

# PERIMETER ACQUISITION RADAR ATTACK CHARACTERIZATION SYSTEM (PARCS)

## PERFORMANCE WORK STATEMENT (PWS)

Supporting:  
10TH SPACE WARNING SQUADRON (SWS)  
CAVALIER SPACE FORCE STATION (SFS),  
NORTH DAKOTA (ND)



Contract Number: FA2518-23-C-0002  
Attachment One (1) – PARCS PWS  
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## **SECTION 1 PARCS SERVICES REQUIREMENTS**

### **CHAPTER 1 PARCS GENERAL REQUIREMENTS**

**1.1. MISSION.** The Perimeter Acquisition Radar Attack Characterization System (PARCS) provides strategic warning and attack assessment of sea-launched and intercontinental ballistic missiles launched against the continental United States and southern Canada; continuously provides critical missile warning and space surveillance data to North American Aerospace Defense Command, United States Space Operations Command, and regional combatant commanders; and monitors and tracks earth-orbiting objects to enable space situational awareness and space control.

**1.2. SCOPE.** The Contractor shall provide non-personal services to operate, maintain, and support (OM&S) the Perimeter Acquisition Radar Attack Characterization System (PARCS) at Cavalier Space Force Station (SFS), ND. Services encompass base support including management of radar and mission computer maintenance, civil engineering, environmental functions, security, logistics, sensitive and non-sensitive communications. The Contractor shall provide all necessary personnel, administrative, and managerial resources necessary on a continuous, 24-hours-a-day, 7-days-a-week (24/7) basis to meet Space Force Station operations and maintenance requirements as specified in this PWS. Support Radar Operational Time as specified in Chapter 2 of the PWS. Services shall include support for system upgrades and modifications, as well as provide day-to-day support services. The Contractor shall support organizational level maintenance on system upgrades and modifications once they are accepted by the Government.

**1.2.1. Service Area.** The service area as defined herein is for all areas within Cavalier SFS, ND, also referred to as “the site”, with the exception of areas identified within installation boundaries under the control of the privatized Military Family Housing and privatized utility Contractor controlled areas.

**1.2.2. Active Cyber Defense.** The United States Space Force is moving towards active cyber defense capabilities and implementation. It is anticipated that active cyber defense support will be required on this contract in support of these requirements in the approximately FY21/FY22 timeframe. The type of work required has not been determined at this time, but if the work is added to the contract, it will be separately negotiated sometime after contract award.

**1.2.3. Firm Fixed Price (FFP) Contract Line Item Numbers (CLINs).** The Contractor shall provide on a FFP basis non-personal services for all labor, management, transportation, equipment, materials, supplies and parts (not available through the Integrated Logistics System-Supply (ILS-S) for mission equipment maintenance) and services necessary in performance of PWS requirements that are foreseeable and can be forecasted. The FFP also includes consumables (office supplies, toner, paper, etc.) in performance of day-to-day contract requirements. Requirements shall be covered in the fixed price even if the Contractor chooses to subcontract to a company to perform the work. The Contractor shall cover all employee expenses to include unofficial travel, for example leave, to and from site. The Contractor shall cover any collective bargaining agreement (CBA), or other agreement, employee meal costs and unofficial travel expenses as agreed to between the Contractor and its employees. The Government will not reimburse these costs on a cost reimbursable basis.

**1.2.4. Cost Reimbursable (CR) CLINs.** The Contractor shall be reimbursed for Government approved equipment, materials, supplies, labor, and parts necessary for repairs that are not part of preventive or organizational level maintenance as defined in the PWS, and which are not foreseeable and cannot be forecasted. The Contractor shall be reimbursed for Government approved TDY and non-local travel. The Government will reimburse the contractor for labor hours resulting from minor labor surges as approved by the Contracting Officer (CO). All minor labor surges, regardless of number of hours or cost, shall be pre-approved by the Contracting Officer prior to start of work. The Government will pay the Contractor such costs as are determined to be allowable, allocable, and reasonable in accordance with Part 31, Subpart 31.2, of the Federal Acquisition Regulation. For the purposes of this provision, allowable items of cost shall include costs for initial or replenishment spare parts, operational materials/supplies, material handling, off-site depot level maintenance, packaging, freight, contingencies, and G&A burden (when applicable), for those approved purchases authorized by and in accordance with the PWS. Fee/profit will not be allowed.

**1.2.5. Environmental Compliance and Pollution Prevention Cost Reimbursable CLIN.** The Contractor shall be reimbursed for Environmental Compliance costs and Pollution Prevention costs using the CR CLIN. Environmental Compliance and Pollution Prevention permits, fees, analysis, sampling, TDY travel associated with Government approved training, and hazardous waste disposal shall be reimbursed. Any single purchase over \$5,000 requires CO approval.

**1.2.6. Individual Job Orders (IJOs).** This paragraph outlines the Government's requirement for work, which is not specifically identified in the PWS, but which is still within the general scope of this contract. The Government anticipates using FFP or CR IJOs and under special circumstances a Cost-Plus-Fixed-Fee (CPFF) may be used, IJO CLIN type will be determined by the Contracting Officer on a case-by-case basis depending on the nature of the work. The Contractor shall develop initial technical and cost proposals for Government review and approval at the request of the CO. The Contractor shall perform planning, development, and distribution of plans and specifications, installation instructions, bills of materials, as-built (red-lined) drawings, specifications, and inspection to complete the job at the work location. Provide all necessary management for IJOs to include technical management, logistics support and services, administrative support and services, engineering, drafting, and similar requirements as they occur. The CO will negotiate IJOs prior to any action occurring. Work shall commence once a bi-lateral modification is negotiated and signed.

**1.2.7. Staffing Positions.** Retain personnel to meet mission and facility requirements essential to the work being performed under this contract. Employees shall have current and valid professional certifications at contract performance start in accordance with proposed position descriptions. Immediately notify the CO of a personnel vacancy. Submit a plan to the CO and Government Program Manager (PM) no later than 15 calendar days after a vacancy occurs and provide an updated personnel staffing chart. The contractor will have 45 calendar days from the date a personnel vacancy occurs. The vacancy is considered filled when the individual is on-site performing work meeting the position description requirements. Replacement personnel must meet the qualifications and certifications of position descriptions as proposed by the contractor. If a government delay prevents compliance with this requirement, submit a written waiver request to the CO for approval. The Government expects that performance continues for the areas vacant until the vacancy is filled. Moving, hiring or promoting personnel from one performance area to another will constitute a vacancy in the losing performance area. (See Appendix E, R1.1)

**1.2.8 Third-Party Support.** Provide technical information and logistical support for other contractors, subcontractors, or Government agencies in support of upgrades, projects and other efforts impacting PWS requirements and installation/site operations. It is permissible for

the contractor to separately contract with third-parties under the following conditions: (a) the services are performed on a non-interference basis with the contractual services performed under this contract, (b) no Government property provided under this contract is used in performance of third-party services without written approval of the CO, and (c) the 21 SW Government PM and CO are informed of third-party contracts prior to final agreement.

**1.3. CONTINUANCE OF PERFORMANCE/MISSION ESSENTIAL SERVICES.** In the event of a crisis declared by the President of the United States and/or the Secretary of Defense, the Contractor shall continue performing all the PWS requirements. The Contractor shall continue services through all Force Protection and Defense Conditions without interruption. In a time of crisis, other services to increase the security and well-being of Cavalier SFS may be required on a 24/7 basis as determined by the 10 SWS Commander and directed by the CO.

**1.3.1. Contingency Planning.** The Contractor shall develop a contingency plan and provide to the CO 30 calendar days prior to contract start; provide updates to the CO within 30 calendar days of any changes. The plan shall provide for continued operations and timely return of systems to operational status in the event of a declared crisis, catastrophic and non-catastrophic events and work stoppages for Cavalier SFS. The plan shall contain the following information at a minimum: continue support during contingency actions, emergency work requests, natural disasters, labor strike/personnel walk-off, contingency mobilization, and mobilization recall commitments.

**1.4. PROGRAM MANAGEMENT.** The Contractor shall immediately report problems affecting functional area accomplishment or Contractor performance to the 10 SWS Commander, Government Program Manager (PM), and CO.

**1.4.1. Key Points of Contact.** The Contractor shall provide the names, home, and duty phone numbers of key points of contact at Cavalier SFS to the 10 SWS Commander, Government PM, and CO in writing at contract start and within five business days of any subsequent changes.

**1.5. GENERAL REQUIREMENTS:** The Contractor Shall:

**1.5.1. 10 SWS Operating Instructions (OIs).** Document current procedures in 10 SWS OIs where other manuals and directives are not available or do not provide sufficient instructions and coordinate through the 10 SWS Commander. The DEL 4/Chief of Maintenance will review and accept mission system maintenance procedures prior to implementation. OIs should not include proprietary markings or information. (See Appendix E, R-S3.2)

**1.5.2. Technical Order (TO) Distribution and Control.** Establish and maintain a technical publications program IAW TO 00-5-1. Update and maintain all provided technical orders to ensure they are useable and comply with TO 00-5-1.

**1.5.3. Cavalier SFS Plans, Policies, and Procedures.** Comply with Cavalier SFS plans, policies, and procedures.

**1.5.4. Existing Records.** Maintain all Government records in the format provided.

**1.5.5. Generated Documentation.** Maintain all records generated in performance of PWS requirements in editable electronic format and make a copy available for Government review and retention, upon request.

**1.5.6. Contractor Reports.** Provide electronic reports to the Government as specified in Appendix E. Contractor format is acceptable unless specified otherwise.

**1.5.7. Compliance.** Apply industry standards and commercial best practices, in the absence of directive technical orders and publications referenced in Section 4, Appendix D. Comply with local, state, and federal statutes in the performance of PWS requirements.

**1.5.8. Elevated Privileges.** Have certifications IAW DoD 8570.1-M and a security clearance IAW DoDM 52000.02 and AFMAN 16-1405, Section 3.2 Table 2 for employees with elevated privileges.

**1.5.9. Support Agreements.** Comply with Host-Tenant requirements indicated by “the receiver will” and IAW Support Agreements. Advise the CO, 10 SWS Commander, and Government PM, in writing, of any required support not reflected in support agreements.

**1.5.10. Equipment Maintenance.** Maintain all assigned equipment IAW TOs or commercial manuals when TOs are not available.

**1.5.11. Quality Program.** Develop, implement, and maintain a Quality Program on par with or exceeding ISO 9001 to ensure service delivery meets or exceeds all performance requirements in the PWS.

**1.5.11.1. Quality Program Plan (QPP).** Implement the Quality Program IAW a QPP providing insight into the following quality processes: internal audits including procedures and oversight, identification of deficiencies, prevention of nonconforming services, and corrective measures if performance requirements are not attained. Make the QPP available for review to the SAM-D/PMG Quality Assurance Manager (QAM) at contract start, when changes occur, and upon request.

**1.5.11.2. Commander’s Inspection Program (CCIP).** Where applicable, incorporate Government self-inspection checklists IAW AFI 90-201. To comply with the CCIP, complete the applicable checklist items, Headquarters Air Force and Major Command (MAJCOM) (if available) checklists which are within the Contractor’s area of responsibility and as directed by the current inspection program. Document in the current system within five (5) duty days, any non-compliance or compliance status changes concerning the checklist listed questions, if on contract. Report current compliance status and deficiencies utilizing the CCIP.

**1.5.11.3. Quality Status Report (QSR).** Generate and distribute a QSR. (See Appendix E, R1.2)

**1.5.12. Outside Agency Support.** Provide technical assistance and advice to all other Contractors or Government agencies to support design, development, and installation of new facilities, systems, or equipment within the scope of this PWS.

#### **1.5.13. RESERVED**

**1.5.14. Sensitive Compartmented Information (SCI) Facility (SCIF).** The Contractor shall provide Top Secret (TS)/SCI cleared primary and alternate representatives IAW AFMAN 14-304 (FOUO) and DoDM 5200.02 and AFMAN 16-1405, Paragraph 3.3, b (1) for Communications Security (COMSEC), Information Systems Security Officer (ISSO)/Information Systems Security Manager (ISSM), and Specialty Security Representative (SSR) at start of contract and within 30 calendar days of personnel changes. All three roles can be filled by the same person. TS/SCI cleared personnel will also perform equipment maintenance from the Joint Worldwide Intelligence Communications System (JWICS) point of presence (PoP) to the Government-owned equipment in the SCIF. Routine facility maintenance of the SCIF will also be required. TS/SCI cleared

personnel are not required for facility maintenance activities but must coordinate with SCIF personnel and schedule time for facility maintenance on a noninterference basis and in order to allow time for SCIF sanitization and escort by cleared personnel.

**1.5.14.1. SCIF Equipment.** Maintain SCIF terminals, equipment and cabling/connections to the JWICS node/demarcation point. Coordinate JWICS service interruptions with the appropriate service provider or organization. At least one JWICS terminal available within 2 hours after contacting contractor for repair.

**1.5.14.2. SCIF Maintenance.** Coordinate SCIF modifications in advance of work with AFSPC/SSO to ensure certification requirements are maintained. Coordinate maintenance actions with the on-site COR and DO in advance to ensure SCIF can be cleared for performance of maintenance functions.

**1.6. PERSONNEL MANAGEMENT.** The Contractor shall:

**1.6.1. Site Manager.** Provide an on-site manager for continuous daily operation who shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract. Ensure a Site Manager is available on-site during normal duty hours. After normal duty hours, a Site Manager or designated representative shall be physically on site to resolve any problems within two hours of notification.

**1.6.2. 10 SWS Commander's Authority.** Adhere to the 10 SWS Commander's authority to immediately remove any employee from Cavalier SFS when retention of such employee endangers life, property, or security and when identified in writing by the 10 SWS Commander.

**1.6.3. Contractor Identification.** Contractor employees shall identify themselves as Contractor personnel by displaying appropriate badging. Contractor employees shall also identify themselves as Contractor personnel in email correspondence, phone discussions, and while attending meetings.

**1.7. CONTRACTOR PRIVILEGES.** The Government retains the right to withdraw privileges authorized herein that are subject to abuse by Contractor employees or their dependents. Upon investigation of facts and circumstances of any incident, services or privileges may be withdrawn on a permanent or temporary basis, at the sole discretion of the 10 SWS Commander.

**1.8. BRIEFINGS, MEETINGS, TOURS, AND ESCORT SUPPORT.** The Contractor shall provide support for briefings, meetings, tours, and escort support on a non-interference basis to mission operations. Maintain workload data on briefings, meetings, tours, and escort support. (See Appendix E, R1.3) The Contractor shall:

**1.8.1. Management Meetings.** Participate in and provide briefings at management meetings with the 10 SWS Commander and staff. The purpose of these meetings is to discuss a broad range of contractual and performance issues. The Government and Contractor shall mutually agree on the meeting format and content.

**1.8.2. Government Meetings.** The Contractor's management staff shall support Government conferences, meetings, reviews, weekly Maintenance Production Status Teleconference, Multi-Functional Team (MFT) meetings, sustainment and performance working group meetings, Cavalier SFS orientations, and other interchanges.

**1.8.3. Cavalier SFS Briefings and Tours.** Conduct Cavalier SFS briefings and tours when requested by the 10 SWS Commander and provide technical orientation and familiarization briefings.

**1.8.4. Escort Support.** Provide escort support for personnel without unescorted entry authorization that are performing contracted functions related to the PARCS O&M requirements. Escorted support is determined to be available at all times due to the operations of PARCS on a 24/7 basis.

**1.9. BUDGET INFORMATION.** The Contractor shall participate in developing budget information including projected costs for unfunded requirements with justification and impact statements.

**1.10. COPIER SUPPORT.** The Contractor shall provide copier support service for the Government. Maintain workload data on copier support. (See Appendix E, R1.3) The Contractor shall:

**1.10.1. Contractor-Provided Copiers.** Provide two copiers (one for second floor staff and second for operations) with the following minimum requirements: copy one- and two-sided; collate and staple; and scan to e-mail. At least one of the two copiers shall be capable to print in color.

**1.10.2. Copier Availability.** Ensure maintenance requests are responded to within one workday. Copiers will be maintained to ensure availability 95% of the time each month. No copier will be inoperable for longer than three workdays, except when awaiting parts.

**1.10.3. Copier Supplies.** Provide copier supplies IAW Chapter 6, Supply Support.

**1.11. TRAINING.** The Contractor shall fund all Contractor personnel training unless otherwise stated in the PWS. Government-unique training courses will be made available to Contractor personnel and travel will be reimbursed by Government. The Contractor shall pay for training expenses when employee turnover causes the need for repetition of Government-provided training within one year of course completion. Maintain individual training records for all personnel and make these records available to the Government for review upon request. Training records shall reflect all training received on and off-site. The Contractor shall:

**1.11.1. Minimum Training.** Train all Government and Contractor employees on the subjects below within the first three months of arrival on Cavalier SFS and on annual basis thereafter.

**1.11.1.1. Web-based Training.** Complete the following web-based training within the first three months of arrival and on an annual basis thereafter: Force Protection, and Cybersecurity and Awareness Program.

**1.11.1.2. Local Procedure Training:** Provide and complete the following local procedure training at contract start and on an annual basis thereafter. For new employees provide and complete the following local procedure training within the first three months of arrival and on an annual basis thereafter: Severe weather training, hazardous materials and hazardous waste (identification, management, storage, and disposal), work order and other civil engineer customer procedures, administrative telephone usage, Local Area Network (LAN), installation environmental management program, supply procedures, transportation and vehicle usage procedures, and hazard communications (HAZCOM) training (required prior to commencement of work).



**1.11.1.3. Advanced Training.** Implement, update, and maintain site radar and system familiarization material and provide information and equipment demonstrations to Operations personnel. (See Appendix E, R1.6)

**1.11.1.4. Inform and Train Visitors to Upper Tier Maximum Permissible Exposure (MPE) Areas.** Inform visitors they may be entering an environment where the power density levels beyond the entry control point could be expected to exceed those levels normally found in their private domicile, but still within the safe limits for an Electro-Magnetic Frequency (EMF) action level environment. The Contractor shall provide training which meets the requirements of AFI 48-109, Paragraph 4.4.1.

**1.11.1.5. Training Records.** Maintain individual training records for all personnel at contract start and make the records available to the Government upon request.

**1.11.2. Missile Warning Operations Center (MWOC) Support Technicians Training.** Create and maintain initial and proficiency training program for MWOC Support Technicians (MSTs). Training program should produce equally capable MSTs able to handle all aspects of their responsibilities. Coordinate training program with 10 SWS/DOU to ensure military crew and MST training are synchronized.

**1.11.3. Contractor Knowledge Management (KM).** Create, execute, and maintain a KM Plan within 60 days of the contract award and provide updates semi-annually thereafter. (See Appendix E, R1.4)

**1.12. PHOTO BADGING SYSTEM.** The Contractor shall maintain photo badging system equipment and card readers IAW manufacturers' recommended procedures.

**1.13. INSTALLATION- AND HIGHER HEADQUARTERS-DIRECTED EXERCISES.** The Contractor shall participate in installation- or higher headquarters-directed exercises. The 10 SWS Commander will define the level of participation to meet mission objectives. Maintain workload data on number of installation- or higher headquarters-directed exercises. (See Appendix E, R1.3) The Contractor shall provide and assign a primary and alternate to the Unit Control Center during activations for real-world events, headquarters inspections, or local exercises as determined by the 10 SWS Commander.

**1.14. HIGH ALTITUDE ELECTROMAGNETIC PULSE (HEMP) SHIELD MODIFICATION.** Submit designs for facility modifications requiring HEMP shield penetrations to the USSF (SAM-D/PMG) HEMP Program Management Office (PMO) for review/approval 30 calendar days prior to project start. Repair/installation team(s) must include HEMP qualified contractors to ensure shield hardness is maintained.

**1.14.1. HEMP Breach.** Any unapproved breach to the HEMP shield must be repaired immediately and retested IAW MIL-STD-188-125 at the contractor's expense.

**1.14.2. Reporting HEMP Anomalies.** Examine HEMP Hardness Critical Assemblies (Doors, Filters and facility shield) on a monthly basis for defective operation, improper use or damage (penetrations to the shield). Document and report any findings to the 10 SWS Commander and SAM-D/PMG to ensure that corrective actions are planned and implemented to maintain the HEMP health of the site. Keep documentation of HEMP assembly checks available for Government review upon request.

## SECTION 1 PARCS SERVICES REQUIREMENTS

### CHAPTER 2 RADAR OPERATIONS SUPPORT

**2.1. SENSOR OPERATIONS.** The Contractor shall support the Space Situational Awareness and Missile Warning missions IAW Space Surveillance Operations (SSOps) Operating Instruction (OI) 534-9(S), Strategic Communications Instruction (SI) 534-16(S) and Combined Space Operations Center (CSpOC) taskings. Develop/test approved tactics techniques and procedures (TTPs) or other tasks.

**2.1.1. Mission Planning.** The Contractor shall accomplish mission planning in coordination with 10 SWS/DOK as required for high interest events. The Contractor shall coordinate with the 10 SWS Director of Operations (DO) prior to testing out preliminary procedures for potential TIPs. The Contractor shall coordinate with the DO prior to implementing proposed TIPs that have been tested.

**2.1.2. Procedures Outside of the TO.** The Contractor shall perform manual scheduling, special sensor settings, and other special techniques IAW approved TTPs. The Contractor shall document unique procedures that are not included in technical orders or in locally developed procedures. The Contractor shall submit proposed locally developed procedures to the DO through DOK for review/processing and potential initial approval for use through SpOC/S3, and/or at the discretion of the DEL 4/CC.

**2.2. EQUIPMENT AVAILABILITY.** The Contractor shall maintain an overall Radar Availability Contractor Controlled ( $A_{cc}$ ) each calendar month of not less than **99%** to meet mission-operational  $A_{cc}$ .  $A_{cc}$  is expressed as a percentage (%) and represents that portion of time the system is performing its assigned missions based on Contractor-Liable Downtime (CLD) relative to a specific operating time.

**2.2.1.  $A_{cc}$  Calculation.** The  $A_{cc}$  is calculated on a monthly basis as follows:

$$A_{cc} = \frac{(\text{Radar Operational Time} - \text{CLD}) \times 100}{\text{Radar Operational Time}}$$

Where the terms of the equation are defined as follows:

**2.2.1.1. Contractor-Liable Downtime (CLD).** Downtime is any mission degradation that results in Operations Capability (OPSCAP) RED time. The CLD is all corrective maintenance downtime except for the following:

**2.2.1.1.1. Scheduled Downtime.** Downtime scheduled in the Combat Capability Assessment Schedule (CCAS) and approved by the 10 SWS Commander and higher headquarters and determined as non-Contractor liable.

**2.2.1.1.2. Government Personnel Errors.** Downtime caused by Government personnel.

**2.2.1.1.3. Contractor Personnel Errors.** Downtime caused by other Contractor personnel not associated with PARCS O&M Contractor.

**2.2.1.1.4. Higher Headquarters Priorities.** Downtime due to a higher headquarters priority.

**2.2.1.1.5. Satellite Correlation Function (SCF).** Spacetrack downtime due to SCF initialization following a normal system recovery, when the SCF initialization delay or the recovery itself is not due to Contractor error.

**2.2.1.1.6. Power Outage Delays.** Downtime due to delays in the computer initialization process after power is restored following a power outage, not to exceed 30 minutes during Radar Operational Time. Delays in radar and computer system initialization exceeding 30 minutes after restoral of full power will be assessed as CLD.

**2.2.1.1.7. Outside Contractor's Control.** Downtime caused by events outside the Contractor's control may be determined to be non-Contractor liable by the CO with inputs from the 10 SWS Commander or designated representative. For example, downtime caused by unobtainable spare parts may be determined to be non-Contractor liable where the Contractor has attempted to keep adequate bench stock while properly planning ahead for parts deficiencies and using the procedures within the Standard Base Supply System (SBSS), but due to problems beyond the Contractor's control, those parts have not been delivered.

**2.2.1.2. Radar Operational Time.** The amount of time the mission system is required to be available, defined as Y in minutes per day times the number of days in the month minus scheduled downtime.

**2.2.1.3. A<sub>cc</sub> Example.** Using the data in PWS Paragraph 2.2.1.2 for Radar Operational Time, and a CLD of 90 minutes for a given month, here is the A<sub>cc</sub> calculation for that month:

$$A_{cc} = \frac{\text{Radar Operational Time} - \text{CLD}}{\text{Radar Operational Time}} \times 100 = \frac{Y - 90}{Y} \times 100 = Z\%$$

**2.3. MISSILE WARNING OPERATIONS CENTER (MWOC) SUPPORT REQUIREMENTS.** The Contractor shall:

**2.3.1. MWOC Support.** Establish verbal communications with the MWOC crew within ten seconds of activation of the Site Report Loop or MWOC to MST point-to-point line and respond within thirty seconds for all Site Report events.

**2.3.2. Equipment Failures, Maintenance Actions, and Communications Status.** Monitor and report to on duty MWOC personnel any equipment failures, maintenance actions, and communications status that could cause system degradation or adversely impact the mission.

**2.3.2.1. Equipment Status.** Provide all essential radar, computer, power and communications equipment status updates and changes affecting the Missile Warning and Space Domain Awareness missions to the MWOC, when requested by MWOC or immediately upon status change or updates.

**2.3.2.2. System Configuration.** Coordinate with on-duty MWOC personnel on power shutdown, changeover, and system reconfiguration and restoration actions that could impact operations.

**2.3.2.3. Direct Operating Support.** Respond to on-duty MWOC personnel requests for information and provide direct operating support of the MWOC in areas of system operations and equipment control.

**2.3.2.4. Technical and Statistical Data.** Provide technical and statistical data to 10 SWS Commander upon request within 5 days. If more than 5 days is required to fulfill the request,

notify 10 SWS Commander the length of time needed and reason the request cannot be answered within 5 days.

**2.3.3. Electro-magnetic Interference (EMI).** Immediately upon indications of EMI, advise MWOC personnel of system interference and determine if interference is external or internal.

**2.3.3.1. Internal EMI.** Coordinate termination of internal interference with the MWOC.

**2.3.3.2. External EMI.** For external interference, provide signal characteristics, if available, to the MWOC and Installation Spectrum Manager (ISM) for EMI reporting.

**2.3.3.2.1. EMI Changes.** Notify MWOC personnel, and the Installation Spectrum Manager, when the interference changes or ceases.

**2.4. SPACE SURVEILLANCE SUPPORT.** The Contractor shall provide space surveillance support to meet requirements of SSOps OI 534-9 (S).

**2.4.1. Launch Folders and Nominals.** The Contractor shall coordinate with Higher Headquarter agencies to update New Foreign Launch folders and Pre-Planned Launch nominal element sets annually or as directed.

**2.5. INSTALLATION- AND-HIGHER HEADQUARTERS-DIRECTED EXERCISES.** The Contractor shall participate in installation-or higher headquarters-directed exercises and assign a primary and alternate to the Emergency Operations Center (EOC) during activations for real- world events, headquarter inspections, or local exercises as determined by the 10 SWS Commander.

**2.6. TESTING.** The Contractor shall support mission system capabilities testing and evaluations to include testing, modifying and improving existing hardware, firmware or software; or testing of newly installed hardware, firmware, or software.

**2.7. MEDIA.** The Contractor shall store and maintain all media to include scenario tapes, disks, or other forms of scenario software necessary to perform system checkout/verification, raid simulation, training, or other special interest simulations. The Contractor shall control all media during storage, training, evaluation, and testing. The Contractor shall:

**2.7.1. Media Inventory.** Maintain a current inventory list of all media on file.

**2.7.2. Training Simulator.** Maintain and repair all simulator equipment hardware and load software used to support Operations Training, Standardization, and Evaluation.

**2.8. COORDINATION AGENCY.** The Contractor shall act as the coordination agency for the performance of on-site validation and investigations of data quality and special tests to include the establishment of precisely controlled test environments and procedures and the gathering of data as required by specific tasks. The Contractor shall:

**2.8.1. Scheduling.** Schedule and conduct mission system items IAW NI 10-3 attachment 3, and 21 SWI 10-202, Paragraphs 2.1 through 2.6.1.4, 2.7.3, 3.2, and 4.2 through 4.11.

**2.8.2. External Agency Support.** Provide general liaison and support to Department of Defense (DoD) agencies, United States Space Force (USSF) agencies, and associate Contractors for

integration, installation, testing, and evaluation of all hardware and software modifications and/or upgrades.

**2.9 OPERATIONS TRAINING COORDINATOR.** The contractor shall provide Operations Training Support, Training Courseware Assistance, Simulator Support, and conduct MWOC Support Technician (MST) Training. The operations training coordinator contractor is not required to become a “certified” operator or MST, nor maintain currency requirements in these positions.

**2.9.1 Operations Training Support.** Provide support for the development research, maintenance, currency, and continuity of the 10 SWS operations training program.

**2.9.2 Training Courseware Assistance.** Assist the 10 SWS Chief of Training in the production, update, and revision of classified and unclassified Mission Qualification Training (MQT), Continuation Training (CT), Instructor Qualification Course (IQC), and Advanced Training (AT) courseware materials and submit materials for coordination and approval by the Chief of Training.

