

UNITED STATES AIR FORCE

# PERFORMANCE WORK STATEMENT

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## GUARD SERVICES

CAVALIER SPACE FORCE STATION, NORTH DAKOTA

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VERSION 5

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## **SECTION 1 – PERFORMANCE WORK STATEMENT FOR GUARD SERVICES**

**1.1 DESCRIPTION OF WORK.** The contractor shall provide armed Guard and Security services for Cavalier Space Force Station (CSFS) consisting of sufficient number of properly trained and qualified personnel to protect CSFS personnel, facilities, equipment, and to otherwise perform the tasks set forth herein. The contractor will insure all positions are properly manned at all times.

1.1.1 Installation Entry Control. The contractor shall continuously provide courteous, timely service while maintaining control of all personnel and vehicles entering the installation in accordance with the local installation plans and policies provided upon award. The contractor will man the main gate 24 hours per day, 7 days a week with at least two (2) personnel on duty at all times. Contractor will also be responsible for conducting building checks, on all assigned public installation facilities, every 6 hours. If the contractor is unavailable to perform building checks, the 319<sup>th</sup> SFS assigned to CSFS may execute the duty instead, assuming there is a prior agreement with the 319<sup>th</sup> SFS to do so. NOTE: Base Defense Operations Center (BDOC) will be notified prior to starting patrols. Someone shall man main gate 24/7 and shall not leave gate unmanned except as provided below. During the shift, the Security Patrol will be assigned to the main gate and perform duties as the Base Entry Controller. He/she will remain at the Main Gate during the hours specified by the contractor except during the following conditions.

1.1.1.2 An emergency requiring contractor response.

1.1.1.3 When dispatched by BDOC to respond to an accident or incident.

1.1.1.4 When directed by the Installation Commander or Superintendent/NCOIC Security Forces.

1.1.1.5 When properly relieved by another individual authorized to man the post (e.g. in order to conduct facility checks). Facility checks, perimeter checks, comfort breaks and meal breaks will only be taken after an authorized person properly assumes the post or when extreme situations cannot support this requirement and it is approved through BDOC.

1.1.1.6 The base entry control point is considered a high public observation position. Presenting a professional image at all times is required. Contractor personnel shall present a neat appearance and be easily recognized as Security personnel. This may be accomplished by wearing distinctive clothing bearing the name of the company or by wearing appropriate badges, which contain the company name and employee name. Uniformity will be maintained throughout the work force. Dress quality uniforms will be worn as a minimum.

1.1.1.7 The contractor shall deter, detect, detain, mitigate, by use of objectively reasonable force, persons suspected of committing offenses, trespassers or persons who illegally gain or attempt to gain access to CSFS. Such personnel will be detained until contractor personnel are able to turn them over to local law enforcement authorities.

**1.2 FACILITY CHECKS.** Security personnel will check all facilities designated for check by the installation commander and/or Superintendent/NCOIC Security Forces. Buildings to be checked will include, but not limited to, buildings 700, 707, 715, 720, 735, 737, 740 all fences and gates to the controlled area, and a drive through of the military housing area. Facilities designated for checks may change according to need.

1.2.1 The contractor will be responsible for furnishing all transportation for security patrols during normal and increased security postures.

1.2.2 If the contractor wishes to obtain vehicle fuel on base the T-DoDAAC billing process in accordance with the Defense Fuel Supply Center, procedures are available (<https://www.desc.dla.mil>)

1.2.3 All checks will be logged on locally generated form or equivalent form (approved by the Superintendent, Security Forces), and turned in to the 10 SWS/SF office at the end of each month. Air Force Forms are available through the e-publishing web site (<http://www.e-publishing.af.mil/>).

1.2.4 Unsecured buildings will be reported to the BDOC. If warranted (crime has been committed), the appropriate documentation, AF Form 3545A, *Incident Report* or Security Forces Management Information System (SF MIS) equivalent, will be completed and forwarded to 10 SWS/SF by the opening of the next day. Air Force Forms are available through the e-publishing web site (<http://www.e-publishing.af.mil/>).

**1.3 TRAFFIC CONTROL.** Security personnel shall be familiar with and enforce all applicable federal, state, and local traffic procedures. Occasionally additional support will be required for special situations. For payment and administrative purposes, "unscheduled hours" as reflected in the bid schedule shall apply.

**1.4 REPORTING CRIMINAL ACTIVITY.** Security contractor personnel will not conduct Criminal Investigations. They will however, be responsible for assisting local area Law Enforcement Officials(LEO)/Security Forces (SF) members and completing an AF Form 3545A *Incident Report* or Security Forces Management Information System equivalent form, for all accidents and incidents. Responding patrols will also be required to submit sworn statements using the AF Form 1168, *Statement of Suspect/Witness/Complainant*.

**1.5 EMERGENCY SERVICES PROGRAM.** The contractor shall participate in quarterly planned and unplanned exercises and shall respond to situations requiring contingency posting and to wing level exercises requiring personnel recalls. If needed these shall be included as unscheduled hours.

