

DRAFT FOR INDUSTRY COMMENT

**INTEGRATED LOGISTICS SUPPORT &  
SERVICES 2  
(ILSS-2)**

PERFORMANCE WORK STATEMENT

April 2012



U.S. Army Sustainment Command  
1 Rock Island Arsenal  
Rock Island, IL 61299-6500

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## PERFORMANCE WORK STATEMENT INTEGRATED LOGISTICS SUPPORT & SERVICES 2 (ILSS-2)

### 404th AFSB GLOBAL LOGISTICS, PROPERTY ACCOUNTABILITY & READINESS AUGMENTATION

#### 1.0 Overview

##### 1.1 Introduction

1.1.1 The Army Sustainment Command (ASC), in its role as the Continental United States (CONUS) Theater Support Command (TSC) and as the Army Materiel Command's (AMC) executive agent for property operations in South West Asia (SWA), United States Army Pacific Command (USARPAC), United States Africa Command (AFRICOM), and United States Army Europe (USAREUR) is responsible for the execution of the Army's multi-faceted materiel management – Army Forces Generation Process (ARFORGEN).

1.1.2 This Performance Work Statement (PWS) provides a description of logistics support, property accountability services, operator-level maintenance and readiness management operations required by the ASC in support of applicable Military Units, Governmental agencies or other entities as designated by ASC. The goal of this PWS is to obtain efficient, cost-effective logistics, property management and maintenance services directly supporting those entities. Support will be regionally aligned with all services required supplied by the successful offeror(s).

1.1.3 This contract document identifies the functions required to support our Army, our Coalition partners or other agencies/entities designed for support by the Army Sustainment Command. This is not a complete list of services and ASC may choose to compete additional work, under this contract on a task order basis and within the scope of this PWS. This work will be exclusively awarded by region or Area of Responsibility (AOR) under the respective AFSBs. ASC will establish, maintain and control a contracted organization capable of meeting these needs with decentralized execution through its subordinate Commands – Army Field Support Brigades (AFSB) and Battalions (AFSBn).

#### 2.0 Scope of Work

##### 2.1 Primary Non-Personal Services

2.1.1 The scope of this effort will span the breadth of the Army Sustainment Command's ARFORGEN logistics and supply mission requirements to include those of all subordinate Commands and specific stakeholders. This Performance Work Statement provides a general depiction of the types and kinds of non-personal services that may be ordered. Specific efforts tasked to the Contractor include the descriptions of the task areas detailed in this document. The Contractor will perform non-personal services in eleven (11) primary operational areas which will be further detailed in subsequent Task orders:

- (1) Property Accountability
- (2) Asset Visibility
- (3) Fleet Management
- (4) Field & Sustainment Level Maintenance – Specifically focused on operator level maintenance (formerly known as -10/20)
- (5) Vehicle Operator and Supporting Functions
- (6) Army Information Systems Management and Reporting
- (7) Operational Planning
- (8) Storage Operations (tactical and non-tactical equipment)
- (9) Facilities Management
- (10) Security
- (11) Reserved

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## (12) Quality Control

2.1.2 The Army's ARFORGEN Process and supporting programs continue to evolve and are directly linked to continued Army Operations, thus support requirements will continue to evolve over the life of this contract or may cease when Overseas Contingency Operations (OCO) are concluded or reduced. The Contractor's role and responsibilities will likely change, while still remaining within the general scope of this PWS, as will missions and functional areas to be supported. This PWS establishes known areas to be supported. The information set forth herein is not necessarily all-inclusive and will typically change throughout the life of this contract to keep pace with program decisions, service requirements and technology. However, any effort that involves property accountability, readiness augmentation or Unit level maintenance support requirements in support of the 404th AFSB and its Battalions (or other to be named subordinate element of ASC or command requiring support) are included in the scope of this effort.

2.1.3 The use of the terms Standard Army Management Information System (STAMIS), Property Book Unit Supply-Enhanced (PBUSE) and Standard Army Maintenance System (SAMS) is used in this document to mean the approved Army system of record used during the period of performance including Global Combat Support System (GCSS-Army) when implemented. The Contractor will operate the Standard Army Management Information System (STAMIS), Property Book Unit Supply-Enhanced (PBUSE) and Standard Army Maintenance System (SAMS) as part of this contract. When Global Combat Support System (GCSS-Army) is implemented, specialized training will be provided to the contractor on a "Train the Trainer" basis.

## **3.0 Contractor Tasks**

### **3.1 Property Accountability & Sustainment Support - General**

3.1.1 ILSS Property accountability & sustainment support - ASC's mission requires professional property accountability & sustainment support to a range of organizations, both home station and deployed. The Contractor will follow all applicable local, State and Federal laws, regulations, ordinances and policies, during the execution of the contract. Additionally, the Contractor will incorporate and disseminate industry best practices whenever and wherever possible that are in the best interest of the Government and available at no additional cost. The Contractor will be ASC's main provider of property accountability & sustainment support to the United States Army, other Government agencies and branches of Armed Forces or coalition partners as directed by ASC. The Contractor will directly support agencies requiring property accountability & sustainment support with a multitude of services. The Contractor shall ensure it maintains 100% property accountability at all times for all Government provided or funded equipment, materiel and supplies by conducting periodic inventories utilizing Property Book Unit Supply - Enhanced (PBUSE) or other approved STAMIS (GCSS-Army, when appropriate) as the system of record and for conducting periodic inventories. The Government will provide a GFE UIC to the Contractor for the purpose of showing on hand GFE balances with approximate dollar value. The Contractor will ensure all equipment is properly stored and safeguarded to protect property from pilferage, damage, degradation and environmental damages. The Contractor will perform subsequent cyclic inventories as required by regulation. The schedule and methodology of the receipt, storage and issue, inventories, and safeguarding will vary by location and mission as will all sustainment requirements up to and including sustainment level maintenance.

3.1.1.1 The Contractor will provide a 'Property Book Team Chief' (PBTC) to maintain property accountability and asset visibility of in PBUSE (or other directed and approved STAMIS) as needed to provide the required property accountability and sustainment support. The Contractor will provide each supported entity a complete and accurate hand receipt through the system of record as required.

3.1.1.2 In accordance with Property Book Officer's direction and approval, the Contractor will prepare and process Administrative Adjustment Reports (AAR) (DA Form 4949) in accordance with the applicable regulation(s). The Contractor will maintain copies of all property adjustments as necessary and required as

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historical documentation; copies will be provided in a timely manner by the Contractor when requested or required by regulation.

3.1.1.3 The Contractor will complete outstanding Unit lateral transfers when required with approval of the Property Book Officer.

3.1.1.4 The Contractor will maintain property book automated hand-receipts in binders or files with accompanying documentation IAW the Army Information Management System (ARIMS). The Contractor will maintain records for not less than one (1) year after clearing of hand receipt(s) by supported unit or until the end of the contract. At termination of contract, records will be transferred or disposed of as directed by the Contracting Officer.

3.1.1.5 The Contractor will process property transactions utilizing the automated DA Form 3161. In the event of an emergency (power outage, etc.) the manual 3161 may be used temporarily.

3.1.1.6 The Contractor will provide feeder data, analysis data and / or workload data to the PBO. The PCO may direct data be provided to other Government agencies on a case-by-case basis.

3.1.1.7 The Contractor will process lateral transfers and temporary loans on DA Form 3161 / DA Form 2062. The Contractor will ensure that the transfer is authorized and approved by the appropriate authority and both the losing and gaining Units. The Contractor will then forward the documentation and requests for lateral transfers to the PBO for approval prior to completing the transaction. The Contractor will have transfer documentation ready for PBO acceptance in PBUSE within three (3) working days or receipt of equipment. Contractor will ensure compliance with all ASC directives.

3.1.1.7.1 The Contractor will request transportation in coordination with the local installation transportation office. The Contractor will move materiel and equipment to a specified location required by the local installation and provides copies of PMCS and inventory documentation as appropriate.

3.1.1.8 The Contractor will monitor and verify or perform as required, the initial, scheduled, annual and cyclical property inventories to establish, validate and maintain property book accountability and serviceability in accordance with applicable guidance and regulations.

3.1.1.9 The Contractor will, when required, correctly catalog all property utilizing Standard Study Number-Line Item Number Automated Management and Integrating System (SLAMIS) prior to Property Book Officer approval to post to the property book through PBUSE.

3.1.1.10 The Contractor will maintain current records of individuals authorized to initiate property transactions.

3.1.1.11 Property Accountability Augmentation Teams (PAAT)

3.1.1.11.1 The Contractor will augment Units in the following areas; receiving, inspecting, inventory, loading/unloading, segregating, storing, issuing, delivering and turn-in of organizational and installation supplies and equipment. The Contractor will also augment Units with property book reconciliations and adjustments, hand receipts builds, sub-hand receipts, component hand receipts, shortage annexes, filing systems and all things related to Command Supply Discipline Program (CSDP) at the Unit level. The Contractor will generate, post and update property adjustments in PBUSE.

3.1.1.11.2 The Contractor will conduct logistical research using STAMIS via LOGSA and or LIW. The Contractor will assist units with merging, splitting and transferring of property books, augment cyclic and sensitive item inventories per regulation and assist units in acquiring and expediting supplies from approved source.

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3.1.2 If required, Left Behind Equipment specific property accountability information is available in the ASC LBE PAM dated 17 JAN 12 (currently under revision) & ASC ARFORGEN FRAGO 19 OPORD 07-09 Annex B and Annex R (reporting annex) dated March 2010.

3.1.2.1 The Contractor will assist with any Unit led effort by providing Contractor augmentation ONLY as approved by Contracting Officer (PCO) / Contracting Officer's Representative (COR). Deploying Units, when operationally required, may request assistance with activities such as pre-inventories, inspections and layouts. This includes support to the Unit property book officers to assist with AAR and financial liability investigation of property loss reports (FLIPL) prior to signing hand receipt transferring equipment. This support will vary by installation and supported Unit. Subsequent task orders will identify support requirement for each location, if required.

3.1.2.2 The Contractor will conduct a joint inventory with the deploying Unit in coordination with the Unit's deployment timeline and training requirements, as needed to transfer property.

3.1.2.3 The Contractor will ensure equipment transfer into and out of PBUSE is correct, accurate and in accordance with policies and regulations. The Contractor will inspect equipment for serviceability and completeness through an inventory and operator level (TM -10/20) Preventive Maintenance Checks and Services (PMCS).

3.1.2.4 The Contractor will support Rear Detachments by hand receipting, and/or dispatching items under the Contractor's control required for training under a Derivative Unit Identification Code (DUIC) and will provide support for monthly reconciliation of hand-receipts and periodic cyclic and sensitive item inventories.

3.1.2.5 The Contractor will maintain accountability using PBUSE, and perform required reconciliations, periodic cyclic and sensitive item inventories of all property (excluding weapons) to include property sub-hand receipted to Rear Detachment(s). Weapon(s) inventories will be conducted by Government personnel IAW AR 190-11.

3.1.2.6 Temporarily loaned equipment (including Basic Issue Items (BII) and Components of End Items (COEI)) that is lost, damaged or destroyed (LDD) through other than fair wear and tear will have the LDD investigated in accordance with AR 735-5 and appropriate documentation will be provided by the Unit in order to clear their hand-receipt. Contractor will support FLIPL initiation as required.

3.1.2.7 The Contractor will drop equipment from Unit property book(s) via DD Form 1348 (with proper PBO approval) for equipment designated as a one for one exchange in any sustainment maintenance program. In the event the Contractor maintains any special kits and outfits (e.g. FBCB2 accessory kits) removed from equipment dropped from the property book upon induction to the maintenance program, the Contractor will ensure these are provided on reissued equipment. This may require work ordering the refurbished end item to the local source of repair.

3.1.2.8 When applicable, L-UICs (derivative UICs ending in L that are specific to identify LBE units) will be transferred back to the owning Unit Identification Code (UIC) and will not be maintained by the Contractor once property transfer is complete.

3.1.3 Reserved

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3.1.4 Equipment used for training prior to deployment (Pre-Deployment Training Equipment) has additional requirements and considerations specific to this effort.

3.1.4.1 The Contractor will ensure the Property Book Team Chief will account for all equipment (including any authorized non-standard equipment) in PBUSE and manage it against the HQDA 160 approved Table of Distribution and Allowances (TDA) in accordance with AR 710-2 and AR 735-5. Equipment will be identified in PBUSE with property book identification code (PBIC) of 4, 6 or 9, as appropriate.

3.1.4.1.1 All business rules, policies, directives and procedures, including those outlined in the current pre-deployment SOP apply directly to route clearance equipment (RCE). The Contractor will ensure all processes and procedures pertaining to RCE are strictly followed unless otherwise directed by the PCO in writing.

3.1.4.2 The Contractor will verify equipment hand-receipted to training Units for pre-deployment training is returned in the same condition in which it was issued, complete with all basic issue items and components of end items provided. PDTE (including BII and COEI) that is lost, damaged or destruction (LDD) through other than fair wear and tear will, prior to clearing the hand-receipt with ASC, have the LDD investigation initiated in accordance with AR 735-5 and appropriate documentation will be provided to the training Unit accounting for the LDD in order to clear their hand-receipt. In the case where components are missing, Contractor will prepare necessary documentation allowing the Army Command (ACOM) to provide ASC a military interdepartmental purchase request (MIPR) to account for the dollar value of the missing items.

3.1.4.3 The Contractor will ensure loaned equipment will be hand-receipted to the training Unit in TM - 10/20 condition unless deviation from that standard is authorized IAW 3.1.4.3.1.

3.1.4.3.1 At the direction of the COTR/COR, the Contractor may issue PDTE equipment less than TM-10/20 standard, i.e., at FMC+ safety condition, when training requirements warrant.

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3.1.4.4 Prior to issuing loaned equipment, the Contractor will conduct a joint PMCS with the supported Unit and document any deficiencies not FMC+ safety related (NMC conditions will be corrected prior to issue).

3.1.4.5 The Contractor will verify temporary loan equipment is returned in the same condition (a minimum of FMC+ safety condition) or better than issued (TM -10/20) before it is accepted by ASC. The Contractor will notify the COR/COTR of any discrepancies. Equipment will not normally be moved outside / external to posts, camps and stations for which it was authorized by HQDA except as authorized by the ACOM and approved by PM PDTE. The ACOM will initiate requests for loans for moves external to an installation allowing a minimum of 45 days for execution upon approval. Exceptions to the execution windows will be coordinated between the ACOM and ASC.

3.1.4.6 The Contractor will ensure temporary loans for more than 90 days will be removed from the ASC SAMS-1E computer for the duration of the loan. Army Materiel Status System (AMSS) readiness reporting for the loaned equipment will be performed by the using Unit.

3.1.4.7 The Contractor will provide the gaining organization with a shortage annex and parts list for all equipment permanently leaving the equipment pool. At the Government's discretion, all ordered parts will remain on order and be provided to gaining unit when received, or a MIPR will be provided to the gaining unit to replace all missing BII/COEI.

3.1.4.7.1 The Contractor will ensure that Units with permanent equipment transfers into the equipment pool will provide a complete asset or valid shortage annex. The Contractor will accept transfer of any CL IX, BII / COEI items that were ordered against that equipment by the Unit.

3.1.4.8 In the event equipment is being removed from use by ASC and returned to the Army inventory, the Contractor will leave open all requisitions submitted for the equipment and ASC will ship materiel when received to the gaining Unit.

3.1.4.9 The Contractor will coordinate with the 404<sup>th</sup> local AFSB, AFSBn or Logistics Support Team (LST) to ensure arms room facilities are available for storage of weapons and sensitive items when required. Storage sites will be in accordance with AR 190-11, AR 190-51 and installation security policy.

3.1.4.10 The Contractor will perform a joint Preventive Maintenance Checks and Services (PMCS) with Units laterally transferring equipment into the fleet to ensure equipment is TM -10/20 condition at time of transfer. The Contractor will add this equipment to the ASC property book. The Contractor will transfer maintenance and service records for all equipment to ASC electronically as part of the transfer process. ASC will ensure exceptions to this standard have been approved by HQDA G4 prior to accepting property transfer.

3.1.4.11 The Contractor will be available to assist Government representatives in inventorying sensitive items on a monthly basis.

3.1.4.12 Equipment (including BII and COEI) that is LDD (lost, damaged or destruction) through other than fair wear and tear will have the LDD investigated in accordance with AR 735-5 and appropriate documentation will be provided by the Unit in order to clear their hand-receipt. If required, a FLIPL will be initiated by the local commander no later than 15 calendar days of the discovery of the loss, damage or destruction of the property. The Contractor will support FLIPL initiation as required.

3.1.4.13 The Contractor will have the capability to, and will establish, a mobile team property accountability team that will respond to short notice, time sensitive requirements to move, transfer or otherwise dispose of PDTE, without impact to PDTE daily operations. The Contractor's mobile team will plan, coordinate, document and move equipment between various PDTE sites only as directed by PM PDTE and approved by the PCO. The Contractor's surge capability will support ASC PDTE re-stationing initiatives throughout PDTE sites located within CONUS. The surge requirement may require the Contractor employees to travel to alternate PDTE sites in order to accomplish the effort in the time allotted.

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## 3.1.5 Supply Support Activity (SSA) Specific Functions

3.1.5.1 The Contractor will be able to provide a capability to receive, issue, requisition, store and ship supply class II, IIP, IV, VII, and IX equipment. This can be a requirement requiring minimal staffing to keep left behind SSAs functioning and supporting home station units. SSAs in this status will not be providing the full range of services normally available.

3.1.5.2 The Contractor will provide only the capability to operate the Standard Army Retail Supply System (SARSS) systems, operate required Material Handling Equipment (MHE) and provide support to the installation Accountable Officer. The Contractor will ensure that all personnel operating MHE will have the required training and certifications applicable to the type of equipment and material being handled.

3.1.5.3 Locations and numbers of SSAs will vary during this task order period of performance. Refer to the appropriate task order for a list of current operational SSAs in their appropriate AFSB area of operations. SSA operations will begin no sooner than D-90 and end no later than R+90.

## 3.2 Asset Visibility Services

3.2.1 Contractor will provide asset visibility services directly related to the property accountability mission as detailed above and in attached supporting documentation. The Contractor will provide the ability to have complete visibility using current STAMIS systems (PBUSE & SAMS) as well as provide complete contractor controlled asset visibility. The Contractor will be able to provide inventory information, maintenance status and location of any equipment under their control within four (4) hours in order to allow for emergency use of equipment. The four (4) hour requirement is for emergency situations only; all other requests for information will be made during normal business hours, but should still meet the criteria for expediency.

3.2.2 The Contractor managed information system will also allow for project costing (i.e. tracking man-hours expended performing PMCS, moving equipment from site to site or other value-added information), PMCS scheduling, tracking or any other mission areas identified.

3.2.3 The Contractor will coordinate with local Director of Information Management (DOIM) or Network Enterprise Centers (NEC) to ensure STAMIS systems are networked and 'enclaved' to support Logistics Information Warehouse (LIW) functions and SAMS functions.

3.2.4 The Contractor will maintain a notification system and policy supporting the local Senior Mission Commander's (SMC) requirements for emergency operations use of equipment under its control. The Contractor will have the ability as specified in paragraph 3.2.1 to provide the SMC with location and condition of equipment, as well as which contracted hand receipt holder is signed for the asset required to aid in use.

3.2.5 Any systems or applications used will not work in lieu of standard Army automated information systems.

3.2.6 The Government reserves the right to have the Contractor utilize Commercial Off-The-Shelf (COTS) software for automation of contractor controlled intra fleet visibility.

## 3.3 Fleet Management Services

3.3.1 The Contractor will assume a fleet management role under this contract supporting in a cost effective and efficient manner while adhering to DA PAM 750-8, the relevant laws, regulations and requirements in order to provide an all encompassing program to the supported Government Agency (does not currently apply to Theater Provided Equipment).

