STATEMENT OF WORK
Non-Personal Services Contract
Protestant Religious Education Coordinator
Appropriated Fund, Maxwell AFB, AL
Fiscal Year 2026

1. PURPOSE: The Statement of Work defines the position, work hours, expectations, and responsibilities necessary for the contractor to meet the requirements of the Maxwell AFB (MAFB) Protestant Worship Community (PWC).

2. POSITION TITLE: Protestant Religious Education Coordinator (PREC)

3. SCOPE OF RESPONSIBILITES: The PREC will primarily work to execute the Lead Protestant Chaplain's (LPC) and the MAFB Chaplain Corps (HC) Leadership Team's vision (hereafter referred to as the CLT) for Protestant religious education (RE) by planning, coordinating, and executing the relevant deliverables called for in the Chapel Annual Ministry Plan (AMP), Protestant community RE fiscal year (FY) calendar, and the Protestant FY budget. The contractor shall serve as the coordinator, teacher, facilitator, and organizer of the Protestant religious education program for ages 1 through adult. The program is multi-faceted and requires a high degree of coordination and cooperation with military and civilian activities and authorities. The contractor must demonstrate an understanding of the religiously pluralistic and sensitive arena of numerous faith groups and denominational traditions. This position requires flexibility and the capacity to work well with other chapel contractors, volunteers, and military personnel. The PREC shall serve as the primary coordinator, facilitator, and organizer of all Protestant RE events and elements. Additionally, the PREC will teach pre-approved curriculum for RE events and programs when volunteer(s) have not been coordinated. The contractor accomplishes the terms of the contract in compliance with the mission requirements and standards set forth and defined by the Department of the Air Force and the Air Force Chaplain Corps. Activities and behavior to the contrary are viewed as grounds for contract termination.

4. WORK HOURS: The PREC will be required to work at least 20 hours a week. One unit will equal one month's duty with an average of at least 80 hours worked per month. The PREC must arrive to all Protestant RE scheduled events and programs at least 30 minutes prior to start time and remain the duration of the event(s). This includes on Sundays from 1030-1230 The remaining required work hours should normally be spent in the Protestant Office of the MAFB Chapel. The PREC will seek approval of a new office hour schedule and subcontractor list upon contract award and option year renewals from the LPC. Certain seasons of the year (e.g., Easter, Christmas, Vacation Bible School and retreat events) will require more hours. Temporary modifications to the weekly schedule can be approved by the LPC within one week's notice. Permanent work hours modifications require submission to the COR, after approval of the LPC, at least two weeks prior to the proposed hour changes. The PREC will submit for pay in Wide Area Workflow on a monthly basis to the COR after all deliverables are completed.

5. GENERAL RESPONSIBILITIES:
   - 5.1. Submit to Criminal History Background Check and an Installation Records Check (IRC) as described in DODI 1402.5. Criminal History Background Checks on Individuals In Child Care Services. The contractor will acquire all guidance required to complete the background check and IRC from the chapel administrative office upon contract awarding date. Further guidance is also covered under paragraph 11.8. Upon favorable completion of IRC, contractor may provide services under line-of-sight supervision until the required background check is completed. If the contractor has previously received a background check from another military installation proof of the check must be provided or obtain a new one. If the IRC or background check comes back with unfavorable results, the contractor has the right to challenge the accuracy and completeness of the information in the report. Final decision on whether to continue contract or use unfavorable result as a basis for termination of contract lies with

Wing Chaplain in coordination with Contracting Officer.

5.2. Consistent with Department of Defense and Air Force policy, chaplains are to adhere to the requirements of their endorsing religious organizations while providing for the spiritual and religious needs of all active duty personnel, their families, and other authorized personnel. Thus, in order to honor each chaplain's commitment to be faithful to his or her ecclesiastical endorsing religious organization's requirements and to the supervision of their denominations, candidates for this position must adhere to the presiding chaplain's endorsing religious organization's requirements and to the supervision of their denominations, candidates for this position must adhere to the presiding chaplain's endorsing religious organization's requirements.

