PERFORMANCE WORK STATEMENT (PWS)
for
AIRCRAFT/GROUND FUEL SERVICES
and
FUEL STORAGE AND DISTRIBUTION
under
SOLICITATION SPE603-26-R-0533
at
PATRICK,SFB, FL

Dated: July 13, 2026

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SECTION C-1.0 INTRODUCTION

C-1.1 General Description: This Performance Work Statement (PWS) is for Defense Logistics Agency (DLA) Energy contracted operational and management services on military service installations. General services are identified under Scope of Work and Performance Requirements, and base specific requirements will be specified through incorporation in Appendix F and G.

SECTION C-2.0 BACKGROUND

C-2.1 Transition: At the request of the Military Services, DLA Energy has assumed responsibility for fuels operations and management at previously Government-Owned, Contractor-Operated (GOCO) facilities. These include bulk storage services, retail service station support, alongside aircraft services, and entire fuels management services.

SECTION C-3.0 SCOPE

C-3.1 General Scope of Work: The Contractor will be responsible for providing the necessary personnel and resources to accomplish all tasks specified herein at Contractor expense unless specifically stated otherwise. The Contractor will ensure safe, accurate, and timely handling, quality control, and accountability of all Defense Wide Working Capital Fund (DWWCF)-owned petroleum products under their control. The Contractor will perform required maintenance to ensure facilities, associated systems, vehicles, and equipment remain operational to meet the base mission. The Contractor will comply with environmental protection, safety, and security directives. The Contractor will conduct required training to ensure personnel are fully qualified to perform PWS tasks. Tasks identified in the PWS are performed by either the Contractor or Agency as specified in Appendix F and G. The Contractor shall refer to Appendix G, Table to determine the list of paragraphs under Section 5.0 that are not applicable to this contract.

C-3.2 Contract Turnover: The Contractor will receive, during the ten working days prior to the start of contract performance, assistance from the current Contractor/Military/Civil Service personnel, representatives from DLA Energy, and the Contracting Officer's Representative (COR) to accomplish a joint facilities turnover inspection, product testing, and inventory. During the last ten working days of this contract, the incoming Contractor personnel shall be permitted access to the applicable fuels facilities to observe its operation. The outgoing Contractor shall assist DLA Energy, the COR, and the incoming contractor personnel to accomplish the facility turnover inspection, product testing, and inventory/accounting as well as provide any relevant information concerning the facility and its operation including maintenance records and engineering documentation. The outgoing Contractor shall turn over all non-proprietary physical and electronic files, evidentiary matter, auditable documents, and other official records related to fuels management, operations, and maintenance to the COR for the incoming Contractor personnel.

SECTION C-4.0 APPLICABLE DIRECTIVES

C-4.1 General: The Contractor shall comply with all applicable federal, state, local, and international agreements, laws, regulations, plans, and policies including, but not limited to, the directives listed herein in performance of the contract effort. The Contractor shall maintain ready access to applicable directives and ensure all employees are familiar with directive requirements. Administrative requirements of directives not directly pertaining to performance may be limited with approval of the Contracting Officer to DLA, DoD, and legal regulatory body requirements. Clarification of applicability should be obtained from the Contracting Officer if necessary. In the event of conflicting guidance, the most stringent requirements shall be followed.

SECTION C-5.0 PERFORMANCE REQUIREMENTS

C-5.1 Staffing: The Contractor shall provide sufficient staff with qualified personnel as per paragraph C-5.5, C-5.7, and Appendix D. Their proposal to effectively perform all required PWS tasks shall include simultaneous operations,

will ensure all personnel are adequately trained, and certified to perform job tasks prior to performing tasks unsupervised. If necessary to perform PWS tasks beyond or after normal hours as listed in Appendix G, the Contractor shall notify the COR (for information only) and will, if possible, accomplish the mission through reallocation of personnel or will otherwise provide the necessary resources using augmentation or overtime at Contractor expense without additional DLA Energy funding. If requirements necessitate Contractor personnel return to conduct operations outside normal hours, the Contractor shall respond and provide required support within 2 hours of notification. The Contractor shall maintain a recall roster of personnel and will provide standby personnel contact information to applicable base points of contact for potential after hours or emergency support. In accordance with FAR 7.108, telecommuting is prohibited.

C-5.2 Operations: The Contractor shall conduct all necessary fuels operations to support base operations, air shows and special events, deployments, exercises, and contingencies under normal conditions, as well as, during periods of heightened security, inclement weather, or other unique situations. Operations must be safely and efficiently conducted to receive, store, transfer, issue, and account for products with appropriate controls to ensure fuel quality, maintain inventory accuracy, and ensure no environmental impact. In the event of failure of the existing facilities or equipment resulting in extended downtime, the Contractor may be required to perform the same functions using an alternative method provided by DLA Energy or the Contractor without additional funding.

C-5.2.1 Dispatching: The dispatch center will be staffed sufficiently on all shifts to ensure rapid, effective receipt, and response to requests for support from authorized customers. The contractor will maintain up-to-date vehicle/facility/inventory status and inform management of any issues which may impact the ability to meet mission requirements. The dispatch center will maintain a current electronic log containing all requests for service, incidents, spills, accidents, and any explanation/justification for not meeting performance requirements. The dispatch center will maintain key control for all assigned incidental facilities, equipment, and vehicles, along with clipboards for refueling vehicles. The dispatch center will maintain communications at all times with base flightline support offices (Base Operations, Maintenance Operations Centers, etc.), as well as with servicing operations. The dispatch center will maintain accountability of base stations and handheld radios. The dispatch center will make notifications to appropriate base, Service Control Points, DLA Energy, and other offices for either quality or quantity discrepancies as required.

C-5.2.2 Product Receipt: The Contractor shall receive products without causing operational delays or incurring demurrage. The Contractor shall coordinate receipt scheduling and quantities to ensure sufficient ullage exists to accommodate receipts. The Contractor shall verify documentation, seals if required, product on board, and offload completion. The Contractor shall perform required initial visual inspection of all fuel receipts. The Contractor shall ensure sampling and laboratory analysis of products IAW applicable directives. The Contractor will not offload products found to be non-conforming during receipt inspection or lab testing until approval has been granted by DLA Energy. Off-specification product will be isolated pending disposition instructions from the DLA Energy Region. The Contractor shall notify the dispatch center and COR of any product quality or quantity discrepancy. The Contractor shall prepare all documents required for product receipt.

C-5.2.3 Product Storage: The Contractor shall be responsible for product integrity and quantity while in Contractor custody. Product will be maintained to preclude degradation, contamination, commingling, or other occurrences which render the product unsuitable for its intended use. The Contractor shall notify the dispatch center and COR of any issues which impact the integrity, quantity, or availability of products in storage. The Contractor shall respond to requests for truck fill stand support, fuel transfer to hydrants, and outload of fuel for shipments where facilities exist

within required time to ensure no mission impact.

C-5.2.4 Product Issues: The Contractor shall issue fuel without causing operational delays. The Contractor shall notify the dispatch center and COR of any fuel quality discrepancy. For any discrepancy, the Contractor shall initiate required corrective actions to facilitate delivery of on-specification product. The Contractor shall prepare all documents required for product issue.

C-5.2.4.1 Flightline Issues/Defuels: The Contractor shall conduct simultaneous refuel and defuel operations in response to requests from Airfield Operations or other authorized customers for alongside aircraft refueling (cold or hot) or aviation/flightline support equipment within the established parameters in Appendix F and G. The Contractor shall provide support for aircraft defueling of non-suspect quality fuel upon request from designated representatives. Suspect quality fuel is the responsibility of the requesting unit to dispose of in accordance with base environmental requirements.

C-5.2.4.2 Organizational Tank Issues: The Contractor shall respond to servicing requests from authorized organizational tank custodians, on a, as required/priority basis.

C-5.2.4.3 Retail Service Station Issues: The Contractor shall operate and maintain the self-service automated service station facilities, equipment, and systems, to ensure sufficient product is available, to provide 24 hours a day, seven days a week support of ground fuels. The Contractor shall manually operate the service station until the system is restored should the automated system fail or be disabled at any time. Should manual operations fail, the Contractor shall provide ground product support through alternative means such as positioning a ground product refueling unit and operator at the service station or other convenient location. For vehicles and equipment which cannot utilize the retail service station, the Contractor shall provide refueling support through refueling unit delivery. The Contractor shall issue and maintain Vehicle Identification Link (VIL) keys and Quick Response (QR) codes for authorized base vehicles in accordance with DLA Energy Policies. The Contractor shall perform required tasks to ensure fuel is properly accounted for and issued to only authorized users.

C-5.2.5 Inventory Management: The management of inventories involves a range of physical and accounting actions associated with ordering/requisitioning, receiving, storing, issuing, and transferring fuel. The Contractor shall coordinate inventory management with the dispatch center to ensure adequate fuel inventory is maintained.

C-5.2.5.1 Physical Inventory Management: The Contractor shall follow the physical inventory management procedures specified in applicable directives and contract clauses/provisions to maintain sufficient product inventories to meet daily demand requirements and minimum levels required in the Inventory Management Plan (IMP) and/or by the DLA Energy Region.

- Ensure all orders, receipts, transfers, shipments, issues, losses, gains, adjustments, and other transactions/actions are properly documented. Maintain control over the physical environment to ensure proper product storage and prevention of losses.
- Ensure inventory variations are within allowable limits. Investigate, document, report, and take corrective action, when necessary, on excessive variations.
- Provide and maintain manual gauging equipment/supplies (tape and bob, fuel and water finding paste) and manually perform inventory tasks in the event of Automatic Tank Gauging (ATG) inoperability, if ATG readings are in question, and as

required per directives. Ensure tape and bobs are calibrated during annual ATG calibration and replace as necessary.

- Provide all applicable documents within the required timeframes, to the accountant for input into the DLA Energy accounting system.

C-5.2.5.2 Accounting/Auditability: The Contractor shall ensure proper accounting and maintain auditability for DWWCF products. The Contractor shall implement procedures specified in applicable directives (special attention to DLA Energy Policy documents).

- Ensure all orders, receipts, transfers, issues, losses, gains, adjustments, and other transactions/actions are properly reviewed and processed in a timely manner.
- Promptly initiate research for out-of-tolerance gains or losses and document results of investigations.
- Maintain files and evidentiary matter for all applicable transactions.
- Coordinate with the DLA Energy Region Inventory Managers and suppliers to order sufficient product to ensure no mission impact due to lack of inventory.
- Provide DLA Energy files or evidentiary matter upon request and within the timeline specified.
- Perform daily, weekly, monthly, and end-of-year closeouts; research and promptly correct rejected transactions.
- Reconcile fuel orders to ensure contract close out and de-obligation of unnecessary open orders.
- Process in-flight and secondary sales transactions as required.

C-5.2.5.3 Electronic Point of Sale, QR (Quick Response) Code Management: The contractor shall utilize Electronic Point of Sale (EPOS) devices (pedestal and/or mobile) provided by DLA Energy as Incidental Property/Equipment to capture and report sales from the GOCO. The contractor must contact the DLA Policy and System Sustainment Branch at EPoSFunctionalSupport@dla.mil to coordinate the installation on the GOCO and COCO retail facility prior to DLA Energy accepting the facility. Prior to the end of the contract terms or termination of the COCO contract, the contractor will again, use the same email address to obtain disposition instructions.

C-5.2.6 Quality Surveillance/Laboratory: The laboratory technician will be responsible for verifying the quality of product receipts and of product in the custody of the Contractor in accordance with applicable directives. The Contractor shall follow all applicable directives to ensure products remain on-specification. The Contractor shall provide all necessary laboratory supplies and replacement equipment without additional DLA Energy funding. The laboratory technician will:

- Obtain all fuel samples other than initial receipt visual.
- Take and determine corrected API and temperature measurements for receipt and issue tanks when ATG is inoperable or questionable.
- Prepare and ship samples to area laboratories or commercial laboratories as required and document process for tracking purposes/results. Shipping costs shall be the Contractors responsibility and be included in the fixed monthly price.
- Perform laboratory testing as required and document results in accordance with applicable directives and procedures.
- Maintain laboratory sampling and testing equipment and supplies.

C-5.3 Maintenance. The Contractor shall provide a detailed maintenance plan to address the references, frequencies, methods, and procedures for accomplishing the maintenance objectives. The Contractor shall

provide all manpower, tools, and equipment to implement the maintenance plan. Parts, supplies, and material needed to perform maintenance will be provided at Contractor expense without additional DLA Energy funding. The Contractor shall establish/maintain automated maintenance and supply/parts records for all facilities, equipment, vehicles, and system components. The maintenance records and maintenance plan shall be updated as changes occur and be made available for review by the COR upon request and turned over to the COR at the end of the contract. The Contractor shall ensure maintenance activities are scheduled to prevent or minimize impact to operations. The Contractor shall immediately notify the COR/designated office and the dispatch center of any maintenance downtime that could affect operational use of the system and the estimated time in commission (ETIC) the system will be back in operation. The Contractor shall conduct or request, coordinate, and monitor maintenance and repair actions to ensure completion in accordance with applicable directives or project plans. The contractor shall be responsible for obtaining all inspections by state and local authorities for any maintenance performed by the contractor (or other commercial vendors completing the maintenance or repair for the contractor) as required. The contractor and its subcontractors shall furnish proof of licensure and certifications at the request of DLA Energy. The Contractor may be required to provide after-hours access to facilities for maintenance or repair work to include escorting maintenance, repair, or construction personnel as required. The Contractor shall implement a tool control program to ensure accountability of items and reduce the risk of Foreign Object Debris (FOD) damage.

C-5.3.1 Operator Maintenance (OM): Operator maintenance (OM) is performed in accordance with UFC 3-460- 03 by the operator for the care and minor maintenance of equipment using procedures that do not require detailed technical knowledge of the equipment's or system's function and design. Maintenance that is regularly performed to preserve and maintain equipment, apparatus, or facilities in such condition that they may be effectively used for their intended purpose. This category of operational maintenance normally consists of inspecting, cleaning, servicing, preserving, lubricating, and adjusting, as required. Such maintenance may also include minor parts replacement that does not require the person performing the work to have highly technical skills or to perform internal alignment.