1.5.1 The contractor shall use the priorities established by *Cavalier Space Force Station Integrated Defense Plan 31-1 (IDP)* if the activation of exercise or multiple contingency plans generates conflicting support requirements. If the contractor cannot accomplish routine requirements due to the activation of any contingency plan, the Government will not take remedial action against the contractor for nonsupport of lower priorities.

1.5.2 At no time will exercise conditions take priority over real-world security operations or contingency posting.

1.5.3 The Security force shall provide support as required by CSFS IDP 31-1 and CSFS 31 series instructions. The length of support is determined by the extent of the actual emergency.

**1.6 CONTINGENCY POSTING.** The contractor shall be responsible for meeting all posting requirements in accordance with AF FPCONs and the CSFS IDP.

1.6.1 The Government at its option may augment emergency manning requirements beyond the capability of the contractor when the Government perceives that mission accomplishment is endangered.

**1.7 OBJECTIVES.** The contractor shall provide trained and qualified on-duty armed guards from the first day of performance through completion of this contract in support Cavalier Space Force Station in accordance with the Performance-based Work Statement (PWS) and any other mandatory federal, state, local, Department of Defense (DOD), and Air Force regulations (<http://www.e-publishing.af.mil/>), as applicable and applicable Force Protection Conditions (FPCON). Contractor guards must be able to deter, detect, and detain, by use of necessary force, trespassers or persons who illegally gain or attempt to gain access to military bases. Additionally, contractor guards must be able to detect and detain persons suspected of committing other offenses such as drunk driving, improper transport of drugs, explosive materials, weapons, and any other skills that are inherent to performance of the tasks of this PWS, in accordance with installation operating instructions provided by local quality assurance personnel after contract award. Such personnel will be detained until contractor personnel are able to turn them over to local civilian law enforcement authorities.

**1.8 SCOPE OF CONTRACT.** The Law Enforcement Operation at Cavalier SFS consists of 24-hour entry control to the installation and contract management. The legal jurisdiction of Cavalier SFS is proprietary, whereas the USAF maintains property rights of a landowner. The installation consists of approximately 180 total force personnel. Security is responsible for performing a variety of duties in the enforcement of laws and the prevention of crimes. Officers must be able to control traffic flow and enforce federal, state and local traffic regulations and perform a variety of technical and administrative tasks in support of the overall police functions on the installation.

**1.9 HOURS OF OPERATION.** The contractor shall support the Security Forces Unit at Cavalier Space Force Station.

The shift start/stop times will be determined by the 10 SWS/ NCOIC Security Forces Operations, in conjunction with the Site Manager and Performance Work Statement requirements. Recommend contract security personnel not exceed forty (40) hours per week. Contractor Supervisor shall brief all information pre- and post-shift to all contract guards prior to posting.

1.9.1 A weekly written schedule must be provided to the 10 SWS/NCOIC Security Forces Operations at least three (3) calendar days before the beginning of each work week. Any changes must be coordinated with the NCOIC, Security Forces on a daily basis.

1.9.2 Contract Security personnel shall not perform any duty in excess of 12 hours and must have at least 8 hours rest between shifts. The consumption or intake of alcoholic beverages, medications or other substances that would impair/alter judgment or performance during the 8-hour period prior to a scheduled shift is prohibited.

1.9.3 The contractor must provide shift relief for employees during meals and scheduled breaks, as well as OJT/standardization and evaluation training and testing.

1.9.4 Supervisor/Site Manager Responsibilities. The requirements of the contractor Supervisor/Site Manager are detailed in Section 1.9, as well as sub-sections 1.10.1 and 2.2.1. Furthermore, the Supervisor is responsible for accomplishing/providing the following, which may be in conjunction with the standard duties of personnel on shift:

1.9.4.1 Act as the primary liaison between the 10 SWS/NCOIC Security Forces Operations and contracted personnel.

1.9.4.2 Scheduling of contracted personnel, in conjunction with the 10 SWS/NCOIC, SF Operations.

1.9.4.3 Brief all information pre- and post-shift to all contract guards prior to posting. This may be accomplished in person or through other means, such as establishing and maintain a binder or file system of pertinent information for departing/oncoming personnel. The Supervisor is responsible for ensuring personnel are reading the information posted therein, and documenting accordingly by certifying signature sheets, etc.

1.9.4.4 Maintain predictable work hours that, at least in part, overlap with the Government's standard work day.

**1.10 SECURITY REQUIREMENTS.** Contractor shall conduct, document, and coordinate on all security clearance matters as identified in supporting sub-paragraphs. Additionally, the contractor shall comply with all security processes and procedures as identified in supportive sub-paragraphs.

