

**PERFORMANCE WORK STATEMENT  
FOR  
MOTORIZED EQUIPMENT PREVENTATIVE MAINTENANCE,  
INSPECTIONS AND REPAIRS**

**JOINT BASE MCGUIRE/DIX/LAKEHURST  
1 APRIL 2023**

DRAFT

## **TABLE OF CONTENTS**

- 1. DESCRIPTION OF SERVICES**
  - 2. PARTS/MATERIALS/EQUIPMENT**
  - 3. SCHEDULE and SERVICING EQUIPMENT**
  - 4. REPORTS AND DOCUMENTATION**
  - 5. DELIVERABLES**
  - 6. SERVICE DELIVERY SUMMARY**
  - 7. GOVERNMENT PROVIDED PROPERTY AND SERVICES**
  - 8. GENERAL INFORMATION**
  - 9. ENVIRONMENTAL REQUIREMENTS**
  - 10. NON-PERSONAL SERVICES AND/OR INHERENTLY GOVERNMENTAL SERVICES STATEMENT**
- APPENDIX A – LIST OF MOTORIZED EQUIPMENT**
- APPENDIX B – 87th SECURITY FORCES SQUADRON APPENDIX TO ALL PERFORMANCE WORK STATEMENTS FOR JOINT BASE MCGUIRE-DIX- LAKEHURST**
- APPENDIX C – SCHEDULE DELIVERABLES**
- APPENDIX D – SERVICE DELIVERY SUMMURY**

**1. DESCRIPTION OF SERVICES.** The contractor shall provide all management, labor, tools, supplies, equipment, supervision, materials and transportation necessary to provide comprehensive motorized equipment preventative maintenance, inspection, and repair program for Joint Base McGuire/Dix/Lakehurst (JB MDL), NJ in a manner that shall ensure continuous and reliable service of motorized equipment. The contractor shall provide all items necessary to transport, perform maintenance and furnish any required materials for equipment listed in Appendix A. The work includes but is not limited to, leaks, fluids, fluid levels, filters, clutch, cables, brakes, linkages, pressures, chassis, all electronics, connections, torques, fasteners, controls, safety devices, lights, signals, batteries, drive belts, steering, springs, shackles, exhaust system, tires/wheels, heater/defroster/air-conditioner/auxiliary heaters, windshield, hydraulic systems, power take-off (PTO), winch/tow systems, air tanks, fuel, fuel systems, engine, maintenance, repairs, and modifications. The contractor shall comply with applicable Federal, State, Local Regulations and commercial standards.

**1.1. Responsibility.** The contractor shall perform preventative maintenance, inspections, repairs, and modifications to equipment listed in Appendix A, List of Motorized Equipment. The contractor is also required to provide transportation of motorized equipment listed in Appendix A to and from JB MDL and provide all materials necessary to perform the requirements of this PWS. The contractor shall develop a database to track the maintenance schedule of each equipment. The contractor shall repair all mechanical, electrical, control, and safety deficiencies found during the preventative maintenance and inspection schedule per paragraph 1.4.1. The contractor shall follow the manufacturer's recommendations and industry standards as defined for each equipment listed in this PWS. All preventative maintenance, inspections, repairs, and modifications shall be scheduled in advance, no less than 14 days prior with the Contracting Officer Representative (COR) to minimize disruption to the government operations and employees. The government reserves the right to postpone or interrupt scheduled services up to 30 days to support emergent mission requirements at no additional cost to the government. The government makes no representation or guarantee as to the condition of equipment on the start date of the contract. The contractor is responsible for any damage or loss to government property due to negligence on behalf of the contractor.

**1.2. Initial Equipment Inspection.** The contractor shall, within 90 calendar days after contract award, perform and complete a preventative maintenance and inspection per paragraph 1.3 of all equipment listed in Appendix A. Contractor shall provide a written report of all findings to include any required repairs. The COR will determine if repair(s) will be authorized as outlined in section 1.4. The contractor shall create a yearly schedule for equipment maintenance established on a performance basis for the equipment listed in Appendix A. The contractor shall provide the maintenance schedule to the COR within 90 days after award and five days after award for each option period.

**1.3. Preventative Maintenance.** The contractor shall perform preventative maintenance and inspection on all equipment listed in Appendix A. The contractor shall provide all materials to perform standard manufacturer recommended maintenance. The scope of materials provided during standard manufacturer recommended preventative maintenance includes but is not limited to engine oil, engine oil filter, air, water, windshield fluid, lubricants, and fuel conditioner/cleaner. The contractor shall ensure all preventative maintenance and inspection work is completed within seven (7) business days of commencement; however, the contractor is encouraged to keep equipment downtime to a minimum. Any delays in service shall be coordinated with the COR in advance of equipment pick up. Any deficiencies, malfunctions, required repairs or faults discovered during the preventative maintenance cycle shall be immediately reported to the COR in a written report for determination of repair procedure as outlined in section 1.4. The contractor shall provide a written report of all preventative maintenance actions performed on each equipment item as outlined in section 4 of this PWS.

**1.4. Repairs / Modifications.** The contractor shall repair all mechanical, electrical, control, and safety deficiencies identified as a result of the preventative maintenance and inspection procedures.

**1.4.1. Repairs.** The contractor shall provide a written repair cost estimate to the COR within two (2) business days of finding any deficiencies requesting authorization to proceed. The written repair cost estimate shall include, at a minimum, the following: the estimated cost of material (itemized), the labor hours needed to complete repairs, and the projected time the equipment will be out of service. The contractor shall be financially compensated for material and labor cost only if COR authorization is granted. At no time shall repairs be completed without COR or Contracting Officer (CO) approval. The contractor shall ensure all repair work commences within three (3) business days of COR approval and is completed within seven (7) business days of its commencement; however, the contractor is encouraged to keep equipment downtime to a minimum. Any delays shall be coordinated through the COR. The contractor shall provide a written report of any completed repairs as established in section 4.

**1.4.2. Modifications.** The contractor shall provide a written modification cost estimate to the COR within five business days of request. Contractor will only accept a modification request from the COR or CO. Modifications shall include any changes to the original equipment authorized by a manufacturer recall or authorized by COR or CO for mission requirements. The contractor shall provide a written modification cost estimate which will include at a minimum, the following: the estimate cost of material (itemized), the labor hours needed to complete the modification, and the projected time the equipment will be out of service. The contractor shall be financially compensated for material and labor cost only if COR authorization is granted. At no time shall modifications be completed without COR or CO approval. The contractor shall ensure all modification work commences within three (3) business days of COR approval and is completed within seven (7) business days of its commencement; however, the contractor is encouraged to keep equipment downtime to a minimum. Any delays shall be coordinated through the COR. The contractor shall provide a written report of any completed modifications as established in section 4 of this PWS.

**1.5 Disposal.** The contractor shall comply with applicable Federal, Stated, Local Regulations, and any Environmental Requirements for the disposal of any non-hazardous/hazardous waste produced.

**1.6 Mobilization.** The contractor is responsible for transportation of equipment listed in Appendix A to and from JB MDL to an off-site location of the contractor's discretion for all preventative maintenance, repairs, and modifications. Contractor must use the most cost-efficient procedure possible when multiple pieces of equipment need to be transported at one time. No maintenance, repairs, or modifications will be conducted on JB MDL without COR approval. Contractor shall coordinate with the COR no less than 14 calendar days in advance to schedule equipment pick-up from centralized location. Contractor also will return equipment within five days of completed work. Coordinate with COR for return delivery and any maintenance delays. Contractor shall also notify the COR once arrived at the Central pick-up/drop-off location(s) and verify motorized equipment. Central pick-up/drop-off location(s): for McGuire the location is the heavy equipment parking area adjacent to Bldg. 3217 off West Arnold Ave.; for Lakehurst the location is the heavy equipment parking area adjacent to Bldg. 111 off Lawrence Rd.

**1.7. Completion / Testing.** Upon completion of maintenance, repairs, and/or modifications, the equipment shall be free of missing components or defects which would prevent it from functioning as originally intended and/or designed. The contractor shall conduct an operational test of all equipment upon completion of maintenance, repairs, and/or modifications. This operational test shall be included as part of the written equipment report.

