

Section J – 0200000  
Management and Administration

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Definitions and Acronyms

<b>Definition</b>	<b>Description</b>
Assessment	A general term referring to either a survey or inspection of a facility to determine condition.
Asset	A general term used to refer to an item, such as a component, system, building or facility, which is managed by an automated data management program.
Competent Person	A person who has the professional experience and training necessary to identify existing and predictable hazards at a work or service environment, and who has the authority to take prompt and corrective action to eliminate or remove dangers from the environment. One who can identify existing and predictable hazards in the working environment or working conditions that are dangerous to personnel and who has authorization to take prompt corrective measures to eliminate them.
Component Inventory Management Unit (CIMU)	An organization of like-kind real property into manageable maintenance units. CIMU is a building component, group of components or component assemblies, serving a specific purpose in a facility that can be expected to follow a common and predictable lifecycle behavior. This class of non-equipment will include items such as exterior walls, exterior windows, interior finish, and roofs. This class of equipment will include items such as fan coil units, air handling units, lighting, and water closets. CIMUs can include one or more items of installed equipment typically subject to routine scheduled maintenance.
Confined Work Space	A space that is large enough and so configured that a person may bodily enter a space (such as in tanks, vessels, silos, storage bins, hoppers, vaults, pits, and like spaces where there is limited means of entry) and is hindered or restricted from escaping during an emergency.
Construction Equipment	<p>Construction equipment refers to specialized heavy machinery that covers one industry and is specifically designed for executing construction work. Construction equipment requirements shall include a list of equipment establishing the size, quality, number of units, and unit prices. Construction equipment prices provided by the Contractor shall be the lowest price available considering the availability of equipment and the time constraints of the job. The direct equipment price shall be adjusted by all discounts and rebates that accrue to the Contractor.</p> <p>All indirect cost associated with construction equipment, such as: the Contractor's hourly composite trade wage, adjusted to allow for workforce productivity; sub-contractor cost, costs for pre-expended bin materials, shipping and handling, union agreements, crew sizes, hand tools, universal equipment (excluding construction equipment), mobilization, demobilization, payroll burdens and fringes, overtime, job (field) overhead, clerical support, supervision, inspection, fees, taxes, licenses, permits, and insurance, general and administrative (home office) overhead, profit, and all other associated markups shall not be included in the construction equipment price since the cost for these items were included in the labor hour unit price bid. Additionally, time for job preparation, safety standby personnel, and similar indirect labor elements shall not be included.</p>
Contracting Officer (KO)	That individual with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.
Contracting Officer's Representative (COR)	The individual appointed by the KO responsible for monitoring the Contractor's technical compliance and progress, relative to assigned contract(s)/orders(s), based on the contract requirements specified in the PWS and in accordance with the PAP. The COR performs a variety of contract administration duties that includes oversight of PA, documenting and rating Contractor performance, reviewing invoices, and acceptance of

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	work. Assignment as a COR is a collateral duty typically performed by the FSCM or SPAR.
Contractor	That entity or its representative responsible for the delivery of the services or materials specified in this contract, as designated by contract award. The term Contractor as used herein refers to both the prime Contractor and any subcontractors. The prime Contractor shall insure that subcontractors comply with the provision of this contract.
Contractor Representative	That individual appointed by the Contractor, either orally or in writing, who has been assigned responsibility for executing the requirements of this contract.
Crane, Category 1	Portal cranes, Hammerhead cranes, Locomotive cranes, Derricks, Floating cranes (YD), Tower cranes, Container cranes, Mobile cranes (except those indicated as category 4), including truck, cruiser, crawler, warehouse/industrial cranes, and cranes used for dragline, pile driving, clamshell, magnet, bucket work, and Aircraft crash cranes.
Crane, Category 2 & 3	Cranes with rated capacities of 20,000 pounds or greater are category 2. Examples are Overhead traveling cranes, Gantry cranes (rail mounted), Wall cranes, Jib cranes, Pillar cranes, Pillar jib cranes, Monorails and associated hoists, Fixed hoists including chain falls. Pedestal mounted commercial boom assemblies (fixed length, telescoping, and articulating types) attached to stake trucks, trailers, flatbeds, or railcars, or stationary mounted to piers, etc., with OEM rated capacities less than 2,000 pounds.
Crane, Category 4	Commercial truck mounted cranes, Truck mounted articulating boom cranes, Pedestal mounted commercial boom assemblies (fixed length, telescoping, and articulating types) attached to stake trucks, trailers, flatbeds, or railcars, or stationary mounted to piers, etc., with OEM rated capacities of 2,000 pounds and greater. Commercial truck mounted cranes and truck mounted articulating boom cranes with OEM capacities of 2,000 pounds and greater require a licensed operator even if the cranes are down rated below 2,000 pounds capacity for administrative purposes.
Direct Material Costs	<p>The actual vendor invoice charges for materials used for performance of work under this contract. Direct material costs shall include sales tax and transportation charges when such charges are included on the invoice by the vendor, as well as any discounts allowed for prompt payment and discounts or rebates for core value or salvage value that accrue to the Contractor. When questions arise concerning the cost of direct materials, direct material costs will be based on the lowest of quotes provided by the Contractor from at least three different commercial vendors for the direct material cost. The Government retains the right to obtain additional quotes in questionable situations. The lowest price will be used.</p> <p>All other cost such as sub-contractor cost, costs for pre-expended bin materials, shipping and handling, union agreements, crew sizes, hand tools, universal equipment, mobilization, demobilization, time for job preparation, safety standby personnel, payroll burdens and fringes, overtime, job (field) overhead, clerical support, supervision, inspection, fees, taxes, licenses, permits, and insurance, general and administrative (home office) overhead, profit, and all other associated markups shall not be included in the direct material price since the cost for these items are included in the UPL Hour unit price bid.</p>
Electronic Operation And Maintenance And Support Information (eOMSI)	A set of consultant-prepared data and document files that contain detailed, as-built technical information that describes the efficient, economical and safe operation, maintenance and repair of a facility, plant, equipment or system throughout its life cycle. Generally, it is prepared during construction and submitted upon completion of a new facility or major facility upgrade. eOMSI's typically include asset information, staffing and budgeting information, supply support including critical spare parts, operating

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	procedures, troubleshooting and diagnostic guides, extended warranty data, maintenance task frequencies and documentation, technical data, repair procedures and manufacturer's product data. eOMSI data and document files are provided in electronic formats.
Equipment	Tangible asset that is functionally complete for its intended purpose, durable, and non-expendable.
Facility	A building or structure designed and created to serve a particular function.
Fixed Burden Rate (FBR)	<p>The additional costs (expressed in percent of direct material cost) for ordering, handling, and stockpiling materials and repair parts. For example, if the offeror's Fixed Burden Rate for materials in the Base Period is 10% then:</p> $\$100,000.00 + (\$100,000.00 \times 10\%) = \$110,000.00$ <p>The Government will compensate the Contractor for the required parts and materials and not the total amount shown in Schedule of Indefinite Delivery Indefinite Quantity Work.</p>
Frequency Of Service	<p>&lt;&lt;Note to Spec Writer: Edit as appropriate&gt;&gt;</p> <p>Annual (A). Services performed once during each 12-month period of the contract at intervals of 335 to 395 days.</p> <p>Biennial (B). Services performed once during each 24-month period of the contract at intervals of 670 to 790 days.</p> <p>Daily (D5). Services performed once each calendar day, Monday through Friday, including holidays unless otherwise noted.</p> <p>Daily (D7). Services performed once each calendar day, seven days per week, including weekends and holidays.</p> <p>Monthly (M). Services performed 12 times during each 12-month period of the contract at intervals of 28 to 31 calendar days.</p> <p>Quarterly (Q). Services performed four times during each 12-month period of the contract at intervals of 80 to 100 calendar days.</p> <p>Semiannual (SA). Services performed twice during each 12-month period of the contract at intervals of 160 to 200 calendar days.</p> <p>Semimonthly (SM). Services performed 24 times during each 12-month period of the contract at intervals of 14 to 16 calendar days.</p> <p>Three times weekly (3W). Services performed three times a week, such as Monday, Wednesday, and Friday.</p> <p>Twice weekly (2W). Services performed twice a week, such as Monday and Thursday or Tuesday and Friday.</p> <p>Weekly (W). Services performed 52 times during each 12-month period of the contract at intervals of six to eight calendar days.</p>
Government Furnished Property (GFP)	Property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. Government furnished property includes, but is not limited to, spares and property furnished for repairs, maintenance, overhaul, or modification. Government furnished property also includes contractor acquired property if the contractor acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract.
Hazardous Material (HM)	A material that because of its quality, concentration, physical, chemical or infectious nature may pose a threat to human health or the environment if released or spilled into the environment or any material designated by the Department of Transportation (DOT) or any materials that require a SDS form as posing a potential threat while being transported. Hazardous materials are listed in 49 CFR Part 172.

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Hazardous Waste (HW)	Any discarded solid waste (liquid, semi-solid, solid, or gaseous) that meets the definition of a hazardous waste by USEPA, state authorities, or the Navy. In accordance with RCRA, a solid waste is a listed hazardous waste if it is specifically listed, or it is a characteristic hazardous waste if it exhibits the characteristics of ignitability, corrosivity, reactivity, or toxicity.
Hazardous Waste Management Plan	<p>In accordance with OPNAVINST 5090.1C, every Navy shore activity that generates HW shall develop and use a Hazardous Waste Management Plan or a Hazardous Waste management component in its P2 Plan and EMS. A Hazardous Waste Management Plan shall:</p> <ul style="list-style-type: none"> <li>• Identify applicable federal, state, and local regulations pertaining to the generation and management of hazardous waste.</li> <li>• Identify training requirements and describe procedures for obtaining training and maintaining training records.</li> <li>• Assign responsibilities for the generation, designation, handling, storage, treatment, disposal, and all documentation.</li> <li>• Describe all hazardous waste generation and management procedures.</li> <li>• Include or reference the hazardous waste minimization plan and goals.</li> <li>• Include or reference contingency plans and emergency response procedures.</li> </ul> <p>The plan shall be kept up to date to include changes in hazardous waste generation and management procedures, as well as changes in applicable federal, state, and local hazardous waste regulations. The plan shall include or reference minimization procedures sufficient to achieve DOD minimization goals. Tenant activities are covered by the host CO's Hazardous Waste Management Plan.</p>
Hazardous Waste Manifest	A hazardous waste manifest as defined in 40 CFR 260 is required for the transport of hazardous waste. The installation commanding officer (ICO) or the ICO's designated representative shall retain signature authority for hazardous waste manifests.
Infrastructure Condition Assessment Program (ICAP)	A Navy automated data management program that utilizes historical asset lifecycle data and a structured assessment process to evaluate the condition facilities and their components.
Inspection	A rigorous, detailed assessment of the condition of a facility performed to generate a fundable scope and cost estimate for prioritization and funding of maintenance and repair.
Integrated Maintenance Program (IMP)	IMP is a recurring state-of-the-art, reliability-centered inspection, testing, maintenance and repair program that determines best practices for managing the functions and consequences of failures of facilities equipment and system components. IMP encompasses accepted commercial practices, including reactive, preventive, predictive and proactive maintenance, into one optimal program. The IMP approach gives the Contractor full responsibility to maintain systems and equipment and perform repairs whenever necessary to ensure equipment and systems are operational and remain in a constant state of readiness. Service orders will not be issued for accomplishment of repairs on systems and equipment maintained under IMP.
Job or Work Order	An authorization for work that requires planning and estimating and has an individual line of accounting for financial and performance evaluation.
Life-Cycle Costs	A form of economic analysis that considers the total cost of owning, operating, and maintaining a building or system over its useful life.
Less-than-90-day Accumulation Areas or Storage Facilities	Temporary HW storage areas where HW may be stored for up to 90 days without a RCRA permit.

