PERFORMANCE WORK STATEMENT (PWS)
Unit Program Manager (UPM) ***Services***
Apr 2026

Part 1
General Information

1. General: This is a non-personal service(s) contract under which the personnel rendering the service(s) are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees.

1.1 Description of Services/Introduction: This is a non-personal service(s) contract to provide Program Management Services.

1.2 Background: The 131 RQS has roughly 100 personnel assigned with over 50 Special Warfare operators constantly engaged in initial, continuation, currency, and upgrade training, and eight different Combat Mission Support (CMS) AFSCs also going through initial and upgrade training. This all leads to a significant workload of Unit Training Manager duties. Additionally, the unit has a significant administrative workload to run effective programs including the Unit Self-Assessment Program (USAP), security management, and general personnel management. Most of the units full-time manpower must be focused on the Combat Mission Ready (CMR) currencies of Special Warfare operators, CMS training, and the management of Unit Type Code (UTC) equipment. With this limited bandwidth, it is critical that the unit have focused bandwidth and long-term continuity to assist with running squadron administrative programs. Due to the mission-critical and enduring nature of this requirement, the CA ANG is therefore procuring these services as a standalone requirement.

1.3 Scope: The Contractor shall provide non-personal service(s). The scope of this requirement is to provide comprehensive administrative and unit program management support to the 131st Rescue Squadron. The Unit Program Management services include duties related to the Unit Training Manager program, the Unit Self-Assessment Program, the unit Security Manager program including Defense Information System for Security (DISS), NBIS assisting with Management Internal Control Tool Set (MICT), Manager's Internal Control Program (MICP), Self-Assessment Program Manager (SAPM), Command Human Resources Intelligence System (CHRIS), incentive pay management, Unit Manning Document (UMD) management, order and travel generation for pipeline students including Air National Guard Reserve Order Writing System (AROWS) and Defense Travel System (DTS) access and Government Travel Card (GTC) oversight for pipeline students, and other personnel and administrative support duties defined by the 131 RQS command team. The scope of this requirement is to provide comprehensive Unit Program Management support services to the 131 RQS.

1.4 Objectives: The objective of this contract is to provide the following:
- Unit Program Management

1.5 General Information:

1.5.1 <u>Quality Control Plan (QCP):</u> The Contractor shall develop and maintain a QCP to ensure services are performed in accordance with (IAW) this PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's QCP is how the contractor assures that the work provided complies with the requirements of the contract. As a minimum, the Contractor shall develop QC procedures that address the areas identified in Technical Exhibit 1, Performance Requirements Summary. (A01).

The Contractor's Proposed QCP shall be submitted to the Contracting Officer (KO) through the Contracting Officer's Representative (COR) for review within 14 days after date of contract award.

The Government will review and either notify the Contractor in writing of acceptance of the plan or return their comments to the Contractor within 14 days. If the Government has provided comments, the Contractor shall then have 10 days to submit a Final QCP. After receipt of the Final QCP, the Contractor may receive the Contracting Officer's acceptance in writing. Any proposed changes to the accepted QCP are required to be resubmitted for acceptance by the Contracting Officer no later than 14 days prior to the anticipated change and before implementation by the Contractor. The timeline noted above will apply for review and acceptance for proposed changes. At a minimum, the QCP must include and answer the following to be acceptable:

a. A chart showing the organizational structure and lines of authority, the names, qualifications, duties, responsibilities, and classification of each member of the Contractor's Quality Control Team.
b. How will the Contractor monitor work to ensure that performance complies with all deliverables (etc. timelines, deadlines, and goals)?
c. How will the Contractor monitor work to ensure that performance complies with all specifications and requirements of the contract, including clauses?
d. How will the Contractor monitor and ensure staff qualifications remain current and valid including DOCPER processes/approvals throughout contract performance?
e. How will the Contractor ensure all keys issued will remain controlled items (Paragraph 1.7 Key Control)?
f. How will the Contractor inventory and track maintenance of all Government Provided Equipment / Materials?
g. How will the Contractor identify, investigate, and correct any non-conforming performance and prevent similar deficiencies in the future?
h. How will the Contractor file and save all Quality Control related documents for the life of the contract plus 5 years?

1.5.1.1 An Analysis of Quality Control and Timeliness of Submittals (i.e. deliverables) shall be provided to the COR within 30 days upon completion of each option period or Task Order (A02).

1.5.1.2 The Contractor shall inform the COR of issues or potential issues that might affect the performance within 24 clock hours of identifying those issues. Verbal reports shall be followed up by written reports within 3 days (*A03*).

1.5.2 <u>Quality Assurance</u>: The Government will evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must do to ensure that the Contractor has performed in accordance with

the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the acceptable quality levels (performance thresholds).

1.5.3 Recognized Holidays: The following provides information on recognized holidays for the purpose of the PWS. If submittal of any documentation (e.g. deliverables, submittals, etc.) deadlines fall on a holiday, the closest work day prior to the holiday will apply as the deadline for submittal.

1.5.3.1 U.S. Holidays: Work shall not be performed on U.S. federally recognized holidays occurring during the normal workweek unless otherwise directed by the Contracting Officer. When a U.S. holiday occurs on a Saturday or a Sunday, the holiday is observed on the preceding Friday or following Monday, respectively.

New Year's Day January 1st
Presidents' Day 3rd Monday in February
Juneteenth June 19th
Labor Day 1st Monday in September
Veteran's Day November 11th
Christmas Day December 25th
M. L. King Memorial Day 3rd Monday in Jan
Memorial Day last Monday in May
Independence Day July 4th
Columbus Day 2nd Monday in October
Thanksgiving Day 4th Thursday in November

1.5.4 Operating Hours: The Government facility office hours, facility operating hours, and the Contractor support hour requirements often coincide, however, they may differ. Please refer to the following.

1.5.4.1 Government Facility Office Hours: The Government facility office hours are 0700 to 1600, Monday through Friday except U.S. Holidays identified in paragraph 1.5.3.1 above or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.

1.5.4.2 Government Facility Operating Hours: The Government facility operating hours occur between the hours of 0600 to 1800, Monday through Friday, as well as Unit Training Assembly weekends. The Government facility is open for operations during the recognized U.S. Holidays identified in paragraph 1.5.3.1 above. The Government facility may close due to local or national emergencies, administrative closings, or similar Government directed facility closings and will be communicated by the Contracting Officer to the Contractor.

1.5.4.3 Contractor Support Hours: The Contractor shall provide support in accordance with PWS Attachment 1 and between the hours of 0600 to 1800 Monday through Friday, as well as the occasional Unit Training Assembly weekends. The Contractor shall maintain an adequate workforce at all times, for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce is essential.

1.5.4.3.1 Contractor Work Plan: Reserved

1.5.5 Scheduled Off-Days and Special Passes: The State and Wing offer regular work schedules for military members beside the typical eight-hour day, and five-day work week. Military members typically work nine or more hours a day. As an offset, the Wing has regularly scheduled "off-days," typically roughly every other Friday. The 131 RQS has also historically granted military personnel "passes" to

offset time that they spent on temporary duty or in field training outside of normal workdays and hours. These are typically combined with regularly scheduled days off and regular holiday leave schedules. Passes and regularly scheduled days off may affect access to military operated facilities. If scheduled work or access to facilities is required, coordination with occupants will be necessary or the work in affected facilities shall be rescheduled after the pass. However, announced passes or off-days for military personnel may provide the Contractor with an opportunity for access to facilities and areas when not occupied. The Contractor shall take full advantage of such opportunities by planning maintenance or actions that are better accomplished when such areas are vacant.

1.5.6 Place of Performance: The work to be performed under this contract will generally be performed at the Guardian Angel Squadron Facility, Building 663, Moffett Air National Guard Base, Santa Clara County, California. Telework is authorized under this PWS in accordance with the Squadron's telecommute policies and subject to approval in advance by the COR. A hybrid schedule can be established with squadron leadership and the COR. Any extended remote time, exceeding a full workweek, must be approved in writing by the COR or commander. Occasional travel is authorized in accordance with the contracted travel policy.

1.6 Security Requirements: The following information is provided on security related matters.

1.6.1 Security Program: Contractor personnel performing work under this contract must have an installation access card at time of the proposal submission and must maintain the level of security required for the life of the contract. The security requirements are IAW with the Department of Defense Contract Security Classification Specification (DD Form 254), which is currently accessible at the following link: http://www.dtic.mil/whs/directives/forms/eforms/dd0254.pdf

1.6.2 Personnel Security Clearance Requirements: The Unit Program Manager performing work under this contract must have an active personnel security clearance at the Secret level in the Defense Information System for Security (DISS) Web Application at time of the proposal submission, have clearance in the Secure Web Fingerprint Transmission (SWFT) system, have clearance in the National Background Investigation Services (NBIS), and must maintain the level of security required for the life of the contract. The security requirements are IAW the Department of Defense Contract Security Classification Specification DD Form 254. The Contractor shall ensure the Contractor employee performing services under this contract comply with Federal Acquisition Regulation (FAR) 52.204-2 Security Requirements when the employee has access to information classified "Confidential," "Secret," or "Top Secret." The Contractor shall ensure the employee complies with the Department of Defense Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M), and any revisions to DoD 5220.22-M, notice of which has been furnished to the Contractor. These requirements do not apply to other positions under the contract.

1.6.3 Installation Access: Access to U.S. installations, buildings and controlled areas is limited to personnel who meet security criteria and are authorized. Failure to submit required information/data and obtain required documentation or clearances will be grounds for denying access to U.S. installations, buildings and controlled areas. The Contractor shall ensure that any subcontractors used in performance of this contract complies with these requirements and that all employees, of both the Contractor and any subcontractor utilized by the Contractor, are made aware of and comply with these requirements.

The Contractor shall be aware of and comply with the requirements associated with Installation Access Control. The Government is not liable for any costs associated with performance delays due solely to a firm's failure to comply with Installation Access Control System (IACS) processing requirements.

The Contractor shall return installation passes to the issuing IACS office when the contract is completed or when a Contractor employee no longer requires access. (A04)

Moffett ANGB is the California Air National Guard's cantonment area of Moffett Federal Air-Field (Moffett Field). As such, access to Moffett ANGB requires all personnel to transit through Moffett Field. Access to Moffett Field is controlled by the National Aeronautics and Space Administration (NASA).

Access to Moffett ANGB is controlled by the 129th Security Forces Squadron (129 SFS). Changes in Force Protection Condition (FPCON) protection measures may necessitate unscheduled gate or installation closures by either NASA Protective Services or 129 SFS. Such closures may occur at any time and with little notice, causing all personnel entering or exiting a closed installation to experience a delay. Contractors are not compensated for unexpected closures or delays.

Contractor personnel shall not report to work on those days the Government or installation is closed due to inclement weather, national emergencies, or other events requiring installation closure. During periods of closure, the Contractor shall work with the Contracting Officer (KO) to determine payment terms. For official US Air Force (USAF) or installation-level Family Days or holidays granted by Executive Order, the Government is not liable for the Contractor's costs incurred for work at the locale affected by the shutdown.

The Contractor is cautioned that all vehicles operated by Contractor personnel and entering the installation are subject to search. Any moving or traffic violation while on the installation, to include those issued by NASA Protective Services or 129 SFS, of any applicable motor vehicle regulation may result in the termination of the Contractor employee's installation driving privileges.

1.6.3.1 <u>Installation Pass Log</u>: In addition, the Contractor shall provide the Contracting Officer, via the COR, an Initial Installation Pass Log within three (3) calendar days after contract award. The log must at a minimum contain the following information: full name, birth date, SSN, and contact phone number. The log shall be updated as employees are added or removed. The Updated Installation Pass Log shall be current and available at any time upon request by the Government and submitted to the COR within five (5) days after any changes to the log (*A05)*.