1.10.1 Visitor Group Security Agreement (VGSA). Since performance is on Government installations, the contractor shall enter into a long-term visitor group security agreement as required in applicable USAF regulations. This agreement shall outline how the contractor integrates security requirements for contract operations with the Air Force as outlined in this section to ensure effective and economical operation on the installation. On the installation, the long-term visitor group security agreement may take the place of a Standard Practice Procedure (SPP). The agreement shall include protection of classified information, security checks of designated work areas and internal security controls for protection of high-value pilferable property, IAW DoD 5220.22-R *National Industrial Security Program*, AFMAN 16-1406 V2, The agreement will be made with the Contracting Officer Representative (COR) who manages and maintains the document.

1.10.2 Security Clearance Requirements. All contract personnel must attain a favorable National Agency Check (NAC) background check prior to permanent employment in order to obtain a restricted area badge. The military unit has the appropriate guidance and will assist in processing requests.

**1.11 TRAINING REQUIREMENTS.** The Contractor shall meet all training and certification requirements as identified in the following subparagraphs.

1.11.1 Pre-Performance Training and Job Knowledge. Contractor will provide all pre-performance training. The contractor shall provide a training plan for contract guards. This training plan must be included as part of contractor's proposal and be reviewed in advance by the 10 SWS/SF with Contracting Officer approval and shall include, at a minimum, the following topics: Use of deadly force, secondary use of force, entry control procedure, apprehension techniques, vehicle search techniques, local and state applicable legal statutes, physical fitness training, and additional weapons familiarization. Each

security guard will complete the training requirement prior to Government furnished initial training. The contractor shall conduct training for all contract guards.

1.11.2 Training includes, but not limited to emergency procedures, standardization and evaluation training, training on other weapons, accountability and procedures to handle ammunition. How to use and care for entry control facilities and equipment. How to perform Installation Entry Control duties, Vehicle Inspections duties, and Visitor Control Center duties. Authority and areas of jurisdiction to include the Arming and Use of Force Training (including Deadly Force) IAW AFI 31-117 *Arming and Use of Force by Air Force Personnel* and AFMAN 31-129 *USAF Small Arms and Light Weapons Handling Procedures*. Familiarization with Memorandums of Understanding or assistance agreements with local supporting agencies. Safety. Routine, Exercise and Emergency Actions to include: bomb threat, HAZMAT, etc. Communication procedures (radio, telephone). Expanded initial training requirements as deemed necessary by the Government. Ensuring contractor guards are able to detect and detain persons suspected of committing other offenses such as drunk driving, improper transport of drugs, and transporting explosive materials/weapons, etc.

1.11.3 Contractor shall provide the Government (local COR) a copy of all initial and refresher contract guard training records / certifications.

**1.12 FIREARM SAFETY & USE OF FORCE.** All contractor personnel shall be armed while on duty with an approved firearm. The firearm must be in working condition and properly worn at all times. The weapons and ammunition shall be provided by the contractor, at the contractor's expense, and will remain in the custody of the contractor employee. During emergencies, weapons may be authorized for temporary storage in the Cavalier SFS armory by authorization of the Installation Commander or Security Forces Superintendent.

1.12.1 Before allowing any contractor employee to bear firearms, the contractor shall assure the individuals are thoroughly trained in the use and maintenance, to include routine cleaning, of such assigned weapons. They must fully understand the circumstance for which force, including deadly force, may be justifiably employed. They must also be completely knowledgeable of the provisions in AFI 31-117 *Arming and Use of Force by Air Force Personnel* and how to apply the provisions of the instruction while performing assigned duties.

1.12.2 The contractor Law Enforcement force is authorized to bear and use firearms subject to the approval of the contractor, while performing law enforcement duties. The contractor is responsible for obtaining all permits and licenses as may be required by state and federal laws prior to allowing any employee to bear firearms while performing official duties. The contractor is responsible for all costs associated with obtaining permits and licenses. Records of applicable federal and state approval, as appropriate, shall be maintained by the contractor on the installation and be available for inspection at any time.

1.12.3 Written authorization to carry firearms will be in the possession of all Law Enforcement contract employees at all times while performing official duties on CSFS. Documentation will be available for inspection by Government personnel at any time.

1.12.4 Firearms shall not be fired as a warning. Warning shots are prohibited, IAW AFI 31-117 *Arming and Use of Force by Air Force Personnel*.

1.12.5 Firearms shall be drawn or aimed only in compliance with Air Force policy on the use of force IAW AFI 31-117 *Arming and Use of Force by Air Force Personnel*. Weapons violations will be considered a serious offense and may result in base barmment.

1.12.6 All individuals involved in unauthorized weapons discharge incidents shall be relieved of armed duty immediately and suspended from duty until the Air Force investigation is complete. Should refresher training be necessary as a result of the investigation board recommendations, the individual(s) concerned shall not bear firearms of any kind on the installation, until refresher training is successfully completed.

1.12.7 All personnel armed with a handgun must also carry at least one non-lethal weapon, consisting of a collapsible baton, OC pepper spray, electronic control device and/or any combination of these. Training for these non-lethal weapons must be accomplished in accordance with AFI 31-117 *Arming and Use of Force by Air Force Personnel*.