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Maintenance and Repair	The preservation or restoration of a piece of equipment, system, or facility to such condition that it may be effectively used for its designated purposes. Maintenance/repair may be adjustment, overhaul, reprocessing, or replacement of constituent parts or materials that are missing or have deteriorated by action of the elements or usage, or replacement of the entire unit or system if beyond economical repair.
Monthly On-Site Labor Report	A compilation of all Contractor and subcontractor employee-hours involved in delivering contract services on a Government property.
NAVFAC MAXIMO	A specially configured software version of MAXIMO®, a commercially available computerized maintenance management system (CMMS), adopted by NAVFAC for enterprise facility asset data management. The terms “MAXIMO”, “NAVFAC MAXIMO” or “Government’s MAXIMO” shall be used interchangeably in the document.
Non-RCRA Regulated Waste	<p>Waste that is not regulated as a hazardous waste under RCRA; however, is waste may be regulated by other federal, state or local regulations including but not limited to TSCA, Clean Air Act, Clean Water Act or other regulations and statutes. Examples include Used Oil, Universal Waste, Oily Water, antifreeze, etc.</p> <p>Non-RCRA regulated waste (while not meeting the definition of a Hazardous Waste) must be managed according to its applicable regulations and may not be discarded into the general trash.</p>
Non-Regulated Solid Waste (Debris and Rubbish)	Waste not associated with an industrial process such as refuse and scraps resulting from preparation, cooking, dispensing, and consumption of food. Non-hazardous construction and demolition wastes such as dimension and non-dimension lumber, plywood, chipboard, and hardboard are included.
Partnering	The terms “partnering” and “partnership” used herein shall mean a relationship of open communication and close cooperation that involves both Government and Contractor personnel working together for the purpose of establishing a mutually beneficial, proactive, cooperative environment within which to achieve contract objectives and resolve issues and implementing actions as required.
Performance Assessment	A method used by the Government to provide some measure of control over the quality of purchased goods and services received.
Performance Assessment Representative (PAR)	The individual(s) assigned as a Technical Point of Contact (TPOC) / Subject Matter Expert (SME) to the COR to perform duties as the on-site representative who assesses Contractor performance. The PAR periodically observes Contractor performance, reviews delivered services, reviews quality management corrective actions, periodically assesses and documents Contractor performance on PAWs and the MPAS, and communicates findings as necessary with the Contractor, SPAR, and COR.
Pre-Expended Bin Materials And Supplies	The minor materials and supplies that are incidental to the job, for which the total direct cost of any one material line item shown on the material estimate is \$10.00 or less. Examples of pre-expended bin materials and supplies include, but are not limited to, solder, lead, flux, electrical connectors, electrical tape, fuses, nails, screws, bolts, nuts, washers, spacers, masking tape, sand paper, solvent, cleaners, lubricants, grease, oil, rags, mops, glue, epoxy, spackling compound, joint tape, plumbers tape and compound, clips, welding rods, and touch up paint.
Property Administrator	An authorized representative of the Contracting Officer who is responsible for administering contract property requirements, terms and conditions of the contract

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Definition	Description
Property Management Program	A Government program established for the purpose of reviewing and approving the Contractor's Property Management Plan and System through performance of a system analysis whenever government property is in the possession of the Contractor.
Quality Assurance (QA)	The planned and systematic activities implemented in a quality system so that quality requirements for a product or service will be fulfilled.
Quality Control (QC)	The observation techniques and activities used to fulfill requirements for quality.
R. S. Means	A data collection and organization system developed by R. S. Means Company which can be used to prepare accurate, dependable construction estimates and budgets in a variety of ways. The Contractor shall use the latest edition. Material prices are based on a national average and computed labor costs are based on a 30-city national average. An estimate prepared using this data is called a "Means estimate"; data may simply be referred to as "Means".
Real Property	Land and improvements to land (i.e., facilities). It includes equipment affixed and built into the facility as an integral part of the facility (such as heating systems), but not movable equipment (e.g., plant equipment, industrial equipment, buoys).
Real Property Inventory Equipment (RPIE)	A Government owned or leased individual pieces of equipment, apparatus, or fixture that are essential to the function of the real property (i.e. plumbing, electrical, heating, cooling and elevators). It is physically attached to, integrated into, and built in or on the property. Individual RPIE's can be combined to make a CIMU to facilitate facilities management. An individual RPIE can also be a CIMU if the equipment is complex enough to require its own management planning.
Regulated Waste	Any hazardous, non-hazardous, industrial process waste (aka special waste), e-waste, and/or off-specification HM, which because of its physical characteristics, chemical make-up or biological nature requires either special handling procedures and permitting, or poses an unusual threat to human health, equipment, property, or the environment. Examples include (but are not limited to) liquid sludge, pastes, and/or filter cakes, chemical compounds and/or petroleum products, fine powders or highly dusty materials, spent blast media and/or grit, demolition wastes from industrial facilities, debris and/or residues from spill cleanup work, underground storage tank remediation materials, pollution control wastes, ash from fires, furnaces, boilers or incinerators, off-specification products, other materials that have the potential to be a hazardous waste. All RW may be used or unused excess hazardous materials. Laboratory analysis may be required to verify the waste is not a RCRA-regulated hazardous waste.
Response Time	The time allowed the Contractor after initial notification of a work requirement to be physically on the premises at the work site with appropriate personnel, tools, equipment, and materials, ready to perform the work required.
Restoration	Restoration of real property to such a condition that it can be used for its intended purpose. Includes repair or replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disaster, fire, accident or other causes.
Sampling Plan	Plan and procedures to conduct sampling, field testing and laboratory analysis for a defined testing objective.
Satellite Accumulation Areas	Designated approved areas, at or near the point of generation and under the control of the operator generating the waste, where no more than 55 gallons (cumulative total) of all types of HW or 1 quart of acutely HW may be accumulated. The 55-gallon limit does not include non RCRA regulated waste, universal waste and used oil etc.

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<b>Definition</b>	<b>Description</b>
Spill Prevention Control and Countermeasure (SPCC) Plan	The SPCC Plan establishes engineering controls including procedures, methods, equipment and other requirements to prevent the discharge of oil into or upon navigable waters. The Plan includes procedures for oil spill prevention, measures to contain spills and an established spill drill exercises to ensure effective countermeasures in the event of oil spill.
Sustainment	Maintenance and repair activities necessary to keep a typical inventory of facilities in “normal working condition”. Sustainment includes regularly scheduled maintenance as well as cyclical major repairs or replacement of components that occur periodically over the expected service life of the facilities.
System	An assemblage of mechanically and/or electrically interlocked parts, equipment and/or components forming a unitary whole.
Unit Priced Labor (UPL) Hour	The fully burdened unit price bid by the Contractor to perform one hour of work-in-place. With the exception of direct material and construction equipment costs, the unit priced labor hour price shall include all indirect and direct costs associated with performing work, such as: the Contractor’s hourly composite trade wage, adjusted to allow for workforce productivity; sub-contractor cost, costs for pre-expended bin materials, shipping and handling, wage determinations, union agreements, crew sizes, hand tools, equipment, universal equipment (excluding construction equipment), mobilization, demobilization, payroll burdens and fringes, overtime, job (field) overhead, clerical support, supervision, inspection, fees, taxes, licenses, permits, and insurance, general and administrative (home office) overhead, profit, and all other associated markups. Any indirect cost or additional markups not allowed in the definition of direct materials shall be included in the UPL price. Additionally, time for job preparation, safety standby personnel, and similar indirect labor elements are included.
Uniformat Classification	A standard classification of building components established by the National Institute of Standards and Technology.
Universal Equipment	Universal equipment refers to equipment that can cover two or more industries and is commercially employed in execution of operation, maintenance, and repair work, such as: Aerial Work Platforms, Backhoes, Cranes, Dump Trucks, Excavators, Generators, Graders, Lifts, Loaders, Man Lifts, Monitoring and Test Equipment, Pumps, Tractors, Trailers, etc.
Universal Waste (UW)	Universal Waste (UW) (defined in 40 CFR Part 273) means batteries, fluorescent lamps, some pesticides, and mercury-containing equipment formally classified as a HW, but that are now subject to less stringent regulations, when recycled if recycling is available.
Utility Infrastructure Condition Assessment Program (UICAP)	A comprehensive assessment processes for planning, managing, and executing Navy utility infrastructure inspections.

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Definitions and Acronyms

<b>Acronym</b>	<b>Title</b>
ACO	Administrative Contracting Officer
AFFF	Aqueous Film Forming Foam
BFR	Basic Facility Requirements
BW	Biweekly
CBMM	Condition Based Maintenance Management Program
CDR	Contract Discrepancy Report
CIA	Controlled Industrial Area
CIMU	Component Inventory Management Unit
CMMS	Computerized Maintenance Management System
CNSSI	Committee on National Security Systems Instruction
COR	Contracting Officer Representative
COR	Condition of Readiness
DBH	Diameter at Breast Height
DCR	Direct Condition Rating
DoD	Department of Defense
DoDI	Department of Defense Instruction
DoN	Department of Navy
DRMO	Defense Reutilization Management Office
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
FAR	Federal Acquisition Regulation
FFP	Firm Fixed Price
FIFRA	Federal Insecticide, Fungicide, and Rodenticide Act
FSC	Facility Support Contract
FSCM	Facility Support Contract Manager
GIS	Geospatial Information System
GFE	Government-furnished Equipment
GFF	Government-furnished Facilities
GFM	Government-furnished Materials
HCA	Head Contracting Agency
ICAP	Infrastructure Condition Assessment Program
ICP	Integrated Contingency Plan
IDIQ	Indefinite Delivery Indefinite Quantity
iNFADS	Internet Navy Facilities Asst Data Store
IPM	Integrated Pest Management
IPMIS	Integrated Pest Management Information System
IPMP	Integrated Pest Management Plan
KO	Contracting Officer
LAN	Local Area Network
M	Monthly
MAP	Maintenance Action Plan
MDI	Mission Dependency Index
MEP	Mechanical, Electrical and Plumbing
MILCON	Military Construction
MPAS	Monthly Performance Assessment Summary
MRI	Mission Readiness Index
MSDS	Material Safety Data Sheets
NAVFAC	Naval Facilities Engineering Command
NIST	National Institute of Standards and Technology

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<b>Acronym</b>	<b>Title</b>
NIST SP	National Institute of Standards and Technology Special Publication
NMCI	Navy Marine Corps Intranet
NOSC	Navy-On-Scene Coordinator
PAP	Performance Assessment Plan
PAR	Performance Assessment Representative
PAW	Performance Assessment Worksheet
PEO	Program Executive Officer
PM	Project Manager
PM	Planned Maintenance or Preventative Maintenance
POAM	Plan of Action and Milestones
PRCSP	Permit Required Confined Space Program
PWS	Performance Work Statement
PWO	Public Works Officer
Q	Quarterly
QC	Quality Control
RSIP	Regional Shore Infrastructure Plan
RPIE	Real Property Inventory Equipment
RSL	Remaining Service Life
SC	Security Clearances
SM	Semimonthly
SPAR	Senior Performance Assessment Representative
TE	Technical Exhibit
VIQ	Variation in Quantity
WBS	Work Breakdown Structure



OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		18.21
01012 - Accounting Clerk II		20.43
01013 - Accounting Clerk III		22.86
01020 - Administrative Assistant		34.33
01035 - Court Reporter		27.46
01041 - Customer Service Representative I	14.78***	
01042 - Customer Service Representative II		16.29
01043 - Customer Service Representative III		18.12
01051 - Data Entry Operator I		16.65
01052 - Data Entry Operator II		18.17
01060 - Dispatcher, Motor Vehicle		22.67
01070 - Document Preparation Clerk		19.87
01090 - Duplicating Machine Operator		19.87
01111 - General Clerk I	15.25***	
01112 - General Clerk II		16.64
01113 - General Clerk III		18.68
01120 - Housing Referral Assistant		22.58
01141 - Messenger Courier		17.60
01191 - Order Clerk I		16.74
01192 - Order Clerk II		18.27
01261 - Personnel Assistant (Employment) I		18.22
01262 - Personnel Assistant (Employment) II		20.38
01263 - Personnel Assistant (Employment) III		22.72
01270 - Production Control Clerk		27.87
01290 - Rental Clerk		17.26
01300 - Scheduler, Maintenance		18.10
01311 - Secretary I		18.10
01312 - Secretary II		20.25
01313 - Secretary III		22.58
01320 - Service Order Dispatcher		20.26
01410 - Supply Technician		34.33
01420 - Survey Worker		22.58
01460 - Switchboard Operator/Receptionist		17.66
01531 - Travel Clerk I		16.66
01532 - Travel Clerk II		17.68
01533 - Travel Clerk III		18.53
01611 - Word Processor I		18.02
01612 - Word Processor II		20.22
01613 - Word Processor III		22.62
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		23.98
05010 - Automotive Electrician		21.93
05040 - Automotive Glass Installer		21.06
05070 - Automotive Worker		21.06
05110 - Mobile Equipment Servicer		19.31
05130 - Motor Equipment Metal Mechanic		22.82
05160 - Motor Equipment Metal Worker		21.06
05190 - Motor Vehicle Mechanic		22.82
05220 - Motor Vehicle Mechanic Helper		18.39
05250 - Motor Vehicle Upholstery Worker		20.14
05280 - Motor Vehicle Wrecker		21.06
05310 - Painter, Automotive		21.93
05340 - Radiator Repair Specialist		21.06
05370 - Tire Repairer		17.80
05400 - Transmission Repair Specialist		22.82
07000 - Food Preparation And Service Occupations		
07010 - Baker		15.88***

07041 - Cook I	18.37
07042 - Cook II	20.03
07070 - Dishwasher	13.88***
07130 - Food Service Worker	14.77***
07210 - Meat Cutter	20.73
07260 - Waiter/Waitress	12.77***
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	21.33
09040 - Furniture Handler	13.57***
09080 - Furniture Refinisher	18.74
09090 - Furniture Refinisher Helper	15.71***
09110 - Furniture Repairer, Minor	17.21
09130 - Upholsterer	20.16
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	14.19***
11060 - Elevator Operator	14.62***
11090 - Gardener	22.45
11122 - Housekeeping Aide	14.62***
11150 - Janitor	14.62***
11210 - Laborer, Grounds Maintenance	18.24
11240 - Maid or Houseman	14.62***
11260 - Pruner	16.88
11270 - Tractor Operator	21.37
11330 - Trail Maintenance Worker	18.24
11360 - Window Cleaner	15.80***
12000 - Health Occupations	
12010 - Ambulance Driver	20.05
12011 - Breath Alcohol Technician	25.90
12012 - Certified Occupational Therapist Assistant	29.97
12015 - Certified Physical Therapist Assistant	31.81
12020 - Dental Assistant	23.21
12025 - Dental Hygienist	39.68
12030 - EKG Technician	44.68
12035 - Electroneurodiagnostic Technologist	44.68
12040 - Emergency Medical Technician	20.05
12071 - Licensed Practical Nurse I	23.15
12072 - Licensed Practical Nurse II	25.90
12073 - Licensed Practical Nurse III	28.87
12100 - Medical Assistant	18.20
12130 - Medical Laboratory Technician	30.81
12160 - Medical Record Clerk	20.57
12190 - Medical Record Technician	24.13
12195 - Medical Transcriptionist	21.46
12210 - Nuclear Medicine Technologist	49.59
12221 - Nursing Assistant I	13.09***
12222 - Nursing Assistant II	14.71***
12223 - Nursing Assistant III	16.05***
12224 - Nursing Assistant IV	18.03
12235 - Optical Dispenser	24.95
12236 - Optical Technician	18.18
12250 - Pharmacy Technician	18.26
12280 - Phlebotomist	18.60
12305 - Radiologic Technologist	36.98
12311 - Registered Nurse I	26.72
12312 - Registered Nurse II	32.68
12313 - Registered Nurse II, Specialist	32.68
12314 - Registered Nurse III	39.53
12315 - Registered Nurse III, Anesthetist	39.53
12316 - Registered Nurse IV	47.38
12317 - Scheduler (Drug and Alcohol Testing)	32.09
12320 - Substance Abuse Treatment Counselor	25.72

13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		23.84
13012 - Exhibits Specialist II		29.52
13013 - Exhibits Specialist III		36.12
13041 - Illustrator I		23.84
13042 - Illustrator II		29.52
13043 - Illustrator III		36.12
13047 - Librarian		32.71
13050 - Library Aide/Clerk		15.46***
13054 - Library Information Technology Systems Administrator		29.52
13058 - Library Technician		23.73
13061 - Media Specialist I		21.30
13062 - Media Specialist II		23.84
13063 - Media Specialist III		26.58
13071 - Photographer I		20.21
13072 - Photographer II		22.61
13073 - Photographer III		28.01
13074 - Photographer IV		34.26
13075 - Photographer V		41.44
13090 - Technical Order Library Clerk		19.42
13110 - Video Teleconference Technician		25.01
14000 - Information Technology Occupations		
14041 - Computer Operator I		18.08
14042 - Computer Operator II		20.22
14043 - Computer Operator III		22.54
14044 - Computer Operator IV		25.05
14045 - Computer Operator V		27.74
14071 - Computer Programmer I	(see 1)	25.43
14072 - Computer Programmer II	(see 1)	
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		18.08
14160 - Personal Computer Support Technician		25.05
14170 - System Support Specialist		27.74
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		33.49
15020 - Aircrew Training Devices Instructor (Rated)		40.50
15030 - Air Crew Training Devices Instructor (Pilot)		48.56
15050 - Computer Based Training Specialist / Instructor		33.49
15060 - Educational Technologist		29.84
15070 - Flight Instructor (Pilot)		48.56
15080 - Graphic Artist		33.41
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		48.56
15086 - Maintenance Test Pilot, Rotary Wing		48.56
15088 - Non-Maintenance Test/Co-Pilot		48.56
15090 - Technical Instructor		29.89
15095 - Technical Instructor/Course Developer		36.56
15110 - Test Proctor		24.12
15120 - Tutor		24.12
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		15.58***
16030 - Counter Attendant		15.58***
16040 - Dry Cleaner		17.80
16070 - Finisher, Flatwork, Machine		15.58***
16090 - Presser, Hand		15.58***
16110 - Presser, Machine, Drycleaning		15.58***
16130 - Presser, Machine, Shirts		15.58***

16160 - Presser, Machine, Wearing Apparel, Laundry	15.58***
16190 - Sewing Machine Operator	18.54
16220 - Tailor	19.28
16250 - Washer, Machine	16.32
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	24.51
19040 - Tool And Die Maker	28.53
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	19.90
21030 - Material Coordinator	27.87
21040 - Material Expediter	27.87
21050 - Material Handling Laborer	17.04
21071 - Order Filler	14.67***
21080 - Production Line Worker (Food Processing)	19.90
21110 - Shipping Packer	18.51
21130 - Shipping/Receiving Clerk	18.51
21140 - Store Worker I	15.29***
21150 - Stock Clerk	18.84
21210 - Tools And Parts Attendant	19.90
21410 - Warehouse Specialist	19.90
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	37.65
23019 - Aircraft Logs and Records Technician	30.41
23021 - Aircraft Mechanic I	36.29
23022 - Aircraft Mechanic II	37.65
23023 - Aircraft Mechanic III	39.10
23040 - Aircraft Mechanic Helper	29.11
23050 - Aircraft, Painter	33.52
23060 - Aircraft Servicer	30.41
23070 - Aircraft Survival Flight Equipment Technician	33.52
23080 - Aircraft Worker	31.99
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	31.99
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	36.29
23110 - Appliance Mechanic	23.63
23120 - Bicycle Repairer	23.45
23125 - Cable Splicer	46.42
23130 - Carpenter, Maintenance	26.81
23140 - Carpet Layer	26.15
23160 - Electrician, Maintenance	29.21
23181 - Electronics Technician Maintenance I	30.09
23182 - Electronics Technician Maintenance II	31.35
23183 - Electronics Technician Maintenance III	32.63
23260 - Fabric Worker	27.39
23290 - Fire Alarm System Mechanic	23.68
23310 - Fire Extinguisher Repairer	26.26
23311 - Fuel Distribution System Mechanic	36.48
23312 - Fuel Distribution System Operator	30.87
23370 - General Maintenance Worker	22.96
23380 - Ground Support Equipment Mechanic	36.29
23381 - Ground Support Equipment Servicer	30.41
23382 - Ground Support Equipment Worker	31.99
23391 - Gunsmith I	26.26
23392 - Gunsmith II	28.63
23393 - Gunsmith III	31.04
23410 - Heating, Ventilation And Air-Conditioning Mechanic	28.98
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	30.08
23430 - Heavy Equipment Mechanic	30.05

23440 - Heavy Equipment Operator	30.34
23460 - Instrument Mechanic	30.06
23465 - Laboratory/Shelter Mechanic	29.82
23470 - Laborer	17.04
23510 - Locksmith	28.71
23530 - Machinery Maintenance Mechanic	27.16
23550 - Machinist, Maintenance	23.22
23580 - Maintenance Trades Helper	17.97
23591 - Metrology Technician I	30.06
23592 - Metrology Technician II	31.21
23593 - Metrology Technician III	32.41
23640 - Millwright	31.04
23710 - Office Appliance Repairer	23.29
23760 - Painter, Maintenance	22.68
23790 - Pipefitter, Maintenance	29.91
23810 - Plumber, Maintenance	28.75
23820 - Pneudraulic Systems Mechanic	31.04
23850 - Rigger	29.63
23870 - Scale Mechanic	28.63
23890 - Sheet-Metal Worker, Maintenance	29.34
23910 - Small Engine Mechanic	20.98
23931 - Telecommunications Mechanic I	34.94
23932 - Telecommunications Mechanic II	36.27
23950 - Telephone Lineman	41.77
23960 - Welder, Combination, Maintenance	26.94
23965 - Well Driller	31.04
23970 - Woodcraft Worker	31.04
23980 - Woodworker	26.26
24000 - Personal Needs Occupations	
24550 - Case Manager	18.03
24570 - Child Care Attendant	13.43***
24580 - Child Care Center Clerk	16.75
24610 - Chore Aide	14.61***
24620 - Family Readiness And Support Services Coordinator	18.03
24630 - Homemaker	18.03
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	29.40
25040 - Sewage Plant Operator	27.98
25070 - Stationary Engineer	29.40
25190 - Ventilation Equipment Tender	23.69
25210 - Water Treatment Plant Operator	27.98
27000 - Protective Service Occupations	
27004 - Alarm Monitor	23.08
27007 - Baggage Inspector	16.31
27008 - Corrections Officer	35.68
27010 - Court Security Officer	32.37
27030 - Detection Dog Handler	18.24
27040 - Detention Officer	35.68
27070 - Firefighter	30.25
27101 - Guard I	16.31
27102 - Guard II	18.24
27131 - Police Officer I	28.28
27132 - Police Officer II	31.43
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	17.39
28042 - Carnival Equipment Repairer	18.26
28043 - Carnival Worker	13.60***
28210 - Gate Attendant/Gate Tender	17.82
28310 - Lifeguard	14.29***
28350 - Park Attendant (Aide)	19.93

28510 - Recreation Aide/Health Facility Attendant	14.55***
28515 - Recreation Specialist	24.70
28630 - Sports Official	15.88***
28690 - Swimming Pool Operator	20.33
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	28.63
29020 - Hatch Tender	28.63
29030 - Line Handler	28.63
29041 - Stevedore I	27.39
29042 - Stevedore II	29.82
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	46.19
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	31.86
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	35.08
30021 - Archeological Technician I	20.28
30022 - Archeological Technician II	21.12
30023 - Archeological Technician III	26.17
30030 - Cartographic Technician	26.17
30040 - Civil Engineering Technician	26.06
30051 - Cryogenic Technician I	28.98
30052 - Cryogenic Technician II	32.02
30061 - Drafter/CAD Operator I	20.28
30062 - Drafter/CAD Operator II	21.12
30063 - Drafter/CAD Operator III	23.55
30064 - Drafter/CAD Operator IV	28.98
30081 - Engineering Technician I	18.85
30082 - Engineering Technician II	21.15
30083 - Engineering Technician III	23.66
30084 - Engineering Technician IV	29.32
30085 - Engineering Technician V	35.87
30086 - Engineering Technician VI	43.38
30090 - Environmental Technician	30.55
30095 - Evidence Control Specialist	26.17
30210 - Laboratory Technician	24.71
30221 - Latent Fingerprint Technician I	28.98
30222 - Latent Fingerprint Technician II	32.02
30240 - Mathematical Technician	27.65
30361 - Paralegal/Legal Assistant I	22.72
30362 - Paralegal/Legal Assistant II	28.15
30363 - Paralegal/Legal Assistant III	34.43
30364 - Paralegal/Legal Assistant IV	41.65
30375 - Petroleum Supply Specialist	32.02
30390 - Photo-Optics Technician	26.17
30395 - Radiation Control Technician	32.02
30461 - Technical Writer I	27.40
30462 - Technical Writer II	33.52
30463 - Technical Writer III	40.56
30491 - Unexploded Ordnance (UXO) Technician I	29.36
30492 - Unexploded Ordnance (UXO) Technician II	35.52
30493 - Unexploded Ordnance (UXO) Technician III	42.57
30494 - Unexploded (UXO) Safety Escort	29.36
30495 - Unexploded (UXO) Sweep Personnel	29.36
30501 - Weather Forecaster I	28.98
30502 - Weather Forecaster II	35.25
30620 - Weather Observer, Combined Upper Air Or (see 2)	23.55
Surface Programs	
30621 - Weather Observer, Senior (see 2)	26.17
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	35.52
31020 - Bus Aide	15.53***
31030 - Bus Driver	19.94

31043 - Driver Courier	17.53
31260 - Parking and Lot Attendant	13.85***
31290 - Shuttle Bus Driver	17.70
31310 - Taxi Driver	15.90***
31361 - Truckdriver, Light	18.41
31362 - Truckdriver, Medium	19.20
31363 - Truckdriver, Heavy	23.97
31364 - Truckdriver, Tractor-Trailer	23.97
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	17.32
99030 - Cashier	13.84***
99050 - Desk Clerk	13.99***
99095 - Embalmer	30.74
99130 - Flight Follower	29.36
99251 - Laboratory Animal Caretaker I	17.07
99252 - Laboratory Animal Caretaker II	17.93
99260 - Marketing Analyst	32.51
99310 - Mortician	30.74
99410 - Pest Controller	18.39
99510 - Photofinishing Worker	15.43***
99710 - Recycling Laborer	20.87
99711 - Recycling Specialist	24.47
99730 - Refuse Collector	19.55
99810 - Sales Clerk	14.26***
99820 - School Crossing Guard	18.18
99830 - Survey Party Chief	30.59
99831 - Surveying Aide	23.94
99832 - Surveying Technician	29.52
99840 - Vending Machine Attendant	19.35
99841 - Vending Machine Repairer	22.15
99842 - Vending Machine Repairer Helper	19.35

\*\*\*Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$16.20 per hour) or 13658 (\$12.15 per hour). Please see the Note at the top of the wage determination for more information. Please also note that the minimum wage requirements of Executive Order 14026 and 13658 are not currently being enforced as to contracts or contract-like instruments entered into with the federal government in connection with seasonal recreational services or seasonal recreational equipment rental for the general public on federal lands.

