be certified per NAVSEA OP-5. Personnel working on fire protection systems must be certified per UFC 3-600-02. Personnel performing work on transformers must be knowledgeable of proper procedures for handling and disposing of insulating fluid containing polychlorinated biphenyls (PCBs) Personnel performing work in HAZMAT/HAZWASTE must complete the HAZMAT/HAZWASTE handling course or have a minimum of one year of experience working with HAZMAT/HAZWASTE. Personnel performing work and obtaining test data on the cathodic protection system must be trained per UFC 3-570-06.

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Spec Item	**Title**	**Description**
		All maintenance trade personnel certifying or inspecting repair or maintenance work that does not require an inspector certified by a governing directive shall be qualified at the journeyman level. The Contractor shall submit proof of all certifications, training, and licensing requirements per Section F Deliverables.
2.3	Special Requirements	Safety requirements, operational restrictions, coordination requirements, workmanship, materials, equipment, and tools.
2.3.1	Workmanship and Material Standards	The Contractor shall be responsible for maintaining all facilities, systems, and equipment, identified in this technical sub-annex, to a standard that prevents deterioration beyond that which results from normal wear and tear and corrects deficiencies in a timely manner to assure full life expectancy of the facilities, systems, and equipment. Best commercial practices shall be applied in the performance of work. All work shall be completed per approved and accepted industry and equipment manufacturers' standards and shall comply with building and safety codes, applicable activity, local, state, and federal regulations, and other technical requirements identified within this technical sub-annex. Workmanship for maintenance and repair shall include all work necessary to complete facility and system restoration, including touch-up painting and operational checks. Upon completion of work, the Contractor shall ensure all facilities, systems, and equipment are free of missing components or defects which would affect the safety, appearance, or habitability of the facilities and structures or would prevent any electrical, mechanical, plumbing or structural system from functioning in accordance with design intent. Repairs shall be made in accordance with the manufacturers' specifications and guidelines, and standard building codes. The quality of repairs shall meet the applicable standards and shall prevent any malfunction reoccurrences caused by poor workmanship or other contractor inadequacies. The quality of the repaired areas shall be fully compatible with adjacent surfaces or equipment. Except where otherwise specified, replacements shall match existing in dimensions, finish, color, design, and functionality and shall have an appearance similar to the original finished appearance with only minor unobjectionable deterioration resulting from normal use. The Contractor shall not allow debris to spread unnecessarily into adjacent areas nor accumulate in the work area. All such debris, excess material, and parts shall be cleaned up and removed at the completion of the job and at the end of each day work is in progress. Upon completion of work, any stains and other unsightly marks shall be removed.
2.3.2	Historical Preservation	Buildings and facilities designated as historical sites shall be maintained in accordance with Federal, state, and local historical policies and regulations.
2.4	References and Technical Documents	References, Instructions and Directives are listed in J-1502000-02.

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
3	Recurring Work	The Contractor shall maintain, repair, and alter facilities, ground structures, personal property equipment and installed equipment and systems to ensure they are fully functional and in normal working condition.	The Contractor shall develop, implement, and execute a Service Order, Maintenance Program, Inspection, Testing, and Certification Program, and Other Recurring Service Program to maintain and repair facilities, ground structures, personal property equipment, and installed equipment and systems. The Contractor shall maintain all maintenance, repair, and alteration data and warranty records in the technical library and NAVFAC MAXIMO in accordance with Annex 2 or 0200000 Management and Administration. The Contractor shall provide all necessary test instruments, equipment, and tools required to perform maintenance and repair. The current facility inventory for FI is provided in J-1502000-03. Site maps are provided in J-1502000-04.	Facilities, ground structures, personal property equipment, and installed equipment and systems are in normal working conditions and function properly in accordance with specified standards.
3.1	Service Orders	The Contractor shall perform service order work in a timely manner and ensure facilities, ground structures, personal property equipment and installed equipment and systems are restored to a safe, normal working condition and function properly.	The Contractor shall receive service orders in accordance with the work reception requirements in Annex 2. The Contractor shall schedule and perform service orders in a way that minimizes disruptions to customers and Government operations. The Government may issue service orders for work requirements at any location within the defined boundaries of this contract for any reason at the discretion of the KO. Service order work may include repairs to existing facility assets	The service order response and completion time standards specified below are in compliance with NAVFAC Facility Management and Sustainment (FM&S) OSD Work-type Standards. These standards shall not be changed without prior approval by your local Public Works Department (PWD) Facility Management Division (FMD) or FEC FM&S PLC. For Joint Bases, USMC, or non-

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			and equipment as well as newly installed facility assets and equipment, work to facilities and structures located on the installation but not listed in the facilities listing, facilities and equipment that are not maintained through a recurring work schedule or program, labor hour support for non-contract projects, and any work requirements typical to the annexes and sub-annexes contained in this PWS. Service orders are not limited to work performed on existing facilities, structures and equipment identified in the respective Section J attachments or spec items for each Annex. Additional facilities, structures and equipment added during the course of the contract will become part of the service order program at no additional cost to the Government. Descriptions of the classifications of service orders (emergency, urgent, and routine) are provided in the Definitions and Acronyms in J-1502000-01. These descriptions are provided for reference and the Contractor shall perform service orders per the requirements below based on the classification assigned by the Government. The Contractor shall maintain sufficient materials and equipment on hand to support service order work requirements. Lack of availability of material or equipment will not relieve the Contractor from the requirement to complete service order work within the time limits specified.	Navy contracts, these may be tailored to meet supported command requirements. Service order work is responded to and completed within the specified time. Facilities, ground structures, personal property equipment and installed equipment and systems are restored to normal working conditions, including recertification if applicable. When repair is complete the facility, ground structure, personal property equipment or installed equipment and system does not present danger to personnel or equipment.

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			The Government may combine multiple repair requirements received for the same trade in the same building or structure at the same time into one service order if the service order threshold is not exceeded. The Contractor shall notify the KO upon identification that the service order will exceed the liability limits specified below in accordance with reporting requirements in Annex 2 or 0200000 Management and Administration. If non-recurring work is issued for repairs, the Government will only pay for the portion of labor and/or material that exceeds the service order limits. Service orders will not be issued for accomplishment of repairs on systems and equipment maintained under IMP. The Contractor shall submit a monthly summary of completed service orders per Section F Deliverables.	
3.1.1	Emergency Service Orders	The Contractor shall respond to emergency service orders and arrest emergent conditions to minimize and mitigate damage to facilities, ground structures, personal property equipment, and installed equipment and systems and danger to personnel.	The Contractor shall perform emergency service orders 24 hours a day, seven days a week throughout the contract period. The Contractor shall respond to emergency service orders with the appropriate service personnel and equipment to commence work immediately. Emergency service orders are limited to a ceiling of 10 labor hours or $1,000 in material cost. The Contractor shall remain at the work site until the emergency has been arrested.	Emergency service orders responded to within one hour of receipt of call. Emergency service orders are arrested within 24 hours of receipt of call. Work is continued without interruption until emergent condition is arrested.

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			The emergency service order is complete once the emergency has been arrested. The Government may issue an urgent or routine service order or non-recurring work task order for the follow-on work required to repair/restore the facility, ground structure, personal property equipment or installed equipment and system.	
3.1.2	Urgent Service Orders	The Contractor shall complete urgent service orders in a timely manner and ensure facilities, ground structures, personal property equipment, and installed equipment and systems are restored to a safe, normal working condition and function properly.	The Contractor shall perform urgent service orders to repair deficiencies without extended delay, therefore preventing further damage to facilities, ground structures, personal property equipment, and installed equipment and systems. Urgent service orders are limited to a ceiling of 32 labor hours or $2,500 in material cost.	Urgent service orders are completed within five working days.
3.1.3	Routine Service Orders	The Contractor shall complete routine service orders in a timely manner and ensure facilities, ground structures, personal property equipment, and installed equipment and systems are restored to a safe, normal working condition and function properly.	The Contractor shall perform routine service orders to repair deficiencies and return facilities, ground structures, personal property equipment, and installed equipment and systems to normal working conditions. Routine service orders are limited to a ceiling of 32 labor hours or $2,500 in material cost. Performance of routine service orders is not required outside of Government regular working hours.	Routine service orders are completed within 30 calendar days.
3.2	Preventive Maintenance (PM) Program	The Contractor shall develop and implement a PM program for facilities, ground structures, personal property equipment, and installed equipment and systems to ensure proper operation, to	The Contractor shall develop and submit a PM program per Section F Deliverables. The Contractor is fully responsible for and shall perform any repairs, including replacement, discovered during scheduled maintenance work up to a total of $250 per	Maintenance is accomplished in accordance with the Contractor's PM program and work schedule. PM is performed in accordance with manufacturers'

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
		minimize breakdowns, and to maximize useful life.	occurrence in direct material and labor cost under the recurring work portion of the contract. Incidental repairs work performed under maintenance are not considered a service order. Notification of repair work exceeding the incidental repairs limit shall be submitted to the KO within two hours of identification. A service order or non-recurring work task order may be issued for repairs exceeding the incidental repairs limit. The Contractor shall not use breakdown maintenance as part of the PM program. The PM program shall provide an economical approach manufacturers' recommended procedures, OEM standards, and maintenance required to satisfy equipment warranties and keep facilities, ground structures, personal property equipment, and installed equipment and systems in normal working condition. Excessive or repeated system or equipment breakdowns or deficiencies may indicate the need to adjust or modify the Contractor's PM program. These changes will be made at no additional cost to the Government. The PM program inventories are provided in J-1502000-03. Or list the individual inventory attachment for each system, HVAC and Refrigeration Systems inventory is provided in J-1502000-05.	recommended procedures and OEM standards.

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			The Interior and Exterior Lighting Systems inventory is provided in J-1502000-03 and/or J-1502000-05. The Contractor shall submit a monthly PM work schedule per Section F Deliverables.	
3.2.1	HVAC and Refrigeration Systems	The Contractor shall maintain HVAC and refrigeration systems to ensure proper operation, to minimize breakdowns, and to maximize useful life.	Temperature setting for HVAC and refrigeration systems shall be maintained as specified in J-1502000-05. The Contractor shall not vent or otherwise dispose of any ozone-depleting refrigerant in a manner that will permit its release into the environment. These refrigerants shall be captured and recycled in accordance with all Federal, state, and local environmental regulations	Maintenance is performed in accordance with Contractor's PM program and work schedule. HVAC and refrigeration systems are maintained at the required temperature. HVAC and refrigeration systems are in compliance with environmental regulations.
3.2.2	Interior and Exterior Lighting Systems	The Contractor shall perform maintenance on Interior and Exterior Lighting Systems to ensure proper operation, to minimize breakdowns, and to maximize useful life.	The Contractor shall develop and implement a program to inspect, clean, relamp, and make all necessary repairs to interior and exterior lighting systems.	Maintenance is performed in accordance with Contractor's PM program and work schedule.
3.2.3	Boilers and UPVs	Not applicable		
3.2.4	Cathodic Protection Systems	Not applicable		
3.2.5	Weight Handling Equipment (WHE)	Not applicable		
3.2.6	Lightning Arrestors and Grounding Devices	Not applicable		
3.2.7	Fire Protection Systems	The Contractor shall perform maintenance on fire protection systems to ensure safe,	The Contractor shall maintain, inspect, and test fire protection systems in accordance with UFC 3-600-02.	Maintenance is performed in accordance with Contractor's PM

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
		reliable, uninterrupted fire protection service.	The Contractor shall maintain, inspect, and test fire protection systems to operate as designed. The Contractor shall notify facility occupants lead time, Fire Department, Security Department prior to performing maintenance, inspection, or testing of fire suppression systems.	program and work schedule.
3.2.8	Vertical Transportation Equipment (VTE)	Not applicable.		
3.2.9	Crane and Railroad Trackage	Not applicable.		
3.2.10	Compressed Air Systems	Not applicable.		
3.2.11	Auxiliary Generators	Not applicable.		
3.2.12	POL System Facilities and Distribution Systems	Not applicable.		
3.2.13	Aviation Fuel Support Systems	Not applicable.		
3.3	Integrated Maintenance Program (IMP)	The Contractor shall develop and implement an IMP program for facilities, ground structures, personal property equipment, and installed equipment and systems to ensure they are safe, fully functional, and operational.	The Contractor shall develop and submit an IMP per Section F Deliverables. The IMP shall include the Contractor's approach for integrated maintenance, including maintenance and inspection tasks, schedules for planned work accomplishment, plan for minimizing occurrence of repair and downtime, process for the identification of the need for repairs, and the process for scheduling and completing repair work. As part of the IMP, the Contractor has full responsibility for any individual occurrence of repair, including replacement, up to and including $5,000 in direct material and labor cost. The	Maintenance is performed in accordance with Contractor's IMP and work schedule. When a problem or a need for repair is identified, the Contractor shall respond within two hours and complete the repair within 48 hours. Systems and equipment are maintained and repaired to sustain a fully functional and operable condition in accordance with OEM specifications. When repair is complete the facility,

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			Contractor shall, per Annex 2, notify the KO upon identification that the repair will exceed the liability limit listed above. If the estimated cost of the repair exceeds the liability limit, the Government may order the work under the non-recurring work section of this contract; however, the Government will only be liable for cost exceeding the liability limit. The Contractor shall perform all repairs, whether identified as part of their routine IMP accomplishment, QC inspections, or notification from the Government that a breakdown or malfunction has occurred. If the Government identifies a problem or a need for repair, the Government will contact the work reception desk. Service orders will not be issued for accomplishment of repairs on systems and equipment maintained under IMP. The HVAC and Refrigeration Systems inventory is provided in J-1502000-03. The fire protection inventory is provided in J-1502000-03. The Contractor shall submit a monthly IMP schedule and IMP maintenance and repair status report per Section F Deliverables.	system, or equipment does not present any hazard or danger to personnel.
3.3.1	HVAC and Refrigeration Systems	The Contractor shall provide an IMP for HVAC and refrigeration systems and equipment to ensure they are safe, fully functional, and operational.	The HVAC and refrigeration systems inventory is provided in J-1502000-03. Temperature settings for HVAC and refrigeration systems shall be maintained as specified in J-1502000-03.	Maintenance is performed per Contractor's IMP and work schedule. HVAC and refrigeration systems

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			The Contractor shall not vent or otherwise dispose of any ozone-depleting refrigerant in a manner that will permit its release into the environment. These refrigerants shall be captured and recycled in accordance with all Federal, state, and local environmental regulations	are maintained at the required temperature. HVAC and refrigeration systems are in compliance with environmental regulations.
3.3.2	Fire Protection Systems	The Contractor shall provide an IMP for all fire protection systems, fire alarm systems, fire hydrants, and fire pumps to ensure safe, reliable, uninterrupted fire protection service.	IMP shall comply with established guidelines in UFC 3-600-02, Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems. Repairs shall meet all OEM requirements and NFPA codes and standards.	Maintenance is performed in accordance with Contractor's IMP and work schedule.
3.3.3	Vertical Transportation Equipment (VTE)	Not applicable.		
3.3.4	Boilers and UPVs	Not applicable.		
3.4	Inspection, Testing, and Certification Program	The Contractor shall provide inspection, testing, and certification services to ensure they are safe, fully functional, and operational.	The Contractor shall develop an inspection, testing, and certification program The Contractor shall submit an inspection, testing, and certification program summary report per Section F Deliverables. The Contractor shall submit an inspection, testing and certification schedule and a copy of all the equipment certifications per Section F Deliverables. The Contractor is fully responsible for and shall perform any repairs, including replacement discovered during inspection, testing, and certification work up to $250 per occurrence under PM program or $5,000 per occurrence under IMP program	All certifications are current. Testing, inspection, and certification services performed and completed in accordance with the inspection, testing, and certification program and schedule. Testing, inspection, and certification services performed in accordance with applicable references.

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Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			in direct material and labor cost under the recurring work portion of the contract. Incidental repairs work performed are not considered a service order.	
3.4.1	Boilers and UPVs	Not applicable.		
3.4.2	Weight Handling Equipment (WHE)	Not applicable.		
3.4.3	Crane and Railroad Trackage	Not applicable.		
3.4.4	Backflow Prevention Devices	Not applicable.		
3.4.5	Vertical Transportation Equipment (VTE)	Not applicable.		
3.4.6	Engine Test Facilities	Not applicable.		
3.5	Other Recurring Services Program	The Contractor shall develop and implement another recurring services program for facilities, ground structures, personal property equipment and installed equipment and systems to ensure proper operation, to minimize breakdowns, and to maximize useful life.	Other recurring services include, but not limited to, other services. The Contractor shall submit an Other Recurring Services Program Summary Report per Section F Deliverables.	Other recurring services are accomplished in accordance with the Contractor's program and work schedule. Services are performed in accordance with manufacturers' recommended procedures and OEM standards.
3.5.1	Grease Traps			
3.5.2	Exhaust Hoods and Ducts			
3.5.3	HVAC Seasonal Start-Up and Shutdown	The Contractor shall perform seasonal start-up and shutdown to ensure HVAC systems are prepared and activated at the start of each season and deactivated and preserved at the end of each season.	The Contractor shall perform start-up and shutdown of HVAC systems when directed by the KO. The air conditioning systems listed are normally shutdown during the months of October or November and started up during the months of April or May; however, the length of the season will vary and no adjustment in the contract price	Seasonal start-up and shutdown work completed within three working days of the specified start date for equipment in individual buildings, or within 10 working days if services are ordered for all systems at the same time.

1502000 – Facility Investment				
Spec Item	**Title**	**Performance Objective**	**Related Information**	**Performance Standard**
			is made regardless of the actual length of the season. The KO will advise the Contractor of the specific date or dates when such services should begin to be accomplished. Fall shutdown shall include securing and winterizing the air conditioning system and activating steam, electric, or gas heating system and resetting all thermostats as required. Spring start-ups shall include activating the air conditioning system and securing and preserving all heating coils or heat exchangers and resetting all thermostats as required. The Contractor shall repeat start-up and shutdown of each designated HVAC system as required by the KO. The HVAC systems inventory is provided in J-1502000-03.	
3.5.4	HVAC Water Testing and Treatment Services	The Contractor shall provide and implement a HVAC water testing and treatment program to ensure optimum equipment operation and to maximize useful life.	The Contractor shall develop an HVAC water testing and treatment program for water-cooled chillers and cooling towers in accordance with equipment manufacturer's specifications. The Contractor shall submit HVAC water treatment test report. The HVAC water testing and treatment services inventory is provided in J-1502000-03.	Sampling and testing are accomplished in accordance with the Contractor's program and schedule. Test results confirm that cooling or chilled water meets the chemical residual limits in accordance with the Contractor's HVAC water testing and treatment program.
3.5.5	Boiler Seasonal Start-Up and Shutdown	Not applicable.		
3.5.6	Boiler Water Testing and Treatment Services	Not applicable.		

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

DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS
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J-1502000-04	SITE MAP
J-1502000-05	FACILITY SYSTEMS INVENTORY
J-1502000-06	TEMPERATURE STANDARD

Definition	Description
Assessment	A general term referring to either a survey or inspection of a facility to determine condition.
Asset	A general term used to refer to an item, such as a component, system, building, or facility, which is managed by an automated data management program.
Business Management System (BMS)	A web-based tool that provides a systematic method for the management of business processes, common practices, and process quality improvements that produce and support the most efficient and effective delivery of NAVFAC's products and services.
Competent Person	A person who has the professional experience and training necessary to identify existing and predictable hazards at a work or service environment, and who has the authority to take prompt and corrective action to eliminate or remove dangers from the environment.
Component Inventory Management Unit (CIMU)	An organization of like-kind real property into manageable maintenance units. CIMU is a building component, group of components or component assemblies, serving a specific purpose in a facility that can be expected to follow a common and predictable lifecycle behavior. This class of non-equipment will include items such as exterior walls, exterior windows, interior finish, and roofs. This class of equipment will include items such as fan coil units, air handling units, lighting, and water closets. CIMUs can include one or more items of installed equipment typically subject to routine scheduled maintenance.
Confined Work Space	A space that is large enough and so configured that a person may bodily enter a space (such as in tanks, vessels, silos, storage bins, hoppers, vaults, pits, and like spaces where there is limited means of entry) and is hindered or restricted from escaping during an emergency.
Contracting Officer (KO)	That individual with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.
Contractor	That entity or its representative responsible for the delivery of the services or materials specified in this contract, as designated by contract award. The term Contractor as used herein refers to both the prime Contractor and any subcontractors. The prime Contractor shall insure that subcontractors comply with the provision of this contract.
Contractor Representative	That individual appointed by the Contractor, either orally or in writing, who has been assigned responsibility for executing the requirements of this contract.
Direct Material Costs	The actual vendor invoice charges for materials used for performance of work under this contract. Direct material costs shall include transportation charges when such charges are included on the invoice by the vendor, as well as any discounts allowed for prompt payment and discounts or rebates for core value or salvage value that accrue to the Contractor. When questions arise concerning the cost of materials, material costs will be based on the lowest of quotes provided by the Contractor from at least three different commercial vendors for the direct material cost. The Government retains the right to obtain additional quotes in questionable situations. The lowest price will be used.
Electronic Operation And Maintenance And Support Information (eOMSI)	A set of consultant-prepared data and document files that contain detailed, as-built technical information that describes the efficient, economical and safe operation, maintenance and repair of a facility, plant, equipment or system throughout its life cycle. Generally it is prepared during construction and submitted upon completion of a new facility or major facility upgrade. eOMSI's typically include asset information, staffing and budgeting information, supply support including critical spare parts, operating procedures, troubleshooting and diagnostic guides, extended warranty data, maintenance task frequencies and documentation, technical data, repair procedures and manufacturer's product data. eOMSI data and document files are provided in electronic formats.
Equipment	Tangible asset that is functionally complete for its intended purpose, durable, and non-expendable.

Facility	A building or structure designed and created to serve a particular function.
Fixed Burden Rate (FBR)	The additional costs (expressed in percent of direct material cost) for ordering, handling, and stockpiling materials and repair parts. For example, if the offeror's Fixed Burden Rate for materials in the Base Period is 10% then: $100,000.00 + ($100,000.00 x 10%) = $110,000.00 The Government will compensate the Contractor for the required parts and materials and not the total amount shown in Schedule of Indefinite Delivery Indefinite Quantity Work.
Frequency Of Service	Annual (A). Services performed once during each 12-month period of the contract at intervals of 335 to 395 days. Biennial (B). Services performed once during each 24-month period of the contract at internals of 670 to 790 days. Daily (D5). Services performed once each calendar day, Monday through Friday, including holidays unless otherwise noted. Daily (D7). Services performed once each calendar day, seven days per week, including weekends and holidays. Monthly (M). Services performed 12 times during each 12-month period of the contract at intervals of 28 to 31 calendar days. Quarterly (Q). Services performed four times during each 12-month period of the contract at intervals of 80 to 100 calendar days. Semiannual (SA). Services performed twice during each 12-month period of the contract at intervals of 160 to 200 calendar days. Semimonthly (SM). Services performed 24 times during each 12-month period of the contract at intervals of 14 to 16 calendar days. Three times weekly (3W). Services performed three times a week, such as Monday, Wednesday, and Friday. Twice weekly (2W). Services performed twice a week, such as Monday and Thursday or Tuesday and Friday. Weekly (W). Services performed 52 times during each 12-month period of the contract at intervals of six to eight calendar days.
Government Furnished Property (GFP)	Property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. Government furnished property includes, but is not limited to, spares and property furnished for repairs, maintenance, overhaul, or modification. Government furnished property also includes contractor acquired property if the contractor acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract.
Infrastructure Condition Assessment Program (ICAP)	A Navy automated data management program that utilizes historical asset lifecycle data and a structured assessment process to evaluate the condition facilities and their components.
Inspection	A rigorous, detailed assessment of the condition of a facility performed to generate a fundable scope and cost estimate for prioritization and funding of maintenance and repair.
Job or Work Order	An authorization for work that requires planning and estimating and has an individual line of accounting for financial and performance evaluation.

Maintenance And Repair	The preservation or restoration of a piece of equipment, system, or facility to such condition that it may be effectively used for its designated purposes. Maintenance/repair may be adjustment, overhaul, reprocessing, or replacement of constituent parts or materials that are missing or have deteriorated by action of the elements or usage, or replacement of the entire unit or system if beyond economical repair.
NAVFAC MAXIMO	A specially configured software version of MAXIMO®, a commercially available computerized maintenance management system (CMMS), adopted by NAVFAC for enterprise facility asset data management. The terms “MAXIMO”, “NAVFAC MAXIMO” or “Government’s MAXIMO” shall be used interchangeably in the document.
Performance Assessment	A method used by the Government to provide some measure of control over the quality of purchased goods and services received.
Performance Assessment Representative	That individual is designated by the KO to be responsible for the monitoring of Contractor performance.
Pre-Expended Bin Materials And Supplies	The minor materials and supplies that are incidental to the job, for which the total direct cost of any one material line item shown on the material estimate is $10.00 or less. Examples of pre-expended bin materials and supplies include, but are not limited to, solder, lead, flux, electrical connectors, electrical tape, fuses, nails, screws, bolts, nuts, washers, spacers, masking tape, sand paper, solvent, cleaners, lubricants, grease, oil, rags, mops, glue, epoxy, spackling compound, joint tape, plumbers tape and compound, clips, welding rods and touch up paint.
Property Administrator	An authorized representative of the Contracting Officer who is responsible for administering contract property requirements, terms and conditions of the contract
Property Management Program	A Government program established for the purpose of reviewing and approving the Contractor’s Property Management Plan and System through performance of a system analysis whenever government property is in the possession of the Contractor.
Quality Assurance (QA)	The planned and systematic activities implemented in a quality system so that quality requirements for a product or service will be fulfilled.
Quality Control (QC)	The observation techniques and activities used to fulfill requirements for quality.
R. S. Means	A data collection and organization system developed by R. S. Means Company that can be used to prepare accurate, dependable construction estimates and budgets in a variety of ways. The Contractor shall use the latest edition. Material prices are based on a national average and computed labor costs are based on a 30-city national average. An estimate prepared using this data is called a "Means estimate"; data may simply be referred to as "Means".
Real Property Inventory Equipment (RPIE)	A Government owned or leased individual pieces of equipment, apparatus, or fixture that are essential to the function of the real property (i.e. plumbing, electrical, heating, cooling and elevators). It is physically attached to, integrated into, and built in or on the property. Individual RPIE’s can be combined to make a CIMU to facilitate facilities management. An individual RPIE can also be a CIMU if the equipment is complex enough to require its own management planning.

Response Time	The time allowed the Contractor after initial notification of a work requirement to be physically on the premises at the work site with appropriate personnel, tools, equipment, and materials, ready to perform the work required.
Task Order	A document (DD form 1155) Prepared by the Contracting Office that orders work and obligates funds for the accomplishment of work.
Unit Priced Labor (UPL) Hour	The unit price bid by the Contractor to perform one hour of work-in-place. With the exception of direct material and construction equipment costs, the unit priced labor hour price shall include the Contractor's hourly composite trade wage, adjusted to allow for workforce productivity: sub-contractor cost, costs for pre-expended bin materials, shipping and handling, wage determinations, union agreements, crew sizes, hand tools, equipment, universal equipment (excluding construction equipment), mobilization, demobilization, payroll burdens and fringes, overtime, job (field) overhead (including clerical support, supervision, inspection, fees, taxes, licenses, permits, and insurance), general and administrative (home office) overhead, and profit and all other associated markups. Any indirect cost or additional markups are not allowed in the definition of direct materials shall be included in the UPL price. Additionally, time for job preparation, safety, standby personnel, and similar indirect labor elements are included.

Acronym	Title
ACO	Administrative Contracting Officer
BW	Biweekly
CDR	Contract Discrepancy Report
CIA	Controlled Industrial Area
CIMU	Component Inventory Management Unit
CMMS	Computerized Maintenance Management System
COR	Contracting Officer Representative
COR	Condition of Readiness
DBH	Diameter at Breast Height
DCR	Direct Condition Rating
DoD	Department of Defense
DoN	Department of Navy
DRMO	Defense Reutilization Management Office
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
FAR	Federal Acquisition Regulation
RECURRING	Firm Fixed Price
FIFRA	Federal Insecticide, Fungicide, and Rodenticide Act
FSC	Facility Support Contract
GIS	Geospatial Information System
GFE	Government-furnished Equipment
GFF	Government-furnished Facilities
GFM	Government-furnished Materials
HCA	Head Contracting Agency
ICAP	Infrastructure Condition Assessment Program
ICP	Integrated Contingency Plan
NON-RECURRING	Indefinite Delivery Indefinite Quantity
iNFADS	Internet Navy Facilities Assets Data Store
IPM	Integrated Pest Management
IPMIS	Integrated Pest Management Information System
IPMP	Integrated Pest Management Plan
KO	Contracting Officer
LAN	Local Area Network
M	Monthly
MAP	Maintenance Action Plan
MDI	Mission Dependency Index
MEP	Mechanical, Electrical and Plumbing
MRI	Mission Readiness Index
MSDS	Material Safety Data Sheets
NAVFAC	Naval Facilities Engineering Command
NMCI	Navy Marine Corps Intranet
NOSC	Navy-On-Scene Coordinator
PAP	Performance Assessment Plan
PAR	Performance Assessment Representative
PAW	Performance Assessment Worksheet
PEO	Program Executive Officer
PM	Project Manager
PM	Planned Maintenance or Preventative Maintenance
PRCSP	Permit Required Confined Space Program
PWS	Performance Work Statement
PWO	Public Works Officer
Q	Quarterly
QC	Quality Control

RPIE	Real Property Inventory Equipment
RSL	Remaining Service Life
SC	Security Clearances
SM	Semimonthly
SPAR	Senior Performance Assessment Representative
TE	Technical Exhibit
VIQ	Variation in Quantity
WBS	Work Breakdown Structure

ATTACHMENT J-0200000-02
WAGE DETERMINATIONS

The following attachment specify the minimum wages and fringe benefits to be paid under this contract:

a. Wage Determination (applicable to Service Contract Act work)
b. General Decision (applicable to Davis-Bacon Act work)

It is suggested that the contractor use the Price Adjustment Calculation Tool (PACT) when submitting their wage adjustment request. See http://www.wdol.gov/.