5.3. Serve as the primary Protestant RE Line-of-Sight Supervisor for all events with childcare volunteers; recruit volunteers to serve as Specified Volunteers. Ensuring RE volunteers who will work with children IAW DAFI 52-101, Chapter 5 have been processed by the Volunteer Program Manager.

5.4. Maintain all volunteers' identification badges who work with children and oversee proper display and use of childcare worker identification. Non-Specified Volunteers must sign in/out ID badges each time they volunteer.

5.5. Serve as the Volunteer Supervisor for all RE volunteers IAW DAFI 52-101, Chapter 6. The PREC will write position description for all RE volunteer positions and submit to the LPC via the PCC. Determines volunteer manpower needs, solicits, and trains volunteers. Reports weekly all volunteer hours to the Volunteer Program Manager.

5.6. Assist the Chaplain in planning, prioritizing, and other decision-making processes related to the RE program and the guidelines set forth by the Air Force Chaplain Corps.

5.7. Create the annual calendar of events for Protestant RE functions (with budget planning), submit draft to the LPC, and execute as the primary project officer/point-of-contact (POC), all elements of Protestant RE events/programs designated by Annual Ministry Plan (AMP). Some examples of these types of events may include, but are not limited to, RE needs during PWC retreats, Vacation Bible School, family RE fellowships, etc.

5.8. Submit facility requests to the PCC for all scheduled RE events on chapel property and de-conflicts RE scheduling/facility issues with the Facility Manager.

5.9. Update weekly the Protestant RE slide for the chapel staff meeting to keep updated on the chapel's operations and calendar, report on ongoing assignments, projects, weekly tasks, and shares feedback from Protestant RE volunteers. This staff meeting requirement can be waived, at the approval of the LPC, on weeks where the PREC cannot accomplish the other contractual responsibilities in the hours available. In this event, the PCC or LPC shall be briefed on all information necessary to share it for the PREC at the chapel staff meeting.

5.10. Attend Protestant Advisory Council (PAC) meetings as a non-voting member and brief the PAC on relevant RE plans and programs.

5.11. Be able to communicate in fluent English.

5.12. Become and remain familiar with the Protestant worship services practices. Maintain good rapport and work constructively with the Chaplain, service members, volunteers, and the Parish Advisory Council (PAC). Resolve all conflicts at the lowest possible level starting with the Contracting Officer or

their designee.

6. SPECIFIC RESPONSIBILITIES: The contractor shall:

6.1. Coordinate and supervise RE programs, sacraments, formation classes, Sunday School, weekly Bible Studies, Vacation Bible School, Children's Christmas and Easter programs and other RE activities/events IAW DAFI 52-101, Chapter 6 in alignment with the PCC who function as the Protestant Head Volunteer Supervisor.

6.2. Recruit, train, and manage volunteers to form a vibrant and effective RE team. Work with volunteer program manager to ensure all required volunteer requirements are met.

6.3. Program and teach Children's RE for PWC events and programs, as required by the LPC, when available PWC volunteer support is incapable, unwilling, or unqualified to lead children's RE. A fully trained and properly vetted volunteer can teach children's church instead of the PREC.

6.4. Coordinate with the leaders of the current PWC auxiliaries (e.g., Protestant Women/Men/Youth of the Chapel) when they serve a primarily Protestant RE purpose (e.g, women's Bible studies); promote the establishment of new Protestant auxiliaries when necessary; facilitate the auxiliaries' RE programs.

6.5. Coordinate HC facility setup, equipment, and resources for all RE programs and events, ensuring facilities are opened before the program starts and fully secured and cleaned after the program ends.

6.6. Be able to fluently use software provided by and relevant to DAFB HC mission to include, but not limited to: Proclaim Church Presentation Software, Microsoft Office Suite, Planning Center, Canva Graphic Design Software, Eventbrite Event Management Systems, and other programs deemed relevant by the LPC.

