PERFORMANCE WORK STATEMENT (PWS)

FOR

OPERATIONAL LOGISTICS SUPPORT SERVICES FOR AIRCRAFT RECOVERY & CRASH, DAMAGED, DISABLED AIRCRAFT PROGRAM

1.0 GENERAL:

1.1 Scope: The contractor shall provide all personnel, management, equipment, tools, materials, and services necessary to perform the Operational Logistics Support Services for Aircraft Recovery and CDDAR described in this Performance Work Statement (PWS). This includes all resources and quality control functions required, except those identified in Section 3.0 as Government-furnished. All work shall be executed in accordance with applicable federal, state, and local regulations, as well as installation policies and procedures. The contractor is responsible for coordinating and delivering all required support activities, ensuring continuity of operations, and maintaining the quality and timeliness of all deliverables. All services shall be performed in a manner that avoids any appearance of personal services and complies with all contractual, security, and safety requirements.

1.2 Background: Provide Operational Logistics Support Services for Aircraft Recovery and CDDAR, applying independent judgment to deliver subject-matter expertise supporting Combat Readiness Training Center (CRTC) integration activities. Support includes developing Corrective Action Plans (CAPs), consolidating Facility and Mission Support (FAMS) Unit Deficiency Reporting inputs, and assisting with efforts to cultivate strategic defense-industrial partnerships. The contractor shall coordinate, de-conflict, and provide administrative processing support for Aircraft Recovery and CDDAR training courses, exercises, and inspections routed through the National Guard Bureau's CDDAR mission, which supports Department of War (DoW) components, NATO partners, and civilian entities involved in aircraft recovery operations.

1.3 Period of Performance (PoP): The Period of Performance shall be one (1) Base Year of 12 months and four (4) 12-month option year periods.

1.4 General Information:

1.4.1 Place and Performance of Services: The contractor shall provide services between 0700 and 1630, Monday through Friday, except on recognized U.S. holidays or when the Government facility/installation is closed due to local or national emergencies, administrative closures, or other Government-directed shutdowns. To meet mission requirements, flexible scheduling between 0600 and 2200 may be utilized, and the contractor may be required to surge up to 50 hours during peak operational periods. All performance shall occur at Volk Field ANGB, 100 Independence Drive, Camp Douglas, WI 54618. The contractor shall maintain the necessary access to perform all tasks identified in this PWS whenever the Government facility/installation is open. When staffing positions, the contractor should consider workforce stability and continuity to support consistent performance.

1.4.1.1 Telework: Situational telework is authorized in support of this contract. To support Continuity of Operations Planning (COOP), a telework posture may be implemented to maintain mission-critical operations during national emergencies or incidents of national significance. Telework shall be provided at no additional cost to the Government and may be utilized only when approved by the Contracting Officer (KO).

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

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

1.4.2 Recognized Holidays: The following are recognized United States (US) holidays. The contractor shall not perform services on these days or the dates of these observances:

1.4.2.1 New Year's Day: January 1st
1.4.2.2 Martin Luther King, Jr.'s Birthday
1.4.2.3 President's Day
1.4.2.4 Memorial Day
1.4.2.5 Juneteenth National Independence Day: June 19th
1.4.2.6 Independence Day: July 4th
1.4.2.7 Labor Day
1.4.2.8 Columbus Day
1.4.2.9 Veteran's Day: November 11th
1.4.2.10 Thanksgiving Day
1.4.2.11 Christmas Day: December 25th

1.4.2.12 In the event of an undeclared Federal Holiday is observed by the Government, contractor services will not be required on that day(s). Such days will be treated as recognized Federal Holidays in accordance with this PWS and associated contract. The Contracting Officer (KO) will provide notification to the contractor regarding such instances.

1.4.3 Quality Control (QC): The contractor shall develop and maintain an effective QC Plan (QCP) to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP is the means by which it assures itself that its work complies with the requirements of the contract. As a minimum, the contractor shall develop QC procedures that address the areas identified in Technical Exhibit 1, Performance Requirements Summary (PRS). A final QCP shall be submitted to the Contracting Officer Representative (COR) NLT 10 days after contract award. After acceptance of the QCP, the contractor shall obtain the Contracting Officer's (KO's) acceptance in writing of any proposed changes to its QCP.