1.6.3.2 <u>Individual Termination or Expiration of Employment:</u> The Contractor shall collect the installation access passes the same day employment of an individual has expired or has been terminated and shall return them to the issuing office within 10 *days* (*A04*).

1.6.3.3 <u>Contract Termination or Cancellation</u>: Upon termination or cancellation of this contract, the Contractor shall collect all outstanding installation access passes and return them to the issuing office within 10 days (*A04*).

1.6.3.4 Common Access Cards (CAC) and CAC Log: The Unit Program Manager providing services under this contract requires a CAC. The Contractor shall provide the following information: Last, First and Middle Names, government issued personal identifier (e.g. Social Security Number, Federal Identification Number, or Tax Identification Number), date of birth, primary email address (this email address will be used to contact the individual) and any other necessary information required to obtain a CAC or installation access card, to the COR with 3 days after award (A05). The Contractor shall ensure safeguarding of Personally Identifiable Information (PII) and comply with requirements under 1.22.5.

The Contractor shall provide a CAC log within three (3) days after contract award and within five (5) days after changes have been made (A05) (unless circumstances require otherwise and as directed by the Contracting Officer). The COR will provide format and content for the log during the post award meeting. Note - CACs are Government property and must be accounted for.

1.6.4 Background Checks: Background checks will be in accordance with DBIDS ID requirements.

1.6.4.1 U.S. Citizen: Reserved

1.6.4.2 Local Nationals and Third Country Nationals: Reserved

1.6.5 Physical Security: The Contractor shall safeguard all Government equipment, information, and property provided for Contractor use. At the close of each work period, Government facilities, equipment, and materials shall be secured IAW the Army Physical Security Program (AR 190-13).

1.6.6 Operations Security (OPSEC) Requirements: Contractor personnel shall adhere to facility security policies and restrictions. The Contractor shall immediately report suspicious activities to security personnel. Government issued access badges shall not be worn outside designated facilities where visible to the general public.

1.7 Key Control: The Contractor shall establish and implement methods of ensuring all keys/key cards issued by the Government are not lost or misplaced and are not used by unauthorized persons. **NOTE**: All references to keys include key cards. No keys issued by the Government shall be duplicated. The Contractor shall include procedures covering key control in the QC Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicated keys/key cards to the Contracting Officer's Representative (COR). (A06)

1.8 Post Award Conference/Periodic Progress Meetings: The Contractor shall attend any post award conference convened by the contracting activity or contract administration office in accordance with FAR Subpart 42.5. The Contracting Officer, COR, and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these meetings the Contracting Officer will apprise the Contractor of how the Government views the Contractor's performance and the Contractor shall apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

1.8.1 The Contractor shall attend, participate in, and furnish input to scheduled and unscheduled meetings, conferences, and briefings that relate to the functions and services herein as required by the Government to provide effective communication and impart necessary information. The Contract Manager or designated representative shall attend meetings as requested by the Government. Meeting attendees shall at times include Contractor managerial, supervisory, and other personnel knowledgeable of the subject matter. Meetings may start or end outside of regular duty hours.

1.9 Contracting Officer's Representative (COR): Refer to Part 2 of this PWS for the definition of a COR. As determined by the Contracting Officer, a COR will be appointed and identified by letter of designation, a copy of which will be provided to the Contractor by the Contracting Officer. The designation letter states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates, or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is not authorized to obligate the Government. If the work is not written in the contract, the COR is not authorized to request new work. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract, perform inspections necessary in connection with contract performance, maintain written and oral communications with the Contractor concerning technical aspects of the contract, issue written interpretations of technical requirements, including Government drawings, designs, specifications, monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies, coordinate availability of Government property, and coordinate site entry of Contractor personnel.

1.10 Key Personnel: The following personnel are considered key personnel by the Government: Contract Manager, Unit Program Manager. The Contractor shall provide a Program/Contract Manager who shall be responsible for the performance of the work. The name of this person and an Alternate Program/Contract Manager, who shall act for the Contractor when the Program/Contract Manager is absent, along with a Curriculum Vitae (CV) for each of these individuals, shall be provided in writing to the Contracting Officer no later than five (5) days after contract award (*A07*). The Contract Manager and Alternate Contract Manager shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract. The Contract Manager or Alternate Contract Manager shall be available during the support hours referenced in section 1.6.4. Qualifications for all key personnel are listed below:

1.10.1 Special Qualifications: Contractor shall have, or be able to obtain, and certifications, as appropriate, for providing services to the DoD and in the State of California. Additionally, the Contractor shall provide personnel who have a minimum of three years of experience working with AFSPECWAR units, operational units within the US Special Operations Forces (SOF) community, or Air Force Rescue.

The Contractor shall provide electronic copies of all license and certification renewals to the KO and COR within fifteen (15) days of receipt. Additionally, the Contractor shall provide documented, electronic evidence of admitting privileges prior to commencing services under this PWS. Changes to admitting privileges shall be provided to the KO and COR immediately. (A08)

1.10.2 Contract Manager The CV provided by the Contract Manager must demonstrate familiarity with Defense Department Data Sources (e.g. cost and software data reporting, Earned Value Management (EVM), etc.) or must demonstrate a minimum of 3 years working as a Contract/Program Manager or equivalent. This position may be remote, or may be accomplished by on-site personnel.

1.10.3 Unit Program Manager: Unit Program Manager shall meet the following qualifications:
Have at least 3 years of work experience working military program management including security management, personnel, and training programs, and be a qualified unit security manager. UPM must have strong interpersonal and communication skills, and be able to maintain working relationships with Base Education & Training, Personnel, and Recruiting & Retention offices, and with NGB training liaisons. UPM must also be able to gain and maintain access to the following systems and tools: Defense Information System for Security (DISS), National Background Investigation Services (NBIS), Management Internal Control Tool Set (MICT), Manager's Internal Control Program (MICP), Inspector General Evaluation Management System (IGEMS), Command Human Resources Intelligence System (CHRIS), Total Force Training Record (TFTR), Air National Guard Reserve Order Writing System (AROWS) and Defense Travel System (DTS). Finally, UPM must have a working knowledge of general administrative procedures and Commander's Support Staff (CSS) functions.