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3.3.2 All maintenance significant items (listing maintained by ASC DMC) will be loaded into SAMS-1E within fifteen (15) working days of equipment registration in PBUSE and acceptance from the deploying Unit. All equipment identified for use for training will be loaded into SAMS-1E within three (3) working days from time of availability and acceptance. The Contractor will perform a SAMS-E equipment data file and PBUSE – SAMS-E reconciliation or scrub when appropriate (post initial inventory, prior to lateral transfer, monthly).

3.3.3 The Contactor will use Standard Army Management Information Systems (STAMIS) to account for, track, maintain shortage annexes, dispatch (in accordance with DA PAM 750-8, paragraph 2-2c) and hand receipt as required to support and track temp loans and lateral transfers.

3.3.4 The Contractor will recommend to the PBO the disposition of assets that are classified as condemned, unserviceable, or economically unserviceable be turned into Defense Reutilization and Marketing Office (DRMO).

3.3.5 The Contractor will, upon receipt of maintenance and service records from the Units transferring equipment to the Contractor, archive electronic data for later equipment transfer. The Contractor will Cross-check and validate information on each piece of equipment (i.e., NSN, whole serial number and registration) in SAMS-E, PBUSE and Logistics Support Activity (LOGSA).

3.3.6 When required, the Contractor will coordinate repair to TM -10/20 condition, induct equipment in to a low usage program type (LUP) status and continue to perform or coordinate for Preventive Maintenance Checks and Services (PMCS).

3.3.7 The Contractor will perform all operator/crew level (TM XX-10 series) Preventive Maintenance Checks and Services (PMCS) as outlined in the appropriate Technical Manuals/Lubrication Orders (TMs/LOs) as it relates to the operations checks (daily, weekly and monthly) are performed at the following times: At induction, pickup from source of repair, every 90 days when in LUP, 30 days prior to scheduled re-issue, at re-issue and prior to lateral transfer or temp loan. The Contractor will not PMCS equipment awaiting a sustainment level maintenance program or identified for disposal, turn-in or at anytime deemed not required by the COR. The Contractor will use the DA Form 5988E (or DA Form 2404 if needed, not preferred) to record the operator/crew level (TM XX-10 series) PMCS inspection. The Contractor will retain DA Form 5988E used to document all PMCS and scheduled services on file for quality control until the equipment is reissued. The Contractor will make completed DA Form 5988Es available to the COR for quality control inspections. The Contractor will not dispose of or destroy any DA 5988E or DA 2404s without written consent of the Contracting Officer.

3.3.8 The Contractor will perform a full technical inspection (-10/-20) of all PDTE equipment in accordance with the Army maintenance standards in AR 750-1, AR 750-8 and the current PDTE SOP upon issue and return from the using Unit. The Contractor will not clear the Unit's hand receipt unless the condition of issued equipment has been verified and matches the condition at time of issue or the Unit has taken the appropriate actions to repair the equipment (parts on order / DOL work order opened).

3.3.9 The Contractor will work order / repair LUP equipment requiring non-mission capable (NMC) fault correction identified during PMCS (unscheduled maintenance). This includes ensuring any recoverable items (or Exchange Pricing items) are returned to the receiving entity in accordance with Exchange Pricing requirements.

3.3.10 Unit level maintenance will not be performed if deemed not advantageous to the Government. Each task order will address current requirement for Unit level maintenance and lubrication orders.

3.3.11 The Contractor will ensure vehicles that require Army Oil Analysis Program (AOAP) sampling while in the ASC low-usage program (LUP) will be completed IAW TB 43-0211. The Contractor will accept test, measurement and diagnostic equipment (TMDE) and store in deployed status with a 'Calibrate Before Use' sticker affixed (B00V).

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3.3.12 The Contractor will operate generators, air compressors, support equipment, pumps and power-driven Nuclear, Biological, Chemical (NBC) equipment to reach operating temperature and ensure mission capability.

3.3.13 The Contractor will drive combat vehicles, tactical vehicles and pull trailers sufficiently (five (5) miles required as a minimum) to exercise seals and ensure mission capability. The Contractor shall perform all operator/crew level (TM XX-10 series) performance and operations checks in TMs/LOs on mounted radios monthly in accordance with the TM.

3.3.14 The Contractor shall operate construction equipment, engineer equipment, wreckers, material handling equipment (MHE) and combat vehicles with hydraulic systems sufficiently to reach operating temperature and ensure mission capability. This should be done in the storage area by starting the equipment, exercising the hydraulics by lifting the blade, etc., but do not transport (lowboy) the equipment out of the storage area to place it under load.

3.3.15 Inspections may be required more frequently in geographical regions where high humidity or other degrading environmental conditions are normally present. The Contractor will perform visual inspections to identify any corrosion, which has formed due to environmental conditions, for removal. In addition, the Contractor will visually inspect equipment directly following severe weather and remove snow build up that may damage equipment. The Contractor will report any damages to COR in accordance with the task order or reporting requirement for Government property damage.

3.3.16 The Contractor will submit a request for variation to the required frequency (90 days) of PMCS in the low-usage program, (normally the result of exceptional climatic conditions). The request may be authorized following written approval by the PCO. PMCS intervals will not exceed the baseline of 90 days.

3.3.17 The Contractor will use the date of last service as the annual maintenance date for scheduling the required maintenance of the equipment while in the low-usage program.

3.3.18 ASC AFSB will provide maintenance priority and Source of Repair (SOR) instructions for property sustainment support – each program has unique requirements and processes. Equipment in theater is maintained by using Unit resources; however if maintenance is required while out of cycle, the cognizant AFSB will provide instruction. ASC DMC, in coordination with supported ACOMs, Army Service Component Commands (ASCCs) and Direct Reporting Units (DRUs) will publish the Maintenance Significant Item listing (maybe referred to as Maintenance Master Data File (MMDF)).

## **3.4 Field & Sustainment Level Maintenance (formerly TM - 10/-20)**

3.4.1 Contractor will perform, manage and coordinate all aspects of field and sustainment level maintenance as outlined in applicable TM-10 for all assigned equipment that is designated for repair/servicing by the appropriate ASC representative. The Contractor, using the approved list, will utilize organic motor pool facilities to perform work – if appropriate space is unavailable COR will provide maintenance plan that may include work ordering field and sustainment level maintenance to local source of repair. Additionally, since all maintenance work will be assigned by ASC through the AFSB, there is no guarantee of any maintenance work under this task order. Contractor will provide recommendations of cost savings measures to field and sustainment level maintenance by utilizing automated systems to track PMCS hours, maintenance hours and have the ability to order and store CLIII (P) and IX items for use in this program. The Commander's Exception Report (SAMS-E generated) will be reviewed and signed by the COTR prior to Contractor processing the requisition. The report will be retained IAW the guidance provided in DA PAM 750-8. Automated tools will also be fully integrated with SAMS-1E and PBUSE to the highest extent possible. When appropriate, HQ ASC will provide a funded DODAAC for the Contractor's CLIII (P) and CLIX requisitions.

3.4.2 The Contractor will operate the SAMS-2E computer(s) in order to report readiness to LOGSA and will promulgate reports as required. Upon completion of deploying Unit inventory, Contractor will utilize

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the SAMS-1/2E and DUIC to report the monthly AMSS data to LOGSA by the 16th of the month following the month covered by the AMSS report IAW AR 700-138 Contract Data Requirements List (CDRL B00D). The Contractor will process and run SAMS-2(E) reports listed in the end user manual.

3.4.2.1 Operation of the SAMS-2(E) will vary by location. Requirements for SAMS-2(E) capability will be identified in subsequent Task Orders. Current locations are as follows:

(1) Fort Lewis, WA

3.4.3 The Contractor is encouraged to develop, prepare and submit value engineering change proposals (VECP) voluntarily. Value Engineering is an analysis of the functions of a program, system, service or supply performed by the Contractor intended to improve performance, reliability, quality, safety or lifecycle costs. If a VECP results in a cost savings and is accepted by the Government, the Contractor will share in net acquisition savings according to FAR 52.248-1. Once accepted, the Government reserves the right to utilize and incorporate the VECP in all current and future contracts.

3.4.4 Reserved

3.4.4.1 Reserved

3.4.4.2 Reserved

3.4.4.3 Reserved

3.4.4.4 Reserved

3.4.4.5 Reserved

3.4.4.6 Reserved

3.4.4.7 Reserved

3.4.5 The Contractor shall maintain an Electronic Technical Manual/Interactive Electronic Technical Manual (ETM/IETM) library of Department of Defense (DOD), Department of the Army (DA), Command Technical Manuals (TM) and Commercial off the Shelf (COTS) publications in each maintenance functional area for equipment that it supports. The library shall consist of the documents listed in Appendix D. TM and COTS publications will be maintained IAW DA PAM 25-33.

3.4.6 The maintenance of Contractor Furnished Equipment (CFE) shall not interfere with or delay the maintenance of Government-Owned vehicles/equipment.

3.4.7 Emergency maintenance on equipment may be performed prior to preparation of the DA Form 5988-E, DA Form 5990-E, and/or DA Form 2407 as appropriate; however all actions required to update the STAMIS/AIS shall be completed within one (1) workday of receipt of the request for emergency service.

3.4.8 The Contractor shall notify the Maintenance Officer of critical maintenance matters that may have a negative impact on unit readiness, training or mission accomplishment. The Contractor shall provide suggestions to the maintenance officer on ways to improve the materiel maintenance support services provided to the Installation.

3.4.9 The Contractor shall provide maintenance support for military exercises, contingencies and deployments when directed by the Procuring Contracting Officer or a designated Government representative. The Government will approve all over time work prior to execution.

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3.4.10 The Contractor shall establish, manage, and maintain shop stock and bench stock repair part inventory for all shops and activities based on demand history or other written authorization IAW AR 710-2 and DA PAM 710-2-2.

## **3.5 Vehicle Operator and Supporting Functions**

3.5.1 The Contractor will ensure a properly trained Master Driver is appointed who will ensure all contracted vehicle operators are licensed, trained, certified and road tested on all equipment appearing on their DA348 per AR 600-55. The Contractor will verify operators' drivers' licenses and DA Form 5984E are current with appropriate endorsements for all Commercial Design Vehicles and non-tactical vehicles. Drivers are required to have the DA Form 5984E 'Operator's Permit' on their person during vehicle operations. Authorization documentation must be signed by the Contractor PM/Site Lead instead of the Brigade Commander. The Government will allow the Master Driver to be trained (New Equipment Training (NET) or New Equipment Fielding (NEF)) on the maintenance and operation of new equipment with COR approval. At no time will an untrained operator attempt to use, move, tow or PMCS a piece of equipment without the proper licensing and training. All operators will perform the correct PMCS prior to use or movement of any equipment.

3.5.2 The Contractor will perform operator-level Preventive Maintenance Checks and Services (PMCS) in accordance with the regional PWS. This will include PMCS for all property transfers to include induction, reissue, lateral transfers and temporary loans. PMCS is also required prior to acceptance from a source of repair and at prescribed intervals when equipment is in the Low Usage Program. For equipment used prior to deployment, PMCS will be in accordance with the applicable TM/LO and prior to accepting equipment from a source of repair. The Contractor, when required by regional PWS, may provide field and sustainment –level correction to identified faults.

3.5.3 The Contractor will provide an appropriate number of fully qualified vehicle operators in order to move equipment to and from the source of repair, successfully support induction, lateral transfers, reissue, temporary loans, administrative movements and exercising equipment.

3.5.4 The Contractor will maintain a neat, orderly and clean area of operations at all times. The Contractor will ensure that all motor pools assigned or occupied by the contractor will be maintained in a military fashion. The Contractor will ensure all vehicles and equipment will be free of trash or debris, parked in an organized manner 'on-line' with drip pans, chock blocks and other required accessories in place (e.g. grounding rods, landing leg, no flat tires).

## **3.6 Administrative Services**

3.6.1 The Contractor will provide administrative services incidental to and required for efficient and effective provision of deliveries under this contract including support for conferences, office automation, records management and automation, scheduling functions, meeting and conference support, briefings and routine office management for organizations heavily staffed by and administratively burdened by Contractors. Administrative services will not exceed 10% of the cost of any task order.

3.6.2 Administrative services will be carefully managed to prevent performance of personal services prohibited under this contract, that is, to prevent creation of apparent employer-employee relationships between the Government and the Contractor's personnel. At a minimum, administrative services will be explicitly under the supervision and control of other company employees and proposals will specify Contractor reporting relationships, if required.

## **3.7 Army Information Systems and Reporting**

3.7.1 The Contractor will use STAMIS to report readiness in accordance with AR 700-138, Army Logistics Readiness and Sustainability.

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3.7.2 The Contractor will assist ASC and the supported unit (or other party) with NetUSR reporting requirements as needed in accordance with AR 220-1.

3.7.3 The Contractor will ensure all data is accurate, up-to-date and correct before submission.

3.7.4 The Contractor will perform the following SARSS-2A management tasks when authorized by the PCO:

- (1) Manage SARSS-2A Catalog.
- (2) Manage high priority call-ins.
- (3) Process Class VII serviceable and unserviceable excess.
- (4) Work Manager Review File.
- (5) Monitor and clear Over-aged Manager Review File Report (AJU-140).
- (6) Monitor and clear Error Listings (AJU-120).
- (7) Monitor and clear Overage Suspense Report (AJU-130).
- (8) Monitor and clear YSM/YIL Over-aged Report (AJU-230).

## 3.8 Operational Planning

3.8.1 The Contractor will establish and maintain, for each AOR (Task Order) and the duration of this contract, a minimally staffed program office (not more than .5 FTE equivalent if no services purchased on subsequent Task Orders – 405<sup>th</sup> AFSB AOR) to serve as primary interface between the Contracting Officer, requirements offices and the Contractor. Should the volume of work ordered under follow on tasks require additional personnel or increase in cost, this increase will be the sole responsibility of the Contractor and will not be reimbursed by the Government. The Contractor will provide, at their commercial locations, all items (telephone, internet, computers, etc...) required for this office to be fully functional. There are no Government provided facilities or equipment for this effort.

3.8.2 The Contractor will provide services in the areas of operational planning, evaluations and assessments, policies and procedures, analysis of operational concepts, provide management services, facilitate operational activation of services, operational capability assessments, and software development and provide operational services relating to work under this PWS.

3.8.3 HQ Army Sustainment Command, in its role in transitioning the Directorate of Logistics (DOL) from the Installation Management Command to the Army Sustainment Command, requires professional analytical support in several areas. The required services are as follows:

3.8.3.1 The Contractor will aggregate, review, analyze and provide recommendations on the information for DOL Enterprise transportation, maintenance and supply functions as it flows between the tactical level to the strategic level. The Contractor will provide analysis and review of data concerning DOL Enterprise functions included in the weekly SITREPs. The Contractor will provide technical support to the DOL Enterprise team for long-term planning documents such as Command Plans and Campaign Plans through research and analysis of logistic requirements and procedures. The Contractor will coordinate, staff, produce and maintain Standing Operating Procedures for all DOL Enterprise functions (SOPs are property of the Government and will not contain proprietary information).

3.8.3.2 The Contractor will staff a current operations support desk for the DOL Enterprise team that will ensure communications monitoring such as Commander's Critical Information Reports (CCIR), other reportable incidents, SITREP management. The Contractor staff will immediately alert DOL-E leadership of any issues. The Contractor will continue to monitor and ensure that all CCIRs tracked are reported to appropriate leadership for follow-on direction.

3.8.3.3 The Contractor will, with the coordination of the DOL Enterprise division and ASC G8, conduct periodic analysis of budget planning, programming and execution process for tactical and strategic levels of this effort.

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3.8.3.4 The Contractor will analyze data and provide recommendations that support equipment management services and resourcing for the DOL enterprise mission. Specifically, the Contractor will assist the ASC G4 to develop the inventory of on-hand equipment and a 1-N list by priority. The Contractor will verify that the DOL Table of Distribution and Allowances properly reflects equipment authorizations and notify the ASC G4 and DOLs/AFSBs of any discrepancies.

3.8.3.5 The Contractor will track, report and validate status of the Satellite Enabled Tracking and Intrusion Detection Generation II (SET ID GEN II) Implementation. The Contractor will provide the analysis, including any recommendations, to the Transportation Division Chief concerning roles and responsibilities of Surface Deployment and Distribution Command (SDDC) and FORSCOM regarding implementation solutions for SET ID GEN II radio frequency identification tags for unit deployments.

3.8.3.6 The Contractor will provide senior level supply analysis and review; and report on retail supply/SSA operations. The Contractor will provide data on strategic correspondence retail supply/SSAs to the Directorate of Logistics Enterprise, Supply and Services Division Chief. When required, the Contractor will provide data on strategic guidance for retail supply/SSAs, i.e. Organization and Operations (O&O) document, RASCI Chart, SOPs, Troop to Task, ROC Drills, OPORDS, and FRAGOs.

3.8.3.7 The Contractor should anticipate performing an average of two (2) site visits for supply and services functions per year. The Contractor will provide the S&S Division Chief an itinerary, agenda, actions to be accomplished. The Contractor will then follow up on any issues or concerns upon return from site visits and will provide ASC DOL Supply and Services Division Chief an accurate, professionally prepared trip report (on company letterhead) depicting all significant information from the site visit (CDRL C00C).

3.8.3.8 The Contractor will prepare all documentation for the Organization Inspection Program (OIP) used during audits of SSAs as required. The Contractor will, upon completion of audit and site visits, provide ASC DOL Supply and Services Division Chief a trip report depicting any significant information from the site visit (CDRL C00C).

3.8.3.9 The Contractor will monitor and report compliance with regulatory guidance for all Ammunition Supply Point (ASP) operations (CDRL C00A). The Contractor will provide SOP updates/information to government personnel as tasked but not less than annually (SOPs are property of the Government and will not contain any proprietary contractor information). The Contractor will coordinate with sites, monitor and provide analysis for the flow of information related to ammunition supply functions from the tactical to the strategic level. The Contractor will provide periodic ammunition status and ammunition systems reports IAW with this PWS and any applicable regulations (CDRL C00B). The Contractor will coordinate with the local Quality Assurance Specialist (Ammunitions Surveillance) (QASAS) to comply with the surveillance program.

3.8.3.10 The Contractor will use the Standard Army Ammunition System Modernization (SAAS-MOD) to assess and report the transactional history; develop and brief AMC DOL assessment reviews. The Contractor will monitor and report on all CL V IARs, FLIPLs, and 15-6 investigations regarding any ammunition related event to the appropriate Government authority. The contractor will also perform in-house investigations for any missing or damaged Government property in the Contractor's care and report the results of the same, in writing, to the contracting officer.

3.8.3.11 The Contractor will provide analysis and solution recommendations for compliance with regulatory and policy requirements to the ASC DOL Rail, Freight and Unit Movements Operations Division Chief. The Contractor may be required to provide support for Deployment Readiness Exercises and Rapid Deployment Expeditionary Initiatives.

3.8.3.12 The Contractor will provide management, data analysis, analysis of concepts, situational awareness, and transition assistance to the personal property and household goods services section. These services may include tracking and reporting of: storage, movement, security and documentation of

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personally owned property, privately owned vehicles, as identified in the DOD 4500.9-R. The Contractor will monitor and review all applicable Army Information Systems (AIS) concerning information related to the personal property and household goods. The Contractor will monitor and follow any exceptions to policy instructions that are related to personally owned property.

3.8.3.13 The Contractor will track and report on all Non-Tactical Vehicles (NTV) managed by the DOL organization(s). The Contractor will assist in administering the command's motor vehicles management program, by monitoring DOL compliance with Government regulations, directive and guidelines. The Contractor will process any exception to policy requests including domicile to duty and follow guidance concerning disposition and tracking of requests through the chain of command. The Contractor will utilize any applicable AIS that are related to the functions of the NTV mission.

3.8.3.14 The Contractor will comply with the license plate program for Army/Government owned NTVs and long-term commercial leased NTVs in CONUS IAW AR 58-1. The Contractor will ensure proper personnel are registered in the Federal Motor Vehicle Registration System and coordinate registration issues with the ASC Command Manager. It is the responsibility of the Contractor to monitor and coordinate registration of vehicles and provide periodic status updates to Transportation Division Chief.

