

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE <div style="text-align: center;">J</div>		PAGE OF PAGES <div style="text-align: center;">1 28</div>	
2. AMENDMENT/MODIFICATION NO. <div style="text-align: center;">0005</div>		3. EFFECTIVE DATE <div style="text-align: center;">15-Mar-2023</div>		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY ARMY CONTRACTING COMMAND - REDSTONE CONTRACTING OFFICE CORPUS CHRISTI ARMY DEPOT 9035 OCEAN DR. BLDG 10, MAIL STOP 18 CORPUS CHRISTI TX 78419-5260		CODE W912NW		7. ADMINISTERED BY (If other than item 6) ARMY CONTRACTING COMMAND - REDSTONE TERRY B. CLARK (361)961-6489 CORPUS CHRISTI ARMY DEPOT 9035 OCEAN DR. BLDG 10, MAIL STOP 18 CORPUS CHRISTI TX 78419-5260		CODE W912NW	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X		9A. AMENDMENT OF SOLICITATION NO. W912NW23Q0016	
				X		9B. DATED (SEE ITEM 11) 09-Dec-2022	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of this amendment is to revise the Statement of Work (see section 3.4.2) to include Turnkey Installation Supervision as an option and to extend the request for quote from 10:00 Central Time, 24 February 2023 to 10:00 Central Time, 24 March 2023. All other Terms and Conditions remain unchanged.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED 16-Mar-2023	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

52.217-5 EVALUATION OF OPTIONS (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The required response date/time has changed from 24-Feb-2023 10:00 AM to 24-Mar-2023 10:00 AM.

SUPPLIES OR SERVICES AND PRICES

CLIN 0001

The CLIN extended description has changed from:

The contractor shall provide one (1) brand name Baileigh Industrial CFP-112HD 112- ton Elastomeric forming press with brand name Beckwood commissioned Elastomeric sheet metal forming Kit in accordance with the Statement of Work (SOW) contained herein. Dates of the installation shall be mutually agreed to by both parties and shall occur within the delivery date.

To:

The contractor shall provide one (1) brand name Baileigh Industrial CFP-112HD 112- ton Elastomeric forming press with brand name Beckwood commissioned Elastomeric sheet metal forming Kit in accordance with the Statement of Work (SOW) contained herein.

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CLIN 0002

The CLIN description has changed from INSTALLATION & TRAINING to TRAINING.

The CLIN extended description has changed from:

The contractor shall provide Installation and Training in accordance with the Statement of Work (SOW) contained herein. Dates of the installation shall be mutually agreed to by both parties and shall occur within the delivery date.

To:

The contractor shall provide Training in accordance with the Statement of Work (SOW) contained herein. Dates of the training shall be mutually agreed to by both parties and shall occur within the delivery date.

CLIN 1001 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		1	Each		
OPTION	TURNKEY INSTALLATION FFP				
	The contractor shall provide turnkey Installation for the Beckwood 150-ton elastomeric sheet metal forming press in accordance with the Statement of Work (SOW), paragraph 3.4.2 contained herein. Dates of the installation shall be mutually agreed to by both parties.				
	FOB: Destination				
	PSC CD: 3442				

NET AMT

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 1001:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following have been modified:

STATEMENT OF WORK

ELASTOMERIC FORMING HYDRAULIC PRESS STATEMENT OF WORK

1. SCOPE:

1.1. Purpose: Contractor shall provide and install elastomeric forming press with details outlined in section 3. Contractor shall coordinate delivery of parts and commissioning with the Government Technical Point of Contact, Contracting Officer Representative (COR) and Contracting Officer (KO).

2 APPLICABLE DOCUMENTS:

DFARS 211.274-2

3 CONTRACTOR REQUIREMENTS:

3.1 The Contractor shall provide all equipment, parts, rigging, startup, installation, and training for Beckwood 150-ton elastomeric sheet metal forming press.

3.2 Parts and Equipment

- Beckwood 150-ton elastomeric sheet metal forming press including the following features.
 - 18"x36" frame size Ascent series press
 - Light curtain safety interlock on open side(s) of press.
 - Metal rear and side doors / guarding
 - Remote operated two-handed control
 - 480V 3 phase power at 60hz shall be the only power input from the facility.
 - Spare parts kit (seals and filters)
 - 12"x30" minimum forming area with 12" minimum daylight
 - Assembly shall use a set of three (3) rubber pads, 3-4" thick
 - Assembly shall have a means of ejecting spent rubber pads using the power of the press.
- Owner's manual
 - Shall include detailed instructions for installation, rigging, operation, maintenance, chemicals required for use.
 - Installation requirements section to include operational weight of the equipment, footprint, other concerns.
- Standard warranty (parts and labor) (12 months or greater)

3.3. IUID (Item Unique Identification)

- Durable metal badge with 2D barcode to be permanently affixed to the equipment by the contractor.
- Per Defense Federal Acquisition Regulation Supplement (DFARS) section 211.274-2, the contractor will providing DoD item unique identification.

3.4. Installation and startup

3.4.1. Installation supervision is the required method, as follows.

- Contractor shall provide supervision of government installation of the press system.
- Government shall offload the equipment from the delivery point and transport equipment to the installation site, level, and anchor the press and HPU (Hydraulic power unit).
- Government shall connect to 480V 3ph power at an existing service disconnect

box within 10' of installation site.

- Government shall fill the equipment with hydraulic fluid specified.
- Contractor shall provide supervision during initial startup of the machine to address overall function, bleeding air from the hydraulic system, errors or alarm codes encountered.

3.4.2. Turn key installation shall be offered/bid as an option, as follows.

- Contractor shall provide turn-key installation of the press system, starting from the delivery site to the installation site.
- Contractor shall offload the equipment from the delivery point and transport equipment to the installation site, level, and anchor the press and HPU (Hydraulic power unit).
- Contractor shall connect to 480V 3ph power at an existing service disconnect box within 10' of installation site.
- Contractor shall fill the equipment with hydraulic fluid specified.
- Contractor shall perform initial startup of the machine to address overall function, bleeding air from the hydraulic system, errors or alarm codes encountered.
- Contractor is responsible for furnishing all tools, equipment, and chemicals other than hydraulic fluid to complete the installation and startup of the equipment

3.5. Training

- Contractor shall be onsite for at least one full 8-hour day for training which shall cover the following topics for no more than 12 individuals including operators and mechanics who will be responsible for periodic maintenance.
 - Operation
 - Maintenance
 - Troubleshooting
 - Installing and ejecting pads

3.6. Site Specific Safety Plan (SSSP)

- Contractor shall provide a SSSP to the COR
 - Must be submitted within 30 days of contract award and allow 15 business days for review by safety office, 10 days for resubmittals.
 - SSSP must be approved before commencement of work.