1.12.8 Persons who are prohibited by 18 United States Code (U.S.C.) 922(d)(9) and (g)(9), Lautenberg Amendment, from possessing firearms shall not be employed under this contract. This includes persons who have been convicted of or charged with any felony, or have been convicted of a misdemeanor crime of domestic violence, or who are subject to a court order that restrains the person from harassing, stalking, or threatening. Further, the contractor must present to the CO any known evidence of criminal misconduct by a prospective or current employee. The CO, in coordination with COR or Defense Force Commander (DFC), will determine whether such misconduct is a disqualification from employment. Personnel currently employed who are formally charged with a criminal act (to include domestic abuse) will be suspended from work pending the outcome of such charges.

### **1.13 GENERAL INFORMATION.**

1.13.1 Employees. The Government is authorized to restrict the employment of any contractor employee, who is identified as a potential threat to the health, security, general well-being, or operational mission of its population. The Government also retains the right to direct the contractor to bar base employees for reasons of misconduct or violations of security.

1.13.2 Equipment. The contractor shall furnish appropriate uniform items for weather conditions.

1.13.2.1 The contractor shall maintain an adequate supply of police type raincoats and full length police type parkas on the installation for use by LE contractor personnel during inclement weather.

1.13.2.2 Shoes/boots shall be black leather, shined and in good repair.

**1.14 ADDITIONAL INFORMATION.** Personal property, reading material, commercial radios, televisions or others items that may distract personnel from performing their assigned duties, or that may create an unfavorable image, are not permitted unless specifically approved by the Contracting Officer and COR, SF Superintendent, or NCOIC. Law Enforcement employees shall be alert at all times and actively engaged in protecting their assigned post for the entire period of their tour of duty.

1.14.1 The use of intoxicants or narcotics while on duty is forbidden, and no contractor employee will be permitted to work when under the influence of such substances. If a member of the Law Enforcement reports for duty after having taken intoxicants or drugs, the member will be considered unfit for duty.

1.14.2 All employees working under this contract shall be physically and mentally capable of accomplishing assigned duties. Each contractor employee shall have a yearly physical examination performed by a medical doctor. Records showing the result of such examination shall be maintained by the contractor and shall be available for inspection by the Government upon request. The contractor is responsible for all costs associated with the physical examination.

1.14.3 Gambling in any form while on Air Force property is prohibited, whether it is on duty or off.

**1.15 SMOKING.** All contractor security force personnel shall comply with the Installation Commander's policy letter on the use of tobacco products found at Appendix D.

**1.16 PHYSICAL SECURITY.** The contractor shall be responsible for safeguarding all Government property provided for contractor use. At the close of each work period, Government facilities, equipment and materials shall be secured.

1.16.1 Key Control. The contractor shall establish and implement methods ensuring all keys issued to the contractor by the Government are not lost, misplaced or used by unauthorized persons. No keys issued to the contractor by the Government shall be duplicated without prior approval from 10 SWS/SF. The contractor shall develop procedures covering key control and include them in the quality assurance plan.

1.16.2 In the event keys, other than master keys, are lost or duplicated, the contractor shall be required, upon direction of the Contracting Officer, to re-key or replace the affected lock or locks, at the contractor's expense. However, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the Government performs the replacement of locks or re-keying, the total cost of re-keying or replacement of the locks shall be deducted from the monthly payment due the contractor. In the event a master key is lost or duplicated all the locks and keys, for that system, shall be replaced by the Government and the total cost deducted from the monthly payment due.



1.16.3 The contractor shall prohibit the use of keys issued by the Government by any persons other than the contractor's employees. The contractor shall prohibit the opening of locked areas by the contractor's employees to permit entrance of persons other than contractor's employees engaged in the performance of assigned work in those areas.

**1.17 QUALITY ASSURANCE.** The Government will periodically evaluate the contractor's performance by appointing a representative(s) to monitor performance to ensure services are received. The Government representative will evaluate the contractor's performance through intermittent on-site inspections of the contractor's quality assurance program and receipt of complaints from base personnel. The Government may inspect each task as completed or increase the number of quality assurance inspections if deemed appropriate because of repeated failures discovered during quality control inspections or because of repeated customer complaints. Likewise, the Government may decrease the number of quality assurance inspections if performance dictates. The Government will also receive and investigate complaints from various customers located on the installation. Complaints will be forwarded to the contractor for review and shall be responsible for initially validating customer complaints. However, the Government representatives shall make final determination of the validity of customer complaints(s) in cases of disagreement with the customer(s).

**1.18 PHASE IN PERIOD.** The phase in period is when a contractor takes over a function from a previous Government or contractor organization. In like manner, a new contractor shall have all personnel successfully tested and certified within thirty (30) days of take over.

1.18.1 The Contractor shall perform a seamless and orderly transition with all parties to include the incumbent and the AF Transition Team. The Contractor shall complete all activities necessary to ensure a successful transition of all functional areas from the incumbent while ensuring uninterrupted service.

