

**STATEMENT OF WORK**

**FOR**

**INSPECTION OF AIRCRAFT SUNSHADES**

**AT SHAW AFB**

**March 2023**

## DESCRIPTION OF SERVICES

### 1.0 SCOPE OF WORK.

1.1 Background. Structural integrity and safety inspection is the basis of Air Combat Command's policy for aircraft sun shade sustainment. The government's objective is to maintain safe and reliable aircraft sun shades.

1.2 Mission. The contractor shall perform both visual, physical inspections and system operations inspections.

1.3 Scope. The scope of this service is to support the existing 13 rows of aircraft sun shades installed at Shaw Air Force Base (SAFB), SC (see Appendix A). The Contractor shall inspect sun shades, to include: structure, lights, photocells, electric, bird nesting mitigation, lightning protection, obstruction lighting, safety reflective devices, fall protection, and any other base-unique attached features, as applicable. The contractor shall provide documentation of inspection.

### 2.0 PROGRAM MANAGEMENT.

2.1 Responsibilities. At a minimum, accomplish the following, to support aircraft sun shade inspection requirements.

2.1.1 Inspect, Report, Document. Perform, document and report annual inspections in accordance with recommended visual/physical inspection procedures and minimum system operation testing for the following, but not limited to: lightning protection systems, aircraft sun shade structure, and lighting which also includes photocells, lighting panels and bulbs. Contractor shall conduct a visual structural integrity inspection of all supports, deficiencies, missing bolts, bolt holes, connections, welds (fatigue), cables and cable connections, joist and girder connections, column to slab connections, and steel frame members for each sun shade. All bolts installed to secure the connection will be inspected and should be installed in accordance with the manufacturer's recommendations and requirements. Also, any connection determined to be and/or appears hazardous to the safety of personnel or aircraft shall be identified in the report. Inspect for, report and document:

- a) Inherent structural weakness
- b) Corrosion
- c) Improper installation
- d) Design defect
- e) Electrical defect
- f) Weather (turbulence) related damage
- g) Improper use
- h) Destruction
- i) Failure (signs of or evidence of electrical, structural or mechanical failure)
- j) Severed item
- k) Evidence of stress/buckling/fatigue/etc.
- l) Lighting Defect
- m) Missing hardware
- n) Loose hardware
- o) Wildlife intrusion
- p) Other discrepancies

2.1.2 Problem Management. Identify, document, and notify the government of actual or potential contractor program management problems and deficiencies, and report unresolved problems to the CO. Report site-specific problems affecting maintenance accomplishment and/or contractor performance to CO or Contracting Officer's Representative (COR). The Aircraft Sun Shade Manager will be the designated COR.

2.1.3 Compliance. The contractor shall comply with all applicable base regulations/instructions.

2.1.4 Personnel. Ensure that only qualified personnel perform inspection of aircraft sun shades.

2.1.4.1 Site Management. The contractor shall provide a single point of contact (POC) for management of all aircraft sun shade activities.

## 2.2 Inspection Documentation.

2.2.1 Documentation. The contractor shall maintain and submit inspection documentation to the base Aircraft Sun Shade Manager. Inspection documentation shall include aircraft sun shade condition (safe/not safe), discrepancies, repairs needed, identified trends in discrepancies, and metrics. If sun shade is found to be in un-safe condition, immediately notify COR or Contracting Officer and provide documentation of findings. All documentation shall be considered an integral part of this contract and shall be non-proprietary in nature. This documentation shall be submitted annually after completion of inspection to the government for approval within 30-45 calendar days.

2.2.1.1 Metrics. Track and report, the number of aircraft sun shades serviceable and needing repairs by category. The contractor may submit additional recommended metrics and improvement efforts.

2.2.1.2 Reference Material. Maintain copies of applicable aircraft sun shade manuals, drawings, specifications, etc. for use in inspection. Provide copies to the CO, as requested.

## 2.3 Planned Work.

2.3.1. Annual Inspection. The contractor shall commence performance of the annual inspection of the aircraft sun shades in the month of April of each year, beginning in 2023. The contractor shall perform and report the results of annual inspections IAW manufactures' recommended inspection procedures and/or industry standards or best practices for the following, but not limited to: lightning protection systems, aircraft sun shade structure, and lighting. The contractor shall submit annual inspection report to the base Aircraft Sun Shade Manager no later than 30-days after the last aircraft sun shade is inspected. The contractor shall use the checklist in PWS Appendix B, Aircraft Sun Shade Inspection Checklist, to conduct the inspection.

