PERFORMANCE WORK STATEMENT

FOR

DORMITORY DRYER/VENT CLEANING SERVICES

F.E. Warren Air Force Base, Wyoming

7 August 2026

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1. Description of Services.

The contractor shall provide all management, tools, supplies, equipment, and labor necessary to perform comprehensive dryer vent and exhaust duct cleaning services at F.E. Warren Air Force Base (AFB), Wyoming. All work shall be performed in accordance with applicable federal, state, local laws, fire safety codes, industry standards, and this Performance Work Statement (PWS).

1.1. Basic Services.

The contractor shall inspect and thoroughly clean 103 dryer vents and exhaust duct systems across 11 dormitory facilities. The cleaning scope includes the entire exhaust system from the dryer wall connection point, through the interior ductwork, and terminating at the exterior exhaust hood/louver (whether wall or roof-mounted). Upon completion, each vent/duct system shall be entirely free of lint, debris, cleaning residue, blockages, animal nests, and standing water.

NOTE: The government intends to award a Blanket Purchase Agreement (BPA) for this requirement. The BPA will be applicable for a period of five (5) years. Reference the Price List for effective dates.

1.1.1. Schedule & Access Coordination.

The contractor shall complete the cleaning of all 103 units within 60 calendar days after BPA call. The contractor shall provide a detailed cleaning schedule to the Contracting Officer (CO) and the designated Dormitory/Facility Manager within three (3) calendar days after call. The contractor must coordinate daily access with the Dormitory Manager to minimize disruption to residents and ensure laundry rooms are safely secured during work.

1.1.1.1. Location and Quantities:

There are seven dormitories with community laundry rooms and four dormitories with laundry rooms within the residents' living quarters. A member of Unaccompanied Housing Management must be present when the contractor is cleaning the dryer vents within the occupied residence. Below describes the quantity of vents per dormitory and community or occupied dormitories. Cleaning is completed annually. There is a possibility for more frequent cleanings for community dormitories (B222, 223, 224, 226, 241, 244, 248). Additional cleanings may be requested follow the same approved price list for the corresponding service year for each facility.

- Dorm 220 – 12 Vents / Occupied
- Dorm 222 – 8 Vents / Community
- Dorm 223 - 6 Vents / Community
- Dorm 224 - 6 Vents / Community
- Dorm 226 - 8 Vents / Community
- Dorm 228 – 12 Vents / Occupied
- Dorm 230 – 18 Vents / Occupied
- Dorm 236 – 12 Vents / Occupied
- Dorm 241 - 3 Vents / Community
- Dorm 244 - 9 Vents / Community
- Dorm 248 - 9 Vents / Community

1.1.2. Airflow Verification.

The contractor shall conduct operational tests to verify airflow velocity before and after cleaning to ensure the system is operating at optimal capacity and meets manufacturer's safety standards.

1.1.3. Site Cleanup.

The contractor is responsible for the immediate cleanup and proper off-base disposal of all lint, debris, and trash extracted during the cleaning process. Both the interior laundry rooms and the exterior grounds (below exhaust vents) must be left in a clean condition equal to or better than prior to service.

1.1.4. Inspection & Reporting.

The contractor shall provide a comprehensive final report to the CO upon completion. This report shall document the cleaning process utilized and provide an itemized assessment of the 103 vents. The report must explicitly identify:

- Pre- and post-cleaning airflow conditions.
- Any discovered damage to ductwork (e.g., crushed ducts, disconnected joints behind walls, or damaged exterior louvers).
- Presence of any non-compliant materials (e.g., plastic transition hoses instead of rigid/semi-rigid metal).
- Recommendations for future cleaning frequencies or preventative maintenance for these specific facilities.

1.2. Authorized Callers (AC) and Pricing.

Only personnel by position and organizational component listed in writing and signed by the Contracting Officer are authorized to make calls. Any changes must be provided by the contracting office to the contractor. The Contractor shall be responsible for coordinating all phases of his/her operations with the appropriate F.E. Warren AFB personnel through the CO or his/her designated representative. The Contractor start date will be coordinated between the CO and or designated representative and appropriate Civil Engineering personnel. Contractor shall have all materials and equipment for all BPA requirements.