4.0. SAFETY REQUIREMENTS

4.1. Safety Requirements and Plans

- 4.1.1 Safety. The contractor bears sole responsibility for compliance at all times with Federal, state, and municipal safety and health laws, regulations, and standards that apply to the work performed under this contract, including the Occupational Safety and Health Act. The contractor shall take all reasonable steps and

precautions to maintain compliance with applicable regulations/ requirements, prevent accidents, and preserve the health and safety of contractor and government personnel performing or in any way coming in contact with the performance of the work required by this contract. The contractor shall also take additional immediate actions/precautions as requested by the contracting officer when the contracting officer determines that such measures are necessary for safety and health purposes. The Contractor shall emphasize to all employees that intentional disregard for Contractor or Government safety requirements could be used as grounds for termination of employment. This shall include Contractor supervisors who condone such actions. If the Contractor fails or refuses to promptly comply with all safety requirements, the Contracting Officer may issue a stop order for all or part of the work until satisfactory corrective action has been taken. The Contractor shall not be granted an extension of time nor claim excess costs or damages due to any stop order.

- 4.1.2 Safety Inspections. The safety plan will describe how the contractor will accomplish frequent safety and health inspections of contractor and subcontractor work sites, material, and equipment to ensure conformance to the contractor's Safety and Health Plan and the requirements of this contract. Inspection frequency shall be at least monthly, or as described in the contractor's "safety and health capabilities and processes" narrative submitted in response to the solicitation for this contract, whichever is more frequent. Identify the personnel who will perform these inspections, and describe their qualifications. Inspections shall be documented in writing and made available to the contracting officer upon request. Inspection documentation shall include the name of the inspector, date of inspection, and all identified safety and health problems and deficiencies. Follow-up inspections to ensure correction of any identified deficiencies must also be conducted and documented in inspection reports.
- 4.1.3 Safety and Occupational Health Committee. The Contractor shall conduct monthly safety and occupational health committee meetings to provide Contractor management insight into safety and occupational health problems to insure the continuing development of Contractor's safety and occupational health program. A copy of committee minutes shall be forwarded to the Chief, Safety and Occupational Health Division via the COR within five (5) business days after the meeting.
- 4.1.4 Accident Investigation and Reporting. The Contractor shall immediately notify the Chief, Safety and Occupational Health Office, Corpus Christi Army Depot and the COR of all accidents/mishaps which result in a lost-time injury or damage to Government or private property. The Contractor shall complete an incident report and submit it to the Chief, Safety and Occupational Health Office via the COR within twenty-four (24) hours. When the Chief, Safety and Occupational Health Office determines from the incident report that an investigation is warranted, the Contractor shall conduct an investigation and provide to the Chief, Safety and Occupational Division via the COR within ten (10) days a report which includes

the facts surrounding the accident, statements from witnesses, findings regarding causative factors, corrective actions taken, and recommendations.

- 4.1.5 Mishap Statistics. The Contractor shall maintain statistics of all employee mishaps, occurring during the performance of the contract, which results in injury, death and/or damage to Government or private property. The statistics shall be categorized by type of mishap and shall identify property losses and Contractor worker days lost. These statistics shall be submitted annually to the Chief, Safety and Occupational Health Office via the COR.
- 4.1.6 Excavations and Trenching. Any excavations or other work that requires a digging permit performed will follow CCAD Soil Disturbance Guidelines in addition to trenching and shoring guidelines provided in Army Corps of Engineer Safety and Health Requirement Manual, EM 385-1-1, and Subpart P of 29 CFR 1926. Interruption of services, injury to workers and equipment damages can occur when electrical, gas and steam lines are broken during digging operations. Ensure digging permits are obtained prior to digging. Contractor will obtain a digging permit before breaking ground from the NAVFAC Public Works to ascertain where all utilities lines are to avoid.
- 4.1.7 Confined Space Work. The Contractor shall ensure that, where applicable, all confined space work is performed in full compliance with 29 CFR confined space work requirements. Written confined space entry procedures will be developed and included in the safety plan.”
- 4.1.8 Fall Protection. The contractor shall implement a fall protection program for any operation performed 4 feet and above. Fall protection requirements are addressed in U.S. Army Corps of Engineers EM 385-1-1, Safety and Health Requirements Manual; 29 CFR 1910.23, 29 CFR 1910.66; and, Subpart M of 29 CFR 1926. A written Fall Protection plan will be included in the Contractor’s written safety plan.
- 4.1.9 Control of Hazardous Energy (Lockout/Tagout). The Contractor shall establish a program and utilize procedures according to 29 CFR 1910.147 and 1910.147 App A for affixing appropriate lockout devices or tag-out devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energizing, start up, or release of stored energy in order to prevent injury to employees. A written lockout/tagout program will be developed by the Contractor and included in the written safety plan.
- 4.1.10 Welding, Cutting, and Brazing Operations. The contractor is required to obtain a welding permit from the installation fire department before performing any welding, cutting or brazing operation. Welding, cutting and brazing operations will comply with guidelines in U.S. Army Corps of Engineers EM 385-1-1,

Safety and Health Requirements Manual, Subpart Q of 29 CFR 1910, or Subpart J of 29 CFR 1926 as applicable.