1.4.4 Quality Assurance (QA): The Government will evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government will do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and acceptable quality level(s) or defect rate(s).

1.4.5 Access and General Protection/Security Policy and Procedures. This standard language is for contractor employees with an area of performance within Government controlled installation, facility, or area. The contractor shall comply with all applicable installation/facility access and local security policies and procedures, which may be obtained from the Contracting Officer's Representative (COR). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by the local installation's Security Forces, Director of Emergency Services or local Security Office. The contractor shall ensure compliance with all personal identity verification requirements as directed by DoD, HAF and/or local policy. Should the Force Protection Condition (FPCON) change, the Government may require changes in contractor security matters or processes.

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

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

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

(d) When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with all local, state and federal policies.

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

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

1.4.5.1. For Contractors Requiring Common Access Card (CAC). Before CAC issuance, the contractor employee requires, at a minimum, a favorably adjudicated National Agency Check with Inquiries (NACI/Tier 1) or higher investigation IAW DoDI 5200.46. The contractor employee will be issued a CAC only if duties involve one of the following: (1) Both physical access to a DoD facility and access, via logon, to DoD networks on-site or remotely; (2) Remote access, via logon, to a DoD network using DoD-approved remote access procedures; or (3) Physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of the DoD on a recurring basis for a period of 6 months or more. At the discretion of the sponsoring activity, an initial/interim CAC may be issued based on a successfully scheduled NACI with the Office of Personnel Management and a favorable completion of an FBI fingerprint check.

Before CAC issuance, the contractor employee requires, at a minimum, a favorably adjudicated Tier 1 (T1) or higher investigation IAW DoDI 5200.46. The contractor employee will be issued a CAC only if duties involve one of the following: (1) Both physical access to a DoD facility and access, via logon, to DoD networks on-site or remotely; (2) Remote access, via logon, to a DoD network using DoD-approved remote access procedures; or (3) Physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of the DoD on a recurring basis for a period of 6 months or more. At the discretion of the sponsoring activity, an initial/interim CAC may be issued based on a successfully scheduled T1 with the Office of Personnel Management and a favorable completion of an FBI fingerprint check.

1.4.5.1.1 Homeland Security Presidential Directive (HSPD)-12 Background Investigation Requirements: The contractor shall ensure that all contractor and subcontractor personnel whose duties require CAC card issuance obtain them, and shall process all CAC card applications. The contractor shall ensure that all employees requiring a T1 be vetted by the cognizant security activity Chief, Information Protection (CIP) to ensure a proper investigation is on record. The CIP will process the T1 if needed. The contractor shall ensure immediate compliance with all instructions regarding background investigation processing, including those

provided verbally, by e-mail or via a Government system. The contractor is cautioned that the entire process from submittal of the investigation may take multiple weeks and shall factor this lead time into its hiring/placement process. The contractor shall make all reasonable efforts to ensure that contractor employees meet CAC eligibility standards upon assignment to the contract and shall be held responsible for delays, failure to meet performance requirements or decreases in efficiency in accordance with the applicable inspection clause.

1.4.5.1.2 Contractors and their personnel shall use the following procedures to obtain CACs:

1.4.5.1.2.1 Contractors shall provide a listing of personnel who require a CAC to the KO. The Government will provide the contractor with instruction(s) on how to complete the Contractor Verification System (CVS) application and then notify the contractor when approved.

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

1.4.5.1.4 During the performance period of the contract, the contractor shall:

1.4.5.1.4.1 Within seven (7) working days of any changes to the listing of the contract personnel authorized a CAC, provide an updated listing to the Contracting Officer who will provide the updated listing to the authorizing Government official;

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

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

1.4.5.1.4.4 Report lost or stolen CACs in accordance with local policy/directives.

1.4.5.1.5 Within seven (7) working days following completion/termination of the contract, the contractor shall return all CACs issued to their personnel to the issuing office or the location specified by local policy/directives. A receipt for each returned card shall be provided to the TA/COR.