C-5.3.2 Systems Maintenance (SM): SM is normally performed by trained personnel of base facility maintenance, facility operating contracts, or maintenance contracts for recurring maintenance and repair. SM is either the Contractor or U. S. Army Corps of Engineers (USACE) responsibility depending on location as specified in the PWS, Appendix G, and performed as indicated.

C-5.3.2.1 Contractor Performed SM: SM required is the Contractor's responsibility in accordance with UFC 3-460-03, other applicable directives, manufacturer's specifications, and best commercial practices. The Contractor shall implement a systematic SM program contributing to the uninterrupted functioning of the fuel facility. Where DLA Energy has assumed responsibility for specific parts of SM under the SRM program or a Centrally Managed Program (CMP), the COR shall coordinate actions with the Contractor to minimize disrupting operations of the fuel facility.

C-5.3.2.2 U. S. Army Corps of Engineers (USACE) Performed SM: SM required is the USACE's responsibility in accordance with UFC 3-460-03, other applicable directives, and manufacturer's specifications. The COR shall coordinate SM actions with the Contractor to minimize disrupting operations of the fuel facility. Under the SRM Recurring Maintenance and Minor Repair (RM/MR) Program, the USACE will provide a contractor to perform all SM tasks in accordance with the UFC 3-460-03 and DoD regulation 4140.25-M chapter 8. Periodic testing of systems/components, generally on a

quarterly basis, is included within the RM/MR contract.

C-5.3.3 SRM/MILCON: SRM or MILCON requirements are DLA Energy and Military Service responsibility in accordance with DoD 4140.25M and DLA Energy Policies. The COR will initiate action (work orders) for SRM or MILCON based upon the maintenance plan and unplanned deficiencies discovered during operator/system maintenance or operations. The COR shall ensure deficiencies are coordinated with appropriate agencies and follow up to ensure projects are submitted to DLA Energy and through resolution.

C-5.3.4 Buildings and Grounds Maintenance: The Contractor shall maintain buildings to the standards expected of any base facility occupant and grounds in accordance with base guidelines. The Contractor will be responsible for mowing and weed control using base approved methods where those services are not currently provided by the base. The base will provide snow removal for access roads, truck loading/offloading pavement, and parking lots. The Contractor will be responsible for snow and ice removal on all walking surfaces within the area to include sidewalks, tank stairs, and dike wall stairs as well as operational areas required for mission continuation. The Contractor will ensure buildings are clean, free from debris, and pest free. The Contractor will not permit or allow fire hazards to accumulate in buildings or on grounds. The Contractor shall notify the COR of any unresolved maintenance action but will not perform major repairs or make any alterations to the buildings or grounds without prior approval from the Contracting Officer. If determined by DLA Energy to be appropriate, DLA Energy may request the Contractor perform buildings and grounds maintenance tasks as specified in C-5.3.5 Other Maintenance.

C-5.3.5 Other Maintenance/Repairs: The Contractor will notify the COR of other maintenance and repairs needed, based upon the maintenance plan, and unplanned deficiencies discovered during OM/SM or operations. The COR will request assistance from the base or through the base to DLA Energy to correct these deficiencies or to perform necessary repairs. If the base is unable to provide the requested assistance, the Contractor will then notify the COR and initiate the process to obtain Contracting Officer approval for the work. The Contractor may request through the COR to the Contracting Officer to perform the work using existing labor at no additional charge and obtain material required, to subcontract the work and material required, or to utilize a combination of the options. No general and administrative fee or profit will be added. The Contractor will not perform maintenance and repairs beyond OM and SM unless directed by the Contracting Officer. The Contracting Officer may direct the Contractor to defer the action for resolution by DLA Energy maintenance offices/contractors.

C-5.3.6 Vehicle Maintenance: The Contractor shall maintain special purpose vehicles in accordance with applicable directives and commercial/manufacturers standards to include performing a daily check of refueling units prior to use. The Contractor shall ensure DWWCF fuel in vehicles out for maintenance is properly accounted for and not disposed of without approval. The Contractor shall notify the COR when vehicle inventory falls below Mission Essential Levels or maintenance/out-of-service status indicates potential mission impact. The Contractor will provide necessary information when requested to justify vehicle authorizations or replacements. The Contractor is responsible for maintaining Contractor owned vehicles in accordance with commercial, manufacturer's standards, and ensuring serviceability of sufficient vehicles to perform all required PWS tasks.

C-5.4 Safety: The Contractor will ensure Contractor personnel have a safe and healthy work environment. It is essential that personnel handling fuel products and related equipment at the fuel facilities are thoroughly knowledgeable of the principal hazards to be encountered and how to prevent or reduce these hazards in

accordance with applicable federal, state and local laws and regulations. The Contractors safety program shall instruct employees how to eliminate the hazards or handle them in a safe manner. The Contractor shall comply with applicable safety requirements, base fire regulations at all times, and shall maintain documentation showing compliance which shall be available to the COR or designated representative at any time. Contractor shall provide 24-hour contact information to the base fire department dispatch center. The Contractor shall provide and replace, as necessary, all Personal Protective Equipment (PPE) and other safety items required for performing operations and maintenance tasks.

C-5.5 Security: The Contractor shall incorporate necessary physical, personnel, operations, communications and information security system, to obtain and control access to applicable restricted and controlled areas, ensure only appropriate computer and information access, maintain integrity and safety of applicable fuel facilities and Incidental Equipment/Vehicles. These security measures shall include controlling access by only authorized personnel to fuel facilities and equipment under Contractor control to include accompanying personnel while in the area. The Contractor shall inspect gates, fencing, security lighting surrounding fuel facilities, and request maintenance and repairs in accordance with C-5.3.4 when needed. Gates, buildings, and system valves will be secured when not in use. The Contractor shall ensure all personnel possess and retain requirements for background checks meeting National Agency Check and Inquiry (NACI) standards or higher as required. The Contractor shall ensure requirements for application, receipt, use, and turn-in of personnel badges are met (i.e. Common Access Cards and flightline/restricted area badges). The Contractor shall establish information systems security measures appropriate to the level of computer use. The Contractor shall establish liaison with appropriate base law enforcement agencies in development and implementation of security measures. Base specific requirements are identified in Appendix G. The Contractor is not responsible for providing dedicated guards. Force protection is the responsibility of the base. After hours security checks are performed by base law enforcement personnel. The Contractor will respond immediately upon notification to correct security issues. Contractor personnel shall be identified to the designated base personnel as mission essential as required to facilitate base entry and ensure uninterrupted fuel support during normal base operations, deployments, exercises, and contingencies, as well as, during periods of heightened security or inclement weather.

C-5.6 Environmental Protection: The Contractor shall actively protect and enhance the quality of the environment by adhering to all applicable regulatory requirements and by preventing or controlling pollution at the fuel facilities. The Contractor shall ensure dike draining or similar discharge actions are properly approved, performed, and documented as required. The Contractor shall provide sufficient initial and replacement spill response and clean up material for facilities and vehicles as required. Properly dispose of hazardous material accumulated. If the Contractor is visited by or receives a Notice of Violation (NOV) from a federal, state, or local agency, the Contractor shall immediately notify the COR or Contracting Officer. The Contractor shall support and participate in the host Environmental Management System.

C-5.6.1 Base Environmental Office Provided Documents: The Base Environmental Office will provide the following documents as applicable: Spill Prevention Control and Countermeasures (SPCC) Plan; Spill Prevention, Response Plan (SPRP); Oil Pollution Act 1990 (OPA 90) Facility Response Plan (FRP); Hazardous Waste Management System; National Pollutant Discharge Elimination System (NPDES) Permits Program; Storm Water Pollution Prevention Plan (SWPPP); Integrated Contingency Plan (ICP); and Oil Pollution Prevention Operations Manual.

C-5.6.2 Leak Detection: The Contractor shall provide fuel system access, product transfer, and ancillary mechanical support to the DLA Energy Leak Detection Centrally Managed Program (LD-CMP), or it's designated representatives, for the implementation of the LD-CMP testing at all locations. For locations (see Appendix G) with Permanent Leak Detection Systems (PLDS), the Contractor shall conduct testing at least quarterly (or in accordance with federal/state/local

requirements, whichever is more stringent) by operating the PLDS. Test results shall be made available to the LD-CMP Program Manager, or it's designated representative, upon request. For PLDS technical and operation support, the Contractor will enter a trouble ticket within the DLA Information Technology Service Management (ITSM) System. DLA will provide annual certification and required maintenance of the PLDS.

C-5.6.3 Spill Response/Reporting: The Contractor shall ensure all of their personnel are familiar with the applicable spill plans. The Contractor shall ensure plans are readily available to all contract personnel and responding entities.

- In the event of a fuel spill, the Contractor shall make notifications in accordance with DLA Energy policy as well as the SPCC Plan, FRP, or equivalent plan. Notifications shall be initiated immediately but no later than 15 minutes after discovering the spill. Additionally, the Contractor shall notify the COR and Contracting Officer of reportable spills.
- For all spills, the Contractor shall immediately initiate necessary actions to stop and contain the spill. The Contractor shall clean up the spill using appropriate spill response material and properly dispose of residual material. As well as removing ignition sources, evacuating personnel, cordoning off the area, and directing traffic may be required until relieved by appropriate authority.
- Spill response and clean up actions beyond those outlined above will be provided by the installation in accordance with installation spill plan(s).
- The Contractor should attempt to recover usable fuel to the greatest extent possible.

C-5.7 Training: Upon contract start, Contractor personnel shall be fully qualified to perform PWS tasks. The Contractor shall adequately train personnel to ensure success and safety of the fuel's operation. The Contractor shall ensure prior to performing tasks unsupervised that personnel assigned to all tasks have the requisite knowledge and skills to meet minimum performance requirements and comply with all applicable laws and regulations. The Contractor shall document all training by name of employee, training, and date and make these records available to the COR upon request. This training provided shall include operations, maintenance, safety, security, and environmental compliance in accordance with applicable federal, state and local laws and regulations. The Contractor shall also conduct DoD/DLA publication familiarization training to ensure periodic content review and compliance with new or updated policy. The Contractor will ensure employees have all current and valid professional certifications before starting work and retain while employed. All special purpose vehicle operators will have a valid state commercial driver's license (CDL), in accordance with state regulations, in which the contractor will be operating.

C-5.7.1 DLA Energy and Military Service/Base Provided Training: The Contractor will ensure maximum on-site attendance for training and will schedule employees for all required courses within 30 days of falling below minimum training requirements. The Contractor will submit requests for classroom slots to the COR who will recommend approval/disapproval to the Contracting Officer based on contract requirements. If denied, or if courses are unavailable to maintain the minimum staffing requirements, the Contractor may be required to replace departing personnel or fill a vacant position with fully qualified personnel without additional compensation. If approved, the Contractor will make a written request accompanied by an indemnification statement to the Contracting Officer for scheduling. The Contractor is responsible for all costs incurred for personnel to attend training. The Contractor shall ensure maximum participation possible for the DLA provided Annual Spill Prevention and Response Exercises.

DLA Energy provided classroom/onsite instruction includes:

- Fuels Terminal Manager/Responsible Officer course
- Fuels Manager Defense (FMD) course
- Spill Prevention and Response Exercises
- PLDS operation and testing
- Underground Storage Tank (UST) Operator Training, if applicable.

Additional Military Service/Base provided training may be included in Appendix G.

C-5.7.2 Contractor Provided Training: In accordance with applicable federal, state, and local laws, policies, and regulations and with international agreements or requirements, the Contractor shall ensure all of their employees are properly trained to meet mandatory requirements and to perform tasks specified in this PWS.

- The Contractor shall establish a program to provide recurring training to active duty, Guard, and Reserve military service personnel. The training shall focus on systems and equipment familiarization, core tasks, and upgrade training requirements for operations, maintenance, safety, security, and environmental aspects of the Contractor performed fuels tasks. As part of training, military service personnel may be allowed to perform fuels operations using Military Service, incidental vehicles and equipment where certified. The Contractor may annotate training conducted but will not certify training records or proficiency.
- The Contractor shall provide familiarization training to the Base's Fire Department on the facilities and procedures when requested.

C-5.8 Contractor Furnished Items or Incidental Equipment (IE), Property (P), or Services: Items used in the performance of this contract are either brought in by the Contractor or available on-site, as incidental, for the performance of the contractor.

C-5.8.1 Contractor Furnished Items: The Contractor shall provide sufficient and adequate tools, personnel protective equipment, vehicles, and other items needed to adequately and safely perform all operations and maintenance tasks required by the contract. The Contractor shall ensure compatibility between Contractor items and on-site facilities, systems, and equipment.

C-5.8.1.1 Disposition of Contractor Furnished Items: Contractor items identified herein shall be used solely in the performance of the work defined in Section C-5.0. The Contractor shall not store items in excess of the contract requirements on base property. On termination of the contract, all Contractor items shall be removed from base property within 30 days. Thereafter, the Contractor shall be charged the prevailing commercial storage rate for any items kept on base property, and those items may be disposed of as determined by the Military Service/Base and DLA Energy.

C-5.8.1.2 Uniforms, Clothing, and Safety Equipment: The Contractor shall provide a distinctive company uniform for personnel to wear in the performance of their duties. Uniforms shall be maintained in a clean, serviceable condition and replaced when excessive wear requires. The Contractor shall provide all personnel safety equipment including safety shoes, safety glasses, reflective vests, sound suppression devices, cranial protection, gloves and other identifiable special safety equipment for specific operation and maintenance procedures. When a cap is worn, it will have the company logo on the front. No other caps/hats are authorized. If caps are worn on the flightline they must be approved through Airfield Management and be secured to the head to prevent FOD hazards.

C-5.8.1.3 Contractor Furnished General Purpose Vehicles: The Contractor, shall

provide sufficient general purpose vehicles with appropriate capability to meet the contract requirements including but not limited to towing bowsers, transporting personnel, and performing expeditor duties as needed. The vehicles shall have a distinctive company logo or marking to ensure ease of recognition. The Contractor is responsible for ensuring all vehicles are properly licensed in accordance with local civilian requirements, registered with base security if applicable, adequately maintained, flightline capable if applicable, and operated only by licensed and qualified personnel. The Contractor is responsible for purchasing fuel for Contractor furnished general purpose vehicles. The Contractor may request to establish a Fuels Purchase Agreement (FPA) to be allowed to purchase DWWCF ground fuel for use in Contractor furnished general purpose vehicles.