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

Section F 0200000 Deliveries or Performance						
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Spec Item	**Form Attachment Number**	**Deliverable Title**	**Date (s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
2.6.4	N/A	Scheduling and Work Status Updates	Weekly, within 30 minutes of the inquiry during regular working hours, and by 08:00 the following work day for inquiries after regular working hours	KO and COR	1	As Specified
2.6.4	N/A	Work Schedules	Within 15 calendar days prior to contract start, 10 days prior to the beginning of the month in which services are scheduled to be performance, and within two calendar days of changes.	PAR and COR	1	Monthly
2.6.5	N/A	Notification of any Difficulty in Scheduling Work	By the end of each workday	KO and COR	1	As required
2.6.6	N/A	Status of Deliverables	Within 30 minutes of the inquiry during regular working hours, and by 0800 the following work day for inquiries after regular working hours	KO and COR	1	As required
2.6.7	N/A	Service Interruptions	At least five working days in advance	KO and COR	1	As required
2.6.8.2	N/A	Pipe Delimited Flat-File	By the end of each workday	KO or a representative designated by the KO	1	Daily

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Spec Item	**Form Attachment Number**	**Deliverable Title**	**Date (s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
2.6.8.2	N/A	Sample Pipe Delimited Flat-File	Within 30 calendar days prior to contract start.	KO or a representative designated by the KO	1	As required to demonstrate the ability to properly format the flat-file
2.6.8.2	N/A	Asset and Specification Data	When an asset is repaired, replaced, installed, or otherwise affected	KO or a representative designated by the KO	1	As required
2.6.8.3	N/A	List of personnel requiring access to Government's Maximo	Within 30 calendar days prior to contract start.	KO and COR	1	As specified
2.6.9.1	N/A	Quality Management Plan	Within 15 calendar days prior to contract start.	KO and COR	1	As specified
2.6.9.1	N/A	Revised Quality Management Plan	Within seven calendar days of changes.	KO and COR	1	As specified
2.6.9.2	N/A	QC Inspection File	Within five calendar days of completion/ termination of the contract.	KO and COR	1	As specified
2.6.9.3	N/A	Contractor Quality Inspection and Surveillance Report	First work day of each month.	KO and COR	1	Monthly
2.6.10	N/A	Property Management Plan	Within 45 calendar days after award.	KO and COR	1	As specified
2.7.1	N/A	List of Key Personnel and Qualifications	Within 15 calendar days prior to contract start	KO and COR	1	As specified
2.7.1	N/A	Organizational Chart	Within 15 calendar days prior to contract start	KO and COR	1	As specified
2.7.2.6	N/A	Proof of Legal Residency	Prior to be admitted to site of work.	KO and COR	1	As specified

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Spec Item	**Form Attachment Number**	**Deliverable Title**	**Date (s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
2.7.2.6	N/A	Proof of United States of America Citizenship	Prior to be admitted to site of work.	KO and COR	1	As specified
2.7.3	N/A	Service Contract Reporting (SCR)	No later than 31 October	KO and COR	1	Annually for labor executed during the period of performance during each Government fiscal year (FY)
2.8.1	N/A	Employee List	Within 15 calendar days prior to contract start and within seven calendar days of changes.	KO and COR	1	As required
2.8.8	N/A	OF-306 Declaration for Federal Employment and Digital Fingerprints	Prior to commencement of work	KO, COR, and Security Manager	1	As required
2.8.9	N/A	List of personnel requiring access to and the justification for their access to Government IT, OT, and FRCS	Within 15 calendar days prior to contract start and within seven calendar days of changes.	KO, COR, and Security Manager	1	As required
2.9.2	N/A	Accident Prevention Plan	Within 15 calendar days prior to contract start and within seven calendar days of changes.	KO and COR	1	As specified
2.9.3	N/A	Activity Hazard Analysis	Together with the Accident Prevention Plan and within seven calendar days of and changes.	KO and COR	1	As specified

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Spec Item	**Form Attachment Number**	**Deliverable Title**	**Date (s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
2.9.4	N/A	Compliance Plans, Programs, and Procedures	Together with the Accident Prevention Plan and within seven calendar days of and changes.	KO and COR	1	As specified
2.9.4.7	N/A	Control of Hazardous Energy (lockout/tagout)	Within 30 calendar days after annual inspection.	KO and COR	1	Annually
2.9.6	J-0200000-05	NAVFAC Contractor Incident Reporting System (CIRS)	Within five calendar days of accident.	KO and COR	1	As required
2.9.6	J-0200000-05	Weight Handling Equipment Accident Report	Within 15 working days of accident.	KO and COR	1	As required
2.9.6	J-0200000-11	Crane and Rigging Gear Near Miss Report	Within 15 working days of accident.	KO and COR	1	As required
2.9.8	N/A	Monthly On-Site Labor Report	First work day of each month.	KO and COR	1	Monthly
2.9.9	N/A	OSHA Citations and Violations Corrective Action Report	Within 48 hours after receiving a citation.	KO and COR	1	As required
2.9.10	N/A	Safety Inspection and Monitoring Report	Upon request.	KO and COR	1	As required
2.9.11	N/A	Safety Certifications	Within 15 calendar days prior to contract start and as old certifications, expire.	KO and COR	1	As specified
2.10	N/A	EMS Goals and Policy Measurement Information	Upon request.	KO and COR	1	As required
2.10.1.1	N/A	Water Conservation Plan	Within 15 calendar days after award and for changes.	KO and COR	1	As specified

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Spec Item	**Form Attachment Number**	**Deliverable Title**	**Date (s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
2.10.2	N/A	Environmental Protection Plan	Within 15 calendar days prior to contract start and within seven calendar days of changes.	KO and COR	1	As specified
2.10.2.1	N/A	Sampling Plan	Prior to Sampling	KO and COR	1	As required
2.10.2.1	N/A	Laboratory Analysis	Upon Request	KO and COR	1	As specified
2.10.2.2	N/A	Class I and II ODS Report	Within 24 hours following delivery of refrigerant to DLA	KO and COR	1	As required
2.10.2.3	J-0200000-05	Solid Waste Management and Recycling Reports	First work day of each month.	KO and COR	1	Monthly
2.10.2.3	J-0200000-05	Summary Solid Waste Management and Recycling Report	By October 10th	KO and COR	1	Annually
2.10.2.5	N/A	Waste Stream Determination	Within 30 calendar days prior to start of contract performance and within 14 days of identification of any new waste stream.	KO and COR	1	As required
2.10.2.7	N/A	Fuel and hazardous substance spill notification	Within 15 minutes of discovery	Regional Dispatch Center	1	As required
2.10.2.7	N/A	Fuel and hazardous substance spill notification	As soon as possible but not more 24 hours of discovery	KO and COR	1	As required
2.10.2.7	N/A	Fuel and hazardous substance spill report	Within 48 hours of discovery	KO and COR	1	As required

Section F 0200000 Deliveries or Performance						
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Spec Item	**Form Attachment Number**	**Deliverable Title**	**Date (s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
2.10.2.8	N/A	Emergency Planning and Community Right-To-Know Act (EPCRA) Report	Within 15 calendar days prior to contract start and not less than 10 working days prior to planned use of hazardous material.	KO and COR	1	As specified
2.10.2.8	J-0200000-05	Contractor Hazardous Material Inventory Log	Within 15 calendar days after the end of each calendar year and at termination of the contract.	KO and COR	1	Annually
2.10.2.12	N/A	Asbestos Containing Material (ACM)	Verbally notify the KO and COR within one hour and follow-up with written Notification within 24 hours	KO and COR	1	As specified
2.10.2.13	N/A	Hazardous Air Pollutants Semi-annual Reports	At intervals of 160 to 200 calendar days	KO, COR, Installation Environmental Division, City, State, and EPA	1	Semi-annually
2.10.2.13	N/A	Hazardous Air Pollutants Monthly Data	First workday of each month.	KO, COR, Installation Environmental Division	1	Monthly
2.10.3	N/A	Sustainable Procurement and Practices Plan	Within 15 calendar days prior to contract start and within 15 calendar days after exercised option periods.	KO and COR	1	Annually
2.10.3	N/A	Sustainable Delivery of Services Report	Within five calendar days after each contract period.	KO and COR	1	Annually

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Spec Item	**Form Attachment Number**	**Deliverable Title**	**Date (s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
2.10.3.2	N/A	Recovered Material Certification	As specified	KO and COR	1	When a product containing recovered materials is equal to or better than the original and could be used.
2.11	N/A	Mission Essential Contractor Services Plan	Within 15 calendar days prior to contract start and within seven calendar days of changes.	KO and COR	1	As Required
2.11	N/A	Mission Critical/Mission Essential Personnel	Within 15 calendar days prior to contract start and within seven calendar days of changes.	KO and COR	1	As specified
2.12	N/A	Technical Library Table of Contents	Within 15 calendar days after contract start and within seven calendar days of changes	KO and COR	1	As specified
2.14.1		Recurring Work Proposals	Within five calendar days following receipt of request	KO and COR	1	As required
2.14.2	N/A	Notification to the Government for Work Above the Recurring Work Limitations and Rough Order of Magnitude	Within two hours of identification	KO and COR	1	As required
2.15.1.1	N/A	Non-Recurring Work Quantities Ordered via FedMall	By the fifth day of the following month	KO and COR	1	Monthly

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Spec Item	**Form Attachment Number**	**Deliverable Title**	**Date (s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
2.15.2.1	N/A	Non-Recurring Work Proposals	Within two working days following receipt of request	KO	1	As required

ATTACHMENT J-0200000-04 DIRECTIVES, INSTRUCTIONS, AND REFERENCES	
Reference	Title
EM 385-1-1	U.S. Army Corps of Engineers Safety and Health Requirements
P.L. 91-596	Occupational Safety and Health Act
UFGS 01 35 26	Unified Facilities Guide Specifications
CNSSI 1253	Security Categorization and Control Selection for National Security System
DoD Directive 5200.2	DoD Personnel Security Program (PSP)
DODD 6055.9	DoD Explosives Safety Management and the DoD Explosives Safety Board
EM 385-1-1	U.S. Army Corps of Engineers Safety and Health Requirements
NAVFACINST 4161.1	

ATTACHMENT J-0200000-05
INVOICE FORM

NAVAL FACILITIES ENGINEERING COMMAND, HAWAII
CONTRACTOR'S INVOICE

INVOICE DATE _____

INVOICE NUMBER _____

INVOICE PERIOD _____

FROM:

TO: NAVFAC HAWAII
FSC SUPPORT CONTRACTS – CON32
400 MARSHALL ROAD
JBPHH, HI 96860-3139

1. Below is a statement of performance under Contract N62478-_____

(Project Title) _____

The enclosure provides a breakdown of this statement of performance.

	FIXED PRICE	INDEFINITE QUANTITY
A. Total value of contract through change (Mod No.)_____	$_____	$_____
B. Value of completed performance	$_____	$_____
C. Less: Total of prior invoices	$_____	$_____
D. Amount of this invoice	$_____	$_____

Grand Total: $_____

Company's Authorized Signature and Title: _____

○ Initial Report
○ Follow-up Report
○ Final Report
Date_____/_____/_____

Contractor Incident Report System (CIRS)

1. Contract Information	Incident Information
Prime Contractor:	**Cage Code**:
Contract Number:	**Installation of Incident:**
Task Order #:	**Contracting Activity/ROICC Office:**
Contractor Contact Information	
Name (Last, First):	**Phone #:**
Email Address:	**Date Notified:**

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

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

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

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

3. General Information — Incident Information

Date of Accident:	**Time of Accident:**

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

Exact Location of Accident:

Were Hazardous Material(s) Involved ☐ Yes ☐ No

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

Who Provided Clean-up? ☐ Onsite ☐ Base Public

Activity of the injured person at the time of incident:

Personal Protective Equipment: (Check/Bold Response)

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

☐ Not related to Mishap ☐ Wrong PPE for job

List PPE Used:

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

Direct Cause:

Indirect Cause:

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

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

5. Contributing Factors:

Was Visibility Restricted? ☐ Yes ☐ No

Distance Visibility was restricted:

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

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

☐ Fog ☐ Smoke ☐ Rain ☐ Sleet ☐ Snow

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

Lighting Conditions at Site of Mishap:

(Please Check)

☐ Adequate ☐ Inadequate ☐ Unknown

Was Noise Level a Factor:

(Please Check)

☐ Yes ☐ No ☐ Unknown

Was Carbon Monoxide (CO) a Factor:(Please Check)

☐ Yes ☐ No

If Yes CO Alarm Manufacturer:

5. Contributing Factors: Continued — Incident Information

Other Contributing Factors:

6. Attached Documents

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

1. Injured Data (if applicable) Person

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

2. General Information

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

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

Who Provided First Aid? ☐ Onsite	Base	Public

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

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

☐ Lifting ☐ Positioning ☐ Bending ☐ Equipment Placement Office

☐ Equipment Placement Industrial ☐ Repetitive Motion ☐ Impact Strain

3. Injury Illness/Fatality Information

Severity of Injury/Illness: (Check/Bold)

☐ Fatality ☐ Lost Workday Case Involving Days Away From Work

☐ Temporary Disability ☐ Recordable Workday Case Involving Restricted Duty

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

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

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

Part of Body Affected:

Nature of Injury or Illness:

Event or Exposure:

Source of Injury or Illness:

General Location Description:

Injury Activity Code:

4. License	(if applicable) **Person #**
Are Appropriate License and Certification/Medical Current: (Check/Bold) Yes No **Describe or Explain:**	
Attach Image of License or Certification Name/Description:	**Date Added:** **Uploaded By:**

5. Training
Was all the contract-required training provided to the employee: (Check/Bold) ☐ Yes No **Explain:**

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

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

2. Attached Documents

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

3. Property Damaged

Was Anyone Injured: ☐ Yes ☐ No **Was A Government Motor Vehicle Involved:** ☐ Yes ☐ No

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

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

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

Describe or Explain:

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

5. Training

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

Explain:

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

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

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

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

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

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

Incident Information

Section 1 Contract Information – Incident Information
Prime Contractor: Name as it appears on contract documents.

Cage Code: If known.

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

Installation: Name of installation where incident occurred.

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

Contracting Activity/ROICC Office: Enter the name and address of the Contracting Office administering the contract under which the mishap took place (e.g. ROICC MCBH, ROICC NORFOLK, PWC GUAM, etc.).
Contractor Contact Information: (Contractor point of contact information for the individual responsible for completing the form) Self Explanatory

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

Section 3 General Information Incident Information
Date of Accident: Enter the month, day, and year of accident.

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

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

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

Were Hazardous Material(s) Involved Yes No

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

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

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

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

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

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

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

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

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

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

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

Injured Data Person

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

Section 2 General Information:
Check/bold appropriate responses

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

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

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

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

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

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

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

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

Attach Image of License or Certification: Self-Explanatory

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

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

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

Property Damage

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

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

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

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

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

Attach Image of License or Certification: Self-Explanatory

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

DBIDS

DBIDS Program:

DBIDS is an enterprise identity management and perimeter installation access control solution in which Contractor personnel who enroll, and are approved, are subsequently granted access to the installation for a period up to three years, or the length of the contract, whichever is less, and are not required to obtain a new pass from the Base Pass and Identification Office for each visit. There are no fees associated with obtaining a DBIDS credential.

The Government performs background screening and credentialing. Throughout the year the Contractor employee must continue to meet background screening standards. Periodic background screenings are conducted to verify continued DBIDS participation and installation access privileges. DBIDS access privileges will be immediately suspended or revoked if at any time a Contractor employee becomes ineligible.

DBIDS Credentials:

Contractor employees shall furnish a completed copy of the SECNAV 5512/1 form to obtain the required background check and visit the local Navy Installation Visitor Control Center to obtain a DBIDS credential once approved. The SECNAV 5512/1 form and additional information about DBIDS can be found at: https://www.cnic.navy.mil/om/dbids.html. The Contractor may initiate the adjudication process when a background screen failure results in disqualification from participation in DBIDS and the Contractor employees do not agree with the reason for disqualification. The Contractor may also apply for a waiver when a background screening failure results in disqualification from participation in DBIDS. The Commanding Officer will be the final waiver determination authority. The Contractor shall immediately collect employee DBIDS credentials and notify the KO in writing:
(1) That an employee has departed the company without having properly returned or surrendered their DBIDS credentials.
(2) That there is a reasonable basis to conclude that an employee, or former employee, might pose a risk, compromise, or threat to the safety or security of the installation or anyone therein.

DBIDS Paper Passes:

In the event that a visitor, vendor, or Contractor employee elects not to participate in DBIDS, the individual will be issued DBIDS paper pass from the Base Pass and Identification Office in order to access to the installation. The time standard for the validity of a pass to access an installation will be not more than thirty (30) days and may be further restricted based on local policy or by Federal, DOD, Navy, and CNIC guidance. The Government will not be responsible for any cost or lost time associated with obtaining paper passes or added vetting or inspections incurred by non-participants in the DBIDS credentialing process.

Trustworthiness Security – Navy Contract/Projects

Reference is hereby made to Navy awarded contracts requiring Contractor access to Navy information systems, sensitive unclassified information or areas critical to the operations of the command. Although this contract is not classified and therefore Contractor employees are not required to have obtained a National Agency Check (NAC) trustworthiness determination, the Department of the Navy (DON) has determined that all DON information systems are sensitive regardless of whether the information is classified or unclassified. A Contractor whose work involves access to sensitive unclassified information warrants a judgment of an employee's trustworthiness. Therefore, all personnel accessing DoN Computer systems must pass a National Agency Check to verify their trustworthiness and the Contractor shall provide acceptable substitute(s) for those personnel that are rejected. Also, Command will include Facility Access Determination (FAD) program requirements in the contract specifications when trustworthiness determinations will be required for the Contractor employees. The following addresses those requirements for Trustworthiness Security. "Each Contractor employee will have a favorably completed National Agency Check (NAC). If Contractor personnel currently have a favorably adjudicated NAC the Contractor will notify the Security Manager of the command they will visit utilizing OPNAV 5521/27, Visit Request Form. The visit request will be renewed annually or for the duration of the contract if less than one year. If no previous investigation exists the Contractor personnel will complete the requirement for a Trustworthiness NAC. If the Contractor employee is a Foreign National, prior approval of the Information Assurance Manager (IAM) is required. Access may be granted to Foreign Nationals who have a need to know, when at least one of the following applies:

Foreign National is employed by DoD, or

Foreign National possesses a current Functional Accreditation approved by the Navy International Program Office (NAVIPO), or Foreign National possesses a current Visit Request Form (OPNAV 5521/27 (1-73) as defined in OPNAVINST 5510.1H), which is on file with the requesting activity. The following addresses those requirements for Trustworthiness Security:

Each Contractor employee must have a favorably completed National Agency Check (NAC).

If Contractor personnel currently have a favorably adjudicated NAC the Contractor shall notify the Security Manager of the Government command they will visit who will validate this in the Joint Personnel Adjudication System (JPAS). The request shall be renewed annually or for the duration of the contract if less than one year.

If no previous investigation exists the Contractor personnel shall complete the requirement for a Trustworthiness NAC.

Investigations for public trust positions, to include IT-II (Limited Privileged) and IT-III (Non-Privileged) positions that access unclassified sensitive information when clearance eligibility is not required, will be submitted to the Office of Personnel Management (OPM) utilizing the SF-85P (code 08B for IT-II and code 02B for IT-III) and will include the SF-87 Fingerprint Card or electronic fingerprint transmission. The Government Security Manager will process the Trustworthiness NAC. The Contract employee shall provide the completed Personnel Security Investigation (PSI) to the Security Manager along with the original signed release statements and applicant fingerprint card (FD87). The responsibility for providing the fingerprint card rests with the Contractor. The Security Manager will review the form for completeness, accuracy and suitability issues and will forward the completed SF85P along with attachments to OPM. The Department of Navy Central Adjudication Facility (DoN CAF) will perform adjudicating contractor investigations for public trust positions. Contractor fitness determinations made by the DoN CAF will be maintained in the Joint Personnel Adjudication System (JPAS). Favorable fitness determinations will support public trust positions only and not national security eligibility. If no issues are discovered, according to respective guidelines a “Favorable Determination” will be populated in JPAS and will be reciprocal within DoN. If issues are discovered, the DoN CAF will place a “No Determination Made” in the JPAS and forward the investigation to the submitting office for Government command’s final determination.

The Trustworthiness NAC is processed through the Command Security Manager. The Contractor shall provide the completed SF-85P and two applicant fingerprint cards (FD 258). The Security Manager will review the form for

completeness, accuracy and suitability issues. The completed SF 85P along with attachments will be forwarded to (OPM) who will conduct the NAC.

The Department of the Navy Central Adjudication Facility will provide the completed investigation to the

requesting command security manager for the trustworthiness determination. The command will provide written notification to the Contractor advising whether or not the Contractor employee will be admitted to command areas or be provided access to unclassified but sensitive business information.

Trustworthiness determinations are the sole prerogative of the Commanding Officer of the sponsor activity. If the Commanding Officer determines, upon review of the investigation, that allowing a person to perform certain duties or access to certain areas, would pose an unacceptable risk, that decision is final. No due process procedures are required. The Contractor support employee shall be released immediately.

The Contractor employee shall take all lawful steps available to ensure that information provided or generated pursuant to this arrangement is protected from further disclosure unless the agency provides written consent to such disclosure.

UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
BOX 63002
KANEOHE BAY HAWAII 96863-3002

MCBHO 5532.1
S-7/PMO
30 Dec 19

MARINE CORPS BASE HAWAII ORDER 5532.1

From: Commanding Officer, Marine Corps Base Hawaii
To: Distribution List

Subj: MARINE CORPS BASE HAWAII ACCESS CONTROL ORDER

Ref: (a) DoD Manual 5200.08 Volume 3, "Physical Security Program: Access to DoD Installations" January 2, 2019
(b) DoD Instruction 1000.13 Ch 1, "Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals," January 23, 2014
(c) DoD Instruction 5200.01 Ch 1, "DoD Information Security Program and Protection of Sensitive Compartmented Information (SCI)," April 21, 2016
(d) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
(e) DoD Instruction 5200.08 Ch 3, "Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)," December 10, 2005
(f) MCO 5512.11E
(g) MCO 5580.1C
(h) MCO 5580.2B
(i) MCO 11000.22
(j) MCO 1740.13D
(k) MCO P1700.27B
(l) MCO P5100.19F
(m) John S. McCain National Defense Authorization Act FY19

Encl: (1) Marine Corps Base Hawaii Access Control Procedural Guidance
(2) Sample Affidavit for Food Delivery
(3) Sample Affidavit for Non-Food Delivery
(4) Personal Services Provider Procedures
(5) Access Card and Sponsorship Privilege Matrix
(6) DBIDS Sponsorship and Pre-Enrollment Procedures
(7) Sponsorship Procedures for Foreign Nationals
(8) Agent Privilege Card

1. Situation. The privilege of accessing Marine Corps Base Hawaii (MCBH) is conditionally granted to those individuals or organizations that meet the minimum qualifications and conform to regulations contained in this Order and references (a) through (m). If someone breaches the

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terms of this Order, their privilege to access MCBH may be suspended or revoked for the sake of safety, security, or quality of life of others on the Installation.

2. Cancellation. Chapter 4 of BaseO 5532. All other chapters of BaseO 5532 remains in effect until cancelled/revised.

3. Mission. This Order establishes the minimum criteria and procedures for access to MCBH to promote the readiness, sustainment, and quality of life of the Marines, Sailors, and their families, as well as other military forces and tenant commands' personnel. It also establishes responsibilities, regulations, and consequences for individuals who violate this Order after being properly vetted and granted access. This Order is applicable to all military and civilian personnel, family members, contractors, and any other individual or organization desiring to gain access to the Installation. For the purposes of this Order, MCBH as a whole includes outlying areas; Kaneohe Bay Naval Defensive Sea Area (NDSA) 500 yard buffer zone; Camp H. M. Smith; Marine Corps Training Area Bellows; Pu'uloa Rife Range Complex; Waikane Valley Training Area; Pear City Annex; and Manana Family Housing Area.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Establish clear criteria and procedures for obtaining access to MCBH while ensuring security, safety, and quality of life of all the personnel and families aboard the Installation to ensure compliance with this Order and the contents of the references.

(2) Concept of Operations. The privilege to gain access to the Installation is conditionally granted to those individuals or organizations who meet the minimum qualifications and conform to regulations. Those individuals designated and assigned to MCBH to conduct vetting and access control will follow directions as set forth in this Order.

b. Tasks. Refer to Chapter 2, enclosure (1) of this Order.

5. Administration and Logistics

a. This Order has been coordinated with and concurred by the Commanding General, Marine Corps Installation Pacific; Commander, U.S. Marine Corps Forces, Pacific; all general and special staff departments of MCBH.

b. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per SECNAV M-5210.1 and SECNAV Notice 5210 to ensure proper maintenance, use, and accessibility and preservation, regardless of format or medium.

c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 52 I 1.5F.

6. Command and Signal

a. Command. This Order is applicable to but not limited to, all Armed Forces personnel, military retirees, family members, DoD civilian employees, affiliated civilian dependents, unaffiliated civilians, DoD and other authorized contractors, and other authorized patrons aboard MCBH, unless otherwise prohibited or permitted by regulation of higher authority.

b. Signal. This Order is effective the date signed.

R. LIANEZ

DISTRIBUTION: A

MCBHO 5532.1
30 Dec 19

LOCATOR SHEET

Subj: MARINE CORPS BASE HAWAII ACCESS CONTROL ORDER

Location:_____
(Indicate the location(s) of the copy(ies) of this Order.)

MCBHO 5532.1
30 Dec 19

MARINE CORPS BASE HAWAII ACCESS CONTROL ORDER

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

Enclosure (1)

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APPENDIX A DEFINITIONS A-1

Chapter 1

Introduction

1. General

a. This Order implements the references to promulgate regulations that address entry, exit, and removal of individuals from MCBH. Removal or denial actions must be reasonable, prudent, and judiciously applied.

b. Access is a privilege. Entry onto MCBH is a privilege, not a right. Individuals entering the Installation must have a valid reason for access. This includes, but is not limited to, uniformed military personnel, military retirees, family members, Department of Defense (DoD) civilian employees, affiliated civilian dependents, unaffiliated civilians, DoD and other authorized contractors, and other authorized patrons. Additionally, any individual wishing to enter MCBH must understand it is a military Installation, with one of its primary missions being safeguarding the Marines, Sailors, and civilians therein. Expediency shall never come at the cost of security.

2. Objectives. This Order is designed to enhance security and mitigate unauthorizedpersonnel from accessing MCBH.

3. Concept of Operations

a. All individuals seeking access onto MCBH will have a valid purpose to enter andwill undergo identity proofing and vetting.

b. The intent of the Defense Biometric Identification System (DBIDS) credential is the issuance of a credential that indicates the identity of the individual, and any limitations of access granted. The access card must remain in the possession of the individual, is not transferable, and must be presented upon demand to any MCBH security official, or whenever challenged by Installation personnel.

c. Personnel will be denied access if they are unable to meet the identity proofing andvetting requirements of this Order.

Chapter 2

Responsibility

1. MCBH DEERS and Identification (ID) Card Center. The DEERS/ID Card Center, located in building 1044, has the primary responsibility for Defense Enrollment Eligibility Reporting System Common Access Cards (CAC). Specific responsibilities include:

a. CAC and Teslin Cards. The DEERS/ID Card Center will issue CAC and Teslin Cards to DoD military personnel, dependents, retirees, appropriated and non-appropriated fund personnel, and authorized DoD contractors as authorized and prescribed in references (c) and (i).

b. ID Cards That Do Not Require Further Identity Proofing. The ID Card Center will not require further identity proofing for the following cards because these have been identity proofed by the issuing agency.

(1) DoD Issued Card DD Form 2, DD Form 1173, DD Form 1173-1, DD Form 2765, and DoD Civilian Cards (civilian retiree), issued in accordance with reference (b).

(2) Federal Personal Identity Verification (PIV) credential.

2. Provost Marshal's Office (PMO). PMO is the lead law enforcement agency aboard the Installation. All personnel entering the installation must comply with lawful order given by a law enforcement officer. PMO has the primary responsibility of enforcing the provisions of this Order. Specific responsibilities include:

a. Ensure only personnel designated by the Provost Marshal perform access control duties to include vetting, granting access, or denying access.

b. Conduct identity proofing and vetting of persons requiring access to MCBH by querying data sources to vet the claimed identity of the individual. PMO will also determine access eligibility by using biographical information. This information may include, but is not limited to the person's name, date of birth, and social security number.

c. Ensure all visitors are appropriately sponsored through the Visitors Center (VC) adjacent the main gate, building 1637. All individuals requesting entry to MCBH will have a valid sponsor per reference (a).

d. Ensure all non-governmental commercial and visitor's vehicles undergo a vehicle inspection as required. Utilities vehicles are exempt from normal commercial vehicle inspection requirements in exigent circumstances which would otherwise degrade their ability to expeditiously repair utility failures. In such cases, a representative from Base Facilities or S-3 will explain the exigent circumstances for access to PMO. Non-Federal government, non-DoD-

issued cardholders and sponsored Foreign Nationals (FN) who are provided unescorted access require identity proofing and vetting to determine eligibility for access. The VC will issue a DBIDS credential to non-Federal government and non-DoD personnel who require extended unescorted access to the Installation for official government business, but do not require access to government computerized systems. Enclosure (7), provides procedures for sponsorship of FN.

f. Refer personnel to the Installation DEERS/ID Card Center (Building 1044) for the issuance of CAC and Teslin Cards as required. Individuals who need a CAC or Teslin card and are not escorted by a Trusted Traveler must be identity proofed and vetted prior to being grantedaccess.

g. Register motor vehicles to authorized personnel as required.

h. Develop compensatory measures when the requirements of reference (a) cannot bemet (e.g., peak traffic flow periods, special events).

i. Incorporate the Trusted Traveler procedure outlined in Chapter 3, paragraph 1b for use during Force Protection Conditions (FPCON) NORMAL, ALPHA, and BRAVO as local security conditions permit.

3. Communications Strategy and Operations (COMMSTRAT). COMMSTRAT will publish press releases/media advisories concerning access control policy changes through appropriate sources. They will ensure this Order is published prominently on the home webpage forMCBH.

4. Installation Protection (IP) and Naval Criminal Investigative Service (NCIS). MCBH IP Branch, Mission Assurance and/or the NCIS will provide threat assessments and updates to PMO as required.

5. Director S-7 MCBH. Will receive and validate written applications from entities requesting to conduct business aboard MCBH, and Base access waiver applications.

a. Ensure all approved written applications are forwarded to MCBH Chief of Staff (C/S) for concurrence/non-concurrence. All applications approved by the S-7 Director will be issued a signed Letter of Authorization by the C/S.

b. In cases where an appropriate staff officer or cognizant activity head does not concur, applications will be forwarded to the C/S for final determination. In cases where the C/S approves the application, S-7 will issue a Letter of Authorization. In those cases where the C/S disapproves the application, S-7 will notify the individual concerned of the denial of theirrequest and the reason(s) thereof.

c. Ensure each individual/business issued a MCBH S-7 Form 5532 has been properly notified of the limitations and restrictions placed on the conduct of their particular business, and the rules of conduct as contained in Chapter 8, paragraph 1b are adhered to. Finally, ensure the individual

executes a signed statement to this effect. Retain this signed statement on file for a period of two years.

d. Serve as the DBIDS sponsor for those businesses who have been approved to conduct business aboard MCBH, and whose employees have been identity proofed and vetted.

6. Base Magistrate. The Base Magistrate will review appeal packages for individuals and contractors who further dispute the findings of S-7. The Base Magistrate will review said packages, determining from an empirical standpoint the individual involved, the infraction(s) for which they are denied access, the time lapse between the infraction(s) and application, etc., whether or not the appeal should receive a favorable endorsement. The Base Magistrate will then forward their recommendation to the S-7 Director, via the Installation Staff Judge Advocate (SJA) and Sergeant Major (SgtMaj). If the S-7 Director does not concur with the recommendations, the S-7 must seek the C/S endorsement.

Chapter 3

Requirements for Access onto MCBH

1. Introduction. Base access and sponsorship privileges are commensurate with the type of DoD identification card issued and qualified benefits as established in DoD Manual 1000.13 Volume2 and enclosure (4). There are two types of access by which you may enter MCBH: Unescorted and Escorted.

a. Unescorted Access. Unescorted access requires individuals to establish their identity, be determined fit for access, and establish an acceptable purpose for presence on the Installation, except only under the following two circumstances:

(1) Special Events and Emergencies. For more information on special events, see Chapter 8, paragraphs 8 and 9. For more information on emergencies, see Chapter 8, paragraphs 13 and 14.

(2) A minor under the age of 18 who does not have an acceptable credential and is accompanied by a parent or guardian who is age 18 or older and who has been granted unescorted access. This exception is not considered a deviation.

b. Escorted Access. Individuals unable to meet the identity or fitness requirements for Trusted Traveler or unescorted access may be granted escorted access. Escorted access requires individuals to establish an acceptable purpose for their presence on the Installation and be properly sponsored. Sponsors who escort visitors aboard the Installation are required to remain with their visitors at all times while aboard the Installation.

(1) Trusted Traveler Access. The Trusted Traveler program allows authorized sponsors to present their identification for verification at the gate while simultaneously vouching for their visitors (excluding unofficial Foreign National visitors) that are traveling with the sponsor as vehicle occupants. Personal visitors are visitors that are known and vouched for by the sponsor. By vouching for the occupants, the sponsor is certifying that all occupants meet basic access criteria contained in this Order. One Trusted Traveler per household or sponsoring unit service member is authorized to vouch for up to five personnel in the same vehicle. Trusted Traveler procedures may be used during Force Protection Conditions Normal, Alpha, and Bravo but may be suspended during 100% identification checks regardless of the FPCON.

(2) Guest(s) or visitor(s) of a Trusted Travel must have an appropriate form of identification in the event credentialing is required.

2. Identity Proofing and Vetting. Access control standards will include identity proofing, vetting, and establishing proper sponsorship.

a. Federal PIV and DoD issued card holders do not require identity proofing or vettingprior to gaining access to MCBH.

(1) Individuals possessing a DoD issued CAC are vetted to DoD personnel security standards in paragraphs 2a(l)(a) and 2a(l)(b) of attachment 3 of reference (a) and will be considered identity proofed.

(2) Individuals possessing PIV credentials that conform to reference (d) are vetted and adjudicated by government security specialists on National Agency Check with Inquiries or Office of Personnel Management Tier I standards, and will be considered identity proofed. Personnel with a PIV credential must establish a valid purpose for entry.

(3) Determination of fitness and vetting for DoD-issued ID and privilege cards is not required for unescorted access. The Customer Service Center (CSC), building 1095, verifies the individual's direct affiliation with the DoD, or a specific DoD sponsor, and eligibility for DoD benefits and entitlements.

b. Non-Federal government, non-DoD issued card holders, and sponsored FN provided unescorted access require identity proofing and vetting to determine eligibility for access. See enclosure (7), “Sponsorship of Foreign Nationals”.

(1) Individuals requesting access will provide justification and/or purpose for accessto DoD facilities to the VC.

(2) Individuals requesting access not in possession of an approved, government issued card, will provide the documents listed in Chapter 3, paragraphs 4a through 4k. An authorized PMO representative will review the documents presented for the purposes of identityproofing.

(3) The recurring requirement and frequency for additional checks of non-Federal government and non-DoD issued cardholders will be determined based upon the local security posture.

(4) PMO will query the following government authoritative data sources to vet the claimed identity, determine fitness, and deny access (if found to be on the below list) using biographical information including, but not limited to, the person's name, date of birth, and social security number:

(a) The National Crime Information Center (NCIC) Database.

