



PERFORMANCE WORK STATEMENT
FOR
EXPLOSIVE ORDNANCE DISPOSAL (EOD) SUPPORT
801 RED HORSE TRAINING SQUADRON

TYNDALL AFB FL

15 June 2026

801 RHTS PERFORMANCE WORK STATEMENT
EXPLOSIVE ORDNANCE DISPOSAL (EOD) SUPPORT

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1. DESCRIPTION OF SERVICES

1.1. Scope. The contractors shall provide EOD support with contractor per role, outlined below, to the 801 RED HORSE Training Squadron, including scheduling and setup for EOD training courses and Combat Support Training Range (CSTR) training, training documentation, maintenance of EOD tools and equipment, maintenance of munitions accounts, equipment and munitions documentation, drafting plans and procedures, reviewing EOD technical reports and making recommendations to management, run unit “checklist”, and ground and explosive safety requirements.

1.2. Task Description. The contractor shall furnish all labor, materials, and travel necessary to accomplish the efforts described by this PWS. The government shall have unlimited data and distribution rights to all processes, systems, and equipment developed under this PWS. Data required from this contracting action shall be delivered in English with applicable numbering in English or metric units. The Government shall have unlimited rights to reproduce and use all deliverables submitted in accordance with (IAW) Contract Data Requirements List(s) (CDRLs).

1.3. General

1.3.1. Normal hours of operation shall be continuously from 0700-1600, Monday through Friday, unless otherwise stated to support specific tasks identified in the PWS. If adjusted hours are necessary, the Government will provide approximately one-week notice. Contractors shall not work overtime without prior approval via email from the Contracting Officer’s Representative (COR). Contractors will observe Federal Holidays as coordinated with the 801 RHTS site schedule. Due to mission requirements, some training courses occur during Federal Holidays and are rescheduled to be observed as necessary. (Eg. may be observed before or after the federally established date)

1.3.2. Contractors shall maintain a safe, clean, tidy workspace and assist in daily clean-up duties.

1.4. Operational Staffing

1.4.1 EOD Operations Support Technician - The contractor shall:

1.4.1.1. Support day-to-day admin tasks for the EOD section, including drafting MFRs, reviewing emails in the organizational email inbox, and forecasting training events in the shop calendar.

1.4.1.2. Maintain EOD classified capabilities and perform safe custodian duties in accordance with all applicable security regulations, policies, and guidelines. The contractor shall ensure that all classified materials, equipment, and operations are managed and safeguarded to

prevent unauthorized access or compromise. Program updates will be covered within the monthly report and inspections by the 325 FW will ensure program is being properly maintained. All incidents or breaches related to classified materials or capabilities must be reported immediately to the EOD Section Chief, and corrective actions must be implemented within 24 hours of detection.

1.4.1.3. Maintain the EOD Technical Orders (TOs) and Publication System Account to ensure all EOD personnel have access to the most current and accurate technical orders, manuals, and publications necessary to perform their duties. The contractor shall ensure the proper management, dissemination, and update of all EOD-related technical documents, including safety procedures, operational guidelines, and maintenance manuals. All technical orders and publications must be reviewed for updates or revisions within 14 days of receiving new directives or guidance.

1.4.1.4. Maintain access to Automated Readiness Information System (ARIS). Monitors ARIS to forecast upcoming courses. Coordinate with 801 RHTS Security Manager to ensure DISS requests for inbound students are submitted before granting access to classified.

1.4.1.5. Oversee Facility Management of EOD facilities and training areas, ensure proper maintenance by coordinating work orders for repairs and ground maintenance as necessary with Squadron Facility Manager.

1.4.1.6. Assist fellow contractors in fulfilling their responsibilities to support EOD and CSTR training.

1.4.1.6.1. To include but not limited to: assist with equipment inventories, issuing team equipment, assembly of training aids, etc.

1.4.1.7. Perform road guard duty during explosive operations, ensuring unauthorized personnel cannot enter the range.

1.4.1.8. Utilize explosive simulators e.g. Explotrain and Improvised Electronics to simulate attacks during field exercises and training scenarios.

1.4.1.9. Follow all applicable security procedures and training requirements to ensure proper storing, processing, and handling of unclassified, classified and /or Controlled Unclassified Information (CUI) information.

1.4.2. EOD Training Support Technician - The contractor shall:

- 1.4.2.1.** Develop quality training operations in coordination with NCOIC, EOD Training, on a variety of technical subject matter, including TCCC, EOD mission areas, and military tactics.
- 1.4.2.2.** Observe student training with other instructors during complex training scenarios and utilize observations to refine course material.
- 1.4.2.3.** Prepare instructional program in accordance with training or other course requirements and assembling materials to be presented.
- 1.4.2.4.** Select and/or develop teaching aids such as Points of Instruction, Courseware instruction, wall charts, prepared notes, tape recordings, radio, television, films, film strips, and training handbooks.
- 1.4.2.5.** Develop and manufacture Intelligence-based, real-world UXO and IED training devices for student training.
- 1.4.2.6.** Maintain SIPRNET and EODIMS access to research current threat trends.
- 1.4.2.7.** Support EOD Section's ability to instruct, conduct range operations, and training requirements with adequate equipment within reasonable and required timelines.
- 1.4.2.8.** Set up and emplace training scenarios involving inert UXOs and IEDs for EOD teams to respond to during training courses.
- 1.4.2.9.** Comply with DoW, Air Force ground and explosive safety requirements IAW DAFMAN 91-203, as related to EOD.
- 1.4.2.10.** Assist fellow contractors in fulfilling their responsibilities to support EOD and CSTR training.
- 1.4.2.10.1.** To include but not limited to: assist with equipment inventories, issuing team equipment, assembly of training aids, etc.
- 1.4.2.11.** Perform road guard duty during explosive operations, ensuring unauthorized personnel cannot enter the range.
- 1.4.2.12.** Utilize explosive simulators e.g. Explotrain and Improvised Electronics to simulate attacks during field exercises and training scenarios.
- 1.4.2.13.** Assist in CSTR training instruction as requested by the unit in training.

1.4.2.14. Follow all applicable security procedures and training requirements to ensure proper storing, processing, and handling of unclassified, classified and /or Controlled Unclassified Information (CUI) information.

