

**SECTION C**

**PERFORMANCE WORK STATEMENT  
FOR  
MATERIEL MANAGEMENT,  
GROUND TRANSPORTATION/VEHICLE MANAGEMENT,  
TRAFFIC MANAGEMENT,  
REAL PROPERTY MAINTENANCE,  
AND FUELS MANAGEMENT**

**BASE OPERATIONS AND SUPPORT SERVICES  
AT  
DOBBINS AIR RESERVE BASE**

**27 March 2023**

**TAB A  
GENERAL**

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## GENERAL DESCRIPTION OF SERVICES

**A1 Description of Services.** The Contractor (KTR) shall provide all personnel, supervision, equipment, tools, materials, supplies, test equipment, and other items and services necessary to accomplish Materiel Management, Ground Transportation and Vehicle Management, Traffic Management, Real Property Maintenance, and Fuels Management at Dobbins Air Reserve Base (ARB), GA as defined in this Performance Work Statement (PWS), except as specified in Section A-2, Government-Furnished Property and Services. All services, labor, supplies, materials, and parts are included in the Firm Fixed Price (FFP) unless otherwise specified in the contract. All days are in calendar days unless otherwise specified.

**A1.1 Inherently Governmental Activity.** Specific categories of PWS tasks, processes, and responsibilities, have been identified and partially restricted to performance by government employees. In general, the KTR is prohibited from committing or obligating the Government and may not establish policy. Only Government employees may perform and provide services or activities as related to the public interest that require either exercise of discretion in applying Government authority or the making of value judgment in making decisions for the Government. More specifically, Government employees are responsible for performing overall functional management, administrative and managerial oversight for all PWS areas. While the KTR shall provide supervision of KTR employees, PWS performance and results; participate in specific activities; prepare reports and analyses; provide input, technical advice, education, and training; and work with Government representatives in all the functional areas listed above, it is only the totality of the tasks that are KTR limited. KTR performance and responsibilities must cease short of any point that could be reasonably construed as: Management oversight of the PWS functions; committing or obligating the Government; validating results, and approval or direction of Government activities.

**A1.2 Compliance with Domestic Violence Amendment (hereinafter, “Lautenberg Amendment”) to the Gun Control Act of 1968 (18 U.S.C. 922).** The *Lautenberg Amendment* prohibits an individual who has a misdemeanor conviction for a crime of domestic violence from shipping, transporting, possessing, or receiving firearms or ammunition, and prohibits sales or any other transfers of firearms and ammunition to such individuals, as described further in 18 U.S.C. 922. DoD policy extends this prohibition to individuals who have felony convictions for crimes of domestic violence. The KTR shall not permit individuals who have a misdemeanor or felony conviction for a crime of domestic violence to perform any work under the instant contract which would require them to perform activities in contravention of 18 U.S.C. 922 or DoD policy (e.g., which would permit or require such individuals to ship, transport, possess, or receive firearms or ammunition while performing their duties under the contract). Upon becoming aware an employee has a conviction for a felony or misdemeanor crime of domestic violence (hereinafter “qualifying conviction”), or upon having reasonable cause to believe an employee has a qualifying conviction, the KTR shall deny such employee access to firearms and ammunition during the employee’s performance of duties under the contract. The KTR shall also retrieve any Government-owned or Government-controlled firearms or ammunition in the employee’s possession and return same to the Government. The KTR shall contact the local Contracting Officer (CO) for further guidance as to required actions. If any KTR employee is prohibited pursuant to 18 U.S.C. 922 or DoD policies from performing the duties of his or her position, the KTR is responsible for substituting an acceptable employee in the vacated position within thirty (30) calendar days (**A-TE-1**, see **SSA03** and **SSA04**). The Government also reserves the right to disallow a KTR employee from performing his or her KTR-assigned duties if the Government becomes aware of information from any source a KTR employee is prohibited from performing his or her duties due to the prohibitions of 18 U.S.C. 922 or DoD policies. In such a case, the KTR and CO shall meet to determine an acceptable course of action, to include the substitution of an acceptable employee as appropriate. The KTR is solely responsible for any delays, contract performance disruption or increased costs attributable to the substitutions required by this provision. The KTR shall require any employee proposed by the KTR to be placed in and perform the duties of any covered position to certify in writing he/she does not have a qualifying conviction, prior to KTR employee assuming the duties of the Covered Positions. Re-certification shall be accomplished by employees occupying covered positions annually or whenever events change the accuracy of a previous certification. These certifications shall be maintained by the KTR for review by the Government upon request.

**A2 Personnel.** This PWS sets forth minimum qualifications for Key Personnel positions. The KTR shall provide only personnel who meet or exceed any such minimum qualifications. The resume and any additional documentation (certifications, diplomas, etc.) for the person proposed to fill the Project Manager (PM), Functional Tab Managers and

all other Key Personnel positions requiring minimum qualifications shall be maintained by the KTR for review by the Government upon request.

**A2.1 Certifications and Licenses.** Prior to beginning work, the KTR shall ensure employees performing work under this PWS have and maintain certifications and licenses acceptable in the commercial market and required by federal, state, and local laws. The KTR shall maintain certifications on site and make available for Government review. Certifications and licenses shall be at the expense of the KTR.

**A2.1.1 Project Manager (PM).** The KTR shall provide a full-time PM, Key Personnel, who shall be physically on-site, and be responsible for performance of all work. The name of this person and an alternate or alternates, who shall act for the KTR when the manager is absent, shall be designated in writing to the CO. The PM and alternate shall have full authority to contractually bind the KTR for prompt action on matters pertaining to execution of the Contract. The PM shall possess a minimum of three years' experience within the last six years simultaneously managing three or more functions of base operating support services, or the commercial equivalent, of similar magnitude and scope as the total requirement of this PWS. The PM shall have no additional duties outside Project Management.

**A2.1.1.1** The PM and other KTR Personnel shall attend all routine meetings as requested by the PM/FSM, CO, and/or COR. Meeting schedules will be submitted during Phase-In period. For emergency and urgent matters KTR shall be available within 2 hours.

**A2.1.2 Language Requirements.** Any KTR employee who will interface with Government representatives shall be able to read, write, and speak the English language in the performance of this PWS fluently and proficiently.

**A2.1.3 KTR Employees.** The Government has an inherent right under law, practice, and regulation to restrict and control access to its facilities, including those subject to this PWS. The Government's exercise of its right to grant and revoke access to individuals to its facilities shall not constitute a breach or change to this PWS, regardless of whether said individuals are employed by the KTR.

**A2.1.3.1** The KTR personnel shall be easily recognizable as KTR employees. The KTR shall provide all KTR employees with an identifying badge, which shall include as a minimum, the person's name, picture, and the KTR's name. While on the installation, the KTR employees shall always wear this picture identification in a clearly visible manner. The KTR shall obtain restricted or controlled area badges from the host Servicing Security Activity to gain access to certain restricted areas. Wear of badges shall not present a foreign object damage/debris (FOD) potential.

**A2.1.3.2 Employee Rosters.** The KTR shall provide an employee roster in accordance with (IAW) **A-TE-3, A001**.

**A2.1.3.3 Staffing Matrix.** The KTR shall provide a staffing matrix IAW **A-TE-3, A001a**. The staffing matrix shall include a list of all Key Personnel, e.g., each Tab Manager for each respective Tab. Each Key Personnel position shall be filled with a qualified individual meeting the requirement and standards in the PWS for that respective Key Personnel position and the individual shall be present on base during the core hours and be available for after-hour responses. The KTR staffing matrix shall maintain Key Personnel staffing 100% of the time (See **A-TE-1, SSA03**). The KTR shall fill Key Personnel position vacancies within sixty (60) calendar days from the date the position is vacated unless otherwise authorized by CO. In the event of any vacancies, the KTR must continue to perform all duties/requirements of the vacant Key Personnel positions until vacancies are filled. The KTR shall ensure employees or subcontract employees at all levels meet required certifications listed in each respective PWS Tab B-G, TE-9 Key Personnel, Special Training, Certification, or Licensing Requirements.

**A2.1.3.4 Misconduct.** The KTR shall maintain procedures for the removal of employees for misconduct or other causes prejudicial to the maintenance of health, welfare, morale or security of the facilities, populace, and computer system information.

**A2.1.3.5 Contractor Full-Time Equivalent Reporting.** The KTR shall report ALL KTR labor hours (including subcontractor labor hours) required for performance of services provided under this contract into the System for Award

Management (SAM). The KTR shall to completely fill in all required data fields at <http://www.sam.gov/>. The SAM interface provides those fields for data entry, including some data validations.

**A2.1.3.5.1 Report Period:** 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. KTRs may direct questions to the SAM help desk.

## **A2.2 Employment.**

**A2.2.1 Current Government Employees.** All current Government employees hiring shall be IAW DoD 5500.7-R, *Joint Ethics Regulation*, and AFI 64-106 *Contractor Labor Relations Activities*.

**A2.2.2 KTR Employee Absences.** Abrupt absence of KTR personnel should not adversely affect the KTR's ability to perform; their absence at any time shall not constitute an excuse for non-performance under this contract.

**A2.2.3 Employee Training.** The KTR shall be responsible for providing fully-trained and qualified journeyman or craftsman level workforce, if specified, IAW the clauses included in the contract. Therefore, except as otherwise indicated, the KTR shall provide at its expense any required employee training, including the cost of instruction, per diem, travel, salaries, and benefits. If the KTR-identified training is available only from Government sources, requests for such training shall be submitted to the CO, and the KTR shall reimburse the Government for all costs associated with the training.

**A2.2.3.1 Employee Training Records.** Training and qualification for all employees who have performed or currently performing must be documented and maintained by the KTR for the duration of this contract. Employee training records shall be made available to the Government within one (1) duty day of Government request.

## **A3 Quality Assurance/Control.**

**A3.1 Quality Assurance (QA).** IAW the Inspection of Services clause ("Inspection of Services - Fixed Price") incorporated by reference in Contract Section E, the Government will evaluate the KTR's performance under this contract. For those tasks listed on the Service Summary (SS) (Technical Exhibit 1, Tabs A thru G), the Contracting Officer Representative (COR) will follow the methods of surveillance specified for this contract in the Quality Assurance Surveillance Plan (QASP). Government personnel will record all surveillance observations. When an observation indicates defective performance, the COR will require the KTR initial the observation to acknowledge the KTR has been made aware of the defective performance. Government surveillance of tasks not listed in the SS or by methods other than those listed in the SS may occur during the performance period of this contract. Such surveillance will be done according to standard inspection procedures or other contract provisions. Any action taken by the CO as a result of surveillance will be according to the terms of this contract.

**A3.2 Quality Control.** The contractor shall have Quality Control (QC) personnel to exercise overall responsibility and accountability for managing quality. QC shall be robust enough and resourced adequately to execute the capabilities across the entire scope of KTRs responsibility.

**A3.2.1 Quality Control Plan (QCP).** The Government will evaluate the KTR's performance under this contract using the KTR's QCP; this contract; service provider's instructions, regulations, OIs; Government instructions, regulations, and manuals (or portions thereof); applicable technical orders; surveillance techniques; and performance thresholds listed in the Service Summaries for each PWS section. The Government will evaluate the KTRs adherence to the requirements of this contract by periodic inspection methods, utilizing the Government QASP, and through inspection guides. All areas of the contract and all KTR activities in support of the contract are subject to Government surveillance at all times. A final QCP shall be submitted IAW **A-TE-3, A002**. The records of inspections shall be kept and made available to the CO and COR electronically for access throughout the contract performance period and for the period after contract completion until final settlement of any claims under this contract.

**A3.2.1.1** The QCP shall contain a Customer Satisfaction Measurement Plan. The plan shall demonstrate the KTR's ability to measure customer satisfaction using Point of Service Surveys and Statistically Valid Random Sampling for each performance objective specified in Technical Exhibit-1, Service Summary, Tabs A thru G.

**A3.2.1.2** In the plan, the KTR shall clearly articulate how the KTR proposes to address, services surveyed in a general population customer survey; services administered under a point of service survey; survey tools and process (e-mail, paper, telephone or other); random sampling methodology; sample size determination; survey distribution methods; definition of survey scale and "acceptable" performance threshold; and methods of preparation, coordination, reviewing, distribution, and retention of reports.

**A3.2.1.3** Deficiency Prevention. A description of the methods for identifying and preventing defects in the quality of service performed before the level becomes unacceptable.

**A3.2.1.4** The plan shall include a requirement to ensure all submittals, reports, etc., required by the PWS Tabs A thru G are provided to the appropriate Government organization. The plan shall include specifics as to the areas to be inspected on a scheduled and unscheduled basis, procedures for determining inspections schedules, procedures for submission of Services Summary metrics to COR, and the organizational structure of the Quality Control office and how it relates to the rest of the KTR's organization. A monthly report (hard copy and electronic) shall be provided to COR which addresses all performance metrics included in the Services Summary. The QCP shall be performed at no less than 97% each month. Any discrepancies (the 3%) will have to be corrected within seven (7) days. The Government will make determination if the discrepancies are corrected. (See **A-TE-1, SSA02** and **A-TE-3, A009**)

**A3.2.1.5** The plan shall develop procedures covering key and badge control including the turn-in of issued keys and badges by personnel who no longer require access to locked areas or base entry, and control procedures for physical security of Government property.

**A3.2.1.6** The KTR shall perform all duties associated with the Management Internal Control Toolset (MICT) or current annual self-inspection program, to include Self-Assessment Communicators (SAC) and updates within current program. The COR will validate all inputs and observations identified by the KTR.

### **A3.3 Performance Management.**

**A3.3.1 Multi-Functional Team.** The KTR shall meet with the Multi-Functional Team (MFT) when convened to review the Government and KTR's performance data. The MFT will evaluate and discuss with the KTR the results of performance measurement data for possible action. The KTR shall be responsible for making the required changes in processes and practices to ensure performance is managed effectively. The KTR shall formulate tactical as well as long-term courses of action jointly with the MFT. A member of the MFT will record meeting minutes and all attendees will sign the minutes. Any disagreements with the minutes shall be identified in writing to the CO within ten (10) days following receipt of the minutes.

**A4 Security.** The KTR shall comply with all security regulations and directives identified herein and other security requirements as shown elsewhere in this contract.

### **A4.1 Information Protection.**

**A4.1.1 Information Security Program.** The KTR shall be integrated into the sponsoring Government activity's Information Protection Program (IPP) which participates in the host Servicing Security Activity's IPP.

**A4.1.2 Controlled Unclassified Information.** The KTR shall mark, handle and safeguard Controlled Unclassified Information IAW the DoDI5200.48\_DAFI16-1403 *Controlled Unclassified Information (CUI)*, and the DD254 *DoD Contract Security Classification Specification*, if applicable.

**A4.1.3 Classified Information.** The KTR shall mark, handle and safeguard classified information IAW DoDM 5200.01 V1\_AFMAN 16-1404 V1, *Information Security Program: Overview, Classification, and Declassification*; DoDM 5200.01 V2\_AFMAN 16-1404 V2, *Information Security Program: Marking of Information*; DoDM 5200.01 V3\_AFMAN 16-1404 V3, *Information Security Program: Protection of Classified Information*, and the DD254.

**A4.1.4 Classified Access.** The KTR personnel who require access to classified information or materials shall: (A) Possess a valid and appropriate security eligibility, (B) Execute a Non-Disclosure Agreement (NDA), and (C) Have a valid need for access to the information to perform a lawful and authorized Government function. KTR personnel shall possess appropriate eligibility and accesses prior to commencing work that requires access to classified information, facilities, or materials. These personnel shall be briefed on their responsibilities to safeguard classified information prior to access.

**A4.1.5 Clearance Level.** The KTR shall require access to classified information, classified information systems, and/or unescorted access to a facility or room which requires a SECRET level security clearance to perform work on the contract. The KTR shall review the specific access and required clearance levels outlined in blocks 10 and 11 of the DD254. The Servicing Security Activity will provide security classification guidance for performance of this contract. KTR personnel shall participate in the OPSEC program administrated locally. The KTR shall conform to the provisions of 32 CFR Part 117, *National Industrial Security Program Operating Manual (NISPOM)*, DoD 5220.22-M V2\_AFMAN 16-1406 V2, *NISP: Industrial Security Procedures for Government Activities*, DoDM 5200.01 V2\_AFMAN 16-1404 V2, and DoDM 5200.01 V3\_AFMAN 16-1404 V3.

#### **A4.2 Industrial Security Program.**

**A4.2.1 DD Form 254.** The KTR shall comply with the DD254, attached to Section J of this contract. Contract performance is restricted to the Federal installations and Government facilities identified by the Government in the DD254. The DD254 shall specify the classified information the KTR is required to know or access in order to perform tasks and services essential to the fulfillment of the contract, subcontracts, projects, or programs.

**A4.2.2 Facility Clearance.** The offeror must possess, or acquire prior to award of a contract, a facility clearance equal to the highest classification stated on the Contract Security Classification Specification (DD Form 254) attached to the solicitation.

**A4.2.3 Foreign Ownership, Control & Influence.** The KTR shall comply with 32 CFR Part 117.11, NISPOM and DoDMAN5200.22V2\_AFMAN 16-1406 Volume 2, when foreign ownership, control, or influence exists within the company.

#### **A4.3 Personnel Security Program.**

**A4.3.1 Background Investigation Requirements.** The KTR shall be responsible for processing background investigations for all employees requiring access to classified information. The Servicing Security Activity at the installation will be responsible for processing background investigations for KTR personnel that do NOT require a National Security determination.

**A4.3.2 KTR Notification.** The Servicing Security Activity at the installation Personnel Security section will notify the KTR of the results of the KTR personnel background investigation for Trustworthiness Determinations.

**A4.3.3 COR Notification.** The Servicing Security Activity at the installation will document the HSPD-12 credentialing determination when the case file is returned to the submitting office number (SON) for a local decision. The KTR personnel shall not have access to sensitive information, automated information systems, or restricted areas until a final favorable determination is made. The Servicing Security Activity at the installation provides final credentialing determinations to the COR and sponsoring unit security manager.

**A4.3.4 Terminations.** If KTR personnel are terminated before the Government completes the Trustworthiness Determination, the KTR's PM shall immediately forward written notice to the Servicing Security Activity at the installation with a copy of the notice to the respective Tab COR no later than one (1) workday after employee termination.

#### **A4.4 Physical Security.**

**A4.4.1 Installation Perimeter Access Control.** The requirements for installation perimeter access are detailed in Air Force Federal Acquisition Regulation Supplement (AFFARS) 5352.242-9000 *Contractor Access to Air Force Installations*. KTRs merely requiring unescorted access to the installation to perform services, that do not require access to classified information or network access, will be vetted IAW DoDM5200.08V3\_AFMAN31-101V3, *Installation Perimeter Access Control (FOUO)*, and DODMAN5200.02\_AFMAN 16-1405, Air Force Personnel Security Program.

**A4.4.2 Resource Protection and Integrated Defense.** The KTR shall safeguard all Government property IAW DAFI 31-101, *Integrated Defense (FOUO)*, and any forms provided for KTR use. The KTR shall report all thefts, vandalism, or destruction of property and equipment (Government owned) to the COR of this contract.

**A4.4.3 USAF Restricted Area and Controlled Area Access.** The requirements for USAF Restricted Area and Controlled Area access are detailed in DoDM5200.08V3\_AFMAN31-101V3 and governed at each installation by the Integrated Defense Plan, if required.

**A4.4.4 Key Control.** The KTR shall establish and implement methods of making sure all keys issued by the Government to the KTR for KTR employee use are not lost or misplaced and are not used by unauthorized persons. The KTR shall develop procedures covering key control and shall include the procedures in the QCP. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The KTR shall report to the COR within one (1) workday of known occurrences of loss, unauthorized use, or unauthorized duplication of keys. The KTR shall control access to all Government provided lock combinations to preclude unauthorized entry.

**A4.4.4 Key Control.** The KTR shall establish and implement methods of making sure all keys issued by the Government to the KTR for KTR employee use are not lost or misplaced and are not used by unauthorized persons IAW 94AWI 32-9001. The KTR shall develop procedures covering key control and shall include the procedures in the QCP. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The KTR shall report to the COR within one (1) workday of known occurrences of loss, unauthorized use, or unauthorized duplication of keys. The KTR shall control access to all Government provided lock combinations to preclude unauthorized entry.

**A4.4.4.1 Corrective Actions.** In the event keys, other than master keys, are lost or duplicated without Real Property authorization, the KTR may be required, upon written direction of the CO, to re-key or replace the affected lock or locks without cost to the Government. In the event a master key is lost or duplicated; the KTR at no cost to the Government will replace all locks and keys for the affected facility(s).

**A4.4.4.2 Lock Combinations.** The KTR shall establish and implement methods of ensuring lock combinations are not revealed to unauthorized persons. These procedures shall be included in the KTR's QCP.

**A4.5 Privacy Act of 1974.** KTR personnel with access to Privacy Act information are required to adhere to the Privacy Act of 1974, Title 5 of the U.S. Code, Section 552a, AFI 33-332, *Air Force Privacy and Civil Liberties Program*, and other applicable agency rules and regulations. The KTR personnel shall follow agency procedures to identify and safeguard reports and data accordingly. The KTR shall ensure KTR personnel assigned to this requirement are briefed annually on properly identifying and handling Privacy Act data and reports.

#### **A4.6 Network Security.**



**A4.6.1 Overview.** Network access is a privilege extended to KTR personnel. Network access will be granted by the Government after all criteria have been met and may be suspended for cause as defined in DoDMAN5200.22V2\_AFMAN 16-1406 Volume 2. Network access will be approved by the Government IAW DoDM 5200.02\_AFMAN 16-1405 *Air Force Personnel Security Program*, DoDMAN5200.22V2\_AFMAN 16-1406 Volume 2, AFI 17-130 *Cybersecurity Program Management*, DoDI 8510.01 *Risk Management Framework (RMF) for DoD Information Technology (IT)*, and DoD 5220.22-M and its supplement. Pursuant to DoDMAN5200.22V2\_AFMAN 16-1406 Volume 2, every individual who has access to the Air Force (AF) network (af.mil) or af.smil domain, specialized systems, and mission systems is a network user. Before becoming an Air Force network user, the KTR personnel shall have a favorable background investigation for the designated IT level and system, be trained, and licensed. This process of training and licensing ensures every AF network user is trained and aware of the basic principles of network security and their role in Information Assurance (IA). The Government will issue a Common Access Card IAW AFFAR Supplement clause 5352.242-9001 *Common Access Card for Contractor Personnel*, to KTR personnel meeting the criteria (favorable Trustworthiness Determination, training, and licensing).

**A4.6.2 Information Technology (IT) Level and Investigation Required.** KTR personnel shall possess a Tier 1 background investigation (formerly referred to as a NACI) for IT Level III as mandated by DoD 5200.02- *Procedures for the DoD Personnel Security Program (PSP)*, and DoD Instruction 8500.01 *Cybersecurity*, para 3.i. These background investigations will be submitted by the Government, and they do not result in security clearance eligibility. KTR personnel shall possess a current and favorable background investigation for designated level IT level III access prior to base period of performance. KTR personnel without a current investigation shall follow the procedures in PWS paragraph A4.3.

**A4.6.3 Foreign National Network Access.** All KTR personnel that are Foreign Nationals shall meet the requirements of DoDM 5200.02\_AFMAN 16-1405 prior to network access. The KTR shall ensure the request for network access for Foreign Nationals in their employ are processed and approved by the Foreign Disclosure Office (FDO) IAW Air Force Security Systems Instruction (AFSSI) 8522 *Access to Information Systems*, paragraphs 3.2.1 and 3.2.3. All requests for must be staffed through the AFRC Foreign Disclosure Office at least thirty (30) calendar days in advance of the intended visit.

## **A4.7 Operations Security.**

**A4.7.1 Unclassified Controlled Technical Information.** The KTR shall safeguard Unclassified Controlled Technical Information IAW the Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 204.73 – *Safeguarding Covered Defense Information and Cyber Incident Reporting*, Clause 252.204-7012 *Safeguarding Covered Defense Information and Cyber Incident Reporting* (Dec 2019).

## **A4.8 RESERVED**

**A4.9 Tool and Equipment Control Accountability Program.** The KTR shall submit a Tool Control and Accountability Plan IAW **A-TE-3, A014**. All functions within the responsibility of the KTR shall comply with the KTR's approved tool and equipment control and accountability program.

**A5 Core Hours of Operation.** The KTR shall provide uninterrupted services between 0700 to 1600 hours, Monday through Friday, excluding holidays, unless otherwise specified in Tabs B thru G. All times in this PWS are specified in Local (L) time on a 24-hour clock. The Government retains the right to change hours at any time. KTR support required during Unit Training Assemblies (UTAs) shall be provided as specified in Tabs B thru G, unless otherwise specified in Tabs B thru G, the KTR shall not be required to perform services on the following recognized holidays (day of observation) or when the base is officially closed by direction of the Base Commander:

New Year's Day	1 January	Labor Day	1 <sup>st</sup> Monday in September
Martin Luther King's Birthday	3 <sup>rd</sup> Monday in January	Columbus Day	2 <sup>nd</sup> Monday in October
President's Day	3 <sup>rd</sup> Monday in February	Veterans Day	11 November
Memorial Day	Last Monday in May	Thanksgiving Day	4 <sup>th</sup> Thursday in November
Juneteenth	19 June	Christmas Day	25 December

**A5.1 Call-out and After-Hours Services under Routine Operations.** The KTR shall provide fully qualified personnel, accessible by phone, on a 24-hour a day, seven (7) days a week basis, to perform scheduled and unscheduled mission or emergency requirements. For unscheduled mission requirements, the Government will provide as much notice as possible. KTR personnel shall respond within 15 minutes of the initial notification and be on-site within one hour after the initial response, unless otherwise advised on notification, in order to perform services and satisfy scheduled and unscheduled mission requirements. Estimated hours are provided in Tabs B thru G Workload Data for After Hour Support and will be included in the FFP.

**A5.2 Reservist Support and Access.** The KTR shall provide support and access only for the Reservists assigned to the 94 AW on UTA's, Annual Tour (AT), and Accelerated Mission Readiness Training (AMRT), as specified in Tabs B thru G. Dobbins ARB conducts one (1) primary UTA each month. The Government will not pay any overtime or over and above for KTR support specified in the PWS as being required on UTAs. The KTR shall grant access and provide training for Reservists on UTA, AT, AMRT or as directed by the CO. The KTR shall grant access to Reservists for training use of all Government Property listed in B thru G Technical Exhibits TE-4.

#### **A5.2.1 Types of Training**

**A5.2.1.1 Unit Training Assembly (UTA).** UTA weekend training includes both Saturday and Sunday. Reservist training shall include but is not limited to, Proficiency Training, On-the-Job Training (OJT), and Wartime tasks.

**A5.2.1.2 Annual Tour (AT).** Reservist AT is an annual requirement. AT training is conducted during normal duty hours and is normally fifteen (15) calendar days but an AFRC NAF commander may authorize annual training up to twenty (20) calendar days IAW AFMAN 36-2136 *Reserve Personnel Participation*, Table 1.1. Training shall include but is not limited to, Proficiency Training, OJT, and Wartime tasks.

**A5.2.1.3 Accelerated Mission Readiness Training (AMRT).** AFRC AMRT is designed to build a ready force. The purpose of this program is to provide a means to obtain task proficiency to become a fully qualified mobilization resource. The program allows recent Enlisted and Officer Initial Skills formal school graduates to voluntarily remain on Active Duty for Training (ADT) orders for the purpose of training via OJT. This type of training support is normally conducted during normal duty hours, and generally lasts up to one-hundred-thirty-nine (139) calendar days.

**A5.3 Base Exercises.** At times KTR support shall be required in any or all service areas during base exercises. The KTR shall participate in exercises IAW the most current published AF and higher headquarters guidance. The KTR shall provide the required support and personnel IAW exercise needs, base Operations Plans (OPLANS) and the 94 AW Installation Deployment Plan (IDP). Extended KTR operations in support of base exercises are included in the FFP.

**A5.4 Workload Status Tracking.** IAW each tabs Estimated Workload Data (excluding Tab F), the KTR shall submit to each COR/AO NLT five (5) calendar days after the first of each month, a Monthly Workload Status Report detailing the amount of work completed during the preceding month. The report shall include running totals completed to date, for the current Period of Performance.

#### **A6 Emergency or Special Situation Services.**

**A6.1** The following Emergency or Special Situations may be required only upon CO direction:

**A6.1.1** KTR shall provide services to support base, local or national commitments, up to and including a declared war that would require emergency or contingency support upon CO direction. These services may be required 24 hours a day, seven (7) days a week for the duration of the emergency. The CO may advise the KTR of the required level of effort verbally and follow up with written direction. This effort will be ordered by the CO under the Natural Disaster/Crisis/Terrorist Acts CLIN.

**A6.1.2** Services may be required to support emergency and disaster situation (including, but not limited to: accident and rescue operations, civil disturbances, and terrorist acts). Due to the nature of these requirements, the required KTR services cannot be precisely identified until the emergency services are required. This effort will be ordered by the CO under the Natural Disaster/Crisis/Terrorist Acts CLIN.

**A6.2** When multiple contingency plans generate conflicting support requirements, the installation Crisis Action Team (CAT) will establish the priority for the events as they occur. The KTR PM will be notified by either the CAT or the CO of those priorities.

**A6.3 Performance of Services during Crisis Declared by the Secretary of Defense or Overseas Combatant Commander (OCC).** All services identified in this PWS are considered critical services during a crisis. The KTR shall continue providing services to Dobbins ARB 24 hours a day until the crisis is declared over. The KTR shall ensure enough skilled personnel are available during a crisis for any operational emergency. A crisis management plan shall be submitted IAW **A-TE-3, A003**. The KTR will be notified by the CO should a crisis be declared requiring immediate KTR support.

**A6.4 Emergency Management (EM) Program.** The KTR shall support and participate in the Dobbins ARB EM program and appoint EM representatives as needed for program coverage IAW AFI 10-2501 *Emergency Management Program*.

**A6.4.1 Unit Control Center (UCC).** The KTR shall establish UCCs to monitor resources, mission capability and coordinate activities during disaster or contingency operations such as accidents, natural disasters, mobility, and recovery requirements and during all planned exercises.

**A6.4.1.1 Specialized Team.** The KTR shall appoint specialized EM team members (Disaster Response Force (DRF), Contamination Control Teams (CCT), Shelter Management teams (SMT) and support teams) to support local response and contingency plans. The KTR shall perform functions necessary to minimize the loss of personnel, resources, and operational capability caused by accidents, natural disasters, and contingencies.

**A6.4.1.2 Response Procedures.** The KTR shall develop and implement response procedures and checklists to support Dobbins ARB, Installation Emergency Management Plan (IEMP 10-2), other local response plans, as well as war and contingency planning documents. Checklists shall be drafted and forwarded for approval prior to use. The KTR shall review checklists annually to ensure accuracy and coverage. (See **A-TE-3, A008**).

**A6.4.2 EM Equipment.** The KTR shall obtain, maintain, and store equipment and supplies needed for response and recovery operations for members of their team. This includes all elements of the DRF, including UCCs, DRF members, CCTs, shelters, SMTs and support teams.

**A6.4.3 Base Shelter Program.** The KTR shall support and participate in the Base Shelter Program. Shelters as identified in Dobbins ARB Plan IEMP 10-2 shall be maintained as such for use during contingency situations, natural disasters, and exercises by the owners and users of the shelter.

**A6.5 HAZMAT Spill Notification and Response Procedure.** This procedure applies when the KTR causes or discovers a spill, release, or leakage of any HAZMAT substance, which includes but is not limited to: Petroleum, Oil, Lubricant (POL) fuel, waste oil, hazardous material, hazardous waste, Aqueous Film Forming Foam (AFFF) liquid, sewage, toxic gases, or vapors, which could potentially damage or endanger the environment, or threaten public health or personnel safety. Specific non-POL chemicals are listed on the Hazardous Substance list in Appendix A to 40 CFR 355. The information required to comply with the emergency release notification requirements is listed in 40 CFR 355.40. Two (2) notifications are required; 1) immediate notification and 2) written follow-up emergency notification. Reporting and response for all hazardous material releases shall be IAW the HAZMAT Emergency Planning and Response Plan for Dobbins ARB and notification to the Base Fire Department. Additional requirements are as follows:

**A6.5.1** Regardless of whether the KTR causes or discovers a spill, the KTR shall comply with the procedure developed

from the base HAZMAT Emergency Planning & Response Plan for Dobbins ARB. When cleaning up a spill, use proper absorbent media for the HAZMAT. Granular clean up material such as kitty litter or speedy dry is prohibited for use on Dobbins ARB. Absorbents contaminated with organics are recycled on Dobbins ARB.

**A6.5.2** If the spill can be contained and controlled by the KTR, without undue risk of injury to personnel, and without assistance from the Base Fire Department or other HAZMAT response team, then the KTR shall perform the following:

**A6.5.2.1** Upon recognizing a spill, use materials from any available spill kit or other equipment as required, to contain and control the spill.

**A6.5.2.2** Upon observation of a spill, the KTR shall notify the Base Fire Department and provide (1) the name of person reporting spill; (2) the exact location of spill; (3) any personnel injuries; (4) the substance spilled; (5) an estimate of amount spilled; (6) the date and time of spill; (7) the status of spill containment and control; (8) and the status of spill clean-up. The KTR shall provide a courtesy notification concerning the spill to CEV, COR and CO within 30 minutes.

**A6.5.2.3** If the spill can be cleaned up by the KTR, and there is no environmental (soil or water) contamination, and no excavation is required, then perform the following:

**A6.5.2.3.1** Use absorbent materials from any available spill kit or other equipment as required, to collect and clean up spilled substances as much as possible.

**A6.5.2.3.2** Do not hose down spilled substances into floor drains or storm drains.

**A6.5.2.3.3** Properly package and dispose of spilled substances and waste materials generated during the spill response or clean up, IAW the HAZMAT Emergency Planning and Response Plan and the Dobbins ARB Waste Management Plan.

**A6.5.2.4** If the spill cannot be cleaned up by the KTR, or there is environmental contamination, or excavation is required, then notify the Base CEV office for technical assistance. CEV will determine which organization, other than the KTR, is going to perform the spill cleanup, and will ensure cleanup methods used follow applicable environmental regulations.

**A6.5.3** If the spill cannot be contained and controlled by the KTR, or involves undue risk of injury to personnel, or requires assistance from the Base Fire Department or other HAZMAT response team, then the KTR shall perform the following:

**A6.5.3.1** Upon recognizing a spill, notify the Base Fire Department and provide the same information as listed in Paragraph A6.5.2.2 above.

**A6.5.3.2** Stop the source of a spill in progress, if possible, without undue risk of injury to personnel, using materials from any available spill kit or other equipment as required.

**A6.5.3.3** Ensure all employees in spill area, shut down their work operations and secure their equipment as required. Restrict all sources of ignition.

**A6.5.3.4** Make the spill area “Off Limits” to unauthorized personnel. Evacuate to an area upwind of the spill, if appropriate for the type of substance spilled.

**A6.5.3.5** Report all known spill information to the On Scene Commander, Incident Commander, or Senior Fire Official on duty, as appropriate when they arrive at the area.

**A6.5.3.6** If the spill resulted in environmental (soil or water) contamination, or excavation is required for clean up, then notify the Base CEV office for technical assistance. CEV will determine which organization, other than the KTR, is going to perform the spill cleanup, and will ensure cleanup methods used follow applicable environmental regulations.

**A7 Conservation of Utilities.** The KTR shall ensure employees practice utility conservation. The KTR shall operate under conditions that prevent the waste of utilities.

**A8 Government Observations.** As approved by the CO, Government personnel other than COs and CORs may from time to time observe KTR operations. However, these personnel will not interfere with KTR performance or perform delegated duties of the COR.

**A8.1 Regulatory Observation.** Outside regulatory agencies such as Department of Environmental Protection (DEP), Environmental Protection Agency (EPA), local conservation commissions may inspect the installation unannounced. KTR shall cooperate fully with these agencies. In the event the KTR receives a deficiency report or other derogatory finding, upon CO direction, the KTR shall act by the end of the duty day, or otherwise specified by the CO, to correct the deficiency. Any cost associated with the finding due to the KTR's fault shall be at the KTR's expense.

**A8.2 Records Management.** All data created for Government use and delivered to or falling under the legal control of the Government are Federal records and shall be managed IAW objectives and policies of the DoD, AF directives and the records management legislation as codified at 44 U.S.C., chapters 21, 29, 31, and 33, the Freedom of Information Act (5 U.S.C. 552), and the Privacy Act (5 U.S.C. 552a), and shall be scheduled for disposition IAW 36 CFR part 1228. When data deliverables include electronic records, the KTR shall provide and deliver sufficient technical documentation to permit Government agencies to use the data. If requested by the Government, the KTR shall provide the original record or a reproducible copy of any such record within five (5) business days of receipt of the request.

**A8.3 The Privacy Act.** The KTR shall comply with the Privacy Act of 1974 (Public Law 93-579), including AFI 33-332, *Air Force Privacy and Civil Liberties Program*, as needed to ensure the personal information collected and maintained on Government employees is protected from unauthorized disclosure. If records are requested by the Government, the KTR shall provide the original record or a reproducible copy of any such record within five (5) business days of receipt of the request.

**A8.4 Special Requirements.** The KTR shall receive, review, coordinate, implement and initiate corrective action as directed by the CO on all AF special subject and special interest items submitted by higher headquarters to the KTR IAW AFI 90-201 *The Air Force Inspection System*, and any Wing Supplements thereto. The KTR shall prepare correspondence for signature of Government official IAW AFMAN 33-326 *Preparing Official Communications*, and shall evaluate the recommended suggestions for areas of KTR responsibility when requested by the CO.

**A8.5 Coordination with Other KTRs.** The Government may award other contracts for additional work not prescribed in this contract. The KTR shall fully cooperate with such other KTRs, being careful to coordinate the KTR's own work with another KTR's work as may be directed by the CO. The KTR shall not commit nor permit any act, which will interfere with the performance of work by any other KTR.

## **A9 Labor Relations.**

**A9.1 Performance During Labor Strikes.** In the case of Government takeover of performance because of labor strikes, the Government shall be entitled to a pro-rata contract price reduction for the period for which services are not performed by KTR personnel. The KTR shall be equitably compensated for Government use of any KTR-furnished property.

**A9.2 Strike Plan.** If unionized, the KTR shall establish and maintain a current Strike Plan IAW **A-TE-3, A004**.

**A10 Safety.** The KTR shall comply with all safety requirements contained in Occupational Safety and Health Act (OSHA) and National Fire Protection Association (NFPA) Standards; TOs: 00-25-172, Ground Servicing of Aircraft and Static Grounding/Bonding; 37A-1-101, General Instruction-Fuel, Water, and Lubricant Dispensing Equipment; and 42B5-1-2, Gas Cylinder (Storage Type) Use, Handling, and Maintenance; AFMAN 13-204 Volume 3 *Air Traffic Control*; AFI 23-201 *Fuels Management*; AFMAN 91-203 *Air Force Occupational Safety, Fire and Health Standards*; 29 CFR 1910, Occupational Safety and Health Standards; and 29 CFR 1926, Safety and Health Regulations For Construction; as specified in this contract. The KTR shall submit a Safety Plan IAW **A-TE-3, A005**. The KTR shall comply during the life of this contract with the approved Safety Plan. The KTR shall comply with the specific safety requirements and directives referenced in the PWS at all times. The KTR shall maintain their assigned work areas and facilities in a neat, clean, and orderly condition. (See **A-TE-3, A005**)

**A10.1 Inspections.** The KTR shall provide access to all facilities and equipment to the Government safety inspection authorities (SEG and CEF) to conduct annual, semi-annual, high interest, and spot inspections. The representative from the base (SEG/CEF) will notify the CO prior to all safety inspections and issue a report of discrepancies to the CO.

**A10.1.1** Except for spot inspections, the CO will provide the KTR at least five (5) business days advance notice of safety inspections. A copy of the Base (SEG/CEF) inspection reports will be provided to the KTR by the CO.

**A10.1.2** The KTR shall correct discrepancies as directed by the CO. Any discrepancies which result from violating any of the terms of this contract or which result from violating any OSHA or AFOSH standards, the KTR shall initiate corrective actions to correct the deficiency by end of the duty day at no cost to the Government.

#### **A11 Phase-In/Phase-Out.**

**A11.1 Phase-In Period.** In the event the follow-on contract is awarded to other than the incumbent KTR, the incumbent KTR shall continue to provide support to the Government and the successor KTR to ensure an orderly and efficient transition and minimize any disruption or adverse impact on the day-to-day BOS operations. The Phase-In period shall begin immediately after contract award to the successor KTR, and it comprises the period between the contract award date to the successor KTR and the contract performance start date of the successor KTR. This period shall be 60 calendar days in duration.

**A11.1.1 Phase-In Plan.** IAW **A-TE-3 A06**, the successor KTR shall submit a completed Phase-In Plan to the CO for approval. The Phase-In Plan shall fully describe, at a minimum, the successor KTR's approach to the following: (1) Establish the Project Management Office (PMO), and recruit, retain, and hire necessary personnel; (2) Obtain all required certifications and clearances, including personnel security clearances; (3) Develop a systematic and disciplined approach to achieve an efficient and effective transition; (4) Participate in joint (Government, incumbent KTR, and/or successor KTR) inventories (See A11.1.3 below for specifics) and sign for Government property; (5) Develop and submit all required contract deliverables; (6) Attend post-award meetings as required; and (7) Accomplish PWS required training (See **A13** and **A18.11.2** to **A18.11.7** for specifics) prior to contractor performance start date. The successor KTR shall also describe procedures for obtaining vehicles, equipment, tools, supplies, materials, and other items necessary to perform day-to-day BOS operations.

**A11.1.2** During the Phase-In period, the successor KTR shall prepare itself to assume full responsibility for all areas of BOS operations IAW the terms and conditions of this contract on the contract performance start date. The successor KTR shall take all actions necessary to ensure an orderly and efficient transition of the BOS operations from the incumbent KTR. The Government will make all Government facilities and equipment accessible to the successor KTR during the Phase-in period.

**A11.1.3** During the Phase-in period the successor KTR's management personnel may observe any incumbent KTR BOS operations at Dobbins ARB, as approved by the CO/COR. With regard to the successor KTR's access to incumbent KTR employees, the successor KTR may place a recruitment notice in each facility. The successor KTR shall provide sufficient personnel to conduct and document a joint inventory of all residual materials, parts and supplies, Government Furnished Equipment (GFE)/Government Furnished Property (GFP), Government provided

facilities, publications, records, and accounts (examples CA-CRLs, GFE/GFP, ADPE, etc.) with the incumbent KTR and Government representative(s) to ensure inventories and accounts are accurate and complete. The successor KTR shall ensure inventory and account shortages and excesses are identified to the CO/COR prior to assuming responsibility of GFE/GFP accounts from the Government. The successor KTR shall provide sufficient personnel to receive training by the incumbent KTR on Government-furnished software for automated information systems (AIS) used in the performance of this contract, and specific base specialized equipment and utilities systems.

**A11.2 Phase-Out Period.** In the event the follow-on contract is awarded to other than the incumbent KTR, the Government will exercise the Phase-Out CLIN whereby the incumbent KTR shall provide Phase-Out services during the last 60 calendar days prior to the completion of this contract performance period, to include option periods exercised. These 60 calendar days will constitute the Phase-Out period. During the Phase-Out period the incumbent KTR shall continue to perform all BOS operations requirements. The incumbent KTR shall ensure its Phase-Out procedures do not disrupt or adversely impact the day-to-day operations of BOS operations. If the incumbent KTR is the successor the KTR, the incumbent KTR shall ensure the existing contract is properly closed out, anything excess to the new PWS requirements is removed, and preparations are made to meet the conditions of the new PWS.

**A11.2.1 Phase-Out Plan.** IAW A-TE-3 A07, the incumbent KTR shall maintain, update, and submit a Phase-Out Plan to the CO for approval. The Phase-Out Plan shall fully describe, at a minimum, the incumbent KTR's approach to the following: (1) Incumbent KTR employee notification; (2) Retention of incumbent KTR key personnel; (3) Turn-over of work-in-progress to the successor KTR for the successor KTR to complete; (4) Inventory of the following: all residual materials, parts and supplies, GFE/GFP, Government provided facilities, publications, and records; and (5) Transfer of Government data/information to the successor KTR; (6) Clean-up of incumbent KTR work areas; (7) Removal of incumbent KTR property from the installation (See A11.2.3. below for specifics); (8) Joint (Government, incumbent KTR, and successor KTR) inventory and reconciliation of all property accounts (examples CA-CRLs, GFE/GFP, ADPE etc.) and requisitions; (9) Turn-in of excess property; (10) Provision for training of the successor's KTR personnel on Government-furnished software for automated information systems (AIS) used in performance of this contract and specific base specialized equipment and utilities systems;; and (12) Security debriefings IAW DAFI 31-101, *Integrated Defense*, for incumbent KTR personnel holding security clearances.

**A11.2.2** At the commencement of the Phase-Out period, an observation period shall occur during which time the successor KTR management personnel may observe operations and performance methods of the incumbent KTR. This will allow for orderly and efficient turnover of property, facilities, equipment, materials, supplies, records, and accounts to the successor KTR and will help to ensure continuity of service. The incumbent KTR shall not defer the performance of any BOS requirements for the purpose of avoiding responsibility or to transfer such responsibility to the successor KTR. The incumbent KTR shall fully cooperate with the successor KTR and the Government so as not to interfere with the successor KTR's Phase-In work or duties. The incumbent KTR and the Government will perform a joint inventory to ensure inventories and accounts (examples CA-CRLs, GFE/GFP, ADPE, etc.) are accurate and complete. The incumbent KTR shall ensure shortages and excesses, equipment and tool condition issues, and all contract requirement issues are rectified prior to relinquishing the Government Furnished Equipment (GFE) account to the Government. Upon completion of the incumbent KTR and the Government's joint inventory, the incumbent KTR shall provide sufficient personnel to conduct and document a joint inventory of all residual materials, parts, and supplies, GFE/GFP, Government provided facilities, publications, records, and accounts with the successor KTR and Government representative(s) ensuring inventories and accounts are accurate and complete.

**A11.2.3 Removal of Incumbent KTR Property.** During the Phase-Out period of this contract, the incumbent KTR shall remove all incumbent KTR owned vehicles, equipment, tools, supplies, materials, and other items from the installation no later than the last day of the contract period of performance. The Government shall not be responsible for any incumbent KTR owned property left after contract completion. If the incumbent KTR does not remove said property from the installation within 30 days of contract completion, the Government will dispose of the property and deduct the cost of disposal from the final invoice.

## **A12 Air Force Reserve Training**

**A12.1 Trainers.** The KTR shall appoint qualified Trainers for each Reserve career field identified in Tabs B thru G. Trainers are qualified upon completion of the Air Force Training Course IAW AFI 36-2670 *Total Force Development*.

The KTR shall request to attend the Air Force Training Course through the COR and CO to the Wing Training Office. The KTR shall provide specific Air Force Specialty Code (AFSC) training requirements IAW Career Field Education and Training Plan (CFETP), Qualification Training Packages (QTPs), Air Force Job Qualification Standards (AFJQS) and wartime skill requirements as determined by Unit Type Codes (UTCs) for Reservists. The KTR shall adhere to all specific training requirements addressed in each specific Tab of this PWS. (See Tabs B thru G, TE-2, for estimated Reserve training workload for each functional area)

**A12.2 Training Availability.** The KTR shall make facilities, tools, and equipment available for training of Air Force Reserve members. KTR shall make facilities fully available during normally scheduled UTA's and during any dayshift weekday throughout the year (AT/AMRT/Re-schedule UTA) or as directed by the CO. The KTR shall provide secure storage area for reserve member-owned tools and equipment within or adjacent to the training facility.

**A12.3 Training and Work Performance.** While conducting training, the KTR shall monitor the reserve members training activities within the assigned career field. The assigned reserve members may assist the KTR to perform work required under this contract as On-the-Job Training (OJT). The KTR is responsible for work completion. The KTR will train all members to Air Force proficiency code IAW the respective CFETP and locally identified task/proficiency requirements.

**A12.4 Documenting Training.** The KTR shall provide a brief written narrative describing the trainees' progression and an evaluation of the trainees' performance during the period of training. Narrative shall be provided to the COR within five (5) business days for UTAs, five (5) business days after AT orders end, and bi-monthly for AMRT conducted training.

**A12.5 Trainees.** At least ten (10) business days prior to the training event, the COR will submit the formal training request for CO approval. Upon COs approval, the KTR will receive the formal training request. The formal training request will include the dates, names, and type of training (hands-on, familiarization, qualification, and OJT) required, and access to Government furnished facilities, equipment, and/or vehicles.

**A12.6 Safeguarding Material.** The KTR shall take appropriate precautions to safeguard any materials made available to Government personnel during these training periods.