**1.8 Period of Performance.** The service will be performed for a 12-month base period with four 12-month option periods.

**2. PARTS/MATERIALS/EQUIPMENT.** Contractor shall provide all parts, materials, and equipment as required for motorized equipment preventative maintenance, repairs, and/or modifications services defined in this PWS.

**2.1.** All replacement parts for motorized equipment shall be from the Original Equipment Manufacturer (OEM) or suitable/authorized substitutes. Where components are no longer produced, then the equipment shall be revised or upgraded with new components. The contractor shall comply with manufacturer recommendations and industry standards and submit replacement part list of any equipment revision(s) to the COR for approval prior to any installation.

**2.2.** The contractor will furnish all available warranty information to the COR. The contractor shall offer a standard commercial warranty for all repairs. Include terms with quote.

**3. SCHEDULE AND SERVICING EQUIPMENT.** All preventative maintenance, inspections, repairs, and modifications shall be schedule in advance, no less than 14 days prior with the COR to minimize disruption to the government operations and employees. The government reserves the right to postpone or interrupt scheduled services up to 30 days to support emergent mission requirements with no additional cost increases to the government.

**4. REPORTS AND DOCUMENTATION.** The contractor shall prepare and submit written reports and documentation for the preventative maintenance, repairs, and/or modifications for each piece of equipment, to include any product recommendations and recalls. The reports and/or documentation shall include but not limited to: equipment type, model and serial numbers, equipment recall(s), work performed, repairs or modifications completed or required, actual parts replaced, parts cost, man hours, preventative maintenance, date of inspection, date of repair, name of technician, and overall condition of the equipment.

**4.1.** The contractor shall submit individual initial equipment inspection reports and the developed equipment maintenance schedule from all equipment listed in Appendix A electronically to the COR within 90 calendar days of the contract start date.

**4.2.** The contractor shall submit individual equipment reports electronically to the COR within five (5) calendar days of completed maintenance and inspection. Repair and modification estimates/reports will be submitted per paragraphs 1.4.1 & 1.4.2.

**5. DELIVERABLES.** The contractor shall submit all deliverables in electronic form and shall produce reports that can be viewed using the Microsoft Office suite of applications. All deliverables must meet professional standards and the requirements set forth in contractual documentation. The contractor shall be responsible for delivering all end items specified. Schedule of Deliverables is shown in Appendix C.

**6. SERVICES DELIVERY SUMMARY (SDS).** The contract service requirements are summarized in performance objectives that relate directly to mission essential items (Appendix D). The performance threshold briefly describes the minimally acceptable levels of service required for each requirement. The SDS and the contractor's Quality Control Plan (QCP) provide information on contract requirements, the expected level of the contractor's performance and the expected method of government surveillance and confirmation of services provided. These thresholds are critical to mission success. Procedures as set forth in the Federal Acquisition Regulation (FAR) 52.212-4(a), Contract Terms and Conditions - Commercial Items, Inspection/Acceptance, will be used to remedy all deficiencies. The absence of any

contract requirements from the SDS shall not detract from its enforceability nor limit the rights or remedies of the government under any other provision of the contract, including the clauses entitled “Inspection of Services” and “Default.” The government has the right to inspect all services required in the contract.

## **6.1. Performance Assessment.**

**6.1.1. Performance Evaluation.** The purpose of the SDS is to define performance evaluation. The Performance Objective (column 1) describes what the government will survey. Performance of a service will be evaluated to determine whether or not it meets the Performance Threshold (PT) of the contract. When the PT is exceeded, the COR will document the file with a Corrective Action Report (CAR) or a Performance Assessment Report (PAR) and forward these documents to the CO for their determination if further action is necessary.

**6.1.1. Periodic Evaluations.** The government will periodically evaluate the contractor’s performance by the COR to ensure services are received in accordance with (IAW) this PWS and the SDS. Periodic evaluations will be conducted on a daily, weekly, monthly, quarterly, semi-annual or annual basis. The COR will evaluate the contractor’s performance as shown in the SDS, Appendix D. The government may inspect each task as completed or increase the number of quality assurance inspections if deemed appropriate because of repeated failures. Likewise, the government may decrease the number of quality assurance inspections if performance dictates.

**6.1.2.** If any of the services do not conform to contract requirements, the government may require the contractor to perform the services again in conformity with contract requirements at no increase in contract amount. When the defects in services cannot be corrected by re-performance, the government may:

**6.1.2.1.** Require the contractor to take necessary action to ensure that future performance conforms to contract requirements; and

**6.1.2.2.** Reduce the contract price to reflect the reduced value of the services performed; and

**6.1.2.3.** May result in a progress meeting with the Multi-Functional Team and/or in a warning letter of concerns.

**6.1.3.** All remedies shall be IAW the FAR 52.212-4(a), Contract Terms and Conditions - Commercial Items, Inspection/Acceptance.

**6.2. Quality Control.** The contractor shall develop and maintain a complete quality control program for the performance requirement of this contract to ensure services are performed IAW this contract and PWS. The contractor shall develop and implement procedures to identify, prevent and ensure non-performance and continual repeat of defective service does not occur. A written QCP shall be submitted to the CO for review and feedback. The plan shall be submitted NLT 90 calendar days after award. The plan shall specifically address the contractor’s strategy to provide quality workmanship; continual process improvement; preventing deficiencies and for correcting deficiencies as required. The contractor shall ensure that the following issues are addressed in their QCP.

**6.2.1.** A description of the methods to be used for identifying and preventing defects in the quality of service performed.

**6.2.2.** A description of how the records will be kept. Records must document all inspections and corrective or preventive actions taken.

**6.2.3.** The contractor shall establish and implement methods of making sure all keys/combinations issued to the contractor by the government are not lost or misplaced and are not used by unauthorized persons.

**6.3. Quality Assurance.** The government shall inspect and evaluate the contractor's performance to ensure services are received IAW requirements set forth in this contract. The COR shall inspect by watching actual task performance, physically checking an attribute of the completed task, checking a management information report, investigating customer complaints, conferring with facility managers, or otherwise inspecting the task or its results to determine whether performance meets the standards contained in this PWS. The COR will record surveillance results in his monthly log. Results of the surveillance then become the official Air Force record of the contractor's performance. When a performance threshold has not been met or contractor performance has not been accomplished, the COR will initiate and provide the CO with a Contractor Discrepancy Report (CDR) DD Form 2772 for issuance to the contractor. The contractor shall respond to the report IAW instructions provided and return it to the CO within three (3) calendar days of receipt.

**6.4. Periodic Progress Meetings.** The CO, contract administrator, Functional Commander, COR, other government personnel as appropriate and the contractor may periodically meet to discuss the contractor's performance as needed via phone conference or in-person. The contractor may request a meeting with the CO when deemed necessary.

**6.4.1. Meetings.** Will be documented in the contract file with written minutes signed by the CO, the contractor and any other signatures as deemed appropriate. The signed minutes will be distributed to the functional area and the contractor.

**6.4.2. Meeting Minutes.** Should the contractor not concur with the meeting minutes, the contractor shall provide a written response to the CO within ten (10) calendar days of receipt of the minutes identifying areas of non-concurrence for resolution.