1.4.3. EOD Munitions Support Technician - The contractor shall:

1.4.3.1. Manage the EOD munitions account to ensure proper accountability, storage, handling, and maintenance of all explosives, ordnance, and related materials. The contractor will ensure compliance with all applicable Air Force, DoW, and federal regulations regarding the receipt, storage, issue, and disposal of munitions. This includes maintaining accurate inventory records, ensuring security of munitions, and conducting regular audits to verify accountability and proper storage conditions.

1.4.3.2. Manage Ground and Explosive Safety Programs.

1.4.3.2.1. Explosive Safety - Ensure all operations involving explosives, ordnance, and hazardous materials are conducted in accordance with safety regulations and best practices. The program will include conducting regular safety audits, ensuring proper use of safety equipment, and maintaining an up-to-date record of Cadre training, safety inspections, incident reports, and corrective actions.

1.4.3.2.2. Ground Safety - The contractor shall adhere to all safety protocols, training requirements, and safety equipment guidelines as prescribed in the PWS and applicable safety regulations. This includes conducting safety briefings, risk assessments, and continuous monitoring of EOD operations to prevent accidents or injuries. Review safety-related documentation such as risk assessments, safety audits, and incident reports monthly to verify compliance with safety guidelines. Inspect training records ie. Form 55 and Job Safety Training Outline for completeness and timeliness. Ensure the program passes 325 FW inspections.

1.4.3.3. Comply with DoW and Air Force ground and explosive safety requirements IAW DAFMAN 91- 203 as related to EOD.

1.4.3.4. Manage the controlled area program for the explosive storage location. Ensure physical security is maintained through inspections and submitting work orders when required.

1.4.3.5. Work with incoming CSTR units to coordinate munition authorizations, issue, and storage of munitions for use during CSTR training.

1.4.3.6. Oversee explosive range. Ensure ranges are maintained through inspections and placing work orders when required.

1.4.3.7. Support EOD-related environmental programs, including tracking explosive expenditures, manifesting, and routine disposal permits.

1.4.3.8. Support EOD Section's ability to instruct and conduct range operations and training requirements with adequate explosives within reasonable and required timelines.

1.4.3.9. Comply with DoW and Air Force ground and explosive safety requirements IAW DAFMAN 91-203 as related to EOD.

1.4.3.10. Assist fellow contractors in fulfilling their responsibilities to support EOD and CSTR training.

1.4.3.10.1. To include but not limited to: assist with equipment inventories, issuing team equipment, assembly of training aids, etc.

1.4.3.11. Perform road guard duty during explosive operations, ensuring unauthorized personnel cannot enter the range.

1.4.3.12. Utilize explosive simulators e.g. Explotrain and Improvised Electronics to simulate attacks during field exercises and training scenarios.

1.4.3.13. Follow all applicable security procedures and training requirements to ensure proper storing, processing, and handling of unclassified, classified and /or Controlled Unclassified Information (CUI) information.

1.4.4. EOD Logistics Support Technician - The contractor shall:

1.4.4.1. Prepare and validate recurring equipment maintenance program to include scheduling, tracking, and reporting equipment shortages to Section leadership.

1.4.4.2. Facilitate equipment, supply and maintenance programs, including duties such as documentation, running section checklists, cleaning, conduct inventories, ordering supplies and equipment, and following proper technical orders and manuals as applicable. This is to ensure serviceable condition of equipment items and associated storage locations. The contractor shall coordinate maintenance as necessary to clean and/or repair.

1.4.4.3. Inventory equipment assets based on applicable, standard EOD Unit Type Code (UTC) mobility and base support equipment supply listings.

1.4.4.4. Assist the Squadron vehicle Non-Commissioned Officer (NCO) by performing duties in support of the EOD vehicle fleet. Ensure all EOD vehicles are properly requested IAW sourcing codes and UTC requirements. Coordinate with the Squadron and vehicle maintenance section of logistics (supply and equipment) to track that vehicles are serviced and maintained within AFI 24-302 and AFI 23-123V3 IAW Air Force Equipment Management System (AFEMS), allowing the EOD team to meet mission requirements.

1.4.4.5. Support EOD Section's ability to instruct, conduct range operations and training requirements with adequate equipment within reasonable and required timelines.

1.4.4.6. Maintain student equipment cages, stocked with fully operational, safe, and compliant, EOD equipment required for training and operational readiness. The contractor shall ensure that all equipment is inventoried, maintained, and inspected regularly. All equipment must be readily available and in working condition for training purposes. Any defective or missing items must be addressed and rectified promptly. The cages shall remain organized, secure, and accessible only to authorized personnel. Items are inspectable to the 325 FW/LRS, which will ensure the program is being properly maintained.

1.4.4.7. During CSTR events, work with units to issue EOD equipment items and vehicles requested by the units in training to complete their training objectives. Once training is complete, receive the issued equipment and vehicles with the unit and inspect for damage. Report damage to the NCOIC, EOD Logistics.

1.4.4.8. Comply with DoW, Air Force ground and explosive safety requirements IAW DAFMAN 91-203, as related to EOD.

1.4.4.9. Assist fellow contractors in fulfilling their responsibilities to support EOD and CSTR training.

1.4.4.9.1. To include but not limited to: assist with equipment inventories, issuing team equipment, assembly of training aids, etc.

1.4.4.10. Perform road guard duty during explosive operations, ensuring unauthorized personnel cannot enter the range.

1.4.4.11. Utilize explosive simulators e.g. Explotrain and Improvised Electronics to simulate attacks during field exercises and training scenarios.

1.4.4.12. Follow all applicable security procedures and training requirements to ensure proper storing, processing, and handling of unclassified, classified and /or Controlled Unclassified Information (CUI) information.

1.5. QUALIFICATIONS/STAFFING/EXPERIENCE

1.5.1. All Positions: The following are required for the contractor personnel in each position: A valid Driver's License, ability to obtain/maintain a Common Access (CAC) Card, ability to obtain/maintain a Secret Eligibility Security Clearance (eg. Tier 3 supporting investigation), Honorable Discharge if personnel are prior military, and ability to speak in front of large groups.

1.5.2. Resumes/Qualified Staffing/Staffing Levels

1.5.2.1. The contractor shall obtain information validating that contractor personnel are qualified for the tasks they are performing. Within 15 days of contract award or replacement of personnel during the life of the contract, the government may request and verify contractor personnel are qualified for the tasks they are performing by reviewing the contractors resumes for personnel. The COR shall validate the proposed individual meets all qualifications required to perform the duties outlined in the PWS.