1.4.5.1.5.1 Failure to comply with these requirements may result in withholding final payment.

1.4.5.2 Reserved

1.4.5.3 Antiterrorism Awareness Level I Training (AT Level I). This standard language is for contractor employees with an area of performance within a US Government controlled installation, facility or area. All contractor employees, including subcontractor employees, requiring access to US Government installations, facilities and controlled access areas shall complete AT Level I training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. AT Level I may be accomplished by a Level I qualified instructor; completing the Force Protection computer-based training (CBT) course on Joint Knowledge Online (JKO) at https://jko.jten.mil/courses/AT-

level1/launch.html . For those without a CAC, select "Non-CAC" user on the JKO site. Tracking for each contractor or subcontractor employee is the responsibility of the COR or unit AT Representative.

1.4.5.4 Reserved

1.4.5.5 Communications Security/Information Technology (COMSEC/IT) Security. All communications with DoD organizations are subject to COMSEC review. All telephone communications networks are continually subject to intercept by unfriendly intelligence organizations. DoD has authorized the military departments to conduct COMSEC monitoring and recording of telephone calls originating from, or terminating at, DoD organizations. Therefore, the contractor is advised that any time contractor personnel place or receive a call they are subject to COMSEC procedures. The contractor shall ensure wide and frequent dissemination of the above information to all employees dealing with DoD information. The contractor shall abide by all Government regulations concerning the authorized use of the Government's computer network, including the restriction against using the network to recruit Government personnel or advertise job openings.

1.4.5.6 Use of Government Information Systems (IS) and access to Government networks is a revocable privilege, not a right. Users are the foundation of the DoD strategy and their actions affect the most vulnerable portion of the Air Force Infostructure. Contractor employees shall have a favorable background investigation or hold a security clearance and access approvals commensurate with the level of information processed or available on the system. Contractor employees shall:

1.4.5.6.1 Comply with the command's Acceptable Use Policy (AUP) for Government owned IS and sign an AUP prior to or upon account activation.

1.4.5.6.2 Complete initial and/or annual Information Assurance (IA) training as required by applicable Air Force/ANG policy.

1.4.5.6.3 Mark and safeguard files, output products, and storage media per classification level and disseminate them only to individuals authorized to receive them with a valid need to know.

1.4.5.6.4 Protect IS and IS peripherals located in their respective areas in accordance with physical security and data protection requirements.

1.4.5.6.5 Practice safe network and Internet operating principles and take no actions that threaten the integrity of the system or network.

1.4.5.7 All contractor employees and associated sub-contractor employees assigned to work on a government site and/ or requiring access to a DoD network will be required to complete the necessary training required of them initially and annually for the duration of the contract (i.e., DoD IAA Cyber Awareness, Protecting Sensitive Information, Force Protection, etc.).

1.4.5.8 For Information Assurance (IA) / Information Technology (IT) Training. All contractor employees and associated sub-contractor employees shall complete the DoD Information Assurance Awareness Cyber Awareness Challenge before issuance of network access and annually thereafter. All contractor employees performing services involving IA/IT functions shall comply with DoD and Air Force training requirements in DoDD 8140.01, DoD 8570.01-M and AFPD 33-2within 45 days of the start of contract performance.

> 1.4.5.8.1 For Information Assurance (IA) / Information Technology (IT) Certification. In accordance with DoD 8570.01-M , DFARS 252.239.7001 and AFM 33-282, Contractor employees performing services supporting IA/IT functions shall be appropriately certified upon contract award. The baseline certification as stipulated in DoD 8570.01-M shall be completed upon contract award.