C-5.8.2 Incidental Equipment (IE), Property (P), and Services: IE and P to be operated and maintained in performance of this contract may include fuel facilities, equipment, vehicles, sufficient shared office/workshop space for Contractor occupancy, etc., as listed in Appendix G. The Military Service/Base will not provide items that are consumables or for day-to-day operations which were not previously identified. When an item, of IE/P, is no longer required or becomes unserviceable, the Military Service/Base, at its discretion, is not required to replace the item.

C-5.8.2.1 Inventory of IE/P: At contract start-up, the Contractor and COR will conduct a joint inventory of all on-site items (Appendix G). The Contractor and the COR shall certify the listing in accordance with local inventory policies. Thereafter, the Contractor and COR shall conduct a joint inventory annually not later than 30 days from the anniversary of the contract start date. The Contractor must identify all equipment deleted and received since the preparation of the last inventory and provide copies of source documents.

C-5.8.2.2 Unauthorized Use of Facilities: The Contractor shall not permit or authorize personnel to store or repair any personal property including boats, vehicles, trailers, motorcycles, etc., on Military Service/Base property. In addition, the Contractor shall not utilize on-site equipment, property, or facilities for storage or repair of Contractor-Owned vehicles and equipment not specifically required by the contract provisions. Parking of personal vehicles used for transportation to and from work will be permitted in designated vehicle parking areas during working hours. The Contractor shall not allow employees to cook, smoke, have open flames, or have flammable materials in the work areas or inside any building. The designated smoking and cooking area will be designated by the Base Fire Department.

C-5.8.2.3 Other Items and Services: Other items and services may be provided on-site as identified in Appendix G.

SECTION C-6.0 DELIVERABLES

C-6.1 Contractor Detailed Plans: Following contract award, the Contractor shall have 60 days, unless otherwise indicated, to submit the detailed plans listed below in section C-6.1.1 through C-6-1.11 to the Contracting Officer for review and acceptance 30 days prior to the contract performance period. Additional Military Service/Base specific requirements may be included in Appendix F and G. The plans are considered dynamic documents and shall be updated as required throughout the contract period. Updates will be provided to the COR and Contracting Officer for review and acceptance as changes are made. These plans may be used by the COR for monitoring and assessing contract performance.

C-6.1.1 Contract Compliance Plan (CCP): The Contractor is responsible for ensuring compliance with all contract performance requirements. As such, the Contractor shall develop an inspection

system acceptable to the DLA Energy for monitoring overall contract performance. The inspection system is to include a written Contract Compliance Plan (CCP) developed and used by the Contractor to measure performance on a continuous basis. The CCP shall include performance-based plans. General performance criteria shall include the Contractor's ability to provide continuous support capabilities as specified in this PWS, record keeping and reporting procedures pertaining to administrative requirements, bulk storage operations, facility/equipment maintenance, and upkeep and appearance of grounds and facilities under Contractor control. The CCP shall include time specific checklists for evaluation of all operational and preventive maintenance requirements. The CCP shall address procedures for corrective actions including the resolution of Corrective Action Report (CAR) and Contract Discrepancy Reports (CDR) generated by the Contracting Officer/COR. The Contractor shall submit a CCP to the Contracting Officer for review and approval within 60 days after contract award. The CCP shall be made available to the COR and DLA Energy review, upon requested, during the contract performance period, pursuant to FAR 52.246-4, 52.246-5, and 46.1.

C-6.1.2 Operations and Staffing Plan: The plan shall provide comprehensive and detailed step-by-step procedures (recommend checklists as attachments) covering all requirements specified in C-5.2 through C-5.2.6. The plan must include a detailed organization chart showing the number of employees identified by wage determination, job classification, and full/part time employee status, a brief description of the tasks to be performed, and the duty description of the employee that will perform the task described. A manning matrix defining staffing in terms of full-time equivalents (FTEs) for a typical seven-day work week must be included. Operating hours are detailed in Appendix G.

C-6.1.3 Inventory Control and Accountability Plan: A detailed plan must be written to ensure contractor compliance with the inventory, accounting, and reporting requirements of DoDM 4140.25, DoD Management of Bulk Petroleum Products, Natural Gas and Coal, and DLA Energy Instructions, DLA Energy P-7 Policy, regulations, and other policies as applicable.

C-6.1.4 Product Quality Surveillance Plan (PQSP): The Contractor shall ensure that products placed in the care of the Contractor are properly handled, remain on-specification, and are ready for issue. The plan must include policy and procedure regarding product sampling, visual examination of samples, and the submission of samples requiring further analysis to the regional fuel laboratory. In addition, the plan must outline the documentation of samples and test results, reports and records keeping applicable, and actions to be taken in case of unacceptable test results. The plan must fully outline Contractor responsibilities for quality surveillance under this contract.

C-6.1.5 Maintenance Plan: The Contractor must provide a detailed operational and situational maintenance plan for all facilities, equipment, and system components. The Contractor must provide a detailed maintenance plan for all facilities, equipment, and system components. The maintenance plan must clearly outline the process of planning, programming, accomplishing, documenting, and reporting all maintenance actions and must include the installation and use of a contractor furnished computerized maintenance management system (CMMS) to track maintenance for components and facilities at all sites. The plan will be continuously reviewed over the course of the contract and any requirements for change must be communicated to the Contractor through the Contracting Officer. The complete maintenance plan will include a copy of all maintenance action forms, listings and reports to be generated by the CMMS.

C-6.1.6 Safety Plan: The plan shall outline procedures necessary to maintain safety in accordance with applicable federal, state, and local laws and regulations. At a minimum, this plan shall include

confined space entry, disaster preparedness, fire prevention and protection, Personal Protective Equipment, emergency response, safety and health standards, hazardous communications, lockout/tagout, and fuel handling operations.

C-6.1.7 Security Plan: The plan shall clearly identify staffing and procedures necessary to meet applicable security requirements and include information, operations, communications, physical, and personnel security aspects. The plan must address contingency procedures for power outages, procedures regarding facility access controls, visitor logs, lock and key controls. Specific requirements of increased Force Protection Conditions (FPCONs) should be included.

C-6.1.8 Environmental Protection Plan (EPP): The Contractor shall provide a comprehensive and detailed site specific EPP that will ensure compliance with federal, state, DoD, Installation, and local environmental laws, regulations, and other guidance. Such aspects as spill prevention, spill response for varying Tier levels, hazardous substance, storage, use, and disposal, operational details such as dike drain and oil/water separator procedures, Hazardous Waste Operations (HAZWOPER) and related training, and environmental contact information should be included. The plan is subject to be reviewed by the installation Environmental Department to ensure all applicable environmental concerns are addressed.

C-6.1.9 Equipment Provisioning Plan: The contractor must identify and include the types and quantities of vehicles, major equipment items, powered grounds maintenance equipment (unless subcontracted), computer systems, and office machines, necessary to support the locations under this contract proposal. Upgrading or modifying equipment to meet specific on-station public over-the-road requirements, licensing or obtaining permits for equipment and personnel, and the adherence to insurance requirements must be the responsibility of the contractor. Vehicles and major equipment, powered grounds maintenance equipment, must be in an up-to-date maintenance, and operational condition to withstand the entire contract period. All vehicles and equipment must meet the performance requirements of the latest versions of: National Fire Protection Agency (NFPA) 407, Standards for Aircraft Fuel Servicing, Department of Transportation (DOT) 406, National Fire Protection Agency (NFPA) 385 Standard for Tank Vehicles for Flammable and Combustible Liquids, ATA Spec 103 Standards for Jet Fuel Quality Control at Airports, and other Federal Policies/Laws as applicable. Information relevant to vehicles equipment capabilities such as and not limited to manufacture date, mileage/hours, make, and model along with the maintenance plan for assigned vehicles and equipment, must identify each piece, and will be utilized in determining operational abilities. The contractor must include the above-mentioned information as a part of the contractor's proposal submission in response to the underlying solicitation for this contract and ensure the Equipment Provisioning Plan, specify the identical proposed approach stipulated in such final proposal submission.

C-6.1.10 Training Plan: The plan shall identify length of training, specify initial or recurring training, training sources, and a brief description of courses for federally, state, and locally mandated and generally required safety training, environmental protection training, and job qualification training. The plan shall include a sample training record or method of documenting personnel qualifications/certifications. The plan shall address the training methodology for Contractor and DLA/Base/Service personnel.

C-6.1.11 Contract Contingency Plan: The plan must outline Contractor actions to mitigate and overcome significant interruptions during contingencies. Contingencies are generally defined as unexpected events that cause changes or disruption to the operations tempo. The plan must provide specific details regarding responses to avoid or minimize interruption of customer service from facility outages or potential labor issues as may result from strike actions, military service

contingency, war time, weather, pandemic, and other emergent staffing requirements, (to include subcontractor staffing where required). If a contingency arises during contract performance that was not accounted for initially, the Contractor is required to provide a detailed plan within 12 hours of the time the Contractor assesses its inability to meet the contractual terms of the contract (i.e. Staffing and Operations, etc.). This plan shall address each instance where a contingency event is present during contract performance, shall address the affected labor mix, and communicate the minimum level of service the contractor is able to perform. The plan should also include a time-based plan to restore support and the affected labor or equipment to the originally proposed levels.

APPENDIX A – DEFINITIONS

Contractor. The individual, person or group of persons, company or corporation specifically named and contracted by/with the Government to fulfill the terms of this contract document. The term "Contractor" as used herein refers to the company or corporation as a whole or any individual, attendant, technician, operator, driver, dispatcher, or laborer who may be acting on behalf of the Contractor.

Contracting Officer (KO). The Contracting Officer shall ensure performance of all necessary actions for effective contracting, ensure compliance with the contract terms, and shall safeguard the interests of the United States in the contractual relationship. The Contracting Officer shall also ensure that the Contractor receives impartial, fair, and equitable treatment under this contract. The Contracting Officer shall determine the final assessment of the Contractor's performance.

Contract Specialist (CS). The CS is the primary executor of administrative actions required under contracts. In doing so, the CS will engage the Contracting Officer, COR, and other government/contractor personnel as necessary to resolve administrative and performance concerns that arise. The CS shall serve as the primary liaison between Contracting, the COR, and the contractor and should be the COR's first point of outreach should the COR have questions about limits on authority, responsibilities, contract terms, etc.

Contracting Officers Representative (COR). The individual designated in writing by the Contracting Officer to act as the contracting officer's authorized representative to monitor specific aspects of the contract and take action as authorized in the letter of appointment.

Full-time equivalent (FTE). One FTE is equal to 2080 total working hours per year (52 weeks at 40 hours per week). It is a means to identify requirements and evaluate support which may consist of full-time and/or part-time personnel. Due to various reductions in available personnel hours, such as from vacation or holiday labor mandates, actual personnel hours necessary to achieve one FTE will be greater than 2080.

Multi-dispatch operations. Requests designated by requesting organization and called in at the same time for Multiple refueling/defueling service of aircrafts (generally of the same type) located in close proximity to each other where availability of maintenance crews, aircraft turn time, and fuel quantity requirements enable service of each aircraft in line by a single dispatched refueling unit without requiring the refueling unit to refill between aircraft.

Terminal Manager (TM). As defined in DLA Energy Policy has signatory authority for the DWWCF fuels account at contracted Fuels Management Services locations.

Terminal Superintendent (TS). Contractor supervisory personnel for bulk storage contracted locations or other locations without signatory authority for the DWWCF fuel account.

APPENDIX B - ACRONYMS, AND ABBREVIATIONS

AFPET: Air Force Petroleum Office
AFSS: Automated Fuel Service Station
AQL: Acceptable Quality Level
APC: Army Petroleum Center
API: American Petroleum Institute
AR: As Required.
AST: Aboveground Storage Tank
ASTM: American Society for Testing and Materials
ATG: Automatic Tank Gauge
ATM: Assistant Terminal Manager
Barrel: A barrel is equal to 42 U.S. gallons.
BDI: Biodiesel (BDI)
CDR: Contract Discrepancy Report
CEO: Corporate Executive Officer
CFE: Contractor Furnished Equipment
CFR: Code of Federal Regulations
CLIN: Contract Line Item Number
CMMS: Computerized Maintenance Management System
CNG: Compressed Natural Gas
COR: Contracting Officers Representative (COR):
DCO: Dispatcher/Computer Operator
DFSP: Defense Fuel Support Point
DiEGME: Diethylene Glycol Monomethyl Ether, a type of Fuel System Icing Inhibitor (FSII)
DLA Energy: Defense Logistics Agency Energy
DoD: Department of Defense
DoDAAC: Department of Defense Activity Address Code
DSO: Driver/System Operator
DSN: Defense Switching Network (telephone communications system)
E85: Gasoline, Automotive (Fuel Ethanol), composed of at least 85% ethanol
EGME: Ethylene Glycol Monomethyl Ether, a type of Fuel System Icing Inhibitor (FSII)
EPA: Environmental Protection Agency
ETIC: Estimated Time in Commission
ETIMS: Enhanced Technical Information Management System
FA: Fuel Accountant
FAR: Federal Acquisition Regulations
FDSM: Fuel Distribution System Mechanic
FDSO: Fuel Distribution System Operator
FMD: Fuels Manager Defense
FSII: Fuel System Icing Inhibitor
FRP: Facility Response Plan
GOCO: Government Owned Contractor Operated
IE: Incidental Equipment
IP: Incidental Property
iNFADS: internet Navy Facilities Asset Data Store
ISSA: Inter-Service Support Agreement
KO: Contracting Officer
LT: Laboratory Technician
MRP: Maintenance & Repair Project
MILCON: Military Construction
NAC: National Agency Check
NFPA: National Fire Protection Agency

NPDES: National Pollution Discharge Elimination System
NPO: Naval Petroleum Office
NSN: National Stock Number
Off Station: A generic term used to stipulate the areas outside the boundaries of an installation, facility, or support activity,
OPA: Oil Pollution Act
OM: Operator Maintenance
OSC: On-Scene Coordinator
OSHA: Occupational Safety and Health Administration
PA: Property Administrator
PC&S: Posts, Camps, and Stations
Performance of Services: A measurement of time, from the call for services is received by the Contractor Dispatch Center to the time the fuel servicing equipment or operator arrives at the aircraft, vehicle, facility, or equipment to be serviced. Note that there may be variances between scheduled, unscheduled, weekly and week-end hours of operation towards the support for services.
PLDS: Permanent Leak Detection System
POS: Peacetime Operating Stock
POV: Privately Owned Vehicle
PSI: Pounds per Square Inch
PWC or D: Public Works Center or Department
PWS: Performance Work Statement
Recurring Maintenance: Maintenance inspections and services which are on a fixed schedule. This schedule will come from UFC 3-460-03, Manufacturer Recommendations; API Requirements, Federal, State, Local Law, Code or Regulation.
QASP: Quality Assurance Surveillance Plan
SCP: Service Control Point
SDS: Safety Data Sheet
SM: Systems Maintenance
SOP: Standard Operating Procedure
SPCC: Spill Prevention Control and Countermeasure Plan
SRM: Sustainment, Restoration, and Modernization of Facilities
TM: Terminal Manager
UFC: Unified Facilities Code
USACE: U.S. Army Corps of Engineers
UST: Underground Storage Tank

APPENDIX C – APPLICABLE DIRECTIVES AND FORMS

The following is a list of the references directly/indirectly sited within the PWS. It is not all-inclusive and does not site local base/facility or command instructions. It is the responsibility of the Contractor to ensure full compliance with all Federal, state, Military Service, and local regulatory documents. On contract award, the contracted activity will provide a copy of applicable DOD and installation instructions required under this contract which are not readily available on site or via the internet. All other references (i.e., federal and state code, professional, association, and industry standards and guidelines) shall be provided by the Contractor.