### **A13 Vehicle Operator Requirements.**

**A13.1 Operator Licensing and Operation.** The KTR shall ensure employees have the most current and valid professional certifications to operate the GFP vehicles. The types of vehicles provided as GFP along with their corresponding Management Code and minimum Driver's License Class type are listed in **A-TE-2**. The list is not all-inclusive, nor does it identify all endorsements. KTR personnel operating privately owned, Government, or KTR-owned vehicles or material handling equipment, shall possess a current and valid state driver's license and/or CDL license IAW AFI 24-301 *Ground Transportation*, and all federal, state, and local laws. All KTR personnel shall abide by installation rules and regulations as to safety, speed, parking, and seasonal hazards.

**A13.1.1** The KTR shall be responsible for drivers training and certifications of KTR Personnel to include 3-year re-certification for ALL Material Handling Equipment (MHE) ("E" Management-Coded vehicles) and Commercial Driver's License (CDL) requirements for all KTR vehicle operators IAW AFI 24-301 and AFMAN 24-306 *Operation of Air Force Government Motor Vehicles*. DoD KTR employees assigned to operate either Government owned/leased equipment in performance of their contract shall be certified, *by the KTR and at the KTR's expense*, as being fully qualified by all Federal, Air Force, State, and local Government requirements to operate the vehicles/equipment to which they are assigned. The KTR shall document ALL operator qualifications. This documentation will be provided to the CO before any contract employee engages in any mode of equipment operation. This letter will be updated as necessary and remain on file with Operator Records and Licensing Section and the CO. (See **A-TE-3, A010**)

**A13.2 Flight line Operations.** KTR personnel operating motor vehicles on the flight-line shall possess a valid state driver's license and Certification of Competency (AF 483), IAW DAFI 13-213 *Airfield Driving*, AFI 13-213 *AFRCSUP Airfield Driving*, and 94AWI 13-213. Work within 100 feet of the edges of all-active runways and runway



overruns and within 50 feet of all taxiways, should be done when there are no flying activities. Personnel working around runways, overruns, taxiways, and aprons shall have operable radios and be in contact with Airfield Management and the airfield control tower. Personnel shall ensure all airfield equipment is working properly and display an operational rotating yellow beacon light or flashing yellow lights. Personnel shall follow Airfield Management or Control Towers instructions and remove themselves and all equipment from the airfield during an emergency. Airfield Management will approve resumption of work after termination of the emergency.

**A13.3 Driver Safety Training.** The KTR shall provide a vehicle driver safety orientation to KTR personnel who operate Government-furnished vehicles and equipment. The orientation shall include refresher training on traffic rules, safe driving procedures, seasonal hazards, and operator care and maintenance. The KTR shall conduct the initial orientation prior to operation of Government-furnished vehicles and equipment by KTR employees and shall conduct refresher training annually. The KTR shall notify the CO within ten (10) calendar days after completion of the training.

#### **A14 Environmental Controls.**

**A14.1 Compliance with Laws and Regulations.** The KTR shall comply with all applicable, federal, state, and local laws in the performance of this PWS. The KTR shall comply with AF instruction, regulation and requirements cited in Tabs A thru G in the performance of this PWS. KTR shall establish policies and procedures to protect the health and safety of employees and the community to minimize or eliminate the risk of environmental pollution. The KTR shall participate as a member of the Environmental, Safety and Occupational Health Council (ESOH) and Environmental, Safety and Occupational Health Compliance Assessment Management Program (ESOHAMP) Team.

**A14.2 Environmental, Health, and Safety.** The KTR shall ensure all employees receive the mandatory environmental, health, and safety training to ensure compliance with all OSHA, federal, state, and local laws, or regulations. Documentation of such training shall be made available to the CO upon request within three (3) business days.

**A14.3 Hazardous Materials (HAZMAT).** The KTR shall advise employees of all environmental conditions and hazardous material exposures. The KTR shall maintain and comply with Safety Data Sheets (SDS) for all materials used by the KTR IAW federal and state laws and regulations.

**A14.3.1 HAZMAT.** The KTR shall participate in the installation's HAZMAT program and must comply with AFMAN 32-7002 *Environmental Compliance and Pollution Prevention*, Chapter 3 which includes requirements and procedures for purchasing, tracking, storage, and disposal of hazardous materials under this contract. The KTR must use a HAZMAT Tracking Activity, where inventory, receipt, and issue data are captured in the AF Enterprise Environmental, Safety, and Occupational Health Management Information System (EESOH-MIS).

**A14.4 Pollution Prevention.** "Pollution Prevention" and "Source Reduction" are defined in the Pollution Prevention Act of 1990, 42 U.S.C. §§ 13101-13109. The KTR's obligation under this section is limited to identifying pollution prevention opportunities and shall not be construed to require the KTR to conduct activities not otherwise required by this PWS. In the event the Government receives any penalties or fines due to the KTR violating any environmental laws or rules, the KTR shall reimburse the Government within thirty (30) calendar days from receipt of written notification from the CO. The KTR shall participate in the Dobbins ARB Environmental Management System (EMS) program and comply with E.O. 13990 *Climate Crisis; Efforts to Protect Public Health and Environmental and Restore Science*. The KTR shall provide a representative on the Cross Functional Team (CFT), identify activities and environmental impacts, develop, and implement operational controls to manage aspects of its operations and activities impacting the environment, conducting self-assessments, and attending management reviews. All KTR personnel shall attend Government provided EMS Awareness training within thirty (30) calendar days of contract start date. Contact CEV to schedule EMS Awareness training.

**A14.5 Fire Prevention and Protection.** The KTR shall comply with AFI 32-2001 *Fire and Emergency Services Program*. Base Fire Prevention personnel will make periodic routine inspections for regulation compliance. Burning of any material on Dobbins ARB by the KTR is prohibited without approval from the Base Fire Department.

**A14.6 Qualified Recycling Program.** The KTR shall participate in the installation Qualified Recycling Program.

**A14.7 Environmentally Preferable Purchasing Program.** The KTR shall comply with the requirements of the AF Environmentally Preferable Purchasing Program and EPA's Comprehensive Procurement guideline and Recovered Materials Advisory Notice contained therein, and the installation Green Procurement Program policy when considering all procurement actions including Energy Star, Water Sense, and USDA Bio based identified Products. The KTR shall support the program by identifying, pursuing, and tracking the procurement of these items.

## GOVERNMENT FURNISHED PROPERTY AND SERVICES

**A16 General Information.** The Government will provide facilities, equipment, materials, supplies, IT Equipment, telephones, and services listed in Tab A-2 and Technical Exhibits (TE) 4 in Tabs A thru G. All other resources necessary to perform this PWS shall be the responsibility of the KTR. All Government-furnished property shall be used solely for the purpose of performing the requirements of this contract. The KTR shall manage Government furnished property IAW the applicable contract clauses.

**A16.1 GSA Vehicles.** All General Services Administration (GSA) vehicles listed in **C-TE-2d** are Government-leased for customer use only. The KTR shall follow the GSA procedures when obtaining GSA vehicle maintenance and fuel. All equipment listed therein is subject to change due to replacement of assets.

**A17 Property Incidental to Place of Performance.** The lists of Government property to be provided to the KTR under this BOS contract are contained in Technical Exhibit 4, Tabs A thru G. The KTR shall maintain, repair, use, protect and preserve Government property IAW sound industrial practice, except as otherwise noted below. All labor, materials, and parts costs for the maintenance and repair of the property shall be at the expense of the KTR and is included in the FFP unless otherwise indicated IAW Government Furnished Property clauses of this contract. All property is provided on a non-interference basis for the KTRs use. From time-to-time, the property may be required for Government use, and the KTR shall provide access for Government use provided such Government use does not impact the performance of the PWS.

**A17.1 Property Incidental to Place of Performance - Facilities.** The Government will make available facilities as described in Technical Exhibit 4a of Tabs A thru G. The Government retains the authority to modify or realign facilities and space provided to the KTR based on current AF guidelines for space utilization, mission, and personnel requirements of the KTR. All facilities shall only be used in performance of this PWS and will be repaired by the KTR using Corrective Maintenance (CM) Work Tasks. The KTR shall maintain facilities in clean condition IAW industry standards. Government facilities have been inspected for compliance with OSHA and environmental regulations. The facilities are provided "as is" and the Government does not represent the condition, quality, or completeness of the property, however, no hazards have been identified which would prevent normal use of the facilities or for which work-arounds are required. The fact no such conditions have been identified does not warrant or guarantee no possible hazard exists, or work-around procedures will not be necessary or the facilities as provided will be adequate to meet the needs of the KTR. Ten (10) calendar days prior to base period of performance, the KTR shall perform a survey/environmental site assessment of all Government-provided facilities and storage locations to assess and document OSHA and environmental conditions. (See **A-TE-3, A011**). Should a hazard be identified, the Government will correct the OSHA or environmental hazard(s) according to base-wide developed and Government approved plans for abatement, considering safety and health priorities under this PWS. A higher priority for correction will not be assigned to the facilities provided merely because of this PWS initiative. Should the KTR cause the OSHA or environmental hazard (examples: negligence, misuse of space, non-compliance, disturbing of materials such as asbestos, lead based paint) the KTR, at their expense, shall remedy the hazard and any other consequences of such action. Compliance with OSHA and other applicable laws and regulations for the protection of employees is exclusively the obligation of the KTR. Further, the Government will assume no liability or responsibility for the KTR's compliance or noncompliance with such requirements; except, for the requirement to make corrections according to approved plans of abatement subject to base-wide priorities. Before any modification of any Government provided facility by the KTR, at KTR expense, the KTR shall furnish COR personnel documentation describing, in detail, the modification requested. No alterations to the facilities shall be made without the approval of the Base Civil Engineer (BCE), CO or designated Government representative. The KTR shall return the facilities to the Government in the same condition as received less fair wear and tear and approved modifications excepted. The Government will accomplish a survey/site assessment at the completion of this contract. The KTR shall be liable for all corrective actions arising from deficiencies not documented in their initial survey.

**A17.2 Property Incidental to Place of Performance.** The Government shall provide to the KTR equipment listed in Technical Exhibit 4b of Tabs A thru G. All equipment listed therein is subject to change due to replacement of

assets. The KTR shall submit requests for replacement of this equipment to the COR/AO/CO for processing. Such requests shall specify the reason for the replacement.

**A17.2.1 Government Vehicles.** The Government vehicles listed in **C-TE-2d** Master Vehicle Report with an ASC code starting with 037 are provided only for the KTR's operational use in the performance of this PWS and are for official use only. These vehicles shall not be used for private conveyance, for transportation to and from an employee's quarters, or personal use of any kind. The KTR shall not repair or service any vehicles owned/leased by the KTR or other privately owned vehicles (POV) in Government provided facilities or maintenance compounds for any reason. KTR owned vehicles shall be adequately maintained, operated only by licensed personnel, and have appropriate insurance coverage as required by federal, state, and local laws and directives. Any KTR vehicle operated on the flightline shall adhere to AFMAN 24-306. All Government vehicles will be managed IAW AFI 24-302, *Vehicle Management*. The Government will provide fuel for Government provided Vehicles for official use only. Accidents, abuse, or neglectful actions which are caused by the KTR that require repair or parts replacement shall be the burden of the KTR.

**A17.2.1.1 Vehicle Control Official (VCO).** The PM will appoint a VCO for each Tab utilizing Government furnished vehicles in writing. The appointed VCO for the Tab C vehicles shall also be responsible for the UDI assets.

**A17.2.2 Property Incidental to the Place of Performance.** The KTR can make use of the Government property incidental to the place of performance (for example, furniture, computer equipment, telephones) as listed in the Incidental Listings located in the Technical Exhibits. Such property is not considered GFP under FAR Part 45. The KTR shall use reasonable care to protect such property from loss or damage. If failure to use reasonable care results in loss or damage, the CO may direct the KTR to repair or replace the property. A joint inventory of the listed property shall be accomplished ten (10) calendar days prior to the start of any option periods. **ADPE serial numbers shall be validated in the annual inspections.**

**A17.2.2.1 ADPE/Copier.** Technical Exhibit 4d of Tabs A thru G lists all ADPE hardware. The Government will be responsible for maintenance of all furnished ADPE hardware and software; the KTR shall contact the Dobbins ARB helpdesk for maintenance. Only 94 CS/SCO approved software shall be loaded in furnished ADPE. All furnished ADPE is subject to change due to replacement of assets. All consumable supplies (e.g., paper, toner) will be provided at KTR expense.

**A17.2.2.2 Telephones.** Technical Exhibit 4e of Tabs A thru G lists all furnished telephones, which is subject to change due to replacement of assets.

**A17.2.3 Land Mobile Radios.** Technical Exhibit 4(d) of Tabs A thru G list all LMRs. The Government will furnish LMR equipment to the minimum extent necessary for0 mission accomplishment. The KTR shall coordinate all maintenance activity through the Communications Squadron or appropriate agency and shall not attempt to repair LMR equipment.

**A17.3 Residual Inventory.** A joint Government and KTR inventory of residual materials, parts and supplies shall be accomplished IAW the approved Phase-In/Phase-Out plan. The joint Government/KTR inventory shall identify and make a record of all usable residual inventory. The KTR shall store, issue, and utilize this residual inventory prior to the purchasing of such and claiming reimbursement from the Government. These supplies shall be used in the performance of this PWS.

**A17.4 Financial Liability Investigation.** The KTR shall on occasion be required to provide information to a Government employee for the purposes of an investigation into the loss or damage of Government asset(s) pursuant to DoDFMR 7000.14-R Volume 12, *Financial Management Regulation*, Chapter 7.

**A17.5 Government Property Inventory.** A joint KTR-Government inventory of Government property, including records in paragraph A17.7 below, shall be conducted and completed IAW approved Phase-In/Phase-Out Plan and NLT ten (10) calendar days prior to the start of any option periods. A final joint KTR-Government inventory shall be conducted IAW the approved Phase-In/Phase-Out Plan. The KTR shall sign a receipt for all property provided by the

Government. Missing equipment, equipment in non-working order, or not suitable for performance shall be managed IAW the applicable Government Property clauses of this contract, ensuring timely required notifications. The KTR and the Government representative shall jointly determine the working order and condition of all property and document their findings on the inventory. The joint inventory IT Equipment shall be accomplished IAW AFMAN 17-1203 *Information Technology (IT) Asset Management (ITAM)*. In the event of disagreement between the KTR and the Government representative on the working order and condition of property, the disagreement shall be treated as a dispute under the contract clause entitled "Disputes." The KTR shall designate primary and alternate equipment custodians to receive and manage accountability for furnished equipment on custodian authorization/custody receipt listings (CA/CRL). The KTR shall designate Equipment Custodians (ECs) and alternates, in writing, to the CO NLT ten (10) calendar days after contract start date. The roster shall be always kept current, and changes shall be forwarded to the CO within ten (10) calendar days (A-TE-3, A015). The KTR shall manage accountability for Government property IAW AFI 23-101 and AFI\_AFRCSUP 23-101. The KTR shall turn-in GFE IAW AFI 23-101. The KTR shall submit a Tool and Equipment Accountability Control Plan for approval IAW A-TE-3, A014.

**A17.6 Government-Furnished Software.** The Government will furnish the KTR software required to accomplish the requirements of this PWS, except as specified in each Tab. The KTR shall update and keep current software provided by the Government as required by approved life cycle management plan, Air Staff, and Communication Squadron. The KTR shall comply with all computer system and network security procedures required by the Government IAW AFMAN 17-1203 *Information Technology (IT) Asset Management (ITAM)*, and AFI 17-101 *Risk Management Framework (RMF) for Air Force Information Technology (IT)*.

**A17.7 Government-Furnished and KTR Records.** The KTR shall maintain current files IAW AFI 33-322 *Records Management and Information Governance Program*, and the Web Based Records Information Management System (WEBRIMS), Records Disposition Schedule, <https://webirms.amc.af.mil/login.cfm>, or as directed by the Base Records Manager. KTR personnel who are designated records custodians shall attend initial records management training conducted by the Government IAW the approved Phase-In/Phase-Out plan; and shall also attend continuing records education and training classes as scheduled by the Base Records Manager. All records, documents, electronic databases, and associated papers provided by the Government and generated by the KTR during performance of this PWS shall become Government property and shall remain in place upon contract termination or completion and incorporated into the Government filing system. During the period of the contract, these items shall be available for Government review as requested. The Government will furnish all existing records associated with this PWS.

## **A18 Government-Furnished Services.**

**A18.1 Government-Furnished Utilities.** The Government will furnish utilities for the operation of the facilities provided as listed in TEs- 4a of Tabs A thru G. These utilities include heating fuels, gas, electricity, water, and sewer.

**A18.2 Telephone Services.** The Government will provide all commercial local landlines and expenses in support of this PWS to be used for official use only. The Government will not furnish cell phones.

**A18.2.1 Government Telephones.** All landline telephones necessary in performance of this PWS will be provided, maintained, and replaced by the Government. The KTR shall use Government furnished telephones only for the conduct of official business.

**A18.3 Mail and Shipping Services.** Only official Government mailing and shipping generated in the performance of this PWS will be processed through the base postal services and the Transportation Management Office at Government expense.

**A18.4 Police, Fire Protection, and Medical.** The Government will provide police and fire protection in support of this PWS. In case of a medical emergency, Base Fire Department personnel will respond and arrange to transport, if necessary, KTR employees to a medical facility. The KTR shall reimburse the appropriate agency for these services.

**A18.5 Network Access.** The Government will provide, “For Official Use Only”, Intranet and Internet access through the Government provided Wide Area Networks (WAN) and/or Zero Client, for accomplishment of work in support of this PWS.

**A18.6 Refuse Collection.** The Government will make available refuse collection and disposal services for the KTR at Government expense in direct support of this PWS. The KTR shall follow guidelines established by the base regarding proper use of dumpsters. The KTR shall not dump prohibited items in dumpsters. The KTR shall comply with all base-recycling programs.

**A18.7 Custodial Services.** The Government will provide custodial services IAW existing Government contract. KTR may obtain additional custodial services at their expense, and ensure they coordinate with the CO.

**A18.8 Reserved.**

**A18.9 Reserved.**

**A18.10 Publications and Forms.** The KTR shall comply with the mentioned guidelines, such as regulations, instructions, Technical Orders (TOs), Operation Plans (OPLANs), Support Agreements, Memorandums of Understanding (MOU’s), Memorandums of Agreements (MOA’s), and Letters of Agreement (LOA’s), forms, using the most current version of referenced materials and its specified replacement in performance of the PWS as of the date specified for receipt of final proposal revisions, unless otherwise noted. These references are located within the text and cited exhibits throughout this PWS. An AF Index of publications and forms can be found at the following WEB Site: <http://www.e-publishing.af.mil>. It is the KTR’s responsibility to be placed on the distribution list for the required forms and publications. The Government will provide referenced materials not available from this web site. Some useful Index examples are as follows: AF Instructions can be found in the Numerical Index of Standard and Recurring AF Publications. Forms can be found in the Numerical Index of Departmental Forms. Refer to <https://www.esd.whs.mil/DD/> for the Department of Defense (DoD), Chairman of Joint Chiefs of Staff (JCS), and the Joint Staff, Inter-service Publications, Combined Publications, AF Contract Requirements Documents (AFCRD), and miscellaneous federal Government and commercial publications. Refer to <https://www.govinfo.gov/app/collection/cfr/> for an Index of Department of Labor Occupational Safety and Health (OSHA) Standards, and National Institute for Occupational Safety and Health (NIOSH) Publications. Technical Orders web site is <https://www.my.af.mil/etims/ETIMS/index.jsp>. DoD Forms web site is <http://web1.whs.osd.mil/icdhome/FORMTAB.HTM>. Supplements or amendments to listed publications from any organizational level may be issued during the life of the contract. If the KTR considers the Government to have effected a change to the contract and subsequently a change in contract price(s) because of change(s) to the reference(s) cited above or unforeseen new mandatory guidance determined applicable as directed by the CO, the KTR shall refer to FAR 43.104 *Notification of Contract Changes* and the applicable “Changes” clause(s) before proceeding. **NOTE: The date of each publication referenced in this PWS is considered current as of the date specified for receipt of final proposal revisions.**

**A18.10.1 Technical Order Publications.** The KTR shall manage the TO Distribution Office (TODO) and TO Distribution Account(s) (TODA) responsibilities for all applicable TO libraries associated with this PWS. The KTR shall ensure the TO Library is managed and inspected for all functions IAW TO 00-5-1-WA-1. The KTR shall use the Enhanced Technical Information Management System (ETIMS) where applicable to maintain, add, delete, and update TO requirements IAW TO 00-5-1-WA-1. Other repositories of TOs may be used if required TOs are not available thru ETIMS. The TO Distribution Office (TODO) POCs provide TO account administrative services for a unit or activity. The TODO POCs oversees organizational TO requirements and distribution operations. The TODO POCs establishes and maintain a TO Account in ETIMS, establish and maintain organization TO Distribution Accounts (TODA) for organization subaccounts and maintain records of TOs required and on hand in organization physical distribution media TO libraries.

**A18.10.2** The KTR shall manage the Time Compliance Technical Order (TCTO), Commercial Service Bulletin (SB) and One-Time Inspections (OTI) program and accomplish the required inspections IAW TO 00-5-15.

**A18.10.3** When requested by the COR, the KTR shall provide, within five (5) business days, recommendations, and advice on the content of OPLANs and Support Agreements, generally in the form of Comment Review Matrix format.

### **A18.11 Government Provided Training**

**A18.11.1** All training, including the minimum required qualifications specified in this PWS, indicated as “required by the Government” is the responsibility of the KTR. However, from time-to-time during the life of the contract, the Government may identify required ancillary training courses not previously specified for which the KTR may be directed to send its employees. For such “required” training, the Government will assume the cost of instruction; however, to protect the interest of the Government, if an individual fails to complete a training course or does not receive a satisfactory grade IAW the standards of the institution attended, the KTR shall be required to reimburse the Government for all costs of the training, including per diem and travel expenses. Upon successful completion of training, the Government will reimburse the KTR for per diem costs and travel IAW the Joint Travel Regulation (JTR) and FAR Part 31. Employees’ salaries and benefits during the period of instruction shall be the KTR’s responsibility. All requests for Government provided training of KTR employees shall be submitted to the CO IAW ETCA prescribed by AFI 36-2670, *Total Force Development*. The KTR shall prepare all required travel documents for KTR employees on this contract.

**A18.11.1.1** Unless otherwise specified in the PWS, waived by the AO for extenuating circumstances, or except for any “refresher” training that may be required by Government regulation, all Government-provided training will be on a one-time basis. If additional training is required during the life of the contract due to changes in KTR personnel resulting from resignations, retirements, reassignments, or other personnel changes, such training shall be provided by the KTR at no expense to the Government. If the additional training is available only from Government sources, the KTR shall reimburse the Government for any training expenses incurred by the Government after the training has been provided.

**A18.11.1.2** The KTR shall attend and participate in seminars, conferences and workshops, meetings as directed by the CO. The Government will reimburse the KTR for travel and per diem IAW the JTR and FAR Part 31 when the CO directs attendance. Attendance at seminars, conferences, and workshop meetings, when not directed by the CO, shall be at the KTR’s option and expense.

#### **A18.11.1.3 RESERVED**

**A18.11.1.4** If seminars, conferences, workshop meetings and training of any nature are held on the Base (or the local vicinity within 30 miles of the base) during normal duty hours (including UTA weekends), no additional compensation will be provided to the KTR for its employees to attend. When seminars, conferences, workshop meetings or training under this paragraph are identified by the CO to the KTR, the KTR shall send its employees in the numbers and skills specified by the CO at no additional cost to the Government.

**A18.11.2 Facility Manager Course.** KTR personnel designated as facility managers of Government furnished facilities in Tabs A thru G, TE-4a, shall attend the facility managers’ course conducted by the Government. The KTR shall submit the names of personnel designated as facility managers to the CO within ten (10) calendar days of performance start date. The KTR personnel shall complete facility manager training within thirty (30) calendar days of the start date of performance or the first date established by the Government for initial training, whichever comes last.

**A18.11.3 Equipment Custodian (EC) Course.** KTR personnel responsible for Government-furnished equipment shall attend an equipment custodian course. KTR personnel responsible for Government-furnished IT Equipment shall attend IT Equipment custodian course provided by the Government prior to signing for IT Equipment. The KTR shall contact the COR to schedule training. The KTR shall identify to the ECO who will be appointed as ECs. The ECO will approve KTR personnel to attend. The KTR shall always maintain currency on EC training and changes shall be forwarded to the CO within ten (10) calendar days of such change.

**A18.11.4 Information Awareness Training (IA).** KTR personnel shall complete IA training before being granted access to Government computers and the base Intranet/Internet.

**A18.11.5 Waste Management Training.** All KTR personnel responsible for managing satellite hazardous waste accumulations points, used and off-spec POL storage sites, universal waste collections points or non-hazardous industrial waste collection points, shall within ten (10) calendar days of appointment, attend initial Waste Management Training conducted by 94 MSG/CEV, and annual refresher training thereafter. The KTR shall contact CEV to schedule training.

**A18.11.6 Storm Water Pollution Prevention Training.** All KTR personnel responsible for or assigned work in base industrial activities shall within ten (10) calendar days of assignment, attend initial and annual Storm Water Pollution Training conducted by 94 MSG/CEV. The KTR shall contact CEV to schedule training.

**A18.11.7 HAZMAT Management Training.** KTR shop supervisors and KTR shop personnel responsible for procuring hazardous materials and obtaining shop HAZMAT authorizations shall attend HAZMAT management and EESOH-MIS training as directed by AFMAN 32-7002 *Environmental Compliance and Pollution Prevention*, Chap 3, and 94AWI 32-7086 *Hazardous Materials Management Program*, Chapter 5.

**A19 Calibration Services.** The Government will provide Precision Measurement Equipment and Laboratory (PMEL) support for calibration services of test, measurement, and diagnostic equipment (TMDE) used for the Fuels laboratory analysis and TMDE designated in each tabs TE-4b listing. The KTR shall manage the TMDE equipment and calibration intervals IAW 33K Series TOs. The KTR shall establish a maintenance calibration program for KTR owned/lease tools and equipment requiring periodic/scheduled calibration, at their expense. (A-TE-3, A016)



**A-TE-1  
SERVICE SUMMARY**

<b>SS#</b>	<b>Performance Objective</b>	<b>PWS Ref</b>	<b>Performance Threshold</b>
<b>SSA01</b>	Ensure required Data Deliverable submittals are on time and complete.	<b>A-TE-3</b>	Provide 100% of submittals IAW the requirements of <b>A-TE-3</b> , including PWS references.
<b>SSA02</b>	QCP Performance	<b>A3.2.1.4</b>	The QCP shall be performed at no less than 97% each month. Any discrepancies (the 3%) will have to be corrected within seven (7) calendar days.
<b>SSA03</b>	KTR Staffing Matrix – Key Personnel	<b>A2, A2.1.3.3</b>	The KTR staffing matrix shall maintain each Tabs Key Personnel staffing 100% of the time.

**A-TE-2**  
**Management Code and Minimum Driver's License Class**

<b>Management Code</b>	<b>Nomenclature</b>	<b>Class A</b>	<b>Class B</b>	<b>Class C</b>
B130	BUS SCH 42-45 PAX 4X2 DE		X	
B168	TRK PNL 4X2 6999G / UNDE			X
B200	TRK PU CMPT 4X2			X
B204	TRUCK 1/2T REG CAB 4X2			X
B211	TRK 1/2T4X4 4600-5799GVW			X
B217	TRK 3/4T CREW CAB 4X2 PU			X
B218	1/4 TON 4X2 EXT CAB			X
B222	TRK 3/4T CREW CAB 4X4 PU			X
B261	TRK STK 4X2 1 T 7000 GVW			X
B265	TRK S/P 4X2 10000 GVW			X
B361	TRK TRAC 6X4 44.5K-46K GV	X		
B409	STLR LB 20T 38FT	X		
B415	STLR LB 35T	X		
B423	STLR VAN 30FT 12 TON	X		
C117	TRUCK WRECKER TILT-BED		X	
C157	TRK MAINT TEL-UT 4X2			X
C164	TRK DIGGER DERRICK MAIN		X	
C250	TRK HI REA 30-59 FT		X	
C300	TRK TK FUEL 1200 GL 4X2		X	
C604	STAIRCASE TRUCK			X
D531	TRK DP 24000-33000G 4X2		X	
D560	TRAC WHLD IW70			X
D594	CLNR VAC TM SP MLTPUR AT		X	
D626	TRAC W-BACKHOE / LOADER			X
D631	LODR SCP PT 1 1-2 / 2 CY			X
D652	GRADER SIZE 5			X
D676	RLR RD TAND 2RL 2.5T			X
D731	DISTR WTR TRK		X	
E801	TUG WHSE 4K			X
E822	TRK FL DED 6M-6200 PT			X
E841	TRK FL ELEC 2K			X
E936	HALVORSEN ACFT LDR 25K			X
E956	TRK FL 10K 463L			X
E958	TRK FL 10K AT 463L			X
L114	TRK WKR 44M-49999G DED		X	
L275	TRK TK 6000 GAL R11 DED		X	

**Class A:** Any combination of vehicles with a GCWR of 26,001 or more pounds provided the GVWR of the vehicle(S) being towed is in excess of 10,000 pounds. (Holders of a Class A license may, with any appropriate endorsements, operate all vehicles within Class B and Class C.)



**Class B:** Any single vehicles with a GVWR of 26,001 or more pounds, or any such vehicle towing a vehicle no in excess of 10,000 pounds. (Holders of a Class B license may, with any appropriate endorsements, operate all vehicles within Class C.)



**Class C:** Any single vehicle, or combination of vehicles, that does not meet the definition of Class A or Class B as contained herein, but that either is designated to transport 16 or more passengers including the driver or is placarded for hazardous materials.



**A-TE-3**  
**DATA DELIVERIES**  
**(See A-TE-1 SSA01)**

The KTR shall submit all required reports electronically, or physically utilizing the complete mailing address (referenced by number) in the chart following the required report information. Only one (1) copy of the report is required unless otherwise specified. KTR format is acceptable unless otherwise specified. All “days” are in “calendar days” unless otherwise specified.

<b>Item #</b>	<b>Report Title</b>	<b>Submit To</b>	<b>Freq</b>	<b>PWS Reference/Directive</b>
<b>A001</b>	<b>Employee Roster</b>	<b>CO</b>	<b>*</b>	<b>A2.1.3.2</b>
*NLT 15 days prior to base period of performance. The roster shall be kept current at all times and changes forwarded to the CO within five (5) calendar days of personnel changes.				
<b>A001a</b>	<b>Key Personnel Staffing</b>	<b>CO/CORs</b>	<b>Monthly</b>	<b>A2.1.3.3</b>
The KTR shall provide a monthly Key Personnel staffing matrix. First submission due NLT the sixteenth (16 <sup>th</sup> ) calendar day after base period of performance start date; subsequent submissions due NLT fifth (5 <sup>th</sup> ) calendar day of report date, current as of the end of previous month. The staffing matrix shall include a list of all Key Personnel, e.g., each Tab Manager for each respective Tab. Each Key Personnel position shall be filled with a qualified individual meeting the requirement and standards in the PWS for that respective Key Personnel position and the individual shall be present on base during the core hours and be available for after-hour responses. The KTR staffing matrix shall maintain Key Personnel staffing 100% of the time (See <b>A-TE-1, SSA03</b> ). The KTR shall fill Key Personnel position vacancies within sixty (60) calendar days from the date the position is vacated unless otherwise authorized by CO.				
<b>A002</b>	<b>Quality Control Plan</b>	<b>AO/CO/CO Rs</b>	<b>*</b>	<b>A3.2</b>
Submit as part of the proposal and address all PWS items of work. The QCP shall establish quality control solutions that will ensure all performance objectives and thresholds are met. The KTR shall create a quality control solution for each performance threshold identified in the Service Summaries (SSs) and may use additional performance indicators for managing their processes and operations. Descriptions shall include specifics as to the areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections, and the title and organizations placement of the inspectors, a description for the methods to be used for identifying and preventing defects in the quality of service performed, a description of the records to be kept to document inspections and corrective actions taken. A final QCP shall be submitted ten (10) calendar days after base period of performance start. The CO shall notify the KTR of acceptance or required revisions within ten (10) calendar days of receipt. The KTR shall submit the finalized plan to the CO ten (10) calendar days after receipt of notification of the required revisions. Updates will be provided to the CO ten (10) calendar days after a change occurs.				
<b>A003</b>	<b>Crisis Management Plan</b>	<b>CO</b>	<b>*</b>	<b>A6.3</b>
*Submit an essential personnel list within ten (10) calendar days after the contract start date. The list shall contain the employee’s name, home and cell phone numbers, security clearance, and duty title. This plan must identify those employees subject to mobilization and prescribe procedures to ensure continuations of services in the event of mobilization of KTR employees IAW DoDI 1100.22 <i>Policy and Procedures for Determining Workforce Mix</i> . The CO shall notify the KTR of acceptance or required revisions within ten (10) calendar days of receipt. The KTR shall submit the finalized plan to the CO ten (10) calendar days after receipt of notification of the required revisions. Updates will be provided to the CO ten (10) calendar days after a change occurs. This list shall be updated annually NLT ten (10) calendar days after new option start date or ten (10) calendar days after a change.				
<b>A004</b>	<b>Strike Plan</b>	<b>CO</b>	<b>*</b>	<b>A9.2</b>
Plan shall address how the KTR shall provide required services in the case of a labor dispute. *One copy of the KTR’s Strike Plan shall be provided to the CO within thirty (30) calendar days after the contract start date. *Changes shall be submitted to the CO within five (5) calendar days of occurrence.				
<b>A005</b>	<b>Safety Plan</b>	<b>CO</b>	<b>*</b>	<b>A10</b>
*Submit an initial draft of a written safety plan, with severable sections addressing each tab, to the CO NLT fifteen (15) calendar days prior to base period of performance. The plan shall include, but not be limited to safety policy, objectives, and standards; job and task hazard analysis; safety training; inspection requirements; hazard reporting; and				

<b>Item #</b>	<b>Report Title</b>	<b>Submit To</b>	<b>Freq</b>	<b>PWS Reference/Directive</b>
	accident investigation and reporting procedures. The CO shall notify the KTR of acceptance or required revisions within ten (10) calendar days of receipt. The KTR shall submit the finalized plan to the CO ten (10) calendar days after receipt of notification of the required revisions. Updates will be provided to the CO NLT ten (10) calendar days after a change occurs.			
<b>A006</b>	<b>Phase-In Plan</b>	<b>CO/CORs</b>	<b>*</b>	<b>A11.1.1</b>
	<p>*Submit updated Phase-In Plan within five (5) calendar days of notice of contract award and as specified by the CO.</p> <p>The Phase-In Plan shall fully describe, at a minimum, the successor KTR's approach to the following: (1) Establish the Project Management Office (PMO), and recruit, retain, and hire necessary personnel; (2) Obtain all required certifications and clearances, including personnel security clearances; (3) Develop a systematic and disciplined approach to achieve an efficient and effective transition; (4) Participate in joint (Government, incumbent KTR, and successor KTR) inventories (See A11.1.3 below for specifics) and sign for Government property; (5) Develop and submit all required contract deliverables; (6) Attend post-award meetings as required; and (7) Accomplish PWS required training (See A13 and A18.11.2 to A18.11.7 for specifics) prior to contractor performance start date. The successor KTR shall also describe procedures for obtaining vehicles, equipment, tools, supplies, materials, and other items necessary to perform day-to-day BOS operations.</p>			
<b>A007</b>	<b>Phase-Out Plan</b>	<b>CO/CORs</b>	<b>*</b>	<b>A11.2.1</b>
	<p>The Phase-Out Plan shall fully describe, at a minimum, the incumbent KTR's approach to the following: (1) Incumbent KTR employee notification; (2) Retention of incumbent KTR key personnel; (3) Turn-over of work-in-progress to the successor KTR for the successor KTR to complete; (4) Inventory of the following: all residual materials, parts and supplies, GFE/GFP, Government provided facilities, publications, and records; and (5) Transfer of Government data/information to the successor KTR; (6) Clean-up of incumbent KTR work areas; (7) Removal of incumbent KTR property from the installation (See A11.2.3. below for specifics); (8) Joint (Government, incumbent KTR, and successor KTR) inventory and reconciliation of all property accounts (examples CA-CRLs, GFE/GFP, ADPE etc.) and requisitions; (9) Turn-in of excess property; (10) Provision for training of the successor's KTR personnel on Government-furnished software for automated information systems (AIS) used in performance of this contract and specific base specialized equipment and utilities systems;; and (12) Security debriefings IAW DAFI 31-101, <i>Integrated Defense</i>, for incumbent KTR personnel holding security clearances.</p> <p>*KTR shall submit an updated Phase-Out Plan no later than sixty (60) calendar days prior to end of base period, no later than sixty (60) calendar days prior to end of each option period and no later than sixty (60) calendar days prior to end of Extension of Services period, if exercised. The CO shall notify the KTR of acceptance or required revisions within ten (10) calendar days of receipt. The KTR shall submit the finalized plan to the CO ten (10) calendar days after receipt of notification of the required revisions.</p>			
<b>A008</b>	<b>Disaster Response Procedures &amp; Checklists</b>	<b>CO/CORs</b>	<b>*</b>	<b>A6.4.1.2</b>
	Submit disaster response procedures and checklists IAW Dobbins ARB IEMP 10-2. * NLT 15 days after contract start date and annually thereafter, NLT ten (10) calendar days after new option start date.			
<b>A009</b>	<b>Quality Control Plan - Monthly Report</b>	<b>CO/CORs</b>	<b>Monthly</b>	<b>A3.2.1.4</b>
	The first and subsequent (electronic) submissions of the Quality Control Plan Monthly Report due NLT 1st business day of each month following the month being reported. The Multi-Functional Team (MFT) will review the QCP within five (5) calendar days of receipt and return with any discrepancies. KTR shall correct discrepancies and return within seven (7) calendar days of receipt of identified discrepancies. Monthly inspection reports shall be provided to the CO and COR addressing all performance metrics included in the Services Summary.			
<b>A010</b>	<b>Driver Qualifications</b>	<b>CO/CORs</b>	<b>*</b>	<b>A13.1.1</b>
	*Submit a personnel list within ten (10) calendar days prior to PoP start date, containing the employee's name, driver's license Class and vehicles(s) qualified/trained to operate. Updates will be provided to the CO and OR&L as changes occur.			
<b>A011</b>	<b>Environmental Site Survey/Assessment</b>	<b>CO/CORs</b>	<b>*</b>	<b>A17.1</b>

<b>Item #</b>	<b>Report Title</b>	<b>Submit To</b>	<b>Freq</b>	<b>PWS Reference/Directive</b>
*Submit an Environmental Site Survey/Assessment ten (10) calendar days prior to base period of performance using KTR format. Use AFI 32-7020 <i>Environmental Restoration Program</i> ; 42 U.S.C., Section 9601; and ASTM, Standard Practice for Environmental Sites Assessments for guidance.				
<b>A012</b>	<b>Requests for Information *</b>	<b>AO/CO/CORs</b>	<b>As Requested</b>	<b>B4, C11</b>
*This data deliverable item shall be used to provide technical advice, recommendations, suggestions, technical assistance, participatory writings, and like technical written documentation as requested by the CO, AO, COR, BCE, or other designated Government representative, and not otherwise covered by another data deliverable elsewhere in the PWS.				
<b>A013</b>	<b>Workload Data</b>	<b>CO/CORs</b>	<b>*</b>	<b>B011, C021, D001, G017</b>
* The KTR shall provide workload data in the format and time requested by the CO.				
<b>A014</b>	<b>Tool and Equipment Accountability Control Plan</b>	<b>AO/CORs</b>	<b>*</b>	<b>A4.8/A17.5</b>
Submit an initial draft of a written tool and equipment control plan NLT fifteen (15) calendar days prior to base period of performance. The plan shall include how the KTR shall ensure employees maintain positive control of tools and equipment to prevent them from creating a FOD hazard. The CO shall notify the KTR within fifteen (15) calendar days of acceptance or required revisions. The KTR shall submit the finalized plan to the CO fifteen (15) calendar days after receipt of notification of the required revisions.				
<b>A015</b>	<b>Equipment Custodians</b>	<b>AO/CORs</b>	<b>*</b>	<b>A17.5</b>
The KTR shall designate all KTR assigned Equipment Custodians (ECs) and alternates, in writing, to the CO NLT ten (10) calendar days after contract start date. The roster shall be kept current at all times and changes shall be forwarded to the CO within ten (10) calendar days.				
<b>A016</b>	<b>Maintenance Calibration Program</b>	<b>AO/CORs</b>	<b>*</b>	<b>A19</b>
Submit an initial draft of KTR's Maintenance Calibration Program NLT fifteen (15) calendar days prior to base period of performance. The KTR's Maintenance Calibration Program shall outline the calibration scheduling and tracking of KTR owned tools and equipment that require periodic calibration used to repair or service Government property. Updates shall be provided to the CO ten (10) calendar days after a change occurs.				

The following are the addresses for each addressee

- |  |                               |
|--|-------------------------------|
| HQ AFRC/A4CO                                 | 94 CONF/PK                    |
| 255 Richard Ray Blvd                         | 1538 Atlantic Ave             |
| 1. Robins AFB, GA 31098-1637                 | 2. Dobbins ARB, GA 30069-4917 |
| HQAFRC.A4CO.InstallationOperations@us.af.mil | patrina.sheffield@us.af.mil   |

**A-TE-4**  
**GOVERNMENT-FURNISHED PROPERTY**

**A-TE-4a. Government Furnished Facilities**

<b>Bldg #</b>	<b>Function</b>	<b>Approx. Sq Ft</b>
812	Administrative Duties	1168

**A-TE-4b. Government Furnished Vehicle.** All fuel for Government Vehicles will be provided by the Government. The KTR is cautioned, vehicle information provided in this PWS is current as of April 2022 and changes to vehicle distribution can happen at any time during the life of the contract.

See Attached Master Vehicle Report

**A-TE-4c. Scheduled Incidentals Listing.\***

<b>Item</b>	<b>Description</b>	<b>Qty</b>
Book Shelf	2 Drawer	2
Cabinet	SM Wood	1
Chair	Chair, Office	9
Chair	Chair, Office Armed	9
Credenza		1
Credenza	Wooden	1
Desk		2

<b>Item</b>	<b>Description</b>	<b>Qty</b>
Desk	Work Station	1
File Cabinet	2-Drawer	2
File Cabinet	5-Drawer	2
File Cabinet	3-Drawer	1
Table		1
Table		1
Table	Conference	1

**\* NOTE: All equipment provided in “as is” condition –**

**A-TE-4d. Scheduled Incidentals. IT Equipment/Copier/Radio.**

<b><u>Item</u></b>	<b><u>Qty</u></b>
CPU, Desktop	2
Monitor	4
Printer	1
Laptop	1

**A-TE-4e. Government Telephones.**

<u>Bldg#</u>	<u>Description</u>	<u># of Lines</u>
812 .....	Cisco UC phones	10

**A-TE-5**  
**GENERAL ACRONYMS/ABBREVIATIONS AND DEFINITIONS**

ACO	Administrative Contracting Officer	FOD	Foreign Object Damage/Debris
AF	Air Force	FY	Fiscal Year (1 Oct-30 Sep)
AFB	Air Force Base	HAZMAT	Hazardous Material
AFFF	Aqueous Film Forming Foam	HQ	Headquarters
AFI	Air Force Instruction	IAW	In Accordance With
AFMAN	Air Force Manual	IEMP	Installation Emergency Management Plan
AFP	Air Force Pamphlet	IM	Information Management
AFPA	Air Force Petroleum Agency	IP	Information Protection
AFPD	Air Force Policy Directive	KTR	Contractor
AFR	Air Force Regulation	L	Local Time
AFRC	Air Force Reserve Command	MAJCOM	Major Command
AFSC	Air Force Specialty Code	MFT	Multi-Functional Team
AFTO	Air Force Technical Order	MICAP	Mission Capable
ANG	Air National Guard	NAC	National Agency Check
ANGB	Air National Guard Base	NAF	Non-Appropriated Funds
AO	Accountable Officer	NLT	No Later Than
ARB	Air Reserve Base	OCONUS	Outside Continental US
ARRES	Army Reserve	OI	Operating Instruction
ATC	Air Traffic Control	OJT	On the Job Training
CO	Contracting Officer	OPLAN	Operational Plan
COMSEC	Communications Security	OSHA	Occupational Safety and Health Act
CONUS	Continental United States	PARS	Performance Assessment Reports
COR	Contracting Officer Representative	PCO	Procuring Contracting Officer
DEC	Department of Environment Conservation	PDO	Publishing Distribution Office
DESC	Defense Energy Support Center	POC	Point of Contact
DFAS	Defense Finance Accounting Service	PWS	Performance Work Statement
DoD	Department of Defense	QA	Quality Assurance
DLA	Defense Logistics Agency	QAR	Quality Assurance Representative
DRMS	Defense Reutilization Marketing Service	QAPC	Quality Assurance Program Coordinator
DSN	Defense Switched Network	QASP	Quality Assurance Surveillance Plan
EAID	Equipment Authorization Inventory Data	SS	Service Summary
EOM	End of Month	TBD	To Be Determined
EPA	Environment Protection Agency	TCTO	Time Compliance Technical Order
ETL	Engineering Technical Letter	TE	Technical Exhibit
FAA	Federal Aviation Administration	T.O.	Technical Order
FAC	Functional Area Chief	TOC	Technical Order Compliance
FAR	Federal Acquisition Regulation	UTA	Unit Training Assembly

**FREQUENCY**

Semi-Weekly	Twice A Week	Bi-Monthly	Every two months
Weekly	Every 7 Days	Quarterly	Every Three Months
Bi-Weekly	Every Two Weeks	Semi-Annually	Every six months.
Semi-Monthly	Twice A Month	Annually	Every 365 Days
Monthly	Every 28-31 days	Bi-Annually	Every two years

NOTE: These frequencies refer to data deliverables and are not for operational use. Refer to the applicable AFI/T.O. for operational frequencies.



AFTER HOUR SUPPORT. Callout and After-Hours Services necessary to support to perform scheduled and unscheduled mission or emergency requirements.

ACTIVITY. An Air Force organization, non-Air Force organization, or a combination of Air Force and non-Air Force organizations.

AIR FORCE SPECIALTY CODE (AFSC). A combination of numbers (digits) used to identify an AFS. An AFS is a grouping of positions that requires common qualifications.

CONTINENTAL UNITED STATES (CONUS). United States territory (the 48 contiguous states and the District of Columbia) including the adjacent territorial waters, located within the North American continent between Canada and Mexico.

CONTINGENCY (CRISIS). An incident or situation involving a threat from a source external to the installation, its territories, and possessions that rapidly develops and creates a condition of such diplomatic, political, or military importance to the US Government that commitment of US military forces and/or resources is contemplated to achieve US national objectives.

CONTRACTING OFFICER (CO). A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

CONTRACTING OFFICER REPRESENTATIVE (COR). A Government quality specialist who is responsible for implementing the QASP, monitoring, and reporting of KTR compliance with all contract requirements.

DEPLOYMENT (BASE LEVEL). Military forces moving or simulating movement from place to place while retaining the ability to fulfill their primary mission.

ENVIRONMENTALLY PREFERABLE PURCHASING PROGRAM. The purchase of supplies and services containing post-consumer, recycled, or recovered materials. The AF is committed to the affirmative procurement of EPA Guideline Items including paper, lubricating oil, retread tires, building insulation products, cement and concrete containing fly ash, cement and concrete containing ground-granulated blast furnace slag, carpet made of polyester fiber, floor tiles, patio blocks, traffic.

EQUIPMENT AUTHORIZATION INVENTORY DATA (EAID). A computerized in-use/registered equipment management (REM) detail record of all equipment requiring formal supply property accountability. This includes equipment authorized and in-use/in-place, including substitute items. A custodian must be appointed and affix his/her signature which signifies accepting responsibility for this equipment.

EXERCISE. A military maneuver or simulated wartime operation involving planning, preparation, and execution. It is carried out for the purpose of training and evaluation. It may be a combined, unified, joint, or single service exercise depending on participating organizations (that is, rotation TDY; Joint Chiefs of Staff (JCS), Air Force, or Major Command (MAJCOM) exercise).

FILE MAINTENANCE. The act or method of making changes, deletions, or additions to elements of data or an established computer file.

FUNCTIONAL AREA CHIEF (FAC). Local base or installation functional director or commander of any functional area where contract manpower is used for some or all of the functional workload. Where services are performed in multiple branches, or sections, such as custodial services, the person with overall responsibility for providing that service is the FAC. For custodial services, the FAC is the base civil engineer.

HAZARDOUS MATERIAL (HAZMAT). Any substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in

commerce, and which has been so designated. The term includes hazardous substances, hazardous wastes, marine pollutants, and elevated temperature materials as defined in 49 CFR, 171.8.11, materials designated as hazardous under the provisions of parts 172.101 and 172.102 of 49 CFR (Code of Federal Regulations), and materials that meet the defining criteria for hazard class and divisions in part 173 of 49 CFR.

**HAZARDOUS WASTE.** Any waste by-products of society that can pose a substantial or potential hazard to human health or the environment when improperly managed; possess at least one of five characteristics (toxic, corrosive, ignitable, explosive, or chemically reactive) or are listed in 40 CFR 261.3 or applicable state or local waste management regulations (AFMAN 32-7002).

**IN ACCORDANCE WITH (IAW).** Compliance with directive referenced is mandatory.

**INFORMATION TECHNOLOGY (IT) EQUIPMENT.** 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 by the DoD component. For the purposes of the preceding sentence, equipment is used by a DoD component if the equipment is used directly or is used by a KTR under a contract with the DoD component that (1) requires the use of such equipment; or (2), requires the use to a significant extent, of such equipment in the performance of a service or the furnishing of a product. The term Information Technology includes computers, ancillary equipment, software, firmware, and similar procedures, services (including support services) and related resources. Notwithstanding the above, the term information technology does not include any equipment that is acquired by a Federal KTR incidental to a Federal contract. (DoDD 8000.01)

**MISSION INCAPABLE FOR PARTS (MICAP).** Equipment or a system that is not operationally ready and maintenance work cannot be performed to make it operationally ready until the required item of supply becomes available at the work area.

**MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP).** A military manual that prescribes the concepts, rules, and procedures for processing and reporting requisitions and issues of DoD shipments.

**MULTI FUNCTIONAL TEAM (MFT).** A business solution team that consists of cross-functional personnel that plan and manage service contract outcomes to the satisfaction of its customers.

**NON-APPROPRIATED FUNDS (NAF).** Funds that are self-generated or received from sources other than congressional appropriations that provide Morale, Welfare, and Recreation (MWR) programs and services for the military and other authorized personnel.

**OFF-LINE.** The computer system or database is operational but not available for processing transactions.

**Ozone Depleting Substance (ODS)**—Refers to Class I and Class II ODS, as defined by the Montreal Protocol on Substances that Deplete the Ozone Layer. Also, as defined in 40 CFR Part 82. Manufactured chemicals, especially halocarbon refrigerants, solvents, propellants, and foam blowing agents such as Chlorofluorocarbons, Hydrochlorofluorocarbons and Halons. (AFMAN 32-7002)

**QUALIFIED.** To possess all required certifications in all required tasks IAW applicable Federal, DoD, Air Force, subordinate command and base level instructions, regulations, manuals, and guidance. Must be current on all policies, procedures, and techniques of the aforementioned governing bodies.

**QUALITY AIR FORCE ASSESSMENT.** An inspection of a unit's leadership and management as shown in mission and functional area performance, installation support, people programs, service to customers and conformance with key regulatory and statutory requirements, as appropriate.

QUALITY ASSURANCE REPRESENTATIVE (QAR). A Defense Fuels representative who is responsible for assuring quality control of fuels procured by the Government.

RESTRICTED AREA. The term "restricted area" refers to those areas that contain Air Force resources designated a security priority.

SYSTEM ADMINISTRATOR (SA). An individual highly trained to manage computer network system. In CMOS, the SA is referred to as the System Manager (SM) and will not require the in-depth training normally associated with this position.

UNIT TRAINING ASSEMBLY (UTA). A planned period when reservists participate in training duty, instruction, or test alert.

VALID CUSTOMER COMPLAINT. A legitimate complaint filed by a customer for performance of services not provided IAW the PWS.

## A-TE-9 Key Personnel, Special Training, Certification, and Licensing Requirements

Certification Number	Special Training, Certification, or Licensing Requirement	At Least	Special Training, Certification, or Licensing by	Required by (Statue or Instruction)
1	(**) Project Manager	Shall possess a minimum of three years' experience within the last six years simultaneously managing three or more functions of base operating support services, or the commercial equivalent, of similar magnitude and scope as the total requirement of this PWS		A2.1.1
2	(**) Quality Control Specialist	Shall possess a minimum of three years' experience performing quality control functions.		A3.2

(\*\*) Denotes "Key Personnel" positions and shall be filled with a qualified individual meeting the requirement and standards in the PWS for that respective Key Personnel position and the individual shall be present on base during the core hours and available for after-hour responses.

## A-TE-10 Publications

This is not an all-inclusive list.

Publication	Title
42 U.S.C. §§ 13101-13109	Pollution Prevention Act of 1990
AFFARS 5352.204-9000	Notification of Government Security Activity and Visitor Group Security Agreements
AFFARS 5352.242-9000	Contractor Access to Air Force Installations
AFI 10-2501	Emergency Management Program
DAFI 13-213	Airfield Driving
AFI 13-213 AFRCSUP	Airfield Driving
DODM 5200.01V1_AFMAN1601404V1	Information Security Program: Overview, Classification and Declassification
DODM 5200.01V2_AFMAN1601404V2	Information Security Program: Marking of Classified Information
DODM 5200.01V3_AFMAN1601404V3	Information Security Program: Protection of Classified Information
AFI 17-101	Risk Management Framework (RMF) for Air Force Information Technology (IT)
AFI 17-130	Cybersecurity Program Management
AFI 23-101	Materiel Management Policy
AFI 23-201	Fuels Management
AFI 24-301	Ground Transportation
AFI 24-302	Vehicle Management
DAFI 31-101	Integrated Defense (CUI)
AFI 32-2001	Fire and Emergency Services Program
AFI 32-7020	Environmental Restoration Program
AFI 33-322	Records Management and Information Governance Program
AFI 33-332	Air Force Privacy and Civil Liberties Program
AFI 36-2670	Total Force Development
AFI 64-106	Contractor Labor Relations Activities
AFI 90-201	The Air Force Inspection System
AFMAN 13-204 Volume 3	Air Traffic Control
AFMAN 17-1203	Information Technology (IT) Asset Management (ITAM)
AFMAN 24-306	Operation of Air Force Government Motor Vehicles
AFMAN 32-7002	Environmental Compliance and Pollution Prevention
AFMAN 33-326	Preparing Official Communications
AFMAN 36-2136	Reserve Personnel Participation
AFMAN 91-203	Air Force Occupational Safety, Fire and Health Standards
AFSSI 8522	Access to Information Systems
DD254	DoD Contract Security Classification Specification
DFARS 252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting
DFARS Subpart 204.73	Safeguarding Covered Defense Information and Cyber Incident Reporting

<b>Publication</b>	<b>Title</b>
DoD 5220.22M	National Industrial Security Program Operating Manual (NISPOM)
DoD 5220.22-M Volume 2	NISP: Industrial Security Procedures for Government Activities
DoD 5220.22-M, Chapter 2, Section 3	National Industrial Security Program Operating Manual (NISPOM)
DoD 5500.7-R	Joint Ethics Regulation
DoD Instruction 8500.01	Cybersecurity
DoDI 5200.48	Controlled Unclassified Information (CUI)
DoDI 8510.01	Risk Management Framework (RMF) for DoD Information Technology (IT)
DoDM 5200.01, Volume 2	DoD Information Security Program: Marking of Information
DoDM 5200.01, Volume 3	DoD Information Security Program: Protection of Classified Information
DoDM 5200.02	Procedures for the DoD Personnel Security Program (PSP)
DoDM 5200.02_AFMAN 16-1405	Air Force Personnel Security Program
DoDM 5200.08V3_AFMAN 31-101 Volume 3	Installation Perimeter Access Control (FOUO)
DoDM 5200.22V2_AFMAN 16-1406 Volume 2	National Industrial Security Program: Industrial Security Procedures for Government Activities
E.O. 13990	Climate Crisis; Efforts to Protect Public Health and Environmental and Restore Science
FAR 52.237-3	Continuity of Services
AFFAR 5352.242-9001	Common Access Card for Contractor Personnel

**TAB B**  
**MATERIEL MANAGEMENT**

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## MATERIEL MANAGEMENT DESCRIPTION OF SERVICES

**B1 Overview.** The Contractor (KTR) shall perform the duties of the Materiel Management flights under the Logistics Readiness Squadron (LRS), Dobbins ARB. The scope of operations consists of the workload data identified in PWS technical exhibit **B-TE-2, Workload Estimates**. The purpose of Materiel Management is to provide materiel support to the 94 AW in support of their worldwide, wartime, and peacetime readiness mission requirements. The primary focuses of Materiel Management are to provide supplies and equipment support for on-station and deployed aircraft, other transient aircraft, issue mobility bags and weapons to deploying personnel, and provide training to Supply Reservist and Logistics Readiness Officers. The 94 LRS Materiel Management Division uses the AF computerized Integrated Logistics System-Supply (ILS-S) also known as Enterprise Solution-Supply (ESS) or applicable Air Force IT System (AFITS) to account for materiel at base level. The Materiel Management Division also operates a single Satellite Hazardous Waste Accumulation Site IAW applicable environmental law. DAFI 23-101 references “*Chief of Supply*” (COS) which may be synonymous to the “*Accountable Officer*” (AO) as referenced in this Tab. The KTR shall follow all standard Materiel Management publications (AFI 23 Series), DoD regulations, any related Supplements, and applicable TO guidance related to the subject matter in the PWS for full Materiel Management support. The KTR shall use standard Materiel Management publications (AFI 23 Series) and other guidance/references as applicable (i.e. the Financial Improvement Audit Readiness Guidance (FIAR), DoDIs, etc.) when processing AFITS transactions. The KTR shall ensure all data management and reporting requirements of all Materiel Management information systems such as AFITS, Enterprise Environmental, Safety, Occupational Health Management Information System (EESOH-MIS), and Mobility IT systems are maintained as identified in applicable AF regulations and technical orders.

### B1.1 Hours of Operation.

Day	Time	Duties Performed
Monday through Friday	0700 - 1600	Process issue requests, requisition/receive MICAPs, select property
Monday through Friday	0700 - 1600	Provide Mobility Bag/Weapons & Individual Equipment Element
Saturday & Sunday Primary UTA	0700 - 1600	Process issue requests, requisition MICAPs, and select property IEE & IPE/Weapons on UTA weekends to support mission requirements.

The KTR shall provide access to Requisition Government Furnish Property (RGFP), Materiel Management required equipment and ensure access to facilities for the reservists on UTA weekends.

### B1.2 Personnel Qualifications.

**B1.2.1 Materiel Management Manager.** The KTR shall appoint in writing an individual and designated alternate to be the Materiel Management Manager. The Materiel Management Manager shall be located on-site during duty hours and shall not perform the function of manager/lead for any other tab. The KTR shall not be the Materiel Management AO as the Government assumes these duties. The Materiel Management Manager shall have a minimum of five years of documented experience within the last ten (10) years, as a manager of a Military Materiel Management Services or commercial equivalent of similar magnitude and scope. Experience shall (may) consist of a combination of the following: three (3) years’ experience working in the Air Force ILS-S/ESS or applicable AFITS within the last five years; one year base level general Materiel Management, two years in a Materiel Management managerial capacity, or five (5) years of civilian equivalent. The Materiel Management Manager shall have no additional duties outside the Materiel Management function. (See **B-TE-9**)

**B1.2.2 Base Materiel Management Personnel.** The KTR shall provide Materiel Management personnel that have completed the Air Force Materiel Management 2S051 skill level requirements, have worked in an Air Force Materiel



Management activity for at least two (2) years, or have the civilian equivalent experience. ILS-S users are to be limited to a single primary TRIC group based on their job/duty title. (See **B-TE-9**)

**B1.2.2.3 Chief Inspector/Care of Supplies in Storage (COSIS).** The Chief Inspector shall have three (3) years' experience working in the Air Force ILS-S/ESS or applicable AFITS within the last five (5) years; one (1) year base level general Materiel Management or the civilian equivalent experience. (See **B-TE-9**) (B-TE3, B001)

**B2 Asset Management Section (Warehousing).** The KTR shall perform Asset Management functions for the 94 AW and tenant units consisting of the following: Central Storage, Hazardous Material Tracking Activity (HAZMAT), Flight Service Center, Individual Protective Equipment (IPE), and Individual Equipment Element (IEE). The KTR's Asset Management functions shall be responsible for stocking, storing, issuing, inspection management, and accountability for DoD supplies and equipment. The KTR shall select and route materiel using the applicable AFITS or manually prepared issue, shipment, or transfer document. The KTR shall manage and account for Supply points, time-change, Time Compliance Technical Orders (TCTO), Repair Cycle process for Due-in From Maintenance (DIFM) management, awaiting parts, and turn-around. The KTR shall perform and manage all Readiness Spares Package (RSP) and Mission Support Kits (MSK) functions to include the establishment of authorizations, loading of package details, and physical build-up to include base exercises, inventory and turn-in. The KTR shall be responsible for the single turn-in processing point for Nuclear Weapons Related Materials (NWRM) items.

**B2.1 Central Storage Element.** The KTR's Central Storage shall perform the following warehouse management functions: storing and accounting for all in-warehouse Materiel Management and equipment items including classified and sensitive items, NWRM, War Reserve Materiel (WRM), War Consumables Distribution Objective (WCDO) items; selecting items to be issued, shipped, or transferred; conducting warehouse validations, maintaining central locator functions, and performing warehouse inspection functions. The KTR shall perform and manage all Readiness Spares Packages (RSP) and Mission Support Kits (MSK) functions to include the establishment of authorizations, loading of package details, and physical build-up to include inventory and turn-ins. The KTR shall ensure all shelf-life items in storage are properly managed. The KTR shall properly handle, and store all classified, NWRM, and sensitive assets. The KTR shall ensure Materiel Management assets identified as "Suspect" are properly managed. The KTR shall ensure Functional Check assets are properly managed. (See **B-TE-1, SSB01 and SSB04**)

**B2.1.1 Readiness Spares Package (RSP).** RSPs are pre-packaged weapon systems spares ready to support wartime and peacetime requirements. The KTR shall manage and maintain the RSP in a ready-to-deploy configuration to support Wing operations. This includes storing, issuing RSP materiel, and updating all details in the AFITS. All authorizations shall be established and maintained IAW the Master Authorization File (D087) provided by higher headquarters. The KTR shall reconcile all details in the AFITS with the kit reconciliation files (XTJ/XVF – flat file transactions) when directed by higher headquarters IAW AFI 23 Series. (See **B-TE-1, SSB02**)

**B2.1.2 Mission Support Kit (MSK).** MSKs are temporary tailored kits designed to support specific missions. The KTR shall establish MSK details in AFITS and assemble MSK as requested by local activities and approved by the Supply AO. Upon return, the KTR shall process issues for materiel used, route repairables, turn in unused materiel to stock, and delete MSK details from the AFITS. The KTR shall prepare MSKs for deployments/humanitarian relief efforts IAW AFI 23 Series publications. (See **B-TE-1, SSB02**)

**B2.1.3 Materiel Storage.** The KTR shall properly secure and store materiel according to the materiel category, specific materiel storage requirements, and assigned locations indicated on the AFITS notice to stock. For materiel with no warehouse location identified on the notice to stock the KTR shall assign a location and update the AFITS accordingly. The KTR shall ensure stored materiel is properly warehoused according to condition, identity and functionality IAW all applicable AF guidance, to include TOs, joint manuals, and DOD regulations, HQ AFRC Supplements, and Base Air Wing Instructions (AWIs). The KTR shall retrieve bin labels from the AFITS and place on the bins accordingly. The KTR shall process warehouse change documents IAW AFI 23 Series. The KTR shall provide courtesy storage for other organizations if space is available as determined by the AO (See **B-TE-1, SSB03**).

**B2.1.4 Shipment/Transfers.** The KTR shall process shipment transactions for materiel pending disposition into the AFITS IAW instructions received from the item manager. The KTR shall process shipments to other Government

agencies, when requested, for MICAP requirements, contingency support or if the on-hand balance is equal to or greater than the requisitioning objective. The KTR shall coordinate with the appropriate Equipment Custodian and process all higher headquarters directed equipment RDOs into the AFITS when approved by the AO. The KTR shall process appropriate AFITS transactions to deploy or transfer RSP, MSK and mobility equipment as directed by higher headquarters, 94 LRS/LGRDX and tasked organization. The KTR shall provide materiel deployment listings and transfer documentation to the equipment custodian, deploying organizations or other agencies as directed by the Government.

**B2.1.5 Inspection Operations and Related Operations.** Within ten (10) days the KTR shall appoint in writing, to the COR, an individual as Chief Inspector to oversee the Care of Supplies in Storage (COSIS) Program IAW AFMAN 23-125 (IP) and DAFI 23-101.

**B2.1.5.1 Care of Supplies in Storage (COSIS) Inspection Program.** The Chief Inspector shall conduct an annual overall COSIS inspection for each warehouse. If the previous inspection date is unknown, the KTR shall conduct the annual inspection in the first quarter of the period of performance of the contract to establish the annual requirement date, unless otherwise directed by the Government. The Chief Inspector shall schedule, conduct, and provide reports of the COSIS inspection program. Copies of the COSIS inspection report shall be provided to the inspected activity to accomplish corrective actions. Inspection personnel shall then perform a follow-up inspection within ten (10) calendar days to ensure discrepancies were corrected. These discrepancies shall be briefed to the Supply AO until resolution. Forward copies of COSIS reports to the COR for validation. (See **B-TE-1, SSB04; B-TE-3, B001**)

**B2.1.6 Precious Metals.** The KTR shall act as the installation Precious Metals Recovery Program (PMRP) Monitor/focal point IAW AFI 23 Series publication. PMRP is a program which promotes the economic recovery of precious metals from excess and surplus precious metal-bearing materials, and also the reutilization of recovered fine precious metal for authorized internal purposes or as Government furnished materiel. The program encompasses silver, gold, and the platinum family.

**B2.1.7 Electrostatic Device (ESD).** The KTR shall implement the ESD program IAW TO 00-25-234 General Shop Practice Requirements for the General Repair and Air Force Research Laboratory Instruction (AFRLI 21-101). The KTR shall appoint an ESD point of contact (POC) at each warehouse where required to effectively manage the ESD program. The KTR shall enforce adherence to the use of current technical data and management procedures. The KTR shall ensure personnel have access to the Technical Data System (TDS) and Enhanced Technical Information Management System (ETIMS) as required. The KTR shall designate in writing Government supervisor/managers authorized to grant access to restricted-access technical documents in TDS/ETIMS. KTR shall forward a copy of the approval letter to the COR for approval.

**B2.2 Hazardous Material Element.** The KTR shall operate a HAZMART IAW AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*, the base Hazardous Materials Management AWI, and applicable federal, state, and local laws. The KTR shall use the AF-EESOH-MIS to record hazardous material transactions and track all hazardous material. In the case of any hazardous material spills, the KTR shall follow the current Hazardous Material Emergency Planning and Response Plan for Dobbins ARB. The KTR shall segregate and store hazardous material by category and compatibility (See **B-TE-1, SSB05**).

**B2.2.1 Hazardous Waste Accumulation.** The KTR shall operate the Materiel Management Hazardous Waste Satellite Accumulation Point IAW applicable federal and state laws, all applicable AFIs and the Dobbins ARB Hazardous Waste Management Plan, under the direction of the Dobbins ARB Hazardous Waste Program Manager. In the event of any hazardous waste spills, the KTR shall follow the current Dobbins ARB Hazardous Emergency Response Plan. The KTR shall establish and maintain hazardous waste records in the IAW the Air Force Table and Rule guidelines. KTR shall ensure their employees who work at the Materiel Management Hazardous Waste Satellite Accumulation Point maintain training IAW EPA Hazardous Waste rules, Department of Transportation Hazardous Materials Transportation rules, and Occupational Safety and Health Administrative (OSHA).

**B2.3 Flight Service Center.** Key duties include managing Supply Points, Time Compliance Technical Order (TCTO), time change, Repair Cycle process for Due-in from Maintenance (DIFM) Found on Base (FOB), Quality

Deficiency Report program, Awaiting Parts (AWP), turn-around transactions, and local manufacture. Perform and manage all single turn-in processing point for NWRM items.

**B2.3.1 Supply Points.** With AO approval, the KTR shall establish, maintain, and update Supply point details in the AFITS. The KTR shall maintain a file for each Materiel Management point to include the Supply Point Monitor appointment letter and current Supply Point Listing (Q13). The KTR shall ensure a semi-annual Supply point reconciliation is performed to review customer records and physical balances match applicable AFITS details. One of the semiannual reconciliations will be done at the same time as the annual supply point inventory.

**B2.3.2 TCTO Processing.** The KTR shall requisition modification kits or components in the AFITS IAW the applicable TCTO publication and AF Form 2001, Notification of TCTO Kit Requirements, provided by the Decentralized Materiel Support (DMS) Function. The KTR shall file all documentation by TCTO number. The KTR shall notify DMS when TCTO kits are received and store or deliver at the direction of the DMS. The KTR shall track TCTO kits and components issued for the modification of each end item IAW AFI 23 Series publications.

**B2.3.3 Defense Reutilization and Marketing Office (DRMO).** The KTR shall assist customers with excess or surplus property no longer needed/being used IAW DOD 4160.21-M, DRMS-I 4160.14, and AFM 23-110 Vol. 6. An appointment by customer, via email or phone call (X4591), to schedule a site assessment for non-equipment, hazardous material, medical, biological, NBC, explosive, radioactive, nor weapon items that customer will be properly Red tag with AF Form 2005 IAW TO 35-1-4. Then KTR will run A5J and will work with DLA Property Disposal Specialists @ DRMO, located in Warner Robins to schedule deliveries performed by transportation (Tab C).

**B2.3.4 Repair Cycle Asset Management.** The KTR shall monitor due-in from maintenance (DIFM) details using the D23 and ensure the applicable AFITS is updated to reflect the most current status per Materiel Management publications (AFI 23 Series). The KTR shall conduct the Semi-annual Direct Not Repairable This Station (NRTS) validation. The KTR shall provide a pick-up service for DIFM assets. The KTR shall be responsible for loading materiel onto vehicles used for pick-up services. The KTR shall ensure materiel picked up for turn-in has been cleaned, purged, drained, environmentally certified, or otherwise prepared by the customer and the AFTO Form 20, (Caution and Inspection Record) attached (See **B-TE-1, SSB06**).

**B2.3.4.1 Turn-In Processing.** The KTR shall validate materiel turned in against turn-in document and process turn-in transaction into the AFITS according to materiel physically turned in. The KTR shall process and monitor the D23 to ensure all transitions are processed in the AFITS. The KTR shall provide the AO current DIFM status daily.

**B2.3.4.1.1 Processing ILS-S Transactions.** The following timeliness standards apply to:

**Processing Turn-Ins:**

DIFM turn ins	1 workday
All other turn ins	2 workdays

**B2.3.5 Awaiting Parts (AWP).** The KTR shall appoint in writing primary and alternate wing AWP monitors to manage the wing/base AWP program. The AWP program will be managed IAW standard Materiel Management publications (AFI 23 Series).

**B2.4 Individual Protective Equipment (IPE) Element.** Perform tasks (inspect, inventory and issue) required to provide protective equipment to support deployment and contingency operations, allowing Airmen to successfully accomplish mission requirements. This equipment includes, but is not limited to, mobility bags and contents, base mobility small arms and light weapons (SA/LWs), weapon support kits, Chemical, Biological, Radiological, Nuclear Equipment (CBRNE), protective masks, individual body armor, and components, and helmets. All IPE assets, to include training gear and weapon accessories will be managed in AFITS.

**B2.4.1 IPE Management.** The KTR shall receive, inspect, issue, assemble, perform leak checks, inventory, replenish, dispose of excess, (redistribute when required), manage shelf life, and maintain accountability and visibility in approved IPE AFITS systems. The KTR shall store all assigned Chemical Warfare Defense Equipment (CWDE) and

Individual Protective Equipment (IPE) under safe and secure conditions; these requirements apply to both training and real-world gear as directed in Air Force policy and procedures. The KTR shall stock, and issue individual personal protective gear directed by instructions, and other mobility gear required to support the 94 AW and tenant units personnel for contingency operations IAW the operation Time-Phased Force Deployment Data (TPFDD). The KTR shall manage training gear and issue in bulk to Unit Deployment Monitors (UDMs) and/or individuals. The KTR shall provide courtesy storage space and access to mobility training equipment. Training gear shall be managed IAW AFI 10-2501 *Emergency Management Program* and AFI 23 series publications.

**B2.4.1.1 Mobility Assets Inventory.** The KTR shall inventory all mobility assets under the administrative control of Materiel Management and coordinate the inventory, inspection and proper shelf life control of mobility assets issued to individuals. In the fourth quarter of each fiscal year, the KTR shall perform an annual inventory, of all individual mobility equipment, unless otherwise directed by Government. The KTR shall also maintain and reconcile the Inventory in the Mobility IT system within ILS-S and report to HQ AFRC as required. The KTR shall be responsible for managing the shelf life program for all mobility assets.

**B2.4.1.2 Joint Service Mask Leak Tester (JSMLT).** The KTR shall manage all aspects of the JSMLT process IAW any applicable guidance memos and the US Air Force CONOPS/Instructions for the JSMLT. The KTR shall conduct serviceability testing IAW AFIs for using JSMLT test equipment on JSGPM masks. The KTR shall ensure that at least one (1) qualified JSMLT operator is available and manned at all times. The Government will provide initial training for one (1) KTR JSMLT operator and will be responsible for all repairs of the JSMLT. The KTR shall be responsible for ensuring the replacement and/or additional JSMLT operator(s) are properly trained. JSMLTs shall be accountable on CA/CRLs and calibrated IAW TO 33A4-7-10-1. (See **B-TE-1, SSB07**)

**B2.4.1.3 Mobility Bag and Components Storage.** The KTR shall maintain Type A (General Purpose), Type B (Extreme Cold Weather), Type C (Chemical Warfare Defense Equipment-Ground Crew) mobility bags, and components IAW AFI 23 Series and locally established procedures. The KTR shall account for all assets, to include training gear, in ILS-S/ESS and serve as the system administrator. The KTR shall include mobility data provided by other organizations, which store their own mobility bags and components. Upon notification by the Installation Deployment Readiness Center/Unit Deployment Monitor/AO, the KTR shall build mobility bags to support exercises and deployments IAW AFI 23 Series. Performance during duty hours, including UTA weekends, and extended operations in support of deployments/exercises are included in the firm-fixed price. The KTR shall provide mobility bags or components to include sized items as requested by the customer. The KTR shall inventory, inspect, and reconstitute components in returned mobility bags and update ILS-S. The KTR shall notify the applicable Organizational Commander and AO/COR of any non-consumable missing components for appropriate action. The KTR shall process contents for cleaning as required. The KTR shall provide the Government (AO, HQ AFRC, and Organizational Commander) with a forecast of component shortages and replacements when requested. The KTR shall account for specified IPE replacement parts in the approved mobility IT system.

**B2.4.1.3.1 Cleaning Mobility Assets.** The KTR shall establish and operate base pick-up point(s) for laundry and dry cleaning of returned operational mobility bag assets and submit appropriate forms to the AO. The KTR shall receive, inspect, and inventory all items returned from laundry and dry cleaning and notify AO of any discrepancies. The actual laundry and dry cleaning services are Government funded.

**B2.4.1.3.2 Gas Mask Inspections.** The KTR shall conduct gas mask inspections, cleaning, and sanitizing IAW TO 14P4-20-1, TO 14P4-15-1, or TM 3-4240-542-13&P Equipment Manuals and shall account for specified IPE replacement parts in the approved mobility IT system. (See **B-TE-1, SSB08**)

**B2.4.2 Mobility Small Arms Storage.** The KTR shall manage the mobility small arms storage vault, to include, providing secure storage for mobility weapons and controlling access to the vault IAW DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunitions, and Explosives*. The KTR shall maintain custodial responsibility for all mobility weapons stored in Base Materiel Management IAW AFI 23 Series. The KTR shall provide access to the mobility small arms storage vault for Unit Commanders, Combat Arms Training Manager (CATM) personnel and other visitors during duty hours.

**B2.4.2.1 Mobility Small Arms Storage Personnel.** The KTR shall provide 94 AW/SF with a current letter identifying KTR personnel authorized unescorted entry into the mobility small arms storage vault. The KTR shall identify an individual in writing as the Small Arms single POC. The KTR shall be armed when the weapons vault is open. The KTR shall maintain current weapons qualification.

**B2.4.2.2 Covered Positions (Lautenberg Amendment).** All KTR personnel having access to the small arms storage area shall comply with the terms of the Lautenberg Amendment. This includes, but is not limited to, the Chief of Materiel Management, the Primary Weapons Custodian, the Weapons Vault Escort and Alternate Weapons Vault Escort. KTR shall provide POC's name, phone number, organizational address and e-mail address and will send the list to AFMC SA/LW Serialized Control Activity. (See **B-TE-3, B002**)

**B2.5 Individual Equipment Element (IEE).** The KTR shall operate an individual equipment function to issue uniform items and individual equipment (Federal Stock Group 84 and Allowance Standard (AS) 016) and Non-Equipment Authorized Inventory Data (EAID) life support (AS 450) materiel to authorized personnel. The KTR shall use Kentucky Logistics Operations Center (KYLOC) to order initial issue and replacement clothing items for 94 AW enlisted Reservists. The KTR shall process requirements for specialized, sized, or special measurement clothing IAW DAFI 23-101. The KTR shall maintain a holding area for organizational and clothing items requiring pick-up by AF Reservists on UTA's. The KTR shall notify personnel when backordered materiel is available for pick up.

**B2.5.1 Kentucky Logistics Operation Center (KYLOC).** KTR shall ensure all 94 AW assigned enlisted members, based on status, requisition uniforms and clothing from KYLOC through KTR request as authorized by AFI 36-3012 (*Military Entitlements*). Clothing that is not listed in AFI 36-3012 will be ordered through the local Base Supply FS account or as otherwise defined in DAFI 23-101. KTR shall adhere to the guidance in the KYLOC AFR User and Super-User Handbook to perform required duties as assigned.

**B3 Customer Support Section.** The Customer Support Section serves as the Materiel Management liaison and equipment accountability authority for Wing customers to include training, AFITS Generated Reports and Listings, and System Support. The goal of support services is to be the central focal point for the 94 AW and tenant units Materiel Management customers. Customer Support consists of two elements: Equipment Accountability Element (EAE) and Customer Support.

**B3.1 Equipment Accountability Element (EAE).** The KTR's EAE shall serve as the base equipment review authorization activity. The EAE shall manage all equipment items with the exception of vehicles. The EAE shall provide Materiel Management support to Accountable Officers, Responsible Officers, and Responsible Persons in the control and accountability of AFIT System equipment assets in the Wing. The EAE shall conduct annual assessment on all organizational equipment accounts and document results. The EAE shall verify accountability of capital equipment, NWRM, weapons, and Communication Security (COMSEC) equipment assets through organization visits. The EAE shall coordinate and direct deployment and redeployment of equipment assets between Accountable Officers and Responsible Officers/Persons in compliance with DOD directives. The EAE shall manage Special Purpose Recoverable Authorized Maintenance (SPRAM) assets. The EAE shall maintain Custodian Authorization/Custody Receipt Listing (CA/CRL) and SPRAM files/folders. The EAE shall monitor deployment procedures supporting the mobility capabilities of base accounts.

**B3.1.2 Equipment Management.** The KTR shall establish and maintain a Master Jacket File for each equipment and SPRAM (**R25**) and CA/CRL (**R14**) account IAW standard Materiel Management publications (AFI 23 Series) to include a current signed **R14/R25** listing, Equipment Custodian appointment letter, and certificate of Equipment Custodian training. For SPRAM accounts, a letter of authorization shall also be required. The KTR shall notify Equipment Custodians thirty (30) calendar days in advance, when an annual inventory of their account is due. The KTR shall coordinate the process of transfers of equipment between on and off-base Equipment Custodians. The KTR shall process receipts, catalog data, process equipment loads, change, and delete details. The KTR shall also process inventory adjustments, date of last inventory (DOLI), identity changes, Unit Identification Code (UIC) to UIC transfers (on base transfer) (FET) and Redistribution orders (RDO's), and process requests (AF Form 601) for

equipment allowance authorization changes into the Defense Property Accounting System (DPAS). The KTR shall research all DPAS rejects and take appropriate action within thirty (30) calendar days unless otherwise suspended. The KTR shall maintain equipment details IAW standard Materiel Management publications (AFI 23 Series). The KTR shall ensure daily use Small Arms/Light Weapons (SA/LW) are inventoried on a monthly basis. (See **B-TE-1, SSB13**)

**B3.1.2.1 Serialized Records Reconciliation.** The KTR shall perform monthly serial number reconciliation of Small Arms/Light Weapons (SA/LW), Communications Security (COMSEC) materiel, and correct errors identified on the reconciliation listings (**R46**). The KTR shall schedule a semi-annual reconciliation of COMSEC material and an annual reconciliation of Weapons with AFMC. The KTR shall perform serialized record reconciliation IAW standard Materiel Management publications (AFI 23 Series). The KTR shall notify the Government within one hour of the discovery of loss. The KTR shall continue to provide notification until confirmed acknowledgment with a Government representative. (See **B-TE-1, SSB09; B-TE-3, B003**)

**B3.1.2.2 Asset Marking and Tracking (AMT).** If applicable, the KTR shall maintain accountability of the Item Unique Identification (IUID) loading dock stations and hand-held terminals. The KTR shall program the hand-held terminals as required to maintain operational status. The KTR shall contact DoD Registry point of contact for new and replacement labels as required. The KTR shall review, edit, and correct data after inventories prior to forwarding the data to the DoD Registry. The KTR shall label and scan new equipment upon the arrival of new assets into the installation's inventory. The KTR shall ensure that all assets have appropriate identification markings affixed to the assets by the end of the duty day (i.e., Due-Out Release (DOR), Found on Base (FOB) assets, transfers between DCR, etc.) and forward the data to the DoD Registry. (See **B-TE-1, SSB10**)

**B3.1.2.3 Capitalization and Depreciation of Equipment.** All assets meeting capitalization requirements must be recorded in Support Equipment Accountable Property System Record (APSR)/AFITS with the following data: acquisition cost, acquisition date, serial number/unique identifier, and the fund designator. The supporting documentation must accompany the physical asset throughout its movement/lifecycle. The KTR shall maintain Chief Financial Officer (CFO) records IAW standard Materiel Management publications AFI 23 Series and FIAR guidance. (See **B-TE-1, SSB11**)

**B3.1.2.4 Organizational Visits.** The KTR shall perform the function of Equipment Accountability Element IAW standard Materiel Management publications (AFI 23 Series). The KTR shall perform annual organizational visits to ensure custodians are performing their equipment custodian responsibilities and maintaining a Custodian Jacket File. The KTR shall prepare an annual schedule of visits and provide a copy to the COR NLT 31 Dec of each year. The KTR shall provide a written report to the Supply AO/COR of each visit and create a suspense system to ensure discrepancies are corrected. (See **B-TE-1, SSB12 ; B-TE-3, B004**)

**B3.1.2.4.1 In-use Equipment.** During the visit, The KTR shall physically verify location, supporting documentation IAW DoD 7000.14-R and accountability of all capital equipment, NWRM and COMSEC assets. KTR shall physically check 10% of in-use equipment listed on the custody receipt listing and ensure all in-use equipment checked is properly marked with the appropriate Unique Item Identification (UII).

**B3.2 Customer Support Liaison Element.** The KTR shall establish a customer service function in the Materiel Management Flight. The KTR shall assist customers and answer inquiries pertaining to base Materiel Management matters. The KTR shall provide an answer to the customer concerning undelivered materiel inquiries within one (1) workday. The KTR shall submit Price Challenge and Verification Program (formerly known as Zero Overpricing Program) submissions to AFMC IAW DAFI 23-101. Customer Support shall respond to customer logistics concerns and proactively resolve problems that could stand in the way of wing units fulfilling mission requirements. Acts as the primary liaison between customers and AFMC, performs document control function, research, base level records maintenance, base level stock control functions, bench stock management and troubleshoot all materiel management concerns. Monitor the status of Customer requisitions and aggressively follow up with AFMC to resolve customer issues and provide Materiel Management customer training. Manage the Precious Metal Recovery Program (PMRP) and Organization Cost Center Records (OCCR). Perform statistical trend and problem analysis to ensure successful mission accomplishment or as directed by the Government and/or higher headquarters. Monitor and maintain the

Materiel Management Discrepancy Report (SDR), Military Standard Transportation and Movement Procedures (MILSTAMP) TCTO process. (See **B-TE-3, B005**)

**B3.2.1 Materiel Management Customer Training.** The KTR shall update and maintain the current Materiel Management customer-training courses. The KTR shall advertise, schedule, and conduct training based on customer needs and provide certificates to the trainees at the completion of the training. KTR shall coordinate Materiel Management related training needs for decentralized materiel support personnel. Training will be conducted IAW standard Materiel Management publications (AFI 23 Series) to include technical assistance.

**B3.2.2 Analysis.** The KTR shall perform analyses of inventory adjustments, incoming SDRs, and customer complaints semi-annually and Shipment Loss Analysis (**M16**) quarterly IAW standard Materiel Management publications (AFI 23-Series). The KTR shall document the results of the analyses, proposed corrective actions, and provide a copy to the Supply AO/COR. The KTR shall use existing or develop new metrics and shall brief the results. The KTR shall provide the Supply AO/COR additional analysis data, to include monthly metrics and un-programmed requirements. (See **B-TE-3, B006**)

**B3.2.3 Issue Requests.** The KTR shall process customer's request for materiel. Requests for Individual Equipment (IE) must be accompanied by an authorization letter from the requesting organization. Requests for initial issue of repair cycle items must be approved by the AO. The KTR shall validate all requests for equipment and hazardous material with the Allowance Source Code (ASC) and the EESOH-MIS prior to processing into the AFITS. The KTR shall provide requesters a control number for the purchase of hazardous materials with a Government purchase card. The KTR shall inform purchase card customers to return hazardous material or proof of purchase to the KTR for processing into EESOH-MIS and follow-up as necessary.

**B3.2.3.1 Processing ILS-S Transactions.** The following timeliness standards apply to: (See **B-TE-1, SSB14a** and **SSB14b**)

Processing Expedite Issue Requests		Processing Shipments	
Priority group 01	NLT 10 Minutes	MICAPS	4 Hours
Priority group 02	NLT 10 Minutes	Shipment priority group 01	8 Hours
Priority group 03	NLT 10 Minutes	Shipment priority group 02	1 Workday
Priority group 04	NLT 1 Hour	Shipment priority group 03	2 Workdays
Priority group 05-07	NLT 1 Workdays	4-07	3 Workdays
Priority group 08-15	NLT 2 Workdays	Shipment priority group 08-15	4 Workdays

**B3.2.4 Document Control.** The KTR shall operate an automated document control system, which includes importing, exporting, and scanning ILS-S Document Control Records (DCR) and source documents. The KTR shall ensure DCRs and source documents match. The KTR shall create Delinquent Source Document (DSD) images for source documents without corresponding DCR images. The KTR shall utilize the Delinquent Documents Listing (**R59**), a similar listing, or the AFITS functions to resolve delinquent document images IAW AFI 23 Series. The KTR shall maintain all applicable AFITS source document images IAW AFI 23 Series. The KTR shall obtain the Supply AO's signature on all certified true copies of lost documents. Ensure AFITS rejected transactions are reprocessed within seven (7) calendar days (See **B-TE-1, SSB15**)

**B3.2.4.1 AFITS File Maintenance.** The KTR shall maintain a file of applicable AFITS record alterations, Consolidated Transaction History Register (R72), Daily Document Register (D04) and Consolidated Inventory Adjustment Document Register (M10), Weapons Inventory Listing and Shipment Loss Analysis Report (M16). The KTR shall ensure the M10 is certified, and filed NLT 30 days of the M10 origination date. Provide M10 to AO for signature. The KTR shall ensure these documents and registers are accurate and complete prior to filing. (See **B-TE-1, SSB16**)

**B3.2.4.2 Forced Record Alterations.** The KTR shall maintain a copy of the "before/after" look printouts and a signed copy of the Forced Record Alterations (FIX) document provided by host/system designator 01 for satellite records updated by host account processing of NGV299 IAW DAFI 23-101.

**B3.2.4.3 Classified Materiel Authorizations.** The KTR shall manage authorizations to receive classified materiel IAW DAFI 23-101.

**B3.2.4.4 Shipment Suspense.** The KTR shall use the Shipment Suspense Listing or similar listing to clear delinquent shipment suspense details in AFITS.

**B3.2.5 Records Maintenance.** The KTR shall establish, change and delete item, detail and support records to ensure accuracy of the applicable AFITS database. The KTR shall notify customers of support record completed actions. The KTR shall maintain all supporting documentation for organization records, locally established Interchangeable and Substitute Groups (I&SG) and local Expendability Reparability Recoverability Cost (ERRC) Code IAW AFI 23 Series. (See **B-TE-1, SSB16**)

**B3.2.5.1 War Consumable Distribution Objective (WCDO) Material.** The KTR shall maintain WCDO details in the ILS-S/ESS according to current classified WCDO document provided by 94 LRS/LGRDX. The KTR shall request WCDO obligation authority from Computer Support Base (CSB)/Supply Management Activity Group (SMAG) prior to requisitioning WCDO material. The KTR shall obtain permission from 94 LRS/LGRDX prior to issuing WCDO material below WCDO authorized quantities. The KTR shall ensure KTR personnel with access to WCDO document possess a secret clearance. The KTR shall manage WRM, as required, and accomplish the annual WRM equipment review IAW DAFI 23-101. The KTR shall ensure appropriate planning, programming (if applicable), budgeting, distribution, storage, and maintenance of the installation WRM. The KTR shall appoint the installation WRMO from the Plan and Integration Section of the LRS in writing and provide a copy to the COR. (See **B-TE-1, SSB18**)

**B3.2.5.2 War Plan Additive Requirements Report (WPARR).** Upon receipt of the WPARR from 94 LRS/LGRDX, the KTR shall establish and maintain existing details in the AFITS for all authorizations reflected in the WPARR. The KTR shall query the ILS-S to determine the availability of peacetime materiel for possible use to fill wartime requirements. If peacetime materiel is available, the KTR shall conduct a joint assessment with 94 LRS/LGRDX and functional areas to determine feasibility of using materiel for both wartime and peacetime. The KTR shall ensure that WPARR required materiel is either on-hand or on-order within 90 days after receipt of WPARR. (See **B-TE-1, SSB19**)

**B3.2.5.3 Reject Management.** The KTR shall use the Daily Reject Listing (D818) to manage AFITS rejects to ensure ILS-S transactions are completed correctly. The KTR shall coordinate with the reject originator and on some occasions with the Computer Support Base and appropriate resource advisors to clear ILS-S rejects. (See **B-TE-1, SSB20**)

**B3.2.6 Customer Service Visits.** The KTR shall conduct semi-annual visits to maintenance work centers providing guidance on bench/shop stocks and assist users in materiel management related problems IAW Materiel Management publications (AFI 23 Series). All visits will be documented and provided to the Supply AO/COR. (See **B-TE-1, SSB21**)

**B3.2.7 Requisitions.** The AFITS will automatically requisition materiel except when off-line (manual) requisitioning is required. The KTR shall use an off-line register to record and control the assignment of off-line requisition numbers. The KTR shall process a special requisition (SPR) into the AFITS upon receipt of a management notice that indicates automatic requisitioning was suppressed or materiel was obtained against a blanket purchase agreement (BPA). The KTR shall input Mission Capable (MICAP) requests with TEX “7” for aircraft (“M” for all others) into ILS-S High Priority and/or the applicable Materiel Management system. Verify and validate at base level then elevate to the 635 SCOG or applicable Materiel Management center. The KTR shall input and monitor local purchase requisitions. The KTR shall coordinate requisition actions only after a requisition is back-ordered from the Government depot Materiel Management system, such as Air Force Materiel Command (AFMC), Defense Logistics Agency (DLA), General Service Administration (GSA), or during contingency operations. The KTR shall process Mission Capable (MICAP) and Awaiting Parts (AWP) lateral requisitions IAW AFI 23 Series.

**B3.2.8 Technical Order (TO) Publications:** The KTR shall maintain the base Materiel Management TO account. The KTR shall maintain a file of TOs not available in the ETIMS for base assigned weapons systems, associated



support equipment, and materiel stored by base Materiel Management for the purpose of researching customer requests and maintaining stored materiel. The KTR shall use the ETIMS to add, delete, and update TO requirements and reconcile requirements annually with supported organizations to keep the TO file current.

**B3.2.9 Bench Stock.** The KTR shall establish, maintain, and update bench stock details in the applicable AFITS IAW standard Materiel Management publications (AFI 23 Series). In conjunction with bench stock customers, the KTR shall perform a semi-annual review, using the Organization Bench Stock Listing (*S04*), to make bench stock adjustments as needed. The KTR shall conduct annual Standard Reporting Designator (SRD) and Minimum Reserve Authorization (MRA) validations IAW standard Materiel Management publications (AFI 23 Series). The KTR shall maintain a file for each bench stock to include the Organizational Threshold Letter, current Bench Stock Review Report (*M04*), and the Organization Bench Stock Listing (*S04*) indicating Phase III- Annual SRD/MRA validation has been completed. (See **B-TE-1, SSB23**)

**B3.2.10 Stock Control.** The purpose of Stock Control is to manage the materiel requirements of the 94 AW and tenant customers. Stock control uses the applicable AFITS to requisition, maintain stock levels, and report excess materiel. Stock Control includes: Special Level Maintenance, Materiel Management Discrepancy Reporting (SDR), Managing the ILS-S Residue File, Processing Redistribution Orders (RDO), Managing Numeric Parts Preference Codes (NPPC), Reconciling Military Standard Transportation and Movement Procedures (MILSTAMP) Tracer actions, Unserviceable Materiel Pending Disposition, and Managing Stockage Priority Codes (SPC).

**B3.2.11 Funds Management.** The KTR shall manage the SMAG program for Stock Record Account Number (SRAN) 6703 IAW AFI 23 Series, excluding the COS operating budget. The KTR shall forward all requests for reverse post of direct charge, forced credit turn-ins, free issues, non-reimbursable issues, or shipments to the Supply AO for approval prior to processing. The KTR shall prepare the SMAG Operating Program annually and shall provide a semi-annual update when requested by the HQ AMC RSS SMAG manager. The KTR shall forward the SMAG Operating Program to the Supply AO for review prior to submission to the AMC RSS SMAG manager. (See **B-TE-3, B007**)

**B3.2.12 Special Level Maintenance.** The KTR shall assist customers in preparing requests for special level maintenance, Adjusted Stock Level Requests (AF Form 1996), and recommend approvals or disapprovals to the Supply AO. The KTR shall assist the 635<sup>th</sup> SCOG/SCMG (or applicable Materiel Management center) with a periodic R35 Adjusted Stock Level review. The KTR shall review Customer Oriented Leveling Technique (COLT)/Proactive Demand Leveling (PDL) levels when requested by higher HQ. Individual Equipment (IEU), HAZMAT, and COLT levels shall be reviewed by the KTR quarterly. (See **B-TE-1, SSB25**)

**B3.2.13 Report of Discrepancy/Supply Discrepancy Report (ROD/SDR).** The KTR shall maintain a ROD/SDR central file and update the applicable AFITS. The KTR shall use the applicable AFITS SDR function or the DoD Web-SDR system as the primary means to submit SDRs. The KTR shall perform semi-annual SDR analysis and shall provide a report concerning the effectiveness of the SDR program. The KTR shall distribute a Report of Discrepancy Listing and shall ensure corrective action(s) are initiated. The KTR shall report the status of RODs/SDRs and shall refer all unresolved RODs/SDRs to the Supply COR. (See **B-TE-3, B008**)

**B3.2.14 AFITS Residue File.** The KTR shall process all applicable AFITS SIF residue file images received and forwarded by the 635<sup>th</sup> SCMG or applicable supply center.

**B3.2.15 Redistribution Orders (RDO).** The KTR shall correct all rejects pertaining to base level in Part 13 of the Base Supply Surveillance Report (*D20*) and shall clear the RDO suspense records in the applicable AFITS IAW AFMAN 23-122.

**B3.2.16 Numeric Parts Preference Codes (NPPC).** The KTR shall determine the appropriate actions to be taken on applicable AFITS records IAW the assigned NPPC. The KTR shall assign an NPPC “4” to item records where a Time Compliance Technical Order (TCTO) assigns a new National Stock Number (NSN) after the materiel has been modified. Items requiring TCTO compliance shall be identified in one of two ways: Items requiring modifications

which change their form, fit, or function shall be assigned NPPC “4”. Items requiring issue to Maintenance for modification and returned under the same stock number shall be assigned the TCTO flag.

**B3.2.17 Military Standard Transportation and Movement Procedures (MILSTAMP).** The KTR shall obtain the Tracer Action Required (TAR) listing and trace materiel overdue receipt from the source of supply and take action to resolve shipment status.

**B3.2.18 AF Reservist Training.** The KTR shall provide UTA, AT, and AMRT training, IAW PWS paragraph A5.2. Government validated training requirements will be provided to the KTR IAW PWS paragraph A12.5. The KTR shall provide training specific to Materiel Management Reservists (2S0X1/21R) using AF Materiel Management publications and all other guidance outlined in the Career Field Education and Training Plan (CFETP) and any supplemental changes.

**B3.3 System/Computer Support.** The KTR shall manage and maintain the Materiel Management portion of the base Local Area Network (LAN), which includes establishing customer connectivity and controlling access to Materiel Management Information Systems. The KTR shall maintain AFITS terminal security IAW AFI 23 Series. The KTR shall perform system administrator functions for Materiel Management related microcomputer applications. The KTR shall establish and implement a degraded operations plan to continue Materiel Management operations when the applicable AFITS is not operational including recovery processes. The KTR shall provide user administrative requirements for the ILS-S IAW AFI 23 Series.

**B3.3.1 AFITS Generated Reports and Listings.** The KTR shall coordinate with the Computer Support Base (CSB) to schedule the production of and obtain applicable AFITS reports and listings. The KTR shall make AFITS reports and listings available to base customers using the existing electronic distribution software. The KTR shall review and approve base Materiel Management ADPE Work Request (AF Form 2011), prepare report parameters, and monitor production schedules. The KTR shall refer disapproved AF Forms 2011, for other than KTR requirements, to the Supply AO for final determination. The KTR shall employ Basing and Logistics Analytics Data Environment (BLADE) or any available tool to retrieve Materiel Management data. The KTR shall receive and review the monthly applicable AFITS reports forecast IAW AFI 23 Series.

**B3.3.2 Limit Transaction Identification Code (TRIC) Group Assignment.** TRIC Users are limited to a single primary TRIC group based on their job/duty title IAW DAFI 23-101. A TRIC user may possess a single primary TRIC group and one or more supplementary TRIC group(s) (i.e., RVP, ASSET-MGT NWRM) as long as the rationale for the supplementary TRIC Group is clearly stated in the System Access Authorization Requests (SAAR) Justification block and approved by the user’s approval chain (supervisor, administrator). The TRIC group for Inventory Accountability shall not hold any other TRIC group. TRIC groups assigned to customer service and warehouse personnel shall not be assigned to Inventory Accountability. This policy ensures no single user is able to receive property, issue property, as well as accomplish scheduled/special inventories adjusting the item record for the same property.

**B3.4 Inventory.** The KTR shall prepare an Inventory Schedule NLT 1 October of each year and provide a copy to the Government. The KTR shall perform complete, special, and weapons inventories. The KTR shall process results of the physical inventory into the applicable AFITS and correct inventory discrepancies. The KTR shall obtain the Supply AO approval when corrections of inventory discrepancies require reverse posts, inventory adjustments, and identity changes. The KTR shall ensure supporting documentation is attached to the Monthly Inventory Adjustment Document Register (MIO), DPAS and Mobility module version, and obtain the Supply AO’s signature prior to filing. When it is determined that Materiel Management assets are missing, the KTR shall be wholly responsible and accountable for subject assets. If assets meet the criteria for a Financial Liability Investigation, IAW applicable policy, the KTR shall conduct an investigation, notify the Government, as well as prepare and provide the Government with a report when their investigation is completed. The Supply AO will in turn proceed with the Financial Liability Investigation process IAW applicable policy. The KTR shall ensure the Financial Liability Investigation is finalized prior to any adjustments. The KTR shall follow standard Materiel Management publications (AFI 23 Series) when performing PWS paragraph B2.1. (See PWS paragraph A17.4; B-TE-1, SSB26, SSB27, SSB28; B-TE-3, B009 and B010)

**B4 Materiel Management Procedures, Support Agreements, Base Support and Mobility Plans.** The KTR shall maintain standard Materiel Management publications (AFI 23 Series) as they pertain to the 94 AW and customer interaction. The KTR shall ensure supplements and directives are approved by the Supply AO prior to submission for publication. The KTR is hereby designated as the official technical expert for all 94 AW and tenant units base Materiel Management related matters. The KTR shall review, update, develop, and coordinate with the Supply COR/AO, the Base Materiel Management sections concerning all Support Agreements, Base Support Plans (Pts I & II), and Base Mobility Plans.

**B5 Certification.** The KTR shall ensure all documents, listings, and other written correspondence submitted to the Supply AO for validation and signature contain the following statement signed by the KTR's Project Manager or designated representative:

"I certify that required (Note: Indicate appropriate item, for example, research, review, validation, investigation) has been performed for the attached (Note: Indicate type attachment) and that such information submitted to the Accountable Officer is correct to the best of my knowledge and belief.

SIGNATURE \_\_\_\_\_"

**B-TE-1  
SERVICE SUMMARY**

<b>SS#</b>	<b>Performance Objective</b>	<b>PWS Ref</b>	<b>Performance Threshold</b>
<b>SSB01</b>	Ensure functional checks are accomplished	<b>B2.1</b>	Functional checks accomplished for 100% of the materiel in storage requiring a functional check
<b>SSB02</b>	The ILS-S accurately reflects deployed materiel	<b>B2.1.1, B2.1.2</b>	All deployed RSP and MSK materiel and deployed equipment is flagged in the ILS-S as deployed 100% of the time
<b>SSB03</b>	Ensure Items not put-away, Items not Pulled, and Items not received by Customer reports are reviewed and cleared	<b>B2.1.3</b>	Items not put-away, Items not Pulled, and Items not Received by Customer reports are reviewed and cleared daily 100% of the time
<b>SSB04</b>	Ensure all requested transitions are processed in the AFITS system in a timely manner. Also track and monitor DIFM assets, and ensure shelf-life assets are not expired while in storage	<b>B.2.1, B2.1.5.1</b>	100% of the shelf-life items in storage should have a current shelf-life date and COSIS is performed
<b>SSB05</b>	Issue requests for hazardous material processed in ILS-S for organizations approved in the EESOH-MIS	<b>B2.2</b>	100% of Hazardous material with issue exception code 9, must have an authorization in EESOH-MIS prior to processing the issue request in ILS-S
<b>SSB06</b>	Ensure DIFM items returned to Supply are turned-in on accountable records timely	<b>B2.3.3</b>	Ensure DIFM items returned to Supply are turned-in on accountable records within one (1) workday 98% of the time
<b>SSB07</b>	Ensure JSMLT Leakage Test are completed every three years on Gas Masks	<b>B2.4.1.2</b>	JSMLT will be current 98% of the time on Gas Masks
<b>SSB08</b>	Ensure six-month inspections and cleaning current on Gas Masks	<b>B2.4.1.3.2</b>	Six-month Gas Mask inspections/cleaning/sanitization will be current 98% of the time
<b>SSB09</b>	Perform inventories to ensure physical materiel balances match DPAS record balances	<b>B3.1.2.1</b>	Account for 100% of Weapon Serial Numbers. Unaccounted for serial numbers shall be identified to Government Representative within 15 minutes of identifying deficiency.
<b>SSB10</b>	Asset Marking and Tracking	<b>B3.1.2.2</b>	Upon arrival of new assets into installations inventory. Asset must have appropriate identification markings affixed to the asset by the end of the duty day.
<b>SSB11</b>	Ensure all CFO data is populated in DPAS	<b>B3.1.2.3</b>	CFO data (Acquisition date and Acquisition Cost) matches Key Supporting Documents 100% of the time.

SS#	Performance Objective	PWS Ref	Performance Threshold
<b>SSB12</b>	Ensure all Org Visits are accomplished, and Master Org Folders have required documents	<b>B3.1.2.4</b>	100% Org Visits not overdue yearly. 100% of all Master Organization Folders will have all required information
<b>SSB13</b>	Ensure Annual and Change of Equipment Custodians Equipment Inventories are signed.	<b>B3.1.2</b>	a. R-14/R25's will reflect 100% of all equipment/SPRAM assets for each units equipment account and be signed by the custodian and Commander within fifteen (15) workdays
<b>SSB14</b>	Ensure Issue requests are processed in a timely manner	<b>B3.2.3.1</b>	a. Issue Requests with 100% accuracy: Delivery priority group 01 NLT 30 Minutes Delivery priority group 02 NLT 30 Minutes Delivery priority group 03 NLT 1 Hour Delivery priority group 04 NLT 4 Hours
			b. Processing Shipments with 100% accuracy: MICAP:4 Hours Shipment priority group 01 8 Hours Shipment priority group 02 one (1) Workday Shipment priority group 03 two (2) Workdays
<b>SSB15</b>	Manage a document control system that reflects an audit trail of ILS-S transactions	<b>B.2.1, B3.4</b>	Source documents on file for 100% of those ILS-S transactions when accountability is import/export. No more than 1% of all applicable transactions processed into ILS-S are reverse posted within any given calendar month.
<b>SSB16</b>	Perform corrective actions associated to the M10	<b>B3.2.4.1</b>	All supporting documentation with AO approval to adjust record balances are filed with the M10 and certified by the AO 100% of the time by the 10th of the month
<b>SSB17</b>	RESERVED		
<b>SSB18</b>	Ensure WCDO material to support wartime requirements are established, on-hand, or on-order	<b>B3.2.5.1</b>	100% of WCDO authorizations are established in the ILS-S and material is on-hand, or on-order within thirty (30) calendar days of receipt of WCDO document
<b>SSB19</b>	Ensure WPARR materiel to support wartime requirements are established, on-hand, or on-order	<b>B3.2.5.2</b>	100% of WPARR authorizations are established and materiel is on-hand, or on-order within ninety

SS#	Performance Objective	PWS Ref	Performance Threshold
			(90) calendar days of receipt of WPARR
<b>SSB20</b>	Ensure Daily Reject Listing (D818) rejected transactions are completed timely	<b>B3.2.5.3</b>	90% of cumulative rejects cleared within six (6) calendar days.
<b>SSB21</b>	Customer Service Semiannual Visit	<b>B3.2.6</b>	100% of the time. Documentation provided to AO/COR.
<b>SSB22</b>	RESERVED		
<b>SSB23</b>	Bench Stock Inspection	<b>B3.2.9</b>	Bench Stock semi-annual review and annual SRD/MRA validations are done 100% of the time.
<b>SSB24</b>	RESERVED		
<b>SSB25</b>	Special Level Maintenance	<b>B3.2.12</b>	Ensure COLT levels are reviewed quarterly or when requested must be processed within five (5) duty days from SCOC email or R35. 100% of the time.
<b>SSB26</b>	Perform inventories to ensure physical materiel balances match ILS-S record balances	<b>B3.4</b>	Zero item records are overdue inventory in any given month 100% of the time
<b>SSB27</b>	Perform Monthly Weapons Inventory	<b>B3.4</b>	100% of daily in-use weapons inventories must be completed fifteen (15) workdays from when inventory was printed.
<b>SSB28</b>	Perform inventories to ensure physical materiel balances match ILS-S record balances	<b>B3.4</b>	Maintain a 98.5 % Monthly Inventory Accuracy Rate for Complete and Special Inventory
<b>SSB29</b>	Ensure required Data Deliverable submittals are on time and complete.	<b>B-TE-3</b>	Provide 100% of submittals IAW the requirements of <b>B-TE-3</b> , including PWS references.
<b>SSB30</b>	QCP Performance	<b>A3.2.4</b>	The QCP shall be performed at no less than 97% each month. Any discrepancies (the 3%) will have to be corrected within seven (7) calendar days.

**B-TE-2**  
**WORKLOAD ESTIMATES**

**B-TE-2a: Materiel Management Workload Data**

<u>Workload</u>	<u>Monthly Average</u>	<u>PWS Reference</u>	<u>*Indicates the AFITS Data Source Utilized*</u>				
			M32	ILSS	BLAD E	DPA S	Manuall y
Central Storage Function							
Readiness Spares Package (RSP)							
Airborne MSRP	2	B2.1.1	X				
Airborne MSRP Details	237				X		
Non-Airborne RSP	1		X				
Non-Airborne RSP Details	118		X				
Issues to the MSRP	3		X				
MSI from the MRSP	29				X		
Due-Out Releases to the MRSP	12		X				
Turn-ins from MRSP	12		X				
MRSP Reconciliation	1 Annually			X			
MSK	4 Annually- As requested By MXG	B2.1.2					
Materiel Storage							
Suspect Materiel Warehouse & Kit	22	B2.1.3			X		
Functional Check Item Warehouse & Kits	5				X		
Stock Screening	30 Annually						X
Warehouse Locations Assigned	34,420		X				
Warehouse Locations Adds (FCS)	153		X				
Warehouse Location Changes (FCS)	207		X				
Controlled Item Code Changes	7		X				
Shelf Life Item Records Warehouse & Kits	10,197				X		
Condition Changes (FCC)	19		X				
Identity Changes (FCH)	1		X				
RDO Suspense Detail (D20, Part 13) Review	2	B3.2.15					X
RDOs	213		X				
RDO Denials	11		X				
Warehouse Assets Pulled	1398	B2.1.4	X				
Warehouse Assets Put Away	1007						
Precious Metal Item Records	355	B2.1.6			X		
ESD Item records Warehouse & Kits	246	B2.1.7			X		
Radioactive Items	1	B2.1.7			X		

<u>Workload</u>	<u>Monthly Average</u>	<u>PWS Reference</u>	<u>*Indicates the AFITS Data Source Utilized*</u>				
			M32	ILSS	BLAD E	DPA S	Manuall y
<b>Hazardous Materiel Function</b>							
Line Items	153	B2.2		X			
Issues/DUO- ILS-S	56			X			
Issues/DUO- ESSOH-MIS	8056			X			
Receipts- ESSOH-MIS	38			X			
Authorizations	2430						ESSOH
Registered Shops	75						ESSOH
Barcode Returns	675						ESSOH
Hazardous Materiel Pounds Generated	260 Lbs. (1ea 55 GL Drum)	B2.2.1					X
<b>Flight Service Center/Inspection</b>							
Supply Point Details	89	B2.3.1			X		
Supply Point Issue	27		X				
Supply Point MSI	36		X				
Supply Point Turn in	36		X				
C-Deck MSI	3				X		
Turn-ins Processed (less IE)	162	B2.3.3.1	X				
Technical Order Time compliance (TCTO) Processing	5	B2.3.2		X			
Site Assessments	4	B2.3.3		X			
DIFM	30	B2.3.3		X			
Awaiting Parts	21	B2.3.4		X			
<b>Individual protective Equipment (IPE) Function</b>							
Mobility Issue Request - MSU	404	B2.4.1		X			
Mobility Stock Return- CSR	483			X			
JSMLT Testing- GMI	69	B2.4.1.2		X			
Found On Base- FOB	42			X			
M50 Masks Authorized 100%	1358	B2.4.1.3					IDRC
A Bags Authorized- 60%	1010						IDRC
B Bags Authorized- 25%	421						IDRC
C Bags Authorized- 60%	1010						IDRC
Exercise- mobility line 18 hr. ops	5 supported per contract						IDRC
Exercise- mobility line 8 hr. ops	5 supported per contract						IDRC
Budget Inputs	2 Annually						
In-processing/Out-processing Personnel	10						FSS
Mask Inspection- 6 month	280	B2.4.1.3.2					X
Mask Sanitized	15						X



<u>Workload</u>	<u>Monthly Average</u>	<u>PWS Reference</u>	<u>*Indicates the AFITS Data Source Utilized*</u>				
			M32	ILSS	BLAD E	DPA S	Manuall y
<b>Mobility Small Arms Storage</b>							
Weapons	1021	B2.4.2				X	
Weapons Accounts	1					X	
Weapons Cleaning	22					X	
Armed Escorts Provided	2						X
<b>Individual Equipment (IEE) Function</b>							
KYLOC Order Transactions	16	B2.5.1					KYLOC
KYLOC Clothing Units Issued	16						KYLOC
KYLOC Orders Received	16						KYLOC
IEE Line Items	465	B2.5	X				
IEE Issues	64		X				
IEE Due-outs	12		X				
IEE Due-out Releases	45		X				
IEE Turn-ins	4		X				
<b>Customer Support Section</b>							
<b>Equipment Management</b>							
Equipment Accounts	62	B3.1.2				X	
SPRAM Accounts	12		X	X	X		
Daily Use Weapons Account	6					X	
Allowance Authorization Change Requests (AF Form 601)	1						X
Sensitive Item Records CIC 2, 4 & 9	2408	B3.1.2.1				X	
Capitalization and Depreciation of Equipment (CFO)	3	B3.1.2.3				X	
WPARR Requirements (Line Items)	4	B3.2.5.2		X	X		
Equipment Receipts (INPR)	32	B3.1.2	X			X	
Equipment Detail Loads	32			X	X		
Identity Change	2					X	
Indicative Data Load	6					X	
Inventory Adjustments (IAAR/DIAJ/DAAR)	10					X	
Equipment Transfer (1ET, RDO)	8			X	X	X	
Equipment Turn-In	14					X	
UIC to UIC Unit Identification Code (FET) (DTRI)	1					X	
Found On Base (FOB)	1					X	
RDO (Transfer Redistribution Order)	2					X	
DLADS-DRMO Disposal (DSPL/DTRO)	15					X	
Financial Liability Investigation	2 Annually						X

<u>Workload</u>	<u>Monthly Average</u>	<u>PWS Reference</u>	<u>*Indicates the AFITS Data Source Utilized*</u>				
			M32	ILSS	BLAD E	DPA S	Manuall y
<b>Customer Support Liaison Function</b>							
CUSTOMER SERVICE ASSISTANCE REQUESTS	92	B3.2					X
Organization Cost Center Records Loaded	100		X				
Classes Taught	1	B3.2.1					X
Customer Service Semiannual Visit – Maintenance Work Centers	25 Semi-Annual	B3.2.6					
<b>Issue Requests Processed</b>							
Issues- Total Minus B/S	351	B3.2.3	X				
Issue G081	279		X				
Issue Expedite/Routine	60		X				
Issue Non-EAID	65		X				
Initial Issues	1		X				
Degraded Operations Exercise	Semi-Annual	B3.3 B3.2.3	X				
Due-outs Expedite/Routine	64		X				
Due-outs EAID	3		X				
Due-outs Non-EAID	52		X				
<b>Document Control Record</b>							
Document Control Record (DCC)	1410	B3.2.4	X				
Files imported/exported	942						X
Receipt Authorization for Classified Property (Number Organizations)	20						X
Manage Delinquent Document Program (FE/FB 6703)	1						
Auditable Document Registers	25,064 Annually				X		
Daily Document Register (D04)	Daily	B3.2.4.1			X		
Reverse Posts	6		X		X		
Consolidated Inventory Adjustment Document Register (M10)	Monthly				X		
Weapons Inventory Listing and Shipment Loss Analysis Report (M16)	Monthly				X		
Validate Receipt Authorization for Classified Property Listing	Semi-Annual	B3.2.4.3			X		
Shipment Suspense Listing (R40)	Weekly	B3.2.4.4			X		
Base Supply Management Report M32	Monthly				X		
Item Record Adds	146	B3.2.5	X				
Item Record Deletes	280		X	X			
File Changes (non-SNUD)	97		X	x			
WCDO Materiel	4	B3.2.5.1		X			
Daily Cumulative Rejects	68	B3.2.5.3		X			

<u>Workload</u>	<u>Monthly Average</u>	<u>PWS Reference</u>	<u>*Indicates the AFITS Data Source Utilized*</u>				
			M32	ILSS	BLAD E	DPA S	Manuall y
Off-Line SPR (less lateral requisitions) Manual	8	B3.2.7					X
Locally Assigned Exception Code	700			X			
Technical Order Library Maintained (Total)	1 Library	B3.2.8					X
Master Bench Stock Details	3914	B3.2.9	X	X			
Unserviceable Details	62	B3.2.10	X	X			
Numeric Parts Preference Code (NPPC) Review	Semi-Annual			X			
Unserviceable Detail Review (R920 Detail)	Quarterly			X			
Bench Stock Accounts	13		X	X			
Bench Stock Review (M04)	Monthly				X		
SRD/MRA Validation	Annual			X			
Credit Turn-ins	1			X			
Free Issues	1	B3.2.11		X			
Non-reimbursable Shipments	1			X			
Special Level Details	1000	B3.2.12		X			
ROD/SDR Reports to HQ AFRC	Semi-Annual	B3.2.13					X
MILSTAMP Tracer Reconciliation (TAR)	Monthly	B3.2.17		X			
<b>System/Computer Support</b>							
End of Day	200	B3.3					X
End of Month	15						X
End of Quarter	5						X
Semiannual	3						X
As Required	15						X
AF Form 2011- Annual Review	5						X
Production Forecast	Annual						X
Troubleshooting Materiel Management Related Applications and ILS-S	2						X
Troubleshooting Network Incidents	2						X
Record Alteration (FIX) Documents	2 Annually	B2.3.4.2					X
ILS-S Connectivity Incidents	3						X
<b>Inventory</b>							
Inventory Schedule	1 Annually	B3.4					
Line items counted	966		X				
Complete	961		X				
Special	5		X				
CBRNE-Bulk Inventory Count - MIA	134			X			

<u>Workload</u>	<u>Monthly Average</u>	<u>PWS Reference</u>	<b>*Indicates the AFITS Data Source Utilized*</b>				
			<b>M32</b>	<b>ILSS</b>	<b>BLAD E</b>	<b>DPA S</b>	<b>Manuall y</b>
CBRNE-Training Gear - Biennial INV	7268 units	B3.4.1					X
Inventory adjustments	8		X				
Weapons	2249					X	
Weapon accounts	6					X	
<b>Support Agreements, Base Support and Mobility Plans</b>							
Supplemental Directives Published (AFI 23 Series)/SOI's	1	B4					X
Support Agreement Review	1						X
Contingency Plan Review	1						X
Estimated After Hour Support	120 (Annually)	A5.1					X

**B-TE-2b: Reservist Training Workload Factors**

<b>Reservist Training Support Workload Factors</b>		
<b>AFSC</b>	<b># Mil Members supported on UTA and AT Annually</b>	<b># Mil Members supported on AMRT Annually</b>
<b>2S031</b>	<b>3</b>	<b>2</b>
<b>2S051</b>	<b>4</b>	
<b>2S071</b>	<b>9</b>	
<b>2S091</b>	<b>1</b>	
<b>21R</b>	<b>1</b>	<b>1</b>
<b>Total</b>	<b>18</b>	<b>3</b>

**B-TE-3**  
**DATA DELIVERABLES**  
(See B-TE-1, SSB29)

The KTR shall submit all required reports shown below using the e-mail address (referenced by number) in the chart following the required report information via electronic means. All “days” are in calendar days unless otherwise specified.

<b>Item #</b>	<b>Report Title</b>	<b>Submit To</b>	<b>Freq</b>	<b>PWS Reference</b>
<b>B001</b>	<b>Care of Supplies in Storage (COSIS) Program</b>	<b>3</b>	<b>Annually</b>	<b>B2.1.5.1</b>
Appoint a Chief Inspector to oversee the Care of Supplies in Storage (COSIS) Program IAW AFMAN 23-125 (IP) and DAFI 23-101. First submission due NLT ten (10) days after base period of performance start date; changes will be provided to the Government within five (5) duty days. Provide annual report to the Government within the first quarter of contract start date.				
<b>B002</b>	<b>Small Arms Point of Contact</b>	<b>3,4</b>	<b>Annually</b>	<b>B2.4.2</b>
*Initial submission due no later than ten (10) calendar days after base period of performance start date. Submit annually thereafter not earlier than 30 Apr and not later than 10 May. Provide POC’s name, phone number, organizational address and e-mail address will be sent to AFMC SA/LW Serialized Control Activity.				
<b>B003</b>	<b>Serialized Record Reconciliation listings (R46)</b>	<b>3</b>	<b>Monthly</b>	<b>B3.1.2.1</b>
CO will advise of first and subsequent submissions. First submission due NLT sixteen (16) calendar days after base period of performance start date; subsequent submissions due NLT 5th day of report date, current as of the end of previous month.				
<b>B004</b>	<b>Organizational Visits</b>	<b>3</b>	<b>As Required</b>	<b>B3.1.2.4</b>
Submit reports IAW the Organizational Visit Schedule. Reports will be submitted within five (5) duty days of visit.				
<b>B005</b>	<b>Price Challenge and Verification Program</b>	<b>1</b>	<b>As Required</b>	<b>B3.2</b>
Submit to AO/COR within five (5) duty days of customer submission.				
<b>B006</b>	<b>Analysis Data</b>	<b>1,3</b>	<b>Quarterly</b>	<b>B3.2.2</b>
The KTR shall perform analyses of inventory adjustments, incoming SDRs, and customer complaints semi-annually and Shipment Loss Analysis (M16) quarterly. First and subsequent submissions due NLT five (5) business days after date of M16 report.				
<b>B007</b>	<b>Fund Requirement Update/Analysis Report (R04)</b>	<b>2</b>	<b>Annually/Semi-Annually</b>	<b>B3.2.11</b>
Prepare IAW AFI 23 Series publication. *Initial submission due no later than ten (10) duty days after base period of performance start date. Submit report to AO/COR NLT ten (10) duty days after inspection.				

Item #	Report Title	Submit To	Freq	PWS Reference
<b>B008</b>	<b>Report of Discrepancy/ Supply Discrepancy Reports (ROD/SDR)</b>	<b>1, 3</b>	<b>Semi-Annually</b>	<b>B3.2.13</b>
KTR shall provide ROD/SDR report to MAJCOM by 1 Jun and 1 Dec of each year. Prepare IAW AFI 23 Series publications				
<b>B009</b>	<b>Inventory Schedule</b>	<b>3</b>	<b>Annually</b>	<b>B3.4</b>
First submission due NLT sixteen (16) calendar days after base period of performance start date. Subsequent submissions due not later than 1 October. Submit changes within three (3) duty days as they occur.				
<b>B010</b>	<b>Monthly Inventory Adjustment Document Register (M10)</b>	<b>3</b>	<b>Monthly</b>	<b>B3.4</b>
First submission due NLT sixteen (16) calendar days after base period of performance start date; subsequent submissions due NLT 5th day of each month, current as of the end of previous month.				
<b>B011</b>	<b>Workload Status Tracking</b>	<b>3</b>	<b>Monthly</b>	<b>A5.4</b>
The KTR shall submit a Monthly Workload Status Report NLT five (5) calendar days after the first of each month. The report shall detail the amount of Estimated Workload Data work completed during the preceding month and shall include a running total completed to date for the current Period of Performance. The format will mirror format in B-TE-2(a)(b).				

The complete addresses are as follows:

1. HQ AFRC/A4R  
549 Pine Street  
Robins AFB GA 31098-1635  
Email: [HQ.AFRC.A4.LogisticsReadiness@us.af.mil](mailto:HQ.AFRC.A4.LogisticsReadiness@us.af.mil)
2. HQ AFMC 635 SCOG  
102 W. Losey, Bldg 1521  
Scott AFB, IL 62225-5206  
Email: [ORG.AFMC-12@us.af.mil](mailto:ORG.AFMC-12@us.af.mil)
3. 94 LRS LGRM / AO  
1538 Atlantic Ave, Bldg 812  
Dobbins ARB, GA 30069-4823  
Email Address: [94lrs.lgrs.cor-ao@us.af.mil](mailto:94lrs.lgrs.cor-ao@us.af.mil)
4. 94 LRS LGRM / COR  
1538 Atlantic Ave, Bldg 812  
Dobbins ARB, GA 30069-4823  
Email Address: [john.trudeau.1@us.af.mil](mailto:john.trudeau.1@us.af.mil)
5. WR-ALC/WLMK  
Robins AFB GA 31098-1640  
Email: [nicole.furlough@us.af.mil](mailto:nicole.furlough@us.af.mil)

**B-TE-4**  
**GOVERNMENT-FURNISHED PROPERTY**

**B-TE-4a. Government Furnished Facilities.**

<u>Bldg #</u>	<u>Facility</u>	<u>Approx Sq Ft</u>
812	Office, Warehouse, Mobility Storage (Training/Briefing Room, Break Room, RM 125 & Restrooms shared w/BOS; RM 124 used by LRS)	58,171
810	HAZMAT Pharmacy, Open Storage (outside)	27,216
810	Hazardous Materials Pharmacy	15,750

**B-TE-4b. Attachment 3 Consolidated (GFP) Listing**

**B-TE-4c. Schedule Incidentals Listing: Office Furniture and Shop Equipment**

<u>Nomenclature</u>	<u>Quantity</u>	<u>Nomenclature</u>	<u>Quantity</u>
Desk	13	Mobility Workstations	3
File Cabinet	18	Tables	8
Bookshelves	3	Bench stock Carts (assorted)	23
Conference Table	1	Distribution Table	2
Warehouse Workstations	9	Chairs/ with wheels	20/ 27

**B-TE-4d. Schedule Incidentals IT/Copiers/Radios/ADPE.**

<u>Item</u>	<u>Qty</u>
Printer	7
Barcode Printer	1
Computer, Laptop	15
F110 G Tech Tablet, scanner	4
F110 G Tech Tablet, non scanner capable (newest ones)	8
HHT (Hand Held Terminal) – INOP (total listed below) :	17
Intermac Ck61NI	2
Ck71NI	2
Ck3	11
Motorola MC9190	2
MFD	4
Monitors	31

**B-TE-4e. Government Furnished Telephones.**

<u>Bldg#</u>	<u>Description</u>	<u># of Lines</u>
812	..... Cisco IP phones	14
810	Cisco IP phones	2

## **B-TE-5 TECHNICAL DEFINITIONS**

DEFENSE PROPERTY ACCOUNTING SYSTEM (DPAS) - A system designed to provide standardized equipment management for all AF activities. It enables the AF to determine, authorize, account for, and report the types and quantities of equipment required to accomplish the AF mission, and serves as a primary basis for organizational equipment budget or buy programs.

AIR FORCE IT SYSTEMS (AFITS) - Any Air Force IT equipment used to process data or transactions.

ASSET MARKING AND TRACKING (AMT) - Tracking equipment that tracks physical assets by scanning barcode labels attached to the assets.

CUSTOMER ORIENTED LEVELING TECHNIQUE (COLT) - To provide the procedures and methodology to compute and maintain centrally computed stock levels for Non-AF-managed items.

CARE OF SUPPLIES IN STORAGE (COSIS)—Program composed of a set of processes and procedures whose purpose is to ensure that materiel in storage is maintained in ready-for-issue condition or to prevent uneconomic deterioration of unserviceable materiel.

COURTESY STORAGE - Unused warehouse storage space that is provided to other base organizations for storage of their assets.

ENTERPRISE ENVIRONMENTAL SAFETY, OCCUPATIONAL HEALTH – MANAGEMENT INFORMATION SYSTEM (EESOH-MIS) - A system designed to provide standardized hazardous materiel management for all AF activities. It enables the AF to determine, authorize, and report quantities of hazardous material required to accomplish the AF mission.

ENHANCED TECHNICAL INFORMATION SYSTEM (ETIMS) - The Air Force system for managing Technical Order (TO) libraries, managing the distribution and printing of paper TOs, and managing, storing, and distributing electronic TOs (eTO).

FUNCTIONAL CHECK - A check performed by the local maintenance activity to ensure that items in stock are in serviceable condition prior to issue.

HAZMART - The facility on an Air Force installation where LG personnel stock, store, issue, and distribute HAZMAT using the Integrated Logistics Support System (ILS-S), as well as material purchased through other means.

ILS-S - An automated inventory accounting system designed to provide timely Materiel Management support to base level activities. The system consists of a computer for storage and maintenance of records and for generation of management reports as well as both manual procedures and interfacing computer programs.

IN-LINE - The Integrated Logistics Support System (ILS-S) computer is available for processing transactions.

BASING AND LOGISTICS ANALYTICS DATA ENVIRONMENT (BLADE) - An Air Force Business Intelligence (BI) gateway providing a standardized data exploitation capability for reporting and analytics across all Air Force A4/7 business areas.

LINE ITEM - An item of Materiel Management that is assigned an identifying stock or part number.

MATED OR BUILT-UP ITEMS - Items requiring mating or build-up prior to use (e.g., aircraft tires and wheels).



MILITARY STANDARD TRANSPORTATION AND MOVEMENT PROCEDURES (MILSTAMP) - Policies and procedures required to manage and control the movement of material through the Defense Transportation System (DTS).

PROACTIVE DEMAND LEVELING (PDL) - Provide the procedures and methodology used to compute stock levels for DLA-managed sparsely used items.

POST-POST- A time when the ILS-S computer is not operational for in-line processing.

POST-POST CONTINGENCY - The ILS-S computer is not operational for a period of time and transactions must be transported to another location for processing.

PWRMS - The actual quantity stored against the Prepositioned War Reserve Materiel Requirements (PWRMR). Information is included in the Inventory Management Plan (IMP). At some locations, the PWRMR and the PWRMS are equal. Other locations may reflect a smaller PWRMS than the PWRMR which are supported by the Emergency Distribution Plan (EDP) for Material Management.

RECOVERABLE ASSEMBLY MANAGEMENT PROCESS SYSTEM (RAMPS) - Identifies items which require asset/transaction reporting and items which are in critical status.

SRD - Standard Reporting Designator. Identifies the type aircraft, major end item or system.

SMAG - A revolving fund or working capital fund which finances inventories of required material and generates income by selling such material to the requiring activity/customer. (Formerly known as the Air Force Stock Fund)

UNRESOLVED DISCREPANCY - A discrepancy for which the cause is not able to be determined or as a result of an accountable processing (transaction) error and an inventory adjustment is required to correct the discrepancy instead of an accounting adjustment.

WAR CONSUMABLE DISTRIBUTION OBJECTIVE (WCDO) - A publication to reflect the USAF PWRMS prepositioning, restocking, and planning objectives which are necessary to support the wartime activities reflected in the USAF War and Mobilization Plan.

## B-TE-9 Key Personnel, Special Training, Certification, and Licensing Requirements

Certification Number	Special Training, Certification, or Licensing Requirement	At Least	Special Training, Certification, or Licensing by	Required by (Statue or Instruction)
1	(**) Materiel Management Manager	Minimum qualifications are at least five years of documented experience within the last ten (10) years, as a manager of a Military Materiel Management Services or commercial equivalent of similar magnitude and scope. Experience shall (may) consist of a combination of the following: three (3) years' experience working in the Air Force ILS-S/ESS or applicable AFITS within the last five years; one year base level general Materiel Management, two years in a Materiel Management managerial capacity, or five (5) years of civilian equivalent.	Air Force ILS-S/ESS or applicable AFITS within the last five years	B1.2
2	Base Materiel Management Personnel	Minimum qualifications: have completed the Air Force Materiel Management 2S051 skill level requirements or worked in an Air Force Materiel Management activity for at least two years or the civilian equivalent experience.	Air Force Materiel Management 2S051 skill level requirements	B1.2
3	(*) Limit Transaction Identification Code (TRIC) Group Assignment			B 1.2.2 B3.3.2 DAFI 23-101 Para. 7.5.4.3.6.
4	Chief Inspector	Minimum of three years' experience	Air Force ILS-S/ESS or applicable AFITS within the last five years; one year base level general Material Management	B1.2

(\*) NOTE: IAW AFI 23-101, *Materiel Management*, paragraph 7.5.4.3.6, the Limit Transaction Identification Code (TRIC) Group Assignment, Users are limited to a single primary TRIC group based on their job/duty title. TRIC groups allowing access to warehouse responsibilities and duties will not be granted to a user that also has Inventory

Accountability responsibilities. This policy ensures no single user is able to receive and issue property as well as accomplish scheduled/special inventories adjusting the item record for that same property.

(\*\*) Denotes "Key Personnel" positions and shall be filled with a qualified individual meeting the requirement and standards in the PWS for that respective Key Personnel position and the individual shall be present on base during the core hours and available for after-hour responses.

### B-TE-10 Publications

This is not an all-inclusive list.

Publication	Title
AFI 10-2501	Emergency Management Program
DAFI 23-101	Materiel Management Policy
AFMAN 23-122	Materiel Management Procedures
AFMAN 23-125 (IP)	Stock Readiness
AFMAN 32-7002	Environmental Compliance And Pollution Prevention
AFI 36-3012	Military Entitlements
AFRLI 21-101	Logistics Maintenance Management
AF Form 2001	Notification Of TCTO Kit Requirements
DoD 5100.76-M	Physical Security Of Sensitive Conventional Arms, Ammunitions, And Explosives
DoD 7000.14-R	Department Of Defense Financial Management Regulation (DoD FMR)
TM 3-4240-542-13&P	Operator And Field Maintenance Manual (Including Repair Parts And Special Tools List) For Mask, Chemical-Biological: Joint Service General Purpose, Field, M50 (4240-01-512-4431) Small (4240-01-512-4434) Medium (4240-01-512-4437) Large And Mask, Chemical-Biological: Joint Service General Purpose, Combat Vehicle, M51 (4240-01-512-4429) Small (4240-01-512-4435) Medium (4240-01-512-4436) Large {To 14p4-20-1, Tm 09204g/09205g-Oi/1, S6470-Ad-Omp-010} (This Item Is Included On Em 0045)
TO 00-25-234	General Shop Practice Requirements For The General Repair
TO 14P4-20-1	Operator And Field Maintenance Manual For Mask, Chemical-Biological: Joint Service General Purpose, Field, M-50

**TAB C**  
**GROUND TRANSPORTATION AND VEHICLE MANAGEMENT**

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## GROUND TRANSPORTATION AND VEHICLE MANAGEMENT DESCRIPTION OF SERVICES

**C1 Overview.** The Dobbins ARB Vehicle Management provides effective accountability, management, and maintenance services for the base vehicle fleet, tenant organization vehicles, selected registered, and non-registered equipment, and transient vehicles. Vehicles assigned are a combination of in-house Government-owned vehicles, and limited General Services Administration (GSA)-leased vehicles. GSA vehicle servicing and maintenance shall be accomplished IAW GSA policy defined in the GSA packet maintained in each GSA-leased vehicle listed in **C-TE-2d**. Vehicle Management includes providing minor, major, unscheduled, scheduled, and preventive maintenance services for the Government non-leased vehicle fleet, using in-house, contract and warranty services, performing on-base and local area mobile maintenance services, maintaining maintenance records, providing analysis and reports using Defense Property Accountability System (DPAS). In addition, utilizes the Enterprise External Business Portal (EEBT) link, or most current applicable Government software programs, and providing materiel support through Government and commercial vendors and agencies. Ground Transportation administers the DoD's Official Use program, provides wrecker and recovery services, tractor/trailer services, bus services, provides examination and licensing of operators for Government motor vehicles, and manages the installation motor vehicle servicing facility and pooled vehicle fleet utilizing On-line Vehicle Interactive Management System (OLVIMS)-Dispatch. The contractor (KTR) shall comply with Air Force Instructions (AFIs), all federal, state, and local laws in the performance of this Performance Work Statement (PWS).

All costs for vehicle and equipment parts, including parts for subcontract repairs of Government owned vehicles listed in PWS technical exhibit **C-TE-2d** will be invoiced under the Direct Parts and Materials for the Motor Vehicle Management (MVM) Contract Line Item Number (CLIN). Approved bench stock parts will be charged out to the applicable vehicle in DPAS. All costs for non-vehicle specific materials, supplies and consumables, including but not limited to oils, fluids, lubricants, shop supplies and hardware shall be included in the Firm Fixed Price (FFP).

All labor including subcontract labor and services to repair vehicles/equipment listed in PWS technical exhibit **C-TE-2d**, shall be included in the FFP unless otherwise specified in the PWS. Specialized repairs or services that are beyond the capability of the KTR due to facilities or specialty (i.e., collision repair/painting operations, transmission/engine rebuild) will be invoiced under the Direct Parts and Materials for the Motor Vehicle Management (MVM) Contract Line Item Number (CLIN). Specialized repairs will be reviewed by the COR and approved by AO in writing prior to repairs being performed.

**C1.1 Hours of Operation.** The KTR shall provide Ground Transportation and Vehicle Management services as follows:

Day of the Week	Time	Area
Monday through Friday	0630 - 1600	Vehicle Maintenance
Monday through Friday	0630 - 1600	Ground Transportation and Documented Cargo
Saturday/Sunday Primary UTA	0700 - 1630	Vehicle Maintenance and Ground Transportation
Monday through Friday	0600-2300 as needed	**Ground Transportation (C2.1)
Saturday/Sunday Holidays	0600-2300 as needed	**Ground Transportation (C2.1)

\*On UTA weekends, the KTR shall maintain the capability to repair vehicles and will perform maintenance to support mission requirements. KTR shall provide dispatch services, including operator records and licensing, for fleet vehicles and provide access to the facilities. The KTR shall provide access to GFP, supply required equipment and ensure access to facilities for the reservists on UTA weekends, and during the week when reservists are in a pay status.

\*\* The KTR shall be available to transport transient air crew members and their gear as specified in this contract with adequate coverage to ensure support is provided during hours when the operations flight schedule dictates coverage. As reference, Air Mobility Operations (AMOPS) hours are as follows (to include holidays unless the airfield is closed

by the authority of the 94 AW/CC): Sunday-Saturday 0600-2300L. The KTR shall support after hours operations as required if the Airfield has been directed to provide After Hours Support.

## **C1.2 Personnel Qualifications.**

**C1.2.1 Ground Transportation and Maintenance Manager.** The KTR shall provide a manager to accomplish Ground Transportation and Maintenance services as required in this PWS. The manager shall have a minimum of five years of documented experience as a manager of vehicle management services. The Ground Transportation and Maintenance Manager shall have no additional duties outside the ground transportation and maintenance management function.

**C1.2.1.1** The Ground Transportation and Maintenance Manager or designated alternate shall be located on-site during hours of operation. See C1.1.

**C1.2.2 Vehicle/Equipment Mechanics.** The KTR shall provide mechanics that have a minimum of three years' documented experience in repairing and maintaining one or more of the following categories: military and/or commercial design general /special purpose, base maintenance, aircraft and equipment towing vehicles, aircraft refueling vehicles and equipment or Material Handling Equipment/vehicular equipment. Professional certification in one or more applicable Automotive Service Excellence (ASE) Test series or completion of applicable trade school, technical training, or Military Occupational Skill (MOS) training, is required for all mechanics/technicians. Applicable certification test series is defined as certifications found within Automobile and Light Truck (A-Series) and/or Medium-Heavy Truck (T-Series) or equivalent. KTR shall provide a Lead Mechanic; lead mechanic will possess Master ASE certification or equivalent (IE AFSC 2T370 or higher). KTR shall provide at least one mechanic capable of providing A/C servicing/recovery. Mechanic will be properly trained and certified under Section 609 of the Clean Air Act by an EPA-approved program. The combined qualifications of Tab C workforce will ensure maintenance and repair capabilities for the entire vehicle and equipment fleet as identified in **C-TE-2d**. KTR shall be responsible for any and all expenses associated with certification/recertification requirements.

**C1.2.2.1 Emergency Vehicle Technician (EVT) Fire Apparatus Technician Level Certification Track.** The KTR shall ensure EVTs have at a minimum, Level II qualifications, IAW National Fire Protection Association (NFPA) 1071, Standard for Emergency Vehicle Technician Professional Qualifications or have attended an U.S. Air Force Fire Truck Maintenance Course. This individual performs inspections, maintenance, diagnosis, repair, and performance testing on emergency response vehicles (Fire Truck/Ambulance) and who, by possession of a recognized certificate, professional standing, or skill, has acquired the knowledge, training, and experience and has demonstrated the ability to deal with issues related to the subject matter, the work, or the project. Additional qualifications beyond EVT Level II qualifications can be identified by schooling, training, experience, and recognized certification programs, such as those administered by Automotive Service Excellence (ASE), Emergency Vehicle Technician Certification Commission, Inc., or other equivalent certifying agencies and have a minimum of three years' experience.

**C1.2.3 Fleet Management and Analysis (FM&A).** The KTR shall provide FM&A capability to manage the efficient and economic operation of the wing vehicle fleet IAW AFI 24-302, *Vehicle Management*. Employee(s) responsibilities include, but are not limited to fleet accountability management, conducting fleet management/maintenance analysis, oversight and scheduling of all vehicle maintenance repairs including Preventive Maintenance/special inspection schedules and establish and manage the Vehicle Control Program (VCP). The selected employee(s) will have a minimum of two (2) years' experience or equivalent training in FM&A and DPAS operation and/or similar/related accounting systems and procedure as required by this PWS. The selected FM&A employee(s) will not operate in a full-time capacity in any other position detailed within the PWS.

**C1.2.3.1 Materiel Control.** The KTR shall provide an individual to perform Materiel Control responsibilities IAW AFI 24-302, *Vehicle Management*. The selected employee will have a minimum of two (2) years' experience or equivalent training in Materiel Control and DPAS Warehouse Module operation and/or similar/related accounting systems and procedure as required by this PWS.

**C1.2.4 Ground Transportation/Vehicle Dispatcher.** The KTR shall provide an individual with the ability to perform routine, recurring vehicle dispatch and recordkeeping duties for the assigned vehicle fleet. Receives, processes, plans, and schedules vehicles to approved vehicle request, provide services and document in OLVIMS-Dispatch module IAW AFI 24-301, *Ground Transportation* and AFQTP 24-3-100, *OLVIMS-Dispatch*. The selected employee will have a minimum of two (2) years' experience in OLVIMS-Dispatch operation and procedure as required by this PWS.

**C1.2.4.1 Training Validation Office (TVO) Examiner.** The KTR shall provide two examiners who hold, at a minimum, a Class A Commercial Driver's License (CDL) and Hazardous Material endorsement. Must complete the *Training, Validation and Operations (TVO) Examiner* CBT and must have completed an *American Association of Motor Vehicle Administrators (AAMVA)* accredited training course. TVO examiners will serve as the sole certification authority on the installation for certification on a tractor/trailer combination, bus (designed to carry 16 or more passengers) and fuel tanker vehicles. Employee responsibilities include, but are not limited to the controlling, securing, and administering the Performance Tests according to instructions contained in AFI 24-301, AFQTP 24-3-200 *TVO Examiner's Guide* and the *AAMVA CDL Examiner's Manual*. The KTR shall provide TVO Examiner appointment letters to the AO/COR (See **C-TE-3, C001**).

**C1.3 AF Reservist Training.** The KTR shall provide UTA, AT, and AMRT training, IAW paragraph **A5.2**. Government validated training requirements will be provide to the KTR IAW paragraph **A12.5**. The KTR shall provide training specific to 2T1, 2T3, and 21R reservists using procedures IAW AFI 24-Series and all other guidance outlined in the respective CFETP's for each respective AFSC.

**C2 Ground Transportation Standard Services.** All services listed may be performed either on or off the installation depending on customer need and will comply with GMV Official Use, IAW Department of Defense Manual (DoDM) 4500.36, *Acquisitions, Management, and Use of Department of Defense (DoD) Non-Tactical Vehicles* and AFI 24-301, and AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*. All inputs into OLVIMS-Dispatch will utilize the appropriate category IAW AFQTP 24-3-100.

**C2.1 Passenger Movement.** The use of bus, shuttle services, and similar support provide the capability to transport personnel between offices, work centers, on or between installations, and other official destinations.

**C2.1.1 Protocol/Distinguished visitor (DV) Service.** The KTR shall provide DV support when requested to transport DVs. Typically, DVs are those individuals rated as general officer equivalents or above. Installation commander may afford DV distinction on an individual basis. All request will be input in OLVIMS-Dispatch utilizing this category.

**C2.1.2 Space-Available Transportation.** Shuttle bus shall be provided by the KTR when requested to accommodate Space Available visitors from the aircraft to the Air Transportation Function only. The KTR shall ensure documentation in OLVIMS-Dispatch is accomplished.

**C2.1.3 Aircrew Support.** The KTR shall support transient aircrew transportation requirements IAW AFI 24-301. Ensure timely execution and effective use of organic ground transportation services to include aircrew support in support of contingencies, and combat service support operations. The KTR shall use the OLVIMS Dispatch Module to collect, monitor, store, and process all aircrew support. The KTR shall provide aircrew transportation service to all transient military aircraft (i.e. C-17, C-5, KC-135, KC-10, etc.) at Dobbins ARB. Transient aircraft arriving at Dobbins ARB will coordinate 24-hours in advance, any requirement for aircrew transportation when submitting Prior Permission Request (PPR) through Airfield Management Operations. Airfield Management Operations will in turn directly notify KTR on type of transportation service requested by transient aircrew. All services will be included in the FFP.

**C2.1.3.1 Transient Aircrew Members.** The KTR shall transport flight crew members and their gear to and from Dobbins Air Reserve Base flight line to on-base and off base locations. On base locations include but are not limited to base armory, billeting, various squadrons, maintenance, motor pool and dining facilities. Off-base locations include hotels and restaurants no further than five miles from Dobbins ARB (**for official business only**).



**C2.1.3.1.1 Required Support.** Aircrew as follows: (See **C-TE-1, SSC01a, b**):

**On-Base Locations:** within 10 minutes of call or at agreed upon time.

**Off -Base Locations:** within 20 minutes of agreed upon time.

**C2.1.4 General Passenger.** The KTR shall provide passenger movements such as bus transportation services as Modified Shuttle Bus Service, Shuttle Bus Service, Group Transportation Service, Mass Transit Service, Emergency Bus Service, and military community activities providing the capability to transport groups of people on official business. All requests will be input in OLVIMS-Dispatch utilizing this category.

**C2.2 Cargo Movement.** The use of tractor-trailer, Material Handling Equipment, and similar support to provide the capability to transport cargo between work centers, on or between installations and other official destinations.

**C2.2.1 Tractor/Trailer.** The KTR shall provide scheduled/unscheduled cargo movements utilizing tractor/trailer combinations and similar support to provide the capability to transport cargo between work centers, on or between installations and other official destinations. All requests will be input in OLVIMS-Dispatch utilizing this category.

**C2.2.1.1 Defense Logistics Agency Disposition Services (DLA-DS).** The KTR shall deliver but not off load material to DLA-DS and obtain proof of delivery. DLA-DS is currently located at Robins AFB, GA.

**C2.2.2 Forklift/Material Handling Equipment (MHE) Service.** The KTR shall provide MHE support when an operator is requested to load and/or unload cargo, scheduled/unscheduled. Vehicles used for this service are typically 2-20K standard or 463L forklifts. All requests will be input in OLVIMS-Dispatch utilizing this category.

**C2.2.3 Cargo Pick-up and Delivery.** Ground Transportation is responsible for all Documented Cargo services and Due-In for Maintenance (DIFM) Returns within the confines of the installation. Documented Cargo will include delivery of supplies and equipment, to base units by using a Time Definite Delivery (TDD) concept IAW AFI 24-301. The KTR shall provide a delivery and pick-up service for materiel issued to and turned in by customers. The KTR shall tailor and develop a schedule for sweep frequencies/routes to provide support for disposition of all Documented Cargo, Mission Capable (MC) parts and equipment. The number of delivery routes/areas is a local determination driven by mission, volume of cargo and customer needs IAW AFI 24-301. The KTR shall provide the sweep schedule to the AO and COR for the Logistics Readiness Squadron (LRS) commander's approval. Upon receipt of customer request, the KTR shall recommend supportability (vehicle, driver availability, customer entitlement), recommend conformation or denial, schedule and provide services IAW AFI 24-301. KTR shall adhere to handling instructions for health hazard, pilferable, electrostatic discharge (ESD) material, and returns such as an expendable non-repairable consumable (XB3) and DIFM items. The KTR shall ensure appropriate information is input into the OLVIMS-Dispatch (See **C-TE-1, SSC01c**).

**C2.2.3.1 Pick-up.** The KTR shall not pick up item(s) for turn-in unless it has been cleaned, purged, drained, environmentally certified or otherwise prepared by the customer. The KTR shall receipt for materiel picked up from customers. Documented Cargo section will pick up recoverable item (DIFM) returns for those customers outside of maintenance community. DIFM items will be picked up from on-base issue/drop off points and delivered to Flight Service Center (FSC). Customers will ensure items contain proper documentation prior to pick up. Documented Cargo personnel are not required to inspect or complete documentation. The KTR shall validate the asset is packaged and tagged with the appropriate forms per AFI 24-301. Documented Cargo personnel are not responsible for the inspection of the item, packaging or proper completion of the AFTO 350, *Repairable Item Processing Tag*, DD Form 1348-1A or AMS label.

**C2.2.3.2 Delivery.** The KTR shall comply with delivery time requirements identified in paragraph C2.2.3 for delivery of materiel to customers. Mission Impaired Capability Awaiting Parts (MICAP) deliveries will be delivered to the appropriate shops. The KTR shall obtain customer's signatures, dates, and times on delivery documents for all materiel delivered. The KTR shall off load materiel at on-base delivery destinations. The KTR shall ensure materiel delivered to DLA-DS is demilitarized IAW Air Force Manual (AFMAN) 23-122, *Materiel Management Procedures* and AFI 23-101 *Materiel Management Policy*. The KTR shall deliver but not off load materiel to DLA-DS and obtain

proof of delivery. The KTR shall ensure Custodian Authorization/Custody Receipt Listing (CA/CRL) materiel is signed for by individuals authorized on the Equipment Custodian (EC) Listing. The KTR shall return refused materiel to supply for them to resolve the discrepancy. Priority cargo/MICAP/Non-Mission Capable Supply (NMCS)/999 resulting from Due-Out Release (DORs) and Routine cargo will be delivered during scheduled sweeps, unless the KTR is contacted for an unscheduled delivery. (See **C-TE-1, SSC02**)

**C2.2.3.3 Priority Documented Cargo Delivery.** The KTR shall deliver Due-Out Released (DOR) Material within the established delivery time below. (See **C-TE-1, SSC03**)

Delivery of Expedite Issue Request & Due-Out Released (DOR) Material (starts at receipt from carrier)	
Delivery priority 01/02/03 MICAP	NLT 20 min
Delivery priority 04	NLT 1 hour
Delivery priority 05-15	Next Scheduled Sweep*

**C2.2.4 General Freight.** All scheduled/unscheduled cargo movements not meeting another listed category description. To include priority cargo delivered off installation. This would also include priority documented cargo missions between installations.

**C2.2.4.1 Precision Measurement Equipment Laboratory (PMEL).** The KTR shall provide scheduled movement of PMEL. Items are to be picked up from the appropriate maintenance area and delivered to the PMEL function currently located at Robins AFB, GA. Items being returned from PMEL will be picked up and returned to the designated maintenance area. All items will be loaded and unloaded by the KTR. The KTR will decide appropriate vehicle requirements based upon the assets scheduled for pickup.

**C2.3 Vehicle Operator Licensing.** The KTR shall manage the installation's vehicle examination and licensing programs in accordance with DoDM 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*. The KTR shall assign and validate vehicle trainers in OLVIMS-Dispatch that have been appointed by using organization commanders. The KTR shall utilize Air Force standardized vehicle training packages when conducting TVO certifications in OLVIMS-Dispatch. Government Motor Vehicles (GMV) requiring additional certification from using organization will be processed IAW AFI 24-301. The KTR shall process customer request to obtain Government vehicle license and update vehicle operator status in the OLVIMS-Dispatch IAW AFI 24-301. The KTR shall manage the Operations and Licensing section IAW AFI 24-301. The KTR shall ensure completed work information is input into OLVIMS-Dispatch (See **C-TE-1, SSC04**).

**C2.3.1 Training Validation Office Examiners.** The KTR shall adopt the national standards established for certification on a tractor/trailer combination, bus (designed to carry 16 or more passengers) and fuel tanker vehicle. TVO will serve as the sole certification authority on the installation IAW AFI 24-301.

**C2.3.1.1** The KTR shall establish TVO examination registration procedures. This will allow both the members and the KTR the ability to schedule examinations in advance. Procedures will be provided to each Vehicle Control Official (VCO), AO and COR. The TVO examiner(s) will be available on UTA weekends if customers require examinations. (See **C-TE-3, C002**).

**C2.4 U-Drive-It Vehicle Support.** The KTR shall provide short-term use vehicles under centralized control to ensure the minimum assets are required to accomplish the maximum number of requirements. U-Drive-It support should be limited to general purpose vehicles, with trained operators and vehicles assigned to more specialized requirements such as; tractor-trailers, material handling equipment and large passenger vehicles.

**C2.4.1** Upon receipt of customer request, the KTR shall validate entitlement, including support agreements if required and provide U-Drive-It services IAW AFI 24-301. The KTR shall recommend if a credit card should be issued to the driver if travel is off base. The KTR shall ensure appropriate information is input into the OLVIMS-Dispatch. (See **C-TE-1, SSC05**).

**C2.4.2 Permissible Operating Distance (POD).** The KTR shall operate and allow only operation within the POD. Since it is often more effective to use commercial methods of transportation for the movement of personnel and cargo to destinations outside the surrounding area of the installation, a standard POD extending 120 miles (approximately two hours) in all directions from the perimeter of the installation applies to all Government-owned and leased vehicles. Enforcing a POD not only encourages the most economical form of travel, but it also ensures personnel and equipment are more easily retrieved in the unlikely instance of a vehicle accident or break-down. If an installation's units have routine mission requirements that necessitate an increased POD, the LRS commander may establish a POD that exceeds the standard distance, IAW AFI 24-301 and any Air Wing Instructions thereto. The KTR shall obtain the written approval from the AO or COR prior to dispatching a vehicle outside of the established POD.

**C2.5 Vehicle Servicing.** The KTR shall manage GMV operator care facilities and conduct operator care of vehicles. This service includes vehicle operator inspections, cleaning, fueling and/or moving a vehicle. This may include actions to deliver and/or retrieve vehicles from Vehicle Management, GSA/rental agencies and vehicle movements in support of UDI/command car positioning requirements. All types of servicing will be annotated in OLVIMS.

**C2.5.1 Operator Care Program.** The KTR shall establish and implement an operator care program that will ensure the vehicles are in a safe and serviceable condition and specific operator care maintenance is being performed and documented using Air Force Form 1800, AFI 24-301 and TO 36-1-191. (See **C-TE-1, SSC06**)

**C2.5.1.1** Using the Operator's Inspection Guide and Trouble Report form along with the AF Form 4355, the KTR makes a complete inspection to verify the vehicle's malfunctions, validate waived items and address repairs effecting safe vehicle operation prior to acceptance into Vehicle Maintenance and work order processing. (See **C-TE-1, SSC06**)

**C2.5.2. Vehicle Servicing.** The KTR shall perform the following services on the UDI fleet and ensure all inputs are recorded into OLVIMS-Dispatch; vehicle operator inspections, cleaning, fueling and/or moving a vehicle. This may include actions to deliver and/or retrieve vehicles from Vehicle Management, GSA/rental agencies and vehicle movements in support of UDI/command car positioning requirements.

**C2.5.3 Fleet Wash Facilities.** The KTR shall provide all services and supplies necessary to maintain the fleet wash facility IAW accepted industry practices, and comply with state, local and federal environmental policies and procedures. If equipment malfunctions, response and corrective action shall be initiated within 1 hour. (See **C-TE-1, SSC07**)

**C2.5.4 Wing Commander Vehicle Service.** The KTR shall inspect the Wing Commander's car monthly. The Wing Commander's car shall be cleaned, washed, and serviced every other week, and waxed at least semiannually IAW local requirements, AFI 24-302 and TO 36-1-191. The KTR shall ensure completed work information is input to the OLVIMS-Dispatch. (See **C-TE-1, SSC08**)

**C2.6 Wrecker/Recovery.** The KTR shall retrieve disabled vehicles for transport to military or commercial intermediate maintenance facilities and provides emergency services to clear runways, taxiways, and airfield access roads.

**C2.6.1 Recovery Service.** Upon receipt of customer request, the KTR shall determine customer entitlement, confirm request, determine retrieval equipment and materials needed, and provide services IAW AFI 24-301. The KTR shall recommend if Department of Defense (DOD) Fleet Credit Card should be issued to retrieve vehicles IAW local policy. The KTR shall ensure appropriate information is input to the OLVIMS-Dispatch. Wrecker/Recovery response times for requests will be NLT 60 minutes in the case there is a vehicle blocking an airplane, for normal customer requests will be 60 minutes during normal duty hours and 120 minutes outside of normal duty hours. (See **C-TE-1, SSC09**)

**C2.6.2** The KTR shall provide written procedures for notification and a listing of on-call drivers and mechanics to the CO and AO. (See **C-TE-3, C003**)

**C2.7 Official Use Reporting Program.** Advises installation leaders on official use determinations regarding the use of GMVs. Ground Transportation also serves as the monitoring and reporting authority for the installation. KTR shall collect and analyze official use complaints and communicates those complaints and trends to leaders.

**C2.7.1 Installation Misuse Program.** The KTR shall oversee the installation Vehicle Misuse Program IAW AFI 24-301 and any Air Wing Instructions thereto. The KTR shall collect the information and conduct a technical assessment for review. The KTR shall maintain a log of reported cases in the OLVIMS-Dispatch module.

**C2.7.1.1** Upon receiving a complaint, the KTR shall collect the information and conduct a technical assessment using AF Form 870, *U.S. Government Motor Vehicle Suspected Misuse Report*. All reported misuse cases will be routed through the AO as the Ground Transportation Official for coordination with the LRS Commander with a courtesy copy to the applicable VCO. (See **C-TE-3, C004**)

**C2.7.1.2** When requested the KTR shall assist the AO and LRS commander with providing their respective group commander with detailed results of substantiated vehicle misuse investigations with recommendations to improve official use of GMVs annually.

**C2.7.1.3** The KTR shall provide a copy of the annual misuse data to the Vehicle Control Officials and the LRS Commander with detailed results of pending and completed vehicle misuse investigations with recommendations to improve official use of GMVs.

### **C3 Maintain Vehicles.**

**C3.1 Requirements.** The KTR shall provide scheduled and unscheduled vehicle and equipment maintenance and repair services for the 94 AW. Assigned vehicles and equipment are identified in **C-TE-2**. Services shall include inspections (including Time Compliance Technical Orders (TCTOs), Service Bulletins (SBs), One Time Inspections (OTIs), etc.), servicing, major and minor repair of vehicles and equipment accounted for in DPAS. The KTR shall maintain Mission Capable (MC) rates for the vehicle fleet IAW AFI 24-302 and TO 36-1-191. Scheduled maintenance is accomplished IAW TO 36-1-191, which provides maintenance frequencies. The KTR shall notify customer of scheduled maintenance requirements based on schedule generated from DPAS (**C4.4.1**). The KTR shall establish and maintain a Customer Service Center (CSC) IAW AFI 24-302. The KTR shall be responsible for scheduling work and determining vehicle maintenance priorities IAW AFI 24-302. The KTR shall provide work status to the customer, typically the unit VCO, as requested. (See **C-TE-1, SSC10a**)

**C3.1.1** Upon receipt of vehicle addition or notice of deletion to fleet inventory, the KTR shall research data received with vehicle and input into the Logistics Installation and Mission Support-Enterprise View (BLADE) Transaction Request Tool (TRT); TRT will be monitored regularly for changes/updates made by 441 Vehicle Support Chain Operation Squadron (VSCOS). Other services shall include, but not be limited to performing an acceptance inspection or serviceability inspection and processing vehicle for service or disposition. If vehicle is being transferred to another location, or being used for extended Temporary Duty (TDY), the KTR shall update vehicle in TRT and place the historical file with the vehicle for transfer and a copy of the historical record for extended TDY. The KTR shall maintain a record file of selected records. All work under this paragraph shall be accomplished IAW AFI 24-302, TO 36-1-191 and 441 VSCOS guidance.

**C3.1.2 Technical Order Publications.** The KTR shall maintain the Vehicle Maintenance and Operations TO publication file, commonly referred to as a TO Library. The KTR shall maintain a file of current TO's for Vehicles and Equipment that they are responsible to maintain and service. The KTR shall use the Enhanced Technical Information Management System (ETIMS) where applicable to maintain, add, delete, and update TO requirements IAW TO 00-5-1-WA-1. Other repositories of TOs may be used if required TOs are not available thru ETIMS IAW AFI 24-302. The TO Library will be managed and inspected IAW TO 00-5-1-WA-1.

**C3.1.3 TCTO Program.** The KTR shall manage all applicable TCTOs, Commercial Recalls, SBs and OTIs as part of the TCTO program to include accomplishing other required inspections per applicable references and

manufacturer's specifications/requirements IAW but not limited to AFI 24-302 and TO 36-1-191. TCTO, SB, and OTI actions will be completed before the required completion date. (See **C-TE-1, SSC10b**)

**C3.1.4. Local Vehicle Management Operating Procedures.** The KTR shall prepare written local Vehicle Management Operating Procedures IAW AFI 24-302. All employees will be required to accomplish an annual review. (See **C-TE-3, C005**)

#### **C4 Types of Maintenance**

**C4.1 Intermediate Maintenance.** Intermediate maintenance is accomplished by the base Vehicle Management, including minor (see C4.2) and major (see C4.3) maintenance; comprising direct and indirect labor hours. Tab C Manager determines shop capability and decides which source of repair to use. Manpower, total cost, mission requirements, Non-Mission Capable (NMC) time, shop tools, equipment and technical capability influence the decision-making.

**C4.2 Minor Maintenance.** Upon customer arrival, the KTR shall inspect vehicle for operator care, damage, or possible abuse; check mileage, and determine work requirements. The KTR shall accomplish minor maintenance when the work requirement is determined to be two hours or less in duration and does not require expenditures exceeding \$60.00 for any single component. The KTR shall ensure completed work information is input into DPAS as a work order. Maintenance costs exceeding the \$60.00 component cost or two hours in work duration shall be major maintenance. The KTR shall not replace tires and batteries under minor maintenance IAW AFI 24-302.

**C4.3 Major Maintenance.** When work estimates exceed the minor maintenance requirement the KTR shall complete an AF Form 4355, *Vehicle Incoming Inspection*, each time a vehicle is processed into Vehicle Maintenance. The KTR shall then generate the DPAS work order, perform work, and notify customer for pick-up. This work includes repairing or replacing parts, assemblies, sub-assemblies, and components IAW AFI 24-302. The KTR may have to fabricate parts when required and perform body, glass, upholstery and structural repair. The KTR shall ensure completed work information is input into DPAS. The KTR shall ensure the parts used on Government vehicles meets or exceeds the Original Equipment Manufacturers (OEM) standard. If quotes cannot be obtained the KTR shall provide explanation (i.e. unavailability/uniqueness of parts etc.) to the approval level to be waived. All maintenance that exceeds the One Time Repair Limit (OTRL) must be approved by the AO and/or CO IAW AFI 24-302 and TO 36-1-191. The KTR shall use the table below when requesting parts or services.

<b>Cost Threshold</b>	<b>Approval Level</b>	<b>Quotes</b>
\$0 - \$999.99	N/A	0
\$1,000.00-\$9,999.99	COR/AO review & approval	3
\$10,000.00 and up	COR/AO review and CO approval	3

**C4.4 Scheduled Maintenance.** The KTR shall perform scheduled maintenance to include Preventive Maintenance and Inspection (PM&I) and Special Inspections based on the DPAS schedule IAW TO 36-1-191 and AFI 24-302. An AF Form 4354, *PM&I*, is used in conjunction with applicable manufacturer's inspection requirement during the scheduled PM&I and will be filed with the DPAS work order IAW AFI 24-302. (See **C-TE-1, SSC11**)

**C4.4.1** The KTR shall process a 90-day due-in listing from DPAS Inquiries, IAW DPAS Maintenance & Utilization (M&U) Guidebook, for vehicles and vehicular equipment that require schedule maintenance due by date IAW TO 36-1-191. The KTR shall verify, schedule, and complete all scheduled maintenance by DPAS system generated due date. The KTR shall provide those due dates to the affected VCO/VCNCO. The KTR shall generate overdue reports and produce a weekly no-show listing (when applicable) to the COR and/or AO for any missed appointments. Failure of the unit(s) to produce vehicles at the scheduled time for maintenance will not be held against the KTR; however, the KTR is responsible to notify the Government of any overdue status. The KTR shall report difficulties in obtaining vehicles to the AO/COR for resolution on the first business day of each week. Over-dues are considered a safety violation. (See **C-TE-1, SSC11** and **C-TE-3, C006** and **C007**)

**C4.5 Mobile Maintenance.** Upon receipt of request for mobile maintenance, the KTR shall determine validity, and if valid, respond to the request IAW AFI 24-302. If parts are needed, the KTR shall order parts, recover the vehicle, schedule repair and complete. All attempts shall be made to accomplish the required work at the breakdown site. The KTR shall ensure completed work information is input into DPAS as a work order “BKDN” and annotate in the remarks “mobile maintenance”.

#### **C4.6 Reserved**

**C4.7 Tire Repair Section.** The KTR shall repair all vehicle tires, maintain all assigned tire repair and servicing equipment in a safe operating condition, and ensure strict compliance with safety standards. KTR personnel assigned to the Tire Shop are required to be thoroughly trained in all aspects of tire inspection and repair procedures. KTR shall ensure that TO 36-1-191 will be readily available, electronically, or hard copy, within the vehicle maintenance/service facility. Personnel must be familiar with the instructions outlined in AFI 24-302 and AFMAN 91-203 for additional guidance.

**C4.7.1 Tires.** The KTR shall use tire control procedures IAW TO 36-1-191, AFI 24-302, and AFI 23-101. New tires for all Government owned vehicles will be procured from the most economical source. The KTR shall invoice disposal fees for validated tire purchases for the vehicles listed in C-TE-2d, through the Direct Parts and Materials MVM CLIN. The KTR shall ensure completed work information is input into DPAS as a work order “TRRL”.

**C4.8 Tools and Equipment (Specialized).** Specialized tools and equipment are tools used for special applications in specific vehicle repair and maintenance. Government-owned specialized tools and equipment shall be calibrated IAW TO 00-20-14 and AFI 24-302. The KTR shall calibrate KTR-owned tools and equipment IAW manufacturer’s recommendations. (See **A-TE-3, A14**)

**C4.9 Unscheduled Maintenance.** Unscheduled Maintenance does not include scheduled maintenance, Preventive Maintenance and any other recurring type maintenance.

#### **C4.10 Limited Technical Inspections (LTIs)**

**C4.10.1 Deployments.** The KTR shall perform an LTI and accomplish repairs on general and special purpose vehicles and material handling equipment identified to deploy. The KTR shall prepare duplicate Vehicle Historical Records IAW AFI 24-302, TO 36-1-191 and Dobbins Installation Deployment Plan (IDP). Historical record, if required, will be placed inside the vehicle.

**C4.10.2 Process LTIs.** The KTR shall ensure vehicles requiring an LTI for acceptance, disposition action, and repair decisions are processed within ten (10) duty days of requirement and provided to the AO and COR. LTIs for shipping must be completed as soon as practical in order to meet Redistribution Order (RDO) requirements IAW AFI 24-302 and TO 36-1-191. (See **C-TE-1, SSC12** and **C-TE-3, C008**)

**C4.11 Depot-Level Maintenance.** The KTR shall update contact information with VSCOS and HQ AMC A4RE and be responsive to Depot-Level Maintenance notifications. The KTR shall assist in the coordination with MAJCOM IAW AFI 24-302 and TO 36-1-191. The KTR shall provide the following information to the AO/COR for approval: how the vehicle record will be maintained, acceptance LTI procedures, capturing of depot maintenance dates and costs, and license plate procedures. (See **C-TE-3, C009**)

#### **C5 Accountability Management**

**C5.1 Parts.** The KTR shall manage accountability for daily parts issued by entering purchase data into DPAS. The KTR shall manage accountability of all parts waiting to be installed, or still on-order, update parts locations and associated data elements IAW DPAS M&U and Warehouse Guide Books and VSCOS guidance.

**C5.1.1 Shop Stock.** The KTR shall maintain KTR owned items such as oil filters, air filters and daily use Hazardous Material (HAZMAT) items. The KTR shall maintain all parts IAW AFI 24-302 and AFMAN 32-7002, *Environmental Compliance and Pollution Prevention* and enter low cost shop consumption and stock data into DPAS.

**C5.1.2 Bench Stock.** The KTR shall manage bench stock IAW AFI 24-302.

**C5.1.3 Green Procurement Program (GPP).** The KTR shall collect and report on the local procurement standards utilizing the virtual “Air Force Vehicle Management Green Procurement Program Log” to document data concerning the use/procurement of all items identified in AFI 24-302 (to include new/virgin/exempted items/products). The KTR shall collect and report on the purchase/use of Engine Coolants, Hydraulic Fluids Greases-Truck, Sorbents, Re-refined Oil and Tires using the latest reporting tool located on the Vehicle Management Neighborhood SharePoint IAW AFI 24-302. All transactions will be logged onto the virtual VM Neighborhood within two (2) duty days of actual transaction. The KTR shall ensure personnel involved in this process complete the “Green Procurement” computer-based training within ten (10) days of being hired. (See **C-TE-1, SSC13**)

**C5.2 Vehicle License Plate Program and Federal Motor Vehicle Registration System (FMVRS).** The KTR shall procure Air Force license plates through UNICOR and utilize FMVRS to manage and update vehicle and AF license plate status in FMVRS IAW AFI 24-302, TO 36-1-191, and GSA directives. The KTR shall invoice all license plate purchases for all Government owned vehicles, through the Direct Parts and Materials MVM CLIN.

**C5.3 Fuels.** The KTR shall attain access to the Defense Logistics Agency (DLA) Enterprise External Business Portal (EEBP) website <https://business.dla.mil/landing/index.jsp>. The KTR shall perform a download of fuel issue data from the DLA EEBP link, screen for accuracy, resolve discrepancies, and input into DPAS IAW DPAS M&U Guidebook. Download/input frequency will be at least weekly IAW AFI 24-302. (See **C-TE-1, SSC14**)

**C5.3.1** Provide Fuels Management a master list depicting all assigned vehicles and organization codes to include a breakout of all vehicles that have changed since the previous list; quarterly. The list must include the vehicle registration number, unit, all grades of product that will be used (e.g., MUR, MRR, DL1, DL2, CNG, LNG, etc.) and if it is alternative fuel capable, IAW AFI 24-302. (See **C-TE-3, C010**)

**C5.4 DOD Fleet Credit Card.** The KTR shall manage the base fleet service credit cards established by the AO. Services shall include requisitioning, receiving, issuing and administering control of the DOD Fleet Credit Card IAW AFI 24-302, and AFI 24-301.

**C5.5 Master Vehicle Report (MVR).** The Master Vehicle Report is maintained in the BLADE /Fleet Management/MVR/Hand Receipt/AFRC/Dobbins. The KTR shall monitor BLADE monthly for vehicle data accuracy. Any corrections shall be submitted through TRT. Report any problems to 441 VSCOS, DSN: 312-574-4410/4408, Comm: 757-764-4410/4408, Email: [441VSCOS.AF.VehMgt@us.af.mil](mailto:441VSCOS.AF.VehMgt@us.af.mil). The listing is used for fleet management purposes. (See **C-TE-3, C011**)

**C5.5.1** The KTR shall provide fleet management services to include, requesting adjustments to unit vehicle authorizations and assignments, receiving new assets from the Vehicle Due-In Listing (or rotating vehicles), receiving new leased vehicle authorization by updating/using BLADE- Vehicles, and TRT IAW AFI 24-302. All adjustments/assignments will be validated by the AO. (See **C-TE-1, SSC15**)

**C5.5.2** Upon request for a new vehicle authorization, the KTR shall process request IAW AFI 24-302 and coordinate the Authorization Change Request (ACR) through the AO prior to submission to Major Command (MAJCOM).

**C5.5.3 Financial Improvement Audit Readiness (FIAR).** The KTR shall be compliant with all FIAR requirements IAW AFI 24-302. Annual FIAR Compliance Inventory requirements distributed by VSCOS shall be accomplished with 100% accuracy and within time frame specified. (See **C-TE-1, SSC16**)

**C5.6 Reports.** The KTR shall provide various reports and analysis generated by OLVIMS-Dispatch, DPAS, BLADE, or any applicable IT system; some reports require manual preparation. OLVIMS-Dispatch generated reports are to be prepared IAW AFI 24-301. Non-automated reports are generally reports required by higher headquarters or public law. The KTR shall provide the AO/COR any additional analysis data (non-programmed) upon request.

**C5.6.1 Minimum Essential Level (MEL) and Vehicle Priority Recall List (VPRL).** The KTR shall develop and manage a vehicle MEL/VPRL IAW AFI 24-302. The purpose of this listing is to establish vehicle maintenance and recall priorities. The MEL/VPRL is approved by the MSG/CC annually IAW AFI 24-302. All coordination will be routed to the AO prior to MSG approval. (See **C-TE-3, C012**)

**C5.6.2 FFP NTE Parts and Materials Report.** The KTR shall complete monthly FFP NTE Parts and Materials report (Tab C parts purchased) IAW AFI 24-302. The KTR shall ensure all cost data is reconciled monthly with AO and COR prior to the last calendar day of each month. (See **C-TE-3, C013**)

**C5.6.3 Commercial Lease Vehicle Data.** The KTR shall report all units that commercially lease any vehicle during the quarter. All applicable information will be loaded into the VM Neighborhood SharePoint/Vehicle Programs Toolbox (Icons in the center of the page)/Commercial Lease Data/Select Base. If no assets were leased for the quarter, “no assets to report this quarter” will need to be annotated IAW AFI 24-302. (See **C-TE-3, C014**)

**C5.6.4 Mission Capability (MC) Rates.** 90% MC rate is the set rate Air Force wide, however mission capability is still essential. The KTR shall ensure that minimum essential vehicle levels and mission needs are met. This may require withdrawing vehicles from organizations currently above their MEL or with lower priorities. It may also be necessary to consolidate work force, work overtime, cannibalize parts, delay work, or make temporary repairs to return priority vehicles to service. In addition to the 90% MC rate the MEL and/or firefighting capability must be considered. If feasible, avoid unnecessary vehicle downtime and increase MC time by providing service within the shortest turn-around time possible. Non-Mission Capable (NMC) hours start on the date and time entered on the Operator’s Inspection Guide and Trouble Report. (See **C-TE-1, SSC17**)

**C5.6.4.1** The KTR must provide justification for all vehicles or equipment that have been NMC for maintenance for five (5) business days or more and are not in a Non-Mission Capable Supply (NMCS) status. Weekly updates must be provided to the COR/AO for any work orders that are not NMCS for over five (5) business days or in an NMCS status for over ten (10) business days. (See **C-TE-1, SSC17**)

**C5.6.5 Maintenance Completion Times.** Job times will be the original Vehicle Management Estimate input into DPAS. Changes to job estimates shall be approved by the COR. Return times begin after vehicle is delivered to Vehicle Management and parts are on hand. Vehicles delivered after 1000 will be allowed one (1) additional day. Return times will be IAW the following table unless approved by the COR or AO:

Job Time	Vehicle Returned NLT
≤ 3 hrs.	Next Business Day
3-6 hrs.	2 Business Days
6-10 hrs.	3 Business Days
10-20 hrs.	4 Business Days
≥ 20 hrs.	Time in Business Days +3 Business Days

**C5.6.6 Air Rescue and Firefighting (ARFF).** The KTR shall coordinate with local Fire Chief, Asst. Fire Chief, or other representative from the base fire department to obtain minimal requirements for ARFF capability (Gallon Requirement). This information should be utilized in lieu of an MEL for crash vehicles only.

**C5.6.7 GSA Vehicle Data/Mileage List.** The KTR shall provide a GSA Mileage Report that includes an updated monthly mileage for all assigned GSA assets. Information shall be current as of the last day of the previous month. All mileages will be updated in DPAS IAW DPAS M&U Guidebook (most current version). (See **C-TE-3, C015**)



**C5.6.8 Material Deficiency Report (MDR).** The KTR shall prepare and submit reports using the Joint Deficiency Reporting System (JDRS) in conjunction with TO 00-35D-54-WA-1, *USAF Deficiency Reporting and Investigating System*, and TO 36-1-191. Additionally, courtesy copy all JDRS packages to 441 VSCOS, AO and COR for situational awareness. (See **C-TE-3, C016**)

**C5.6.9 Vehicle Work Order Report.** The KTR shall prepare and submit IAW DPAS M&U Guidebook, saved in Excel format, or otherwise specified. The report will include all work orders for the previous month. (See **C-TE-3, C017**)

**C5.6.10 Vehicle Utilization Report.** The KTR shall prepare and submit IAW DPAS M&U Guidebook, saved in Excel format, or otherwise specified. The Report will include all assets that received a mileage update for the previous month. All assets will have a miles/hours update monthly. End of Month miles/hours should be received from each VCO. (See **C-TE-3, C018**)

**C5.7 Vehicle Control Program (VCP).** The KTR shall establish and manage the 94 AW VCP IAW AFI 24-302. KTR shall maintain a current VCO listing and ensure all unit appointed VCOs are thoroughly trained on their responsibilities IAW AFI 24-302. KTR shall ensure AO and/or COR are invited to all VCO meetings and will create and distribute written VCO meeting minutes. (See **C-TE-1, SSC18** and **C-TE-3, C019**)

**C5.8 War Readiness Materials (WRM) Assets.** The KTR shall provide WRM management services to include validating changes and inputting changes to BLADE and DPAS IAW AFI 24-302 and AFI 25 -101, *War Reserve Material (WRM) Program Guidance and Procedures*; serve as member of the Base WRM Review Board; and administer the WRM vehicle program as coordinated with the AO.

## **C6 Air Force IT Systems (AFITS).**

**C6.1 On-Line Vehicle Interactive Management System (OLVIMS).** The main system used is the OLVIMS-Dispatch Module. Ground Transportation personnel utilize OLVIMS Dispatch to capture, schedule, and monitor vehicle dispatch requests and vehicle utilization. It also is used to track Air Force Motor Vehicle Operator Identification Cards and Driver's Records, to include vehicle qualifications, restrictions, certifications, and violations. The KTR shall maintain requests for transportation service in the OLVIMS-Dispatch Module for documenting requests for services. The KTR shall ensure proper (standard) dispatch category codes are used correctly for each transportation service request in the OLVIMS-Dispatch Module.

**C6.2 Defense Property Accountability System (DPAS).** DPAS will be used by the AF Vehicle Management community as the primary system for performing all life-cycle management functions pertaining to the ground vehicle fleet including agency owned and leased assets. After work is performed, information concerning the completed work is also entered into the system and is used to generate various reports for local and higher headquarters use. DPAS is composed of several modules which collect data on vehicle utilization, cost, and other specialized data on the base vehicle fleet that is managed and supported. The KTR shall ensure all costs expended for labor and materials necessary for maintenance and repair of Tab A and Tab C assets are entered accurately into DPAS. The KTR shall comply with operating procedures as described in DPAS M&U Playbook, BLADE-Vehicles TRT User's Guide, AFI 24-301 and AFI 24-302. (See **C-TE-1, SSC19**)

**C6.2.1 Vehicle Management/Fleet Management & Analysis (FM&A).** The three main systems currently in use are DPAS, BLADE, and TRT. DPAS involves work order, labor tracking, costing and calculations. Additionally, vehicle inventory records and accountable transactions will be submitted to 441 VSCOS in the Accountability Property module through TRT. TRT is the sole source for vehicle transaction requests (Vehicle Data Updates/LTI Model and Dispositions/Rotations/RDO's, etc.). The 441 VSCOS is the authoritative source for the vehicle allowances; this is also available in DPAS. BLADE-Vehicles is a "Data Service" that serves as the overarching gateway to AF/A4 enterprise reporting and analysis. BLADE-Vehicles provides a consolidated look at vehicle accountability and sustainment data. Data from DPAS is merged with supplemental tables that are maintained by 441 VSCOS. The KTR shall continually monitor vehicle data integrity/quality/accuracy using BLADE-Vehicles, TRT and Vehicle Enterprise Dashboard (VED) IAW AFI 24-302.

**C6.2.2 Materiel Control.** The KTR shall ensure that parts acquisitions, consumable replenishments, and tool issuing/tracking are maintained in the Warehouse module in DPAS.

**C7 Vehicle Historical Folder.** The KTR shall establish and maintain a historical folder for each vehicle in the fleet that is maintained by the KTR IAW Air Force Records Information Management System (AFRIMS), AFI 24-302, and DPAS M&U Playbook. These folders shall be maintained and be available for Government review at any time for the life of the vehicle. Should the vehicle be transferred, this folder shall be provided to the receiving activity.

**C8 Deployment Operations.** The KTR shall perform deployment operations. Upon notification, establish a sub-motor pool and mobile maintenance function to operate and maintain vehicles. Deployment Operations functions will be accomplished IAW the 94 AW IDP and directed by the Installation Deployment Officer (IDO). Exercises and operations processed in DCAPEs are considered deployment operations. Extended operations in support of deployments/ exercises are included in the firm-fixed price.

**C8.1** Prior to, during, and post-deployment operations, the KTR shall provide support as ordered by the Deployment Control Center. Upon completion of each operation, the KTR shall return all items to their proper location.

**C8.2** The KTR shall accomplish repairs on general and special purpose vehicles and material handling equipment identified to deploy and prepare duplicate Vehicle Historical Records to be placed in the vehicle(s) being deployed IAW AFI 24-302.

**C8.3 Deployment LTIs.** Refer to C4.10.1 for requirements.

**C9 Base Exercises.** At times support will be required in any or all service areas during base exercises. Participate in exercises IAW the most current published AF and higher headquarters guidance. Provide the required support and personnel IAW exercise needs, base Operations Plans (OPLANS) and the 94 AW IDP. See workload estimates for **C-TE-2b**. Exercises and operations processed in DCAPEs are considered deployment operations. Extended operations in support of base exercises are included in the firm-fixed price.

**C10 Accident and Abuse Program.** The KTR shall oversee the Accident and Abuse Program for the base IAW AFI 24-302 and any Air Wing Instructions thereto. The KTR shall take appropriate measures to prevent misuse, abuse, and damage to AF motor vehicles.

**C10.1** All Vehicle Management Operation & Maintenance (O&M) expenditures for vehicle accident and abuse repairs, including contract cost, are reimbursable to the BOS Direct Parts and Materials for the MVM CLIN by the owning/using organization or the organization responsible for the damage if not the owner. Includes repair costs for all Government vehicles when involving multiple Government vehicles.

**C10.1.1** KTR is responsible for all expenditures for vehicle accident and abuse vehicles repairs assigned to them under ASC 037. In the event an asset has been properly requested and approved for use by the Government, the using organization is responsible for the damage.

**C10.1.2** All accident/abuse repairs to KTR-assigned assets will be reviewed and approved by COR or AO, in writing, before being returned to service.

**C10.1.3** In the event a vehicle is removed from service due to an accident or abuse, a replacement vehicle will not be furnished. The responsible organization will be required to use internal Squadron resources in order to fulfill their requirements unless the unit can document clear mission degradation will occur. The KTR is responsible for temporary replacement of asset(s) to complete contract requirements as required. Vehicle/equipment loss due to accident/abuse will not be justification for performance degradation.

**C10.2** The KTR shall report all vehicle accidents and abuse information through the AO/COR within one (1) duty day from vehicle turn-in or notification for coordination with the LRS Commander. The KTR will initiate a work order and an accident/abuse estimate, which will indicate and estimate the cost of repairs.

**C10.2.1** The KTR shall collect the information, pictures, AF Form 1800, SF Form 91, repair estimates from vendors (if required) and conduct a technical assessment of the suspected abuse or accident. A package will be prepared, signed by the Tab C Manager or FM&A, and routed through the AO/COR to the Commander of the organization assigned to the vehicle in question within five (5) duty days of the reported incident. The Unit Commander has ten (10) duty days to investigate and remit a response. Repairs will commence after the 10<sup>th</sup> day and/or upon receipt of release /acceptance of Financial Responsibility letter from using organization authorizing the obligated funds unless a delay in writing is requested by the using organization. If a Government-owned vehicle causes a fatality or an accident involves private property, the Base Legal Office must release the vehicle before repairs commence. (See PWS technical exhibit **C-TE-3, C020**)

**C10.2.2** When requested, an AF Form 1823, *Vehicle and Equipment Work Order*, will be prepared by Vehicle Maintenance. The responsible Unit Commander will initiate a DD Form 200, *Financial Liability Investigation of Property Loss*, to determine financial liability if there is evidence of gross negligence. For accidents involving a POV, determinations are made through the Base Legal Office in cooperation with Security Forces and civilian law enforcement agencies (if applicable).

**C10.2.3** If the using organization Commander concludes there has not been vehicle abuse and the 94 LRS/CC agrees with the rationale, the vehicle abuse case will be closed. If the 94 LRS/CC or designated representative disagrees, the case will be forwarded to the 94 MSG/CC, who will make the final determination of responsibility.

**C10.2.4** Vehicles damaged beyond repair or determined to be not economically repairable will be parked and a Limited Technical Inspection (LTI) will be completed and turned into the 441<sup>st</sup> Vehicle Support Chain Operations Squadron (VSCOS) with a recommendation to be turned into the Defense Logistics Agency Disposition Services (DLA/DS). Assets assigned to the KTR listed under ASC 037 will not be replaced by the Government and loss of asset does not justify contract performance degradation.

**C11 Coordination.** The KTR shall be responsive and timely in responding to requests for information, technical advice and input, or other collaboration when requested by the CO, AO, COR, FAC or AFRC. Submit inputs on support agreements, directives, OPLANS, instructions, manuals and like input to the AO for validation and signature as requested by the AO. (See **A-TE-3, A012**)

**C-TE-1  
SERVICE SUMMARY**

<b>SS#</b>	<b>Performance Objective</b>	<b>PWS Ref</b>	<b>Performance Threshold</b>
<b>SSC01</b>	Establish and maintain a responsive passenger and cargo pick-up and delivery service for customers	<b>C2.1.3.1.1</b>	1a. 1 Defect per month. All on- base aircrew requests per month are picked up at the agreed upon location within 10 minutes of agreed upon time.  1b. 1 Defect per month. All off-base aircrew requests per month are picked up at the agreed upon location within 10 minutes of agreed upon time.
		<b>C2.2.3</b>	1c. 1 Defect per month. All approved cargo request per month are picked up and dropped off at the agreed upon location. 100% of the inputs will be captured correctly in OLVIMS-Dispatch.
<b>SSC02</b>	Ensure all deliveries are properly receipted by authorized individuals	<b>C2.2.3.2</b>	100% of and CA/CRL materiel signed for by individuals authorized on the Equipment Custodian Listing.
<b>SSC03</b>	Materiel deliveries completed in a timely manner	<b>C2.2.3.3</b>	Materiel for priority 01 and 02 issue, delivered to customer NLT 30 min, 100% of the time within any given calendar month.
<b>SSC04</b>	Vehicle operator records are properly managed within the OLVIMS-Dispatch	<b>C2.3</b>	1 Defect per month. Operator records are entered into OLVIMS-Dispatch with a 100% accuracy rate per entry.
<b>SSC05</b>	Establish a U-Drive It program utilizing existing vehicle fleet	<b>C2.4.1</b>	1 Defect per month. Customer requests for vehicles shall be fulfilled based on vehicle availability, customer need and priority IAW AFI 24-301.
<b>SSC06</b>	Monitor the operator care program for fleet that will ensure vehicle documentation is properly annotated	<b>C2.5.1, C4.6.1</b>	1 Defect per month. Operator inspections are performed IAW AFI 24-302 and T.O. 36-1-191, documented on AF Form 1800 and AF Form 4427. The forms shall be complete, accurate and correct before CSC accepts vehicle for maintenance. NMC time adjusted per AF Form 1800/4427.
<b>SSC07</b>	Provide a fleet wash rack(s) that is/are clean, serviceable, and equipped with the proper vehicle cleaning supplies	<b>C2.5.3</b>	1 Defect per month. Vehicle wash rack is kept clean with supplies on hand and readily available. If equipment malfunctions, response and corrective action shall be initiated within 1 hour.
<b>SSC08</b>	Wing Commander's Vehicle Servicing	<b>C2.5.4</b>	100% of the time. The Wing Commander's car shall be inspected, cleaned, washed, and serviced monthly and waxed at least semiannually IAW AFI 24-302 and TO 36-1-191.

<b>SS#</b>	<b>Performance Objective</b>	<b>PWS Ref</b>	<b>Performance Threshold</b>
<b>SSC09</b>	Provide vehicle recovery service fleet vehicles	<b>C2.6.1</b>	95% of all vehicle recovery request responded to within 60 minutes for vehicles blocking aircraft, 60 minutes during duty hours and 120 minutes during non-duty hours per month. Data will be documented accurately in OLVIMS-Dispatch 100% of the time.
<b>SSC10</b>	Repairs to vehicles and equipment shall be accomplished to meet safe and serviceable standards	<b>C3.1</b>	10a. One (1) Defect per month. 100% AF Form 4355 used each time asset is processed into VM. Repairs to all vehicles meet safe and serviceable standards IAW TO 36-1-191. All vehicles awaiting pick-up by user shall be inspected for job quality and completeness. Vehicle is returned to customer free of visible and/or physical signs of the accomplished repairs.
		<b>C3.1.1</b>	10b. One (1) Defect per month. 100% TRT transactions shall be input within 3 business days.
		<b>C3.1.3</b>	10c. One (1) Defect per month. All TCTOs, SBs, and/or directed OTIs and other required inspections that apply to the vehicle fleet shall be performed and annotated in DPAS at all times. TCTO program will be managed IAW AFI 24-302 and DPAS M&U Playbook
<b>SSC11</b>	Timely performance of scheduled maintenance actions	<b>C4.4, C4.4.1</b>	95% of all scheduled maintenance accomplished prior to the DPAS scheduled due date each month. Those due by mileage/hours scheduled/completed within four (4) duty days each month.
<b>SSC12</b>	Limited Technical Inspection (LTI) processing	<b>C4.10.2</b>	LTI's for acceptance, disposition action and repair decisions will be processed within ten (10) duty days of requirement and provided to the AO 100% of the time.
<b>SSC13</b>	Green Procurement Program (GPP) Log.	<b>C5.1.3</b>	One (1) Defect per month. All records are maintained in the GPP log with a 98% accuracy rate per entry IAW AFI 24-302. All transactions will be logged onto the virtual GPP Log within two (2) duty days of actual transaction.
<b>SSC14</b>	Fuel Issues downloaded/input into DPAS	<b>C5.3</b>	100% of accurate fuel issues will be input into DPAS on a weekly basis.
<b>SSC15</b>	Perform required reconciliations of DPAS and BLADE systems	<b>C5.5.1</b>	100% of vehicles will be correctly loaded and managed within the applicable data systems.
<b>SSC16</b>	FIAR Compliance Inventory	<b>C5.5.3</b>	100% accuracy on reported data and compliance on timeline and process requirements.
<b>SSC17</b>	MC rates and timely maintenance shall be obtained for the vehicle fleet	<b>C5.6.4 C5.6.4.1 C5.6.4.1.2</b>	Fleet shall comply with the monthly average MC rate of 90% and no more than one (1) defect for Maintenance Completion Times.

<b>SS#</b>	<b>Performance Objective</b>	<b>PWS Ref</b>	<b>Performance Threshold</b>
<b>SSC18</b>	Effectively establish and manage the VCP	<b>C5.7</b>	100% of program and documentation requirements will be met IAW AFI 24-302. Documentation will meet a 95% accuracy rate.
<b>SSC19</b>	Upon completion of vehicle maintenance work order, data must accurately match the data within DPAS	<b>C6.2.1</b>	1 Defect per month. Completed work orders generated in a one (1) month period are entered into DPAS. 100% of errors found will be corrected.
<b>SSC20</b>	Ensure required Data Deliverable submittals are on time and complete	<b>C-TE-3</b>	Provide 100% of submittals in accordance with the requirements of <b>C-TE-3</b> , including PWS references.
<b>SSC21</b>	QCP Performance	<b>A3.2.4</b>	The QCP shall be performed at no less than 97% each month. Any discrepancies (the 3%) will have to be corrected within seven (7) days.

**C-TE-2**  
**WORKLOAD ESTIMATES**

**C-TE-2a Vehicle Management Workload: (24 Month Period)**

Minor maintenance was accounted for using the following criteria; work orders of 2 labor hours or less on vehicles and equipment items (time awaiting parts, awaiting maintenance and direct labor hours combined must not exceed 2 hours) and if the work order was \$60.00 or less for parts and determined to be less than 2 hours in duration. All other work orders were accounted for as major work orders.

\*Note: As of 1 December 2021, 46 of 48 new special purpose vehicles have been added to the Master Vehicle Receipt and are not reflected in workload data below. These vehicles are no more than 2 years old compared to the average fleet age of 8 years. Offeror should add 20% to special purpose equipment workload data to accommodate for maintenance requirements for these additional assets.

<b>Category</b>		<b>Totals</b>
<b>Minor Maintenance Work Orders</b>	<b>PWS Reference</b>	
Commercial Light/Med Duty	C4.2	364
Commercial Heavy Duty		80
Firefighting		39
Military Design		37
Refueling		29
*Special Purpose Equipment		183
Materials Handling Equipment (MHE)		196
<b>Minor Maintenance Total</b>		<b>928</b>
<b>Major Maintenance Work Orders</b>		
Commercial Light/Med Duty	C4.3	453
Commercial Heavy Duty		65
Firefighting		117
Military Design		21
Refueling		81
*Special Purpose Equipment		353
Materials Handling Equipment (MHE)		140
<b>Major Maintenance Total</b>		<b>1230</b>
<b>Total Work Orders Completed</b>		<b>2158</b>
Total Direct/Indirect Labor Hours (Man-hours)	C4.1	19873
Direct/Indirect Hours For Repairs of Commercial Light/Med Duty		6213.5
Direct/Indirect Hours For Repairs of Commercial Heavy Duty		1027.5
Direct/Indirect Hours For Repairs of Firefighting		3309.5
Direct/Indirect Hours For Repairs of Military Design		610.5
Direct/Indirect Hours For Repairs of Refueling		1283.5
*Direct/Indirect Hours For Repairs of Special Purpose Equipment		5149.5

Category		Totals
Direct/Indirect Hours For Repairs of Materials Handling Equipment (MHE)		2279
Parts Cost For Repair Of Commercial Light/Med Duty		\$344,758
Parts Cost For Repairs of Commercial Heavy Duty		\$43,471
Parts Cost For Repairs of Firefighting		\$138,376
Parts Cost For Repairs of Military Design		\$14,025
Parts Costs For Repair of Refueling		\$45,238
*Parts Cost For Repairs of Special Purpose Equipment		\$1,480,884
Parts Cost For Repairs of Materials Handling Equipment (MHE)		\$44,586
<b>Total Costs</b>		<b>\$2,111,338</b>
LTI's Conducted	C4.10	180
New Vehicle Received	C5.5.2	30
Vehicle Rotations (last 3 years)	C5.5.1	152
New Leased Vehicles	C5.6.3	21
Other TRT Transactions		98
<b>Total TRT Transactions</b>		<b>433</b>
Fuel Issue Transactions Input	C5.3	7260

**C-TE-2b OLVIMS Workload (24 Month Period):**

PWS Reference	Type of Vehicle Utilized	Total Supported	Total Time In Service		Total Pax	Total Miles
			HR	MIN		
C2.1.1	Protocol DV					
	Van	10	46	5	93	150
	Bus	3	9	51	56	45
	Total	13	55	56	149	195
C2.1.3	Transient Aircrew					
	Bus	117	61	24	1053	936
	Van	353	159	25	1412	1765
	Total	470	220	49	2465	2701
C2.1.4	General Passenger					
	Bus	158	323	23	4915	2381
	Van	15	35	54	116	135
	Truck	12	33	22	12	100
	Total	185	392	39	5043	2616
C2.2.1	Tractor Trailer					
	T/T	64	390	15	N/A	10,620



PWS Reference	Type of Vehicle Utilized	Total Supported	Total Time In Service		Total Pax	Total Miles
			HR	MIN		
	Total	64	390	15	N/A	10,620
<b>C2.2.2</b>	<b>Forklift MHE</b>					
	4/6K F/L	3	3	15	N/A	12
	10K Standard F/L	8	9	21	N/A	32
	Total	11	12	36	N/A	44
<b>C2.2.3.3</b>	<b>Doc Cargo Priority</b>					
	Truck	315	118	51	N/A	1260
	Total	315	118	51	N/A	1260
<b>C2.2.3.2</b>	<b>Doc Cargo Routine</b>					
	Truck	1044	2088	0	N/A	15660
	Total	1044	2088	0	N/A	15660
<b>C2.2.4</b>	<b>General Freight</b>					
	Truck	31	164	56	N/A	5830
	Total	31	164	56	N/A	5830
<b>C2.3.1.1</b>	<b>TVO Examination</b>					
	Trac/Trailer	8	26	0	N/A	160
	Bus	12	33	49	N/A	240
	Total	20	59	49	N/A	400
<b>C2.4</b>	<b>UDI Support</b>					
	Total	758	N/A	N/A	N/A	N/A
<b>C2.5</b>	<b>Vehicle Servicing</b>					
	TVO Preparation	20	45	30	N/A	125
	Servicing (Deliver)	23	31	12	N/A	570
	Servicing (Cleaning)	248	195	6	N/A	1670
	Servicing (Inspecting)	758	126	30	N/A	758
	Wing CC	24	11	20	N/A	120
	Total	1073	409	38	N/A	3243
<b>C2.6</b>	<b>Wrecker Recovery</b>					
	Wrecker	18	12	25	N/A	288
	Total	18	12	25	N/A	288
Totals		4002	3926	30	7657	42,857

OLVIMS-Dispatch Licensing Transactions: 24 month Totals				
Type Transaction		New	Updated	Deleted
Total Transactions		6866	9130	277

**C-TE-2c Miscellaneous Workload:**

<u>Workload</u>	<u>PWS Reference</u>	<u>Average</u>
Estimated After Hour Support	<b>A5.1</b>	180 (Annually)

Deployment/ Operations Workload (PWS Reference: C9)		
Description	Passengers/Cargo	Total Supported per contract
PDF/CDF (8 hour Operations)	380/50Tons	5
PDF/CDF (18 hour Operations)	60/30 Tons	5

Reservist Training Support Workload Factors		
AFSC	# Mil Members supported on UTA and AT Annually	# Mil Members supported on AMRT Annually
<b>2T1X1</b>	<b>13</b>	<b>1</b>
<b>2T3X1</b>	<b>7</b>	<b>1</b>
<b>2T3X1A/C</b>	<b>1</b>	<b>1</b>
<b>2T3X7</b>	<b>2</b>	<b>1</b>
<b>21R</b>	<b>2</b>	<b>1</b>
<b>Total</b>	<b>25</b>	<b>5</b>

**C-TE-2d. Government Owned Vehicles:** See Attached Master Vehicle Report (MVR).

The KTR is cautioned, vehicle information provided in this PWS is current as of Dec 2021 and changes to vehicle distribution can happen at any time during the life of the contract.

**C-TE-3**  
**DATA DELIVERABLES**  
(See C-TE-1 SSC20)

The KTR shall submit all required reports shown below using the e-mail address (referenced by number) in the chart following the required report information via electronic means. All “days” are in calendar days unless otherwise specified.

<b>Item #</b>	<b>Report Title</b>	<b>Submit To</b>	<b>Freq</b>	<b>PWS Reference</b>
<b>C001</b>	<b>TVO Examiner Appointment Letter</b>	<b>2, 3</b>	<b>As Req *</b>	<b>C1.2.4.1</b>
*NLT ten (10) workdays after operational performance start date and updated within five (5) days of personnel changes.				
<b>C002</b>	<b>TVO examination registration procedures</b>	<b>2, 3, 11</b>	<b>As Req *</b>	<b>C2.3.1.1</b>
First submission due NLT ten (10) days after operational performance start date and updated within five (5) days of process changes. The KTR shall establish TVO examination registration procedures that allow both the members and the KTR the ability to schedule examinations in advance. Procedures will allow Examinations to be performed on a UTA Weekends.				
<b>C003</b>	<b>List of On-Call Drivers and Mechanics with Procedures for After Hours Recalls</b>	<b>2, 3</b>	<b>Annual*</b>	<b>C2.6.2</b>
Initial Report is due NLT operational performance start date. *Revisions are required within five (5) duty days of personnel changes. KTR’s form and format are acceptable.				
<b>C004</b>	<b>Misuse Reports</b>	<b>2, 3, 11</b>	<b>As Req *</b>	<b>C2.7.1.1</b>
*NLT ten (10) workdays after occurrence of the event. Prepare and distribute IAW AFI 24-301				
<b>C005</b>	<b>Vehicle Management Operating Procedures</b>	<b>2, 3</b>	<b>Annual</b>	<b>C3.1.4</b>
*NLT ten (10) workdays after operational performance start date for approval. Prepare, distribute, and perform annual review IAW AFI24-302.				
<b>C006</b>	<b>Scheduled Inspection Maintenance Plan and Report</b>	<b>2, 3</b>	<b>Monthly</b>	<b>C4.4.1</b>
First submission due NLT five (5) days after operational performance start date; subsequent submissions due NLT 5th day of each month, current as of the end of the previous month. Prepare IAW DPAS M&U Guidebook.				
<b>C007</b>	<b>Overdue for Scheduled Maintenance/No Show Report</b>	<b>2, 3</b>	<b>Weekly or as Required</b>	<b>C4.4.1</b>
The KTR shall generate overdue reports and produce a weekly no-show listing (when applicable) to the AO/COR by the first business day of each week.				
<b>C008</b>	<b>Limited Technical Inspection-Motor Vehicles (LTI AFTO Form 91)</b>	<b>2, 3, 13</b>	<b>As Req</b>	<b>C4.10.2</b>
The estimated workload contained in <b>C-TE-2</b> includes the estimated workload for this task. Notwithstanding that the effort will be performed “as required”, additional payment will not be made for this task. Prepare IAW TO 36-1-191. LTI’s shall be routed to the Transportation AO for approval within ten (10) duty days.				
<b>C009</b>	<b>Depot Maintenance Plan</b>	<b>1, 2, 3</b>	<b>Annual</b>	<b>C4.11</b>
Prepare IAW AFI 24-302 and TO 36-1-191 within ten (10) duty days upon notification by AFRC Fleet Manager.				
<b>C010</b>	<b>Fuels Management Reconciliation</b>	<b>2, 3, 14</b>	<b>Quarterly</b>	<b>C5.3.1</b>
First submission due NLT ten (10) days after operational performance start date; subsequent submissions due NLT 5th day of the following quarter IAW AFI 24-302.				

Item #	Report Title	Submit To	Freq	PWS Reference
<b>C011</b>	<b>Master Vehicle Report</b>	<b>2, 3</b>	<b>Monthly</b>	<b>C5.5</b>
First submission due NLT ten (10) days after operational performance start date; subsequent submissions due NLT 5th day of the following month. Downloaded and saved in Excel from BLADE				
<b>C012</b>	<b>Minimum Essential List (MEL) and Vehicle Priority Recall List (VPRL)</b>	<b>2, 3, 5</b>	<b>Annual</b>	<b>C5.6.1</b>
Reports must be forwarded through the AO for MSG Commander level approval IAW AFI 24-302 within 30 days operational performance start date and annually thereafter.				
<b>C013</b>	<b>FFP NTE Parts and Materials Report</b>	<b>2, 3</b>	<b>Monthly</b>	<b>C5.6.2</b>
First submission due NLT ten (10) days after operational performance start date; subsequent submissions due NLT than the last calendar day of each month. Prepare IAW DPAS M&U Guidebook.				
<b>C014</b>	<b>Commercial Lease Vehicle Data</b>	<b>2, 3, 12</b>	<b>Quarterly</b>	<b>C5.6.3</b>
Applies to all units that commercially lease any vehicle during the quarter. Report is due NLT 5th day following the end of the quarter. Prepare IAW AFI 24-302.				
<b>C015</b>	<b>GSA Vehicle Data/Mileage List</b>	<b>2, 3</b>	<b>Monthly</b>	<b>C5.6.5</b>
KTR shall generate a list monthly to ensure mileage/hours are updated IAW DPAS, AFI 24-302. Submissions due NLT 15th day of each month, current as of the end of previous month.				
<b>C016</b>	<b>Material Deficiency Reporting (MDR)</b>	<b>1, 2, 3, 15</b>	<b>As Req</b>	<b>C5.6.6</b>
The overall estimated workload contained in <b>C-TE-2</b> includes the estimated workload for this task, notwithstanding that the effort will be performed "as required". Additional payment will not be made for this task. Prepare IAW AFI 24-302, TO 36-1-191, and TO 00-35D-54.				
<b>C017</b>	<b>Vehicle Work Order Report</b>	<b>2, 3</b>	<b>Monthly</b>	<b>C5.6.7</b>
First submission due NLT ten (10) days after operational performance start date; subsequent submissions due NLT 15th day of the following month. Produced from DPAS inquiry IAW DPAS M&U Guidebook, saved in Excel format, or otherwise specified.				
<b>C018</b>	<b>Vehicle Utilization Report</b>	<b>2, 3</b>	<b>Monthly</b>	<b>C5.6.8</b>
First submission due NLT ten (10) days after operational performance start date; subsequent submissions due NLT 15th day of the following month. Produced from DPAS inquiry IAW DPAS M&U Guidebook, saved in Excel format, or otherwise specified.				
<b>C019</b>	<b>Vehicle Control Official Meeting Minutes</b>	<b>1, 2, 3, 11</b>	<b>Annual</b>	<b>C5.7</b>
Report is due NLT 7 workdays after the VCO meeting. Prepare IAW AFI 24-302.				
<b>C020</b>	<b>Accident/Abuse Reports</b>	<b>2, 3, 4, 6, 7, 8, 9, 10, 11</b>	<b>As Req *</b>	<b>C10.2.1</b>
*NLT 5 workdays after occurrence of the event. Prepare and distribute IAW AFI 24-302. NOTE: Delivery to 8 and 9 only when applicable				
<b>C021</b>	<b>Workload Status Tracking</b>	<b>2, 3</b>	<b>Monthly</b>	<b>A5.4</b>
The KTR shall submit a Monthly Workload Status Report NLT five (5) days after the first of each month. The report shall detail the amount of Estimated Workload Data work completed during the preceding month and shall include a running total completed to date for the current Period of Performance. The format will mirror format in <b>C-TE-2(a)(b)</b> .				

The complete e-mail and address are:

1	HQ AFRC/A4RX	6	94 SFS/SFOI	11	Applicable VCO(s)
	afrc.a4rr.2@us.af.mil		94SFS.SFOA.SFSSERVICES@us.af.mil		
2	94 LRS/LGT/AO	7	94 AW/SAFETY	12	VM Neighborhood SharePoint
	Carlos.beaver@us.af.mil		94AW.SEG.usr@us.af.mil		
3	94 LRS/LGT/COR	8	94 AW/JA	13	BLADE TRT
			94aw.JA.legaloffice@us.af.mil		
4	94 LRS/CC	9	94 AW/FM	14	Fuels Management POC
	Christopher.kaighen@us.af.mil		94aw.fm@us.af.mil		
5	94 MSG/CC	10	Applicable Org CC	15	441 VSCOS 441vscos.af.vehmgt@us.af.mil

#### Vehicle Control Official (VCO) Org Code(s) and Office Symbol

AA	Wing CC	HD	AMXS	JW	CES Fire Dept
AC	22 AF	ID - IE	Comm	KE	SFS
AG	Safety	IF	Honor Guard	SA	622 CEG
BQ	Bioenvironmental	IN	FSS	SB	TCC
EA	Contracting	IS	PRIME RIB	WG	CS/SOI
ER	80th APS	JE	EOD	3X	BOS Fuels
FA	Ops Grp CC	IS	PRIME RIB	5A	MXS
FG-GV	OSS -SOF	JL	CE Environmental	6B	BOS TMO
HD	AMXS	JN	CE Readiness	8A	ASTS
HQ	AES	JP	CE OPS FLT	9D	700 AS

#### **C-TE-4: GOVERNMENT-FURNISHED PROPERTY**

##### **C-TE-4a. Government Furnished Facilities**

<b>Bldg. #</b>	<b>Facility</b>	<b>Total Sq. Ft</b>
516	Vehicle Maintenance /Ground Transportation	16,374
518	Vehicle Maintenance	1,765
519	Base Vehicle Wash Rack	714
516	Vehicle Wash Bay	312

##### **C-TE-4b. See Attachment 3 Consolidated (GFP) Listing**

##### **C-TE-4c. Scheduled Incidentals Listing**

<b>Nomenclature</b>	<b>Qty</b>
Bin, Parts	5
Bookcase	4
Cabinet, File	11
Cabinet, Rotary File	1
Cabinet, Storage	5
Cabinet, Flammable	2
Chairs, Various Types	20
Credenza	3
Lectern	1
Lockers, Various	4
Table, Various Sizes	5
Table, Work	9
Workstation	6

##### **C-TE-4d. Scheduled Incidentals Listing: IT Equipment/Copiers/ Radios**

<b>Nomenclature</b>	<b>Qty</b>
Zero Clients	2
Laptop	7
Monitor	12
Printer	2
Radio, Portable	14
Toughbook	2
Storage/charging Unit, PowerSync+ Cart 20	1
Radio, Base	1

##### **C-TE-4e. Government Telephones, Landline**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>QTY</b>
Telephones	Telephones	7

**C-TE-5**  
**TECHNICAL ACRONYMS/ABBREVIATIONS AND DEFINITIONS**

AAMVA	American Association of Motor Vehicle Administrators	MC	Mission Capable
AFITS	Air Force Information Technology Systems	MEL	Minimum Essential Level
AFSITS	Air Force Supply IT System	MVR	Master Vehicle Report
ASE	Automotive Service Excellence	NFPA	National Fire Protection Association
BLADE	Basing and Logistics Analytics Data Enterprise	NMC	Non Mission Capable
CDL	Commercial Driver's License	NMCM	Non Mission Capable Maint
DLA	Defense Logistics Agency	NMCS	Non Mission Capable Supply
DLA-DS	Defense Logistics Agency Disposition Services	OLVIMS	On-Line Vehicle Interactive System
DPAS	Defense Property Accountability System	TRT	BLADE Vehicles Transaction Request Transaction Request Tool
EEBT	Enterprise External Business Portal	TVO	Training, Validation and Operations
ESS	Enterprise Supply Solutions	VCO	Vehicle Control Official
FIAR	Financial Improvement Audit Readiness	VED	Vehicle Enterprise Dashboard
GMV	Government Motor Vehicle	VM	Vehicle Management
GSA	General Services Administration	VPRL	Vehicle Priority Recall List
GT	Ground Transportation	WRM	War Readiness Materials

**ACCEPTANCE INSPECTION.** An inspection performed on all new and used vehicles and equipment received on base, before placing them in service that shows the condition of the vehicle. Discrepancies noted on the AFTO 91 must be fixed before placing the vehicle in service if use of the vehicle would aggravate the problem or if the discrepancy creates a safety hazard

**ACCIDENT REPAIRS.** Repairs required as a result of collision, regardless of whether the object collided with a vehicle, and regardless of whether the vehicle requiring repairs was the moving unit.

**AGRICULTURAL EQUIPMENT.** Equipment designed and used for landscaping, cultivating, or processing agricultural products.

**AREA ASSISTANCE.** A service provided by the geographical Air Logistics Center (ALC) to the requesting activity in resolving operational, maintenance, and technical problems.

**AVERAGE HOURLY LABOR RATE.** The labor rate established locally, for use with DPAS documentation and used for DOD reporting.

**COMMERCIAL REPAIR.** Maintenance of vehicles or equipment accomplished by contract with an approved commercial organization on either a one-time or a continuing basis.

**CORROSION CONTROL.** That treatment required to prevent or correct corrosive action on vehicles and equipment.

**DEFENSE PROPERTY ACCOUNTABILITY SYSTEM (DPAS).** A menu-driven system using interactive screen processing that provides automated on-line edits of input data for vehicle management use. The system maintains a database of vehicle information to provide local management and higher headquarters with motor vehicle operations

and maintenance information. This information includes pertinent cost and failure information for use in surveying the Air Force and Air Force Reserve vehicle fleet.

DELAYED MAINTENANCE. Maintenance that can be delayed without serious damage to the vehicle or a compromise of safety standards.

DEPOT MAINTENANCE. Maintenance that is the responsibility of and performed by designated maintenance activities to augment stocks of serviceable material, and to support organizational and intermediate maintenance activities. This maintenance is accomplished by more extensive shop facilities and equipment and personnel of higher technical skill than are usually available at lower levels of maintenance. As a rule, its phases consist of repairing, modifying, overhauling, reclaiming, or rebuilding parts, accessories, subassemblies, components, and end items; the emergency manufacturing of unavailable parts; the manufacturing of end items; and providing technical assistance to using activities and intermediate maintenance organizations. Depot maintenance is usually accomplished in fixed shops, by inter-service support agreement, commercial contract, or by on-site teams.

EMERGENCY VEHICLES. Vehicles designed and used to respond to situations that have or may result in injury, death to personnel, damage, or the destruction of property; e.g., fire trucks, ambulances,

ENVIRONMENTAL, SAFETY & OCCUPATIONAL HEALTH COMPLIANCE ASSESSMENT MANAGEMENT PROGRAM (ESOH CAMP). A comprehensive self-evaluation and program management system for achieving, maintaining, and monitoring Air Force compliance with environmental, safety and occupational health laws and regulations.

INDICATORS. Used to monitor the operation or condition of a management goal.

INTERMEDIATE MAINTENANCE. Maintenance that is usually the responsibility of and performed by designated maintenance activities for direct support of using organizations. Its phases usually consist of calibrating, repairing, or replacing damaged or unserviceable parts, components, or assemblies; modifying material, manufacturing emergency or unavailable parts; and providing technical assistance to using organizations. Intermediate maintenance is usually accomplished by the using command in fixed shops and by mobile service and repair units.

INTERSERVICE MAINTENANCE-OTHER GOVERNMENT AGENCIES. Maintenance performed by one Government agency for another.

INTRA-SERVICE MAINTENANCE. Maintenance performed by one organization, base, or station for another within the same Governmental department or agency.

LIMITED TECHNICAL INSPECTION (LTI). An inspection performed to determine the current condition of a vehicle or equipment, using AFTO Form 91, Limited Technical Inspection-Motor Vehicles.

BASING AND LOGISTICS DATA ANALYTICS ENVIRONMENT (BLADE). A system of managing the inventory of AF vehicular equipment.

BLADE VEHICLES. A “Data Service” that serves as the overarching gateway to AF/A4 enterprise reporting and analysis. BLADE Vehicles provides a consolidated look at vehicle accountability and sustainment data. Data comes from the Integrated Logistics System-Supply (ILS-S) and DPAS and is merged with supplemental tables that are maintained by 441 VSCOS.

LOW SPEED VEHICLES (LSV). Commonly referred to as scooters, are defined as a 3-6 wheeled, self-propelled utility vehicles that do not meet Federal Motor Vehicle Safety Standards, and are specifically designed for operation off of public roads and highways with a maximum speed of 25 MPH.



**MAINTENANCE.** All actions required to keep a vehicle or piece of equipment serviceable. This includes inspection, testing, servicing, repairing, overhauling, rebuilding, remanufacturing, cannibalizing, and reclaiming parts, accessories and end items.

**MAJOR ASSEMBLY.** An assembly of component parts essential to the operation of the end item; e.g., the engine, rear axle assembly, transmission, etc.

**MATERIAL OR QUALITY DEFICIENCY REPORT (MDR).** A report of material failure, equipment malfunction, design deficiency, or unsafe or otherwise unsatisfactory conditions.

**MAXIMUM ONE-TIME REPAIR ALLOWANCE.** The maximum amount of dollars that can be expended at any one time for repairing a vehicle or equipment.

**MISSION IMPAIRED CAPABILITY AWAITING PARTS (MICAP).** Equipment or a system that is not operationally ready and maintenance work cannot be performed to make it operationally ready until the required item of supply becomes available at the work area.

**MOBILE SERVICE OR REPAIR.** Service or repair performed away from the vehicle maintenance shop by a mobile maintenance unit equipped and manned to provide this support.

**MODIFICATION.** A change in the physical configuration or in the functional characteristics of a system or equipment accomplished according to AFI 24-302.

**MOTOR VEHICLE.** Any item of equipment mounted on wheels or tracks that derives motive power from a self-contained power unit, or is designed to be towed by and used together with such self-propelled equipment.

**MOTOR VEHICLE ACCIDENT.** An occurrence involving a motor vehicle resulting from a collision with another moving or stationary object, an upset, falling or flying object, fire, flood, lightning, earthquake, or other acts of God. Mechanical failures resulting from operator abuse or negligence are not accidents under this definition.

**NON MISSION CAPABLE (NMC).** The total time a vehicle is out-of-commission for maintenance and parts (NMCM plus NMCP).

**NON MISSION CAPABLE MAINTENANCE (NMCM).** A vehicle placed in an out-of-commission status for maintenance.

**NON MISSION CAPABLE SUPPLY (PARTS) NMCS.** A vehicle placed in an out-of-commission status due to non-availability of parts.

**OLVIMS-Dispatch.** An interactive and user-friendly computer system to aid in managing the ground transportation vehicle fleet. The system automates ground transportation functions such as vehicle dispatch, fleet analysis, operator records and licensing, and registered equipment management.

**OPERATOR.** Any military or civilian employee who is regularly required to operate motor vehicles. This includes chauffeurs, mounted messengers, truck drivers, or guard-drivers.

**ORGANIZATIONAL MAINTENANCE (COMMONLY KNOWN AS OPERATOR MAINTENANCE).** Maintenance that is the responsibility of, and performed by the using organization on its assigned equipment. This maintenance consists of cleaning, servicing, and checking for maintenance discrepancies.

**OVERHAUL.** The restoration of an item to a completely serviceable condition, as prescribed by a maintenance serviceability standard.

OZONE DEPLETING CHEMICALS (ODCs). Chlorofluorocarbons (CFC), halons, and other substances that deplete the stratospheric ozone layer as classified by the Clean Air Act Amendment of 1990 (CAAA90) (AFI 32-7001).

POLLUTION PREVENTION. All actions necessary to include use of processes, practices, products, or management actions that eliminate or reduce undesirable impacts on human health and the environment. These actions are a hierarchy of source reduction, recycling, treatment, and disposal or means source reduction and other practices that reduce or eliminate the creation of pollutants through increased efficiency in the use of raw materials, energy, water or other natural resources, and the protection of natural resources (AFI 32-7002).

PREVENTATIVE MAINTENANCE & INSPECTION (PM&I). Periodic prescribed inspections and servicing of equipment, accomplished on a calendar, mileage, or hours-of-operation basis. Preventive Maintenance activities include: complete operational check, adjustments, services recommended by the manufacturer, oil/filter change, lubrication and identification of items needing repair or replacement to return the equipment to serviceability standards.

PUBLIC TRANSPORTATION. Transportation that is or may be made available by a commercial firm or public utility on a regularly scheduled basis as part of its public service and for which fares are collected.

REPETITIVE MAINTENANCE. Maintenance required as a result of incorrect diagnosis, poor quality of work, design deficiency, operator abuse, ineffective quality control, or material failure.

REPLACEMENT CODE. A code assigned to a vehicle designating eligibility for replacement.

SCHEDULED MAINTENANCE. Periodic prescribed inspections or servicing of equipment, accomplished on a calendar, mileage, or hours-of-operation basis.

SERVICEABILITY STANDARD. A condition a vehicle must meet or surpass to be declared serviceable and satisfactory for operations.

SERVICING. All adjustments found necessary during Preventive Maintenance.

SPECIAL INSPECTION. Specialized requirements peculiar to certain equipment prescribed by manufacturer's manuals and TO 36-1-191, Chapter 3.

TRANSIENT GOVERNMENT VEHICLE. A vehicle belonging to an Air Force activity or other Government agency and not officially assigned for maintenance or operational support by coordinated agreements.

U-DRIVE VEHICLE (UDI). Vehicle assigned to vehicle operations available to support organizations that do not have assigned vehicles and to augment units with assigned vehicles in meeting infrequent peak requirements for short term (normally limited to 72hrs) use.

UNAUTHORIZED MAINTENANCE. Repair or service on civilian vehicles; recurring repair or service on non-Air Force vehicles, except as covered by valid inter-service agreements or contracts; or repair performed on an uneconomically repairable vehicle without proper approval.

UNECONOMICALLY REPARABLE. A vehicle or piece of equipment whose one-time repair estimate exceeds the one- time repair allowance, or whose age or mileage life expectancy has been attained.

UNSCHEDULED MAINTENANCE. Maintenance that is not scheduled but is required to correct deficiencies and to restore the vehicle or equipment to a serviceable condition. Unscheduled Maintenance does not include scheduled maintenance, Preventive Maintenance and any other recurring type maintenance.

USAF MANAGEMENT CODE. A code assigned to a vehicle for identification purposes.

VENDOR PRODUCT EVALUATION. A program established to evaluate and study new concepts, procedures, techniques, and maintenance shop equipment.

VEHICLE ABUSE. Any act or omission that has caused or may cause vehicle damage not attributable to fair wear and tear, accident, or incident.

VEHICLE, COMMERCIAL TYPE. A vehicle designed to meet civilian requirements and used without major modifications for routine purposes in connection with the transportation of supplies, equipment or personnel.

VEHICLE CONTROL PROGRAM (VCP). VCP is the management control functions that will be established for those base activities with assigned vehicles on recurring dispatch.

VEHICLE FLEET MANAGER (VFM). Individuals charged with managing the vehicle management activity.

VEHICLE INCIDENT. Vehicle damage that was clearly beyond the control of the vehicle's operator. It is not classified as an accident.

VEHICLE, MILITARY TYPE. Those that result from military research and development processes and are designed primarily for use by forces in the field in direct connection with, or support of, combat or tactical operations.

VEHICLE MISUSE. Use of vehicle for other than its intended use.

WORK ORDER. A blanket authorization to perform specific work. The Vehicle Equipment Work Order is used to record VOC time, direct fixed-hourly rates, discrepancies, parts and maintenance actions, including accident, abuse and incident repairs. Also the Minor Maintenance Work Order is used to record minor maintenance on jobs of two (2) hours or less on vehicles and equipment items.

### C-TE-9 Special Training, Certification, and Licensing Requirements

Certification Number	Special Training, Certification, or Licensing Requirement	At Least	Special Training, Certification, or Licensing by	Required by (Statue or Instruction)
1	(**) Ground Transportation and Maintenance Manager	Shall have a minimum of five years of documented experience as a manager of vehicle management services		C1.2.1
2	Vehicle Management Lead Mechanic	Minimum of three years' experience in repairing and maintaining one or more of the following categories: military and/or commercial design general /special purpose, base maintenance, aircraft, and equipment towing vehicles, aircraft refueling vehicles and equipment or Material Handling Equipment/vehicular equipment.	Master Automotive Service Excellence (ASE) Test Series, or equivalent	C1.2.2
3	Vehicle Management Mechanic w/ Emergency Vehicle Technician (EVT)	Minimum of three years' experience, Emergency Vehicle Technician Certification Commission, Inc., or other equivalent certifying agencies.	Automotive Service Excellence (ASE) Test Series, or equivalent is required for all vehicle technicians	C1.2.2.1. Minimum Level II qualifications, IAW National Fire Protection Association (NFPA) 1071, Standard for Emergency Vehicle Technician Professional Qualifications.
4	Vehicle Management / 3 yr.	Minimum 3 years Documented Experience on Aviation and ground Fuel refueling vehicles	ASE Certification	C1.2.2
5	Fleet Management and Analysis (FM&A) 2 yr.	Minimum two years. experience or equivalent training in FM&A and DPAS operation and/or similar/related accounting systems		C1.2.3. AFI 24-302, <i>Vehicle Management.</i>
6	Material Control - 2 yr.	Minimum two years. experience or equivalent training in Materiel Control and DPAS Warehouse Module and/or similar/related accounting systems		C1.2.3.1 AFI 24-302, <i>Vehicle Management.</i>
7	Ground Transportation		CDL w/ Haz / Bus	

<b>Certification Number</b>	<b>Special Training, Certification, or Licensing Requirement</b>	<b>At Least</b>	<b>Special Training, Certification, or Licensing by</b>	<b>Required by (Statue or Instruction)</b>
8	(*) Training Validation Office (TVO) Examiner	At a minimum, hold a Class A Commercial Driver's License (CDL) with Hazardous Material endorsement	Must complete the <i>Training, Validation and Operations (TVO) Examiner</i> CBT on ADLS and must have completed an <i>American Association of Motor Vehicle Administrators (AAMVA)</i> accredited training course.	C1.2.4.1. and C2.3.1. AFI 24-301, AFQTP 24-3-200, <i>TVO Examiner's Guide</i> and the <i>AAMVA CDL Examiner's Manual</i> .
9	Ground Transportation/Vehicle Dispatcher	Minimum of two (2) years' experience in OLVIMS-Dispatch operation and procedure		C1.2.4. OLVIMS-Dispatch module IAW AFI 24-301, <i>Ground Transportation</i> and AFQTP 24-3-100, <i>OLVIMS-Dispatch</i>

(\*) NOTE: The KTR shall provide two (2) examiners qualified IAW the American Association of Motor Vehicle Administrators (AAMVA).

(\*\*) Denotes "Key Personnel" positions and shall be filled with a qualified individual meeting the requirement and standards in the PWS for that respective Key Personnel position and the individual shall be present on base during the core hours and available for after-hours responses.

### C-TE-10 Publications

This is not an all-inclusive list.

Publication	Title
AFI 23-101	Materiel Management Policy
AFMAN 23-122	Materiel Management Procedures
AFI 25 -101	War Reserve Material (WRM)
AFI 24-301	Ground Transportation
AFI 24-302	Vehicle Management
AFMAN 24-306	Operation of Air Force Government Motor Vehicles
AFMAN 32-7002	Environmental Compliance and Pollution Prevention
AFQTP 24-3-100	OLVIMS- Dispatch
AFQTP 24-3-200	TVO Examiner's Guide
AFMAN 91-203	Air Force Occupational Safety, Fire and Health Standards
AF Form 870	U.S. Government Motor Vehicle Suspected Misuse Report
AF Form 1800	operator's Inspection Guide And Trouble Report
AF Form 4355	Vehicle Incoming Inspection
AF Form 4427	operator's Inspection Guide And Trouble Report (Fuels Support Equipment)
Department of Defense Manual (DoDM) 4500.36,	Acquisitions, Management, and Use of Department of Defense (DoD) Non-Tactical Vehicles
National Fire Protection Association (NFPA) 1071	Standard for Emergency Vehicle Technician Professional Qualifications
TO 00-5-1-WA-1	AF Technical Order System
TO 00-35D-54-WA-1	USAF Deficiency Reporting and Investigating System
TO 36-1-191	Technical And Managerial Reference For Motor Vehicle Maintenance

**TAB D  
TRAFFIC MANAGEMENT**

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**TECHNICAL EXHIBITS**

<b>D-TE-1</b>	Service Summary
<b>D-TE-2</b>	Workload Estimates
<b>D-TE-3</b>	Data Deliveries
<b>D-TE-4</b>	Government-Furnished Property
<b>D-TE-4a</b>	Government Furnished Facilities
<b>D-TE-4b</b>	Attachment 3 Consolidated (GFP) Listing
<b>D-TE-4c</b>	Scheduled Incidentals Listing
<b>D-TE-4d</b>	Schedule Incidentals IT/ADPE/Copiers/Radios
<b>D-TE-4e</b>	Government Telephones
<b>D-TE-5</b>	Technical Acronyms/Abbreviations and Definitions
<b>D-TE-9</b>	Key Personnel, Special Training, Certification, and Licensing
	Requirements
<b>D-TE-10</b>	Publications

## **TRAFFIC MANAGEMENT DESCRIPTION OF SERVICES**

**D1 Overview.** The KTR shall provide a full range of traffic management services for base organizations, to include day-to-day, exercise and contingency operations. Passenger movement services are coordinated and arranged for commercial surface and Air Mobility Command (AMC) scheduled military and contract airlift. Cargo shipments are packaged and processed for movement IAW Department of Transportation (DOT) and DoD directives and shipped via small package carrier, commercial trucking company and commercial and military air. Included are general, special cargo (explosives) and special cargo (other), packing, packaging, crating, load planning, and joint inspection. Passenger movement utilizes the Global Air Transportation Execution System (GATES) for passenger reservations through AMC; a Traffic Management Company (TMC) contract is in place for commercial reservations and services. Cargo movement utilizes the Cargo Movement Operations System (CMOS) for processing and controlling cargo shipments, including regular and deployment cargo shipments. CMOS is also used for passenger manifesting. Third Party Payment Systems (TPPS) are utilized for billing of commercial cargo shipments. The Integrated Logistics System-Supply (ILS-S) is used for processing Issue Requests, Requisitions, Receipts, Turn-Ins, Shipments, and Transfers.

**D1.1 Cost Estimates.** The KTR shall gather shipment data, provide cost estimates, and budget data as requested by the COR or AO. Shipment data and cost estimates shall be provided per customer request. The KTR shall provide forecast requirements IAW Defense Transportation Regulation (DTR) 4500.9-R. (See **D-TE-3, D002, D003, and D006**)

**D1.2 Personnel.** The KTR shall provide management of deployment and distribution and Air Transportation logistics functions IAW DAFI/AFI 24 Series. The KTR shall provide a Traffic Management Office (TMO) manager responsible for the daily operation of the TMO function IAW DAFI/AFI 24 Series. The TMO manager and alternate shall be designated in writing to the CO. KTR's appointed Hazmat preparer representatives shall be submitted to the LRS commander for concurrence IAW AFMAN 24-604, *Preparing Hazardous Materials for Military Air Shipments* and DAFI/AFI 24 Series. All position qualifications and requirements (certifications, diplomas) shall be maintained by the KTR for review by the Government upon request.

**D1.2.1** The TMO Manager shall have a minimum of three years' experience within the last ten years in a traffic management organization responsible for freight movement and passenger services, be a high school graduate or equivalent, and be Hazardous Cargo Certified IAW AFMAN 24-604 and the DTR 4500.9-R, Part II, *Cargo Movement*. The TMO Manager shall have no additional duties outside the TMO function. (See **A-TE-3, A001**)

**D1.2.2** The TMO Manager shall designate Combat Readiness and Resources Specialists with a minimum of three years' experience within the past ten years in a Traffic Management or Aerial Port organization, be a high school graduate or equivalent, and be Hazardous Cargo Certified IAW AFMAN 24-604 and the DTR 4500.9-R, Part II. Duties of this position shall include load planning, joint inspection, and training, to include course preparation and on-the-job training (OJT). Selected employees shall be Material Handling Equipment (MHE) qualified on 2K through 15K forklift and be Aircraft Loading/Unloading qualified. Load Planning qualifications will meet DAFI/AFI 24 Series. (See **A-TE-3, A001**)

**D1.2.3** The TMO Manager shall designate a packing and crating specialist with a minimum of three years' experience within the past ten years requiring minimum knowledge as a crater, be a high school graduate or equivalent, be Hazardous Cargo certified IAW AFMAN 24-604 and the DTR 4500.9-R, Part II, and be MHE qualified on 2K through 15K forklift. (See **A-TE-3, A001**)

**D1.2.4** The TMO Manager shall designate an Inbound Cargo Specialist with a minimum of three years' experience within the past ten years requiring minimum knowledge as a cargo receiver, be a high school graduate or equivalent, be Hazardous Cargo certified IAW AFMAN 24-604 and the DTR 4500.9-R, Part II, and be MHE qualified on 2K through 15K forklift. (See **A-TE-3, A001**)



**D1.2.5** The TMO manager shall designate a Travel Clerk Specialist with a minimum of three years' experience within the past ten years requiring minimum knowledge as a travel clerk and be a high school graduate or equivalent. (See **A-TE-3, A001**)

**D1.3 Hours of Operation.** The KTR shall provide TMO services as follows:

Day of the Week	Time	Area
Monday through Friday	0700-1600	TMO/ Air Transportation Function
Sunday through Saturday	*	Air Transportation Function
Saturday & Sunday UTA Weekend Only	0630-1600	TMO/ Air Transportation Function

\* The KTR shall be available to provide Air Transportation Functions (ATF) as specified in this contract with adequate coverage to ensure support is provided during hours when the operations flight schedule dictates coverage. When the airfield is open the KTR will need to be available but not limited to the same hours as Airfield Management Operations (AMOPS). As reference, AMOPS hours are as follows (to include holidays unless the airfield is closed by the authority of the 94 AW/CC): Sunday-Saturday 0630-2300L. The KTR shall support after hours operations as required if the Airfield has been directed to provide After Hours Support. Extended operations in support of Air Transportation Function services are included in the firm-fixed price.

**D1.4 Cargo Movement Operations System (CMOS).** The KTR shall appoint a CMOS administrator and alternate and ensure they complete Government-provided CMOS system administrator training within thirty (30) calendar days of performance start date. The KTR shall provide CMOS system administration services resolving system problems with CMOS help desk at Gunter AFB, Alabama, and Base Communications, as appropriate; maintaining log of system problems, IAW DAFI/AFI 24 Series. (See **D-TE-1, SSD08**).

**D1.5 TPPS.** The KTR shall provide TPPS services, support, and functions IAW DAFI/AFI 24 Series. The KTR shall validate cost data, resolve disputed transactions, ensure service has been performed and prepare final documents for COR review, AO certification and DFAS billings. (See **D-TE-1, SSD09**)

**D2 Passenger Movement.** The KTR shall provide passenger transportation services for group and individual, civilian, military, and dependent travelers on official Government business. Services include travel within the Continental United States (CONUS) and Outside Continental United States (OCONUS), using commercial or AMC scheduled military and contract airlift. The KTR shall ensure travel arrangements for passengers match entitlements IAW Joint Travel Regulation (JTR), DTR 4500.9-R, Part I, *Passenger Movement*, DAFI/AFI 24 Series. (See **D-TE-1, SSD02**)

**D2.1 Commercial Air Travel.** Upon request the KTR shall assist with completing group and/or individual travel arrangements by determining travel entitlements and travel mode, coordinating excess baggage, weapons, or other special requirements. The KTR shall serve as the primary liaison between the TMC and assist with arranging travel and special requirements, by receiving and validating authorization (travel orders) for issuance of tickets and rental vehicles, and maintaining all documents required for the billing process IAW DoD 7000.14-R, *Financial Management Regulation (FMR)*. The KTR shall brief customers on essential travel information and instructions, coordinate authorization (travel order) discrepancies with the customers, process ticket cancellations, coordinate voids and refund actions as needed. The KTR shall compile quarterly Unused Ticket and Premium Class Travel Report and forward to HQ AFRC/A4RF IAW the DTR 4500.9-R, Part I and DAFI/AFI 24 Series. (See **D-TE-3, D004**)

**D2.2 AMC Scheduled Military or Contract Airlift.** Upon receipt of request, the KTR shall provide OCONUS group or individual travel services coordinating travel requirements through the GATES reservation system, coordinating with TMC for travel to point of debarkation, and briefing the foreign clearance guide requirements. The KTR shall review travel orders in order to provide proper travel entitlements, brief customers on essential travel information and instructions, coordinate authorization (travel order) discrepancies with customers, process ticket cancellations, and coordinate void and refund actions as needed.

**D2.3 Surface Travel.** Upon receipt of notification for group or individual travel, the KTR shall complete travel arrangements determining travel mode, coordinating excess baggage, weapons, or other special requirements, notifying the TMC of travel and special travel requirements, receiving and validating authorization (travel orders) for issuance of tickets and rental vehicles, and maintaining all documents required for the billing process IAW DOD 7000.14-R, FMR. The KTR shall brief customer on essential travel information and instructions, coordinate authorization (travel order) discrepancies with customer, verify ticket cancellations as needed. If chartered bus is travel mode, the KTR shall refer to DTR 4500.9-R.

**D2.4 Central Billed Account (CBA).** The KTR shall perform all CBA functions IAW AFI 24 Series. The KTR shall prepare final documents for COR review, AO certification and DFAS billing. The KTR shall attain and maintain a CBA online account and system access to ensure prompt payment for the CBA Reconciliation process. The KTR will periodically review and maintain familiarity with the current TMC contract and provide the TMO Manager with feedback on the service provided by the TMC IAW the current contract. (See **D-TE-1, SSD03**)

## **D2.5 Reserved**

## **D2.6 Reserved**

**D3 Cargo Movement.** The KTR shall provide inbound and outbound cargo movement services for general cargo, Arms, Ammunition & Explosives (AA&E), and other special handling cargo, such as classified (up to and including secret), aircraft engines, high priority cargo, hazardous, medical shipments, and shipments requiring special handling, documentation, and Department of Transportation-Special Permit (DOT-SP) Component Authority Approval (CAA) usage reports. Transportation modes include commercial and military surface and air. The KTR shall provide packing and preservation services for outbound cargo shipments and hazardous cargo certification. The KTR shall provide packaging, pallet (skid) build-up, and preservation services. Services shall be performed IAW DTR 4500.9-R, Part II; DoD 4000.25-1-M, *Military Standard Requisitioning, and Issue Procedures* (MILSTRIP); DAFI/AFI 24 Series; AFMAN 24-604; International Air Transport Association (IATA) and Code of Federal Regulation 49. The KTR shall ensure KTR personnel that handle classified property in performance of this task possess a secret clearance. Procurement of regulations/references only available commercially will be at KTR's expense. (See **D-TE-3, D005** and **D006**)

## **D3.1 Inbound Cargo.**

**D3.1.1 Inbound Cargo Systems.** The KTR shall use the CMOS, ILS-S and TPPS in the performance of all work.

**D3.1.2 Shipment in-check process. The KTR shall in-check all cargo into CMOS immediately upon arrival.** The KTR shall validate the materiel received against receipt document and process receipt transaction into ILS-S according to materiel received. If discrepancies are found, the KTR shall process RODs/SDRs in Web SDR and IAW AFI 24 Series. The KTR shall maintain a listing of personnel authorized to receipt for classified items IAW DAFI/AFI 24 Series. (See **D-TE-1, SSD11** and **SSD12**)

### **Process Receipt**

999/MICAP/NMCS	Within 4 hours from material received
Issue Priority Group (IPG)I	Within 24 hours
IPG II	Within 48 hours
IPG III	Within 72 hours

**D3.1.3 Off Loading of Commercial/Government Carriers.** The KTR shall offload materiel for units assigned to FB6703 delivered by commercial and Government carriers. The KTR shall visually inspect shipping container or materiel and obtain carriers and receiver's signatures on the Commercial Bill of Lading (CBL) for damages, shortages and other discrepancies as noted on the CBL. The KTR shall annotate time and date of delivery on the CBL or other similar delivery documents except for carriers using automated or electronic signature systems. The KTR shall off-load cargo from commercial carriers within the allowable free time established by applicable tenders, tariffs, and

contracts and shall be subject to the assessment of demurrage, detention, and storage charges attributed to non-compliance.

**D3.1.4** The KTR shall notify customer when property is available for pickup, annotate customer contact information on the property log, and provide courtesy short-term storage (not to exceed one week or one UTA for traditional reservist customer) pending customer pickup. The KTR shall publish LRS commander or equivalent approved customer pickup hours. Pickup standards shall be IAW DAFI 24-602v2. If not picked up within time frame, the KTR shall notify the Unit Commander and the Transportation COR. The KTR shall assist customers to locate and load their property into pickup vehicle when requested, verify property is released to the appropriate customer, and ensure released NON-MILSTRIP items are documented. Consignee pickup times are below:

999/MICAP/NMCS	Within 12 hours of consignee notification
TP-1	Within 1 Government Business Day (GBD) of consignee notification
TP-2	Within 2 GBDs of consignee notification
TP-3	Within 3 GBDs of consignee notification

**D3.1.5 Report of Discrepancy/Supply Discrepancy Report (ROD/SDR).** The KTR shall maintain a ROD/SDR central file, update ILS-S, and WebSDR (password required) based on items listed on the Report of Discrepancy Program (NGV587) in addition to cargo receipted. The KTR shall distribute a Report of Discrepancy Listing (RDL) and ensure corrective actions are initiated IAW DAFI/AFI 24 Series. The KTR shall report status of RODs/SDRs and refer all unresolved RODs/SDRs immediately. (See **D-TE-3, D017**)

**D3.1.6 Damaged or Pilfered Cargo.** The KTR shall inspect identified cargo for damage or pilferage, make necessary notifications, and prepare Transportation Discrepancy Report (TDR) in CMOS or Shipment Discrepancy Report (SDR) and follow up as needed. The KTR shall file the Commercial Bill of Lading (CBL) and other supporting documentation IAW DTR 4500.9-R, and DAFI/AFI 24 Series. (See **D-TE-1, SSD04**)

**D3.1.7 Over/Short Cargo Shipments.** The KTR shall investigate all over shipments and take the appropriate action IAW DTR 4500.9-R, Part II, and AFI 24 Series. If there is a cargo shortage, the KTR shall initiate tracer action, prepare discrepancy reports in CMOS and follow-up as needed to retrieve property. The KTR shall file CBL and other supporting documentation IAW DTR 4500.9-R, DAFI/AFI 24 Series. (See **D-TE-1, SSD04**)

**D3.1.8 Inbound Astray/Non-Receipted Shipments.** Upon receipt of Tracer Action Required (TAR) listing with inbound astray or non-receipted shipments from Base Supply, the KTR shall accomplish appropriate research to determine status of the inbound shipment, annotate listings and attach supporting documentation as necessary. The KTR will return the listing to Base Supply and file a record copy IAW DTR 4500.9-R, and AFI 24 Series. (See **D-TE-1, SSD04**)

**D3.1.9 Special Handling Cargo.** Upon receipt of Report of Shipment (REPSHIP), or notification from carrier, of an inbound AA&E shipment, the KTR shall notify appropriate base agencies, coordinate arrival with the carrier, receive the vehicle and process the explosives shipment IAW DTR 4500.9-R, Part II, AFMAN 24-604, DAFI/AFI 24 Series, DESR 6055.09\_AFMAN 91-201, *Explosives Safety Standards*, DESR 6055.09\_AFMAN 91-201\_AFRCSUP, *Explosives Safety Standards*. The KTR shall manage authorizations to receipt for classified materiel IAW DAFI/AFI 24 Series. (See **D-TE-1, SSD05**)

**D3.1.10 DOT-SP and CAA Usage Report.** The KTR shall submit a consolidated DOT-SP and CAA usage report to the Surface Deployment and Distribution Command (SDDC) on a quarterly basis IAW with DTR 4500.9-R, Part II. This report is due NLT the 15th day of Jan, April, July, and October of each year to the AO and HQ AFRC A4RF. Negative reports are required. DOD Activity Address Codes (DODAAC) with negative reports follow the "No report for this quarter" process. (See **D-TE-3, D006**)

**D3.1.11 Aircraft Engine Shipment and Receipt.** The KTR must process documentation on aircraft engines for movement according to Technical Order (TO) 00-85-20, "Engine Shipment Instructions," DAFI/AFI 24 Series. The

KTR shall work with the base engine manager to ensure local written procedures are followed for engine shipment receipts. (See **D-TE-3, D005**)

**D3.1.12 Secure Holding Area and Safe Haven.** Dobbins ARB is designated as a Secure Holding Area and Safe Haven. The KTR shall advise carriers of responsibility and legal provisions, arrange for billing of services rendered, inspect vehicle and drivers' credentials, and report carrier abuse IAW DTR 4500.9-R Part II and DAFI 24-602v2.

## **D3.2 Outbound.**

**D3.2.1 Commercial/Military Surface and Air.** Upon receipt of outbound cargo from customer, the KTR shall provide outbound cargo services for general cargo, special cargo (other), and special handling cargo (AA&E) IAW DOT and DoD directives and the Uniform Materiel Movement and Issue Priority System (UMMIPS) time standards in the DTR. The services include, but are not limited to, segregating cargo, operating forklifts and other materials handling equipment, checking documentation for accuracy, determining transportation modes; packaging, marking and labeling cargo for shipment IAW Military Standard (MIL STD) 129, Special Packaging Instructions (SPIs), TO references; certifying hazardous cargo shipments, preparing all shipping documentation, obtaining airlift clearances, preparing REPSHIPS, and providing blocking and bracing. The KTR shall construct, or repair shipping containers as needed (See paragraph **D3.2.1.1** below). The KTR shall contact SDDC for outsized cargo, special cargo (other) and special handling cargo (explosives) as required and arrange pickup with commercial carrier as required. The KTR shall use CMOS and the TPPS (for commercial shipments only) billing system in the performance of all work listed under this paragraph. (See **D-TE-1, SSD06**)

**D3.2.1.1 Oversized/Outsized Shipping Container Repairs.** Oversized/outsized shipping containers damaged from environmental exposure shall be repaired by the KTR, when the container deterioration is 50 percent or greater. KTR shall ensure all containers follow the guidelines set forth in Section D7.

**D3.2.2 Special Handling and AA&E Cargo.** The KTR shall prepare "Shippers Declaration of Dangerous Goods" for hazardous cargo (certification), perform truck inspections, check driver's credentials, complete appropriate documentation, and coordinate movement with the COR and appropriate base agencies IAW DTR 4500.9-R, 49 CFR, and IATA, DESR 6055.09\_AFMAN 91-201, and any applicable supplements. The KTR shall comply with AFMAN 24-604 for military air shipments. (See **D-TE-1, SSD07**)

**D3.2.2.1 Delinquent Shipment Listing.** Upon receipt of Delinquent Shipment Listing from Base Supply, the KTR shall initiate appropriate tracer actions to determine shipping status and provide status to Base Supply with required documentation IAW DAFI/AFI 24 Series. (See **D-TE-1, SSD04**)

**D3.2.3 Packaging Deficiencies.** Upon receipt of a Report of Discrepancy (ROD) for a packaging deficiency, the KTR shall notify responsible individuals of the deficiency and ensure proper training is administered. The KTR shall report item and packaging discrepancies IAW DAFI/AFI 24 Series. (See **D-TE-1, SSD04**)

**D3.2.4 DLA-DS Demil.** The KTR shall ensure materiel delivered to Defense Logistics Agency Disposition Services (DLA-DS) is demilitarized IAW DAFI/AFI 24 Series.

**D3.2.5 DOT-SP and Component Authority Approval (CAA) Usage Report.** The KTR shall submit a consolidated DOT-SP and CAA usage report to the Surface Deployment and Distribution Command on a quarterly basis IAW with DTR, Part II. This report is due NLT the fifteenth (15<sup>th</sup>) day of Jan, April, July, and October of each year. Negative reports are required. DODAACs with negative reports follow the "No report for this quarter" process. (See **D-TE-3, D006**)

## **D4 Reserved**

**D5 HAZMAT Technical Specialist Program.** HAZMAT Technical specialists are unit personnel authorized to prepare unit hazardous materials for shipping and to prepare and certify the Shipper's Declaration for Dangerous

Goods for deployments. The KTR shall administer the base program and provide technical specialist training IAW AFMAN 24-604. The KTR shall record training and notify unit commanders of test results. The KTR shall validate appointment letters from unit commanders, distribute to appropriate base agencies and file documentation within five (5) duty days.

**D6 Reusable Container Program.** The KTR shall design and implement a program to maximize the use of reusable containers for the 94 AW. Program goals established IAW DAFI/AFI 24 Series. (See **D-TE-3, D008** and **D009**)

**D7 Scale Calibration.** Calibrate Government-owned scales IAW appropriate TO, maintenance handbook or commercial data pertaining to each individual scale. Scales will be calibrated at least every 12 months or more frequently if required by law. Costs incurred for scale calibration will be paid for by the government. Cost estimates must be provided to the AO and COR prior to scheduling calibration. The KTR is responsible for the scale repairs as it is Government Furnished Property (GFP). (See **D-TE-3, D010**)

**D8 Carrier Responsibilities.** The KTR shall advise outbound carriers of responsibilities and legal provisions, arrange for billing of services rendered, inspect vehicle and driver's credentials, report carrier abuse IAW DTR 4500.9-R, Part II, and AFI 24 Series.

**D9 Transportation Facilities Guide.** The KTR shall ensure the Transportation Facilities Guide is current and maintained IAW DAFI 24-602v2, DTR 4500.9-R, Part II. (See **D-TE-3, D011**)

**D10 Reserved**

**D11 Training.**

**D11.1 AF Reserve Training.** The KTR shall provide training to assigned reserve members during UTAs, Annual Tour, and other RPA tours., IAW paragraph **A5.2**. Government validated training requirements will be provide to the KTR IAW paragraph **A12.5**. The KTR shall provide training specific to 2T0, 2T2, and 21R reservists using procedures IAW DAFI/AFI 24 Series, AFI 10-403, the DTR 4500.9-R, the Joint Travel Regulations and all other guidance outlined in the 2T0X1, 21R, and 2T2X1 CFETPs. Upon written request from the APF/APS/CC and/or LRS/CC and approval from CO, the reserve workforce may augment the KTR, as needed, to accomplish proficiency training and work live missions.

**D11.2** The KTR is responsible for training wing personnel in air cargo preparation. Areas of instruction will entail cargo preparation to include: Transportation Control Movement Documentation (TCMD) and marking, hazardous cargo identification, passenger and cargo processing, pallet build-up, passenger manifesting and aircraft and vehicle loading. To ensure the required degree of proficiency, classroom training will be supplemented by practical training. Training will be tracked by the KTR, and quarterly training reports will be provided to the IDRC IAW AFI 10-403 and the 94 AW IDP.

**D11.2.1** The KTR shall conduct the HAZMAT Technical Specialist training, Cargo Preparation, Pallet Build-up, and the CMOS in Work Center courses based on demand as verified by the COR/AO. These courses may or may not have military members in attendance. The full list of courses the KTR shall provide familiarization training on is listed below:(See **D-TE-1, SSD10**)

Unit Pallet Buildup	Unit Cargo Preparation
Unit Cargo Manifesting	Unit Cargo In-check/Marshalling
Deployment Work Center Responsibilities	Deployment Baggage Procedures
Passenger Manifesting	Troop Commander Responsibilities
Unit Cargo Courier Responsibilities	Aircraft Load Team Augmentee Training
Hazardous Cargo Handler	Load Planning Overview
Ramp Coordinator	MHE Operator
Hazardous Cargo Inspector	Load Planning Orientation
Passenger Briefing	Cargo Courier

## Passenger Holding and Loading

**D12 463L Pallet and Net Program.** The KTR shall manage the base 463L pallet and net program IAW AFI 10-403, *Deployment Planning and Execution*, and IAW DTR 4500.9-R, Part VI, *Management and Control of Intermodal Containers and System 463L Equipment*, TO 35D 33-2-2-2, *Instruction with Parts Breakdown -- 463L Air Cargo Pallets, Types HCU-6/E and HCU-12/E* and TO 35D 33-2-3-1, *Maintenance and Repair Instructions -- Air Cargo Pallet Nets, HCU-7/E, I, Side, HCU-15/C, II, Top, HCU11/C, III, Side, HCU-16/C, IV, Top*. (See **D-TE-3, D012**). The KTR shall:

**D12.1** KTR shall conduct a physical inventory of pallets, nets, and report weekly in Global Asset Reporting Tool (GART) all 463L assets in their possession and submit a weekly 8001asset report NLT 2100Z every Tuesday. Input 8001 data in GART using the following web address <https://webapps.amc.af.mil/GART/Login.aspx>. (See **D-TE-3, D013**)

**D12.2** Revalidate requirements by 15 July each year and document “requirements submitted are the minimum essential required to accomplish the mission” as requested by AFRC/A4R.

**D12.3** Ensure KTR maintains and stores Radio Frequency Identification (RFID) tags IAW DAFI/AFI 24 Series.

## **D13 Wood Packaging Material Program (WPM).**

**D13.1** The KTR shall serve as WPM Site Custodian for the 94 AW and the Transportation COR shall serve as the Site Auditor. The Site Custodian and the Site Auditor both shall be appointed and certified in writing by the Logistics Readiness Squadron/Aerial Port Squadron Commander (LRS/CC or APS/CC) IAW DAFI/AFI 24 Series. Refer to DAFI/AFI 24 Series for WPM guidance. Site Custodian and alternate and Site Auditor shall renew certificates for training every two years. The KTR shall post lumber usage monthly report and DoD pest free monthly report for all lumber used for cargo packaging on the DoD WPM website IAW DAFI/AFI 24 Series. (See **D-TE-3, D014** and **D015**)

## **D14 AF Government Cargo Recovery Effort (GOCARE) Program.**

**D14.1** The KTR shall serve as GOCARE Committee Members who work with local commercial Transportation Service Providers (TSPs) and businesses to encourage communications in the recovery of lost and astray DoD freight. Committee members contact the TSPs in his/her area of responsibility at least once a quarter by phone call or visit to the TSP’s facilities. At least one visit to each TSP’s facility is required annually. When two or more DoD transportation activities reside in the same area of responsibility (e.g., Reg AF and ANG units co-located, Joint Basing, etc.), coordinate visits and quarterly contact of TSP facilities to prevent duplication of effort IAW DAFI/AFI 24 Series. (See **D-TE-3, D016**)

**D14.2** Committee members will report quarterly the results of their visits and/or phone calls for each TSP facility contacted. Quarterly reports will be submitted via the Logistics Tools Suite (LTS) GOCARE reporting tool NLT the fifteenth (15<sup>th</sup>) day of the month following the end of the quarter (Jan, Apr, Jul, Oct). (See **D-TE-3, D016**)

## **D15 Air Transportation Function**

**D15.1** The KTR shall provide trained personnel to serve in the capacity of the installation ATF. ATF functions include mobility operations, non-mobility operations, passenger movement through Space A, Space R, and other programs, Aircrew Support Training, Joint Inspections, and Engine Run Offloads.

### **D15.1.1 Non-Mobility Operations**

**D15.1.1.1** The KTR shall assist the IDO in training efforts, developing, and strengthening installation/wing augmentee programs, and providing subject matter expert advice and guidance to Unit Deployment Managers (UDM).

**D15.1.1.1.1** The KTR shall have a dual role to provide limited passenger, cargo, and mission support for infrequent airlift traffic.

**D15.1.1.1.2** The KTR shall be multifaceted to perform basic air transportation mission sets as required for infrequent passenger and cargo manifesting, anti-hijacking, MHE operation, aircraft loading support and 463L resource management.

**D15.1.1.1.3** The Global Air Transportation Execution System (GATES) and/or CMOS will serve as system of record for cargo and passenger documentation moved by ATF personnel in non-mobility movements. (T-0). Refer to Defense Transportation Regulation (DTR) 4500.9-R, **Part I**, Passenger Movement, DTR 4500.9-R Part II, Cargo Movement, Department of Defense Instruction (DoDI) 4515.13-R, Air Transportation Eligibility, and AFI 24-605 Volume 2, Air Transportation Operations, for further guidance and procedures.

**D15.1.1.1.3.1** The KTR shall identify system problems to the GATES help desk at Scott AFB IL, implement solutions as directed by the help desk or local communications service desk, and maintain record of problems. The KTR shall comply with guidelines in DTR 4500.9-R.

**D15.1.1.2 Workload Data Tool (WDT).** All ATF locations will input non-mobility based workload data in AFIMSC WDT at <https://usaf.dps.mil/teams/13569/2T2/> for relevant tracking of resources and operations.

## **D15.1.2 Mobility Operations**

**D15.1.2.1** The KTR shall serve as the IDO's primary focal point for installation/wing mobility cargo and passenger deployment support operations to include exercises. The KTR shall prepare supported units for deployment operations by providing the unit training in cargo preparation and other applicable readiness programs as noted in para **D11** of this PWS. The KTR shall ensure fully qualified installation/wing personnel are ready to serve as the deploying force augmentees as outlined by DTR 4500.9-R, Part III.

**D15.1.2.1.1** The KTR shall serve as CDF leads, joint inspectors, load plan validators and/or load team chiefs.

**D15.1.2.1.2** During contingencies and exercises the KTR shall support the IDO by supervising and/or providing subject matter expert guidance to the installation/wing augmentees in both the CDF and PDF areas. The KTR shall refer to DTR 4500.9-R, Part III, AFI 10-403, *Deployment Planning and Execution*, the 94 AW IDP for additional guidance.

**D15.1.2.1.3** The KTR shall ensure sufficient certified load planners are available to support 24-hour contingency, exercise, and deployment operations.

**D15.1.2.1.3.1** The KTR shall appoint, in writing, designated load planners.

**D15.1.2.1.3.2** The KTR shall maintain an authorization letter listing all individuals qualified to perform load planning duties and provide copies to the CO/AO/IDO as changes occur.

**D15.1.2.1.3.3** Load planners are required to have training specified up to the extent defined in the DTR 4500.9-R, Part III. These individuals are only capable of signing the "LOAD PLANNED BY" portion of any load plan form or ICODES product. Certified personnel who complete training in accordance with AFI 24-605, Volume 5, are qualified to sign "LOAD APPROVED BY" blocks on official load plan forms or ICODES final load plan.

**D15.1.2.1.3.3.1** The KTR support personnel shall be proficient in ICODES, LOGMOD and/or other Air Force approved programs in support of base exercises and deployments.

**D15.1.2.1.3.3.2** The KTR is responsible to the IDO in securing transportation for tasked personnel moves. KTR shall ensure appropriate mode of transportation is available to meet Time Phased Force Deployment Data (TPFDD),

Available to Load Date (ALD) within the timeframe directed by the IDO, IAW AFI 10-403 and the 94 AW IDP.

**D15.1.2.2 In-Transit Visibility (ITV) and Cargo/Passenger Manifesting.** The KTR shall use either CMOS or GATES as systems of record for cargo and passenger documentation in accordance with the DTR 4500.9-R, Part III. The KTR shall ensure manifests are released in CMOS (or GATES) within 30 minutes of aircraft departure.

**D15.1.2.2.1 Cargo Manifesting.** CDF personnel will utilize CMOS (or GATES) to prepare cargo manifests for all DoD aircraft transporting cargo. CDF personnel will utilize the DD Form 1385, *Cargo Manifest*, in lieu of automated systems during suspended or interrupted connectivity. Refer to DTR 4500.9-R, Part III for cargo manifesting procedures depending on specific movement type.

**D15.1.2.2.2 Passenger Manifesting.** PDF personnel will utilize CMOS (or GATES) to prepare passenger manifests for all DoD aircraft transporting passengers. PDF personnel will utilize the DD Form 2131, *Passenger Manifest*, in lieu of automated systems during suspended or interrupted connectivity. Refer to DTR 4500.9-R, Part III for passenger manifesting procedures depending on specific movement type.

**D15.1.3 Aircrew Support Training.** The KTR shall provide aircrew support training at the request of the CO and/or AO.

**D15.1.4 Space Available (Space-A) Program.** The KTR shall manage the Space-A program, IAW DAFI/AFI 24 Series. Requirements shall incorporate all requirements for Space Required (Space-R) passengers. Terminology of Space A will be interpreted unilaterally to include Space R. However, Space-R passengers will receive priority. Space-A seats on all DoD owned and controlled aircraft will be offered except for local training missions, Joint Airborne/Air Transportability Training (JA/AT) movements, and airdrop missions. After mission requirements are met, and in coordination with the aircraft commander and/or user, unused seats shall be released for use by eligible passengers. The aircraft commander is responsible for and has the final authority on matters affecting the operation of their aircraft. Prior to offering open seats, the KTR shall ensure Space-A passengers can be received at destination and applicable border clearance is available. Space-A passengers will be briefed on limited-service availability for destinations without a DoD passenger terminal (e.g., limited or no ground transportation, lodging, meals, etc.).

**D15.1.4.1 Space-A Passenger Movement.** The KTR shall provide Space-A passenger transportation services IAW DAFI/AFI 24 Series. Services include travel within the Continental United States (CONUS) and Outside Continental United States (OCONUS). The KTR shall ensure travel eligibility for Space-A passengers are IAW DoDI 4515.13, *Air Transportation Eligibility*.

**D15.1.4.1.1 Incentive and Orientation Flights.** The KTR shall manually manifest passengers on DD Form 2131 for orientation or incentive flights in accordance with DoDI 4515.13.

**D15.1.4.2 Flight Information.** The KTR shall maintain a method of advertising flight information. The system or method for advertising information will be left to the discretion of Wing Leadership. Post minimum flight information IAW DAFI/AFI 24 Series. OPSEC may preclude some missions/locations from being advertised at all.

**D15.1.4.3 Passenger Manifesting.** The KTR shall develop and maintain a register for Space-A passengers to sign-up for travel. Passengers will be selected for flights according to travel category, date/time of sign up, and manifested IAW DAFI/AFI 24 Series. The KTR must solicit emergency point of contact (EPC) information from each passenger for all DOD missions. The sole purpose for this information is to ensure timely notification to the EPC in the event of an unfortunate circumstance. Request name and phone number of an emergency contact not traveling with the passenger. This is DoD policy, and the information is required to be solicited by public law. Passengers may decline to provide EPC information. If a passenger declines to provide emergency contact information, a manifest entry reflecting the fact shall be made. Note: The only two authorized EPC entries are 1) actual contact information or 2) "Declined" if the passenger declines to provide information. **(D-TE-1, SSD13)**

**D15.1.4.4 Ineligible/Hold Lists.** IAW DAFI/AFI 24 Series, the KTR shall have Space-A Ineligible/Hold Lists available at Passenger Processing locations. Individuals who have been determined to be ineligible for travel on DoD



aircraft and are barred from worldwide travel will be on Space-A Ineligible List, this listing will be provided by the COR. Local hold lists are provided by the installation commander or security forces. Both lists are considered CUI and must be easily accessible at all times.

**D15.1.4.5 Passenger Screening.** The KTR shall ensure all passengers are vetted through GATES/eSecure prior to boarding aircraft IAW detailed guidance DTR 4500.9-R Part I and DAFI/AFI 24 Series. **(D-TE-1, SSD14)**

**D15.1.4.5.1** The KTR shall ensure all passengers not screened or cleared prior to aircraft departure, will not be allowed to board, and must be rotated off the aircraft manifest. Final boarding manifest must reflect correct and accurate passenger information. KTR shall take action to ensure unit chain of command is fully aware of circumstances surrounding why seats were not utilized as a result of this process.

**D15.1.4.6 Baggage Handling.** The KTR shall ensure all passenger baggage conforms to acceptable authorizations (number of bags)/allowances (size/weight of bags) IAW DAFI/AFI 24 Series. If passenger baggage is mishandled (i.e., lost, damaged, pilfered) the KTR shall follow procedures outlined in DAFI/AFI 24 Series.

**D15.1.4.7 Passenger Security.** The KTR shall regularly review Transportation Security Administration (TSA) website for the most current guidance on passenger travel restriction rules (prohibited items, liquid rule, and secure flight): <http://www.tsa.gov/>. These rules must be applied when developing terminal security and passenger anti-hijack procedures.

**D15.1.4.8 Customs and Border Protection (CBP) Data.** The KTR shall ensure CBP data is captured and distributed as required. CBP requires advance notification via the CBPs Advance Passenger Information System (APIS) for all passengers entering or leaving the Customs Territory of the United States (CTUS). ATF that do not use GATES must use CBP's e-APIS web-based system in order to comply with this requirement (DTR 4500.9-R Part V, *Department of Defense Customs And Border Clearance Policies And Procedures*, Chapter 502). If the KTR has the potential to manifest passengers on flights that cross the CTUS borders, the KTR must register for e-APIS accounts at <https://eapis.cbp.dhs.gov/eapisj>. For assistance to e-APIS contact CBP National APIS Account Manager at (845) 838-8270. Note: e-Secure Flight does not provide data to Department of Homeland Security (DHS) Customs and Border Protection (CBP) for admissibility purposes.

**D15.1.4.9 United States Department of Agriculture Briefing.** The KTR shall conduct any and all required USDA food and plant briefings on all aircraft landing at Dobbins ARB whose origin was from an overseas location. The KTR shall remove all required food and plants from the aircraft and dispose of the waste as outlined in USDA regulations. The Government will arrange initial and concurrent training of the KTR personnel thru the USDA.

**D15.1.5 Aircraft Loading and Unloading.** The KTR shall perform loading and unloading of aircraft IAW DAFI/AFI 24 Series. Aerial Port Flights/Squadrons (APF/APS) may request to conduct aircraft loading and unloading operations for training purposes, if previously requested/coordinated with the COR/AO and KTR. The KTR should respond and be ready at the aircraft within 15 minutes of arrival. **(D-TE-1, SSD15)**

**D15.1.5.1** The KTR shall meet all arriving and departing aircraft requiring service IAW DAFI/AFI 24 Series locally established sequence of events. Verify the passenger and/or cargo manifest is accurate. Noted discrepancies (e.g., inaccurate passenger count or short shipment cargo) will be corrected on the station manifest. KTR shall escort passengers off the flight line. KTR shall download all terminating cargo and route to appropriate location.

**D15.1.5.2** The KTR shall deliver final passenger and/or cargo manifests and any applicable documents to the outbound aircrew and provide aircraft commander or representative a load briefing and hazardous cargo briefing IAW DAFI/AFI 24 Series. The aircraft commander or designated representative will print their name and rank directly below their signature on the mission brief sheet or CMOS manifest. For manual procedures, AFMAN 24-604 A21.3. Notification Statements, the KTR shall ensure the following aircrew briefing statement is annotated on the DD Form 1385, "I HAVE BEEN BRIEFED ACCORDING TO AFMAN 24-204, Para 1.2.9, ON HAZARDOUS CARGO COVERED BY THIS MANIFEST." Ensure a copy is filed in the station file folder and maintained for 3 years.

**D15.1.5.3** The KTR shall provide quarterly station traffic information. Information will be separated by inbound and outbound: number of aircraft handled (by Mission Design Series (MDS)), tons of cargo loaded/offloaded, duty passengers loaded/offloaded, and space available passengers loaded/offloaded. Provide report to COR/CO for submission to MSG. (See **D-TE-3, D018**)

**D15.1.6 Material Handling Equipment (MHE).** The KTR shall ensure all MHE operations are performed by qualified/licensed operators. The KTR shall follow MHE safety guidance outlined in DAFI/AFI 24 Series.

**D15.1.6.1** The KTR shall validate the qualifications utilizing the Performance Test Checklist located in the AFQTP 24-3-E935. (See **D-TE-3, D019**)

**D15.1.7 Engine Running On/Offloading (ERO).** The KTR shall be familiar with the ERO procedures in case they need to perform engine running on/offloading operations for military aircraft. KTR employees who participate in ERO operations will receive and document semi-annual refresher training in ERO procedures IAW applicable DAFI/AFI 24 Series (Engine Running On load/Offload Checklists for C-130, C-5 and C-17 Aircraft).

**D15.1.8 Joint Inspection.** The KTR shall perform Joint Inspections (JI) when requested by the IDO for all cargo movements in support of base exercises, contingencies, and deployments IAW DTR 4500.9-R, Part III, *Mobility*, AFI 10-403, and the 94 AW IDP.

**D15.1.8.1** The KTR shall identify any discrepancies found during the inspection to Deploying Force Representative. The KTR shall annotate discrepancies on DD Form 2133, *Joint Airlift Inspection Record/Checklist*, and corrective actions per the 94 AW IDP. Deploying unit must be present during the JI and correct any discrepancies found by KTR. Deploying units are responsible for declaring all hazardous materials, supplying shoring and dunnage, and preparing cargo include documentation for movement. Deploying unit will also provide any specialized drivers and/or equipment operators for aircraft loading as needed.

**D15.1.8.2** JI will only be complete when KTR has signed as mobility force inspector and certified all declared items have been inspected and/or are properly prepared for airlift IAW all applicable directives. Upon completion of JI, the KTR shall maintain security & accountability of cargo until aircraft loading. Cargo will be considered sterile and will not be accessible to unit members once JI is complete.

**D15.1.8.3** The KTR shall ensure their joint inspectors have met training/certification requirements outlined in DAFI/AFI 24 Series, AFI 10-403, and 94 AW IDP.

**D-TE-1**  
**SERVICE SUMMARY (SS)**

<b>SS#</b>	<b>Performance Objective</b>	<b>PWS Ref</b>	<b>Performance Threshold</b>
<b>SSD01</b>	Performing QCP	<b>A3.2.4</b>	The QCP shall be performed at no less than 97% each month. Any discrepancies (the 3%) will have to be corrected within seven (7) calendar days. The Government will make determination if the discrepancies are corrected.
<b>SSD02</b>	Ensure travel arrangements match entitlements	<b>D2</b>	95% of monthly travel arrangements match entitlements.
<b>SSD03</b>	Ensure CBA/GTCV invoice report is date stamped, provided to AO or other appointed certifying official for certification and provided to servicing DFAS in a timely	<b>D2.4</b>	The electronic copy of the CBA invoice will be accessed NLT five (5) working days after the billing cycle. Invoice reconciliation will be completed provided to the certifying official within ten (10) working days after date stamped receipt for submission to DFAS.
<b>SSD04</b>	Identify and resolve outbound shipment discrepancies	<b>D3.2.2.1, D3.2.3</b>	Not more than one discrepancy report on outbound cargo is received monthly.
<b>SSD05</b>	Properly process inbound explosives	<b>D3.1.9</b>	100% of monthly inbound trucks containing explosives are coordinated with appropriate base agencies IAW published guidance
<b>SSD06</b>	Process and package outbound cargo to ensure safety and minimal damage	<b>D3.2.1</b>	95% of monthly shipments are processed to meet UMMIPS time standards.
			95% of monthly shipments packaged and prepared to comply with selected mode IAW D AFI 24-602 Vol 2, applicable MIL STDs, AFMAN 24-604, 49 CFR, IATA.
<b>SSD07</b>	Properly certify hazardous cargo to ensure compliance with DOT and DoD requirements	<b>D3.2.2</b>	100% of all monthly hazardous cargo shipments are properly packaged and certified IAW AFMAN 24-604, IATA, 49 CFR.

<b>SS#</b>	<b>Performance Objective</b>	<b>PWS Ref</b>	<b>Performance Threshold</b>
<b>SSD08</b>	Ensure CMOS maintained in operational status	<b>D1.4</b>	100% of system issues are logged and coordinated with FAS as needed.
<b>SSD09</b>	Ensure TPPS billing transactions are validated, and provided to AO for certification to servicing DFAS	<b>D1.5</b>	Ensure billing transactions are validated NLT 72 hours after the Account Statement is posted on TPPS website. No more than 1 of 12 monthly submissions will exceed the threshold.
<b>SSD10</b>	Technical Specialist, Cargo Preparation, Pallet Build-up, and CMOS training	<b>D11</b>	Training courses are prepared, scheduled, and taught IAW applicable DAFI/AFIs, 49 CFR and Base Deployment Plan.
<b>SSD11</b>	Receipts for material are processed into CMOS and ILS-S timely and accurately	<b>D3.1.2</b>	Receipts for MICAP requisitions processed into CMOS and ILS-S IAW established timelines.
<b>SSD12</b>	Receipts for material are processed into CMOS and ILS-S timely and accurately	<b>D3.1.2</b>	No more than 1% of all receipts processed into CMOS and ILS-S are reversed posted within any given calendar month.
<b>SSD13</b>	Properly process/manifest passengers on DoD owned or chartered aircraft for travel	<b>D15.1.4.3</b>	Passengers are processed/manifested for travel 100% of the time.
<b>SSD14</b>	Ensure passengers are screened via GATES/eSecure prior to boarding aircraft	<b>D15.1.4.5</b>	Passengers must be vetted through GATES/eSecure 100% of the time.
<b>SSD15</b>	Properly load/unload aircraft	<b>D15.1.5</b>	Passengers and cargo must be loaded/unloaded IAW AFI 24-605.
<b>SSD16</b>	Ensure required Data Deliverable submittals are on time and	<b>D-TE-3</b>	Provide 100% of submittals IAW the requirements of <b>D-TE-3</b> , including PWS references.

**D-TE-2**  
**WORKLOAD ESTIMATES**

ALL WORKLOAD ESTIMATES ARE MONTHLY UNLESS OTHERWISE STATED

Workload	Average	PWS Reference
<b>PASSENGER MOVEMENTS:</b>		
Individual commercial travel arrangements completed	5	D2
Entitlement issues resolved	1	D2
Commercial travel cancellations processed	27	D2.1
Individual AMC Charter travel arrangements completed	10	D2
Surface travel entitlement discrepancies resolved	5	D2
Disputed CBA actions initiated	1	D2.4
Cost of CBA billing transactions reconciled for accuracy	\$14,000	D2.4
Space A Pax	3	D15.1
<b>Air Transportation Function (Weekday)</b>		
PAX Outgoing (~500/year)	42	D15
PAX Incoming (~500 /year)	42	D15
PAX-Thru (annual)	5	D15
PAX-Re-handled	5	D15
Cargo Off (annual)	21 tons	D15
Cargo Thru (annual)	< 1 ton	D15
Cargo On (annual)	59 tons	D15
<b>Air Transportation Function (Weekend)</b>		
PAX Outgoing (~480/year)	40	D15
PAX Incoming (~480 /year)	40	D15
PAX-Thru (~60 /year)	5	D15
PAX-Re-handled	1	D15
Cargo Off (annual)	500 lbs.	D15
Cargo Thru (annual)	500 lbs.	D15
Cargo On (annual)	500 lbs.	D15
<b>CARGO MOVEMENTS:</b>		
Inbound shipments (pcs/weight) received	500/75,000	D3.1.4
MICAP/999 inbound (pcs/short tons) shipments received	18/ <1 ton	D3.1.4
Inbound aircraft engines (pcs/tons) received (annually)	11/29 tons	D3.1.11
Classified inbound shipments (pcs/lbs.) received (annually)	15/300 lbs.	D3.1.1
TAR Listing discrepancies researched	5	D3.1.4
REPSHIPS received	5	D3.1.5
Inbound explosives cargo shipments (pcs/short tons) received (annually)	15/1.3	D3.1.5
Commercial freight shipped (pcs/short tons)	20/10,000 lbs.	D3.2.1

Workload	Average	PWS Reference
Commercial Bills of Lading (CBLs) prepared	10	D3.2.1
MICAP/999 cargo shipped (pieces/short tons) commercial	4	D3.2.1
Aircraft engines (pcs/tons) shipped commercial (annually)	11/29 tons	D3.2.1
Classified cargo (pcs/tons) shipped commercial (annually)	15 <1 ton	D3.2.1
Explosives (pcs/short tons) shipped commercial (annually)	24 /1.4 tons	D3.2.1
Shipper's Declaration for Dangerous Goods prepared and certified	6	D3
REPSHIPS prepared and sent	20	D3.2.1
Freight (pieces/weight) shipped by military air	2/15,100 lbs.	D15
MICAP/999 cargo (pcs/tons) shipped military air (annually)	4 <1 ton	D15
CMOS problems resolved	5	D4
CMOS updates/patches installed	1	D4
Deployment missions supported by CMOS (annually)	5	D4.1
Deployment freight (pallets/rolling stock pcs/short tons) manifested by CMOS (annually)	155,889 lbs. 78 tons	D4.1
Deployment passengers manifested by CMOS	50	D4.1
Syncada problems resolved	30	D5
Syncada updates installed	1	D5
Cost of shipping transactions	\$6,000	
Individuals trained as Technical Specialists	2	D6
Reusable containers repairs	5	D3.2.1
Line items/cubic feet with reusable containers	80/298	D3.2.1
Line items/cubic feet without reusable containers	60/224	D3.2.1
<b>Oversized/Outsized Container</b>	8	D3.2.1.1
Repairs/Rebuilds (Hours monthly/annually)	2/24	
Materials – Lumber – Heat Treated		
4x4x8 (Annually)	\$200	
1X4X16 (Annually)	\$700	
4x8x3/8 (Annually)	\$1,200	
4x4x3/4 A/C grade Plywood (Annually)	\$2,600	
2x4x8 (Annually)	\$500	
Hardware – Screws (25 lbs.)	\$100	
Line items/cubic feet of reusable containers constructed	2	
DLA-DS Transfers (Less Hazardous Waste)	2/ 10,000	D3.2.4
DLA-DS Commercial freight shipments (annually)	2/ 10,000	D3.2.4
Safe Haven/Refuge/Secure Holding Area requests (annually) (RESERVED)		D3.1.8
Receipts Processed (Outbound -1348)	160	D3.1.2
<b>OFFLOADCOMMERCIAL/GOVERNMENT CARRIERS:</b>		
Commercial Carriers Offloaded	300	D3.1.3

Workload	Average	PWS Reference
Pieces	500	D3.1.3
Short Tons	11.25 tons	D3.1.3
<b>GOCARE Program</b>		D14
TSP Quarterly Contacts - Calls	5 (quarterly)	
TSP Annual Contacts – Site Visit	5 (annually)	
<b>ESTIMATED HOURS FOR ALL TMO OPERATIONS</b>		
Estimated After Hour Support	180 (Annually)	A5.1 D15
Escort requirements for delivery vehicles, Daily Avg/total avg time per escort	2	

**RESERVIST TRAINING SUPPORT WORKLOAD:**

AFSC	# Mil Members supported on UTA and AT Annually	# Mil Members supported on AMRT Annually
2T031	2	1
2T051	5	
2T071	8	
21R	3	1
<b>Total</b>	18	2

**DEPLOYMENT/EXERCISE OPERATIONS WORKLOAD:**

CDF/PDF Exercise/ Operations Workload (Average)		
Description	Passengers/Cargo	Total Supported per contract
PDF or CDF Exercise	100/80 Tons	5
PDF/CDF Culminating Event	350/170Tons	5
Deployment/ Operations Workload (Average)		
Description	Passengers/Cargo	Total Supported per contract
PDF/CDF RCP Year	380/50Tons	1
PDF/CDF NON-RCP Year	60/30 Tons	4

**D-TE-3**  
**DATA DELIVERABLES**  
(See D-TE-1 SSD16)

The KTR shall submit all required reports shown below using the e-mail address (referenced by number) in the chart following the required report information via electronic means. All “days” are in calendar days unless otherwise specified.

<b>Item #</b>	<b>Report Title</b>	<b>Submit To</b>	<b>Freq</b>	<b>PWS Ref</b>
<b>D001</b>	<b>Workload Status Tracking</b>	<b>5,6</b>	<b>Monthly</b>	<b>A5.4</b>
The KTR shall submit a Monthly Workload Status Report NLT five (5) calendar days after the first of each month. The report shall detail the amount of Estimated Workload Data work completed during the preceding month and shall include a running total completed to date for the current base period of performance.				
<b>D002</b>	<b>Forecast of Transportation Requirements</b>	<b>1,5</b>	<b>As Req</b>	<b>D1.1</b>
As of dates and due dates for first and subsequent submissions will be as instructed by the AO. Prepare short range and long-range forecast requirements IAW AFI 24 Series and DTR 4500.9-R, Parts I and II.				
<b>D003</b>	<b>Cost Estimates for Base wide Budget Planning</b>	<b>1, 5,6</b>	<b>As Req</b>	<b>D1.1</b>
Research and provide cost data relating to passenger, packaging, and freight. Prepare and submit cost estimates to the AO for Government funded over the road shipments, small parcel shipments and materials identified a military specific IAW AFI 24 Series and AO's Instructions.				
<b>D004</b>	<b>Unused Ticket Report</b>	<b>1</b>	<b>Qtrly</b>	<b>D2.1</b>
Submit report by the fifteenth (15 <sup>th</sup> ) of Jan, Apr, July, and Oct. Prepare IAW the DTR 4500.9-R, Part I and AFI 24-602 Vol 1, Chapter 2.				
<b>D005</b>	<b>Procedures for Shipment and Receipt of Aircraft Engines</b>	<b>1,6</b>	<b>One/R</b>	<b>D3</b>
Initial submission due NLT sixty (60) calendar days after base period of performance start date. Submit revisions for acceptance as they occur, prior to publication. Outline responsibilities and coordinate required actions for shipment and receipt of aircraft engines. Prepare IAW AFI 24 Series, DTR 4500.9-R, Part II, and TO 00-85-20.				
<b>D006</b>	<b>DOT-SP and Component Authority Approval (CAA) Usage Report.</b>	<b>1, 5</b>	<b>Qtrly</b>	<b>D1.1, D3, D3.2.5</b>
This report is due NLT the fifteenth (15 <sup>th</sup> ) day of Jan, April, July, and October of each year. Negative reports are required. DODAACs with negative reports follow the "No report for this quarter". Prepare IAW AFI 24 Series, DTR 4500.9-R, Part II, Chapter 204, Para H, and CFR 49.				
<b>D007</b>	<b>Plans and Procedures for Movement of Units by IDRC</b>	<b>2, 6</b>	<b>One/R</b>	<b>D4.1</b>
Initial submission due NLT thirty (30) calendar days after base period of performance start date. Submit revisions for acceptance as they occur, prior to publication. Develop plans and procedures for base units or UTCs for mobility deployment. Develop local plans and procedures for processing of personnel and equipment. Request commercial transportation from IDRC. Prepare required documentation to effect movement of personnel and equipment. Develop plans and procedures for coordination with DCC, deploying unit commander and Deployment Functions. Prepare IAW AFI 10- 403, AFI 24 Series, DTR 4500.9-R, Parts I-III, AFI 36-3012 and SDDC				
<b>D008</b>	<b>Reusable Container Procedures</b>	<b>1,6</b>	<b>One/R</b>	<b>D7</b>
Procedures due NLT seventy (70) calendar days after base period of performance start date. Submit revisions as they occur. Unit UCMs inventory list of on-hand reusable containers and condition of containers. Provide to the Reusable Container Manager (UCM) problems in receiving SPI items without required containers, list problems associated with building new containers, repairing on-hand containers, and problems associated with storage of reusable containers. Provide associated information as requested by the UCM.				



<b>Item #</b>	<b>Report Title</b>	<b>Submit To</b>	<b>Freq</b>	<b>PWS Ref</b>
<b>D009</b>	<b>Reusable Container Report</b>	<b>1,6</b>	<b>*</b>	<b>D7</b>
*Report is required every one-hundred-twenty (120) calendar days and is due NLT ten (10) calendar days after end of each one-hundred-twenty (120) day period. Initial report shall cover the one-hundred-twenty (120) day period commencing with base period of performance start date. Report number of reusable containers on hand.				
<b>D010</b>	<b>Scale Calibration</b>	<b>5</b>	<b>Annly</b>	<b>D8</b>
Written notification to the AO required sixty (60) calendar days prior to expiration date of calibration certification. Ensure scales are calibrated to meet state and local standards.				
<b>D011</b>	<b>Transportation Facilities Guides Record RCS: SDDC</b>	<b>1,2,6</b>	<b>As Req</b>	<b>D10</b>
Initial review due NLT sixty (60) calendar days after start of contract. Submit revisions as they occur IAW DTR 4500.9-R. Reports will be prepared when currently published transportation facility information needs to be revised due to changes in an activity's shipping or receiving capability or when complete transportation facility information for an additional activity needs to be published. Preparers will review submitted transportation facility information at least annually to insure completeness and accuracy. Verification of review and changes will be submitted by email to the COR. Comply with AFI 24 Series, DTR 4500.9-R, Part II, and AFI 36-3012.				
<b>D012</b>	<b>Base Pallet and Net Program Procedures</b>	<b>5,6</b>	<b>One/R</b>	<b>D13</b>
Initial submission due NLT 60 days after base period of performance start date. Submit revisions for acceptances as they occur, prior to publication.				
<b>D013</b>	<b>Pallet And Net Wall to Wall Inventory Report</b>	<b>1,5,6</b>	<b>One/R</b>	<b>D13.3</b>
Submission is required every Tuesday into GART using the following web address <a href="https://webapps.amc.af.mil/GART/Login.aspx">https://webapps.amc.af.mil/GART/Login.aspx</a>				
<b>D014</b>	<b>Lumber Usage Monthly Report</b>	<b>1, 6</b>	<b>Monthly</b>	<b>D14.1</b>
The reports must be posted to the DOD WPM System within two (2) weeks fourteen (14) calendar days of the reported month. Prepare IAW AFI 24 Series.				
<b>D015</b>	<b>DOD Pest Free Monthly Report</b>	<b>1,6</b>	<b>Monthly</b>	<b>D14.1</b>
The reports must be posted to the DOD WPM System within two (2) weeks (14) calendar days of the reported month. Prepare IAW AFI 24 Series.				
<b>D016</b>	<b>(GOCARE) Program.</b>	<b>1,5,6</b>	<b>Qtrly</b>	<b>D15.1/D 15.2</b>
Report quarterly the results of their visits and/or phone calls for each TSP facility contacted. (T-1). Quarterly reports will be submitted via the Logistics Tools Suite (LTS) GOCARE reporting tool NLT the fifteenth (15 <sup>th</sup> ) day of the month following the end of the quarter. (Jan, Apr, Jul, Oct). Prepare IAW AFI 24 Series				
<b>D017</b>	<b>Report of Discrepancy/ Supply Discrepancy Reports (ROD/SDR)</b>	<b>*</b>	<b>**</b>	<b>D16.4</b>
*Submit to Receiving/Shipping Base - ** Twice per Month (5th and 20th) via Web SDR (password required)				
<b>D018</b>	<b>Quarterly Station Traffic Information</b>	<b>1,5,6</b>	<b>Qtrly</b>	<b>D15.1.5. 3</b>
Information will be separated by inbound and outbound: number of aircraft handled (by MDS), tons of cargo loaded/offloaded, duty passengers loaded/offloaded, and space available passengers loaded/offloaded and emailed to <a href="mailto:HQ.AFRCA4RF.ForceManagement@us.af.mil">HQ.AFRCA4RF.ForceManagement@us.af.mil</a>				

<u>Item #</u>	<u>Report Title</u>	<u>Submit To</u>	<u>Freq</u>	<u>PWS Ref</u>
D019	MHE Operator-Qualification requirements	5,6	As Req	D15.1.6, D15.1.6. 1
Initial certification to incl. all licensing requirements, Performance Test Checklist requirements per AFQTP 24-3-E935 and OSHA MHE Certifications				

The complete addresses are as follows:

1	HQ AFRC/A4RF HQ.AFRC.A4RF.ForceManagement@us.af.mil	2	SDDC Customer Service <a href="mailto:usarmy.scott.sddc.mbx.g6-it-helpdesk@mail.mil">usarmy.scott.sddc.mbx.g6-it-helpdesk@mail.mil</a>	3	94 CONF/LGC Email
4	HQ SSG/LGTR 210 East Moore Dr Maxwell AFB, AL 36114-3005	5	94 LRS/LGT AO Ebony.Lewis.2@us.af.mil	6	94 LRS/COR John.Trudeau.1@us.af.mil

**D-TE-4**  
**GOVERNMENT-FURNISHED PROPERTY**

**D-TE-4a: Government Furnished Facilities**

<b>Bldg</b>	<b>Description</b>	<b>Approx Sq Ft</b>
812	TMO Supervisor	102
812	Passenger Clerk	295
812	Freight Clerk/Packing & Crating	722
812	Storage and Warehouse	388
812	LGTR Office/Classroom Space	926
819	Small Terminal Operations	2676

**D-TE-4b. Attachment 3 Consolidated (GFP) Listing**

**D-TE-4c. Schedule Incidentals Listing: Office Furniture and Shop Equipment\***

<b>Nomenclature</b>	<b>Qty</b>	<b>Nomenclature</b>	<b>Qty</b>
Bookcase	1	Stand, Media	1
Chair, Assorted	4	Stand, Printer	2
Credenza, Assorted	2	Storage Locker, Assorted	2
Desk	4	Storage Rack	3
File Cabinet, Assorted	6	Table, Assorted	6
Locker, Personal	1	Work Counter	1
RFID Reader	2	Magnetometer	2
Floor Scale	1	Baggage Scale	1

**\*NOTE: All equipment provided in “as is” condition – The Government will not be responsible for replacing this equipment.**

**D-TE-4d: Schedule Incidentals IT/Copiers/Radios/ADPE.**

<b><u>Item</u></b>	<b><u>Qty</u></b>
Computer, Laptop	4
Monitor	7
Printer	2
HHT, Honeywell (Hand Held Terminal)	2
Base Charger, Honeywell	2
Battery, Honeywell	4
Power Cord, Honeywell, accessory	2
Cable, USB-A to USB-B, Honeywell	2
Printer, Bar Code	2

**D-TE-4e. Government Telephones.**

<u>Bldg#</u>	<u>Description</u>	<u># of Lines</u>
812.....	Cisco IP phones 3	
Mobility Trailer .....		5

**D-TE-5**  
**TECHNICAL ACRONYMS/ABBREVIATIONS AND DEFINITIONS**

AMOPS	Airfield Management Operations
ATF	Air Transportation Functions
CMOS	Cargo Movement Operations System
CBL	Commercial Bill Of Lading
DOT	Department Of Transportation System
DCC	Deployment Control Center
GATES	Global Air Transportation Execution System
IDRC	Installation Deployment Readiness Cell
JTR	Joint Travel Regulation
MDS	Mission Design Series
MILSTRIP	Military Standard Requisitioning And Issue Procedures
UFC	Uniform Freight Classification
REPSHIP	Report Of Shipment
RFID	Radio Frequency Identification
PNR	Passenger Name Record
SPI	Special Packaging Instructions
TCN	Transportation Control Number
TDR	Transportation Discrepancy Report
TMC	Traffic Management Company
UMMIPS	Uniform Military Movement Issue Priority System

ACCESSORIAL. Rendering service by a carrier in addition to the line-haul, such as transit, sorting, packing, cooling, heating, switching, diverting, and re-consigning.

AIRFIELD MANAGEMENT OPERATIONS (AMOPS). The functional capability that enables both the projection and sustainment of aviation capability.

BLOCKING AND BRACING. Method of securing cargo to prevent shifting and damage during transportation, using lumber, bolts, steel, or other material. Material must provide adequate strength to prevent shifting, damage and to support weight of item(s) during transportation.

CARGO DEPLOYMENT FUNCTION (CDF). The installation focal point for monitoring all deployment cargo processing activities.

CARGO MOVEMENT OPERATIONS SYSTEM (CMOS). A combination of hardware/software and automated/manual processes, used by USAF transportation units to provide the capability to receive, generate, maintain, and transmit data to control, document, and manage assets moving in the DoD transportation system.

COMMERCIAL BILL OF LADING (CBL). A form provided by commercial carriers for the movement of freight subject to the conditions printed on the reverse side of the document.

TRAFFIC MANAGEMENT COMPANY (TMC). An office that provides airline reservations, train, hotel, bus, and water reservations; issues all tickets, provide, and promote leisure travel, provides travel information and secures rental car reservations for uniformed service members and other authorized personnel traveling by commercial air.

COMPUTER AIDED LOAD MANIFESTING SYSTEM (CALM). An Air Force system that automates load planning in support of worldwide deployment of forces and day-to-day cargo movement.

DEPARTMENT OF TRANSPORTATION (DOT). A Government agency that administers transportation activities in the United States.

DEPLOYMENT CONTROL CENTER (DCC). The installation focal point for deployment operation.

DUNNAGE. Lumber or other material used to brace and secure cargo to prevent damage.