1.5.2.2. When changes in personnel are required, the contractor shall provide a notice to both the COR and the Contracting Officer for validation immediately, but no less than two weeks in advance of the proposed replacement or substitution. Notice shall include written justification for the change and a sufficiently detailed qualification summary/resume of proposed personnel to permit Government evaluation and COR validation of skill sets. The government reserves the right to reject candidates if they do not meet the skill sets in accordance with this PWS. If Contractor personnel are terminated or resign, a notification shall be communicated to the Contracting Officer and COR within one business day of employee notice. The contractor shall fill a position within 30 days of a position becoming vacant or the contractor becoming aware of an impending vacancy (whichever occurs earlier).

1.5.3. EOD Operations Support Technician

1.5.3.1. NAVSCOLEOD Graduate (DD214 and Graduation Certification Required) or equivalent.

1.5.3.2. Prior EOD Senior Badge minimum

1.5.3.3. 8 years of EOD experience minimum

1.5.3.4. Knowledgeable in all aspects of Flight-Level Air Force EOD functions with a desired level of increased knowledge in Air Force training and scheduling. Familiarity with EOD Information Management System (EODIMS).

1.5.4. EOD Training Support Technician

1.5.4.1. NAVSCOLEOD Graduate (DD214 and Graduation Certification Required) or equivalent.

1.5.4.2. Prior EOD with minimum Senior Badge

1.5.4.3. 8 years of EOD experience minimum

1.5.4.4. Knowledgeable in all aspects of Flight-Level Air Force EOD functions with a desired level of increased knowledge in Air Force training and scheduling. Familiarity with EOD Information Management System (EODIMS).

1.5.4.5. Competent experience in 3D CAD/design software, 3D printing, and machining.

1.5.5. EOD Munitions Support Technician

The contractor shall have a minimum of the following:

1.5.5.1. NAVSCOLEOD Graduate (DD214 and Graduation Certification Required) or equivalent.

1.5.5.1.1. Prior EOD with minimum Senior Badge

1.5.5.1.2. 8 years of EOD experience minimum

1.5.5.1.3. Knowledgeable in all aspects of Flight-Level AF EOD Functions with a desired

1.5.5.1.4. level of increased knowledge in Air Force munitions management.

1.5.6. EOD Logistics Support (Must meet either 1.5.6.1 or 1.5.6.2)

The contractor shall have a minimum of the following:

1.5.6.1. NAVSCOLEOD Graduate (DD214 and Graduation Certification Required) or equivalent.

1.5.6.1.1. Prior EOD with minimum Senior Badge

1.5.6.1.2. 8 years of EOD experience minimum

1.5.6.1.3. Knowledgeable in all aspects of Flight-Level AF EOD Functions with a desired level of increased knowledge in Air Force logistics systems and processes.

1.5.6.2. Prior Air Force Logistics Readiness Airman or Officer (DD214 required) or equivalent for non-EOD tasks (Equipment Account Management and DLA acquisitions)

1.5.6.2.1. Prior Active-Duty Logistics

1.5.6.2.2. 8 Years' Experience in Logistics

2. DELIVERABLES

2.1. Monthly Progress Reports (A001)

2.1.1. The contractor shall submit monthly progress reports by the 15th business day of each month, identifying detailed work statuses and schedules for ongoing work, issues, and recommendations. Separate progress reports (or separated sections within one report) shall be provided for each project under which the contractor works.

2.1.2. The Monthly Progress Reports shall include a summary of work performed and results obtained for the following duties:

2.1.2.1. EOD training documentation and training aids

2.1.2.2. Maintenance of EOD tools and equipment and required documentation.

2.1.2.3. Reviewed EOD technical reports and recommendations to the EOD Section Chief on new threats and course improvements.

2.1.2.4. Status and capability of EOD student equipment cages

2.1.2.5. Status of Resources and Training

2.1.2.6. Report on the status of Section's ground safety and weapon safety programs

2.1.2.7. Status of munition account and explosive quantity per location.

- 2.1.2.8. Current or projected problems and issues
- 2.1.2.9. An explanation of deviations from last month's projections
- 2.1.2.10. Any recommendations related to the effort
- 2.1.2.11. Ensure the report specifically contains the following information:
 - 2.1.2.11.1. Schedule, technical, travel and cost status
 - 2.1.2.11.2. Highlights of the contractor's accomplishments for this period
 - 2.1.2.11.3. Highlights of work planned by the contractor for the next reporting period
 - 2.1.2.11.4. Discussions of any problems or obstacles encountered and the actions taken to remedy the situation
 - 2.1.2.11.5. Any other recommendations
- 2.1.2.12. The report must be submitted to the government electronically using Microsoft Word.

3.0 SERVICE SUMMARY

Performance Objective	PWS Para	Performance Threshold	Method of Surveillance
SS-1 Classified Material Handling: Properly safeguard, store, and transport classified materials, documents, and specialized EOD equipment in accordance with the DD Form 254 and DoW regulations.	1.4.1.2	Zero security violations or unauthorized disclosures. 100% compliance with chain of custody and secure storage requirements.	Periodic Inspection: Quarterly security audits conducted by the unit Security Manager; continuous random spot checks by the COR 100% Inspection

SS-2 Maintain EOD technical orders and publication system account. Ensure publications are properly ordered, stored, updated, and destroyed as necessary.	1.4.1.3	No more than 1 discrepancy semiannually where outdated or inaccurate materials are used	Periodic Inspection: Semi-Annual audits conducted by the COR with random spot checks monthly.
SS-3 Maintain a library/file of program/project deliverables, historical documents, reference materials, and any other related documentation.	1.4.2.1 1.4.2.2 1.4.2.3 1.4.2.4 1.4.2.5	No more than 2 late submissions. Late submissions shall be submitted no later than 1 business day beyond the terms of the contract.	Monthly Inspection: The COR will perform a 95% physical inventory and serviceability check of the training library.
SS-4 Manage EOD munitions account, documentation, checklist, cleaning explosive storage locations, conducting explosive inventories, and ordering munitions and equipment.	1.4.3.1	No more than 1 administrative discrepancy quarterly, with 0 loss of munitions. Discrepancies cannot be consecutive quarters.	100% Inspection: Comprehensive physical inspection of all explosive inventories and storage areas.
SS-5 Manage Ground and Explosive Safety Program, document cadre annual training requirements, and file mishap reports.	1.4.3.2	Pass 325 FW Weapon Safety Inspections	Monthly Inspection: The COR will perform 100% inspection for Ground and Explosive Safety Program.