3.8.3.15 The Contractor will comply with Executive Order 13149, Alternative Fueled Vehicle Program, and assist with the coordination necessary to establish the requirements of the program with the appropriate Government authority.

3.8.3.16 The Contractor will provide analysis and provide issue resolution recommendations, when requested, for DOD GoCare (frustrated cargo program) to the ASC DOL Enterprise Transportation Division Chief.

3.8.3.17 The Contractor will participate in Authorized Stockage List (ASL) Review Team discussions and provide, recommendations for implementation. The Contractor will monitor YSM/YIL Over-aged Reports and provide analysis for those reports exceeding DMC management levels. The Contractor will coordinate STAMIS automation functional issues/requirements with Enterprise Integration. The Contractor will coordinate with DMC/AFSBs/DOLs to resolve SARSS/GCSS-A supply and systemic issues.

3.8.3.18 The Contractor will report data/metrics and generate charts for Review & Analysis (R&A), Installation Status Report and DOL Assessment Reviews. The Contractor will provide these metrics/charts to the Government quarterly (CDRL C00E). The Contractor will monitor event calendar and assure that briefings charts are produced, organized and delivered as required to meet read ahead timelines for senior leadership. The Contractor will be required to produce briefing charts related to DOL Enterprise programs and coordinating with staff (CDRL C00F).

3.8.3.19 The Contractor will comply with AR 210-14, The Army Installation Status Report Program (ISR). The Contractor is responsible to follow-up with AFSBs to verify timelines and goals are being met for the input of all contractor ISR data.

3.8.3.20 The Contractor will review nomination packets and submit recommendations for the Supply Excellence Award to the DOL Supply and Services Division Chief for review on an annual basis (CDRL C00D).

3.8.3.21 The Contractor will review nomination packets and provide recommendations for the Deployment Excellence Award (DEA) Coordination and provide quality control of packet submission to CASCOM for evaluation of CONUS and OCONUS installations.

3.8.4 The Contractor will provide analytical planning and reporting support to the ASC DOL supply, fuel and ammunition management services section.

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3.8.5 The Contractor will conduct evaluations and assessments to determine if operational requirements are being met or addressed; and review, update and maintain existing and developmental master plans for command, control and execution of this contract. The Contractor will develop action plans for the development, implementation and utilization of systems. The Contractor will provide services for the development of management information systems that could aid in operational management planning and services. The Contractor will prepare program relevant documentation; assess and participate in operational readiness assessment and logistical supportability; provide technical, schedule and cost risk assessment; and perform independent analyses of studies, concepts and reports.

## **3.9 Storage Operations**

3.9.1 The Contractor will provide storage, processing, accounting and handling of Hazardous Material (HAZMAT) (including radioactive) in accordance with TM 38-410 'Storage and Handling of Hazardous Materials'. The Contractor is responsible for maintaining HAZMAT compliance IAW local, installation, state and any federal regulatory guidance. The Contractor is required to provide requisition, storage and handling of all necessary Class III (packaged) including hydraulic and insulating oils, chemical products and antifreeze compounds per the appropriate TM XX-10. The Government will provide access to training if specific instruction is required by an installation, State or activity that is not commercially available.

3.9.2 The Contractor will be in compliance with proper handling, storage and preparation for disposal of all hazardous materials signed for or left behind in accordance with the respective state and Government hazardous material handling procedures. The Contractor is not authorized to implement procedures or purchase equipment pursuant to this task without approval from the Contracting Officer. The Contractor will apply best available business practices to provide the most efficient and cost-effective method for achieving the desired end-state. If separately tasked, the Contractor will manage and oversee a separate program.

3.9.3 The Contractor will maintain a clean and safe working area to include immediate clean up of any hazardous material spill or other hazards in the Contractor's work area or caused by the Contractor or its Subcontractor. The Contractor will conform to Unit HAZMAT Standing Operating Procedures (SOPs) and utilize Material Safety Data Sheets (MSDS) for handling of hazardous materials. Hazardous material and waste will be turned in to the Unit collection point. The intent is not for the Contractor to operate a HAZMAT collection point, only to possess the ability to identify HAZMAT and safely dispose of HAZMAT within applicable regulations.

## **3.10 Planning, Programming, Budgeting and Execution Support Services**

3.10.1 The Contractor will not expend Government funds directly unless specifically authorized by the Contracting Officer and provided with a 'C' Department of Defense Activity Address Code (DoDAAC) for that express purpose. All necessary expenditures to execute the contract will be approved and executed by the Government. The Contractor will provide cost data to the Government relating to both contract cost and mission cost as required to support Government planning, programming and budgeting through the COR.

## **3.11 Facilities Management**

3.11.1 Government will provide facilities to execute the contract in accordance with the PWS. In most circumstances this will be an existing facility. If sufficient facilities are unavailable, the Contractor may be required, at the Government's expense, to provide facilities via rental, lease or purchase (any lease, purchase or use must be done in accordance with applicable regulation). The Contractor will be prepared to serve as the facility manager for the provided structure(s) and property in accordance with Army regulation and local policy. This responsibility includes, but is not limited to, initiating work orders for needed repairs and maintaining a clean and healthy environment compliant with applicable health, safety and security requirements. Modifications, upgrades, expansions or improvements to facilities require Contracting Officer / COR approval and proper local coordination in accordance with local policy. The

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Contractor will provide each facility with a primary and alternate manager to ensure 24 hour availability in the event of an emergency.

3.11.2 The Contractor will provide basic custodial service for any work or living areas assigned unless otherwise directed by the Contracting Officer. Basic custodial services will include sweeping, mopping and other general cleaning.

3.11.3 The Government will furnish heat, water, electricity, sewer, and refuse pick-up commensurate with that available to government personnel. The Government will make available, in accordance with local policy, access to the installations local area network and telephone service. The Government will furnish all reasonable amounts of natural gas, fuel oil, electrical power, sewer service, potable water and non-potable water at no cost to the Contractor during performance of the services included in this PWS. Additionally, the Government will provide, with Contracting Officer approval, reasonable amounts of ice as required (i.e., extreme temperatures, limited access to facilities). The Contractor will conserve all furnished utilities in accordance with AR 420-49.

3.11.4 Government will provide all MOGAS/JP-8 and/or diesel fuel as required. The Contractor will be responsible for all Contractor operated non-tactical vehicles and material handling equipment fuel if the government is unable to provide reasonable access to fuel. Unavailability of fuel for the Contractor's non-tactical vehicle / MHE is not a cause for work stoppage.

## **4.0 General Requirements**

### **4.1 Contractor Personnel Requirements**

4.1.1 The Government has standardized all key position titles as well as labor categories. At a minimum the Contractor is required to address the Key positions and categories attached to the PWS. Additions are at the Contractor's discretion.

4.1.2 Key Positions – The Government has designated some positions as key for purposes of ensuring the Contractor can satisfy minimum experience, education and/or credential requirements. Key positions are the Program Manager, Property Book Team Chief, Logistics Analyst, Master Supply Technician, Readiness / Fleet Manager, Operations Manager and environmental, safety and occupational health (ESOH) compliance specialist. The Contractor will provide a definitive listing of all key personnel to the Contracting Officer upon award. Key Positions must be filled within 24 hours of being vacated, as a temporary mitigation and filled within 30 days with a permanent employee. The Contracting Officer's Technical Representative (COTR) must be notified immediately upon temporary replacement of key personnel and COR and Contracting Officer must be notified within 72 hours. Key personnel will not be permanently replaced without prior notification of the Contracting Officer. Prior to employment, the Contractor will provide a resume for personnel proposed to permanently fill key positions. The Government reserves the right to review qualifications and reject candidates. Contractor personnel that are in or expected to fill a key position will have a SECRET security clearance prior to start of contract/start of work. Key positions may vary by Task Order and site; see corresponding Task Order to ensure proper staffing.

4.1.2.1 Program Manager (PM) (KEY) – The Contractor will provide an on-site Program Manager who will be responsible for the performance of all work under this task order; however, smaller less complex sites may have a 'site lead' (i.e. Assistant PM is lead and reports to a PM at another location) reporting to a named PM. There is no requirement to establish a PM at HQ ASC. The name of the PM and an alternate or alternates, who will act for the Contractor when the PM is absent, will be designated in writing prior to the performance start date. The PM must be highly qualified with general supervisory experience, supply asset management, property accountability procedures and must have specific management experience in Theater level asset management or Corps level supply or maintenance management and property accountability experience. The PM will have a bachelor's degree, no less than eighteen (18) years of management, asset visibility and property management experience and must be highly familiar with Property Book Unit Supply – Enhanced (PBUSE). They must possess in-depth expert knowledge of supply

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program relationships, concepts and methodologies pertaining to supply/property book accountability and supply areas of logistics operations. The PM or alternate(s) will have full authority to act for the Contractor on all matters relating to this contract. The PM has overall responsibility for the site's Quality Assurance / Quality Control (QA/QC). The PM will be the primary point through which technical communications, prioritization of effort, team standardization and technical direction flow between the Government and the Contractor.

4.1.2.2 Property Book Team Chief (PBTC) (KEY) – The Contractor will provide Property Book Team Chief(s) (PBTC) that will be responsible for the management of the property accountability performed work at each site. Smaller less complex sites may have an alternate individual (i.e., Master Supply Technician) reporting to a PBTC or PM. The PBTC will be the primary Contractor POC through which each site PBO / Responsible Officer (RO) will coordinate Government requirements. Each Property Book Team Chief will have at least ten (10) years of property management experience. Each PBTC will be a highly skilled with Property Book Unit Supply-Enhanced (PBUSE) and will possess in-depth knowledge of supply program relationships, concepts and methodologies pertaining to Supply / Property Book Accountability and supply areas of logistics operations. Experience at the Division property book level required.

4.1.2.3 Logistics Analyst (KEY) – The Contractor will provide a logistics analyst responsible for data compilation, information management and reports generation. This position requires supply management experience and extensive knowledge of Microsoft Office 2007 Software, specifically Excel and Access. This individual must have a complete understanding of all data being compiled and be able to perform analysis of the information being supplied to ASC and subordinates. Additionally, three (3) to five (5) years experience in PBUSE and supply areas is required.

4.1.2.4 Master Supply Technician (KEY) – The Contractor will provide Master Supply Technicians, as workload warrants, who are proficient with PBUSE and possess the ability to independently analyze and resolve difficult issues and problems in the assigned area of responsibility involving accountability processes, work methods, supply data management or day-to-day operational procedures to manage complex classified supply programs. Each Master Supply Technician will have at least seven (7) years of Property Book / supply experience and have worked at the Battalion level or higher. They must possess a thorough knowledge of supply regulations and policies and the ability to manage multiple hand receipts and hand receipt holders.

4.1.2.5 Readiness/Fleet Manager (KEY) – The Contractor will provide a Readiness/Fleet Manager responsible for planning, organizing and executing field maintenance of all maintenance significant items including PMCS. This position will manage scheduling of periodic maintenance and services, dispatch of passenger, cargo and combat vehicles, requisition and exchange of repair parts (if applicable) and use and disposal of petroleum, oil and lubricant (POL) products. This position will direct the establishment and operation of Unit shop stock lists for field repair and maintenance related operations – if required. The Readiness/Fleet manager will prepare readiness reports and write and update internal SOPs for maintenance areas. The Readiness / Fleet Manager will manage the Army Maintenance Management System (TAMMS). The Readiness/Fleet Manager will establish and enforce shop fire and safety programs, manage Unit calibration requirements (as required) and Unit level oil analysis program (if required), ensure that environmental protection procedures (to include spill response plans) are established and followed in all maintenance activities and direct emergency recovery and repair of all Unit equipment. The Readiness/Fleet Manager will establish internal procedures to receive, issue and store tools, parts, publications and POL products as well as establish, direct and supervise procedures for turn-in, receipt and exchange of repair parts and accessories. The Readiness/Fleet Manager must be highly qualified with general supervisory experience and must have specific management experience in Maintenance operations and have a minimum of 10 years experience in fleet management / maintenance. The Readiness / Fleet Manager must have prior experience similar to a Battalion Motor Officer.

4.1.2.6 Operations Manager (KEY) – The Contractor will provide an Operations Manager primarily responsible for planning, directing and controlling program activities, coordinating program priorities with higher commands and providing guidance and direction to the Program Manager. The Operations Manager

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will provide coordination and supervision, planning and operations, administration, training and logistical support. They will review manpower and establish workload priorities for the program.

4.1.2.7 Senior Logistics Planner (KEY) – The Contractor will provide a Senior Logistics Planner primarily responsible for strategic and operational planning and analysis. The Senior Logistics Planner will coordinate program management functions, generate, update, and report required documentation, provide logistics support to the AFSBn, and assist in program management over site.

4.1.2.8 Environmental, Safety and Occupational Health (ESOH) Compliance Specialist (KEY) – The Contractor will provide a ESOH specialist responsible for ensuring program compliance with ESOH regulations. The ESOH Compliance Specialist requires at a minimum, five years of extensive experience in the field or in a related area. The ESOH must be familiar with standard concepts, practices, and procedures within the environmental and safety compliance fields. The Contractor shall determine the number and location of responsible ESOH; individual sites may not require a resident ESOH.

4.1.2.9 Quality Control Specialist (KEY) – The Contractor will provide a Quality Control Specialist responsible for coordination, management, planning, creating, implementing and evaluation of all aspects of the contractors' quality control program. The quality control specialist will have extensive experience with supervision, inspection and evaluation of quality control processes and programs, thorough knowledge of current industry best practices including ISO standards and processes. This position will require the authority and organizational freedom necessary to ensure the quality control expectations for this effort are effectively monitored.

4.1.3 Non-Key Positions – The Government has identified several positions as non-key in support of this effort. Although the Government does not designate below positions as key, the Government has determined that these personnel are needed to enhance mission performance and allow flexibility within property teams to adjust to emerging mission requirements. The Contractor need not provide resumes for non-key personnel. Non-key positions will vary by Task Order and site.

4.1.3.1 Reserved

4.1.3.2 Reserved

4.1.3.3 Data Entry Clerk (SAMS-1/2E) – The Contractor will provide Data Entry Clerks (DECs) who possess the ability to prepare necessary documentation (automated and manual) to account for property from the Unit supply level through hand-receipt holder level. The DECs will possess knowledge of standardized supply regulations, policies and procedures or other applicable guidance relating to receipt and/or issue of stock or property items. Additionally, the DEC SAMS-1/2E will possess knowledge of SAMS-E data entry screens and perform the following functions at a minimum: check equipment availability, maintain equipment files, dispatch equipment, add/delete operators, enter equipment faults, schedule equipment maintenance, print dispatch control log, equipment service records, create maintenance work order/task and assign personnel.

4.1.3.4 Data Entry Clerk (PBUSE) – The Contractor will provide Data Entry Clerks (DECs) who possess the ability to prepare necessary documentation (automated and manual) to account for property from the Unit supply level through hand-receipt holder level. The DECs will possess knowledge of standardized supply regulations, policies and procedures or other applicable guidance relating to receipt and/or issue of stock or property items. Additionally, the DEC PBUSE will possess knowledge of PBUSE data entry screens and perform the following functions at a minimum: manage Unit hand receipts, perform asset adjustments, lateral transfers and update authorizations on the property book, request equipment items, follow-up and cancel supply transactions, post supply status and receipt information to the activity register, create and print hand receipt, property book and activity register reports.

4.1.3.5 Administrative Assistant / Operations Clerk – The Contractor will provide an Administrative Assistant responsible for performing a variety of administrative and clerical duties. The Administrative Assistant plans and schedules meetings and appointments; organizes and maintains paper and electronic

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files; manages small projects; conducts research; and disseminates information by using the telephone, mail services, websites and email. Administrative Assistant will possess operational knowledge of fax machines, photocopiers, scanners and videoconferencing/telephone systems. In addition, Administrative Assistants will create spreadsheets, compose correspondence, manage minor databases and create presentations, reports and will possess knowledge in Microsoft Office software (specifically Excel and Access). This individual also handles all location office supplies – ordering, inventory and distribution as well as safeguarding.

4.1.3.6 Equipment Operator & Storage Specialist (EOSS) – The Contractor will provide Equipment Operator & Storage Specialists primarily responsible for operator level PMCS on all maintenance significant items and operating wheeled vehicles and equipment over varied terrain and roadways in support of equipment sustainment operations. The EOSS prepares vehicles for movement/shipment, oversees and checks proper loading and unloading of cargo on vehicles and trailers, secures cargo (including BII / COEI, if present) against inclement weather, pilferage and damage and operates vehicle component material handling equipment (MHE), as required for equipment storage and inventory support. The EOSS will perform vehicle self-recovery and field expedients to include towing vehicles. The EOSS will possess a CDL prior to hiring.

4.1.3.7 Contract Hand Receipt Holder (CHRH) – The Contractor will provide Contract Hand Receipt Holders primarily responsible for receiving and signing for property issued by the PBO on a Hand Receipt. The CHRH will report discrepancies between the issued hand receipt and the on hand quantity received, maintain the condition & physical security of issued equipment, conduct periodic physical inventories of the equipment (including Sensitive Items) in accordance with AR 710-2, and coordinate turn-in of equipment to the SSA.

4.1.3.8 Inventory Specialist - The Contractor will provide Inventory Specialists who will perform duties involving request, receipt, storage, issue, accountability and preservation of organizational and installation equipment. The Inventory Specialist will receive, inspect, inventory, load, unload, segregate, store, issue, deliver and turn-in organization and installation supplies and equipment. Individuals in this position will possess knowledge in Technical Manuals (TMs), Supply Catalogs (SCs), Component Hand Receipts (DA PAM 710-2-1 / AR 735-5) and Shortage Annexes. The Inventory Specialist will also operate vehicle component material handling equipment (MHE) in support of inventory operations.

4.1.3.9 Reserved

4.1.3.10 Reserved

4.1.3.11 Reserved

4.1.4 SSA Support Team Personnel – The Government has identified several positions as SSA Support Team Personnel. The Government has determined that the following personnel are required to perform the Supply Support Activity mission requirements. The Contractor need not provide resumes for SSA Support Team personnel. SSA support positions will vary by Task Order and site; see corresponding Task Order to ensure proper staffing.

4.1.4.1 Warehouse Manager/Stock Control – The Contractor will provide a Warehouse Manager/Stock Control primarily responsible for supervision of all Supply Support Activity operations. The Warehouse Manager/Stock Control supervises warehouse personnel in loading, unloading, segregation, dunnage, palletizing and selection of stock and storage areas. The Warehouse Manager/Stock Control will ensure application of special procedures for handling, storage, packaging and shipping retrograde material. They will assign duties, instruct and supervise subordinates in proper work techniques and procedures. The Warehouse Manager/Stock control will also supervise the preparation of materiel control and accounting input for data processing and reviews output documents. They will inspect and evaluate inventory management activities, direct supply personnel in establishment, maintenance of supply and inventory control management functions. The Warehouse Manager/Stock Control will plan and organize receipt, issue, salvage and maintenance of records for all classes of supply except Class V and Class VIII.

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4.1.4.2 Warehouse Receiving Specialist – Contractor will provide Warehouse Receiving Specialists primarily responsible for performing Supply Support Activity warehouse functions pertaining to receipt operations. The Warehouse Receiving Specialist establishes and maintains stock records and other documents such as inventory, materiel control, accounting and supply reports, reviews and verifies quantities received against shipping documents, operates material handling equipment (MHE) and repairs and constructs fiberboard or wooden containers, packs, crates, stencils, weighs and bands equipment and supplies.

4.1.4.3 Warehouse Issue/Turn in Specialist – Contractor will provide Warehouse Issue/Turn-in Specialists primarily responsible for performing Supply Support Activity warehouse functions pertaining to issue and turn-in operations. The Warehouse Issue/Turn-in Specialists establishes and maintains stock records and other documents such as inventory, materiel control, accounting and supply reports, processes requests and turn-in documents at direct support level through warehousing section. The Warehouse Issue/Turn-in Specialist will maintain the stock locator system and administer document control procedures. In addition to the above, the Warehouse Issue/Turn-in Specialists will possess operational knowledge on Standard Army Retail Supply System (SARSS) data entry screens.