## **7. GOVERNMENT PROVIDED PROPERTY and SERVICES.**

**7.1. Facilities. RESERVED.**

**7.2. Interior Space. RESERVED.**

**7.3. Exterior Space. RESERVED.**

**7.4. Utilities. RESERVED.**

**7.5. Materials. RESERVED.**

**7.6. Security, Fire and Medical Services.** The government will provide police and fire protection. In the event of a medical emergency, base ambulance service for transporting an injured employee to a local hospital is available. The Government will provide police and fire protection. McGuire Security Forces / Dix DOD Police Force can be reached at phone numbers (609) 562-6001/2/3. Lakehurst DOD Police Force can be reached by dialing (732) 323-4000. Base Fire Departments shall provide initial response and fire protection services to the contractor. The Base Fire Alarm Control Centers can be reached at phone number 911 from a base phone. If dialing 911 from a cell phone, the location must be fully identified to ensure that the proper responder is notified. The 87th Medical Treatment Facility may provide urgent

health care to any contractor employees or agents for injuries occurring while on duty. Urgent health care is defined as medical care authorized to the extent necessary to save life or limb and prevent undue pain and suffering. Contractor employees will be transferred to a civilian medical facility as soon as they are appropriately stabilized. The cost of such treatment will be paid for, in full, within a reasonable period of time, by the contractor or the contractor's employee and will not be borne by the 87th Medical Treatment Facility, the United States Air Force or the government. An AF Form 1127, Hospital Invoice/Receipt / Accounts Receivable Record, will be prepared to ensure collection and/or billing of charges. If a contractor employee or agent cannot pay for the treatment at the time of discharge, a statement of charges and a letter of indebtedness will be completed and billed to such contractor employee for medical services rendered. An accounts receivable record will be established for each contract employee that receives medical care and is unable to pay at the time of discharge. Follow-up on accounts receivable will be conducted IAWAFI 41-120, Medical Resource Operations. After an accounts receivable record is established and billing for outpatient medical services has occurred, the SF 558, Medical Record - Emergency Care and Treatment, will be annotated with the date of billing and the voucher number and forwarded to Outpatient Records to be filed in the medical record folder. Contractor employee or agents shall ensure they provide timely notice to their medical insurance company and to the extent an insurance company is to make payment, provide the insurance company with adequate information and documentation necessary to make payment. Any contractor employee or agent treated in a natural disaster is not charged for outpatient care. Lakehurst Specific: Follow-on emergency medical care will be provided to contractor and their employees at Community Medical Center, Toms River. Charges for medical care will be at the contractors or employees' expense. Emergency Medical Service phone number is 911 from a base phone. If dialing 911 from a cell phone, the location must be fully identified to ensure that the proper responder is notified.

## **8. GENERAL INFORMATION.**

**8.1. Mission.** The overall Civil Engineer mission JB MDL is to plan, maintain, operate, and protect the infrastructure, facilities, and environment for assigned airmen, families, and civilian employees. The JB MDL is located on the East coast between Washington, DC and New York City. JB MDL is prone to approximately 20 high visibility Very Important Person (VIP) visits per year.

### **8.2. Background. RESERVED.**

**8.3. Damages to Government Buildings or Equipment.** Damages to Government buildings or equipment are addressed in clause 52.237-2 – “Protection of Government Buildings and Equipment.”

**8.4. Hours of Operation.** The contractor shall perform services during normal duty hours which are daylight hours, Mondays through Fridays, excluding federal holidays, unless otherwise required in the contract or approved by the CO. When the contractor's work schedule conflicts with an Air Force mission requirement, advise the COR and reschedule the work to minimize disruption.

**8.5. Recognized Holidays.** The contractor is not required to provide service on federal holidays. Federal holidays are as follows:

New Year's Day - 1 January  
Martin Luther King Day - 3rd Monday in January  
President's Day - 3rd Monday in February  
Memorial Day - last Monday in May  
Juneteenth – 19 June  
Independence Day - 4 July  
Labor Day - 1st Monday in September

Columbus Day - 2nd Monday in October  
Veteran's Day - 11 November  
Thanksgiving Day - 4th Thursday in November  
Christmas Day - 25 December

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

**8.6. Base Closures.** Work scheduled but not accomplished because of base closure due to weather, exercises, or actual alert, will be accomplished as soon as possible after reopening the base. In the case of severe weather, the contractor will call 609-754-2273 for Joint Base McGuire-Dix for base operational status.

**8.7. Security Requirements.** Security and base access requirements are contained in clause 5352.242-9000 "Contractor Access to Air Force Installations." Contractor employees will be required to obtain and display identification badges. Anticipate delays in getting commercial vehicles on base and allow time for commercial vehicles to reach their destination by driving designated routes at posted speed limits throughout the base. Procedures for commercial equipment access to the base are subject to change without prior notice.

**8.8. Performance of Service during crisis or Heightened Security.** This service is not determined to be essential for performance during crisis according to Department of Defense Instruction (DODI) 1100.

**8.9. Special Qualifications.** The contractor shall obtain all employee certifications and licenses required by local, state and Federal agencies. The contractor shall provide the name and telephone number of the contractor's contract manager and alternate responsible for all requirements in the PWS. Provide telephone numbers of contractor manager and alternate(s). The contract manager and alternate(s) must be able to read, write, speak and understand English, or an interpreter must be provided to work alongside the contract manager or alternate(s) at no additional cost to the Government.

**8.10. Contracting Officer and Contracting Officer Representative (Quality Assurance Personnel).** The CO will appoint a primary and alternate representative for management of the day-to-day activities of the contract. The identity, title, and authority of this representative will be provided in writing to the contractor after contact award.

**8.11. Safety Requirements and Reports.** The contractor shall perform work in a safe manner as required by OSHA Safety and Health Requirements. The contractor must provide a verbal report to the CO or COR as soon as possible of each occurrence of damage to Government property or an accident resulting in death, injury, occupational disease, or adverse environmental impact while on JB MDL. Provide a completed copy of required Accident Investigation Reports to the CO or COR within five calendar days of each occurrence.

**8.12. Changes in Scope of Work.** The contractor shall identify pricing for each type of tasking in the contract schedule. The contractor shall use Appendix A for adding or subtracting work.

**8.13. Physical Security.** The contractor shall be responsible for the safekeeping and inventorying of all government-provided equipment and keys / combinations issued for the performance of services within this PWS. The contractor shall be responsible for all losses or damages caused by contractor acts or omissions which cause a loss of government material/equipment/keys. Upon termination or completion of

the contract, the contractor shall secure the previously issued keys and return them to the COR within twenty-four (24) hours.

**8.14. Antiterrorism.** As a prelude and during performance of any contract, it is critical that the contractor be supportive of all DOD requirements to protect personnel and their families, installations, facilities, information, and other resources from terrorist acts. All contractors and sub-contractors are responsible for providing their personnel information on the (JB MDL) Antiterrorism Program. During performance of work, personnel security and protection of resources is critical for the installation to maintain a safe work environment. Contractor personnel will be alert for any suspicious activity observed by their personnel working on the installation. If any situation appears to be suspicious, immediate actions must be taken to properly notify base Security Forces Squadron Law Enforcement Desk at (609) 562-6000/1/2/3 (McGuire/Dix) or (732) 323-4000 (Lakehurst). The contractor must ensure that contractor personnel and vehicles are strictly controlled during performance of duty. For instance, the contractor shall use reasonable efforts to prevent any personnel or equipment from being placed in harm's way or in a position that could aid or abet terrorists. Contractors are encouraged to contact the JB MDL Antiterrorism Office at (609) 754-1397 or (609) 754-1611 for information regarding the installation Antiterrorism Program.

**8.15. Contractor Personnel.** The contractor and its employees shall comply with all DoD, and base regulations always and shall conduct themselves in a professional manner. Uniforms, badges, and good behavioral conduct will be mandatory. The contractor shall provide a complete and current employee roster to the COR within ten (10) working days of the contract award. Contractor's employee roster shall identify the primary and alternate site manager or foreman and the Quality Control inspector and, in each case, list their telephone or beeper numbers. As required, the contractor shall provide updated copies of their employee roster to the COR.

**8.16. Contractor Employee Uniforms and Identification.** All contractor employees shall always wear a distinctive company logo on their outer garment. Contractor employees shall be neat and professional in appearance and meet current commercial standards. In addition, contractor's employees shall wear a company-issued identification badge with the company's name, employee's name and employee's photo prominently displayed on their outer clothing. The contractor's employees shall not wear any type of clothing that can be construed as military related clothing.

**8.17. Tobacco Policy.** The contractor shall ensure that all contractor employees do not use tobacco products within 50 ft. of any base facility, around fuel tanks and generators, and within any clearly marked "No Smoking" areas or within 50 ft. of any flight line aircraft parking areas.