1.2.1. The Contractor shall furnish supplies if and when requested by the CO or his/her designated representative during the period specified in the clause entitled "Effective Period." Purchases (which may be referred to as CALLS) made hereunder may be written or oral and shall reference this agreement. The contractor will be provided with a Call Number that will be used for billing and tracking purposes.

1.2.2. The contractor shall charge the government IAW the approved price list under the agreement and must be as low or lower than those charged the supplier's most favored customer for comparable quantities under similar terms and conditions, in addition to any discounts for prompt payment.

1.2.3 Invoices: The Contractor shall submit the invoice to the authorized callers and the Contracting Officer, within five business days after the completion of of each call order. The Contractor shall issue a call order receipt for each invoice paid via the Government Purchase Card.

1.2.3.1. The Contractor shall charge the Government in accordance with established price list. The contractor shall not process GPC charges on other than normal government workdays. The contract should not process charges on any Saturday or Sunday as these are other than normal workdays. The CO shall provide the Contractor with a list of individuals authorized to submit BPA requests identified by title/position, organizational component and the dollar limitation per BPA request. The Contractor will be contacted by 90 CES/CEOES Flight or other authorized personnel for service requests.

1.2.3.2 Invoices submitted for payment against the BPA must include:

- BPA Call Number.
- Company name and address.
- Invoice date and number.
- Call number covered under the billing period.
- Service requested, quantity, unit of issue and extended price for each call number.
- Date of service completion.

2. Services Summary.

The contractor service delivery requirements are summarized into performance objectives that relate directly to standards of performance required to meet mission essential needs. For the Performance Objective to be met, service delivery must be in substantial compliance with applicable performance standards. The Performance Threshold describes the minimum overall levels of service delivery required for acceptable quality control. Failure to meet these Performance Thresholds means that contractor Quality Control is unacceptable. The following is a list of the key performance objectives that will be verified as contractually compliant by Government personnel; however, inspection of any contract requirement is authorized.

Performance Objective	PWS Para.	Performance Threshold	Method of Surveillance
SS-1: Ensure comprehensive dryer vent and exhaust duct cleaning.	Para 1.1	100% of the 103 dryer vents and exhaust duct systems across 11 facilities are thoroughly cleaned and free of lint, debris, blockages, animal nests, and standing water.	100% Inspection
SS-2: Maintain project schedule and coordinate facility access.	Para 1.1.1	100% compliance with the 60-day completion timeline. Submit the initial cleaning schedule within 3 calendar days of call. Zero uncoordinated access disruptions to dormitory residents.	Periodic Surveillance Customer Feedback
SS-3: Verify system airflow and performance.	Para 1.1.2	100% of cleaned vents undergo operational pre- and post-cleaning airflow velocity testing to meet manufacturer safety standards.	100% Inspection: Direct Observation and review of contractor's airflow data in the final report.
SS-4: Maintain clean and safe worksites (Site Cleanup).	Para 1.1.3	Zero loose lint, debris, or trash left in laundry rooms or exterior grounds upon daily completion of work.	Periodic Surveillance Customer Feedback
SS-5: Deliver comprehensive final inspection report.	Para 1.1.4	Comprehensive report containing all required data points submitted to the CO upon completion of work (within the 60-day period).	100% Inspection

3. Government Furnished Property and/or Services

3.1. Government Furnished Property.

3.1.1. None

3.2. Government Furnished Services.

3.2.1. Utilities. The Government will furnish the electricity, water, and sewage services (as necessary) for the accomplishment of service IAW this PWS.

3.3. Government Property Incidental to the Place of Performance.

3.3.1. None

4. General Information.

4.1. Quality Control.

The contractor is required to control the quality-of-service delivery and offer to the Government for acceptance only services which conform to contract requirements. The overall control of quality must meet the specified performance thresholds for each requirement in the Services Summary.

4.2. Quality Assurance

The Government will evaluate the contractor's performance to ensure services are received. The Government will evaluate the contractor's performance through on-site inspections and receipt of customer complaints. The Government will inspect each task as completed. The Government will investigate complaints received from customers. The Government shall make final determination of the validity of customer complaint(s) in cases of disagreement with customer(s). Remedies for non-conforming services will be resolved IAW the applicable Inspection/Acceptance clause attached within the agreement.