4.1.4.4 Warehouse Storage Specialist – Contractor will provide Warehouse Storage Specialists primarily responsible for performing Supply Support Activity warehouse functions pertaining to storage operations. The Warehouse Storage Specialists establishes and maintains stock records and other documents such as inventory, materiel control, accounting and supply reports, unloads, unpacks, visually inspects, counts, segregates, palletizes and stores incoming supplies and equipment, operates material handling equipment (MHE), repairs and constructs fiberboard or wooden containers and packs, crates, stencils, weighs and bands equipment and supplies.

4.1.5 Employee Training – The Contractor will provide all training required for performance of the work required by this PWS at no additional cost to the Government. The Contractor will provide their employees' detailed instruction on Government policies and regulations in the areas of safety, security, health, fire prevention and environmental compliance, as they pertain to the operations specified in this PWS and subsequent modifications. The Contractor will comply with all Privacy Act regulations governing personal and private information.

4.1.5.1 Contractors may be required by the Government to attend mandatory training in order to work on task orders under this contract (e.g. information assurance to access local area network (LAN)). Such training will be directly chargeable to the contract and must be approved by the COR. Remedial training to correct deficient performance, if authorized, is the sole responsibility of the Contractor.

4.1.5.2 All contractor personnel with access to Government information systems and networks will successfully complete all required information assurance (IA) awareness training as specified in AR 25-2 and as directed by the Government requiring activity. This includes training mandated in Army CIO/G6 ALARACT message 293/2007 dated 261800Z Dec 2007, subject: Implementation of Standard DoD IA Awareness Training. Training is available at <https://ia.signal.army.mil>. All required IA awareness training will be taken upon work performance start date and annually thereafter, for the duration of this contract/task order. Certificates of successful completion, for both initial awareness training and annual refresher training, will be provided to the COR / COTR.

4.1.5.3 The Defense Federal Acquisition Regulation Supplement (DFARS) clause 252.239-7001 (Information Assurance Contractor Training and Certification) is applicable to this contract/task order. Contractor personnel performing IA functions as described in DoD 8570.01-M and Army CIO/G6 Best Business Practice 05-PR-M-0002 will have the required IA certifications and appropriate operating system certification for information assurance technical positions as required by DoD 8570.01-M. As the intent of the Defense Federal Acquisition Regulation Supplement (DFARS) clause is to implement the manual, section C2.3 of the manual provides further guidance for training and certification.

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4.1.6 Personnel Qualifications – The Contractor will utilize personnel with skill sets, experience and qualifications appropriate to the mission and scope of work, with sufficient quantities to accomplish the work required by this contract. Special licensing requirements are sole responsibility of the Contractor. Inability of the Contractor to obtain qualified personnel will not constitute a reason for non-performance. Employees lacking the training and/or experience to work correctly and safely will be immediately removed and replaced by the Contractor. The Government reserves the right to have a Contractor employee removed and replaced who is not working correctly and safely at no additional cost to the Government. The Contractor must exercise due diligence in its hiring practices to validate required skills and ensure probity and trustworthiness.

4.1.6.1 All employees will be drug-free, verified prior to employment. The Contractor will establish a drug screening program and maintain at least a random drug screening program for the duration of this contract. The Contractor will not allow any employee who has possession of, or who is under the influence of, alcohol or other illegal substances to perform work.

4.1.6.2 The Contractor will be responsible for performing employment background / records checks on all Contractor employees who perform under this PWS. The Government may also perform background / records check on Contractor employees. The Contractor will not allow employees to perform duties under this contract if the check reveals sufficient derogatory information to consider that employee unfit for work in support of this contract. The Government reserves the right to remove any Contractor employee from performance under this contract, whom the Government deems to be unsuitable.

4.1.6.3 Dress code for all employees will be professional and appropriate for the contracted employees' duties.

4.1.7 Accounting for Contractor Services – The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the Contractor will report ALL Contractor manpower (including Subcontractor manpower) required for performance of this contract. The Contractor will provide the estimated total cost (if any) incurred to comply with this reporting requirement.

4.1.7.1 The Contractor will completely fill in all the information in the format using the following web address: <https://Contractormanpower.army.pentagon.mil>. The required information includes:

- (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative;
- (2) Contract number, including task and delivery order number;
- (3) Beginning and ending dates covered by reporting period;
- (4) Contractor name, address, phone number, email address, identity of Contractor employee entering data;
- (5) Estimated direct labor hours (including Subcontractors);
- (6) Estimated direct labor dollars paid this reporting period (including Subcontractors);
- (7) Total payments (including Subcontractors);
- (8) Predominant Federal Service Code (FSC) reflecting services provided by Contractor (and separate predominant FSC for each Subcontractor if different);
- (9) Estimated data collection cost;
- (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the Contractor with its UIC for the purpose of reporting this information);
- (11) Locations where Contractor and Subcontractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided by website);
- (12) Presence of deployment or contingency contract language; and
- (13) Number of Contractor and Subcontractor employees deployed in Theater this reporting period (by country).

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4.1.7.2 As part of its submission, the Contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. The reporting period will be the period of performance not to exceed 12 months ending 30 September of each Government fiscal year and must be reported by 31 October of the calendar year.

4.1.7.3 The Contractor may use a direct Extensible Markup Language (XML) data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a Contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.

4.1.8 The Government will not supervise or otherwise direct Contractor employees. The Contractor will not supervise or otherwise direct Government employees, nor will the Contractor supervise employees of other Contractors outside the Contractors' own subcontracting/teaming arrangements.

4.1.9 Contractor Identification – All Contractor personnel will be required to wear company identification badges to distinguish themselves from Government employees. Where available, Contractor employees will wear Government issued access badges with coloration that distinguishes Contractors from Government employees and 'Contractor' designation clearly displayed on the badge. These badges must be visible at all times when working with Government personnel. When conversing with Government personnel during business meetings, over the telephone or via electronic mail, Contractor personnel will identify themselves as such to avoid any perception that they may be Government employees and to avoid situations arising where sensitive topics might be better discussed solely between Government employees. Electronic mail signature blocks will identify Contractor/company affiliation. Documents or reports produced by Contractors will be suitably marked as Contractor products or Contractor participation appropriately disclosed. Contractor personnel occupying co-located space in a Government facility will identify their workspace area with their name and company/Contractor affiliation. It is the Contractor's responsibility to avoid inadvertent Organizational Conflicts of Interest (OCI) caused by its employees being mistakenly given Government-only information.

## 4.2 Safety Requirements

4.2.1 The Contractor shall develop, and submit for approval a written site specific safety plan no later than 30 days after award. The plan will include, but not be limited to, the following: Operating within OSHA standards; correction of OSHA non-compliance; documentation of OSHA and other safety inspection results; hazardous material incidents, accidents and injury reporting. The Contractor's safety plan will focus on implementing and maintaining a safe, accident free environment. Failure by the Contractor to have all or part of the safety plan accepted by the Government may result in the PCO issue a complete or partial stop work order until the Contractor is able to ensure a safe working environment. The safety plan will be updated not less than semiannually (CDRL B004 Safety Plan).

4.2.1.1 The Contractor will provide timely notification to the COR (within three (3) hours) of any accident involving Government personnel, Government facilities or Government equipment (Government equipment is defined as any equipment used under this or subsequent efforts funded, provided or reimbursed by the requiring agency) (CDRL A00L). The Contractor will report all damage to Government equipment and / or facilities that is valued at \$2,000 or greater. This requirement will include any subcontractor accidents.

4.2.1.2 The Government reserves the right to conduct an investigation of any incident involving Government and / or contractor personnel and equipment. The Contractor will provide Government officials with access to worksites and any information related to the incident.

4.2.2 The Contractor shall perform periodic inspections of safety equipment as required by local, federal, state, OSHA laws, rules, regulations or best practices. In addition, the Contractor shall inspect and survey Contractor work areas for potential safety hazards, the results of which will be provided to the COR with

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corrective action plans as required. The Contractor will be subject to safety inspections by the Government.

4.2.3 The Contractor shall ensure compliance with all applicable federal, state, and local, to include host nation, safety laws, ordinances, construction codes, and regulations at all times. In the event of a conflict between any law, ordinances, construction codes, or regulations, the more stringent rule shall apply. Safety requirements shall apply to all operations performed by the Contractor and all subcontractors, regardless of the location of the facility where the work is performed.

4.2.4 The Contractor will ensure that safety inspections and load testing are performed on all lifting and material handling equipment and/or devices as required. Equipment is required to be stenciled or tagged with load rating and date next periodic safety inspection and load test is due in accordance with Technical Bulletin (TB) 43-0142 and AR 750-1.

4.2.5 The Contractor will provide to the COR a copy of its OSHA Form 300A, Log of Work-Related Illness and Injuries and OSHA Form 300A Summary of Work-Related Illnesses and Injuries each month showing data for the previous month (e.g. February form reporting January data). The Contractor will provide a copy of the OSHA Form 300A to the Department of Labor annually. (CDRL C002)

4.2.6 Occupational health hazards include risks from chemical, biological, radiological, physical, and psychological threats. The Contractor will evaluate these risks using standardized risk assessment methodologies. The Contractor will develop Occupational Health Program's medical components consistent with the Defense Safety and Occupational Health Program and implemented in accordance with the detailed instructions and guidance published in DA Pam 40-11.

4.2.7 The Contractor shall prepare and submit a written Occupational Health Hazard Plan and procedure for implementing OSHA standards, NRC, DOT, DOD, Army, Federal, state, and local safety and health requirements to the Government for acceptance IAW AR 40-5 and DA Pam 40-11. (CDRL C003)

4.2.8 The Contractor will comply with all Federal, state and local medical reporting requirements including applicable OSHA requirements for work related injuries and / or illness.

4.2.9 The Contractor shall not construe the requirements of this PWS as making the Government the controlling employer (as defined by the Federal OSHA) at any contractor-operated facility.

## 4.3 Security Requirements

4.3.1 Compliance – The Contractor will comply with all of the activity's security requirements. The Contractor will ensure that every Contractor employee who performs work on this contract is currently eligible to work on the US installation and is compliant with all applicable arms trade control laws and regulations (i.e. ITAR); however, all employees working within the 401st AFSB AOR will be US Citizens. There are waivers or exceptions for Contractor employee citizenship within the Theater of Operations. The Contractor will maintain a current and complete listing of employees. The list will include employee names and security clearance levels. This list will be validated by the Contractor and provided to the Contracting Officer within ten (10) days of the start of the first performance period. The Contractor will provide the COR, or other designated Government representative an updated list on a monthly basis throughout the contract period of performance or as changes occur.

4.3.2 Breach Of Security – Neither the Contractor nor any of its employees will disclose, or cause to be disclosed, any information concerning operations which could result in or increase the likelihood of the possibility of a breach of the activity's security or interrupt the continuity of operations.

4.3.3 Classified Information – Disclosure of information to any person not entitled to receive it, or failure to safeguard any classified information that may come to the Contractor, or any person under his/her control, may subject the Contractor and his/her agents or employees to criminal liability under 18 U.S.C.§793 and §798.

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4.3.4 Safeguarding Information – The Contractor will safeguard information, materiel, equipment and records (regardless of media) from being compromised, altered, destroyed, mutilated, damaged, or lost in accordance with AR 25-1, AR 25-55, AR 25-400-2, AR 340-21, AR 380-5, AR 380-19 and all other policies specifically mentioned in section C-5. Title 18 United States Code (U.S.C.) §2071 defines possible penalties for destruction of Government records.

4.3.4.1 The Contractor will comply with AR 25-1, AR 25-2, and applicable Information Assurance Best Business Practices. The Contractor will not install or connect non-Government-owned computing systems or devices to Government networks without the appropriate ASC Program Management Office coordinating and obtaining proper authorization from the appropriate IA office. The non-Government-owned computing systems or devices include, but are not limited to, personal or contractor-owned thumb drives (e.g. memory sticks, flash drives, Universal Serial Bus (USB) drives, jump drives, pen drives), removable or external hard drives, Personal Digital Assistants (PDA), Personal Computer Memory Card International Association (PCMCIA) media, MP3 players, cell phones, digital media, floppy disks, CD/DVD burners, optical recordings, photo flash cards, laptops or any devices that can store data.

4.3.4.2 The Contractor will ensure any sensitive information, including but not limited to Personally Identifiable Information (PII), For Official Use Only (FOUO), proprietary, and Law Enforcement Sensitive information residing on Mobile Computing Devices (MCD) or other external media is protected in accordance with current Data at Rest (DAR) guidelines and requirements using an authorized, approved and prescribed DAR solution. MCD's include but are not limited to laptop, net book, notebook, or tablet computers; Blackberry or equivalent devices; external media includes optical disc media such as compact discs (CD's), Digital Video Disks (DVD's), Universal Serial Bus (USB) drives, also referred to as flash or thumb drives (when authorization to use them is restored), and floppy disks, or other portable digital storage devices. Guidance for protecting DAR information is found in Army Best Business Practice 06-EC-O-0008 1.0 DAR Protection (MS EFS) 12 Oct 06, ALARACT 134-2008 DAR Protection Strategy, and 9th SC(A) OPOD 0910-300.

4.3.5 Security Clearances – All Contractor employees assigned or designated for key positions will possess current SECRET security clearances at time of award. Upon notification that an employee has been denied a SECRET security clearance or is in any manner incapable of obtaining a SECRET security clearance that employee will be removed from performance on this contract. Any deviation from this standard will be defined in subsequent modifications. Contractor employees with access to restricted areas or classified data will be subject to additional security requirements. Upon request, the Contractor will ensure employees complete questionnaires and other forms for applicable security levels. Failure to obtain required security clearances will not constitute an excuse for non-performance. Some task orders may require security classifications up to and including TOP SECRET/SCI. Additionally, Contractor personnel will possess the appropriate security clearances as prescribed in individual task orders as of the task order start date.

4.3.5.1 The Government will issue a Common Access Card (CAC) to all qualified Contractor employees performing work under this contract. Contractor personnel must ultimately possess a favorably adjudicated National Agency Check with Written Inquiries (NACI) or superior investigation conducted by the Office of Personnel Management (OPM). This will require the completion of a SF 85P, Questionnaire for Public Trust Positions and two FD 258s, Fingerprint Cards. The Government reserves the right, in its sole discretion, to refuse to issue a card to any particular employee or to revoke one for security-related reasons.

4.3.6 Employee Removal – As directed by the PCO / COR or his/her designee, the Contractor will remove, at no cost to the Government, any employee who endangers operational or national security. The contractor is reminded that the Government has the right to revoke security clearances or to exclude people from its facilities. If either of these things should happen and this action results in any employee being unable to perform his/her duties, the contractor shall replace him/her at no expense to the Government.

4.3.7 Government Facility Access – Upon contract start and start of each task order, the Contractor will request and obtain CAC and badges required for personnel to access work locations, as indicated by

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applicable task orders. The COR will notify the Contractor of any increased security requirements, if they occur the Contractor will submit adequate clearance packages within ten (10) calendar days of identification of increased security requirements. Specific Contractor security access requirements are outlined in the Contract Security Classification Specification, DD Form 254 and respective Government Trusted Agent (TA) will be responsible for approving and facilitating Contractor acquisition of Contractor CACs and badges through the Contractor Verification System and local security offices. Temporary employees (employed 90 days or less) will be allowed access as long as they have a visitors badge and comply with installation policy. Once a Contractor is no longer eligible to perform work on a contract, the CAC must be turned in to the Trusted Agent (TA). The TA must revoke the contractors CVS application. It is a security violation to transfer CACs between contracts.

4.3.8 Classified Storage – The Contractor will maintain capabilities for receipt, storage and generation of classified material, up to and including SECRET, in accordance with the security programs such as the Department of Defense (DoD) Industrial Security Manual (DoD 5220.22-M), the DD Form 254 and appropriate security instructions or guidelines when applicable. The Contractor will maintain accountability records/receipts for classified material to include transfer and destruction of material. TS/SCI Classified Contract deliverables will be safeguarded and stored in accordance with Director Central Intelligence Agency Directive (DCID) 3/6 ‘Protecting SCI Information within information systems’, DCID 1/7 ‘Security Controls on the Dissemination of Intelligence Information’ and DCID 1/19 ‘Security Policy for SCI and Security Policy Manual’.

4.3.9 COMSEC Accounts – No classified or communications security (COMSEC) information will be sent to or stored at the facility before it has been granted a facility clearance and storage capability defined by the Defense Security Service (DSS). The DD Form 254 will contain a requirement for a COMSEC Account and individual requirements will be identified at the task order level.

4.3.10 Other Security Considerations – If required, any other special security requirements will be addressed in individual task orders.

4.3.11 The Contractor will be required to address physical security and information assurance as specified by site. The Contractor is required to follow all local (installation and applicable host nation laws, rules and regulations). In the Theater of Operations (Afghanistan or other nation), the Contractor will provide internal security of assigned facilities, Government Furnished Property (GFP) and Government Furnished Material (GFM) stored inside and outside areas. The host installation provides external and internal (roving patrols) security forces to secure facilities and outside storage locations as required.

4.3.12 The Contractor will create and maintain a physical security SOP that correlates to the local or supporting ASC HQ or AFSB / AFSBn to enhance the security of government property and minimize theft and pilferage.

4.3.13 When securing all Non-Classified Army Property, the Contractor will abide by the requirements of AR 190-11, AR 190-13, AR 190-51, AR 190-45, local installation and Unit physical security policies, plans and procedures along with all applicable supplements. All Contractor physical security plans, policies and procedures will conform to the applicable installation and local ASC Unit plans, policies and procedures.

4.3.14 The Government will perform physical security and force protection inspections on Government provided facilities prior to and during Contractor occupation of Government facilities. The Contractor will ensure ready access to all Contractor occupied areas by Government inspectors. The Government at its sole discretion will provide any physical repairs and improvements to all structures and barriers. The Contractor will be responsible to notify government of all mitigation requirements to ensure adequate physical security until repairs/improvements are in place. Contractor is responsible for carrying out those practices and procedures within their influence and outside of inherently government responsibilities to ensure proper security. Security enhancements will be identified by the Contractor and resourced as approved by the Government.

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4.3.15 The Contractor will ensure the establishment, maintenance and enforcement of an auditable key, lock and seal custodial system for internal security of assigned facilities, space and equipment of a security interest. The Contractor will comply with AR 190-51, AR 190-13 and FM 19-30 in ensuring all keys issued by the Government to the Contractor for Contractor employee use are not lost or misplaced and are not used by unauthorized persons. The Contractor will ensure the establishment, maintenance and enforcement of an auditable key and lock custodial system and an auditable seal custodial system for internal security of assigned facilities, space and equipment of a security interest. The Contractor will report to the COR(s) any occurrences of lost, unauthorized use, or unauthorized duplication of keys in the Contractor possession and control within 24 hours of discovery. The Contractor will be liable for any and all costs necessary to secure the locks and keys compromised by any occurrence of lost, unauthorized use, or unauthorized duplication of keys. Key and Lock Control for Arms, Ammunition and Explosives (AA&E) will be in accordance with paragraphs 3-8 and 5-6 of AR 190-11 with Change 1. Other Security keys and locks will be controlled in accordance with paragraph D-6 and D-7 of Appendix D of AR 190-51 (Security of Unclassified Army Property -Sensitive and Non-sensitive). Contractor will adjust and meet future requirements as published in cited regulations. Seals will be controlled in accordance with paragraph D-10 of Appendix D of AR 190-51 Security of Unclassified Army Property (Sensitive and Non-sensitive). Contractor will adjust and meet future requirements as published in cited regulation. The Contractor will coordinate with all parties involved to ensure the last person leaving a shared facility secures the area.

4.3.16 The Contractor will ensure it adequately protects arms that are in its custody and store them only in secure facilities equipped with approved locking devices and intrusion detection systems in accordance with Chapter 4 of AR 190-11(Physical Security of Arms, Ammunition and Explosives). The Contractor will maintain an auditable record (i.e., PBUSE and DODSASP) for the constant accountability of sensitive weapons in its control. The Contractor in coordination with appropriate Government personnel (as defined by DA PAM 710-2-1 and AR 710-2) will perform monthly serial number inventories of arms and gross count, unless serial number accountability is required, i.e., CAT 1 munitions. PBUSE will be used for asset visibility and detailed storage location information. PBUSE reconciliation must be at 100%.