6.7. Develop and maintain electronic records and inventory of approved Protestant RE curriculum.

6.8. Recommend curriculum/programing for the next FY's Protestant RE cycle to the LPC by 15 July of the current year.

6.9. Provide pre-approved curriculum/lesson plans to the Chaplain one month in advance; all scheduled RE volunteers at least one week in advance of the volunteer program execution.

6.10. Identify necessary resources (e.g. texts, snacks, materials, equipment, etc.) to conduct RE programs at all levels and submit through the Chaplain for consideration/approval. Upon approval of resources the contractor shall be responsible for coordinating the acquisition of resources through the appropriate funding authority.

6.11. Coordinate and facilitate the annual Vacation Bible School (VBS) and other special RE events as requested by the LPC. The PREC will recruit volunteers, register children, and promote the event(s).

6.12. Assist the LPC or sponsoring chaplain by providing information necessary for reporting in the Air Force Chaplain Corps Activity Reporting System (AFCCARS) or similar contexts as requested.

6.13. Programs specifically for the Children, Men, Women, and Youth lines of the current Protestant Chapel Tithes and Offerings Fund (CTOF) budget in coordination with the LPC. As budget line designation changes occur occasionally, the PREC will seek clarification from the LPC on the lines for which the PCC is responsible to program.

6.14. Publicize all Protestant RE events via CLT approved means.

6.15. Plan the annual volunteer appreciation event.

6.16. Incorporate children and youth during holiday season for worship specials during WS(s) and special Protestant events ICW the Protestant Music Director and PCC.

6.17. Draft and file after-action reports at the conclusion RE events, when requested by the LPC, within 14 calendar days of each event, including Children's Church, Christmas programs, Easter programs, and other major RE events.

6.18. Ensure CTOF funds requests are completed and submitted IAW DAFI 52-105, AFMAN52-107 and local procedures.

6.19. Comply with all Chapel Air Force Instructions and Chapel Operating Instructions, specifically those regarding facility usage, resource protection, fire protection, and funds utilization. Listed as follows:

DAFI52-101
DAFI52-104 CHAPLAIN CORPS READINESS
DAFI52-105 CHAPLAIN CORPS RESOURCING
AFMAN52-107 Chapel Tithes and Offerings FUND MANAGEMENT
AFPD52-1 CHAPLAIN SERVICE
AFI36-703 CIVILIAN CONDUCT AND RESPONSIBILITY, Section C – Dress and Appearance
All Chaplain Corp Policy Letters

7. Comply with all Chapel Air Force Instructions and Chapel Operating Instructions, specifically those regarding facility usage, resource protection, funds utilization, and safety.

8. Properly subcontracted replacements must provide all hours the PREC will be unable to personally provide due to reasonable and approved circumstances (paragraph 4). The PREC will seek approval of a new office hour schedule and subcontractor list upon contract award and option year renewals from the LPC. The PCC's approved schedule and subcontractor list will be posted in both digital and paper formats on mediums deemed appropriate by the LPC. Subcontractors must meet the requirements for the position as outlined in the SOW. The PREC is responsible for payment of substitutes and ensuring the substitute meets background check requirements to work alone with children.

9. CONFERENCES/WORKSHOPS: If necessary, the Wing Chaplain may provide funds for attendance at professional training workshops/classes, retreats and conferences.

10. TAXES: The contractor will be responsible for filing any applicable social security, federal, and state taxes. The contractor will also obtain any applicable business licenses and registrations or otherwise compliance with the law.

11. GOVERNMENT FURNISHED PROPERTY: The Wing Chaplain will allow the contractor to use workspace and equipment in the Chapel and provide supplies to the contractor to facilitate performance of this contract. A workspace is provided for the contractor. The contractor will use Government furnished property only to perform this contract. The contractor is required to furnish all equipment and supplies necessary to perform this contract at home with approved coordination through the RE Chaplain ahead of time.