(b) The Consolidated Law Enforcement Operations Center.

(c) State of Hawaii Electronic Bench Warrant database.

3. Access

a. Any person in legal possession of a DoD issued CAC that requests entry onto MCBH and provides a bona fide reason for entry, will be granted access unless other circumstances existthat lead access control sentries to believe further identity proofing or vetting is needed. In those cases, the vehicle, driver, and occupants may be sent to a secondary inspection, the VC, or inspection site for further review.

b. All non-CAC/non-DoD ID visitors (not to include non-regular/non-governmental delivery personnel) will report to the VC to be identity proofed and vetted before the issuance of a DBIDS Credential or DBIDS Temporary Pass.

c. Vehicle inspection site personnel will validate the identity of the driver, bill of lading if appropriate, and Installation access pass (if required) to ensure the vehicle operator and all passengers are identified on the pass if the vehicle operator is not a Trusted Traveler. Non-governmental delivery companies who frequently deliver aboard MCBH will be vetted priorto accessing the Installation and issued a DBIDS Temporary Pass if not enrolled in DBIDS. Individuals in possession of a DBIDS Credential or a DBIDS Temporary Pass will be granted access without further identity proofing or vetting.

d. Federal, state, county, city owned, and utility vehicles will be admitted without unnecessary delay. “Utility” vehicles, in this context, are defined as those responsible for maintaining electricity, water, sewer, and other infrastructure on MCBH. Despite the goal of preventing unnecessary delay, these vehicles are subject to search, vehicle and driver identity proofing and vetting, and other procedures necessary to maintain safety and security aboardthe Installation.

e. Food and product delivery companies shall not be granted access unless the driver has been properly identified, proofed, and vetted. Justification for vetted delivery driver's access shall be queried and validated by access control sentries before entry. All delivery vehicles should be inspected prior to entry and are subject to re-inspection while aboard MCBH. Soliciting by any food or product delivery company is strictly prohibited aboard MCBH. Service members standing barracks duty shall not allow these companies to enter the barracks without proper escort. The escort could be the barracks duty or the individual to which the delivery is intended.

f. Public-Private Venture (PPV) housing residents who do not possess an authorized CAC shall be required to sponsor their housing guests in person at the Installation VC or CSC. All guests shall be identity proofed and vetted in accordance with this Order and other applicable directives prior to entry.

g. Authorized caregivers of those members whom are affiliated with MCBH and resides off base, and who may need access to MCBH in order to obtain medication, etc., may request an Agent Privilege Card in accordance with Chapter 8 of this Order and enclosure (8).

h. Grandfather Clause. Any individual who has been issued access credentials based on previous guidance and have no pending charges or conviction since receiving such access credentials, will not be penalized.

4. Denial of Access. Installation access will be denied if it is determined personnel requesting access are within one of the following categories:

a. On a National Terrorist Watch List;

b. Illegally present in the U.S.;

c. The subject to an outstanding warrant or criminal summons;

d. Has knowingly submitted an employment questionnaire with false or fraudulent information;

e. Has been issued a debarment order and is currently banned from any military installation;

f. A prisoner on a work-release program or currently on felony probation/parole;

g. A registered sex offender;

h. Membership within the previous 10 years in any organization that advocated the overthrow of the U.S. Government or affiliated with any active gang;

i. Is pending any felony charge for offenses listed in paragraph 4a through 4h above;

j. Has been convicted of any felony within the last 10 years;

k. Has ever been convicted of any felony violation, including attempts of the following offenses:

(1) Sex crime;

(2) Robbery;

(3) Arson;

(4) Murder;

(5) Drugs; or

(6) Weapons.

l. Has received a Bad Conduct Discharge, Dishonorable Discharge, or dismissal from the U.S. Armed Forces.

m. Has multiple (three or more) misdemeanor criminal convictions within the previous 10 years.

(1) Supervisory Security Assistant must make the determination for denial.

(2) Frequency of offense and nature of misdemeanor will be taken into consideration

n. Any reason the Installation Commander deems reasonable for good order and discipline.

5. Waiver Process for Denial

a. Personnel who have been denied access to MCBH may appeal in writing to Director, S-7, via the Provost Marshal:

Provost Marshal Office
ATTN: Police Records Section
Marine Corps Base Hawaii
P.O. Box 63062
Kaneohe Bay, HI 96863-3062

b. The applicant must submit in writing, reasonable compelling justification for base access with supporting documents. Supporting documents must include three or more written recommendation letters from the applicant's employer or non-family members of the community who may speak to the applicant's character, employment, and other personal contributions to the civilian or military community.

c. The Provost Marshal Office Police Records Section will prepare a waiver package, including supporting documentation for the access denial and the applicants' waiver documents, and forward to the Director, S-7.

d. The Director, S-7 will conduct an objective evaluation of the validity of the individual's appeal and consider mitigating factors such as the nature and severity of the offense, the circumstances surrounding the offense, most recent offense and frequency of the offense, the individual's age and maturity at the time of the offense, the individual's effort toward rehabilitation, and other factors before a decision is made. The applicant will receive a written response via certified mail upon the completion of the waiver process.

e. Further challenges to the Director, S-7 findings may be disputed through the MCBH Magistrate, no later than 20 days following notice of the Director, S-7 findings.

f. Persons who reside or work at another service installation and are denied access to that installation based on a reciprocal debarment from MCBH, may challenge the findings with the other service installation for access to that installation. MCBH still has the right to deny entry onto this installation despite the findings of another Service.

6. Acceptable Credentials

a. All non-DoD affiliated personnel, including contractors and visitors requesting unescorted access to MCBH, must provide two valid, original forms of ID listed in paragraph 7 of this Chapter and have a photograph for the purpose of identity proofing for issuance of DBIDS credential or a DBIDS Temporary Pass. In addition, the second form of identification may include a birth certificate or social security card.

b. Prior to acceptance, personnel processing an applicant will screen documents for evidence of tampering, counterfeiting, or other alteration. Documents that appear questionable (i.e., having damaged laminates) or otherwise altered will not be accepted. Altered documents will be held until appropriate authorities are notified and disposition procedures are conducted.

7. Acceptable Identity Source Documents. All documents must be current.

a. DoD CAC. The CAC simultaneously establishes identity, historic fitness, and purpose.

b. DoD USID. The USID establishes identity and generally establishes purpose. However, applicants are required to furnish their purpose for visiting upon request of VCO or CSCO personnel.

c. DBIDS credential. The DBIDS credential issued by MCBH or another Service installation. These credentials simultaneously establish identity, historic fitness, and purpose.

d. REAL ID-compliant. The Real ID driver's license or non-driver's identification card issued by a State, territory, possession, or the District of Columbia. These credentials establish only identity.

e. Enhanced driver's license. The Enhanced driver's license issued by state, territory, possession, or the District of Columbia. These credentials establish only identity.

f. U.S. Passport or Passport Card. These credentials establish only identity.

g. Foreign passport. Must bear an unexpired immigrant or non-immigrant visa or entry stamp. These credentials establish only identity.

h. Foreign passport. Must have a current arrival-departure record, U.S. Customs and Border Protection Form I-94 bearing the same name as the passport, and containing an endorsement of the alien's non-immigrant status indicating that status authorizes the alien to work for the employer.

i. ID card. An ID card issued by Federal, state, territory, possession, District of Columbia, or local government agencies, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.

j. Transportation Worker Identification Credential (TWIC).

k. Veteran Health Identification Card (VHIC).

l. Non-federal personal identity verification-interoperability (PIV-I).

m. Individuals under the age of 18 who are unable to present a document listed in paragraph 7 must be sponsored by an adult with acceptable credentials.

n. Children under the age of 16 residing aboard MCBH may only sponsor a visitor with the approval of the children's legal guardian. For example, a 12 year old dependent child residing aboard the Installation cannot use their valid dependent DoD ID Card to sponsor their grandparent (with no other military affiliation) aboard the Installation. In this instance, the grandparent would be required to be identity proofed and vetted and obtain a DBIDS Temporary Pass.

Chapter 4

Admittance

1. Entrances and Exits

a. Personnel assigned to PMO will guard active entry control points (ECPs) to MCBH.

b. Motorists must enter and exit on designated roads unless otherwise authorized by the Installation Commander. Any deviation from authorized entrances and exits must be coordinated with PMO.

2. Admittance of Motor Vehicles (MVs)

a. Military, DoD personnel, contractors, and privatized housing residents assigned, work or reside on MCBH are required to register their Privately Owned Vehicle(s) (POV) within 30 days of purchase, permanent change of station (PCS), or permanent change of assignment, to include other DoD components.

b. Non-registered, off-road, recreational vehicles are defined as those vehicles that cannotbe registered for use on paved roads. This definition generally includes vehicles such as three and four wheeled all-terrain vehicles (ATV), dirt or trail bikes, dune buggies, and go-carts. These vehicles are not authorized for use aboard MCBH.

c. This Order prohibits any individual (military, civilian, retirees, contractors, etc.) from knowingly entering any area within MCBH and operating a MV while the registered owner's Installation driving privileges are either suspended or revoked, unless that individual is aspouse or dependent of the registered owner.

d. Owners are prohibited from displaying on their MVs in any format any of the following: flags, signs, posters, bumper stickers, window decals, art, emblems, insignia, or other adornments of an extremist, indecent, sexist, racist, obscene, profane, or defamatory nature; or other messages that are prejudicial to good order and discipline; otherwise violate the standard of decency found in Article 134 (Indecent Language) of the Uniform Code of Military Justice; or display a clear danger to the loyalty, discipline, or morale of military personnel, or presents a potential for disruptive conduct and interference with the mission of the command. The unauthorized display of any such flag, sign, poster, bumper sticker, window decal, art, emblem, insignia, or other adornments may be grounds for suspension or revocation of Installationdriving privileges or denial of access to the Installation. The SJA for MCBH will review, on a case- by-case basis, any suspected violations of the above and make recommendations to the Installation Commander.

e. When in the best interest of the government, the Installation Commander will deny access to any vehicle as deemed appropriate.

3. Hours of Admittance

a. Installation access will normally be granted 24-hours a day in accordance with individual ECP hours of operation and the current FPCON. MVs operated by contractors or vendors will only be authorized admittance in conjunction with the operator's official business aboard MCBH.

b. Visitor Center is closed on Thanksgiving and Christmas.

Chapter 5

Registration and Passes

1. Vehicle Registration

a. Registration of vehicles is required by active-duty service members, reservists on Active Duty for Operational Support orders, reserve service members in the Selected Marine Corps Reserve (SMCR) or an Individual Mobilization Augmentation (IMA) Unit, dependents, civilian employees who live or work aboard MCBH. Retirees are encouraged to register theirvehicles.

(1) The applicant must register their vehicle in person. Spouses may register on behalf of the sponsor. In unusual cases such as deployment or hospitalization when neither the ownernor the spouse can register in person, a parent, adult family members, a staff non-commissioned officer, officer, or civilian equivalent in the applicant's chain-of-command may represent the owner with an appropriate Power of Attorney.

(2) In all cases, the following documentation isrequired:

(a) Military, military family member, or civilian ID.

(b) A valid State operator's license. Temporary or provisional licenses,international driver's license, and permits do not satisfy the requirement for registration.

(c) A current State vehicle registration card. Temporary license plates andor temporary registrations do not satisfy the requirement for registration.

(d) Hawaii Out of State Permit. Personnel who wish to keep their out of statelicense plates must obtain a State of Hawaii Out of State Permit before a long-term vehicle pass is issued.

(e) Safety Inspection. All privately owned vehicles, regardless of the state of registration, must have a valid State of Hawaii inspection decal. Verify the safety inspection is valid through the safety inspection certificate or the safety inspection sticker on thevehicle.

(f) Proof of liability insurance. The minimum insurance coverage(s) in Hawaii areas follows:

1. $20,000 bodily injury per accident.

2. $40,000 bodily injury per person.

3. $10,000 property damage.

(g) Proof of completion of the MarineNet Driver Awareness Training for military members under the age of 26.

(h) Faxes, photocopies, or electronic media are prohibited for proving state registration requirements, however, are acceptable to show proof of insurance. Fleet or leased vehicle operators may be an exception to having original vehicle registration, in these circumstances a photocopy will be acceptable.

(i) A registered owner of a MV registered aboard MCBH will notify the VC within 24-hours of their transfer from, or termination of, employment. The transfer of title, sale, or significant change of vehicle appearance (e.g., painted a different color) must also be reported. Owners will ensure DBIDS Temporary Passes are removed and returned to the Installation Customer Service Center building 1095 upon sale of the vehicle. Refer to BO 5560

(j) Installation Commanders will utilize subordinate commanders and law enforcement resources to conduct vehicle registration compliance checks. These include spot checks by law enforcement officers of suspicious vehicles, when conducting random antiterrorism measures, and during traffic stops. Those who fail to register aboard an installation shall be subject to citation, loss of driving privileges, impoundment and/or other adverse personnel or administrative actions. Unit leaders will validate compliance during holiday vehicle safety checks.

b. Reserve Service Members. All service members affiliated with an IMA or SMCR unit or those on orders are authorized to access MCBH. All reserve service members are also required to register their vehicles.

(1) To gain access a reserve DoD ID must be presented.

(2) For Individual Ready Reserve Marines, a letter from their joining command must list the beginning and end date of the orders.

2. Registration of Motorcycles

a. All motorcycles entering MCBH are required to be in compliance with MCBHO 5100.23 and III MEF-MCIPAC_MCBBO 5100.1.

b. Civilians, Military Dependents, and Retirees. Although encouraged, civilians, military dependents, and retirees who operate a motorcycle on MCBH are not required to attend the MSFC. Documentation required to register a motorcycle aboard MCBH for civilians, military dependents, and retirees includes all required documentation to register MV outlined in paragraph 1a(2) of this Chapter with the exception of the MSFC completion card or certificate.

3. DBIDS Temporary Passes. DBIDS Temporary Passes (60 days or less) will be issued. These passes are locally produced access passes designed to accommodate short to intermediate visits or business activities aboard MCBH. See Chapter 8 and enclosure (6) of this Order on Sponsorship.

a. All individuals will retain DBIDS Temporary Passes on their person.

b. The following documentation is required to obtain a DBIDS Temporary Pass for all visitors, businesses, and others as appropriate. A valid state operator's license, valid state vehicle registration card, valid safety inspection, and proof of liability insurance will be presented before:

(1) A DBIDS Temporary Pass is issued.

(2) All DBIDS Temporary Passes will expire at 2359 hours on the expiration date stamped or written on the pass.

4. Special Event Passes. Special Event Passes may be issued to visitors attending special events opened to the public depending on the size of the event. This pass is valid from the point of entry directly to the location of the special event and directly to the designated exit point. Reference Chapter (8) for more information on Special Events.

5. Restrictions. The privilege of obtaining a DBIDS Temporary Pass will be subject to the following restrictions:

a. DBIDS Temporary Passes are government property and must be surrendered to competent authority and properly disposed of. The unauthorized removal, sale, transfer to another, mutilation, forgery, or obscuring of a DBIDS Temporary Pass is prohibited.

b. The registrant must maintain the DBIDS Temporary Pass and safeguard its condition. Loss, mutilation, or defacement of a DBIDS Temporary Pass must be reported to PMO.

c. Falsifying information contained in an application to permanently register a vehicle may warrant disciplinary action or prosecution.

d. Willful defacement, destruction, or alteration of the manufacturer's serial or engine number or other distinguishing identification number of a registered vehicle is prohibited and subjects the violator to punitive action.

Chapter 6

Physical Security Access Control Standards

1. Access Control

a. Access control is designed to restrict and/or control access to MCBH to authorized personnel and their conveyances. Access control measures will be employed at the perimeterto enhance security and protection of personnel and assets. Additional security measures may be authorized based upon the security level, category of individuals requiring access, FPCONs, level of access to be granted, and higher headquarters direction.

b. DBIDS is the Marine Corps enterprise physical access control solution (ePACS) and is a force protection capability designed to manage personnel, property, and installation access for the DoD. PMO is the executive agent for deployment of DBIDS aboard MCBH.

2. Minimum Standards for Controlling Physical Access

a. The DoD minimum standards for controlling physical access to an Installation are as follows:

(1) When DBIDS are not available for access control, security personnel at ECFs will conduct a physical and visual inspection of cards authorized in reference (b). This inspection includes:

(a) Visual match of the photograph on the card to the person presenting the ID.

(b) Visual comparison of the card for unique topology and security design requirements.

b. For special events, circumstances, and activities when the minimum access control standards cannot be met, a special event deviation request must be approved by the first general officer in the chain of command.

c. Other considerations for controlling access include, but are not limited to:

(1) Escort qualifications, responsibilities, and authorizations;

(2) Sponsorship qualifications, responsibilities, and authorizations;

(3) Access privileges at each FPCON;

(4) Mission-essential employee designation, if applicable;

(5) Day and time designation for access;

(6) Locations authorized for access and escorts;

(7) Non-affiliated armed personnel conducting currency escorts.

Chapter 7

Defense Biometric Identification System (DBIDS) Requirements for Contractor and Foreign Nationals

1. Contractor Access Control Requirements. For the purpose of this Chapter, the term contractor(s) includes contracted company, subcontractors, vendors, service providers, and other business entities that enter MCBH. The term Sponsor for this paragraph refers to a Sponsoring Government Entity such as FEAD, Facilities, MCCS, etc.

a. Contractors must have a DBIDS credential or a DBIDS Visitor's Pass programmed for access to MCBH, or be properly sponsored as a one day visitor. This section does not pertain to U.S. Government Contractors with a CAC.

b. The Sponsor ensures the Company pre-enrolls the employees in DBIDS in accordance with enclosure (6). The Contractor will ensure to submit a roster of employees via a MCBH Base Access Request Form (MCBH S-7 Form 5532) to the Sponsor.

(1) Sponsor will forward the MCBH S-7 Form 5532 to PMO in order to conduct a criminal history background check of all contractors/vendors/service providers.

(2) Sponsor will notify the prime contractor to have eligible contractors report to the Visitors Center, B1637, MCBH, or in CP Smith the Pass and Registration Office, B601, Camp H. M. Smith following favorable criminal history inquires.

(3) Contractors arrive at the Visitors Center, for DBIDS enrollment and restricted vehicle pass issuance. Contractors must present two forms of identification used to enroll in DBIDS as outlined in Chapter (7). Company and privately owned vehicles will be registered with PMO and receive a restricted access vehicle pass. DBIDS Contractor Credentials are valid for up to one year or the expiration of their contract, whichever occurs first.

(4) Contractors may enter the installation only during the days and times specified in their DBIDS profile for work purposes only and they are not authorized sponsorship privileges.

(5) The Sponsor is responsible to recover the DBIDS Credential and vehicle passes for their sponsored contractor personnel and return the documents to the Visitors Center when access is no longer required.

2. Contractor Required Documents. Contractors must provide the following documents:

a. Appropriate ID Documents. Contractors will provide two valid, original forms of ID for the purpose of identity proofing to receive a DBIDS credential or a DBIDS temporary pass, outlined in Chapter (3).

b. MCBH S-7 Form 5532. The Base sponsor will forward the MCBH Form S-7 5532 to PMO for processing.

c. Appropriate Sponsor's Information. The DBIDS system requires a sponsor to be identified for each credential and Temporary Pass prior to issuance. The sponsor must be active military or government civilian with a CAC. Government contractors are not approved sponsors. The sponsor's Electronic Data Interchange Personal Identifier and e-mail must be supplied to register in the system. The sponsor should be from the government entity awarding the contract of supervising the work.

d. Vehicle Registration. Safety Inspection and Insurance. Contractors driving aboard the Installation must provide an original vehicle registration document. Copies of registration and safety inspections are only accepted for company owned fleet vehicles. Proof of Hawaii No-Fault insurance is also required.

e. Vehicle Inspections. All commercial vehicles may be inspected each time they enter the Installation. Drivers must have an approved access credential prior to being inspected and allowed access. Delivery drivers without an access credential can show a bill of lading in lieu of a government contract, but must provide other required documents identified above at the CSC to receive a DBIDS pass.

3. Contractor Access Termination. Base access can be terminated for reasons outlined in Chapter 3, paragraph 6. Additional consideration for termination include:

a. Establishing a pattern of misconduct aboard this Base.

b. Debarment from another military installation.

c. At the request of their Base sponsor.

d. Transporting un-credentialed personnel aboard the installation to avoid access control protocol.

4. FN Employed Aboard MCBH

a. FN with a valid United States Permanent Resident Alien Card (USCIS Form I-551) are eligible to work on MCBH and have unescorted access for work purposes only when properly sponsored. Permanent Resident Aliens from Iran, Iraq, Syria, Sudan, Somalia, Libya, and Yemen are excluded from this policy. This list of countries may be revised as needed. All other FN without a USCIS Form I-551 are excluded from working on MCBH.

b. The Sponsor will follow the contractor sponsorship and access requirements outlined in Chapter 3, paragraph 4, including DBIDS enrollment, to sponsor FN contractors aboard MCBH.

c. The Sponsor will include a copy of the Permanent Resident Alien's USCIS Form I-551 and updated proof of an E-Verify check when submitting MCBH S-7 Form 5532.

d. Contractors will report to the VC Building 1637, adjacent the H3 Main gate, orCamp Smith Building 601 to obtain their appropriate access credential and vehicle pass.

Chapter 8

General Access Procedures

1. General

a. Introduction. The following chapter outlines the methods by which various entities can request, and subsequently gain access, to MCBH. It is beyond the scope of this Order to specifically list each category of persons or entities desiring to access MCBH. What follows are general access control procedures for certain subsets of entities and individuals.

b. Rules of Conduct

(1) Peddling is prohibited on this Installation.

(2) Personal soliciting, which includes house-to-house, individual- to-individual, and organization-to-organization soliciting, anywhere on MCBH, is prohibited. Commercial agents, including those of loan, finance, insurance, and investment companies are not permitted to address or attend meetings, classes or mass formations, or any other assembly of Navy orMarine Corps personnel. It is immaterial that such assembly is for other purposes and that the agent's appearance is incidental.

(3) The customary and authorized method of solicitation for individuals and forms will be through the United States mail service. If an individual replies to such a communication, the matter then becomes a private business transaction. It shall be the responsibility of the salesperson to provide adequate proof that they have been invited to call on an individual on a particular date at a particular time.

(4) Persons authorized to conduct business on this Installation, will not:

(a) Enter or visit family housing except by request, appointment, or prearrangement.

(b) Enter any storeroom, squad room, and BEQ except in an area designated as aplace of meeting, and then only after first securing permission from the appropriate area commander. Each time a person authorized to conduct business aboard MCBH desires to transact business in a particular area, they will first obtain clearance from the area commander concerned.

(c) Transact business when it interferes with military duty. Normally, the hours of military duty are 0800 to 1630, Monday through Friday. During these hours, appointments will not be made unless the area commander has approved the appointment in their area.

(d) Conduct any type of commercial business with basic trainees, students under instruction, or personnel in separation processing, without the prior approval of theappropriate area commander.

2. Veterans or Eligible Surviving Spouses Seeking Access IAW NDAA FY 19 (Sect. 621,626)

a. Veterans awarded the Purple Heart, Medal of Honor recipients, veterans with service-connected disabilities, former prisoners of war, or caregivers of any of the aforementioned classes have been granted benefits in accordance with reference (m).

b. Veterans seeking access to MCBH under this provision will register at the Visitor Center located at the Main Gate or Camp Smith PMO.

c. Pursuant to reference (m), surviving spouses of members who died while on active duty may obtain access to the installation in order to receive benefits to which the eligible surviving spouse may be entitled by law or policy. Spouses wishing to obtain access to the installationwill present marriage certificate and proof of the military member's status upon time of death. Surviving spouses without a REAL-ID compliant driver's license will be issued a DBIDS credential

d. In the case of individuals listed in paragraphs (a) and (b), seeking access must bringthe following:

(1) Veterans with service-connected disability must have in their possession aVeterans' Health Identification Card (VHIC).

(2) Veterans seeking access to MCBH as a result of being awarded the Purple Heart, or Medal of Honor, will bring documentation verifying issuance of those awards.

(3) Caregivers wishing to obtain access to MCBH will present an official caregiver letter issued by the Department of Veterans Affairs at the time of registration. Caregivers without a REAL-ID compliant driver's license will be issued a DBIDS credential.

3. Authorized Sponsors. Active duty, retired, and reserve members of the U.S. Uniformed Services and their and qualified family members; National Guardsmen and their qualified family members; civilian Appropriated Fund (APF) and Nonappropriated Fund (NAF) DoD employees are authorized to sponsor visitors aboard MCBH in accordance with enclosure (5). Active duty service member dependents 16 years of age and older who reside on MCBH have sponsorship privileges. All other military dependents residing outside of the installation must be 18 years old or older to sponsor. Sponsored Guests may be for social or private business reasons such as cable repair technicians, sales representatives, etc. All visitors may be subject to a background check. Sponsorship may be suspended during heightened Force Protection Conditions. APF and NAF dependents do not have sponsorship privileges.

4. Sponsorship

a. Sponsorship is defined as a privilege extended by the Installation Commander to authorized personnel requesting approval for limited access of persons for business orsocial purpose.

b. The privilege of sponsorship is granted to personnel identified in enclosure (5).

c. Sponsors expecting more than ten civilian guests are required to submit a MCBH S-7 Form 5532 and ensure all guest have pre-enrolled in DBIDS.

d. Guest of sponsors can be granted unescorted or escorted access.

e. Unescorted Access for Guest

(1) Authorized sponsors may request unescorted Base access for non-military affiliated personal visitors by following the DBIDS Sponsorship and Pre-Enrollment procedures outlined in enclosure (6).

(2) Sponsors do not have to remain with their guests at beaches.

f. Escorted Access for Guest. Authorized sponsors must ensure guests are enrolled into DBIDS and remain with their guests at all times.

(1) Sponsors must meet their guests or visitors at the VC.

(2) Unofficial FN guests must be escorted at all times.

(3) Sponsors expecting more than ten guests are required to sponsor their guests in person at the VC.

g. Duration of access to sponsored guest will not exceed 14 days. Exception to policy are considered on a case by case basis.

5. Ridesharing. For-hire drivers, including, but not limited to, taxicab drivers, Uber drivers, limousine drivers, etc., should be granted access. All local for-hire companies/drivers are required to enroll in DBIDS. Only those for-hire drivers that have been vetted and credentialed in accordance with the references will be granted access. Vetted for-hire drivers are still subject to random inspections upon entry and while aboard MCBH. All vetted for-hire drivers requesting entry that do not have a valid fare with vetted access, will require justification for access and be queried and validated by access control sentries before entry. Non-local for-hire drivers, not enrolled in DBIDS, will be sponsored by the individual being transported, provided that individual has an appropriate Trusted Traveler identification. Refer to reference (m).

a. All taxi cab/ridesharing desiring approval to operate aboard MCBH, must make a written application to the C/S, MCBH, via S-7 PMO. Pending approval from the CSC, Letters of Authorization will be issued by the S-7 to the vendor. A MCBH S7 Form 5532 will be issued when a petitioning business has met criteria established in this Order and has presented a sworn statement containing the required information.

b. PMO will allow taxi cabs on Base in response to calls, but taxi cab drivers may not "cruise" or otherwise solicit fares.

6. Food Delivery Policy

a. All companies/vendors seeking approval to deliver aboard MCBH that frequent the base must enroll in DBIDS. Make a written application to the C/S, MCBH, via S-7 PMO. Pending approval from the C/S, Letters of Authorization will be issued by the S-7 to the vendor. A MCBH S-7 Form 5532 will be issued when a petitioning business has met criteria established in this Order and has presented a sworn statement containing the required information in enclosure (2).

b. Companies who have received signed Letters of Authorization will bring their letters to the CSC to begin the vetting/issuance of passes process. Each employee must enroll in DBIDS and have a MCBH S-7 Form 5532 submitted for processing.

c. S-7 Director will serve as the base sponsor for food delivery companies.

7. Non-Food Delivery Policy

a. All vendors that frequently visit MCBH must seek approval to deliver aboard MCBH must make a written application to the C/S, MCBH, via Director S-7. Pending approval from the CSC, Letters of Authorization will be issued by S-7 to the vendor. Infrequent visitors will be credentialed as outlined in Chapter 3.

b. MCBH S-7 Form 5532 will be issued when a petitioning business has met criteria established in this Order and has presented a sworn statement containing the required information in enclosure (3).

c. Vendors who have received signed Letters of Authorization will bring their letters to the CSC to begin the vetting/issuance of passes process. Each employee should also have on their person the authorized personnel roster.

d. MCBH S-7 will serve as the base sponsor for non-food delivery companies.

8. Special Events. Certain special events may be designated as open to the public. When the requirements of this Order or the references cannot be met, compensatory measures will be

developed as necessary and appropriate according to the Special Event Vulnerability Assessment (SEVA) for the particular event.

a. Visitor vehicles are authorized aboard MCBH during certain special events but must depart immediately upon completion of the event, and must only travel to and from the event on designated routes. Visitors discovered in an unauthorized area may be cited for trespassing on a Federal Installation and be adjudicated on a case by case basis.

b. All non-DoD visitors not being escorted by a Trusted Traveler will be identity proofed and vetted in accordance with the references. When identity proofing and vetting is not conducted in accordance with reference (a), a special event deviation request must be approved by the Installation Commander. Spectators discovered in an unauthorized area may be cited for trespassing on a Federal Installation and be adjudicated on a case by case basis.

c. Individuals who are unable to submit their information for pre-vetting within the required time listed above are at risk of not having their pre-vetting completed in time for the event, thus being relegated to the Event Day Method of entry.

d. Unit-level special events require sponsorship from an official representative of the unit, department, and/or organization.

9. Special Events by Tenant

a. Hawaii State Department OF Education Information. Mokapu Elementary School Official must coordinate through MCBH School Liaison Officer and MCBH S-3 prior to hosting an event.

b. Unit Level Events

(1) Unit level events include, but are not limited to, family days, deployment homecomings, field meets, Military Occupational Specialty school graduations, and all other events which could potentially necessitate non-DoD affiliated individuals desiring access to the Installation.

(2) Deployment homecomings require special attention, compared to other Unit Level Events. Due to the nature and scale of this evolution, detailed coordination between Deployment Readiness Coordinators (DRC) and the VC is key to ensure a successful homecoming. Due to the nature of flight manifests and operational security of units returning from deployment, it is unreasonable to require spectators for said evolutions to know the exact day of the unit returning home. Therefore, provided the individual(s) in question are able to be identity proofed and vetted, the VC will issue two week DBIDS Temporary Passes to those unaffiliated family members and friends for units returning from deployment, in order to build in inherent flexibility in the process.

(3) A representative or representatives from the unit will serve as the base sponsor forunit level events.

(4) A unit level event with one to 25 people must submit seven days prior. When expecting particularly large amounts people, early prior coordination between DRCs and the VC is crucial to ensuring all non-affiliated personnel are able to gain access.

(5) All individuals will submit their information in accordance with enclosure (6) to mcbkbaz.pmoservicses@usmc.mil, via a unit representative such as a DRC. VC will notify the unit representative of individuals who do not meet requirements for access. If individuals will be arriving in a rental car, they will put "RENTAL" in the appropriate section of MCBH S-7 Form 5532.

10. Marine Corps Community Services Partner Program (MPP). The purpose of the MPP is to authorize non-DoD affiliated personnel to access the base in order to use various Marine Corps Community Services (MCCS) activities. Reference MCCS Partner Program Base Policy for more information.

11. Distinguished Guests. Coordination for Distinguished Guests will occur with the Base Command Deck, Protocol Office.

12. Requested Services

a. Moving Trucks

(1) In this context, "moving trucks" are those companies who are contracted tosupport household good moves during PCS.

(2) The Marine (or dependent over the age of 18) will serve as the base sponsor orDMO.

b. Personal Services Providers. This category includes any personnel (public or private) employed by residents aboard MCBH to provide a personal service aboard the installation. This includes, but is not limited to services such as birth coaches, childcare providers, therapists, or other personnel serving in the medical profession. Any personnel seeking access under this paragraph must be credentialed in accordance with Hawaii state law. The DoD affiliated individual requesting the home service will serve as the base sponsor, responsible forenrollment of Service Provider. Enclosure (4) provides procedures to sponsor a personal ServicesProvider.

c. Personal Towing

(1) Personal towing are those tows requested by individuals in cases of mechanical issues, transportation, etc., and not those tows requested by Military Police in order toenforce certain traffic violations or vehicle accident.

(2) The DoD affiliated individual requesting the tow will serve as the base sponsor.

d. Agent Privilege Card. Authorized commissary or exchange patrons may designatean individual to make purchases on their behalf or to accompany them when shopping when a documented, legitimate condition exists that prevents them from shopping for themselves. Enclosure (8) provides procedures to designate and sponsor an Agent.