1.18.2 Provide in writing the names, home phone numbers, and duty phone numbers of key point of contacts for the site to the 10SWS/CC and CO. CO will provide Contractor due date at time of award.

**1.19 INCENTIVES.** There are no incentives associated with this contract.

**1.20 PERFORMANCE OF SERVICES DURING CRISIS.** As declared by the national command authority, the contractor is required to provide service for any crisis declared by the National Command. Although hours of operation should not generally be affected by the declaration of any crisis, there may be remote cases where employees are detained from departing the installation immediately following their daily completion of work.

**1.21 PHYSICAL DEMANDS.** Contractor personnel shall be in compliance with the physical fitness standards in AFI 31-118 *Security Forces Standards and Procedures*) Chapter 7 to be able to perform work under this contract. Contractor personnel shall be tested for compliance, at least annually and the contractor shall deliver proof of compliance to the government prior to initial posting and when requested by the government. Contractor personnel shall not perform work under this contract if they do not meet the minimum fitness standards on their most recent fitness test.

**1.3 RETRIEVING IDENTIFICATION MEDIA.** The contractor shall retrieve and return to host unit, all identification media, including common access card (CAC) and restricted area badges (RAB) from contract employees that depart for any reason before the contract expires or upon termination of the contract. The contractor shall notify the Government within 24-hours when unable to retrieve identification media from contract employees.

**1.4 INTERFACING WITH PARTICIPATING ASSOCIATE CONTRACTORS.** The contractor on this contract shall establish and maintain effective working relationships with associate contractors.

**1.5 INSTALLATION ACCESS AND ENTRY CONTROL.** The contractor shall monitor access and entry control to ensure only authorized personnel are permitted access to CSFS at all times. All access control shall be IAW DAFI 31-101 *Integrated Defense (ID)* as supplemented, AFMAN 31-113 *Installation Perimeter Access Control*, as supplemented, and CSFS IDP 31-1, *Integrated Defense Plan (IDP)*.

**1.5.1** The contractor's responsibilities shall include, but not be limited to ensuring the following duties are accomplished:

1.5.1.1 The contractor shall control daily vehicle and pedestrian entry and exit on CSFS.



1.5.1.2 The contractor shall require all personnel entering the installation by appropriate vehicles to use seatbelts if so equipped.

1.5.1.3 The contractor shall require all personnel entering the installation on a motorcycle to wear a helmet and reflective vest.

1.5.1.4 The contractor shall conduct daily Random Installation Entry/Exit Vehicle Checks (RIEVC) IAW DAFI 31-101, as supplemented and CSFS IDP 31-1. Annotate all RIEVCs on local CSFS forms and file in approved file plan.

1.5.1.5 The contractor shall assist in traffic control for Emergency Services vehicles entering or departing.

1.5.1.6 The contractor shall operate the Barrier System being used at the Installation Entry Control Point and also relocate and replace any temporary/passive barriers when needed to allow larger vehicles access to CSFS.

1.5.1.7 The contractor shall direct traffic and establish cordons for emergency conditions such as bomb threats, natural disasters, and other conditions that may arise.

1.5.1.8 The contractor shall utilize the Defense Biometric Identification System (DBIDS) to ensure personnel and vehicles are authorized for entry to the installation. DBIDS will be used unless the DFC approves alternate measures. Authorized personnel will be issued local credentials for which the 10 SWS/SF is responsible for issuing.

## **SECTION 2 – INSPECTION REQUIREMENTS**

**2.1 BASIC OVERVIEW OF THE REQUIREMENTS.** The contractor is required to provide the basic law enforcement capability for the station as close to Air Force standards as possible. This starts from the gate and goes through out the station. (See **Figure 2.1.**)

**2.2 INSPECTION METHODS.** Inspections will be conducted by COR via no notice quality control exercises and by day to day work performance.

2.2.1 Discrepancies: When discrepancies are noticed/found, the COR will annotate the discrepancies. The Contractor/Security Supervisor is required to fix/take action on the discrepancies to ensure the problem is addressed and will not be repeated. All discrepancies will be reported to the CO and COR.

**2.3 CONTRACTORS QUALITY CONTROL PLAN.** The Contractor is required to ensure the guards are capable of handling the Performance Objective (outline in 2.2.1) to the standards of the Performance Threshold (outline in 2.2.3).