**8.18. Safety and Accident Reporting.** The contractor shall be responsible for providing services under this contract IAW all base, local, State and federal occupational safety requirements. The contractor shall ensure that all services are always conducted safely. The contractor shall ensure all contractor employees are issued and properly use all required safety personal protective equipment. The contractor shall use mechanically sound and safe vehicles and equipment in the performance of services under this contract. Contractors shall take necessary corrective actions if contractor's employees are conducting operations in an unsafe manner. In the event of an accident on JB MDL, the contractor shall contact the base emergency 911 services (see paragraph 7.6) and COR immediately. Additionally, the contractor and contractor's personnel will be knowledgeable of and comply with all other base incident-reporting procedures.

**8.19. Security Requirements / Vehicles and Passes.** All contractor or contractor employees' vehicles used for the performance of this contract shall comply with all local, State and federal regulations. In addition, all vehicles described above must be registered through the Security Force Squadron, Pass and

Registration and will comply with JB MDL directives. After award of contract, the contractor shall request through the Contract Specialist and Security Forces base passes and identification badges for their employees and work vehicles IAW the attached McGuire AFB contractor Security Appendix 4 to Annex C to JB MDL JIDP – Sep 21. Reference Appendix B.

**8.20. Executive Order (EO) 13423 (Strengthening Federal Environmental, Energy, and Transportation Management).** The contractor shall assist in compliance with this EO:

- (a) Use of products with post-consumer recycled content
- (b) Use of products that are recyclable
- (c) Use of low toxicity or non-toxic products
- (d) Use and installation of low-maintenance products

**9. ENVIRONMENTAL REQUIREMENTS.**

**9.1. Compliance with Laws and Regulations:** The contractor is required to comply with all applicable Federal, State, Local Regulations, and Air Force instructions in effect at the time of performance of this contract. The laws and regulations include but are not limited to: environmental and occupational safety and health. The contractor shall be responsible for compliance with operating permits, and responsible for penalties, fines, or natural resource damage claims that may be required or assessed by the State of New Jersey, Federal or Local Governments resulting from contractor performance, or failure to perform, during this contract. Contact numbers McGuire Environmental (609) 754-6166 or Lakehurst Environmental (732) 323-7800.

**9.2. Environmental and Hazardous Materials Handling:** The Contractor shall not store any hazardous materials on JB MDL.

**9.3. Notification of Environmental Spills:** If the Contractor spills or releases any substance on JB MDL, the Contractor shall immediately report the incident to the CO and COR. The Contractor shall be liable for the spill or release of such substances.

**9.4. Spill Prevention and Response:** The Contractor shall ensure all employees are knowledgeable of spill prevention and response procedures. If a spill does occur on JB MDL, the Contractor shall take immediate action to contain it and report the incident to the Fire Department by dialing 911 from any phone. The Contractor shall also notify Environmental Flight (787 CES/CEIE) McGuire Environmental (609) 754-6166 or Lakehurst Environmental (732) 323-7800. The spill shall also be reported in writing to the COR within 48 hours.

**9.5. Hazardous Spills or Discharges:** The Contractor is responsible for cleanup of any hazardous spills or discharges. The Contractor will clean-up, containerize, and properly dispose of any spills caused by the Contractor's employees such that no petroleum product, toxic chemical or hazardous substance enters any creek, gutter, or other appurtenance leading to natural drainage, storm drainage, or sanitary sewer systems. This includes any chemicals or substances that cause soil staining or other potential for air, water, soil degradation as determined by the base environmental flight. If required by the government, the Contractor shall sample the spill site, in the presence of Environmental, to show adequacy of spill cleanup. All clean up procedures shall follow all Federal, State, and County laws and regulations.

**9.6. Government Resources:** Spill cleanup using government resources will be charged to the Contractor at an amount determined by the CO based on actual cost for manpower, supplies, equipment, and any resulting fines levied for the spill clean-up and testing.

10. NON-PERSONAL SERVICES AND/OR INHERENTLY GOVERNMENTAL SERVICES. The Government will neither supervise contractor employees nor control the method by which the contractor performs the required tasks. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services or give the perception of personal services. If the contractor feels that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the PCO immediately. These services shall not be used to perform work of a policy/decision making or management nature, (e.g., inherently governmental functions). All decisions relative to programs supported by the contractor shall be the sole responsibility of the Government.

DRAFT

## APPENDIX A

### LIST OF MOTORIZED EQUIPMENT

<b>MCGUIRE INVENTORY</b>							
#	Equipment Type	VIN	Model	Make	year	End User	Fuel Type
1	UTV	4XARSU992M8070558	Ranger XP 1000 Crew	Polaris	2021	CEOHP (DIRT)	MOGAS
2	UTV	4XARSU993M8067362	Ranger XP 1000 Crew	Polaris	2021	CEOHP (DIRT)	MOGAS
3	UTV	4XARSU99XM8067147	Ranger XP 1000 Crew	Polaris	2021	CEOHP (DIRT)	MOGAS
4	UTV	4XARSU992M8069409	Ranger XP 1000 Crew	Polaris	2021	CEOFE (Electric)	MOGAS
5	UTV	4XARSU990M8070557	Ranger XP 1000 Crew	Polaris	2021	CEOHP (DIRT)	MOGAS
6	UTV	4XARSU998M8066627	Ranger XP 1000 Crew	Polaris	2021	CEOIE (Pest)	MOGAS
7	RTV	A5KC2GDBPNG074765	Kubota RTV-X1100CW-A	Kubota	2022	CEOIE (Pest)	MOGAS
8	UTV	4XARSU995M8066858	Ranger XP 1000 Crew	Polaris	2021	CEOFE	MOGAS
9	UTV	4XARSU992M8067255	Ranger XP 1000 Crew	Polaris	2021	CEOES (McG Service Contracts)	MOGAS
10	UTV	4XARSU99XM8070663	Ranger XP 1000 Crew	Polaris	2021	CEOIU (Utilities)	MOGAS
11	UTV	4XA2MPD12F7114792	BRUTUS	Polaris	2015	CEOFE	DIESEL
12	UTV	4XA2MPD17F114805	(Parts only)	Polaris	?	CEOHP (DIRT)	Diesel
13	Excavator	AG3G12829	E45	Bobcat	2013	CEOHP (DIRT)	Diesel
14	Excavator	CAT3035ETJWY87844	303.5E2	caterpillar		CEOIU (Utilities)	Diesel
15	Toolcat	AHG813929	5600	Bobcat	2017	CEOHP (DIRT)	Diesel
16	Toolcat	AHG813931	5600	Bobcat	2017	CEOHP (DIRT)	Diesel
17	UTV	4XRA2MPD13F7114784	Brutus HD PTO	Polaris	2015	CEOIU (WFIMS)	Diesel
18	ATV	3NSRUA578FG884618	Ranger Crew 570 FS	Polaris	2015	CEX	MOGAS
19	ATV	3NSRUA574FG884759	Ranger Crew 570 FS	Polaris	2015	CEX	MOGAS
20	ATV	3NSRUA579FG880562	Ranger Crew 570 FS	Polaris	2015	CEX	MOGAS
21	RTV	KA5JC2GDBPEG014503	A1100C-H	Kubota	2015	CEX	Diesel
22	UTV	Ser# 29079		Kubota	2016	CEF	MOGAS
23	UTV	Ser# 16015		Kubota	2016	CEF	MOGAS
24	UTV	3NSRTA578GG532689	Ranger XP 1000 Crew	Polaris	2015	CEF	MOGAS
25	UTV	M0HX0PA032797	Gator HPX OPS	John Deere	2011-13	CEIEC	Diesel
26	UTV	N/A	Mule KAF950B	Kawasaki	2005	CEIEC	Diesel
27	UTV	4XARD50A93D166541	C11RD50AA	Polaris	2003	CEIEA	Gasoline
28	UTV	4XARF68A284725309	Ranger ES 660	Polaris	2007	CEOFE (Electric)	MOGAS
29	UTV	4XARSU997M8068000	Ranger XP 1000 Crew	Polaris	2021	CEOUH(HVAC)	MOGAS