13. First Responder

a. First responder refers to any law enforcement (LE) and/or security personnel, firefighter, emergency medical technician, and explosive ordnance disposal personnel who provide the initial, immediate response to an all-hazard incident.

b. LE. This includes Federal, state and local LE personnel. On-duty, non-DoD Officers, (LEO's) except Federal, not in a requested response to an active incident, shall be granted access and directed to the designated agency for LE investigations and/or warrant issues, or to a designated meeting place for event coordination.

(1) No non-DoD LEOs are authorized access for the purpose of investigations without prior coordination. If approved, the non-DoD LEO shall be escorted by a DoD LE official. Non-DoD LEO's will be authorized to carry their official issued firearms in the performance of their official duties aboard MCBH.

(2) Non-DoD first responders responding to a mutual aid request shall be granted access after verification has been made. SES shall ensure they expedite the verification process ensuring no delay in mutual aid assistance.

14. Essential Personnel

a. Essential personnel are those individuals needed to ensure the Installation's mission continues and/or those needed to preserve life, and prevent destruction or serious damage to property. Essential personnel do not have to necessarily only be a part of the DoD. For example, local government workers hired to repair traffic lights or restoring electricity to the Installation could be considered essential, depending on the circumstances. In these cases, Public Works will liaise with the S-3 to determine the criticality of a needed repair.

b. Essential personnel shall be granted access to include:

(1) Ensuring policies are established to identify essential personnel in the event of an emergency.

(2) During emergencies essential personnel shall present their CAC or other authorized access control credential to gain access to an Installation.

(3) During emergencies essential personnel that do not possess an authorizedaccess control credential will be granted access via the following process.

1. Once the Public Works Division (PWD) has requested Public Works during an emergency, Public Works will provide VC, with the full name of the technician, vehicle make, vehicle model, license plate number.

2. After hours, the PWD Liaison will call the Base CDO and provide the full name of the technician, vehicle make, vehicle model, license plate number, as well as the gate at which the technician will be arriving.

3. Those personnel requesting access during an emergency that are notessential personnel shall require authorization by the EOC or PMO prior to entry.

APPENDIX A

DEFINITIONS

Applicant. An individual requesting physical access to a facility and/or Installation.

Biographic Information. Facts of or relating to a person that asserts and/or supports the establishment of their identity. The identity of citizens is asserted by their social security number and given name. Other biographic information may include, but is not limited to identifying marks such as tattoos, birthmarks, etc.

Installation Commander. Installation Commander for the purposes of this Order refers to the Commanding Officer MCBH.

Commercial Vehicle. Commercial motor vehicle means any self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property when the vehicle:

a. Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 4,536 kg (10,001 pounds) or more, whichever is greater; or

b. Is designed or used to transport more than eight passengers (including the driver) for compensation; or

c. Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or

d. Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, Chapter I, subChapter C. Additionally, commercial vehicles may be fleet vehicles, company cars, or other vehicles used for business and which has a company logo affixed to the side of the vehicle.

Defense Biometric Identification System. The current Electronic Physical Access Control System.

DoD Issued Card. Cards (other than the DoD CAC) authorized by reference (b).

Escorted Individuals. Individuals who require access, without determination of fitness, or who must be accompanied by a sponsor with authorization to escort that individual. The escort requirement is mandated for the duration of the individual's visit.

Federal PIV. A physical artifact issued by the Federal government to an individual that contains a photograph, cryptographic keys, and a digitized fingerprint representation so that the claimed identity of the cardholder can be verified by another person (human readable and verifiable) or a computer system.

Fitness. Level of character and conduct determined necessary for the basis of access control decisions and identity proofing. This includes the process of providing or reviewing Federally authorized and acceptable documentation (USCIS Form I-9) for authenticity.

Identity Proofing. The process of providing or reviewing Federally authorized acceptable documentation for authenticity.

Outstanding Warrant. An order for arrest that has not been served. A warrant may be outstanding if the person named is intentionally evading law enforcement, is unaware that an order for arrest has been issued for them, or the agency responsible for execution of the orderfor arrest has a backlog of warrants to serve, or a combination of these factors.

Physical Access Control. The process of physically controlling personnel and vehicular entry to Installations, facilities, and resources.

Physical Security. That part of security concerned with active and passive measures designed to prevent unauthorized access to personnel, equipment, Installations, and information, and to safeguard them against espionage, sabotage, terrorism, damage, and criminal activity. It is designed for prevention and provides the means to counter threats when preventive measures are ignored or bypassed.

PMO. The law enforcement branch of SES Company.

Reciprocal Physical Access. Mutual recognition of physical access privileges granted by the Installation Commander.

Restricted Area. An area where measures are employed to prevent or minimize incursions and/or interference, and where special security measures are employed to prevent unauthorized entry and/or movement.

SES Company. The Company in which PMO resides.

Screening. The physical process of reviewing a person's presented biographic and other ID, as appropriate, to determine their authenticity, authorization, and credential verification against a government data source.

Trusted Traveler. A procedure that allows for uniformed service members and spouses, DoD employees, and retired uniformed service members and spouses to sponsor occupants in their immediate vehicle provided the Trusted Traveler vehicle operator possesses a valid government issued ID card and has a clear NCIC check. Trusted Travelers are entirely responsible for the actions of all occupants in their vehicle and for meeting all local security requirements for escort as established by the requirements of this Order.

Unescorted Individuals. Personnel who have been identity proofed and favorably vetted in accordance with reference (a), are eligible for access aboard an Installation but are subject to any controlled or restricted area limitations.

Vetting. An evaluation of an applicant or cardholder's character and conduct for approval, acceptance, or denial for the issuance of an access control credential or physical access.

MCBHO 5532.1
30 Dec 19

Sample Affidavit for Food Delivery

STATE OF HAWAII)

COUNTY OF ( )

I, Samuel M. Zoom, being duly sworn, depose and state:

(1) That I am an officer of the XYZ Products, Inc., to wit, Vice President.

(2) That this affidavit is made for the purpose of complying with the Base regulations for conducting business/delivering subsistence to the area known as Marine Corps Base, Hawaii,HI.

(3) That the following is an Authorized Representative:

Mr. Aidan E. Jones
14 Circle Drive
Honolulu, HI

(4) That XYZ Products, Inc. agrees to assume responsibility with respect to business transactions performed by Mr. Aidan E. Jones in connection with and arising directly out of the state of XYZ merchandise to customers residing on Marine Corps Base Hawaii.

(5) That XYZ Products, Inc. will guarantee that, where merchandise is ordered by a customer holding a written receipt issued by an Authorized Representative, the merchandise so ordered shall be delivered to the customer.

(6) That if, for any reason whatsoever, an XYZ product is not found satisfactory, it will be cheerfully exchanged or the full purchase price refunded upon its return to us or our Authorized Representative.

(7) That XYZ Products, Inc. is duly licensed in the State of Hawaii.

(8) That the establishment in which the subsistence is prepared has maintained a green color coded food inspection safety placard from the State of Hawaii Department of Health since the last inspection.

(9) That only subsistence prepared at the above establishment shall be delivered aboard Base.

(10) That vendors will only deliver to individual customers who have preplaced an order for the subsistence.

Enclosure (1)

(11) That all subsistence is obtained from approved sources and handled in a manner so as to be clean, wholesome, and free of adulteration.

(12) That all potentially hazardous food items, (i.e., pizza, chicken, dairy products, etc.) are maintained in accordance with the State of Hawaii Administrative Rules, Title 11, Chapter 50, Food Safety Code.

(13) That employees shall be clean as to their person and food handling procedures.

(14) That the delivery vehicle shall be kept clean and in a sanitary condition, free of insect and rodent pests.

(15) That all delivery vehicles shall be clearly marked with signs readable at a distance of 20 feet with the name of the delivering establishment.

(16) That XYZ Products, has obtained all necessary permits and licenses to operate a food establishment and has a General Excise Tax License.

(17) That XYZ Products will submit a MCBH S-7 Form 5532 to the Pass and Registration Section, Provost Marshal Office, MCBH, listing all employees delivering food products to MCBH, that all XYZ Product employees shall obtain a Defense Biometric Identification System credential through the Provost Marshal Office. XYZ Products will return the DBIDS credential to the Provost Marshal Office within five business days when the employee no longer requires access to MCBH on behalf of XYZ Products.

_____
Mr. Aidan E. Jones
Vice President

(Must be Notarized)

Acknowledgment by Individual

State of Hawaii County of

I, , Notary Public, do hereby certify that (name of individual(s) whose acknowledgment is being taken) personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this day of , 20 .

(Official Seal)Official Signature of Notary Notary's printed or typed name Notary Public My commission expires:_____.

Enclosure (1)

MCBHO 5532.1
30 Dec 19

Sample Affidavit for Non-Food Delivery

STATE OF Hawaii

COUNTY OF ( )

I, Joseph E. Doe, being duly sworn, depose state:

(1) That I am an officer of the XYZ Products, Inc., to wit, Vice President.

(2) That I reside at 123 Circle lane, Kailua, HI.

(3) That this affidavit is made for the purpose of complying with the Base regulation for soliciting on the area known as Marine Corps Base Hawaii.

(4) That this affidavit is for the business located at the below address:

XYZ Products, Inc.
1116 Western Boulevard
Kailua, HI

(5) That the following is an Authorized Representative:
Mr. Dow H. Jones
14 Lake Drive
Honolulu, HI (808) 555-5555

(6) That the following is a general list and description of items that XYZ Products, Inc. intends to sell:

_____

_____

(7) That XYZ Products, Inc., agrees to assume responsibility with respect to business transactions performed by Mr. Dow H. Jones in connection with and arising directly out of the sale of XYZ merchandise to customers residing on Marine Corp Base, Hawaii, HI.

(8) That XYZ Products, Inc., will guarantee that, where merchandise is ordered by a customer holding written receipt issued by an Authorized Representative, the merchandise so ordered shall be delivered to the customer.

(9) If for any reason whatsoever, an XYZ product is not found satisfactory, it will be willingly exchanged or the full purchase price refunded upon its return to our Authorized Representative or us.

Enclosure (1)

(10) That XYZ Products Inc., is in compliance with all applicable Federal, State (Hawaii), the State of incorporation, and local laws to be able to conduct its business in the City of Kailua, Hawaii.

(11) That XYZ Products, Inc., will not contest jurisdiction of North Carolina Courts on any claim arising out of a contract resulting from the company's commercial activities aboardMarine Corps Base, Hawaii, Hawaii.

_____
JOSEPH E. DOE
Vice President

(Must be Notarized)

Acknowledgment by Individual

State of Hawaii County of _____

I,_____, Notary Public, do hereby certify that (name of individual(s) whose acknowledgment is being taken) personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this day of , 20 .

_____(Official Seal) Official Signature of Notary Notary's printedor typed name Notary Public My commission expires:_____.

MCBHO 5532.1
30 Dec 19

Personal Services Provider Procedures

1. This is a restricted access pass to sponsor a non-military affiliated visitor for unescorted access on scheduled times and days of the week to provide reoccurring personal services to Base residents for specific reasons such as health care, childcare, lessons, etc. Apply for a Personal Services Pass at the PMO Customer Service Center, B1095, the Visitors Center, B1637, the Camp Smith Pass and Registration Office, B601, or from the PMO website at https://www.mcbhawaii.marines.mil/Offices-Staff/Provost-Marshals-Office/DBIDS/. The following procedures apply:

a. Base residents who hire Household Employees for domestic help, (nannies, health aides, private nurses, cooks, maids, etc) must meet the requirements of Base Order 1710.55A before a Personal Services Pass is issued.

b. Sponsors will instruct their visitor to pre-enroll in DBIDS and the sponsor will submit the Base Access Request Form to PMO at least ten business days before the first visit. Sponsor will include a letter clearly stating the reasons for the request, the days of the week, and the inclusive times access is requested. Personal Services Passes are not authorized for persons under the age of 18.

c. Personnel who sponsor any commercial entity for reoccurring services will provide a letter or other documentation (contract, work order, etc) from the commercial activity that certifies the commercial relationship with the sponsor and the number of hours per week Base access is needed. The Sponsor will provide a copy of the professional license or certificate if the service requires a license or certification, such as health care professionals, special education instructors, therapists, etc, when requested, if the care is not subsidized by TRICARE or other government entity. Sponsors who request the services of a private individual may be required to provide supporting documentation as requested by the Pass and Registration Office, depending on the type and frequency of the provided service.

d. PMO will complete criminal history inquiries on the applicant and sponsors will be notified of visitors who do not meet the background requirements in accordance with Chapter 1, paragraph 4.

e. Applicant arrives at the Visitors Center, B1637, or the Camp H. M. Smith Pass and Registration Office, B601, to complete DBIDS enrollment and be issued a DBIDS credential and vehicle pass. Personal Services Passes are valid for up to six months and may be renewable upon reapplication. The pass is valid only for the dates, time, destination, and other restrictions listed on the pass. Personal Services passes will be revoked if the cardholder accesses the installation outside the restrictions on the pass and the sponsor may lose sponsorship privileges.

f. Personal Services Pass requests for on-call or as needed services such as babysitting, pet care, housecleaning, etc, without scheduled appointments will be denied, as will requests for 24/7 unescorted access. Exceptions for medical care or similar circumstances may be granted. The Exceptional Family Member Program (EFMP) Manager may verify the necessity of Personal Service Passes for registered EFMP personnel.

Access Card and Sponsorship Privilege Matrix

Category	Card Type	Access	Sponsorship
Any Branch of the Armed Forces, U.S. Coast Guard, Commissioned Officers with NOAA, Commissioned Officers with the U.S. Public Health Services Foreign Military Serving with DoD	**Armed Forces Geneva Conventions ID Card (CAC)**	**Unescorted**	Yes Sponsorship of U.S. Citizens and Foreign National Immediate Family Members
Dependents of Active Duty, Retired, and Reserve Personnel. Dependents of Foreign Military Serving with DoD	**U.S. Uniformed Services Identification and Privilege Card DD Form 1173 & DD Form 1173-1** **DD Form 2 (Retired)** **DD Form 2 (Reserve Retired)** **DD Form 2 (Reserve)**	**Unescorted**	Yes Sponsorship of U.S. Citizens and Foreign National Immediate Family Members
	GS and NAF Employees.	**Unescorted** *(Work Purposes; Use MCCS Facilities)*	Yes
	U.S. Government Contractors	**Unescorted** *(Must be assigned to work at MCBH; Work Purposes Only)*	No
	Retired from any DoD component **DoD Civilian Retiree Card**	**Unescorted** *(Access to use MCCS Facilities only; must be registered in DBIDS)*	No
	Authorized Dependents of NAF **Armed Forces Exchange Services ID and Privilege Card DD Form 2574**	**Unescorted** *(Access to use Exchange and MCCS Facilities)*	No
 Transitional Health Care Members	**Uniformed Services Identification and Privilege Card** **DD Form 2765** Medal of Honor recipients, 100% Disabled American Veterans	**Unescorted** *(Access to use Exchange, Commissary and MCCS Facilities)*	Yes No
	DBIDS Credential Agent Privilege Card Public Partner Program Civilian Contractor Personal Services Fishing Pass Joint Education Center Visitor All Other DBIDS Categories NAF Authorized Dependents	**Unescorted** *(Restricted to Days and Times in DBIDS Profile Access to use Exchange and MCCS Facilities, if authorized)*	No

Category	Card Type	Access	Sponsorship
	Issued by TSA **Transportation Workers Identification Card (TWIC)**	**Unescorted** *(Delivery and Pickup only with a work order or bill of lading)*	No
	Veteran Health Identification Card (VHIC) Issued by Department of Veterans Affairs	**Unescorted** *(Access to use Exchange, Commissary and MCCS Facilities)*	Yes
	Official Veteran Caregiver Letter Issued by Department of Veterans Affairs	**Unescorted** *(Access to use Exchange, Commissary and MCCS Facilities)*	No
	Federal Personal Identity Verification (PIV) and Non-Federal Personal Identify Verification Interoperability (PIV-I)	**Unescorted** *(Work Purposes Only)*	No

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DBIDS Sponsorship and Pre-Enrollment Procedures

1. All contractors, vendors, service providers, unescorted visitors, and other non-military affiliated civilian personnel sponsored for unescorted access to MCBH, will pre-enroll in DBIDS. Sponsors are responsible for the proper vetting of their visitors and may be held responsible for their conduct while aboard MCBH. The following procedures apply:

a. Sponsor obtains a Base Access Request Form (MCBH S-7 Form 5532) from the PMO Customer Service Center, B1095, the Visitors Center, B1637; the Pass and Registration Office, B601, Camp H. M. Smith; or the PMO website at https://www.mcbhawaii.marines.mil/Offices-Staff/Provost-Marshals-Office/DBIDS/.

b. Sponsors will instruct their contractor/visitor to pre-enroll in DBIDS at https://dbids-global.dmdc.mil/enroll#!/ no more than 30 days and no less than five ten business days before the visit if they have not previously enrolled in DBIDS at any military installation.

c. Personnel pre-enrolling in DBIDS must enter one form of identification from the primary and secondary list below. The documents must not be expired and documents that appear questionable or otherwise altered will not be accepted.

(1) U.S. Citizen

Primary list
Certificate of Naturalization
Taxpayer Identification Number
Social Security Card

Secondary List
State Identification Card
Driver's License
Passport

Veterans Health Identification Card

(2) Non-U.S. Citizen

Primary List
Foreign Identification (U.S. Issued)
USCIS (A) Number
Taxpayer Identification Number
National Identification Card (Foreign Country Issued)
Passport
Social Security Card

Secondary List
Certificate of Naturalization
Foreign Identification (U.S. Issued)
USCIS (A) Number
National Identification Card (Foreign Country Issued)

Enclosure (1)

Passport
Social Security Card
Taxpayer ID Number

DBIDS Sponsorship and Pre-Enrollment Procedures

d. An alpha-numeric pre-enrollment confirmation code and a Quick Response (QR) barcode is provided at the completion of pre-enrollment. The sponsor must include the alpha-numeric pre-enrollment code on the Base Access Request Form and submit to PMO.

e. The preferred method to send the Base Access Request form to PMO is through a government email account where the sponsor can digitally sign the form with a CAC. The government email address must match the digital signature. This process verifies sponsor's identity and authority to sponsor. The email address to the PMO Customer Service Center is: mcbkbaz.pmoservices@usmc.mil. All MCCS Base access requests are submitted to: mcbkbaz.mccspmoservices@usmc.mil.

f. Sponsors who cannot digitally sign the Base Access Request form must deliver the form to the PMO Customer Service Center, B1095, MCBH, or the Pass and Registration Office, B601, Camp H. M. Smith, where the sponsor's identity and authority to sponsor will be verified.

g. All unescorted one day personal contractor/visitors will be vetted through the National Crime Information Center Interstate Identification Index (NCIC III), the Consolidated Law Enforcement Operations Center (CLEOC), and the State of Hawaii Electronic Bench Warrant System.

h. Contractor/visitor must present themselves to the Visitors Center, B1637 or the Camp Smith Pass and Registration Office, B601, and present the two original forms of identification they used to pre-enroll in DBIDS along with the QR code or alpha-numeric pre-enrollment code to complete the DBIDS enrollment. When the SSN is used as a form of identification, the person must present an original government issued document with their name and social security imprinted (social security card, tax documents, W-2, etc).

i. Enrollment includes providing full name, date of birth, social security number, citizenship, and other biographical information, as well as capturing the applicant's electronic fingerprints and photograph. Personnel who decline to provide this information will be denied access to MCBH.

j. Contractor/visitor who are sponsored for unescorted access 60 days or more will receive a DBIDS identification card and those sponsored for less than 60 days will receive a DBIDS Visitor's Pass.

k. Contractor/visitor driving a personally owned or commercial vehicle are required to present their driver's license, proof of insurance, valid safety inspection certificate and valid state vehicle registration in accordance with Base Order 5560 w/CH5.

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SPONSORSHIP PROCEDURES FOR FOREIGN NATIONALS

1. Sponsorship of Unofficial FN Visitors. Refer all official requests for entrance from representatives of a foreign government, foreign military service, or foreign private interest to the Base Security Manager. Unofficial FN visitors are residents of another country who are visiting the U.S. as a tourist, student, worker, or other reasons not as an official representative of a foreign government. FN government and military personnel not sponsored through the DoD FN Visitor System or on invitation orders are considered unofficial visitors. The following procedures apply for sponsorship of unofficial FN visitors:

a. Permissions Required. Sponsors expecting unofficial FN visitors must provide at least 14 business days' notice to the Provost Marshal Office Customer Service Center, B1095, on a Base Access Request Form (MCBH S-7 Form 5532), and require the visitor to pre-enroll in DBIDS regardless of the length of stay. A copy of the visitor's passport and visa will be submitted with the Base Access Request Form. Entry of FN visitors is contingent upon an invitation from an authorized sponsor, satisfactory vetting, and identity proofing. Sponsorship of FN visitors aboard MCBH is a privilege and the Commanding Officer may revoke or suspend thisprivilege.

b. Escort Required. Unofficial FN visitors are not authorized unescorted access and the sponsor must accompany the FN visitor at all times while on base. Sponsors who have FN immediate family members (husband, wife, mother, father, sister, brother, child, or members in loco parentis) as Registered Houseguests, are exempt from the escort requirement. Personnel with authorized installation access credentials are prohibited from using their accesscredentials to transport unofficial FN visitors aboard the installation to circumvent this policy.

c. Restricted Access. Unofficial FN visitors are authorized escorted access to facilities that are open to the general community, but are restricted from visiting any operational and/or restricted area aboard the installation.

(1) Active duty foreign military personnel and personnel traveling on a diplomatic passport from the following countries are exempt from biometric enrollment: Canada, Australia, New Zealand, Great Britain, and Japan.

(2) Active duty foreign military personnel attending U.S. and partner nation military training or on official visits are exempt from biometric enrollment.

(3) Sponsors will ensure that their Unofficial FN Visitor(s) are enrolled in the biometric system at the Visitors Center. Failure to do so will result in suspension of sponsorship privileges and the immediate removal of the FN from Base.

2. Sponsorship Privileges for Foreign Exchange Personnel. Foreign Exchange Personnel(FEP) and Foreign Liaison Officers (FLO), and their sponsored accompanying dependents with aU.S.

Government CAC and assigned to a MCBH command, have unescorted access to MCBH. FEPs and FLOs are authorized to sponsor U.S. Citizens who do not have dual citizenship in another foreign country as personal visitors, for official business, and for deliveries/services to their military family housing residence. FEPs and FLOs may sponsor visiting FN family members in accordance with the procedures outlined in Chapter 2, paragraph 3.

3. Approved Foreign Visit Requests. Sponsors who host official FN Visitors must obtain pre-approval prior to their arrival. Sponsors will provide a copy of the Foreign Visit Request, orders, or other documentation to the Visitors Center, B1637, in order to issue a temporary visitors pass, not to exceed the length of the exercise, event, or command function.

a. Permanent Resident Card, Alien Registration Receipt Card, or Green Card (Form I-551).

b. Foreign passport with a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.

c. Foreign passport with a current arrival-departure record, U.S. Customs and Border Protection Form I-94 bearing the same name as the passport, and containing an endorsement of the alien's non-immigrant status indicating that status authorizes the alien to work for the employer.

d. Employment authorization document that contains a photograph U.S. Citizenship and Immigration Services (USCIS) Form I-766.

e. In the case of a non-immigrant alien authorized to work for a specific employer, a foreign passport with a Form I-94 or Form I-94A, bearing the same name as the passport, and containing an endorsement of the alien's non-immigrant status, as long as the endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.

f. Driver's license or ID card issued by state, possession, territory, or District of Columbia, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.

Agent Privilege Card

1. Agent Privilege Card. Authorized commissary or exchange patrons may designate an individual to make purchases on their behalf or to accompany them when shopping when a documented, legitimate condition exists that prevents them from shopping for themselves. The designations apply to facilities under the cognizance of the Commanding Officer, MCBH, but the designation letter may be recognized by multiple Commissary and Exchange facilities on other military installations at the discretion of the store director. The Director, S-7, by designation of the Commanding Officer, MCBH, is the sole authorizing authority for Agent Privilege Cards aboard the base. Agent Privilege Cards will be processed only for Marine Corps affiliated authorized sponsors. The agent must be 18 years of age or older and a U.S. Citizen. Agent Privilege Cards are processed by the Provost Marshal Office (PMO) with support from the Defense Enrollment Eligibility Reporting System (DEERS).

a. Legitimate Conditions. The following conditions are considered legitimate conditions of the sponsor. Application for an agent card other than these conditions will be evaluated on a case-by-case basis.

(1) An active duty military member is assigned overseas or deployed and is a single parent with a child in the custody of a non-authorized patron; an active duty military member is assigned overseas or deployed and the spouse is unable to shop due to disability, sickness, or other incapacitation; or an active duty service member's child is in the custody of a parent or guardian with a power of attorney or court order, and the guardian is a not an authorized patron.

(2) An authorized patron is unable to shop due to disability, sickness, or other incapacitation.

b. Required Documentation

(1) Sponsor must submit a letter to the Provost Marshal, MCBH, clearly stating the need for an agent. The letter must contain the sponsor and agent's full name, social security number, address, and driver's license number. The letter must also include contact information for the sponsor to include telephone number and email address if applicable.

(2) Front and back photocopy of the sponsor's military identification card and the proposedagent's driver's license.

(3) Sponsors requesting an agent based on disability, sickness, or other incapacitation must include a letter from a physician which provides diagnosis and duration of the disability, dated within 30 calendar days.

(4) Sponsors requesting an agent based on overseas assignment or deployment must submit a copy of military orders and command endorsement.

(5) Sponsors requesting an agent based on their child in the custody of a parent or guardian who is not an authorized patron, must provide a copy of a power of attorney or court order.

c. Provost Marshal, MCBH:

(1) By U.S. Postal Service:
Provost Marshal Office
ATTN: Police Records Section
Marine Corps Base Hawaii PO Box 63062
Kaneohe Bay, HI 96863-3062

(2) Hand deliver to the Visitors Center, B1637, MCBH, the PMO Customer Service Center,B1095, MCBH, or the Pass and Registration Office, B601, Camp H. M. Smith.

(3) Email complete package to MCBKBAZ.PMOSERVICES.FMB.

d. Process

(1) Application is received by PMO and reviewed for completeness and verification that a documented, legitimate condition exists. Incomplete application packages are returned to the sponsor for correction.

(2) DEERS validates that the sponsor is an authorized patron and has no other dependentsthat could potentially act as an agent.

(3) PMO will complete criminal history inquires on the proposed agent through NCIC III,eBench Warrant and Consolidated Law Enforcement Operation Center. Sponsors will be notified by PMO of applicants who do not meet the background requirements set forth in Chapter 1, paragraph 4 and the application process is closed. Sponsor must resubmit an application letter identifying another proposed agent.

(4) Upon satisfactory submission of required documentation by the sponsor, a favorable criminal history inquiry of the proposed agent, and verification that the sponsor is an authorized patron, the application package is reviewed for approval/disapproval by the Director, S-7, and the appropriate Agent Privilege Card Letter is prepared.

(5) The original Agent Privilege Card Authorization Letter is forwarded to non-active duty sponsors via email and U.S. Postal Service certified letter, and forwarded to the command of active duty service members. Copies of approved Agent Privilege Card Authorization Letters are forwarded to Marine Corps Community Services and the MCBH Commissary Manager.

(6) Approved Agent Privilege Cardholders obtain their DBIDS credential and vehicle pass atthe Visitors Center, B1637, MCBH. The applicant must present a copy of the Agent Privilege Card Authorization Letter, driver's license, proof of insurance, valid safety inspection certificate, and valid state vehicle registration.

e. Termination. Agent Privilege Cards are valid for up to one year or the duration of the legitimate condition, whichever is less, and are renewable upon reapplication. The vehicle pass is valid only for the dates, time, and destination restrictions listed on the pass. Personnel may have their Agent Privilege Card revoked if accessing the installation outside the restrictions on their pass.

CONTRACTOR SECURITY REQUIREMENTS FOR PHNSY&IMF'S CONTROLLED INDUSTRIAL AREA, CONTROLLED NUCLEAR INFORMATION AREAS, NUCLEAR WORK AREAS AND/OR OTHER SENSITIVE AREAS (Rev. JUN 2021)

Ref: (a) NAVSHIPYD&IMFPEARLINST 5510.78 (series), Information and Personnel Security Program
(b) NAVSHIPYD&IMFPEARLINST 5530.1 (series), Physical Security Plan
(c) NAVSHIPYD&IMFPEARLINST 3070.1 (series), Operation Security (OPSEC) Program
(d) NAVSHIPYD&IMFPEARLINST 5239.1 (series), Activity Information Systems Security Plan (AISSP)
(e) NAVSHIPYD&IMFPEARLINST 2200.1 (series), Portable Electronic Devices Policy

Appendix: (1) Documents Acceptable for Proof of U.S. Citizenship

1. The provisions of these security requirements are in accordance with references (a) through (e) and applicable to contracts, subcontracts and Memorandums of Agreement (MOAs) for access to:

a. Controlled Industrial Area (CIA) – The large fenced-in area encompassing the waterfront and industrial shops, extending from 1274 Compound to include all of Bravo Pier 2.

b. CIA Restricted Waterways (between Landing "C" and Bravo Pier 2 or if the CIA is extended to include Bravo 4) - See paragraph 18 of this document for specific access requirements.

c. Areas designated other sensitive area (OSA), "Controlled Nuclear Information Area" (CNIA); and "Nuclear Work Area" (NWA).

2. Performance of all work under this Contract or MOA is restricted to U.S. citizens and U.S. nationals only[1]. U.S. citizen employees of a foreign owned, controlled, and/or influenced company (including a parent company) for access purposes are considered foreign nationals and special authorization will be required for access to PHNSY&IMF spaces.

3. In accordance with reference (a) for issuance of Red or Yellow Shipyard Access Control Badges (SACBs), a "classified contract" is required with a Contract Security Classification Specification (DD 254) that includes:

a. Red SACB - Access to Restricted Data (RD) and Naval Nuclear Propulsion Information (NNPI).

b. Yellow SACB - Access to Classified National Security Information (C-NSI) and unclassified NNPI.

[1] Dual Citizenship. All those with dual citizenship having a need to access U-NNPI, NNPI or RD must be reported to CNO N00N before such access is granted.

c. In either case, the DD 254 must contain an approval signature from Naval Sea Systems Command (NAVSEA) SEA 08/Chief of Naval Operations (CNO) N00N and NNPI handling requirements in accordance with OPNAVINST N9210.3 (Safeguarding of NNPI).

4. These security requirements are applicable to the prime contractor as well as to all subcontractors and suppliers thereunder. The terms "contractor or contract" shall refer to all of the above whether this document is included in a contract, subcontract or MOA.

5. The period of proposed work in particular areas of the PHNSY&IMF is subject to further approval of the PHNSY&IMF Commander depending on the sensitivity of industrialoperations in the affected areas.

6. At least three weeks prior to the visit, the PHNSY&IMF Sponsor[2] will provide the contractor's Facility Security Officer (FSO) or other Company Official the Contractor Visit Request (VR) form (PH-SYD 5512/28) and its completion instructions. The FSO or Company Official shall complete applicable items on Part 1 of the PH-SYD 5512/28 and submit it to the Government Contracting Activity (GCA) for completion of Part 2. The GCA will then forward the VR, DD 254 (i.e. for Yellow or Red SACBs), and prime contract documentation via encrypted means, to the PHNSY&IMF Sponsor for completion of Part 3 no later than two weeks prior to the visit. The PHNSY&IMF Sponsor will upload the VR and associated documents to the Code 320 Contractor Visit Request SharePoint no later than one week prior to the visit start date. The VR must specify the PHNSY&IMF areas to be accessed. Entry into the CIA, CNIA, NWA or OSA for those listed on the VR may be authorized under the following conditions.

a. For unescorted entry to the CIA: contractor personnel must show proof of U.S. citizenship before a Green badge can be issued.

b. For unescorted entry into an OSA, CNIA or NWA:

(1) All contractor companies must have DOD Facility Clearances (FCLs) granted by the Defense Counterintelligence and Security Agency (DCSA) and their personnel who need unescorted access to the OSA, CNIA and/or NWA must have DOD Personnel Clearances (PCLs) granted by the DOD Central Adjudication Facility (DODCAF). The FCLs, PCLs and security access (granted by the contractor) must be verifiable in the applicable DOD record system

(2) A Yellow or Red SACB will be issued depending on the areas needed to be accessed. For a Yellow (CNIA) SACB, the contractor must have at least an Interim PCL. For a Red (NWA) SACB, the contractor must have a final PCL/ RD access.

c. For situations other than the above, personnel requiring unclassified CIA access may be issued a White "Escort Required" ("ER") SACB for escorted access by a briefed Yellow or Red badged PHNSY&IMF employee knowledgeable of the area. Escorted access to CNIAs and NWAs must be coordinated with the cognizant Department or Project Security Coordinator to ensure that the area is sanitized and the escort is properly briefed. In some cases, the Naval Nuclear Propulsion Information Control Officer (NNPICO) may determination that a Security Plan is required. Contractors are advised that processing of "ER" SACBs may take up to five working days to complete.