1.4.5.9 Reserved

1.4.5.10 Reserved

1.4.5.11 Requirement for OPSEC Training. In accordance with AFI 10-701, Operations Security, OPSEC PMs/SMO/SMNCOs/Coordinators will provide OPSEC training or training materials to contract employees within 30 days of employees' initial assignment to the contract and prior to having access to any critical information (CI) and annually thereafter. General organizational orientations may need to be supplemented by duty-related orientations in the work center targeted toward specific critical information and vulnerabilities associated with the work. Initial training (OPSE 1301 - OPSEC Fundamentals) located on the Defense Counterintelligence and Security Agency website: https://securityawareness.usalearning.gov/opsec/index.htm and the OPSEC Annual training- DAF-Operations Security Awareness Training located on My Learning https://lms-jets.cce.af.mil/moodle/course/view.php?id=11654#section-1

1.4.5.12 OPSEC Plan. The contractor shall comply with the WI CRTC Mission Assurance Plan or any new/updated versions. The contractor shall develop an OPSEC Plan and provide it to the COR or KO within 15 calendar days of contract award to be reviewed and approved by the responsible Government OPSEC officer, per AFI 10-701, Operations Security. This Plan shall include the Government's critical information, why it needs to be protected, where it is located, who is responsible for it, and how to protect it. For the contractor to effectively comply with OPSEC provisions of the contract, the organization will provide the following guidance: (1) Organization's Critical Information; (2) Adversaries' collection threat information as it applies to the organization's mission and the contract; (3) Operations Security guidance; and (4) Specific OPSEC measures the organization requires (as appropriate).

1.4.5.13 Reserved

1.4.5.14 Reserved

1.4.6 Physical Security. The contractor shall safeguard all Government property provided for contractor use. At the close of each work period, Government facilities, equipment and materials shall be secured.

1.4.6.1 Key Control. NOTE: All references to keys include key cards. The contractor shall establish and implement methods of ensuring that no keys/key cards issued by the Government are lost or misplaced or are used by unauthorized persons. No keys issued by the Government shall be duplicated. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas.

1.4.6.1.1 The contractor shall immediately report any occurrences of lost or duplicated keys/key cards to the COR.

1.4.6.1.2 The contactor shall prohibit the use of the Government issued keys/key cards by any persons other than the contractor's employees. The contractor shall prohibit the opening of locked areas by contractor employees to permit entrance of persons other than contactor employees engaged in the performance of services in those areas, or personnel authorized entrance by the KO.

1.4.6.2 Lock Combinations: The contractor shall establish and implement methods of ensuring that no lock combinations are revealed to unauthorized persons. The contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations.

1.4.7 Special Qualifications:

1.4.7.1 The contractor shall ensure that all personnel assigned to perform the requirements of Section 5.0 possess the capability, qualifications, and competence necessary to successfully execute the duties outlined in the PWS. To support effective performance, the Government recommends that personnel performing these services have an educational background appropriate for the complexity of the work, along with five to seven years of relevant Program support experience. This level of experience is recommended to help ensure the contractor provides individuals who can perform tasks independently, exercise sound judgment, and meet

mission requirements; however, the contractor retains full responsibility for selecting and managing its workforce in accordance with non-personal services contract principles.

1.4.7.2 Communication Skills: Demonstrated capability to prepare and deliver clear briefings and to interact professionally with senior military leaders and senior civilian officials.

1.4.7.3 The contractor should have a working knowledge of Data analysis expression (DAX) and Power BI to support data modeling and report development, along with proficiency in Adobe InDesign for creating professional layouts and publication materials. They should be capable of utilizing Microsoft Office applications to manage documentation and communication needs and possess web development experience to assist with digital content creation and site maintenance.

1.4.8 Post Award Conference/Periodic Progress Meetings: The contractor agrees to attend any post award conference convened by the KO in accordance with FAR 42.5. The KO, COR and other Government personnel, as appropriate, may meet periodically with the contractor to review the contactor's performance. At these meetings, the KO will apprise the contractor of how the Government views the contractor's performance and the contractor shall apprise the Government of problems, if any, being experienced. The contractor shall resolve outstanding issues raised by the Government. Contractor attendance at these meetings shall be at no additional cost to the Government.

1.4.9 Contract Manager (CM): The contactor shall designate a CM who shall ensure performance under this contract. The name of this person, and an alternate who shall act for the contractor when the CM is absent, shall be designated in writing to the KO. The CM or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The CM shall work through the COR, to resolve issues, receive technical instructions, and ensure adequate performance of services. The CM shall ensure that contractor employees do not perform any services outside the scope of the contract without an official modification issued by the KO. The CM shall ensure contractor employees understand that services performed outside the scope of the contract are performed wholly at the expense of the contractor.