**2.10 Simulator Support.** Provide support for the operation of the weapons system simulator in support of formal MQT, CT, IQC, AT and any required difference training for trainees and operations crews at the 10 SWS.

**2.10.1 Simulator Courseware.** Provide simulator Subject Matter Expertise (SME) for simulator courseware development and at courseware review meetings. Maintain academic courseware reference material (e.g., TO/LOM updates, reference notes, and publications). Provide site personnel and simulator maintenance personnel with event data required to build training events into software formats.

**2.10.2 Simulator Equipment Upgrades and Maintenance.** Report instructional equipment problems (e.g., simulator, phones, PA system) IAW standardized installation reporting procedures. Review and respond to any simulator issues noted during training, surveillance, end-of-block reviews, and end-of courseware critiques. Coordinate with squadron for preparations to accommodate simulator technical refreshes and other training systems installations that interface into the simulator in accordance with system standards and guidance.

**2.11 MST Training.** Develop and maintain the MST training program to include all required training materials and documents. The contractor shall conduct all MST qualification, currency, and difference training. Verify MST certification, and maintain documentation for all MST training, certification, and currency.

## **SECTION 1 PARCS SERVICES REQUIREMENTS**

### **CHAPTER 3 ON-SITE OPERATIONAL SYSTEM ANALYSIS**

**3.1. GENERAL SUPPORT.** The Contractor shall perform on-site operational system analysis support of the PARCS and interface with Forward Users to satisfy mission requirements. Ensure equipment meets system specifications and mission requirements in accordance with Technical Orders (TOs) and system documentation and notify the government of any issues and/or limitations. The Contractor shall assign a local Primary and alternate Radar Analyst to support the following tasks:

**3.1.1. Equipment.** Ensure equipment meets system specifications and mission requirements.

**3.1.2. Identify, Report, and Analyze Problems.** Identify and document all problems and submit to the Unit Requirements Validation Board (URVB) Secretariat, as required. Accomplish initial problem analysis for Problem Reports (PRs). Maintain all support data such as computer printouts, electronic logs, and data tapes.

**3.1.3. Baseline Documentation.** Maintain a copy of baseline and support documentation to ensure software documentation reflects the current operational and support baseline. Maintain the master copy of all software-related documentation.

**3.1.4. MWOC Response.** Respond within 1 hour to emergency requests for assistance by the MWOC Crew Commander in cases of system or computer problems. The contractor shall de-conflict time off, as much as possible, to ensure one analyst is available for recall if necessary.

**3.1.5. Participate in System Life-Cycle Activities.** Participate in system life-cycle activities and be prepared to brief the URBV, program management reviews, design reviews, tests, and physical and functional configuration audits, as required.

**3.1.6. Space Surveillance Tests.** Identify system deficiencies or anomalies as a result of space surveillance tests and provide data to 10 SWS/DO and 10 SWS/DOK.

**3.1.7. Test, Execute Tactics Improvement Proposals (TIPs).** The Contractor shall assist in validating, testing, executing TIP proposals and maintain workload data on TIP validation and testing (See Appendix E, R3.1).

**3.2. METRIC DATA ACCURACY AND SYSTEM CALIBRATION.** The Contractor shall maintain metric and Radar Cross Section (RCS) accuracies within system specifications using System Readiness Verification (SRV) tests, Boresight Verification Evaluations (BVE) of Government-furnished satellite passes and Calibrated Sphere Tracking (CST) IAW PARCS OI 21-11. The Contractor shall:

**3.2.1. Calibration Schedule.** Request satellite calibration schedule from the MWOC, when needed.

**3.2.2. Monitor Reports.** Review sigma bias reports to ensure values remain within limits set by higher headquarters; the Contractor shall notify the 10 SWS Commander when values are outside the limits.

**3.2.3. Project Folder Maintenance.** Develop and maintain a project folder for the radar calibration program consisting of radar tracking summary reports of positional and radar cross

section accuracies; derived from the analysis of data reductions of calibration satellite tracking data; and any corrective actions taken.

## **SECTION 1 PARCS SERVICES REQUIREMENTS**

### **CHAPTER 4 MISSION SYSTEMS MAINTENANCE**

**4.1. GENERAL MAINTENANCE.** The Contractor shall perform organizational-level maintenance and all authorized intermediate- and depot-level maintenance. Plan, schedule, direct, organize, coordinate, control, document, report, and execute all actions necessary to maintain mission equipment operability and availability. Maintain logs, records, inspection forms and Maintenance Information Systems (MIS) reflecting equipment status, inspections, and maintenance performed.

**4.2. COMMUNICATIONS-ELECTRONICS (C-E) MAINTENANCE MANAGEMENT.** The Contractor shall:

**4.2.1. Equipment Maintenance and Repair.** Maintain, calibrate, and repair the communications-electronics equipment, and perform all preventive maintenance.

**4.2.2. Equipment or Mission Status Change.** Coordinate with 10 SWS Director of Operations to create a maintenance schedule. Publish a maintenance schedule and make available to the Government for review.

**4.2.3. Preventive Maintenance Scheduling.** Schedule all preventive maintenance in the Integrated Maintenance Data System (IMDS) database by the 5th workday of the month prior to the preventive maintenance.

**4.2.4. IMDS Data Entry.** Input all of Standard Reporting Designator (SRD) reportable maintenance data into IMDS/Job Documentation Data (JDD) subsystem, within three days of completion IAW AFSPCI 21-108, Paragraph 1.4.1; TO-00-20-2, Paragraphs 1.3, 2.3, and Chapters 3 through 7; and the following user manuals: AF Computer System Manuals (AFCSMs) 21-556V2, 21-560V2, 21-561V2, 21-562V2, 21-563V2, 21-564V2, 21-569V2, and 21-579V2.

**4.2.5. Equipment Status Reporting (ESR).** Report equipment status changes IAW AFSPCI 21-108, paragraph 1.4 and local procedures on real-time basis. Also see reference PWS Paragraphs 2.3.2 and 2.3.3.

**4.2.5.1. ESR Changes.** Implement changes to ESR provided by DEL 4, Chief of Maintenance (DEL 4 MW/TDM).

**4.2.6. Repairs.** Repair equipment at the lowest level of maintenance. Cavalier SFS maintenance level authorized for repair is determined by Source, Maintenance and Recoverability (SMR) Codes and Expendability, Recoverability, Reparability Category (ERRC) codes assigned to stock listed items IAW TO 00-25-195. The Contractor shall request depot-level maintenance when the maintenance required is beyond the scope, capability, and authorization given.

**4.2.6.1. Non-SMR Coded Items.** Repair items with no SMR code assigned, such as XB items, when it is cost effective or warranted by mission requirements IAW TO 00-20-2, Table 3.2.

**4.2.6.2. SMR Code Changes.** Submit requests for SMR code changes using AFTO Form 22, Technical Improvement Report, IAW TO 00-25-195, Paragraphs 4.1 and 4.2.



**4.2.6.3. Request for Assistance.** Draft all requests for Technical Assistance (TA), Engineering Assistance (EA), Emergency Depot-Level Maintenance (EDLM) or Urgent Depot-Level Maintenance (UDLM) and submit to the 10 SWS Commander or designated representative. (See Appendix E, R4.1)

**4.2.6.4. Expendability, Recoverability, Reparability Category (ERRC) Code Maximum Repair Time.** Maximum repair time for ERRC items in Awaiting Maintenance (AWM) is as follows:

XD - five calendar days from detection of malfunction to repair of the asset to serviceable condition. (Exception: Traveling Wave Tube (TWT) has maximum repair time of fourteen (14) calendar days)

XF and Non-Due in from Maintenance (DIFM) - ten calendar days from detection of malfunction to repair of the asset to serviceable condition.

**4.2.6.5. Maintenance Turnaround (TRN).** Accomplish TRN for DIFM-coded item repairs IAW TO 00-20-3, Paragraphs 3.4 and 3.5.

**4.2.7. TWT Flushing/System Faults.** Monitor installed TWTs for faults related to contaminants within the water-cooling system and initiate repairs IAW local procedures to attempt to restore affected TWTs to operational status. Troubleshoot and correct all system faults related to Phase Shifters to eliminate deferred corrective maintenance. Document all maintenance actions IAW PWS Para 4.2.4.

**4.2.8. C-E Corrosion Prevention and Control.** Maintain all assigned equipment to minimize the effects of corrosion on C-E equipment IAW TO 1-1-689 Vol 1 and AFSPCI 21-108, Paragraph 7.1.1.1.4.

**4.2.9. Equipment Configuration Control.** Accomplish equipment configuration control for C-E equipment and maintain histories IAW TO 00-20-1, Chapter 9.

**4.2.9.1. Change Orders.** Process and document Field Change Orders (FCOs) and Engineering Change Orders (ECOs) and Time Change Technical Order (TCTO), time change items, using the instructions in TO 00-5-15.

**4.2.10. Updates.** Identify and update diagnostics equipment procedures or unit procedures after a hardware modification.

**4.2.11. Line Replaceable Unit (LRU).** Repair equipment via LRU replacement or mail-in maintenance. Equipment covered by mail-in maintenance agreements, or items that are not LRU-supportable, are identified in the PARCS Electronic Systems Equipment Listing (located in the master library) with an asterisk (\*).

**4.2.12. Technical Orders.** Submit AFTO Forms 22 to recommend changes. (See Appendix E, R4.2)

**4.2.12.1. Locally Developed Maintenance Procedures.** Prior to use, all Contractor-developed Local Work Cards (LWCs) must be submitted to the local COR and routed for approval to the DEL 4 MW/TDM IAW AFSPCI 21-108, Paragraphs 3.2.2, 5.2.8, 5.2.8.1, and 7.1.3.2.7.1. LWCs cannot modify existing PMIs, must comply with all parent TO procedures and will not introduce new requirements for tools or test equipment. Locally prepared technical instructions must not be used to circumvent centrally-managed responsibilities. LWCs shall not be inter-filed in

TO binders with the related TO. Refer to TO 00-5-1, TO 00-20-1, and TO 00-33A-1001, Chapter 10 for additional guidance on LWC development and limitations on their use.

**4.2.13. Engineering Investigation (EI) and Product Quality Deficiency Reports (PQDRs).**

Identify materiel deficiencies and trends. Depending on deficiency type, develop an EI or PQDR and submit IAW TO 00-35D-54, Chapter 3.

**4.2.14. Maintenance Production Teleconference.** Participate in the weekly DEL 4 MW/TDM Maintenance Production Teleconference. The Contractor shall provide inputs to 10 SWS personnel, upon request.

**4.2.15. Cannibalization.** Cannibalization may only be used as a last resort and, before taking such action, all other support avenues must be exhausted.

**4.2.15.1. Cannibalization Actions.** Ensure all cannibalization actions are approved through the 10 SWS Commander and 460 SW Chief of Maintenance IAW TO 00-33A-1001, Paragraph 3.4.2.1g, and documented IAW TO 00-20-2, Chapter 5.

**4.2.15.2. Depot Level Assets.** Cannibalization of depot-level assets may only be authorized by the Item Manager through the 10 SWS Commander.

**4.2.15.3. Depot Coordination.** Coordinate with the Depot and order replacement parts within one day of approval and repair cannibalized equipment as soon as the parts are received, but not later than 24 hours after receipt.

**4.2.15.4. Supply Coordination.** Coordinate all cannibalization actions regarding supply issues through the 10 SWS Commander, 21 LRS/LGRS, and DEL 4 MW/TDM.

**4.2.16. Processing and Display Subsystem - Migration (PDS-M).** The Contractor shall install, configure, and maintain all hardware and software including all workstations, TACLANEs, routers, switches and hubs IAW Defense Information Systems Agency (DISA) Security Technical Implementation Guides (STIGs) and NORAD guidance.

**4.3. TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE).** The Contractor shall manage, schedule, transport, or ship at the Government's determination TMDE IAW, AFSPCI 21-108, Paragraphs 3.12.1, 3.12.2, and 7.1.4, TO 33K-1-100 (series), and TO 00-20-14, Paragraphs 3.6 through 3.8. Perform organizational maintenance IAW TO 33-1-27 and TO 33-1-32. The Contractor Shall:

**4.3.1. TMDE Coordinator.** Appoint a primary and alternate TMDE coordinator and complete Precision Measurement Equipment Laboratory (PMEL) provided coordinator training by Servicing PMEL Lab. Comply with TMDE coordinator responsibilities IAW AFSPCI 21-108, Paragraph 3.12.2 and TO 00-20-14, Paragraph 3.6.

**4.3.2. New Items.** Determine if newly acquired test equipment items are considered TMDE and need to be scheduled into the PMEL for service.

**4.3.3. TMDE Transportation option.** TMDE support is performed at Minot AFB. Grand Forks AFB offers a Traffic Management Office (TMO) service for transportation to and from Minot AFB. Direct transportation to Minot AFB or the use of the TMO service at Grand Forks AFB (GFAFB) are considered acceptable options for required TMDE services. If the contractor decides to

transport TMDE directly to Minot AFB, the Government will not reimburse the contractor for travel costs.

**4.4. MILITARY STRATEGIC, TACTICAL, RELAY (MILSTAR) SYSTEM.** The Contractor shall provide operational capability and maintain the Cavalier SFS AN/FRC-181, MILSTAR terminals IAW Chairman of the Joint Chiefs of Staff Memorandum (CJCSM) (S) 6254.01.

**4.4.1. Operational Availability Contractor-Controlled (A<sub>cc</sub>).** The Contractor shall operate and maintain the MILSTAR terminal and facility with an Operational A<sub>cc</sub> of not less than 99% as calculated in the Paragraph 4.4.1.1 on a monthly basis. The CLD is defined in PWS Paragraph 2.2.1.1.

**4.4.1.1. Acc Calculation.** The A<sub>cc</sub> is calculated on a monthly basis as follows:

$$A_{cc} = \frac{\text{Operational Time} - \text{CLD} \times 100}{\text{Operational Time}}$$

**4.4.2. MILSTAR/Advanced Extremely High Frequency (AEHF).** Notify MWOC of any interruption lasting more than 5 minutes. Notification must be immediate, not more than 5 minutes of knowing of the outage to meet USSTRATCOM reporting requirements for communication systems.

**4.5. Communications Processing System (CPS).** Operate and maintain the CPS and facilities and perform System Administration and Security Administration on the CPS with an A<sub>cc</sub> of not less than 99.0% using the calculation in para 4.4.1.1. on a monthly basis.

**4.6. TREND MAINTENANCE AND FAILURE RATES.** Identify to the 10 SWS Commander if and when critical parts are projected to run out prior to possibility of resupply.

**4.7. MAINTENANCE TRAINING PLAN.** The Contractor shall develop and implement a maintenance training plan designed to keep C-E technicians proficient in mission system maintenance requirements. Provide a copy of the training plan at contract start and updates as changes occur to the Contracting Officer and DEL 4 Chief of Maintenance. Provide a copy of the training plan and training materials to the Government upon request. Training records shall reflect all training received on- and off-site.

## **SECTION 1 PARCS SERVICES REQUIREMENTS**

### **CHAPTER 5 COMMUNICATIONS OPERATIONS AND MAINTENANCE (O&M)**

**5.1. GENERAL.** The Contractor shall provide Network Management, Cybersecurity to include the Mission System, Base Telephone Service, Technical Control/Patch and Test Facility support, Land Mobile Radio, Frequency Management, Television Service, Communications Program Management and Communication Center operations and support within the Service Area, not to include individual dorm rooms, and to the Commander and Director of Operations residences for Defense Switched Network (DSN) Secure Telephone Equipment (STE).

**5.1.1. Elevated Privileges.** Contractor personnel with elevated account requirements shall have certifications IAW DoD 8570.1-M and a security clearance IAW DoDM 52000.02\_AFMAN 16-1405, Section 3.2 (Federal Investigation Standards (FIS)) Table 2. Contractor shall perform IAT Level I and Level II requirements for Non-Secure Internet Protocol Router Network/Secret Internet Protocol Router Network (NIPRNET/SIPRNET) IAW AFMAN 33-285, Paragraphs 3.2.1.1 and 3.2.1.2.

**5.1.2. Authorized Service Interruptions (ASI).** The Contractor shall obtain approval from the 10 SWS Commander prior to scheduling any system or service outages. Upon approval the Contractor will notify customers of scheduled outages whenever service must be interrupted.

**5.2. COMMUNICATIONS FOCAL POINT (CFP).** The contractor shall manage and oversee network operations of the Cavalier SFS CFP oversee network operations, assist in achieving cybersecurity compliance and generate visibility into the base network IAW TO 00-33A-1109, Paragraphs 2.3.1, 4.2.5 through 4.5.1, 5.2, and TO 00-33D-2001, Paragraph 3.2. The Contractor shall:

**5.2.1. Operation Interruptions.** Coordinate all network operation interruptions (for maintenance, modifications, or other such occurrences) with on-Site network users and others who could be affected by a network interruption. Coordinate all Authorized Service Interruptions (ASI) IAW DISAC 310-55-001, Chapter 5. Report outages and resolutions IAW TO 00-33A-1001, Paragraph 3.6.1.

**5.2.2. Single Point of Contact (POC).** Provide a single POC, i.e., help desk, for the resolution of network user problems and questions during normal duty hours. (See Appendix B, Definitions, for normal duty hours) Provide an email account for after duty hours so users may email network issues. Respond to and initiate resolution for all e-mailed network-related trouble tickets within 24 hours.

**5.2.2.1. Resolution Tracking.** Respond and track resolutions using Government-provided trouble ticket tracking software. Ensure trouble tickets are routed to the proper section.

**5.2.2.2. Trend Analysis.** Maintain accurate and timely documentation of all user problems and resolutions for the purposes of trend analysis in the system and provide to Government personnel upon request.

**5.2.2.3. Initiate Restoral Process.** Respond to and initiate resolution for all network-related trouble tickets within 24 hours of outage.

**5.2.2.4. Outage Reporting.** Report outages and resolutions IAW TO 00-33A-1112, Chapter 10.

**5.2.2.5. Technical Service.** Evaluate validity of new C4 network related requirements and develop the technical solutions IAW TO 00-33D-3003. Provide technical solution site specific network architecture for system implementation.

**5.2.2.6. Documentation.** Maintain all histories, inventories, documentation, configurations, and network files concerning network systems on file and available for Government review upon request.

**5.3. NETWORK MANAGEMENT.** The Contractor shall perform configuration, security, and interface requirements IAW AFI 33-115, Paragraphs 4.1.2, 4.1.6, and 5 and TO 00-33A-1106, Paragraphs 2.2, 3.2, and 4.2.1.4. The Contractor shall manage, operate, and maintain Cavalier SFS network equipment and associated Information Technology Equipment (ITE) and software utilizing DoD-approved commercially available products and maintain File/Print servers and network infrastructure. The Contractor shall:

**5.3.1. Network Operations (NetOps).** Perform routine operations IAW TO 00-33A-1106, Chapter 3. The Contractor shall perform configuration, maintenance, and fault isolation. Resolve network problems and outages during normal duty hours IAW the Service Request Priority Matrix. Provide response within 24 hours for site-wide outages to restore normal network operations during non-duty hours.

Service Request Priority Matrix	Examples	Response Time
High	Base isolation; base-wide core service outage (NIPR/SIPR/BTS)	Within 30 Minutes
Medium	Issue(s) causing work-stoppage affecting multiple users (whole offices, floors, buildings); degraded base-wide network capabilities	Within 1 Hour
Low	Event causing single-user/client work stoppage; routine end-user ticket; intermittent problems.	Within 24 Hours or Next duty day for non-duty days

**5.3.2. Server Support.** Install, configure, troubleshoot, operate, maintain, monitor, analyze, and upgrade Cavalier SFS servers, operating system(s), and software.

**5.3.2.1. Perimeter Control.** Boundary Management/Protection. Report vulnerabilities to Air Force Information Network (AFIN) Mission Assurance Center (AMAC) (561 NOS) IAW TO 00-33A-1109, Paragraph 2.3.1 via SIPR Remedy (or current system), or by secure telephone if Remedy is unavailable.

**5.3.3. Air Force Standard Programs.** Integrate and support downward-directed Air Force programs supporting network infrastructure upgrades, including Government-furnished Combat Information Transport System (CITS) equipment. CITS comprises the Information Transport System (ITS), the Network Operations and Cybersecurity Telecommunications Management System (TMS), and the Voice Switching System (VSS).

**5.3.4. Network Back-up and Restoration.** Backup and restore all networks in the event of failure. The Contractor shall keep a log and maintain back-ups in a separate location IAW NIST SP 800-53, Revision 4, Page F-83, Item CP-6.

**5.3.5. Information Technology Equipment (ITE) Management.** Appoint a primary and alternate Equipment Custodian (EC) to ensure accountability of ITE.

**5.3.5.1. Physical Inventory.** Conduct a physical inventory, at start of contract and annually thereafter, of all ITE within the Contractor's area of responsibility, document and sign changes and, coordinate the signed inventories through the Government Equipment Control Officer (ECO).

**5.3.6. Security Postures.** Implement Information Condition (INFOCON) procedures IAW AFI 10-710, Paragraph 7. Implement Notice to Airmen (NOTAMs) as directed by the Government IAW TO 00-33A-1001, Paragraph 3.6.1.j.

**5.3.7. Virtual Private Network (VPN).** Install, configure, troubleshoot, maintain, and upgrade the VPN client software on laptops.

**5.4. NETWORK INFRASTRUCTURE/BACKBONE.** The Contractor shall install, configure, and maintain all hardware and software including all routers, switches and hubs IAW Defense Information Systems Agency (DISA) Security Technical Implementation Guides (STIGs).

**5.4.1. Cable Maintenance.** The Contractor shall install and maintain all data circuits, voice, and cable drops of installed end devices IAW industry standards.

**5.5. CYBERSECURITY.** The Contractor shall be responsible to develop, document, and/or provide input to update the existing primary NIPR and SIPR enclave, mission systems, and Joint Worldwide Intelligence Communications System (JWICS) to facilitate the security assessment and authorization of the systems IAW the DoDI 8510.01 Risk Management Framework (RMF) and the associated security controls as defined in DoD Instruction 8500.01 Cybersecurity. In coordination with the Government, the contractor shall review the DoD Enterprise Mission Assurance Support Service (eMASS) system as required. Provide supporting cyber security documentation/DoD Information Technology (IT) package to the appropriate Information System Security Manager (ISSM) IAW AFI 17-130, Paragraph 2.17.7 and the DoD RMF for upload as artifacts in eMASS. The contractor shall coordinate and provide RMF and associated security control artifacts to the Government and other external support personnel when requested.

**5.5.1. Change Management.** Submit proposed changes to the appropriate ISSM for review and approval.

**5.5.2. JOINT WORLDWIDE INTELLIGENCE COMMUNICATIONS SYSTEM (JWICS) ISSO.** Appoint a primary and alternate Information System Security Officer (ISSO). Maintain situational awareness and initiate actions to implement or restore cybersecurity posture as directed by the ISSM. Conduct required security reviews of all RMF security controls and required testing of the security controls as directed by the ISSM. The ISSO and Alternate ISSO will be required to set up an account and complete the required training for Air Force Xacta system. The ISSO will need to manage, update, audit, and submit JWICS artifacts in the Xacta system in order to maintain the JWICS RMF package. Provide the appointment letter to the ISSM within 30 days of personnel changes.

**5.5.3. Computer Security (COMPUSEC).** Appoint a primary and alternate Cybersecurity Liaison (CSL) responsible for applicable Cybersecurity functions and provide a copy of the appointment documentation to 21 SW Cybersecurity at contract phase-in, personnel changes, or annually.

**5.5.3.1. CSL Certifications.** Perform ISSM Level I requirements and have certifications IAW DoD 8570.1-M and a security clearance IAW AFI 31-501, Section 3.27 and Attachment 3 (Table A3.2).

**5.5.3.1.1. Account Management.** Establish, manage, and track all network user accounts. Establish procedures for users to request new user accounts, modify existing user accounts, and delete user accounts which are no longer needed.

**5.5.3.1.2. Cybersecurity Certification.** The Contractor shall fund the annual Cybersecurity certification fee for the system administrator and assistant system administrator. The Contractor is responsible for earning the required Continuing Education (CE) credits during the year to allow the individual to be recertified at the end of his/her certification cycle. Should the Contractor not complete the required recertification training in a year's time, the Government is not responsible for any testing or recertification fees. Any cost for initial or follow-on Cybersecurity certification testing is the Contractor's responsibility.

**5.5.3.1.3. Security Information and Event Manager Subsystem (SIEMS).** Provide daily on-site SIEMS operations, maintenance, monitoring and 24/7 on-scene annunciator alarm response for the PARCS Mission Data Processor (PMDP) SIEMS system. Notify the MWOC crew commander of system status and appropriate response within 5 minutes of alarm activation. Investigation, corrective actions, and/or notification will be provided to the MWOC crew commander and appropriate authorities within 24 hours of resolution of alarm conditions. Restoral of system needs to be accomplished as soon as possible. Accomplish daily monitoring of SIEMS logs to detect low level alerts and other alerts, taking action when necessary. In addition, backup SIEMS logs on a weekly basis and retain for 1 year within the PARCS library. Services shall include support for system upgrades, testing, and modifications. Personnel performing SIEMS requirements will require elevated privileges and will not be assigned to other duties that require root access to the Mission System Processor.

**5.5.3.2. CSL COMPUSEC Responsibilities.** Perform as the liaison between Cavalier SFS and 21 SW Cybersecurity for COMPUSEC matters, ensuring all users and CSLs under their purview receive COMPUSEC training as outlined in AFI 33-200, Paragraph 2.27.

**5.5.3.2.1. Incident Reporting.** Report and submit system security incidents, virus attacks, classified message incidents, and identify threats, vulnerabilities, and associated countermeasures using the policies, procedures, and reporting formats IAW AFI 33-115, Paragraph 4.7.4.4 and the Incident Response Card. Clean information systems IAW 21 SW Policy and Procedures.

**5.5.3.2.1.1. Audit Trails.** Upon Government direction, review audit trails of core network services and infrastructure devices for indications of inappropriate or unusual activity. The Contractor shall also analyze and report suspected violations using the security measures IAW AFI 33-115, Paragraph 4.7.8.1 and the Incident Response Card.

**5.5.4. Emission Security (EMSEC).** Appoint in writing a primary and alternate EMSEC Custodian and provide to 21 SW Cybersecurity at contract start and within 30 calendar days of personnel changes.

**5.5.4.1. Inspections.** Request 21 SW EMSEC Manager perform an EMSEC inspection and review any equipment changes or new additions, before operation.

**5.5.4.2. Deficiency Remediation.** Correct all deficiencies within 30 calendar days after identified by an EMSEC inspection and request a re-inspection.

**5.5.4.3. Program Review.** Assist the 21 SW EMSEC Manager to evaluate the EMSEC program and local EMSEC problems during Cavalier SFS visits or virtual inspections.

**5.5.4.4. Package Maintenance.** After completed EMSEC Inspection, review all installation, removal, or equipment modification schemes for potential EMSEC vulnerabilities, and notify the 10 SWS Commander and 21 SW Cybersecurity of vulnerabilities identified, if any. Implement required countermeasures and maintain as-applied or as-installed.

**5.5.5. Cybersecurity Awareness and Assistance Program (CSAAP).** Identify a primary and alternate 10 SWS CSAAP POC to operate, manage, conduct, and maintain a Cavalier SFS CSAAP as outlined in AFI 17-130 for the entire Cavalier SFS. Provide the CSAAP POC letter to 21 SW Cybersecurity at contract phase-in and within 30 calendar days of personnel changes.

**5.5.5.1. Data Dissemination.** Publish downward-directed information forwarded from 21 SW Cybersecurity to all network users.

**5.5.6. Communications Security (COMSEC).** Manage, control, protect, and safeguard COMSEC facilities, material, equipment, and accounts.

**5.5.6.1. COMSEC POC.** Identify a primary and alternate Key Management Infrastructure (KMI) Key Operating Account Manager (KOAM) IAW AFKAG-2L (FOUO), Paragraph 2.4 via written documentation and provide to the 10 SWS Commander at contract phase-in and within 30 calendar days of personnel changes. The Contractor shall ensure appointees meet the requirements in AFMAN 33-283 (FOUO), Paragraphs 4.4 through 4.5.5. All appointed KOAM will ensure all requirements are met in AFMAN 33-283 (FOUO), Paragraph 5.4.

**5.5.6.1.1. COMSEC Training.** The Contractor KOAM shall comply with training and certification requirements IAW AFMAN 33-283 (FOUO). The Contractor will perform KMI training as identified by 21 SW Cybersecurity. The KOAM will provide training to the KMI Operating Account Agents (KOAA).

**5.5.6.2. Client Platform Security Officer (CPSO).** Appoint a CPSO separate from the primary and alternate KOAM or KOAA, at contract start and within 30 calendar days of personnel changes to perform duties IAW DOC-032-12.

**5.5.6.2.1. CPSO Training.** The Contractor CPSO shall have certifications IAW DoD 8570.1-M and a security clearance IAW AFI 31-501, Section 3.27 and Attachment 3 (Table A3.2) and will complete training as identified by DEL 4 Cybersecurity.