[2] Also includes PHNSY&IMF co-located commands, i.e. ships in CIA, NAVFAC, NRRO Pearl, RPCO.

d. If the contract requires additional contractor personnel, new visit requests must be submitted and they shall be subject to the same pre-entry screening requirements as outlined above.

e. Under no circumstances shall contractor personnel sign, email or hand-carry their own VR. If the contractor or vendor is a one-person company, contact the Industrial Security Branch (Code 1123) for guidance.

f. Ensure that all contractor employees when reporting to the Pass and ID Office for PHNSY&IMF SACBs bring their valid Defense Biometric Identification Systems (DBIDS) identification cards. Also if they have no PCLs or interim PCLs, they must bring their proof of U.S. citizenship. See Appendix (1) for a list of acceptable documents.

g. Ensure any derogatory or questionable information concerning contractor employees possessing DOD PCLs and/or PHNSY&IMF SACBs is immediately reported to Code 1123) so that PHNSY&IMF access eligibility can be evaluated.

h. Ensure that contractor employees attend the 30-minute annual orientation on safety, security, OPSEC and radiological protection aspects of industrial operations within PHNSY&IMF.

NOTE: The annual orientation video will be shown at the Pass and ID Office in groups of 4, prior to issuance of PHNSY&IMF SACBs.

i. Ensure that embedded contractor personnel issued Red or Yellow SACBs complete mandatory PHNSY&IMF security training and briefings.

j. Ensure that contractor employees at all times while in PHNSY&IMF spaces wear and display their PHNSY&IMF SACB in plain view, vertically, on their outer clothing positioned above the waist and with the front/photograph facing outward. If an employee is issued a temporary (i.e. no picture) SACB, the employee must also carry his or her DBIDS identification card

k. Ensure that each SACB is used only by the specific individual named on the SACB.

l. Maintain strict accountability over SACBs and passes issued by the Pass and ID Office. Report immediately, to the Pass and ID Office, any that are missing, lost or stolen and the circumstances. Return SACBs/passes to the GCA or PHNSY&IMF Sponsor immediately upon termination of any employee, SACB expiration, completion of the work, or when no longer required, whichever occurs soonest. The GCA or PHNSY&IMF Sponsor will ensure that all SACBs/passes are forwarded to the PHNSY&IMF Pass and ID Office.

m. Restrict hours of work to first shift, i.e. 0630 to 1500 hours, Monday through Friday (except for federal holidays). In accordance with reference (b) when operational needs require the contractor to schedule work outside of first shift, on weekends and/or holidays, submit written notification at least two weeks in advance to PHNSY&IMF Sponsor who will obtain approval from the respective PHNSY&IMF Departments, Offices and Shop Heads. Such notifications will include the company name, type of work to be performed, location of work,

specific dates, and hours of work. The PHNSY&IMF Sponsor will also submit a request in writing to the Operations & Physical Security Branch (Code 1121) by Wednesday of each week, to add the contractor to the "Non-Duty Hours Contractor Access List" that is issued weekly. Emergency access for contractors not on the list will be authorized by the Security Officer (Code 1120) or Code 1121, upon verification with the PHNSY&IMF Sponsor.

n. Restrict employees/representatives to the work site and control travel directly to and from the work site.

7. The Pass and ID Office is located in Building 207 at Safeguard Street and Russell Avenue. Hours of operation are Monday through Friday (except for federal holidays) 0600 to 1400 hours, except on Wednesday, 0600 to 1230 hours. Contractors must be signed in 45 minutes before closing to be serviced.

8. No vehicle will be permitted access to a work site in the CIA without a valid PHNSY&IMF CIA vehicle pass. The CIA vehicle passes are issued for limited purposes by the PHNSY&IMF Pass and ID Office and will not be issued without proof of vehicle registration. All vehicles are required to conform to PHNSY&IMF traffic regulations. The speed limit is 15 MPH in the CIA. Outside of the CIA, the speed limit is as posted or marked.

9. Only those contractor vehicles meeting all of the following criteria will be allowed to enter the CIA with the PHNSY&IMF CIA vehicle pass:

a. Vehicles must be registered to the company.

b. All contractor/commercial vehicles must be visually inspected prior to any entry into the CIA.

c. All vehicles must clearly display an authorized company sign or logo on both sides of the vehicles. The logo must be either painted on the vehicle; a decal or vinyl sticker; or a magnetic sign. Paper or cardboard signs are not authorized. Lettering of the logo must not be less than 2-1/2 inches in height and 1/4 inch wide.

d. Every vehicle entering the CIA will display the pass on the dashboard or visor (facing outward). The pass will be visible at all times while in the CIA.

e. Vehicle access to the CIA will only be allowed for transportation of contractors' heavy tools, parts, and materials to and from the work site. Contractor vehicles found parked in the CIA, not meeting the above criteria, will lose their CIA access privilege.

NOTE: Contractor vehicles will not be used solely to transport employees to the job site. Privately owned vehicles will not be allowed in the CIA.

10. Vehicles may enter and exit from gates located on Paul Hamilton Avenue, Monday through Friday, 0600 to 1800 hours or on Chosin Street, 24 hours, 7 days a week, including federal holidays. In addition, for access before 0630 and after 1500 hours, weekends and holidays the contractors must comply with paragraph 6.m.

11. Parking is not permitted on any piers on any dry dock/waterfront areas. Contractors shall not park on or block the marked fire lanes at any time. Vehicles may stop on the piers of dry dock/waterfront areas for 15 minutes for loading or unloading. An exception may be made for vehicles that are part of the equipment needed to do the required work and are attached or connected to the pier or ship, i.e., a truck that uses a mounted generator, a vehicle with built-in equipment, etc. The exception request must be in writing and include justification. The contractor will send the request to Code 1120 via the GCA at least two weeks prior to the date parking space is required. Emergency notifications to the Regional Dispatch Center (RDC)may be necessary if pier access is blocked. The following information is also required:

a. The license number of the vehicle(s).

b. The type and size of the vehicle(s) (e.g. pickup truck, crane, forklift, etc.)

c. Parking location.

d. Purpose and duration.

12. Parking for privately-owned vehicles is available:

a. In the "N" parking lot on Central Avenue and "D" parking lot on Paul Hamilton Avenue, located between South Avenue and Safeguard Street or,

b. In the "C" parking lot on Lake Erie Street and Central Avenue.

13. All vehicles are subject to search while entering, remaining in, or leaving the PHNSY&IMF and/or Joint Base Pearl Harbor Hickam (JBPHH) areas. A Property Pass (OP-7) or Bill of Lading issued and signed by the GCA must cover all government material being transported out of the CIA by contractors. Material found without the above will be confiscated and a police offense report issued.

14. Entry into shop, office, or ship spaces covered by this contract will be subject to prior approval of the respective Department, Office or Shop Head or Ship's Commanding Officer. Contractors will coordinate action with the PHNSY&IMF Sponsor for obtaining entryapproval.

15. Code 1120 will coordinate guard services on a reimbursable basis for contractors requiring guard services. The contractor must notify and obtain approval from Code 1120 via the GCA at least two weeks prior to the time guard services will be required. Notification in writing shall (include the purpose and number of hours guard services will be required). Funding must be submitted by the GCA to JBPHH prior to the requested service date.

16. Contractor personnel will not be permitted to enter PHNSY&IMF buildings, spaces, and areas not covered by this contract except on prior approval of the PHNSY&IMF Department, Office or Shop Heads having jurisdiction of the areas. Contractors will coordinate in advance with the PHNSY&IMF Sponsor to obtain entry approval.

17. If access is needed to the restricted CIA waterways for divers and boats, the PHNSY&IMF Sponsor must coordinate access controls with Code 1121 in advance. Code 1121 will then coordinate with the CIA security force (JB2) and the RDC.

a. Access onto the CIA piers requires all personnel have SACBs that allow unescorted access to the CIA (i.e. Green, Yellow or Red). An armed JBPHH officer at the debarkingpoint must validate SACBs of all personnel prior to their stepping onto a CIA pier.

b. EVERY TIME personnel leave the CIA perimeter and re-enter the CIA by waterway, they must meet with an armed JBPHH officer and their badges checked prior to accessing the CIA.

c. Once work is completed for the day, the PHNSY&IMF Sponsor must notify Code 1121 and the RDC.

d. If working only in the waterways, personnel must be instructed to stay in the water orboat (i.e. do not tie up to or step onto a CIA pier) and advise Code 1121 prior to starting the work.

e. All emergencies that require personnel to come onto the CIA pier without CIA SACBs and/or advance notification require notification to the RDC. Once the personnel are safe they must stand by in the area, call the RDC at 911 and explain that they have come ashore in the Pearl Harbor Naval Complex CIA, and do not have authorization to be there. The notification must include if personnel require urgent medical treatment. The RDC will dispatch a JBPHH officer and paramedics, if applicable, to the location to address the situation and notify key personnel for action or instructions. The PHNSY&IMF Sponsor must make other notifications to appropriate (non-security) personnel, i.e., PHNSY&IMF Docking Officer, Harbor Control, etc.

18. Access to unclassified and classified U.S. Navy shipbuilding, conversion, or repair technology and related technical information manuals, documents, drawings, plans, specifications, etc., by the contractor shall be restricted to an official need-to-know basis. This type of information shall be handled, controlled, and safeguarded to prevent oral, visual, and documentary disclosure to uncleared personnel, the public, to foreign sources, and to all personnel not having an official need-to-know. It shall be returned to the PHNSY&IMF upon completion of contracted work, except when the GCA grants specific retention authorization.

19. **Photography is prohibited in PHNSY&IMF spaces and photographic equipment are prohibited in the CIA and sensitive areas.** When operationally required, a written request containing specific justification and details will be submitted to the Security Manager (Code 1122) via the GCA for consideration. If a PHNSY&IMF photographer is unable to take the photographs, authorization will only to be granted to the contractor if the contractor has a PHNSY&IMF Sponsor and is under continuous escort of a designated PHNSY&IMF employee. The designated escort shall be briefed by Code 1122. The escort will take the film or photographic media in his or her custody and turn it over to the PHNSY&IMF Sponsor. The PHNSY&IMF Sponsor will mark and control the photographs as “Controlled Unclassified Information” (formerly For Official Use Only) and prior to release from PHNSY&IMF’s custody, route them in accordance with reference (a) for review and approval of a Distribution Statement..

20. **Portable Electronic Devices (PEDs).** PED is defined in reference (e) as a portableelectric device having the capability to store, record, or transmit text, images, video, or audio data. Examples of PED include, but are not limited to: pagers, laptops, cellular telephones, radios, compact disc, cassette players, cassette recorders, portable digital assistants, audio devices, watches with input capability, reminder recorders and mobile devices.

a. Non-camera PED devices can have audio recording capability but this feature cannot be used in PHNSY&IMF spaces.

b. All personnel authorized to use PEDs in PHNSY&IMF workspaces, whether personal (includes contractor-owned) or government-owned, are required to comply with references (d) and (e).

c. Violations may result in the confiscation and sanitization of the PEDs. Theonly approved method of sanitizing most PEDs is physical destruction.

21. Ensure that yellow plastic material is not used for warning signs, covering material, etc.

22. Be responsible for control and security of all contractor-owned equipment and material at the work site. Report immediately, all missing/lost/stolen property to the JBPHH Security Detachment (phone 474-2222) as each case occurs.

23. Ensure that no material is stacked within ten (10) feet of the CIA perimeter. Remove from the work site, or secure, ladders or other such equipment, which could be used to climb the CIA perimeter fence. Ensure that no vehicles are parked within ten (10) feet of the CIA perimeter.

24. Provide written notification to Code 1120 via the GCA, two (2) weeks prior to actual start of work to allow for notification of the appropriate PHNSY&IMF departments, offices, and shops of the impact resulting from the contract work. Such notifications will include specific details such as work schedules (including actual start date for PHNSY&IMF entry), and impact statements concerning tasks to be done, e.g. specific parking spaces to be vacated, inclusive dates involved, traffic rerouting, changes to traffic and parking patterns, traffic/parking controls to be instituted by the contractor, barricades to be erected by the contractor, etc., along with sketches of the particular areas involved.

25. Two weeks prior to making any penetrations (i.e. tunneling under, cutting through a fence, or building, etc.) in a restricted area (e.g. CIA fence line, CNIA or NWA) the contractor shall contact Code 1120 via the GCA to arrange for a security guard or other measures required to meet all security requirements. The cost for the security guard will be charged to theGCA.

27. Any exceptions to these security requirements must be coordinated with the Security Office (Code 1120).

ATTACHMENT (1)

DOCUMENTS ACCEPTABLE FOR PROOF OF U.S. CITIZENSHIP
(Original documents or certified copies)

1. U.S. BIRTH REGISTRATION CARD (with Registrar's raised seal andsignature)

2. U.S. BIRTH CERTIFICATE (original with raised seal from one of the 50 states or outlying U.S. territories or U.S. possessions)

3. U.S. IMMIGRATION AND NATURALIZATION SERVICE NATURALIZATION CERTIFICATE (INS N-550/570)

4. DD FORM 1966 (U.S. citizenship documents sighted are listed and attested to by a recruiting official)

5. DELAYED BIRTH CERTIFICATE (Original with Registrar's seal and signature and cites secondary evidence)

6. HOSPITAL BIRTH CERTIFICATE (Original with authenticating raised sealor signature provided all vital information is given)

7. U.S. PASSPORT or U.S. PASSPORT CARD (Not expired)

8. U.S. IMMIGRATION AND NATURALIZATION SERVICE CERTIFICATE OF CITIZENSHIP (INS N-560/561)

9. FORM FS 240 – REPORT OF BIRTH ABROAD OF A CITIZEN OF THE UNITED STATES OF AMERICA/CONSULAR REPORT OF BIRTH

10. FORM FS 545 – CERTIFICATION OF BIRTH (Issued by U.S. Consulate)

11. FORM DS 1350 – DEPARTMENT OF STATE CERTIFICATION

COMPANY NAME: _____

By signing below, I acknowledge having read and understood, "Contractor Security Requirements for PHNSY&IMF's Controlled Industrial Area, Controlled Nuclear Information Areas, Nuclear Work Areas and/or Other Sensitive Areas (Rev. JUL 2021)".

Note: Please return only the signed roster page(s) to the PHNSY&IMF Sponsor.

DATE	PRINT NAME (Last, First, MI)	SIGNATURE (wet signature, i.e. by own hand or digital, i.e. with identifying or PKI certificates)

CONTRACTOR SECURITY REQUIREMENTS FOR PEARL HARBOR NAVAL SHIPYARD & INTERMEDIATE MAINTENANCE FACILITY DRY DOCK 4
(REV JUN 2021)

Ref: (a) NAVSHIPYD&IMFPEARLINST 5510.78(series), Information and Personnel Security Program
(b) NAVSHIPYD&IMFPEARLINST 5530.1(series), Physical Security&Loss Prevention Plan
(c) NAVSHIPYD&IMFPEARLINST 5239.1 (series), Activity Information Systems Security Plan (AISSP)
(d) NAVSHIPYD&IMFPEARLINST 2200.1 (series), Portable Electronic DevicesPolicy

Appendix: (1) Documents Acceptable for Proof of U.S. Citizenship

1. The provisions of these security requirements are in accordance with references (a) through (d) and applicable to contracts[1] that only require access to Dry Dock Four (DD-4) compound.

2. Performance of all work under these provisions shall be restricted to U.S. citizens[2] only. U.S. citizen employees of a foreign commercial interest (FCI) company (including its subcontractors and suppliers) shall be handled as foreign nationals and written authorization including security measures shall be required for unescorted access to Pearl Harbor Naval Shipyard & Intermediate Maintenance Facility (PHNSY&IMF) spaces. Access by non-U.S. citizens shall require written authorization and security measures that may include constant escorting and sanitization of sensitive information. Therefore limit this occurrence to unique situations (e.g. when a non-U.S. citizen is the only one who can perform the desired work).

3. Contracts that require access to classified information are referred to as "Classified" contracts. These types of contracts require submission of the contract's Contract Security Classification Specification Form (DD 254) with the visit request (VR).

4. These security requirements are applicable to the prime contractor as well as to all subcontractors and suppliers thereunder.

5. The period of proposed contract work, to be performed in particular areas of PHNSY&IMF, is subject to further approval of the PHNSY&IMF Commander depending on the sensitivity of industrial operations in the affected areas.

6. Three weeks prior to the visit, the contractor's Company Official shall complete applicable items on Part 1 of the "Contractor Visit Request to Pearl Harbor Naval Shipyard & IMF" form (PH-SYD IMF 5512/28). The contractor shall contact the Government Contracting Activity (GCA), Contracting Officer's Representative (COR), PHNSY&IMF or Tenant Sponsor for an

[1] Throughout this document "Contract" shall also refer to Task or Delivery Orders (TO/DO), subcontracts or Memorandums of Agreement or Understanding (MOA/MOU), purchase and government credit card orders.
[2] According to the U.S. Department of State, not all U.S. nationals are U.S.citizens.

electronically fillable form. If the contractor has an active DOD Facility Clearance (FCL), the Company Official shall indicate this in Item 5 of the VR and include the CAGE code in the same box. If the contractor doesn't have an active DOD FCL, the Company Official shall complete a *Foreign Interest Determination (FID)* form and submit it with the VR. This FID and its instructions can also be provided by the GCA/COR, PHNSY&IMF or Tenant Sponsor.

NOTE: Contractor is responsible for submitting an updated FID during the visit period if answers to the questions have changed or after two years have passed, whichever is sooner.

7. In order for the Contractor to protect their employees' Personally Identifiable Information (PII) they are strongly encouraged to send the VR by encrypted or password protected email to the GCA or COR for completion of Part 2. The GCA/COR shall then forward the VR and DD 254, as applicable, by encrypted email or DoD Secure Access File Exchange at https://safe.apps.mil to the PHNSY&IMF or Tenant Sponsor for completion of Part 3 no later than two weeks prior to the visit. The PHNSY&IMF or Tenant Sponsor shall upload the VR and associated documents to the Code 320 "Contractor Visit Requests" (SharePoint) no later than one week prior to the visit date.

8. Entry into DD-4 may be authorized under the followingconditions.

a. For unescorted entry to DD-4 the prime contract and subcontracts must include this security requirements attachment to ensure contractor compliance.

b. The initial submittal of VR forms need not be all-inclusive. Additional newly completed VRs may be submitted to meet the essential requirements of the contractor. Each individual added, however shall be subject to the same pre-entry screening requirements as outlined above.

c. Under no circumstances shall personnel sign, transmit or hand-carry their own VR.The VR should be mailed, e-mailed encrypted or password protected, or delivered by the GCA, PHNSY&IMF or Tenant Sponsor.

d. Ensure that all contractor employees provide a valid state or federally issued photo identification card, contractor DBIDs identification card and an original or certified copy of their proof of U.S. citizenship to the Pass and ID Office prior to being issued a PHNSY&IMF badge, see Appendix (1) for a list of acceptable documents.

e. Ensure any derogatory or questionable information concerning contractor employees possessing a DOD security clearance or a PHNSY&IMF badge is immediately reported to the Security Office (Code 1123) so that access eligibility can bereevaluated.

f. Ensure that contractor employees who are sponsored for a Green, Yellow or Red badges annually watch the approximately 30-minute orientation on the safety, security, and radiological protection aspects of industrial operations within the PHNSY&IMF.

Note: The briefing, which is in the form of a video presentation, shall be given at the Pass and ID Office in groups of 4, prior to the issuance of PHNSY&IMF badges. Special arrangements for larger groups can be scheduled upon request.

g. Ensure that contractor employees at all times while in PHNSY&IMF spaces wear and display their PHNSY&IMF SACB in plain view, vertically, on their outer clothing positioned above the waist and with the front/photograph facing outward. If an employee is issued a temporary (i.e. no picture) SACB, the employee must also carry his or her DBIDS identification card.

h. Ensure that each badge is used only bythe specific individual named on the badge.

i. Maintain strict accountability over identification badges and passes issued by the Pass and ID Office. Report immediately, to the Pass and ID Office, any badges/passes that are missing or lost and the circumstances. Return badges/passes to the GCA immediately upon termination of any employee, upon expiration, upon completion of contract, or when no longer required. The GCA shall ensure that all badges/passes are returned and forwarded to the PHNSY&IMF Pass and ID Office (Code 1123).

9. The Pass and ID Office is located in Building 207 at Safeguard Street and Russell Avenue. Hours of operation are Monday through Friday (except for federal holidays) 0600 to 1400 hours, except on Wednesday, 0600 to 1230 hours. Contractors must be signed in 45 minutes before closing to be serviced.

10. No vehicle will be permitted access to a work site in DD4 without a valid PHNSY&IMF DD4 or CIA vehicle pass. Contractors will submit this form for DD4 vehicle pass, PH/SYD 1720-10 (8/90) List of Company Vehicles That require a CIA Vehicle Pass. Just Pen & Ink the vehicle request is for “DD4”. The DD4 vehicle passes are issued for limited purposes by the PHNSY&IMF Pass and ID Office and will not be issued without proof of vehicle registration. All vehicles are required to conform to PHNSY&IMF traffic regulations. The speed limit is 15 MPH in DD4. Outside of DD4, the speed limit is as posted ormarked.

11. Only those contractor vehicles meeting all of the following criteria will be allowed to enter the DD4 with the PHNSY&IMF DD4 vehicle pass:

a. Vehicles must be registered to the company.

b. All contractor/commercial vehicles must be visually inspected prior to any entry into DD4.

c. All vehicles must clearly display an authorized company sign or logo on both sides of the vehicles. The logo must be either painted on the vehicle; a decal or vinyl sticker; or a magnetic sign. Paper or cardboard signs are not authorized. Lettering of the logo must not be less than 2-1/2 inches in height and 1/4 inch wide.

d. Everyvehicle entering DD4 will display the pass on the dashboard or visor (facing outward). The pass will be visible at all times while in theDD4.

e. Vehicle access to DD4 will only be allowed for transportation of contractors’ heavy tools, parts, and materials to and from the work site. Contractor vehicles found parked in DD4, not meeting the above criteria, will lose their DD4 access privilege.

NOTE: Contractor vehicles will not be used solely to transport employees to the job site. Privately owned vehicles will not be allowed in DD4.

12. Contractor vehicles shall be allowed to enter the area to drop off equipment, materials, etc; however, vehicles shall not be authorized to remain in the area. There shall be no parking on the pier areas without prior approval from the Security Officer or representative. The GCA, PHNSY&IMF or Tenant Sponsor shall submit a request for contractor access beyond normal duty hours.

13. Parking is not permitted on any piers on any dry dock/waterfront areas. Contractors shall not park on or block the marked fire lanes at any time. Vehicles may stop on the piers of dry dock/waterfront areas for 15 minutes for loading or unloading. An exception may be made for vehicles which are part of the equipment needed to do the required work and are attached or connected to the pier or ship, i.e., a truck which uses a mounted generator, a vehicle with built-in equipment, etc. A written request for pier parking authorization with justification shall be sent to the PHNSY&IMF Security Officer (Code 1120) via the GCA, PHNSY&IMF or Tenant Sponsor at least two weeks prior to the date parking space is required. The following information is required:

a. The license number of the vehicle(s)

b. The type and size of the vehicle(s) (pickup truck, crane, forklift,etc.)

c. Parking location

d. Purpose and duration

14. Parking for privately-owned vehicles is available:

a. In the “A” and “D” parking lots on Paul Hamilton Avenue, located between South Avenue and Safeguard Street.

b. In the “C” parking lot on Lake Erie Street and Central Avenue.

15. All vehicles are subject to search while entering, remaining in, or leaving the Joint Base Pearl Harbor-Hickam (JBPHH) areas. A Property Pass (OP-7) or Bill of Lading issued and signed by the GCA must cover all government material being transported out of DD4 by contractors. Material found without the above will be confiscated and a police offense report issued.

16. Entry into Department, Shops and Ship spaces covered by this contract shall be subject to prior approval of the respective Department Head, Shop Superintendent and Ship’s Commanding Officer. Contractors shall coordinate action with the GCA, PHNSY&IMF or Tenant Sponsor for obtaining entry approval.

17. The PHNSY&IMF Security Officer shall provide guard services for one vehicle/pedestrian gate, normally gate six. The PHNSY&IMF Security may provide additional guard services on a reimbursable basis for contractors working on dry dock perimeter fence sites and/or additional manned gate openings. The contractor must notify and obtain approval from the PHNSY&IMF Security Office via the GCA, PHNSY&IMF or Tenant Sponsor at least two weeks prior to the time guard services will be required. Notification in writing shall include the purpose and number of hours guard services will be required. Funding must be submitted by the GCA to JBPHH prior to the requested service date. Any work on the dry dock fence must be completed by the end of the workday or the openings resulting from that work must be secured to prevent unauthorized access.

18. Contractor personnel shall not be permitted to enter PHNSY&IMF buildings, spaces, and areas not covered by this contract except on prior approval of the PHNSY&IMF Department and Shop having jurisdiction of the areas. Contractors shall coordinate action with the GCA or PHNSY&IMF or Tenant Sponsor to obtain such entry approval.

19. Access to unclassified U.S. Navy shipbuilding, conversion, or repair technology and related technical information manuals, documents, drawings, plans, specifications, etc., by the contractor shall be restricted to an official need-to-know basis. This type of information shall be handled, controlled, and safeguard to prevent oral, visual, and documentary disclosure to the public, to foreign sources, and to all personnel not having an official need-to-know. It shall be returned to the PHNSY&IMF upon completion of contracted work, except when the GCA grants specific retention authorization.

20. **Photography is prohibited in PHNSY&IMF spaces and photographic equipment are prohibited in the CIA and sensitive areas.** When operationally required, a written request containing specific justification and details will be submitted to the Security Manager (Code 1122) via the GCA for consideration. If a PHNSY&IMF photographer is unable to take the photographs, authorization will only to be granted to the contractor if the contractor has a PHNSY&IMF Sponsor and is under continuous escort of a designated PHNSY&IMF employee. The designated escort shall be briefed by Code 1122. The escort will take the film or photographic media in his or her custody and turn it over to the PHNSY&IMF Sponsor. The PHNSY&IMF Sponsor will mark and control the photographs as “Controlled Unclassified Information” (formerly For Official Use Only) and prior to release from PHNSY&IMF’s custody, route them in accordance with reference (a) for review and approval of a Distribution Statement.

21. **Portable Electronic Devices (PEDs).** PED is defined in reference (e) as a portable electric device having the capability to store, record, or transmit text, images, video, or audio data. Examples of PED include, but are not limited to: pagers, laptops, cellular telephones, radios, compact disc, cassette players, cassette recorders, portable digital assistants, audio devices, watches with input capability, reminder recorders and mobile devices.

a. Non-camera PED devices can have audio recording capability but this feature cannot be used in PHNSY&IMF spaces.

b. All personnel authorized to use PEDs in PHNSY&IMF workspaces, whetherpersonal (includes contractor-owned) or government-owned, are required to comply with references (d) and (e).

c. Violations may result in the confiscation and sanitization of the PEDs. The only approved method of sanitizing most PEDs is physical destruction.

22. In addition, Contractors shall:

a. Ensure that yellow plastic material is not used for warning signs, covering material,etc.

b. Restore all traffic/parking/security signs and markings, including space numbers, designations, lines, etc., to their original form if such signs/markings are defaced or deleted during construction/repair.

c. Be responsible for control and security of all contractor-owned equipment and material at the work site. Report, immediately, all missing/lost/stolen property to the JBPHH Security Division (phone 474-2222) as each case occurs.

d. Ensure that no material is stacked within ten feet of the dry dock perimeter. Remove from the work site, or secure, ladders or other such equipment, which could be used to climb the dry dock perimeter fence. Ensure that no vehicles are parked within ten feet of the dry dock perimeter.

e. Provide written notification to the Code 1120 via the GCA or Tenant, two weeks prior to actual start of work to allow for notification of the appropriate PHNSY&IMF departments, offices, and shops of the impact resulting from the contract work. Such notifications shall include specific details such as work schedules (including actual start date for PHNSY&IMF entry), and impact statements concerning tasks to be done, e.g. specific parking spaces to be vacated, inclusive dates involved, traffic rerouting, changes to traffic and parking patterns, traffic/parking controls to be instituted by the Contractor, barricades to be erected by the contractor, etc., along with sketches of the particular areas involved.

f. Ensure that no opening in the roof/walls/windows/fence of the building exist at the end of the workday and do not exist where penetration is possible during non-working hours. If the building cannot be secured at the end of the workday, the Contractor shall coordinate action with the GCA, PHNSY&IMF or Tenant Sponsor to notify the cognizant code to arrange for a security watch by their personnel.

g. Two weeks prior to making any penetrations (i.e. tunneling under, cutting through a fence or building, etc.) in a restricted area, the Contractor shall contact Code 1120 to arrange for a security guard or other measures required to meet all security requirements. Cost of security guard shall be charged to the GCA.

23. Any exceptions to these security requirements must be coordinated with the Security Office (Code 1120).

APPENDIX (1)

DOCUMENTS ACCEPTABLE FOR PROOF OF U.S. CITIZENSHIP
(Original documents or certified copies)

1. U.S. BIRTH REGISTRATION CARD (with Registrar's raised seal andsignature)

2. U.S. BIRTH CERTIFICATE (original with raised seal from one of the 50 states or outlying U.S. territories or U.S. possessions)

3. U.S. IMMIGRATION AND NATURALIZATION SERVICE NATURALIZATION CERTIFICATE (INS N-550/570)

4. DD FORM 1966 (U.S. citizenship documents sighted are listed and attested to by a recruiting official)

5. DELAYED BIRTH CERTIFICATE (Original with Registrar's seal and signature and cites secondary evidence)

6. HOSPITAL BIRTH CERTIFICATE (Original with authenticating raised seal or signature provided all vital information is given)

7. U.S. PASSPORT or U.S. PASSPORT CARD (Notexpired)

8. U.S. IMMIGRATION AND NATURALIZATION SERVICE CERTIFICATE OF CITIZENSHIP (INS N-560/561)

9. FORM FS 240 – REPORT OF BIRTH ABROAD OF A CITIZEN OF THE UNITED STATES OF AMERICA/CONSULAR REPORT OF BIRTH

10. FORM FS 545 – CERTIFICATION OF BIRTH (Issued by U.S.Consulate)

11. FORM DS 1350 – DEPARTMENT OF STATE CERTIFICATION

COMPANY NAME: _____

By signing below, I acknowledge having read and understood, "Contractor Security Requirements for Pearl Harbor Naval Shipyard & Intermediate Maintenance Facility Dry Dock 4 (Rev. JUN 2021)".

Note: Please return only the signed roster page(s) to the PHNSY&IMF Sponsor.

DATE	PRINT NAME (Last, First, MI)	SIGNATURE (wet signature, i.e. by own hand or digital, i.e. with identifying or PKI certificates)

INSTRUCTIONS FOR COMPLETION OF THE CERTIFICATE PERTAINING TO FOREIGN INTERESTS

Question 1:

Do any foreign person(s), directly or indirectly, own or have beneficial ownership of 5% or more of the outstanding shares of any class of your organization's equity securities? If yes:

-Identify the percentage of any class of stock or other securities issued which are owned by foreign persons, broken down by country. Include indirect ownership through one or more intermediate level(s) of subsidiaries. Indicate voting rights of each class of stock.

-Are there shareholder agreements? If yes, attach a copy(ies), and if none, so state.

-Indicate whether a copy of SEC Schedule 13D/13G report has been received from any investor.

If yes, attach a copy(ies).

Note: Ownership of less than 5% should be included if the holder is entitled to control the appointment and tenure of any management position.

(For entities which do not issue stock): Has any foreign person directly or indirectly subscribed 5% or more of your organization's total capital commitment? If yes:

-Identify the percentage of total capital commitment which is subscribed by foreign persons.

-Is there an agreement(s) with the subscriber(s)? If yes, attach a copy(ies), and if none, so state.

Question #2:

Does your organization directly or indirectly through your subsidiaries and/or affiliates, own 10% or more of any foreign interest? If yes:

-Identify the foreign interest by name, country, percentage owned, and personnel who occupy management positions with the organizations.

-If there are personnel from your organization who occupy management positions with the foreign firm(s), identify the name(s), title, and extent of involvement in the operations of the organizations, (to include access to classified information).

Question #3: Do any non-U.S. citizens serve as members of your organization's board of directors (or similar governing body), officers, executive personnel, general partners, regents, trustees or senior management officials? If yes:

-Identify the foreign person(s) by name, title, citizenship, immigration status and clearance or exclusion status.

-Attach copies of applicable by-laws or articles of incorporation, which describe the affected position(s). However, if you have already provided such copies to the Cognizant Security Agency Industrial Security Representative, so state.