SS-6 Maintain student equipment cages with operational equipment.	1.4.4.6	No more than 1 discrepancy of defective/missing or unavailable equipment per quarter.	100% Inspection: All training equipment will be inspected for serviceability and minimum inventory levels.
SS-7 Monthly Progress Reports	2.1.	Not to exceed 3 business days past the 15th day of each month.	Monthly Inspection: Monthly reports will be inspected for accuracy.

4. Completed Technical Instruction

a. All delivered CDRLs over the contract's life will be provided in the format specified on the DD1423 as required as part of the contract close out. The COR and Program Manager will receive copies. The contractor shall deliver all data generated using electronic media compatible with standard computer protocol. Deliver hard-copy versions of data items only when specifically called for.

5.0 Equipment/Property Incidental to Place of Performance

5.1 The following equipment/properties are requirements that must be obtained to complete EOD tasks:

5.1.1 Access to 325 FW base, Munitions Storage Area, EOD facilities, and all areas normally associated with the duties of the EOD Section.

5.1.2 Office Space and office supplies, e.g., paper, pens, pencils, and notepads.

5.1.3 Access to SIPR account.

5.1.4 Computer with NIPR account.

5.1.5 Access to all unclassified and classified information (up to and including Secret-level) is required to perform tasks.

5.1.6 Authorization to obtain Government Owned Vehicle License.

5.2 Operation of Government Vehicles. AFI 24-301, Para 8.10 stipulates that a contractor employee required to operate government vehicles in the execution of a government contract shall hold the proper state driver's license for the vehicle to be operated. It is the contractor's responsibility, not the Air Force, to ensure operators are or shall be appropriately licensed as a condition of employment. A state or commercial license shall be used as certification to operate the vehicles specified below. Before allowing any contract personnel to operate government vehicles, the contractor shall ensure individuals are trained, licensed, and physically qualified to operate vehicles and brief them on official use policies. This shall be accomplished by a letter signed by the contractor, listing each individual and the types of vehicles they may operate. This certification shall be updated as necessary and remain on file in the Operator Records and Licensing (ORL) section for each Air Force Base. A list of vehicles required to operate may include, but are not limited to, the following:

5.2.1 HMMWV

5.2.2 MRAP CAT IA1

5.2.3 MRAP CAT IA2

5.2.4 MRAP MATV

5.2.5 CAT Armored 966H Loaders

5.2.6 JLTV

5.2.7 Polaris MRZR

5.2.8 Polaris Ranger

5.2.9 GOV Fleet Vehicles

6.0 GENERAL INFORMATION

6.1 SECURITY

6.1.1 SUITABILITY INVESTIGATIONS.

6.1.1.1 Personnel working in a government facility for less than 6 months or working anywhere on Tyndall AFB property are required to have a **Local Files Check**. The COR will coordinate the Background Affidavit (with Pass & ID) and DBIDS Application—allow 7–10-day process time. A favorable local files check is required to be granted base access. All contracts prohibit hiring of illegal aliens for base duties and corrective/punitive actions can be taken when

violations occur (AFI 63-113, ACC Sup).

6.1.1.2 Personnel working in a government facility 6 months or longer or at any time requiring access to the Local Area Network will require a National Agency Check with Written Inquiry (NACI). An open NACI Investigation, at a minimum, is required before access to government furnished workstations that have access to Air Force e-mail systems can be granted. A Network Waiver may be granted by the Unit Commander after completion of an "Open" NACI reflects in JPAS. These investigations shall be submitted by the government at no additional cost to the contractor. Personnel requiring Unescorted Entry to Restricted Areas, require a favorably completed NACI clearance – IAW DoD 5200.2-R, Personnel Security Program.

6.1.2 PASS AND IDENTIFICATION ITEMS. The contractor shall ensure the following pass and identification items required for contract performance are obtained for employees and non-government owned vehicles:

- a. DBIDS, Defense Biometrics Identification System - Contractor Identification Card. Process a DBIDS Application to obtain a DBIDS contractor ID card (If no network access is required). A DBIDS contractor ID card is required for performance on the installation in a contractor capacity, regardless of alternate base access forms of identification (ex: retired military ID).
- b. AF Form 1199, USAF Restricted Area Badge, or a locally developed badge (if applicable).
- c. DoD Common Access Card (CAC), AFI 36-3026_IP, Vol 1. Process through USM, Trusted Agent Sponsorship System (TASS) point of contact for a CAC card (If network access is required). A CAC (contractor) ID card is required for performance on the installation in a contractor capacity, regardless of alternate base access forms of identification (ex: retired military ID).
- d. AF Form 75, *Visitor/Vehicle Pass* (AFI 31-204): The contractor shall adhere to local security policy when applying for short/long term visitors' passes. Any contractor requesting a pass for more than 3 days will complete a Local Files Check with 325 SFS/Pass & ID. Vehicle passes (personal vehicles) are no longer required.

6.1.3 RETRIEVING IDENTIFICATION MEDIA. The contractor shall retrieve all identification media from employees who depart for any reason before the contract expires; e.g., terminated for cause, retirement and submit them to the COR.

6.1.4 LISTING OF EMPLOYEES

6.1.4.1 The contractor shall submit with each monthly report the list of positions that are filled by personnel and those positions that are vacant.

6.1.5 COMPUTER SECURITY REQUIREMENTS-Reserved

6.1.6 ANTI-TERRORISM/FORCE PROTECTION. Contractor personnel, including subcontractors, must comply with and participate in the installation AT/FP Program, specifically including the conduct of Random Antiterrorism Measures (RAM).

6.2 FREEDOM OF INFORMATION ACT PROGRAM (FOIA). The contractor shall comply with DoD Regulation 5400.7/Air Force Supplement, AFMAN 33-302, DoD Freedom of Information Act Program, Air Force Instruction 33-332, Air Force Privacy Program and DoD Manual 5200.01-V4 requirements. The regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding CUI material.

6.3 Privacy Act Program (PA). The contractor shall comply with DoD 5400.11, DoD Privacy Program requirements and Air Force Instruction 33-332, Air Force Privacy and Civil Liberties Program. The regulation sets mandatory guidelines for collecting, safeguarding, maintaining, using, accessing, amending and disseminating personal information kept in systems of records to comply with the Privacy Act, Title 5, United States Code (U.S.C.), Section 552a.