4.2.1. The **Authorized Caller (AC)** is the authorized Government representative(s) who will perform assessments of the contractor's performance. After agreement award, the identity of the AC(s), with a letter defining their duties and authority will be promptly furnished to the successful bidder/offeror.

4.2.2. The AC(s) will inform the contract manager when discrepancies occur and will request corrective action. The AC(s) will make a notation of the discrepancy with the date and time the discrepancy was noted and will request the contract manager (or authorized representative) to acknowledge the discrepancy.

4.2.3. Any matter concerning a change to the scope, prices, terms, or conditions of this contract shall be referred to the Contracting Officer and **NOT** to the AC(s).

4.2.4. The services to be performed by the contractor during the period of this contract shall (at all times and places) be subject to review by the Contracting Officer or authorized representative(s).

4.3. Security Requirements.

The contractor shall be responsible for all passes issued to their employees under this contract. Applications shall be coordinated by the Contracting Officer or designated representative. At the time of application, Security Forces will conduct a background check on employees. Upon termination of employment or contract completion, the contractor shall be responsible for returning identification cards/base passes to Security Forces within 24 hours.

4.3.1. REAL ID-Compliant Identification.

IAW DoDM 5200.08V3_DAFMAN 31-101V3_DAFGM 2024-01, *Installation Perimeter Access Control.* Base access and Common Access Cards (CAC) requests will require REAL ID-Compliant identification for Base access and CAC creation. Failure of the vendor to ensure personnel have REAL ID-compliant identification will result in denial of Base access and CAC requests.

4.3.1.1. Contractor Access to Department of the Air Force Installations.

- The contractor shall obtain base identification and vehicle passes, if required, for all contractor personnel who make frequent visits to or perform work on the Department of the Air Force installation(s) cited in the contract. Contractor personnel are required to wear or prominently display installation identification badges or contractor-furnished, contractor identification badges while visiting or performing work on the installation.
- The contractor shall submit a written request on company letterhead to the contracting officer listing the following: contract number, location of work site, start and stop dates, and names of employees and subcontractor employees needing access to the base. The letter will also specify the individual(s) authorized to sign for a request for base identification credentials or vehicle passes. The contracting officer will endorse the request and forward it to the issuing base pass and registration office or Security Forces for processing. When reporting to the registration office, the authorized contractor individual(s) should provide a valid driver's license, current vehicle registration, valid vehicle insurance certificate, and to obtain a vehicle pass.
- During performance of the contract, the contractor shall be responsible for obtaining required identification for newly assigned personnel and for prompt return of credentials and vehicle passes for any employee who no longer requires access to the work site.
- When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with *[insert any additional requirements to comply with DAFI 31-101, Base Defense Operations, and DODMAN5200.02_DAFMAN 16-1405 , Department of the Air Force Personnel Security Program]* citing the appropriate paragraphs as applicable.
- Upon completion or termination of the contract or expiration of the identification passes, the prime contractor shall ensure that all base identification passes issued to employees and subcontractor employees are returned to the issuing office.
- The contractor shall provide an after-hours contact number or after-hours email in the Emergency Mass Notification System (EMNS) for each of their personnel, whose normal place of duty is on a DoD installation or within a DoD facility. The contractor shall comply with any additional requirements in AFMAN 10-206 for emergency operational reporting. Foreign Nationals may participate and may remove themselves from the Emergency Mass Notification System at any time. To update information, personnel can access the globe icon on their system desktop screens and choose the "Access Self-Service" option.
- Failure to comply with these requirements may result in withholding of final payment.

4.4. Physical Security.

The contractor shall be responsible for safeguarding all Government property provided for contractor use. At the close of each work period, Government facilities, property, and materials shall be secured.

4.5. Operational Security (OPSEC).

The contractor shall adhere to the following minimum requirements in support of this requirement:

4.5.1. All contractors, subcontractors, their employees, associates, and consultants who have access to critical information and indicators must comply with the Air Force-sponsored Operations Security (OPSEC) program.

4.5.2. OPSEC is an information-related capability that preserves friendly essential secrecy by using a process to

identify, control, and protect critical information and indicators. If critical information and indicators are disclosed, it could allow adversaries or potential adversaries to identify and exploit friendly vulnerabilities leading to increased risk to mission failure or the loss of life. The desired effect of OPSEC is to influence the adversary's behavior and actions by reducing the adversary's ability to collect and exploit critical information and indicators about friendly activities.