1.10.6 Training Environment and Physical Requirements: The UPM may be asked to required observe or support in AFSPECWAR training evolutions including tactical training, boat party, drop zone party, and austere field conditions. Personnel must have the ability to assist with some selection and or training events, an should be capable spending some days in a field training environment and must be capable of lifting 44 lbs.

1.10.7 Contractors Flying on Government Aircraft: In limited circumstances, on approval from the 131 RQS or 129 OG commander, contract personnel may be asked or required to fly on government aircraft in order to best meet mission requirements. This may include observation of AFSPECWAR and Aircrew training, or performing duties to directly support AFSPECWAR and Aircrew training. Flights on government aircraft may also be permitted for travel to support unit training, especially when commercial flights may be unavailable or impractical to reach a location where the contract personnel will be supporting AFSPECWAR operators and aircrew. Any flights on AF aircraft will be coordinated in accordance with DAFMAN 11-401, *Aviation Management* and any other applicable guidance.

1.11 Identification of Contractor Employees: All Contractor personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties must identify themselves, to include proper marking of signature blocks in correspondence, to avoid creating an impression in the minds of members of the public that they are Government officials. The Contractor shall ensure that all documents or reports produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed.

1.11.1 Personal Appearance: Contractor personnel shall present a professional appearance. Contract personnel do not need to conform with military grooming standards, but contractors should look professional. Head and facial hair will be clean and appropriately groomed. If attending a conference or similar event, dress code will be in accordance with any conference guidance, with a default standard being a collared shirt and professionally appropriate pants or skirt.

1.12 Contractor Identification Badges: Contractor personnel shall be easily identifiable through the display of badges IAW Contractor Identification (AE Reg. 27-715). The Contractor (to include subcontractors) shall provide each of their employees an easily readable identification badge. The badge must include the employee's name, the contractor's company name, the functional area of assignment, and a recent color photograph of the employee. Companies with U.S. Government contracts will require their employees to wear these badges visibly when performing work at Government workplaces unless this would be impractical because of mission or safety considerations. The Contractor shall collect all ID Badges upon completion of the contract or termination of employee. *A04*

1.13 Contractor Travel: The Contractor may be required to travel during the performance of this contract (e.g., to attend meetings, conferences, and training) as determined by the COR. The Contractor may be required to travel to off-site training locations and to ship training aids to these locations in support of this PWS. The Contractor may be authorized travel expenses at rates no higher than the substantive provisions of the Joint Travel Regulation (JTR), IAW FAR Part 31.205-46, and the limitation of funds specified in this contract. All travel requires Government approval and authorization 1 day prior to scheduled travel.

1.14 Other Direct Costs (ODCs): Reserved

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

1.16 Non-Disclosure Requirements: Performance under this contract may require the Contractor to access data and information proprietary to a Government agency, another Government Contractor, or of such nature that its dissemination or use other than as specified in this work statement would be averse to the interests of the Government or others. The Contractor and Contractor personnel shall not divulge, or release data or information developed, or obtained under performance of this PWS, except to authorized Government personnel or upon written approval of the Contracting Officer. The Contractor shall not use, disclose, or reproduce proprietary data, which bears a restrictive legend, other than as specified in this PWS. All documentation showing individual names or other personal information shall be controlled and protected under the provisions of the Privacy Act of 1974, Public Law 93-579, 5 United States Code (U.S.C.) Section 552a.

1.17 Protection of Government and Contract Information: Per Public Use Notice of Limitations stated by Defense imagery Management operations Center and contained at www.dimoc.mil/resources/limitations/ , the Contractor shall not cite any information (e.g., contract information, pictures, locations, etc.) obtained through this contract on any hard copy or digital marketing tools to include its company website.

1.18 Non-Disclosure Statements: The Contractor shall provide signed non-disclosure agreements to the Government no later than 5 days *(A09)* prior to commencement of work under the contract. Disclosure of information by Contractor personnel may result in removal of Contractor personnel from performance under this contract.

1.19 Organizational Conflict of Interest (OCI): Contractor and subcontractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent OCI as defined in FAR Subpart 9.5. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI (*A10*). The Contractor's OCI Mitigation Plan will be determined to be acceptable solely at the discretion of the Contracting Officer. In the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

1.20 Phase In /Phase Out Period: Reserved

1.21 Safety: The following provides information pertaining to Safety and Accident Prevention:

***1.21.1 Safety Laws and Regulations*:** The Contractor shall comply with FAR 52.236-13, Accident Prevention (November 1991), the references contained therein *(e.g. U.S. Army Corps of Engineers Safety and Health Requirements Manual (EM 385-1-1))*

The requirements under FAR 52.236-13 and specifically of the EM 385-1-1 include, but are not limited to the following:

(a) Before initiation of work at the job site, an Accident Prevention Plan, written by the Contractor for the specific work and hazards of the contract and implementing in detail the pertinent requirements of EM 385-1-1; will be reviewed for acceptance by designated Government personnel (A11). Specific requirements for development of the Accident Prevention Plan are found in 01.A and Appendix A of EM 385-1-1. EM 385-1-1 is available online at www.usace.army.mil .

(b) Before beginning each activity involving a type of work presenting hazards not experienced in previous project operations or where a new work crew or subcontractor is to perform work, activity hazard analysis (AHA) shall be prepared by the Contractor performing the work activity (See paragraph 01.a.09 of EM 385-1-1).

(c) The Contractor shall require subcontractors to submit their plan of operations showing methods they propose to use in accomplishing major phases of work.

(d) The Contractor shall discuss the plans in conferences convened by the Contracting Officer prior to starting work on each major phase of operation. Plans shall include all pertinent information such as layout of haul roads, access roads, storage areas, electrical distribution lines, methods of providing minimum exposure to overhead loads, and methods of access to work areas. The plan for accomplishing the initial work phase shall be submitted within fifteen (15) calendar days after award of the contract. Plans for subsequent major phases of work shall be submitted no later than fifteen (15) calendar days prior to initiation of work on each major phase.