- 4.1.11 Lead and Lead-based Paint. Any work involving the removal or salvage of structures where lead is present or the disturbance of lead-based paint require the submission of a lead abatement/removal plan ten days before any onsite activity begins for acceptability. The contractor will develop and provide a site-specific comprehensive lead control plan through the COR to CCAD's Facilities Engineering Management Division and Safety and Occupational Health Division.
- 4.1.12 Asbestos Containing Materials. The contractor will develop and submit a site-specific asbestos hazard control plan through the COR to CCAD's Facilities Engineering Management Division and Safety and Occupational Health Division 10 days before any onsite activity begins for acceptability. The requirements for the plan are outlined in 29 CFR 1910.1001 and 29 CFR 1926.1101.
- 4.1.13 Concrete and Masonry Work. The contractor will ensure any tasks involving the sanding, drilling, chipping, grinding, polishing, cutting, or sawing of concrete and concrete products employ dust controls to mitigate the risk exposure to silica concentrations at or above the occupational exposure limits. These procedures will be developed as a part of the site-specific silica exposure control plan and provided to the Facilities Engineering Management Division and Safety and Occupational Health Division through the COR before any on site work begins for acceptability.
- 4.1.14 Hazard Communication. The Contractor shall ensure all personnel handling, packing, storing, transporting, or using hazardous materials are provided training, per 29 CFR and 49 CFR, on the characteristics of the materials and proper safety precautions as detailed on the Safety Data Sheets (SDS). Contractor shall ensure personnel are fully familiar with the SDS for material handled and have unrestricted access to the SDS at all times. SDS shall be maintained in all areas for chemicals used or stored in the work area. The SDS shall be indexed so that any specific one is readily accessible. A master copy of all SDS shall be maintained in the Contractor Safety Office and submitted to the Chief, Safety and Occupational Health Division via the COR upon receipt of Government request. These master copies shall, be updated whenever a new product requiring an SDS has been approved and purchased. The Contractor shall prepare and submit to the Contracting Officer via the COR thirty (30) days after contract award a Hazard Communication Plan to comply with provisions of 29 CFR 1910.1200.
- 4.1.15 Hazard Reporting and Abatement. The Contractor shall develop a program whereby personnel can report a hazardous situation to the Contractor safety

representative with impunity/confidentiality. Timely abatement of confirmed hazards is required.

- 4.1.16 Hazardous or noncompliant conditions identified by the contracting officer shall be promptly corrected, and corrective action(s) taken shall be reported in writing to the contracting officer within 5 days of the contracting officer's notification to the contractor. In cases of serious and/or recurring hazards/noncompliance, the contracting officer may stop the work in question pending correction of the hazardous/noncompliant condition, and/or order the removal of the involved contractor/subcontractor employees from the government installation/ facility.
- 4.1.17 Files shall be maintained of reported hazards and the abatement method. At a minimum the files, the files shall provide the following information: date deficiency identified, person who identified the deficiency, description of deficiency, description of planned/actual corrective action, person responsible for correcting deficiency, projected resolution date, actual resolution date, date the person who identified the deficiency was notified of deficiency resolution. These files shall be made available to the Chief, Safety and Occupational Health Division through the COR upon request.
- 4.1.18 Investigation and Resolution of Safety and Health Matters. In addition to any other requirements of this contract, when requested by the contracting officer the contractor shall investigate any safety and health matter connected with the performance of work under this contract. Matters for which investigations may be requested include, but are not limited to, significant failures to control hazardous conditions, significant compliance failures, significant unfavorable mishap or compliance trends, etc. When investigation is requested, the contractor shall complete the investigation and provide a report of investigation findings, actions planned/taken resolve the problem and/or improve future performance, and target/actual dates for action completion. This report shall be provided to the contracting officer within 15 days of the request to investigate, except when an extension is granted in writing by the contracting officer.
- 4.1.19 Quality Control Assurance. The contractor shall establish a comprehensive quality control program to ensure that their performance achieve compliance with the requirements of the contract.
- 4.2. Electrical Equipment Safety
- 4.2.1 Employees working in areas where there are potential electrical hazards shall be provided with, and shall use, electrical protective equipment that is appropriate for the specific parts of the body to be protected and for the work to be performed.

4.2.2 Contractor shall ensure personnel employ a lockout/tagout program, as stipulated in section C.7.2.2 of this section.

4.2.3 The Contractor shall ensure all electrical and electronic equipment use and maintenance is performed using the National Electrical Code and 29 CFR 1910.

4.3. Safety and Occupational Health Plan

4.3.1 The Contractor shall develop, promulgate and enforce a written safety and occupational health plan (Herein referred to as safety plan). The safety plan shall identify protocols and procedures to ensure a safe and healthful workplace. A copy of the safety plan shall be submitted to the COR 15 calendar days after contract award. The Contractor shall develop, promulgate and enforce a written safety and occupational health plan (Herein referred to as safety plan). The safety plan shall identify protocols and procedures to ensure a safe and healthful workplace. A copy of the safety plan shall be submitted to the COR 15 calendar days after contract award. The safety plan shall be developed and submitted by the Contractor. The Contractor shall address each of the elements/sub-elements in the outline contained in Appendix A of Army Corps of Engineers EM 385-1-1, Safety and health requirements Manual in the order that they are provided in the manual. If an item is not applicable because of the nature of the work to be performed, the Contractor shall state this exception and provide a justification. The plan shall be submitted to the COR. The government will have two weeks to review the contractor's proposed safety and health plan. If any corrections are necessary, the contractor shall have two weeks to resolve any comments arising from government review. Upon the contracting officer's determination that the government's comments (if any) have been satisfactorily resolved, the government will accept the safety and health plan in writing, and the accepted safety and health plan will be considered part of the contract. Unless accepted in writing by the contracting officer, the contractor shall not commence physical on-site work at the government installation/facility.

4.3.2 Safety and Health Points of Contact. The contractor shall provide names and contact information for key contractor personnel, and alternates, who may be contacted 24 hours a day concerning safety and health matters or emergencies. The contractor shall appoint a site safety and health officer (SSHO) whose primary duty and responsibility is to prepare and enforce the contractor's safety program. The SSHO will have at least 3 years of satisfactory experience in preparing and enforcing the contractor's safety program on contracts of similar size and complexity in the past and must have completed a 30-hour General Industry OSHA class or equivalent within the last three years.

4.3.3 Activity Hazard Analysis will be accomplished for critical or high-risk activities being performed and identify the sequence, the specific anticipated hazard,

equipment, materials, and the control measures to be implemented to eliminate or reduce each hazard to an acceptable level of risk.

4.4 Regulatory Compliance-Safety

4.4.1 The Contractor shall ensure that all work is performed in full compliance with all Federal, State and local occupational safety and health regulations. This includes, but is not limited to, workplace safety, development of protocols and procedures, inspections, medical surveillance, and maintenance of compliance records. The Contractor shall notify the COR immediately upon shutdown of any operation due to non-compliance with any safety regulations.