**2.4 CUSTOMER EDUCATION.** The COR will educate the customers at their initial incomers brief to the station.

**Figure 2.1. Service Summary:**

<b>S S #</b>	<b>Performance Objective</b>	<b>PWS Paragraph(s)</b>	<b>Performance Threshold</b>
S S 1	Utilize Firearm Safety & Comply with the Use of Force.	1.12. 1-6	100% trained qualified and armed sentries on post. 100% Documentation of all weapons qualifications.
S S 2	Control Base Entry.	1.1. 1-6	24 Hours a Day/7 Days a Week, within the established parameters.
		1.1.1.6	Professional Image 100% of time on duty.
S S 3	Conduct Assigned Facility Checks.	1.2 1-4	4 times daily, not to exceed once every 6 hours.
S S 4	Control Base Traffic.	1.3.	Familiar with and Enforce 100% of Applicable Federal, State and Local Traffic Procedures.
S S 5	Knowledgeable of Criminal Investigations Procedures.	1.4.	Assist Local LE when requested, Complete 100% of required AF Forms.
S S 6	Prepare an Emergency Services Plan and Respond to Situations Requiring Contingency Posting.	1.5. 1-3 1.6. 1	Respond to 100% of real-world situations as Identified in the Installation Security Plan (ISP), 31-101.
S S 7	Meet Contingency Posting Requirements.	1.6. 1	100% of posting requirements as identified in IDP 31-1, AF Force Protection Conditions.
S S 8	Design a Complete Training Program to ensure a Highly Trained Competent Work Force.	1.11. 1-3 1.21	All Employees 100% Trained and Certified within 30 Days of Employment.
S S 9	Establish a Quality Assurance Plan.	1.17.	No more than 10% defects in service based on the total number of QC inspections evaluated during the month.

<sup>1</sup> Requires random inspections on a monthly basis.

<sup>2</sup> Random inspections are no notice, as many times as needed.

## **SECTION 3 – GOVERNMENT FURNISHED PROPERTY / SERVICES / FACILITIES**

The Government will provide the equipment, materials and services listed here or in Appendix C.

**3.1 GENERAL.** The Government will also provide the following:

3.1.1 Office space.

3.1.2 Utilities.

3.1.3 LAN and Cable TV.

3.1.4 Telephone access (for official use only), Government telephone service is restricted to on-station official communications and service to other DoD installations using the Defense Switch Network (DSN). The contractor may install a commercial line at no expense to the Government.

3.1.5 Janitorial Services.

3.1.6 Trash removal services.

3.1.7 Fire protection.

3.1.8 Postal/Installation Distribution. Mail service (official only) at CSFS shall be provided to the contractor by the 10 SWS, including inter-office distribution within the station complex.

3.1.9 Parking Facilities. Authorized parking space is available near all work areas at CSFS. The contractor's employees shall not use any parking spaces that are specifically reserved for other activities.

3.1.10 Printing/Duplicating Services. Printing and duplicating services are provided to the contractor through 10 SWS. Such services are limited and shall be directly related to the accomplishment of tasks specified in this Performance Work Statement (PWS).

3.1.11 Training Material. Air Force Security Force training media may be furnished when deemed necessary by the COR.

3.1.12 Security Force and Fire Protection. Specific incident telephone numbers have been established on CSFS. The phone number for "Crime Stop" is DSN 330-3233 or Comm (701)993-3233. Fire reporting is done by dialing 911. These numbers will be furnished to contract employees while performing their duties.

**3.2 COMMON AREAS.** The contractor is permitted to utilize Government appliances, furnishings, or other equipment in common areas. The contractor may purchase and install equipment and furnishings for use by their employees.

## SECTION 4 – APPENDICES'

### APPENDIX A – ESTIMATED WORKLOAD DATA LAW ENFORCEMENT

#### **NORMAL WORKLOAD:**

POST/POSITION	LOCATION	DAYS/HOURS
Law Enforcement Gate Guard	Main Gate	7/24
Law Enforcement Patrol/Gate Guard	Main Gate	7/24

#### **SPECIAL EVENTS:**

The contractor shall respond to special events (i.e., Inspector General Visits, Higher Headquarters' Inspections, special conferences, open house, etc.) when required by the Installation Commander or his/her representative. Estimate two special events per year, two days each, eight hours per day. Situations identified above will be covered under "Unscheduled Hours".