(e) In all areas where construction, demolition, alteration, building, or similar related activities take place, the Contractor shall have the following minimum personal protective clothing and equipment requirements in place for any person working on or visiting the site:

(i) Short sleeve shirt.
(ii) Long trousers.
(iii) Steel-toed safety boots.
(iv) Hard hat.

1.21.1.1 In addition to other requirements for accident prevention specified in this contract, the Contractor shall comply with all Federal and State requirements governing safety and health protection on construction sites and other applicable occupational safety codes.

The Contractor shall indicate its plan for compliance considering conditions of the work described by the design, technical proposal, operational activities of the Government or others in the area of the work, identification of the coordinator, and implementation of all other accident prevention provisions of this contract

1.21.1.2 The Contractor shall complete and provide safety notifications required and will provide documented proof to the Contracting Officer via the COR, no later than 3 days (A12) that such notifications were made.

1.22 Environmental Compliance: The following provides information on Environmental Compliance.

1.22.1 Environmental Compliance Plan and Program:
If the contract requires the use of hazardous materials/substances, the Contractor shall, prior to mobilization, inform the Contracting Officer (KO)/Contracting Officer Representative (COR) of the types and number of hazardous materials needed to be brought onto the Garrison in order to fulfill their contractual requirements. Contractor shall also provide the Safety Data Sheets, storage requirements and proposed storage locations for the hazardous material. The KO/COR shall provide a copy of this information to the Garrison Fire Department and the Environmental Division. Current Prohibited Refuse Disposal Practices Policy (Garrison policy Number 27) is available at the Garrison website:
http://www.wiesbaden.army.mil/policies/27Prohibited_Refuse_Disposal_Practices.pdf

1.23 Required Training: The following provides information on training requirements.

1.23.1 Anti-Terrorism (AT) Level I Training: All Contractor employees, including subcontractor employees, who are employed under the contract, shall complete AT Level I Training within 10 days (*A13)* after contract start date or effective date of incorporation of this requirement into the contract, whichever applies, or 10 days after employment of new personnel. Contractor personnel travelling overseas shall complete area of responsibility (AOR) specific AT awareness training for U.S. based Contractor employees and associated subcontractor employees. The Contractor shall submit certificates of completion (*A14*) for each affected Contractor employee and subcontractor employee to the COR (or to the Contracting Officer, if a COR is not assigned) within 10 days after completion of this training by all employees and subcontractor personnel. AT Level I awareness training is available at https://jkodirect.jten.mil . Contractor personnel shall complete refresher training (*{A15}*) every twelve

(12) months except AOR specific AT Level I training which shall be completed as required by local AT policies

If training cannot be conducted on the website, the Contractor shall coordinate with the COR who will contact the local AT Officer at their assigned location for classroom training. Contractor personnel completing training in the classroom will receive a certificate or the training attendance roster signed by the AT Officer. Verification of the training shall be provided to the COR within 10 days after completion of the training (*A14*).

1.23.2 OPSEC Training: All Contractor employees, including subcontractors, shall complete Level I OPSEC training within 10 days of employment under this contract (*A13)*. Verification of the training shall be provided to the COR within 10 days after completion of the training (*A14)*. OPSEC Level I training is available at http://www.cdse.edu/catalog/elearning/GS130.html Contractor personnel must complete refresher training every 12 months (*A15)*. Verification of the training shall be provided to the COR *within 10 days* after completion of the training (*A14*).

If training cannot be conducted on the website, the Contractor shall coordinate with the COR, who will contact the local OPSEC Officer at their assigned location for classroom training. Contractor personnel completing training in the classroom will receive a certificate or the training attendance roster signed by the OPSEC Officer. Verification of the training shall be provided to the COR within 10 days after completion of the training (*A14)*.

1.23.3 iWATCH Training: Reserved

1.23.4 Information Assurance (IA) Training: All Contractor employees, including subcontractors, requiring access to Government information systems shall complete the Department of Defense (DoD) IA Cyber Awareness Training within 10 days *(A13)* after contract start date or effective date of incorporation of this requirement into the contract, whichever applies, or 10 days after employment of new personnel, and annually thereafter. Verification of the training shall be provided to the COR within 10 days after completion of the training (*A14)*.

1.23.5 Personally Identifiable Information (PII): Contractor employees, including subcontractors, performing services under this contract with access to PII and Government information shall complete "Identifying and Safeguarding PII" within 10 calendar days of employment (A13). Contractor personnel shall complete refresher training every twelve (12) months from initial completion. The Contractor shall provide the COR a copy of the training certificates for its employees no later than five (10) days after completion (A14). Training is available at http://iatraining.disa.mil/eta/piiv2/launchPage.html Contractors shall maintain confidentiality of all service member patient record information, disaggregated data and any identifiable information. This data must be kept confidential by the individual contractor employee.

1.24 Authorization to Perform Services in Germany: Reserved

1.25 Notice to Proceed: Reserved

1.26 Electromagnetic Compatibility Directive: Reserved

1.27 <u>Government Property and Services:</u> Reserved

1.28 <u>Conventional Forces Europe (CFE) Treaty Verification Inspection:</u> Reserved

PART 2
DEFINITIONS & ACRONYMS

2. Definitions and Acronyms

2.1 Definitions: Although not inclusive of every term used within this PWS, the following provides a list of definitions used throughout this PWS and commonly used in the acquisition field.

Contracting Officer – means a person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the Government. Note: The only individual who can legally bind the Government.