4.5. Safety and Occupational Health Training

4.5.1 The safety plan will describe how the contractor will implement and operate a safety and health training program encompassing all contractor and subcontractor employees who will work on-site at the government installation/facility. All affected employees shall be trained in accordance with the Safety and Health Training Program prior to performing work on-site at the government installation/facility, except where an alternative training schedule is approved in writing by the contracting officer. The training program shall include the following, at a minimum:

4.5.2 Written procedures and schedules for training of affected employees in the following:

4.5.3 Employee rights under the Occupational Safety and Health Act.

4.5.4 Hazardous conditions that may be encountered during the performance of work at the government installation/facility, how to recognize hazardous conditions, and the signs and symptoms of workplace related illnesses and injuries.

4.5.5 The hazard control methods, safe work methods, and personal protective equipment that will be applied to prevent work related illnesses and injuries, including the proper use and limitations of personal protective equipment.

4.5.6 Procedures to be followed in the event of a fire/emergency or fire/emergency drill, while employees are working on-site at the government installation/facility, including procedures for obtaining medical treatment/assistance when needed.

4.5.7 Responsibilities and procedures for reporting of hazardous conditions and work-related accidents, illnesses, and injuries.

4.5.8 Applicable safety and health rules of the government installation/facility that must be followed by contractor employees. (NOTE: Obtain information on applicable

Safety and Health rules of the government installation/facility from the contracting officer).

4.5.9 Contractor employee, to include subcontractors, are made aware that Corpus Christi Army Depot is enrolled in OSHA Voluntary Protection Programs (VPP). The contractor will ensure all contractor employee, including subcontractors, receive training in VPP fundamentals.

4.5.10 Other safety and health training as deemed necessary/appropriate by the contractor.

4.5.11 The methods and resources the contractor will apply to complete the above training in a timely and satisfactory manner, including information such as descriptions of training locations/facilities, training materials to be used, sources of training and training materials, instructor qualifications, communication of training to employees who cannot communicate effectively in English, refresher training, etc., as applicable.

4.5.12 Documentation of the training provided, including date(s) of training, name(s) of employees trained, training topic, instructor (if applicable), and means used to verify that the training was understood. This documentation shall be retained for the duration of the contract and shall be made available to the contracting officer upon request.

4.6. Personal Protective Equipment (PPE)

The Contractor personnel shall utilize the proper PPE where appropriate including head, eye, hand, foot, respiratory, and hearing protection. All required PPE shall be maintained serviceable and worn properly when required. The Contractor safety plan shall clearly identify the work areas requiring PPE and the type of PPE required. Unserviceable PPE shall be removed from service and properly disposed. The PPE utilized shall comply with all applicable American National Safety Institute (ANSI) and OSHA standards. Training of employees on the proper use of PPE shall be an integral part of the Contractor Safety and Occupational Health Training Program.

4.6.1 The minimum PPE requirements required for all contractor personnel entering CCAD Industrial areas shall include but not limited to:

- High impact safety glasses with side shields that meet or exceed ANSI Z87.1;
- Hearing protection in the form of plugs or muffs shall be worn by all who are exposed to high noise activities/operations that produce noise levels in excess of 85 dba;

- Hard hats shall be worn that comply ANSI Z89.1 and shall be worn by all workers when overhead hazards exists or areas designated as Hard Hat Working Zones;
- Gloves of the proper type shall be worn by persons involved in activities that expose the hands to cuts, abrasions, punctures, burns and chemical irritants;
- Contractor will ensure contractor employees, including subcontractors, who enter industrial areas wear compression-type protective footwear with slip-resistant soles. NOTE: No open toe shoes or shoes with high heels (2.0 or high) will be worn in CCAD industrial areas, production and/or service areas.
- Additional PPE depending on the hazardous operation that is being performed, regardless of location on CCAD, shall include but is not limited respirators, appropriate protective gloves, personal fall arrest systems, welding goggles, hard hat, and face shield. The purchase and procurement of PPE is the responsibility of the contractor.

4.6.2 Contractor will take immediate action to correct any contract employee violating CCAD PPE requirements.

5.0. INSPECTION, ACCEPTANCE, OTHER TERMS:

5.1. Inspection and acceptance shall be performed at CCAD by the Contracting Officer's Representative (COR).

5.2. Final acceptance of the services, equipment, materials, documentation and procedures called for in this Statement Of Work (SOW) will be performed by the COR.

5.3. Failure to comply with the requirements throughout section 4 (Contractor Requirements) of this SOW will be grounds for rejection. Upon rejection, the Government will have the authority to terminate the contract.

5.4. Recognized Holidays: The following are recognized US holidays. The Contractor shall not perform services on these days:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	

5.4.1 Hours of Operation: The Contractor shall provide services between the hours of 0600-1430 Monday thru Friday, except on US Holidays or when the Government facility/installation is closed due to local or national emergencies, administrative closings, or similar Government-directed facility/installation closings. For other than firm fixed price contracts, the Contractor shall not be reimbursed when the Government facility is closed for the above reasons. The Contractor shall at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this SOW when the Government facility/installation is not closed.

CCAD may schedule a "compressed work schedule" during various times of the year. The Contracting Officer may authorize a "compressed work schedule" for Contractor operations during a planned CCAD "compressed work schedule". The Contracting Officer will inform the Contractor of any planned CCAD "compressed work schedule" at least 7 calendar days prior to the change via email or memorandum.

5.5. Place of Performance: Performance for work under this contract shall be at the Corpus Christi Army Depot.

5.6. Physical Security: The Contractor shall be responsible for safeguarding all Government equipment, information, and property for Contractor use. At the close of each work period, Government facilities, equipment and materials shall be secured.

5.7. Security Requirements: See enclosure "Security Requirements" and following paragraph.

Site Access - Contractor will require a Base Access Pass from Navy Pass & Tag not to exceed contract expiration. The contractor shall provide the government Contracting Officer Representative (COR) a minimum of five business days prior notice of a site visitation so that any contracted personnel can be vetted with both Navy and CCAD Security. COR will submit SECNAV 5512/1 form to Navy Pass & Tag a minimum of three business days prior to contractor arrival at CCAD. The government Contracting Officer Representative (COR) will coordinate badging and briefing with both Navy and

CCAD Security. CCAD personnel will always escort contractors while at CCAD. Contractors are not authorized to escort anyone on the installation or CCAD.