Question #4:

Does any foreign person(s) have the power, direct or indirect, to control the election,

appointment, or tenure of members of your organization's board of directors (or similar governing body) or other management positions of your organization, or have the power to control or cause the direction of other decisions or activities of your organization? If yes:

-Identify the foreign person(s) by name, title, citizenship, and all details concerning the control or influence.

Note: If any foreign person(s) have such power, this question shall be answered in the affirmative even if such power has not been exercised, and whether or not it is exercisable through ownership of your facility's securities, if such power may be invoked by contractual arrangements or by other means.

Question #5:

Does your organization have any contracts, agreements, understandings, or arrangements with a foreign person(s)? If yes:

For each instance, provide the name of the foreign person, country, percentage of gross income derived, and nature of involvement, including:

-Whether defense/nuclear related or not

-Involvement with classified or export controlled technology

-Compliance with export control requirements

-Where the organization has a large number of involvements and where these involvements are not defense/ nuclear related and represent a small percentage of gross income; the explanation can be a generalized statement addressing the totals by country.

Note: We do not expect and will not require the contractor to ask every customer if he/she falls within the NISPOM definition of a foreign person. We will ask the contractor to provide ongoing security education to those individuals who negotiate and/or administer such agreements regarding their responsibilities to report agreements with a foreign person(s) to the best of their knowledge. The contractor will be certifying the response to this question to "the best of his/her knowledge" or "through his/her best efforts".

Question #6:

Does your organization, whether as borrower, surety, guarantor or otherwise have any indebtedness, liabilities or obligations to a foreign person(s)? If yes:

-Provide your overall debt-to-equity ratio (in percentage).

-With respect to indebtedness or liability to a foreign person, indicate to whom indebted or liable, what collateral has been furnished or pledged, and any conditions or covenants of the loan agreement. If stock or assets have been furnished or pledged as collateral, provide a copy of the loan agreement or pertinent extracts thereof (to include procedures to be followed in the event of default).

-If any debentures are convertible, provide specifics.

-If loan payments are in default, provide details.

-This question should be answered in the affirmative if the debt is with a U.S. entity that is

owned or controlled either directly or indirectly by a foreign person. If unknown, sostate.

Note: As stated above, we do not expect and will not require the contractor to ask every lender if he/she qualifies as a foreign person. We will ask the contractor to provide ongoing security education to those employees who handle lending arrangements regarding their responsibilities to report any such arrangements with a foreign person lender, to the best of their knowledge. The contractor will be certifying the response to this question as being to "the best of his/her knowledge" or "through his/her bestefforts".

Question #7:

During your last fiscal year, did your organization derive:

5% or more of its total revenues or net income from any single foreign person.

In the aggregate 30% or more of its revenues or net income from foreign persons? If yes to either part of the question:

-Provide overall percentage of income derived from foreign sources by country, nature of involvement, and type of services or products.

-Indicate if any single foreign source represents in excess of 5% of total revenues or net income.

-Indicate whether any classified information is involved.

-State whether facility is in compliance with applicable export control requirements.

Note: As previously stated, we do not expect and will not require the contractor to ask every customer if he/she qualifies as a foreign person. We will ask the contractor to provide ongoing security education to those employees who handle information about company revenues regarding their responsibility to report revenues derived from a foreign person(s) to the best of their knowledge. The contractor will be certifying the response to this question as being to "the best of his/her knowledge" or "through his/her best efforts".

Question #8:

Is 10% or more of your organization's securities held in "nominee shares," in "street

names" or in some other method which does not disclose the beneficial owner? If yes:

-Identify each foreign institutional investor holding 10% or more of the voting stock by name and address and the percentage of stock held.

-Indicate whether any investor has attempted to, or has exerted any control or influence over appointments to management positions or influenced the policies of the organization.

-Include copies of SEC Schedule 13D/13G.

Question #9:

Do any of the members of your organization's board of directors (or similar governing body), officers, executive personnel, general partners, regents, trustees or senior management officials hold any positions with, or serve as consultants for, any foreign person(s)? If yes:

-Provide the name, title, citizenship, immigration status and clearance or exclusion status on all such persons.

-Identify, by name and address, each foreign organization with which such persons serve and indicate the capacity in which they are serving.

-Include a Statement of Full Disclosure of Foreign Affiliations for every cleared individual who is a representative of a foreign interest.

Note: We expect the contractor to be able to answer this question fully for those individuals holding such positions with his/her foreign subsidiaries and any foreign interests. However, we do not expect and will not require the contractor to ask every individual to ascertain if he/she is serving as a director, officer or manager of a foreign person. We will ask the contractor to provide ongoing security education to all key management personnel of their responsibilities to report serving as an interlocking director or in any other type of positions with a foreign person to the best of their knowledge. The contractor will be certifying the response to this question as being to "the best of his/her knowledge" or "through his/her best efforts".

Question #10:

Is there any other factor(s) that indicates or demonstrates a capability on the part of foreign persons to control or influence the operations or management of your organization? If yes:

-Describe the foreign involvement in detail, including why the involvement would not be reportable in the preceding questions.

DEFINITIONS FOR COMPLETION OF THE CERTIFICATE PERTAINING TO FOREIGN INTERESTS

Affiliate. Any entity effective owned or controlled by another entity.

Beneficial Owner. The true owner of a security who may, for convenience, be recorded under the name of a nominee. Such ownership entitles the owner to the power to vote or direct the voting of a security or to impose or direct the disposition of a security.

Bond. A certificate which is evidence of a debt in which the issuer promises to repay a specific amount of money to the bondholder, plus a certain amount of interest, within a fixed period of time.

Convertible Debentures. Bonds which the holder can exchange for shares of voting stock. Covenant. A detailed clause in a lending agreement designed to protect the lender.

Debenture. A general debt unsecured by a pledge of any specific piece of property. Like any other general creditor claims, a debenture is secured by any property not otherwise pledged.

Debt-to-Equity Ratio. Total liabilities divided by total shareholders' equity (total assets minus total liabilities of a corporation; also called stockholders' equity, equity, and net worth). This shows to what extent owners' equity can cushion creditors' claims in the event of liquidation.

Equity Security. An ownership interest in a company, most often taking the form of corporate stock.

Foreign Interest. Any foreign government, agency of a foreign government, or representative of a foreign government any form of business enterprise or legal entity organized, chartered or incorporated under the laws of any country other than the U.S. or its possessions and trust territories, and any person who is not a citizen or national of the United States.

Foreign Person. Any foreign interest and any US person effectively owned or controlled by a foreign interest.

Guarantor. One who makes the guaranty (an agreement or promise to answer for the debt, default or miscarriage of another).

Immigration Status. Legal basis for a non-US citizen's residence in the United States (e.g., work visa, admission for permanent residence). Note: Immigration and Naturalization Service Form 1-9 is an excellent source for this information.

Joint Venture. A partnership or cooperative agreement between two or more persons or firms, usually restricted to a single specific undertaking. Normally the undertaking is of short duration, such as for the design and construction of a dam.

Liability. Claim on the assets of a company or individual.

Licensing Agreement. A permit granted by one business to another which permits duplication of processes and production of similar items.

Management Positions. For the purposes of the questions on this form, management positions shall include owners, officers, directors, partners, regents, trustees, senior management officials, other executive personnel and the facility security officer.

Nominee Share. A share of stock or registered bond certificate which has been registered in a name other than the actual owner.

Proxy. One who acts for another. Also, the document by which such a representative is authorized to act.

Representative of a Foreign Interest (RFI). A citizen or national of the U.S., who is acting as a representative of a foreign interest (see Foreign Interest).

S.E.C. Schedule 13D. This schedule discloses beneficial ownership of certain registered equity securities. Any person or group of persons who acquire a beneficial ownership of more than 5 percent of a class of registered equity securities of certain issuers must file a Schedule 13D reporting such acquisition with certain other information.

S.E.C. Schedule 13G. This schedule is a much abbreviated version of Schedule 13D that is only available for use by a limited category of "persons" (such as banks, broker/ dealers, and insurance companies) and even then only when the securities were acquired in the ordinary course of business and not with the purpose or effect of changing or influencing the control of the issuer.

Sales Agreement. An agreement between two parties for the sale of goods or services on a continuing basis.

Stock Option. An option is the right to buy or sell at some point in the future.

Street Name. The common practice of registering publicly traded securities in the name of one or more brokerage firms.

Subordinated Debenture. A bond having a claim on assets only after the senior debt has been paid off in the event of liquidation.

Surety. One who is immediately liable for the debt of another if that other person or entity falls to pay.

Total Capital Commitment. The sum of money and other property an enterprise uses in transacting its business.

US Person. Any form of business enterprise or entity organized, chartered or incorporated under the laws of the United States or its possessions and trust territories and any person who is a citizen or national of the United States.

FOREIGN INTEREST DETERMINATION Ref: OPNAVINST N9210.3 & NAVSEAINST 5510.2

(Type or print all answers)

PENALTY NOTICE

Failure to answer all questions or any misrepresentation (by omission or concealment, or by misleading, false or partial answers) may serve as a basis for denial of access to Naval Nuclear Propulsion Information (NNPI) and/or NAVSEA facilities. In addition, Title 18, United States Code 1001, makes it a criminal offense, punishable by a maximum of five (5) years imprisonment, $15,000 fine, or both, to knowingly make a false statement or representation to any Department or Agency of the United States, as to any matter within the jurisdiction of any Department or Agency of the United States. This includes any statement made herein which is knowingly incorrect, incomplete or misleading in any important particular.

PROVISIONS

1. This report addresses requirements of DOD 5220.22-M, OPNAVINST N9210.3, and NAVSEAINST 5510.2. While you are not required to respond, your eligibility cannot be determined if you do not complete this form. Access to NNPI and/or NAVSEA facilities is contingent upon your compliance with the requirements of OPNAVINSTN9210.3 or NAVSEAINST 5510.2.

2. When this report is submitted in confidence and is so marked, applicable exemptions to the Freedom of Information Act will be invoked to withhold it from public disclosure.

3. Complete all questions on this form. Mark "Yes" or 'No" for each question. If your answer is "Yes" furnish, in full, the complete information under "Remarks."

QUESTIONS AND ANSWERS

(Answer 1a or 1b)	YES	NO
(For entities which issue stock): Do any foreign person(s) directly or indirectly, own or have beneficial ownership of 5 percent or more of the outstanding shares of any class of your organization's equity securities?		
b. (For entities which do not issue stock): Has any foreign person, directly or indirectly, subscribed 5 percent or more of your organization's total capital commitment?		
2. Does your organization directly, or indirectly through your subsidiaries and/or affiliates, own 10 percent or more of any foreign interest?		
3. Do any non-U.S. citizens or persons holding dual citizenship serve as members of your organization's board of directors (or similar governing body), officers, executive personnel, general partners, regents, trustees, or senior management officials?		
4. Does any foreign person(s) have the power, direct or indirect, to control the election, appointment, or tenure of members of your organization's board of directors (or similar governing body) or other management positions of your organization, or have the power to control or cause the direction of other decisions or activities of your organization?		
5. Does your organization have any contracts, agreements, understandings, or arrangements with a foreign person(s)?		
6. Does your organization, whether as borrower, surety, guarantor, or otherwise have any indebtedness, liabilities, or obligations to a foreign person(s)?		

During your last fiscal year, did your organization derive: 5 percent or more of its total revenues or net income from any single foreign person?		
b. In the aggregate, 30 percent or more of its revenues or net income from foreign persons?		
8. Is 10 percent or more of any class of your organization's voting securities held in "nominee" shares, in "street names," or in some other method which does not identify the beneficial owner?		
9. Do any of the members of your organization's board of directors (or similar governing body), officers, executive personnel, general partners, regents, trustees, or senior management officials hold any positions with, or serve as consultants for, any foreign person(s)?		
10. Is there any other factor(s) that indicates or demonstrates a capability on the part of foreign persons to control or influence the operations or management of your organization?		
PSNS&IMF 5531/1 (Rev. 11-13) (Front)		

FOREIGN INTEREST DETERMINATION

REMARKS (Attach additional sheets, if necessary, for a full detailed statement.)

CERTIFICATION

I CERTIFY that the entries made by me above are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

WITNESSES:

(Date Certified)

By

(Signature of Authorized Contractor Representative)

(Typed Name of Contractor)

NOTE: In case of a corporation, a witness is not required but

the certificate below must be completed. Type or print names (Title of Authorized Contractor Representative)

under all signatures.

_____

(Address)

NOTE: Contractor, if a corporation, should cause the following certificate to be executed under its corporate seal, provided that the same officer shall not execute both the Agreement and the Certificate.

CERTIFICATE

I, , certify that I am the

_____

of the corporation named as Contractor herein; that

_____

who signed this certificate on behalf of the Contractor, was then

_____

of said corporation; that said certificate was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

_____

(Signature and Date)

(Corporate Seal)
PSNS&IMF 5531/1 (Rev. 11-13) (Back)

PEARL HARBOR NAVAL SHIPYARD & INTERMEDIATE MAINTENANCE FACILITY CONTRACTOR ENVIRONMENTAL SPECIFICATION GUIDELINES

Contractor Environmental Brief. Contractors shall attend a Contractor Environmental Brief given by PHNSY&IMF Environment Division (Code 106.3) prior to the start of work. The Contracting Officer/Representative shall coordinate the scheduling of the brief with Code 106.3. At the briefing, the Contractor shall be prepared to provide information on the types and quantities of wastes/wastewater generated during the project. Sub-contractors shall also be present at the briefing.

Shipyard & IMF Points of Contact		
Director, OSHE Office	106	473-8000 ext 4459
Environment Division	106.3	474-9080
Solid & Hazardous Waste Branch	106.31	473-8000 ext 4580
Environmental Compliance Branch	106.32	473-8000 ext 4457

Contractors shall comply with all Federal, State and Local environmental rules and regulations.

Hazardous Waste. Hazardous waste and empty containers generated by the contractor shall be turned in to the PHNSY&IMF Hazardous Waste Facility (Building 1663) using a Custody Transfer Form (CTF) and Material Safety Data Sheet (MSDS) via the government's Contracting Officer/Representative.

HW shall be properly packaged using DOT approved containers and labeled to identify its contents prior to turn in to Code 106.3. Contractor shall be responsible for providing DOT containers compatible with the waste generated.

Contractor is not responsible to sample or analyze the waste generated. Waste will be sampled and analyzed by Code 106.3.

Keep waste segregated. Do not combine or consolidate waste generated from different processes.

The above responsibilities are based upon contracts that generate minimal HW. If the work is expected to generate an excessive amount of HW (i.e., greater than twenty 55-gallon drums), contact Code 106.3 for additional guidance.

Bulk collection tanks. Contractors tank (collection system or tank truck) shall be clean and free of oily or chemical residue (visual cleanliness) and shall be inspected by Code 106.3 personnel PRIOR to the performance of work. Contact C/106.31 at 473-8000 ext 4580 or pager 577-0329 for this to be accomplished.

Wastewater/Rinsewater. Ensure contractors comply with the Best Management Practices and requirements of the PHNSY&IMF Water Pollution Prevention Plan, NAVSHIPYD&IMFPEARLINST 5090.8. Dry-Docks: Discharges to the harbor via dry-dock are regulated i.a.w. the effluent limitations, monitoring requirements and other conditions set forth by the permit. Storm Water: Prohibits non-storm water discharges into the storm water system and requires controls to reduce the discharge of pollutants. Contractors shall not discharge any wastewater or rinsewater into storm drains, dry-dock drains or the harbor. Any generated wastewater shall be collected and tested for proper disposal. Washing and rinsing of equipment and personnel shall be performed in a facility connected to the sanitary sewer system; such as an approved sink. Contact Code 106.3 for assistance in disposing of wastewater.

Hydroblasting or Sandblasting Operations. Hydroblast water or sandblast grit generated shall be collected, sampled and disposed of accordingly. Hydroblast water containment method shall be implemented to contain all hydroblast water generated from the process to prevent runoff entering the dry-dock drains, storm drains or harbor. Sandblast containment methods shall be employed to prevent any fugitive dust to become airborne and/or entering the dry-dock drains, storm drains or harbor. Code 106.3 shall be notified to conduct an inspection of the containment prior to the initial start of the hydroblasting/sandblasting work and prior to the disestablishment of the containment. If multiple containments will be established, each containment shall be inspected by Code 106.3 prior to use and prior to disestablishment. The activity responsible for collection, sampling, and disposal of hydroblast wastewater or spent grit will be dependent upon contract agreement.

Painting Operations. For spray painting operations, reasonable containment methods (e.g., screen containment) shall be employed to prevent uncontrolled release of overspray. Contact Code 106.3 for guidance when conducting spray painting operations in dry-dock areas which are higher than 10 feet below the topside of the dry-dock. Employing over-spray containments are not required if the method of applying paint coatings is by brush and/or roller. In either method of applying coatings, spray or brush and roller, a drop cloth is required below the area that is being painted. Code 106.3 shall be notified to conduct an inspection of the containment prior to the initial start of the painting operation and prior to the disestablishment of the containment. If multiple containments will be established, each containment shall be inspected by Code 106.3 prior to use and prior to disestablishment. No air drying of roller brushes, rags and containers.

deleted

Oil and Hazardous Substance Spills (including gases). Contractor or Contracting Officer/Navy Point of Contact shall notify Regional Operations Command and Control Center (ROCCC) at 474-1271 for all oil and hazardous substance spills. Hydraulic oil spills resulting from MANLIFT or forklift equipment that can be handled by the operator shall be immediately contained, cleaned up and notification made to ROCCC (formerly known as Naval Emergency Systems Communication (NESCOM)).

Notification of Demolition and Renovation Form (40 CFR 61, Subpart M). The Notification of Demolition and Renovation Form is required for all demolition projects and certain asbestos renovation projects. If this form is required, the contractor is responsible for preparing the form. The contractor should consult with PHNSY&IMF Health Division, Code 106.1, prior to preparing the form to ensure that it is completed correctly. The contractor shall forward the completed form to Code 106.1 for final review. Review by Code 106.1 in no way relieves the contractors of their responsibility for the accuracy of the information provided on the form. The contractor shall provide to Code 106.1 a copy of the submitted form along with verification of the date the form was submitted (e.g., a copy of the certified mail receipt). These documents must be submitted to and reviewed by Code 106.1 before work is permitted to start.

Asbestos Waste. If Public Works Center (PWC) Pearl performs asbestos removal work at the PHNSY&IMF, PWC shall be responsible for disposal of the waste. If asbestos removal is performed by a private contractor, Code

106.3 will accept the waste provided it is properly packaged (e.g., double bagged in 6 mil plastic, properly wetted, etc.) and turned in with a CTF. Contractor will be responsible to transport the waste to PHNSY&IMF Hazardous Waste Facility at Building 1663.

Emergency Planning and Community Right-to-Know Act (EPCRA) Sections 311 and 312 and 20 CFR 1910.1200. Provide to Code 106.1 an inventory and MSDS for all hazardous materials brought into the command. At the completion of the job, the “Job Site Hazardous Material Inventory Log” shall be completed and turned in to Code 106.1. Information on controlled biological substances such as “Gamazyme” needs to be reviewed by Code

106.3 prior to bringing material into PHNSY&IMF.

Lead and Chromate Paints. Paints containing lead or chromates greater than or equal to 0.01% by weight shall not be used.

Cadmium. Cadmium plated or coated material shall not be used unless no technically acceptable substitute is available.

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Gas Cylinders. Ensure that all gas cylinders used by the contractor have proper plugs and caps and that a 20' separation is maintained between fuel and oxygen cylinders when not in use for 24 hours. Ensure that all these gas cylinders that are used by the contractor are taken back by the contractor. Do not abandon compressed gas cylinders. Recycling Program. Participate in the command recycling program. For additional information contact Code 106.31.

Environmental Protection Plan. The contractor shall submit the Environmental Protection Plan to Code 106.3 as applicable.

Construction and Demolition (C & D) Projects. OPNAVINST 5090.1B, Chapter 14 and NAVFAC Guide Specification 01572 require all facility construction and demolition projects include a Construction Waste Management Plan. The contractor shall submit the following to Code 106.3 as applicable:

Construction Waste Management Plan.

Periodic and end of project reports on the disposal of the C&D debris via the Contracting Officer/Representative. To facilitate tracking of C&D debris, forms and instructions will be provided at the Environmental Brief.

MANLIFT and Forklift Equipment. Operators Daily Checklist shall be filled out prior to operation of equipment on a daily basis. Any identified leaks or deterioration of hoses shall be noted and corrected prior to operation of equipment. At the end of shift, the MANLIFT and/or forklift shall be positioned or located away from nearby drains and drip cloth placed under the equipment. Spill kits shall be staged within close proximity of MANLIFT and forklift operations.

Wastewater Transfer. Ensure that all wastewater transfer operations do not result in a spill. Verify positive connection of hoses at collection tank, and provide a tank watch during pumping operations. Positive connection shall be verified prior to each use. Means of communication is required between source and destination of transfer/pumping operations. Collection tank shall be continuously monitored to ensure overfill/spill is prevented. When disconnecting or removing hoses, precautions shall be taken to prevent spillage of residual liquid in the hoses. Contingency spill kit and secondary means of spill containment for oil or bilgewater tank(s) shall be employed at all times when tank is in service.

Cross-Connection Control and Backflow Prevention. Request Shop 99 services when connection is required to any dockside/pierside potable water system. Only Shop 99 is authorized to make connections under the cross-connection control and backflow prevention program.

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SUP 5252.204-9400 Contractor Access to Federally Controlled Facilities and/or Unclassified Sensitive Information or Unclassified IT Systems (MAY 2010)

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 "DOD Implementation of Homeland Security Presidential Directive -12 (HSPD-12)" dated November 26,2008 (or its subsequent DOD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives. This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DOD computer/network, to perform certain unclassified both non-sensitive and sensitive duties. It is the responsibility of the command/facility where the work is performed to ensure compliance.

The requirement to control access to sensitive information applies to all US government IT systems and/or areas where unclassified but sensitive information may be discussed, displayed or maintained. DON policy prescribes that all unclassified data that has not been approved for public release and is stored on mobile computing devises must be treated as sensitive data and encrypted using commercially available encryption technology. Whenever granted access to sensitive information, contractor employees shall follow applicable DOD/DON instructions, regulations, policies and procedures when reviewing, processing, producing, protecting, destroying and/or storing that information. Operational Security (OPSEC) procedures and practices must be implemented by both the contractor and contract employee to protect the product, information, services, operations and missions related to the contract. The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the Navy Command's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer.

Non-Sensitive Positions

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the US (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DOD instruction) and

Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a Federal Bureau of Investigation (FBI) fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

SF-85 Questionnaire for Non-Sensitive
Positions Two FD-258 Applicant Fingerprint
Cards Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed NAC!

The Contractor's Security Representative shall be responsible for initiating reinvestigations as required. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

Sensitive Positions

Contractor employee whose duties require accessing a DOD unclassified computer/network, working with sensitive unclassified information (either at a Government or contractor facility), or physical access to a DOD facility must be a US citizen and possess a favorable trustworthiness determination prior to installation access. To obtain a favorable trustworthiness determination, each contractor employee must have a favorably completed National Agency Check with Local Credit Checks (NACLC) which consists of a NAC including a FBI fingerprint check plus credit and law enforcement checks. Each contractor employee applying for a trustworthiness determination is required to complete:

SF-86 Questionnaire for Sensitive Positions
Two FD-258 Applicant Fingerprint Cards
Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. To maintain continuing authorization for an employee to access a DOD unclassified computer/network, and/or have access to sensitive unclassified information, the contractor shall ensure that the individual employee has a current requisite background investigation. The Contractor's Security Representative shall be responsible for initiating reinvestigations as required and ensuring that background investigations remain current (not older than 10 years) throughout the contract performance period.

IT Systems Access

When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (lA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Security Approval Process

The Contractor's Security Representative shall ensure that each individual employee pending assignment shall accurately complete the required forms for submission to the Navy Command's Security Manager. The Contractor's Security Representative shall screen the investigative questionnaires for completeness and accuracy and for potential suitability/security issues prior to submitting the request to the Navy Command's Security Manager. Forms and fingerprint cards may be obtained from the Navy Command's Security Manager. These required items, shall be

forwarded to the Navy Command's Security Manager for processing at least 30 days prior to the individual employee's anticipated date for reporting for duty. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy Command's Security Manager may render the contract employee ineligible for the assignment. A favorable review of the questionnaire and advance fingerprint results are required as an interim measure prior to the contract employee start date. An unfavorable determination made by the Navy Command's Security Manager is final and such a determination does not relieve the contractor from meeting any contractual obligation under the contract.

If contractor employees already possess a current favorably adjudicated investigation, the Navy Command's Security Manager will use the Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS). The contractor shall include the IT Position Category per SECNAV M-551 0.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under thecontract.

The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DOD Central Adjudication Facility (CAF) for a position of trust determination. When a favorable determination is not made, contractor employees shall not be permitted to work on this contract effort and if already working on the contract shall be removed immediately.

The potential consequences of any requirements under this clause including denial of access for a proposed contractor employee who fails to obtain a favorable trustworthiness determination in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees for working in non-sensitive positions, with sensitive information and spaces, and/or on Government IT systems. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have physical access to a federally controlled facility and/or access to a federally-controlled information system/network and/or access to government information.

SUP 5252.204-9400 Contractor Access to Federally Controlled Facilities and/or Unclassified Sensitive Information or Unclassified IT Systems (MAY 2010)

- **Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 "DOD Implementation of Homeland Security Presidential Directive-12 (HSPD-12)" dated November 26, 2008 (or its subsequent DOD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives. This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DOD computer/network, to perform certain unclassified both non-sensitive and sensitive duties. It is the responsibility of the command/facility where the work is performed to ensure compliance.**

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  - **Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the US (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DOD instruction) and**
  - **Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a Federal Bureau of Investigation (FBI) fingerprint check prior to installation access.**

- **To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:**

- **SF-85 Questionnaire for Non-Sensitive**
- **Positions Two FD-258 Applicant Fingerprint**
- **Cards Original Signed Release Statements**

- **The contractor shall ensure each individual employee has a current favorably completed NAC!.**

  The Contractor's Security Representative shall be responsible for initiating reinvestigations as required. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

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  - **Two FD-258 Applicant Fingerprint Cards**
  - **Original Signed Release Statements**

- **Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. To maintain continuing authorization for an employee to access a DOD unclassified computer/network, and/or have access to sensitive unclassified information, the contractor shall ensure that the individual employee has a current requisite background investigation. The Contractor's Security Representative shall be responsible for initiating reinvestigations as required and ensuring that background investigations remain current (not older than 10 years) throughout the contract performance period.**

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- **Security Approval Process**
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ATTACHMENT "A"			
	CONTRACTOR CRANE OPERATING CHECKLIST FOR CRITICAL LIFTS	**YES**	**NO**
1	Does the operator know the weight of the load to be lifted?		
2	Is the load to be lifted within the crane manufacturer's rated capacity in its present configuration?		
3	Is the crane level and on firm ground?		
4	Are outriggers required?		
5	If so, are outriggers fully extended and down, and the load off the wheels?		
6	If blocking is required, is **the entire surface** of the outrigger pad supported, and is the blocking material of sufficient strength to safely support the loaded outrigger pad?		
7	If outriggers are not used, is the crane rated for on-rubber lifts by the manufacturer's load chart?		
8	Is the swing radius of the crane counterweight clear of people and obstructions and accessible areas within the swing area barricaded to prevent injury, damage and unplanned encroachment?		
9	Has the hook been centered over the load in such a manner to prevent swing (deflection, side loading, load-moment)?		
10	Is the load well secured and balanced in the sling or lifting device before it is lifted (free and clear) more than a few inches?		
11	Is the lift swing path clear of obstructions?		
12	If rotation of the load being lifted is hazardous, is tag line or restraint line being used?		
13	Are personnel prevented from standing or passing under a suspended load?		
14	Are personnel prevented from entering the load fall zone?		
15	Is the crane operator's attention diverted?		
16	Are proper signals being used at all times?		
17	If radio communications are used is the frequency isolated to the crane team?		
18	Do the operations ensure that side and tip loading is prohibited?		
19	Are start and stop motions in a smooth fluid motion (no sudden acceleration or deceleration)?		
20	If operating near electric power lines, are the rules and guidelines understood and adhered to as specified in NAVFAC P-307?		
21	Is the lift a critical lift?		
22	If so, are critical lift regulations understood, check-off sheets initialed and signed off, and was there an interactive brief conducted with associated personnel?		
23	Is Attachment "A" current, filled out completely, and posted in the crane?		

Contractor Name (Print Legibly):

Contractor Name (Signature):

Location:

Date:

CRANE AND RIGGING GEAR ACCIDENT REPORT

Accident Category: ☐ Crane Accident ☐ Rigging Gear Accident

From: UIC:	To: Navy Crane Center Bldg. 491 NNSY Portsmouth, VA 23709 Fax: 757-967-3808
Activity:	Report No:
Crane No: / Category:	Accident Date: / Time: hrs:
Category of Service: ☐ SPS ☐ GPS / Crane Type:	Crane Manufacturer:
Was Crane/Rigging Gear Being Used in SPS: ☐ Yes ☐ No	Was Crane/Rigging Gear Being Used in a Complex Lift/Critical Non-Crane Rigging Operation: ☐ Yes ☐ No
Location:	Weather:
Crane Capacity: / Hook Capacity:	Weight of Load on hook:
Fatality or Permanent Disability? ☐ Yes ☐ No Reported to NAVSAFECEN? ☐ Yes ☐ No	Material/Property Cost Estimate:

Accident Type:

☐ Personal Injury ☐ Overload ☐ Derail ☐ Damaged Rigging Gear
☐ Load Collision ☐ Two Blocked ☐ Dropped Load ☐ Damaged Crane
☐ Crane Collision ☐ Damaged Load ☐ Other: Specify _____

Cause of Accident:

☐ Improper Operation ☐ Equipment Failure ☐ Inadequate Visibility
☐ Improper Rigging ☐ Switch Alignment ☐ inadequate Communication
☐ Track Condition ☐ Procedural Failure ☐ Other: Specify _____

Chargeable to:

☐ Crane Walker ☐ Rigger ☐ Operator
☐ Maintenance ☐ Management/Supervision ☐ Other: Specify _____

Crane Function:

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

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

If yes, list Accident Report Nos.: _____

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

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

Concurrences: (Include Code, Signature and Date)

	Code:	Date:
	Code:	Date:
Certifying Official (Crane Accident Only):	Code:	Date:

CRANE AND RIGGING GEAR ACCIDENT REPORT INSTRUCTIONS

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

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

CRANE AND RIGGING GEAR NEAR MISS REPORT

Near Miss Category: ☐ **Crane Near Miss** ☐ **Rigging Gear Near Miss**				
From: **UIC:**		**To: Navy Crane Center** **Bldg 491 NNSY** **Portsmouth, VA 23709** **Fax (757) 967-3808** **nfsh_ncc_accident@navy.mil**		
Activity:				**Report No:**
Crane/Equipment No:	**Category:**	**Near Miss Date:**		**Time:** **hrs**
Category of Service: ☐ **SPS** ☐ **GPS**		**Crane /Equipment Type:**	**Crane/Equipment Manufacturer:**	
Location:		**Weather:**		
Crane/Equipment Capacity:	**Hook Capacity:**		**Weight of Load on Hook:**	

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

If yes, list report numbers: _____

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

Preparer:	**Phone and email**	**Code**	**Date**

CRANE AND RIGGING GEAR NEAR MISS INSTRUCTIONS

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

1. Near Miss Category: Indicate either crane or rigging gear near miss.

2. From: The naval activity that is responsible for reporting the near miss and UIC number.

3. Activity: The naval activity where the near miss took place.

4. Report No.: The activity assigned near miss number (e.g., 95-001).

5. Crane No.: The activity assigned crane number (e.g., PC-5), if applicable.

6. Category: Identify category of crane (i.e., 1, 2, 3, or 4), if applicable.

7. Near Miss Date: The date the near miss occurred.

8. Time: The time (24 hour clock) the near miss occurred (e.g., 1300).

9. Category of Service: Check the applicable service (SPS as defined by NAVSEA 0989-030-7000).

10. Crane Type: The type of crane involved in the near miss (e.g., mobile, bridge), if applicable.

11. Crane Manufacturer: The manufacturer of the crane (e.g., Dravo, Grove, P&H), if applicable.

12. Location: The detailed location where the near miss took place (e.g., building 213, dry dock 5).

13. Weather: The weather conditions at time of the near miss (e.g., wind, rain, cold).

14. Crane Capacity: The certified capacity of the crane (e.g., 120,000 pounds), if applicable.

15. Hook Capacity: The capacity of the hook involved in the near miss at the maximum radius of the operation, if applicable.