Document	Title
29 CFR (1)	Labor
29 CFR Part 1910	Occupational Safety and Health Standards
40 CFR 112	Oil Pollution Prevention
49 CFR 171	Hazardous Materials Regulations; General information, regulations, and definitions
49 CFR 172	Hazardous materials table, special provisions, hazardous materials communications, emergency response information, and training requirements
49 CFR 173	Shippers--general requirements for shipments and packaging
49 CFR 178.345	General design and construction requirements applicable to Specification DOT 406
49 CFR 178.346	Specification DOT 406; cargo tank motor vehicles
49 CFR 180	Continuing Qualification and Maintenance of Packaging
49 CFR 382	Controlled Substance and Alcohol Use and Testing
49 CFR 383	Commercial Driver's License Standards; Requirements/Penalties
49 CFR 387	Minimum Levels of Financial Responsibility for Motor Carriers
49 CFR 390	Federal Motor Carrier Safety Regulations; General
49 CFR 391	Qualification of Drivers
49 CFR 392	Driving of Commercial Motor Vehicles
49 CFR 393	Parts and Accessories Necessary for Safe Operation
49 CFR 395	Hours of Service for Drivers
49 CFR 396	Inspection, Repair and Maintenance
NFPA 385	Tanks Vehicles for Flammable and Combustible Liquids
NFPA 407	Aircraft Fuel Servicing
EI Bulletin 1529	Aviation Fuel Hose
EI Publications 1581	Specifications and Qualifications Procedures for Aviation Jet Fuel Filter Separators
DOD 4140.25-M	DOD Management of Bulk Petroleum Products, Natural Gas, and Coal
DLA I & P	DLA Energy Instructions and Policy Notices
MIL-STD-3004 (2)	Quality Surveillance Handbook for Fuel, Lubricants and Related Products
UFC 3-460-01	Design: Petroleum Fuel Facilities
UFC 3 460-03	Operation & Maintenance: Maintenance of Petroleum Systems

(1) All the references in the Code of Federal Regulation (CFR) referenced are at the same web site.
(2) User may require mil (Military) domain assistance or may have to register with this site in order to gain access and download documents.

APPENDIX D PERSONNEL

Key Personnel

Corporate Fuels Officer: To ensure continuity between the terminal and the Contractor's home office, the Contractor shall employ during the life of this contract an executive who can make decisions concerning this contract; who must demonstrate a complete understanding of the terms and conditions of this contract; and who must demonstrate experience in the operation and maintenance of bulk petroleum storage terminals. A copy of the resume must be submitted for review and approval by DLA Energy within 30 days prior to start of the performance period.

Terminal Manager (TM): To ensure on-site management of PWS requirements, the Contractor shall employ a TM on-site at each base under this contract for the life of this contract.

(1) The TM must demonstrate significant, specialized commercial or military service experience in fuel terminal operations and maintenance performing and supervising tasks equivalent to a Military Service master level fuels operations personnel or commercial/military service standard. This experience shall include receiving, storing, issuing, and shipping petroleum products via tank truck, pipeline, rail, or tanker/barge as appropriate to the installation's mode of receipt capability and maintenance and repair of bulk petroleum storage terminals, systems, and equipment.

(2) Additionally, a TM must demonstrate broad experience of fuels functions such as operations, accounting, and laboratory and shall have attended the Fuels Terminal Manager/Responsible Officer Course.

(3) The TM must demonstrate significant, relevant, and preferably recent supervisory experience. Although general supervisory experience may be included, specialized supervisory experience in fuel terminal operations with emphasis in terminal maintenance, operations and environmental compliance must be predominant.

(4) If the TM is absent for short periods (minor illness, vacation), an alternate must be designated and available to perform the TM duties. The alternate for a TM must have attended the Terminal Manager/Responsible Officer Course. For extended absence (hospitalization, temporary duty), the Contractor shall notify the Contracting Officer and provide a qualified temporary or permanent replacement at no additional cost.

(5) A copy of the resume for the candidate for this position must be submitted for review and approval by DLA Energy within 30 days prior to the start of the performance period. Replacement candidate's resumes must also be submitted for review and approval prior to assuming the duties as TM.

(6) This cannot be a collateral duty or part time position, but this does not prevent the TM from infrequent performance of routine PWS tasks to maintain proficiency, build teamwork, and augment during peak or elevated workload so long as TM duties, segregation of duties, and overall performance management is not affected.

Assistant Terminal Manager (ATM): To assist the TM with on-site management of PWS requirements, the Contractor may employ an ATM.

(1) The ATM must demonstrate commercial or military service experience in fuel terminal operations and maintenance performing and supervising tasks equivalent to a Military Service master level fuels operations personnel or commercial/military service standard. This experience shall include receiving, storing, issuing, and shipping petroleum products via modes as appropriate to the installation's capability and maintenance and repair of bulk petroleum storage terminals, systems, and equipment.

(2) Additionally, an ATM must demonstrate broad experience of fuels functions such as operations, accounting, and laboratory and shall have attended the Fuels Terminal Manager/Responsible Officer Course.

(3) A copy of the resume for the candidate for this position must be submitted for review and approval by DLA Energy within 30 days prior to the start of the performance period. If an ATM is

subsequently designated or a replacement candidate for an initially employed ATM is nominated, resumes must be submitted for review and approval prior to assuming the duties as ATM.

(4) This position may have collateral duties such as Fuel Distribution System Operator (FDSO), Driver/System Operator (DSO), and Laboratory Technician (LT). However, the ATM may not act as the Fuel Accountant (FA) or Dispatcher/Computer Operator, (DCO) to supplement the day-to-day workforce or be a part-time position. ATMs elevated to the TM position, short or long term, must have no collateral duties.

Service Personnel

Dispatcher (DCO)

(1) The DCO must demonstrate commercial or military service experience in performing dispatch tasks equivalent to a Military Service journeyman level dispatcher.

(2) The DCO must demonstrate sufficient skills to effectively operate the dispatch system and Fuel Manager Defense (FMD).

(3) The DCO must demonstrate knowledge of radio communications, instructions/regulations pertaining tofueling and defueling of DoD and civilian aircraft, and forms used to document aircraft fuel servicing.

(4) The DCO must demonstrate familiarity with the layout of the base and outlying fields/areas as well as theairfield and aircraft parking areas and restrictions applicable to servicing aircraft within those areas.

(5) This may be a collateral duty job so long as specific dispatch center duties are not affected.

(6) A minimum of one employee shall be performing dispatch center duties at all times during required hours as specified in Appendix G.

Accountant (FA)

(1) The FA must demonstrate commercial or military service experience in performing fuel inventory accounting tasks equivalent to a Military Service journeyman fuels accountant personnel.

(2) The FA must demonstrate experience in reviewing inventory records, measurements, calculations, and documentation; preparing and inputting inventory data; preparing reports; checking for discrepancies and performing research; presenting findings and reports to applicable management for review and acceptance; etc.

(3) A minimum of two employees, one primary and one alternate, shall be trained to process/record energy transactions and shall have attended the Fuels Manager Defense (FMD) Course and be current on FMD processes, training, and certifications.

(4) This cannot be a collateral duty, but this does not prevent the accountant from infrequent performance of routine PWS tasks (such as a FDSO or DCO) to maintain proficiency, build teamwork, and augment during peak or elevated workload so long as specific accounting duties and segregation of duties are not affected.

Laboratory Technician (LT)

(1) The LT must demonstrate commercial or military service experience in performing fuels and cryogenics sampling and testing tasks equivalent to a Military Service journeyman level laboratory technician.

(2) The LT must demonstrate experience in taking and analyzing product samples from all receipt, storage, and issue methods; documentation, recording, and computer input requirements; laboratory equipment calibration and maintenance; laboratory safety; etc.

(3) A minimum of one employee performing daily laboratory functions will have successfully completed the formal Fuels Quality Control Course or the original Quality Control Course. A trained alternate must be available to ensure continuity by performing quality control sampling and testing tasks during the primary LTs temporary absence.

(4) This cannot be a collateral duty, but this does not prevent the LT from infrequent performance

of routine PWS tasks (such as a FDSO or Refueling Unit Operator) to maintain proficiency, build teamwork, and augment during peak or elevated workload so long as specific quality surveillance and control sampling and testing duties are not affected.

Fuel Distribution System Operator (FDSO)

(1) The FDSO must demonstrate commercial or military service experience in operating fuel bulk storage and distribution systems and equipment performing tasks equivalent to a Military Service journeyman level operator personnel or similar commercial/military service standard.

(2) Lead Operators must demonstrate experience equivalent to a Military Service master level personnel or similar commercial/military service standard.

(3) This may be a collateral duty so long as specific FDSO duties are not affected.

Refueling Unit Operators/Driver/System Operator (DSO)

(1) The DSO must demonstrate commercial or military service experience in driving/operating fuel servicing vehicles and equipment performing tasks equivalent to a Military Service journeyman level refueling unit operator or similar commercial/military service standard.

(2) The DSO must demonstrate all current and valid professional certifications before starting work and possess and maintain valid state commercial driver's license (CDL) with appropriate tank truck and HAZMAT endorsements as required IAW state regulations in which the contractor will be operating.

(3) Possess or successfully complete base flightline driving training and obtain flightline access pass.

(4) This may be a collateral duty so long as specific DSO duties are not affected.

General

Personnel qualifications and staffing are important in evaluating the Contractor's proposal and subsequent capability to successfully provide the services specified in the PWS. The Contractor shall ensure personnel assigned to all tasks have the requisite knowledge and skills to meet minimum performance standards and comply with all applicable DoD, Federal, State and local laws and regulations. The Contractor will also ensure at a minimum the TM, ATM, accountant, and alternate accountant possess and maintain the appropriate security clearance level. If operational tasks also require a security clearance, sufficient operators must possess the appropriate security clearance level to ensure no lapse in mission support.

Unique aspects of fuels operations and maintenance, such as the two-person policy for safety; confined space entry requirements; visitor control; escort duties; variability in workload quantities, times, and duration; and capability to conduct simultaneous operations and meet surge/contingency requirements necessitate maintaining a certain level of staffing to ensure success. Failure to staff accordingly may not result in an immediately noticeable lapse in performance requirements, but will likely lead to intermittent lapses, threatened lapses or potential long-range impacts. Also, the risk of failure of critical military missions can be mitigated by ensuring proposed, evaluated, and approved personnel are assigned and available during the specified hours of operation. Therefore, the Contractor agrees to provide the proposed amount of full-time equivalent (FTE) staffing and specifically assign those persons whose resumes and personnel qualifications statements were submitted to fill the requirements of the contract. No substitution of key personnel shall be made without approval from the Contracting Officer. If actual FTE staffing deviates by more than 10 percent from final proposed FTEs and is expected to be short term (less than 30 days), the Contractor shall provide the COR and Contracting Officer with actions being taken such as hiring, augmentation, or overtime. If the deviation is expected to be long term (more than 30 days) or permanent, the Contractor shall provide rationale for reduced staffing and how they continue meeting all PWS mission requirements. Based on evaluation of the rationale/actions provided for either duration, the Contracting Officer may non-concur and issue a letter or concern or cure notice and/or may request Contractor action including but not limited to expediting hiring actions, providing additional personnel, or requesting an equitable adjustment for a reduction in monthly use charge.

With the exception of the Corporate Fuels Officer, FTE personnel are expected to be on-site in the

performance of their duties during the proposed operating hours excepting normal leave periods. If personnel for whatever reason become unavailable for work under this contract for a continuous period exceeding 30 workdays or are expected to devote substantially less effort toward the work than indicated in the proposal, the Contractor shall propose a substitution of such personnel. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the qualifications of the person being replaced.

The Contractor will not employ any person, who is currently in a civil service position (employment status) nor an employee of the Military Services, to avoid a conflict of interest. Neither military service or civilian, unless such person seeks and receives approval in accordance with the Joint Ethics Regulation. In addition, the Contractor will not employ any person who is an employee of the Service if such employment will be contrary to the Services policies.

The Contractor is cautioned that off duty active military service personnel hired under this contract may be subject to permanent change of station (PCS), change in duty hours, or deployment. Military Reservists and National Guard members may be subject to recall to active duty. The abrupt absence of these personnel could adversely affect the SP's ability to perform. Their absence at any time will not constitute an excuse of nonperformance under this contract and may necessitate the Contractor providing interim support at no additional cost to DLA Energy.