12. RECORDS MANAGEMENT. The contractor understands that when creating, handling and maintaining records for the Air Force, either electronic or paper, you must meet the requirements established in AFRIMS Records Disposition Schedule (RDS), AFI 33-322, Records Management Program, Records Disposition Procedures and Responsibilities, and AFM 33-363, Management of Records. In order to meet the requirements established IAW the abovementioned contact the Base Records Management Office (42 ABW/SCOK Bldg. 804) at (334) 493-7582 for guidance and training.

13. SECURITY AND SAFETY REQUIREMENTS: In performing any work under this contract on premises which are under the direct control of the Government, the Contractor shall conform to all safety rules and requirements prescribed in Air Force Pamphlet 91-210, Contract Safety and Public Law 91-596, The Occupational Safety and Health Act of 1970. Effective on the date of this contract, the contractor shall take such additional precautions as the Contracting Officer may reasonably require for security, safety, traffic fire, personnel clearances and accident prevention purposes, AFMAN 31-113. The Contractor agrees to take all reasonable steps and precautions to prevent accidents and preserve the life and health of the Contractor, Government Property and Government personnel performing or in any way coming in contact with the performance of this contract on such premises. These requirements are additional to and do not replace the standards promulgated by the Department of Labor under the Occupational Safety and Health (OSHA) Act. In the event of a conflict between the OSHA Standards and these requirements, the most stringent shall apply. Any violation of such rules and requirements, unless promptly corrected, as directed by the Contracting Officer, may be considered grounds for termination of this contract in accordance with the default provisions hereof.

13.1. The contractor and, as applicable, subcontractor shall not employ persons for work on this contract if such employee is identified as a potential threat to the health, safety, security, general well-being or operational mission of the installation and its population, nor shall the contractor or subcontractor employ persons under this contract who have an outstanding criminal warrant as identified during the Criminal Background Check (CBI).

13.2. The contractor and, as applicable, subcontractor shall not employ persons for work on this contract if such employee is identified as a potential threat to the health, safety, security, general well-being or operational mission of the installation and its population, nor shall the contractor or subcontractor employ persons under this contract who have an outstanding criminal warrant as identified during the Criminal Background Check (CBI).

13.3. All contractor employees who'll be granted unescorted access to the installation are required to consent to a Criminal Background Investigation (CBI) prior to being granted entry to the installation. Continued employment is contingent upon successful completion and favorable reporting of criminal background checks.

13.4. Contractors shall ensure their employees and those of their subcontracts have the proper credentials allowing them to work in the United States. Employees and subcontractors later found to be undocumented, or illegal aliens will be remanded to the proper authorities.

14. SECURITY. All personnel employed by the contractor in the performance of this contract, or any representative of the contractor entering the governmental installation, shall abide by all security instructions and directives of MAFB. Employees are responsible for safeguarding all government property provided for contractor use.

14.1. **CONTRACTOR NOTIFICATION RESPONSIBILITIES.** The contractor shall notify the contracting office within 30 days before on-base performance of the service. The notification shall include:

14.1.1. Name, address, and telephone number of contractor representatives.
14.1.2. The contract number and contracting agency.

14.1.3. The location(s) of service performance and future performance, if known.
14.1.4. The date service performance begins.
14.1.5. Any change to information previously provided under this paragraph.

15. CONTRACTOR ACCESS TO DEPARTMENT OF THE AIR FORCE INSTALLATIONS.

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

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

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

15.4. When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with [insert any additional requirements to comply with DAFI 31-101, Integrated Defense, and DODMAN5200.02_DAFMAN 16-1405 , Air Force Personnel Security Program] citing the appropriate paragraphs as applicable.

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

15.6. The contractor shall provide an after-hours contact number or after-hours email in the Emergency Mass Notification System (EMNS) for each of their personnel, whose normal place of duty is on a DoD installation or within a DoD facility. The contractor shall comply with any additional requirements in DAFMAN 10-206 for emergency operational reporting. Foreign Nationals may participate and may remove themselves from the Emergency Mass Notification System at any time. To update information, personnel can access the globe icon on their system desktop screens and choose the "Access Self-Service" option.