16. Weight of Load on Hook: If applicable, the weight of the load on the hook.

17. Is this a recurring problem?: Check yes or no. Identify any other similar near misses or accidents.

18. Situation Description/Corrective Actions: Self-explanatory.

19. Preparer: Self-explanatory.

Attachment J-0200000-08
Spec Item 2.9.7 - On-Site Labor Report - Non-Recurring Work
Solicitation/Contract No.: NXXXXX-XX-D-XXXX

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

ELIN/ Sub-ELIN	Order Number (Task Order, Work Authorization, Fed-MALL, etc.)	Description	Spec Item 4 Labor Hours	Spec Items 1 and 2 On-Site Labor Hours
X700		Unit Priced Labor Hour Work - MUST BE NEGOTIATED BY KO.		
X701		BSVE Unit Priced Labor Hour Work – MUST BE NEGOTIATED BY KO.		
X702		Direct Material and Construction Equipment - MUST BE NEGOTIATED BY KO.		
X703				
X704				
X705				
X706				
X707				
X708				
X709				
X710				
		Total Non-Recurring Work:		

Used Oil Disposal and Recycling Summary Report Form			
Name of Facility	**Facility Location**	**Disposal Quantity for Calendar Year [ ]**	**Recycled Quantity for Calendar Year [ ]**
Total:			

Solid Waste Management Report

Solid Waste Recycled

Description	Amount (lbs./tons)	Cost	Revenue
Glass			
Metal (aluminum, circuit boards, steel)			
Paper & Paper Board			
Plastic			
Food (cooking grease & oil, discarded food)			
Wood (packaging, pallets, plywood)			
Yard/Green Waste (mulch, trees, trimmings)			
Concrete			
Asphalt			

Select Waste

Description	Amount (lbs./tons)	Cost	Revenue
Construction and Demolition Debris			
Used Oil			
Ethylene Glycol Antifreeze			
Lead-Acid Batteries			

Other Waste

Description	Amount (lbs./tons)	Cost	Revenue
Sewage Sludge (land applied)			
Sewage Sludge (disposed)			
Oil Water Separator Liquids			
OWWO Oil			
OWWO Sludge			
Lift Station Grease			
Other Waste (SPECIFY)			

Directions for Process Material Log Sheets

Chemical Description:

- Material Name - List the brand or generic name of the chemical material.
- Manufacturer - List the name of the manufacturer of the product.
- Constituents of Concern - List the constituents (ingredients) as listed on the Material Safety Data Sheet (MSDS).
- CAS # - List the Chemical Abstract Service (CAS) Number for each Constituent of Concern listed. This information is found on the MSDS. If no CAS number is listed, state "N/L".
- % - List the concentration of each Constituent of Concern listed. This information is found on the MSDS. If the concentration is not listed, state "N/L".
- Product Weight - List the weight of material contained in one container of the product. This information is normally listed on the MSDS or can be determined from the density or specific gravity of the product listed on the MSDS.
- In addition, check all the boxes that apply to this chemical:
    - Pure or Mix - choose only one.
    - Solid, Liquid or Gas - choose only one.
    - Extremely Hazardous Substance (EHS), Ozone Depleting Substance (ODS), SARA TITLE III Chemical (SARA III), Air Toxic Chemical (AIR TOX) or Carcinogen
- (CARC) - based on the information provided by the material's MSDS. Choose all that apply.
    - HM exempt - per EPCRA section 312 and based upon user knowledge, choose this box if the material would normally be exempt from reporting for hazardous material storage.
    - Tri exempt - per EPCRA section 313 and based upon user knowledge, choose this box if the material would normally be exempt from reporting for the Toxic Release Inventory (TRI).

Physical and Chemical Hazards:

- For each material listed, check all the physical and health hazard boxes that apply. These hazard categories are defined in 40 CFR 370.2.
- Fire Hazard - flammable, combustible liquid, pyrophoric, oxidizer.
- Sudden Release of Pressure - explosive, compressed gas.
- Reactive - unstable reactive, organic peroxide, water reactive.
- Immediate (acute) Health Hazard - highly toxic, toxic, irritant, sensitizer, corrosive.
- Delayed (chronic) Health Hazard - carcinogens, mutagens, other long-term health hazards.

Storage Description: Storage Code:

- List the appropriate storage type, pressure and temperature condition codes for the material based upon the codes listed below. List the storage type in the first box, the applicable pressure code in the second box and the applicable temperature code in the third box. More than one storage code may apply if material is stored in different types of containers.

Storage Type:

A - Above Ground Storage Tank F Can L Cylinder
B - Below Ground Storage Tank G Carboy M Glass Bottle or Drum
C - Tank Inside Building I Fiber Drum N Plastic Bottle or Drum
D - Steel Drum J Bag R Other
E - Plastic/Non-metallic Drum K Box

Pressure and Temperature Conditions:

1 - Ambient Pressure 4 Ambient Temperature
2 - Greater than Ambient Pressure 5 Greater than Ambient Temperature
3 - Less than Ambient Pressure 6 Less than Ambient Temperature but not Cryogenic
7 - Cryogenic Conditions

Inventory in Pounds:

- Maximum Amount - List the maximum amount of a material that was on-hand (stored) at any one time. Amount must be recorded in pounds.
- Average Amount - List the average amount of a material that was on-hand during the reporting period. Amount must be recorded in pounds.
- Days on Site - List the number of days during the reporting period each material was on-site. If the material was present for the whole year, record as 365.

Amount Used in Pounds:

- List the amount of each material used during the reporting period. Amount must be recorded in pounds. Amount used is the best estimate based on the contractor material tracking system.

Contractor Hazardous Material Inventory Log
(EPRCA)

PRIME COMPANY NAME:_____ CONTRACT NO:
_____

PROJECT TITLE / LOCATION:

Material Name	Manufacturer	SDS Number	State (Liquid, Solid, Gas)	Storage Quantity		Quantity (lbs/gals) used in Calendar Year [ ]
				Average Daily	Maximum Daily	

Contractor(s) certifies that the hazardous material(s) removed from installation will be used/reused for its intended purpose.

Company Using Material Listed Above Company Representative's Signature

_____

Submitted By:_____ Phone:_____ Fax:_____ Date: _____
Printed Name

Contracting Officer_____ Phone:_____ Fax:_____ or ROICC Representative

Page____ of ____

VOC/HAP Tracking Form
Emission Data

CONTRACTOR:						**REPORTING PERIOD (Month):**			
Product Name (Manufacturer's Name & Product Identification Name Or Number)	**Product Type** (I.E. Paint, Solvent, Adhesive) & **Usage** (I E	**AUL Unique Identifier Number**	**Quantity Used** (Gal)	**Product Density** (Lb./Gal.)	**VOC Content** (lb./gal.)	**Total VOC Weight** (lbs.)	**HAP Name** (NONE if none present in product)	**% Weight of HAP in Product**	**Weight of HAP (lbs.)** (N/A if NONE present)
Totals:									

ATTACHMENT "A"			
	CONTRACTOR CRANE OPERATING CHECKLIST FOR CRITICAL LIFTS	**YES**	**NO**
1	Does the operator know the weight of the load to be lifted?		
2	Is the load to be lifted within the crane manufacturer's rated capacity in its present configuration?		
3	Is the crane level and on firm ground?		
4	Are outriggers required?		
5	If so, are outriggers fully extended and down, and the load off the wheels.		
6	If blocking is required, is **the entire surface** of the outrigger pad supported, and is the blocking material of sufficient strength to safely support the loaded outrigger pad?		
7	If outriggers are not used, is the crane rated for on-rubber lifts by the manufacturer's load chart?		
8	Is the swing radius of the crane counterweight clear of people, obstructions, and accessible areas within the swing area barricaded to prevent injury, damage and unplanned encroachment?		
9	Has the hook been centered over the load in such a manner to prevent swing (deflection, side loading, load-moment)?		
10	Is the load well secured and balanced in the sling or lifting device before it is lifted (free and clear) more than a few inches?		
11	Is the lift swing path clear of obstructions?		
12	If rotation of the load being lifted is hazardous, is tag line or restraint line being used?		
13	Are personnel prevented from standing or passing under a suspended load?		
14	Are personnel prevented from entering the load fall zone?		
15	Is the crane operator's attention diverted?		
16	Are proper signals being used at all times?		
17	If radio communications are used, is the frequency isolated to the crane team.		
18	Do the operations ensure that side and tip loading is prohibited?		
19	Are start and stop motions in a smooth fluid motion (no sudden acceleration or deceleration)?		
20	If operating near electric power lines, are the rules and guidelines understood and adhered to as specified in NAVFAC P-307?		
21	Is the lift a critical lift?		
22	If so, are critical lift regulations understood, check-off sheets initialed and signed off, and was there an interactive brief conducted with associated personnel?		
23	Is Attachment "A" current, filled out completely, and posted in the crane?		
Contractor Name (Print Legibly):			
Contractor Name (Signature):			
Location:			Date:

CRANE AND RIGGING GEAR ACCIDENT REPORT

Accident Category: **Crane Accident** **Rigging Gear Accident**

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

Activity:	**Report No:**

Crane No:	**Category:**	**Accident Date:**	**Time: hrs:**

Category of Service: **SPS** **GPS**		**Crane Type:**	**Crane Manufacturer:**

Was Crane/Rigging Gear Being Used in SPS: **Yes** **No**	**Was Crane/Rigging Gear Being Used in a Complex Lift/Critical Non-Crane Rigging Operation:** **Yes** **No**
Location:	**Weather:**

Crane Capacity:	**Hook Capacity:**	**Weight of Load on hook:**

Fatality or Permanent Disability? **Yes** **No** **Reported to NAVSAFECEN?** **Yes** **No**	**Material/Property Cost Estimate:**

Accident Type:

Personal Injury	**Overload**	**Derail**	**Damaged Rigging Gear**
Load Collision	**Two Blocked**	**Dropped Load**	**Damaged Crane**
Crane Collision	**Damaged Load**	**Other: Specify**	

Cause of Accident:

Improper Operation	**Equipment Failure**	**Inadequate Visibility**
Improper Rigging	**Switch Alignment**	**inadequate Communication**
Track Condition	**Procedural Failure**	**Other: Specify** _____

Chargeable to:

Crane Walker	**Rigger**	**Operator**
Maintenance	**Management/Supervision**	**Other: Specify** _____

Crane Function:

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

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

If yes, list Accident Report Nos.: _____

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

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

Concurrences: (Include Code, Signature and Date)

	Code:	**Date:**
	Code:	**Date:**
Certifying Official (Crane Accident Only):	**Code:**	**Date:**

CRANE AND RIGGING GEAR ACCIDENT REPORT INSTRUCTIONS

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

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

CRANE AND RIGGING GEAR NEAR MISS REPORT

Near Miss Category: ☐ **Crane Near Miss** ☐ **Rigging Gear Near Miss**			
From: **UIC:**		**To: Navy Crane Center** **Bldg 491 NNSY** **Portsmouth, VA 23709** **Fax (757) 967-3808** **nfsh_ncc_accident@navy.mil**	
Activity:			**Report No:**
Crane/Equipment No:	**Category:**	**Near Miss Date:**	**Time:** **hrs**
Category of Service: ☐ **SPS** ☐ **GPS**		**Crane /Equipment Type:**	**Crane/Equipment Manufacturer:**
Location:		**Weather:**	
Crane/Equipment Capacity:	**Hook Capacity:**	**Weight of Load on Hook:**	

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

If yes, list report numbers: _____

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

Preparer:	**Phone and email**	**Code**	**Date**

CRANE AND RIGGING GEAR NEAR MISS INSTRUCTIONS

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

1. Near Miss Category: Indicate either crane or rigging gear near miss.

2. From: The naval activity that is responsible for reporting the near miss and UIC number.

3. Activity: The naval activity where the near miss took place.

4. Report No.: The activity assigned near miss number (e.g., 95-001).

5. Crane No.: The activity assigned crane number (e.g., PC-5), if applicable.

6. Category: Identify category of crane (i.e., 1, 2, 3, or 4), if applicable.

7. Near Miss Date: The date the near miss occurred.

8. Time: The time (24 hour clock) the near miss occurred (e.g., 1300).

9. Category of Service: Check the applicable service (SPS as defined by NAVSEA 0989-030-7000).

10. Crane Type: The type of crane involved in the near miss (e.g., mobile, bridge), if applicable.

11. Crane Manufacturer: The manufacturer of the crane (e.g., Dravo, Grove, P&H), if applicable.

12. Location: The detailed location where the near miss took place (e.g., building 213, dry dock 5).

13. Weather: The weather conditions at time of the near miss (e.g., wind, rain, cold).

14. Crane Capacity: The certified capacity of the crane (e.g., 120,000 pounds), if applicable.

15. Hook Capacity: The capacity of the hook involved in the near miss at the maximum radius of the operation, if applicable.

16. Weight of Load on Hook: If applicable, the weight of the load on the hook.

17. Is this a recurring problem? Check yes or no. Identify any other similar near misses or accidents.

18. Situation Description/Corrective Actions: Self-explanatory.

19. Preparer: Self-explanatory.

FINAL INSPECTION REPORT FOR ALL TASK ORDER'S & IDIQ:

Contract Number: _____

Project Name: _____ **Location:** _____

Contracting Officer: _____ **Tel:** _____

Building Rep: _____ **Tel:** _____

Start Date: _____ **Completion Date:** _____

SUMMARY _____

_____

_____

_____

Discrepancies Found	**Date Corrected**	**Accepted By Inspector**

Date of Acceptance: _____

_____

Contractor Representative

_____

Customer Representative or FMS

_____

NAVFAC Representative SPAR/COR/PAR

ATTACHMENT J-0200000-09
EXHIBIT LINE ITEM NUMBERS
SOLICITATION/CONTRACT #N62478-26-R-2436
EXHIBIT A - CLIN 9000

Line Item 0001 Recurring Work Base Year
PROVIDE PRICES FOR FACILITY INVESTMENT - FIRM FIXED PRICE - IN ACCORDANCE WITH SECTION C, SPEC ITEM 3
ELINs A001

OFFEROR PROPOSED UNIT PRICE
Enter proposed unit price in this column. Price will automatically copy to the UNIT PRICE cell rounded to two decimal places

ELIN	Description	Estimated Quantity	Unit of Measure	Unit Price	Total	
A001	**1502000 -Facility Investment**					
A001AA	Service Orders, Spec Item 3.1	12	MO	$0.00	$ -	
A001AB	Emergency Orders. Spec Item 3.1.1	12	MO	$0.00	$ -	
A001AC	Urgent Orders, Spec Item 3.1.2	12	MO	$0.00	$ -	
A001AD	Routine Service Orders, Spec Item 3.1.3	12	MO	$0.00	$ -	
A001AE	Preventive Maintenance (PM) Program, Spec Item 3.2	12	MO	$0.00	$ -	
A001AF	Integrated Maintenance Program, Spec Item 3.3	12	MO	$0.00	$ -	
A001AG	Inspection, Testing and Certification Program, Spec Item 3.4	12	MO	$0.00	$ -	
A001AH	Other Recurring Services Program, Spec Item 3.5	12	MO	$0.00	$ -	
	TOTAL RECURRING EXHIBIT LINE ITEM NUMBER BASE YEAR - A001				**$ -**	

ATTACHMENT J-0200000-09
EXHIBIT LINE ITEM NUMBERS
SOLICITATION/CONTRACT #N62478-26-R-2436
EXHIBIT A - CLIN 9000

Line Item 0002 Non-Recurring Work Base Year

PROVIDE PRICES FOR FACILITY INVESTMENT - INDEFINITE DELIVERY / INDEFINITE QUANTITY - IN ACCORDANCE WITH SECTION C, SPEC ITEM 4
ELINs A700 through A701

ELIN	Description	Description Extended	Estimated Quantity	Unit of Measure	Unit Price	Extended Price	Offeror Proposed Unit Price Enter proposed unit price in this column. Price will automatically copy to the UNIT PRICE cell rounded to two decimal places
A700	Unit Priced Labor Work - MUST BE NEGOTIATED BY KO.	Provide labor to perform all Unit Priced Labor work subject to the Service Contract Act per the scope and delivery schedule specified in the order.	500	HR	$ -	$0.00	
A701	Material Costs- MUST BE NEGOTIATED BY KO.	Provide all materials and equipment to perform Unit Priced Labor work per the scope and delivery schedule specified in the order. Use with ELIN A700.	5,000	EA	$ 1.00	$5,000.00	
	TOTAL NON-RECURRING EXHIBIT LINE ITEM NUMBER BASE YEAR - A700 THROUGH A701					**$5,000.00**	

ATTACHMENT J-0200000-10
EXHIBIT LINE ITEM NUMBERS
SOLICITATION/CONTRACT #N62478-26-R-2436
EXHIBIT B - CLIN 9001

Line Item 0003 Recurring Work Option Year One

PROVIDE PRICES FOR FACILITY INVESTMENT - FIRM FIXED PRICE - IN ACCORDANCE WITH SECTION C, SPEC ITEM 3
ELINs B001

OFFEROR PROPOSED UNIT PRICE
Enter proposed unit price in this column. Price will automatically copy to the UNIT PRICE cell rounded to two decimal places

ELIN	Description	Estimated Quantity	Unit of Measure	Unit Price	Total	
B001	**1502000 -Facility Investment**					
B001AA	Service Orders, Spec Item 3.1	12	MO	$0.00	$ -	
B001AB	Emergency Orders. Spec Item 3.1.1	12	MO	$0.00	$ -	
B001AC	Urgent Orders, Spec Item 3.1.2	12	MO	$0.00	$ -	
B001AD	Routine Service Orders, Spec Item 3.1.3	12	MO	$0.00	$ -	
B001AE	Preventive Maintenance (PM) Program, Spec Item 3.2	12	MO	$0.00	$ -	
B001AF	Integrated Maintenance Program, Spec Item 3.3	12	MO	$0.00	$ -	
B001AG	Inspection, Testing and Certification Program, Spec Item 3.4	12	MO	$0.00	$ -	
B001AH	Other Recurring Services Program, Spec Item 3.5	12	MO	$0.00	$ -	
	TOTAL RECURRING EXHIBIT LINE ITEM NUMBER BASE YEAR - B001				**$ -**	

ATTACHMENT J-0200000-10
EXHIBIT LINE ITEM NUMBERS
SOLICITATION/CONTRACT #N62478-26-R-2436
EXHIBIT B - CLIN 9001

Line Item 0004 Non-Recurring Work Option Year One
PROVIDE PRICES FOR FACILITY INVESTMENT - INDEFINITE DELIVERY / INDEFINITE QUANTITY - IN ACCORDANCE WITH SECTION C, SPEC ITEM 4
ELINs B700 through B701

Offeror Proposed Unit Price Enter proposed unit price in this column. Price will automatically copy to the UNIT PRICE cell rounded to two decimal places

ELIN	Description	Description Extended	Estimated Quantity	Unit of Measure	Unit Price	Extended Price	
B700	Unit Priced Labor Work - MUST BE NEGOTIATED BY KO.	Provide labor to perform all Unit Priced Labor work subject to the Service Contract Act per the scope and delivery schedule specified in the order.	500	HR	$ -	$0.00	
B701	Material Costs- MUST BE NEGOTIATED BY KO.	Provide all materials and equipment to perform Unit Priced Labor work per the scope and delivery schedule specified in the order. Use with ELIN B700.	5,000	EA	$ 1.00	$5,000.00	
	TOTAL NON-RECURRING EXHIBIT LINE ITEM NUMBER OPTION YEAR ONE - B700 THROUGH B701					**$5,000.00**	

ATTACHMENT J-0200000-11
EXHIBIT LINE ITEM NUMBERS
SOLICITATION/CONTRACT #N62478-26-R-2436
EXHIBIT C - CLIN 9002

Line Item 0005 Recurring Work Option Year Two

PROVIDE PRICES FOR FACILITY INVESTMENT - FIRM FIXED PRICE - IN ACCORDANCE WITH SECTION C, SPEC ITEM 3
ELINs C001

OFFEROR PROPOSED UNIT PRICE
Enter proposed unit price in this column. Price will automatically copy to the UNIT PRICE cell rounded to two decimal places

ELIN	Description	Estimated Quantity	Unit of Measure	Unit Price	Total	
C001	**1502000 -Facility Investment**					
C001AA	Service Orders, Spec Item 3.1	12	MO	$0.00	$ -	
C001AB	Emergency Orders. Spec Item 3.1.1	12	MO	$0.00	$ -	
C001AC	Urgent Orders, Spec Item 3.1.2	12	MO	$0.00	$ -	
C001AD	Routine Service Orders, Spec Item 3.1.3	12	MO	$0.00	$ -	
C001AE	Preventive Maintenance (PM) Program, Spec Item 3.2	12	MO	$0.00	$ -	
C001AF	Integrated Maintenance Program, Spec Item 3.3	12	MO	$0.00	$ -	
C001AG	Inspection, Testing and Certification Program, Spec Item 3.4	12	MO	$0.00	$ -	
C001AH	Other Recurring Services Program, Spec Item 3.5	12	MO	$0.00	$ -	
	TOTAL RECURRING EXHIBIT LINE ITEM NUMBER BASE YEAR - C001				**$ -**	

ATTACHMENT J-0200000-11
EXHIBIT LINE ITEM NUMBERS
SOLICITATION/CONTRACT #N62478-26-R-2436
EXHIBIT C - CLIN 9002

Line Item 0006 Non-Recurring Work Option Year Two
PROVIDE PRICES FOR FACILITY INVESTMENT - INDEFINITE DELIVERY / INDEFINITE QUANTITY - IN ACCORDANCE WITH SECTION C, SPEC ITEM 4
ELINs C700 through C701

Offeror Proposed Unit Price Enter proposed unit price in this column. Price will automatically copy to the UNIT PRICE cell rounded to two decimal places

ELIN	Description	Description Extended	Estimated Quantity	Unit of Measure	Unit Price	Extended Price	
C700	Unit Priced Labor Work - MUST BE NEGOTIATED BY KO.	Provide labor to perform all Unit Priced Labor work subject to the Service Contract Act per the scope and delivery schedule specified in the order.	500	HR		$0.00	
C701	Material Costs- MUST BE NEGOTIATED BY KO.	Provide all materials and equipment to perform Unit Priced Labor work per the scope and delivery schedule specified in the order. Use with ELIN C700.	5,000	EA	$ 1.00	$5,000.00	
	TOTAL NON-RECURRING EXHIBIT LINE ITEM NUMBER OPTION YEAR TWO - C700 THROUGH C701					**$5,000.00**	

ATTACHMENT J-0200000-12
EXHIBIT LINE ITEM NUMBERS
SOLICITATION/CONTRACT #N62478-26-R-2436
EXHIBIT D - CLIN 9004

Line Item 0007 Recurring Work Option Year Three

PROVIDE PRICES FOR FACILITY INVESTMENT - FIRM FIXED PRICE - IN ACCORDANCE WITH SECTION C, SPEC ITEM 3
ELINs D001

OFFEROR PROPOSED UNIT PRICE
Enter proposed unit price in this column. Price will automatically copy to the UNIT PRICE cell rounded to two decimal places

ELIN	Description	Estimated Quantity	Unit of Measure	Unit Price	Total	
D001	**1502000 -Facility Investment**					
D001AA	Service Orders, Spec Item 3.1	12	MO	$0.00	$ -	
D001AB	Emergency Orders. Spec Item 3.1.1	12	MO	$0.00	$ -	
D001AC	Urgent Orders, Spec Item 3.1.2	12	MO	$0.00	$ -	
D001AD	Routine Service Orders, Spec Item 3.1.3	12	MO	$0.00	$ -	
D001AE	Preventive Maintenance (PM) Program, Spec Item 3.2	12	MO	$0.00	$ -	
D001AF	Integrated Maintenance Program, Spec Item 3.3	12	MO	$0.00	$ -	
D001AG	Inspection, Testing and Certification Program, Spec Item 3.4	12	MO	$0.00	$ -	
D001AH	Other Recurring Services Program, Spec Item 3.5	12	MO	$0.00	$ -	
	TOTAL RECURRING EXHIBIT LINE ITEM NUMBER BASE YEAR - D001				**$ -**	

ATTACHMENT J-0200000-12
EXHIBIT LINE ITEM NUMBERS
SOLICITATION/CONTRACT #N62478-26-R-2436
EXHIBIT D - CLIN 9004

Line Item 0008 Non-Recurring Option Year Three
PROVIDE PRICES FOR FACILITY INVESTMENT - INDEFINITE DELIVERY / INDEFINITE QUANTITY - IN ACCORDANCE WITH SECTION C, SPEC ITEM 4
ELINs D700 through D701

Offeror Proposed Unit Price Enter proposed unit price in this column. Price will automatically copy to the UNIT PRICE cell rounded to two decimal places

ELIN	Description	Description Extended	Estimated Quantity	Unit of Measure	Unit Price	Extended Price	
D700	Unit Priced Labor Work - MUST BE NEGOTIATED BY KO.	Provide labor to perform all Unit Priced Labor work subject to the Service Contract Act per the scope and delivery schedule specified in the order.	500	HR	$ -	$0.00	
D701	Material Costs- MUST BE NEGOTIATED BY KO.	Provide all materials and equipment to perform Unit Priced Labor work per the scope and delivery schedule specified in the order. Use with ELIN D700.	5,000	EA	$ 1.00	$5,000.00	
	TOTAL NON-RECURRING EXHIBIT LINE ITEM NUMBER OPTION YEAR THREE - D700 THROUGH					**$5,000.00**	

ATTACHMENT J-0200000-13
EXHIBIT LINE ITEM NUMBERS
SOLICITATION/CONTRACT #N62478-26-R-2436
EXHIBIT E - CLIN 9005

Line Item 0009 Recurring Work Option Year Four

PROVIDE PRICES FOR FACILITY INVESTMENT - FIRM FIXED PRICE - IN ACCORDANCE WITH SECTION C, SPEC ITEM 3
ELINs E001

ELIN	Description	Estimated Quantity	Unit of Measure	Unit Price	Total	OFFEROR PROPOSED UNIT PRICE Enter proposed unit price in this column. Price will automatically copy to the UNIT PRICE cell rounded to two decimal places
E001	**1502000 -Facility Investment**					
E001AA	Service Orders, Spec Item 3.1	12	MO	$0.00	$ -	
E001AB	Emergency Orders. Spec Item 3.1.1	12	MO	$0.00	$ -	
E001AC	Urgent Orders, Spec Item 3.1.2	12	MO	$0.00	$ -	
E001AD	Routine Service Orders, Spec Item 3.1.3	12	MO	$0.00	$ -	
E001AE	Preventive Maintenance (PM) Program, Spec Item 3.2	12	MO	$0.00	$ -	
E001AF	Integrated Maintenance Program, Spec Item 3.3	12	MO	$0.00	$ -	
E001AG	Inspection, Testing and Certification Program, Spec Item 3.4	12	MO	$0.00	$ -	
E001AH	Other Recurring Services Program, Spec Item 3.5	12	MO	$0.00	$ -	
	TOTAL RECURRING EXHIBIT LINE ITEM NUMBER BASE YEAR - E001				**$ -**	

ATTACHMENT J-0200000-13
EXHIBIT LINE ITEM NUMBERS
SOLICITATION/CONTRACT #N62478-26-R-2436
EXHIBIT E - CLIN 9005

Line Item 00010 NON-RECURRING WORK PRICE - OPTION YEAR FOUR
PROVIDE PRICES FOR FACILITY INVESTMENT - INDEFINITE DELIVERY / INDEFINITE QUANTITY - IN ACCORDANCE WITH SECTION C, SPEC ITEM 4
ELINs E700 through E701

ELIN	Description	Description Extended	Estimated Quantity	Unit of Measure	Unit Price	Extended Price	Offeror Proposed Unit Price Enter proposed unit price in this column. Price will automatically copy to the UNIT PRICE cell rounded to two decimal places
E700	Unit Priced Labor Work - MUST BE NEGOTIATED BY KO.	Provide labor to perform all Unit Priced Labor work subject to the Service Contract Act per the scope and delivery schedule specified in the order.	500	HR	$ -	$0.00	
E701	Material Costs- MUST BE NEGOTIATED BY KO.	Provide all materials and equipment to perform Unit Priced Labor work per the scope and delivery schedule specified in the order. Use with ELIN E700.	5,000	EA	$ 1.00	$5,000.00	
	TOTAL NON-RECURRING EXHIBIT LINE ITEM NUMBER OPTION YEAR FOUR - E700 THROUGH E701					**$5,000.00**	

ATTACHMENT J-0200000-14
EXHIBIT LINE ITEM NUMBERS
SOLICITATION/CONTRACT #N62478-26-R-2436
EXHIBIT E - CLIN 9006

Line Item 00011 Recurring Work Option to Extend

PROVIDE PRICES FOR FACILITY INVESTMENT - FIRM FIXED PRICE - IN ACCORDANCE WITH SECTION C, SPEC ITEM 3
ELINs F001

ELIN	Description	Estimated Quantity	Unit of Measure	Unit Price	Total	OFFEROR PROPOSED UNIT PRICE Enter proposed unit price in this column. Price will automatically copy to the UNIT PRICE cell rounded to two decimal places
F001	**1502000 -Facility Investment**					
F001AA	Service Orders, Spec Item 3.1	6	MO	$0.00	$ -	
F001AB	Emergency Orders. Spec Item 3.1.1	6	MO	$0.00	$ -	
F001AC	Urgent Orders, Spec Item 3.1.2	6	MO	$0.00	$ -	
F001AD	Routine Service Orders, Spec Item 3.1.3	6	MO	$0.00	$ -	
F001AE	Preventive Maintenance (PM) Program, Spec Item 3.2	6	MO	$0.00	$ -	
F001AF	Integrated Maintenance Program, Spec Item 3.3	6	MO	$0.00	$ -	
F001AG	Inspection, Testing and Certification Program, Spec Item 3.4	6	MO	$0.00	$ -	
F001AH	Other Recurring Services Program, Spec Item 3.5	6	MO	$0.00	$ -	
	TOTAL RECURRING EXHIBIT LINE ITEM NUMBER BASE YEAR - F001				**$ -**	

ATTACHMENT J-0200000-14
EXHIBIT LINE ITEM NUMBERS
SOLICITATION/CONTRACT #N62478-26-R-2436
EXHIBIT E - CLIN 9006

Line Item 00012 Non-Recurring Option To Extend
PROVIDE PRICES FOR FACILITY INVESTMENT - INDEFINITE DELIVERY / INDEFINITE QUANTITY - IN ACCORDANCE WITH SECTION C, SPEC ITEM 4
ELINs F700 through F701

ELIN	Description	Description Extended	Estimated Quantity	Unit of Measure	Unit Price	Extended Price	Offeror Proposed Unit Price Enter proposed unit price in this column. Price will automatically copy to the UNIT PRICE cell rounded to two decimal places
F700	Unit Priced Labor Work - MUST BE NEGOTIATED BY KO.	Provide labor to perform all Unit Priced Labor work subject to the Service Contract Act per the scope and delivery schedule specified in the order.	250	HR	$ -	$0.00	
F701	Material Costs- MUST BE NEGOTIATED BY KO.	Provide all materials and equipment to perform Unit Priced Labor work per the scope and delivery schedule specified in the order. Use with ELIN F700.	2,500	EA	$ 1.00	$2,500.00	
	TOTAL NON-RECURRING EXHIBIT LINE ITEM NUMBER OPTION TO EXTEND - F700 THROUGH					**$2,500.00**	

ATTACHMENT J-0200000-15
ASSET INFORMATION

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

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

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

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

ATTACHMENT J-0200000-15
ASSET INFORMATION

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

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

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

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

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

Position	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**
Name	AssetNum	Changed Date	Description	Long Description	Master System	System	Sub-System	Location	**Site ID**	Work Center (Person Group)	Asset Type	Asset Quantity	Inventory Category	Purchase Price	Budgeted Cost	Replacement Cost	Meter Group	Belongs To (Parent)	Contract Number
Required Field(s) (on new Asset)	**Y**	N	**Y**	N	**Y**	**Y**	**Y**	**Y**	**Y**	**Y**	**Y**	N	**Y**	N	N	**Y**	N	N	N

NOTES:

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

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

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

ATTACHMENT J-0200000-16
CHARACTERISTIC METER READING INFORMATION

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

Version History

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

TABS

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

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

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

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

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

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

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

NOTES:

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

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

OBSERVATION VALUES

FACILITIES (DCR):

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

UTILITIES (UCR):

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

ATTACHMENT J-0200000-17
SERVICE PROVIDER INFORMATION

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

Version History

V1 - Updated to reflect current interface in MAXIMO

TABS

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

Interface: Service Provider
VERSION #: V1
Current as of: 7/7/2013
Service Provider (BOSC1) is a pipe delimited file.

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

Interface: Service Provider
VERSION #: V1
Current as of: 7/7/2013
Service Provider (BOSC1) is a pipe delimited file.