4.3.17 When applicable (currently at those PDTE sites indicated in Program Workload Data) Contractor will not accept into its custody any AA&E and CCI N or P in FEDLOG unless the government provided facilities meet AR 190-11 and other local security requirements. Contractor will qualify necessary personnel to properly carry out Arms Room operations to include assigning only personnel who possess adequate security clearance and any local background checks. Contractor employees must be available for 24/7 recall in event the intrusion detection system fails on Arms Room under Contractor control or other local requirements for employee presence. The Contractor shall maintain auditable accountability records per Army property accountability regulations.

4.3.18 Antiterrorism (AT) and Operation Security (OPSEC)

4.3.18.1 All Contractor employees, including subcontractor employees, requiring access to Army installations, facilities, or controlled access areas shall complete AT Level I awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever applies. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee to the COR (or to the contracting officer, if a COR is not assigned) within ten (10) calendar days after completion of training by all employees and subcontractor personnel (CDRL C005). AT Level I awareness training is available at <https://atlevel1.dtic.mil/at>.

4.3.18.2 The Contractor will ensure that U.S.-based contractor employees and associated subcontractor employees are available to receive government-provided AT awareness training specific to the AOR as directed by AR 525-13. Specific AOR training content is directed by the combatant commander, with the unit Antiterrorism Officer (ATO) being the local point of contact.

4.3.18.3 The Contractor and all associated subcontractors' employees will comply with applicable installation, facility, and area commander installation and facility access and local security policies and procedures (provided by the Government representative). The contractor shall also provide all information

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required for background checks to meet installation access requirements to be accomplished by the installation Provost Marshal Office, Director of Emergency Services, or Security Office. The contractor workforce must comply with all personal identity verification requirements as directed by DoD, HQDA, and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

4.3.18.4 The Contractor and all associated subcontractors will brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employees' commencing performance, with the results reported to the COR no later than 45 calendar days after contract award (CDRL C006).

4.3.18.5 All Contractor employees with access to a government information system must be registered in the Army Training Certification Tracking System (ATCTS) at commencement of services and must successfully complete the DoD Information Assurance Awareness training prior to access to the information system and then annually thereafter.

4.3.18.6 The Contractor will develop an Operations Security (OPSEC) SOP/Plan within 90 calendar days of contract award, to be reviewed and approved by the responsible Government OPSEC officer, per AR 530-1, Operations Security. This SOP/Plan will specify the government's critical information, why it needs to be protected, where it is located, who is responsible for it, and how to protect it. In addition, the contractor shall identify an individual who will be an OPSEC Coordinator. The contractor will ensure that this individual becomes OPSEC Level II certified per AR 530-1 (CDRL C007).

4.3.18.7 All new Contractor employees must complete Level I OPSEC training within 30 calendar days of reporting for duty. All contractor employees must complete annual OPSEC awareness training (CDRL C008).

4.3.18.8 All Contractor employees and associated subcontractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M, and AR 25-2 within six months of employment.

4.3.18.9 The Contractor will ensure that all employees' supporting IA/IT functions shall be appropriately certified upon contract award per DoD 8570.01-M, DFARS 252.239.7001 and AR 25-2. The baseline certification as stipulated in DoD 8570.01-M must be completed upon contract award (CDRL C009).

4.3.18.10 The Contractor will comply with DFARS clause 252.225-7040. This clause discusses the following AT/OPSEC-related topics: required compliance with laws and regulations, pre-deployment requirements, required training (per combatant command guidance), and personnel data required. The clause shall be used in solicitations and contracts that authorize contractor personnel to accompany U.S. Armed Forces deployed outside the United States in contingency operations, humanitarian or peacekeeping operations, or other military operations or exercises, when designated by the combatant commander.

4.3.18.11 The Contractor will comply with DFARS clause 252.225-7043. This clause applies to both contingencies and non-contingency support. The key AT requirement is for nonlocal national contractor personnel to comply with theater clearance requirements and allows the combatant commander to exercise oversight to ensure the contractor's compliance with combatant commander and subordinate task force commander policies and directives. The clause shall be used in solicitations and contracts that require performance or delivery in a foreign country.

4.3.18.12 The Contractor will comply with FAR 52.204-2, Security Requirements. This clause involves access to information classified "Confidential," "Secret," or "Top Secret" and requires contractors to

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comply with (1) the Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M), and (2) any revisions to DoD 5220.22-M, notice of which has been furnished to the contractor.

## 4.4 Environmental Requirements

4.4.1 The Contractor shall comply with all local, state and Federal environmental requirements. The Contractor's ESOH shall be the Government's point of contact for all environmental matters. The Contractor shall also coordinate with the appropriate local, state and Federal regulating agencies to obtain any required permits.

4.4.2 The Contractor will keep all areas controlled and occupied by the Contractor (motor pools, motor parks, etc...) neat and clean, free from over-grown vegetation, trash and snow. Snow removal will be required on an as-needed basis as most areas will be serviced by a local provider. The Contractor will be required to remove / move excess snow between vehicles or containers as needed to perform the work under this contract and to prevent damage to Government property (e.g. tarps & bows). The Contractor will be responsible for incidental snow removal and grass (weed) trimming / mowing not provided under the Directorate of Public Works (DPW) or DOL common level of support (CLS).

4.4.3 Fuel and energy conservation - The Contractor will optimize [minimize use without negative impact to effort] use of organizational fuel/energy by measuring and managing fuel/energy consumption. Mission planning and schedules will be based on energy-informed, risk-based decisions on equipment, facilities and vehicle operations. This includes decisions on deliveries, improvements to existing planning, and recommendations to the Government for existing energy efficient technologies or waivers to fuel/energy wasting requirements/regulations. Where appropriate proven alternative energy options that reduce the use and transport of fuel should be pursued through partnering with the Government.

## 4.5 Data Delivery and Storage

4.5.1 Delivery Methods – The Contractor will provide an Internet-accessible enterprise-level Microsoft SharePoint portal digital storage capability through which the Government will be able to access ILSS-2 related contract information and CDRL items (IAW the appropriate DD1423). As contract information and deliverables are posted to the website, an automated email capability will notify the appropriate Government personnel that a modified and/or additional product has been provided to a folder for which they are responsible. Deliverables will be arranged on the website by date and individual task order (if applicable) and all contract documents and deliverables will be maintained on website regardless of additional deliveries made via other means. The Contractor will provide a 'front end' through which the Government will access the server via the Internet with appropriate password-protected login procedures. Deliveries will be made as specified in individual Task Orders, usually in Microsoft Office 2007 formats. Individual Task Orders will indicate the media type and quantity of copies to individual offices, however, deliveries will also be required on the website with email notification of placement thereon to respective Government technical monitors, Government PM/COR and Contracting Officer. Delivery methods will typically include website only, paper copies, attachments to NIPR or SIPR emails, compact disks and/or digital video disks (DVD). Classified deliverables are the only exception and will not be maintained on the website for security reasons (CDRL B00E).

4.5.1.1 The Contractor will submit all purchases, overtime and travel requests to the appropriate channels through an automated workflow / task processing system on its website allowing for appropriate Government and Contractor consent.

4.5.2 Website Access – The website will be capable of providing different levels of access. Contractor will give the Army Contracting Command – Rock Island (ACC-RI) Contracting Officer and PM/COR unrestricted download access to all contract data. Contractor will give COR and certain AFSB / AFSBn personnel unrestricted download access to all of their respective task order data. The Contractor will make download access to generic contract information and deliverables to all parties requiring specific data for use within ASC – this may include other Contractors. The server will be available to the Government not

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less than 99% of the time during work hours and not less than 90% of the time, 24 hours per day. The Contractor will obtain approval from the COR prior to taking the system off line for planned maintenance if during normal working hours (Central Time). The Contractor will notify the PM/COR via email of downtimes/problem resolution during normal work hours, as soon as possible.

4.5.3 Master List and Information Sharing – The Contractor will maintain a database report of all website postings by task order number, subject / title and date. The Master List will be in a location on the website available to the Contracting Officer, PM/COR and COTRs. Users will have the ability to perform a keyword search on the list. The sharing of information between COTRs will be facilitated by the PM/COR. The Contractor will provide a folder where PM/COR can upload information and all COTRs and Contracting Officer can download that information. Contractor will also provide a folder where the PM/COR may upload information for unprotected, general public download concerning use of this contract.

4.5.4 Website Structure – The public, unrestricted opening page (front end) of website will provide appropriate ASC points of contact (Government and Contractor) and general instructions for obtaining passwords and accessing protected data.

4.5.5 Email Capability - Electronic mail will be the primary form of communications and tasking. The Contractor will have email capability upon award of the contract. The Contracting Officer and Government PM/COR will be notified of all postings or as requested - extreme volume will dictate decreased or tailored notifications. All email to Government personnel will be treated as For Official Use Only (FOUO) and employ Public Key Infrastructure (PKI) encryption or equivalent as required to safe guard information. Any Contractor propriety data will be clearly marked as such in the email subject line.

4.5.6 Use of Existing Materials – The Contractor will make every effort to use existing CDRL products and briefings wherever practicable before developing new materials to satisfy requests for information. The Contractor is responsible for ensuring that no copyright infringements or other such violations occur when developing products and briefings. The Contractor will copy-furnish PM LBE on all recurring administrative tasks (such as PowerPoint presentations, spreadsheets, etc.) not specifically identified in the CDRL or PWS to ensure additional administrative tasks remain contractually compliant, if requested.

4.5.7 Documentation and Data – The Contractor will obtain, store, maintain, catalog, archive and reproduce the required technical data and applicable documents, plans, regulations, specifications and other pertinent documents and data as appropriate for the purpose of fulfilling the tasks described in the task order. When appropriate channels or procedures exist, the Contractor will acquire directly the above information. The Contractor will obtain other documents and data pertinent to the specified tasks from non-Governmental sources, as appropriate, to ensure comprehensive analyses so that Contractor analyses are not limited by the documentation specified by the Government.

4.5.8 All records, files, documents and working papers provided by the Government, generated by the Government, or generated for the Government in performance of this PWS will be and will remain Government property and will be maintained and disposed of in accordance with the Contracting Officer's instructions. The Contractor will not release any data produced in performance of this contract to anyone except personnel working on this contract and respective Government personnel, without the express written consent of the Contracting Officer.

4.5.9 All deliverables such as briefings, graphics, project schedules, spreadsheets, reports and documents will be provided using compatible Microsoft software (i.e. PowerPoint, Visio, Access, Project, Excel and Word). Other formats such as Adobe Portable Document Format (PDF) and Hyper Text Markup Language (HTML) may be used as directed by the COR.

4.5.10 Upon completion or termination of the contract, the Contractor will submit to the Government, in an optical or magnetic format acceptable to the Government, all information, documentation and data created in providing services under this PWS.

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4.5.11 Contract Data Requirements List (CDRL) – CDRL deliverables will be as stated in each individual delivery or task order and as follows:

- 4.5.11.1 The Contractor will provide Technical Reports – Study/Services (CDRL A001).
- 4.5.11.2 The Contractor will provide a Performance and Cost Reports / Burn Rate. The Contractor will provide a monthly burn rate report that reflects all contract costs invoiced through Wide Area Workflow (WAWF) and a separate report which reflects the projected incurred labor, other direct costs and travel for the month. The Contractor will provide a separate financial projection report that lists the expected burn rates by site on a quarterly basis (CDRL A002).
- 4.5.11.3 The Contractor will perform Quarterly Performance Assessment Reviews (PARs) to include lessons learned and business innovation reports. At a minimum, the PAR will reference all lessons learned, corrective actions for all deficiencies identified and any business innovations used to improve / control the cost, schedule and overall performance of the contract (CDRL B00L).
- 4.5.11.4 The Contractor will provide Report, Records of Meeting/Minutes (CDRL A004).
- 4.5.11.5 The Contractor will provide a monthly status report / R&A. At a minimum, monthly R&A will detail a roll-up of all issues and turn-ins, maintenance statuses and induction / turn-in schedules for units (CDRL B00M).
- 4.5.11.6 The Contractor will provide a weekly situational report (SITREP) detailing issues / turn-ins, maintenance statuses and upcoming inductions / turn-ins scheduled for units (CDRL B00N).
- 4.5.11.7 The Contractor will provide a monthly manning report. The Contractor will provide a workforce strength report that lists all current employees by specific site and region. This report will include the individual's name, labor category, security clearance status and standard work schedule (CDRL A00C).
- 4.5.11.8 The Contractor will maintain an internal and external Standard Operating Procedures (SOP) library (CDRL A00G) to include a disaster and recovery plan (CDRL A00E), contingency operations plan (CDRL B003) , site specific safety plan (CDRL B004), quick response plan (CDRL B00F), physical security SOP (CDRL B00J), and a technical library (CDRL B006).
- 4.5.11.9 The Contractor will provide Monthly Man Hour Utilization Report (CDRL A008) .
- 4.5.11.10 The Contractor will provide a key / lock loss report by specific site documenting all losses and corrective measures. The Contractor will report to the COR any occurrences of lost, unauthorized use or unauthorized duplication of keys in the Contractor possession and control within 24 hours of discovery (CDRL A00K).
- 4.5.11.11 The Contractor will provide detailed accident reports no later than three (3) days after the incident. The report will include any corrective actions taken to ensure the accident does not occur again (CDRL A00L).
- 4.5.11.12 The Contractor will provide a receipts report by site within three (3) days after receipt of equipment for PDTE sites only. This report will be submitted on a DA Form 2062 (CDRL B00P).

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- 4.5.11.13 The Contractor will provide an inventory completion report using current PBUSE equipment data for PDTE sites only (CDRL B00Q).
- 4.5.11.14 The Contractor will provide a Key Personnel Roster which identifies all personnel filling key positions by location / site (CDRL B00R).
- 4.5.11.15 The Contractor will maintain on file an employee non-disclosure report by specific sites for all employees (CDRL A00X).
- 4.5.11.16 The Contractor will maintain on file key position resumes for all key position personnel (CDRL A00Z).
- 4.5.11.17 The Contractor will maintain on file current training records and certificates for all employees (key and non-key positions). Training records / certificates will, at a minimum, include: DA 348, CDL and all STAMIS System training records (CDRL B001).
- 4.5.11.18 The Contractor will provide an employee bonding report (CDRL B002).
- 4.5.11.19 The Contractor will provide a transition-in of operations plan no less than 30 days prior to anticipated or PCO directed transition start date (CDRL B009a). The Contractor will provide a transition-out of operations plan NLT 60 days after full operational capability (FOC) (CDRL B009b).
- 4.5.11.20 The Contractor will provide a Serious Incident Report (SIR) immediately after incident occurrence per instructions outlined in Appendix A (CDRL B00A).
- 4.5.11.21 The Contractor will provide an Other Reportable Incident (ORI) within twelve (12) hours after discovery of incident per instructions outlined in Appendix B (CDRL B00B).
- 4.5.11.22 The Contractor will provide a property loss report for all property that is lost, damaged or destroyed (LDD) to include Government Furnished Property (CDRL B00I).
- 4.5.11.23 The Contractor will provide a Government approved Quality Control Plan. The Contractor will provide and maintain an inspection system acceptable to the Government. Complete records of all inspections performed by the Contractor will be maintained and made available on demand. Quality Control personnel will ensure timely and effective correction action is obtained for all deficiencies identified. The Contractor will provide a monthly QCP results report to the Government. The Contractor will provide semiannual updates of the Quality Control Plan (CDRL A00D).
- 4.5.11.24 The Contractor will provide, as required, fuel reports (CDRL B008a), the reissue status summary report (B008b) and other various reports.
- 4.5.11.25 The Contractor will provide various weekly PDTE reporting requirements (CDRL B00S).
- 4.5.11.26 The Contractor will provide various monthly PDTE reporting requirements (CDRL B00T).
- 4.5.11.27 The Contractor will provide monthly Cost Performance Reports (CPRs) per the Data Item Description (DID) DI-MGMT-81466A (CDRL B00U).
- 4.5.11.28 The Contractor will perform SARSS-2A management tasks (CDRL B00W).

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- 4.5.11.29 The Contractor will provide detailed invoice reporting to the Government Reviewer/Program Manager identifying all Other Direct Cost (ODC) on the Government provided format (CDRL B00X).
- 4.5.11.30 The Contractor will provide a weekly PDTE maintenance report on all field level maintenance actions performed at work site (CDRL B00Z).
- 4.5.11.31 The Contractor will provide written affirmation of its compliance with the OCI mitigation plan during the solicitation/award of the contract (CDRL C001).
- 4.5.11.32 The Contractor will provide a copy of their OSHA form 300 and OSHA form 300A to the COR on the 15<sup>th</sup> of each month (CDRL C002).
- 4.5.11.33 The Contractor will submit a written Occupational Health Hazard Plan and procedures for implementing OSHA standards at time of award (CDRL C003).
- 4.5.11.34 The Contractor will provide a Cost Variance Report on a monthly basis. The Contractor provided cost variance analysis will be segregated by workload or Government directed variance, or other variances on a quarterly basis. The Contractor will develop a site level Work Breakdown Statement (WBS) (CDRL C004).

## 4.6 Place of Performance

4.6.1 Upon Award, the 404th Army Field Support Brigade and its Battalions will be supported under this PWS. Each AFSB, AFSBn or Logistics Support Team (LST) will have differing requirements based on location, mission, type of Unit supported; the following are the current known locations and known ongoing missions. This list will change and may include locations in Europe and Korea, depending on mission requirement.

4.6.2 Locations, type(s) of mission and density of property will change as mission evolves: The Contractor will deploy to various installations/areas as directed by ASC in support of this PWS: (ASC will inform the Contractor when additional locations are identified)

4.6.2.1 Reserved

4.6.2.2 404<sup>th</sup> Army Field Support Brigade  
MS25, Box 33500  
Ft Lewis, WA 98433-9500  
Coml: 253-966-0023

Fort Lewis, WA	– PDTE, LBE & PAAT
Fort Irwin, CA	– PAAT
Fort Richardson, AK	– PDTE & LBE
Fort Wainwright, AK	– PDTE & LBE
Schofield Barracks, HI	– PDTE & LBE

4.6.2.3 Reserved

4.6.2.4 Reserved

4.6.2.5 Reserved

4.6.3 Mission Essential Personnel – Contractor will ensure personnel required to accomplish tasks designated as ‘mission essential personnel’ report to assigned work locations (or Government Continuity of Operations Plan (COOP) designated facilities) and perform required tasks, regardless of weather or security

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conditions. The Contractor will be responsible for the identification and listing of qualifying performers as essential personnel based on tasks required. The listing will be provided to the COR or COTR within four (4) hours of notification of Installation closure. COR or COTR will be responsible for approving and subsequently providing Government security personnel with list of Contractor ‘mission essential personnel’ to enable access to Government facilities when ‘non-essential’ personnel are barred. Contractor will operate in accordance with DoDI 3020.37, ‘Continuation of Essential DOD Contractor Services during Crisis’.

4.6.4 Non-Essential Personnel – All personnel not specifically designated as ‘essential personnel’ are considered ‘non-essential’ personnel. During periods of inclement weather or other emergencies when Government-provided office space (including COOP spaces if applicable) is closed by the Government for non-essential personnel, Contractor employees may direct/authorize non-essential Contractor personnel to work at company-provided locations or telecommute, if duties allow and directly charge the contract. In the event written Contractor policy is to provide administrative leave, instead, such time will not be directly chargeable to the contract.

## 4.7 Contractor Resource Scheduling

4.7.1 Work Hours / Overtime – Unless otherwise specified in task orders, the Contractor will ensure adequate technical expertise is available to provide responses to specific tasks based on a normal 40-hour work week, 0730-1630 local time. During key events and increased operational tempo, Contractor services may be required for up to 24 hours per day, 7 days per week (including holidays). The Contractor will request overtime prior to the 15<sup>th</sup> of each month for the following month for overtime that can be reasonable predicted based on unit rotations or other workload indicators. Overtime requests will be reported in logical format with all pertinent data showing why overtime is required, labor categories and summary (CDRL B00K).