Additionally, although it is the Contractor's prerogative to employ either full or part-time personnel, and part-time employees can provide increased flexibility, proposing excessive use of part-time personnel, use of part-time personnel exclusively on unsupervised shifts, or part-time personnel where labor markets prevent sufficient pool of qualified applicants in the event of turnover may be deemed unacceptable by DLA Energy due to increased risk of mission failure.

Prior to the contract start date, the contractor shall ensure Common Access Cards (CAC's) for individuals that are required to perform Accountable Property System of Record (APSR), DLA Enterprise External Business Portal (EEBP) and/or DLA Enterprise Business System (EBS) actions are obtained. Once obtained, the contractor shall immediately request the required roles in the Account Management Provisioning System (AMPS) to gain required access. These roles shall be obtained prior to the start date of the contract.

APPENDIX E - ADDITIONAL LOGISTICS SUPPORT

The Contractor shall provide, at Contractor expense without additional government funding, all personnel, supplies, materials, fuel, equipment, vehicles, services (routine or emergency), training and other items necessary for performance of the requirements of this contract not otherwise identified in the basic PWS or Appendix G.

If Contractor overtime or augmentation of personnel is needed to accomplish performance of the PWS tasks, it will be at the Contractor's expense. Also, not utilizing overtime or augmentation as necessary is not sufficient justification for failing to accomplish tasks.

Should mission requirements change (such as normal receipt mode, normal hours of operation, number or type of facilities, sustained operations tempo change, etc.), the Contractor shall provide the new level of necessary support but should immediately notify the Contracting Officer upon receiving a mission requirement change request in order to determine if an equitable upward or downward adjustment is appropriate. Failing to notify the Contracting Officer will be grounds for denying a request for retroactive upward equitable adjustment.

APPENDIX F

CONTRACTOR FURNISHED MOBILE REFUELING ASSETS

Supplement to PWS para C-3.1, C-5.0 and subparagraphs, and Appendix G: The following information is provided as a supplement to the Performance Work Statement (PWS) requirement for Contractor furnished mobile refueling assets to replace the Government (AF) provided mobile refueling assets (Aviation Truck Refuelers-R-11, Hydrant Servicing Vehicles-R-12, and Ground Fuel Refuelers-C-300/301) in quantities and with essentially similar capabilities sufficient to meet the base's mission.

Although it is ultimately up to the Contractor to propose and provide assets which will meet the requirements of the PWS, applicable directives, and the base's mission, this information will be helpful in clarifying specifications which will help in determining the assets needed.

Assets may be acquired through independent sources but must adhere to National Fire Protection Agency (NFPA) 407, Standards for Aircraft Fuel Servicing, Department of Transportation (DOT) 406, National Fire Protection Agency (NFPA) 385 Standard for Tank Vehicles for Flammable and Combustible Liquids, ATA Spec 103 Standards for Jet Fuel Quality Control at Airports, and other Federal Policies/Laws as applicable.

Additionally, GSA Advantage (see link: https://gsaadvantage.gov/advantage/ws/search/advantage_search?q=0:8refueler&db=0&searchType=0) provides multiple variations already approved for use for refueling U.S. Air Force aircraft for consideration.

For reference on standards, current National Stock Numbers for aviation truck refuelers are:

3,000 Gal: 2320-01-703-2136 Mgt Code: C304
5,000 Gal: 2320-01-705-4066 Mgt Code: C305
7:000 Gal: 2320-01-707-8843 Mgt Code: C306

Aviation truck refueling assets:

(1) are required at all aircraft fuel servicing locations
(2) are required in sufficient numbers to continually support requirements including simultaneous servicing's in the event of maintenance/repair downtime of aviation truck refueling assets and provide alternate capability to hydrant servicing vehicles in the event of maintenance/repair downtime of hydrant servicing assets or hydrant facilities
(3) must be approved for use with and capable of refueling/defueling all aircraft; may need to be approved to conduct hot refueling/defueling per base requirements; refer to PWS Appendix G; reference T.O. 00-25-172
(4) refuel trucks shall issue fuel to aircrafts at volumetric flow rates of up to 600 gallons per minute (GPM) while automatically limiting nozzle pressure to 50 ± 5 PSI and up to 100 GPM for low flow through a filtration system, a flow meter, a primary and secondary pressure control system, a ground servicing hose, and a single point nozzle
(5) will issue fuel through AF approved filtration systems (EI standards) with minimum rating of 300 GPM and 150 PSI; replace filters as required due to condition/use or as specified in

technical orders

(6) filter vessel EI 1596 and its components shall be qualified in accordance with the specifications and qualification procedures set forth in EI 1581 for Aviation Jet Fuel Filter Separators, Category M, Type S, Two Stage system configuration.

(7) will issue fuel through flow meter with electronic register

(8) defueling aircraft into the cargo tank through the single point nozzle, ground servicing, the filtration system, and the flow meter at a minimum flow rate of 80 GPM without the assistance of aircraft boost pumps and at flow rates of at least 300 GPM with the assistance of aircraft boost pumps.

(9) must be compatible with fixed facility systems for filling and return to bulk (RTB)

(10) shall be equipped with Scully bottom loading overfill protection system; bottom loading fuel into the cargo tank at flow rates up to 600 GPM

(11) shall be equipped with 2 servicing hoses: one 2-inch by 60 foot; one 1¼ inch by 60 foot EI Standard 1529 (Minimum hose length of 60 feet needed for hot refueling locations)

(12) must have nozzles for connection and conducting all manner of refueling operations (overwing and underwing); be equipped with a type D3 single point nozzles in accordance with SAE- AS-5877 and equipped with 60-mesh screens

(13) shall be equipped with standard vapor recovery system

(14) shall be equipped with Foreign Object Damage (FOD) resistant tires and comply with flightline instructions concerning FOD checks

Hydrant Servicing Vehicles:

(1) are required at all locations with hydrant fuel facilities

(2) are required in sufficient numbers to support effective hydrant utilization

(3) be capable of servicing aircraft from a Hydrant System through ground servicing discharge hoses at a flow rate up to 750 GPM), through the lift platform hoses (if equipped with a lift platform) at a flow rate up to 1,000 GPM while automatically limiting nozzle pressure to 50 ± 5 PSI and defuel at a minimum flow rate of 80 GPM through one rear ground discharge hose without the assistance of aircraft boost pumps and 300 GPM with the assistance of aircraft boost pumps.

(4) shall have both a flow control system and a pressure control system that consists of the necessary control valves, pilot valves, selector controls, automatic controls, venturis, gauges, surge suppression devices, and safety devices necessary to regulate the flow and pressure of fuel during refueling and defueling on Type III hydrant systems (minimum pressure of Type III hydrant system is 120 psi while maximum pressure is 160 psi).

(5) shall be provided with a defuel system capable of defueling aircraft through either the ground servicing hoses, or the lift platform hoses into a hydrant system.

(6) shall adhere to EI 1529, Grade 2, Type CT hose specifications
ground servicing hoses shall be equipped with a type D3 single point nozzles with 60-mesh screens in accordance with SAE- AS-5877. The lift platform hoses shall be equipped with a type D2 single point nozzles with 60-mesh screens in accordance with SAE-AS-5877 (Minimum hose length of 60 feet needed for hot refueling locations)

(7) unless otherwise specified, the hydrant hose shall be equipped with a 4-inch API style coupler (Cla-Val 351GF-15 or equivalent) in accordance with EI 1584 for use with Type II and III hydrant systems. When applicable, the hydrant hose shall be equipped with a 4-inch DOD style coupler (Cla-Val 351GF-14 or equivalent) for use with Type I hydrant systems.

(8) be equipped with FOD resistant tires and comply with flightline instructions concerning

FOD checks

(9) will issue fuel through AF approved filtration systems (EI standards) with minimum rating of 300 GPM and 150 PSI; replace filters as required due to condition/use or as specified in technical orders

(10) filter vessel EI 1596 and its components shall be qualified in accordance with the specifications and qualification procedures set forth in EI 1581 for Aviation Jet Fuel Filter Separators, Category M, Type S, Two Stage system configuration.

Ground product refueling assets:

(1) are required at all contract locations in sufficient quantities to support organizational tank deliveries both on and off base (where required) as well as providing redundant retail service station capability during primary facility outage
(2) issue fuel through flow meter with electronic register
(3) be equipped with one 1½ inch by minimum 60-foot fuel hose
(4) may be multi-product capable if configuration (tanks, piping, meters, hoses, etc.) support segregation for maintaining product quality
(5) must be equipped with standard vapor recovery system
(6) depending on mission, be capable of off-road/rough terrain driving where necessary
(7) be bottom loading of fuel into the cargo tank at flow rates not less than 300 GPM with overfill protection and compatible with onsite fill stands

Operational supplement to PWS Appendix G para (4): Supplements to PWS para C-5 and subparagraphs - Contractor Furnished Mobile Refueling Assets

(1) Operational checklists must be developed and used similarly to current AF refueling operations checklists and based on applicable technical orders (TOs) and manufacturer's instructions.
(2) All operators must be fully licensed and qualified on the refueling assets to be operated and tasks to be performed and may not independently operate these assets or perform these tasks prior to being fully licensed and qualified with such documented.
(3) Contractor is responsible without government reimbursement for all aspects and support of the refueling assets including but not limited to cost of fuel, maintenance service, repairs, towing (routine and emergency), licensing, placarding/marking.
(4) Should Contractor provided refueling assets become unserviceable, the Contractor shall take action to return those assets to serviceable condition as soon as possible and update the COR/Contracting Officer on status. Pending that return, if directed by the Contracting Officer, the Contractor shall provide replacement assets at no additional cost to the government to ensure sufficient assets are continually available to meet the base mission.

APPENDIX G
MILITARY SERVICE INSTALLATION INFORMATION

(1) **APPLICABLE PWS SECTION C-5 PARAGRAPHS**. The PWS is applicable in its entirety with the exception of the C-5 subparagraphs listed as non-applicable in Table M-1 below.

TABLE M-1: APPLICABLE SECTION C-5 SUBPARAGRAPHS

PARAGRAPH	SUBJECT	APPLICABLE
C-5.0	PERFORMANCE REQUIREMENTS	
C-5.1	Staffing	X
C-5.2	Operations	X
C-5.2.1	Dispatch	X
C-5.2.2	Product Receipt	X
C-5.2.3	Product Storage	X
C-5.2.4	Product Issues	X
C-5.2.4.1	Flightline Issues/Defuels	X
C-5.2.4.2	Organizational Tank Issues/Defuels	X
C-5.2.4.3	Retail Service Station Issues	X
C-5.2.5	Inventory Management	X
C-5.2.5.1	Physical Inventory Management	X
C-5.2.5.2	Accounting/Auditability	X
C-5.2.6	Quality Surveillance/Laboratory	X
C-5.3	Maintenance	X
C-5.3.1	Operator Maintenance (OM)	X
C-5.3.2	System Maintenance (SM)	X
C-5.3.2.1	Contractor Performed SM	N/A
C-5.3.2.2	Government Performed SM	X
C-5.3.3	Sustainment, Restoration, and Modernization (SRM)/Military Construction (MILCON)	X
C-5.3.4	Buildings and Grounds Maintenance	X
C-5.3.5	Other Maintenance/Repairs	X
C-5.3.6	Vehicle Maintenance	X
C-5.4	Safety	X
C-5.5	Security	X
C-5.6	Environmental	X
C-5.6.1	Government Provided Documents	X
C-5.6.2	Leak Detection	X
C-5.6.3	Spill Response	X
C-5.7	Training	X
C-5.7.1	Government Provided Training	X
C-5.7.2	Contractor Provided Training	X
C-5.8	Contractor Furnished Items or Incidental Equipment, Property, or Services	X
C-5.8.1	Contractor Furnished Items	X
C-5.8.1.1	Disposition of Contractor Furnished Items	X
C-5.8.1.2	Uniforms, Clothing, and Safety Equipment	X
C-5.8.1.3	Contractor Furnished General Purpose Vehicles	X
C-5.8.2	Incidental Equipment (IE), Property (IP) or Services	X
C-5.8.2.1	Inventory of IE/IP	X
C-5.8.2.2	Unauthorized Use of Facilities	X
C-5.8.2.3	Other Items and Services	X

(2) HOURS OF OPERATION

Normal hours for fuels operations are identified below. Where specific times have not been identified, Contractor support will be as required (AR). Contractor must be capable of providing 24 hours x 7 days per week PWS coverage when required including for extended operations, weather, natural disaster, exercise, or other contingency operations.

TABLE M-2: NORMAL HOURS OF OPERATION

Operation	Mon-Fri	Sat-Sun	Holidays/After Hrs
Fuels Management	0630-2230	On-Call	On-Call
Accounting	0630-2230	On-Call	On-Call
Lab	0630-2230	On-Call	On-Call
FSC (Fuel Service Center)/Operations	0630-2230	Staffed as required per flying schedule UTA weekends 0730-1530	As required, Contractor shall review the weekly flight/launch schedule and adjust as needed.
Cryogenics	As needed	Emergencies Only	Emergencies Only
Operations (Bulk Storage)	0630-2230	Staffed as required per flying schedule UTA weekends 0730-1530	As required, Contractor shall review the weekly flight/launch schedule and adjust as needed.
Patrick SFB Gov Service Station	System Automated 24/7	System Automated 24/7	As required, only if automated system is inoperative

Recognized holidays:

New Year's Day: 1 January
Martin Luther King's Birthday: 3rd Monday in January President's
Day: 3rd Monday in February
Memorial Day: Last Monday in May
Juneteenth: 19 June
Independence Day: 4 July
Labor Day: 1st Monday in September
Columbus Day: 2nd Monday in October
Veterans Day: 11 November
Thanksgiving Day: 4th Thursday in November Christmas
Day: 25 December

NOTE (1): If the holiday falls on Saturday—the previous Friday shall be observed as the holiday. If the holiday falls on Sunday—the next Monday shall be observed as the holiday.

NOTE (2): Fuels Operations shall operate during normal or required extended hours of operation and on observed holidays unless authorized to close by the Wing/Base Commander or designee. If closed, standby personnel shall be identified to Base Operations and Security Forces and be available to respond within 2 hrs.