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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.80 per hour, up to 40 hours per week, or \$192.00 per week or

\$832.00 per month

HEALTH & WELFARE EO 13706: \$4.41 per hour, up to 40 hours per week, or \$176.40 per week, or \$764.40 per month\*

\*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706, Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 10 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (See 29 CFR 4.173)

HOLIDAYS: A minimum of twelve paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: This wage determination does not apply to any individual employed in a bona fide executive, administrative, or professional capacity, as defined in 29 C.F.R. Part 541. (See 41 C.F.R. 6701(3)). Because most Computer Systems Analysts and Computer Programmers who are paid at least \$27.63 per hour (or at least \$684 per week if paid on a salary or fee basis) likely qualify as exempt computer professionals under 29 U.S.C. 213(a)(1) and 29 U.S.C. 213(a)(17), this wage determination may not include wage rates for all occupations within those job families. In such instances, a conformance will be necessary if there are nonexempt employees in these job families working on the contract.

Job titles vary widely and change quickly in the computer industry, and are not determinative of whether an employee is an exempt computer professional. To be exempt, computer employees who satisfy the compensation requirements must also have a primary duty that consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

Any computer employee who meets the applicable compensation requirements and the above duties test qualifies as an exempt computer professional under both section 13(a)(1) and section 13(a)(17) of the Fair Labor Standards Act. (Field Assistance Bulletin No. 2006-3 (Dec. 14, 2006)). Accordingly, this wage determination will not apply to any exempt computer employee regardless of which of these two exemptions is

utilized.

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

\*\* HAZARDOUS PAY DIFFERENTIAL \*\*

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

\*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

\*\* SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS \*\*

The duties of employees under job titles listed are those described in the ""Service Contract Act Directory of Occupations"", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

\*\* REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) \*\*

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.
- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."

Attachment J-0200000-03  
Directives, Instructions, and References

<b>Reference</b>	<b>Title</b>
CNSSI 1253	Security Categorization and Control Selection for National Security Systems
DoD Directive 5200.2	DoD Personnel Security Program (PSP)
DoDI 8582.01	Security of Unclassified DoD Information on Non-DoD Information Systems
DODD 6055.9	DoD Explosives Safety Management and the DoD Explosives Safety Board
EM 385-1-1	U.S. Army Corps of Engineers Safety and Health Requirements
NAVFACINST 4161.1	Accountability, Tracking, and Management of Government-Furnished Property
NAVFACINST 11010.45	Regional Planning Instruction (Site Approval Process)
NAVFAC P-78	Real Property Inventory Procedures Manual
NIST SP 800-171 Revision 1	Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations
NIST SP 800-53	Security and Privacy Controls for Federal Information Systems and Organizations
OPNAVINST 11000.16	Command Responsibility for Shore Activity Land and Facilities
OPNAVINST 11010.20	Navy Facilities Projects
OPNAVINST 11011.10	Utilization of Navy Real Property
P.L. 91-596	Occupational Safety and Health Act
SECNAVINST 11011.47	Acquisition, Management, and Disposal of Real Property and Real Property Interests by the Department of the Navy
UFC 2-000-5N	Facility Planning Criteria for Navy/Marine Corps Shore Installations
UFC 3-560-01	Operation and Maintenance: Electrical Safety

## VENDOR LETTER

The Department of Defense (DOD) now requires all contractors doing business with DOD to submit their invoices electronically via a web-based system. The Under Secretary of Defense identified Wide Area Workflow (WAWF) as the system for implementing this statutory requirement.

WAWF is a secure, web-based system, which benefits your firm by allowing you to submit invoices electronically, track receipt/acceptance documents and payment of your invoice online. By using this web-based system, you should experience the benefits mentioned but best of all, the use of electronic submission could get your company paid on time.

NAVFAC will be implementing the use of WAWF in FY2009 and we are in the process of reviewing all current contracts to identify those that are eligible for WAWF. If your contract is eligible, the respective contracting officer will notify you.

In preparation of this initiative, we highly encourage you to visit and review the following websites for WAWF Vendor resources.

Vendor Getting Started Guide –

<http://www.dfas.mil/contractorpay/electroniccommerce/wawfvendortools/WAWFVendorGettingStartedGuide.pdf>

Introductory Movie –

<http://www.dfas.mil/contractorpay/electroniccommerce/ECToolBox/WAWKFl.wmv>

Web-based training – <http://www.wawftraining.com>

WAWF practice site – <https://wawftraining.eb.mil/> (at this web page, click on “Training Instructions” found on the left side for further instructions on using this site)

Request for classroom training –

<http://www.dfas.mil/contractorpay/electroniccommerce/wawftrain.html>

WAWF Vendor Tools – <http://www.dfas.mil/contractorpay/electroniccommerce/wawfvendortools.html>

J-0200000-04  
INVOICING PROCEDURES

All services procured by the Government must be invoiced electronically through Wide Area Workflow (WAWF). All vendors must register in WAWF to submit and invoice. To register go to the WAWF Training Home Page (<https://wawftraining.eb.mil/>) and under New User select Vendors-Getting Started Help. This help menu will walk you through the registration process. The following is a printout of this menu.

Vendors - Getting Started Help

General Steps for a Vendor to follow to use WAWF

- Step 1. Register with the Central Contractor Registry (CCR).
- Step 2. Establish an Electronic Business (EB) Point of Contact (POC) in CCR.
- Step 3. Register for Electronic Document Access (EDA). (This step is not required but recommended.)
- Step 4. Ensure CAGE Code is added to WAWF Group Structure.
- Step 5. Establish an Organizational Email Address.
- Step 6. Designate a Group Administrator Manager (GAM).
- Step 7. Determine if batch feeds for data input is necessary.
- Step 8. Set up PCs to Access WAWF.
- Step 9. Self Register GAM.
- Step 10. Have all users for the CAGE Code(s) self-register on the WAWF web site for one of the ava

Step 1: Register with Central Contractor Registry (CCR).

- All vendors must be registered in the CCR in order to sell goods and services to the Department of Defense (DOD).

- Register at URL <http://www.ccr.gov/> (External Link).

- For help with registration in CCR, contact the CCR Assistance Center at 1-888-227-2423 or Federal Service Desk at 866-606-8220 or 334-206-7828. If you do not know your CCR POC, you can contact the Federal Service Desk.

Step 2: Establish or verify the Electronic Business Point of Contact (EB POC) in CCR.

- To facilitate electronic commerce between vendors and DOD, vendors must establish an EB POC for their company in CCR.

- The EB POC will be responsible for authorizing vendor employee(s) access to submit, modify and/or view data on behalf of the vendor. In WAWF terminology, the EB POC also functions as the Group Administrator (GAM). The GAM is your company's "Gate Keeper" and will be responsible for authorizing access to WAWF for all your company's employee(s).

- The CCR POC is responsible for entering EB POC data in CCR.

- To see if an EB POC is listed for a specific company, go to <http://www.ccr.gov/> (External Link) and click on "CCR Search". Where prompted, enter the DUNS Number or CAGE Code or Company Name and click the "Search" button. If you are presented with a list of DUNS numbers, you will need to pick the specific location and click on the Detail link. Scroll to the bottom of the Inquiry Results page. There you can see if anyone is listed as the EB POC. If no one is listed, the company has not identified an EB POC yet.

- If a vendor sees that there is no one listed as their EB POC, they need to contact the CCR POC and ask the CCR to update the company's registration to include the EB POC.

- Each vendor can establish up to two EB POCs one primary and one alternate EB POC for each Cage/DUNS code.

Step 3: Register for Electronic Document Access (EDA). (Optional Step but recommended.)

- Electronic Document Access (EDA) acts as a virtual file cabinet for the storage and retrieval of multiple types of acquisition documents to include Purchase Orders and post-award contracts. Vendor may be authorized to view contract documents that match their validated DUNS or CAGE codes.

- Go to the following URL [http://eda.ogden.disa.mil/users\\_guide/access/Registration/reg002\\_VendorSteps.html](http://eda.ogden.disa.mil/users_guide/access/Registration/reg002_VendorSteps.html) for instructions. (External Link).

Step 4: Have your CAGE Code added to the WAWF Group Structure.

- Your CAGE Code must be added to WAWF Group Structure before any personnel can self-register in WAWF. If you have multiple CAGE Codes they can all be added to your group at the same time.
- Optional CAGE Code extensions can be created to subdivide your CAGE Code into smaller units. Each CAGE Code and extension will have its own organizational e-mail address. The email addresses will be used to notify your sub-groups that a document status has changed.
- To establish a vendor group for a CAGE Code, someone in your company needs to either call the Customer Support Center phone number or send an email to DISA Ogden. If your organization has multiple CAGE Codes, the WAWF Customer Support Center will assist in adding all your CAGE Codes to your CAGE Group Structure in WAWF. (see Customer Support link)
- Phoned in requests will be activated online. Emailed requests will be processed within 48 hours after receipt.
- Group Activation Email: Please use the following template to email requests to WAWF Customer Support: Customer Support email Please fill in missing information with your company information. (External Link).
- Important - PLEASE NOTIFY YOUR EB POC! We will need their authorization to activate individual accounts after the CAGE Code(s) are added to WAWF.

Step 5: Establish an Organizational email Address.

- WAWF routes information according to CAGE Codes. WAWF documents themselves do not get routed, but status information about the documents is sent in emails. For example, email confirmations are sent when a vendor SUBMITS a document. Email notices are sent when the government ACCEPTS or REJECTS the document.
  - In order to receive status information about the WAWF documents, vendors need to establish organizational email accounts and determine who will have access to this organizational email account.
  - Ensure that the organizational email address is operational and can receive email prior to registering it with the WAWF Customer Support Center.
- 
- The GAM or EB POC shall provide the organizational email to the WAWF Customer Support Center. (See GAM Appointment Letter in Step 6 below).
  - Note: If you do not set up an organizational email address, the personal email address of the first person who self-registers from your CAGE/DUNS Code will be used as the organizational email address.

Step 6: Designate a Group Administrator (GAM) for your company.

- A GAM determines who has access to their data submitted in WAWF and provides the authorization to activate.
- In medium to large sized companies, there may be a need to establish more than one GAM.
- Vendors must appoint a GAM to manage their WAWF account. It is recommended that the EB POC be the GAM. As mentioned earlier, the GAM is your company's "Gate Keeper" and as such this person authorizes the activations and deactivations for the company's CAGE Code(s). When the EB POC registers as the GAM no additional paperwork is required to establish your WAWF GAM account.
- The EB POC will also be contacted when there is a question about invoices submitted through WAWF. Please ensure your EB POC is familiar with the WAWF process and they can contact company personnel to answer invoicing questions from government officials.
- If you appoint a GAM that is not your EB POC, they are required to submit their GAM appointment letter, signed by their EB POC, via email to the Ogden Customer Support Center Customer Support email or they may fax it to the customer Service Center. The fax number is 1-801-605-7453. GAM appointment letter

Step 7: Determine if batch feeds for data input is necessary.

- Most Vendors use the manual, web entry method to input their documents directly into WAWF. Web entry is a good method if you have a small volume of payment documents to create or if you have a small amount of lines on your contract(s). But for vendors that have a large number of transactions and/or many line items per payment

document, you may want to consider submitting documents into WAWF via the File Transfer Protocol (FTP) or Electronic Data Interchange (EDI) method.

- WAWF FTP and EDI Guides are available after your account has been activated. If further assistance is needed, please contact the WAWF Customer Service Center and ask for help with EDI. A trouble ticket will be created and you will be forwarded to the Joint Interoperability Test Center (JITC) and a technician will be assigned to assist you in testing your file layout(s). (See Customer Support Link).

Step 8: Set up PCs to access WAWF.

- Your current computer configuration is usually sufficient to use WAWF. On rare occasions your computer's browser setting may need to be changed.
- Please try using WAWF first and then if you experience problems check your set-up by selecting the "Machine Setup" link on the WAWF home page or call the Ogden Help desk for assistance - for Ogden Help desk information select the "Customer Support" link on the WAWF home page.

Step 9: GAM needs to Self Register in WAWF.

- Refer to the "Registration" Link on the WAWF Home Page and the Help button for a details on registering in the WAWF application as a GAM.
- If the GAM's account has not been activated within 2 business days of self-registering, notify the WAWF Customer Service. (See Customer Service Link).

Step 10: Have all users for the CAGE Code(s) self-register on the WAWF web site for one of the available Vendor Roles.