Contracting Officer's Representative (COR) – As defined in DFARS 202.101, means an individual designated and authorized in writing by the Contracting Officer to perform specific technical or administrative functions. Department of Defense Instruction (DoDI) 5000.72, Part II Definitions states the following when defining a COR: "Defined in subpart 202.101 of Reference (f). Any individual delegated responsibilities pursuant to subpart 1.602-2 of Reference (e), regardless of local terminology, must be certified in accordance with this instruction. For example, local terminology can be COR, contracting officer's technical representative, technical point of contact, technical representative, alternate COR, administrative COR, assistant COR, line item manager, task order manager, quality assurance personnel, quality assurance evaluator, or COR management." In addition, Army Regulation 70-13, Chapter 2, paragraph 2-2g, states, in part, the following when providing support personnel to assist the COR, "…These other surveillance support personnel may serve as on-site representatives of the COR in performance of actual contract surveillance if they meet all COR requirements and have been appointed by the Contracting Officer as alternate CORs."

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

Contractor-acquired property - means property acquired, fabricated, or otherwise provided by the Contractor for performing a contract, and to which the Government has title.

Day – means, unless otherwise specified, a calendar day.

Defective Service – means service output that does not meet the standard of performance associated with the Performance Work Statement.

Deliverable – means anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

Government-furnished property - means property furnished to the contractor the Government and subsequently furnished to the Contractor for performance of a contract. Government-furnished property includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul, or modification. Government-furnished property also includes Contractor-acquired property if the

Contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract.

Government property - means all property owned or leased by the Government. Government property includes both Government-furnished property and Contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.

Property Administrator - means an authorized representative of the Contracting Officer appointed in accordance with agency procedures, responsible for administering the contract requirements and obligations relating to Government property in the possession of a Contractor.

High Level Objective (HLO) – means a key overarching result-based objective for a project necessary to achieve the project's vision. HLOs are similar to Level 2 in a Work Breakdown Structure. Each HLO may contain several statements to flesh out the areas necessary to meet the objective.

Physical Security – means that part of security concerned with physical measures designed to safeguard personnel; to prevent unauthorized access to equipment, installations, material, and documents; and to safeguard against espionage, sabotage, damage, and theft.

Quality Assurance – (or Government contract quality assurance) means the various functions, including inspection, performed by the Government to determine whether a Contractor has fulfilled the contract obligations pertaining to quality and quantity.

Quality Assurance Surveillance Plan (QASP) – means the key Government-developed surveillance process document and is applied to Performance-Based Service Contracting (PBSC). The QASP is used for managing Contractor performance assessment by ensuring that systematic quality assurance methods validate that Contractor quality control efforts are timely, effective, and are delivering the results specified in the contract or task order. The QASP directly corresponds to the performance objectives and standards (i.e., quality, quantity, timeliness) specified in the Performance Work Statement (PWS). It provides specific details on how the Government will survey, observe, test, sample, evaluate, and document Contractor performance results to determine if the Contractor has met the required standards for each objective in the PWS. The QASP, with very few if any exceptions, is an internal to Government document.

Quality Control – means all necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

Statement – means the specific results-based activities required to satisfy HLOs. A statement contains a result, the context of the statement, and the required action(s). Statements focus on "what" is to be accomplished; however, they are not prescriptive in describing "how" the outcome is to be achieved. Each HLO may have several statements to flesh out the areas necessary to meet the objective. Statements are similar to Level 3 in a Work Breakdown Structure.

Subcontractor – means one that enters into a contract with a prime Contractor. The Government does not have privity of contract with the subcontractor.

Work-Day - The number of hours per day the Contractor provides services in accordance with the contract.

Work Week - Monday through Friday, unless otherwise specified.

2.2 Acronyms: Although not inclusive of every term used within this PWS, the following provides a list of acronyms used throughout this PWS or commonly used in the acquisition field.

ACOR	Alternate Contracting Officer's Representative
AE	Army in Europe
AFARS	Army Federal Acquisition Regulation Supplement
AHA	Activity Hazard Analysis
AOR	Area of Responsibility
AR	Army Regulation
AROWS	Air National Guard Reserve Order Writing System
AT	Anti-terrorism
ATCTS	Army Training Certification Tracking System
CAC	Common Access Card
CCE	Contracting Center of Excellence
CFE	Conventional Forces Europe
CFR	Code of Federal Regulations
CHRIS	Command Human Resources Intelligence System
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer's Representative
COTS	Commercial-Off-the-Shelf
CSS	Commander's Support Staff
DA	Department of the Army
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DISS	Defense Information System for Security
DMDC	Defense Manpower Data Center
DoD	Department of Defense
DTS	Defense Travel System
FAR	Federal Acquisition Regulation
FRG	Federal Republic of Germany
GFP	Government Furnished Property
HLO	High Level Objective
HIPAA	Health Insurance Portability and Accountability Act of 1996
IA	Information Awareness
IAC	Installation Access Control
IACO	Installation Access Control Office
ID	Identification
IGCE	Independent Government Cost Estimate
IGEMS	Inspector General Evaluation Management System
IT	Information Technology

JTR	Joint Travel Regulation
KO	Contracting Officer
MilPDS	Military Personnel Data System
MICT	Management Internal Control Toolset
MICP	Manager's Internal Control Program
NBIS	National Background Investigation Services
NGB	National Guard Bureau
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
OPSEC	Operations Security
PA	Property Administrator
PII	Personally Identifiable Information
PIPO	Phase In/Phase Out
POC	Point of Contact
PRDA	Personnel Records Display Application
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
RA	Requiring Activity
RCO	Regional Contracting Office
SIGE	Safety and Health Protection Plan
SOF	Special Operations Forces
SWFT	Secure Web Fingerprint Transmissions
TE	Technical Exhibit
TFTR	Total Force Training Record
USAREUR	U.S. Army Europe
UOM	Unit of Measure

PART 3
GOVERNMENT PROPERTY (GP) AND SERVICES

3. Government Property and Services

3.1 Services: Reserved

3.2 Facilities: The Government will provide the necessary workspace for the Contractor to provide the support outlined in the PWS to include desk space, storage rooms, training and work facilities.

3.3 Utilities: The Government will provide all utilities in the facility will be available for the Contractor's use in performance of the tasks outlined in the PWS. The Contractor shall instruct employees in utilities conservation practices. The Contractor shall operate under conditions that preclude the waste of utilities, which include turning off the water faucets or valves, light switches, etc. after using the required amount to accomplish tasks requiring the use of the utilities.