(3) WORKLOAD INFORMATION

Base workload/requirements are provided below. Quantities and durations are estimates only and subject to variation. Variation does not directly correspond to additional requirement or staffing without validation and/or increase in normal hours of operation by the Contracting Officer.

Table M-3a. General workload information

Item	
Average number of receipts per month, grade, quantity, normal shifts of receipts and mode of delivery	JAA -22 MUR – 1 DS2 -1 E85 - 1
Average duration of each receipt mode	30 min
Number of trucks/railcars which can be offloaded simultaneously.	JAA – 3, Ground Products - 1
Number of trucks/railcars which can be on-loaded simultaneously (only use for bulk deliveries i.e. DFSP TO DFSP).	N/A
Can receipt/fill/transfer operations occur simultaneously?	Yes
Do tank truck receipts require Contractor escort on routine basis?	No
Do barge receipts require Contractor booming? If not, who booms?	N/A
Base average annual jet fuel gallons issued	1,700,000 Gallons
Average transfers (WEEKLY)	None
Average number of refuels per shift (DAILY)	Day Shift -6, Night Shift 4
Average number of refueler fills at Fillstands per shift (DAILY)	Days-2, Nights-1
Number of refuelers which can be filled simultaneously.	3

Number of hydrant outlets which can be operated simultaneously.	N/A
Number of hydrant outlets normally operated simultaneously per shift.	N/A
Number of refueling vehicles normally operated simultaneously per shift.	Days -2 Nights – 1
Number of base organizational tanks supported.	36
Average monthly organizational tank issues (servicing's and quantity).	4
Average monthly Ground Product Refueler fills at fillstands	2
Describe current base provided grounds maintenance or describe Contractor's responsibility (Grass and Snow)	Base Contract
Describe current base provided entomology/pest control services or describe Contactor's responsibility	Base Contract
Number of oil/water separators within Contractors Area of Responsibility	None
Number of emergency generators for POL facilities within Contractors AOR	1 – Resource Control Center
Average Annual Cryogenic Receipts Per Year (quantity and receipts)	14 – 5500 Gallons
Average Monthly Cryogenic Servicing's Per Month (quantity and servicing's)	6 – 55 Gallons each
Pre-Identified Confined Spaces*	None
How many times in the last year has the Contractor been called in outside of normal duty hours	18
Level of DLA Energy/USACE RM Provided (Quarterly, Semi-Annually, Annually)	

NOTES: * Confined Spaces shall be validated by Contractor.

Table M-3b. Aircraft workload information (number of servicings by type of aircraft)

Aircraft	Number of Servicings
C130	344
HH60	576
B757	56
C5	10
C17	12
C21/C32/C37/C40	6
C4B	23
E11	3
F15	16
F22	2
P3	6
T1	2
UH1	58
Various Department of State Aircraft	108

(4) BASE SPECIFIC REQUIREMENTS

Supplement to C-5.2. Off base support. In addition to routine off base support, the Contractor shall be capable of providing and provide off-base refuel/defuel support if no closer base or Into-plane contractor support exists for local or federal off-base contingencies (i.e diverted aircraft, Base Fire Department response to off-base fires, forest fire fighting aircraft or ground product support, etc.). Routine off base

support does not require off-road capability.

Supplement to C-5.2. Return to bulk (RTB). The Contractor shall RTB non-suspect quality fuel generated from operations such as receipt sampling, storage tank product recovery, defuel unit emptying, refueling unit draining for maintenance, etc. The Contractor shall RTB non-suspect quality fuel from defuel units or bowsers upon request. Defueled fuel and RTB bowsers will be sampled/tested as applicable to ensure product quality prior to offloading into the fuel system. Off-specification product will not be offloaded into the fuel system without DLA Energy Region approval.

Supplement to C-5.2.4.1 Refueling. Hot refueling **IS/IS NOT** normally performed.

Supplement to C-5.2.4.1 Issues/Defuels parameters. Unless otherwise specified below, documented in base references, or directed by Maintenance Operations Center (MOC), the Contractor shall respond to aircraft refueling/defueling requests within 30 minutes. If necessary, the Contractor shall preposition refueling units in closer proximity to aircraft or fillstands to expedite required support. Contractor personnel shall be airfield driver Controlled Movement Area (CMA) qualified.

Aircraft response times/priorities:

Supplement to C-5.2.4.1 Documentation. Requests for service will be logged by the dispatcher as received on individual log sheet lines of the Fuels Manager Defense (FMD) control log and dispatched individually unless the customer initiates the request as a multi-dispatch authorization. Refueling unit operators must not service aircraft to which they are not initially dispatched without approval by the dispatch center. Requested changes to refueling services will be annotated in FMD. Response times are calculated from the time of request to time of arrival at the servicing location or arrival at the first servicing location in a multi-dispatch series.
When established response timeframes are not met or an activity submits a complaint, circumstances leading to delay or details of the complaint will be annotated in the remarks section of the FMD control log.

Supplement to C-5.2.4 Cryogenics Issues. The Contractor shall coordinate service times and other requirements with MOC or Maintenance units to ensure efficient and effective operations.

Supplement to C-5.2.6 Cryogenics Quality. The Laboratory technician will obtain and process quarterly cryogenics purity samples.

Supplement to C-5.3.2 System Maintenance (SM). SM is the Government's responsibility.

Supplement to C-5.3.6 Vehicle Maintenance. The Contractor may be appointed to act as Vehicle Control Officer (VCO) for Government owned vehicles. The Contractor shall maintain special purpose vehicles IAW applicable technical orders and commercial/manufacturers standards to include performing a minimum of a weekly check for vehicles not used during the week. AF retains responsibility for government furnished refueling fleet maintenance and repair beyond normal checkpoint requirements.

Supplement to C-5.3 Cryogenics Maintenance. The Contractor shall maintain cryogenics tanks, equipment, and area IAW applicable directives to ensure safety of personnel and quality/quantity of product are maintained.

Supplement to C-5-5 Security. The Contractor may be required to enter into a long-term Visitor Group Security Agreement (VGSA) if deemed necessary by base security forces or by virtue of the contract security

requirements. The Contractor shall be required to submit a DD Form 254 and complete other necessary security actions and documentation for appropriate security clearances to access and store classified information, prepare and submit classified reports, and access government information systems up to and including Secret classification.

Supplement to C-5.7.1 Government Provided Training. The Contractor should ensure their employees have access to AF courses via myLearning. The AF/base shall provide the following training where applicable:

- Fire extinguisher training
- Emergency generator training (base)
- Force Protection (myLearning)
- Combatting Trafficking in Persons (CTIP) General Awareness Course (myLearning)
- Controlled Unclassified Information (CUI) Training (myLearning)
- Cyber Awareness Challenge (myLearning) (*only required for employees using DoD or USAF information systems)

Subject to the requirements of the PWS and paragraph C-5.7.1, the AF may provide access to the following training where applicable: (course names, numbers, and length are subject to change)

- Fuels Quality & Cryogenic Course, course number J3AZR2F051-09AA

The Contractor is responsible for ensuring vehicles are maintained in a serviceable condition and repairing/replacing vehicles as necessary to maintain adequate levels of support. The Contractor is responsible for ensuring vehicles are capable of providing necessary support during inclement/extreme cold weather. The contractor shall notify the COR immediately if out-of-service vehicles will impact fuel support.

All Contractor employees who will be operating refuelers are required to obtain and maintain a Commercial Driver's License (CDL) with the appropriate Hazardous Material (HAZMAT) endorsement and complete all required training. The Contractor will complete all documentation required to transport fuel on public roads prior to dispatch.

Government provided refueling/defueling vehicles will be turned back into LRS Vehicle Maintenance for redistribution accordingly.

Supplement to C-5.8.2.1 Inventory of IE/IP. The contractor shall perform an annual assessment of automatic tank gauging equipment identified in Appendix M Table (11) Automated Information Technology (AIT) Equipment. This assessment shall be furnished to the Contracting Officer and the Property Administrator in a format of the contractor's choosing but will, at a minimum, identify the asset number and/or serial number and attest to the presence and condition of subject equipment. A final assessment shall be furnished upon contract completion or termination or as directed by the Contracting Officer.

Supplement to C-5.8.2: C-5.8.2.3 Other Items and Services. The following items and services are available in support of this contract:

- Fire Suppression Equipment: All fire suppression equipment (i.e., fire extinguishers, portable and installed fire suppression equipment) will be provided, overhauled, and when necessary, replaced by the Government. The Government will determine the quantity and type of fire suppression equipment at the stations.

- Fixed eyewash stations and emergency showers
- Utilities: Heating fuel, electricity, water, sewage, and air conditioning. Generators and gas for generators
- Communication: Internet access, telephone including outside commercial line, and automation/communication administrator functions, updates, and technical support.
- Dumpster/Trash removal and disposal.
- Pest control
- Safety Data Sheets (for Government-Owned Products only).
- Bowsers for conducting reclaimable fuel operations.
- Wastewater/fuel disposal (typically via a Base Environmental contract).
- Laboratory vent hood testing
- Fire, police, and emergency medical services

Supplement to C-5.0: C-5.9 Other Performance Requirements**.** The Contractor shall:

- Submit Petroleum Contingency Capability Report (REPOL), Hydrant Utilization Rate report, Vehicle Validation documentation, and other reports as required and upon request.
- The Contractor shall set up a local Enhanced Technical Information Management System (ETIMS) account and have a Technical Order Distribution Administrator (TODA) IAW T.O. 00-5-1.
- Respond to LRS, base, or higher headquarters correspondence and requests by suspense dates. Provide information copies to COR. Provide advance copies to COR/DLA Energy prior to responding to taskers related to changes in contract performance.
- Maintain a document control file (recommend IAW AFRIMS, DLA file plan, and AF/DLA disposition schedules) and turn over all files to the government at the end of the contract.
- Attend and participate in meetings as required with supporting/supported organizations for planning purposes, problem identification and resolution, and status updating (such as daily Maintenance meetings, VCO meetings, monthly "How Goes It" briefings, etc.).
- For exercises or real-world contingencies, the Contractor shall provide 24-hour contact information to Emergency Operations Center (EOC) or similar function when activated. The Contractor will not be required to dedicate a representative to staff the EOC but will ensure response to any EOC request for fuels information and support within established priorities.
- Fulfill all duties as the accessor for all assigned checklists in MICT IAW AFI 23-201 with the COR/ACOR serving as the Validator.

Supplement to Appendix F: The Contractor is responsible for cost of fuel for IE Vehicles from the beginning of the contract period. The Contractor may request to establish a Fuels Purchase Agreement/Authorization (FPA) to be allowed to purchase DWWCF ground fuel for use in IE vehicles.

(5) IP (FACILITIES)

The following on-site installation facilities may be used by the Contractor in performance of the PWS tasks. The facilities may be changed, by the local installation, from time to time to meet mission requirements. The Contractor will be notified prior to any change of location.

Facility Number	Bldg Number	Name/Area	Installed Equipment/Description	Current Status
612	612	Diesel Bulk Tank	Valves	Operational
614	614	Diesel Bulk Tank	Valves	Operational
621	621	MUR Bulk Tank	Valves	Operational
669	669	JAA Fillstand	JAA Fillstand, Valves	Operational
623	623	North Storage Pumphouse	1 Each MUR/DS2 300 GPM offloading, receipt pumps, valves, Veeder-Root	Operational
641	641	JAA Fillstand	JAA Fillstand, Valves	Operational
642	642	JAA Fillstand	JAA Fillstand, Valves	Operational
669	669	JAA Fillstand	JAA Fillstand, Valves	Operational
656	656	Military Service Station	4 MUR Dispensers, 2 DS2 Dispensers and 1 E85 Dispensers	Operational
655	655	Fuels Management Bldg.	Office for Fuels Management	Operational
658	658	General Purpose	Storage	
675	675	Fuels Management Bldg.	Driver's lounge and Fuels Control Center	Operational
682	682	LOX Storage Facility	Covered Storage for 2 Cryogenics Storage Tank	Operational
643	643	JAA Offloading Header	600 GPM Offloading pump on receipt skid	Operational
644	644	JAA Offloading Header	600 GPM Offloading pump on receipt skid	Operational
645	645	JAA Offloading Header	600 GPM Offloading pump on receipt skid	Operational
653	653	Fuels Laboratory	Testing equipment for petroleum quality assurance	Operational
744	744	JAA Bulk Tank	Jet A Storage Tank, Water Draw-off Vessel, Valves	Operational
745	745	JAA Bulk Tank	Jet A Storage Tank, Water Draw-off Vessel, Valves	Operational

748	748	JAA Product Recovery	Product Recovery Tank, Pumps, Valves	Operational
Facility Number	**Bldg Number**	**Name/Area**	**Installed Equipment/Description**	**Current Status**
747	747	Control Room	Breaker Console, Veeder-Root	Operational
656	656	PSFB Gov Service Station	Dispensers, Valves, EPoS Pedestal	Operational
649	649	E85 Convault Tank	Dispenser, Valves, EPoS Pedestal	Operational
749	749	Overhang (Awning)	Filters, Valves, Pumps, Breaker Console, Veeder-Root	Operational

(6) IP (AVIATION FUEL STORAGE TANKS)

Facility Number	Tank Number	Function (Bulk/Hydrant/MSS)	Safe Fill (gallons)	Product Grade	Type UST/AST	Primary Receipt Mode	Alternate Receipt Mode
744	744	*Bulk*	456935	JAA	AST	TT	None
745	745	*Bulk*	456935	JAA	AST	TT	None
748	748	*Product Recovery*	3567	JAA	AST	N/A	N/A

(7) IP (GROUND FUEL STORAGE TANKS)

Facility Number	Tank Number	Function (Bulk/Hydrant/MSS)	Safe Fill (gallons)	Product Grade	Type UST/AST	Primary Receipt Mode	Alternate Receipt Mode
614	614	*Bulk/Service Station*	23202	DS2	AST	TT	None
621	621	*Bulk/Service Station*	23202	MUR	AST	TT	None
649	649	*Bulk/Service Station*	9148	E85	AST	TT	None

(8) IP (CRYOGENICS STORAGE TANKS)

Facility Number	Tank Number	Function (Bulk/Hydrant/MSS)	Safe Fill (gallons)	Product Grade	Type UST/AST	Primary Receipt Mode	Alternate Receipt Mode
682	18	*Bulk*	500	LOX	AST	TT	None
682	19	*Bulk*	500	LOX	AST	TT	None

(9) INCIDENTAL EQUIPMENT (IE)

The following IE may be used by the Contractor in performance of the PWS tasks. Maintenance of all equipment on this list is the responsibility of the Contractor. This list of equipment is subject to change as replacement equipment is received.