**5.5.6.3. Secure Telephone Equipment (STE).** Manage STE Key IAW AFMAN 33-283 (FOUO), Paragraph 5.5, Chapter 16, and Modern Key COMSEC Accounting procedures IAW AFKAG-2L (FOUO), Chapter 10, and Secure Data Network System (SDNS) User Representative and COMSEC Account Procedures.

**5.5.6.3.1. STE Re-Key.** Re-key or reissue STE keys as required within one business day.



**5.5.6.4. Formal Cryptographic Access (FCA).** Request FCA into the Cryptographic Access Program (CAP) by completing and submitting AFCOMSEC Form 9 for Contractor personnel meeting the requirements of AFMAN 33-283 (FOUO), Chapter 6 and Attachment 6.

**5.5.6.4.1. Crypto Keying Control.** Ensure crypto keying and control. KOAAs shall attend issuing COMSEC Manager training annually IAW AFMAN 33-283 (FOUO), Paragraphs 2.15.3, 4.1.10, and 5.4.7. Maintain training documentation until relieved as a KOAA.

**5.5.6.5. MILSTAR COMSEC.** Appoint a primary and alternate KOAA for the MILSTAR COMSEC account at contract start and within 30 calendar days of personnel changes and provide to 21 SW Cybersecurity.

**5.5.6.5.1. MILSTAR Keying and Storage.** Provide daily crypto keying and shift-change verification for cryptographic equipment, as required in MILSTAR operational documentation and IAW local standard operating procedures and AFMAN 33-283, Paragraph 4.7.

**5.5.6.6. COMSEC Self-Inspections.** Perform and document COMSEC self-inspections IAW AFMAN 33-283 (FOUO), Chapter 19 and Attachment 18 within 30 calendar days after the start of the contract and semi-annually thereafter.

**5.5.6.7. Incident Reports.** The Contractor KOAA shall complete incident reports involving physical, cryptographic, and personnel COMSEC incidents using the process in AFMAN 33-283 (FOUO), Chapter 9, and submit to the KOAM.

**5.5.6.8. COMSEC KOAA.** Designate a primary and alternate KOAA using the procedures in AFMAN 33-283 (FOUO), Paragraph 5.4. The KOAA shall perform the following responsibilities:

**5.5.6.8.1. Safeguarding COMSEC.** Control, safeguard, use, and destroy COMSEC materials as described in AFMAN 33-283 (FOUO), Chapters 5, 7, 10, and 11. Establish, maintain, and dispose of COMSEC documentation IAW AFMAN 33-283 (FOUO), Attachment 8, AFMAN 33-363, and as directed by the issuing COMSEC account.

**5.5.6.8.2. Transporting COMSEC.** Pick up and deliver COMSEC material from the supporting COMSEC account.

**5.5.6.8.3. COMSEC Dissemination.** Disseminate COMSEC information IAW local standard operating procedures and AFMAN 33-283, Paragraph 4.7.

**5.5.7. Telecommunications Monitoring and Assessment Program (TMAP).** CSL performs TMAP responsibilities IAW AFI 10-712, Paragraphs 1.4.21.2 through 1.4.21.8, and Attachments 3, 5, and 6.

**5.5.7.1. Non-Compliance.** Report corrective action and progress made to DEL 4 Cybersecurity within ten business days of notification.

**5.6. BASE TELEPHONE SYSTEM (BTS).** The Contractor shall monitor the operations and maintain the BTS IAW AFI 10-712, Paragraphs 4.1 through 4.5, AFMAN 33-145, Paragraphs 4.1 through 4.12, AFMAN 17-1201, Paragraphs 4.1 through 4.10, TO 00-33A-1108, and industry standards. The Contractor shall comply with guidelines for on-hook telephone security in AFI 33-200 and security policies and procedures in the Defense Switched Network (DSN) STIG within the Service Area (does not include individual dorm rooms) and to the Commander and Director of Operations residences for Defense Switched Network (DSN) Secure Telephone Equipment (STE). The Contractor shall:

**5.6.1. Mission Critical/Non-Critical System Outages.** Respond to outages and begin restoral of mission-critical communication services within two hours of notification and non-mission critical communication services by the next business day.

**5.6.2. Maintain and Repair.** Install, troubleshoot, change (add/relocate/remove/modify), maintain, calibrate, repair, and perform Preventive Maintenance Inspections (PMI) on all switching equipment, end-devices, power distribution systems, public address systems, alerting systems, data transmitting systems, base cable plant, and premise wiring within the Service Area (does not include individual dorm rooms) and to the Commander and Director of Operations residences for Defense Switched Network (DSN) secure telephone equipment (STE). Maintain and repair equipment IAW manufacturers' directions and industry standards. Utilize Original Equipment Manufacturer (OEM) standards/manuals and Telecommunications Industry Association/ Electronic Industries Alliance (TIA/EIA) for in-house wiring and outside cabling.

**5.6.3. Trouble Reports.** Maintain trouble reports using a government-provided ticketing and resolution database.

**5.6.4. Defense Red Switch Network (DRSN) Support.** Provide O&M support as directed by Host for DRSN equipment. Maintain all DRSN equipment (phone, cabling, multiplexer and peripheral equipment) up to the demarcation point of the commercial provider on a 24/7 basis to include circuit troubleshooting and testing (work with Host to resolve), removal, replacement, shipping, and handling of faulty DRSN equipment (the servicing DRSN switch will provide replacement parts), crypto maintenance and updates, and Preventive Maintenance Inspections (PMI). The Contractor shall use TIA/EIA Standard installation and maintenance practices.

**5.6.4.1. DRSN Trouble Logs.** Maintain a written record of trouble reports including user identification by station line affected or cable number, time and date trouble was reported, nature of the report, the action taken to clear or satisfy the complaint, and the date and time of clearance or other disposition. Provide to Government upon request.

**5.6.4.2. DRSN Response and Restoral.** Respond to DRSN outage notifications and begin restoral of equipment during normal duty hours or within three hours of DRSN outage after normal duty hours.

**5.7. TECHNICAL CONTROL FACILITY/PATCH AND TEST FACILITIES (TCF/PTF).** The Contractor shall perform maintenance, troubleshooting, and other procedures required of a TCF/PTF based on the levels found in DISAC 310-70-1, Paragraphs C1.4.5, C1.5, C2.5, C2.7-C2.7.7, C8, and C9, except for Paras C9.3.3-C9.3.4.24. The Contractor shall:

**5.7.1. Circuit Actions.** Initiate and submit required Feeder Requests for service and process Telecommunication Service Requests and Telecommunication Service Orders using the information in DISAC 310-130-1, Chapter 2.

**5.7.2. Outages.** Restore circuit outages IAW DISAC 310-70-1, Chapter 5 during normal duty hours IAW the Service Request Priority Matrix response times (See Para 5.2.1), and within 24 hours during non-duty hours. Report communication outages (depending on priority) to AMAC, IAW DISAC 310-55-1, and submit appropriate trouble tickets.

**5.8. LAND MOBILE RADIO (LMR) MANAGEMENT.** The Contractor shall operate and maintain LMR equipment. Manage LMR and cellular telephone assets and maintain all LMR-related equipment and data IAW AFI 17-210, Paragraphs 3.7 and 3.8. Note: Land mobile radios with

encryption capability are considered sensitive U.S. Government communications equipment and must be maintained by U.S. citizens.

**5.9. FREQUENCY MANAGEMENT.** The Contractor shall identify a primary and alternate Installation Spectrum Manager (ISM) and forward letter to the 10 SWS Commander and the 21 CS Frequency Management Office (FMO) at contract phase-in and within 30 calendar days of personnel changes.

**5.9.1. ISM Tasks.** The Contractor shall perform ISM tasks IAW DAFI 17-220, Paragraph 2.1.9.

**5.10. TELEVISION AND INTERNET SERVICE.** The Contractor shall provide sufficient wireless internet service to support a minimum of 13 users streaming HD video (no less than 100 Mbps) for transient security forces personnel and manage the proxy server. Note: This does not include repair or troubleshooting service for internet service. The Contractor shall provide local cable television service consisting of basic cable service to 26 locations at Cavalier SFS to include the following: Building 830 (PAR): Emergency Operations Center, Data Processing Room, 10 SWS/CC Office, CC Conference Room, Missile Warning Operations Center, Information Manager's Office, Base Defense Operations Center, Room 337 and 3rd floor Break Room; Building 711 (Main Gate) waiting area; Building 820 (Power Plant) Break Area; Building 707 (Community Activity Center): Day Room, Mother's Room, Kid's Room, Dakota Den and Bowling Alley; Building (Gym) Rooms 102, 104, and weight room; Building 720 (SF), Room 114; Building 721 (SF Dorm) Kitchen/Common Room; Building 708 (Perm. Party Dorm) Common Room and Building 801 (Sally Port): Waiting Area, Alt. BDOC Dispatch and Fire Dispatch areas. The above locations, not quantities, may change at the 10 SWS Commanders discretion.

**5.10.1. Television Service Maintenance and Cabling.** The Contractor shall provide and coordinate all maintenance and service restoral to Government-owned television equipment and cabling to all buildings and facilities within the Service Area (does not include individual dorm rooms). The Contractor shall maintain and update inventory list and circuit diagram of television system within 30 calendar days of change.

**5.11. COMMUNICATIONS PROGRAM MANAGEMENT.** The Contractor shall modify, relocate, or remove all Command, Control, Communications and Computer (C4) systems, and process Communications Computer System (C-CS) requirements using the standard Government requirements processing system. The Contractor shall:

**5.11.1. C4 Requirements.** Manage C4 systems requirements using the requirements system and assist users with creating requirements.

**5.11.1.1. C4 Project Management.** Maintain individual folders on all C4 programs/projects; folders shall contain all historical information in support of the program/project.

**5.11.1.2. C4 Project Support Agreements.** Review and coordinate Project Support Agreements (PSAs) with all affected agencies. Arrange for implementation team support requirements, satisfy logistic support requirements, coordinate with base supply on receipt and storage of project materials, ensure the transfer of equipment and software accountability, request radio frequency support, complete testing prior to system acceptance, and inform the team program manager of support and implementation status.

**5.11.1.3. C4 Project Implementation.** Monitor all implementation actions for completion prior to system acceptance, process applicable system acceptance documentation, and provide copies to all agencies involved.

**5.11.1.4. C4 Project Diagrams.** Receive and coordinate new drawings and process data to update drawings and Communications Computer System Installation Records (CSIRs) with 38 EIG, Tinker AFB, and the Command, Control, Communications, Intelligence, Surveillance, and Reconnaissance (C4ISR) Cyberspace Infrastructure Planning System (CIPS).

## SECTION 1 PARCS SERVICES REQUIREMENTS

### CHAPTER 6 LOGISTICS MANAGEMENT

**6.1. SUPPLY SUPPORT.** The Contractor shall direct, manage, control, acquire, issue, and safeguard Government-owned and Government-furnished supplies and equipment to assure continuous system operation.

**6.1.1. Establish Standard Base Supply System (SBSS)/Enterprise Solution-Supply (ES-S) sub-system accounts within the Integrated Logistics System-Supply (ILS-S) Program.** Submit an electronic DD Form 2875 through the local Government Sponsor for access to the ILS-S and the sub-systems of (SBSS)/ILS-S.

**6.2. DIRECT MISSION SUPPORT.** The Contractor shall provide supply support for mission items. Maintain equipment accounts and supply point accountability at 100% for Integrated Logistics System-Supply (ILS-S) and the applicable sub-systems of Standard Base Supply System (SBSS)/Integrated Logistics System-Supply (ILS-S) Transaction Identification Codes (TRIC) Issue Request (ISU), Bench Stock Issue Request (1BS), Issue Request (MSI), Turnaround (TRN), Receipt (REC), Consolidated Transaction History (CTH), Inquiry (INQ), DIFM Detail Change (DFM), and Turn-In (TIN). When a Forced Shipment (SHP) transaction is required, contact the Flight Service Center (FSC) at 21 LRS to initiate the transaction. The Contractor will manually process TRICs through ILS-S. If a mission asset is not available through ILS-S sub-system SBSS as a national stock number, the Contractor may be advised by the 10 SWS Mission Support Officer or designated representative to procure via local purchase ILS-S/SBSS Routing Identifier - JBB at the Government's expense. The Contractor shall procure using local purchase through the 21 LRS Materiel Management Activity (Customer Support Liaison) when the extended cost is over \$5,000 or through reimbursable CLIN when extended cost is less than \$5,000. The Contractor shall:

**6.2.1. Item Unique Identification (IUID) requirements.** Maintain IUID requirements IAW AFI 23-101, Paragraph 5.4.3.3.

**6.2.2. Precious Metals Recovery Program.** Maintain a precious metal recovery program IAW AFI 23-101, Paragraph 6.3.3.

**6.2.3. Management of Due-In from Maintenance (DIFM) Assets.** Complete Block IIB Repair Cycle training and accomplish a quarterly DIFM reconciliation and maintain 100% accountability for assets on-hand IAW AFI 23-101, Paragraph 4.3.2.1 and DAFMAN 23-122, Paragraph 4.3.1. Complete training during phase-in of contract and/or within 30 calendar days after personnel change and provide certificate to 21 LRS Flight Service Center.

**6.2.4. Electrostatic Sensitive Device (ESD).** Maintain ESD IAW AFI 23-101, Paragraph 5.3.3.4.3 and TO 00-25-234, Paragraphs 7.5.2.1 and 7.5.2.2.

**6.2.5. Bench Stock Management.** Manage bench stock IAW DAFMAN 23-122, Paragraphs 5.3.12, 5.3.12.4.1, 5.3.12.4.2, 5.3.12.15. Bench stock monitors shall complete Base-Level Supply Customer Training Block I (General Supply Indoctrination) and Block IIA (Bench Stock). Complete training during phase-in of contract and/or within 30 calendar days after personnel changes and provide certificates to 21 LRS Materiel Management Activity (Customer Support Liaison).

**6.2.6. Equipment Management.** Appoint primary and alternate equipment custodians at contract start and within 45 days of personnel changes and provide to 21 LRS Material Management Activity (Customer Support Liaison). Complete Block III Computer-Based Training (CBT), COMSEC, IUID, and AF/A4LE supplemental training. Accomplish semi-annual COMSEC training IAW DAFMAN 23-122, Paragraph 5.7.3.3.10.2, annual equipment inventories IAW AFI 23-101, Paragraphs 5.4.2.6.1 and 5.4.2.7- 5.4.2.7.5, and maintain 100% accountability for assets on-hand. Complete initial training during phase-in of contract and/or after personnel changes and provide certificate to 21 LRS Equipment Accountability Element. Provide all COMSEC, IUID, and AF/A4LE certificates to 21 LRS Equipment Accountability Element and maintain a copy in the equipment custodian jacket file and provide to Government for review. Upon completion of training, 21 LRS Equipment Accountability Element provides the custodians with certificates. Custodians maintain copies of their certificates in the equipment custodian jacket file. Physical review of jacket files are performed once every three years by the 21 LRS Equipment Accountability Element.

**6.2.7. Supply Point Management.** Manage supply points IAW DAFMAN 23-122, Paragraphs 5.3.7.3.1, 5.3.7.4.1, 5.3.7.5.2, 5.3.7.7, 5.3.7.8.1, 5.3.7.8.2, 5.3.7.8.2.1, 5.3.7.8.2.2 and maintain 100% accountability of assets on-hand.

**6.2.8. Customer Issue Request and Processing.** Submit issue requests to the 21 LRS Material Management Activity (Customer Support Liaison). Forms used to submit customer requests for material include: AF Form 2005; DD Form 1348-6; and AF Form 601, *Authorization Change Request*.

**6.2.9. Customer Backorder Review, Validation, and Cancellation.** Monitor status of backorder requisitions. Validate Urgency of Need (UND) A and B backorders monthly and UND C at least quarterly IAW DAFMAN 23-122, Paragraph 5.2.12.

**6.2.10. Authorizations to Receipt for Property.** Submit a letter at contract start and within 45 days of personnel changes to 21 LRS Materiel Management Activity (send to [21LRS.LGRSC@us.af.mil](mailto:21LRS.LGRSC@us.af.mil)) which identifies individuals authorized to receive classified property IAW DAFMAN 23-122, Paragraph 5.5.8.3.1.

**6.2.11. Limited Inspector Responsibilities.** Limited inspector training for supply assets is provided by 21 LRS Chief Inspector. Contractor employee supply activity inspectors shall maintain limited inspector responsibilities IAW DAFMAN 23-122, Paragraph 5.9.1.4.9.

**6.2.12. Control Materiel.** Complete annual training through Advanced Distribution Learning Service (ADLS) IAW AFI 23-101, Paragraphs 10.2, 10.2.1, and 10.2.1.7, for all DoD and AF policies to be followed in managing, issuing, receiving, storing, shipping or tracking controlled materiel.

**6.2.13. Unserviceable Traveling Wave Tube (TWT) Storage and Inventory.** The contractor shall maintain a clearly marked unserviceable storage area for TWTs that is segregated from serviceable storage (DAFMAN 23-122, Paragraph 5.3.3.4.1.8) and shall include quarterly inventories (AFI 23-101, Paragraph 5.7.6) as well as moving assets to the loading dock and storage area, upon request. A quarterly inventory of all unserviceable TWT's will be submitted using a locally developed spreadsheet. (See Appendix E, R6.1)

**6.3. LOCAL PURCHASE.** The Contractor shall obtain appropriate AF Item Manager approval for local purchase of centrally managed weapon system parts for the following Expendability, Recoverability, Reparability, Cost (ERRC) designators: (XD, XF, NF or XB).

**6.3.1. Local Purchase Support.** Procure through SBSS all parts and supplies necessary to support the mission system. Local purchase support is available under the cost reimbursable CLINs for services, and for supplies not obtainable through SBSS necessary to support the mission system. Obtain approval from 10 SWS Mission Support Officer or designated Government representative for all local purchases under the cost-reimbursable CLINs not obtainable through SBSS. The Contractor shall provide 3 quotes or sole source justification for all purchases under the cost-reimbursable CLINs exceeding \$5,000 to the Contracting Officer for approval.

**6.4. DEFENSE LOGISTICS AGENCY DISPOSITION SERVICES (DLADS).** The Contractor shall turn in all excess property through DLADS.

**6.5. SUPPLY ASSISTANCE.** The Contractor shall notify the 10 SWS Commander, 10 SWS Mission Support Officer, and 21 LRS Materiel Management Activity (Customer Support Liaison) of any supply and equipment support problems that cannot be resolved at the unit level within 24 hours of receipt of an unacceptable delivery on required item.

**6.6. SHELF-LIFE.** The Contractor shall establish controls for shelf-life IAW DoD 4140.27-M.

**6.6.1. Shelf-Life Monitors.** The Contractor shall appoint shelf-life monitors at contract start and within 45 days of personnel changes IAW AFI 23-101, Paragraph 5.3.3.4.2.1.3 and provide to 21 LRS Customer Support Liaison Element.

**6.7. FUELS MANAGEMENT.** The Contractor shall operate and maintain the Government Automated Fuels Service Station (AFSS). The Contractor shall perform the following functions associated with the AFSS:

**6.7.1. Documentation.** Perform and document operator's inspection and maintenance of the system IAW TO 37-1-1, Paragraphs 3.1 through 3.1.14.

**6.7.2. Fuel Testing.** Draw fuel samples as required by TO 42B-1-1, Section VI, Paragraphs 6.5, 6.6, and Table 6.1.

**6.7.3. Fuels Accounting.** Encode Vehicle Identification Link (VIL) keys using the Defense Energy Support Center (DESC) Policy, DLA Energy P-5, located on DLA's web page at <https://dla.deps.mil/dod/dla/dlaenergy/scm/SitePages/Publications.aspx>.

**6.8. ORGANIZATIONAL FUEL TANK PROGRAM.** The Contractor shall manage the Organizational Fuel Tank program as defined in AFI 23-204, Paragraphs 5 through 9, 10 and 11.3.

**6.9. CONTRACTOR-PROVIDED VEHICLES.** The Contractor shall obtain a "T-DoDAAC" through the Contracting Officer annually that allows Contractor-provided vehicles to refuel on Cavalier SFS. Reimbursement instructions are found in Section G of the contract. The Contractor may utilize the on-site maintenance facilities to work on its own vehicles on a non-interference basis.

**6.10. DISTRIBUTION.** The Contractor shall arrange for shipment of Government property through 319 LRS Cargo Movement or Government-approved cost reimbursable commercial bill of lading. The Contractor shall:

**6.10.1. Packaging.** Pack and crate Government property for shipment IAW AFI 24-602 (Volume 2), Chapter 8.

**6.10.2. Pick-up and Delivery.** Pick up and deliver Government materials from 319 LRS Cargo Movement or commercial carrier/Government terminals. The Government will not reimburse the Contractor for local travel. Local travel is defined as travel within a 100-mile radius of Cavalier SFS.

**6.10.3. Special Packaging Containers.** Maximize the use of reusable containers. The Contractor shall manage the Reusable Container Program for the installation performing duties of the Unit Container Monitor IAW AFI 24-602 (Volume 2), Chapter 10.

**6.10.4. Receiving.** Inspect and process Military Standard Requisitioning and Issue Procedures (MILSTRIP) materials received IAW AFI 24-602 (Volume 2), Chapter 3.

**6.11. GOVERNMENT VEHICLE MANAGEMENT, OPERATION AND MAINTENANCE.** The Contractor shall provide the following services:

**6.11.1. Government Vehicle Maintenance.** Maintain all Government vehicles and equipment in a safe and serviceable condition. The contractor is responsible for providing all vehicles and heavy equipment necessary in performance of contract requirements.

**6.11.2. Vehicle schedule maintenance.** Schedule and perform inspections and preventive maintenance on all Government-furnished shop equipment and machinery.

**6.11.2.1. Document warranties.** Document and submit warranty claims to equipment suppliers or manufacturers.

**6.11.3. Roadside repair.** Provide roadside repair and recovery of vehicles or equipment as needed.

**6.11.4. Vehicle modifications.** Obtain approval from 10 SWS/CC or designee prior to accomplishing any government vehicle modifications.

**6.11.5. Transient vehicle maintenance.** Provide maintenance for transient vehicles and equipment on a contingency basis giving priority according to their mission or circumstance.

**6.11.6. One-time vehicle repair.** Obtain approval from 10 SWS/CC or designee for all one-time repair requests, requests for disposition, and authorizations for minimum essential repairs to uneconomically repairable vehicles before repairing or disposing of vehicle.

**6.11.7. Vehicle documentation.** Document, file, and follow-up accident, abuse, and misuse reports and investigations for incidents involving 10 SWS Government-registered vehicles.



**6.11.8. Vehicle Control Management.** Act as Vehicle Control Management for the Government registered/owned vehicles IAW AFI 24-302, paragraphs 2.17, 2.21, 2.22, 2.23, and 2.24 along with all sub paragraphs to each primary paragraph.

**6.11.9. Fleet Management Information System (FMIS).** Update and maintain FMIS, Accountable Property System of Record (APSR), and Defense Property Accountability System (DPAS) IAW requirements identified in AFI 24-302.

**6.11.10. Data reconciliation.** Perform data reconciliation between SBSS and the FMIS.

## **SECTION 1 PARCS SERVICES REQUIREMENTS**

### **CHAPTER 7 CIVIL ENGINEER (CE)**

**7.1. GENERAL.** The Contractor shall inspect, test, operate, maintain, and repair real property (RP), real property installed equipment (RPIE), Equipment Authorization Inventory Data (EAID), appliances and fitness equipment to support the Service Area IAW manufacturer's recommendations, applicable industry codes, federal, state, and local regulations as well as requirements below. In the absence of mandatory regulations/standards, the Contractor shall conform to best-industry practices.

**7.1.1. Military Family Housing.** The Contractor shall inspect, test, operate, maintain, and repair natural gas distribution and street lights up to point of demarcation. (See Appendix F)

**7.1.2. Utilities Privatization (UP).** The Contractor shall inspect, test, operate, maintain, and repair all utilities in the Service Area up to point of demarcation. (See Appendix F)

**7.1.3. Base Civil Engineer (BCE).** The Contractor will function as the BCE for all civil engineer-related matters. The Contractor shall identify the BCE to the 10 SWS Commander and 21 CES/CENP Site Support in writing at contract start and within 30 calendar days after personnel changes. Draft and forward documents that require government BCE authority to 21 CES/CENP for signature.

**7.1.4. Maintenance (Non-Reimbursable).** The Contractor shall provide all materials, equipment, parts, labor, and associated costs for all maintenance that is foreseeable and can be forecasted to retain RP and RPIE IAW manufacturers' recommendations in support of Recurring Work Program (RWP).

**7.1.5. Repair (Reimbursable Parts and Materials).** The Contractor shall restore a failed or failing RP or RPIE so it may be used effectively for its designated purpose. It further consists of overhauling, reprocessing, or replacing equipment, or materials not included in maintenance. Restoring or replacing components damaged by fire, storm, explosions, or other disasters beyond the Contractor's control shall be subject to separate contractual action.

#### **7.1.6. RESERVED**

**7.2. ENGINEERING.** The Contractor shall:

**7.2.1. Programming, Design, and Construction of Projects.** Perform the following programming tasks:

**7.2.1.1. Identify.** Identify, plan, and program aging infrastructure and all real property maintenance, repair and minor construction.

**7.2.1.2. Implementation.** Implement a Real Property O&M project programming, design, and construction program.

**7.2.1.3. Generate and Submit.** Develop, prepare, and submit all project programming (AF Form 332/DD Form 1391) and supporting documentation for new work and aging RP/RPIE IAW Appendix E, R7.1.

**7.2.1.4. Conduct Facilities Board (FB).** Conduct FB meetings three times per year to review, approve and prioritize Sustainment, Restoration and Modernization by Contract (SRMC) projects for inclusion in the FB prior to implementation.

**7.2.1.4.1. FB Minutes.** Distribute minutes IAW Appendix E, R7.2.

**7.2.1.4.2. 5-Year Plan.** Prepare an integrated 5-Year Plan Project Prioritization list. (See Appendix E, R7.3)

**7.2.2. Architectural and Engineering (A&E) Design Services/Contracts.** Accomplish the following A&E tasks:

**7.2.2.1. Generate and Submit.** Develop, prepare, and submit all acquisition documents (statements of work, cost estimates, evaluation factors) and supporting documentation.

**7.2.2.2. Review Support.** Perform technical/engineering review of all project designs to include UP efforts. Provide a written review to appropriate agency within specified suspense date.

**7.2.2.3. A&E Support.** Provide engineering/technical support during the acquisition of A&E services.

**7.2.2.4. Other Engineering Support.** Provide other engineering support such as studies, surveys, analyses, engineering reports. (See Appendix E, R7.4)

**7.2.2.5. Facility Drawings.** Maintain facility drawings and related documents for all real property and RPIE including a master index of drawings.

**7.2.2.5.1. Maintain Drawings.** Maintain facility drawings, as-built drawings, and installation mapping utilizing Auto Computer Aided Design (AutoCAD) 2018 or newer. Cloud version is not compatible. Provide CD/DVD or PDF when requested.

**7.2.3. AutoCAD.** Prepare design packages utilizing computer aided design and drafting. Submit CADD-produced drawings in AutoCAD drawing format utilizing AutoCAD 2018 or newer. Cloud version is not compatible. Provide CD/DVD or PDF when requested.

**7.2.3.1. AutoCAD Notifications.** Notify 21 CES Site Support of updates in AutoCAD software versions to ensure read/write access compatibility for 21 CES Site Support.

**7.2.3.2. Redline Drawings.** Redline drawings within 30 calendar days of completion of work and update as-built drawings within 180 days after completion of work or by contract expiration, whichever is sooner.

**7.2.4. Comprehensive Planning.** Maintain the Installation Development Plan and Installation Layout Maps in the Comprehensive Plan. (See Appendix E, R7.5)

**7.2.5. Construction Support.** Act as Cavalier SFS POC and participate in inspections for all Facilities Restoration and Modernization (FSRM), Unspecified Minor Military Construction (UMMC) and Military Construction (MILCON) projects IAW AFI 32-1020 and AFI 32-1023. Provide coordination and technical expertise during site visits and pre-performance conferences at the direction of the CE COR. Review projects for compatibility and maintainability of facilities at Cavalier SFS.

**7.2.5.1. Project Changes.** Advise the 10 SWS Commander's Civil Engineering Government representative on project changes and secure approval status from appropriate authority.

**7.2.5.2. Design and Construction Updates.** Conduct monthly design and construction updates to include all pre-planning and follow-up activities.

**7.3. OTHER FACILITIES MANAGEMENT PROGRAMS.** The Contractor shall establish, implement, and manage the following programs within the Service Area. The Contractor shall:

**7.3.1. Real Property Management.** Submit accounting, inventory, utilization, and capitalization of all installation real property data to 21 CES Real Property Office IAW AFI 32-9005, Paragraph 2.11 and Chapters 3 and 4. Manage, oversee, and provide accountability for installation's real property using the Air Force system of record (currently Automated Civil Engineering System, transitioning to NexGenIT). Validate Real Property Inventory data is accurate, complete, up-to-date and source documentation is maintained.