1.4.10 Identification of Contractor Employees: All contractor personnel attending meetings, answering Government telephones and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression that they are Government employees. The contractor shall ensure that all documents or reports produced by contractor personnel are suitably marked as contractor products or that contractor participation is appropriately disclosed. The contractor's status as a "contractor" shall be predominantly displayed in all correspondence types (to include signature blocks on e-mail) and dealings with Government or non-Government entities. Contractor personnel shall wear identification badges distinguishing themselves as such. The badges shall have the company name, employee name and the word "contractor" displayed.

1.4.10.1 The contractor shall retrieve all identification media (including vehicle passes) from its employees who depart employment for any reason. The contractor shall return all identification media (i.e., badges and vehicle pass) to the KO within 14 days of an employee's departure.

1.4.11. Combating Trafficking in Persons: The United States Government has adopted a zero-tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not engage in severe forms of trafficking in persons during the period of performance of the contract; procure commercial sex acts during the period of performance of the contract; or use forced labor in the performance of the contract. The Contractor shall notify its employees of the United States Government's zero tolerance policy, the actions that will be taken against employees for violations of this policy. The contractor shall take appropriate action, up to and including termination, against employees or subcontractors that violate the US Government policy as described at FAR 22.17.

1.4.12 Contractor Travel: The contractor may be required to travel to attend planning meetings and conferences. Travel expenses shall be reimbursed in accordance with the Joint Travel Regulation (JTR) and

within the funding limitations established by this contract. All travel shall be recommended by the COR and approved or authorized by the Contracting Officer (KO) prior to any travel arrangements being made.

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

1.4.14 Organizational Conflicts of Interest (OCI): The contractor and subcontractor personnel performing services under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent OCIs, as defined in FAR Subpart 9.5. The contractor shall notify the KO immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the KO to avoid or mitigate any such OCI. The contractor's mitigation plan will be determined to be acceptable solely at the discretion of the KO. In the event the KO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the KO may impose other remedies as he or she deems necessary, including prohibiting the contractor from participation in subsequent contracted requirements which may be affected by the OCI.

2.0 DEFINITIONS AND ACRONYMS:

2.1 Definitions:

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

2.1.2 Defective Service: A service output that does not meet the standard of performance associated with the PWS.

2.1.3 Deliverable: Anything that can be physically delivered and includes non-manufactured things such as meeting minutes or reports.

2.1.4 Key Personnel: Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

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

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

2.1.7 Quality Assurance Surveillance Plan (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.8 Quality Control: All necessary measures taken by the Contractor to ensure that the quality of an end product or service shall meet contract requirements.

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

2.2 Acronyms:

AT/OPSEC	Antiterrorism/Operational Security
BI	Background Investigation
CM	Contract Manager
CRE	Combat Readiness Exercise
CRI	Combat Readiness Inspection
CRTC	Combat Readiness Training Center
COR	Contracting Officer Representative
CDDAR	Crashed, Damaged, and Disabled Aircraft Recovery
DAFI	Department of the Air Force Instruction
DD254	Department of Defense Contract Security Classification Specification
DFARS	Defense Federal Acquisition Regulation Supplement
DoW	Department of War
FAR	Federal Acquisition Regulation
GFP/M/E/S	Government Furnished Property/Material/Equipment/Services
HSPD	Homeland Security Presidential Directive
IA	Information Assurance
IS	Information System(s)
JPO	Joint Program Office
KO	Contracting Officer
NATO	North Atlantic Treaty Organization
NAWCAD	Naval Air Warfare Center Aircraft Division
NGB	National Guard Bureau
OCI	Organizational Conflict of Interest
PAO	Public Affairs Officer
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
SOP	Standard Operating Procedure
TE	Technical Exhibit

3.0 GOVERNMENT FURNISHED PROPERTY, MATERIAL, EQUIPMENT AND SERVICES (GFP/M/E/S)

3.1 General: The Government will provide the property, material, equipment, and/or services listed below solely for the purpose of performance under this contract.