(9a) IE (EAID)
These items are listed as Equipment Accountable In-Use Details (EAID) on the Custodian Authorization/Custodian Receipt Listing (CA/CRL) or similar document.

NOMENCLATURE	MANUFACTURER	NSN	PART/MODEL	SERIAL NO	PRICE	LOCATION
Refractometer	Reichert Scientific Industries	665001229571	HFR1	N/A	375.06	653
Chromometer	Koeler Manufacture	6630008572279			2961.92	653
Microscope	Bosch	6650000713102	ST22		0.00	653
Balance Table	GFE	6640004903240	1501		0.00	653
Trailer Tank	Spokane Industries	2330015585335		99531	25000.000	675
Flashpoint Tester	Tanaka	6630014121795		3303	12553.69	653
Testing Kit	Gammon	6630011657133	SC-B/2HB-C-3D		771.00	653
Balance,Torsion	Radwag	6670011041773	HR-200	328398/111	1631.00	653
Transfer Unit	Essex Industries	3655016263554		18	84984.00	682
Transfer Unit	Essex Industries	3655016263554		19	84984.00	682
CU Meter	EMCEE Electronics	6630011152398	1152-00-0000	120136	1513.00	653
CU Meter	EMCEE Electronics	6630011152398	1152-00-0000	120137	1513.00	653
Trailer Tank	Spokane Industries	2330015585333	99662		21000.00	675
Sampler, Liquid	Cosmodyne	6695008951348	CS4-4	690	2500.00	655
Sampler, Liquid	Cosmodyne	6695008951348	CS4-4	669	2500.00	655

(9b) IE (NON-EAID)

The following IE may be used by the Contractor in performance of the PWS tasks. Maintenance of all equipment on this list is the responsibility of the Contractor. This list of equipment is subject to change as replacement equipment is received. These items are NOT listed on the CA/CRL or similar record.

NOMENCLATURE	MANUFACTURER	NSN	PART/MODEL	SERIAL NO	PRICE	LOCATION
VCR				SR3360U/142		Bldg.655
MICROWAVE OVEN				7X1C007962		Bldg. 655
REFRIGERATOR				901014920		Bldg. 655
SHREDDER				290181458		Bldg. 655
TV, SHARP 46 LCD				A005815984		Bldg. 675
Vacuum Gauge				110300		Bldg. 655
OVEN THERMAL GRAVITY				700154		Bldg. 653
OVEN THERMAL GRAVITY				698080834		Bldg. 653
MAGAZINE RACK CLEAR				GPL10103		Bldg. 675
Hydro Light Water Pad Reader	D2 Incorporated		P/N 480-003			Bldg. 653

(9c) IE INFORMATION TECHNOLOGY EQUIPMENT (ITEC)

The following IE may be used for the Contractor in performance of PWS tasks. The following ITEC is/are identified on the local installations Communications Squadron Asset Inventory Management (AIM) list under Account ####. Monitors are not tracked in AIM but are accountable.

NOMENCLATURE	MANUFACTURER	NSN	PART/MODEL	SERIAL NO	PRICE	LOCATION
Multi-Purpose Device	Lexmark	7025DSALL IN1P		5062019401 W1D	2344.00	655
Multi-Purpose Device	Lexmark	7025DSALL IN1P		5062019401 W0Z	2344.00	675
Printer	Lexmark	7025DSINK JETP		75286050101 6P	3616.00	655
Notebook Computer	HP	7021DSNOT EBO1		2TK1460B14	851.00	675
Notebook Computer	HP	7021DSNOT EBO1		2TK14609T2	851.00	675
Notebook Computer	HP	7021DSNOT EBO1		2TK1460B05	851.00	655
Notebook Computer	HP	7021DSNOT EBO1		2TK14609Z C	851.00	655

(10) IE ITEC (DLA-ENERGY)

The following Defense Logistics Agency-Energy (DLA-Energy) ITEC may be used by the Contractor in performance of PWS tasks.

NOMENCLATURE	MANUFACTURER	NSN	PART/MODEL	SERIAL NO	PRICE	LOCATION
Monitor	Dell		1JP11AV	MXL9401FK9		655
FM Server	HP			TWDWTJW6		655
Monitor	HP		F22V	CN41300TG5		
Desktop	HP		Z-2	MXL1324PPX		
Printer	HP		WIY45A	VNB3059861		

(11) IE AUTOMATED INFORMATION TECHNOLOGY (AIT)EQUIPMENT

The following Defense Logistics Agency-Energy (DLA-Energy) AIT may be used by the Contractor is performance of PWS tasks.

SYSTEM	DESCRIPTION	SERIAL NO	MODEL NO	MFR	LOCATION
ATG	Veedertoot	B0384243305001		Veedertoot	North Storage
ATG	Veedertoot	W07279886705001		Veedertoot	South Storage
AMSS	Data Collection Pedestal	18270436		Gasboy	656
AMSS	Data Collection Pedestal	18260973		Gasboy	656
AMSS	Data Collection Pedestal	18267435		Gasboy	656
Epos	Tablet	SE5F4E-MD-01		GTAC	675
Epos	Tablet	SE5F4E-MD-02		GTAC	675
Epos	Tablet	SE5F4E-MD-03		GTAC	675
Epos	Tablet	SE5F4E-MD-04		GTAC	675
Epos	Tablet	SE5F4E-MD-05		GTAC	675
Epos	Tablet	SE5F4E-MD-06		GTAC	675
Epos	Tablet	SE5F4E-MD-07		GTAC	675
Epos	Printer	BE155592A0		SII	675
Epos	Printer	BE069994A0		SII	675
Epos	Printer	BE072505A0		SII	675
Epos	Printer	BE072517A0		SII	675
Epos	Printer	BE072031A0		SII	675

(12) IE LAND MOBILE RADIOS (LMR)

The following LMRs may be used by the Contractor in performance of PWS tasks. The LMRs are identified on the local installations Communications Squadron Asset Inventory Management (AIM) list under Account ####.

DESCRIPTION	PART NO	SERIAL NO	LOC
RADIO PORTABLE	5820DSRADIO00	470CUZ0142	675
RADIO PORTABLE	5820DSRADIO00	470CUZ0132	675
RADIO PORTABLE	5820DSRADIO00	470CUZ0659	675
RADIO PORTABLE	5820DSRADIO00	470CUZ0657	675
RADIO PORTABLE	5820DSRADIO00	470CUZ0144	675
RADIO PORTABLE	5820DSRADIO00	470CUZ0120	675
RADIO PORTABLE	5820DSRADIO00	470CUZ0649	675

(13) IE VEHICLES

The following vehicles may be used by the Contractor for performance of PWS tasks. This listing is subject to change as vehicles are replaced and/or added to/deleted from the fleet.

TYPE	REGISTRATION NO	NSN	FUEL GRADE DISPENSED
R-11	04L00320		JAA
R-11	05L00109		JAA
R-11	05L00110		JAA
R-11	06L000028		JAA
R-11	06L000029		JAA
R-11	11L000003		JAA
R-11	11L000004		JAA
C-300	11C080002		DS2
C-300	04C080007		DS2
C-300	11C080001		DS2
C-300	03C080023		MUR

(14) ADDITIONAL PUBLICATIONS/FORMS (ADDITION TO APPENDIX C)

The following additional publications/forms provide Service/Base specific guidance or list commonly used references for the Contractor in performance of PWS tasks. This listing is not all inclusive.

I. DIRECTIVES

Federal Acquisition Regulation
OSHA 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response
OSHA 29 CFR 1910.132, Personal Protective Equipment General Requirements
OSHA 29 CFR 1910.134, Respiratory Protection Program
OSHA 29 CFR 1910.146, Permit-Required Confined Spaces
OSHA 29 CFR 1919.147, The Control of Hazardous Energy (Lockout/Tagout)
OSHA 29 CFR 1910.1025, Toxic and Hazardous Substances-Lead
OSHA 29 CFR 1910.1200, Hazard Communication Program
OSHA 29 CFR 1904, Reporting of Occupational Injuries and Illnesses
OSHA 29 CFR 1925, Safety & Health Standards for Federal Service Contracts
DoL 41 CFR 50-204, Safety & Health Standards for Federal Supply Contracts
EPA 40 CFR 112, Oil Pollution Prevention/40 CFR 112.7, General Requirements for Spill Prevention Plans
EPA 40 CFR 122, NPDES Permit Plan
EPA 40 CFR 260- 268, EPA Hazardous Waste Management System
EPA 40 CFR 280, Underground Storage Tanks
DoT 33 CFR 154, USCG Oil Pollution Prevention
DoT 33 CFR 156, Oil and Hazardous Transfer Operations
DoT 49 CFR 171-172, Hazardous Materials Regulations
DoT 49 CFR 195 (Pipeline Safety – Where Applicable)
Oil Pollution Act of 1990,1984 Resource Conservation and Recovery Act Amendments, 1972 Clean Water Act
National Fire Protection Association (NFPA)/Uniform Fire Code (UF)
Unified Facilities Criteria (UFC)

T.O. 00-5-1	AF Technical Order System
T.O. 00-20-1	Aerospace Equipment Maintenance. Inspection, Documentation, Policy and Procedures
T.O. 00-25-172	Ground Servicing of Aircraft and Static Grounding/Bonding
T.O. 00-25-172CL-1	Concurrent Fuel Servicing of Commercial Contract Cargo and Passenger Aircraft
T.O. 00-25-172CL-2	Concurrent Servicing of Commercial Contract Cargo Aircraft
T.O. 00-25-172CL-3	Hot Refueling of U.S. Navy Aircraft
T.O. 00-25-172CL-4	Aircraft Servicing with R-9, R-11, and Commercial
T.O. 00-25-172CL-5	Aircraft Fuel Servicing with the R-12 Hydrant Servicing Vehicle (HSV)
T.O. 33D2-10-60-1	Operation and Maintenance Instructions with Illustrated Parts Breakdown
T.O. 33D2-10-53-11	Operation and Maintenance Instructions -- Cryogenic Sampler (Cosmodyne)
T.O. 33D2-10-56-1	Cryogenic Sampler, Model TYU-131E (Electronic Specialty)
T.O. 33D2-10-60-1	Operation and Maintenance Instructions -- Cryogenic Sampler Model FCS 2001
T.O. 33DA88-1-7	Installation, Operating and Maintenance Instruction - Automatic Pensky-Martens
T.O. 34Y5-3-37-31	Operation Maintenance, and Overhaul Instructions, Rotary Vacuum Pump, PMU-4/E
T.O. 34Y5-3-37-11	Operation, Maintenance and Overhaul Instructions, PMU-4E, Part Number 620
T.O. 34Y5-7-7-1	Operation and Maintenance -- Vacuum Pump, Rotary, Power Driven
T.O. 35-1-3	Corrosion Prevention and Control, Cleaning, Painting, and Marking of USAF Spt Equip
T.O. 35-1-18	General Instructions -- Marking of USAF General Support Equipment
T.O. 35E22-5-5-1	Operations Maintenance and Overhaul Instructions -- Purge Unit Type Model GSU-62M
T.O. 36A12-13-2CL-1	Organizational Maintenance Checklist – Air Force Refueling Vehicle Checkpoint Checklist
T.O. 36A12-13-33-1	Operation, Maintenance and Parts Manual—Truck, Tank, Fuel Servicing 1200 GL

T.O. 36A12-13-35-1 Operation, Maintenance and Parts Manual —Truck, Tank, Fuel Servicing Navistar Model
T.O. 36A12-13-17-81 Operation, Maintenance and Instruction—Truck, Tank, Fuel Servicing, Type AS32R-11
T.O. 36A12-13-17-101 Operation, Maintenance -- Truck, Acft Refueling Hydrant Hose, As32r-12 (Mil-Spec Mnl)
T.O. 36A12-13-17-104 Truck, Acft Refueling Hydrant Hose As 32r-12, Pn 182ht-Z001 (Beta Systems)
T.O. 36A12-13-17-91 Operation, Maintenance and Instruction. —Truck, Tank Aircraft Refueling, R-11
T.O. 36A12-13-38-1 Operation, Maintenance and Instruction - Truck, Fuel Servicing Tank, A/S 32R-11
T.O. 36A12-13-40-1 Operation, Maintenance, and Parts Manual for Isometrics Fuel Servicing Tank Truck
T.O. 36G2-3-1 Operation, Service, and Repair -- Air Purging Unit, Type GSU-62M
T.O. 37-1-1 General Operation and Inspection of Installed Fuel Storage and Dispensing Systems
T.O. 37A-1-101 General Instructions—USAF Fuel, Water, and Lubricant Dispensing Equipment
T.O. 37C2-8-1-116WC-1 Periodic Inspection Work Cards Non-Powered Aerospace Ground Equipment
T.O. 37C2-8-22-3 Repair and Overhaul Instructions -- 2000 Gallon Liquid Oxygen Nitrogen Storage Tank
T.O. 37C2-8-22-4 2000 Gallon Liquid Oxygen/Nitrogen Storage and Transfer Tank
T.O. 37C2-8-33-1 Operation and Maintenance Instructions -- Storage Tank, Liquid Nitrogen Type TMU-35E
T.O. 37C2-8-33-3 Overhaul Instructions -- Storage Tank, Liquid Nitrogen Type TMU-35E 2000 Gal Capacity
T.O. 37C2-8-33-4 Overhaul Instructions -- Storage Tank, Liquid Nitrogen Type TMU-35E 2000 Gal Capacity
T.O. 37C2-8-36-1 Operation, Maintenance and Instruction -- Storage Tank Liquid Oxygen Type TMU-20E
T.O. 37C2-8-38-1 Operation, Maintenance and Instructions -- Storage Vessel, Liquid Oxygen, 3000 Gallon
T.O. 37C2-8-39-1 Operation, Maintenance and Instructions -- Storage Vessel, Liquid Oxygen, 6000 Gallon
T.O. 37C2-8-40-1 Operation, Maintenance and Instructions -- Storage Vessel, Liquid Nitrogen, 3000 Gallon
T.O. 37C2-8-39-1 Operation, Maintenance and Instructions -- Storage Vessel, Liquid Oxygen, 6000 Gallon
T.O. 37C11-1-1 Maintenance and Instruction -- Cleaning of Pressure Gages Used on Liquid Oxygen Systems
T.O. 37C11-3-1 Operation and Overhaul Instructions -- Vacuum Gauge (Portable)
T.O. 42B-1-1 Quality Control of Fuels
T.O. 42B-1-23 Management of Recoverable and Waste Liquid Petroleum Products
T.O. 42B1-1-14 Fuels for USAF Aircraft
T.O. 42B1-1-1 Fuels for USAF Piston and Turbine Support Equipment and Administrative Vehicles
T.O. 42B6-1-1 Quality Control of Aviators Breathing Oxygen
T.O. 42B7-3-1-1 Quality Control of Nitrogen
T.O. 42C-1-18 Control, Decontamination, and Disposal of Mercury
DOD 4140.25 DoD Management Policy for Energy Commodities and Related Services, Vol I-XII
DOD 5200.01 Vol. 1 DoD Information Security Program: Overview, Classification, and Declassification
DoD Manual 5200.02 Procedures for the DOD Personnel Security Program
MILSTD 3004 Quality Surveillance for Fuels, Lubricants, and Related Products
AFI 10-701 Operations Security
DAFI 13-213 Airfield Driving
DAFI 20-112 Logistics Readiness Quality Assurance Program (LR QA)
DoDI 5000.64 Accountability and Management of DOD Equipment and Other Accountable Property
DAFI 23-111 Accountability and Management of DOD Equipment and Other Accountable Property
AFI 23-101 Material Management Policy
AFI 23-201 Fuels Management
AFI 24-302 Vehicle Management
AFI 24-301 Ground Transportation
AFI 24-302 Vehicle Management
DoDM5210.42_AFMAN13-501 Information Security Program: Protection of Classified Information
AFI 31-501 Personnel Security Program Management
DoDM 5220/22V2 AFMAN 16-1406V2 National Industrial Security Program: Industrial Security Procedures
AFI 32-2001 Fire and Emergency Services (F&ES) Program
DAFMAN 17-203 Information Technology Asset Management (ITAM) and Accountability
AFI 17-130 Cyber Security Program Management
AFI 90-201 The Air Force Inspection System