2.3.2 Scheduling. Schedule work with the base Aircraft Sun Shade Manager along with Lead Pro Super to minimize disruption to mission requirements. Coordinate inspections, maintenance, and/or repair work NLT 30 calendar days before work is scheduled.

2.3.3 Disruption. Coordinate disruptions with the base Aircraft Sun Shade Manager prior to starting work. Provide notification, at least five working days, prior to disruption (e.g., power outage, blocked access, inspection process). Disruptions shall provide the least amount of customer inconvenience. Notify the base Aircraft Sun Shade Manager within 24-hours of expected downtime due to disruption.

### 3.0 SECURITY

3.1. Listing of Employees. The Contractor shall maintain a current listing of employees. The list shall include the employee's name, social security number and type of investigation if contract work involves unescorted entry to Air Force restricted areas or other sensitive areas designated by the installation commander. The list shall be provided to the Aircraft Sun Shade Manager/COR and sponsoring agency's Security Manager. An updated listing shall be provided when an employee's status or information changes.

3.2. Security Training. The Contractor ensures all Contractor employees receive initial and recurring security education training from the sponsoring agency's security manager. The security manager shall provide employees with training required by DODM 5200.01, DoD Information Security Program, Volume 3, and AFI 16-1404, "Air Force Information Security Program". The Contractor will also provide initial and follow-on training to contractor personnel who work in Air Force controlled/restricted areas. Air Force restricted areas and controlled areas are explained in AFI 31-101, Integrated Defense.

3.3 Pass and Identification Items. The Contractor shall ensure the pass and identification items required for contract performance are obtained for employees. All contractor employees shall undergo a background check conducted by 20th Security Forces Squadron prior to issuance of base access credentials. Only identification cards or driver's licenses from REAL ID compliant states or territories will be accepted. For a full list of REAL ID Act and compliant and non-complaint states, please visit <https://www.dhs.gov/current-status-states-territories>. Contact 20th Security Forces Squadron for alternative forms of acceptable identification to conduct background checks. All on-site contractor employees shall wear clothing appropriate to the tasks assigned and display the company name. Employees shall wear reflective vests while operating on the flight line.

3.4 Background Checks. All Contractor employees shall submit to a criminal background check accomplished by Shaw Air Force Base Security Forces prior to the employee being issued base access credentials. Each Contractor personnel must submit their Social Security Number, Date of Birth, and Driver's License state and number (if applicable). Failure to submit required information can result in denial or delay of issuance of credentials. Background checks are only good for the company that requested them. Processing background checks takes, at a minimum, 7-10 days from time of submission.

4.5 Government-Furnished Security Training. All contractor personnel shall receive initial and recurring security education training from the sponsoring agencies security manager and or Aircraft Sun Shade Manager. Training must be conducted IAW DoD 5200.1-M, Information Security Program, Volumes 1- 4, and AFI 31-401, "Information Security Program Management". Contractor personnel who work in Air Force controlled/restricted areas must be trained IAW AFI 31- 101, Integrated Defense prior to being granted access to restricted areas.

4.6 Escorting. SAFB Aircraft Sun Shades are located in a restricted area. Contractor personnel without appropriate security investigation shall be escorted by authorized personnel within controlled/restricted areas.

4.7 Retrieving Identification Media. Retrieve all identification media, including vehicle pass, from contractor employees upon termination of employment; provide security termination briefings IAW Department of Defense (DoD) 5200.1-R. section C 9.5, and AF Form 2587 according to Air Force Instruction (AFI) 31-401, Section 8E.

4.8 Traffic Laws. The contractor and its employees shall comply with installation traffic regulations.

4.9 Weapons, Firearms, and Ammunition. Contractor employees shall not possess weapons, firearms, or ammunition on themselves, or within any vehicle, while on Shaw AFB, SC

4.10 Reporting. Report to the CO or base Aircraft Sun Shade Manager any information or circumstances that may pose a threat to the security of DoD personnel, contractor personnel, or government resources (format to be determined by the CO or Aircraft Sun Shade Manager) within 24-hours of the incident.

4.11. Physical Security. The contractor shall safeguard all Government property provided for contractor use. Areas controlled by contractor personnel shall comply with base Operations Plans/instructions for Force Protection Condition (FPCON) procedures, Random Anti-terrorism Measures (RAMS) and local search/identification requirements. The contractor shall safeguard all Government property, including controlled forms, provided for contractor use. At the end of each work shift, the contractor shall secure all Government facilities, equipment, and materials.