6.4 CONTROLLED UNCLASSIFIED INFORMATION (CUI) The contractor shall create and maintain CUI material IAW DoD 5400-7R, DoD Freedom of Information Act Program; AFI 33-115, Air Force Information Technology (IT) Service Management; and AFI 33-283, Communications Security (COMSEC) Operations. Mark all documents meeting the requirements identified in DoD Regulation 5400-7/Air Force Supplement, paragraphs C3.2.1.2 thru 3.2.1.9 as “Controlled Unclassified Information” IAW instructions identified in paragraph C4.2.1. Safeguard all sensitive data IAW DoD Regulation 5400.7/Air Force Supplement, paragraph C4.4. When documents containing CUI material are authorized for destruction, shred the records in an approved shredder fit for the classification. Degauss or overwrite magnetic tapes or other magnetic media.

6.5 Records Management-Reserved

6.6 OPERATING INSTRUCTIONS. The contractor shall adhere to the Air Force activity Operating Instruction (OI) for internal circulation control, protection of resources and to regulate entry into Air Force controlled areas during normal, simulated, and actual emergency operations.

6.7 KEY CONTROL-Reserved

6.8 TRAFFIC LAWS. Contractor and its employees shall comply with base traffic regulations for all vehicles they drive on base. For example, while on TAFB you **MUST** use hands-free devices while driving. No texting or manipulating a phone while driving is permitted.

6.9 HOURS OF OPERATION. The normal duty hours shall be Monday through Friday 0700 to 1600 hours. However, to avoid excess wait times at the commercial gate, contractor can start services at an earlier time. The contractor shall coordinate arrival times with COR during monthly scheduling.

6.10 FEDERAL HOLIDAYS.

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

6.10.1 If these holidays fall on Saturday, the preceding Friday shall be observed. If these holidays fall on Sunday, the following Monday shall be observed. If a holiday falls on a scheduled service day, the contractor shall be responsible for rescheduling services for the first day post the holiday observance.

6.11 DOWN DAYS. These are days designated by MAJCOM or 325 FW/CC as non-working days. The Government reserves the right not to allow all non-essential tasks to be performed on these days. The estimated number of down days is eight per year. The contractor shall not charge any cost for down days unless approved by the COR.

6.12 CONTRACTOR TRAINING. The government may request the contractor to attend conferences, symposiums, and training course/sessions to provide interface and attain knowledge necessary for the performance of PWS requirements. All in-residence training courses must be approved by the contracting officer or COR in writing prior to the contractor making a commitment to attend the course.

- a. Anti-Terrorism Training. The AF will provide appropriate Level 1 anti-terrorism training to contractor employees as required for mission requirements. This training shall be requested through the contracting officer or COR. (ADLS if CAC, ATO provided if no CAC access)
- b. OPSEC Training. The AF will provide OPSEC specific training or training materials within 90 days of initial assignment to the contract.
- c. Ancillary Training (Total Force Awareness Training). The contractor shall take all ancillary training courses that the government requires for all military and Civil Service employees (such as Environmental Safety Training) and any specific course pertaining to a task, as required by AFI 33- 200, Air Force Cybersecurity Program Management, unit or Wing/IA office. All courses must be taken and passed by all on-site contractor personnel.
- d. New or Updated Technology Training. Training in support of new or updated technology for the mission requirements will be provided once by the AF for the initial cadre of contract employees working at the time of the upgrade or receipt of new equipment/ technology. The method, amount, and need for training will be defined by the AF. The contractor shall be responsible for training any subsequent employees.

6.13 Access to Government Systems. In accordance with *DoD Directive Number 7045.14, The Planning, Programming, Budgeting and Execution (PPBE) System*, contractors are not allowed access to any DoD system without explicit authorization of a relevant government official, and that is based on a need-to-know basis only. Individuals getting access must have the appropriate clearance for access to a particular system.

6.14 GOVERNMENT-OWNED VEHICLES-Reserved

6.15 PUBLICATIONS. The contractor shall comply with all applicable directives and publications referenced in this PWS. Supplements or amendments to listed publications may be issued during the life of this contract. The contractor shall immediately implement those changes that result in no change in contract price and notify the CO in writing of such change. In the event there is a conflict between two or more publications, the contractor shall provide written evaluation along with specific supporting data to the CO and the COR within 10 business days of knowledge of conflict. Resolution of the conflict will be facilitated by the CO. The contractor shall ensure that all directives/publications such as technical orders, regulations, instructions, manuals, pamphlets, and forms are current and available to perform all requirements of this PWS.

6.16 STAFFING LEVELS/QUALIFIED STAFFING- The contractor shall notify the COR and the Contracting Officer at the earliest opportunity with knowledge that a position will be vacant and the date of the expected vacancy. The contractor will be required to fill that position within 30 days or less. Resumes shall be submitted to the COR to confirm the applicant meets the requirements for the position as stated in the Performance Work Statement.

6.17 QUALITY CONTROL Quality Control Plan (QCP). Develop, document, implement, maintain, and continuously improve a comprehensive QCP that assures compliance with all requirements of this PWS.

6.17.1 The QCP shall document the organization's quality management structure, personnel authority and responsibility. Identify personnel designated to perform Quality Assurance (QA) functions Primary and Alternate to include Skillset in an appointment letter provided to the Government.

6.17.2 The Contractor shall maintain and make available to the Government their Performance Evaluation processes and supporting documentation. The Contractor shall be responsible for the quality of all products and/or services.

6.18 QUALITY ASSURANCE. The Government will evaluate the contractor's performance to ensure services meet contract requirements When a performance threshold has not been met or contractor performance has not been accomplished, Contracting Officer's Representative (COR) will initiate and provide the Contracting Officer (CO) a corrective action report (CAR) for issuance to the contractor. The contractor shall respond to the CAR IAW instructions provided and return it to the CO within 10 calendar days of receipt.

6.18.1 MULTI-FUNCTIONAL TEAM MEETINGS. The Program Manager and the Contractor may be required to meet with the CO, contract administrator, COR, and other Government personnel as deemed necessary, at a minimum of annually. The Contractor may request a meeting with the CO when the Contractor believes such a meeting is necessary. If the CO or contract administrator deems necessary, written minutes of any such meetings shall be recorded in the contract file and signed by the project manager and the CO or contract administrator. If the Contractor does not concur with any portion of the minutes, such nonoccurrence shall be provided in writing to the CO within ten (10) calendar days following receipt of the minutes.