DAFI 91-202	The U.S. Air Force Mishap Prevention Program
UFC 3-460-03	O&M: Maintenance of Petroleum Systems
DLA Policy	Interim Policy and Procedural Guidance
AF Policy	Air Force Fuels Policy Directives
DAFMAN 91-203	Air Force Occupational Safety Fire and Health Standards
MIL-STD-161H	Identification Methods for Bulk Petroleum Products Systems/Hydrocarbon Missile Fuels
ASTM-D-1250	Volume I, and Volume II, ASTM Standards
DOD CPARS	Contractor Performance Assessment Reporting System Policy Guide

II. APPLICABLE FORMS

AF Form 171	Request for Drivers Training & Addition to U.S. Government Driver's License
AF Form 332	BCE Work Request
AF Form 440	Bomb Threat Aid
AF Form 457	USAF Hazard Report
AF Form 601	Authorization Change Request
AF Form 824	Daily Fuels Request and Servicing Log
AF Form 979	Danger Tag
AF Form 980	Caution Tag
AF Form 1235	Physical Inventory (Fuels/Missile Propellants)
AF Form 1297	Temporary Issue Receipt
DD Form 1898	Fuels Sales Slip
AF Form 2005	Issue/Turn-In Request
AF Form 2411	Inspection Document
AF Form 2419	Routing and Review of Quality Control Report
AF Form 2420	Quality Control Inspection Summary
AF Form 4427	Operator's Inspection Guide and Trouble Report (Fuels Support Equipment)
AFTO Form 39	Fuel System Inspection and Discrepancy Report
AFTO Form 95	Significant Historical Data
AFTO Form 134	Aviator Breathing Oxygen Servicing Trailer Log
AFTO Form 176	Cryogenic Materials Samples
AFTO Form 244	Industrial/Support Equipment Record
AFTO Form 350	Repairable Item Tag
AFTO Form 422	Differential Pressure Log
AFTO Form 475	Fuels and Lubricants Sample
DD Form 361	Transportation Discrepancy Report
DD Form 518	Accident Identification Card
DD Form 1131	Cash Collection Voucher
DD Form 1149	Requisition for Invoice/Shipping Document
DD Form 1348-7	DoD MILSPETS DFSP Shipment and Receipt Document
DD Form 1348-8	DoD MILSPETS: DFSP Inventory Accounting Document and End-of-Month Report
DD Form 1574	Serviceable Tag – Materiel
DD Form 1577	Unserviceable (Condemned) Tag Material
DD Form 1577-2	Unserviceable (Reparable) Tag - Materiel
DD Form 1896	DoD Fuel Identaplate
DD Form 1898	Energy Sales Slip
DD Form 1898-E	Energy Sales Slip (Electronic)
DD Form 1898-F	Alternate Foreign Government and Commercial Fuel Customer Billing Information
DD Form 2920	DoD MILSPETS Transfer of Account Document
DD Form 2921	Physical Inventory Petroleum Products
DD Form 2921C	Physical Inventory Petroleum Products (Continuation Sheet)
DLA Form 1689	File Plan

DLA Form 2020	Request for Exception, Deviation, or Waiver
DLA Form 2054	Periodic Self Inspection Checklist
DLA Form 2056	Responsible Officer (RO) / Terminal Manager (TM)/ Responsible Person (RP) End-of-Month (EOM) Reconciliation Checklist
DLA Form 2057	Accountable Property System of Record Daily, Weekly, Monthly, Annual Routine Task Checklist
DLA Form 2059	Responsible Officer Appointment
DLA Form 2059-1	Alternate Responsible Officer Appointment
DLA Form 2060	Recommendation for Appointment of Property Administrator (PA)
DLA Form 2061	Responsible Officer (RO) / Terminal Manager (TM) / responsible Person (RP) Daily Document Review Checklist
DLA Form 2063	DLA Energy Request for Customer QR Code
DD Form 250	Material Inspection and Receiving Report
DD Form 250-1	Tanker/Barge Material Inspection and Receiving Report
DD Form 1131	Cash Collection Voucher
Standard Form 368	Product Quality Deficiency Report (PQDR)
DD Form 3075	DLA Energy Disposition Request
SF 91	Operator's Report of Motor Vehicle Accident

III. BASE SPECIFIC DIRECTIVES/FORMS

The Contractor will comply with Base Environmental Protection, Safety, and Security directives.

APPENDIX H

COMMON ACCESS CARD (CAC) REQUIREMENTS

Performance under this contract must require all contractors to obtain a Common Access Card (CAC) with Public Key Infrastructure (PIV) Certificates to access DoD and DLA Energy Business Systems to perform required job functions within these applications. The contractor must complete and comply with the following steps to obtain, control, and turn-in Government-issued CACs, as well as establish procedures to always control and account for contractor CACs. This process is only for the issuance and accountability of CACs. Contractors may be required to provide additional forms and follow additional procedures for other forms of access and/or background/security checks depending on local site/installation requirements.

1. The Contractor has each employee requiring a CAC complete and sign Sections I and II of the DD Form 1172-2. The instructions for completing the DD Form 1172-2 are located at https://www.cac.mil/Portals/53/Documents/1172-2-Instructions.pdf

   a) For Section II, Block 22 - If the Contractor employee signs and the DD Form 1172-2 it is then forwarded by the Contractor. This provides verification for the employee information. If the Contractor is submitting a DD Form 1172-2 for him/herself (e.g., the owner), with no higher authority above them for verification, then the signature in Block 22 must be notarized to verify identity.

2. The Contractor forwards the DD Form(s) 1172-2 via hand-carry, secure mail, or encrypted email to (NOTE: The Contractor may forward these forms individually or as a group):

   a) The COR for the contract, if a COR was designated

   b) The KO for the contract, if no COR was designated.

3. Each Contractor employee must verify his/her account information upon receipt of an email from the Government containing a username and password for the MP ICAM Sponsorship Portal.

4. Each Contractor employee will receive an email via MP ICAM when his/her account has been approved. The email will notify the employee to obtain a government-issued CAC from the nearest Real-Time Automated Personnel Identification System (RAPIDS) office. The email will also provide a link that identifies the locations of RAPIDS offices.

5. Each Contractor employee must obtain his/her issued CAC from the RAPIDS office.

6. The Contractor, within one (1) business day of issuance, provides written notice via email to the COR (or the KO, if no COR was designated) for each Contractor CAC issued identifying the Contractor employee's name, the date of issuance, and the date of expiration of the CAC. This notification may be made individually for each Contractor employee or together for a group of Contractor employees.

7. The Contractor establishes procedures to always control and account for Government-issued Contractor CACS, to include the following:
   a) Ensure Contractor CACs issued for this contract are only used for the purpose of performing under this contract.
   b) Ensure Contractor CACs are secured in a manner that precludes unauthorized use and that recognizes the CAC

is the property of the U.S. Government.

c) Ensure Contractor employees do not abuse or place holes in their CACs.
d) Ensure Contractor employees do not display their CACs in public.

8. If a Contractor CAC is lost or stolen:
   a) The Contractor employee must immediately notify the Contractor that the Contractor CAC has been lost or stolen.

   b) The Contractor must immediately notify the COR (or the KO, if no COR was designated), detailing the circumstances regarding the lost or stolen Contractor CAC, as follows:
      i) In person, followed within one (1) business day by a written notice via email, or
      ii) In writing, via email, or
      iii) By telephone, followed within one (1) business day by a written notice via email.

   c) The Contractor must report the lost or stolen CAC card to the local DLA Police/host installation police, who will provide the Contractor with a police report. If there is no local DLA Police/host installation police, or no police report is provided, the Contractor must provide information to the COR/KO, as applicable, detailing the circumstances of how the CAC was lost or stolen. The COR/KO will provide a memorandum for the Contractor employee to support the issuance of new CAC.

   d) The Contractor has the Contractor employee bring the report/memorandum to the nearest RAPIDS office. If the CAC can be reissued within 24 hours, bring the report/memorandum to the nearest CAC office for reissue. If the CAC cannot be reissued in 24 hours, follow the steps for a new CAC, beginning at Step 1.

9. If the expiration date for a Contractor CAC is prior to completion of the contract and the Contractor employee is to continue working under the contract and still requires a CAC, the Contractor:

   a) Notifies the COR as follows:
      i) In person, followed within one (1) business day by a written notice via email, or
      ii) In writing, via email, or
      iii) By telephone, followed within one (1) business day by a written notice via email.
   b) No less than two (2) weeks prior to the current CAC's expiration date, completes and complies with the steps above beginning with Step 2 for issuance of a new Contractor CAC for the employee.
   c) Brings the expiring CAC to the RAPIDS office for turn-in and receives new CAC.
   d) Notifies the COR once a new CAC has been issued.

10. The Contractor/Contractor employee turns in any found CACs immediately, via hand- carry, to the nearest Federal law enforcement office.

11. The Contractor immediately collects all Contractor CAC(s) from the Contractor employee(s) at:
    a) Contract completion or termination
    b) Termination/Reassignment of an employee (this includes any reason the employee is no longer working for the Contractor under the contract or otherwise no longer requires a CAC)
12. The Contractor:
    a) For contract completion or termination – within one (1) business day after collecting the Contractor CAC(s), arranges for turn-in via one of the below methods:

13. If the COR/CO is co-located or near enough that in-person transfer of CACs can be arranged, the Contractor:
    a) Arranges to meet the COR (or the KO, if no COR was designated) to turn-in the collected Contractor CAC(s).
    b) Hand-carries all collected Contractor CACs for turn-in to meet the COR (or the KO, if no COR was designated).
    c) Completes and signs the Government-Issued Contractor CAC Turn-In Receipt with the COR (or the KO, if no COR was designated). The Contractor is provided a copy of the receipt.

14. If in-person transfer of CAC cannot be arranged, the Contractor:
    a) Sends, via certified mail, the CACs to the COR/KO. The Contractor includes in the package the Government-Issued Contractor CAC Turn-In Receipt, with signed acknowledgement of Contractor turn-in.
    b) Notifies COR/KO that CACs have been sent via certified mail.
    c) Receives a completed copy of the receipt from the COR/KO once the COR/KO has received the CACs.
    d) For termination/reassignment of an employee:

15. Immediately notifies the COR (or the KO, if no COR was designated) that the employee is no longer working for the Contractor under the contract or otherwise no longer requires a CAC, as follows:
    a) In person, followed within one (1) business day by a written notice via email, or
    b) In writing, via email, or
    c) By telephone, followed within one (1) business day by a written notice via email.

16. Follows the turn-in procedures above for contract completion or termination, as applicable.

17. Contractor Reporting Requirements: The Contractor is required to submit, on a monthly basis, to the COR (or the KO, if no COR was designated) a report of all employees working on the contract who have been issued CAC cards and a verification of whether each listed employee still requires a CAC. The report must note where changes have occurred (additions or deletions) since the previous month. Contractor employees who already have a CAC related to another DLA or DoD contract must be included in the monthly report. The Contractor must note the issuing organization and the CAC expiration date. Contractor is still responsible for notifying the COR/KO when the individual is no longer working under the subject contract.

18. The above procedures have been established as a DLA security measure. Contractors are advised that failure to comply with any of the above requirements will be considered a violation of the terms and conditions of the contract and the KO may take action to remedy such violations. Specifically, failure to safeguard, follow these procedures, including reporting requirements, or turn-in CACs within the established timeframes may result in the following actions, which are in addition to other actions the KO may take under governing law and regulation and the terms and conditions of the contract:

    a) Immediate work stoppage (issuance of a stop work order), not to be lifted until resolution of CAC issue

    b) Disapproval of invoices and delay of payment

    c) Withholding of final payment (in accordance with FAR 52.204-9)

    d) Documentation of CAC Non-Compliance in the Contractor Performance Assessment Reporting System (CPARS)