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

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

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

NOTES:

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

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

Position	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
Name	Target Finish	Target Start	Reported Date	Lead	Scheduled Start	Scheduled Finish	Modified Date	Modified By	PMNEXTDUEDATE	Is Task?	Parent WO	Work Order	Detail Location	CLIN	Customer Ref Code	Sub Work Type	Work Center
Required Field(s)	N	N	**Y**	N	N	N	**Y**	**Y**	N	**Y**	N	N	N	N	N	N	N

ATTACHMENT J-0200000-18
INSTALLATION SPILL CONTROL PLAN
ENVIRONMENTAL PROTECTION LOCAL PROCEDURES

1. Environmental Protection:

a. Procurement of Recycled Content Materials:

Contractors shall procure all materials for projects on Government property in accordance with Executive Order 13101 of September 14, 1998 "Greening the Government through Waste Prevention, Recycling and Federal Acquisition". A listing of recycled content materials available to be utilized can be found in the United States Environmental Protection Agency (U.S. EPA) Comprehensive Procurement Guidelines (CPG) listing: http://www.epa.gov/cpg/products.htm. Contractor shall provide documentation regarding compliance with this Order to the Contracting Officer's representative on request.

2. Identification, Control, and Disposal of Regulated Materials and Waste:

Control and disposal of all Regulated Waste (waste regulated by state, local, or federal law, Navy or other agency, regulation or other policy including, but not limited to, Federal or State hazardous wastes, Toxic Substances Control Act (TSCA) waste, asbestos containing wastes lead paint wastes or other similarly regulated wastes) generated as a consequence of execution of this project shall be the responsibility of the Contractor and is to be included in the contract price. Contractor is responsible for all Regulated Materials (materials regulated under State, Local or Federal law, Navy or other agency regulation or policy, including, but not limited to Asbestos or Lead based paint) or Regulated Wastes as defined above, which are created in the course of the project, used in the project or brought on Government property by the Contractor. Contractor shall immediately notify the Contracting Officer or his/her designated representative in the event that any unforeseen Regulated Waste or Regulated Material is encountered in the course of the work described herein. Due care has been taken to identify any Regulated Materials or Regulated Wastes which should reasonably encountered in the course of the project, notwithstanding this, Contractor has primary responsibility for 1) identifying all Regulated Wastes or Regulated Materials encountered or generated in the course of the project and 2) complying with all applicable Policies, and State, Local or Federal regulations pertaining to these Regulated Wastes and/or Regulated Materials including, but not limited to, safety policies and regulations. All costs associated with complying with these requirements shall be included in the contract price. Inquiries regarding waste manifesting, disposal, etc. shall be directed to MARFORRES Environmental Division at (847) 688-3368.

a. Regulated Waste as defined above, shall be generated, stored, and disposed of in compliance with Navy Policy and all applicable Federal, State, Local regulations. The Contractor is responsible for familiarizing themselves with all these requirements. Navy policies can be located in the Hazardous or Solid Waste Management Plans for the subject facility. Copies of Navy policy are available online or by contacting the Navy's Designated Environmental Representative for the subject facility.

b. Prior to any regulated waste being generated or stored, the Contractor shall contact the Environmental Division to request approval of the proposed location of any waste accumulation area. The Contractor shall appoint a single point of contact along with a contact for all such areas and provide a contact number for that person. The contact must be accessible 24 hours a day and identified in the Site Specific Environmental Protection Plan.

c. Contractor shall dispose of all Government generated waste at a licensed permitted disposal facility acceptable to the Government. The Government, in its sole judgment, reserves the right to approve or disapprove contractor disposal facilities based on their potential effect on the Governments disposal related liability. Prior to approval of any facility for disposal of government waste, all disposal facilities shall complete a Navy Region Midwest Disposal Facility Environmental Audit Form prior to shipments. Navy approved waste disposal sites available from MARFORRES Environmental Division.

d. All representations to third parties regarding the nature of Regulated Waste(s) generated in the course of the project and the Navy's Designated Environmental Representative must approve shipping documents related to movement of any Regulated Wastes in advance. Where signature of the owner or operator is required, such signature shall be requested via the Navy's Designated Environmental Representative. Arrangements to review documents shall be scheduled a minimum of 2 business days in advance of the shipment, during normal business hours Monday through Friday, except in emergencies. Waste pickups must be scheduled at a time acceptable to the Navy Project Representative and Navy's Designated Environmental Representative. The Contractor shall be responsible for completing and obtaining approval of the appropriate authorities for all documents necessary to comply with Navy Policy as well as State, Local and Federal regulations and/or requirements. Generators' copies of all shipping documents from disposal facilities, as well as Certificates of Disposal/Recycling shall be returned to the Navy's Designated Environmental Representative within forty-five (45) days of shipment off station. The items requiring review and approval include, but are not limited to the following:

i. Prime Contractor:
-Laboratory Reports on Waste Streams
-Profile Sheets
-Completed "Disposal Facility Environmental Audit" form from TSDF
ii. Transporter:
iii. Disposal Facility: (TSDF)

3. Release or Spill of Regulated Substance or Violation of Law:

a. Contractor is required to adhere to the following policy:

All spills or releases of – petroleum products, hazardous substances, and regulated waste involving government waste or property occurring on Department of Navy property shall be immediately reported to the MARFORRES Environmental Division. Off-site spills or releases shall be immediately reported to the proper Federal, State, and Local agencies. The Navy's/Marine designated Environmental Representative is responsible for reporting spills or releases occurring on Department of NAVY property to Federal, State, and local agencies. Spill cleanup, remediation, damage to the environment and other related incurred costs resulting from Contractor actions shall be the responsibility of the Contractor.

All inquiries pertaining to waste operations shall be directed to the MARFORRES Environmental Division.

Contractor is responsible for all costs, without limit, related to any release, spill or any violation of law associated with the Contractors execution of the project or caused by any action of the contractor. The Contractor, to the sole satisfaction of the Navy's/Marin Designated Environmental Representative, shall execute all actions necessary to address such release, spill, or violation of law. If, in the sole opinion of the Navy's/Marine Designated Environmental Representative, the Contractor fails to respond with immediate and effective action (within 1 hour of discovery), the Government may, at its discretion, take such actions as it deems necessary, to protect the environment, property or public safety. The Contractor is responsible for all costs, without limit, related to such actions, and shall reimburse the government for all costs incurred. Notwithstanding terms of any agreement between the Contractor and Government, the Government reserves the right to unilaterally and without recourse by the Contractor to execute a deductive modification to the contract equal to the total or any fraction of, the expense to the Government for any actions necessary to address such release, spill or violation of law.

4. Environmental Permits and Licenses:

The Contractor shall be responsible for preparation of all applicable permits or licenses and payment of all permit, license, or similar fees associated with the project. The Contractor shall submit the permit application to the Navy's Designated Environmental Representative along with acceptable form of payment for the permit or license. Upon completion of the review the Navy will forward the application to the regulatory agency.

5. Protection of Natural Resources:

Preserve the natural resources within the project boundaries and outside the limits of permanent work. Restore to an equivalent or improved condition upon completion of work. Confine construction activities to within the limits of the work indicated or specified. If the work is near streams, lakes, or other waterways, conform to the national permitting requirements of the Clean Water Act.

Do not disturb fish and wildlife. Do not alter water flows or otherwise significantly disturb the native habitat adjacent to the project and critical to the survival of fish and wildlife, except as indicated or specified.

Except in areas to be cleared, do not remove, cut, deface, injure, or destroy trees or shrubs without the Government permission. Do not fasten or attach ropes, cables, or guys to existing nearby trees for anchorages unless authorized by the Government. Where such use of attached ropes, cables, or guys is authorized, the Contractor will be responsible for any resultant damage.

Protect existing trees which are to remain and which may be injured, bruised, defaced, or otherwise damaged by construction operations. Remove displaced rocks from uncleared areas. By approved excavation, remove trees with 30 percent or more of their root systems destroyed. Remove trees and other landscape features scarred or damaged by equipment operations, and replace with equivalent, undamaged trees and landscape features. Obtain Contracting Officer's approval before replacement.

The Governments approval is required before any equipment will be permitted to ford live streams. In areas where frequent crossings are required, install temporary culverts or bridges. Obtain Contracting Officer's approval prior to installation. Remove temporary culverts or bridges upon completion of work, and repair the area to its original condition unless otherwise required by the Contracting Officer.

ATTACHMENT J-1502000-01
FACILITY INVESTMENT DEFINITIONS & ACRONYMS

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

FACILITIES MAINTENANCE MANAGEMENT	The planning, prioritizing, organizing, controlling, reporting, evaluating, and adjusting of facilities maintenance operations to support the CNO/NAVFAC facilities policy and objectives and satisfy customers' facility needs. Defined by the International Facility Management Association as "the practice of coordinating the physical workplace with the people and work of the organization."
Integrated Maintenance Program (IMP)	IMP is a recurring state-of-the-art, reliability-centered inspection, testing, maintenance and repair program that determines best practices for managing the functions and consequences of failures of facilities equipment and system components. IMP encompasses accepted commercial practices, including reactive, preventive, predictive, and proactive maintenance, into one optimal program. The IMP approach gives the Contractor full responsibility to maintain systems and equipment and perform repairs whenever necessary to ensure equipment and systems are operational and remain in a constant state of readiness. Service calls will not be issued for accomplishment of repairs on systems and equipment maintained under IMP.
LIFE-CYCLE COSTS	A form of economic analysis that considers the total cost of owning, operating, and maintaining a building or system over its useful life.
MAINTENANCE, PREVENTIVE	Maintenance is designed to increase the availability of the facilities/equipment by reducing the number of unexpected breakdowns or service interruptions. It is any planned maintenance activity that improves equipment life and avoids any unplanned maintenance requirements.
MANAGEMENT INFORMATION SYSTEMS-MAINTENANCE	A computerized system that will provide sufficient information for management to evaluate differences between budgets and actual costs and evaluate performance.
REPAIR	Repair is the restoration of facilities or equipment to such a condition that it may be effectively utilized for its designated purposes by overhaul, reconstruction, or replacement of constituent parts or materials which have deteriorated by action of the elements or usage, and which have not been corrected through maintenance. This term also applies to replacement of the entire unit or system if beyond economical repair. The intent of repair is to have the equipment in normal working condition.
REPLACEMENT	Replacement, as a distinct work element, is confined to a program of planned replacement of a facility or its components. It may be further limited to major components such as air conditioning compressors, furnaces, or hot water heaters. Replacement is performed when the equipment has reached the end of its useful life; when it no longer can perform due to degradation of its internal components and repair is no longer cost effective. Included under the replacement would be the major rebuilding of any component, since rebuilding also restores performance.
RESTORATION	Restoration of real property to such a condition that it can be used for its intended purpose. Includes repair or replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disaster, fire, accident or other causes.

ATTACHMENT 1502000-01
FACILITY INVESTMENT DEFINITIONS & ACRONYMS

SUSTAINMENT	Maintenance and repair activities necessary to keep a typical inventory of facilities in "normal working condition". Sustainment includes regularly scheduled maintenance as well as cyclical major repairs or replacement of components that occur periodically over the expected service life of the facilities.
WORK ORDERS	Any work required to return a facility, system, equipment, or component to normal working condition. Service orders are minor facility problem requests or requests for facilities-related work that are too small to be planned and estimated.
WORK ORDER CYCLE	Countdown starts when the customer is notified that the work has been accepted to be accomplished to the time when the work shift is turned in by the craftsmen as complete is one complete cycle period for a service order.
WORK ORDER, EMERGENCY	Emergency is defined as any facility deficiency that immediately compromises the mission or life, health and safety. Always includes, but is not limited to, failure of any utility, fire protection, environmental control, or security alarm systems.
WORK ORDER, URGENT	Urgent is defined as any deficiency that does not immediately endanger personnel or property, but extended delays of repairs could result in damage to Government property, or soon affect the security, health, or well-being of personnel or the continued operation of a service or system.
WORK ORDER, ROUTINE	Routine is defined as any deficiency that does not qualify as emergency or urgent but is needed to maintain the agreed upon facility condition. Maintain means to repair to such a condition that it may be used for its intended purpose and to normal working condition. Does not include improvements.
WEIGHT HANDLING EQUIPMENT (WHE)	Weight handling equipment consists of cranes (e.g., portal cranes, jib cranes), rigging gear (e.g., slings, shackles), and associated equipment (e.g., portable hoists, dynamometers). For purposes of this technical sub-annex WHE does not include mobile or transportable truck, crawler, and railway mounted locomotive cranes covered in 1700000 BSVE.

ATTACHMENT 1502000-01
FACILITY INVESTMENT DEFINITIONS & ACRONYMS

Acronym	**Title**
BPVC	Boiler and Pressure Vessel Code
HVAC	Heating, Ventilation, and Air Conditioning
RPIE	Real Property Inventory Equipment
SCADA	Supervisory Control and Data Acquisition
SRM	Sustainment, Restoration and Modernization
UFC	Unified Facilities Criteria
UPV	Unfired Pressure Vessel
VTE	Vertical Transportation Equipment

ATTACHMENT J-1502000-02
REFERENCE, INSTRUCTIONS, DIRECTIVES

Reference	Title
UFC 3-430-07	Operations and Maintenance: Inspection and Certification of Boilers and Unfired Pressure Vessels
NAVFAC P-307	Management of Weight Handling Equipment
UG-2029-ENV	Cross-Connection Control and Backflow Prevention Program
MO-118	Inspection of Vertical Transportation Equipment
OPNAVINST 5090.1 Chapter 22	Management of Ozone Depleting Substances
NAVFAC MO-200	Facilities Engineering – Electrical Exterior Facilities
UFC 3-601-02	Inspection, Testing and Maintenance of Fire Protection Systems
UFC 3-410-01FA	Heating, Ventilating, And Air Conditioning
UFC 3-230-02	Operation & Maintenance: Water Supply Systems
NAVFAC MO-206	Maintenance and Operation of Air Compressor Plants
NAVFAC MO-209	Maintenance of Steam, Hot Water & Compressed Air Distribution Systems
ASME 17.1	Safety Code for Elevators & Escalators

Reference	Link
UFC 3-430-07	http://www.wbdg.org/ccb/DOD/UFC/ufc_3_430_07.pdf
NAVFAC P-307	https://portal.navfac.navy.mil/portal/page/portal/navfac/navfac_ww_pp/navfac_ncc_pp/tab66035/tab67623/p307%202009%20%20with%20change%201%20and%202.pdf
UG-2029-ENV	https://portal.navfac.navy.mil/portal/page/portal/navfac/navfac_ww_pp/navfac_nfesc_pp/environmental/productsandservices.htm/waterandwastewater/water/ug-2029-envmay1998.pdf
MO-118	http://www.wbdg.org/ccb/NAVFAC/OPER/mo118.pdf
OPNAVINST 5090.1 Chapter 6	http://5090.dandp.com/pdfs/5090-1C%20Chap%206%2010%20October%20Draft.pdf
NAVFAC MO-200	http://armypubs.army.mil/eng/
UFC 3-601-02	http://www.wbdg.org
UFC 3-410-01FA	http://www.wbdg.org
UFC 3-230-02	http://www.wbdg.org
NAVFAC MO-206	http://www.wbdg.org
NAVFAC MO-209	http://www.wbdg.org

Attachment J-1502000-03
FACILITY PROPERTY INVENTORY

Facility No.	Name/Description	Sq. Ft.	Year Built
1181	Underwater EQ RD&T - NUC	8340	1960
1387	Head/Locker Room	880	1971
1399	4th Force Recon Building	11100	1972
1400	4th Force Recon Building	6026	1972
1652	4th Recon / 3rd Rad Paraloft	6050	1976
4018	Marine Corps Reserve Training	1920	1986

Attachment J-1502000-03
FIRE PROTECTION INVENTORY

Building 4018	**Quantity**
Edwards EST-3 FACP	1
12v/40Ah batteries	2
Kingfisher STAR transmitter	1
12v/2.5Ah battery	1
SIGA-SD photo detector	1
SIGA-278 Pull Station	5
STI-1130 Pull Station Cover with spacer and horn	3
Edwards horn strobes	6
Wet sprinkler system	0

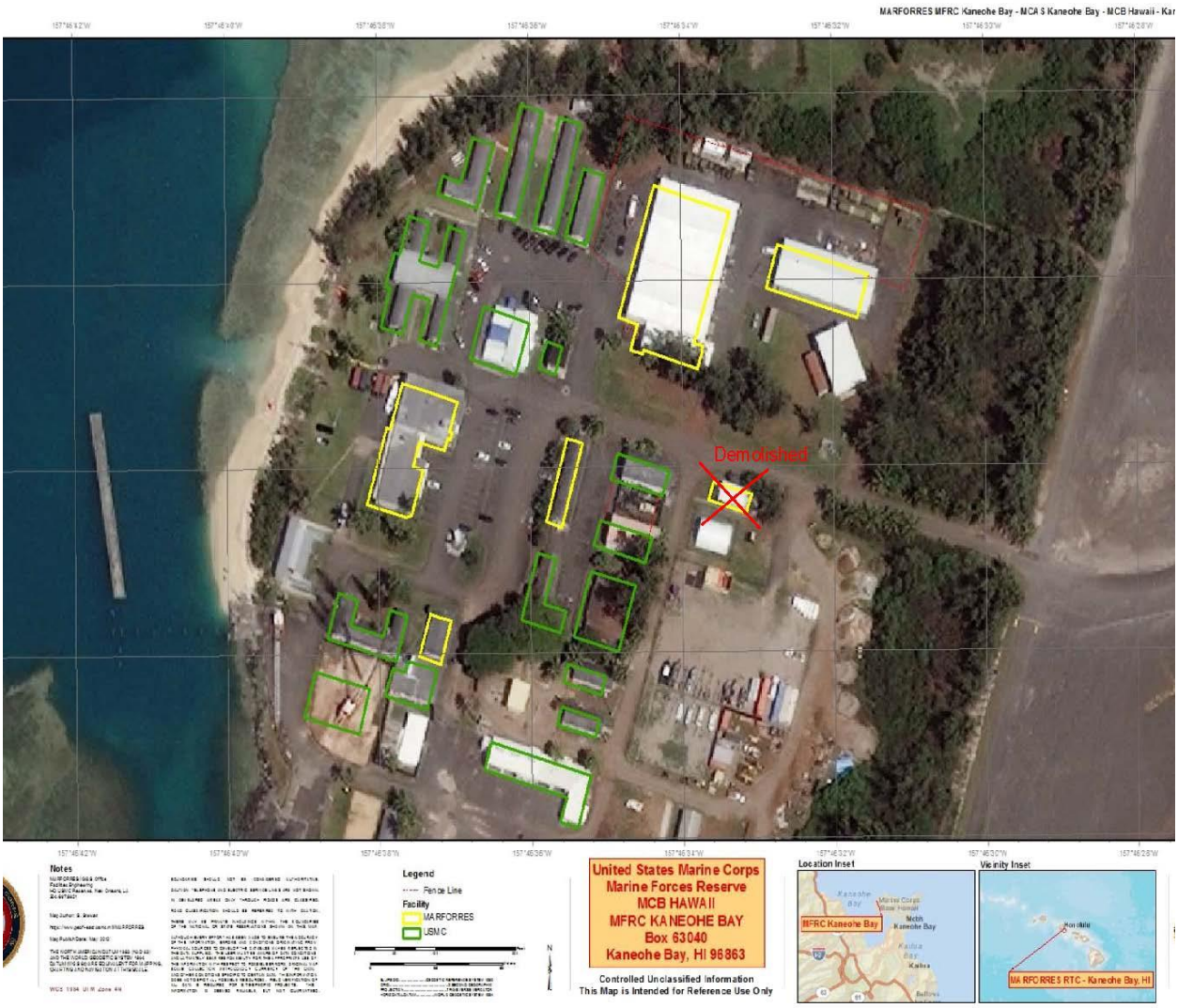
Attachment J-1502000-03
FIRE PROTECTION INVENTORY

Building 1652	**Quantity**
Edwards EST-3 FACP w/MNS	1
12v/55Ah batteries	2
Booster panel BPS-6A	1
12v/7Ah batteries	2
Kingfisher STAR transmitter	1
12v/2.5Ah battery	1
SIGA-SD photo detector	2
SIGA-278 pull station	4
Edwards EST-3 Local Operating Console w/MIC	1
Edwards Speaker Strobes	15
Edwards outdoor Speakers	4
Wet sprinkler system	1
Sprinkler Heads	49
4" Kennedy Gate Valve (KS-RW)	2
Tyco Pressure Gauge (92-343-1-005)	2
4" Tyco AV-1 Alarm Check Valve	1
Pressure Switch (WSFR-F)	1
Tamper Switch (OSYSU-2)	1
Tamper Switch (PCVS-2)	1
4" Tyco CV-1F Check Valve	1

Building 1181	**Quantity**
Edwards EST-3 FACP w/MNS	1
12v/55Ah batteries	2
Booster panel BPS-6A	2
12v/7Ah batteries	4
Kingfisher STAR transmitter	1
12v/2.5Ah battery	1
SIGA-SD photo detector	2
Duct Detector	2
SIGA-278 pull station	6
Edwards Speaker Strobes	41
Edwards outdoor Speakers	10
Wet sprinkler system	1
Sprinkler Heads	78
4" Kennedy Gate Valve (KS-RW)	2
Tyco Pressure Gauge (92-343-1-005)	2
4" Tyco AV-1 Alarm Check Valve	1
Pressure Switch (WSFR-F)	1
Tamper Switch (OSYSU-2)	3
Tamper Switch (PCVS-2)	1
4" Tyco CV-1F Check Valve	1

Building 1399/1400	**Quantity**
Edwards EST-3 FACP w/MNS	1
12v/55Ah batteries	2
Booster panel BPS-6A	3
12v/7Ah batteries	6
Kingfisher STAR transmitter	1
12v/2.5Ah battery	1
SIGA-SD photo detector	2
SIGA-278 pull station	13
Edwards Speaker Strobes	20
Edwards outdoor Speakers	6
Edwards EST-3 Local Operating Console w/MIC	1
Wet sprinkler system	0
Sprinkler Heads	219
4" Kennedy Gate Valve (KS-RW)	2
Tyco Pressure Gauge (92-343-1-005)	2
4" Tyco AV-1 Alarm Check Valve	1
Pressure Switch (WSFR-F)	1
Tamper Switch (OSYSU-2)	3
Tamper Switch (PCVS-2)	2
4" Tyco CV-1F Check Valve	1

ATTACHMENT J-1502000-04
SITE MAP – KANEOHE BAY, HAWAI'I



ATTACHMENT J-1502000-05
FACILITY SYSTEM INVENTORY

LOCATION	EQUIPMENT	DESIGNATION	QUANTITY	MANUFACTURER	MODEL #
Mechanical Room	Air Handling Unit	AHU-1	1	Trane	SCRH07532A0 1010
Mechanical Room	Air Handling Unit	AHU-3	1	Trane	SCRBC1564P03 011A12AA
Groound Outside Building	Condensing Unit (air cooled)	ACCU-1, ACCU-2	2	Fujitsu	AOU36CLX
Rooftop	Condensing Unit (air cooled)	ACCU-4.1, ACCU-4.2	2	Mitsubishi	PUY-A18NHA4, MUY-GE18NA
Toilet 125	Exhaust Fan	EF-1	1	Panasonic	FV-05-HVK-1
Platoon Area 109	Fan Coil Unit	FCU-1, FCU-2	2	Fujitsu	ASU36CLX
SIPRNET Room 110	Fan Coil Unit	FCU-4.1	1	Mitsubishi	PLA-A18BA4, MSY-GE18NA
NMCI/TEL 118	Fan Coil Unit	FCU-4.2	1	Mitsubishi	PLA-A18BA4, MSY-GE18NA
Janitor's Closet	Water Heater (electric)	EWH-4.1	1	EEMAX	SP 8208
Men's Room	Water Heater (electric)	EWH-4.2	1	EEMAX	SP 8208
Unisex 1	Water Heater (electric)	EWH-4.3	1	EEMAX	SP 8208
Unisex 2	Water Heater (electric)	EWH-4.4	1	EEMAX	SP 8208
Coffee Mess	Water Heater (electric)	EWH-4.5	1	EEMAX	SP 8208
1181 Building	overhead lighting	individual building	68		428T5/841
BATHROOMS	vanity lighting	individual building	3		F25T8/841
CONFRENCE ROOM/PLATOON AREA	table lighting	individual building	26		F54T5/841 HO
ADMIN Room	overhead lighting	individual building	1		F80T5/841/6/E CO
MAIN CONFRENCE ROOM	SMALL OVERHEAD LIGHTING	individual building	9		PL-C26W/841/ 4P
HALLWAYS	EXIT SIGNS/ LED DISPALY		3		

LOCATION	EQUIPMENT	DESIGNATION	QUANTITY	MANUFACTURER	MODEL #
WHOLE BUILDING	FIRE ALERT SPEAKER/LIGHT		15		
BATHROOMS	MANUAL SMART FLUSH TOILETS		4	ROYAL SLOAN	
MENS ROOM	ELECTRIC URINALS		2	ROYAL SLOAN	
1387	Expansion Tank	ET-1	1		
1387	Pump (Circulation)		1		
1387	Solar Water Heating System		2		
1387	Water Heater (electric)	EWH-5.1	1	American Water Heating Company	SE120-6 - 120 gal storage
1387	OVERHEAD LIGHTING	INDIVIDUAL BULB	14		428T5/841
1387	VANITY LIGHTING	INDIVIDUAL BULB	1		F25T8/TL841
1387	EXIT SIGN		2		
1387	MANUAL FLUSH URINAL		1	ROYAL SLOAN	
1387	ELECTRIC FLUSH URINAL		1	ROYAL SLOAN	
1387	MANUAL FLUSH TOILET		2	ROYAL SLOAN	
1399/1400 VMF Bay Area	Air Dryer (Refrigerated)	RAD-1	1	Ingersoll Rand	D170EC
Ground Outside 1399/1400	Condensing Unit (air cooled)	ACCU-1.1, ACCU-1.2	2	Mitsubishi	PUHY-P72TJMU- A-BS
Ground Outside 1399/1400	Condensing Unit (air cooled)	ACCU-1.3, ACCU-1.4	2	Mitsubishi	Mr. Slim PEAD-A30AA
Pre/Post Dive	Dehumidifier	DH-1	1		
1400 Men's 116/ Women's 117	Fan (exhaust inline)	EF-1.1	1		
Warehouse 1400-115	Fan (exhaust inline)	EF-1.2	1		
VMF 1399-113	Fan (exhaust inline)	EF-1.3	1		

LOCATION	EQUIPMENT	DESIGNATION	QUANTITY	MANUFACTURER	MODEL #
Boat Storage 1399-105	Fan (exhaust inline)	EF-1.4	1		
Dive Shop 1399-105	Fan (exhaust inline)	EF-1.5	1		
Comm Vehicle Shop 1399-106	Fan (exhaust inline)	EF-1.6	1		
Elec Room 1399-112	Fan (exhaust inline)	EF-1.7	1		
O2 Room 1399-101	Fan (exhaust inline)	EF-1.8	1		
Battery Charging Station	Fan (exhaust inline)	EF-1.9	1		
OA for FCU-1.24	Fan (exhaust inline)	SF-1.1	1		
OA for FCU-1.21, 22, 23	Fan (exhaust inline)	SF-1.2	1		
Scuba Room	Fan Coil Unit	FCU-1.13	1	Mitsubishi	PLFY-P15NCMU-E
Dive Office	Fan Coil Unit	FCU-1.21	1	Mitsubishi	PLFY-P12NCMU-E
Pre/Post Dive	Fan Coil Unit	FCU-1.22	1	Mitsubishi	PLFY-P12NCMU-E
Motor Office	Fan Coil Unit	FCU-1.23	1	Mitsubishi	PLFY-P30NBMU-E
Telecom	Fan Coil Unit	FCU-1.31	1	Mitsubishi	Mr Slim PEAD-A30AA
1399/1400	Overhead Door (Motorized)	OHD-1	1		GH5011L4
1399/1400	Overhead Door (Motorized)	OHD-2	1		
1399/1400	Overhead Door (Motorized)	OHD-3	1		
1399/1400	Overhead Door (Motorized)	OHD-4	1		
1399/1400	Overhead Door (Motorized)	OHD-5	1		
1399/1400	Overhead Door (Motorized)	OHD-6	1		
1399/1400	Overhead Door (Motorized)	OHD-7	1		

LOCATION	EQUIPMENT	DESIGNATION	QUANTITY	MANUFACTURER	MODEL #
Bldg 1399/1400 Fluid Distributio	Pump (Lube System)	LSP-5	1		
1399/1400 Dive Shop	Water Heater (electric)	EWH-1.1	1		80 gal storage
1399/1400 Toilet 1	Water Heater (electric)	EWH-1.2	1		Point of Use/ Tankless
Toilet 1	Water Heater (electric)	EWH-1.3	1		Point of Use/ Tankless
Toilet 2	Water Heater (electric)	EWH-1.4	1		Point of Use/ Tankless
WHOLE BUILDING	OVERHEAD LIGHTING		258		F28T5/841
Pre/Post Dive	EYE WASH STATION		1		
WHOLE BUILDING	EXIT SIGN/LED DISPLAY		8		
Classroom	Fan Coil Unit	FCU-1.11	1	Mitsubishi	PEFY-P30NM AU-E
	Fan Coil Unit	FCU-1.12	1	Mitsubishi	PEFY-P30NM AU-E
Office	Fan Coil Unit	FCU-1.24	1	Mitsubishi	PLFY-P12NM CU-E
Telecom	Fan Coil Unit	FCU-1.41	1	Mitsubishi	Mr Slim PEAD-A30AA
	Fire Shutter (motorized)	FS-1	1		
HALLWAY	VANITY LIGHT	INDIVIDUAL BIULB	5		F25T85/TL84 1
HALLWAY	EXIT SIGN/ LED DISPLAY		2		
CLASSROOM	OVERHEAD LIGHTING	INDIVIDUAL BULB	32		428T5/841
BATHROOMS	MANUAL FLUSH TOILET		3	ROYAL SLOAN	
BATHROOMS	ELECTRIC URINALS		2	ROYAL SLOAN	
BATHROMS	VANITY LIGHT	INDIVIDUAL BULB	2		F28T5/TL841
BATHROOMS	OVERHEAD LIGHTING	INDIVIDUAL BULB	2		F28T5/841
Ground Outside	Condensing Unit (air cooled)	ACCU-2.1	1	Mitsubishi	PUHY-P72YK MU-A-BS

LOCATION	EQUIPMENT	DESIGNATION	QUANTITY	MANUFACTURER	MODEL #
Electric Room	Exhaust Fan	EF-2.1	1		
Paraloft Office 104	Fan Coil Unit	FCU-2.1	1	Mitsubishi	PLFY-P08NM CU-E
Parachute Storage Rm 105	Fan Coil Unit	FCU-2.2	1	Mitsubishi	PLFY-P18NB MU-E
Parachute Storage Rm 106	Fan Coil Unit	FCU-2.3	1	Mitsubishi	PLFY-P15NB MU-E
Parachute Storage Rm 107	Fan Coil Unit	FCU-2.4	1	Mitsubishi	PLFY-P12NB MU-E
Rope Storage 108	Fan Coil Unit	FCU-2.5	1	Mitsubishi	PLFY-P08NM CU-E
OA FOR FCU-2.1 through FCU-2.6	Supply Fan	SF-2.1	1		
Bathroom	Water Heater (electric)	EWH-1	1	Vanguard	3WA60 - 60 Gallon
WHOLE BUILDING	LIGHTING	INDIVIDUAL BULB	156		F28T5/841
MAIN BAY	MAUAL PULL CHAIN BAY DOORS		2		
Bathroom	MANUAL FLUSH TOLIET		1		
Bathroom	MANUAL FLUSH URINAL		1		
BATHROOM	SHOWER		2		
Ground Outside	Condensing Unit (air cooled)	ACCU-0.1	1	Mitsubishi	PUHY-P72TJ MJ-A-BS
Comm 4A-101	Fan Coil Unit	FCU-0.1	1	Mitsubishi	PMFY-P15NB MU-E
Open Office 103	Fan Coil Unit	FCU-0.2	1	Mitsubishi	PLFY-P24NB MU-E
Open Office 103	Fan Coil Unit	FCU-0.3	1	Mitsubishi	PLFY-P24NB MU-E
Open Office 103	Fan Coil Unit	FCU-0.4	1	Mitsubishi	PLFY-P24NB MU-E
Electrical Room	Exhaust Fan	EF-0.1	1		
OA FCU-1 through FCU-3	Supply Fan	SF-0.1	1		
Outside	Oil/Water Separator	OWS-1	1		
BUILDING 4018	OVERHEAD LIGHTING	INDIVIDUAL BULB	48		428T5/841

ATTACHMENT J-1502000-06
TEMPERATURE STANDARDS

Area	Cooling Season*	Heating Season*
Living & Admin. Areas (Inactive Employment)	78	68
Working Areas (Active Employment)	78	68
Storage Areas	78	40
Computer Areas	70	68
Training Areas	75	68

NOTE: *Degrees F. dry bulb