6.18.2 PRE-PERFORMANCE CONFERENCE. The contractor shall participate in the pre-performance conference within 10 days of contract award.

6.19 TRIPS AND TRAINING REQUEST. All trips and training requests shall be submitted to the Contracting Officers' Representative (COR) for approval by the Contracting Officer and the COR.

7.0 PERFORMANCE OF SERVICES DURING CRISIS DECLARED BY THE NATIONAL COMMAND AUTHORITY. Services will be performed as directed by the CO.

8.0 ENVIRONMENTAL REQUIREMENTS.

8.1 ENVIRONMENTAL LAWS AND REGULATIONS COMPLIANCE. The Contractor shall be knowledgeable of and comply with all applicable federal, state, and local laws and

permits, and DOD, Air Force, Major Command (MAJCOM), and Tyndall AFB environmental regulations, policies, and guidance. The Contractor shall establish policies and procedures to protect the health and safety of personnel using, living, or working on properties under the jurisdiction of Tyndall AFB and minimize or eliminate risks of environmental pollution. Contractor facilities and operations are subject to environmental compliance inspections without notice.

8.2 ENVIRONMENTAL SPILL PROCEDURES. The Contractor will report and manage releases/spills of hazardous materials in accordance with applicable federal, state, and local laws and the Tyndall AFB Hazardous Material Emergency Planning and Response Plan (HAZMAT plan). The Contractor shall be responsible for cleanup and all costs associated with any spills from its operations and equipment. The Contractor shall immediately notify the COR (283-2804) and the installation environmental office (283-2173/2717) of any spills in order to ensure that spills are properly cleaned up and disposed of. Copies of all manifests and/or shipping papers shall be provided to the government for approval prior to removing wastes from Tyndall AFB.

8.3 HAZARDOUS WASTE/MATERIAL MANAGEMENT. The Contractor shall manage the collection and disposal of hazardous wastes the Contractor generates on Tyndall AFB properties in accordance with applicable federal, state, and local laws and the Tyndall AFB Hazardous Waste Management Plan. The Contractor shall be responsible for the proper disposal and costs of proper disposal in accordance with 40 CFR 261-279. Copies of all manifests and/or shipping papers shall be provided to the government for approval and signature by the 325 CES/CEIE, prior to removing wastes from Tyndall AFB. The Contractor shall obtain an EPA ID number from Tyndall AFB as a generator of hazardous waste. FDEP also requires transporters of used oils to obtain a permit to transport Florida Administrative Code, Chapter 62-710, Used Oil Management. The Contractor shall provide training to its employees in accordance with 40 CFR 265.16, in the proper management of hazardous waste and special wastes. The Contractor shall provide the government with a copy of its action plan on how hazardous wastes and materials will be managed and how training will be provided to its employees. Hazardous waste and used oil storage areas will be approved by the 325 CES/CEIE and will be inspected without notice. Deficiencies identified will be corrected within twenty-four (24) hours after being notified.

8.4 ENVIRONMENTAL POLLUTION PREVENTION. The Contractor shall perform all work so as to minimize environmental pollution or degradation of the environment or natural/cultural resources. When refueling equipment or performing maintenance on equipment, the contractor shall ensure such operations are conducted on an impervious surface (e.g. concrete pad) to prevent soil contamination in the event of a spill. Any storage tank placed on site for refueling equipment should comply with Florida Administrative Code, Chapter 62-761. Open burning or burial of materials on base properties is prohibited.

8.5 ENVIRONMENTAL MANAGEMENT SYSTEM - The following is a standard EMS awareness clause that is included in all contracts issued by the Base:

8.5.1 TAFB has implemented an Environmental Management System (EMS), which is based on ISO- 14001, and is concerned about environmental issues. TAFB desires to conduct its business operations in an environmentally sound manner. Relevant significant aspects will be

communicated to contractors (including those used for outsourcing) and suppliers through the bid package where applicable. TAFB expects its suppliers and contractors to provide, at the same quality and price, products and services that have the least environmental consequence of all available options.

8.5.2 Wherever possible, where a supplier's product is causing a significant environmental aspect at TAFB, TAFB will communicate to that supplier that they should select the available option that minimizes the potential environmental impact of that product. Any contractor with plans to be working six months or longer at TAFB must receive EMS awareness training and information on operational controls where applicable. This training is thirty minutes in duration and will be provided by TAFB. A copy of the TAFB Environmental Policy can be viewed on the Public Website via the Internet.

8.6 SAFETY. The Contractor shall comply with all federal Occupational Safety and Health Act (OSHA) requirements and standards as published in the 29 Code of Federal Regulations (CFR). Additionally, the Contractor will comply with Air Force Occupational Safety and Health (AFOSH) standards, along with installation safety and health requirements. The CO, COR, Base Civil Engineer or designated representative, ground safety and security police may issue an order to the Contractor or employees to stop all or part of the Contractor's work until all violations are corrected. Bioenvironmental engineering personnel, who notice violation of OSHA, AFOSH, or local standards, will notify the COR who has the authority to stop all or part of the Contractor's work. No part of the time lost during a stop work order shall be allowed to be the subject of a claim by the Contractor for time and money compensation. Contractor shall not be excused from unsatisfactory performance that may result from a stop work order.

8.7 CONTRACTOR QUALIFICATION. The contractor must specialize in handling waste petroleum products, be registered with the Environmental Protection Agency (EPA) and the State of Florida, have the necessary licenses and permits to transport petroleum wastes and shall have a Florida identification number. The contractor shall be in compliance with Florida Administrative Code (FAC) 62-710 applicable to waste oil transporters, collection facilities, and marketers

9.0 MANDATORY DEPARTMENT OF THE AIR FORCE VERBIAGE

9.1 OMBUDSMAN (ACC)

(a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and others for this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman does not affect the authority of the program manager, contracting officer, or source selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of protests or formal contract disputes. The ombudsman may refer the interested party to another official who can resolve the concern.

(b) Before consulting with an ombudsman, interested parties must first address their concerns,

issues, disagreements, and/or recommendations to the contracting officer for resolution. Consulting an ombudsman does not alter or postpone the timelines for any other processes (e.g., agency level bid protests, GAO bid protests, requests for debriefings, employee-employer actions, contests of OMB Circular A-76 competition performance decisions).