4.5.3. Responsibilities:

4.5.3.1. Contractors must ensure employees receive OPSEC education that includes an overview of the OPSEC process, the definition of OPSEC, its purpose, what is critical information, the individual's role in protecting critical information, and the general adversary threat to the AF's critical information. Additionally, OPSEC education must include updated threat information, changes to critical information and indicators, new procedures and/or OPSEC measures implemented, altered, or deleted by the organization.

4.5.3.2. DoD Contractors with OPSEC requirements or that have access to critical information and indicators shall complete initial and annually-recurring refresher training. Accomplishment of initial OPSEC training must not exceed 90 days from initial assignment to a contract with OPSEC requirements. Access to mission-critical information will not be allowed until OPSEC education has been completed and documented.

4.5.3.3. OPSEC education is a continuous requirement. The host unit OPSEC coordinator must track OPSEC training statistics to include the personnel working on the contract, when each individual received the required initial OPSEC training, and when refresher training is due and/or completed.

4.5.4. Contractor personnel shall not discuss government operations in public or over unprotected or unencrypted communications. Controlled unclassified information (CUI) may only be transmitted as directed in this PWS.

4.5.5. The Contractor shall not post to company websites, publications, newsletters, or other media any images, data, or information that reveal sensitive government operations, personnel, equipment, and/or classified or controlled unclassified information. When in doubt, company press releases related to this contract should be coordinated through the AC or CO, as applicable.

4.5.6. Prior to seeking approval through the F. E. Warren AFB Public Affairs, any information to be released outside of official U.S. Government channels, via any media (to include electronic communications), must be approved through an OPSEC review. All personnel must promptly report OPSEC-related incidents, issues, and concerns to the host-unit OPSEC coordinator.

4.5.7. Contractor shall restrict access to those individuals with a valid need-to-know who are actually providing services under the contract. Further dissemination to other contractors, subcontractors, or other government agencies and private individuals or organizations is prohibited unless authorized in writing.

4.5.8. Because observation of events, operations, physical changes, etc., may reveal National Security information, specific restrictions are needed to preclude unintentional release of this information to unauthorized parties. Unauthorized disclosure and transfer of National Security Information is punishable under 18 USC § 793. Therefore, contractor personnel shall not disclose to unauthorized third parties, post to unofficial sites (including Social Networking sites) any images, data/information, or observed events that reveal sensitive government operations, personnel, equipment, including, but not limited to:

4.5.8.1. Tactics, techniques, and procedures, production, or work schedules, any visible or concealed

modifications, upgrades, additions to vessels, aircraft, or weapons or equipment; increases, change, or decreases in work/deployment frequency or government personnel, vehicle, vessel, or aircraft movements; specialized equipment orders, deliveries, shipments, etc. Unauthorized disclosures and attempts to solicit this type of information by unauthorized third parties or others not affiliated with this contract shall be reported to the AC or CO, as applicable.

4.5.8.2. Government issued badges, identification shall be removed and/or concealed from plain sight when off base and shall not be left in vehicles or unprotected areas. Badges and passes may not be duplicated, copied, or loaned to others. Lost or stolen identification badges, vehicle passes, etc., will be immediately reported to the COR, CO, and/or Installation Security Office.

4.6. Anti-Terrorism

4.6.1. Notification: If the Contractor (contract employees/subcontractors) identify any suspicious activity, they shall contact the Base Defense Operations Center (BDOC) at 307-773-3501 (On-installation)/Missile Security Control (MSC) at 307-773-2701 (Off-installation) and notify the CO and COR (if appointed) that they contacted the BDOC and/or MSC.

4.7. Location/Hours of Operation.

4.7.1. Location. Place of performance is FE Warren AFB WY.

4.7.2. Normal Hours of Operation. The contractor shall perform the services required under this contract during the hours of 7:30 a.m. to 4:30 p.m. The contractor may work (with prior approval of the CO) extended hours to ensure timely completion of work at no additional cost to the Government.