5.8. SAFETY REQUIREMENTS: Contractor personnel shall perform all work IAW all applicable

OSHA & CCAD safety regulations. Contractor Site Specific Safety Plan (SSSP) must be site-specific and contain any and all certifications held by contractor personnel in regard to the safe work performance of their personnel. CCAD Safety Office will provide approval of safety plan prior to commencement of work. All hot work being performed must be approved prior to being performed and requires a Hot Work Permit granted by NAS-CC Fire Personnel along with a contractor-provided Fire Watch.⁴

- Contractor shall provide a SSSP to the COR
- Must be submitted within 30 days of contract award and allow 15 business days for review by safety office, 10 days for resubmittals
- SSSP must be approved before commencement of work.

5.9. Conservation of Utilities: The Contractor shall instruct employees in utilities conservation practices. The Contractor shall operate under conditions that preclude the waste of utilities which include turning off the water faucets or valves after using the required amount.

5.10. Special Qualifications: NOTE: The Government does not provide training to Contractors. Contractors must ensure that any personnel performing under a contract are fully trained, licensed, certified and qualified for the position in which they will be serving.

6.11. Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the KO in accordance with the Federal Acquisition Regulations Subpart 42.5. The KO, COR, and other Government Personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these meetings, the KO will apprise the Contractor of how the Government views the Contractor's performance and the Contractor shall apprise the Government of problems, if any, being experienced. The Contractor shall resolve outstanding issues raised by the Government. Contractor attendance at these meetings shall be at no additional cost to the Government.

6.12. Contracting Officer Representative (COR): The COR will be identified by a separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

SECURITY REQUIREMENTS

CAO: April 2019

SECURITY REQUIREMENTS FOR ALL CONTRACTS PERFORMED AT CORPUS CHRISTI ARMY DEPOT

This document is a brief overview of rules and regulations of Naval Air Station Corpus Christi (NASCC) and Corpus Christi Army Depot (CCAD). It is not intended to be all-inclusive or cover all contingencies.

Direct specific security requirements questions to the following numbers:

CCAD: (361) 961-3313

NASCC: (361) 961-2480

Regulations:

Army Directive 2014-05 (or its successor) Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors

AR 25-1, Army Knowledge Management and Information Technology AR 25-2, Information Assurance

AR 25-55, The Department of the Army Freedom of Information Act AR 70-31, Standards for Technical Reporting

AR 190-13, Department of the Army Physical Security Program AR 360-1, The Army Public Affairs Program AR 380-5, Department of the Army Information Security Program

AR 380-10, Foreign Disclosure and Contact with Foreign Representatives AR 380-49, Industrial Security Program

AR 380-67, Personnel Security (PERSEC); AR 530-1, Operations Security (OPSEC)

AR 530-1, AMC Supp Operations Security (OPSEC) AR 530-1, CCAD Plan Operations Security (OPSEC) AMC-R 525-13, AMC Force Protection Program

DoD 5220.22-M National Industrial Security Program Operating Manual DoD Directives 5230.24, Distribution Statements on Technical Documents

DoD Directives 5230.25, Withholding of Unclassified Technical Data from Public Disclosure DoD Regulation 5200.2 Personnel Security Program

DoD 5400.11-R, Department of Defense Privacy Program UFC 4-010-01 9 February 2012 Change 1, 1 October 2013

DoD MINIMUM ANTITERRORISM STANDARDS FOR BUILDINGS UNIFIED FACILITIES CRITERIA (UFC)

DoDI 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and other Eligible Individuals

DoDD 5400.11, Department of Defense Privacy Program, October 29, 2014

DoDM 1000.13, Volume 1, DoD Identification (ID) Cards: ID Card Life-Cycle DoDI 5200.02 DoD Personnel Security Program

DoDM 5200.02 Procedures for the DoD Personnel Security Program Federal Acquisition Regulation Subpart 24.1 CFR Part 24 and Part 39.105

U.S. Office of Personnel Management Memorandum, "Final Credentialing Standards for Issuing Personal Identity Verification Cards under HSPD-12," July 31, 2008 Federal Acquisition Regulation (FAR), March 2005

1. Conduct and Behavior: IAW DoD Directive 5200.8, "Security of DoD Installations and Resources", the NAS commander has broad authority to remove or exclude any person or persons from the military installation to protect personnel and property, to maintain good order and discipline, and to ensure the uninterrupted and successful performance of the installations mission. In the exercise of this authority, the commander may refuse to grant entry or may bar Contractor employees. Refusal of entry or barment of any employee does not relieve the Contractor of the responsibility to continue performance under this contract.

1.1. All personnel entering and working at CCAD are subject to all rules, regulations and applicable laws. All personnel and their effects are subject to search, to include vehicles and company belongings.

1.2. No person shall willfully fail or refuse to comply with lawful orders or direction of any civilian or military security police officer.

1.3. The Contractor shall not employ persons for work on this contract if such employees are identified to the Contractor by the Government as a potential threat to the health, safety, security, general well-being or operational mission of the installation and its population. Disrespectful behavior, failure to obey orders or regulations, fighting, horseplay, stealing, illegal use of drugs (using/transporting/selling), consuming or being under the influence of alcohol, or being in the possession of illegal weapons are prohibited and subject to appropriate penalties. This may include being detained, banned from entering the Government facility, or remanded to civilian authorities.

1.4. All Contractor personnel will limit their travel on the installation only to

specific areas required for performance of the contract, specified break and meal areas, or in travel directly to and from these locations. Employees found on the installation away from officially identified areas may be detained and/or debarred from the installation.

1.5. Subcontracts; if the Contractor enters into a Subcontractor arrangement with another Contractor, the prime Contractor is responsible for Subcontractor performance and compliance. The prime Contractor must provide a copy of the security requirements to the subcontractor. The contracting officer must ensure any questions of adequacy of the Subcontractor are resolved to the mutual satisfaction of the prime Contractor, Subcontractor, security, and CCAD commander.

1.6. All prospective government and contractor employees are subject to a check of their criminal history prior to being granted access to CCAD. Adverse or derogatory information revealed by these checks, or failure to provide full disclosure, may result in denial of access.