3.4 Equipment: The Government will provide all electronic, training and work equipment including telephones, computers, scanners, fax machines, printers, shipping crates, lighting, sound, etc.

3.5 Special Tooling and Test Equipment: Reserved

3.6 Materials: The Government will provide Standard Operating Procedures (SOPs), Local Instructions, Policies, etc.

3.7 Training: The Government will provide computer-based trainings to include, but not limited to: AT Level 1 Awareness, OPSEC, etc.

3.8 Common Access Cards (CAC): The Government will provide Common Access Cards (CAC) via the Trusted Associate Sponsorship System (TASS) (Web site https://www.dmdc.osd.mil/tass/) or DBIDS ID cards as applicable.

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. Contractor Furnished Property and Services

4.1 General: The Contractor shall furnish all personnel, transportation, supervision, and other items necessary to perform services as described in the PWS and associated contract documents, except for those items specified in Part 3 Government Property and Services.

4.2 Secret Facility Clearance: Reserved

4.3 Materials: Reserved

4.4 Vehicles and Equipment: Reserved

4.5 Background Checks): The Contractor shall provide Background Checks in accordance with this PWS and as determined by the Government.

PART 5
SPECIFIC TASKS

5.1 <u>Basic Services:</u> The Contractor shall provide management services for the Unit Program Management.

5.2 <u>Unit Program Manager Objectives</u>

The following section specifies the Performance Objectives and Performance Elements for providing comprehensive Unit Program Manager services under this requirement. The Contractor must provide all services in a manner that fosters and enforces an environment of safety consciousness. To that end, the Contractor must operate a program that abides all applicable safety and operational regulations.

5.2.1 <u>Unit Training Manager and Formal Training Program Objective</u>

The contractor must maintain, develop, and implement (when required) the Unit Training Manager Program in accordance with Department of the *DEPARTMENT OF THE AIR FORCE MANUAL 36-2689, Training Program*. This program must include managing the Special Warfare qualification training program and CMS AFSC requirements in coordination with NGB/A3J. In addition, the contractor will maintain communication and coordination with NGB/A1 & NGB/A3 to ensure all squadron AFSC guidance and training requirements are current. The contractor will project formal school quotas to the Base Education Training Manager (BETM) through data call format, monitor formal E&T process, and provide quarterly reports of current and future course attendance, withdrawals, completions, and costs to the Operations Office.

STD: Initiate request for formal school within three (3) working days upon receiving notification. Assist pipeline students in school orders and travel.
AQL: No more than three (3) major discrepancy identified annually. (PRS#1)

5.2.2 <u>Upgrade Training and CFETP Tracking Objective</u>

The contractor will work with the training flight, SARM, Current Operations, and StanEval to track and accurately report squadron members current AFSC skill level, and additional qualifications in accordance with AFSC CFETP standards. Skill levels will be logged in Total Force Training Record (TFTR), and any other program mandated by AF guidance. Squadron summary reports will be provided to the Squadron Commander, Director of Operations, Chief Enlisted Manager, Operations Superintendent and Base Education and Training Manager.

STD: AFSC Skill Level Upgrade and CFETP driven qualification training sumary reports will be submitted quarterly.
AQL: No more than one (1) major discrepancy identified annually; no more than one (1) report is submitted after the established deadline biannually. (PRS#2)

5.2.3 Squadron Master Tracker Support Objective

The UPM will be required to provide administrative support to various 131 RQS offices, including the aggregation of information to keep the unit administratively current. This support may consist of consolidating information and reporting from various sources of information such as the 131 RQS administrative member tracking documents, career tracking personnel data, PT, EPR/OPR, PME, GTC delinquencies, awards and decorations, enlistments, promotions, and other data products.

STD: Assist in maintenance and review 131 RQS Master tracking spreadsheet. Ensure product is up to date 1 week prior to drill. Update tracker post drill.
AQL: No more than two (2) minor/administrative errors per document; no more than two (2) major errors monthly. (PRS#3)

5.2.4 Squadron Special Duty Pay Support Objective

AFSPECWAR and CMS AFSCs are eligible for several special duty pays tied to qualification, skill level and position. The contractor will provide support to ensure members are receiving the correct special duty pays.

STD: Manage orders and special duty pays. Ensure programs are properly maintained.
AQL: No more than two (2) minor/administrative errors per document; no more than two (2) major errors monthly. (PRS#4)

5.2.5 Squadron Unit Manning Document Management Objective

UPM will provide support to command staff in managing the squadrons unit manning document to ensure members are in the correct UMD positions based on AFSC, skill-level, status, and rank.

STD: Assist Command Staff with Unit Manning Document management, process form 2096s to move personnel into the correct positions and with the correct AFSCs and skill levels.
AQL: No more than one (1) minor administrative error per document; no more than one (1) major error monthly. (PRS#5)

5.2.6 Squadron Unit Security Manager Objective

Squadron members are required to maintain security clearances to perform their military duties, and initial clearance investigations must be initiated and opened before they enter initial training. UPM will be required to perform Unit Security Manager duties with an emphasis on members' security clearance initial investigations to enter formal training, and reinvestigations to maintain clearances.

STD: Initiate members' initial security investigations to enter formal training, and reinvestigations to maintain clearances.
AQL: No more than one late or (1) lapsed investigation annually*
*Lapsed clearances due to individual members' inaction or negligence will not account against this number. (PRS#6)

5.2.7 Squadron Self Assessment Program Manager Objective

The Air Force inspection system requires units to have a SAPM to assist the commander in running a unit inspection program. The UPM will assist in this role, with particular emphasis on MICT.

STD: Execute Self-Assessment Program Manager duties including MICT management.

AQL: No more than three (3) MICT self-assessment checklist left unassessed annually. (PRS#7)

5.3. <u>Service Contract Reporting</u> Reserved

PART 6
APPLICABLE PUBLICATIONS

6. **Applicable Publications (Current Editions):** The following publications, manuals, regulations, etc. are mentioned in this PWS and are listed below.

