

CUI



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

TYNDALL AFB FL

005 May2026

CUI

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, facilities, 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 by 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. 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.

1.4.1.7. 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.
- 1.4.2.11.** 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.

1.4.3.11. 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, inventory, ordering supplies and equipment, and following proper technical orders and manuals as applicable.

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.

1.4.4.10. 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. 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 1.3.5.1 or 1.3.5.2)

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) 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. The final report will include a DVD with digital copies of all deliverables within this PWS.

3.0 SERVICE SUMMARY

Performance Objective	PWS Para	Performance Threshold	Method of Surveillance
SS-1 Maintain classified capabilities by overseeing the classified container program, and maintaining the classified processing area.	1.4.1.2	No discrepancies of classified materials being accessed or disclosed by unauthorized personnel.	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	100% Inspection
SS-3 Maintain a library/file of program/project deliverables, historical documents, reference materials, and any	1.4.2	No more than 2 late deliverables. Late deliverables shall be submitted no later than 1	Monthly

other related documentation related to the EOD Training Support Technician duties.		business day beyond the terms of the contract.	
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
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	100% Inspection
SS-7 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
SS-8 Monthly Progress Reports	2.1.	Not to exceed 3 business days past the 15th day of each month.	100% Inspection

4. Completed Technical Instruction

a. All delivered CDRLs over the contract's life will be provided in the format specified on the DD1423 on a CD or DVD 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 I 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 0730 to 1630 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-Reserved

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.

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 SPECIAL QUALIFICATIONS. Contractor personnel shall be certified by appropriate federal and state regulatory agencies to meet federal and local certification requirements in maintenance of oil/water separators and grease traps.

8.8 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 APPENDICES

A-1: Publications and Forms

B:

C: