

PERFORMANCE WORK STATEMENT

FOR

VERTICAL TRANSPORTATION EQUIPMENT (VTE) MAINTENANCE, REPAIR, &
INSPECTION/CERTIFICATION SERVICES

Andersen Air Force Base, Guam

October 2022

1. SCOPE.

The Contractor shall provide all management, tools, supplies, equipment, parts and labor necessary to maintain, repair, inspect, and certify all Vertical Transportation Equipment (VTE) on Andersen Air Force Base (AAFB), Guam, in a manner that shall ensure proper and safe operation (full maintenance and repair with the exception of the exclusions listed in paragraph 1.2 below). Current VTE and their locations are contained in Appendix B.

NOTE: The term “VTE” in this Performance Work Statement (PWS) includes all equipment listed in Appendix B: passenger elevators, vehicle lifts, and may include wheelchair/stair lifts, dock levelers, and dumbwaiters.

This full maintenance requirement signifies a VTE service provider (Contractor) that takes total service responsibility for all equipment identified. Except those services covered in paragraph 1.2 below, the fixed price includes all inspections, maintenance, repairs, replacements, and routine and emergency service calls. The Contractor assumes all responsibility and determines the amount of service visits and types of service required to keep all VTE operating properly and safely within the performance objectives in the Service Summary.

Work conducted on VTE shall be In Accordance With (IAW) applicable references listed in Appendix C and standards and the recommendations of the Original Equipment Manufacturer (OEM).

1.1. Description of Services.

1.1.1. Maintenance, Repair and Replacement. Contractor shall be responsible for maintenance, repair/restoration and replacement of existing VTE and is included in the contract scope of services. All maintenance, repair and replacement of damaged, broken, or worn parts shall be done in a manner that ensures that the equipment may be operated safely. Maintenance, repair and replacement are actions to restore equipment to a state in which it may safely perform its required operations as installed IAW the manufacturer’s recommendations. Refer to American Society of Mechanical Engineers (ASME) standards in Appendix C for requirements.

NOTE: Any part, component or assembly unavailable from the manufacturer due to obsolescence, remains the Contractor’s responsibility to obtain an engineered equivalent product from a commercial source.

1.1.2. Alteration. Alterations are also on existing VTE but is not included under the full maintenance service arrangement. Alteration/modernization shall be covered on an over and above Contract Line Item that may result in a modification to the contract or issuance of a task/delivery order. The typical alteration results in a betterment to the safe and proper operation of the equipment. In the case of elevators, when an alteration is made, all affected safety requirements must be complied with. All work as part of an alteration is required to comply with specific requirements of the current ASME A17.1 Code edition. See ASME standards in Appendix C for requirements.

1.2. Excluded Services. The following are not covered in the full maintenance service arrangement and are considered over and above services:

- 1.2.1. Alterations (a.k.a., modernizations) are not covered in the full maintenance service arrangement. (See Paragraph 1.1.2)
- 1.2.2. Acts by parties other than the Contractor of vandalism, abuse, negligence, damage resulting from rescue and recovery operations, acts of God (including damage resulting from emergency power generator power spikes and low quality) are not included in the contract.
- 1.2.3. Additional items excluded in the full maintenance coverage are cosmetic, construction, ancillary components of the VTE system including the finishing, repairing or replacement of the cab enclosure, ceiling frames, hoist way door panels, door frames, sills, car flooring, floor covering, main line power switches, main power breaker(s), hydraulic elevator jack outer housing, buried piping, smoke and fire sensors, fire service reports, main communication feeders to controller, security systems, batteries for emergency lighting and lowering that are not solely dedicated to the VTE, air conditioners, and heaters.
- 1.2.4. Routine cleaning and refinishing of the interior of cars and the exterior of the hoist way doors and frames is not included in the basic full maintenance service.
- 1.2.5. In the event that the Contractor encounters an item of work included in paragraph 1.2.1 through 1.2.4, the Contractor shall report the situation to the Contracting Officer's Representative (COR). The report shall include the work location, a detailed scope of the required work, justification for Contractor determination that the work was not included in the contract, and an itemized cost estimate (including time to repair, all required parts and a breakdown of labor hours).

1.3. Maintenance and Inspections Services

- 1.3.1. The Contractor with the CO/COR (or representative) shall determine the working order and condition of all VTE listed in Appendix B within thirty (30) calendar days of contract award. The Government shall either replace missing items or repair all items not in working order or serviceable condition, or the CO shall direct the Contractor to replace the missing items, accomplish the repair, and reimburse the Contractor IAW the contract terms and conditions. The CO shall give instructions for situations where a unit requires a level of repair potentially constituting alteration as described by paragraph 1.1.2. The Contractor and the CO shall certify their agreement as to the working order of the equipment. All repair work shall be IAW standard commercial practices using only new parts of equal quality specified by the VTE manufacturer in effecting repairs (substitution of a different component is only permitted where it is equivalent to that which was tested, as determined by the certifying agency).
- 1.3.2. The Contractor shall develop and submit to the Government an annual written Maintenance Control Program (MCP) for each VTE within thirty (30) calendar days after contract award to cover the basic contract and any option periods. The MCP shall, at a minimum, include required inspections, timelines for inspections and maintenance to be performed. The Contractor shall perform inspections and maintenance of all VTE IAW the MCP. The MCP shall ensure compliance with all minimum code requirements.
- 1.3.3. The Contractor shall perform maintenance IAW the MCP to ensure reliable and continuous safe and proper operation. The maintenance work shall be IAW best commercial practices or manufacturer's specifications, if available, and shall be intended to maintain the

VTE in safe and reliable operating condition. The MCP is required to specify appropriate intervals for specific maintenance items.

- 1.3.4. Cleaning of equipment spaces and daily cleanup of job sites in conjunction with maintenance, inspections and tests, and repairs are required.
- 1.3.5. The Contractor shall perform necessary inspections and tests as required under ASME A17.1, using a Qualified Elevator Inspector (QEI). The first annual test shall include the five-(5)-year test for all traction and roped hydraulic elevators regardless of due date. The three-(3) - year test shall be scheduled in conjunction with the annual test two years later from the first annual test.
- 1.3.6. The Government may perform inspections of the VTE at no cost to the Contractor for purposes of capital asset management and quality assurance. If discrepancies are discovered during these inspections, the Contractor shall be notified in writing of any determination and may be responsible for the corrective actions.
- 1.3.7. The Contractor shall contact the COR via-email prior to performing maintenance or repairs of each VTE. The Contractor shall prepare and submit a written report within two (2) business days of work. The report shall identify each VTE, the location, maintenance work performed, repairs needed, date of inspection, name of inspector, and overall condition of the VTE.
- 1.3.8. The Contractor shall maintain a copy of all current VTE inspection documentation, along with an index indicating the location, date inspected, and date of the next required inspection having provided the original to the CO/COR. The index and copies of certificates shall be delivered to the CO/COR upon request; however, no later than one (1) business day of a request to review.
- 1.4. **Repair Service Calls.** Contractor shall provide service calls (routine and emergency) under the full maintenance service agreement at no additional charge. All repair work shall be done IAW standard commercial practices. Contractor shall repair and replace components of the VTE at no additional cost to the Government. When a component in a labeled product is replaced, it must be replaced with an identical component manufactured under the original labeling service (certifying agency). Substitution of a different component is only permitted where it is equivalent to that which was tested, as determined by the certifying agency. The parts used for replacement are required to comply with all the requirements that the old parts originally complied with. The Unified Facilities Guide Specifications (UFGS) and the Unified Facilities Criteria (UFC) shall be used to benchmark acceptable replacement components. See Appendix C Reference List of applicable specifications.
 - 1.4.1. **Routine Calls.** Service calls shall be classified as routine when the work or adjustments do not qualify as an emergency call.
 - 1.4.1.1. All elevator service calls or requested inspections shall be coordinated by the CO/COR. Contractor shall verify any request for service with the CO/COR prior to performing any service.
 - 1.4.1.2. The Contractor shall respond in-person to the VTE and begin work on routine service calls at no additional cost to the Government **within 24 hours** after receipt of the call on regular scheduled work days/hours.

- 1.4.1.3.** The Contractor shall report to the work location, survey the repair, and provide the CO/COR an estimate of time and cost of repairs not covered in the full maintenance service contract, but necessary to bring the VTE back to operation. The Contractor shall commence repair work after notification from the CO. The Contractor shall prepare and submit to the COR a written report within two business days after the repair. The report shall include the date and time of the service call, the location of the VTE, the repairs performed, and the name of the technician performing the repairs.
- 1.4.2. Emergency Calls.** Emergency calls are defined as calls made for services when a VTE system fails and constitutes a danger to personnel; threatens to damage properties; or threatens to disrupt activity, operations, and/or training missions.
- 1.4.2.1.** All elevator emergency calls shall be coordinated by the CO/COR. Contractor shall verify any request for service with the CO/COR prior to performing any service.
- 1.4.2.2.** The Contractor shall respond in person to the VTE and begin work on emergency service calls **within 3 hours** of receipt of service call, 24 hours a day, 7 days a week.
- 1.4.2.3.** The Contractor shall report to the work location, survey the repair, and provide the CO/COR an estimate of time to repair and cost of repairs not covered in the basic full maintenance service contract but necessary to bring the VTE back to operation. The Contractor shall commence repair work after notification from the CO. The Contractor shall prepare and submit to the COR a written report within two business days after the emergency repair. The report shall include the date and time of the service call, the location of the VTE, the repairs performed, and the name of the technician performing the repairs.
- 1.5. Over and Above.** Permits the Government and the contractor to negotiate fixed-price parts and labor, which are within the general scope of the contract and are necessary to make repairs or prevent malfunctions. If during the maintenance/repair/inspection, the contractor recommends work not priced elsewhere in contract, the contractor shall submit an Over and Above Work Order Request with detailed cost estimate to the COR within five business days. All Over and Above requests exceeding \$2,500.00 shall be routed by the COR to the CO for a fair and reasonable determination. The contractor shall not proceed with the over and above repair work until the work order has been approved by the CO. The contractor shall commence over and above repair work after notification from the CO or their designated representative. Parts shall be priced based on established market prices less most favored customer discounts, excluding handling charges, and shall be supported by supplier invoices. Contractor invoices shall contain copies of supply invoices for parts approved by the CO for payment. If the government and the contractor fail to negotiate a fair and reasonable price, the government may use other means to obtain the repairs. Over and above repairs shall be warranted by the contractor for 90 days from completion and acceptance by the COR.

2. SERVICE DELIVERY SUMMARY

Performance Objectives	PWS Paragraph	Performance Thresholds
(SS-1) Written Maintenance Control Program (MCP) for each VTE for all equipment. MCP identifies all maintenance intervals to include safety inspections.	1.3.2	MCP IAW ASME standards delivered to CO within 30 calendar days of contract award.
(SS-2) VTE Service Availability	1.3	VTE availability is 90%. Calculation = ((sum of all VTE * # days in service during the selected month for each VTE) / (# VTE * # days in the selected month)).
(SS-3) Repair Service Call Routine Response Time. Response to routine calls within time specified.	1.4.1.2	Response to routine service calls are on-time at least 90% of the time on a monthly basis.
(SS-4) Repair Service Call Emergency Response Time. Response to emergency calls within time specified.	1.4.2.2	Response to emergency service calls are on-time at least 90% of the time on a monthly basis.
(SS-5) Service Call Repairs – Repair Quality. Repairs are of high quality resulting in reduced call backs.	1.4	Only one call back of the same problem (same instance) each month.
(SS-6) Inspection – MCP Adherence	1.3	Inspection to MCP 100%
(SS-7) Preventative Maintenance - MCP Adherence	1.3	Preventative maintenance performed to MCP 100% of time.
(SS-8) Reporting	1.3.1, 1.3.2, 1.3.7, 1.3.8, 1.4.1.3, 1.4.2.3, 1.5, 4.1.1, 4.2, 4.5	Submit reports in a manner consistent with PWS at least 90% of the time.

3. GOVERNMENT FURNISHED PROPERTY AND SERVICES.

3.1. Reasonable quantities of utilities shall be available to the contractor without charge. Any temporary lines and connections shall be made through existing outlets, and shall be maintained and removed by the contractor at his expense and in a manner satisfactory to the COR.

4. GENERAL INFORMATION.

4.1. Hours of Operation.

4.1.1. Normal Duty Hours. The Contractor shall perform work required under this contract during the hours specified. Normal duty hours are 7:30 a.m. to 4:30 p.m., Monday through Friday. The COR or CO must approve in advance, excluding legal holidays, any exceptions to work hours and designated workdays. Contractor must submit a “Request to Work Outside Normal Hours Worksheet” (Appendix D), 15 days prior to any work commencing.

4.1.2. Federal Holidays. The Contractor is not required to provide service (except where otherwise specified in this contract, i.e. emergencies) on the following holidays:

4.1.2.1. New Year’s Day, Martin Luther King’s Birthday, President’s Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

4.2. Quality Control. Contractor shall develop and maintain a quality control program (QCP) to ensure maintenance and repair services are performed IAW the MCP and applicable standards and codes listed in Appendix C. The Contractor shall develop and implement procedures to eliminate reoccurrence of once identified/repared defects. As a minimum, the Contractor shall develop quality control procedures that address the areas identified in Paragraph 2, Service Summary. The QCP shall demonstrate how the Contractor ensures quality performance during the contract period of performance. The Contractor shall maintain the QCP throughout the period of performance of the contract. The CO shall be provided updates to the QCP as they occur during the period of performance. The QCP shall identify the procedures in writing for inspections, individual responsible, VTE MCP, and the location of all inspection records and key control logs which shall always be available to the government upon request. The QCP shall have the inspection forms and records which shall be used for the service. The Contractor shall identify to the CO/COR the responsible quality control inspector to notify in case of customer complaints.

4.3. Quality Assurance. The Government will periodically evaluate the Contractor’s performance IAW the Quality Assurance Surveillance Plan.

4.4. Security Requirements. The Contractor shall comply with all Federal, territory, and local security statutes, regulations, and requirements. The Contractor shall become acquainted with and comply with all Government regulations as posted, or as requested by the CO when required to enter a Government site. The Contractor shall ensure that all security and entrance clearances and passes are obtained.

4.5. Employee Listing. The Contractor shall maintain a current Employee List and submit a copy to both the CO and COR. The list shall include employee’s name, supervisor, company, and level of security clearance.

4.6. Company Vehicle Identification. The company name and logo shall be displayed on each of the Contractor's vehicles in a manner and size that is clearly visible. All vehicles shall display a valid Guam license plate that complies with Guam Vehicle Code. Vehicles shall meet all other requirement of the Guam Vehicle Code, such as safety standards, and shall carry proof of insurance and Guam registration, if applicable. All vehicles shall be maintained with a clean and orderly appearance. Vehicles shall not be cleaned, washed, or rinsed off on Government property or facilities.

4.7. Passes and Badges. All Contractor employees shall obtain the required employee and vehicle passes. The Contractor employees must be able to obtain Common Access Cards (CAC) IAW security requirements. Each employee shall wear and or display the Government issued badge over the front of the outer clothing. When an employee leaves the Contractor's service, the employee's Passes and Badges shall be returned to the CO/COR within 10 calendar days.

4.8. Access to Installation.

4.8.1. All Contractor personnel shall obtain access to the installation by participating in the Defense Biometric Identification System (DBIDS) or by obtaining passes each day from the Base Pass and Identification Office. Cost for obtaining passes through the DBIDS program is the responsibility of the contractor. One-day passes, issued through the Base Pass and Identification Office, will be furnished without charge.

4.8.2. The Contractor shall furnish a completed Employment Eligibility Verification (DHS FORM I-9) form for all personnel requesting badges. This form is available at <http://www.uscis.gov/portal/site/uscis> by searching or selecting Employment Verification (Form I-9). Immediately report instances of lost or stolen badges to the Contracting Officer. All Contractor personnel shall obtain access to the installation by obtaining passes from the AAFB Visitor Control Center for Andersen Air Force Base, Guam properties.

4.9. Access to Buildings.

4.9.1. The Contractor shall comply with security requirements, plus those imposed by the installation Commander at all times. Personnel with access to special areas shall have the appropriate screening and/or security clearance, and personnel requiring routine access to restricted areas shall wear special badges authorizing access for those areas. Contractor personnel shall not enter restricted or controlled areas or installation facilities unless specifically authorized in performance of their duties. The Contractor shall secure all buildings and facilities entered during non-duty hours and shall secure all building and facilities under the Contractor's cognizance at the end of each work day or shift period.

4.9.2. The Contractor shall make all arrangements through the appropriate office necessary to obtain access to buildings, facilities and other work areas, and when necessary, arrange for them to be opened and closed by the controlling authority. The Government may issue keys to the Contractor. The Contractor shall use due diligence and be responsible for compromised security systems to include replacement costs that result from its action or inaction.

4.9.3. The Contractor shall make arrangements for Government escort into secured areas requiring escort. The CO shall provide information on applicable buildings, spaces and the appropriate point of contact. The Contractor may experience delays while waiting for escorts. The Government estimates the wait period can be up to 30 minutes. The Contractor shall

notify the Government COR and appropriate point of contract if an escort is not available after 30 minutes or access to accomplish the work is denied. Unscheduled requirements, e.g., trouble calls, may require a longer wait for an escort.

4.10. Performance of Services during Crisis Declared by The National Command Authority or The Local Installation Commander.

This service meets the criteria for continuation of performance during a crisis.

4.11. Schedule Coordination. The Contractor shall be responsible for coordinating all phases of his/her operations with the appropriate base personnel through the CO/COR. The facilities shall remain in operation while the Contractor is working, and it is up to the Contractor to coordinate around the normal activities of the facility.

4.11.1. Contractor shall contact 36 CES, Customer Service at 366-2916/17/18 to apply for any service interruption. Utility outage requests shall be submitted at least thirty (30) calendar days before any outage and coordinated with CO, affected tenants, and customers.

4.12. Environmental Control. The Contractor shall comply, and assure that all subcontractors comply, with all applicable federal, territory, and local laws, regulations, ordinances, policies and standards related to environmental matters. Where applicable, the Contractor shall use environmentally safe products in the course of completion of their project. The Contractor shall maintain, in company vehicle on site, Safety Data Sheets (SDS) for all chemicals. A copy of all SDS shall be provided to the CO and COR. The SDS data is subject to random checks by the government. Contractor shall maintain, and provide on demand, an inventory of materials being brought on the Government facility. The Contractor shall complete, and provide on demand, monthly inventories of HAZMAT used, including but not limited to: solvents, paints, degreasers, greases, Ozone Depleting Substances, and oils brought on to the Government facility. If the Contractor spills or releases any HAZMAT or other substance contained in 40 CFR 302 into the environment, the Contractor shall immediately notify the CO and COR and appropriate emergency responders. The Contractor is responsible for all costs associated with clean-up and restoration, including any applicable fines and/or penalties. The Contractor shall maintain a spill plan as required by federal, territory, and local laws and regulations.

4.13. Asbestos.

4.13.1. The Contractor shall be responsible to have a trained “Competent Person” as defined in 29 CFR 1926.32(f) onsite that meets the requirements specified in 29CFR 1926.1101 and is trained in accordance with 40 CFR 763.92(a)(2). It is the Competent Person’s responsibility to ensure any known or suspect Asbestos Containing Materials (ACM) encountered during the performance of this PWS are managed in accordance with all Federal, territory, and local regulations as may be applicable. Any questions regarding suspect or known ACM should be directed to 36 CES Asbestos Program manager.

4.13.2. Miscellaneous Asbestos Debris. The Contractor is hereby given notice that miscellaneous asbestos debris from TSI or other sources may be encountered in wall or ceiling cavities, crawl spaces, or chase ways. Any fibrous materials encountered in these areas shall be treated as friable Presumed Asbestos Containing Material (PACM) unless tested and found to be asbestos free. Any disturbance of ACM or PACM shall comply with all applicable sections of 29 CFR 1926.1101. Any abatement activities shall be performed in accordance

with 29 CFR1926.1101 or 29 CFR1901.1001 as may be applicable and OAC 3701-34. Any removal or disposal activities shall be performed in accordance with 40CFR 61M and OAC3745-20.

- 4.14. SPECIAL QUALIFICATIONS.** The Contractor shall be licensed by the territory in which the work is conducted to provide the services specified in this contract. All work shall be performed by qualified personnel who are trained and qualified for the systems and equipment. Contractor personnel shall be certified by appropriate federal and territory regulatory agencies to meet federal and local certification requirements in maintenance of VTE. Copies of all certification/licensing documentation shall be provided to the COR for all contractor personnel signing certification documents.

APPENDIX A

1. . DELIVERABLES

- Contractor List of Key Personnel
- Initial Condition Report IAW paragraph 1.3.1
- Maintenance Control Plan (MCP) IAW paragraph 1.3.2
- Routine Service Call Status Report
- Emergency Service Call Report
- Over and Above Cost Estimates
- Quality Control Plan IAW paragraph 4.2
- Employee Certifications IAW paragraph 4.14

APPENDIX B

1. ESTIMATED WORKLOAD DATA.

The estimated workload data is predicated on current known requirements and does not reflect a commitment or guarantee of firm work due to the dynamic mission of Andersen AFB. The quantities listed on the bid schedule reflect the VTE that shall be serviced which could change due to mission requirements, facility modifications or budgetary constraints.

	Item	Type of VTE	Building	Manufacturer	Capacity (LBS)
1.	Elevator	Passenger Elevator	18015	Otis	1,200
2.	Elevator	Passenger Elevator	17020	MEI	4,500
3.	Elevator	Passenger Elevator	18103	MEI	4,500
4.	Lift	Vehicle Lift	20018	Atlas	11,000
5.	Lift	Vehicle Lift	61202	PKS	20,000
6.	Lift	Vehicle Lift	61202	PKS	20,000
7.	Lift	Vehicle Lift	61202	PKS	100,000
8.	Lift	Vehicle Lift	18001	Challenger	12,000
9.	Lift	Vehicle Lift	18001	Challenger	12,000
10.	Lift	Vehicle Lift	18001	Challenger	12,000
11.	Lift	Vehicle Lift	18001	Challenger	12,000
12.	Lift	Vehicle Lift	18001	Challenger	12,000
13.	Lift	Vehicle Lift	18001	Challenger	12,000
14.	Lift	Vehicle Lift	18001	Challenger	18,000
15.	Lift	Vehicle Lift	18042	Challenger	30,000

APPENDIX C

1. LIST OF REFERENCES

The contractor shall be responsible for obtaining the required references at no additional cost to the government. The links provided are suggested sources where the documents can be found. Additionally, the references are updated on a periodic basis and the contractor shall be responsible to ensure compliance with the most applicable version of the reference.

1. American Society of Mechanical Engineers (ASME) A17.1, Safety Code for Elevators and Escalators 2016 (or applicable code for year VTE put in service)
<https://webstore.ansi.org/Search/Find?in=1&st=ASME+A17.1-2016>
2. ASME A17.2, Guide for Inspection of Elevators, Escalators, and Moving Walks (or applicable code for year VTE put in service)
<https://webstore.ansi.org/Search/Find?in=1&st=A17.2>
3. ASME A17.3, Safety Code for Existing Elevators and Escalators (or applicable code for year VTE put in service)
<https://webstore.ansi.org/Search/Find?in=1&st=ASME+A17.3>
4. Unified Facilities Criteria (UFC) 3-600-01
<https://wbdg.org/ffc/dod/unified-facilities-criteria-ufc/ufc-3-600-01>
5. Occupational Safety and Health Administration (OSHA) 1917.116.
<https://www.osha.gov/laws-regs/regulations/standardnumber/1917/1917.116>
6. UFGS 14 21 00. 00 20 Electric Traction Elevators
https://www.wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs?field_status_value=1&field_division_value_selective=14
7. UFGS 14 21 13 Electric Traction Freight Elevators
https://www.wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs?field_status_value=1&field_division_value_selective=14
8. UFGS 14 21 23 Electric Traction Passenger Elevators
https://www.wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs?field_status_value=1&field_division_value_selective=14
9. UFGS 14 2 00 Hydraulic Elevators for guidance.
https://www.wbdg.org/ffc/dod/unified-facilities-guide-specifications-ufgs?field_status_value=1&field_division_value_selective=14

APPENDIX D

1. REQUEST TO WORK OUTSIDE NORMAL DUTY HOURS

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APPENDIX E

1. UTILITY OUTAGE COORDINATION

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APPENDIX F

1. BASE CIVIL ENGINEER WORK CLEARANCE REQUEST, AF FORM 103

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