4.7.2 Accelerated Services – The highly dynamic nature of communications systems and related perishable technologies or concepts may require some deliveries to be accelerated to meet the needs of the Government. This may require document reviews and the preparation of technical, procedural, conceptual and information papers or briefings with minimal notice. Additionally, the Contractor may be required to attend working groups, conferences and other meetings with minimal notice. Task priorities, short notice suspense’s, operational constraints and other potential ‘acceleration impacts’ will be managed to maintain schedule requirements of remaining task order requirements with minimal impacts.

4.7.3 Quick Response Task Orders – On rare occasions (up to five (5) times per year), Contractor will provide proposals for new task orders in three (3) calendar days or modifications in as little as 24 hours from notice. These new quick response task orders will be limited to efforts valued equal to or less than \$900K. In the event of an emergency where new Contractor services are needed immediately, Contractor may request Contracting Officer permission to start work immediately upon receipt of written Contracting Officer direction and provide proposal to definitive requirement within 21 days of Contracting Officer direction. Contractor will accept no direction to start new work from anyone other than the Contracting Officer.

4.7.3.1 The Contractor will provide a summary description with each proposal explaining the purpose and intent of the proposal.

4.7.4 Legal Holidays – The Federal Government observes the following holidays and except for emergencies, 24/7 operations, or as otherwise noted in task orders, Government personnel in CONUS locations (to include Alaska and Hawaii) will not be available on the following days:

New Year’s Day	First day of January (or as observed)
Martin Luther King, Jr. Birthday	Third Monday of January
President’s Day	Third Monday of February
Memorial Day	Last Monday of May
Independence Day	Forth day of July (or as observed)

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Labor Day	First Monday of September
Columbus Day	Second Monday of October
Veteran's Day	11th day of November (or as observed)
Thanksgiving Day	Fourth Thursday of November
Christmas Day	25th day of December (or as observed)

When such holidays fall on a Saturday, the preceding Friday will be considered a holiday. When such holidays fall on a Sunday, the succeeding Monday will be considered a holiday.

4.7.4.1 Training Holidays – Installation Commanders historically grant military personnel (Enlisted and Officers) training holidays (for example, Christmas Exodus) in addition to the ten Federal holidays listed above. Training holidays are not considered a day of excused absence for the Government civilian work force or contractor employees. If a training holiday affects scheduled Contract work or access to facilities, the work in affected facilities may be rescheduled to compensate for the training holiday. However, announced training holidays or exodus of military personnel may provide the contractor with an opportunity for unrestricted access to facilities/areas or uninterrupted performance of work, i.e. training facility/area maintenance and supply inventories. The contractor shall take full advantage of such opportunities by planning maintenance that is better accomplished when personnel are not using facilities during those times.

4.7.5 Inclement weather – If the Senior Mission Commander or Installation (Garrison) manager declares an installation 'closed' or road conditions 'red' or 'black' [or otherwise deemed unsafe for routine travel/use] due to inclement weather, the Contractor will determine which, if any employees will be required for, or shall continue on, duty. Any employees not able to report will be absent IAW FAR 52.249-8, excused due to allowable delay. The Government will not reimburse for cost time of any absent employees due to weather or other natural phenomenon.

## 4.8 Travel Requirements

4.8.1 The Contractor will perform temporary duty (TDY) non-local travel (both CONUS and outside the Continental United States (OCONUS)), as required by the contract and as stated in individual task orders during the performance of this PWS. TDY locations may include tactical environments such as field exercises and peacekeeping, operations other than war, war and other contingencies in Theaters of Operation. Individual task orders will clearly define known requirements. The Contractor will submit all travel requests, security clearance information and need-to-know certification to the Government Technical Representative for approval, at least three (3) weeks prior to the date the required travel is to begin. Emergency (last minute) travel requirements will be coordinated as above by telephone or fax, if necessary. All travel requests will be processed through the Contractor's website with an email sent to the correct COR and COTR for approval. In the event the COR or COTR are unavailable the Contractor will contact the program management office (appropriate HQ ASC element) for the applicable task order for instructions.

4.8.2 The Contractor will be prepared to support temporary increases in LBE and PDTE operational tempo through judicious use of TDY travel. The Contractor will have in place a system allowing Contractor employees to travel efficiently, effectively and free from any delay due to funding of travel, lodging or per diem. The Contractor will follow the applicable guidance contained in the Joint Federal Travel Regulations and will make every attempt to fully utilize rental vehicles (maximum capacity), hotel accommodations and will not permit Contractor employees to utilize personally owned vehicles as a mode of transportation unless advantageous to the Government and approved by the COR.

4.8.3 All travel will be during duty hours (unless approved by the COR and PCO).

## 4.9 Performance in the Theater of Operations (Combat Zone)

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4.9.1 Theater specific requirements/restrictions/procedures will be defined in subsequent Task Orders. The following sub-paragraphs are provided as example information and will apply to Task Orders if stated in the Task Order PWS.

4.9.2 Management – The Contractor will ensure that all personnel hired by or for the Contractor will comply with all guidance, instructions and general orders applicable to U.S. Armed Forces and DoD civilians as issued by the Theater Commander or his/her representative. This will include any and all guidance and instructions issued based upon the need to ensure mission accomplishment, force protection and safety.

4.9.3 Compliance – The Contractor will comply and will ensure that all deployed employees, Subcontractors, Subcontractors employees, invitees and agents comply with pertinent Service and Department of Defense directives, policies and procedures as well as federal statutes, judicial interpretations and international agreements (e.g., Status of Forces Agreements, Host Nation Support Agreements, etc.) applicable to U.S. Armed Forces or U.S. citizens in the area of operations. Host Nation laws and existing Status of Forces Agreements may take precedence over contract requirements. The Contracting Officer will resolve disputes. The Contractor will provide the Contracting Officer copies, upon request, of any documents relating to the dispute.

4.9.4 The Contractor will be responsible for the conduct of its employees and those of its Subcontractors at all times. The Contracting Officer may direct the Contractor, at the Contractor's expense, to remove or replace any Contractor employee failing to adhere to instructions and general orders issued by the Theater Commander or his/her designated representative. The Contracting Officer may also direct dismissal of any employee whose actions are detrimental to mission accomplishment, good order and discipline or who has been barred from any military installation.

4.9.5 Risk Assessment and Mitigation – The Contractor will brief its employees regarding the potential danger, stress, physical hardships and field living conditions. Specifically, employees will be briefed and will acknowledge in writing their understanding that mission requirements may require travel and temporary duty at remote locations; execution of said missions and mode of travel utilized will be at the sole discretion of the Government. The Contractor will require all its employees to acknowledge in writing that they understand the danger, stress, physical hardships and field living conditions that are possible when the employee deploys in support of military operations. As required by the operational situation, the Government may relocate Contractor personnel to a safe area or evacuate them from the area of operations. The U.S. State Department has responsibility for evacuation of non-essential personnel.

4.9.6 Life Support – In accordance with AR 600-700, the Government will provide life support services to U.S. Contractor personnel equivalent to those available to military and DoD civilian personnel in the same area. Contractor personnel will be required to perform duties in support of basic life support (loading/unloading and transport of water; efforts in support of hygiene and serviceability of workspaces and living spaces, etc.). U.S. Government Contractor personnel in the deployed Theater will be given a General Schedule (GS) equivalency grade of GS-12E or GS-13E, depending on skill level and responsibility. Local National (LN) or Foreign National (FN) (formerly Third Country National) labor is not authorized under this contract.

4.9.7 Billeting – The Government will provide Contractor personnel living space in accordance with Theater guidelines and local camp facilities. In the short term, that may be tents with cots and shower/toilet facilities. As base improvement continues, living trailers or hardstand buildings may become available. Living accommodations will be assigned based on GS equivalency. Local area mayor's cell or AFSB Commander determines priority for living accommodations.

4.9.8 Food and Water – Contractor personnel will be provided unlimited access to Government Dining Facilities. Bottled water is regularly delivered to camps and is available at no charge to military and Contractor personnel.

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4.9.9 Laundry Services – Contractor personnel may use the same no-cost laundry service available to military personnel. Dry cleaning service may be available through Army and Air Force Exchange Service (AAFES) at selected camps on a pay-for-service basis.

4.9.10 Exchange Services – Contractor personnel will have access to Base Exchange / Post Exchange (BX / PX) facilities where provided.

4.9.11 Financial Services – The Government will provide a memorandum to Contractor personnel authorizing use of servicing military finance Units for check cashing privileges equal to that of military personnel. There are no commercial banks, so banking and currency exchange services are not available.

4.9.12 Morale, Welfare and Recreation (MWR) Services – Contractors will have unlimited access to MWR facilities available at the camps to which they are assigned, to include gymnasiums, pools, theaters, sports and other recreational facilities. Some MWR facilities in Theater may be run by contract or AAFES on a pay-for-entry basis, so Contractor personnel will pay the same fee for access as military and DoD civilians.

4.9.13 Medical and Dental Services – All medical facilities in the area of responsibility will provide Contractor employees with medical care when life, limb, or eyesight is jeopardized and for emergency medical and dental care. Emergency care is defined as that care which a reasonable person believes constitutes a condition or may result in a condition that requires, or may require, immediate medical attention. An emergency is an acute or emergent condition that requires immediate medical attention. Examples of emergency care include, but are not limited to: refills of prescription drugs such as insulin or other life dependent drugs, broken bones, lacerations and broken teeth or lost fillings. Routine medical or dental care is not authorized and will not be provided by Army Medical Treatment Facilities (MTF) to civilian Contractor personnel.

4.9.14 Remains Processing – In accordance with DA guidance and AMC policy, remains of Contractor personnel will be handled the same as remains of military personnel. Remains will be collected by the military and transported to designated location(s). The Government will notify the Contractor to coordinate movement of remains back to home of record and to ensure proper notification of the next of kin.

4.9.15 Uniforms – By direction of the Theater Commander, Contractor personnel are not authorized to wear any type of military uniform, or partial uniforms (i.e., Contractor personnel may not wear Desert Combat Uniform (DCU) pants and boots with a civilian t-shirt, or may not wear a DCU blouse or jacket with civilian pants). Exceptions to this policy must be approved by the Theater Commander or his designated representative. If granted an exception, Contractor personnel will comply with all Theater policies on wear and appearance of military uniforms. The Contractor may choose to designate a non-military company uniform or dress code, but the Government does not require it and will not fund the purchase or maintenance of such company uniforms.

4.9.16 Weapons – By direction of the Theater Commander, Contractor personnel are not authorized to carry any type of firearm. Exceptions to this policy must be submitted to the Contracting Officer for approval and then approved by the Theater Commander or his designated representative. If granted an exception, Contractor personnel will be required to complete mandatory weapons training and familiarization before being issued a military weapon. If authorized to carry a military weapon, Contractor personnel will comply with all weapons rules, regulations and procedures dictated for military personnel.

4.9.17 Deployment Processing – In accordance with DA guidance, all US Contractor personnel deploying to the SWA Theater of Operations are required to process through the CONUS Replacement Center (CRC) in the US. The Contractor will coordinate through the Contracting Officer, a Letter of Authorization for all Contractor personnel validating their contractual employment, GS grade equivalency and authority to process for deployment at the CRC. The Contractor will ensure personnel have the required medical clearance to travel to designated Theater of Operations. The Contractor will coordinate directly with the COR or designated representative to schedule CRC attendance. The Contractor may utilize, with Contracting Officer approval, a commercial or alternate CRC at no additional cost to the Government.

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4.9.18 Organizational clothing and individual equipment (OCIE), to include body armor and helmet – If body armor and helmet are not available at the CRC during deployment processing Contractor personnel will be issued body armor and helmet as part of the Theater processing prior to movement into Theater. Contractor personnel will not be allowed into the Theater without body armor, Small Arms Protective Insert (SAPI) plates and Kevlar helmet.

4.9.19 Additionally, Chemical Defense Equipment (CDE), to include protective mask, chemical suits, decontamination kits and training in their proper use will be provided at CRC.

4.9.20 Common Access Card (CAC), which is the DoD identification card will be provided at CRC. The card will include the appropriate GS grade equivalency (i.e. GS-12E, GS-13E) and appropriate Geneva Convention Category, as well as authorization for access to Exchange facilities and MWR facilities. The CAC will be coded to the period of deployment stated in the task order.

4.9.21 Medical Screening will be conducted at CRC, to include all required immunizations, DNA sampling and HIV screening, as well as specific medical briefings pertinent to conditions in Theater.

4.9.22 Dental – The Army Dental Care System (ADCS) will no longer provide pre-deployment examinations for DoD Contractors. In accordance with paragraph 4-2, DA Pam 715-16, Contractor Deployment Guide, Contractor personnel should have a thorough dental exam and complete all necessary dental work prior to arrival at the Army deployment processing center. The ADCS is responsible for administratively reviewing pre-deployment examination documentation to ensure the DoD Contractor meets the ‘GO’ standard for deployment. The ADCS is not responsible for providing the pre-deployment exam or any treatment necessary to meet this standard. To ensure the DoD Contractor is dentally deployable, the ADCS will accept only a correctly completed Department of Defense Form 2813. The DD 2813 allows a civilian dentist to document the dental readiness classification of a patient using a standard form with simple instructions and a minimum of paperwork. If a Contractor employee arrives at the deployment processing center without a correctly completed DD 2813 indicating dental readiness, he/she will be classified initially in a ‘NO GO’ status until a DD 2813 is presented indicating a ‘GO’ status. The Contractor will be responsible for obtaining a dental exam and treatment as required for deployment at the expense of the Contractor or his/her employer. The ADCS is not responsible for the payment of civilian dentist exams or treatment services for DoD Contractors to obtain deployable status. Further information regarding the policies required for dental health for Contractor personnel deploying to Theater can be found at the following website: <https://www.dencom.army.mil/dencom/mobilization.asp>

## **4.10 Deployment**

Theater specific requirements / restrictions / procedures will be defined in subsequent Task Orders. The following sub-paragraphs are provided as example information.

Following processing at the CRC, Contractor personnel will be deployed directly from the CRC site to Theater.

4.10.1 Arrival – Contractor personnel will arrive in Theater at one of the designated Aerial Ports of Debarkation (APOD). Upon arrival, Contractor personnel will register with the AMC civilian support cell located at the APOD. AMC will initiate accountability of Contractor personnel in Theater and will coordinate with the sponsoring military Unit for transportation and escort of Contractor personnel to the place of duty.

4.10.2 Passport and Visa – Contractor personnel will have a valid passport and any required Visa(s) valid for the entire period of performance of the Task Order (TO). It is the responsibility of the Contractor to obtain these documents prior to processing through the CRC. The Letter of Authorization issued by the Contracting Officer or designated representative will serve as justification for the visa(s).

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4.10.3 Accountability – Under this Scope of Work the Government will accept responsibility as the military sponsor of Contractor’s employees.

4.10.3.1 When required, the Contractor will abide by all applicable regulations and procedures of Synchronized Pre-deployment & Operational Tracker (SPOT).

4.10.4 Daily Reporting – Beginning on the day the military Unit is notified that the contract employee has arrived in Theater, the military sponsoring Unit will report the daily accountability of the employee on the Unit’s Personnel Status Report (PERSTAT). Contractor will comply with sponsor Unit’s requirements in support of this task.

4.10.5 Force Protection – The military sponsoring Unit will be responsible for providing Force Protection to Contract employees equal to that provided to military personnel. Contractor personnel will comply with all rules, regulations, policies and procedures pertaining to Force Protection measures in effect in the Theater.

4.10.6 Vehicle and Equipment Operation – The Contractor will ensure that deployed employees possess the required civilian licenses to operate the equipment necessary to perform the contract in the Theater of operations in accordance with the performance work statement. Before operating any military owned or leased equipment, the Contractor employee will provide proof of license (issued by an appropriate Governmental authority) to the Unit or agency issuing the equipment. The Government, at its discretion, may train and license Contractor employees to operate military owned or leased equipment.

4.10.7 Health and Life Insurance – In accordance with 52-228-3 (Worker’s Compensation Insurance (Defense Base Act)) and 52-228-4 (Worker’s Compensation and War Hazard Insurance Overseas), the Contractor will provide Workman’s Compensation Insurance for deployed employees. The Contract will provide for its employees as outlined in FAR 28.305, 52.228-3, 52.228-4, 52.228-5. Further, additional life insurance, accident insurance or health insurance for contract employees directly related to deployment is not an allowable contract cost.

4.10.8 Next of Kin Notification – Before deployment, the Contractor will ensure that each Contractor employee completes a DD Form 93, Record of Emergency Data Card and returns the completed form to the designated Government official.

4.10.9 Special Legal – Public Law 106-523. Military Extraterritorial Jurisdiction Act of 2000 amended Title 18; US Code, to establish Federal Jurisdiction over certain criminal offenses committed outside the United States by persons employed by or accompanying the Armed Forces and for other purposes applies to Contractor employees deployed OCONUS.

## **4.11 Intellectual Property / Data Rights**

4.11.1 Intellectual Property – In the event that the Contractor, while supporting the task order requirements, seeks ownership, copyright, or patent of inventions, computer software, computer documentation, technical data or other Contractor-developed innovations and initiatives under the applicable intellectual property laws and regulations, the Contractor will promptly notify the Contracting Officer in writing. The Government will be granted unlimited use rights in all innovations and/or initiatives developed during the performance of this contract. The Government possesses unlimited rights to data collected for any purpose.

## **4.12 Publications**

4.12.1 Mandatory Documents, Regulations, Manuals and Forms – Mandatory compliance documents applicable to this PWS are listed in paragraph 4.12.2, below. It is the responsibility of the Contractor to stay abreast of and in compliance with changes, including supplements and amendments. It is the Contractor's responsibility to insure that all mandatory publications are accessible to applicable employees and kept up-to-date. Unless specific issue date is indicated, the issue in effect on the date of this PWS will

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apply. In the event of conflict between this PWS and any document referred to herein, the requirements explicitly stated in this PWS take precedence.

4.12.2 The documents contained in Annex C are incorporated in this PWS and are unclassified. All documents listed are subject to change and it is the Contractor's responsibility to notify the Contracting Officer of any changes that will result in a material change to this contract.

4.12.3 Task Orders will contain additional compliance publications, regulations, manuals and forms as applicable.

## **4.13 Quality Control / Quality Control Program (QCP)**

4.13.1 Quality Control Plan (QCP) – The Contractor will be responsible for overall responsiveness, cost control, adherence to schedules, technical quality of work, management of Contractor's team efforts and commitment to customer satisfaction. The Contractor will establish a process to provide an accurate assessment of performance in all areas of the contract and implement a quality program through the QCP. FAR 52.246-4 requires that the Contractor will provide and maintain an inspection system acceptable to the Government. Complete records of all inspection performed by the Contractor will be maintained and made available to the Government on demand after completion of performance. If any of the services performed by the Contractor do not conform to contract requirements, the Government may require the Contractor to perform the services again in conformity with the contract, at no increase in contract amount.

4.13.2 Contractor personnel assigned to maintain the quality control (QC) program will perform independently of personnel assigned to other task order deliverables. QC personnel will have sufficiently well-defined responsibility, authority and the organizational freedom to identify and evaluate quality problems in order to initiate, recommend and/or provide solutions.

4.13.3 QC personnel will maintain adequate records of any audits, inspections and tests to support the conformance to the requirements and effective operation of the quality program.

4.13.4 QC personnel will ensure timely and effective corrective action is obtained for all deficiencies identified by the Contractor or by the Government. All deficiency responses will include the cause of the deficiency to preclude recurrence and an analysis of the quality program's effectiveness in the area of the deficiency. All self-identified deficiencies will be provided to the COR within three (3) working days, with a follow-up written report to the COR providing corrective action and efforts to prevent recurrence within ten (10) working days of identification. QC will closely coordinate with CIP efforts and ensure broad dissemination of 'lessons learned' within the program footprint.