**7.3.1.1 BUILDER Sustainment Management System (SMS):** Annually populate SMS assessments at a rate of 25% of real property assets listed in real property system of record.

**7.3.2. Energy Conservation Management.** Manage all living and working environments, utility distribution systems, and heating and power generation, to include all new projects. Utilize DAFI 90-1701 as guidance

**7.3.2.1. Utility Consumption Reports.** Submit Utility Consumption Reports. (See Appendix E, R7.10)

**7.3.3. Roof Management Program.** Manage a roof management program to reduce life cycle costs of roofs. Inspect each roof at contract start and annually thereafter, document findings, IAW AFI 32-1001 Chapter 16.

**7.3.4. Corrosion Control.** Implement and maintain a corrosion control program applicable to all real property and RPIE IAW UFC 3-570-06 and 3-190-06.

**7.3.5. Mission Critical Utility Restoration.** In case of mission critical utility loss, mission critical utilities must be restored within 60 minutes from start of outage, per incident.

**7.3.5.1. Scheduled and Unscheduled Mission Critical Utility Outage Report.** Verbally notify the MWOC of mission critical utility outages. Accomplish and submit outage reports. (See Appendix E, R7.9)

**7.3.6. RESERVED.**

**7.4. MECHANICAL.** The Contractor shall:

**7.4.1. Heating Ventilation Air-Conditioning (HVAC) Systems.** Operate, maintain, and repair all HVAC in the Service Area. Heat and cool mission facilities and areas to sustain mission availability requirements. Heat and cool all non-mission areas. IAW design specifications. Utilize Energy Management Control Systems (EMCS) playbook for temperature set point requirements.

**7.4.2. Industrial Control System (ICS).** Appoint in writing a primary and alternate ICS Information Assurance Management (IAM) with Information Assurance Technical (IAT) Level II or

IAM Level I certifications IAW AFGM 2017-32-01 (Note: Security+ certification satisfies either IAT Level II or IAM Level I certification) and alternate ICS IAM (no IT certification required). Maintain ICS certification and manage systems. Assess ICS threats, vulnerabilities, and risks as required.

**7.4.3. Heating Systems and Unfired Pressure Vessel (UPV) Inspection.** Inspect heating systems and UPVs IAW AFI 32-1068 and correct identified deficiencies.

**7.5. PLUMBING.** The Contractor shall:

**7.5.1. Liquid and Gas Distribution Systems Test.** Operate, maintain, repair, and test liquid, nitrogen, and gas supply distribution systems, telemetry, curb stop, storage, pumping, filters, treatment, and related installed and standby equipment not included in Utilities Privatization.

**7.5.2. Backflow.** Develop, implement, operate, maintain, test, and repair a Cross-Connection and Backflow Prevention Program IAW AFMAN 32-1067, Paragraphs 2.9, 2.10 and 4.3, prevent backflow and monitor connections.

**7.5.2.1. Cross Connections.** Map and record leaks and locations of potential cross connections.

**7.5.3. Oil-Water Separator.** Operate, maintain, repair, and dispose of oil and sludge.

**7.5.4. Sewage.** Operate, maintain, and repair sanitary sewage collection, pumping, and disposal systems. Work includes periodic removal of sanitary sewage from facilities 706 and 711).

**7.5.5. Petroleum Facilities.** Operate, maintain, repair, test, and inspect installed petroleum storage distribution, and dispensing facilities IAW Unified Facilities Criteria (UFC) 3-460-03, Chapters 3, 6, 7, 8, and 9.

**7.6. ELECTRICAL.** The Contractor shall:

**7.6.1. Power Plant (PP).** Operate, maintain, repair, inspect, test, and exercise electrical generation equipment to provide continuous regulated power to Cavalier SFS.

**7.6.1.1 Generators and Automatic Transfer Switch (ATS).** Operate, maintain, repair, inspect, test and exercise RP, RPIE and EAID generators and ATS IAW UFC 3-540-07 Appendix A Section C-3 and manufacturers recommendations.

**7.6.1.2. Depot-Level Maintenance.** Program depot-level maintenance (20,000 and 40,000 hour) of PP generators three years in advance.

**7.6.1.2.1. Calibration.** Calibrate all identified gauges and meters NLT 30 calendar days after depot-level maintenance.

**7.6.2. RPIE Generators and Equipment Authorization Inventory Data (EAID) Generators.** Operate and maintain Emergency RPIE and EAID Generators and ATS IAW ETL 13-4, Paragraph 20 and 21.

**7.6.2.1. Inspect, Test, and Exercise.** Inspect, test, and exercise emergency RPIE and EAID generators IAW ETL 13-4, Paragraphs 15 and 17.

**7.6.3. Records.** Maintain operation, maintenance, repair, inspection, and testing records IAW AFMAN 32-1062, Paragraph 1.9.4. Maintain records as part of the shop record.

**7.6.4. Inventory and Validation.** Conduct inventory, validate all generators, and submit IAW AFMAN 32-1062, Paragraph 1.9.5 and 1.9.6. (See Appendix E, R7.6)

**7.6.5. Refueling Plan.** Develop and coordinate generator refueling plan IAW AFMAN 32-1062, Paragraph 1.9.8. Review plan annually.

**7.6.6. High Voltage and Frequency.** Operate, maintain, and repair within the Service Area. Maintain voltage within 4160 VAC  $\pm 2\%$  and maintain frequency at 60-hertz  $\pm 1/2$  hertz.

**7.6.7. Grounding Systems.** Inspect, test, maintain, and repair electrical system grounds and lightning protection systems IAW National Fire Protection Association (NFPA 780) and AFMAN 32-1065, except Attachment 5. The Contractor shall ensure personnel performing inspection, testing, maintenance, and repair are certified in AMMO 47, AMMO 48, or Defense Ammunition Center (DAC) course number 4E-F38/645-F22 (DL) "Lightning Protection for Air Force Facilities" every three years, plus or minus one month.

**7.6.8. Solid-State Uninterruptible Power Supply (SSUPS).** Perform user-level SSUPS maintenance and repair and identify all other maintenance and repair needed to 21 CES Site Support.

**7.6.9. Street Lights.** Operate, maintain and repair applicable street lights powered from within buildings in service area as identified in the electrical service map. (See Appendix F)

**7.7. WORK CONTROL.** The Contractor shall:

**7.7.1. Work Requirements.** Manage, control, plan, schedule, program, estimate cost, and track all work.

**7.7.2. Service Call.** Provide 24/7 Service Call Help Desk to receive emergency and routine work requests. Complete work priorities IAW AFI 32-1001, Table 1.

**7.7.2.1. Emergency Work.** Respond to and mitigate emergency work immediately.

**7.7.2.2. Routine Work.** Repair routine work within 30 calendar days. If parts are ordered, the clock will stop and will re-start when parts are received.

**7.7.3. RESERVED.**

**7.7.4. Access into Work and Living Areas.** Coordinate between the building occupants and civil engineering personnel for access into work and living areas with a minimum of disruption.

**7.7.5. Computer-Generated Information.** Provide work progress review, facility information, and work approval authorization/priority changes to the Government upon request.

**7.7.6. Facility Work.** Provide the status of facility work upon request.

**7.7.7. Work Request Review Board (WRRB).** Conduct semi-annual WRRBs starting within six months of the start of the contract.

**7.7.8. Facility Maintenance and Repair History.** Maintain a facility maintenance history for each facility.

**7.7.9. Work Clearance Coordination Requirements.** Coordinate construction activities and requirements for other contracts (including environmental) impacting the Installation. Facilitate work requests and coordinate work impacts and scheduling with outside contractors. De-conflict activities that could negatively impact site operations or maintenance activities. Identify and resolve issues to include contractor access and space requirements. Coordinate, process and support project and/or contractor related site visit requests, pre-performance conferences and provide technical expertise.

**7.7.9.1. Conduct Dig Permit Survey.** Conduct natural gas dig permit survey requests.

**7.8. PLANNING.** The Contractor shall:

**7.8.1. Pricing and Administration.** Use the Robert Snow (RS) Means and co-efficient method for estimating work orders.

**7.8.2. In-house Work.** Estimate and modify labor hours and materials needed for approved work orders.

**7.9. CHANGE/CANCELLATION OF WORK ORDERS.** The Contractor shall forward canceled or changed minor construction work orders through 319 CES for adjustment to the construction-in-progress account and notify requestor of change or cancellation of work orders. Note: Work orders can only be canceled or changed by the same level of authority, or higher, that approved the original document.

**7.10. WARRANTY PROGRAM.** The Contractor shall implement and maintain warranty program for all RP, RPIE, and GFP within the Service Area.

**7.11. RECURRING WORK PROGRAM (RWP).** The Contractor shall implement and maintain a RWP to provide for the completion of preventive maintenance of all real property, RPIE, EAID and GFP within the Service Area.

**7.12. SIGNAGE.** The Contractor shall maintain all signs IAW the Facilities Excellence Plan, UFC 3-120-01, and UFGS 10 14 00.20.

**7.13. ROADS AND GROUNDS.** The Contractor shall maintain and repair roads and pavements, and stabilize areas for access and passage. The Contractor shall:

**7.13.1. Drainage Systems and Culverts.** Inspect and maintain drainage systems and culverts to ensure continuous free flow of water runoff.

**7.13.2. Fencing and Gates.** Maintain and repair fencing and gates to include dumpster enclosures, to ensure proper security, function, and grounding.

**7.13.3. Roads.** Maintain and repair roads and parking areas to include, crack sealing, pothole repair, curbing, gutters, traffic, and pavement markings and paint striping.

**7.13.4. Snow and Ice Control Program.** Draft and implement snow removal and ice control program IAW AFI 32-1001, Chapter 13 and 10 SWS snow and ice control plan to ensure mission capability and prevent the potential for hazardous snow or ice accumulation. Keep roads in a passable condition in all weather conditions and keep fire hydrants accessible. Provide plan to 10 SWS/CC for review NLT 1 September each year.

**7.13.5. Grounds.** Maintain the integrity of the ground surface, to include aesthetics and prevention of soil erosion.

**7.13.6. Sidewalks.** Maintain and repair sidewalks and steps to ensure safe access and passage. Sidewalks and steps will be free of snow, drifts, piles, and ice.

**7.13.7. Grounds Maintenance Program.** Maintain grounds within Service Area to ensure all areas produce healthy, pest free grass, trees, shrubs and plants. Perform mowing, weed control, watering, fertilization, edging, and sprinkler maintenance and repair IAW the Natural Resources Plan and Integrated Pest Management Plan.

**7.13.7.1. Landscaping.** Perform minor landscaping (maintenance of trees, shrubs, lawns, plants, flower beds, and rock beds) and Service Area cleanup.

**7.13.8. Pest Control.** Keep facilities within the Service Area free of pests.

**7.14. LOCKSMITH/SECURITY CONTAINER SERVICES AND KEY CONTROL.** The Contractor shall change classified container and vault combinations, open and repair locked doors, make keys, and maintain the Contractor-developed key control system IAW DoD 5200.01-M, Volume 3, Enclosure 3, Paragraphs 6(e) and 11. The Contractor shall report in writing to the 10 SWS Commander any malfunctions or indications of impending failure, as well as any signs of forced or surreptitious entry, lock manipulation or other signs of abuse. Provide 24-hour emergency ingress service for all lock systems and vaults.

**7.15. Protective Coating and Paint.** The Contractor shall maintain and implement a program to ensure the integrity of all RP/RPIE IAW UFC 3-190-06.

**7.16. FIRE PREVENTION PROGRAM.** The Contractor shall:

**7.16.1. Installation Hand-Held Fire Extinguishers.** Inspect all installation hand-held fire extinguishers monthly. Contractor shall maintain records IAW Inspection Record Keeping, NFPA 10 Chapters 4, 5, 6, 7 (not to include 7.2), and 8, and make these records available to the Government for review upon request.

**7.16.2. Fire Prevention and Protection Program.** Implement and publish fire prevention and protection program procedures. The Contractor shall also ensure procedures are applicable to specific work sections IAW 10 SWS OI A-007, Paragraphs 1.3, 1.5, 1.6, 2, and 5.

**7.16.3. Downtime.** Coordinate all fire protection system downtime with the Cavalier SFS Fire Department and Emergency Services.

**7.16.4. Fire Protection.** Operate, maintain, inspect, test, and repair fire protection systems IAW UFC 3-601-02.

**7.17. UNACCOMPANIED HOUSING (UH) MAINTENANCE.** The Contractor shall maintain unaccompanied housing IAW AFI 32-6001, Paragraphs 1.7 (except Paragraphs 1.7.1 and 1.7.2.) and Chapter 8. Contractor support is limited to preventive maintenance actions and emergency work orders within the Service Area.

**7.18. EMERGENCY MANAGEMENT (EM).** The Contractor shall manage the EM Program IAW the specific references from DAFI 10-2501 identified in the following subparagraphs. The Contractor shall also maintain Cavalier SFS Installation Emergency Management Plan 10-2



(IEMP 10-2) (FOUO). The Contractor shall:

**7.18.1. EM Representatives.** Appoint a primary and alternate EM representative to manage and coordinate requirements of the Cavalier SFS EM program. The Contractor will appoint EM primary and alternate representatives in writing to the 10 SWS Commander at contract start and the Contractor shall submit any changes to the 10 SWS Commander and 21 CES Readiness Flight IAW AFI 10-2501, para 3.11.1.1 through 3.11.1.2.3. The Contractor's primary and alternate EM representatives shall take part in all commander-directed exercises during normal duty hours, at least once per quarter. The primary and alternate EM representatives shall complete EM representative training in myLearning and document exercise participation as recurring training as well as participate in training provided by 319 CES Readiness & Emergency Management (R&EM) Flight and support real world crisis.

**7.18.2. RESERVED.**

**7.18.3. Cavalier SFS IEMP 10-2 (FOUO).** **Cavalier SFS IEMP 10-2 (FOUO).** Maintain and update Cavalier SFS IEMP 10-2 (FOUO) to capture site-specific Air Force operating procedures and gain approval from the 10 SWS Commander and 21 CES Emergency Management Flight. This plan requires annual review and coordination to address all hazards that could affect Cavalier SFS. (See Appendix E, R7.7)

**7.18.3.1. Unit Control Center (UCC).** Ensure the UCC is equipped with current base maps, the Cavalier SFS IEMP 10-2 (FOUO), and Government-furnished communications equipment compatible with interoperable equipment for on-site and off-site agencies.

**7.18.4. Shelters.** Stock shelters with Government-provided shelter-in-place kits in preparation for real world emergencies IAW DAFI 10-2501, Paragraph 3.10.13. The Contractor shall manage the shelters, providing 24-hour operations IAW the Cavalier SFS IEMP 10-2 (FOUO) during real world emergencies.

**7.18.5. Coordination.** Coordinate, with UCC Director's approval, reciprocal assistance with local, civil, federal, and other medical and health agencies during disaster situations.

**7.18.6. EM Exercises.** Participate in commander-directed exercises, at least once per quarter, during normal duty hours IAW AFI 10-2501, Paragraph 2.5.6.3.

**SECTION 1  
PARCS SERVICES REQUIREMENTS**

**CHAPTER 8  
INDUSTRIAL, PHYSICAL, AND OPERATIONAL SECURITY**

**8.1. GENERAL.** The Contractor shall safeguard assets and information as specified below.

**8.2. INDUSTRIAL/INFORMATION SECURITY.** The Contractor shall implement and perform all required industrial/information security functions and actions IAW the certified DD Form 254 and DoD 5220.22-M, to minimize infractions and to ensure zero security incidents resulting in violations at Cavalier SFS.

**8.2.1. Visitor Group Security Agreement (VGSA).** The Contractor shall enter into a VGSA with the 10 SWS Commander where work is performed under the signed DD Form 254.

**8.3. PHYSICAL SECURITY.** The Contractor shall comply with AFI 31-101 (CUI), Paragraphs 1.5, 7.7.5 through 7.7.8, 7.10, 7.11 through 7.11.3.2 and all controlled area entry, internal controls, other physical security requirements, applicable security, law enforcement procedures, and plans established at Cavalier SFS. The Contractor shall:

**8.3.1. Electronic Security System (ESS).** Provide 24/7 certified technical coverage and physically respond within one hour for areas containing Priority Level (PL) 1 resources. Maintain and repair the Honeywell Vindicator V5 Intrusion Detection System (IDS) and all associated equipment not covered under warranty IAW applicable TOs and commercial manuals. Repair catastrophic failures and major malfunctions to at least a partial failure within 24 hours. Respond no later than 24 hours for malfunctions classified as partial failures. Support systems tests during installations and upgrades. Comply with all requirements IAW AFI 31-101, paragraphs 9.17.3 through 9.17.3.6.

**8.3.1.1. Security Maintenance.** Maintain and repair automated gate, cypher locks, lighting, entry control points, video surveillance system, proximity locks, intrusion detection system, and all locks. The Contractor shall provide all parts, equipment, material, and labor.

**8.3.1.2. Security Forces Training.** Upon the request of the Government, the contractor will provide familiarization training to newly assigned Security Forces members on Honeywell Vindicator V5 Intrusion Detection System and Access Control System. This training will minimally consist of a physical walk-through of the security system to demonstrate specific locations of equipment as well as explaining simple concept of operations of the ESS to include, but not limited to, Vindicator sub-systems, Video Image Control and Display System (VICADS), sensor and camera locations, Access Control Systems, and communication paths.

**8.3.1.3. Quarterly Inspections.** Contractor conducts quarterly walk-through inspections with the Government to check PL-1 – PL-3 IDS of the areas mentioned below. IDS maintenance contractor will periodically accompany SF personnel during inspections and take actions to address root causes.

**8.3.2. Security Representative.** Appoint in writing and provide to the 10 SWS Commander at contract phase-in and within 10 calendar days after changes, an individual as the Contractor's on-site security representative for implementing security programs and procedures.

**8.3.2.1. Adverse Information Report.** Immediately notify the 10 SWS Commander of any adverse information report required by DoD 5220.22-M, Section 3, Paragraph 1-302a, and arrests of employees in connection with felony convictions.

**8.3.2.2. Security Incident Reporting.** Report to the 10 SWS Commander any security incident of a failure to protect Government information, property, equipment, and resources.

**8.3.2.3. Security Meetings.** Attend meetings as listed in 10 SWS Integrated Defense Plan (IDP) 31-1 (CUI), Annex V, Paragraph 1.2.11 Integrated Defense Council (IDC), 1.2.12.1 Integrated Defense Working Group (IDWG), 1.2.13.1 Alarm Working Group (AWG). The 10 SWS Anti-Terrorism Plan lists the individual taskings for the Threat Working Group (TWG) (Appendix 1 to Annex J), the Anti-Terrorism Working Group (ATWG) (Appendix 2 to Annex J) and the Anti-Terrorism Executive Committee (ATEC) (Appendix 3 to Annex J).

**8.3.2.3.1. Integrated Defense Risk Management Process (IDRMP).** Assist in the IDRMP to develop the installation Integrated Defense Plan.

**8.3.3. Unescorted Entry.** Unescorted entry into restricted areas containing PL 1 resources will not be granted to persons for the sole purpose of avoiding the inconvenience of escorted entry IAW 10 SWS IDP 31-1 (CUI), Paragraph 1.3.1, Annex C, Appendix 4, Tab F. The AF Form 2586 is utilized to document, coordinate, and approve unescorted entry authority. Refer to 10 SWS IDP 31-1 (CUI), Annex C, Appendix 11 for Air Force Entry Control Card (AFECC) issuance procedures. A National Crime Information Center check for any type of badge is required.

**8.3.4. Display of Restricted Area Badges.** Display restricted area badges IAW 10 SWS IDP 31-1 (CUI), Annex C, Appendix 4, Tab F, Paragraph 1.3.4, General Installation Entry.

**8.3.4.1. Badge Turn-in.** Retrieve and turn in badges to issuing authority for all employees who are no longer authorized unescorted entry IAW 10 SWS IDP 31-1 (CUI), Annex C, Appendix 11, Paragraphs 5 through 5.4, and upon termination or expiration of the contract.

**8.4. OPERATIONS SECURITY (OPSEC).** The Contractor shall appoint in writing an OPSEC POC to track and report Contractor completion of OPSEC training. Provide copy of the OPSEC POC appointment letter at contract start and within 30 calendar days of personnel changes to the contracting officer representative. Contractors with OPSEC requirements within a contract must ensure employees receive OPSEC training as specified in the contract no later than 90 days from initial assignment to a contract. Access to mission critical information will not be allowed until OPSEC education has been completed and documented. The Contractor shall have knowledge of the 10 SWS critical information list (CIL) and ensure critical/sensitive information is protected from disclosure IAW AFI 10-701, Paragraphs 2.25.1 through 2.25.4 and 8.3.1 through 8.3.5.

## **SECTION 1 PARCS SERVICES REQUIREMENTS**

### **CHAPTER 9 OCCUPATIONAL AND BIOENVIRONMENTAL HEALTH**

**9.1. GENERAL.** The Contractor shall comply with federal, state, and local Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) regulations/standards. In the absence of mandatory regulations/standards, the Contractor shall conform to best-industry practices. In the event the contract requirements of this section conflict or hinder compliance with independent state or federal law and regulation, the Contractor shall promptly identify such problems with supporting facts to the contracting officer for resolution. The Contractor shall:

**9.1.1. Occupational and Environmental Health (OEH) Coordinator.** Appoint in writing a central point of contact for OEH issues at contract start and within five calendar days of any changes, to 460 Operational Medical Readiness Squadron (OMRS)/SGXB.

**9.1.2. Government-Provided Resources.** Identify any Government-provided resources that do not meet occupational or environmental health standards, and, in writing, notify the Contracting Officer and 460 OMRS/SGXB.

#### **9.2. RADIATION SAFETY.**

**9.2.1. Electromagnetic Field Radiation (EMFR).** The Contractor shall protect all personnel IAW AFI 48-109, Paragraphs 2.13.4, 2.13.5, 2.13.6 (except 2.13.6.1), 2.13.7, 3.1 (except 3.1.4), and 4.3. The Contractor shall refer to the Acronyms and Terms in AFI 48-109, Attachment 1, as applicable. Note: AFI 48-109 references to Bioenvironmental Engineering (BE) shall mean 319 OMRS/SGXB. AFI 48-109 requiring contacting the US Air Force School of Aerospace Medicine (USAFSAM) shall mean to actually contact 319 OMRS/SGXB.

**9.2.1.1. EMFR Over-Exposure.** For a suspected Lower Tier EMFR over-exposure of any personnel, including visitors, notify in writing the 319 OMRS/SGXB within 24 hours of the incident.

**9.2.1.2. EMFR Training.** Provide initial and annual refresher EMFR safety awareness training to assigned U.S. Government personnel with the potential to exceed the Lower Tier MPEs, IAW AFI 48-109, para 4.4.1. Initial awareness training shall be accomplished within 24 hours of completing in-processing on station. Training will be commensurate with the potential for exposure as well as the level of responsibility within the workplace. The Contractor is responsible for providing EMFR safety awareness training to its own personnel. Visitors, including subcontractors, with the potential to exceed the Lower Tier MPEs, however, shall be provided awareness training prior to, or upon their arrival on site. Training for visitors and subcontractors shall also be commensurate with their potential for exposure. Document all training provided for U.S. Government assigned personnel; dates of training and information covered is sufficient. The Contractor and subcontractors are responsible for maintaining training records of their own personnel; proof of implementation of awareness training for visitors and subcontractors is acceptable.

**9.2.1.3 IONIZING RADIATION PROGRAM.** Applicable to base operations contractor and subcontractor controlled equipment and usage.

**9.2.1.4 UNIT RADIATION SAFETY OFFICER (URSO) QUALIFICATIONS AND DUTIES.** The Contractor shall provide a primary and alternate URSO who is properly trained and qualified to carry out duties IAW AFMAN 48-148 paras 2.11.10 (except 2.11.10.3, 2.11.10.4, and 2.11.10.7), and 3.3.1.

**9.2.1.5 WORKPLACE SUPERVISOR DUTIES.** Conduct supervisor duties IAW AFMAN 48-148 para 2.18 (except 2.18.1, 2.18.5 and 2.18.8). Notify 319 OMRS/SGXB Installation Radiation Safety Officer (IRSO) in writing of unsafe conditions as described in para 2.18.6 within 24 hours of change/violation occurrence.

**9.2.1.6 WORKPLACE WORKER DUTIES.** Immediately notify workplace supervisors of unsafe conditions as described in para 2.19.5.

**9.2.1.7 CLASSIFICATION OF AREAS.** The Contractor shall classify areas which may generate ionizing radiation IAW AFMAN 48-148 para 4.2.2.

**9.2.1.8 OCCUPATIONAL RADIATION HAZARD TRAINING.** The Contractor shall provide training for all personnel occupationally exposed to ionizing radiation IAW AFMAN 48-148, para 4.3.1. Note: The last sentence of para 4.3.1 and para 4.3.1.3, and the Job Safety Training Outline in para 4.3.1.2 may be disregarded.

**9.2.1.9 MAINTAIN IONIZING RADIATION EXPOSURE CONTROL AND DOSE LIMITS.** The Contractor shall ensure all U.S. Government personnel are properly protected from ionizing radiation IAW AFMAN 48-148, paras 4.4.1 (only 10 CFR Part 20.1201, except para (e)). Compliance with Occupational dose limits for adults shall be demonstrated IAW 10 CFR Part 20.1501, General, except para (b). Measurement exposure data shall be provided to the government upon request. (See Appendix E, R9.2)

**9.2.1.10 RADIATION PROTECTION OF THE PUBLIC.** The Contractor shall ensure the public is properly protected from ionizing radiation IAW AFMAN 48-148 paras 5.1, 5.2, 5.2.1, 5.2.2, first sentence of para 5.2.3, first sentence para 5.2.4 (contractor rather than AF controlled), 5.2.5.1, 5.2.5.2, 5.2.5.3, and 5.2.6 (provide dose and practice information to the IRSO).

**9.2.1.11 RADON.** AFMAN 48-148 para 7.1, 7.3.1, 7.3.2, 7.3.3 and 7.3.4 (replace IRSO with Contractor URSO). Provide analytical results to the IRSO upon request within 5 business days. Para 7.4.1 (replace IRSO with Contractor URSO), 7.4.2, 7.4.3 (in writing by email within 5 business days), 7.4.4, 7.4.5 (Contractor Civil Engineering), 7.4.7 (other facilities as applicable).

**9.2.1.12 RADIOACTIVE MATERIAL (RAM).** Notify 319 OMRS/SGXB by email within 1 business day upon receiving notification, or otherwise determining, RAM containing equipment will be brought onto the installation. Note: AFMAN 40-201 para 1.2.2.2 applies and RAM is not allowed on the installation until approval has been provided by the 319 OMRS/SGXB IRSO. Refer to AFMAN 40-201 para 1.3 for guidance on applicable license and permit requirements.

**9.3. OUTSIDE AGENCY INSPECTIONS/VISITS.** The Contractor shall notify the 460 OMRS/SGXB within one business day of being notified of any federal, state, or local agency inspections or visits related to Occupational and/or Environmental Health matters. Provide any documentation related to these visits to the 460 OMRS/SGXB within three business days after receipt.

**9.4. POTABLE WATER PROGRAM.** The contractor shall conduct non-routine water sampling on a contingency basis for all potable water (excluding privatized managed utilities when directed by

the Government. Contingency sampling will primarily be based on suspected terrorist actions or natural causes. Water samples shall be sent to a lab certified by the state for compliance with the Safe Drinking Water Act. The Contractor shall provide all sample analysis results to 319 OMRS/SGXB, 460 OMRS/SGXB and the on-site COR (see Appendix E, R9.1) within 24 hours of receipt. Maintain evidence of the laboratory's current qualifications.

**9.4.1 Backflow Prevention Program.** Provide an inventory of all respective backflow prevention devices for each identified cross connection as part of the 5-year cross connection survey. Inventories shall be documented IAW chapter 7, para 7.5.2 of this PWS and provided within 10 business days upon completion of each partial survey (20% per year) or one full survey (100%).

**9.5. Assessments and Surveys.** Review Water Vulnerability Assessments (WVAs), Occupational and Environmental Health Site Assessments (OEHSAs), Toxic Industrial Chemical/Toxic Industrial Material (TIC/TIM) Assessments and Drinking Water Surveys. Provide written feedback by email to the Government upon request within 10 business days.

## **SECTION 1 PARCS SERVICES REQUIREMENTS**

### **CHAPTER 10 ENVIRONMENTAL MANAGEMENT**

**10.1. GENERAL ENVIRONMENTAL SERVICES.** The Contractor shall comply with all federal, state, local, and specified AF Environmental Compliance, Pollution Prevention, and Conservation program requirements to ensure zero deficiencies at Cavalier SFS.