6.1.1 Department Of Defense Contract Security Classification Specification (DD Form 254)
6.1.2 Department of Defense Security Agreement (DD Form 441)
6.1.3 National Industrial Security Program Operating Manual (DoD 5220.22-M)
6.1.4 Installation Access Control (AE Reg 190-16)
6.1.5 The Army Physical Security Program (AR 190-13)
6.1.6 Contractor Identification (AE Reg 27-715)
6.1.7 U.S. Army Corps of Engineers Safety and Health Requirements Manual (EM 385-1-1)
6.1.8 Information Assurance Workforce Improvement Program (DoD 8570-M)
6.1.9 Information Assurance Training Certification and Workforce Management Directive (DoDD 8570.01)
6.1.10 Information Assurance (AR 25-2)
6.1.11 Electromagnetic Compatibility Directive (2004/108/EC)
6.1.12 Policies and Procedures for Property Accountability (AR 735-5)

PART 7
ATTACHMENT AND TECHNICAL EXHIBIT LISTING

7. Attachment and Technical Exhibit List

7.1 Technical Exhibit A – Performance Requirements Summary

7.2 Technical Exhibit B – Deliverables Schedule

7.3 Attachment 1 – Estimated Workload Data

TECHNICAL EXHIBIT A
Performance Requirements Summary (PRS)

PERFORMANCE OBJECTIVE	STANDARD	PERFORMANCE THRESHOLD ACCEPTABLE QUALITY LEVELS (AQLs)	METHOD OF SURVEILLANCE
PRS#1 - PWS para (5.2.1) Formal Training Program Objective	Initiate request for formal school within three (3) working days upon receiving notification. Assist pipeline students in school orders and travel.	No more than three (3) major discrepancy identified annually.	Biannual and Random Inspection
PRS#2 - PWS para (5.2.2) Upgrade Training and CFETP Tracking Objective	AFSC Skill Level Upgrade and CFETP driven qualification training summary reports will be submitted quarterly.	No more than one (1) major discrepancy identified annually; no more than one (1) report is submitted after the established deadline biannually	Biannual and Random Inspection
PRS#3 - PWS para (5.2.3) Squadron Master Tracker Support Objective	Maintain and review 131 RQS Master tracking spreadsheet. Ensure product is up to date 1 week prior to drill. Update tracker post drill	No more than two (2) minor/administrative errors per document; no more than two (2) major errors monthly.	Biannual and Random Inspection
PRS#4 - PWS para (5.2.4) Current Operations services-Orders/SDAP	Manage Orders and special duty pay. Ensure programs are properly maintained.	No more than two (2) minor/administrative errors per document; no more than two (2) major errors monthly.	Biannual and Random Inspection
PRS#5 - PWS para (5.2.5) Squadron Unit Manning Document Management Objective	Assist Command Staff with Unit Manning Document management, process form 2096s to move personnel into the correct positions and with the correct AFSCs and skill levels.	No more than one (1) minor administrative error per document; no more than one (1) major error monthly.	Biannual and Random Inspection
PRS#6 - PWS para (5.2.6)	Initiate members' initial security investigations to enter formal training,	No more than one late or (1) lapsed investigation annually*	Biannual and Random Inspection

Squadron Unit Security Manager Objective	and reinvestigations to maintain clearances.	*Lapsed clearances due to individual members' inaction or negligence will not account against this number.	
PRS#6 - PWS para (5.2.7) Squadron Self-Assessment Program Manager Objective	Execute Self-Assessment Program Manager duties including MICT management.	No more than three (3) MICT self-assessment checklist left unassessed annually	Biannual and Random Inspection

TECHNICAL EXHIBIT B

DELIVERABLES SCHEDULE

Deliverable	Frequency	Copies	Format	Submit To
A01, Quality Control Plan, 1.5.1	Provide within 14 days of contract award	1	Electronic Submission	KO, COR
A02, QCP Analysis 1.5.1.1	Provide within 30 post option period completion	1	Electronic Submission	COR, KO
A03, Issues Report 1.5.1.2	Provide verbal within 24 hrs, written within 3 days	1	Electronic Submission	COR, KO
A04, Return ID Cards 1.6.3, 1.6.3.2, 1.6.3.3	Provide upon contract termination or as needed within 10 days	1	In person	COR, KO
A05, Installation Pass Log & CAC Log, 1.6.3.1	Provide within 3 calendars days of contract award	1	Electronic Submission	COR, KO
A06, Key Control Procedure, 1.7	Provide within 24 hours	1	Electronic Submission	COR, KO
A07, Key Personnel Info, 1.10	Provide within 5 days contract award	1	Electronic Submission	COR, KO
A08, Licensure, 1.10d	Provide within 15 days of changes	1	Electronic Submission	COR, KO
A09, NDA Statements, 1.18	Provide within 5 days of commencement of work	1	Electronic Submission	COR, KO
A10, Conflict of Interest, 1.19	Provide within 24 hours of identification	1	Electronic Submission	COR, KO

A11, Accident Prevention Plan, 1.21.1	Provide prior to work commencement on site	1	Electronic Submission	COR, KO
A12, Safety Notifications, 1.21.1.2	Provide within 3 days of notification	1	Electronic Submission	COR, KO
A13, Computer Based Training, 1.23	Provide within 10 days of employment	1	Electronic Submission	COR, KO
A14, CBT Certificates, 1.23	Provide within 10 days of training completion	1	Electronic Submission	COR, KO
A15, CBT Refresher Training, 1.23	Provide annually	1	Electronic Submission	COR, KO

ATTACHMENT 1
ESTIMATED WORKLOAD DATA

Work hours allocated for one (1) function as indicated below; All requirements can be collectively satisfied by no more than one (1) person:

ITEM	**NAME**	**ESTIMATED QUANTITY**	
1	Unit Program Manager	Weekly Hours	40