- Once the EB POC (GAM) has been activated, all company users will need to self-register. Now the EB POC (GAM) can activate or deactivate their own company personnel within WAWF.
- Every user of WAWF must self-register on the WAWF web site by completing the online registration form.
- Refer to the "Registration" Link on the WAWF Home Page and the Help button for a details on registering in the WAWF application in a Vendor Role.
- Note: User accounts will not be activated until the GAM activates the accounts. The GAM will receive an email for all registrations.
- If a user's account has not been activated within 2 business days of self-registering, notify the EB POC or WAWF Customer Support Center.

Step 11: Practice Using WAWF.

- Online Training Site - Once you have completed steps 1-10, you may want to practice using WAWF in the online training site. This site is for practice only. You can practice submitting documents for payment, and viewing and working on documents in the online training site. After getting to the WAWF practice site, you should click the "Training Instructions" hyperlink in the left column to get your training User IDs and passwords and important sample data.
- To practice in the online training site go to the following URL <https://wawftraining.eb.mil/> (External Link). To log into the WAWF Training Site as a vendor, you must use one of the following User ID / Password Combinations: Vendor11/Vendor1\$ or Vendor22/Vendor2\$.

Follow these steps to log into the WAWF Training Site as a vendor:

1. Ensure your system has the minimum configuration and software necessary.
2. Return to the WAWF Training Home Page (<https://wawftraining.eb.mil/>).
3. Click the Logon hyperlink.
4. When the logon screen appears, enter the following account information: Either User ID = Vendor11 and the Password = Vendor1\$ (Case sensitive) or User ID = Vendor22 and the Password = Vendor2\$ (Case Sensitive).
5. Click the 'Submit' button.

- Initial Report
- Follow-up Report
- Final Report

### Contractor Significant Incident Report (CSIR)

1. General Information		
<b>Contracting Activity/ROICC Office:</b>		
<b>Accident Classification:</b>		
Injury	Fatality	Environment
Illness	Property Damage	Procedural Issues
		Lessons Learned
<b>Involving:</b>		
Confined Space	Equip/Mrt Ver/Mat Handling (Heavy Construction Equip.)	Hazardous Material
Crane and Rigging	Equip/Mrt Ver/Mat Handling (Material Handling)	Trenching/Excavation
Diving	Equip/Mrt Ver/Mat Handling (Man-Lift/Elevated Platform)	Waterfront/Marine
Demolition/Renovation	Fall from Ladder	Fall from Scaffold
Electrical	Fall from Roof	Other _____
	Fire	
2. Personal Information		
<b>Name (Last, First, MI):</b>	<b>Age:</b>	<b>Sex:</b>
<b>Job Title/Description:</b>	<b>Employed By:</b>	
<b>Supervisor Name (Last, First, MI) &amp; Title:</b>	<b>Was the person trained to perform this activity/task?</b>	
	Yes      No	
<b>What type of training was received (OJT, classroom, etc)?</b>	<b>Date of the most recent formal training and topics discussed?</b>	
3. Witness Information		
<b>Witness #1: Name (Last, First, MI):</b>	<b>Job Title/Description:</b>	
<b>Employed By:</b>	<b>Supervisor Name (Last, First, MI):</b>	
<b>Witness #2: Name (Last, First, MI):</b>	<b>Job Title/Description:</b>	
<b>Employed By:</b>	<b>Supervisor Name (Last, First, MI):</b>	
<b>Additional Witnesses:</b>		
<i>(List any additional witnesses on a separate sheet and attach.)</i>		
		Yes      No

4. Contract Information		
<b>Type of Contract:</b> A/E      BOS      CLEAN      Construction      Design Build      FSCC      FSSC JOC      RAC      Service      Other _____		
<b>Contract Number &amp; Title:</b>		<b>Industrial Group &amp; Industrial Type:</b>
<b>Prime Contractor Name/Address/Phone &amp; Fax No:</b>		<b>Sub Contractor Name/Address/Phone &amp; FAX No:</b>
<b>Safety Manager (Last, First, MI):</b>		<b>Safety Manager (Last, First, MI):</b>
<b>Insurance Carrier:</b>		<b>Insurance Carrier:</b>
5. Accident Description		
<b>Date of Accident:</b>	<b>Time of Accident:</b>	<b>Exact Location of Accident:</b>
Describe the accident in detail in your words: <i>(Use the back of page if you need additional space)</i>		
<b>Direct Cause(s) of Accident:</b>		

<b>Indirect Cause(s) of Accident:</b>		
<b>Action(s) taken to prevent re-occurrence or provide on-going corrective actions:</b>		
<b>Corrective Action Beginning Date:</b>	<b>Anticipated Completion Date:</b>	
<b>Personal Protective Equipment:</b>		
Available and used	Available and not used	Not Required
Not related to Mishap	Wrong PPE for job	
<i>List PPE Used:</i>		
<b>Type of Construction Equipment (Make, Model, Serial #, VIN#) Involved:</b>		
<b>Was Hazardous Material Spilled/Released?</b>	<b>Yes</b>	<b>No</b>
<i>Please List Hazardous Material(s) Involved:</i>		
<b>Who provided first aid or cleanup of mishap site?</b>		
<b>Any blood-borne pathogen exposure, other than EMTs?</b>	<b>Yes</b>	<b>No</b>
<i>Who?</i>		
<b>List OSHA and WM-385-1-1 standards that were violated:</b>		
<b>Was site secured and witness statements taken immediately?</b>	<b>Yes</b>	<b>No</b>
<i>By Whom?</i>		

8. OSHA Information			
Date OSHA was Notified:	Date(s) of Investigation:	Date of citation: <i>(Attach Copy)</i>	Dollar amount of Penalties:
9. Report Preparer			
Name (Last, First, MI):		Date of Report:	
Title:		Signature:	
Employer:			
Phone #:			



Supervisors  
ACCIDENT INVESTIGATION FORM

1. Employee's Name, Code, & Job Title:

\_\_\_\_\_

2. Time, date, and location of accident 00:00 pm, // \_\_\_\_\_

\_\_\_\_\_

3. What work assignment or activity was employee engaged in at time of accident?

\_\_\_\_\_

4. Please describe the nature and extent of any injuries \_\_fell on left side of body, minor scrapes and bruises \_\_\_\_\_

5. What was the primary cause of this accident?

\_\_\_\_\_

6. Was personnel error a factor? (I.e. haste, inattention, etc.) \_NO\_\_\_\_\_ if "yes", please describe. \_\_\_\_\_

\_\_\_\_\_

7. Please describe any unsafe conditions involved. (I.e. wet floor, torn carpet, etc.)

\_\_\_\_\_

What actions have been taken thus far to correct these conditions? \_\_\_\_\_

\_\_\_\_\_

8. Please provide a brief summary of how the accident occurred.

\_\_\_\_\_

9. Please indicate any recommendations to prevent accidents of this type from re-occurring. \_\_\_\_\_

\_\_\_\_\_

10. Additional Comments. \_\_\_\_\_

Contractor only required filling in Time for Highlighted Line Items  
(Contractor to fill in "other" non-highlighted areas if requested by the KO/PAR)

Attachment J-0200000-05  
 Spec Item 2.9.7 - Monthly On-Site Labor Report - Recurring Work  
 Solicitation/Contract No.:

Company Name:

Date Submitted:

Labor Hours for the Month of:

ELIN/ Sub-ELIN	Annex/ Sub- annex	Spec Item	Description	Spec Item 3 Labor Hours	Spec Items 1 and 2 On-Site Labor Hours
	<b>1503010</b>		<b>Facility Management</b>		
	1503010	3.1	<b>Scheduled Services</b>		
	1503010	3.1.1	Space Cleaning		
	1503010	3.1.1.1	Emptying Waste Containers		
	1503010	3.1.1.2	Emptying Recycling Containers		
	1503010	3.1.1.3	Low Area Cleaning		
	1503010	3.1.1.4	Lunch/Break Room Cleaning		
	1503010	3.1.1.5	High Area Cleaning		
	1503010	3.1.1.6	Interior Window Cleaning		
	1503010	3.1.1.7	Exterior Window Cleaning		
	1503010	3.1.1.8	Window Blinds Cleaning		
	1503010	3.1.1.9	Entrance Cleaning		
	1503010	3.1.1.10	Interior Glass Cleaning		
	1503010	3.1.1.11	Drinking Fountains		
	1503010	3.2	<b>Floor Care</b>		
	1503010	3.2.1	Sweeping and Dust Mopping		
	1503010	3.2.2	Vacuuming Carpets and Rugs		
	1503010	3.2.3	Cleaning Walk-off Mats		
	1503010	3.2.4	Spray Buffing		
	1503010	3.2.5	Wet Mopping		
	1503010	3.2.6	Stripping, Coating and Buffing		
	1503010	3.2.7	Carpet and Rug Deep Cleaning		
	1503010	3.3	<b>Restroom Services</b>		
	1503010	3.3.1	Restroom Cleaning		
	1503010	3.3.2	Restroom Servicing		
	1503010	3.3.3	Group Shower/Locker Room Cleaning		
	1503010	3.4	<b>Building Parameter Services</b>		
	1503010	3.4.1	Debris Removal		
	1503010	3.4.2	Emptying Perimeter Waste Containers		
	1503010	3.5	<b>Emergency Custodial Services Orders</b>		
	1503010	4.0	<b>Non-recurring Work</b>		
<b>Total Recurring Work:</b>					





## Activity Hazard Analysis (AHA)

Activity/Work Task:	Overall Risk Assessment Code (RAC) (Use highest code)	None																			
Project Location:	<b>Risk Assessment Code (RAC) Matrix</b>																				
Contract Number:	<b>Severity</b>	<b>Probability</b>																			
Date Prepared:		Frequent	Likely	Occasional	Seldom	Unlikely															
Prepared by (Name/Title):	Catastrophic	E	E	H	H	M															
Reviewed by (Name/Title):	Critical	E	H	H	M	L															
	Marginal	H	M	M	L	L															
	Negligible	M	L	L	L	L															
Notes: (Field Notes, Review Comments, etc.)		<p>Step 1: Review each "Hazard" with identified safety "Controls" and determine RAC (See above)</p> <p>"Probability" is the likelihood to cause an incident, near miss, or accident and identified as: Frequent, Likely, Occasional, Seldom or Unlikely.</p> <p>"Severity" is the outcome/degree if an incident, near miss, or accident did occur and identified as: Catastrophic, Critical, Marginal, or Negligible</p> <p>Step 2: Identify the RAC (Probability/Severity) as E, H, M, or L for each "Hazard" on AHA. Annotate the overall highest RAC at the top of AHA.</p>																			
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: center;">RAC Chart</th> </tr> <tr> <td style="width: 33%; text-align: center;">E = Extremely High Risk</td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> <tr> <td style="text-align: center;">H = High Risk</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">M = Moderate Risk</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">L = Low Risk</td> <td></td> <td></td> </tr> </table>					RAC Chart			E = Extremely High Risk			H = High Risk			M = Moderate Risk			L = Low Risk		
RAC Chart																					
E = Extremely High Risk																					
H = High Risk																					
M = Moderate Risk																					
L = Low Risk																					
<b>Job Steps</b>	<b>Hazards</b>	<b>Controls</b>			<b>RAC</b>																
<b>Equipment to be Used</b>	<b>Training Requirements/Competent or Qualified Personnel name(s)</b>	<b>Inspection Requirements</b>																			

## Directions for Process Material Log Sheets

### Chemical Description:

- Material Name - List the brand or generic name of the chemical material.
- Manufacturer - List the name of the manufacturer of the product.
- Constituents of Concern - List the constituents (ingredients) as listed on the Material Safety Data Sheet (MSDS).
- CAS # - List the Chemical Abstract Service (CAS) Number for each Constituent of Concern listed. This information is found on the MSDS. If no CAS number is listed, state "N/L".
- % - List the concentration of each Constituent of Concern listed. This information is found on the MSDS. If the concentration is not listed, state "N/L".
- Product Weight - List the weight of material contained in one container of the product. This information is normally listed on the MSDS or can be determined from the density or specific gravity of the product listed on the MSDS.
- In addition, check all the boxes that apply to this chemical:
  - Pure or Mix - choose only one.
  - Solid, Liquid or Gas - choose only one.
  - Extremely Hazardous Substance (EHS), Ozone Depleting Substance (ODS), SARA TITLE III Chemical (SARA III), Air Toxic Chemical (AIR TOX) or Carcinogen
- (CARC) - based on the information provided by the material's MSDS. Choose all that apply.
  - HM exempt - per EPCRA section 312 and based upon user knowledge, choose this box if the material would normally be exempt from reporting for hazardous material storage.
  - Tri exempt - per EPCRA section 313 and based upon user knowledge, choose this box if the material would normally be exempt from reporting for the Toxic Release Inventory (TRI).