**10.1.1. ENVIRONMENTAL MANAGEMENT PLANS.** Complete and manage standardized environmental management plans in the Air Force-approved tool, Tool for Environmental Management Plans (T-EMP). Plans to be managed through T-EMP are Hazardous Waste (HWMP), Solid Waste (ISWMP), Recycling (QRP), Cultural Resources (ICRMP), Natural Resources (INRMP), and Storm Water (SWPPP & SWMP), as applicable. (See Appendix E, R10.5)

**10.2. ENVIRONMENT, SAFETY, OCCUPATIONAL HEALTH COUNCIL (ESOHC).** The Contractor shall conduct semi-annual ESOHC meetings. The Contractor shall prepare agendas and briefing materials and shall record and distribute minutes. (See Appendix E, R10.1)

**10.3. DESIGN AND CONSTRUCTION REVIEWS.** The Contractor shall review all work orders and engineering projects and provide feedback to project proponent to ensure incorporation of all applicable environmental requirements.

**10.4. ENVIRONMENTAL INSPECTION PROCESS (EIP).** Implement the EIP to identify deficiencies, recommended improvement areas and strengths to federal, state, local regulations and DoD and AF Directives. The EIP shall include Shop-Level Inspections and Program-Level Internal Compliance Self-Inspections (ICSI) IAW AFI 32-7001, Paragraph 8.2.

**10.4.1. Shop-Level Inspections.** Implement Shop-Level inspections throughout the installation. For Government applicable shops, the Contractor must utilize "Stage 1-All Shops" Self-Assessment Communicator and document inspections in Management Internal Control Toolset (MICT). The Contractor shops document inspection utilizing the "Stage 1-All Shops" checklist provided by 21 CES/CEIE upon request or as Stage 1-All Shops checklist changes. Shop-Level Inspections shall be performed on frequency of the 21 SW Commander's Inspection Program Business Rule (currently semi-annually).

**10.4.2. Program-Level Compliance Assessment.** Conduct Program-Level Compliance assessments and shop inspections and document findings in Air Force-approved tool. Provide updates for all areas assessed, deficiencies, recommended improvement areas, and strengths, along with closure actions in AF-approved tool. (See Appendix E, R10.2) Every third year, 21 CES/CEIE will perform the Program-Level Compliance assessment. Complete pre-visit EIP Questionnaire when requested. (See Appendix E, R10.3)

**10.4.3. Compliance Action Plans.** Resolve Compliance Inspection environmental deficiencies by identifying specific Contractor actions and coordinating Government actions IAW AFI 32-7001, Paragraph 8.4. (See Appendix E, R10.4)

**10.5. AIR QUALITY.** The Contractor shall implement and manage the Air Quality Program Title V permit requirements and AFMAN 32-7002, Paragraphs 1.1, 1.2 through 1.2.2, 2.16 through 2.16.17, 4.2.1, 4.4.2 through 4.4.4.3, 4.4.4.3.2 through 4.4.4.6, 4.4.5 through 4.5.1.3, 4.5.2

through 4.6.4, 4.6.6 through 4.8.2 and maintain/update the Air Quality Plan. (See Appendix E, R10.5)

**10.6. WASTEWATER MANAGEMENT.** The Contractor shall implement the base Wastewater Management Program IAW all North Dakota Pollutant Discharge Elimination System (NDPDES) permits and AFMAN 32-1067, Paragraphs 5.3, 5.3.1, 5.3.4, 5.3.5, 5.3.7.2, 5.3.8, and 5.4 (excluding 5.4.1.1 - 5.4.1.3, 5.4.5 and 5.4.6).

**10.7. STORM WATER MANAGEMENT.** The Contractor shall maintain and implement the installation Storm Water Pollution Prevention Management Plan IAW NDPDES permits. (See Appendix E, R10.5)

**10.8. HAZARDOUS WASTE PROGRAM.** The Contractor shall maintain and implement a Hazardous Waste Management Plan (HWMP) IAW AFMAN 32-7002, Paragraphs 1.3.6, 1.3.6.3 and Chapter 5 (except 5.3.7, 5.3.8, 5.4.1.2, 5.4.1.4.2, 5.4.1.5, 5.5, 5.6.1.5, 5.6.2.5). (See Appendix E, R10.5) The Contractor shall:

**10.8.1. Hazardous Waste Stream Inventory.** Submit Hazardous Waste Stream Inventory report. (See Appendix E, R10.6)

**10.8.2. Hazardous Waste Generators.** Ensure that installation hazardous waste generators comply with the Hazardous Waste Program.

**10.8.3. Hazardous Waste Disposal.** Prepare and submit Hazardous Waste Disposal Report Expenditures. (See Appendix E, R10.7) Hazardous Waste Disposal is centrally funded.

**10.9. STORAGE TANKS.** The Contractor shall manage all underground storage tanks (USTs) and above ground storage tanks (ASTs). Specifically, ensure applicable registration, permits, inspections, and notifications are completed for all storage tanks IAW applicable federal, state, and local regulations, including AFMAN 32-1067, chapter 9 (except 9.5.1.3, 9.8.4.1, and 9.10.2.3).

**10.9.1. Storage Tank Inventory.** The Contractor shall maintain a storage tank inventory per AFMAN 32-1067 Attachment 4. Update and maintain the storage tank inventory in the AF network approved Storage Tank Accounting and Reporting (STAR) system per AFMAN 32-1067, chapter 9.6.3.1 and 9.9.1.

**10.10. ASBESTOS.** The Contractor shall implement and maintain an Asbestos Management Plan and Asbestos Operations Plan for the Service Area. (See Appendix E, R10.5)

**10.11. LEAD-BASED PAINT (LBP).** The Contractor shall implement and maintain an LBP Management Plan that will identify and manage LBP to include an installation inventory of LBP locations and conditions for the Service Area. (See Appendix E, R10.5)

**10.12. POLYCHLORINATED BIPHENYL (PCB).** The Contractor shall identify all PCB items. The Contractor shall:

**10.12.1. PCB Records.** Maintain inspection records, disposal manifests, and certificates of destruction of PCB items.

**10.12.2. PCB Replacement Plan.** Maintain and implement a plan to identify and replace all PCB contaminated items. (See Appendix E, R10.8)



**10.13. CONSERVATION.** The Contractor shall preserve and protect natural and cultural resources.

**10.14. NATURAL RESOURCES (NR).** The Contractor shall implement and manage the Natural Resource Plan. (See Appendix E, R10.9) Cavalier SFS currently has a waiver from requiring an Integrated Natural Resource Management Plan (INRMP).

**10.15. CULTURAL RESOURCES (CR).** The Contractor shall implement, execute, and maintain the Integrated Cultural Resource Management Plan in the DAF approved tool, currently Tool for Environmental Management Plans (T-EMP), and fulfill appropriate Cultural Resource Manager responsibilities. Prepare, coordinate, and draft documents for 21 CES/CEIE review and Government Representative and/or Installation Commander's signature. Assist the Installation Tribal Liaison Officer (ITLO) in preparation and coordination of required communications and meetings. Maintain records of communications, meeting minutes, and tribal contacts. If Cavalier SFS Historic Status Codes change, the Contractor shall notify in writing 21 CES Environmental Management of the changes so that Real Property historic codes can be changed per AFMAN 32-7003, Paragraph 1.15.8. The Contractor shall conduct public awareness and education programs and incorporate basic information on cultural resources into installation newcomer orientation briefings. (See Appendix E, R10.5)

IAW AFMAN 32-7003 Paragraphs 1.15 (except 1.15.7, 1.15.8, 1.15.12, and 1.15.15), 2A, 2.4.4.1, 2.4.5, 2.4.5.1, 2.4.5.3, 2.5.3.1, 2.6.1, 2.6.1.4, 2.7.3-2.8.3, 2.10.2, 2.10.3.2.3-4, 2.10.3.3.2, 2.10.4.2, 2.11.5-2.11.5.3, 2.13.1, 2.13.4.4, 2.13.4.6.1, 2.15.3.1, 2.15.4, and 2.17-2.17.6.

In the event any items are identified as Cultural Resources requirements IAW AFMAN 32-7003 Paragraphs 2B-2G and not covered in this PWS, notify, coordinate, and provide available information to 21 CES/CEIE and ITLO for response, project coordination, and assistance in third party contract actions.

**10.15.1. NHPA Section 106 and 110 Process.** The Contractor shall perform NHPA Section 106 and 110 Process responsibilities including initiating the process, assessing effects, drafting all correspondence, submittals, and analysis to Tribes, SHPO, and interested parties. Government official will review and sign documents, but coordination and packages will be completed by contractor. IAW AFMAN 32-7003 Paragraphs 2.7.3-2.7.3.2 and 2.9-2.9.6.2.

**10.16. HAZARDOUS MATERIAL (HAZMAT) PROGRAM.** The Contractor shall manage the Installation Hazardous Material Management Process (HMMP) and form a HMMP Team IAW AFMAN 32-7002, Chapter 3 (except paragraphs 3.1.4, 3.3.5.1.1.4, 3.3.5.1.4, 3.3.5.2, 3.3.5.4.5).

**10.16.1. Green Procurement Plan (GPP).** Develop and implement a Green Procurement Plan (GPP) to promote the purchase of recycled-content products. (See Appendix E, R10.5) Establish and maintain a cross-functional Green Procurement Program (GPP) Team under the installations ESOHC to promote and implement green procurement initiatives.

**10.16.2. Emergency Planning and Community.** Maintain inventory records of all chemicals required and submit reports IAW Emergency Planning and Community Right-to-Know Act (EPCRA). (See Appendix E, R10.10)

**10.16.3. Recycling Plan.** Maintain and implement a Recycling Plan. (See Appendix E, R10.5)

**10.17. INTEGRATED SOLID WASTE MANAGEMENT (ISWM).** The Contractor shall implement and maintain an ISWM Plan. (See Appendix E, R10.5) If the contractor intends to sell recyclable materials directly, it must operate a Qualified Recycling Program (QRP).

**10.18. INSTALLATION RESTORATION PROGRAM (IRP).** The administrative records and documents shall be maintained and provided to the contractor by the AFCEC/CZ division as required by AFI 32-7020, paragraph 12.3.1. The Contractor shall provide a copy of the documents included in the administrative record to the local library for public availability IAW AFI 32-7020, paragraph 12.3.2.

**10.19. ENVIRONMENTAL IMPACT ANALYSIS PROCESS (EIAP).** The Contractor shall implement and maintain an EIAP program IAW 32 CFR 989. The Contractor shall:

**10.19.1. EIAP Documentation.** Provide EIAP analysis and documentation for support of each engineering work order, project and real property action and in-house work plans. Submit all EIAP documents, i.e., Environmental Impact Statements, Environmental Assessments and Categorical Exclusions to the ESOHC for approval.

**10.19.2. EIAP Coordination.** Obtain 21 CES Environmental Management coordination on the process for submitting the AF Form 813. The Contractor shall ensure all EIAP documents are provided to the Government for the Civil Engineering Project folders. (See Appendix E, R10.11)

**10.20. SPILL PREVENTION CONTROL AND COUNTERMEASURES (SPCC) PROGRAM.** The Contractor shall maintain and implement a SPCC Plan IAW 40 CFR 112. (See Appendix E, R10.5) Respond to all spills of POL and *hazardous substances* and perform containment, recovery, disposal, and restoration activities through in-house organic capability. If spills are beyond in-house organic capability, activate support agreements or contracts IAW Cavalier SFS Installation Emergency Management Plan. Provide and document training for all oil-handlers IAW AFMAN 32-1067, chapter 9.7

**10.21. ENVIRONMENTAL CORRESPONDENCE.** The Contractor shall provide copies of all federal, state, and local environmental correspondence to 21 CES Environmental Management within four (4) business days of receipt.

**10.21.1. Environmental Correspondence Coordination.** The Contractor shall coordinate all correspondence to federal, state, and local officials with the 10 SWS Commander and 21 CES Environmental Management prior to sending such correspondence. (See Appendix E, R10.12)

**10.22. PEST MANAGEMENT PLAN.** The Contractor shall maintain and implement a Pest Management Plan. (See Appendix E, R10.16)

**10.22.1. Pest Control Report.** The Contractor shall submit a pest control summary report IAW AFMAN 32-1053, Paragraph 3.12.5. (See Appendix E, R10.13)

**10.23. ENVIRONMENTAL PLANNING, PROGRAMMING AND BUDGETING.** The Contractor shall prepare and submit a six-year Environmental Program Budget Request IAW the EQ Programming Matrix; EQ Standard Titles, Caps and Scores; and Scoring Model. Environmental Quality Programming Guide located on eDASH EQ PPBE Home Page. The Contractor shall:

**10.23.1. Environmental Budget.** Budget for all installation environmental quality requirements, including compliance, conservation, and pollution prevention.

**10.23.2. Environmental 6-Year Budget.** Submit a 6-year Environmental Program Budget Request with justification for any changes in historic funding levels or new line items to support changes in requirements. (See Appendix E, R10.14)

**10.23.2.1. Environmental Compliance and Pollution Prevention Funds Tracking.** Track the execution of environmental compliance and pollution prevention funds and submit an Environmental Execution Report showing the funds committed and obligated by CLIN X007 and CLIN X009 of each year and further broken down by project line item and request/receive approval prior to the movement of funds from one project line item to another. (See Appendix E, R10.15).

**10.24. ENVIRONMENTAL QUALITY DATA CALL.** The Contractor shall, upon notification from 21 CES Environmental Management, register and complete the data call via the Enterprise Environmental Safety and Occupational Health-Management Information System (EESOH-MIS) Environmental Reporting (ER) Module. (See Appendix E, R10.18)

**10.25. ENVIRONMENTAL COMPLIANCE TRACKING AND REPORTING.** The Contractor shall implement the Environmental Compliance Tracking and Reporting program to include reporting all regulatory inspection visits, notification of environmental enforcement action, any release of hazardous substances, POL and sewage releases IAW AFI 32-7001, Paragraphs 1.1, 1.2, 1.3, 7.1, and 7.2. (See Appendix E, R10.19)

**10.26. ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS).** The Contractor shall support the 21 SW EMS Program and provide EMS awareness-level training to all installation personnel. (See Appendix E, R10.20)

**10.26.1. EMS Reports.** The Contractor shall prepare and submit environmental data and reports as requested by 21 CES Environmental Management. (See Appendix E, R10.21)

**10.27. ENVIRONMENTAL PERFORMANCE MEASURE.** The Contractor shall prepare and submit Environmental Performance Metrics (See Appendix E, R10.17)

## **SECTION 1 PARCS SERVICES REQUIREMENTS**

### **CHAPTER 11 KNOWLEDGE MANAGEMENT**

**11.0. GENERAL.** The Contractor shall perform Records Management requirements, forward Freedom of Information Act (FOIA) and Privacy Act (PA) requests to appropriate office (para 11.2 below) and manage PA and Controlled Unclassified Information (CUI) records as specified below and IAW AFI 33-322.

**11.1. RECORDS MANAGEMENT.** Maintain records provided to the Contractor at contract start and generated by the Contractor in performance of PWS requirements. The Contractor shall comply with user responsibilities IAW AFI 33-322, Paragraph 5 and support directions provided by Government Base Records Manager and the Commanders IAW AFI 33-322, Paragraph 4. Maintain Government records system in place for continued preservation of mission requirements. The Contractor shall:

**11.1.1. Records.** Create, maintain, and dispose of records IAW AFRIMS Disposition Schedule, AFMAN 33-363 and AFI 33-364.

**11.2. FREEDOM OF INFORMATION ACT (FOIA)/PRIVACY ACT (PA) REQUESTS.** The Contractor shall forward FOIA requests of Government records and PA requests received to Buckley SFS Public Affairs.

**11.3. PROTECTION OF PRIVACY ACT (PA) AND CONTROLLED UNCLASSIFIED INFORMATION (CUI) MATERIAL.** The Contractor shall protect PA records IAW Privacy Act of 1974, and FOUO IAW Department of Defense Manual 5200.01 Vol 2, Department of the AF Manual 16-1404, Volume 2, Information Security Program; Marking of Information. para 5. Responsibilities. See Volume 1, Enclosure 2. And para 6. Procedures. See Enclosures 2 - 4.

**11.4 Knowledge Management and Retention. (Reserved)**

## **SECTION 1 PARCS SERVICES REQUIREMENTS**

### **CHAPTER 12 CONTRACT TRANSITION**

**12.1. GENERAL TRANSITION.** Perform a smooth and orderly transition with all parties to include the Successor contractor, the Incumbent contractor, and the AF Transition Team (AFTT) while ensuring continued service. Complete all activities necessary to ensure a successful transition.

**12.1.1 CONTRACT TRANSITION PERIOD.** The Government shall define and communicate the contract transition period.

**12.2. PHASE-IN.** Complete all activities necessary to ensure a successful transition of all functional areas from the incumbent while ensuring uninterrupted service. The Successor contractor shall work with the Incumbent contractor and the AFTT.

**12.2.1. PHASE-IN PLAN AND ACTIVITIES.** Provide a Phase-In Plan no later than 30 calendar days after contract award to the CO and Government PM that addresses all actions necessary to ensure a seamless transition. Coordinate with the Incumbent, the AFTT, and the CO, before any transition efforts begin. Identify any conflicts to the CO.

**12.2.2. JOINT INVENTORY.** Participate in joint physical inventories of documentation, property, equipment, materials, classified material, COMSEC, supplies, and records in each functional area. The AFTT shall monitor all inventories. Document and resolve all discrepancies through the AFTT and CO prior to completion of the transition effort.

**12.2.2.1. TRANSFERS.** Transfer all property, equipment, materials, and supplies as necessary to ensure a successful transition.

**12.2.2.2. EMSEC inspection.** Conduct a joint EMSEC inspection of all areas, equipment, and signal lines used to handle or process classified information. Annotate discrepancies in writing and submit a copy signed by both parties to the AFTT.

**12.2.2.3. DEFENSE COURIER SERVICE (DCS).** Prepare, forward and maintain official copies of DCS Forms 10 dated the same day as the combined inventory.

**12.3. PHASE-OUT.** Provide a Phase-Out Plan 60 days prior to contract expiration that addresses all actions necessary to ensure a seamless transition, including joint inventories, account transfers, and turnover actions. The Incumbent shall complete all activities necessary to ensure a successful transition of all functional areas while ensuring continued service. The Incumbent shall allow the Successor access to any system for over-the-shoulder observation and hands-on training during transition. Coordinate with the Successor, the AFTT and the CO before any transition efforts begin. Identify any conflicts to the CO.

**12.3.1 INVENTORIES.** Provide all required inventories to ensure accountability of all documentation, property, equipment, materials, classified material, COMSEC, supplies, and records in each functional area. Jointly develop and prepare required reports (if any) during the last 30 days of transition prior to the assumption of maintenance and support responsibilities by the Successor.

## SECTION 2 SERVICE SUMMARY

**2.1. GENERAL.** The Service Summary (SS) is a list of Performance Objectives and Performance Thresholds that Government personnel will regularly verify and will result in a Major finding if the Performance Threshold is not met. Each Performance Objective represents a significant task as identified in the PWS by the Government at the time of contract award. The Performance Threshold represents the minimum acceptable level of performance. The Performance Objectives and Performance Thresholds represent the most significant tasks of this contract and do not excuse the Contractor from performance of other responsibilities identified in this PWS. 10 SWS Contracting Officer Representatives (CORs) or Mobile CORs will regularly monitor Performance Objectives and Performance Thresholds, unless otherwise specified. The Government may add or delete performance objectives and may raise or lower performance thresholds during the course of this contract. For example, repeated Contractor performance deficiencies in non-critical areas may force the related requirement to become a Performance Objective in the SS. Conversely, changes in technology or mission requirements may eliminate SS objectives. An illustration would be the integration of a new electronic automated system making obsolete the PWS-required manual system.

### 2.2. SERVICE SUMMARY ITEMS.

Chapter 2 – Radar Operations Support		
Performance Objective #1	PWS Reference	Performance Threshold
The Contractor shall maintain an overall Radar A <sub>cc</sub> each calendar month of not less than 99% to meet mission operational A <sub>cc</sub> .	Section 1, Chapter 2, Paragraph 2.2	Maintain Contractor-Controlled Availability (A <sub>cc</sub> ) of not less than 99% percent per calendar month.

Chapter 4 – Mission System Maintenance		
Performance Objective #2	PWS Reference	Performance Threshold
<b>IMDS Data Entry.</b> Input all of Standard Reporting Designator (SRD) reportable maintenance data into IMDS/Job Documentation Data (JDD) subsystem, within three days of completion	Section 1, Chapter 4, Paragraph 4.2.4	Maintenance data collection data shall be entered into IMDS with 95% accuracy initial accuracy, 98% accuracy within 72 hours and 100% accuracy within 3 days.

**SECTION 2**  
**SERVICE SUMMARY (Continued)**

<b>Chapter 4 – Mission System Maintenance</b>		
<b>Performance Objective #3</b>	<b>PWS Reference</b>	<b>Performance Threshold</b>
<b>Equipment Status Reporting (ESR).</b> The Contractor shall report equipment status changes IAW AFI 21-103, AFSPC Sup 1, Paragraphs 6.1 through 6.3, 6.5 through 6.7, and local procedures on a real-time basis.	Section 1, Chapter 4, Paragraph 4.2.5	Updates are made within 24 hours.

<b>Chapter 4 – Mission System Maintenance</b>		
<b>Performance Objective #4</b>	<b>PWS Reference</b>	<b>Performance Threshold</b>
<b>Test, Measurement, and Diagnostic Equipment (TMDE).</b> The Contractor shall manage, schedule, transport, or ship at the Government's determination TMDE IAW AFSPCI 21-108, Paragraphs 3.12.1, 3.12.2 and 7.1.4, TO 33K-1-100 (series), and TO 00-20-14, Paragraphs 3.6 through 3.8. Perform organizational maintenance IAW TO 33-1-27 and TO 33-1-32.	Section 1, Chapter 4, Paragraph 4.3	No failed TMDE inspections.

<b>Chapter 8 – Industrial, Physical and Operational Security</b>		
<b>Performance Objective #5</b>	<b>PWS Reference</b>	<b>Performance Threshold</b>
<b>Industrial/Information Security.</b> The Contractor shall implement and perform all required industrial/information security functions and actions IAW the certified DD Form 254 and DoD 5220.22-M, to minimize infractions and to ensure zero security incidents resulting in violations at Cavalier SFS.	Section 1, Chapter 8 Paragraph 8.2	Zero security incidents resulting in violations.

### **SECTION 3 GOVERNMENT-FURNISHED PROPERTY (GFP), EQUIPMENT, RESOURCES, SERVICES, AND INFORMATION**

**3.1. GENERAL.** The Government will provide office space, utilities, LAN, Defense Switched Network (DSN) and telephone access (for official use only), janitorial and trash removal services, fire protection, Cavalier SFS security/law enforcement services, and facilities for destruction of classified waste. The Government will also provide the following:

**3.1.1.** A COMSEC account through which the Contractor can order, receive, store, issue and destroy COMSEC material required at the installation.

**3.1.2.** Radar calibration reference data for correcting tracking inaccuracies due to atmospheric effects or radar system equipment degradation.

**3.1.3.** Government training courses. The Government will make quotas available to Contractor personnel when justified by the Contractor.

**3.1.4.** All TMDE, upgrades, and spares.

**3.1.5.** The cable television distribution system on Cavalier SFS. The demarcation point between the Government-owned equipment/cabling system and the vendor's equipment/cabling is located in Building 701.

**3.2. OTHER PROPERTY AND EQUIPMENT.** The Government will provide existing individual toolboxes, tools, ground handling equipment and ITE at contract start. When required items become unserviceable, they shall be replaced at Contractor's expense. At that point, the replaced items become the property of the Contractor. See Section 1, Chapter 12, Paragraph 12.2.3, of this PWS for joint inventory and serviceability documentation of property and equipment.

**3.2.1.** The Government will retain ownership of specialized and mission-unique type of tools and equipment. The Contractor is not responsible for replacing such tools and equipment; however, the contractor shall maintain them using the cost-reimbursable CLIN as prescribed in Section 1, Chapter 6, Paragraph 6.3.1.

**3.2.2.** Items such as appliances (microwave, refrigerator), furnishings (tables and chairs), or other equipment for common breakroom and recreational areas will be made available at the discretion of the Government and are not guaranteed to be provided through the life of the contract. If Contractor chooses to replace unserviceable items, installation facilities excellence standards must be met.

**3.2.2.1.** Supplies for and repair of the above items will be at the Contractor's expense and will not be reimbursed by the Government.

**3.2.3.** Any items or services required in the performance of this contract, not identified in this section, shall be the responsibility of the Contractor.

**3.3 ACCOUNTABILITY OF GOVERNMENT PROPERTY.** Use the Standard Base Supply System (SBSS) for accountability of Government property. The Contractor shall account for Government property not tracked in SBSS by a Contractor-developed property control system that meets the intent of the contract property clause(s).



**3.3.1. Unique Item Identification Description (UIID).** Provide a list of items that the Contractor purchased outside of the Standard Base Supply System (SBSS) and were not provided through Depot-level support or another Government contract, and where the acquisition value is greater than \$5,000. The Contractor shall include the UIID number for each part listed. (See Appendix E, R-S3.1)

**3.4. INFORMATION.** The Government will provide existing 10 SWS Operating Instructions and Technical Documentation. The Contractor shall maintain and update the documentation which will remain Government property.

**3.4.1. Technical Documentation.** Maintain technical documentation identified in the list in Paragraph 3.4.2.1 below and update as changes occur.