4.13.5 Continuous Improvement Plan (CIP) will be a cornerstone to the Contractor's overall management plan. An approved industry standard CIP will be provided NLT 30 days after award and updated on a semiannual basis. CIP will focus on key areas of improved service delivery, cost reduction and time savings (CDRL B00C).

4.13.6 The Government will execute a Quality Assurance (QA) Program and will conduct QA checks and inspections to ensure the Contractor services conform to contract requirements. The Contractor is advised of the Government's Quality Assurance rights and of the Government's method of exercising those rights in the accompanying Quality Assurance Surveillance Plan (QASP).

## **4.14 Performance Assessment**

4.14.1 The Services Summary (SS) is a list of performance objectives and performance thresholds that will be regularly verified by Government personnel. Each performance objective represents a significant performance criteria required in the PWS by the Government at the time of contract award. The performance threshold represents the minimum acceptable level of performance. The performance objectives and performance thresholds represent only the significant tasks of this contract and do not excuse the Contractor from performance of other responsibilities identified in this PWS. Performance

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objectives will be monitored regularly by Government Technical Monitors (GTM) who also function as Quality Assurance Evaluators (QAEs). Performance objectives may be added at the basic contract and/or task order level and performance thresholds may be raised or lowered during the course of this contract, but the following objectives will be required for all task orders, at a minimum.

## 4.14.2 Services Summary

<b>PEFORMANCE OBJECTIVE</b>	<b>PWS</b>	<b>PEFORMANCE THRESHOLD</b>
Objective 1: Provide accurate & timely technical & analytical advice, guidance and products as required by individual task orders.	4.5.11	No more than three late documents per year per task order and no more than two (2) working days late. No more than two (2) sets of correction/edits and all corrections must be accomplished within two (2) working days, or other such time periods as established in the task order. Contractor receives no more than one (1) formal customer complaint/ negative contract Performance Assessment Report per year for each task order. Contractor successfully resolves any customer complaint within ten (10) working days of receipt, or less time as specified in the task order. Any disagreements will be resolved by the Contracting Officer.
Objective 2: Provide timely response to time sensitive requirements, including short notice requirements and a large number of requirements in a short period (surge capability).	4.9.2 4.7.3	Contractor receives no more than one formal customer complaint/ negative contract Performance Assessment Report per year from all task orders – complaint must be validated by the Contracting Officer.
Objective 3: Compliance with DD254, Contract Security Classification Specification, to include proper handling, storage, transmission and destruction of classified materials.	4.3	No security violations.
Objective 4: Contractor performs tasks within proposed funding and notifies PCO and PM, in writing, when significant overruns or under runs are incurred.	4.5.11.2 4.5.11.6	CDRL A002 will show cumulative costs incurred, report projected cost under runs as well as ‘burn rate’ data. ASC Logistics Resource Division Chief will supply format requirements.

4.14.3 Performance Assessment Reporting –Performance deficiencies may include any Government-identified noncompliance with contract requirements that specifies that an activity or action did not take place, or did not take place to the standards of timeliness or quality required. The Government will provide quarterly Performance Assessment Reviews (PARs).

## 4.15 Government Furnished Material / Property (GFM / GFP), Contractor Acquired Property

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4.15.1 The Government may furnish or make available working space, equipment and network access. Individual task orders will specify exactly what will be provided. Copies of required materials cited in the RFP, PWS, DD Form 254 and/or in the task order will be provided to the Contractor in hard copy or soft copy. GFP includes facilities, commodities, durable goods, utilities, Contractor or inter/intra-Governmental provided services, transportation and intellectual property. Contractor will maintain a list of all GFP issued for use outside Government facilities (by task order). GFP, materials and information will remain the property of the Government and will be returned to the Property Administrator upon request or at the end of the task order period of performance or as directed by the Contracting Officer. Government personnel will be available for technical exchanges with the Contractor, will provide technical input, answer questions, review completed work and provide feedback regarding task order efforts. All GFP must be used in support of the contracted function and operated in the prescribed manner intended.

4.15.2 An initial inventory of Government Furnished Property will be made jointly by the Contractor and the appropriate Government representative in accordance with AR 71-32, AR 710-2, DA PAM 710-2-1 and AR 735-5 within 30 work days of the start date of the first performance period. This inspection will verify the quantities, condition and availability of the equipment offered to the Contractor by the Government. Inspection results will be recorded and signed by the Contractor and the appropriate Government representative. Any item found not in working order, or not suitable for its intended purpose, will be recorded on DA Form 2062, Hand Receipt and the appropriate Government representative and the Contractor will certify the joint inventory. The Contractor will keep the inventory listing current. The Contractor will prepare applicable DA Form 3161, Request for Issue or Turn In, for adjustments to the account in accordance with DA PAM 710-2-1. The appropriate Government representative will make authorized adjustments on DA Form 2062.

4.15.3 The Government will maintain all Government Furnished Property & Contractor Acquired Property (GFP / CAP) (property furnished to or purchased by the contractor with Government funding for execution of this effort). The Government may choose to replace Government Furnished Property at the end of its useful life, or refurbish it as the Government deems appropriate. The Contractor will return any Government-owned equipment at the end of the performance period as requested by the Contracting Officer. The Contractor will comply with the Information Management/Information Technology Compliance and Reference Document when certifying that all IT equipment is purged of data prior to turn-in.

4.15.4 The Contractor will notify the appropriate Government representative when any item of Government equipment can no longer accomplish its designed purpose. Reference: DOD 4160.21-M & DOD 4160.21-M-1.

4.15.5 The Contractor will provide proof of bonding for all employees that will protect the Government in the event of loss, damage or willful misconduct of any Contractor employee. Furthermore, any Contractor employee may be held criminally liable for the loss, damage or destruction of Government property in event of negligence or willful misconduct. The utmost care will be given to the preservation of Government Property. The Contractor will implement a system in which employees can report fraud waste and abuse to their supervisors without fear of retribution. Contractor will also brief all employees on the procedures for reporting the same via Governmental channels.

References are:

- (a) Inspector General Act of 1978, as amended
- (b) Department of Defense Directive 5106.1, Inspector General of the Department of Defense, January 4, 2001, Sections 5.1.15 through 5.1.19
- (c) Department of Defense Directive 7050.1, Defense Hotline Program, January 4, 1999
- (d) Department of Defense Instruction 7050.7, Defense Hotline Procedures, December 14, 1998
- (e) Department of Defense Directive 7050.6, Military Whistleblower Protection, June 23, 2000
- (f) Department of Defense Directive 1401.3, Reprisal Protection for Non-appropriated Fund Instrumentality Employees/Applicants, October 16, 2001
- (g) Office of the Inspector General of the Department of Defense, Directorate of Reprisal Investigations, Guidance Memorandum CRI-1

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4.15.6 The Contractor is advised that the Contracting Officer may revoke the Government's assumption of risk (see FAR 45.104) when he / she determines that the Contractor's property management practices are inadequate and/or present an undue risk to the Government. Loss in excess of 0.25% of total property value or loss of any sensitive item will indicate a material weakness in the Contractor's method of accounting for equipment.

4.15.7 In the event that Government property furnished, acquired or turned over to the Contractor to safeguard under this contract is lost, damaged, destroyed or stolen, the Contractor will promptly perform an investigation and provide a report to the Contracting Officer or the Contracting Officer's representative IAW FAR 52.245-1(f)(vi). In addition to the requirements contained in FAR 52.245-1(f)(vi)(B), the contracting officer may direct the report to contain a description of the Contractor's property management practices and a discussion of whether the loss, damage, destruction, or theft resulted from a failure by the Contractor to maintain adequate property management practices.

4.15.8 The Contracting Officer will review the Contractor's report and, if the Contracting Officer deems necessary, may perform an additional independent investigation. If, in accordance with FAR 52.245-1(h)(iii) and after reviewing the Contractor's report and/or performing an additional investigation, the Contracting Officer determines that the Contractor did not have adequate property management practices in place at the time of the loss, damage, destruction, or theft and that the loss, damage, destruction, or theft resulted from the Contractor's failure to maintain adequate property management practices, the Government's assumption of risk will not apply and the Contractor may be held liable for the loss, damage, destruction, or theft of Government property. If the contracting officer revokes the Government's assumption of liability and holds the Contractor liable, the Contractor may not charge the Government for the loss or any costs associated with it. The Contracting Officer may delegate the investigation to an appropriate Government representative of the Contracting Officer's choosing. Excessive rates of loss (including damage, destruction or theft) of property (in excess of 0.25% of sites total inventory as calculated by sites current dollar amount or piece count - whichever is greater) or the loss of a sensitive item is strong evidence that the Contractor's property management practices are inadequate and may be determined to be a breach of a material term of the contract.

4.15.8.1 The Contractor will adhere to the requirements of a FLIPL investigation IAW AR 735-5 and DA Pam 735-5. The Contractor program manager or site lead will provide a signature for each FLIPL DD Form 200, this responsibility may not be delegated. Once the DD Form 200 has been signed, the Contractor will furnish a copy to the ASC Program Office.

4.15.8.2 The Contractor will maintain a register that provides the date of loss, FLIPL number, total dollar value of LDD, proximate cause and the mitigation of the incident.

4.15.8.3 The Contractor will ensure that all FLIPL documentation is complete, accurate and in English with proper grammar and punctuation.

4.15.8.4 The Contractor will follow the FLIPL flow process for reporting appropriate LDD (Appendix C).

4.15.8.5 The Contractor will continuously attempt to re-establish accountability by recording serial number items separately in the ASC G4 provided format and loaded into LIW as directed by ASC G4 (minimum monthly until contract expiration or 18 months whichever sooner).

4.15.9 De-incentive Clause – All Task Orders under Contract will be subject to periodic (not less than quarterly) and on-the-spot Performance Assessments. The Performance Assessments will be written in the form of a Performance Assessment Review (PAR). The PAR can be either positive, outlining best practices or cost saving or negative in the event the Contractor fails to perform to as outlined in the PWS. PARs will be provided not less than quarterly and as deemed necessary by the COR, Government Program Manager or PCO. The Contractor will receive briefings on the PAR reports and be allowed the opportunity to submit a response. Contract Deficiency Reports (CDRs) and/or Corrective Action Request (CARs) will

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be sent to the Contractor if the Government deems them material warranting an official Contractor response. The following areas are deemed most significant for negative PARs:

- (1) Loss of any sensitive item.
- (2) Loss of overall property accountability.
- (3) Outstanding Contract Deficiency Reports.

Contractors Fixed Fee will be assessed for validated Negative PARs by the following rate:

<b>EVENT</b>	<b>Assessment Rate (-%)</b>	<b>Additional Factors</b>
Loss of Sensitive Item	-0.75%	Plus value of item / other liability
Loss of Property	-0.5% to -1.5%	Plus value of property
Unresolved CDR	-0.125% to -0.75%	PCO determination required
Other Negative Impact to Mission	-0.0625% to -2.5%	PCO determination required

## **4.16 Contractor Transition**

4.16.1 Transition-In Plan: Upon commencement or conclusion of the contract, Contractor will conduct a minimum of a 15 day and not greater than 90 day transition with incoming or outgoing Contractor. The incoming Contractor will ensure proper mitigation to avoid disruptions during transition phase. In most cases, a much longer transition period will be required. No less than 30 days prior to anticipated or PCO directed transition start date, the Contractor will provide a thorough transition plan to the Contracting Officer for review and approval (i.e. PCO directs 90 day transition period, plan would be due to PCO 120 days prior to anticipated contract end date).

At a minimum, the following areas will be addressed in the Contractor Transition-In Plan:

- (1) Hiring qualified incumbent workforce
- (2) Property accountability and property book transfer
- (3) Maintenance procedures
- (4) Vehicle / equipment training and operator licensing
- (5) Key leader orientation
- (6) Daily after action review documenting progress
- (7) GFE inventory and handover
- (8) Leased equipment requirements
- (9) Common Access Cards and Contractor issued badges
- (10) Other training
- (11) Security clearance vetting

4.16.2 Upon notification from the Contracting Officer that a follow on contract has been awarded for this effort, the incumbent Prime Contractor will furnish the contracting office with a certified list of the all service employees (SCA) on the Contractor's or subcontractor's payroll during the last month of performance within 5 days. Such list will also contain anniversary dates of employment (seniority) on the contract either with the current or predecessor Contractors of each such service employee. The Contracting Officer shall turn over such list to the successor Contractor at the commencement of the succeeding contract.

4.16.3 Transition-Out Plan: Upon commencement of the contract, the Contractor will conduct a minimum of a 15 day and not greater than 90 day transition with incoming Contractor. The outgoing Contractor will ensure proper procedures are identified mitigating disruptions during transition.

At a minimum, the following areas will be addressed in the Contractor transition-out plan:

- (1) Property accountability and property book transfer
- (2) Maintenance procedures

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- (3) Vehicle / equipment training and operator licensing
- (4) Daily after action review documenting progress
- (5) GFE inventory and handover
- (6) Certified complete and accurate list of all service employees (SCA) including seniority
- (7) Turn in of Common Access Cards
- (8) Account closure – involves the preparation of administrative documentation and archive of data to the Government
- (9) Standard operating procedure (SOP) hand off to incoming contractor
- (10) Other Training

## **4.17 Contractor Reimbursable Purchases** (subject to funding availability)

(1) Purchases of expendable / consumable supplies less than \$1500 per month per site, no approval is required (larger sites will be addressed by exception for increases).

(2) Purchases of expendable / consumable supplies greater than \$1500 per month per site must have a COR approved purchase request.

(3) Purchases of non-expendable / durable items more than \$250 each but less than \$1,499 each must have a COR approved purchase request.

(4) Purchases of non-expendable / durable items greater than \$1,500 each must have a PCO approved purchase request.

(5) Personal demand items are not reimbursable (air freshener, personal fans, lamps, clocks, personal heaters, foot rests, “nice to have” items).

(6) Automated Data Processing (ADP) less than \$3000 each such as printers, monitors, notebook computer locks, copiers, facsimile machines and similar must have a COTR, COR, and PM approved purchase request. ADP purchases over \$3000 each require PCO approval.

(7) Water is only reimbursable if Government provided facilities lack potable water as verified in writing by the installation or Garrison. Contractor may seek reimbursement for water to support austere / unimproved sites with concurrence from COR and approval from PCO.

(8) Arctic or sub-Arctic sites will submit specific requirements to COR for concurrence and require PCO approval for all extreme cold weather related safety equipment. All other sites that require specialized extreme weather equipment / clothing (e.g. FDNY) will be required to submit request for exception to policy to COR.

### **4.17.1 Equipment Leasing**

(1) Reimbursable lease agreements longer than three (3) months or greater than \$4,500 (total) require concurrence from COR and approval from PCO.

(2) Lease agreements will provide maintenance for leased equipment when advantageous to the Government.

(3) Contractor will provide a monthly listing, by site, of all leased equipment.

### **4.17.2 Travel Reimbursement**

(1) Travel costs up to \$7,500 must have a COR approved travel request; travel greater than \$7,500 requires COR concurrence and PCO approved travel request. Cost of travel is inclusive of all costs

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associated with a particular function. Staggered arrivals / departures will be considered a single trip and may not be used to reduce apparent trip cost.

(2) Contractor will provide a monthly listing which includes; travel description, last name of individual traveling, location and dates.

## **4.17.3 Mobile Phones and Mobile Broadband Adapters**

(1) Air Cards (wireless broadband adapter) and mobile phones (including RIM Blackberries or similar smart phone) must have a COR approved purchase request. Only Key positions will have reimbursable mobile communication devices unless otherwise approved by PCO.

(2) Contractor will provide a monthly listing of all cell phones and air cards, with monthly cost by user name.

Appendix A	Letter of Instruction for Serious Incident Reporting
Appendix B	Letter of Instruction for Other Reportable Incident (ORI)
Appendix C	FLIPL Process Flow Chart
Appendix D	Regulatory Incorporations into PWS
Appendix E	Acronyms Listing

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## APPENDIX A

### SERIOUS INCIDENT REPORT (SIR) REPORTING

1. The Serious Incident Report (SIR) system is in place to provide Headquarters, Department of the Army, (HQDA), as well as the appropriate chain of command, early notice that a serious incident has occurred or may occur during the execution of the Left Behind Equipment (LBE) Program/Theater Provided Equipment (TPE)/Pre-Deployment Training Equipment (PDTE).

2. SIRs are normally classified as Category 1 or 2 incidents. Chapters 8 and 9 to AR 190-45, Law Enforcement Reporting, 30 March 2007, list incidents according to respective category. These lists are not all inclusive.

3. An SIR is reportable from the Contractor for any of the following actual or alleged incidents:

a. Any hostile or non-hostile death, capture or Missing in Action (MIA) to include kidnapping of Contractor personnel.

b. Any injury or accident to Contractor personnel involving loss of duty time exceeding 24 hours.

c. Riots, serious disturbances or demonstrations targeted against the Army or Army contracted agent.

d. War crimes, including mistreatment of enemy prisoners of war, detainees, displaced persons, retained persons or civilian internees, violations of the Geneva conventions and atrocities.

e. Terrorist activities sabotage and incidents initiated or sponsored by known terrorists, dissident groups or criminal elements that occur on an installation, or involve / targeted against military personnel or property, off an installation.

f. Bomb or explosive incidents resulting in death, injury of Contractor personnel or damage to military property to include Government furnished equipment (GFE), Contractor owned or Contractor leased equipment.

g. Incidents involving material damage that seriously degrade operations or support.

h. Information on threats, plans or attempts to harm or kidnap, or other information bearing on the personal security of Contractor personnel.

i. Destruction of Government furnished, Contractor owned or Contractor leased equipment valued at more than \$100,000.

j. Confirmed or suspected loss or compromise of classified material.

k. Any other incident the Army Materiel Command (AMC) or Army Sustainment Command (ASC) Commander determines to be of immediate concern to HQDA based on the nature or gravity of the incident. (At the discretion of the AMC or ASC Operations Center, an Other Reportable Incident (ORI) can be changed to an SIR. The Contracting Officer and / or the Operations Officer must be notified immediately of this change by the Operations Center making the change.)

4. SIR Reporting requirements: The applicable reporting procedures are defined in AR190-45, Law Enforcement Reporting, 30 March 2007.

a. The LBE/TPE/PDTE Contractor will:

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## APPENDIX A

### SERIOUS INCIDENT REPORT (SIR) REPORTING (Continued)

(1) Immediately notify the ASC Global Logistics Information Center (GLIC) at the Army Sustainment Command (ASC) of any incidents that are reportable under the SIR criteria identified in paragraph 3, above, by calling 309-782-4815/2816 or emailing the notification to: rock-ASC-g3-eoc@conus.army.mil.

(2) Monitor message traffic from the Contractor subordinate activities and evaluate the information against established SIR criteria. Upon determination that the information meets SIR criteria, immediately notify the ASC GLIC Operation Shift Leader at the above numbers / email addresses.

- i. Telephonic notification will occur within 30 minutes of discovery or notification.
- ii. Written notification will be forwarded within 60 minutes of telephonic notification.
- iii. Format for both telephonic and written notification will be made in accordance with this Annex.
- iv. A record of the notification will be made in the journal maintained at the ASC GLIC.

5. Reporting Formats. There are four (4) types of formats for reporting an SIR:

- a. 'Initial' original submission.
- b. 'Add-on' submitted to provide information not available at the time of the original report or when more pertinent information, such as results of medical conditions, extent of injuries, identification of injured person, operational impacts or in response to a request for more information.
- c. 'Correction' submitted at any time to correct an error in a previous report.
- d. 'Final' submitted to close the incident.

### Format and Instructions for Reporting SIR Notifications

This format is used with SIR method of reporting. Do not omit paragraphs or subparagraphs. If information is not known at the time of reporting, enter 'unknown' where appropriate.

Subject: The incident number. The first two digits will contain the last two digits of the calendar year in which the report is being prepared. The next four digits will be month (mm) and day (dd). The next 4 digits (0001, 0002, etc.) are the sequential number for reports submitted for that day. For example, the 15th report submitted on 30 July 2005 is illustrated as follows: 0507300015. Subsequent 'Add-On', 'Correction' and 'Final' reports are identified with the addition of a series of sequential numbers as follows: 0507300015.1, is a subsequent first (.1) report – an 'Add-On', 'Correction' or 'Final'. If the Contractor wishes to add a location identification code to the incident number, then the code must be easily recognizable and with a location identity code legend located prominently on the SIR.