(c) If resolution cannot be made by the contracting officer, the interested party may contact the ombudsman, Deputy Director of Contracting, AFICC/KC (OL-ACC), 114 Thompson Street, Bldg. 586, Room 129, Langley AFB, VA 23665, telephone (757) 764-5372 (DSN 574-5372) email: acc.a7k1@us.af.mil. Concerns, issues, disagreements, and recommendations that cannot be resolved at the Center/MAJCOM/DRU/SMC ombudsman level, may be brought by the interested party for further consideration to the Air Force ombudsman, Associate Deputy Assistant Secretary (ADAS) (Contracting), SAF/AQC, 1060 Air Force Pentagon, Washington DC 20330-1060, phone number (571) 256-2395, facsimile number (571) 256-2431.

(d) The ombudsman has no authority to render a decision that binds the agency.

(e) Do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the contracting officer.

9.2 Health and Safety on Government Installations

In performing work under this contract on a Government installation, the contractor shall:

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

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

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

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

9.3 NOTIFICATION OF GOVERNMENT SECURITY ACTIVITIES

This contract contains a DD Form 254, DOD Contract Security Classification Specification, and requires performance at a government location in the U.S. or overseas. Prior to beginning operations involving classified information on an installation identified on the DD Form 254, the contractor shall take the following actions:

(a) At least thirty days prior to beginning operations, notify the Information Protection Office shown in the distribution block of the DD Form 254 as to:

1. The name, address, and telephone number of this contract company's representative and designated alternate in the U.S. or overseas area, as appropriate;
2. The contract number and military contracting command;
3. The highest classification category of defense information to which contractor employees will have access;
4. The Department of the Air Force installations in the U.S. (in overseas areas, identify only the APO number(s) where the contract work will be performed;
5. The date contractor operations will begin on base in the U.S. or in the overseas area;
6. The estimated completion date of operations on base in the U.S. or in the overseas area; and,
7. Any changes to information previously provided.

9.4 SECURITY INCIDENT REPORTING AND PROCEDURES

(a) The contractor shall follow the below guidance when a contract contains a DD Form 254, DOD Contract Security Classification Specification:

1. The contractor shall notify the Government Contracting Activity (GCA) of any security incident involving the potential or actual loss, compromise, or suspected compromise of Top Secret, Secret, and/or Confidential information, referred to as classified information, when the incident is discovered at the contractor's location.
 - i. The contractor shall conduct the requisite inquiry(ies) in accordance with 32 CFR Part 117 and Cognizant Security Office (e.g., Defense Counterintelligence and Security Agency) guidance.
2. Security incidents occurring at government performance locations where the contractor is categorized as a visitor will be processed and reported in accordance with government host security procedures.
3. Security incidents involving the potential or actual loss, compromise, or suspected compromise of Special Access Program and/or Sensitive Compartmented Information is under the jurisdiction of the GCA and the contractor shall follow GCA guidance in lieu of this requirement.
4. This requirement does not relieve the contractor from reporting requirements set forth in 32 CFR Part 117, DFARS 252.204-7012, or as otherwise directed by contract requirements and/or its Cognizant Security Office (e.g., Defense Counterintelligence and Security Agency).
5. This requirement does not relieve the contractor from adhering to security incident guidance set forth by its Cognizant Security Office (e.g., Defense Counterintelligence and Security Agency).

6. The contractor is responsible for ensuring all applicable subcontracts include these security incident reporting requirements.
7. If the lost or compromised information is beyond the jurisdiction of the U.S. Government and cannot be recovered (e.g., media leak, public website posting, or loss in a foreign country), the notification and location of the compromise (e.g., geographic location of unrecoverable equipment) shall be classified commensurate with the classification level of the compromised material to prevent further unauthorized disclosure in accordance with DoDM5200.01 Volume 3, Enclosure 6. The contractor will contact the GCA for instructions on how to communicate the notification prior to submission in all cases where lost or compromised information is beyond the jurisdiction of the U.S. Government and cannot be recovered.
8. The contractor shall ensure all notifications determined to contain classified information are properly transmitted and marked in accordance with derivative classification and overarching marking guidelines in accordance with 32 CFR Part 117.

(b) Initial Notification of Security Incident

1. The contractor shall provide an initial notification of security incident to the GCA within 72 hours of discovery of any incident where classified information may have been subjected to loss, compromise, or suspected compromise for all security incidents involving the contractor's location unless otherwise directed by contract requirements.
2. The initial notification to the GCA is considered Controlled Unclassified Information (CUI) [CUI category OPSEC, FEDCON Distribution/Dissemination Control] unless otherwise determined by the GCA, marked in accordance with DoDI5200.48, and shall be transmitted to the GCA through authorized means (e.g., encrypted email or DoD SAFE).
3. If the initial notification contains classified information either by content or through classification through compilation, the contractor will contact the GCA for submission guidance and ensure the notification is properly marked in accordance with derivative classification and overarching marking guidelines in accordance with 32 CFR Part 117.
4. The initial notification shall contain the following information, as available at the time of report:
 - i. Prime contract number associated with the security incident.
 - ii. Date of security incident occurrence.
 - iii. Date of security incident discovery if different from date of occurrence.
 - iv. Security Classification Guide (SCG) or guidance used to validate classification level of information involved (unclassified title/date); if SCG title is either classified or if listing SCG information will cause the notification to be classified by compilation, do not include and indicate as such in the initial notification.

- v. Classification level of information involved (e.g., Top Secret, Secret, or Confidential)
- vi. Brief description of incident prompting initial notification. If incident directly or indirectly involved government personnel, including government personnel name(s), email address(s), and office information.
- vii. Communicate whether it is possible for the contractor to properly retain and/or provide the suspected information in question for GCA classification review and/or damage assessment.