**3.4.1.1. Technical Documentation List.** Maintain list of all technical documentation. (See Appendix E, R-S3.3)

**3.4.2. Workload Data.** Use Contractor's format to document workload data or number of occurrences and frequency. (See Appendix E, R1.3)

**SECTION 4, APPENDIX A**  
**ABBREVIATIONS AND ACRONYMS**

<b>Abbreviation/Acronym</b>	<b>Definition</b>
1BS	Bench Stock Issue Request
10 SWS	10th Space Warning Squadron
10 SWS/CC	10th Space Warning Squadron Commander
10 SWS/MS	10th Space Warning Squadron Mission Support
21 AMDS	21st Aerospace Medicine Squadron at Peterson AFB CO
21 CES	21st Civil Engineer Squadron at Peterson AFB CO
21 CS	21st Communications Squadron at Peterson AFB CO
21 LRS	21st Logistics Readiness Squadron at Peterson AFB CO
21 SWI	21st Space Wing Instruction
24/7	24-hours-a-day, 7-days-a-week
38 EIG	38th Engineering Installation Group at Tinker AFB OK
319 CES	319th Civil Engineer Squadron at Grand Forks AFB ND
319 LRS	319th Logistics Readiness Squadron at Grand Forks AFB ND
319 MDOS	319th Medical Operations Squadron at Grand Forks AFB ND
561 NOS	561st Network Operations Squadron
690 NSGI	690th Network Support Group Instruction
A&E	Architectural and Engineering
Acc	Availability Contractor-Controlled
ADLS	Advanced Distribution Learning Service
AEHF	Advanced Extremely High Frequency
AF	Air Force
AFB	Air Force Base
AFCOMSEC	Air Force Communications Security
AFCSM	Air Force Computer System Manuals
AFECC	Air Force Entry Control Card
AFI	Air Force Instruction
AFIN	Air Force Information Network
AFKAG	Air Force Cryptographic Operational General Publication
AFMAN	Air Force Manual
AFNETOPS	Air Force Network Operations

**SECTION 4, APPENDIX A**  
**ABBREVIATIONS AND ACRONYMS (Continued)**

<b>Abbreviation/Acronym</b>	<b>Definition</b>
AFRIMS	Air Force Records Information Management System
AFS	Air Force Station
AFSPC	Air Force Space Command
AFSPCI	Air Force Space Command Instruction
AFSS	Automated Fuels Service Station
AFTO	Air Force Technical Order
ASI	Authorized Service Interruptions
AST	Aboveground Storage Tank
ATEC	Anti-Terrorism Executive Committee
ATS	Automatic Transfer Switches
ATWG	Anti-Terrorism Working Group
AutoCAD	Auto Computer Aided Design
AWG	Alarm Working Group
AWM	Awaiting Maintenance
BCE	Base Civil Engineer
BE	Bioenvironmental Engineer
BTS	Base Telephone System
BVE	Boresight Verification Evaluations
C4	Command, Control, Communication, and Computers
C4ISR	Command, Control, Communication, and Computers Intelligence, Surveillance and Reconnaissance
C-CS	Communications Computer Systems
C-E	Communications-Electronics
CAC	Common Access Card
CA/CRL	Custody Authorization/Custody Receipt Listing
CADD	Computer Aided Design and Drafting (Auto)
CAFS	Cavalier Air Force Station
CAP	Cryptographic Access Program
CATEX	Categorical Exclusions
CBA	Collective Bargaining Agreement
CBT	Computer-Based Training
CC	Commander

**SECTION 4, APPENDIX A**  
**ABBREVIATIONS AND ACRONYMS (Continued)**

<b>Abbreviation/Acronym</b>	<b>Definition</b>
CCAS	Combat Capability Assessment Schedule
CCH	Crew Chief
CCIP	Commander's Inspection Program (CCIP)
CE	Civil Engineer
CE	Continuing Education
CFP	Communications Focal Point
CFR	Code of Federal Regulations
CIL	Critical Information List
CIPS	Cyberspace Infrastructure Planning System
CITS	Combat Information Transport System
CJCSM	Chairman of the Joint Chief of Staff Memorandum
CLD	Contractor-Liable Downtime
CLIN	Contract Line Item Number
CMC	Cheyenne Mountain Complex
CMDR	Missile Warning Operations Crew Commander
CO	Contracting Officer
COMPUSEC	Computer Security
COMSEC	Communications Security
COR	Chief of the Office of Record
COR	Contracting Officer Representative
CPSO	Client Platform Security Officer
CR	Cultural Resources
CR	Cost Reimbursable
CSAAP	Cybersecurity Awareness and Assistance Program
CSIR	Communications-Computer System Installation Record
CSL	Cybersecurity Liaison
CST	Calibrated Sphere Tracking
CTH	Consolidated Transaction History
CUI	Controlled Unclassified Information
DAA	Designated Approving Authority

**SECTION 4, APPENDIX A**  
**ABBREVIATIONS AND ACRONYMS (Continued)**

<b>Abbreviation/Acronym</b>	<b>Definition</b>
DCO	Document Change Orders
DCR	Document Change Requests
DESC	Defense Energy Support Center
DFM	DIFM Detail Change
DIFM	Due In From Maintenance
DISA	Defense Information Systems Agency
DISAC	Defense Information Systems Agency Circular
DLA	Defense Logistics Agency
DLADS	Defense Logistics Agency Disposition Services
DO	Director of Operations or Operations Officer
DoD or DD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DRMO	Defense Reutilization and Marketing Office
DRSN	Defense Red Switch Network
DSN	Defense Switched Network
DWAP	Drinking Water Analysis Plan
EA	Engineering Assistance
EA	Enforcement Actions
EAID	Equipment Authorization Inventory Data
EASI	Enforcement Actions, Spills, and Inspections
EC	Equipment Custodian
ECAMP	Environmental Compliance Assessment and Management Program
ECM	Electronic Countermeasures
ECO	Engineering Change Order
ECO	Equipment Control Officer
eDASH	Electronic Dashboard
EDLM	Emergency Depot-Level Maintenance
EEIC	Element of Expense Investment Code
EESOH-MIS	Enterprise Environmental Safety and Occupational Health-Management Information System
EET	Exercise Evaluation Team

**SECTION 4, APPENDIX A**  
**ABBREVIATIONS AND ACRONYMS (Continued)**

<b>Abbreviation/Acronym</b>	<b>Definition</b>
EI	Engineering Investigation
EIP	Environmental Inspection Process
EIA	Electronic Industries Alliance
EIAP	Environmental Impact Analysis Process
EM	Emergency Management
eMASS	Enterprise Mission Assurance Support Service
EMF	Electro-magnetic Frequency
EMFR	Electro-magnetic Field Radiation
EMI	Electro-magnetic Interference
EMS	Environmental Management System
EMSEC	Emission Security
EO	Executive Order
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EQ	Environmental Quality
ER	Environmental Reporting
ERM	Electronic Records Management
ERRC	Expendability, Recoverability, Reparability Category
ERRC	Expendability, Recoverability, Reparability, Cost
ESD	Electrostatic Sensitive Device
ESOHC	Environment, Safety, Occupational Health Councils
ESOHCAMP	Environmental, Safety and Occupational Health Compliance Assessment and Management Program
ESR	Equipment Status Reporting
ETL	Engineering Technical Letter
FARM	Functional Area Records Manager
FB	Facilities Board
FCA	Formal Cryptographic Access
FCA	Fund Cite Authorization
FCO	Field Change Order
FMO	Frequency Management Office

**SECTION 4, APPENDIX A**  
**ABBREVIATIONS AND ACRONYMS (Continued)**

<b>Abbreviation/Acronym</b>	<b>Definition</b>
FOIA	Freedom of Information Act
FOUO	For Official Use Only
FTE	Full-Time Equivalent
FTT	Finding Tracker Tool
FY	Fiscal Year
GFE	Government-Furnished Equipment
GFP	Government-Furnished Property
GM	Guidance Memorandum
GPP	Green Procurement Program
GSU	Geographical Separated Unit
HAZCOM	Hazardous Communication
HAZMAT	Hazardous Material
HAZMART	Hazardous Material Redistribution
HD	High Definition
HEMP	High Altitude Electromagnetic Pulse
HHT	Asset Management Handheld Terminals
HMMP	Hazardous Material Management Process
HQ	Headquarters
HVAC	Heating Ventilating and Air Conditioning
HWMP	Hazardous Waste Management Plan
IA	Information Assurance
IAM	Information Assurance Management
IAT	Information Assurance Technical
IAW	In Accordance With
ICS	Industrial Control System
ICSI	Internal Compliance Self-Inspections
IDC	Integrated Defense Council
IDP	Installation Defense Plan
IDRMP	Integrated Defense Risk Management Process
IDS	Intrusion Detection System
IDWG	Integrated Defense Working Group
IEMP	Installation Emergency Management Plan

**SECTION 4, APPENDIX A**  
**ABBREVIATIONS AND ACRONYMS (Continued)**

<b>Abbreviation/Acronym</b>	<b>Definition</b>
IFC	Intelligent Fusion Cell
IJO	Individual Job Order
ILS-S	Integrated Logistics System-Supply
IMDS	Integrated Maintenance Data System
IMT	Information Management Tool
INFOCON	Information Condition
INQ	Inquiry
INRMP	Integrated Natural Resource Management Plan
IRP	Installation Restoration Program
ISM	Installation Spectrum Manager
ISO	International Organization for Standardization
ISSM	Information System Security Manager
ISSO	Information System Security Officer
ISU	Issue Request
ISWM	Integrated Solid Waste Management
IT	Information Technology
ITE	Information Technology Equipment
ITS	Information Transport System
IUID	Item Unique Identification
JBB	Routing Identifier Code Assigned to Local Purchase Requisitions
JDD	Job Documentation Data
JO	Job Orders
JSpOC	Joint Space Operations Center
JWICS	Joint Worldwide Intelligence Communications System
KM	Knowledge Management
KMI	Key Management Infrastructure
KOAA	Key Management Infrastructure Operating Account Agents
KOAM	Key Management Infrastructure Operating Account Manager
LAN	Local Area Network
LBP	Lead Based Paint
LEO	Low Earth Orbit



**SECTION 4, APPENDIX A**  
**ABBREVIATIONS AND ACRONYMS (Continued)**

<b>Abbreviation/Acronym</b>	<b>Definition</b>
LMR	Land Mobile Radio
LRU	Line Replaceable Unit
LSS	Life of System Stock
LWC	Local Work Cards
MAJCOM	Major Command
MAM	Mission Assurance Manager
MAP	Management Action Plan
Mbps	Megabytes Per Second
MCL	Maximum Contaminant Levels
MDC	Maintenance Data Collection
MFT	Multi-Functional Team
MICT	Management Internal Control Toolset
MILCON	Military Construction
MILSTAR	Military Strategic, Tactical, and Relay
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIS	Maintenance Information Systems
MPE	Maximum Permissible Exposure
MSDS	Material Safety Data Sheet
MSI	Issue Request
MST	Missile Warning Operations Center Support Technicians
MWOC	Missile Warning Operations Center
ND	North Dakota
NDPDES	North Dakota Pollution Discharge Elimination System
NFPA	National Fire Protection Association
NETOPS	Network Operations
NF	Nonexpendable Investment Item
NI	North American Aerospace Defense Command (NORAD) Instruction
NIPR	Non-Secure Internet Protocol Router
NIST SP	National Institute of Standards and Technology Special Publication

**SECTION 4, APPENDIX A**  
**ABBREVIATIONS AND ACRONYMS (Continued)**

<b>Abbreviation/Acronym</b>	<b>Definition</b>
NLT	No Later Than
NOTAM	Notice to Airmen
NPDES	National Pollution Discharge Elimination System
NR	Natural Resources
O&M	Operation and Maintenance
OEH	Occupational and Environmental Health
OEM	Original Equipment Manufacturer
OI	Operating Instruction
OM&S	Operations, maintenance and support
OPSCAP	Operations Capability
OPSEC	Operations Security
OSHA	Occupational Safety and Health Administration
P2	Pollution Prevention
PA	Privacy Act
PA	Public Address
PARCS	Perimeter Acquisition Radar Attack Characterization System
PC	Personal Computers
PCB	Polychlorinated Biphenyl's
PCO	Procurement Contracting Officer
PL	Protection Level
PM	Program Manager
PMC	Pest Management Coordinator
PMDP	PARCS Mission Data Processor
PMEL	Precision Measurement Equipment Laboratory
PMI	Preventive Maintenance Inspection
PMO	Program Management Office
PMWC	Preventive Maintenance Work Cards
PMWS	Preventive Maintenance Work Sheets
POC	Point of Contact
POL	Petroleum, Oil, and Lubricants
POP	Point of Presence

**SECTION 4, APPENDIX A**  
**ABBREVIATIONS AND ACRONYMS (Continued)**

<b>Abbreviation/Acronym</b>	<b>Definition</b>
PP	Power Plant
PQDR	Product Quality Deficiency Reports
PSA	Project Support Agreement
PTF	Patch and Test Facilities
PWS	Performance Work Statement
QA	Quality Assurance
QAE	Quality Assurance Evaluator
QAM	Quality Assurance Manager
QPP	Quality Program Plan
QRP	Qualified Recycling Program
QSR	Quality Status Report
R&EM	Readiness & Emergency Management
RC	Records Custodian
RCS	Radar Cross Section
REC	Receipt
RMF	Risk Management Framework
RP	Real Property
RPIE	Real Property Installed Equipment
RS Means	Robert Snow Means
RWP	Recurring Work Program
(S)	Document Classified SECRET
SBSS	Standard Base Supply System
SCA	Service Contract Act
SCF	Satellite Correlation Function
SCI	Sensitive Compartmented Information
SCIF	Sensitive Compartmented Information Facility
SDNS	Secure Data Network System
SDS	Safety Data Sheets
SHP	Forced Shipment
SI	Strategic Communications Instruction
SIEMS	Security Information and Event Manager Subsystem

**SECTION 4, APPENDIX A**  
**ABBREVIATIONS AND ACRONYMS (Continued)**

<b>Abbreviation/Acronym</b>	<b>Definition</b>
SIPR	Secret Internet Protocol Router
SMR	Source, Maintenance and Recoverability
SOI	Space Object Identification
SPCC	Spill Prevention and Control Countermeasures
SRD	Standard Reporting Designator
SRMC	Sustainment, Restoration, and Modernization by Contract
SRV	System Readiness Verification
SS	Service Summary
SSOps	Space Surveillance Operations
SSR	Specialty Security Representative
SSUPS	Solid State Uninterruptible Power Supply
STE	Secure Telephone Equipment
STIG	Security Technical Implementation Guide
SWS	Space Warning Squadron
TA	Technical Assistance
TCF	Technical Control Facility
TCTO	Time Compliance Technical Order
TIA	Telecommunications Industry Association
TIN	Turn-in
TIP	Tactics Improvement Proposal
TM	Technical Manual
TMAP	Telecommunications Monitoring and Assessment Program
TMDE	Test, Measurement, and Diagnostic Equipment
TMS	Telecommunications Management System
TO	Technical Order
TRIC	Transaction Identification Codes
TRN	Turnaround
TS	Top Secret
TTP	Tactics Techniques and Procedures
TWG	Threat Working Group

**SECTION 4, APPENDIX A**  
**ABBREVIATIONS AND ACRONYMS (Continued)**

<b>Abbreviation/Acronym</b>	<b>Definition</b>
TWT	Traveling Wave Tube
UCT	Uncorrelated Target
UDLM	Urgent Depot-Level Maintenance
UFC	Unified Facilities Criteria
UFC	Uniform Fire Code
UH	Unaccompanied Housing
UIID	Unique Item Identification Description
UNCOQ	Unaccompanied Non-Commissioned Officer's Quarters
UND	Urgency of Need Designator
UOQ	Unaccompanied Officer's Quarters
UP	Utilities Privatization
URVB	Unit Requirements Validation Board
US	United States
USAF	United States Air Force
USAFSAM	United States Air Force School of Aerospace Medicine
USSTRATCOM	United States Strategic Command
UST	Underground Storage Tank
VAC	Voltage Alternating Current
VECP	Value Engineering Change Proposal
VGSA	Visitor Group Security Agreement
VIL	Vehicle Identification Link
VPN	Virtual Private Network
VSS	Voice Switching system
WO	Work Order
WRRB	Work Request Review Board
XD	Depot Level Repair
XB	Expendable Supplies
XF	Field Level Repair

## SECTION 4, APPENDIX B DEFINITIONS

* A *	
Term	Definition
<b>ACCREDITATION</b>	Official designated approval authority (DAA) authorization to place an automated system into operation.
<b>AIR FORCE TRANSITION TEAM</b>	A team of Government personnel who ensure the transition from a closing contract to a new contract is properly carried out. The team is usually comprised of the pertinent contracting officers, on-site quality assurance personnel, and other Government representatives who have the necessary skills, knowledge, and/or experience to help in the transition. The team deployment during transition depends on the time for phase-in/out, number of team members, and other possible factors.
<b>AS-BUILT DRAWINGS</b>	Drawings and maps which reflect the current complete physical configuration of a real property facility.
<b>ASSET</b>	Includes personnel, property, and material.
<b>AUTOCAD</b>	Drawing format is defined as a drawing file that can be edited by the AutoCAD drawing editor without translation or modification.

* B *	
Term	Definition
<b>BACK-UPS</b>	Copies made of software or data residing on computers.
<b>BASE CIVIL ENGINEER (BCE)</b>	The Contractor representative responsible for the accomplishment of all civil engineering responsibilities specified in this contract.
<b>BENCH STOCK</b>	A stock of consumption-type supplies and parts established at or near point of consumption to ensure continuous and uninterrupted operations.
<b>BUDGET CODE 8</b>	Air Force-managed recoverable item (XD, XF) purchased from base Materiel Support division stock fund monies. Local purchase is not authorized without approval of Item Manager.

* C *	
Term	Definition
<b>CANNIBALIZATION</b>	The authorized removal of a specific assembly, subassembly, or part from one system, support system, or equipment end item for installation of another end item to meet priority mission requirements with an obligation to replace the removed item.
<b>CERTIFICATION</b>	A statement that specifies the extent to which the security measures meet specifications. It does not imply a guarantee that the described system is impenetrable. It is an input to the accreditation process.
<b>CATASTROPHIC FAILURE</b>	Defined by the entire system or a major portion if it is inoperative. Example: Complete failure of the annunciation and display subsystem.
<b>COMMUNICATIONS-ELECTRONICS (C-E) EQUIPMENT.</b>	All radio, wire, and other means used for the electrical and visual transmission and reception of information or messages in the clear or by cryptographic means; all radar and radiation aids to air traffic control and navigation and enemy aircraft warning and interception; tracking of aircraft and guided missiles, electronic Weather equipment, electronic countermeasures devices, and related electronic systems and equipment.

**SECTION 4, APPENDIX B  
DEFINITIONS (Continued)**

**\* C \***

<b>Term</b>	<b>Definition</b>
<b>COMSEC EQUIPMENT</b>	Also referred to as "Crypto." Electronic equipment used to scramble signals to prevent interception during transmission along wire or radio paths.
<b>COMSEC RESPONSIBLE OFFICER</b>	The individual formally appointed, in writing, to the COMSEC account as being responsible for COMSEC material and equipment at a user location.
<b>CONFIGURATION CONTROL</b>	The process of evaluating and staffing proposed technical changes, acting on proposed changes, and ensuring implementation of proposed changes.
<b>CONSTRUCTION</b>	Work required to erect, install, or assemble a new facility; addition to, alteration, expansion or extension, conversion or replacement of an existing facility and relocation of existing facilities and installed equipment. It includes rearrangement and provision of interior build-up partition; installation or rearrangement of air system equipment installed in and made part thereof, and related utilities (including appropriate utility connection changes), and cathodic protection on newly constructed utility plants and systems as required, site preparation, excavation, filling and landscaping or other land improvements. This class work includes replacing constituent parts of materials with components of higher standard, which increases the functional utility, and life expectancy of the component or facility. For construction under OSHA: Work alteration and/or repair, including painting and decorating. It includes but is not limited to demolition or salvage of structures, removal or encapsulation of material containing lead, lead contamination emergency cleanup, transportation, disposal, storage or containment of lead materials on-site, or maintenance activities.
<b>CONTRACTING OFFICER</b>	A person duly appointed with the authority to enter into and administer contracts on behalf of the Government.
<b>CONTRACTING OFFICER REPRESENTATIVE (COR)</b>	An individual who checks the degree of Contractor compliance with contract requirements, documents appraisals, and sends documentation through the chain of command.
<b>CONTRACTOR-ACQUIRED PROPERTY</b>	Property procured or otherwise provided by the Contractor for the performance of a contract pursuant to the terms of which title is vested in the Government. The term "provide" as used in the context of such phrases as "Government property provided to the Contractor" and "Government-furnished property" is intended to include both Government-furnished property and Contractor-acquired property.
<b>CONTRACTOR LIABLE DOWNTIME (CLD)</b>	System downtime resulting in mission failure that the Contractor is responsible for preventing. It is defined in conjunction with an operational availability equation, usually called operational availability Contractor controlled ( $A_{cc}$ ) and is defined in more detail in the Operations Requirements chapter of the PWS.
<b>CORRECTIVE MAINTENANCE</b>	All actions performed as a result of failure, to restore an item to a specified condition. Corrective maintenance can include any or all of the following steps: localization, isolation, disassembly, interchange, reassembly, alignment, and checkout.

**SECTION 4, APPENDIX B**  
**DEFINITIONS (Continued)**

<b>* D *</b>	
<b>Term</b>	<b>Definition</b>
<b>DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO)</b>	The local office tasked to receive salvageable materials and, in some cases, manage the contract for the removal of hazardous waste and used oil.
<b>DEPOT-LEVEL MAINTENANCE</b>	That maintenance performed on equipment requiring major overhaul. Depot-level maintenance includes: repair, replacement, or a complete rebuild of parts, assemblies, subassemblies, or the end items. It also includes the manufacture, reclamation, and testing of parts, assemblies, etc., when required.
<b>DOCUMENTS</b>	Items such as Government regulations, manuals, pamphlets, instructions, technical orders, commercial manuals, preventive maintenance instructions (PMIs), preventive maintenance worksheets (PMWSs), preventive maintenance work cards (PMWCs), service notices, subscription services, schematics, engineering sketches and drawings, as-built drawings, maps, layouts, technical real property installed equipment (RPIE) manuals, RPIE system manuals, computer program documentation, software programs and maintenance diagnostics, users manuals, positional handbooks, communications-computer system installation records (CSIRs), military specifications and standards, computer vendors manuals, field change orders (FCOs), document change requests (DCRs), value engineering change proposals (VECPs), document change orders (DCOs), and all other Contractor-prepared or acquired publications, records, and documentation necessary for the operation, maintenance and support of the systems and facilities.
<b>DORMS</b>	Dormitories/Barracks: <ul style="list-style-type: none"> <li>• Building 708 – Old Dorm (Permanent Party)</li> <li>• Building 720 - Security Forces Dorm</li> <li>• Building 723 – New Dorm (Permanent Party) P00028 - Trade-off for Utilities Privatization (UP) work down scope while maintaining Old Dorm.</li> </ul>
<b>DOWNTIME</b>	Loss or reduction of equipment capability which results in degradation of the mission.
<b>DUE-IN FROM MAINTENANCE (DIFM)</b>	A spare asset, recoverable item in maintenance undergoing repair.
<b>* E *</b>	
<b>Term</b>	<b>Definition</b>
<b>ELEVATED PRIVILEGES</b>	A user that is authorized (and, therefore, trusted) to perform security-relevant functions that ordinary users are not authorized to perform.
<b>EMERGENCY MAINTENANCE SUPPORT</b>	Those requirements of such an urgent nature that repair cannot be delayed. Equipment or systems are inoperative and active missions have failed.



**SECTION 4, APPENDIX B**  
**DEFINITIONS (Continued)**

<b>* E * (Continued)</b>	
<b>Term</b>	<b>Definition</b>
<b>ELEVATED PRIVILEGES</b>	A user that is authorized (and, therefore, trusted) to perform security-relevant functions that ordinary users are not authorized to perform.
<b>EMERGENCY MAINTENANCE SUPPORT</b>	Those requirements of such an urgent nature that repair cannot be delayed. Equipment or systems are inoperative and active missions have failed.
<b>EMERGENCY MAINTENANCE SUPPORT</b>	Those requirements of such an urgent nature that repair cannot be delayed. Equipment or systems are inoperative and active missions have failed.
<b>EMERGENCY WORK</b>	Requires immediate response. Only those actions necessary to mitigate the emergency are accomplished on the initial work task. If additional work is required to restore complete functionality, a future lower priority work requirement will be created and executed in a time and manner consistent with requirements of similar scope and nature.
<b>ENVIRONMENTAL, SAFETY AND OCCUPATIONAL HEALTH COMPLIANCE ASSESSMENT AND MANAGEMENT PROGRAM (ESOH CAMP).</b>	A comprehensive plan developed by the Air Force to help installations comply with environmental requirements, conservation and pollution prevention programs.
<b>ENVIRONMENTAL PROTECTION COMMITTEE (EPC)</b>	A base-level corporate committee normally chaired by the installation commander with responsibility to review and approved environmental impact analysis on proposed actions; review and approve Environmental, Safety and Occupational Health Compliance Assessment and Management ESOHCAMP corrective actions; review and approve Environmental and Conservation Management Plans. Members are typically from operations, logistics, DRMO, safety, mission support, CE and tenant units.
<b>EXCESS ASSETS</b>	Property and materials that can no longer be justified for retention or items no longer required to perform a particular job or function by the using agency.
<b>EXPENDABLE ITEM</b>	Items which are consumed in use or which lose their original identity during period of use by incorporation into or attachment upon another assembly.

**SECTION 4, APPENDIX B**  
**DEFINITIONS (Continued)**

<b>* F *</b>	
<b>Term</b>	<b>Definition</b>
<b>FACILITY</b>	A building, structure, utility system or other improvement to real property having value and requiring periodic maintenance and upkeep.
<b>FACILITIES BOARD (changed from Facilities Utilization Board)</b>	Responsible for the complete maintenance, utilization, construction, and disposal of all real property. The board approves and sets priorities for all project work, recommended changes in facility utilization, changes in facility condition codes, and base facility disposal plans. The facilities board is also responsible for ensuring implementation of an effective utilities conservation program. The board meets at the direction of the 10 SWS commander.
<b>FORMAL CRYPTOGRAPHIC ACCESS</b>	Formal documentation of an individual's access to secret COMSEC keying material, and consent to a periodic non-lifestyle counterintelligence polygraph examination.

<b>G *</b>	
<b>Term</b>	<b>Definition</b>
<b>GOVERNMENT-FURNISHED PROPERTY (GFP)</b>	Property in the possession of, or directly acquired by, the Government and subsequently made available to the Contractor.
<b>GOVERNMENT PROPERTY</b>	All property owned by or leased to the Government or acquired by the Government under the terms of the contract. It includes both Government-furnished property and Contractor-acquired property as defined in this section. See Federal Acquisition Regulation, Part 45, Government Property, Subpart 45.1, Paragraph 45.101, Definitions, for definitions of other types of property.

<b>* H *</b>	
<b>Term</b>	<b>Definition</b>
<b>HARDWARE</b>	<ol style="list-style-type: none"> <li>1. The generic term dealing with physical items as distinguished from its capability or function such as equipment, tools, implements, instruments, devices, sets, fittings, trimmings, assemblies, subassemblies, components, and parts.</li> <li>2. In data automation, the physical equipment or devices forming a computer and peripheral components.</li> </ol>
<b>HAZARDOUS WASTE</b>	Any used hazardous substance that exhibits the characteristics of: 1) ignitability, 2) corrosivity, 3) reactivity, 4) toxicity, or 5) listed in 40 CFR 261, subpart D.
<b>HAZMART</b>	Central area for the storage, control and tracking of hazardous materials.
<b>HEMP</b>	High Altitude Electromagnetic Pulse is high-level electrical transient produced by high altitude nuclear burst. May damage electrical equipment.

**SECTION 4, APPENDIX B**  
**DEFINITIONS (Continued)**

<b>* I *</b>	
<b>Term</b>	<b>Definition</b>
<b>INCUMBENT</b>	Contractor who is holding the present contract.
<b>INDIVIDUAL JOB ORDERS</b>	Consists of new work or upgrades to real property, RPIE, or ITE.
<b>INFORMATION TECHNOLOGY EQUIPMENT (ITE)</b>	Refers to a computer system: any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information.
<b>IN-HOUSE WORK</b>	These two terms have the same contractual connotation; they refer to all capabilities and personnel that the Contractor must provide to accomplish the responsibilities of this contract, but not including services subcontracted to another Contractor.
<b>INTERMEDIATE LEVEL MAINTENANCE</b>	That maintenance performed on equipment requiring minor overhaul. Intermediate maintenance includes: the periodic inspection and servicing of equipment; the repair or replacement of unserviceable parts, assemblies, subassemblies, and components; the local manufacture or reclamation of non-available parts; and the calibration of instrumentation and protective devices.

<b>* J *</b>	
<b>Term</b>	<b>Definition</b>
<b>JOINT INVENTORY</b>	An inventory conducted with the participation of the Incumbent, the Successor, and the AF Transition Team.

<b>* L *</b>	
<b>Term</b>	<b>Definition</b>
<b>LAND MOBILE RADIO (LMR)</b>	A two-way radio communications system comprised of repeater stations used to extend the range of portable and mobile equipment, base station radios used at control centers, remote control consoles which permit remote operation of a base station by one or more users, mobile radios used in vehicles, and portable equipment used by individual personnel.
<b>LIFE OF SYSTEM STOCK</b>	Non-demand stock for which demand and stock level is adjusted in SBSS to prevent identification as excess assets. Allows stock to be retained to support legacy weapon systems (through the life of system).
<b>LOCAL AREA NETWORK (LAN)</b>	A group of interconnected computers that can share data, programs, and resources such as printers. A LAN enables transfer of information within a group of users separated by distances of up to a few kilometers.

**SECTION 4, APPENDIX B**  
**DEFINITIONS (Continued)**

<b>* M *</b>	
<b>Term</b>	<b>Definition</b>
<b>MAINTENANCE</b>	The retention of material and equipment in a serviceable condition or action taken to restore material and equipment to serviceability through repair, rebuilding, and reclamation.
<b>MAINTENANCE SUPPORT</b>	Includes maintenance (scheduled and unscheduled) and management necessary to satisfy the maintenance requirements of the using organization. Contractor support includes (as defined herein) repair, lubrication, equipment alignment, installation of Government-approved modifications, testing and corrosion control, and the maintenance and dissemination of logs, drawings, records, and forms. Also included is that Contractor in-plant technical support necessary to resolve equipment problems, which are beyond the capability of on-site personnel. In-plant support will be limited to minimum engineering necessary for restoration of mission capability.
<b>MAJOR MALFUNCTION</b>	Defined by the following circumstances: <ul style="list-style-type: none"> <li>- An intruder can penetrate a restricted area boundary without crossing a line of detection</li> <li>- A facility or individual resource IDS component failure that would allow an intruder to gain access to a resource without crossing a line of detection or detection capability.</li> <li>- Either the primary or alternate, if required, annunciation equipment fails (not operational). Note: If the primary annunciator fails or malfunctions, SF must be deployed to perform IVA if necessary. In addition, continue to use the LDA alarm monitor if it aids IVA of exterior sensors.</li> </ul>
<b>MATERIAL SAFETY DATA SHEETS (MSDS)/SAFETY DATA SHEETS (SDS)</b>	Forms that contain information on the manufacturer, physical hazards, and chemical composition of a product.
<b>MISSION ESSENTIAL RPIE/RPIE SYSTEM</b>	Equipment or system required for support of the mission sensor system. Any equipment or system that causes an OPSCAP RED, such as, but not limited to, HVAC chiller, computer system power, and power plant is considered mission essential.
<b>MISSION SYSTEM</b>	The composite of all systems designed to perform the assigned mission of a particular site.
<b>MISSION SYSTEM COMPUTER EQUIPMENT</b>	All computer equipment that is directly used, or is used as backup equipment for system failures, to perform the mission is considered to be mission computer equipment. Personal computers (PCs) or computer terminals for the purpose of programming, data extraction, analysis, or other forms of software support are not considered mission computer equipment, unless it has been officially added to the sensor and/or mission computer system end items and appears in the technical orders as such.