2. Support:

2.1 Security support provided by CCAD to the Contractor includes (if applicable) storage containers for classified information/material, use of base destruction facilities, classified reproduction facilities, use of base classified mail services, security badging, investigation of security incidents, base traffic regulations, use of security forms, and conducting inspections required by DoD 5220.22-M "Industrial Security Regulation", AR 380-49 "Industrial Security Program", AR 380-5 "Department of Army Information Security Program", and AR 25-2 "Information Assurance" and others as required or deemed necessary by the Government.

2.2 Security support requiring joint Army and Contractor coordination includes packaging classified information, mailing and receiving classified materials, implementing emergency procedures for protection of classified information, security checks, and internal security controls for protection of classified material, sensitive material, and high value pilferable property.

3. Security Investigation Requirements:

3.1. Investigation requirements including IT level and CAC requirements should be clearly indicated in the contract and Performance Work Statement (PWS) as prescribed in paragraph 4.1303, of the FAR:

Personal Identity Verification of Contractor Personnel

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24 and Federal Information Processing Standards Publication (FIPS PUB) Number

201.

(b) The Contractor shall account for all forms of Government-provided identification issued to the Contractor employees in connection with performance under this contract. The Contractor shall return such identification to the issuing agency at the earliest of any of the following, unless otherwise determined by the Government:

- (1) When no longer needed for contract performance.
- (2) Upon completion of the Contractor employee's employment.
- (3) Upon contract completion or termination.

(c) The Contracting Officer may delay final payment under a contract if the Contractor fails to comply with these requirements.

(d) The Contractor shall insert the substance of this clause, including this paragraph (d), in all subcontracts when the subcontractor's employees are required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system. It shall be the responsibility of the prime Contractor to return such identification to the issuing agency in accordance with the terms set forth in paragraph (b) of this section, unless otherwise approved in writing by the Contracting Officer.

3.2. Subcontracts; if the Contractor enters into a Subcontractor arrangement with another Contractor, subcontractors must be clearly identified in the contract agreement.

3.3. Contractors must maintain the same level investigation or higher as their civilian counterparts. In the absence of a civilian counterpart, CCAD Security will determine the level of investigation based on a position sensitivity review. Close coordination with the COR and company are required. All documentation required for access to CCAD for classified contracts or IT Level I & II shall be processed through the CCAD Security Personnel Security Office prior to entering CCAD facilities.

3.4. Classified Contracts: An interim clearance must be in place prior to entering CCAD facilities. All documentation (i.e. SF 86, etc.) required for security clearance shall be processed through the Contractor Facility Security Office (FSO).

3.4.1. For all contracts involving employees who require a security clearance for performance of their duties or access to classified material, the Contractor must possess or obtain a facility security clearance prior to performing contract work. If the Contractor does not possess a facility clearance, the Government (Contracting Office) may request one from the Defense Security Service (DSS).

3.4.2. Contractor employees without a clearance level or background check properly

indicated in the Joint Personnel Adjudication System (JPAS) or its successor, will not be assigned to this task directly or indirectly. Contractor employee(s) will not be authorized access, regardless of personal clearance, without the facility first being cleared to the appropriate level by Defense Security Service (DSS).

3.4.3. The Contractor shall request security clearances for personnel requiring access to classified information or IT Level I or II within 15 days after receiving a facility clearance. If the Contractor is already cleared, they shall request security clearances for the personnel within 15 days after contract award. Due to costs involved with security investigations, requests for Contractor employee security clearances shall be kept to an absolute minimum necessary to perform contract requirements.

3.4.4. IT Level I positions; Contractor employees shall have one of the following prior to commencing work: A current, valid Tier 5 investigation or equivalent or "Interim" Top Secret eligibility by Defense Industrial Security Clearance Office (DISCO) indicated in JPAS.

3.4.5. IT Level II positions; Contractor employees shall have one of the following prior to commencing work: A favorably completed Tier 3 investigation or equivalent or "Interim" Secret eligibility by DISCO indicated in JPAS.

3.4.6. IT Level III positions; Contractor employees shall have one of the following prior to commencing work: A favorably completed Tier 3 investigation or equivalent or "Interim" Secret eligibility by DISCO indicated in JPAS.

3.5. Unclassified Contracts requiring IT access: All documentation (i.e. SF 85*, etc.) required for their initial security appointment for unclassified contracts to IT Level III shall be processed through the CCAD Security Personnel Security Office prior to entering CCAD facilities.

3.6. IT Level III positions; Contractor employees requiring access to CCAD Local Area Network (LAN) shall have background investigation processed through CCAD Personnel Security Office. If the Contractor employee does not possess the proper investigation, the Government (Contracting Officer Representative) will request one. The Government assumes costs and initiates non-clearance investigation by submitting the appropriate Personnel Security Investigation request to the Army Center of Excellence. Minimum requirements for CAC issuance and access to the LAN is an initiated investigation with favorable FBI fingerprint check. Due to costs and the inherent delays involved with security investigations, requests for Contractor LAN access shall be kept to an absolute minimum necessary to perform contract requirements.

3.6.1. Fitness Issues: CCAD Security will be notify the Contracting Officer Representative (COR) when discovery of adverse information indicates potentially actionable issues that may disqualify the Contractor employee from access.

3.6.2. OPM Memorandum, Final Credentialing Standards for Issuing Personal Identity Verification Cards under HSPD-12 provides government-wide credentialing standards to be used by all Federal departments and agencies in determining whether to issue or revoke personal identity verification (PIV) cards to employees and contractor personnel.

3.6.3. Whether or not to grant access is the sole discretion of the Government. The decision not to grant access will not be grounds for contract modification and shall not constitute an excuse for Contractor performance failure.

3.7. System Authorization Access Request (SAAR): Prior to system access, a SAAR, DD Form 2875, shall be completed by the Contractor employee. The Contractor employee shall complete Part I, the COR shall complete Part II, and CCAD Personnel Security shall complete Part III.

3.8. Unclassified Contracts NOT requiring IT access: Contracts not requiring access to CCAD LAN shall be subject to installation access requirements that include the Defense Biometric Identification System (DBIDS) and/or guest sponsorship. The COR shall provide the appropriate details and contact information.

4. IT/IA Requirements:

4.1. All contract employees with access to the CCAD network must be registered in the Army Training Certification Tracking System (ATCTS) at commencement of services. Contractors and associated subcontractor employees must also complete DoD IA Awareness Training before they can be granted access to the CCAD network and complete the training annually thereafter.