(c) Final Notification of Security Incident

1. The contractor shall provide a final notification to the GCA 10 business days from date of initial notification. If the final notification cannot be made 10 business days from the date of the initial notification, the contractor shall request an extension and receive approval in writing from the GCA.
2. The final notification to the GCA does not relieve the contractor from reporting requirements set forth by 32 CFR Part 117, DFARS 252.204-7012, or as otherwise directed by contract requirements and/or its Cognizant Security Office (e.g., Defense Counterintelligence and Security Agency).
3. The final notification will be considered CUI [CUI category OPSEC, FEDCON Distribution/Dissemination Control] unless otherwise determined by the GCA, marked in accordance with DoDI5200.48, and sent through authorized means (e.g., encrypted email or DoD SAFE).
4. If the final notification contains classified information either by content or through classification through compilation, the contractor is required to contact the GCA for submission guidance and ensure the notification is properly marked in accordance with derivative classification and overarching marking guidelines in accordance with 32 CFR Part 117.
5. The final notification shall contain the following information:
 - i. Prime contract number associated with the security incident.
 - ii. Date of security incident occurrence.
 - iii. Date of security incident discovery if different from date of occurrence.
 - iv. Security Classification Guide (SCG) or guidance used to validate classification level of information involved (unclassified title/date); if SCG title is either classified or if listing SCG information will cause the report to be classified by compilation, do not include this information, and indicate as such in the final notification.
 - v. Classification level of information involved (e.g., Top Secret, Secret, or Confidential)

vi. Detailed description of incident and include the following:

Sequence of events: When, where, and how did the incident occur?

What persons, situations, and/or conditions caused or contributed to the incident?

If incident originated with government personnel, include government personnel name(s), email address(s), and office information.

Include the name(s), email address(s), and office information of all government personnel involved, either directly or indirectly, as appropriate

If classified information is alleged to have been physically lost (e.g., lost classified document), what steps were taken to locate the material?

If security incident was categorized as a data spill, include measures taken to properly sanitize all impacted assets.

vii. Corrective actions taken to prevent future occurrences

viii. Result of inquiry (e.g., loss, compromise, suspected compromise, or no compromise)

ix. A copy of the supporting DD Form 254(s) associated with prime contract. If DD Form 254 cannot be provided, the contractor shall indicate the reasons why in the final report.

(d) Definitions

“32 CFR Part 117” means National Industrial Security Program Operating Manual. “Business days” means days that do not include federal holidays or weekends.

“Classified information” means information the government designates as requiring protection against unauthorized disclosure in the interest of national security, pursuant to E.O. 13526, Classified National Security Information, or any predecessor order, and the Atomic Energy Act of 1954, as amended. Classified information includes national security information (NSI), restricted data (RD), and formerly restricted data (FRD), regardless of its physical form or characteristics (including tangible items other than documents).

“Cognizant security agencies (CSAs)” means agencies E.O. 12829, sec. 202, designates as having National Industrial Security Program implementation and security responsibilities for its own agencies (including component agencies) and any entities and non-CSA agencies under their cognizance. The CSAs are: Department of Defense (DoD); Department of Energy (DOE); Nuclear Regulatory Commission (NRC); Office of the Director of National Intelligence (ODNI); and Department of Homeland Security (DHS).

“Cognizant Security Office” means an organizational unit to which the head of a CSA delegates authority to administer industrial security services on behalf of the CSA.

“Compromise” means an unauthorized disclosure of classified information.

“Data spill” means electronic transmission of classified information via unsecure means such as classified information transmitted over an unclassified network.

“DD Form 254” means the Department of Defense Contract Security Classification Specification.

“Derivative classification” means incorporating, paraphrasing, restating, or generating in new form information that is already classified, and marking the newly developed material consistent with the classification markings that apply to the source information. Includes the classification of information based on classification guidance. The duplication or reproduction of existing classified information is not derivative classification.

“Final Notification of Security Incident” means contractor (or subcontractor) notification to the Government Contracting Activity communicating the results of the inquiry conducted.

“Government Contracting Activity” means an element of a Component designated and delegated by the Component head or designee with broad authority regarding acquisition functions to include the appropriate resources and personnel (e.g., contracting officers or their designees, program managers, program offices, and security personnel) as defined in DoDM 5220.32, Volume 1.

“Initial Notification of Security Incident” means the contractor’s (or subcontractor) notification to the Government Contracting Activity of a security incident occurrence and surrounding details of occurrence.

“Inquiry” means the initial fact-finding and analysis process to determine the facts of any security incident and conducted to determine whether or not there was a loss of classified information or whether or not unauthorized personnel had, or could have had, access to the information.

“Loss” means the inability to physically locate or account for classified information.

“Security classification guide” means a documentary form of classification guidance issued by an Original Classification Authority that identifies the elements of information regarding a specific subject that must be classified and establishes the level and duration of classification for each such element.

“Security Incident” means an incident that results from the mishandling of classified information.

“Suspected Compromise” means when a result of no loss or compromise of classified information cannot be determined with certainty.

9.5 Contractor Access to Department of the Air Force Installations

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

display installation identification badges or contractor-furnished, contractor identification badges while visiting or performing work on the installation.

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

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

When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall *comply with DAFI 31-101, Integrated Defense, DODMAN5200.02_DAFMAN 16-1405, Air Force Personnel Security Program, and AFI 31-501, Personnel Security Program Management.*

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

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

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

9.6 Common Access Cards (CAC) for Contractor Personnel

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

- Require logical access to Department of Defense computer networks and systems in either:
- the unclassified environment; or
- the classified environment where authorized by governing security directives.

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

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

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

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

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

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

- Within 7 working days of any changes to the listing of the contract personnel authorized a CAC, provide an updated listing to the contracting officer who will provide the updated listing to the authorizing government official;
- Return CACs in accordance with local policy/directives within 7 working days of a change in status for contractor personnel who no longer require logical or physical access;
- Return CACs in accordance with local policy/directives within 7 working days following a CACs expiration date; and
- Report lost or stolen CACs in accordance with local policy/directives.

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

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

10.0 APPENDICES

A: Publications and Forms

B: Deliverables

C: Workload Estimate

APPENDIX A

Publications and Forms (To include but not limited to)

1. EOD Equipment Manuals
2. Technical Order 60A-Series

APPENDIX B

Deliverables

CDRL Report	Delivery Date	Frequency
Monthly Status Report	No later than 3 days after the 15 th of the month	Monthly

APPENDIX C

Workload Estimate

Workload Estimate (Hours)		Security Requirement	PWS Reference
EOD Operations Support Technician	FTE*	Secret	Para. 1.4.1
EOD Training Support Technician	FTE	Secret	Para. 1.4.2
EOD Munitions Support Technician	FTE	Secret	Para. 1.4.3
EOD Logistics Support Technician	FTE	Secret	Para. 1.4.4

***Full Time Equivalent**