Paragraph:

1. Type of Report. Indicate 'SIR' (Add 'Add-On', 'Correction' or 'Final' as appropriate).
2. Type of Incident. Short title of incident – Vehicle accident, Rocket/mortar attack, Employee injury, etc.
3. Date and Time. Enter date-time group when the incident occurred using local time. If exact time is unknown, enter 'unknown' followed by a window of date-time groups in which the incident might have occurred.

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## APPENDIX A

### SERIOUS INCIDENT REPORT (SIR) REPORTING (Continued)

4. Location. Enter specific type of structure, facility or area and exact address or location/grid coordinates where the incident occurred: for example, Forward Operating Base Tiger, 1.6 miles north of Winchester on MSR Gravel, Bldg 392, 3rd floor, room 334. If the Contractor adds a location identification code to the incident number, then that code must be easily recognizable and with a location identity code legend located prominently in this section of the SIR.

5. Personnel involved.

a. EXPAT (US citizen); Host Country National (HCN); Third Country National (TCN); Tier 1 Subcontractor, Strategic Subcontractor or other. (NOTE: Do not provide personal identification information in this report to preclude inadvertent public disclosure prior to notification of next-of-kin).

b. Employees country of origin.

c. Position. Job title – Program Manager, Master Supply Technician, Contract Hand Receipt Holders, Data Entry Clerk, Truck Driver, etc...

d. Duty status at the time of the incident. On duty, authorized leave, off duty and unauthorized leave.

List additional personnel in consecutive paragraphs, such as, a(2), a(3) and so forth and repeat all data elements in a corresponding manner with b(2), c(2) and d(2).

6. Summary of incident. Provide a brief, narrative summary of the incident. Tell the who, what, where, why and how. Include such information as estimated dollar loss, medical condition of injured personnel and status of personnel at time of report. Avoid jargon and trivial data that is not needed at HQDA level, such as color of vehicles, Vehicle Identification Number (VIN) – instead refer to vehicle license number or bumper number.

7. Remarks. Provide any additional information that helps explain the incident or comment on any operational or support impacts or actions taken because of the incident. Provide corresponding military report number, if appropriate.

8. Publicity. Note the extent and type of news media coverage anticipated, that is ‘National television coverage has occurred’ or ‘National print inquiries have been received’.

9. Enter the Originator addressee information.

10. Mark all SIRs ‘For Official Use Only’ (FOUO).

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## APPENDIX B

### OTHER REPORTABLE INCIDENT (ORI) REPORTING

1. Other reportable incidents (ORI) are those incidents that the Contractor determines to be of concern to the Contract Execution based on the nature, gravity, potential for adverse publicity or potential consequences of the issue. This report can be used to report Contractor violations of local command/installation policies/regulations and document damage to Government property or illness/injury of Contractor personnel that does not rise to the level of an SIR.

2. Examples of incidents to be reported include, but are not limited to:

a. Any injury or accident to Contractor personnel resulting from illness or injuries incurred during performance of their duties.

b. Any accident, injury or incident that has the potential for adverse publicity or potential adverse consequences.

c. Wrongful possession, manufacture or distribution of controlled substances, to include narcotics, drugs or marijuana.

d. Any evidence of trafficking of Arms, Ammunition and Explosives (AA&E), such as bartering for narcotics or any other thing of value, to include taking AA&E across international borders, regardless of the quantity of AA&E involved.

e. Aggravated arson.

f. Accident or incident that results in temporary degradation of contractual obligations and operations.

g. Hostile actions to include rocket, mortar or small arms fire intended to cause injury to personnel or damage to Government furnished, Contractor owned or Contractor leased equipment.

h. Any other incidents as discussed in paragraph 1.

i. Maltreatment of Contractor personnel where equal employment opportunities are denied due to race, creed, gender or religious beliefs.

j. Any incident involving Government personnel and or more than \$2,000 in damage to Government equipment or property.

3. ORI reporting requirements:

a. The Contractor will:

(1) Notify the Procuring Contracting Officer and COR of any incidents that are judged to be reportable under the ORI criteria. While this criteria is rather open ended, the Contractor is encouraged to report incidents that they judge may have an impact, either positive or negative on the execution of the program.

(2) Monitor message traffic from their subordinate activities and evaluate the information for potential reportable incidents. Upon determination that the information meets ORI criteria, notify the ASC TPE Program office, COR and the PCO within 12 hours of discovery or notification, at the above email addresses with the following information:

Telephonic notification will occur within 12 hours of discovery or notification.

Written notification will be forwarded within 48 hours of telephonic notification.

A record of the notification will be made in the journal maintained at the ASC Operations Center.

# DRAFT FOR INDUSTRY COMMENT

## **Format and Instructions for Reporting ORI Notifications**

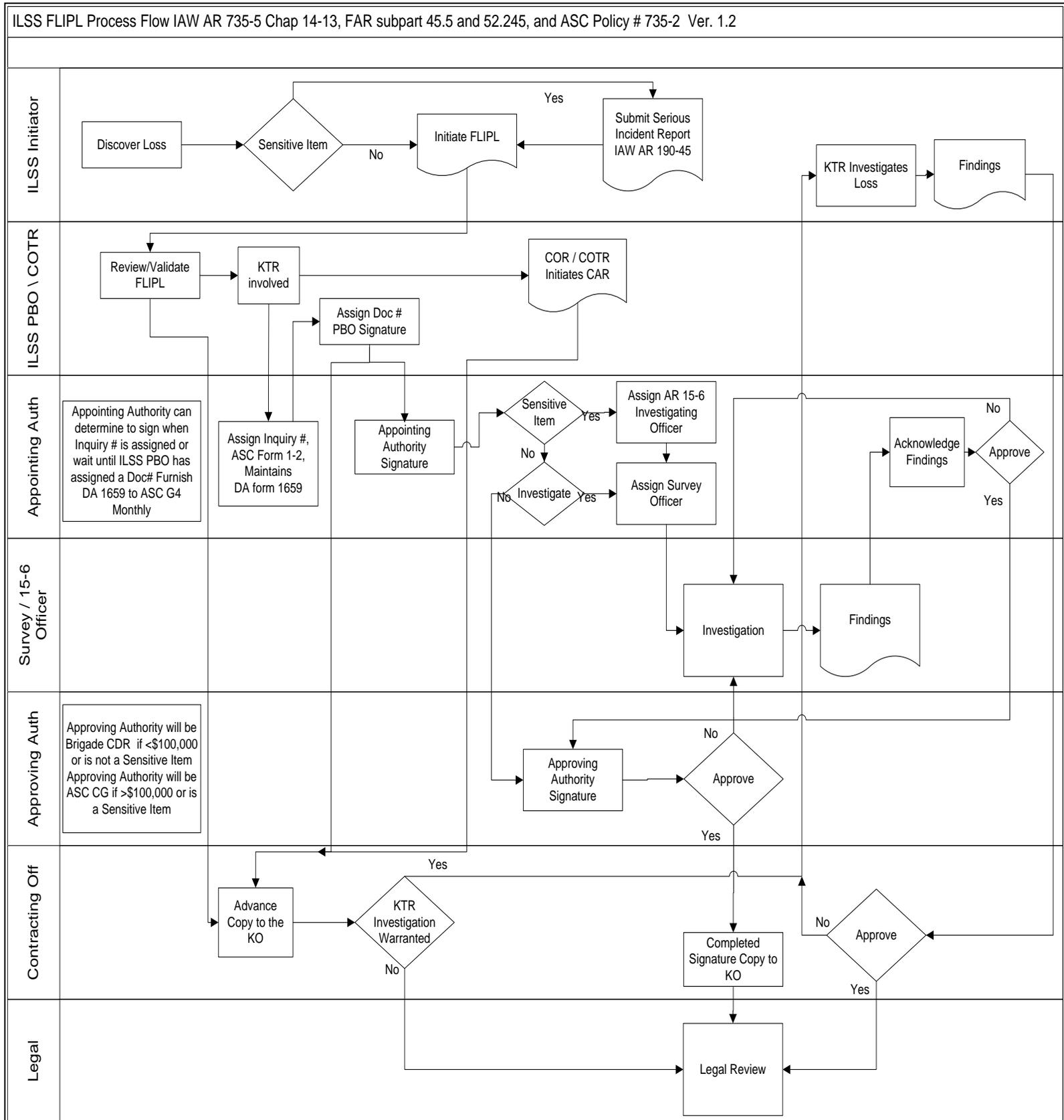
**The Contractor may use any format that communicates the: who, what, when, where, why and how.**

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## APPENDIX C



# DRAFT FOR INDUSTRY COMMENT

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# DRAFT FOR INDUSTRY COMMENT

## APPENDIX D

The following documents are incorporated into this PWS:

<b>Number</b>	<b>Title/Classification</b>	<b>Date</b>	<b>Applicable Paragraphs</b>
DODI 8510.bb	Department of Defense Information Assurance Certification and Accreditation Process	Draft	All
DODI 3020.37	Continuation of Essential DoD Contractor Services During Crisis	--	All
DODI 3020.41	Contractor Personnel Authorized to Accompany the U.S. Armed Forces	3 OCT 05	All
DODI 6055.1	Safety and Occupational Health Program	19 AUG 98	All
DOD 5200.1-R	Information Security Program	JAN 97	All
DOD 5220.22M	National Industrial Security Program Operating Manual	1 MAY 00	All
DOD 5220.22 M Supplement	National Industrial Security Program Operating Manual Supplement	--	All
DOD 4160.21M	Defense Materiel Disposition Manual	19 AUG 97	All
DOD 4160.21M.1	Defense Demilitarization Manual	21 OCT 97	All
DOD 6055.04	Traffic Safety Program	20 APR 09	All
AR 58-1	Management, Acquisition, and Use of Motor Vehicles	10 AUG 04	All
AR 190-11	Physical Security of Arms, Ammunition and Explosives	15 NOV 06	All
AR 190-13	The Army Physical Security Program	15 NOV 06	All
AR 190-16	Physical Security	30 SEP 93	All
AR 190-45	Law Enforcement Reporting	30 MAR 07	All
AR 190-51	Security of Unclassified Army Property (Sensitive and Non-Sensitive)	30 SEP 93	All
AR 220-1	Unit Status Reporting	12 SEP 06	All
AR 305-10	Management of Army Individual Training Requirements and Resources	3 SEP 09	All
AR 380-5	Department of the Army Information Security Program	25 FEB 88	All

# DRAFT FOR INDUSTRY COMMENT

## APPENDIX D (continued)

### The following documents are incorporated into this PWS:

AR 385-10	The Army Safety Program	4 OCT 11	All
AR 600-55	The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)	18 JUN 07	All
AR 700-138	Army Logistics Readiness and Sustainability	26 FEB 04	All
AR 710-2	Supply Policy Below the National Level	--	All
AR 710-3	Asset and Transaction Reporting	--	All
AR 725-50	Requisitioning Receipt and Issue System	--	All
AR 735-11-2	Reporting of Supply Discrepancies	--	All
AR 735-5	Policies and Procedures for Property Accountability	--	All
AR 750-1	Army Materiel Maintenance Policy	20 SEP 07	All
DA PAM 385-40	Army Accident Investigations and Reporting	25 FEB 10	
DA PAM 735-5	Survey Officer's Guide	--	All
DA PAM 780-1	Cataloging of Supplies and Equipment, Management Control Numbers	--	All
DA PAM 710-2-1	Using Unit Supply System (Manual Procedures)	--	All
DA PAM 750-8	The Army Maintenance Management System (TAMMS)	22 AUG 05	All
DA PAM 25-33	User's Guide for Army Publications and Forms	15 SEP 96	All
PDTE SOP 1	Pre-Deployment Training Equipment Standard Operating Procedure	06 MAY 11	All
TB 4300211	Army Oil Analysis Program (AOAP)	30 APR 10	All
TB 43-0142	Safety Inspection and Testing of Lifting Devices	28 FEB 97	All

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## APPENDIX E

### LIST OF ACRONYMS

(AA&E) Arms, Ammunition and Explosives  
(AAFES) Army & Air Force Exchange Service  
(AAR) Administrative Adjustment Report  
(ACC-RI) Army Contracting Command – Rock Island  
(ACDS) Army Dental Care System  
(ACOM) Army Command  
(ACOR) Alternate Contracting Officer’s Representative  
(ATCTS) Army Training Certification Tracking System  
(ADPE) Automated Data Processing Equipment  
(AFSB) Army Field Support Brigade  
(AFSBn) Army Field Support Battalion  
(AMC) Army Materiel Command  
(AMSS) Army Materiel Status System  
(AO) Accountable Officer  
(AOAP) Army Oil Analysis Program  
(AOR) Area of Responsibility  
(APOD) Aerial Ports of Debarkation  
(ARFORGEN) Army Forces Generation Process  
(ARIMS) Army Records Information Management System  
(ASC) Army Sustainment Command  
(ASCC) Army Service Component Command  
(AT) Antiterrorism  
(ATO) Antiterrorism Officer  
(BII) Basic Issue Items  
(BX/PX) Base Exchange / Post Exchange  
(CAC) Common Access Card  
(CACIO) Command Assessment and Continuous Improvement Office  
(CAR) Corrective Action Request  
(CD) Compact Disc  
(CDE) Chemical Defense Equipment  
(CDL) Commercial Drivers License  
(CDRL) Contract Data Requirements List  
(CHRH) Contract Hand Receipt Holder  
(CIP) Continuous Improvement Plan  
(CLS) Common Level of Support  
(COB) Contingency Operation Base  
(COEI) Components of End Items  
(COMSEC) Communications Security  
(CONUS) Continental United States  
(COOP) Continuity of Operations Plan  
(COR) Contracting Officer’s Representative  
(COTR) Contracting Officer’s Technical Representative  
(COTS) Commercial off the Shelf  
(CRC) CONUS Replacement Center  
(CRP) Central Receiving Points  
(CSDP) Command Supply Discipline Program  
(DA) Department of the Army  
(DAR) Data at Rest  
(DEC) Data Entry Clerk  
(DCID) Director Central Intelligence Agency Directive  
(DCU) Desert Combat Uniform  
(DFARS) Defense Federal Acquisition Regulation

# DRAFT FOR INDUSTRY COMMENT

## LIST OF ACRONYMS (continued)

(DoD) Department of Defense  
(DoDAAC) Department of Defense Activity Address Code  
(DOIM) Director of Information Management  
(DOL) Directorate of Logistics  
(DPW) Directorate of Public Works  
(DRMO) Defense Reutilization and Marketing Office  
(DRU) Direct Reporting Unit  
(DUIC) Derivative Unit Identification Code  
(DVD) Digital Video Disc  
(EOSS) Equipment Operator and Storage Specialist  
(EPA) Environmental Protection Agency  
(FBCB2) Force XXI Battle Combat Brigade and Below  
(FLIPL) Financial Liability Investigation of Property Loss  
(FN) Foreign National  
(FOB) Forward Operating Base  
(FOUO) For Official Use Only  
(FRAGO) Fragmentary Order  
(FSC) Federal Service Code  
(GCSS-Army) Global Combat Support System-Army  
(GFE) Government Furnished Equipment  
(GFM) Government Furnished Material  
(GFP) Government Furnished Property  
(GLIC) Global Logistics Information Center  
(GS) General Schedule  
(GTM) General Technical Monitor  
(HAZMAT) Hazardous Material  
(HCN) Host Country National  
(HQDA) Headquarters, Department of the Army  
(HR) Hand Receipt  
(HRH) Hand Receipt Holder  
(HTML) Hyper Text Markup Language  
(IA) Information Assurance  
(ILSS) Integrated Logistics Support & Services  
(IMCOM) Installation Management Command  
(IPB) Installation Property Book  
(ISO) in support of  
(LAN) Local Area Network  
(LBE) Left Behind Equipment  
(LDD) Lost, Damaged or Destruction  
(LIW) Logistics Information Warehouse  
(LN) Local National  
(LOGSA) Logistics Support Activity  
(LOGSTAT) Logistics Status Report  
(LST) Logistics Support Team  
(LUP) Low Usage Program  
(MCD) Mobile Computing Devices  
(MHE) Material Handling Equipment  
(MIA) Missing in Action  
(MIPR) Military Interdepartmental Purchase Request  
(MMDF) Maintenance Master Data File  
(MRAP) Mine Resistant Ambush Protected  
(MSDS) Material Safety Data Sheets  
(MTF) Medical Treatment Facilities  
(MTS) Movement Tracking System

# DRAFT FOR INDUSTRY COMMENT

## LIST OF ACRONYMS (continued)

(MWR) Morale, Welfare and Recreation  
(NACI) National Agency Check with Written Inquiries  
(NBC) Nuclear, Biological, Chemical  
(NEC) Network Enterprise Centers  
(NIPR) Non-Classified Internet Protocol Router Network  
(NMC) Non-Mission Capable  
(NSE) Non-Standard Equipment  
(NS-E) Non-Standard Equipment  
(NSN) National Stock Number  
(OCI) Organizational Conflict of Interest  
(OCIE) Organizational Clothing and Individual Equipment  
(OCONUS) Outside the Continental United States  
(OPM) Office of Personnel Management  
(OPORD) Operations Order  
(OPSEC) Operation Security  
(ORI) Other Reportable Incident  
(PAAT) Property Accountability Augmentation Team  
(PAR) Performance Assessment Review  
(PBIC) Property Book Identification Code  
(PBO) Property Book Officer  
(PBTC) Property Book Team Chief  
(PBUSE) Property Book Unit Supply – Enhanced  
(PCMCIA) Personal Computer Memory Card International Association  
(PCO) Procuring Contracting Officer  
(PDA) Personal Digital Assistant  
(PDF) Portable Document Format  
(PDTE) Pre-deployment Training Equipment  
(PERSTAT) Personnel Status Report  
(PII) Personally Identifiable Information  
(PKI) Public Key Infrastructure  
(PM) Program Manager  
(PMCS) Preventive Maintenance Checks and Services  
(POL) Petroleum Oil and Lubricant Products  
(PWS) Performance Work Statement  
(QA) Quality Assurance  
(QAE) Quality Assurance Evaluator  
(QASP) Quality Assurance Surveillance Plan  
(QC) Quality Control  
(QCP) Quality Control Plan  
(RCE) Route Clearing Equipment  
(RO) Responsible Office  
(ROC) Required Operational Capabilities  
(RPAT) Retrograde Property Assistance Teams  
(SAMS) Standard Army Maintenance System  
(SAPI) Small Arms Protective Insert  
(SARSS) Standard Army Retail Supply System  
(SC) Supply Catalog  
(SIPR) Secret Internet Protocol Router Network  
(SIR) Serious Incident Report  
(SLAMIS) Standard Study Number-Line Item Number Automated Management and Integrating System  
(SMC) Senior Mission Commanders  
(SOP) Standing Operating Procedure  
(SOR) source of repair  
(SS) Services Summary

# DRAFT FOR INDUSTRY COMMENT

## **LIST OF ACRONYMS (continued)**

(SAP) System, Applications and Products  
(SSA) Supply Support Activity  
(STAMIS) Standard Army Management Information System  
(SWA) South West Asia  
(TA) Trusted Agent  
(TAMMS) The Army Maintenance Management System  
(TCN) Third Country National  
(TDA) Table of Distribution and Allowances  
(TDY) Temporary Duty  
(TM) Technical Manual  
(TMDE) Test, Measurement and Diagnostic Equipment  
(TPE) Theater Provided Equipment  
(TSC) Theater Support Command  
(TSS) Theater Sustainment Stocks  
(UIC) Unit Identification Code  
(USARPAC) United States Army Pacific Command (US DoD)  
(USAREUR) United States Army Europe  
(USB) Universal Serial Bus  
(VECP) Value Engineering Change Proposals  
(VIN) Vehicle Identification Number  
(VTC) Video Teleconference  
(WAWF) Wide Area Workflow  
(XML) Extensible Markup Language

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