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

16. COMMON ACCESS CARDS (CAC) FOR CONTRACTOR PERSONNEL

16.1. For installation(s)/location(s) cited in the contract, contractors shall ensure Common Access Cards (CACs) are obtained by all contract or subcontract personnel who meet one or both of the following criteria:

16.1.1. Require logical access to Department of Defense computer networks and systems in either

the unclassified environment, or the classified environment where authorized by governing security directives.

16.1.2. Perform work, which requires the use of a CAC for installation entry control or physical access to facilities and buildings.

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

16.2.1. Contractors shall provide a listing of personnel who require a CAC to the contracting officer. The government will provide the contractor instruction on how to complete the Contractor Verification System (CVS) application and then notify the contractor when approved.

16.2.2. Contractor personnel shall obtain a CAC from the nearest Real Time Automated Personnel Identification Documentation System (RAPIDS) Issuing Facility (typically the local Military Personnel Flight (MPF)).

16.3. While visiting or performing work on installation(s)/location(s), contractor personnel shall wear or prominently display the CAC as required by the governing local policy.

16.4. During the performance period of the contract, the contractor shall:

16.4.1. Within 7 working days of any changes to the listing of the contract personnel authorized a CAC, provide an updated listing to the contracting officer who will provide the updated listing to the authorizing government official;

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

16.4.3. Return CACs in accordance with local policy/directives within 7 working days following a CACs expiration date; and

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

16.5. Within 7 working days following completion/termination of the contract, the contractor shall return all CACs issued to their personnel to the issuing office or the location specified by local policy/directives.

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

17. VISIT REQUEST. Ensure an initial and annual Visit Request (VAR) has been submitted for all contractors performing unclassified duties as part of this contract via company letterhead to 42 ABW/IP Office (42ABW.IP.Workflow@us.af.mil). If the company doesn't have the ability to encrypt this information, they can contact 42 ABW/IP Office who will provide them with a secure method to transmit via DoD SAFE. The VAR shall include the contract number, dates, work location, each contractor employee's full name, date of birth, social security number, and be signed by company Key Management Personnel (KMP). The VAR will also indicate for each contractor if they require a common access card (CAC) or a DBIDS identification card. This information will be used to assist in the vetting and monitoring process for contractors who require a CAC. The VAR shall be updated any time there is a personnel change (added/removed) from the contract.

18. REAL ID Act. All Maxwell Air Force Base and Gunter Annex visitors must present a REAL ID-compliant credential to be issued a pass. REAL ID-compliant cards have a star marking ⭐ on the upper portion of the card. If the card does not have a star marking, it is not REAL ID-compliant and won't be accepted as proof of identity to board commercial aircraft or access military installations like Maxwell or Gunter. Those without a REAL ID-compliant driver's license may also use a U.S. passport or passport card, a Transportation Worker Identification Card (TWIC), a Veteran Health Identification Card (VHIC), or a combination of the following documents to be issued a pass:

18.1.1. An original or certified true copy of a birth certificate with raised seal

18.1.2. A social security card

18.1.3. A driver's license issued by a state, territory, or District of Columbia that is not REAL ID-compliant.

18.2. All three documents must reflect the same name (or a documented former name through legal name change documents such as a court order, marriage certificate, or divorce decree).

18.3. More information about accessing Maxwell can be found here: https://www.maxwell.af.mil/About-Us/Fact-Sheets/Display/Article/4024201/base-access-information/

19. CHILD CARE CRIMINAL HISTORY BACKGROUND CHECKS. As prescribed by DoDI 6060.02*, Child Development Programs (CDPs)*; DoDM 1402.05, *Background Checks on Individuals in Department of Defense Child Development and Youth Programs*; and AFI 34-144, *Child and Youth Programs.*

19.1.1. All contractor personnel reasonably expected to have regular contact with children on a DoD Installation, in a DoD Program, or as part of the military or DoD sanctioned activity, shall have a favorably adjudicated Tier 1 with childcare background investigation. The contractor will submit requests through the Contracting Officer Representative (COR) and will be processed through the 42d Air Base Wing/Wing Staff Agency (WSA) security assistant and Information Protection Office. Contractor will be responsible to complete/certify the DD Form 2981 annually. Contractors must undergo a reverification every five years.