3.2 Property: The Government will furnish the necessary workspace for the contractor to perform services outlined in this PWS to include desk space, telephones, computers and other items necessary to maintain an office environment unless teleworking then it will be at the cost of the company contract aside from the provided computer.

4.0 CONTRACTOR FURNISHED PROPERTY, MATERIALS, AND EQUIPMENT (CFP/M/E):

4.1 General: Except for those items specifically stated to be Government-Furnished in Paragraph 3.0, the contractor shall furnish everything required to perform these services as indicated in Paragraph 1.1.

4.2 Contractor Security Clearance: The contractor's employees performing work in support of this contract shall have been granted a Secret security clearance from the Defense Industry Security Clearance Office.

5.0 REQUIREMENTS:

5.1 Coordinate and support the scheduling, resource deconfliction, and execution planning for multi-service annual training periods, major joint readiness exercises, and unit-level events in accordance with government-provided priorities and guidance.

5.2 Provide planning and coordination support for complex, cross-organizational bed-down activities, including development of base-access pathways, billeting arrangements, dining support requirements, and heavy-equipment staging plans.

5.3 Provide administrative support for the management and maintenance of Volk Field's three-year strategic apportionment CDDAR Training calendar, ensuring updates, coordination inputs, and documentation are completed in accordance with government-established guidance.

5.4 Provide administrative and management updates for CDDAR within the designated Microsoft Teams/SharePoint scheduling site and all government-provided planning and scheduling software.

5.5 The contractor shall maintain and update all training and event request timelines, coordination actions, and status tracking tools to ensure accurate and current program visibility.

5.6 Provide coordination and planning support for formal site surveys, pre-planning conferences, and technical site visits.

5.7 Provide support in maintaining and updating local Standard Operating Procedures (SOPs) and administrative process documents to enhance workflow efficiency and reduce systemic bottlenecks.

5.8 Provide coordination support with designated defense-industrial partners to assist the Government in advancing the CRTC's joint-training initiatives.

5.9 Provide administrative support for drafting, routing, and lifecycle maintenance of Combat Readiness Inspection (CRI) and Combat Readiness Exercise (CRE) documentation, ensuring all materials are updated, tracked, and managed in accordance with government-established processes and guidance.

5.10 Provide coordination and content-development support to the Public Affairs Officer (PAO) in preparing communication products intended for NGB headquarters and external media outlets.

5.11 Synthesize complex scheduling and logistical data into strategic briefs, executive summaries, and formal project papers for DoW leadership.

5.12 Conduct in-process efficiency reviews and analyze logistical trends to forecast long-term resource requirements and provide supporting documentation for annual planning activities.

5.13 Provide support for the collection, cataloging, and preservation of significant historical unit actions and prepare the finalized annual historical summary for submission to higher headquarters.

5.14 Provide coordination support between visiting units and Volk Field Personnel to assist with establishing and tracking inbound requested requirements. Monitor all associated deadlines to ensure actions are completed prior to events.

5.15 Provide coordination support between visiting units and Volk Field Emergency Management to ensure participant information is entered into the BlackBerry AtHoc system upon arrival at Volk Field ANGB, enabling delivery of local emergency notifications.

5.16 Consolidate after-action reports, lessons learned, and continuous process-improvement inputs to support Volk Field ANGB's training mission. Assist the Government in incorporating validated improvements into planning for future events and training activities.