4.7.3. Recognized Holidays. The contractor is not required to provide service on the following days, unless otherwise noted:

- New Year's Day (January 1).
- Birthday of Martin Luther King, Jr. (Third Monday in January).
- Washington's Birthday (Third Monday in February).
- Memorial Day (Last Monday in May).
- Juneteenth National Independence Day (June 19).
- Independence Day (July 4).
- Labor Day (First Monday in September).
- Columbus Day (Second Monday in October).
- Veterans Day (November 11).
- Thanksgiving Day (Fourth Thursday in November).
- Christmas Day (December 25).

If the holiday falls on Saturday, it is observed on Friday. If the holiday falls on a Sunday, it is observed on Monday.

4.8. Conservation of Utilities.

The contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions which prevent the waste of utilities which include the following:

4.8.1. Lights shall be used only in areas where and when work is being performed.

4.8.2. Mechanical equipment controls for heating, ventilation, and air conditioning systems shall not be adjusted by the contractor or by contractor employees unless authorized.

4.8.3. Water faucets or valves shall be turned off after the required use has been accomplished.

4.8.4. Government telephones shall be used only for official Government business.

4.9. Environmental Controls.

4.9.1. Compliance with Laws and Regulations. The contractor shall be knowledgeable of and comply with all applicable Interstate, federal, state, and local laws, regulations, and requirements regarding environmental protection, to include **Section 01 57 19.05 32, Environmental Protection**. In the event environmental laws/regulations change during the term of this contract, the contractor is required to comply as such laws come into effect. If there is an increase or decrease in cost because of the change, the contractor shall inform the CO pursuant to notice requirements and negotiate a modification to the contract.

4.9.2. Notification of Environmental Spills. If the contractor spills or releases any substance contained in 40 CFR 302 into the environment, the contractor or its agent shall immediately report the incident to the F.E. Warren AFB Fire Dept at 911 (landline) or 307-773-2931 (cell phone). The liability for the spill or release of such substance(s) rests solely with the contractor and its agent.

4.9.3. Hazardous Material (HM). If hazardous materials will be used in the execution of this contract, the contractor shall comply with all federal, state and local regulations concerning the use, storage, and reporting of HM in accordance with DAFMAN 32-7002, Environmental Compliance and Pollution Prevention. The contractor shall be required to obtain authorization per the Installation Hazardous Materials Management Program before ordering or purchasing any hazardous product and may not bring a HM onto F.E. Warren AFB property, nor use a HM, until the contractor receives all required authorizations. This authorization process may take up to three weeks. The contractor shall provide the information listed in **Attachment 1 of Section 01 57 19.05 32** to request authorization for all hazardous materials proposed for use on FE Warren AFB or the missile field.

4.9.4. Green Procurement Program (GPP). In performance of this contract, contractors shall use Environmental Protection Agency (EPA) designated recycled content products, Information Technology (IT) Energy Star products/appliances, Federal Energy Management Program (FEMP) Designated Energy Efficient Low Stand By Power products/appliances, U.S. Department of Agriculture (USDA) Bio based/Bio preferred products, Environmentally preferable products, Electronic Product Environmental Assessment Tool (EPEAT) registered products, Water Sense or other water efficient products, non- or Low Ozone depleting substances under the Significant New Alternatives Policy (SNAP), non or Low toxic or hazardous constituents (e.g. non-VOC paint) and any other environmentally sustainable product/method, to the greatest extent possible.

4.9.5. Elimination of Use of Class I Ozone Depleting Substances (ODS).

4.9.5.1. Contractors shall not:

4.9.5.1.1. Provide any service or product with any specification, standard, drawing, or other document that requires the use of a Class I ODS in the test, operation, or maintenance of any system, subsystem, item, component, or process; or

4.9.5.1.2. Provide any specification, standard, drawing, or other document that establishes a test, operation, or maintenance requirement that can only be met by use of a Class I ODS as part of this contract/order.

4.9.5.2. For the purposes of Department of the Air Force policy, the following products that are pure (i.e., they meet the relevant product specification identified in DAFMAN 32-7002) are Class I ODSs:

4.9.5.2.1. Halons: 1011, 1202, 1211, 1301, and 2402;

4.9.5.2.2. Chlorofluorocarbons (CFCs): CFC-11, CFC-12, CFC-13, CFC-111, CFC-112, CFC-113, CFC-114, CFC-115, CFC-211, CFC-212, CFC-213, CFC-214, CFC-215, CFC-216, and CFC-217, and the blends R-500, R-501, R-502, and R-503; and

4.9.5.2.3. Carbon Tetrachloride, Methyl Chloroform, and Methyl Bromide.

4.10. Safety Requirements.

4.10.1. In performing work under this contract, the contractor shall:

4.10.1.1. Conform to the safety requirements contained in the contract for all activities related to the accomplishment of the work.