**SECTION 4, APPENDIX B  
DEFINITIONS (Continued)**

<b>* N *</b>	
<b>Term</b>	<b>Definition</b>
<b>NETWORK</b>	<ol style="list-style-type: none"> <li>1. An organization of stations capable of intercommunication but not necessarily on the same channel.</li> <li>2. Two or more interrelated circuits.</li> <li>3. A combination of switches, terminals, and circuits that serve a given purpose.</li> <li>4. A combination of terminals and circuits in which transmission facilities interconnect the user stations directly, i.e., there are no switching, control, or processing centers.</li> <li>5. A combination of circuits and terminals serviced by a single switching or processing center.</li> <li>6. A combination of information transfer resources devoted to the interconnection of three or more distinct devices, systems, or gateways.</li> <li>7. Two or more systems connected by a communications medium.</li> </ol>
<b>NF</b>	Items that are Non-expandable, accountable equipment, investment item.
<b>NON-CONTRACTOR LIABLE DOWNTIME</b>	Downtime caused by events outside the control of the Contractor. Some examples are external communications failures, (Level II) software induced failures, supply difficulties, natural disasters, or downtime resulting from Government priorities, interruptions, or errors. Downtimes caused by commercial or off-site power failures are usually outside the Contractor's control. The Contractor is still responsible for the time to transfer power to the backup power system (backup generators and uninterruptible power supplies).
<b>NON-DUTY HOURS</b>	Any time outside of the normal duty hours.
<b>NORMAL DUTY HOURS</b>	Normal duty hours at Cavalier SFS are Monday through Friday, 0730 hrs to 1630 hrs.
<b>* O *</b>	
<b>Term</b>	<b>Definition</b>
<b>OPERATION, MAINTENANCE, AND SUPPORT</b>	Includes the operation, maintenance (scheduled and unscheduled), support, and management necessary to satisfy the operational requirement. Contractor support includes repair, lubrication, equipment alignment, installation of Government-approved modifications, testing, performance monitoring, data gathering, data processing, and corrosion control, and the maintenance and dissemination of logs, drawings, records, and forms. The Contractor on-site maintenance support will encompass all organizational, intermediate, and depot level maintenance. Consultant technical support necessary to resolve equipment or facilities maintenance problems will be at Contractor expense.
<b>OPERATING TIME</b>	The amount of time available or required to be available.
<b>OPSCAP</b>	A determination of a sensor's capability to provide missile warning data to Cheyenne Mountain Complex (CMC) and space surveillance data to the Joint Space Operations Center (JSpOC) decided by the Missile Warning Operations Crew Commander (CMDR). OPSCAP data may be influenced by equipment status, communications, natural environmental factors, electromagnetic interference, and/or the effects to Electronic Countermeasures (ECM).

<b>SECTION 4, APPENDIX B DEFINITIONS (Continued)</b>	
<b>* O * (Continued)</b>	
<b>Term</b>	<b>Definition</b>
<b>ORGANIZATIONAL MAINTENANCE</b>	The systematic, timely, and periodic inspection and servicing of equipment which results in elimination of hazard to life and property, induces maximum reliability of equipment, and creates the minimum number of major and costly repair jobs, and produces the optimum utilization of equipment throughout its serviceable life.

<b>* P *</b>	
<b>Term</b>	<b>Definition</b>
<b>PARTIAL FAILURE</b>	Defined by the following conditions and/or circumstances: - An intruder can cross only one sensor providing a detection capability without being detected, at areas where two or more sensors form a line of detection at the boundary - A portion of the facility or individual resource IDS (a line of detection for PL 1 resources) fails
<b>PHYSICAL SECURITY</b>	Actions taken to preserve property from damage or loss.
<b>PREVENTIVE MAINTENANCE</b>	A procedure of inspecting, testing, aligning, and reconditioning equipment at regular intervals according to specified instructions. Preventive maintenance is intended to prevent failures in service or to retard deterioration.
<b>PROJECT</b>	Reference AFI 32-1020, Planning and programming Built Infrastructure Projects, for detailed Information on work Projects. See also, <b>WORK CLASSIFICATION</b> .
<b>PUBLICATIONS</b>	Consists of two types: Departmental, which are Air Force or other Government agency publications issued or prescribed for Air Force use by HQ USAF; Field, which are publications issued by an Air Force activity below HQ USAF.

<b>* R *</b>	
<b>Term</b>	<b>Definition</b>
<b>RADAR OPERATIONAL TIME</b>	Radar operating hours at CAFS are as identified in a 21 SW/Operation Group Classified document (S) to be provided at contract award and shall be maintained at the (S) classification level.
<b>REAL PROPERTY</b>	A building, structure, pavement, utility, or other improvement which has a six-digit category code as found in AFI 32-1024.
<b>REAL PROPERTY FACILITY</b>	A separate real property building, structure, or other real property improvement to which a specific six-digit real property category code has been assigned.
<b>REAL PROPERTY INSTALLED EQUIPMENT (RPIE)</b>	Government owned or leased equipment, apparatus, or fixtures which aid in the function of real property and are an integral part of Government owned or leased real property.
<b>RECORDS</b>	All books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them.

**SECTION 4, APPENDIX B  
DEFINITIONS (Continued)**

<b>* R * (Continued)</b>	
<b>Term</b>	<b>Definition</b>
<b>RECURRING WORK PROGRAM (RWP)</b>	A pre-identifiable listing of all recurring work to be accomplished within the Service Area's real property, RPIE, and GFP. The RWP encompasses all work of a normally recurring nature for both O&M. Recurring work consists of operations, recurring maintenance, service work, and other recurring work for which the scope and level of effort are known without an earlier visit to the job site each time the work is scheduled. It includes all recurring work needed to prevent breakdown of critical facilities, equipment, or utilities. The RWP encompasses all work of a normally recurring nature. The RWP includes the element of work, the period, and frequency of accomplishment.
<b>REPAIR</b>	Restoring a failed or failing facility, system, or item of equipment so it may be used effectively for its designated purpose. Restoring or replacing components damaged by the elements or by fire, storm, explosions, or other disasters. It further consists of overhauling, reprocessing, or replacing deteriorated constituent parts, equipment, or materials. For the purpose of the CE portion of this statement of work, the term maintenance includes all repair work.
<b>RESTORE</b>	To bring a system back to full operational capability using original software or back-up copies of software.
<b>ROBERT SNOW (RS) MEANS</b>	Historical cost indexes for estimating.

<b>* S *</b>	
<b>Term</b>	<b>Definition</b>
<b>SCHEDULED DOWNTIME</b>	A period that is prearranged with and approved by the appropriate approving authority.
<b>SCHEDULED MAINTENANCE</b>	Known or predictable maintenance requirements that can be planned or programmed for accomplishment on either a short- or long-range schedule. This includes accomplishment of recurring scheduled maintenance, inspections and servicing, compliance with TCTOs other than the immediate action category, accomplishment of time change item replacements, and correcting deferred or delayed discrepancies. It also includes modifications and renovation projects that are programmed for depot-level maintenance.
<b>SECURITY INCIDENT</b>	Defined as any unannounced event wherein established physical security and/or entry control standards are by-passed, whether intentional or unintentional, creating opportunity for unauthorized access to PL 1-3 resources.
<b>SERVICE AREA</b>	All areas within Cavalier SFS, ND, also referred to as "the site", with the exception of areas identified within installation boundaries under the control of the privatized Military Family Housing Contractor controlled areas.
<b>SITE COMMANDER</b>	Synonymous with installation commander, station commander, squadron commander, Site Commander, 10 SWS commander, base commander, military commander.
<b>SOFTWARE</b>	A set of computer programs, procedures, and associated documentation concerned with the operation of a data processing system (for example, compilers, library routines, manuals, and circuit diagrams).



**SECTION 4, APPENDIX B  
DEFINITIONS (Continued)**

<b>* S * (Continued)</b>	
<b>Term</b>	<b>Definition</b>
<b>SPACE OBJECT IDENTIFICATION (SOI)</b>	Analysis and interpretation of received radar target data to determine the size, shape, and dynamics of an orbiting body.
<b>SUCCESSOR</b>	Contractor who is succeeding the Incumbent as the holder of the new contract being phased in. (Incumbent and Successor could be the same Contractor.)
<b>SUPPLY POINT</b>	A stock of parts established at or near the point of consumption to ensure continuous and uninterrupted operations.
<b>SUPPORT EQUIPMENT</b>	All items and quantities of organizational equipment required for support of units not programmed for deployment by the war plans and those items and quantities that are required in addition to mobility equipment by combat or combat support type units having a programmed movement in the event of an emergency or wartime situation.

<b>* T *</b>	
<b>Term</b>	<b>Definition</b>
<b>TRANSIENT VEHICLE</b>	A vehicle belonging to an Air Force activity or other Government agency and not officially assigned for maintenance or operational support by coordinated agreements
<b>TRANSITION TEAM</b>	The Government representatives who monitor and coordinate the transition of operations, maintenance, and support between the Incumbent and Successor. The team may consist of the Procurement Contracting Officer (PCO, or simply the CO), Government Program Manager (PM), 10 SWS QAE, and other Government personnel.
<b>TRUSTED AGENT</b>	An individual who participates substantially in the exercise planning and scenario development but must agree not to divulge exercise confidences to potential players or others involved with the exercise.

<b>* U *</b>	
<b>Term</b>	<b>Definition</b>
<b>UNACCOMPANIED HOUSING</b>	Housing assets (owned or leased) constructed or designated for use by unaccompanied permanent party personnel, including dormitories, UNCOQs and UOQs.
<b>UNIQUE ITEM IDENTIFICATION DESCRIPTION</b>	A system of marking items delivered to DoD with unique item identifiers that have machine-readable data elements to distinguish items from all other like and unlike items. The UIID enables traceability of the item throughout its life within the DoD inventory and maintenance systems.
<b>URGENT MAINTENANCE SUPPORT</b>	Requirements which are unexpected in nature and could not be foreseen. The main difference between this requirement and an emergency is response time. Although the equipment is not inoperative, a mission impacting problem exists that must be resolved in a timely manner.



**SECTION 4, APPENDIX B  
DEFINITIONS (Continued)**

<b>* U *</b>	
<b>Term</b>	<b>Definition</b>
<b>USER-LEVEL MAINTENANCE</b>	Normal day to day maintenance requiring no expertise/certifications to include, but not limited to, light cleaning, single battery change out, lamp test, change filter, and switching to and from by-pass mode when needed. Also requires contacting AF SSUPS contracted service provider when problems arise and assist in simple test tasks in an attempt to rectify problem.
<b>* W *</b>	
<b>Term</b>	<b>Definition</b>
<b>WORK CLASSIFICATION</b>	Defining the type of work necessary to accomplish facility requirements in the most cost-effective manner. Work authorization and approval levels and appropriate funding sources vary with work classification. In general, real property maintenance work will be classified maintenance, repair or minor construction. (See AFI 32-1020, Planning and Programming Real Property Maintenance Using Appropriated Funds, Chapter 2, Paragraph 2.5.1 for detailed information.
<b>WORK CLASSIFICATION - MAINTENANCE (ELEMENT OF EXPENSE INVESTMENT CODE (EEIC) 521)</b>	The day-to-day work required to preserve real property facilities and prevent premature failure or wearing out of system components. Maintenance includes work to prevent and arrest component deterioration. It also includes work required to restore components which have deteriorated, but which have not yet completely failed or exceeded their economic life.
<b>WORK CLASSIFICATION - REPAIR (EEIC 522)</b>	That work required for any facility (i.e., building, utility system, or other real property infrastructure) or facility component to restore its safe, effective, and economical support of assigned missions and organizations.
<b>WORK CLASSIFICATION - MINOR CONSTRUCTION (EEIC 529)</b>	Military construction projects for a single undertaking that have an approved cost equal or less than \$3 million. Minor construction projects costing \$500,000 or less are authorized to be funded from the operations and maintenance (O&M) appropriation. 10 U.S.C. 2805 authorizes minor construction projects. This limit is statutory and cannot be exceeded.
<b>WORK CLASSIFICATION - DEMOLITION</b>	That work required to disassemble or completely remove a real property facility. As used in this statement of work, demolition includes both the removal of the real property facility and complete cleanup and restoration of the Cavalier SFS facility.
<b>WORK ORDER (WO)</b>	Work requiring detailed planning.
<b>WORK REQUEST REVIEW BOARD (WRRB)</b>	Chaired by the 10 SWS Commander and functional staff members to validate, justify and prioritize work requests.
<b>WORK WEEK</b>	Normal workweek is Monday through Friday.
<b>* X *</b>	
<b>Term</b>	<b>Definition</b>
<b>XD, XF</b>	Items with Expandability, Recoverability, Reparability Cost which can normally be, repaired economically either by base or depot maintenance.

## SECTION 4, APPENDIX C EMERGENCY WORK

The following are service call examples and do not constitute a complete list.

SYSTEM	PRIORITY
<b>PLUMBING</b>	
Faucet, can't be turned off (Outside)	Emergency
Sewer line, Clogged	Emergency
Floor drain, backing up	Emergency
Commode/Toilet	
• Inoperative (1 in unit )	Emergency
• Broken	Emergency
• Leaking	Emergency
Dishwasher	
• Leaking	Emergency
Garbage disposal & sink plugged both sides	Emergency
Sink, Broken or Leaking	Emergency
Water heater	
• Rupture	Emergency
• Too hot	Emergency
Loss of water to facility	Emergency
<b>ELECTRICAL</b>	
Carbon Monoxide Detectors	Emergency
Gas range	
• Completely inoperative	Emergency
Loss of power	
• Complete loss	Emergency
Refrigerator	
• Completely inoperative	Emergency
Smoke & heat detectors	Emergency
Smoking light fixture, receptacle, appliance	Emergency
<b>MECHANICAL</b>	
Air conditioning unit	
• Smoking, overheating, or condition, which if not corrected, could cause damage to the equipment or housing unit	Emergency
• Totally inoperative (non-medical exemption)	Emergency
• Totally inoperative (medical exemption)	Emergency
Exhaust fan	
• Dripping [condensation] (bath/kitchen)	Emergency
Gas leak	Emergency
Heating system	
• Loss of heat (heating season 1 Sep-1 May)	Emergency
• Thermostat inoperative (no heat during heating season 1 Sep-1 May)	Emergency
Water in lights or fuse box	Emergency

**SECTION 4, APPENDIX C**  
**EMERGENCY WORK (Continued)**

<b>SYSTEM</b>		<b>PRIORITY</b>
<b>STRUCTURAL</b>		
Doors		
<ul style="list-style-type: none"> <li>• Glass Broken (hazard/security)</li> <li>• Exterior, broken</li> </ul>		Emergency
Door knobs, completely inoperative (bath/bedroom)		Emergency
Lock		
<ul style="list-style-type: none"> <li>• Inoperative, exterior door or garage overhead door</li> <li>• Lockout</li> </ul>		Emergency
Safe or Security container malfunction		Emergency
Roof, leaks		Emergency
Window		
<ul style="list-style-type: none"> <li>• Broken (hazard/security)</li> </ul>		Emergency

**SECTION 4, APPENDIX D**  
**PUBLICATIONS, PLANS, POLICIES, AND PROCEDURES CROSS-REFERENCE**

Notify the CO of any changes to Cavalier SFS plans, policies and procedures or publications within 30 calendar days of receipt of revisions, changes, supplements, and notifications of rescission. Contractor shall immediately implement those changes which have no cost impact. Before implementing any change that shall result in an increase in contract price, the Contractor shall submit to the CO a price proposal within 30 calendar days following receipt of the change by the Contractor. The CO and the Contractor shall negotiate the change into the contract under the provisions of the contract clause entitled "Changes." Revisions, changes, supplements, and rescissions to publications that increase cost will not become effective until directed by the CO. Failure of the Contractor to submit a price proposal within 30 calendar days following receipt of the change entitles the Government to performance according to such change at no increase in contract price.

<b>PUBLICATIONS AND FORMS CROSS-REFERENCE</b>			
<b>Publication</b>	<b>Publication Title</b>	<b>Chapter/ Report</b>	<b>Location</b>
AFI 10-701	Operations Security (OPSEC)	8	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 10-712	Telecommunications Monitoring and Assessment Program (TMAP)	5	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFMAN 14-304 (FOUO)	The Security, Use, and Dissemination of Sensitive Compartmented Information (SCI)	1	Bidders Library
AFMAN 16-1405	Personnel Security Program	1, 5	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 16-1404	Air Force Information Security Program	11	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 17-210	Radio Management	5	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFMAN 17-1201	User Responsibilities and Guidance for Information Systems	5	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 21-103, AFSPC Sup 1	Equipment Inventory, Status, and Utilization Reporting	4	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 23-101	Air Force Materiel Management	6	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 23-204	Organizational Fuel Tanks	6	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 24-203	Preparation and Movement of Air Force Cargo	6	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>

**SECTION 4, APPENDIX D**  
**PUBLICATIONS, PLANS, POLICIES, AND PROCEDURES CROSS-REFERENCE**  
(Continued)

<b>PUBLICATIONS AND FORMS CROSS-REFERENCE</b>			
<b>Publication</b>	<b>Publication Title</b>	<b>Chapter/ Report</b>	<b>Location</b>
AFMAN 24-206, Volume 2	Transportation Preparation and Movement of Air Force Cargo		<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 31-101 (FOUO)	Integrated Defense	6, 8	Bidders Library
AFI 32-1001	Operations Management	7	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 32-1020	Planning and Programming Built Infrastructure Projects	R7.1	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFMAN 32- 1053	Integrated Pest Management Program	10, R10.13, R10.16	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 32-1054	Corrosion Control	7	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFMAN 32- 1062	Electrical Systems, Power Plants and Generators	7	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFMAN 32- 1065	Grounding & Electrical Systems	7	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFMAN 32- 1067	Water and Fuel Systems	7,10, R10.5	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 32-6000	Housing Management	7	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 32-6002	Family Housing Planning, Programming, Design, and Construction	R7.1	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 32-7001	Environmental Management	10, R10.14	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFMAN 32- 7002	Hazardous Waste Management	10	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFMAN 32- 7003	Environmental Conservation	10, R10.5, R10.9	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 32-7020	The Environmental Restoration Program	10	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 32-7040	Air Quality Compliance and Resource Management	10	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>

**SECTION 4, APPENDIX D**  
**PUBLICATIONS, PLANS, POLICIES, AND PROCEDURES CROSS-REFERENCE**  
(Continued)

<b>PUBLICATIONS AND FORMS CROSS-REFERENCE</b>			
<b>Publication</b>	<b>Publication Title</b>	<b>Chapter/ Report</b>	<b>Location</b>
AFI 32-7062	Comprehensive Planning	R7.5	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 32-9005	Real Property Accountability and Reporting	7	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFMAN 32-1067	Water and Fuel Systems	7	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 32-10142	Facilities Board	R7.3	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 33-115	Air Force Information Technology (IT) Service Management	5	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFMAN 33-145	Collaboration Services and Voice Systems Management	5	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 33-200	Air Force Cybersecurity Program Management	5	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFMAN 33-283 (FOUO)	Communications Security (COMSEC) Operations	5	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFMAN 33-285	Cybersecurity Workforce Improvement Program	5	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 33-322	Records Management Program	11	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFMAN 33-363	Management of Records	5, 11	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 33-364	Records Disposition - Procedures and Responsibilities	11	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 33-580	Spectrum Management	5	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 48-109	Electromagnetic Field Radiation (EMFR) Occupational and Environmental Health Program	1, 9	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 90-201	The Air Force Inspection System	1	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFI 90-801	Environment, Safety, and Occupational Health Councils	10, R10.1	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
DAFI 90-1701	Energy Management	7	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AFCOMSEC Form 9	Cryptographic Access Certificate (PA) (FOUO)	5	See COMSEC Officer
AFCSM 21-556V2	Introduction to IMDS Software User Manual	4	<a href="https://ceds.ssg.gunter.af.mil/">https://ceds.ssg.gunter.af.mil/</a>

**SECTION 4, APPENDIX D**  
**PUBLICATIONS, PLANS, POLICIES, AND PROCEDURES CROSS-REFERENCE**  
**(Continued)**

<b>PUBLICATIONS AND FORMS CROSS-REFERENCE</b>			
<b>Publication</b>	<b>Publication Title</b>	<b>Chapter/ Report</b>	<b>Location</b>
AFCSM 21-560V2	C-E Equipment and Inventory Reporting Software User Manual	4	<a href="https://ceds.ssg.gunter.af.mil/">https://ceds.ssg.gunter.af.mil/</a>
AFCSM 21-561V2	IMDS Maintenance Event Subsystem	4	<a href="https://ceds.ssg.gunter.af.mil/">https://ceds.ssg.gunter.af.mil/</a>
AFCSM 21-562V2	IMDS Location Subsystem Software User Manual	4	<a href="https://ceds.ssg.gunter.af.mil/">https://ceds.ssg.gunter.af.mil/</a>
AFCSM 21-563V2	IMDS Job Data Documentation (JDD)	4	<a href="https://ceds.ssg.gunter.af.mil/">https://ceds.ssg.gunter.af.mil/</a>
AFCSM 21-564V2	IMDS Status Inventory Reporting	4	<a href="https://ceds.ssg.gunter.af.mil/">https://ceds.ssg.gunter.af.mil/</a>
AFCSM 21-569V2	IMDS Personnel Management Software User Manual	4	<a href="https://ceds.ssg.gunter.af.mil/">https://ceds.ssg.gunter.af.mil/</a>
AFCSM 21-579V2	Maintenance Supply Interface	4	<a href="https://ceds.ssg.gunter.af.mil/">https://ceds.ssg.gunter.af.mil/</a>
AF Form 601	Equipment Action Request	6	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AF Form 616	Fund Cite Authorization (FCA)	R10.7	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AF Form 813	Request for Environmental Impact Analysis	10, R10.11	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AF Form 2005	Issue/Turn-in Request	6	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AF Form 2586	Unescorted Entry Authorization Certificate	8	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
AF IMT 4326	Tactic Improvement Proposal	2, 3	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
690NSGI 33-101	Air Force Network Operations (AFNETOPS) Security & Services Management	5	Bidders Library
AFTO Form 22	Technical Manual (TM) Change Recommendation and Reply	4	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
Cavalier SFS IEMP 10-2 (FOUO)	Cavalier SFS Emergency Management (EM) Operations Plan	7, R7.7	Bidders Library
32 CFR 989	Environmental Impact Analysis Process (EIAP)	10, R10.11	Local Network Neighborhood
AFKAG-2L (FOUO)	Air Force COMSEC Accounting Manual	5	<a href="https://private.afca.af.mil/">https://private.afca.af.mil/</a>
AFSPCI 10-260	Tactics Development Program	3	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>

**SECTION 4, APPENDIX D**  
**PUBLICATIONS, PLANS, POLICIES, AND PROCEDURES CROSS-REFERENCE**  
**(Continued)**

<b>PUBLICATIONS AND FORMS CROSS-REFERENCE</b>			
<b>Publication</b>	<b>Publication Title</b>	<b>Chapter/ Report</b>	<b>Location</b>
AFSPCI 21-108	Space Systems Maintenance Management	4	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
40 CFR 300.800-300.825	Administrative Records	10	Bidders Library
CJCSM 6254.01 (S)	MILSTAR Network Operating Procedures	4	<u>Bldg. 830, Rm 231, C2, D4 - Classified</u>
DAFI 10-2501	Air Force Emergency Management Program Planning and Operations	7	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
DAFMAN 23-122	Materiel Management Procedures	6	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
DD Form 254	DoD Contract Security Classification Specification	8, 11	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
DD Form 1348-6	DoD Single Line Item Requisition System Document (Manual)	6	Bidders Library
DD Form 1391	Military Construction Project Data	7	Bidders Library
DD Form 2875	System Authorization Access Request (SAAR)	6	Bidders Library
DoD 4140.27-M	Shelf-Life Management Manual	6	<a href="http://www.dtic.mil/whs/directives/">http://www.dtic.mil/whs/directives/</a>
DoD 5200.01-M	Information Security Program	7	<a href="http://www.dtic.mil/whs/directives/">http://www.dtic.mil/whs/directives/</a>
DoD 5220.22-M	National Industrial Security Program Operating Manual	8	<a href="http://www.dtic.mil/whs/directives/">http://www.dtic.mil/whs/directives/</a>
DoD 8570.1-M	Information Assurance Workforce Improvement Program	1, 5	<a href="http://www.dtic.mil/whs/directives/">http://www.dtic.mil/whs/directives/</a>
DoDM 5200.02	Personnel Security Program	1, 5	<a href="http://www.e-publishing.af.mil/">http://www.e-publishing.af.mil/</a>
DISAC 310-55-1	Status Reporting	5	<a href="https://disa-ca.dtic.mil/pubs/circulars/">https://disa-ca.dtic.mil/pubs/circulars/</a>
DISAC 310-70-1	DII Tech Control	5	<a href="https://disa-ca.dtic.mil/pubs/circulars/">https://disa-ca.dtic.mil/pubs/circulars/</a>
DISAC 310-130-1	Submission of Telecommunications Service Requests	5	<a href="https://disa-ca.dtic.mil/pubs/circulars/">https://disa-ca.dtic.mil/pubs/circulars/</a>
DLA Energy P-5	Vehicle Identification Link (VIL) Key Encoding, Accountability, and Control	6	<a href="https://dla.deps.mil/dod/dla/dlaenergy/scm/SitePages/Publications.aspx">https://dla.deps.mil/dod/dla/dlaenergy/scm/SitePages/Publications.aspx</a>
DOC-032-12	Operational Security Doctrine	5	Bidders Library



**SECTION 4, APPENDIX D**  
**PUBLICATIONS, PLANS, POLICIES, AND PROCEDURES CROSS-REFERENCE**  
**(Continued)**

<b>PUBLICATIONS AND FORMS CROSS-REFERENCE</b>			
<b>Publication</b>	<b>Publication Title</b>	<b>Chapter/ Report</b>	<b>Location</b>
EO 13693	Planning for Federal Sustainment in the Next Decade	R10.5	Bidders Library
AFGM2017-32-01	Insert Title	7	Local Network Neighborhood
HQ USAF/CC Policy/Guidance Ltr	Air Force Policy and Guidance on Lead-Based Paint in Facilities	R10.5	Local Network Neighborhood
MIL-STD-188-125	Facility Shield Modifications	1	Bidders Library
NFPA 10	Standard for Portable Fire Extinguishers	7	<a href="http://www.nfpa.org/abouttheCodes/AboutTheCodes.asp?DocNum=10">http://www.nfpa.org/abouttheCodes/AboutTheCodes.asp?DocNum=10</a>
NFPA 780	Lightning Protection	7	Bidders Library
NI 10-3	Mission Integrity, Change Control Management, and Test Control for the Integrated Tactical Warning and Attack Assessment (ITW/AA) System	2	Bidders Library
NIST SP 800-53, Rev 4	Security and Privacy Controls for Federal Information Systems and Organizations	5	Bidders Library
SI 534-16 (S)	Missile Warning and Nudet Detection Operations	2	See 10 SWS/DO
SSOps OI 534-9 (S)	Space Surveillance Operations Operating Instruction	2	See 10 SWS/DO
TO 00-5-1	AF Technical Order System	1, R4.2	<a href="http://www.tinker.af.mil/technicalorders/index.asp">http://www.tinker.af.mil/technicalorders/index.asp</a>
TO 00-5-15	Time Change Technical Orders	4	<a href="https://www.toindex-s.wpafb.af.mil/">https://www.toindex-s.wpafb.af.mil/</a>
TO 00-20-1	Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures	4	<a href="http://www.tinker.af.mil/technicalorders/index.asp">http://www.tinker.af.mil/technicalorders/index.asp</a>
TO 00-20-2	Maintenance Data Documentation	4	<a href="http://www.tinker.af.mil/technicalorders/index.asp">http://www.tinker.af.mil/technicalorders/index.asp</a>
TO 00-20-3	Maintenance Processing Of Repairable Property And Repair Cycle Asset Control System	4	<a href="http://www.tinker.af.mil/technicalorders/index.asp">http://www.tinker.af.mil/technicalorders/index.asp</a>