<b>LAKEHURST INVENTORY</b>							
#	Equipment Type	VIN	Model	Make	year	End User	Fuel Type
1	UTV	AHG813928	Bobcat 5600	Bobcat	2017	CEOHP-L	Diesel
2	UTV	AHG813932	Bobcat 5600	Bobcat	2017	CEOHP-L	Diesel
3	UTV	4XA2MPD10F7114791	Bru-15 1000 HD	Polaris	2015	CEOHP-L	Diesel
4	UTV	4XA2MPD19F7114790	Bru-15 1000 HD	Polaris	2015	CEOHP-L	Diesel
5	UTV	4XA2MPD14F7114809	Bru-15 1000 HD	Polaris	2015	CEOHP-L	Diesel
6	UTV	4XA2MPD16F7114794	Bru-15 1000 HD	Polaris	2015	CEOHP-L	Diesel
7	UTV	4XARSU995M8066620	Ranger XP 1000 Crew	Polaris	2021	CEOES (LKH Service Contracts)	MOGAS

**APPENDIX B**

**87th SECURITY FORCES SQUADRON APPENDIX TO ALL PERFORMANCE  
WORK STATEMENTS FOR JOINT BASE MCGUIRE-DIX- LAKEHURST**

After award of contract, the contractor shall request through the COR, CO and Security Forces to be issued base passes and identification badges for their employees and work vehicles in accordance with the attached McGuire AFB contractor Security Appendix 4 to Annex C to JB MDL JIDP – SEP 21

DRAFT

APPENDIX 4 TO ANNEX C TO JB MDL JIDP  
CONTRACTOR SECURITY APPENDIX

1. SITUATION. This annex provides the 87th Security Forces Squadron (SFS) appendix to all statements of work for JB MDL.

1.1. Enemy. Refer to Basic Plan.

1.2. Friendly. Refer to Basic Plan.

1.3. Assumptions. Refer to Annex C of this plan.

1.4. Limiting Factors. Not all members listed below will be monitoring the radio.

2. MISSION. To provide Installation entry control procedures for all contractors. The following appendix provides information from Air Force Instruction 31-101, AFMAN 31-113 and local supplements on requirements for entering and conducting business while on Joint Base McGuire-Dix-Lakehurst (JB MDL), New Jersey.

3. EXECUTION

3.1. Contract Award. JB MDL requires all visitors/contractors/vendors to conduct a criminal history background check and Wants/Warrants check prior to being issued an Installation Access Pass/Card. This check is done at no expense to the contractor and will be accomplished at the Welcome Center or Commercial Vehicle Inspection Area. This will be completed prior to any access credential for JB MDL being issued to the contractor personnel.

3.1.1 All personnel requesting an installation visitor pass must complete the *JB MDL request for criminal history form* at the Welcome Center or Commercial Vehicle Inspection facility. Failure to provide all required information may result in access to the installation being denied.

3.1.2 If the contractor requires access to the installation for more than 60 days and up to one year, Welcome Center personnel will conduct a QWA Person Inquiry and criminal record check prior to issuing a card. Prior to issuing another Pass/Card another QWA Person Inquiry and criminal record check will be conducted.

3.1.3 If the contractor requires access for less than a 60 day period, a QWA Person Inquiry and criminal history check will be conducted prior to the contractor/vendor being issued an Installation Access Pass. Any subsequent request for entry will require another QWA Person Inquiry and criminal history background check to be accomplished.

3.1.4. The Welcome Center will conduct the required background checks, review the results and determine whether personnel will be authorized to enter JB MDL. The Welcome Center will forward any derogatory/disqualifying information to 87 SFS/S5R for debarment initiation. If no derogatory/disqualifying information is identified, any printed QWA Person Inquiries or criminal background checks will be destroyed immediately.

3.1.5. The Welcome Center will also notify the appropriate Administrative Contracting Office or unit POC of those personnel who are being denied access to the installation due to derogatory information identified in the individual's criminal background investigation. The disposition date (date the charges were finalized in court) is the date used to determine time frames. The list of criminal history findings which will automatically disqualify a person from being granted access to the installation are located in the AUTOMATIC DENIAL DISQUALIFIERS

3.1.6. The contractor will provide an Entry Authority List (EAL) (see attachment 2 for EAL requirements) to the administrative contracting office or installation Point of Contact (POC) (i.e. 87 CONUS, US Army Corps of Engineers (USACE), 87 CES, etc.). The contracting office will provide a copy of the initial EAL to the 87 SFS/Welcome Center. The contracting office will maintain any required documentation until the contract has been completed or terminated for any reason.

3.1.6.1. The administrative contracting office or installation POC will authenticate and forward the EAL to the 87 SFS Welcome Center, *NLT 72 hours prior* to contract start date.

3.1.6.2. If EALs are not accurate or contain fraudulent information, contractor identification badges will not be issued.

3.1.6.3. Pen and ink changes for deletion purposes may be made to an EAL.

3.1.6.4. Pen and ink additions to an EAL will not be accepted. All additions must be made by initiating a new EAL.

3.1.6.5. The Master EAL will be resubmitted with the additions included. Individual letters for long term employees will not be accepted if the contract exceeds 60 days.

3.1.6.6. The Welcome Center will maintain a copy of the documents for 90 days after expiration for future reference.

3.1.6.7. Contractor/vendor Criminal History Record and Background Checks will be valid for a period not to exceed 3 years.

3.1.6.8. At the **one** year mark, the contractor/vendor is required to complete a new check for each individual still employed and working at JB MDL.

3.1.6.9. Background checks older than **one** year will be updated by accomplishing a new JB MDL Criminal History Request Form. Records older than three years on file will be destroyed.

3.1.6.10. Holders of other federal credentials must have a validated need for installation access and will not be granted unlimited or unrestrained access to JB MDL. Therefore, identification credentials/tokens issued by other Federal departments, such as the Transportation Workers Identification Credential (TWIC) [produced in accordance with the *Maritime Transportation Security Act of 2002* and Security and Accountability for Every (SAFE) Port Act of 2006] or other Federal credentials, may be used as identity proofing only and the person must be vetted and issued an

Installation Access Pass/Card. .

3.1.7. Contractor Visitor Passes for Entry to JB MDL. Contractors and vendors will be issued a computer generated Visitor Pass, or Defense Biometrics Identification System (DBIDS) card identifying them as a contractor authorized access to JB MDL. Vendors cannot receive a pass for more than one day.

3.1.7.1. A criminal history check will be conducted prior to issuing any pass or card.

3.1.7.2. Contractor visitor passes will be issued at a Welcome Center or the Commercial Vehicle Inspection facility for all contractors who require access to the installation for less than 60 days in a year.

3.1.7.3. Visitor passes will be issued to contractors who do not access the installation at least three days per week.

3.1.7.4. Contractors and vendors who access the installation less than three days per week, but will access the installation for longer than one month will be included on an EAL with the date the contract expires. These personnel must stop at the Welcome Center each time they are needed to perform work. They will be issued a Visitor Pass each time they need to enter the installation. These personnel will be identified on the EAL as requiring periodic access.

3.1.7.5. DBIDS Installation Access Cards will be only be issued to contractors requiring access at least 3 days a week for more than 60 days in a year. Personnel will only be issued an Installation Access Card after all required Criminal History Checks are completed. Installation Access Passes will only be issued at any of the Welcome Centers or Commercial Vehicle Inspection facilities for the entire JB MDL. These personnel will be identified on the EAL as requiring daily access.

3.1.7.5.1. Contractor passes will be updated annually at the Welcome Center or Checkpoint 9 for contracts lasting 1 year.

3.1.7.5.2. Contractor passes will be issued for the duration of the contract, or the length of the option period not to exceed 1 year.

3.1.7.5.3. NON U.S. CITIZENS: All non-U.S. citizens must provide a Work Permit Visa, Passport or Alien Registration Card with immigration number when requesting entry onto JB MDL. Upon completion of an approved Alien Immigration background check, the foreign national will be permitted to be sponsored onto the installation.

3.1.7.5.4. Foreign nationals requesting access onto Lakehurst must be initially authorize access and then be escorted to and from the required location.

3.1.7.5.5. Sponsors must meet their Foreign National visitor at the Lakehurst Welcome Center.

3.1.7.5.6. Non US citizens will not be issued an Installation Access Card for longer than their Work Permit Visa is valid.