### Physical and Chemical Hazards:

- For each material listed, check all the physical and health hazard boxes that apply. These hazard categories are defined in 40 CFR 370.2.
- Fire Hazard - flammable, combustible liquid, pyrophoric, oxidizer.
- Sudden Release of Pressure - explosive, compressed gas.
- Reactive - unstable reactive, organic peroxide, water reactive.
- Immediate (acute) Health Hazard - highly toxic, toxic, irritant, sensitizer, corrosive.
- Delayed (chronic) Health Hazard - carcinogens, mutagens, other long-term health hazards.

### Storage Description: Storage Code:

- List the appropriate storage type, pressure and temperature condition codes for the material based upon the codes listed below. List the storage type in the first box, the applicable pressure code in the second box and the applicable temperature code in the third box. More than one storage code may apply if material is stored in different types of containers.

### Storage Type:

- A - Above Ground Storage Tank F Can L Cylinder
- B - Below Ground Storage Tank G Carboy M Glass Bottle or Drum
- C - Tank Inside Building I Fiber Drum N Plastic Bottle or Drum
- D - Steel Drum J Bag R Other
- E - Plastic/Non-metallic Drum K Box

### Pressure and Temperature Conditions:

- 1 - Ambient Pressure 4 Ambient Temperature
- 2 - Greater than Ambient Pressure 5 Greater than Ambient Temperature
- 3 - Less than Ambient Pressure 6 Less than Ambient Temperature but not Cryogenic
- 7 - Cryogenic Conditions

**Inventory in Pounds:**

- Maximum Amount - List the maximum amount of a material that was on-hand (stored) at any one time. Amount must be recorded in pounds.
- Average Amount - List the average amount of a material that was on-hand during the reporting period. Amount must be recorded in pounds.
- Days on Site - List the number of days during the reporting period each material was on-site. If the material was present for the whole year, record as 365.

**Amount Used in Pounds:**

- List the amount of each material used during the reporting period. Amount must be recorded in pounds. Amount used is the best estimate based on the contractor material tracking system.





ATTACHMENT J-0200000-07  
SERVICE PROVIDER INFORMATION

**Interface: Service Provider**

**VERSION #:**

**V1**

**Current as of:**

**7/7/2013**

**Version History**

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V1 - Updated to reflect current interface in MAXIMO

**TABS**

1-Service Provider Info

This Sheet

2-Service Provider Field List

Service Provider Template Data

Format Information

3-Service Provider - Template

Sample Excel Format

ATTACHMENT J-0200000-07  
SERVICE PROVIDER INFORMATION

Interface: Service Provider  
VERSION #: V1

Current as of: 7/7/2013

Service Provider (BOSC1) is a pipe delimited file.

Position	Name	Required	Length Limit	Data Format Note	Field Definition	Content Notes <<Note to Spec Writer: Only the "Content Notes" field should be modified on this TAB, Delete this text box prior to publishing, no other changes to this document should be made.>>	NAVFAC MAXIMO_FIELD
1	Approved Date	N	10	MM/DD/YYYY hh:mm:ss	The Date on which the Work Order was last approved. If the file contains an Approved Date, then this date will be pulled over to the record. <i>If the Approved Date in the file is null, then the Reported Date plus one minute will be displayed in the record.</i>		APPROVEDDATE
2	Work Type	Y	15	Must match Value List in Maximo. (Cross-walked field.). Must match Crosswalk	Identifies the work order's type. Example types are: preventive maintenance, corrective maintenance, emergency maintenance, capital project, and event report.	Value list in REFERENCE SPREADSHEET -or- For this contract the following are valid work types: CLIN XXXXXX use "XXXX"	WORKTYPE
3	Customer Reference Number	Y	10		Contractors internal work order tracking number. Will update Record if Value is found in Maximo otherwise new record (Work order) will be created.		SERVPRVREFCODE
4	Description	Y	150		Describes the work order. <i>If the Description is null, in the inbound file, then this field is defaulted to CROSSWALK value.</i>		DESCRIPTION
5	Location	Y	30	Must match Value List in Maximo	Identifies the work order's location. This is not necessarily the asset's location, however, if an asset is entered, its location will default here. - If the Location is null, in the inbound file, then this field is defaulted to the site's base location.	Value list in REFERENCE SPREADSHEET	LOCATION
6	Reported By	N	62	Must match Value List in Maximo	Identifies the person reporting the work order.	Value list in REFERENCE SPREADSHEET -or- For this contract: - use the following identifier "XXXX"	REPORTEDBY
7	Master System	N	N/A	Not used			N/A
8	Status	Y	16	(Cross-walked field.) Must match Crosswalk	Status of the work order, for example, in progress, waiting on material, waiting for approval, completed, or closed.	Value list in REFERENCE SPREADSHEET -or- For this contract: - use the following identifier "XXXX"	STATUS
9	Status Date	Y	10	MM/DD/YYYY hh:mm:ss			STATUSDATE
10	Priority	Y	12	(Cross-walked field.) Must match Crosswalk	Identifies the importance of the work order, from 0-999, where 0 is the lowest priority and 999 is the highest. If the Priority is null, in the inbound file, then this field is defaulted.	Value list in REFERENCE SPREADSHEET	WOPRIORITY
11	Actual Start	N	10	MM/DD/YYYY hh:mm:ss			ACTSTART
12	Actual Finish	N	10	MM/DD/YYYY hh:mm:ss			ACTFINISH
13	Supervisor	N	30	Must match Value List in Maximo		Value list in REFERENCE SPREADSHEET -or- For this contract: - use the following identifier "XXXX"	SUPERVISOR
14	Labor Hours(Actual)	Y	8	Number (2 decimal places)			ACTLABHRS
15	Labor Cost(Actual)	Y	10	Number (2 decimal places)			ACTLABCOST

ATTACHMENT J-0200000-07  
SERVICE PROVIDER INFORMATION

Interface: Service Provider

VERSION #: V1

Current as of: 7/7/2013

Service Provider (BOSC1) is a pipe delimited file.

Position	Name	Required	Length Limit	Data Format Note	Field Definition	Content Notes <<Note to Spec Writer: Only the "Content Notes" field should be modified on this TAB, Delete this text box prior to publishing, no other changes to this document should be made.>>	NAVFAC MAXIMO_FIELD
16	Material Cost(Actual)	Y	10	Number (2 decimal places)			ACTMATCOST
17	Duration	N	8	Number (2 decimal places)	Estimated remaining number of hours needed to complete the work.		ESTDUR
18	Asset	N	25	Must match an existing ASSETNUM in Maximo	The asset number used must exist in NAVFAC MAXIMO prior to submission, or the record will be rejected.	Value list in REFERENCE SPREADSHEET	ASSETNUM
19	Target Finish	N	10	MM/DD/YYYY hh:mm:ss			TARGCOMPDATE
20	Target Start	N	10	MM/DD/YYYY hh:mm:ss			TARGSTARTDATE
21	Reported Date	Y	10	MM/DD/YYYY hh:mm:ss			REPORTDATE
22	Lead	N	30	Must match Value List in Maximo	Lead person responsible for the work.	Value list in REFERENCE SPREADSHEET	LEAD
23	Scheduled Start	N	10	MM/DD/YYYY hh:mm:ss			SCHEDSTART
24	Scheduled Finish	N	10	MM/DD/YYYY hh:mm:ss			SCHEDFINISH
25	Modified Date	Y	10	LEAVE BLANK	Leave blank/Do Not Use	Leave blank/Do Not Use	CHANGEDATE
26	Modified By	Y	30	LEAVE BLANK	Leave blank/Do Not Use	Leave blank/Do Not Use	CHANGEBY
27	PMNEXTDUEDATE	N	4	MM/DD/YYYY hh:mm:ss			PMNEXTDUEDATE
28	Is Task?	Y	1		Yes or No		ISTASK
29	Parent WO	N	10	Length Limit: 250	Must exist in NAVFAC MAXIMO prior to submission or the record will be rejected.	Must exist in NAVFAC MAXIMO prior to submission or the record will be rejected.	PARENT
30	Work Order	N	10	Must match Value List in Maximo	Used in updating record status on existing records.		WONUM
31	Detail Location	N	250				DETAILLOC
32	CLIN	N	30		Contract Line Item Number		CLIN
33	Customer Ref Code	N	8	Must match Value List in Maximo		Value list in REFERENCE SPREADSHEET	CUSTOMERCODE
34	Sub Work Type	N	15	(Cross-walked field). Must match Crosswalk	Defaulted field based on the value of worktype		SUBWORKTYPE
35	Work Center	N	8	Must match Value List in Maximo		Value list in REFERENCE SPREADSHEET -or- For this contract: - use the following identifier "XXXX"	PERSONGROUP

ATTACHMENT J-0200000-07  
SERVICE PROVIDER INFORMATION

Interface: Service Provider  
VERSION #: V1  
Current as of: 7/7/2013

Position	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Name	Approved Date	Work Type	Customer Reference Number	Description	Location	Reported By	Master System	Status	Status Date	Priority	Actual Start	Actual Finish	Supervisor	Labor Hours (Actual)	Labor Cost (Actual)	Material Cost (Actual)	Duration	Asset
Required Field(s)	N	Y	Y	Y	Y	N	N	Y	Y	Y	N	N	N	Y	Y	Y	N	N

**NOTES:**

- ONLY COLUMNS 1-35, and rows containing data should be included in the FLAT-FILE SUBMISSION;
- Pipe Delimited (.txt) - | (Pipe is at the end of the column. Must have 35 PIPES per row.)

ATTACHMENT J-0200000-07  
 SERVICE PROVIDER INFORMATION

Interface: Service Provider  
 VERSION #: V1  
 Current as of: 7/7/2013

Position	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
Name	Target Finish	Target Start	Reported Date	Lead	Scheduled Start	Scheduled Finish	Modified Date	Modified By	PMNEXTD UEDATE	Is Task?	Parent WO	Work Order	Detail Location	CLIN	Customer Ref Code	Sub Work Type	Work Center
Required Field(s)	N	N	Y	N	N	N	Y	Y	N	Y	N	N	N	N	N	N	N

ATTACHMENT J-0200000-08  
ASSET INFORMATION

**Interface: Asset File**

**VERSION #:**

**V2**

**Current as of:**

**26 April 2017**

**Version History**

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V1 - Updated to reflect current interface in MAXIMO

V2 - Added 3 additional fields (OPT): Asset Comment, PM Program & PM Plan

**TABS**

1-Asset File Info

This Sheet

2-Asset File Field List

Asset Template Data Format Information

3-Asset File - Template

Sample Excel Format

ATTACHMENT J-0200000-08  
ASSET INFORMATION

Interface: Asset File  
VERSION #:V2  
Current as of: 26 April 2017

Position	Name	Required	Length Limit	Data Format Note	Content Notes <<Note to Spec Writer: Only the "Content Notes" field should be modified on this TAB, Delete this text box prior to publishing, no other changes to this document should be made.>>	MAXIMO Field Name
1	AssetNum	Y	25			ASSETNUM
2	Changed Date	N		MM/DD/YYYY		CHANGEDATE
3	Description	Y	100			DESCRIPTION
4	Long Description	N	1,000			LONGDESCRIPTION
5	Master System	Y		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET. POSITIONs 5,6,and 7 should not only be on the value list but be related in the UNIFORMAT Hierarchy: D30, D3010, D3010100 etc...	MASTERSYSTEM
6	System	Y		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET. POSITIONs 5,6,and 7 should not only be on the value list but be related in the UNIFORMAT Hierarchy: D30, D3010, D3010100 etc...	SYSTEM
7	Sub-System	Y		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET. POSITIONs 5,6,and 7 should not only be on the value list but be related in the UNIFORMAT Hierarchy: D30, D3010, D3010100 etc...	SUBSYSTEM
8	Location	Y		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET	LOCATION
9	Site ID	Y		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET <b>-or-</b> For this contract only: <b>XXXXX</b>	SITEID
10	Work Center (Person Group)	Y		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET <b>-or-</b> For this contract: - use the following identifier <b>"XXXX"</b>	PERSONGROUP
11	Asset Type	Y		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET	ASSETTYPE
12	Asset Quantity	N		Integer		QUANTITY
13	Inventory Category	Y		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET	INVENTORYCATEGORY
14	Purchase Price	N		Integer		PURCHASEPRICE
15	Budgeted Cost	N		Integer		BUDGETCOST
16	Replacement Cost	Y		Integer		REPLACECOST
17	Meter Group	N		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET	GROUPNAME
18	Belongs To (Parent)	N		Must match an <b>existing</b> ASSETNUM in Maximo.	Asset Number of Parent. The asset and its parent can't be created in the same file	PARENT