19.1.2. Contractors must report immediately to 42d Air Base Wing WSA Security Assistant any subsequent automatic disqualification criteria IAW DoDM 1402.05, para 4.3, and presumptive disqualification criteria under para 4.4.

20. COMPUTER AND NETWORK ACCESS REQUIREMENTS. Contractor personnel that required access to unclassified government computers and operations systems Information Technology (IT) Systems will be designated as Nonsensitive Positions. Contractor personnel must have a Tier 1 and the Tier 1 be favorability adjudicated before operating government furnished computer workstations or systems that have access to Air Force e-mail systems. These investigations shall be submitted by the government at no additional cost to the contractor. NOTE: Since the background investigation process can take up to 18 months, contractor personnel may be issued a CAC before the process is completed after a favorable fingerprint return (3-5 working days) and investigation package submitted to the investigative service provider. Contractor personnel will complete the current DoD IAA Cyber Awareness Challenge course.

21. FREEDOM OF INFORMATION ACT PROGRAM (FOIA). The contractor shall comply with DODM 5400.07_AFMAN 33-302, *DoD Freedom of Information Act (FOIA) Program*, requirements. The regulation sets policy and procedures for the disclosure of records to the public. The contractor shall comply with AFI 33-332, *Air Force Privacy and Civil Liberties Program*, when collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, section 8013. The contractor shall maintain records in AFI 33-322, *Records Management and Information Governance Program*; and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at https://www.my.af.mil/gcss-af61a/afrims/afrims/.

22. CONTROLLED UNCLASSIFIED INFORMATION (CUI). The contractor shall comply with DoDI 5200.48_DAFI 16-1403, *Controlled Unclassified Information*, DoDM 5200.01v1_DAFMAN 16-1404v1, *Information Security Program*, and Freedom of Information Act Program. The contractor shall monitor CUI aggregation and compilation based on the potential to generate classified information pursuant to security classification

guidance addressing the accumulation of unclassified data or information.

22.1.1. All CUI associated with this contract must be safeguarded to prevent unauthorized public disclosure. CUI such as PII, Security Classification Guides (SCG), and other technical information with Distribution Statements B, C, D, E or F are not authorized for public release and cannot be placed on a publicly accessible web site or web server. All emails containing such information or attachments must be appropriately marked and digitally signed and encrypted if being transmitted. All transmissions to personal email accounts (AOL, Yahoo, Hotmail, Comcast, etc.) and posting on social media websites (Facebook, Instagram, Twitter, LinkedIn, etc.) are prohibited. Destroy all CUI associated with this contract by any of the following approved methods: A cross-cut shredder (that produce 1mm x 5mm or 0.04in x 0.2in particles or smaller); a certified commercial destruction vendor; a central destruction facility; incineration; chemical decomposition; pulverizing, disintegration (pulverize or disintegrate with a 3/32in or 2.4mm security screen); or methods approved for classified destruction.

22.1.2. General: There are types of information that are not classified but require application of access and distribution controls and protective measures developed for DoD Controlled Unclassified Information for a variety of reasons. The types of CUI identified for the program are identified in DODI 5200.48 and have replaced legacy formats such as For Official Use Only (FOUO), Law Enforcement Sensitive (LES), as well as some of those developed by other Executive Branch agencies of the U.S. Government and technical data described below as well as protective measures for CUI material.

22.1.3. Formats such as FOUO, LES, et al. are legacy formats no longer in use but are protected as if they have CUI markings. Protections and restrictions can be found in DoDI 5200.48, CUI 06 March 2020.

