

**PWS 14: Support of Onsite Government Staff & Natural & Cultural Resources  
(Direct Funded)**

**1. Introduction:**

1.1. This Performance Work Statement (PWS) gives the requirements for Contractor provided support to the onsite Government staff located at Holston Army Ammunition Plant (HSAAP) under the facility use contract. The Government staff includes the Commander, Deputy to the Commander, Administrative Contracting Officer (ACO) staff, Joint Munitions Command (JMC) Representatives, Defense Contract Audit Agency (DCAA) staff, Project Director Joint Services (PDJS) Representatives, and Corps of Engineers (COE) Representatives.

**2. Requirements:**

**2.1. Space Reserved For Government Use:**

2.1.1. Offices and supporting space for all Government personnel is reserved. This is selected office space in administrative buildings 159, 140, and 160, Area B, as required by the Government staff. This also includes use of the auditorium, conference rooms, training rooms, and file rooms, which may be shared by the Government and Contractor staffs. For all such facilities, the Government is to be given priority for any scheduling and use.

2.1.2. Provide at Area B, locker, change area, and shower facilities for required Government staff.

2.1.3. The Contractor shall reserve and maintain for use by the Government:

2.1.3.1. Suspect Yard, Area B, for use as safe haven for Government shipments.

2.1.3.2. Building 7, Area B (or another agreed upon facility) to support the Natural & Cultural Resources Program.

2.1.3.3. Government personnel shall have access to the Risk Management Facility gymnasium & athletic equipment.

**2.2. Maintenance and Service:**

2.2.1. The Contractor shall provide, but not limited to the following:

2.2.1.1. All office services, to include phone, mail pickup at post office and delivery to Government Administrative Assistant, television, etc. In addition the Contractor will furnish administrative supplies to include access to shared copiers, printers, stationery supplies, receiving supplies, etc.

2.2.1.2. The Contractor shall provide user accounts and desktop computers for network/intranet access to Contractor-operated systems.

2.2.1.3. Provide purchasing support at actual item cost (plus G&A) for material and services required by the Government staff, using funds provided separately by the Government.

2.2.1.4. Provide help desk support for intranet and contract specific access; provide support as needed to telephone and video teleconferencing systems.

2.2.1.5. Provide laundry services as necessary for smocks, white coveralls, and other clothing items provided to the Government staff. The Contractor shall also provide mending and sewing, as required by the Government staff.

2.2.1.6. Provide support for hosting distinguished visitors, as directed by the Commander or Government staff.

2.2.2. To ensure the integrity and confidentiality of sensitive electronic information, the Contractor shall implement and maintain an information security program that is consistent with requirements laid out in the Cyber PWS.

2.2.2.1. Provide fiber drops for conference rooms, office spaces, and administrative rooms that require government network connectivity as directed by the HSAAP Government IT Specialist.

### 2.3. Equipment:

2.3.1. Provide the following for use by the Government staff:

2.3.1.1. Safety equipment (including but not limited to: raincoats, safety shoes, safety glasses, work gloves, chore coats, etc) for job function and/or entry into every area of the plant, to include visitors.

2.3.1.2. Currently there are 12 Government owned vehicles assigned to the Government staff. For these vehicles, liability and insurance will be the responsibility of the Government. In addition, there are 3 Government owned ATVs used by Natural & Cultural Resources and Security and a Government owned tractor used exclusively by Natural & Cultural Resources. The Contractor shall provide all maintenance and repairs of these vehicles in accordance with the Facilities Maintenance Plan. The fueling, washing, and cleaning of these vehicles shall be provided by the Contractor, as needed or as requested by the HSAAP Government Administrative Assistant or Staff Action Specialist. The HSAAP Government ACO will determine the end of the useful life of these vehicles based on age,

use, and mission need and issue disposal and replacement instructions to the Contractor.

2.3.1.3. Should visits be scheduled for HSAAP that require additional support by the operating Contractor, a van or bus of the appropriate size to accommodate the number of visitors expected shall be provided by the operating Contractor for the length of time required, as directed by the HSAAP Commander and/or Government staff.

### **3. Natural & Cultural Resources:**

3.1. The Government is responsible for implementing/administering the Natural & Cultural Resources program at HSAAP. Revenue generated from the sale or lease of Natural Resources such as pasture, hay, forest products, hunting permits, etc., belongs to the Government and can only be utilized to fund various components of the natural resources program (in accordance with Federal law). The Contractor shall not sell or lease natural resource products such as pasture, hay, timber products, etc. nor give away any natural resource products as a means of offsetting other costs such as maintenance (mowing).

| <b>Document Number<br/>(Contract Reference)</b>   | <b>Document Title</b>  | <b>Document Date<br/>Document Category</b> |
|---|--|--|
| PWS 9 – Cyber<br>(PWS, para 2.2.2)  | PWS 9 - Cyber  | Current Rev<br>Cat 3                       |
| PWS 8 – Maintenance<br>(PWS, para 2.3.1.2)  | PWS 8 – Maintenance  | Current Rev<br>Cat 3                       |
| 42 U.S.C. 4321-4347   | National Environmental<br>Policy Act                         | Current Rev<br>Cat 0                       |
| 7 U.S.C. § 136 et seq.  | Federal Insecticide,<br>Fungicide, and<br>Rodenticide Act    | Current Rev<br>Cat 0                       |
| 16 U.S.C. § 1531 et seq   | Endangered Species Act                                       | Current Rev<br>Cat 0                       |
| 16 U.S.C. 703–712   | Migratory Bird Treaty Act                                    | Current Rev<br>Cat 0                       |
| Public Law 89-665; 54<br>U.S.C. 300101 et seq.  | National Historic<br>Preservation Act                        | Current Rev<br>Cat 0                       |
| Public Law. 96–95 as<br>amended, 93 Stat. 721,<br>codified at 16 U.S.C. §§<br>470aa – 470mm | Archeological Resources<br>Protection Act                    | Current Rev<br>Cat 0                       |
| Public Law 101-601; 25<br>U.S.C. 3001-3013  | Native American Graves<br>Protection and<br>Repatriation Act | Current Rev<br>Cat 0                       |
| 16 U.S.C. 668-668c  | Bald and Golden Eagle<br>Protection Act                      | Current Rev<br>Cat 0                       |
| AR 200-1  | Environmental Protection<br>And Enhancement                  | Current Rev<br>Cat 0                       |

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Category Codes:

Category 0. Unless otherwise specified in the solicitation, contract, or contract modifications, all documents are for guidance and information only.

Category 1. The requirements contained in the directly cited document are contractually applicable to the extent specified. Unless otherwise specified in the solicitation, contract, or contract modifications, all requirements contained in reference and subsequently referenced documents are contractually for guidance and information only.

Category 2. The requirements contained in the directly cited document and the reference documents identified in the directly cited document are contractually applicable to the extent specified. Unless otherwise specified in the solicitation, contract, or contract modifications, all requirements contained in subsequently referenced documents within reference documents are contractually for guidance and information only.

Category 3. Unless otherwise specified in the solicitation, contract, or contract modifications, all requirement contained in the directly cited document and all reference and subsequently referenced documents are contractually applicable to the extent specified