4.2. All contractors working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M, and AR 25-2 within 6 months of employment.

4.3. Per DoD 8570.01-M, DFARS 252.239.7001, and AR 25-2, the contractor employees' supporting IA/IT functions shall be appropriately certified upon contract award. The baseline certification, as stipulated in DoD 8570.01-M, must be completed upon contract award.

5. Acquisition: All contracts will include acquisition related documents in accordance with the Federal Acquisition Regulation Subpart 24.1 CFR Part 24 and Part 39.105.

6. Foreign Nationals:

6.1. Official Visits: All official foreign visits (visits sponsored by a foreign government) must be based on a legitimate need, be sanctioned by the

appropriate foreign attaché or embassy, and approved through Department of Army channels. Access will be coordinated through the CCAD Foreign Disclosure Officer (FDO), COR, and respective NASCC/CCAD security offices.

6.2. Unofficial Visits: These are visits by foreign nationals that are not endorsed by a foreign government. The Contractor will submit a request for employee access, based on a legitimate need, to the appropriate COR. The COR will in turn notify the FDO of the request. Due to security considerations, requests for these types of visits should be kept to a minimum. Foreign nationals will require a government escort at all times while on CCAD property. The COR will ensure the foreign contractor employee provides a copy of their passport to NASCC and CCAD security offices, to ensure the appropriate background checks are completed.

7. Notifications: The following information will be submitted to the COR and the CCAD Security Manager on company letterhead, signed by the Contractor Facility Security Officer (FSO) within 15 days of awarding the contract. An updated listing shall be provided quarterly or when the company or an employee's status or information changes. Electronic equivalents are acceptable. The notification shall include:

- a. Name, address, and telephone number of company representatives.
- b. Employee's name, last four of social security number, shift.
- c. The contract number and contracting agency.
- d. The highest level of classified information to which Contractor employees require access.
- e. The location(s) of contract performance.
- f. The date contract performance begins and terminates.

8. Security Point of Contact: At no cost to the Government, the Contractor shall appoint a senior Contractor employee to serve as an on-site point of contact for any security concerns at the CCAD location. This may be a full time position or an additional duty position.

9. Security Training:

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

9.2. US-based contractor and subcontractor employees who are required to travel overseas in performance of their duties must receive government provided AT awareness training that is specific to the area of responsibility (AOR), as directed by AR 525-13. Specific AOR training content will be directed by the combatant commander and the unit ATO will ensure an applicable AT foreign travel briefing is provided to the contractor.

9.3. The contractor and all associated subcontractors shall brief all employees on the local iWATCH program. This is a locally developed training is provided by CCAD security and will be used to inform employees of the types of suspicious behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employees' commencing performance, with the results reported to the COR no later than 30 days after training completion.

9.3.1 Contracts with a scope of work that call for the use of CCAD specific information or equipment at off base locations and facilities must develop an OPSEC Standard Operating Procedure (SOP)/Plan within 90 days of contract award which will be reviewed by the CCAD OPSEC Officer for approval IAW AR 530- 1, Operations Security. The SOP/Plan must identify CCAD's critical information, why it needs to be protected, where it is located, who is responsible, and how the contractor intends to protect it. This plan is "For Official Use Only" and must contain appropriate document controls in accordance with AR 25-55, Chapter 4. The plan must be stored in a secure location such as a lockable container and must be properly destroyed when no longer needed in accordance with local CCAD policy CCADR 25-92, Chapter 1, Section 1-6(j).

9.4. IAW AR 530-1, new contractors and associated subcontractors who require a CAC Card and access to the CCAD network must complete Level I OPSEC training within 30 calendar days of reporting for duty and annual OPSEC contractor refresher training, thereafter.

9.5. Threat Awareness Reporting Program Training: Per AR 381-12 Threat Awareness and Reporting Program (TARP), contractor employees must receive annual TARP training presented by a Counterintelligence Special Agent.

10. Pass and Identification Items: The Contractor shall obtain the pass and identification items for employees and Contractor owned vehicles required for contract performance.

11. Retrieving Identification Media: The Contractor shall retrieve all identification media, including vehicle passes from employees who depart for any reason before the contract expires; e.g. terminated for cause, retirement, etc. and surrender to CCAD security through the COR.

12. Weapons, Firearms, and Ammunition: Contractor employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their Contractor-owned vehicle or privately- owned vehicle while on CCAD.

13. Safeguarding Classified or Sensitive Information: Any material marked as Top Secret, Secret, Confidential, For Official Use Only (FOUO) Freedom of Information Act (FOIA), Privacy Act Information, or any other restrictively marked material discovered by the Contractor or Contractor employees will be surrendered at the earliest opportunity to any military or DoD employee of the installation. Under no circumstances will the Contractor retain such material. The Contractor and all Contractor employees will execute a SF 312, Classified Information Non-Disclosure Agreement or equivalent CCAD Non-Disclosure Agreement as directed or required.

13.1. Classified: Visitor Groups will safeguard classified information IAW DoD 5200.1-R, DoD Information Security Program, AR 380-5, Department of the Army Information Security Program, AR 380- 49, Industrial Security Program, and other directives deemed necessary by the Servicing Security Activity (SSA). The contractor shall comply with FAR 52.204-2, Security Requirements. This clause involves access to information classified “Confidential,” “Secret,” or “Top Secret” and requires contractors to comply with—(1) The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); any revisions to DOD 5220.22-M, notice of which has been furnished to the contractor.

13.2. Information Systems (IS): All Contractor personnel will protect and restrict access to all documentation (i.e. maps, test and evaluation results, vulnerability assessments, audits, results, or findings) describing operational IS architectures, designs, configurations, vulnerabilities, address listings, or user information.

13.3. FOR OFFICIAL USE ONLY (FOUO): The Contractor shall comply with DoD 5400.7-R, Chapter 4, DoD Freedom of Information Act (FOIA) Program requirements and AR 25-55, Chapter III and Chapter IV, The Department of the Army Freedom of Information Act Program. These regulations set forth policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding FOUO material.