4.12. Photography Restrictions. No one is authorized to take any pictures or video recordings of Air Force operational aircraft or restricted areas without the approval of 20 FW/CVN regardless of location while on Shaw AFB. This includes, but is not limited to, photographs taken from personal electronic devices such as blackberries, iPads, iPods, cell phones, or any other devices with digital recording capabilities.

4.12.1 Any Contractor requiring pictures or videotape of Shaw's airfield to support their contract must request and possess written authorization prior entering the airfield area.

4.12.2 Written authorization letters to photograph or video of the flightline must be signed by one of the following: 20 Maintenance Group Commander or Deputy; Aircraft Maintenance Squadron Commander; a Fighter Squadron Top 3, Director of Operations, or Commander; 20 Operations Group Commander or Deputy; 20 Operations Support Squadron Commander or Director of Operations; or 20 FW/CVN.

4.13. OPERATIONS SECURITY (OPSEC) REQUIREMENTS. Per AFI 10-701 Chapter 8 and ACC Supplement I Chapter 8, the contractor does require OPSEC training for this contract. The contractor personnel will receive verbal training from the requiring activity OPSEC Coordinator prior to performing work on the flightline.



## APPENDIX A

### ATTACHMENT 1

Shaw AFB Sun Shades

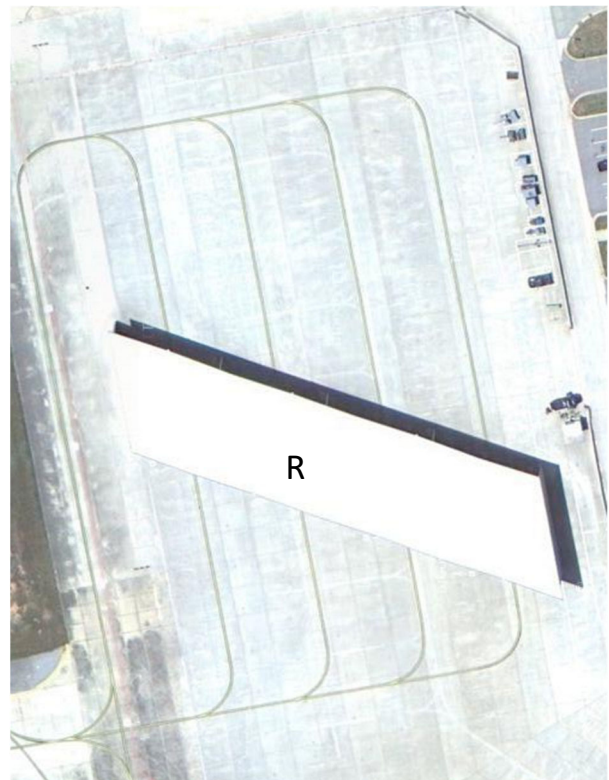
-12 Rows A-M (No I Row)

-Holds 72 F-16/F-35 Aircraft



-1 Row R

-Holds 4 F-16/F-35 Aircraft



## **Appendix B**

### **Structure**

- 1.1 Inspect all columns, beams, joists, girders and lateral cross bracing for proper connections, faulty/cracked welds, loose or missing bolts and corrosion. (1 inch diameter)
- 1.2 Inspect turnbuckles and cables for severe corrosion, (1/2-inch diameter) fraying or breaks, tightness, proper connection and security.
- 1.3 Inspect for loose/missing and damaged attaching hardware
- 1.4 Inspect anchor plate bolts for embedment, tightness and severe corrosion (1 inch diameter on plate or 1/2 inch on bolts)
- 1.5 Inspect anchor plate for levelness (i.e., ensure it is flat on the ground).
- 1.6 Inspect concrete around (3 feet) all anchor plates for cracks/spalling
- 1.7 Inspect Aircraft Sunshades frame for severe corrosion (1 inch diameter)
- 1.8 Inspect Electric Panel, Conduit bracket and Light fixture to structure connections, bolts or brackets.

### **Metal Roofing**

- 2.1 Inspect roof panels and fasteners for security.
- 2.2 Inspect for loose/missing and damaged attaching hardware. (2 allowable per panel)
- 2.3 Inspect metal roof for severe corrosion (1 inch diameter)

### **Miscellaneous**

- 3.1 Inspect Photocells to ensure they are securely fastened
- 3.2 If installed, inspect gutters to ensure they are securely fastened, and no evidence of leaking