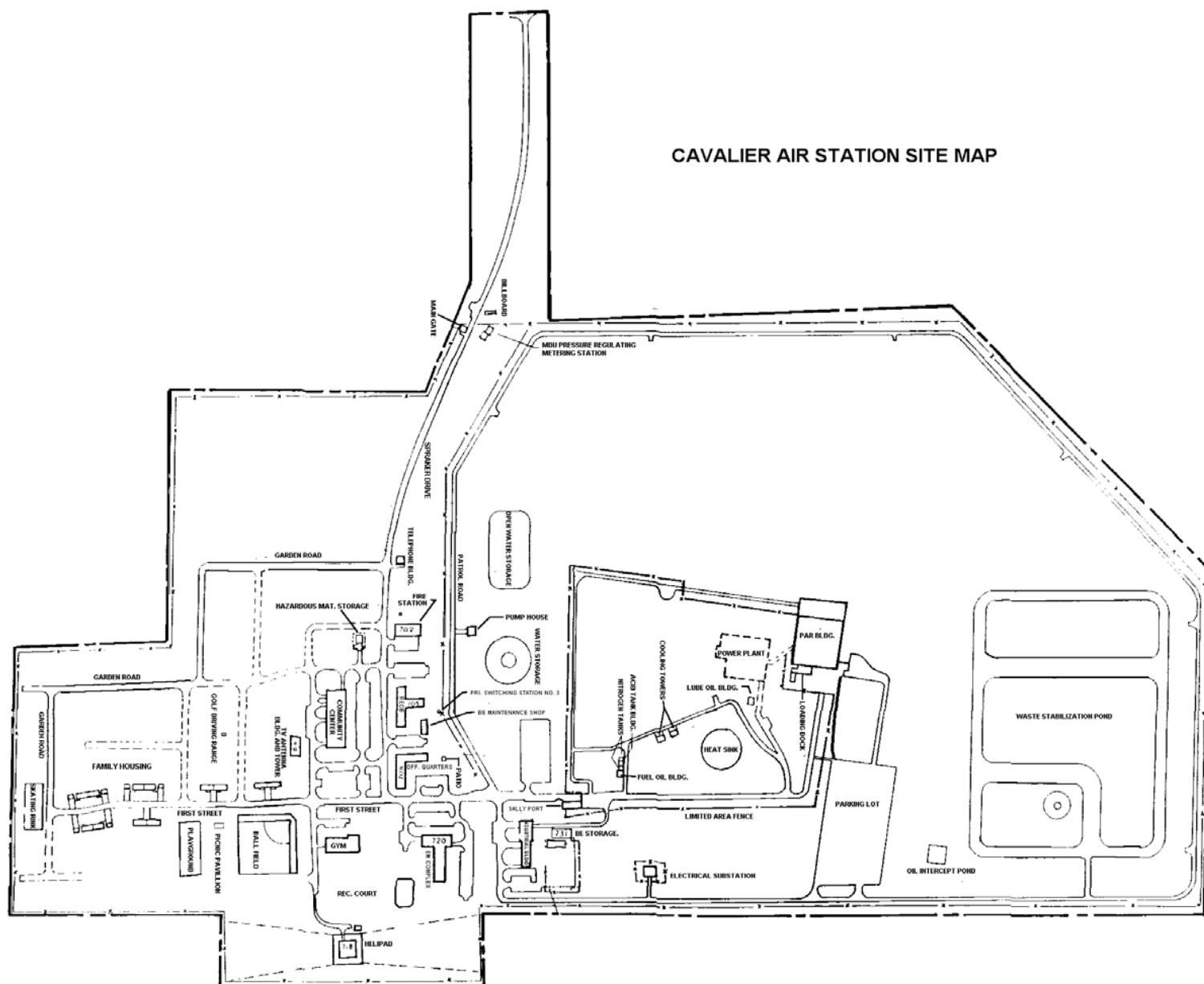
#### **EMERGENCY SITUATIONS:**

The contractor shall respond and support the requirements of CSFS 10-2 *Installation Emergency Management Plan (IEMP)*, and the CSFS 31-1 *Integrated Defense Plan (IDP)*, to include support of all training requirements.

## APPENDIX B – MAPS AND/OR SITE PLANS

Inserted is a base map, which shows the location of the main gate. The operational area of Cavalier Space Force Station is surrounded and protected by a perimeter fence. The location of the restricted area and controlled areas is outlined in the Installation Security Plan.

*Note:* The image below has been expanded. The content of this Appendix B is unaltered.



## APPENDIX C – GOVERNMENT FURNISHED FACILITIES AND EQUIPMENT

### GOVERNMENT FURNISHED FACILITIES

FACILITY	ROOM	AREA
Bldg #720	Rm 117	188 SQ FEET

### GOVERNMENT FURNISHED EQUIPMENT

NOTE: Only items with a \* (and **BOLDFACED**) will be furnished throughout the life span of the contract. Items not identified with a \* will be replaced by the contractor when the item is no longer serviceable. The contractor will be required to keep within the installation standards of excellence when replacing outdated/unserviceable items.

ITEM NAME	QUANTITY	CONDITION	VALUE
Computer/Monitor/Printer	1	GOOD	\$1,120
Weather Station	2	GOOD	\$700
* <b>Portable Radios/Radio Cases</b>	<b>3</b>	GOOD	\$1,020
* <b>Mobile Radios</b>	<b>2</b>	GOOD	\$800
Public Address Set	1	GOOD	\$60
Clock	1	FAIR	\$30
Refrigerator	1	FAIR	\$2000
Binoculars	2	FAIR	\$300
Desks	3	FAIR	\$750
Tables	1	GOOD	\$200
Chairs	5	FAIR	\$300
File Cabinets	2	GOOD	\$300
Book Cases	2	GOOD	\$200
Spot Lights	2	GOOD	\$100

## APPENDIX D – CONTRACTOR FURNISHED ITEMS AND SERVICES

Except for those items or services specifically stated to be Government furnished the contractor will furnish everything required to perform according to this SOW. This includes, but is not limited to, the following items:

NOMENCLATURE	QUANTITY
Black Belt	1 Each Sentry
Ammo Case	1 Each Sentry
Holster	1 Each Sentry
Handcuffs	1 Each Sentry
Handcuff Key	1 Each Sentry
Handcuff Case	1 Each Sentry
Whistle	1 Each Sentry
Handgun (9MM or .40 CAL)	1 Each Sentry
Ballistic Vest rated NIJ Level IIIA	1 Each Sentry
Non-Lethal Weapon	1 Each Sentry

All items listed above will be in serviceable condition at all times. Pistols and Handcuffs will be free of rust and in full working order. Belts, holsters, ammo and handcuff cases will be black in color and free from dirt, scrapes, rips or tears.