13.4. Privacy Act: All data associated with this task is covered by the Privacy Act of 1974, Title 5 of the U.S. Code, Section 552a, DoDD 5400.11, Department of Defense Privacy Program, and applicable CCAD rules and regulations. Violation of the Act may involve the imposition of criminal penalties. Therefore, all Contractor personnel assigned shall take appropriate actions to prevent unauthorized disclosure of Privacy Act information.

13.5. Operations Security (OPSEC): Contractor personnel must protect information that has been designated as critical to the CCAD mission from disclosure. Critical information will only be disseminated on a “need-to- know” basis and not be discussed in public areas such as hallways, bathrooms, eateries, smoke shacks, or

any off-base gathering locations. Contractor employees will not pass critical information over unsecured telephones, facsimiles, and/or e-mail outside of the CCAD firewall. All critical/sensitive information being electronically transmitted will be encrypted. Contractor employees will not post critical information on the web, personal "blogs," or where it is visible to visitors or the public. All information, to include photos, web posts, and captions, must be reviewed by the CCAD Public Affairs Officer (PAO) and the CCAD Operations Security Officer prior to public dissemination.

13.6. Proprietary Information: Information and materials developed at CCAD are considered business sensitive and must be protected from unauthorized disclosure. This information is the sole property of CCAD and must not be revealed or used except in contract performance. Distribution is limited to authorized US Government agencies and identified Contractors. Contractor personnel must receive prior authorization from the CCAD Public Affairs Officer (PAO) and the CCAD Operations Security Officer to disseminate CCAD information.

14. Reporting Requirements: Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of personnel, resources, and classified or unclassified defense information. Contractor employees shall be briefed by their immediate supervisor upon initial on-base assignment.

15. Physical Security: The Contractor shall be responsible for safeguarding all Government property and controlled forms provided for Contractor use. At the end of each work period, all Government facilities, equipment, and materials shall be secured.

16. Key Control: The Contractor shall establish and implement methods of making sure all keys issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. The Contractor shall not duplicate any keys issued by the Government.

16.1. The Contractor shall coordinate with security for the receiving of keys needed to access necessary work spaces.

16.2. The Contractor shall immediately report to security, the Quality Assurance Evaluator (QAE), and Program Manager any occurrences of lost or duplicated keys.

16.3. In the event keys, other than master keys, are lost or duplicated, the Contractor may be required, upon written direction of the contracting officer, to re-key or replace the affected lock or locks at no cost to the Government. The Government may, however, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such assistance from payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be

replaced by the Government and the total cost deducted from payment due the Contractor.

16.4. The contractor shall prohibit the use of any door obstruction and/or the removal of hardware that would prevent a door from securing properly.

16.5. The Contractor shall prohibit the use of keys, issued by the Government, by any persons other than the Contractor's employees and the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in performance of contract work requirements in those areas.

17. Lock Combinations: The Contractor shall control access to all Government provided lock combinations to preclude unauthorized entry. The Contractor is not authorized to change lock combinations without written approval by the Government Program Manager. Records with written combinations to authorized secure storage containers, secure storage rooms, or certified vaults, shall be marked and safeguarded at the highest classification level as the classified or sensitive material maintained inside the approved containers or room.

18. Other Responsibilities:

18.1. Traffic Rules and Regulations: All personnel will abide by all traffic and parking rules and regulations. Failure to abide may result in issuance of Government citations.

18.1.2. Permission to park company support vehicles within the perimeters of the job must be approved in advance by the COR and Security. Company support vehicles must have company identification.

18.2. Identification: CCAD requires Contractor personnel wear a Government issued identification badge provided by CCAD, NAS, or their representatives. Safety restrictions may require the pass to be removed while working, but it must be worn in plain view, above the waist, when away from the job site. Failure to do so is a violation of security regulations and may result in disciplinary action.

18.3. Visitors: Contractor personnel must clear all visitors in advance through the COR. This includes Contractor personnel and personal guests. All foreign national visitors will be identified to the appropriate authorities, be based on a legitimate need, and are only allowed at the discretion of the installation commander.

18.4. Photography: All photographic or video equipment must be acquired through the COR who will notify PAO prior to purchase for recommendations and acquisition guidelines. The Property Book Officer will be notified upon receipt of the equipment for inventory and bar tagging. Government purchased photographic and video equipment are accountable items and must be added to a property book account.

Under no circumstance will contractors, to include subcontractors, use their own electronic devices to take photographic or video images while at CCAD without prior approval from CCAD's Security Department and/or Public Affairs Office.

18.4.1. Photographs, video, drawings, blueprints, or any other type of rendering or measurements unrelated to contract performance of sensitive areas, such as critical resources, controlled or restricted areas, or other areas deemed sensitive by the Government is strictly prohibited. The Government reserves the right to seize equipment used for unauthorized purposes and the employee and/or Contractor may be debarred from the base, detained, reported and/or remanded to civilian authorities, or have other sanctions placed against them.

18.4.2. Transfer of digitized or electronic photographs, video, drawings, blueprints, or any other type of rendering or measurements must be coordinated/requested through the CCAD information assurance office.

18.5. Weekends /After Duty Hours: Notice of weekend/after duty hours scheduled work must be submitted to Security through the COR. Personnel working weekend or after duty hours must check in and out with Security Building access support to job sites must be arranged with the COR. Keys to areas are obtained by the COR. Requesting areas to be unlocked by personnel other than contract representatives is not authorized.

18.6. Barricades/Construction Areas:

18.6.1. Designating construction areas is Contractor's responsibility and must be coordinated in advance through the COR, Safety, CCAD Fire Marshall, and CCAD Security. Work (construction) areas will be secured at the end of each day. All doors and windows must be closed and locked, and lights and electrical equipment turned off.

18.6.2. All Contractor property locks and keys must be properly secured. The Government is not responsible for personal property left unattended or unsecured.

18.6.3. CCAD Security is to be notified of all emergencies, accidents, disturbances, etc. (as soon after the event as is reasonably possible) or requests for Security related assistance. CCAD Security will make the appropriate calls for proper authorities.

18.6.4. All personnel will abide by all applicable safety procedures and responsibilities. Smoking in areas other than authorized areas located throughout the Depot is prohibited.

18.6.5. Opening or blocking doors, entering non-job related areas without permission or clearance, or removing tools or other Government equipment without proper permission is not permitted. Government buildings and property

will not be left unattended and unsecured.

(End of Summary of Changes)