ATTACHMENT J-0200000-08  
ASSET INFORMATION

Interface: Asset File  
VERSION #:V2  
Current as of: 26 April 2017

Position	Name	Required	Length Limit	Data Format Note	Content Notes <<Note to Spec Writer: Only the "Content Notes" field should be modified on this TAB, Delete this text box prior to publishing, no other changes to this document should be made.>>	MAXIMO Field Name
19	Contract Number	N	25			Appended to LONGDESCRIPTION
20	Task/Delivery Order Number	N	25			Appended to LONGDESCRIPTION
21	Drawing Reference ID	N	25			Appended to LONGDESCRIPTION
22	Warranty Expiration Date	N		MM/DD/YYYY		Appended to LONGDESCRIPTION
23	Status Date	N		<b>LEAVE BLANK</b>	Leave blank/Do Not Use	STATUSDATE
24	Installation Date	Y		MM/DD/YYYY		INSTALLDATE
25	Asset Status	N		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET -or- "Operating" for NEW and "Decommissioned or DEA" for removed equipment	STATUS
26	CLASSTRUCTUREID	N		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET	CLASSTRUCTUREID
27	Job Plan Code	N	25			Appended to LONGDESCRIPTION
28	Equipment Tag Number	N	25			Appended to LONGDESCRIPTION
29	Additional Loc Info	N	250			ADDLOCINFO
30	Manufacturer	N		Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET	MANUFACTURER
31	Model Number	N	25			MODEL
32	Serial Number	N	25			SERIALNUM
33	Asset Comment	N	100			ASSETCOMMENT
34	Standard Eval Results (PM Plan)	N	15	Values Depend on Asset Type (i.e. UTILITIES, FACILITIES)	Not required, but will default to N/A or NTE if left blank. Valid values determined by Asset Type (Position 11)	STANDARDEVAL
35	PM Standard Applies (PM Program)	N	15	Values Depend on Asset Type (i.e. UTILITIES, FACILITIES)	Not required, but will default to N/A or NTE if left blank. Valid values determined by Asset Type (Position 11)	PMSTANDARD
N/A						

ATTACHMENT J-0200000-08  
ASSET INFORMATION

Interface: Asset File  
VERSION #: V2  
Current as of: 26 April 2017  
Position  
Name

Required Field(s)  
(on new Asset)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
AssetNum	Changed Date	Description	Long Description	Master System	System	Sub-System	Location	Site ID	Work Center (Person Group)	Asset Type	Asset Quantity	Inventory Category	Purchase Price	Budgeted Cost	Replacement Cost	Meter Group	Belongs To (Parent)	Contract Number
Y	N	Y	N	Y	Y	Y	Y	Y	Y	Y	N	Y	N	N	Y	N	N	N

**NOTES:**

- ONLY COLUMNS 1-35, and rows containing data should be included in the FLAT-FILE SUBMISSION;
- Pipe Delimited (.txt) - | (Pipe is at the end of the column, before the return. Must have 35 PIPES per row.)
- New assets & asset updates (to different assets) can be completed at the same time. An asset can't be created and updated at the same time.



ATTACHMENT J-0200000-09  
ASSET SPECIFICATION

**Interface: Asset Specification**

**VERSION #:**

**v1**

**Current as of:**

**17 May 2012**

**Version History**

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v1 - Updated to reflect current interface in MAXIMO

**TABS**

1-Asset Specification Info	This Sheet
2-Asset Specification Field List	Asset Specification Template Data Format Information
3-Asset Specification - Template	Sample Excel Format

Interface: Asset Specification  
 VERSION #: v1  
 Current as of: 17 May 2012

Position	Name	Required	Length Limit	Field Definition	Content Notes <<Note to Spec Writer: Only the "Content Notes" field should be modified on this TAB, Delete this text box prior to publishing, no other changes to this document should be made.>>	NAVFAC MAXIMO_FIELD (ASSETSPEC.)
1	Asset	Y	25	Asset identification number. Must match an existing value in Maximo.		ASSETNUM
2	SITEID	Y	8	FEC ID. Must match existing value list	If all work is done at a single FEC, recommend the correct SITEID be provided in the templay.	ASSETATTRID
3	CLASSSTRUCTUREID	Y	20	Key Value used in Maximo to identify the specifiication/attribute record. Value is not shown on the front end (visable to a user). Must match existing value in Maximo (example data a "1616" is an Electric Meter)		CLASSSTRUCTUREID
4	Attribute	Y	300	Attribute Name (example data - the PTRATIO is attribute being set)		ASSETATTRID
5	Numeric Value	N	40	Specification value with numeric value only.- only one value can be pased Numeric or AlphaNumeric; must match domain list if one exists.		NUMVALUE
6	Alphanumeric	N	254	Specification value with mixed (alpha and numeric) content. Only one value can be pased Numeric or AlphaNumeric; must match domain list if one exists.		ALNVALUE
7	Unit of Measure	N	8	must match domain		MEASUREUNITID
N/A	Changed By			Value is inserted by the System User that is running the interface	<b>Values are not included in the template</b> , information provided to explain the source of the the value created by Maximo.	CHANGEBY
N/A	Change Date			System Date	<b>Values are not included in the template</b> , information provided to explain the source of the the value created by Maximo.	CHANGEDATE

ATTACHMENT J-0200000-09  
ASSET SPECIFICATION

Interface: Asset Specification  
VERSION #: v1  
Current as of: 17 May 2012

Position	1	2	3	4	5	6	7
Name	Asset	SITEID	CLASSTRUCTUREID	Attribute	Numeric Value	Alphanumeric	Unit of Measure
Required Field(s)	Y	Y	Y	Y	N	N	N

**NOTES:**

- ONLY POSITION/COLUMN 1-7, and rows containing data should be included in the FLAT-FILE SUBMISSION;
- Pipe Delimited (.txt) - | (Pipe is at the end of the column. Must have 7 PIPES per row.)
  - If the column to the right of the last column is selected when saving

Attachment J-0200000-10  
Characteristic Meter Reading Information

“J-0200000-10 - CHARACTERISTIC METER READING INFORMATION V1 - 2013-07-07”. Confirm the most recent version of this file by checking for updates at the following NAVFAC portal page:

[https://portal.navy.mil/portal/page/portal/pw/pw\\_it\\_info/maximo\\_e.g.](https://portal.navy.mil/portal/page/portal/pw/pw_it_info/maximo_e.g.)

Name	Required	Length Limit	NAVFAC MAXIMO FIELD (MEASUREMENT / ASSETMETER)
Site	Y	8	SITEID/SITEID
Asset	Y	25	ASSETNUM/ASSETNUM
Meter	Y	15	METER NAME/METER NAME
Observation	Y	2	OBSERVATION/LASTREADING
Measurement Date	Y	10	MEASUREDATE/LASTREADINGDATE
Inspector	Y	30	INSPECTOR / LASTREADINGINSPCTR
Observation Values			
Facilities (DCR):			
A			(Amber)
A+			(Amber Plus)
A-			(Amber Minus)
G			(Green)
G+			(Green Plus)
G-			(Green Minus)
R			(Red)
R+			(Red Plus)
R-			(Red Minus)
Utilities (UCR):			
1			(Best/Highest CI Ranking)
2			
3			
4			
5			(Worst/Lowest CI Ranking)

ATTACHMENT J-0200000-10  
CHARACTERISTIC METER READING INFORMATION

**Interface: Characteristic Meter Reading**

**VERSION #:**

**v2**

**Current as of:**

**30 Sept 2016**

**Version History**

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v1 - Updated to reflect current interface in MAXIMO (December 12, 2012)

v2 - Updated to relect Utilities (DI) values only range from 1 to 5, not 10 (Sept 30, 2016)

**TABS**

1-Characteristic Meter Reading Info	This Sheet
2-Characteristic Meter Reading Field List	Characteristic Meter Reading Template Data Format Information
3-Characteristic Meter Reading - Template	Sample Excel Format
4-Observation Values	Valid Observation values as of 9/ <u>2016</u>

TTACHMENT J-0200000-10  
CHARACTERISTIC METER READING INFORMATION

**Interface: Characteristic Meter Reading**  
**VERSION #: v2**  
**Current as of: 30 Sept 2016**

Position	Name	Required	Length Limit	Data Format Note	Field Definition	Content Notes <<Note to Spec Writer: Only the "Content Notes" field should be modified on this TAB, Delete this text box prior to publishing, no other changes to this document should be made.>>	NAVFAC MAXIMO_FIELD (MEASUREMENT / ASSETMETER) <i>See Note Below</i>
1	Site	Y	8	UPPER	Must match Value List in Maximo	Value list in REFERENCE SPREADSHEET -or- For this contract only: <b>XXXXX</b>	SITEID / SITEID
2	Asset	Y	25	Must match an existing ASSETNUM in Maximo	The asset number used must exist in NAVFAC MAXIMO prior to submission, or the record will be rejected.	Value list in REFERENCE SPREADSHEET	ASSETNUM / ASSETNUM
3	Meter	Y	15	UPPER	The value listed in the third position must be an existing, valid Maximo DCR or UCR meter.	Value must match existing value in Maximo. list in REFERENCE SPREADSHEET	METER NAME / METER NAME
4	Observation	Y	254	ALN	Last Reading/Observation value. Must be a valid value in MAXIMO	Value must match existing value in Maximo list. Current value list included on Tab 4 - Observation Values	OBSERVATION / LASTREADING
5	Measurement Date	Y	10	MM/DD/YYYY hh:mm:ss	Date Observation was recorded		MEASUREDATE / LASTREADINGDATE
6	Inspector	Y	30	Must match Value List in Maximo	Identifies the person reporting the observation	Value list in REFERENCE SPREADSHEET -or- For this contract: - use the following identifier " <b>XXXX</b> "	INSPECTOR / LASTREADINGINSPCTR

**NOTE (NAVFAC MAXIMO/FIELD):**

The observation information is filed in one of two locations. If the observation is the MOST CURRENT reading (by Measurement Date) - it is filed in the MEASUREMENT Table. If the data when received is not the most current, it is filed in the ASSETMETER Table. The filing location is irrelevant to the interface use, but this information is provided to prevent confusion when reviewing the data in Maximo.

When reviewing the data in Maximo (after processing) - If the meter reading being imported is newer than the last reading applied to the Assets record, a new meter reading entry will also be added

TTACHMENT J-0200000-10  
CHARACTERISTIC METER READING INFORMATION

**Interface: Characteristic Meter Reading**

**VERSION #: v2**

**Current as of: 30 Sept 2016**

Position	1	2	3	4	5	6
Name	Site	Asset	Meter	Observation	Measurement Date	Inspector
Required Field(s)	Y	Y	Y	Y	Y	Y

**NOTES:**

- ONLY POSITIONS 1-6, and rows containing data should be included in the FLAT-FILE SUBMISSION;
- Pipe Delimited (.txt) - | (Pipe is at the end of the column. Must have 7 PIPES per row. Last PIPE indicates end of line (EOL))

ATTACHMENT J-0200000-10  
CHARACTERISTIC METER READING INFORMATION

**Interface: Characteristic Meter Reading**

**VERSION #: v2**

**Current as of: 30 Sept 2016**

## OBSERVATION VALUES

### FACILITIES (DCR):

A	(Amber)
A+	(Amber Plus)
A-	(Amber Minus)
G	(Green)
G+	(Green Plus)
G-	(Green Minus)
R	(Red)
R+	(Red Plus)
R-	(Red Minus)

### UTILITIES (UCR):

1	(Best/Highest CI Ranking)
2	
3	
4	
5	(Worst/Lowest CI Ranking)



## J-0200000-13 CORPORATE EXPERIENCE PROJECT DATA SHEET

Project No. (check one) :  #1  #2  #3  #4  #5

1. Experience for:  Offeror  Joint-Venture  Other (Explain)

Firm Name:

Address:

Phone Number:

Point of Contact:

Contact Phone Number:

2. Work Performed as:  Prime Contractor  Sub Contractor  Joint Venture  Other (Explain)

Percent of project work performed:

If subcontractor, who was prime (Name/Phone #):

3. Contract Number:

Delivery/Task Order Number:

Title:

Location:

4. Award Date (mm/dd/yy):

Completion Date (mm/dd/yy):

If the contract contains a Base Period with Options, state which contract/option periods have been completed:

5. Type of work:

New Construction  Renovation  Repair  Alteration  Other (explain):

6. Type of Contract/Task Order: (**Check ALL that apply**)

Firm-Fixed Price  Cost/Time and Material  Other (explain):

7. Award Amount:

Final Price:

Type of Contract/Task Order: (**Check ALL that apply**)

Delivery/Task Order (IDIQ)  Other (explain):

8. Provide a detailed description of the project and the relevancy to the project requirements of this RFP

9. Provide a detailed description of what work your firm self-performed on this project:

10. Other Information:

**J-0200000-14**

1. The NAVFAC Form PPQ shall be utilized for all evaluations that require a Past Performance Questionnaire (PPQ).

2. Solicitation Submittal Requirements: IF A COMPLETED CPARS EVALUATION IS AVAILABLE, IT SHALL BE SUBMITTED WITH THE PROPOSAL. IF THERE IS NOT A COMPLETED CPARS EVALUATION, the Past Performance Questionnaire (PPQ) included in the solicitation is provided for the offeror or its team members to submit to the client for each project the offeror includes in its proposal for Factor (insert applicable factor number, usually Factor 1, and insert factor title, usually Corporate Experience). AN OFFEROR SHALL NOT SUBMIT A PPQ WHEN A COMPLETED CPARS IS AVAILABLE.