6.0 APPLICABLE PUBLICATIONS: PUBLICATIONS APPLICABLE TO THIS PWS ARE LISTED BELOW:

PUBLICATION (CHAPTER/PAGE)	DATE OF PUBLICATION	WEBSITE
Federal Acquisition Regulation	Current Edition	https://www.acquisition.gov Active: Continuously updated via Federal Acquisition Circulars (FACs)
Defense Federal Acquisition Regulation Supplement (DFARS)	Current Edition	https://www.acquisition.gov/dfars Active: Continuously updated via DFARS Changes.
Joint Travel Regulation (JTR)	Current Edition	https://www.defensetravel.dod.mil/site/travelreg.cfm Active; updated monthly
DoDM 1000.13-M-V1 DoD Identification (ID) Cards (Enclosure 2, paragraph 3.b)	01/23/2014 (Change 1: 07/28/2020) Change 2: 07/01/2025	http://www.esd.whs.mil/Directives/issuances/dodm Active; Admin update incorporates E.O. 14168 changes
Federal Information Processing Standards (FIPS) Publication 201-2 Personal Identity Verification (PIV) of Federal Employees and Contractors (paragraph 9)	August 2013 Change 1: FIPS 201 – 03 January 2022	http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.201-2.pdf csrc.nist.gov Superseded; FIPS 201-2 was officially withdrawn and replaced by FIPS 201-3.
DoDM 5200.2 Procedures for the DoD Personnel Security Program (PSP)	04/03/2017 Change 1: 10/29/2020	https://www.esd.whs.mil/Directives/issuances/dodm/ Active. Note: Cancels the historical DoD 5200.2-R
DoDI 5200.46 DoD Investigative and Adjudicative Guidance for Issuing the Common Access Card (CAC)	09/09/14 (Change 1: 05/04/2018) Change 2: 11/02/2020	https://www.esd.whs.mil/Directives/issuances/dodi/ Active: incorporates administrative updates from USD(I&S)
Homeland Security Presidential Directive (HSPD)-12 Policy for a Common Identification Standard for Federal Employees and Contractors	08/27/2004	https://www.dhs.gov/homeland-security-presidential-directive-12 Active Presidential Directive (Baseline Policy for FIPS 201-3)
DoDI 5400.11 Department of Defense Privacy and Civil Liberties Programs	01/29/2019 Change 1: 12/08/2020	https://www.esd.whs.mil/Directives/issuances/dodi/ Active
DoD 5400.11-R Department of Defense Privacy Program	05/14/2007	https://www.esd.whs.mil/Directives/issuances/dodm/ Active; still reference by current instructions pending final revision
AFI 10-245 Antiterrorism (AT)	03/28/2013 (Certified current 03/30/2017)	https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=-1&modID=449&tabID=131
AFI 31-101 Security Forces Standards and Procedures	08/18/2020	https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=-1&modID=449&tabID=131 Superseded / Consolidated; physical security standards from AFI 31-101 and Civilian Police programs have been revised and consolidated into AFI 31-118 (Security Forces Standards and Procedures) and AFI 31-115 (Law & Order Operations)

AFMAN 31-113 Security Forces Standards and Procedures Installation Perimeter Access Control	03/05/2013 Change 1: 12/02/2015 Change 2: 02/02/2015	https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=-1&modID=449&tabID=131 Active (Restricted; requires CAC login to download)
AFPD 17-1 Information Dominance Governance and Management	04/12/2016	https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=-1&modID=449&tabID=131 Active; currently being integrated under updated SAF/CN cyber/ICAM directives (such as DAFMAN 17-1304)
AFMAN 17-1301 Computer Security (COMPUSEC)	02/12/2020	https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=-1&modID=449&tabID=131 Active
AFI 10-701 Operations Security (OPSEC)	7/24/2019 (Change 1: 06/09/2020)	https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=-1&modID=449&tabID=131 Active

TECHNICAL EXHIBIT 1

Performance Requirements Summary (PRS)

This PRS includes performance objectives the Government will use to determine contractor performance and will compare contractor performance to the Acceptable Quality Level (AQL).

PERFORMANCE OBJECTIVE	PERFORMANCE STANDARD	ACCEPTABLE QUALITY LEVELS (AQL)	SURVEILLANCE METHOD / BY WHOM
5.2 Primary point of contact for all training/event requests	The contractor will lead a scheduling team and will evaluate scheduling conflicts.	Meets standard 90% of the time	Random monitoring / COR
5.3 Create three-year strategic Apportionment Schedule	Provide administrative oversight of the training complex's three-year strategic apportionment calendar.	Meets standard 90% of the time.	Periodic Inspection / COR
5.4 Collect after action reports, implement process improvements	Recommend continual process improvement recommendations and report findings to management.	Meets standard 90% of the time.	Periodic Inspection / COR

5.5 Administer Support Agreements	The contractor will administer and coordinate all training support agreements and confirm payment.	Meets standard 90% of the time.	Periodic Inspection / COR