**SECTION 4, APPENDIX D**  
**PUBLICATIONS, PLANS, POLICIES, AND PROCEDURES CROSS-REFERENCE**  
(Continued)

<b>PUBLICATIONS AND FORMS CROSS-REFERENCE</b>			
<b>Publication</b>	<b>Publication Title</b>	<b>Chapter/ Report</b>	<b>Location</b>
TO 00-20-14	Air Force Metrology and Calibration Program	4	<a href="https://www.toindex-s.wpafb.af.mil">https://www.toindex-s.wpafb.af.mil</a>
TO 00-25-107	Maintenance Assistance	R4.1	<a href="http://www.tinker.af.mil/technicalorders/index.asp">http://www.tinker.af.mil/technicalorders/index.asp</a>
TO 00-25-108	Communications-Electronics (C-E) Depot Support	R4.1	<a href="https://www.toindex-s.wpafb.af.mil/">https://www.toindex-s.wpafb.af.mil/</a>
TO 00-25-195	Source Maintenance And Recoverability (SMR) Coding Of AF Weapons System and Equipment	4	<a href="http://www.tinker.af.mil/technicalorders/index.asp">http://www.tinker.af.mil/technicalorders/index.asp</a>
TO 00-25-234	General Shop Practice Requirements for the Repair, Maintenance, and Test of Electrical Equipment	6	<a href="http://www.tinker.af.mil/technicalorders/">http://www.tinker.af.mil/technicalorders/</a>
TO 00-33A-1001	Methods and Procedures, General Communications Activities Management Procedures and Practice Requirements	4, 5	<a href="https://www.my.af.mil/etims/ETIMS/index.jsp">https://www.my.af.mil/etims/ETIMS/index.jsp</a>
TO 00-33A-1106	Air Force Information Network (AFIN) Network Management	5	<a href="http://www.tinker.af.mil/technicalorders/">http://www.tinker.af.mil/technicalorders/</a>
TO 00-33A-1108	Voice Systems Management	5	<a href="http://www.tinker.af.mil/technicalorders/">http://www.tinker.af.mil/technicalorders/</a>
TO 00-33A-1109	AF-GIG Vulnerability Management	5	<a href="http://www.tinker.af.mil/technicalorders/">http://www.tinker.af.mil/technicalorders/</a>
TO 00-33A-1112	Air Force Network Enterprise Service Desk Service Incident Management	5	<a href="http://www.tinker.af.mil/technicalorders/">http://www.tinker.af.mil/technicalorders/</a>
TO 00-33B-5007	Security Incident Management for Information Systems	5	<a href="http://www.tinker.af.mil/technicalorders/">http://www.tinker.af.mil/technicalorders/</a>
TO 00-33D-2001	Active Directory Naming Convention	5	<a href="http://www.tinker.af.mil/technicalorders/">http://www.tinker.af.mil/technicalorders/</a>
TO 00-33D-3003	Methods and Procedures, Managing the Cyberspace Infrastructure with the Cyberspace Infrastructure Planning System	5	<a href="https://www.my.af.mil/etims/ETIMS/ETIMS/menu/index.jsp">https://www.my.af.mil/etims/ETIMS/ETIMS/menu/index.jsp</a>
TO 00-35D-54	USAF Deficiency Reporting, Investigation and Resolution	4	<a href="http://www.tinker.af.mil/technicalorders/index.asp">http://www.tinker.af.mil/technicalorders/index.asp</a>

**SECTION 4, APPENDIX D**  
**PUBLICATIONS, PLANS, POLICIES, AND PROCEDURES CROSS-REFERENCE**  
(Continued)

<b>PUBLICATIONS AND FORMS CROSS-REFERENCE</b>			
<b>Publication</b>	<b>Publication Title</b>	<b>Chapter/ Report</b>	<b>Location</b>
TO 1-1-689 Vol 1	Corrosion Program and Corrosion Theory	4	<a href="https://www.toindex-s.wpafb.af.mil">https://www.toindex-s.wpafb.af.mil</a>
TO 33-1-27	Logistics Support of Precision Measurement Equipment	4	<a href="https://www.toindex-s.wpafb.af.mil">https://www.toindex-s.wpafb.af.mil</a>
TO 33-1-32	General Instructions for Input Power Wiring of Electrical/ Electronic Support Equipment	4	<a href="https://www.toindex-s.wpafb.af.mil">https://www.toindex-s.wpafb.af.mil</a>
TO 33K-1-100	Calibration Procedures Series	4	<a href="https://www.toindex-s.wpafb.af.mil">https://www.toindex-s.wpafb.af.mil</a>
TO 37-1-1	General Operation and Inspection of Installed Fuel Storage and Dispensing Systems	6	<a href="https://www.toindex-s.wpafb.af.mil">https://www.toindex-s.wpafb.af.mil</a>
TO 42B-1-1	Quality Control of Fuels and Lubricants	6	<a href="https://www.toindex-s.wpafb.af.mil/">https://www.toindex-s.wpafb.af.mil/</a>
UFC 3-460-03	O&M: Maintenance of Petroleum Systems	7	<a href="http://www.hnd.usace.army.mil/">http://www.hnd.usace.army.mil/</a>
UFC 3-601-02	Fire Protection Operation, Maintenance, Inspection, and Testing	7	Bidders Library
10 SWS IDP 31-1 (FOUO)	10th Space Warning Squadron Integrated Defense Plan	8	Local Network Neighborhood
10 SWS CP	10th Space Warning Squadron Conservation Management Plan	7	Local Network Neighborhood
PARCS OI 21-11	System Readiness Verification	3	Local Network Neighborhood
P-ES-05	Natural Resources Plan	7	Local Network Neighborhood
P-ES-06	Pest Management Plan	7	Local Network Neighborhood
P-ES-14	Fire Emergency and Evacuation Procedures	7	Local Network Neighborhood
21 SWI 10-202	Operations Maintenance Scheduling	2	Local Network Neighborhood

## SECTION 4, APPENDIX E REPORTS CROSS-REFERENCE

The Contractor shall deliver the reports and technical information as specified below:

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R1.1	Quality Status Report	1.5.12.3	Monthly (10th of each month)	SAM-D/PMG	SAM-D/PMG
<b>Report Requirements:</b> <ol style="list-style-type: none"> <li>Details of audits and inspections accomplished.</li> <li>Deficiencies noted and current status of all issues yet to be resolved.</li> <li>A measurement system (metrics) that graphically illustrates at minimum, the Contractor's performance with regard to each of the Performance Thresholds in the PWS Service Summary.</li> <li>An independent narrative assessment and analysis of trends generated by the QA function.</li> </ol>					

Report R1.2: Removed

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R1.3	Workload Data	1.8, 1.10, 1.13	Annually by 1 Nov	SAM-D/PMG	SAM-D/PKG SAM-D/PMG
<b>Report Requirements:</b> Collect, maintain, and submit workload data in electronic format for the following PWS requirements: Sec 1, Chapter 1, Paragraphs 1.8, 1.10, and 1.13					

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R1.4	Knowledge Management Plan	1.11.3	Provide 60 days after contract award and semi-annually thereafter, or when changes	SAM-D/PMG	10 SWS/CC SAM-D/PKG SAM-D/PMG
<b>Report Requirements:</b> Include the following in the KM Plan: Detail how employee knowledge will be captured and passed onto new employees by capturing lessons learned and corporate knowledge of workers gained through experience in maintaining the radar, weapon system, and communication systems. It should provide a standard process for identifying and documenting information that is determined to be missing from current technical manuals or operating instructions. The KM Plan should capture corporate knowledge of workers gained through experience. Finally, the KM Plan should dictate how knowledge will be trained to new workers. Also include a training plan for new employees to be trained and qualified to replace other Contractor employees retiring or leaving the contract through attrition. Explain how the knowledge resident in the workforce will be documented and shared. Additionally, describe any initiatives you will implement to recruit employees. Mark each page of the data "For Official Use Only (FOUO)" at the bottom of the page. When transmitting the document as an email include "FOUO" in the subject of the submission email, and include the statement "For Official Use Only Attachment" in the body of the email.					

**SECTION 4, APPENDIX E**  
**REPORTS CROSS-REFERENCE (Continued)**

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R1.5	Advanced Training	1.11.1.3	Monthly	SAM-D/PMG	10 SWS/CC DEL 4/MW/TDM SAM-D/PMG

**Report Requirements:** Provide monthly blocks of training covering the following in a 8 month period (one block per month):

Block 1 - Basic Radar: include how radar works, wave length, UHF vs. EHF or other BANDS – S, L, X, and how site specific Radar operates (band, wave length, capabilities gained by this type of radar, limitations, etc.)

Block 2 - Site Specific Radar Hardware: General overview of the AN/FPQ-16 radar system. Include major components, hardware chain, environmental (heaters/coolers), major components that could cause mission failure, redundancy, and maintenance (how CCAS works)

Block 3 - Site Specific Radar Software: include software architecture, specific software functions, maintenance, and how updates affect software (thunking, new versions)

Block 4 - Explain the AN/GSC-52 system and the PARCS mission as well as the site Specific Communications Architecture: include voice architecture both secure and unclassified (MILSTAR, SSSVN, IST-2, STE, OMNI, DSN, commercial), circuits, data architecture and maintenance

Block 5 - Site Specific Power: Power sources, generator backup, feeders and maintenance

Block 6 - Response to MWOC operations TO directions/actions, TO Emergency faults trouble shooting, TO EMI actions based on directions from TO, MWOC crew TO communication failure actions for Voice/Data (reliance on outside agencies to trouble shoot) and TO faults matrix trouble shooting

Block 7 - Site Analyst & Quality Assurance (QA): Explain functions of the Site Analyst and QA. Describe how QA provides oversight of PARCS PWS in relation to O&M support to mission success. Explain how Site Analysts accomplish data reduction for Site Reporting and how Calibration satellites are picked and used.

Block 8 – Special Interest Items: Topics may include radar issues/maintenance, lessons learned from MWOC Crew/MMCO interactions while trouble shooting or any other issues requested by the DO.

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R3.1	Tactics Improvement Proposal (TIP)	3.1.7	Annually by 31 Oct of each calendar year	10 SWS/CC	10 SWS/CC DEL 4/MW/TDM SAM-D/PMG

**Report Requirements:** The Contractor shall maintain workload data on TIP validating and testing.

**Section 4, APPENDIX E**  
**REPORTS CROSS REFERENCE (Continued)**

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R4.1	Draft Maintenance Assistance Request	4.2.6.3	As Required	10 SWS/CC	10 SWS/CC
<b>Report Requirements:</b> Submit DRAFT requests for Technical Assistance (TA), Engineering Assistance (EA), Emergency Depot Level Maintenance (EDLM) or Urgent Depot Level Maintenance (UDLM) IAW TO 00-25-108, Chapter 2, Paragraph 2-5, and Figures 2-4 and 2-5, and TO 00-25-107, Paragraph 2.5 (and subparagraphs).					

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R4.2	Technical Order (TO) System Improvement	4.2.12	As Required	SPoC/S4UG	SPoC/S4UG DEL 4/MW/TDM
<b>Report Requirements:</b> Submit IAW TO 00-5-1, paragraphs 9.1.2.6, 9.1.3.5, 9.2 (and subparagraphs), 9.6 and D.4 (and subparagraphs).					

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R6.1	AFSPC/A4X Unserviceable TWT Inventory	6.2.13	Quarterly during the months of March, June, September and December	AFSPC/A4X	AFSPC/A4X DEL 4/MW/TDM
<b>Report Requirements: Receiving.</b> Inspect and process Military Standard Requisitioning and Issue Procedures (MILSTRIP) materials received IAW AFI 24-602 (Volume 2), Chapter 3.					

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R7.1	Programming Documentation	7.2.1.3	As Required	21 CES/CENP	21 CES/CENP 10 SWS/MS
<b>Report Requirements:</b> Documentation will be prepared using AFI 32-1020, and 32-6000. Documentation requires 10 SWS/MS or designated authority approval.					

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R7.2	Facility Board Minutes	7.2.1.4.1	14 Days After Facility Board	21 CES/CENP	21 CES/CENP 10 SWS/CC SAM-D/PMG
<b>Report Requirements:</b> Submit the minutes.					

**SECTION 4, APPENDIX E**  
**REPORTS CROSS-REFERENCE (Continued)**

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R7.3	5 Year Plan	7.2.1.4.2	As Required	21 CES/CENP	21 CES/CENP 10 SWS/CC SAM-D/PMG

**Report Requirements:** Prepare 5 Year Plan IAW AFSPCI 32-10142, Paragraphs 1.2.3 and 2.2.3. Plan requires coordination with CE QAE or designated official.

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R7.4	Engineering Studies/Analysis/ Surveys/Reports	7.2.2.4	As Required	21 CES/CENP	21 CES/CENP

**Report Requirements:** Provide engineering support such as studies, surveys, analyses, engineering reports, on an as-required basis.

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R7.5	Installation Development Plan	7.2.4	Within 90 days after Contract Award; and Annually thereafter	21 CES/CENP	21 CES/CENP

**Report Requirements:** Update the Installation Development Plan and Installation Layout Maps in the Comprehensive Plan IAW AFI 32-7062, all Chapters excluding Chapter 1.

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R7.6	Annual Emergency Generator Inventory and Refueling Plan	7.6.4	Annually	21 CES/CENP	21 CES/CENP

**Report Requirements:** Submit inventory IAW ETL 13-4, Paragraph 10.5.

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R7.7	Cavalier SFS IEMP 10-2 (FOUO)	7.18.3	Annually	21 CES/CENP	21 CES/CENP

**Report Requirements:** Maintain and update Cavalier SFS IEMP 10-2 (FOUO) to capture site-specific Air Force operating procedures and gain approval from the 10 SWS Commander and 21 CES Readiness Flight. This plan requires annual review and coordination.

**SECTION 4, APPENDIX E**  
**REPORTS CROSS-REFERENCE (Continued)**

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R7.9	Scheduled and Unscheduled Mission Critical Utility Outage Report	7.3.5.1.	As required; see spreadsheet for detailed reporting requirements	21 CES/CENP	21 CES/CENP

**Report Requirements:** Submit IAW spreadsheet format provided below:



Mission Critical  
Utility Outage Repo

Mark each page of the data "Controlled Unclassified Information (CUI)" at the bottom of the page. When transmitting the document as an email include "CUI" in the subject of the submission email, and include the statement "Controlled Unclassified Information" in the body of the email.

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R7.10	Utility Consumption Report	7.3.2.1.	Not later than 15 days after the end of the month of consumption (or end of the established billing cycle)	21 CES/CENP	21 CES/CENP 10 SWS/CC 10 SWS/MS

**Report Requirements:** Submit IAW spreadsheet format provided below:



Utility  
Consumption Repo

Mark each page of the data "Controlled Unclassified Information (CUI)" at the bottom of the page. When transmitting the document as an email include "CUI" in the subject of the submission email, and include the statement "Controlled Unclassified Information" in the body of the email.

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R7.11	Residual Job Orders	7.3.6.	Quarterly	21 CERS/CENP	21 CES/CENP

**Report Requirements:** Submit updated list showing completed JO's and date completed.



Work Order  
Selection Scan.pdf



**SECTION 4, APPENDIX E**  
**REPORTS CROSS-REFERENCE (Continued)**

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R9.1	Drinking Water Sampling Results	9.4	As Required	21 AMDS/SGPB	21 AMDS/SGPB 319 MDOS/SGOJ
<b>Report Requirements:</b> Include all sample analysis results and submit them by email within 24 hours of receipt.					
Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.1	Conference Minutes-ESOH Council	10.2	NLT 30 calendar days after meeting	21 CES/CEIE	21 CES/CEIE SAM-D/PMG 21 AMDS/SGPB
<b>Report Requirements:</b> The minutes will summarize the substance and outcome of all discussions. If privileged information is discussed and included in the minutes, comply with instructions for handling and release of privileged information in accordance with AFI 90-801, Paragraphs 4.1 and 4.2 for report preparation and distribution.					
Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.2	Program-Level Self-Inspection Report	10.4.2	60 Days after final assessment	21 CES/CEIE	21 CES/CEIE SAM-D/PMG 21 AMDS/SGPB
<b>Report Requirements:</b> Provide a copy of final Program-level Self-Inspection Report 60 days following completion of the on-site assessment for those assessments completed by the Contractor.					
Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.3	Pre-visit Environmental Inspection Process (EIP) Questionnaire	10.4.2	As Requested	21 CES/CEIE	21 CES/CEIE SAM-D/PMG 21 AMDS/SGPB
<b>Report Requirements:</b> Complete pre-visit EIP Questionnaire when requested by 21 CES/CEIE.					
Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.4	Corrective Action Plan	10.4.3	5 Days after end of each quarter	21 CES/CEIE	21 CES/CEIE SAM-D/PMG 21 AMDS/SGPB
<b>Report Requirements:</b> Identify specific Contractor actions to resolve program-level and UEI Capstone environmental deficiencies.					

**SECTION 4, APPENDIX E**  
**REPORTS CROSS-REFERENCE (Continued)**

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.5	Environmental Management Plans	10.5, 10.7, 10.8, 10.10, 10.11, 10.15, 10.16.1, 10.16.3, 10.17, 10.20	Annually by 31 May (Except ICRMP, which is due on 31 Oct)	21 CES/CEIE	21 CES/CEIE

**Report Requirements:**

The plan shall address the following subjects in individual Chapters. See the following publications for information:

- a.** Asbestos Management Plan (AFI 32-1001, Paragraphs 1.6.1 through 1.6.3, 15.1 thru 15.4.2, 15.5 thru 15.5.5, 15.6.2).
- b.** Asbestos Operations Plan (AFI 32-1001, Paragraphs 1.6.1 through 1.6.2, 1.6.3, 15.1 thru 15.4.2, 15.5 thru 15.5.5, 15.6.2)
- c.** Hazardous Waste Management Plan (AFMAN 32-7002, Paragraphs 1.3.6, 1.3.6.3 and Chapter 5 (except 5.3.7, 5.3.8, 5.4.1.2, 5.4.1.4.2, 5.4.1.5, 5.5, 5.6.1.5, 5.6.2.5).
- d.** Integrated Solid Waste Management Plan (AFMAN 32-7002, Paragraphs 1.3.6, 1.3.6.1, and Chapter 6 (except 6.2.4, 6.3.1, 6.3.2, 6.4.2, 6.4.3, 6.5.2, 6.6.3.1 through 6.6.3.4.3, 6.6.3.6 through 6.6.3.7.7, and 6.7)
- e.** Lead-Based Paint Management Plan (HQ USAF/CC Policy/Guidance letter dated 24 May 1993, excluding para 8)
- f.** Air Quality Compliance Plan
- g.** Storm Water Pollution Prevention Plan (National Pollution Discharge Elimination System (NPDES) and AFI 32-1067, Paragraphs 5.3, 5.3.1, 5.3.4, 5.3.5, 5.3.7.2, 5.3.8, and 5.4 (excluding 5.4.1.1 - 5.4.1.3, 5.4.3, 5.4.5 and 5.4.6).
- h.** Spill Prevention & Control Countermeasures (SPCC) Program (40CFR 112)
- i.** Integrated Cultural Resource Management Plan (AFMAN 32-7003, paragraphs 2.17-2.17.6 and federal, state and local standards)
- j.** Green Procurement Plan (<https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program/and EO 13834>)
- k.** Recycle Plan (Document roles, procedures, analysis, training, and records pertaining to recycling per AFMAN 32-7002, Paragraphs 6.6.1 and 6.6.3.5. Recycle Plan may be an appendix to Integrated Solid Waste Management Plan).

Note: Plans will be reviewed and accepted by Cavalier SFS EPC annually by 31 May. Note: Plans will be reviewed and accepted by Cavalier SFS EPC annually by 31 May.

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.6	Hazardous Waste (HW) Stream Inventory Report	10.8.1	Annually by 10 Jan	21 CES/CEIE	21 CES/CEIE

**Report Requirements:** Identify specific type and amount of hazardous waste being generated, stored and disposed of off-site IAW AFMAN 32-7002, Paragraphs 5.2.3 and 5.3.3.

**SECTION 4, APPENDIX E**  
**REPORTS CROSS-REFERENCE (Continued)**

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.7	Hazardous Waste Disposal Report Expenditures	10.8.3	Monthly +5 business days	21 CES/CEIE	21 CES/CEIE
<b>Report Requirements:</b> Prepare and submit Hazardous Waste Disposal Report Expenditures using AF Form 616 or Excel Spreadsheet with comparable values. Hazardous Waste Disposal documents will be completed in EESOH-MIS.					

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.8	Polychlorinated Biphenyl (PCB) Replacement Plan	10.12.2	Annually by 1 Aug	21 CES/CEIE	21 CES/CEIE
<b>Report Requirements:</b> Based on the installation PCB inventory provide a PCB replacement plan of action to include estimated costs and completion dates. Plan is required annually on 1 Aug until all PCBs are eliminated. Plan is needed only if PCBs are found on the installation.					

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.9	Natural Resource Plan	10.14	Annually by 1 Jun	21 CES/CEIE	21 CES/CEIE
<b>Report Requirements:</b> The Installation Environmental Protection Committee and 21 CES/CEIE will review and approve the management plan. The Government will review and inspect plan development and inspect program accomplished. IAW AFMAN 32-7003, Paragraph 1.16.1, and Sections 3F, 3J, 3K and federal, state, and local standards.					

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.10	Community Right-To-Know Act Report	10.16.2	As Requested	21 CES/CEIE	21 CES/CEIE
<b>Report Requirements:</b> Provide EPCRA reports or documentation indicating why EPCRA reports are not required to be submitted.					

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.11	AF Form 813	10.19.2	As Requested	21 CES/CEIE	21 CES/CEIE
<b>Report Requirements:</b> Use of Categorical Exclusions (CATEX) A2.3.11, A2.3.14, A2.3.16, A2.3.19, A2.3.35, A.2.3.31, or A2.3.35, per 32 CFR Part 989 requires the use of an AF Form 813. Other CATEX when applicable can be reviewed/documented on work orders.					

**SECTION 4, APPENDIX E**  
**REPORTS CROSS-REFERENCE (Continued)**

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.12	Correspondence and Permits	10.21.1	As Required	21 CES/CEIE	21 CES/CEIE 21 AMDS/SGPB
<b>Report Requirements:</b> Submit copies of all regulatory correspondence, environmental permit applications and environmental operating permits within four days. Contractor format acceptable.					

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.13 -	Pest Control Summary Report	10.22.1	End of each Quarter + 15 Days	21 CES/CEIE	21 CES/CEIE
<b>Report Requirements:</b> Submit a pest control summary report IAW AFMAN 32-1053, Paragraph 3.12.5. The AFMAN indicates reports will be submitted monthly within 10 days, but the Government agrees that quarterly submittals within 15 days is acceptable. As Cavalier does not have a local Public Health, 21 CES/CEIE will distribute as needed to Public Health and MAJCOM PMC.					

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.14	Environmental Compliance Budget Request	10.23.2	Annually by 15 Nov	21 CES/CEIE	21 CES/CEIE
<b>Report Requirements:</b> Refer to Environmental Quality Programming Guide on eDASH EQ PPBE Home page.					

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.15	Environmental Execution Report	10.23.2.1	Monthly +5 business days	21 CES/CEIE	21 CES/CEIE
<b>Report Requirements:</b> Submit a report showing environmental compliance and pollution prevention funds committed and obligated by line item.					

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.16	Pest Management Plan	10.22	Annually by 15 Nov	21 CES/CEIE	21 CES/CEIE
<b>Report Requirements:</b> Refer to AFMAN 32-1053, Paragraphs 5.2 through 5.4. (Staffing to Public Health (5.2) will be completed by 21 CES/CEIE.					

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.17	Environmental Performance Measures	10.27	End of each Quarter + 7 Days	21 CES/CEIE	21 CES/CEIE

**SECTION 4, APPENDIX E**  
**REPORTS CROSS-REFERENCE (Continued)**

**Report Requirements:** Submit Environmental Performance Measure Metrics on the following :

- a) Compliance Metrics
- b) Conservation Metrics
- c) Pollution Prevention (P2) Metrics

Note: Spreadsheets of required data to be completed will be supplied by 21 CES/CEIE

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.18	Environmental Quality Data Call	10.24	Semi-Annual	21 CES/CEIE	21 CES/CEIE

**Report Requirements:** Register and complete data call. The Environmental Quality Data Call information is collected using the Enterprise Environmental Safety and Occupational Health-Management Information System (EESOH-MIS) Environmental Reporting (ER) Module. The ESSOH-MIS System is available at the following internet address: <https://www.my.af.mil/esoh/eesoh/>

Access can be obtained through the AF Portal website with valid CAC

15 days after 2nd Fiscal Quarter

15 days after FY

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.19	Environmental Compliance Tracking and reporting	10.25	Within 3 business days of Inspections, and within 24 hours of releases and receipt of enforcement actions (EA)	21 CES/CEIE	21 CES/CEIE

**Report Requirements:** Report all environmental inspections within three (3) business days of the inspection start. Report shall include name(s) of inspectors, organization, title of the inspection and applicable law (Clean Air, Clean Water, RCRA, etc.) a brief narrative of the inspection, areas inspected and results of the inspection, and copies of pertinent letters, photos, or inspection reports. 21 CES/CEIE will be responsible for entering that data into the Enforcement Actions, Spills, and Inspections (EASI) database.

Report receipt of all environmental enforcement action (EA) and releases of hazardous substance/POLs exceeding reportable quantities and sewage spills IAW AFI 32-7001 within 24 hours. Report for EA shall include violation date, date received, title, source of violation, law, issuing agency, permit number if violation is related to a permit requirement, and a brief narrative of the violation providing the exact violation cited, a description of the violation, and reasons and root cause for the violation. Also provide copies of pertinent letters, photos, or violation reports. Report for Releases (spills) shall include release date, release time, materials released, quantity of the release, quantity recovered if any, equipment/facility involved, equipment type, and a brief narrative of the spill and root cause. Include in the narrative if the release was contained, if the release entered a storm drain or surface water, if the release entered the sanitary sewer, if the release reached and soaked into soil, and estimation of when the release will be cleaned up. Also include release impacts and actions taken such as notifications to the fire department or regulatory agencies and any remedial action taken to contain/stop the release. 21 CES/CEIE will be responsible for entering that data into the Enforcement Actions, Spills, and Inspections (EASI) database.

**SECTION 4, APPENDIX E**  
**REPORTS CROSS-REFERENCE (Continued)**

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.20	Environmental Management Systems (EMS) Training	10.26	As Requested	21 CES/CEIE	21 CES/CEIE
<b>Report Requirements:</b> Provide EMS awareness level training to all installation personnel including new employees and provide updated training list as requested. 21 CES/CEIE will provide training material.					

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R10.21	Environmental Data and Reports	10.26.1	As Requested	21 CES/CEIE	21 CES/CEIE
<b>Report Requirements:</b> Prepare and submit environmental data reports as requested by 21 CES/CEIE.					

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R-S3.1	Unique Item Identification (UIID)	Section 3 GFP 3.3.1	As Required	SAM-D/PKG	SAM-D/PKG SAM-D/PMG
<b>Report Requirements:</b> Provide a list of items that the Contractor purchased outside of the Standard Base Supply System (SBSS), and were not provided through DEPOT-level support or another Government contract, and where the acquisition value is greater than \$5,000. The Contractor shall include the UIID number for each part listed.					

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R-S3.2	10 SWS Operating Instructions (OIs)	1.5.1	NLT 2 months after contract start and annually by 1 Nov	10 SWS/CC	SAM-D/PKG 10 SWS/CC
<b>Report Requirements:</b> Review, update, maintain, and coordinate with the 10 SWS Commander as changes occur all 10 SWS OIs for the operation, maintenance, and support of the PARCS where other manuals and directives are not available or do not provide sufficient instructions in support of continued operations. Coordination does not constitute Government approval nor make the Government responsible for the effectiveness or ineffectiveness of OIs. OIs should not include proprietary markings or information. Maintain a master index listing by series for all current, rescinded, and terminated OIs. For current OIs, index shall include the OI number, OI title, revision number, and revision date. For rescinded OIs, index shall include OI number, the name of the person who rescinded the OI, and the rescinded date. For terminated OIs, the index shall include OI number, the name of the Government person that terminated the OI, and the termination date. Provide final products to the Government in Microsoft Word format.					

Report Number	Report Title	PWS Reference	Frequency of Submission	Requiring Office	Distribution
R-S3.3	Technical Manual Documentation Listing	Section 3, Paragraph 3.4.1.1	Annually	10 SWS/CC	SAM-D/PMG 10 SWS/CC
<b>Report Requirements:</b> Update listing provided by CO at contract start and publish annually.					

## SECTION 4, APPENDIX F MILITARY FAMILY HOUSING (MFH)

**Utility Disruption Notice:** PARCS Contractor shall provide MFH Contractor at least (30) days written notice of any non-emergency natural gas service interruption.

### **Point of Demarcation (POD):**






**Electric:** POD for each individual facility within the MFH will be the service side connection of external utility meters or, prior to the installation of meters, the service side of installed meter socket enclosure. POD for street lighting will be the secondary transformer connection for all lighting control circuits. Transformers will remain the responsibility of the PARCS contractor.

**Potable Water:** POD for each individual facility will be all water laterals downstream of the shutoff valve or upstream side of the meter. If no meter, backflow device or shutoff valve exists within (25) twenty-five feet of the structure, POD will be where the lateral service line connects to the distribution line. All fire hydrants and distribution is the responsibility of the PARCS contractor.

**Natural Gas:** POD for each facility will be the upstream side of the meter. If no meter exists, the POD will be the downstream side of the closest pressure regulator or valve to the structure. The valve is responsibility of the PARCS contractor.

**Sanitary Sewer:** POD for all sanitary sewer systems will be the connection of individual service lateral at the point where it connects to the main distribution system: MFH contractor will be responsible for all maintenance and repair of laterals and the PARCS contractor will retain ownership of all mains.

### SERVICE AREA

<b>INFRASTRUCTURE INVENTORY BELONGING TO UP OWNER:</b> POD for each electric distribution/infrastructure within the Service Area will be as noted in attachment.	 UP Infrastructure.xlsx
<b>ELECTRIC:</b> POD for each water distribution/infrastructure within the Service Area will be as noted in attachment.	<div>  Electrical  Distribution POD.pc </div> <div>  NODAK Electric  Service Map.jpg </div>
<b>WATER:</b> POD for each wastewater distribution/infrastructure within the Service Area will be as noted in attachment	 Water Distribution POD.pdf
<b>WASTEWATER:</b> POD for each wastewater distribution/infrastructure within the Service Area will be as noted in attachment.	 Wastewater POD.pdf