Ballistic vests must meet the National Institute of Justice (NIJ) Consumer Product List (CPL) Ballistic Resistance Standard, 0101.06, Level IIIA specifications. This listing can be found at:

- [https://www.justnet.org/compliant/ballistic\\_cpl.html](https://www.justnet.org/compliant/ballistic_cpl.html)
- <http://www.nij.gov/>

### VEHICLES.

Cavalier SFS is a Northern Tier installation. If vehicles are utilized in the execution of the contract, vehicles must be able to navigate snow and ice covered roads with ease, and a four wheel drive transmission will be necessary. Contractor is responsible for ensuring vehicles can operate in sub-zero temperatures.

The vehicles will be required to meet the requirements laid out in AFI 31-118 *Security Forces Standards and Procedures*. The vehicles must be clearly marked as Law Enforcement vehicles and must contain the company's name.



## APPENDIX E – RECORDS MANAGEMENT PROGRAM

The Contractor shall make available in a timely manner, any permits, reports, or general performance data required in the PWS/SOW.

The contractor shall create, handle and maintain records for the Air Force, regardless of medium, (in a pre-agreed medium that can be used by the Air Force ) in accordance with the requirements established in AFRIMS *Records Disposition Schedule* (RDS), AFI 33-322, *Records Management Program*, Full text versions of these publications are available for download at <http://www.epublishing.af.mil>

The contractor's records person **should attend Records Management Orientation Training** conducted by the Base Records Manager. Inquiries as to the specific actions necessary to meet the requirements established in the above referenced publication may be directed to the GFAFB Records Management Office at (701) 747-5368 or 319th CS/SCXK, Bldg 314, GFAFB, ND, 58205-6436.

## APPENDIX F – REFERENCES

Forms, instructions, or regulations referenced in this Performance Work Statement and Appendices may be accessed through the websites below. If unavailable otherwise, and at contractor request, referenced documents may be provided electronically.

Air Force Instructions: <http://www.e-publishing.af.mil/>

DoD Issuances: <http://www.dtic.mil/whs/directives/index.html>

### REFERENCED INSTRUCTIONS:

CSFS 31 Series Instructions

DAFI 31-101

CSFS 31-1 *Integrated Defense Plan (IDP)*

DoD 5220.22-R *Industrial Security Regulation*

AFI 31-117 *Arming and Use of Force by Air Force Personnel*

AFI 31-118 *Security Forces Standards and Procedures*

AFI 33-322 *Records Management Program*

AFMAN 31-113 *Installation Perimeter Access Control*

AFMAN 31-129 *USAF Small Arms and Light Weapons Handling Procedures*

AFRIMS *Records Disposition Schedule (RDS)*

CSFS 10-2 *Installation Emergency Management Plan*

## SECTION 5 – INCORPORATED ADDENDUMS

### ADDENDUM I – CONTRACTOR FULL-TIME EQUIVALENT REPORTING

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site approved by 319<sup>th</sup> CONS.

Reporting inputs will be for the labor executed during the period of performance for each Government fiscal year (FY), which runs 1 October through 30 September. While inputs may be reported any time during the FY, all data shall be reported no later than 31 October\* of each calendar year. Contractors may direct questions to the Systems for Award Management (SAM) help desk.

**\*Reporting Period:** Contractors are required to input data by 31 October of each year.

**Uses and Safeguarding of Information:** Information from the secure web site is considered to be proprietary in nature when the contract number and contractor identity are associated with the direct labor hours and direct labor dollars. At no time will any data be released to the public with the contractor name and contract number associated with the data.

**User Manuals:** Data for Air Force service requirements must be input at the Air Force SAM.gov link. However, user manuals for Government personnel and contractors are available at the Army SAM.gov link at [www.sam.gov](http://www.sam.gov).

## **SECTION 6 - FEDERAL ACQUISITION REGULATIONS**

### **1.1. Inspection of Services**

1.1.1. The Contractor shall comply with FAR 52.246-4 Inspection of Services.

(a) Definition: "Services," as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If the Government performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.

(e) If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by reperformance, the Government may --

(1) Require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and

(2) Reduce the contract price to reflect the reduced value of the services performed.

(f) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may --

(1) By contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service; or

(2) Terminate the contract for default.

**(END PERFORMANCE WORK STATEMENT )**