IF A CPARS EVALUATION IS NOT AVAILABLE, ensure correct phone numbers and email addresses are provided for the client point of contact. Completed PPQs should be submitted with your proposal. If the offeror is unable to obtain a completed PPQ from a client for a project(s) before proposal closing date, the offeror should complete and submit with the proposal the first page of the PPQ (Attachment D), which will provide contract and client information for the respective project(s). Offerors should followup with clients/references to ensure timely submittal of questionnaires. If the client requests, questionnaires may be submitted directly to the Government's point of contact, Quin Conerly-Anderson, via email at [quin.s.conerly-anderson.civ@us.navy.mil](mailto:quin.s.conerly-anderson.civ@us.navy.mil) prior to proposal closing date. Offerors shall not incorporate by reference into their proposal PPQs or CPARS previously submitted for other RFPs. However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation.

Custodial  
Newport, Rhode Island

N40085-22-R2840  
Source Selection Plan

<b>J-0200000-14</b>	
<b>NAVFAC/USACE PAST PERFORMANCE QUESTIONNAIRE (Form PPQ-0)</b>	
<b>CONTRACT INFORMATION (Contractor to complete Blocks 1-4)</b>	
<b>1. Contractor Information</b>	
Firm Name:	CAGE Code:
Address:	Entity Identifier Number:
Phone Number:	
Email Address:	
Point of Contact:	Contact Phone Number:
<b>2. Work Performed as:</b> <input type="checkbox"/> Prime Contractor <input type="checkbox"/> Sub Contractor <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other (Explain)	
Percent of project work performed:	
If subcontractor, who was the prime (Name/Phone #):	
<b>3. Contract Information</b>	
Contract Number:	
Delivery/Task Order Number (if applicable):	
Contract Type: <input type="checkbox"/> Firm Fixed Price <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Other (Please specify):	
Contract Title:	
Contract Location:	
Award Date (mm/dd/yy):	
Contract Completion Date (mm/dd/yy):	
Actual Completion Date (mm/dd/yy):	
Explain Differences:	
Original Contract Price (Award Amount):	
Final Contract Price (to include all modifications, if applicable):	
Explain Differences:	
<b>4. Project Description:</b>	
Complexity of Work <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Routine	
How is this project relevant to project of submission? (Please provide details such as similar equipment, requirements, conditions, etc.)	
<b>CLIENT INFORMATION (Client to complete Blocks 5-8)</b>	
<b>5. Client Information</b>	
Name:	
Title:	
Phone Number:	
Email Address:	
<b>6. Describe the client's role in the project:</b>	
<b>7. Date Questionnaire was completed (mm/dd/yy):</b>	
<b>8. Client's Signature:</b>	

NOTE: NAVFAC REQUESTS THAT THE CLIENT COMPLETES THIS QUESTIONNAIRE AND SUBMITS DIRECTLY BACK TO THE OFFEROR. THE OFFEROR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO NAVFAC WITH THEIR PROPOSAL, AND MAY DUPLICATE THIS QUESTIONNAIRE FOR FUTURE SUBMISSION ON NAVFAC SOLICITATIONS. CLIENTS ARE HIGHLY ENCOURAGED TO SUBMIT QUESTIONNAIRES DIRECTLY TO THE OFFEROR. HOWEVER, QUESTIONNAIRES MAY BE SUBMITTED DIRECTLY TO NAVFAC. PLEASE CONTACT THE OFFEROR FOR NAVFAC POC INFORMATION. THE GOVERNMENT RESERVES THE RIGHT TO VERIFY ANY AND ALL INFORMATION ON THIS FORM.

*ADJECTIVE RATINGS AND DEFINITIONS TO BE USED TO BEST REFLECT  
YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE*

<b>RATING</b>	<b>DEFINITION</b>	<b>NOTE</b>
<b>(E) Exceptional</b>	Performance meets contractual requirements and exceeds many to the Government/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective.	An Exceptional rating is appropriate when the Contractor successfully performed multiple significant events that were of benefit to the Government/Owner. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified.
<b>(VG) Very Good</b>	Performance meets contractual requirements and exceeds some to the Government's/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.	A Very Good rating is appropriate when the Contractor successfully performed a significant event that was a benefit to the Government/Owner. There should have been no significant weaknesses identified.
<b>(S) Satisfactory</b>	Performance meets minimum contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.	A Satisfactory rating is appropriate when there were only minor problems, or major problems that the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. Per DOD policy, a fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.
<b>(M) Marginal</b>	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.	A Marginal is appropriate when a significant event occurred that the contractor had trouble overcoming which impacted the Government/Owner.
<b>(U) Unsatisfactory</b>	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.	An Unsatisfactory rating is appropriate when multiple significant events occurred that the contractor had trouble overcoming and which impacted the Government/Owner. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating.
<b>(N) Not Applicable</b>	No information or did not apply to your contract	Rating will be neither positive nor negative.

Custodial  
Newport, Rhode Island

N40085-22-R2840  
Source Selection Plan

Contractor Information (Firm Name): \_\_\_\_\_

Client Information (Name): \_\_\_\_\_

**TO BE COMPLETED BY CLIENT**

PLEASE CIRCLE THE ADJECTIVE RATING WHICH BEST REFLECTS  
YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE.

<b>1. QUALITY:</b>	
a) Quality of technical data/report preparation efforts	E VG S M U N
b) Ability to meet quality standards specified for technical performance	E VG S M U N
c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance	E VG S M U N
d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance)	E VG S M U N
<b>2. SCHEDULE/TIMELINESS OF PERFORMANCE:</b>	
a) Compliance with contract delivery/completion schedules including any significant intermediate milestones. <i>(If liquidated damages were assessed or the schedule was not met, please address below)</i>	E VG S M U N
b) Rate the contractor's use of available resources to accomplish tasks identified in the contract	E VG S M U N
<b>3. CUSTOMER SATISFACTION:</b>	
a) To what extent were the end users satisfied with the project?	E VG S M U N
b) Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication)	E VG S M U N
c) To what extent was the contractor cooperative, businesslike, and concerned with the interests of the customer?	E VG S M U N
d) Overall customer satisfaction	E VG S M U N
<b>4. MANAGEMENT/ PERSONNEL/LABOR</b>	
a) Effectiveness of on-site management, including management of subcontractors, suppliers, materials, and/or labor force?	E VG S M U N
b) Ability to hire, apply, and retain a qualified workforce to this effort	E VG S M U N
c) Government Property Control	E VG S M U N
d) Knowledge/expertise demonstrated by contractor personnel	E VG S M U N
e) Utilization of Small Business concerns	E VG S M U N
f) Ability to simultaneously manage multiple projects with multiple disciplines	E VG S M U N
g) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changes	E VG S M U N
h) Effectiveness of overall management (including ability to effectively lead, manage and control the program)	E VG S M U N
<b>5. COST/FINANCIAL MANAGEMENT</b>	
a) Ability to meet the terms and conditions within the contractually agreed price(s)?	E VG S M U N

Custodial  
Newport, Rhode Island

N40085-22-R2840  
Source Selection Plan

Contractor Information (Firm Name): \_\_\_\_\_  
Client Information (Name): \_\_\_\_\_

b) Contractor proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client	E	VG	S	M	U	N
c) If this is/was a Government cost type contract, please rate the Contractor's timeliness and accuracy in submitting monthly invoices with appropriate back-up documentation, monthly status reports/budget variance reports, compliance with established budgets and avoidance of significant and/or unexplained variances (under runs or overruns)	E	VG	S	M	U	N
d) Is the Contractor's accounting system adequate for management and tracking of costs? <i>If no, please explain in Remarks section.</i>	Yes		No			
e) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? <i>Indicate if show cause or cure notices were issued, or any default action in comment section below.</i>	Yes		No			
f) Have there been any indications that the contractor has had any financial problems? <i>If yes, please explain below.</i>	Yes		No			
<b>6. SAFETY/SECURITY</b>						
a) To what extent was the contractor able to maintain an environment of safety, adhere to its approved safety plan, and respond to safety issues? (Includes: following the users rules, regulations, and requirements regarding housekeeping, safety, correction of noted deficiencies, etc.)	E	VG	S	M	U	N
b) Contractor complied with all security requirements for the project and personnel security requirements.	E	VG	S	M	U	N
<b>7. GENERAL</b>						
a) Ability to successfully respond to emergency and/or surge situations (including notifying COR, PM or Contracting Officer in a timely manner regarding urgent contractual issues).	E	VG	S	M	U	N
b) Compliance with contractual terms/provisions ( <i>explain if specific issues</i> )	E	VG	S	M	U	N
c) Would you hire or work with this firm again? ( <i>If no, please explain below</i> )	Yes		No			
d) In summary, provide an overall rating for the work performed by this contractor.	E	VG	S	M	U	N

**Please provide responses to the questions above (*if applicable*) and/or additional remarks. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk (*please attach additional pages if necessary*):**

J-0200000-15 Contractor's Self Performance Certification

From:

To: Quin Conerly-Anderson, NAVFAC Mid-Atlantic, Acquisition ACQ32

Subj: Solicitation/Contract No. N4008522R2840

1. In accordance with the provisions of FAR Clause 52.219-14, Limitations on Subcontracting, the Contracting Officer is hereby notified that \_\_\_\_\_ (Company) intends to subcontract the following portion(s) of the requirements of this contract:

SUBCONTRACTOR INFORMATION		TYPE OF WORK TO BE SUBCONTRACTED	PERCENT (%) OF TOTAL CONTRACT VALUE
NAME: ADDRESS: CAGE/DUNS: PRIMARY NAICS: COMPANY SIZE: POC: PHONE: EMAIL:			
NAME: ADDRESS: CAGE/DUNS: PRIMARY NAICS: COMPANY SIZE: POC: PHONE: EMAIL:			

\*\* Table may be expanded as needed.

2. Furthermore, in accordance with the provisions of FAR 52.219-14, Limitations on Subcontracting (Nov 2011), by submission of an offer and execution of this contract, \_\_\_\_\_ (Company) agrees that in performance of this contract, in the case of a contract for –

- (a) Services (except construction) - it will not pay more than 50 percent of the amount paid by the Government for contract performance to subcontractors that are not similarly situated entities. Any work that a similarly situated entity further subcontracts will count toward the 50 percent subcontract amount that cannot be exceeded;
- (b) Supplies (other than procurement from a non-manufacturer of such supplies), it will not pay more than 50 percent of the amount paid by the Government for contract performance, excluding the cost of materials, to subcontractors that are not similarly situated entities. Any work that a similarly situated entity further subcontracts will count toward the 50 percent subcontract amount that cannot be exceeded;
- (c) General construction, it will not pay more than 85 percent of the amount paid by the Government for contract performance, excluding the cost of materials, to subcontractors that are not similarly situated entities. Any work

that a similarly situated entity further subcontracts will count toward the 85 percent subcontract amount that cannot be exceeded

3. Additionally, \_\_\_\_\_ (Company) certifies that they will self-perform the following work

Description of Work	Percentage of the Total Contract Value

\*\* Table may be expanded as needed.

Note: Percentages of subcontracted work plus self-performed work should equal 100%.

4. No changes in subcontractors are allowed without prior written approval of the Contracting Officer and the SBA. The contractor shall notify the Contracting Officer and its SBA servicing center a minimum of 10 business days prior to any needed change. The contractor shall not proceed with any requested change in advance of written approval from the Contracting Officer and the SBA.

**CONTRACTOR:**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME AND TITLE

DATE

**CONTRACTING OFFICER APPROVAL:**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME AND TITLE

DATE

**SBA APPROVAL:**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME AND TITLE

DATE

# Summary of Work-Related Injuries and Illnesses

**Note: You can type input into this form and save it.**  
 Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the [free Adobe PDF Reader](#).



Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

## Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(G)	(H)	(I)	(J)

## Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

## Injury and Illness Types

Total number of . . . (M)			
(1) Injuries	0	(4) Poisonings	0
(2) Skin disorders	0	(5) Hearing loss	0
(3) Respiratory conditions	0	(6) All other illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

### Establishment information

Your establishment name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip

Industry description (e.g., *Manufacture of motor truck trailers*) \_\_\_\_\_

North American Industrial Classification (NAICS), if known (e.g., 336212)

### Employment information

*(If you don't have these figures, see the Worksheet on the next page to estimate.)*

Annual average number of employees \_\_\_\_\_

Total hours worked by all employees last year \_\_\_\_\_

**Sign here**

**Knowingly falsifying this document may result in a fine.**

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

\_\_\_\_\_  
 Company executive Title

Phone \_\_\_\_\_ Date \_\_\_\_\_

Reset