22.1.4. Technical Data Description: Any recorded information related to experimental, developmental, or engineering works that can be used to define an engineering or manufacturing process, or can be used to design, procure, produce, support, maintain, operate, repair, or overhaul program material. The data may be graphic or pictorial delineations in media (e.g., computer software, drawings, photographs, etc.), text in specifications, related performance or design documents, or computer printouts. Examples of technical data include research and engineering data, engineering drawings, and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog-item identifications, related information, and computer software documentation. The DoD Scientific and Technical Information Program (see DoDI 3200.12.).

22.1.5. CUI Markings: Prescribed marking of CUI documents will be in accordance with DoDI 5200.48, CUI 06 March 2020. CUI may also be identified in security classification guides to ensure the information receives appropriate protection.

22.1.6. Access: CUI may be released to an individual who has a valid need for such access within the scope of their assigned duties, furthering the accomplishment of a lawful and authorized government purpose and would not be detrimental to the interests of the DoD or U.S. Government. Information in any media format will be disseminated on a need-to-know basis. This restricts the use or dissemination of CUI data to those with direct affiliation with the given program/project to conduct official business for the DoD, provided that dissemination is consistent with any further controls imposed by a distribution statement. Personnel no longer requiring access to CUI must surrender any information in their possession to the program lead, who will take action to terminate further access.

22.1.7. Storing and Handling: During working hours, take reasonable steps to minimize the risk of access to CUI by unauthorized personnel (e.g., not reading, discussing, leaving CUI information unattended where unauthorized personnel are present or display CUI in public places to include the internet). After working hours, store CUI information in locked desks, file cabinets, bookcases, locked rooms,

locked/controlled e-files or similar means to prevent theft of program information. Computers used to process CUI do not need to be accredited for classified use. Do not process CUI on public computers (e.g., those available to the public in kiosks, hotels, café's, etc.) or computers that do not have Public Key Infrastructure (PKI) access controls. Personally owned computers are not authorized to process CUI. Authorized electronic devices provided by the government agency (e.g., laptops, cell phone) used to store CUI must be physically protected and use NIST/NIAP-approved cryptographic products, e.g., DoD approved PKI Certification available at http://iase.disa.mil/pki/eca or http://csrc.nist.gov/cryptval/, which require encryption passcodes to teleconferences/web conferences where CUI may be discussed.

22.1.8. Dissemination: CUI printed documents, and material may be transmitted through mail channels or hand-carried without formal courier orders. CUI information may be disseminated to DoD personnel and DoD contractors to conduct official business for the program. If dissemination is required outside of DoD channels contact the program lead, contracting officer, and security manager for approval. Release of technical data will follow the release instructions identified in the distribution statement. Use secure communications whenever available for discussions involving CUI. Send voice and facsimile transmissions only when authorized recipients have acknowledged positive control measures are in place to receive the information.

22.1.9. Destruction: CUI documents shall be disposed of according to provisions of EO 13556, CUI; DoDI 5200.48, CUI 06 March 2020. Component records management directives. Non-record CUI documents may be destroyed by any methods that prevents compromise, e.g., tearing, burning, or shredding of the means approved for the destruction of classified information or by any other means that would make it difficult to recognize or reconstruct the information.

22.1.10. Reporting: Report any loss or unauthorized attempt to gain access to CUI information to the organization's security manager immediately, but no later than the end of the first duty day. If additional information is required after initial notification, guidance will be provided at that time.

22.1.11. Contractors must complete the DoD Mandatory Controlled Unclassified Information (CUI) training. The CUI training course #IF141.06 at the Defense Security Service Center for Development of Security Excellence (CDSE) Security Awareness Hub at: DoD Mandatory Controlled Unclassified Information (CUI) Training #IF141.06 – Annually https://securityawareness.usalearning.gov/cui/index.html or via the Air Force myLearning portal.