3.1.7.5.7. Those contractors working under the AF Industrial Security program will provide an EAL to the Welcome Center.

3.1.7.5.8. Those contractors under the AF Industrial Security program requiring access to the AF computer network may be issued a Common Access Card (CAC) in lieu of the normal contractor visitor pass.

3.1.7.5.9. Those contractors under the AF Industrial Security program who have not been issued a CAC will be issued a contractor visitor pass if they will be on the installation less than 60 days. These Contractors will be issued an Installation Access Card if they will be on the installation longer than 60 days.

3.1.7.5.10. Those contractors under the AF Industrial Security Program who maintain an active DoD security clearance shall provide a Joint Personnel Adjudication System (JPAS) printout in lieu of the required background checks.

3.1.7.6. Installation Access Cards or temporary visitor / vehicle passes are issued for a specific purpose. It is not intended to allow unrestricted installation access and is to be used only when access is required for the stated purpose. Access Cards are the property of the government and must be returned to the issuing office when no longer authorized (termination, retirement, end of contract, expired, etc) or required. The misuse of an Access Card or a temporary pass may be cause for confiscation and barment from the installation. All visitors and contractors will be advised that the acceptance of an Access Card and or temporary pass will be considered implied consent to inspect passenger(s) and vehicle at any time while on the installation. When an Access Card, visitor or vehicle pass has expired, renewal is not automatic. The sponsor or requesting individual must resubmit required information.

3.2. Contractor Vehicle Passes for Entry to JB MDL. Contractor vehicle passes will be issued at any Welcome Center or Commercial Vehicle Inspection Area.

3.2.1. All vehicles and drivers must have the following documentation prior to being issued a Visitor Pass/Card and being granted access to JB MDL:

3.2.1.1. Valid state driver's license with photo.

3.2.1.2. Valid state driver's license without photo with another government/state issued form of identification with photo.

3.2.1.3. Valid vehicle insurance.

3.2.1.4. Valid vehicle registration.

3.2.1.5. Bill of Lading (if available).

3.2.1.6. A JB MDL point of contact with a phone number.

3.2.1.7. Contractors will be issued Visitor Pass/Card for entry to JB MDL provided the required documentation listed in 3.2 is valid.

3.2.1.8. Commercial vehicles identified in Appendix 4 and issued a Visitor Pass/Card must enter the installation through a Commercial Vehicle Inspection Area unless identified on the Installation Commercial Vehicle Access list. Checkpoints, Entry Points, and Welcome Centers will maintain an up to date copy of the approved vehicles list and redirect any vehicles not on the list to the appropriate commercial screening area.

3.3. Contractor, Commercial and Oversized Vehicles. **All contractors, commercial, and oversized vehicles not on the Installation Commercial Vehicle Access list must enter JB MDL Main Base through Checkpoint-9 located on Saylor's Pond Road or through Lakehurst via the Commercial Vehicle Inspection (CVI) gate located on CR 547.** The Installation Commercial Vehicle Access list is for Government sponsored organizations (United Communities, PRIDE, etc) and the vehicles must be registered on the access list in order to be exempt from Commercial Checkpoint screening. The Installation Commercial Vehicle Access list will be maintained by 87 SFS/S3 and posted at the gates/checkpoints.

3.3.1. The following are considered "commercial and oversized" vehicles at JB MDL:

3.3.1.1. All vehicles registered and licensed for commercial purposes with "commercial" license plates, regardless of state of issue.

3.3.1.2. All vehicles, regardless of type, license plate, or size, having more than two (2) axles.

3.3.1.3. All commercially licensed vehicles used to carry tools, machinery, equipment, or other commercial related equipment onto the installation must go through Checkpoint 9

3.3.1.4. All commercially licensed vehicles displaying a commercial plaque, logo or emblem carrying tools, machinery, equipment, or other commercial related equipment onto the installation must go through Checkpoint 9.

3.3.1.5. Pick-up trucks, without commercial plates, which have not been equipped with storage containers and are not loaded with material in the bed of truck may enter JB MDL through any gate.

3.4. Contractor vehicle and personnel processing requirements. Checkpoint - 9 is open for personnel and vehicle processing from 0600-1600 hours Monday through Friday and 0600-1400 hours Saturday, Closed on Sunday and some Holidays.

3.4.1. Contractor/Commercial vehicles requesting JB MDL Main Base entry from 1600-0600 will not be allowed entry. Unusual circumstances will be handled on a case by case basis. Contact the Emergency Communication Center (ECC) at (609) 754-6001.

3.5. Lakehurst CVI is open for personnel and vehicle processing from 0630-1500 hours Monday through Friday.

3.5.1. Contractor/Commercial vehicles requesting JB MDL Lakehurst entry from 1500-0630 or on

weekends must be coordinated with the Operations Emergency Communication Center (ECC and BDOC) at (609) 754-6001/1730/1731.

3.6. Sub-Contractors. All subcontractors are required to follow the same instructions listed above for their subcontractor personnel.

3.6.1. **Contractors with an immediate access requirement for a short-term subcontractor must coordinate with their Contracting Officer prior to authorization of access without following the normal procedures.**

3.6.2. Short term Subcontractors will be issued a pass not to exceed 1 week.

3.7. Contractors. Contractors working in USAF Restricted Areas will comply with the following:

3.7.1. All contractors meeting the standard of visitor groups DoD 5200.02\_IAW AFMAN 16-1405 will be issued line badges for working on the flight line and restricted areas. Those contractors must work 90 or more consecutive days (not counting weekends or holidays). All other contractors will require escort by the DoD unit most associated with the work being conducted.

3.7.1.2 Each individual contractor (person) will be required to complete a Standard Form 85 Tier 1 - Questionnaire for Public Trust Position before accessing the Restricted Area. This is an investigation to determine the trustworthiness of the individual requiring access to the Restricted Area. This is not the same type of investigation as the NJ or other state background checks required to be conducted to access JB MDL.

3.7.2. Each individual will work with the unit security manager the contractor is supporting to complete the SF 85 Tier 1.

3.7.3. Upon completion, the contractor will submit to the unit security manager for review.

3.7.4. If the 85 package contains errors, the individual will work with the security manager to correct.

3.7.5. If unable to correct, the individual will not be allowed access to the restricted area and may be asked to leave the installation.

3.7.6. If the SF 85 TIER 1 package contains no errors, the unit security manager will complete an AF Form 2586 - Unescorted Entry Authorization Certificate for accessing the restricted area.

3.7.7. The unit security manager will make an appointment with 87 ABW/IPP Personnel Security office for contractor processing and turn-in AF Form 2586.

3.7.8. The contractor will meet 87 ABW/IPP personnel and submit the completed SF 85 TIER 1. 87 ABW/IPP will review SF 85 TIER 1 for accuracy and completion. If the 85 package contains errors, the individual will work with the personnel security office to correct.

3.7.8.1. If unable to correct, the individual will not be allowed access to the restricted area and may be asked to leave the installation.

3.7.8.2. If no issues with 85, the 87 SFS Reports and Analysis will conduct a local files check on the individual and/or NCIC III check.

3.7.9. Upon local files check completion (no issues), contractor will be directed to the Pass & Registration (Dix Welcome Center) where a restricted area badge can be issued on an interim basis based on submission of the AF2586 to 87 SFS Badging Office.

3.7.9.1. Badging Office will review AF Form 2586 for accuracy and completion.

3.7.9.2. If there are no errors, then an AF Form 1199 - Restricted Area Badge will be produced for the contractor.

3.7.9.3. If there are errors on the AF Form 2586, the contractor will be directed to return to the unit security manager for re-accomplishment of the form.

3.7.10. If potential disqualifying information is discovered the file is forwarded to the 87th ABW IPP office. The IPP office will coordinate with the unit and appropriate wing to determine an appropriate status for the contractor. If the determination is unfavorable the IPP office will notify the 87 SFS and unescorted entry privileges to restricted areas and the flightline will be withdrawn automatically.

3.8. Any work on or near the flightline will be coordinated through the 87 SFS/S5 office. The S-5 Resource Protection section (Bldg. 6049 / Room 8) and Plans Manager (Bldg. 6049 / Room 7) must review prior to start of any work in or around a Controlled/Restricted Area.