4.10.1.2. Record and report promptly (within one hour), to the contracting officer or designated COR, all available facts relating to each instance of damage to Government property or injury to either contractor or Government personnel.

4.10.1.3. In the event of an accident/mishap, take reasonable and prudent action to establish control of the accident/mishap scene, prevent further damage to persons or property, and preserve evidence until released by the accident/mishap investigative authority through the CO.

4.10.2. Health and Safety on Government Installations. In performing work under this contract on a Government installation, the contractor shall:

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

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

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

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

4.11. Contractor Personnel.

4.11.1. Contract Manager: the contractor shall provide a contract manager who shall be responsible for the performance of the services. The name of the contract manager shall be provided to the CO in writing prior to the beginning of the first performance period. The contract manager must be able to read, write, speak, and understand English.

4.11.1.1 The contract manager shall have full authority to act for the contractor on all contract matters relating to daily operations of this contract.

4.11.2. Contractor Employees: the contractor shall not employ persons for work on this contract if such employee is identified to the contractor by the CO as a potential threat to the health, safety, security, general well-being or operational mission of the installation and its population.

4.11.2.1. Contractor personnel shall present a neat appearance and be easily recognized as contractor employees. This may be accomplished by wearing distinctive clothing bearing the name of the company or by wearing appropriate badges, which contain the company name and employee name in English.

4.12. Records. The contractor shall be responsible for creating, maintaining, and disposing of only those government required records that are specifically cited in this PWS or required by the provisions of a mandatory directive listed in Applicable Publications and Forms. If requested by the Government, the contractor shall provide the original record, or a reproducible copy of any such record within five working days of receipt of the request.

5. Appendices

A. Publications/Instructions

B. Deliverables

APPENDIX A – Publications/Instructions

Publication/Instruction /Name	Date	Applicable Paragraph/Chapter	PWS Paragraph
DoDM 5200.08V3_DAFMAN 31-101V3_DAFGM	26 Feb 2020	Entire Document Applicable	PWS Para. 4.3.1
DAFI 31-101, Base Defense Operations	9 Sep 2024	As Applicable	PWS Para. 4.3.1.1
DODMAN5200.02_DAFMAN 16-1405	31 Jul 2018	As Applicable	PWS Para. 4.3.1.1
Section 01 57 19.05 32, Environmental Protection	Apr 2026	Entire Document Applicable	PWS Para. 4.9.1
DAFMAN 32-7002, Environmental Compliance and Pollution Prevention	12 Jun 2025	Entire Document Applicable	PWS Para 4.9.3
Department of the Air Force Occupational Safety and Health (AFOSH) Standards	Current	As Applicable	PWS Para. 4.10.2.2

APPENDIX B – Deliverables

All deliverables must meet professional standards and the requirements set forth in the applicable contractual documents. The Contractor shall be responsible for delivering all specified end items. The end items listed in the table below are outputs, which fall within the scope of this effort and are illustrative of the type of work the Government expects to require.

Title	Submission Date	Distribution	Copies
Detailed Cleaning Schedule (PWS para. 1.1.1)	Within 3 calendar days after call	CO, Dormitory/Facility Manager	1 each
Comprehensive Final Report (PWS para. 1.1.4)	Upon completion of work (within 60-day period)	CO	1 each
OPSEC Training Certificates (PWS para 4.5.3.2.)	Within 90 days of assignment and annually thereafter	AC	1 each
AT Level I Training Certificate(s) (PWS para. 4.6.2.)	Within 30 days of requiring access and annually thereafter	AC	1 each
Hazardous Materials Authorization Request and Safety Data Sheets (SDS) (PWS para 4.9.3.)	3 weeks prior to planned use on FE Warren AFB	CO	1 each
Accident/Mishap Report (PWS para. 4.10.1.2)	Within one hour of occurrence	CO, AC	1 each
Contract Manager Designation (PWS para. 4.11.1)	Prior to the beginning of the first performance period	CO	1 each