23. WIRELESS ELECTRONIC DEVICES. The contractor will not establish their own Information Technology (IT) systems or networks (Local Area Networks [LAN], Wide Area Network [WAN], Cellular phone/USB Modem as WAN, Wi-Fi as WAN, etc.), or camera system without the direct permission of the Program Manager and governing communications and responsible information systems office (42 CS).

24. OPERATION SECURITY (OPSEC). The contractor will comply with installation and organizational OPSEC requirements in accordance with AFI 10-701 and applicable supplements. They will also receive a local threat briefing.

25. PHYSICAL SECURITY. Areas controlled by contractor employees shall comply with base operations plans/instructions for FPCON procedures, Random Antiterrorism Measures (RAMS) and local search/identification requirements. The contractor shall safeguard all government property, including controlled forms, provided for contractor use. At the close of each work period, government training equipment, ground aerospace vehicles, facilities, support equipment, and other valuable materials shall be secured.

25.1.1. During Force Protection Condition (FPCON) Normal and Alpha, personnel without base issued badges must be sponsored onto the installation.

25.1.2. During FPCON Bravo, Charlie and Delta, personnel without base issued identification shall be physically escorted onto the installation.

25.1.3. During Higher FPCONs (Charlie and Delta) the base will curtail non-essential operations/functions; access by Non-Essential Contractors will be suspended as the direction of the Installation Commander.

26. TRAFFIC LAWS. The contractor and their employees shall comply with base traffic regulations set forth in DAFI 31-218, *Motor Vehicle Traffic Supervision* and DoDM 5200.08v3_AFMAN 31-101v3, *Installation Perimeter Access Control*. Personnel in violation may be issued a Central Violations Bureau Form 1805 traffic ticket.

27. RANDOM INSTALLATION ENTRY/EXIT CHECKS. Entry/exit vehicle checks are conducted by order of the 42 ABW Commander. These checks are conducted for the purpose of safeguarding the base and protecting government property by discovering and seizing stolen property, classified information and contraband. Refusal to submit to an installation (entry/exit) vehicle check may result in the loss of base driving privileges, revocation of base registration, or debarment action.

28. INTERNAL OPERATING INSTRUCTIONS. The contractor will adhere to the Air Force activity operating instructions (OI) for internal circulation control, protection of resources, and to regulate entry into Air Force controlled areas during normal, simulated, and actual emergency operations.

29. CELLULAR PHONE OPERATION POLICY. The use of cellular phones while operating a motorized vehicle is prohibited on Maxwell-Gunter. Although discouraged, drivers are authorized to use devices, i.e. ear bud or ear boom, which allows their cellular phone to be operated hands-free. The device must not cover both ears. This policy applies to everyone driving on Maxwell-Gunter AFB. Personnel in violation may be issued a Central Violations Bureau Form 1805 traffic ticket.

30. SECURITY EDUCATION AND TRAINING. The contractor will be required to participate in the government's in-house and web-based security training program under the terms of the contract.

31. FIREARMS AND AMMUNITION. Transporting weapons or ammunition, concealed or otherwise, **IS NOT** permitted by any non-law enforcement personnel on Maxwell AFB/Gunter Annex at any time regardless of state issued concealed weapons permits. Violations may result in criminal prosecution under applicable federal laws.

32. ILLIGAL WEAPONS. The weapons below are considered illegal, unless specifically authorized by competent authority and are prohibited on Maxwell AFB/Gunter Annex. Violations may result in criminal prosecution under applicable federal laws.

32.1.1. Switchblade knives or knives with any type of automatic blade release.

32.1.2. An incendiary/explosive weapon (e.g., grenades, flash bangs).

32.1.3. Fireworks

32.1.4. Homemade mortars, aka "tennis ball launchers" or similar devices.

33. CONFLICT OF INTEREST: Contractors will not be considered for this position if they are relatives of personnel in the supervisory chain, or those who could be construed to have conflicts of interest (e.g. family members of chaplains, chaplain assistants, DoD employees, etc.)