3.8.2. The S5 Plans Manager will verify the need to access the restricted area and determine if a Free Zone must be established.

3.8.3. The S5 Resource Protection team needs to review all Statements of Work, Blueprints, and Contracts to ensure all JB MDL Force Protection needs are met and any police support is identified.

**3.9. Flightline Driving.** Only authorized contracted or privately owned vehicles with colored cones/placards are authorized on the flightline and/or flightline road unless driving a government vehicle or under authorized escort.

3.9.2. Contractor personnel who are authorized to drive on the flightline will be issued a colored cone/placard from Airfield Management.

3.9.3. Cones/placards must be visible during operations of the vehicle when driving on the flightline and when parked on the flightline.

3.9.4. The cone/placard must be secured (put away) upon departure from the flightline.

3.10. Restricted Areas: Defined as an area delineated by ropes, red lines or barriers that contain

Protection Level resources (i.e. aircraft or equipment).

3.10.2. These areas require a certain level of protection, and entry is only allowed by authorized personnel wearing a restricted area badge or personnel under authorized escort.

3.10.3. Aircraft hangars are restricted areas when aircraft are present.

3.10.4. Signs are posted every 100 feet on the exterior of restricted area boundaries stating; "Deadly Force is Authorized."

3.10.5. Contractors will never enter restricted areas unless properly escorted or authorized by the installation commander or designee through the issuance of a restricted area badge.

3.10.6. If the Security Forces or a military member detains a contractor or contract employee at any time or for any reason, the contractor will comply with their request and will not become combative or argumentative.

3.10.7. Project Managers or Long Term Contractors requesting to control entry/exit through a gated/secured flight line ECP for a mission critical need must be in possession of a DOD CAC and must possess a RAB if project/access is near/adjacent to a Restricted Area. The CAC/RAB holder must remain at the ECP while the area is open and are responsible for returning the key to the ECC at the end of the day. Entry and exit to restricted areas and free zones are covered in Appendix 8 to Annex C. ***All contractor controlled or mission partner controlled entry concerns must be pre-approved and coordinated with 305<sup>th</sup> AMW/ Airfield Management and Security Forces (87 SFS/S5) prior to the contract being awarded.***

3.11. Miscellaneous Requirements. All requests for additional contractor personnel must meet the same requirements listed in para A1 above before Installation Access Passes will be issued.

3.11.2. The administrative contracting office will be notified when personnel leave the contractor company for any reason and provide that information to the Welcome Center.

3.11.3. The contractor company is responsible for the return of all contractor identification badges at the end of the contract or when personnel depart for any reason. All badges and passes will be returned to the Welcome Center.

3.11.4. During increased Force Protection Conditions (FPCONs) there may be limited entry to the installation.

3.11.5. Retired military or government personnel may be allowed to enter the installation through any gate providing the vehicle operator has a current and valid base entry ID card.

3.11.6. Retired military or government personnel must be listed on the company EAL.

3.11.7. All retired military or government personnel will complete all Criminal History Record Information/Background Check regardless of their military/government retired status.

3.11.7. All contractor vehicles entering must be registered at the Welcome Center or Commercial Vehicle Inspection Facility.

3.11.8. Personnel authorized to receive a long term Access Pass will not be issued a vehicle pass. The vehicle information will be included in the bar code of the pass. Personnel entering JB MDL who do not qualify for a long term pass or are using a vehicle temporarily, will be issued an AF Form 75, Vehicle Pass and Authenticated by an E-6 or Civilian equivalent or higher.

3.12. Contractors are NOT normally authorized to Sponsor any personnel to enter JB MDL.

3.12.2. Exceptions to this rule will be addressed on an as needed basis through the Contracting Officer and the 87 SFS Welcome Center Supervisor/NCOIC (Bldg. 6049).

3.12.2.1. The contractor must work through the Contracting Officer who in turn will contact the Welcome Center Supervisor/NCOIC (Bldg. 6049).

3.12.2.2. In the event the Welcome Center Supervisor is unavailable, the following personnel in the order listed may approve the contractor sponsorship authority:

3.12.2.2.1. 87 SFS Deputy Director, Operations Officer, Operations Superintendent, or the on-duty flight chief as necessary.

3.12.2.2.2. Sponsoring personnel onto the installation is a limited privilege for emergent requirements only and cannot be used as a routine method to get subcontractors onto the installation.

3.12.2.2.3. Contractors granted sponsorship privileges may only sponsor a visitor pass a maximum of 7 calendar days. If the person being sponsored onto the installation requires a longer pass, the responsible contracting officer or base POC must submit the person on an EAL for long term access.

3.12.2.2.4. Contractors with Installation Access Sponsoring authority must contact the Welcome Center Supervisor/NCOIC to coordinate each emergent requirement.

3.12.2.2.5. The sponsoring Contractor will be responsible for all individuals they sponsor onto the installation.

3.12.1.2.6. Contractor sponsorship privileges will be revoked if it is determined the contractor is attempting to supersede normal installation access requirements.

3.12.1.2.7. No more than three personnel per prime contract EAL will be granted sponsorship privileges.

3.12.1.2.8. The Contracting Office or JB MDL point of contact will ensure this privilege is only granted to prime contractors who will not know in advance which personnel will be reporting for work (Project supervisors or above).

3.12.1.2.9. Personnel granted sponsorship authority must have a criminal history

background check completed prior to them authorized to be a sponsor.

3.12.3. Any contractor found in violation of these requirements will be escorted off the installation. They will be removed from the company entry authority list and will not be allowed to reenter JB MDL without the express written permission of the Installation Commander.

3.12.4. Contractors are required to obey all entry requirements, traffic rules and requirements of JB MDL. Failure to comply will result in debarment from the installation.

3.12.5. Contractors are not authorized to utilize cell phones while operating a motor vehicle of any type while on JB MDL unless they can be operated hands free to include turning on, answering, speaking, and turning off.

3.13. Headsets are not authorized for use while operating a vehicle on JB MDL.

3.14. Questions or Problems. Questions on entry onto the installation may be directed to any one of the following locations: McGuire Gate Welcome Center – (609) 754-3197 or (609) 754-3003  
Checkpoint 9 – (609) 562-3938, Ft Dix Welcome Center – (609) 562-6603, Lakehurst Welcome Center – (732) 323-2693

3.15. If a contractor has any problems while on JB MDL in any way related to base entry or security, the contractor should contact the Emergency Communication Center. (609)754-6001/1730/1731.

ATTACHMENT 1 TO APPENDIX 4 TO ANNEX C TO JB MDL JIDP  
*Contractor Entry Authority List (EAL) Requirements*

A2.1. The EAL must include the following information regarding the contractor:

A2.1.1. Company Name.

A2.1.2. Company Address.

A2.1.3. Company Point of Contact (POC).

A2.1.4. Company POC Phone number.

A2.1.5. Company On Site Contact name.

A2.1.6. Company On Site Phone number.

A2.1.7. Contract Number

A2.1.8. Purpose of contract.

A2.1.9. Duration of contract (Start and End Dates)

A2.1.10. Location where contract is to be performed.

A2.1.11. JB MDL Unit POC Name and Grade,

A2.1.12. JB MDL Unit of Sponsor

A2.1.13. JB MDL Unit POC Phone number

A2.1.14. Administrative Contracting Officer POC

A2.1.15. Administrative Contracting Officer POC Phone Number

A2.1.16. Days of the week access is required (ie, Monday-Friday)

A2.1.17. Hours of the day access is required (ie 0600-1800)

A2.1.18. Alphabetical listing of all contractor personnel to include full name (LAST, First Middle Initial).

A2.1.19. Social Security Number of all contractors.

A2.1.20. Date of Birth of all contractors.

A2.1.21. Alien Registration Number or passport number for all Non-U.S. legal immigrants.

A2.2.. Subcontractors must be processed in the same manner as a prime contractor.

A2.2.1. Subcontractors require all the above listed information and the following additional information which must be submitted:

A2.2.1.1. Sub contractor company Name,

A2.2.1.2. Sub contractor company Address,

A2.2.1.3. Sub contractor company Point of Contact (POC),

A2.2.1.4. Sub contractor company POC Phone number,

NOTE: Any military ID card holder working as a contractor must be included on the EAL.

**FOR OFFICIAL USE ONLY**

HQ 87 ABW (AMC)  
JB MDL, NJ 08641-5002  
SEP 21

*YOUR COMPANY LETTERHEAD*

DATE

FROM: (Your Company Address Information)

MEMORANDUM FOR 87th Security Forces Squadron Welcome Center SUBJECT:

Entry Authority List (EAL)

1. The (Your Company Name) will be working on Contract Number (Example: F12958-06- C-0092) for the purpose of building the new Temporary Lodging Facility near Bldg. 2717 from 1 May 2009 through 31 May 2011.
2. My onsite POC will be (Example) John J. Johnson, and his on-site phone number is (Example: (123) 456-7890).
3. The JB MDL Unit POC is (Example: Lt Tom T. Thompson) from the (insert unit name Ex: SFS, 819 GRS, 87th CES), his phone number is (Example: (456)789-0123).
4. The Procurement/Administrative Contracting Officer is (Example: Mrs. Joan J. Jett) and her phone number is (Example: (789) 012-3456).
5. The following personnel will be required to access JB MDL on a daily basis for the length of the contract.

<i>LAST, First, MI</i>	<i>SSAN</i>	<i>Date of Birth</i>	<i>Days of Week Access Required</i>	<i>Hours of Day Access Required</i>
THUMB, Thomas J.	xxx-xx-xxxx	dd mmm yyyy	M-F	0600-1800
PLUMMER, Patricia M.	xxx-xx-xxxx	dd mmm yyyy	Tues only	1200-1600
KRAVER, Gregory A.	xxx-xx-xxxx	dd mmm yyyy	Sun-Sat (7 days/week)	24 hours
MORPHIUS, Neo D.	xxx-xx-xxxx	dd mmm yyyy	Mon & Wed only	0800-1200

6. If there are any questions, please contact me at (098) 765-4321.

1<sup>st</sup> Endorsement, Contracting Officer

Signature Block of Company  
Approving Official

Signature Block of Procurement/  
Administrative Contracting Officer

**FOR OFFICIAL USE ONLY**

ATTACHMENT 2 TO APPENDIX 4 TO ANNEX C TO JB MDL JIDP

***Contractor Free Zone Requirements and Procedures***

A3.1. Free zones are temporary work zones free of protection level resources that are created within restricted areas when construction projects and similar activities make normal circulation controls inappropriate.

A3.1.1. Requests to establish free zones must be coordinated with those agencies involved in the project, including the unit commander or staff agency chief having immediate responsibility for the operational resources of the area, the 87 SFS/CC and 87 SFS/S5.

A3.1.2. Free zones are limited in size to the minimum necessary for the contract work to be completed. The free zone must seclude the construction area from the restricted area, cannot be adjacent to resources (within 50 ft.).

A3.1.3. The Force Protection Council (FPC) or JB MDL/CC approves free zone establishment and concept of operations. Free zone approval must be in writing and is maintained by 87 SFS/S5 and the organization most responsible for the project.

A3.2. Requests to establish free zones will be submitted by letter to the FPC or JB MDL/CC voting membership after routing through the unit commander having immediate responsibility for the operational resources of the area, the restricted area OPR, and the 87 SFS/CC.

A3.2.1. Projects within or adjacent to flight line controlled areas must be routed through 305 OSS/OSAM and Flight Safety (87 ABW/SE) prior to submittal to the IDC.

A3.2.2. The 87 ABW/CC is the final approving authority.

A3.2.3. Written requests for free zone establishment must contain the following information:

A3.2.4. Estimated start and completion dates of the project.

A3.2.5. Physical description of the area.

A3.2.6. Prohibited areas.

A3.2.7. A map indicating the requested free zone area and access routes to or from the free zone.

A3.2.8. An outline of security procedures to be used to ensure restricted area integrity.

A3.3. If a contractor is completing the work, the installation contracting officer gives the contractor a letter signed by the installation commander or the group commander responsible for the security of the area, outlining the contractor's security responsibilities.

A3.4. The organization or agency most directly associated with the project must watch the free zone boundary, provide escorts, and prevent unauthorized entry into the restricted area. Ensure sufficient personnel are available to provide constant surveillance for the entire free zone boundary.

A3.5. Entry control to restricted areas containing free zones will not be delegated to contractors unless the contractors have been authorized a RAB for the applicable area.

A3.6. The organization or agency most directly associated with the project ensures the free zone boundary is clearly marked with an elevated rope, barrier, fencing, or other suitable material, clearly delineating it from the restricted area. Normally, the provision and placement of boundary materials and markers are included in the contract as a contractor responsibility.

A3.6.1. Signs identifying the free zone should face away from the free zone, so that they are visible upon approaching the free zone.

A3.6.2. Restricted area signs will be placed every 100 feet on the inside of the free zone boundary, visible to workers inside the free zone, clearly marking the restricted area boundary where it adjoins the free zone.

A3.6.3. Security forces will provide technical assistance in marking and maintaining the free zone boundary. (Note: Free zones WILL NOT be granted to replace, or granted as a convenience in place of, the need for escort officials and escorts.)

A3.6.4. The free zone will be closed and secured at the end of working hours each day.

A3.6.5. ECC will be notified by owner/user prior to opening/closing/securing the free zone.

A3.6.6. Security forces must conduct a sweep of the free zone area when closed for the day in areas containing PL1 and 2 resources.

A3.7. Free Zones for Protection Level 4 Resources (Controlled Areas).

A3.7.1. Free zones are established within controlled areas when construction projects and similar activities make it inappropriate/impractical to apply normal circulation controls.

A3.7.2. Establish a free zone corridor from some point on the controlled area boundary to the work project to aid in moving personnel and equipment.

A3.8. Controlled Area Free Zones. Establish free zones when construction projects or other temporary work activities make escort procedures impractical. Follow these general guidelines.

A3.8.1. Allow entry to the project work area at some point on the boundary of the controlled area with a free zone corridor.

A3.8.2. Ensure that the responsible activity maintains surveillance over the boundary of the free zone.

A3.8.3. Close the free zone and secure the controlled area after normal work project hours.

A3.8.4. If the temporary free zone inside a CA requires contractors to complete work around sensitive equipment or materials, owner/user personnel will be present any time contractors are in the area or will have the sensitive equipment or materials removed from the area.

**APPENDIX C**

**SCHEDULE DELIVERABLES**

<b>Schedule of Deliverables</b>	
<b>Item</b>	<b>Due Date</b>
Initial inspection report (Para 1.2.)	Within 90 calendar days after contract start date
Maintenance Schedule (Para 1.2)	Within 90 calendar days after contract start date and each option year after
Preventative Maintenance / Repair / Modification reports (Para 4)	Within 5 days of work completion
Written QCP (Para 6)	Within 60 calendar days after contract start date

DRAFT

**APPENDIX D**

**SERVICE DELIVERY SUMMARY**

<b>Performance Objective (PO)</b>	<b>PWS Para</b>	<b>Performance Threshold</b>	<b>Method of Surveillance</b>
PO-1 – Preventative Maintenance	1. and 1.3	Excellent: 0 defects	Customer Complaint; Periodic Validation
		Very Good: 1 defect	
		Satisfactory : 2 defects	
		Marginal: 3 defects	
		Unsatisfactory: More than 4 defects	
PO-2 – Repairs and Modifications	4, 1.4.1, and 1.4.2	Excellent: 0 defects	Customer Complaint; 100%Validation
		Satisfactory : 1 defects	
		Unsatisfactory: 2 defects	
PO-3 – Scheduling / Mobilization	1.6, and 3.	Excellent : 0 defects	Customer Complaint; Periodic Validation
		Very Good: 1 defect	
		Satisfactory : 2 defects	
		Marginal: 3 defects	
		Unsatisfactory: More than 3 defects	
PO-4 – Reports	4. Inclusive	Excellent: 0 defects	100% Validation
		Very Good: 1 defect	
		Satisfactory: 2 defects	
		Marginal: 3 defects	
		Unsatisfactory: More than 3 defects	