IDRC (INSTALLATION DEPLOYMENT READINESS CELL) The IDRC is a centralized function aligned under the LRS Commander and generally located within LRS facilities. It is the focal point for all deployment and execution operations. It is responsible for gathering and presenting decision-quality information to installation/wing leadership.

INTRANSIT VISIBILITY (ITV). The ability to track the identity, status and location of DoD unit and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers; medical patients; and personal property from origin to consignee or destination established by the CINCs, Military Services, or DoD agencies during peace, contingencies, and war.

JOINT TRAVEL REGULATION (JTR). A basic statutory regulation concerning travel and transportation allowances of DoD Civilian Personnel.

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP). A military manual that prescribes the concepts, rules, and procedures for processing and reporting requisitions and issues of DoD shipments.

MILITARY STANDARD TRANSPORTATION AND MOVEMENT PROCEDURES (MILSTAMP). Policies and procedures required to manage and control the movement of material through the Defense Transportation System (DTS).

MILITARY SUPPLY AND TRANSPORTATION EVALUATION PROCEDURES (MILSTEP). DoD policies and procedures for evaluating supply and transportation performance.

MILITARY TRAFFIC MANAGEMENT COMMAND (MTMC). The single manager operating agency for military traffic, land transportation, and common user ocean terminals.

NATIONAL MOTORS FREIGHT CLASSIFICATION (NMFC). A motor tariff containing freight descriptions of a specific or generic nature under which all commodities moving in motor freight service are “rated” or “classed.”

OVERAGE, SHORTAGE AND DAMAGED (OS&D). Any article of freight which upon delivery by a carrier is found to be in excess, short, or damaged.

PASSENGER NAME RECORD (PNR). A printout furnished by the airlines carriers that gives the schedule and travel information to travelers.

PALLET. A platform used to secure material for ease in handling and storing. It is also used to consolidate small packages into a unitized load.

463L SYSTEM. Aircraft pallets, nets, tie down, and coupling devices, facilities, handling equipment, procedures, and other components designed to interface with military and civilian aircraft cargo restraint systems.

PALLET/SKID, WAREHOUSE. A two deck platform, usually wooded, used for handling several packages as a unit.

REPORT OF SHIPMENT (REPSHIP). A message transmitted by the communication media to identify a shipment that is confidential, secret, or sensitive.

REQUIRED DELIVERY DATE (RDD). The calendar date when material is required by the requisitioner. RDD field may contain 999, N \_\_, E \_\_, 444, 555 or 777 to indicate expedited handling required.

ROUTE ORDER (RO) (DRO) (SRO) (PSRO). (Domestic, International, Standing and Passenger Standing). Shipping instructions issued by MTMC or theater CINC that specify the mode of transportation, carrier(s) to move the shipment, applicable rate, minimum shipment weight, tariff or tender authority, and any pertinent Routing Instruction Notes (RINs).

SHORING. Material of different length and thickness used to distribute a concentrated weight over a larger area.

SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM). A special airlift used for the pickup or delivery by AMC at points other than those within the established AMC route patterns and those that require special consideration because of the number of passengers, weight or size of cargo involved.

SPECIAL PACKAGING INSTRUCTIONS (SPI). A detailed instruction for constructing packages to protect items that require special preserving and packaging.

SYSTEM MANAGER (SM). A person designated to monitor the CMOS system and manage the recovery of any system failure.

TECHNICAL SPECIALIST. Personnel trained and qualified to prepare for shipment only those hazardous materials within their specialty (such as, vehicle maintenance personnel are technical specialists for vehicles). Technical specialists can only sign the Shipper's Declaration for Dangerous Goods form as a certifying official on items they are technically qualified to maintain and prepare for shipments.

TRANSPORTATION CONTROL NUMBER (TCN). A 17-character alpha-numeric code assigned to a shipment unit to facilitate identification and control of shipments.

TRANSPORTATION DISCREPANCY REPORT/REQUEST FOR INFORMATION (TDR/RFI). A multipurpose document for reporting all transportation discrepancies in shipment or requests for information; the source document for claim action.

TRANSPORTATION REPRESENTATIVE. A person authorized to receipt for cargo and associated documentation.

UNIFORM FREIGHT CLASSIFICATION (UFC). A tariff containing commodity descriptions moving via railroad.

UNIFORM MILITARY MOVEMENT ISSUE PRIORITY SYSTEM (UMMIPS). DoD regulation that specifies incremental time standards for requisition, issue, and movement of material for the Department of Defense.

463L PALLET AND NET PROGRAM. A management system for 463L Pallets and Nets. It requires users to report, control, and inspect 463L assets and assigns responsibilities for the program.

999 SHIPMENTS. 999 procedures pertain to those critically-needed items with transportation priority 1 (PD 01-03) that are required to remove primary weapons and equipment from mission capability (MICAP) status.

**D-TE-9 Key Personnel, Special Training, Certification, and Licensing Requirements**

<b>Certification Number</b>	<b>Special Training, Certification, or Licensing Requirement</b>	<b>At Least</b>	<b>Special Training, Certification, or Licensing by</b>	<b>Required by (Statue or Instruction)</b>
1	(**) TMO Manager	Shall have a minimum of three years' experience within the last ten years in a TMO responsible for freight movement and passenger services, and be Hazardous Cargo Certified	Hazardous Cargo Certified	AFMAN 24-604 and the DTR 4500.9-R, Part II.
2	Combat Readiness and Resources Specialist	Minimum of three years' experience within the past ten years in a traffic management or aerial port organization	Hazardous Cargo Certified	AFMAN 24-604 and the DTR 4500.9-R, Part II
3	Packing and Crating Specialist	Minimum of three years of experience within the past ten years requiring minimum knowledge as a crater.	Hazardous Cargo Certified. Material Handling Equipment (MHE) qualified on 2K – 15K forklift. Aircraft Loading/Unloading qualified.	AFMAN 24-604 and the DTR 4500.9-R, Part II
4	Cargo Movement Operations System (CMOS)	Minimum knowledge as system user	CMOS System Administrator training	AFI 24 Series
5	Wood Packaging Material Program (WPM) Site Custodian	Site Custodian and alternate and Site Auditor must renew certificates for training every two years		AFI 24 Series
6	Joint Inspectors (JI)	JI - Trained and certificated	CDL w/ Haz / Bus	AFI 24 Series, AFI 10-403, and 94 AW IDP

(\*\*) Denotes "Key Personnel" positions and shall be filled with a qualified individual meeting the requirement and standards in the PWS for that respective Key Personnel position and the individual shall be present on base during the core hours and available for after-hours responses.

**D-TE-10 Publications**  
This is not an all-inclusive list.

<b>Publication</b>	<b>Title</b>
49 CFR	Electronic Code of Federal Regulations - Transportation
AFI 10-403	Deployment Planning and Execution
AFI 24-602 v1	Passenger Movement
AFI 24-605 v1	Air Transportation Organization and Structure
AFMAN 24-604	Preparing Hazardous Materials for Military Air Shipments
AF Form 9	Request for Purchases
DAFI 24-602v2	Cargo Movement
DD Form 1385	Cargo Manifest
DD Form 2130 series/AF Form 4080	LOAD/SEQUENCE BREAKDOWN WORKSHEET
DD Form 2133	Joint Airlift Inspection Record/Checklist
DESR 6055.09_AFMAN 91-201	Explosives Safety Standards
DTR 4500.9-R	Defense Transportation Regulation (DTR)
DTR 4500.9-R	Part I, Passenger Movement
DTR 4500.9-R	Part II, Cargo Movement
DTR 4500.9-R	Part III, Mobility
DTR 4500.9-R	Part V, Department Of Defense Customs And Border Clearance Policies And Procedures
DTR 4500.9-R	Part VI, Management and Control of Intermodal Containers and System 463L Equipment
DoD 4000.25-1-M	Military Standard Requisitioning and Issue Procedures (MILSTRIP)
DoDI 4515.13	Air Transportation Eligibility
DoD 7000.14-R	Financial Management Regulation (FMR)
TO 35D 33-2-2-2	Instruction with Parts Breakdown -- 463L Air Cargo Pallets, Types HCU-6/E and HCU-12/E
TO 35D 33-2-3-1	Maintenance and Repair Instructions -- Air Cargo Pallet Nets, HCU-7/E, I, Side, HCU-15/C, II, Top, HCU11/C, III, Side, HCU-16/C, IV, Top



**TAB F**  
**REAL PROPERTY MAINTENANCE**

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<b>F-TE-2b</b>	RSMeans Estimates	
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<b>F-TE-2e</b>	Builder Facility Condition Assessments	
<b>F-TE-2f</b>	Reserve Training	
<b>F-TE-2g</b>	Facilities Requiring Pest Management Inspections	
<b>F-TE-2h</b>	Ice Buckets and Utility Hydrant Stakes	
<b>F-TE-2i</b>	Facilities to be Maintained by the Contractor	
<b>F-TE-2j</b>	Grounds Maintenance	
<b>F-TE-2k</b>	Pavement Clearance Consumable Estimates (Sweeper & Snow Removal)	
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<b>F-TE-4</b>	Government Furnished Equipment (GFE)	
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<b>F-TE-4e</b>	Government Telephones	
<b>F-TE-4f</b>	Emergency Aircraft Arresting System Bench Stock - <b>RESERVED</b>	
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## **REAL PROPERTY MAINTENANCE DESCRIPTION OF SERVICES**

**F1 Overview.** Real Property Maintenance's major responsibilities include preventive maintenance (PM) and corrective maintenance (CM) work tasks (WT) for facility maintenance for all real property, Real Property Installed Equipment (RPIE), and Real Property Similar Equipment (RPSE), and tenant units as required. All work shall comply with all applicable and most current Occupational Safety and Health Act (OSHA), Environmental Protection Agency (EPA), National Fire Protection Association (NFPA), National Electric Code (NEC), National Plumbing Code (NPC), American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE) Standards, International Building Code, Unified Facilities Criteria, (UFC), DoD, AF, federal, state and local codes and requirements, and environmental regulations as well as higher headquarters standards, guidance, playbooks, and instructions. Ensure compliance with all codes, standards, licenses, certifications, and environmental standards. The KTR shall furnish all personnel, tools (to include consumable parts/materials, such as, but not limited to; drill bits, saw blades, filters, spark plugs, gas and cylinders, etc.), equipment, supervision, administration, materials, and other items and services necessary to service equipment, facilities, grounds, pavements, and utility systems as defined in this PWS except as specified in Section A-2 and F-TE-4 as Government furnished property and services. All work identified in this Tab is included in the FFP unless otherwise specified.

### **F2 Personnel.**

**F2.1 Real Property Maintenance (RPM) Manager/Alternate.** The KTR shall provide an RPM manager and alternate(s) who shall be responsible for the performance of the work, designated in writing and shall have authority to make decisions for the company. The RPM manager is identified as a key, full time position and shall have no additional duties. During core hours, the RPM manager or alternate shall be located on-site and be available within 30 minutes to meet on the Base with Government personnel. After core duty hours, the RPM Manager or alternate shall maintain a communication device by which they can be contacted by the designated Government representative, and have an on-site presence within one hour, 24 hours a day, 7 days a week.

**F2.1.1 RPM Manager.** The KTR shall provide a RPM who is responsible for the performance of the work, and shall have full authority to act for the KTR on all contract matters relating to daily operation of the Real Property Operations. The RPM shall be able to effectively manage, lead, plan, and execute multi shop work task with multiple trades and KTRs to accomplish mission needs. A duty of the position shall require tracking WT status and providing response communications as soon as practicable. Attentiveness to high profile, and after hour and emergency work task, while utilizing time management is essential. Capabilities and responsibilities of the RPM position shall be maintained by a specifically designated alternate during the RPMs absence. The RPM and/or alternate shall have intimate knowledge of the status of these work task and shall communicate and coordinate with the BCE as appropriate. The RPM shall integrate the elements of Sec 106 of the National Historic Preservation Act when appropriate. Factors necessary for successful management of Tab F Real Property Operations include a RPM manager that is proficient in identifying, troubleshooting, and developing solutions to Real Property Corrective Maintenance, Preventative Maintenance, and Plant Operations. The RPM manager shall have a minimum of 10 years' experience in a combination of construction, maintenance, and operation of facilities and utilities. Experience in operation and maintenance of utility plants and systems is highly desirable. The RPM manager shall have a minimum of six years management level experience in any of the above areas.

**F2.2 Craftsman Qualifications.** All work requiring licensed or certified Craftsmen in accordance with (IAW) local, state, and federal requirements, shall be performed only by employees possessing the applicable licenses or certifications. Work that does not require licenses or certifications shall be performed only by personnel who are proficient in the tasks normally performed by the applicable trade, as described in the Service Contract Act Directory of Occupations or other Government-approved occupational descriptions. Military training shall be evaluated by AFRC, CO and BCE representatives on a case by case basis to be used in place of state licensing or certification requirements. A submission of a request for waiver and a written plan that shall outline the actions that shall be taken to bring prospective technician up to the standards required in the PWS. See F-TE-9 for specific craftsman training.

### **F3 General Requirements.**

**F3.1 Disaster Response Work.** In the event Government property is damaged by causes of a disastrous nature, the BCE will determine the emergency actions necessary to protect Government and personal property. Services will be ordered under the applicable CLIN of the contract. KTR support required for disaster preparedness exercises shall be provided as directed by the BCE IAW AFI 10-2501 *Emergency Management Program* and will be under the applicable CLIN of the contract.

**F3.2 Hazardous and Regulated Waste.** Several of the activities undertaken in the execution of this contract will result in the generation of hazardous waste. The KTR shall comply with Federal and State laws and regulations as well as the Base Hazardous Waste Management Plan, the Base Spill Prevention, Control, and Countermeasures (SPCC) Plan, and AFMAN 32-7002 *Environmental Compliance and Pollution Prevention*. The KTR shall ensure personnel handling hazardous waste and regulated materials are properly trained in a manner consistent with applicable federal, state, and local regulations.

**F3.2.1** To facilitate waste handling and disposal for all KTR-maintained facilities, the KTR shall properly manage and control the accumulation of universal, hazardous, and regulated wastes in accordance with the Base Hazardous Waste Management Plan. The KTR shall adhere to procedures for documentation, inspection, and on-site safety measures at the accumulation points for all KTR maintained facilities. The Base Hazardous Waste Management Plan does not require extraordinary procedures, but rather directs a common handling system that complies with EPA, OSHA, and environmental guidelines and ensures compliance with federal, state and air force regulations.

**F3.2.2** The KTR shall comply with requirements in the Base Spill Prevention, Control, and Countermeasure (SPCC) Plan and/or the Base Hazardous Materials Emergency Planning & Response (HAZMAT) Plan for spill prevention, containment, notification, reporting, first response, and clean up.

**F3.2.3** Both underground and aboveground storage tanks containing petroleum products, hazardous materials, and other regulated substances are included in "facilities." The KTR shall comply with state, federal regulations and Air Force Instructions concerning the monitoring and inspections of those tanks.

**F3.2.4** The KTR shall collect and transport all Tab F KTR generated hazardous, regulated, and universal waste IAW the Base Hazardous Waste Management Plan. All work pertaining to handling universal hazardous, and regulated waste, except waste generated by, or in the performance of PM or CM, will be ordered under the applicable RPS Facilities Management CLIN of the contract. The Government will be responsible for actual disposal of universal, hazardous, and regulated waste, and costs associated therewith.

**F3.2.5 Welding, Cutting, Brazing, and Soldering.** The KTR shall comply with 29 CFR 1910, *Occupational Safety and Health Standards* and obtain AF Form 592, *USAF Welding, Cutting, and Brazing Permit*, from the Fire Department before initiating "hot work". The KTR shall notify the Fire Department within 30 minutes of completion of work.

**F3.3 Road Closures.** The KTR shall coordinate all road closures and re-opening required in the performance of this contract with the BCE, Fire Department, Security Forces, and COR prior to start of work.

**F3.4 Technical Guidance.** The KTR shall provide advice and assistance to the Government on all areas specified as KTR responsibilities. Services include, attendance at (or participation in) commander's staff meetings, Work Order Review Meetings (WORM), field surveys, disaster preparedness and Base recovery exercises and meetings, environmental protection committees, Bird Aircraft Strike Hazard (BASH) Team, Base Civil Engineering (BCE) staff meeting, BCE Update, Environmental Inspection Process (EIP) (formally known as ECAMP) meetings and inspections, Pollution Prevention and Recycling meetings, Facility Board, Foreign Object Debris (FOD), Safety Meeting, Base Energy Steering Group Meeting, Design Review Panels and meetings, utilities conservation, Water Committee Meetings, and all other meetings designated by the BCE or designated representative. Attendance at the meetings noted in this subparagraph by KTR management and shop personnel, is FFP. The KTR shall prepare BCE requested reports not specified in **F-TE-3** as a WT and will be ordered under the applicable RPS Facility Management CLIN of the contract.

### **F3.5 Work Involving Occupied Buildings.**

**F3.5.1** During the performance of this contract, facilities will continue to be occupied. All KTR work shall be performed in an orderly manner with minimum disturbance and inconvenience to the occupants, including advance coordination as required. The KTR shall confine and limit their operations to only those areas required for performing the work. KTR work areas that may present health or safety hazards to building occupants or other affected personnel, shall be securely enclosed, cordoned, marked or otherwise made safe by the KTR. The KTR shall, on a daily basis, keep the work area, job sites and Government vehicles used in the performance of this PWS free from accumulations of waste material, rubbish, tools, scaffolding, equipment, and materials. Upon completion of the job, the KTR shall leave the work area and premises in a clean and neat condition.

**F3.5.2** The KTR shall submit a written request to the COR and BCE and obtain written approval at least 48 hours prior to scheduled interruption of utilities to any facility. The KTR shall notify the facility managers, Fire Department, and Security Forces at least 2 work days prior to scheduled interruption of utilities. The KTR shall notify the BCE or designated representative, Fire Department and Security Forces within 30 minutes after all utilities have been restored.

**F3.6 Unscheduled Utility Outages.** The KTR shall treat all unscheduled utility outages as emergencies. The BCE, COR, Fire Department, and Security Forces shall be notified of all unscheduled utility outages within 30 minutes of occurrence. All utilities systems shall be reset and returned to its normal operating condition within one hour of utility being placed back in service. The KTR shall notify the utility company/provider of any utility outage affecting/impacting our Base and record all utility outage in Outage Log. For outages exceeding 5 minutes, the USG will report all outages in Utility System Operational Report Tracker (USORT). The generated USORT number will be provided to the KTR, this number shall be placed in the Work Detail section for all CM WT generated from the outage. The KTR shall notify the BCE, COR, Fire Department and Security Forces within 30 minutes after all systems have been reset.

**F3.7 Airfield Safety.** The active airfield area (consisting of all runways, including overruns, taxiways, and areas adjacent to the above) is under the control of the Chief of Airfield Management, represented by the Air Traffic Controller (ATC) on duty in the control tower. Before entering or approaching this area for any reason, the KTR shall obtain permission from the ATC. In the airfield area the KTR shall subject their operations and movements to the control of the ATC IAW AFMAN 13-204 Vol 3 *Air Traffic Control*.

**F3.8 Potentially Hazardous Materials.** The KTR may encounter potentially hazardous materials such as asbestos containing materials (ACM), or lead during performance of this contract. Excluding the PM Requirements in **F5.3.3.6 Indoor Small Arms Firing Range**, the KTR shall notify the BCE, and COR if suspected potentially hazardous materials are encountered. The Government will conduct testing of suspected potentially hazardous materials and notify the KTR of the results so KTR can take appropriate actions to complete work. All work related to potentially hazardous materials shall be done IAW applicable State and Federal laws and regulations, and IAW base management plans for those environments and materials. The Government will conduct abatement. Once abated, the KTR will be notified to proceed with work. Documentation of all actions/decision shall be kept in the project files.

### **F3.9 Environmental Compliance**

**F3.9.1 Permitted Equipment.** Any work or repairs conducted on permitted equipment under the Clean Air Act, Clean Water Act, underground storage tanks (UST) regulations, wastewater and oil water separators and storm water systems shall be recorded and no new equipment that is not documented by make, model, and serial number in the current construction operating permit may be installed without written approval by the BCE CEV environmental flight. Construction and operating permits are maintained in the BCE CEV office. Equipment includes but is not limited to: internal combustion engines, storage tanks, fueling facilities, JP-8/JP-A Hydrants, Bulk loading equipment, coating operations, fire training, indoor shooting, emission control equipment, spray booths, and char broiler. All testing of permitted equipment shall be done IAW the permit requirements and notification provided to COR, BCE CEV and the regulator as required by regulator rules and shall supersede any PMTL requirements. The KTR shall update changes to the inventory in the appropriate system, to include but not limited to SMS, NexGen IT, and APIMS.

**F3.9.2 Environmental Compliance Inspections.** The KTR shall comply with and participate in all required environmental compliance inspection programs, both external (regulatory) and internal, including the Inspector General (IG) and Commander's Inspection Process (CIP, including all stages of the Environmental Inspection Process (EIP) (Formerly known as ECAMP). The KTR shall comply with all elements and stages of the CIP/EOP program as outlined in AFI 32-7001, *Environmental Management*, AFI 90-201, *The Air Force Inspection System* and AFMAN 32-7002, *Environmental Compliance and Pollution Prevention* and AFI 90-801, *Environmental, Safety, and Occupational Health Councils*.

**F3.9.3 Air Quality Program.** The KTR shall comply with all federal, state, and local air quality rules and regulations. The KTR will manage, track, and report all required source data for air emission sources using the Air Program Inventory Management System (APIMS) program. Source data may include manufacturer's info, performance and usage data, and other details for air sources including, but not limited to emergency generators, boilers, other internal combustion sources, refrigerant equipment etc. required for regulatory and AF reporting.

**F3.10 Work Clearance Request Form (AF Form 103).** The KTR shall be responsible for processing all work clearance requests and to flag/mark utility systems and underground structures that fall under the responsibility of the BCE or designated representative. From receipt of the request, the KTR shall have five business days to accomplish task per BCE work clearance policy. This falls under the FFP section of this PWS. Coordination with other agencies, as required by AF Form 103, is the responsibility of the requestor.

**F3.11 Computerized Maintenance Management System (CMMS) and BUILDER™ Training.** The Air Force approved CMMS is NexGen IT. BUILDER™ is the primary Air Force Sustainment Management System (SMS). The online training for BUILDER can be found on the AFCEC SMS webpage. All training requests for BUILDER shall be requested through the COR.

**F3.12 Warranties.** KTR shall coordinate with the BCE designated personnel on the warranty process so that shops can validate calls and KTRs are held accountable for warranty issues. Provide all new warranty information to the BCE or designated personnel. Ensure that warranties are not voided for lack of maintenance, due to action or inactions. The KTR is responsible for contacting and coordination of all manufacture warranty repairs on all KTR installed equipment. The KTR shall notify the COR of all possible manufacture warranty issues on other installed equipment/items, e.g. roofs. KTR shall ensure all work accomplished by KTR does not void existing warranties.

**F3.13 Programs and Software not Provided by the USG.** The USG does not provide programs or software for cost estimating, material management, or non-facility equipment PM program. The KTR shall validate, maintain and update (as needed) the PM program in NexGen IT IAW **F5.2.1**. The KTR's PM program shall be able to provide reports required in **F-TE-3** in excel format. The KTR's PM based program shall be able to provide required reports in excel.

**F3.14 AF Reserve Training.** The KTR shall provide UTA, AT, and AMRT training, IAW paragraphs **A5.2** and **A12**. Government validated training requirements will be provided to the KTR IAW paragraph **A12.5**. The KTR shall provide training specific to Base Civil Engineering reservists (3E0X1, 3E0X2, 3E1X1, 3E2X1, 3E3X1, 3E4X1, 3E6X1) using AF procedures and all other guidance outlined in the Career Field Education and Training Plan (CFETP) for each respective Air Force Specialty Code (AFSC).

**F4 Work Classification/Prioritization.** The KTR shall perform two categories of work: Preventive Maintenance (PM), and Corrective Maintenance (CM).

**F4.1 Preventive Maintenance (PM).** The KTR shall perform PM/Recurring Work, also referred to Work Priority 2A, on all real property, RPIE, and RPSE IAW AF approved Preventive Maintenance Task Lists (PMTL), RSMeans or other guidance as stated/provided within this PWS. Perform PM on the items listed in **F-TE-6**. Notify the CO and COR upon identification of incorrect equipment inventory or identified PM actions, prior to performing PM actions. AF-PMTLs supersede any commercial PMTL variants. Compulsory standards, to include ETLs, UFCs, NFPA requirements, and other AF-specific mandates are the primary drivers and cannot be overlooked. If two PMTLs exist for the same asset, always select the AF-PMTL. New real property, RPIE, and RPSE PM will be performed as a 2A

WT until added to the PM Program. Review and update PM Program annually and submit to the Government for approval.

**F4.1.1 PM Program.** For equipment or PM requirements that are not trackable in NexGen IT, the KTR shall furnish software/programs to develop PM Plans and Programs and structure the PM approach to maximize efficiency and cost benefits. The KTR shall ensure all PM actions are scheduled in NexGen IT and/or KTR supplied program. The KTR shall validate, maintain and update the PM program within NexGen IT IAW **F5.2.1**, during the base year of the contract. Inventory/equipment identified during the validation, which is not in NexGen IT, the Asset Manager shall be notified. Preventive maintenance for assets in the PM program shall be prioritized over all other forms of work, with the exception of Work Priority 1, *Emergency Corrective Maintenance*. The PM program shall list facility number, equipment inspected or maintained, assigned shop, inspection criteria (PMTL # or AFRC/BCE Directed action, e.g., inspect detention pond, change air handler filters), PM frequencies and estimated hours. Adhere to all manufacturers' preventive maintenance recommendations throughout the warranty period of newly installed equipment.

**F4.1.1.1 Preventive Maintenance Program Files.** A PM Program file for all preventive inspections, testing and maintenance (ITM) shall be maintained by the KTR. Documentation for all PM accomplished shall be placed in chronological order in the appropriate PM item folder. Documentation shall include all materials used, date, time, and name of person accomplishing these actions. Documentation shall identify all discrepancies found during preventive maintenance. These records shall provide preventive maintenance, inspections, testing, and completion history for each recurring item listed in this PWS. These files and their contents are the property of the Government, and shall not be destroyed or removed from the Base. These files shall be available to the BCE, the COR, and the CO at all times during the life of the contract.

**F4.1.1.2 Annual PM Schedule.** Submit a complete PM plan listing all ITM actions to the BCE or designated representative for approval within fifteen (15) days of the first and subsequent operational performance periods. The KTR shall submit all proposed changes to PM schedules to the BCE or BCE's designated representative in advance of the scheduled dates for performance. At the beginning of each option period the BCE designated representative and KTR shall jointly review the PM accomplished over the previous twelve (12) months. The CO (with the BCEs recommendation and concurrence) will approve all additions or deletions to the PM. The KTR shall update schedules as necessary to reflect all changes in equipment inventory. All records maintenance shall be the sole responsibility of the KTR.

**F4.1.1.3 Monthly PM Schedule.** The KTR shall prepare and submit the monthly schedule for all PM ITM actions. The KTR shall schedule all equipment items for preventive maintenance, inspection, and tests during the contract period providing for an even distribution of work.

**F4.1.1.3.1** Unless otherwise specified, all PM work shall be performed within the scheduled frequency of service during the Government's regular working hours. If the Contractor desires to work after regular working hours, Saturdays, Sundays, or holidays, the Contractor shall submit a request to the CO and COR for approval five (5) working days before performing the work.

**F4.1.1.3.1.1** During the performance of PM, the COR may request to be present for contract surveillance. The COR shall identify the PM task(s) to be observed after receiving the monthly schedule. The KTR shall provide the COR no less than 72 hours advance notice of the requested PM schedule date and time. The KTR shall notify the COR of any changes to the scheduled time when submitting the daily schedule IAW **F4.3.1.1.1 Daily Schedule**. This is not intended to impede or prevent the KTR from performing the maintenance, and will be completed under the FFP portion of the contract.

**F4.1.1.4 Completed Monthly PM Schedule.** The KTR shall prepare and submit a written report of PM ITM actions actually accomplished during the preceding month. The report shall include, but not limited to, area/building number, equipment/asset identifier, item description, PM description/frequency, completion date, actual hours, certification of the items accomplished, and list of deficiencies identified with WT number and brief description. The report shall also include any written reports as required IAW **F-TE-3**. For any PM work not performed as scheduled the previous

month, the report shall include documentation of advance BCE approval and a revised schedule for any work, which was scheduled the previous month, but not accomplished, and submit for the BCE's approval.

**F4.1.1.5 NexGen IT Preventive Maintenance WT Completion (2A).** For each 2A PM WT generated in NexGen IT the KTR shall input the technician's actual labor hours in the NexGen IT Resources Labor Entry Section (not the Direct Entry Cost Form). After documenting all 2A PM WT labor and remarks, the KTR shall complete and close the 2A PM WT(s) in NexGen IT. All incomplete 2A PM WT(s) shall be closed IAW the latest AFCEC COOM Business Processes. Partially or Non-Accomplished PM shall be closed IAW AFCEC COOM Business Processes. All CM WT generated by 2A PM WT will be tracked in the Description of the CM WT, include the 2A PM WT number.

**F4.1.2 Equipment Failure Report.** The KTR shall provide an equipment failure report to the Government NLT 2 workdays after receipt of BCE or designated representative direction. If urgent, the KTR shall provide a draft report within 24 hours. The failure report shall include PM and CM preformed, warranty expiration date (if any), equipment expected life, date of equipment installation, date of failure, and explanation for failure.

**F4.1.3** The KTR shall enter a CM WT into NexGen IT for all discrepancies found during PM on equipment and facilities within 2 working days of completion of the PM action.

## **F4.2 Service Calls/Work Tasks (WT).**

**F4.2.1 Customer Service (Work Control).** The KTR serves as a centralized customer service focal point and shall provide a 24 hour contact number manned by KTR personnel to process all CM WT, to include after hour calls, dispatch craftsman to emergencies, and write WT. Maintain the night log for all after hours work task. Classify work IAW **AFI 32-1001 Civil Engineer Operations**. Provide work request feedback to facility managers to include approved work priority, status, and an estimated start date. The KTR shall receive calls by telephone, in person, e-mail or in writing at the service call desk Monday through Friday 0715-1600, excluding holidays. The KTR shall create a Service Request (SR) upon notification from facility manager, and create a WT in NexGen IT as soon as practicable. The KTR shall establish and publish a phone number to receive after hour calls. CM WT (other than emergencies) shall only be accepted from facility managers or their alternates, RPM Manager, the BCE or other BCE designated representative. Requests for overtime other than for emergencies, shall be approved by the BCE prior to working, and tracked accordingly on the WT. The KTR shall accept Priority 1 CM WT from all base personnel. A list of personnel authorized to place CM WT (other than emergencies) will be provided to the KTR by the BCE.

**F4.3 Work Task Data Input.** CM WTs shall be subject to review and approval by the BCE or designated representative. CM WTs consist of sustainment and enhancement type work requirements and includes non-PM, repair, and replacement, necessary to sustain all real property, RPIE, and RPSE assets. The KTR shall populate, maintain, update, generate, and manage all WT data and reports in NexGen IT. Daily the KTR shall input the actual craft hours, rate, material, and subcontract costs on the Direct Entry Cost Form, and detailed remarks, including corrective actions and materials used, for all WT in NexGen IT. Data shall be broken down by craft in tenths of an hour per CM WT per craft. (CM WT number A1011: plumber 10.3 hours, carpenter 2.7 hours, etc.). Except as otherwise stated herein, the KTR shall input estimates for all CM WTs prior to the performance of work. After the data has been entered the KTR shall provide a cost estimate including all indirect and direct costs to the designated approval authority. Consumable parts and material are part of the FFP. During the performance of the CM WT, when changes are identified that impact the cost estimate, the KTR shall prepare a revised estimate for approval before continuing. The KTR shall not proceed without prior approval. At the discretion of the BCE, any CM WT categorized as Priority 1 or 3, which in the evaluation of the KTR is \$500.00 or less in cost, the KTR shall schedule and accomplish the work within the periods established in paragraph **F4.4.4**. The KTR shall receive approval from the BCE prior to starting any KTR identified/initiated work. If during evaluation or accomplishment of any CM WT, the KTR determines the cost will exceed \$500.00, work shall be stopped and the BCE and CO contacted for approval before proceeding. The KTR shall update the NexGen IT to acknowledge BCE approval. All Priority 1 and 3 CM WT over \$500, and all Priority 2B and 4A/B WT, require approval by the BCE. The KTR shall invoice the Government for CM WTs only after completion and updates to the NexGen IT database.

**F4.3.1 Work Order Completion.** The KTR shall obtain a signature from the requester or facility manager (or alternate) to validate that the work was completed. WTs will be ordered under the applicable CLIN of the contract with the following exceptions, which are considered FFP for example but not limited to: pickup and delivery of supplies and equipment; costs associated with RSMeans estimates; purely administrative tasks, tasks associated with purchasing, handling, and scheduling materials and services, assembling materials lists, obtaining quotes, data entry, subcontract administration. The KTR shall document all CM WT changes, including Priority 1 verbal approvals, special conditions and references to related WT and a resolution description including what failed, and how it was corrected (e.g., A/C inop; replaced fan motor) in the remarks section of the WT form. Track and report KPIs such as the prior month's work tasks generated, and completed, completion times by priority, total hours expended on PM and CM WTs, PMs scheduled/completed, and contract year to date status of CLIN amounts, CLIN amounts spent on M&R (4A-4B) work, and customer complaints.

**F4.3.1.1 Material for WT.** WTs shall not be tracked Awaiting Material (AWT MAT) until materials have been ordered or purchased through a vendor. When a WT is tracked to AWT MAT, the KTR shall input a comment in the NexGen IT database reflecting the estimated material arrival date and update the cost estimates with the total material costs and a copy of the Purchase Order (PO) will be uploaded into the Notes & Documents tab of the WT. Material shall be ordered or purchased through a vendor within 5 days of WT approval, and 1 day for priority 1 CM WT. The KTR shall input remarks and coordinate with the BCE on WT where material will take longer than 5 days to order. Upon receipt of all material for a WT, the KTR shall track the WT In Progress (IN PROG) within 2 days. For non-emergency work, any single piece of equipment or material exceeding \$2,500 shall have three quotes

**F4.3.1.1.1 Daily Schedule.** Each workday before 8:30 A.M., the KTR shall notify the BCE and COR of all PM and CM WT work scheduled for that day in writing via email or Government approved format. Any changes to the daily schedule will be reported within 30 minutes to the BCE and COR.

**F4.3.2 Work Accomplishment.** Generally, the KTR shall perform CM WT in the sequence received based on the allotted time. However, it may become necessary for the Government to change the sequence and timing for work performance or completion based on unforeseen changes in circumstances. Any required changes in the sequence and timing for work performance or completion will be determined by the BCE or designated representative and provided to the KTR. In specific circumstances, the BCE may establish an accelerated completion date that is different from the standard priority classification completion times. The KTR shall identify any conflicts with current work with the BCE for de-confliction and is expected to accommodate and complete the work by the BCE's new date. Such changes shall not form the basis for an equitable adjustment, nor change the work priority classification of the CM WT, e.g., 3C changed to a 3A for quicker accomplishment. Document all work changes in the remarks section of the CM WT form.

**F4.3.3 Drawings/Sketches.** Any CM WT, which will change Government real property records, facility plans, or detail drawings, shall be individually managed. The KTR shall provide sketched drawings indicating all changes to plans, elevation, and details, as appropriate, so necessary updating of real property records, facility plans, and drawings can be accomplished. Sufficient information shall be provided for the Government to update geospatial and drafting software. The KTR shall receive BCE or designated representative approval of the "marked-up" drawings/sketches prior to WT close-out.

**F4.3.4 End of Contract Year Service Call - Work Task Approval and Completion.** All CM WT shall be approved in NexGen IT NLT the last day of the contract option year. All CM WT shall be physically complete within 30 days of approval and shall be financially closed within 120 days of approval.

**F4.4 Types of Corrective Maintenance WT.** Repairs shall be ordered under the applicable CLIN of the contract. CLIN definitions are described in **F-TE-5**.

**F4.4.1 Unscheduled/Scheduled Sustainment Work.** CM WT is work which contributes to the sustainment of facilities to support the continued mission operations, such as non-PM and repair CM WT. Non-PM and repair CM WT is performed as a result of equipment or facility system breakdown or by detection of a malfunction or potential malfunction. All repairs will be ordered under the applicable CLIN of the contract.



**F4.4.2 Scheduled Enhancement Work (4A & 4B).** Work defined and prioritized by the base (may or may not be a mission priority).

**F4.4.3 Miscellaneous Service Work Task.** WT which are within the overall realm and scope of the Real Property Maintenance (RPM) function, but which are not specifically called for in any section(s) of the RPM PWS. Miscellaneous WT will be ordered under the applicable CLIN of the contract and the KTR shall obtain BCE approval prior to accomplishing the work regardless of estimated cost.

**F4.4.4 CM WT Priorities.** CM WTs shall be prioritized IAW AFI 32-1001 and completed within the following times: A Completed WT has all of the craft work completed, labor and material costs have been entered on the Direct Entry Cost form, the Work Details section has been completed, and the Assignment Tracking status has been changed to Completed.

**F4.4.4.1 Priority 1 (Emergency) CM WT.** During core hours, respond back to the customer within 10 minutes, and initiate corrective action within 30 minutes after receipt of work request, and complete/eliminate emergency situation within 24 hours. Material requirements for Priority 1 CM WT shall be processed the same duty day the call is received. After core hours, respond to Priority 1 CM work request within 60 minutes after notification. Only those actions necessary to mitigate the emergency are accomplished on the initial WT. If additional work is required to restore complete functionality, a future lower priority WT will be created and executed in a time and manner consistent with requirements of similar scope and nature.

**F4.4.4.2 Priority 3A – High Risk Work.** This priority is often associated with follow-up work to a Priority 1 WT, which was responded to and closed. The KTR shall respond within 24 hours and complete all work within five workdays after initial receipt of approval.

**F4.4.4.3 Priority 3B – Medium Risk Work.** The KTR shall make an initial response within three workdays and complete all routine WT within 15 workdays after initial receipt of approval.

**F4.4.4.4 Priority 3C – Low Risk Work.** The KTR shall make an initial response within three workdays and complete all routine WT within 30 workdays after initial receipt of approval.

**F4.4.4.5 Scheduled Enhancement Work.** Priority 4 is classified as enhancement. All work in this category is created via an AF Form 332 Civil Engineering Work Request (or equivalent) and is submitted to the KTR. The BCE approves all priority 4 work and sets the completion times.

**F4.4.4.5.1 Priority 4A – Scheduled Enhancement Work (Modernization/Restoration Work).** WTs in this category are for facility enhancement work or are defined as work performed for which the end result is a new or higher standard (facility enhancement). Example: Replace wallpaper, replacing area carpet/tile, painting, increase HVAC capacity or lighting efficiency; replacing existing items with new items for the purpose of improving the quality of the work area. Also included is work performed that results in adding new components or items to an existing facility or system, or work that substantially alters a facility or system. Example: Install new door in existing wall, build a new wall within an existing facility, installation of electrical outlets, or changing the use of the area. In no case shall modernization/restoration WT be accomplished until the BCE has approved and the CO has made a scope determination, and both coordinated on the AF Form 332. No WT shall exceed \$30,000 (labor and materials), and all modernization/restoration WT shall be limited to \$150,000 per year. All work under this paragraph will be ordered under the applicable CLIN of the contract.

**F4.4.4.5.2 Priority 4B – Enhancement Work.** Work that does not contribute to sustainment or ensuring continued mission operations. Work that is not mission priority, but potentially funded by others. Examples include, but are not limited to; event support (airshows) and any decorative versus operational need (signs, landscaping, status displays etc.) fall in this category. All work under this paragraph will be ordered under the Facility Management CLIN of the contract.

**F4.5 Work Task Estimating.** Except as otherwise stated herein, the KTR shall input estimates for all CM WTs prior to the performance of work. The KTR's estimate for non-duty hour Priority 1 CM WTs shall be input NLT the next workday. For Priority 3 and 4 work, estimates shall be completed within 5 business days of WT initiation, unless otherwise approved by the BCE. For those CM WT estimated under \$1,000 the estimate may be based on the KTR's experience or on industry standards. The cost estimates for work under \$1,000 shall contain the number of hours by craft and labor rate, material costs, other direct costs, and total job cost. If during accomplishment of any CM WT, the KTR determines the cost will exceed \$1,000 in cost, work shall be stopped and an RSMeans estimate will be completed for the BCE approval before proceeding. The KTR shall update the NexGen IT to acknowledge BCE approval. All CM WT exceeding \$1,000 require an RSMeans estimate. It may become necessary for the KTR to develop revised RSMeans estimates, changes shall be documented in the remarks section of the WT form in NexGen IT.

**F4.5.1 RSMeans Estimate.** The estimate is derived from RSMeans Facilities Maintenance & Repair Cost Data (not Government provided) as the primary standard and shall be completed within 5 business days of CM WT initiation, unless otherwise specified by the BCE. If this standard is inadequate, the next source for standard hours is the RSMeans Construction Cost Data. The estimate shall include the line numeric coding numbers from RSMeans, broken down steps where applicable, their hours and an itemized list of materials and costs. Craft labor hourly rates are to be multiplied against the RSMeans hours to compute the labor costs. Material costs may be taken from the RSMeans or from actual vendor quotes. A description of any equipment rental with justification, and rental cost with basis thereof indicated. The KTR shall fully explain any assumptions used in developing the RSMeans estimate. Document all assumptions in the remarks section of the WT form in the NexGen IT. The estimated workload for RSMeans estimates is included in **F-TE-2b**.

**F4.6 Subcontracted Work.** Subcontracted work will only be considered for approval in circumstances where the work required is determined to only be available from a justified sole source (e.g. proprietary source); unusual or compelling urgency as a result of a real world emergency or contingency; or specialty skillset as determined by the BCE. Subcontracted work will not be considered for lack of KTR planning or resource management. KTR shall provide justification and a quote to the AO. Estimates under \$2K shall require one subcontractor quote, quotes between \$2K and \$10K shall require two subcontractor quotes, and quotes over \$10K shall require three subcontractor quotes. Only the work subject to the justification may be authorized, unless otherwise approved by the BCE and CO. The KTR shall document all subcontracted labor by WT, CLIN and shop. Report format to be provided by the BCE.

**F4.7** The KTR shall be aware some CM WT may be canceled or not approved for accomplishment after the RSMeans estimate has been developed and input into NexGen IT.

## **F5 Facility Maintenance.**

**F5.1 Facility Maintenance Files.** A facility maintenance folder for each facility shall be maintained by the KTR. Documentation of all WTs accomplished on a facility shall be placed in chronological order in the appropriate facility maintenance folder. The records shall provide detailed maintenance and repair history for each facility. Documentation will include all materials used, date, start/stop times, and name of person accomplishing these actions. The KTR shall maintain all warranty information in this file. Any WT, which requires an RSMeans estimate, shall have the estimate filed with the WT form. These files and their contents are the property of the Government and shall not be destroyed or removed from the Base. These files shall be made available to the BCE, the COR and the CO at all times during the life of the contract.

**F5.2 Requirements And Optimization Data.** The KTR shall manage, execute, and prioritize requirements, perform PM and CM work planning and data analysis in support of maintenance and repair activities, for cradle to grave contract execution. IAW Air Force Playbooks and Reference Guides, the KTR shall assist USG personnel in the population, updating, synchronization, and management all aspects of data management from the Government designated Computer Maintenance Management System (CMMS) IT systems. These systems include, but are not limited to NexGen IT, and Sustainment Management Systems (SMS) like Enterprise Sustainment Management System (eSMS), and APIMS. The KTR shall develop all reports required for local needs or higher headquarters taskers. Provide current and accurate contractor performance metrics through consistent key performance indicators to be presented monthly at the MFT meetings. Ensure before work tasks are completed/closed, all NexGen IT WT

actions associated with work performed are reviewed and all work performed is properly documented with adequate and comprehensive comments.

**F5.2.1 Integrates and Synchronizes Preventive Maintenance (PM) Program.** The KTR shall assist the USG in the creation, validation, implementation, and management of the PM program in NexGen IT and maintain records IAW prescriptive requirements. The KTR shall perform annual validation of PM actions required for every designated asset and schedule all PM actions in NexGen IT. Identify assets not included in the PM program, notify the BCE, document local decision-making process, and update the PM program as required **IAW F4.1.1.2**. The KTR shall coordinate with the USG to assist in the definition and creation of the Building Equipment Asset Record(s) and upon USG request, create additional Job Plans and PM Schedules. The KTR shall work with shops to balance PM schedules, route PM work activities, and recommend PM schedules adjustments based on analysis findings. The KTR shall create and validate a complete PM Program within NexGen IT for PWS PM items (IAW **F4.1**) that have definable AF or RSMeans PMTLs. The KTR shall report PM metrics such as scheduled vs. completed, at the activity (shop) level and any associated strategic-level reports/metrics that describe the health of PM program to the BCE. The KTR shall input, audit, and analyze data/reports from all eSMS and NexGen IT systems to ensure data accuracy and quality for real property assets in support of maintenance analysis and work optimization activities. The KTR shall close PM WTs IAW AF Playbooks.

**F5.2.2 BUILDER. Integrates and synchronizes Sustainment Management Systems (SMS) data standards, collection, and analysis.** Assist BCE representative in ensuring SMS such as, but not limited to BUILDER, reflects an accurate built asset and Real Property Installed Equipment (RPIE) inventory for assigned assets and that the built asset-RPIE relationships are established and reflects a true picture of the current status/health of covered system. Continuously monitor and assess the asset condition, performance, accuracy, and timely entry of relevant data and highlight sub-standard performance. Develop local Key Performance Indicators (KPIs) and Targets & Measures (T&Ms) fed by the data collected and link the data to performance measures to support portfolio management

**F5.2.3 BUILDER Annual Facility Condition Assessments (FCA).** The KTR shall coordinate with BCE Designated Representative 14 days prior to scheduling/performing a comprehensive facility condition assessment and validation/inventory of equipment of Real Property and RPIE on a 5-year cycle (20% of Base assets could be reviewed annually) of B20 Exterior Enclosure, B30 Roofing, C10 Interior Construction, D10 Conveying, D20 Plumbing, D30 HVAC, D40 Fire Protection, and D50 Electrical, IAW SMS Playbooks (See **F-TE-2e** for listing of section categories to be assessed and inventoried). The KTR shall enter the condition assessments into the BUILDER Sustainment Management System (SMS) database within 14 days of completing the FCA. Changes in equipment inventory shall be appropriately documented and approved by the BCE prior to any changes in the SMS programs. After BCE approval, the KTR shall correct NexGen IT and SMS inventory within 14 days of approval. The KTR shall become familiar and trained in the database.

**F5.2.3.1 FCA Team Composition and Training.** The KTR's FCA Team shall have an Assessor, and a craftsman familiar with the system being inspected and the appropriate playbooks, e.g. D30 HVAC. If the said craftsman is trained and listed as an Assessor in BUILDER, they can conduct the assessment alone. The craftsman shall have specialized experience related to the system, B20 Exterior Enclosure, B30 Roofing, C10 Interior Construction, D20 Plumbing, D30 HVAC, D40 Fire Protection, and/or D50 Electrical. For example in D30 HVAC, the craftsman shall have specialized experience related to HVAC and building mechanical systems and be equivalent to a Journeyman, a 5 Level Technician or Mechanical Engineer. The craftsman should be able to identify common HVAC system components, understand how they function/operate, and have experience planning or performing HVAC and mechanical systems maintenance, improvements or repairs. The required training for this task is at the Assessor level and can be attained over the internet through the Air Force Institute of Technology (AFIT).

**F5.2.3.2 Individual facility walk-throughs** shall be conducted to verify complete and accurate BUILDER data and to conduct the FCA. The FCA team will utilize the Direct Condition Rating (DCR) method. The assessor must provide an Inspection Comment for any Amber + or lower DCR or BUILDER calculated Distress Survey rating. Unless the condition is based on operability, serviceability, compliance, or condition that cannot be visually documented, photograph documentation is required to be attached to the assessment. During the inspection, the KTR shall note which components-sections are in need of repair or replacement and include detailed comment and digital photo documentation in the SMS.

**F5.2.3.3** The KTR shall update and/or populate the NexGen IT and SMS databases with data collected by inventorying Real Property and RPIE facility system components for: B20 Exterior Enclosure, B30 Roofing, C10 Interior Construction, D20 Plumbing, D30 HVAC, D40 Fire Protection, and D50 Electrical. Collect equipment information for entry into the SMS. The data collected shall be targeted to ensure that proper maintenance can be performed. Component data to be captured shall include as a minimum the following: Manufacturer, model, capacity, quantity, install date, location and condition of significant system components. Other attributes that drive maintenance scheduling or level of effort shall also be captured. Photos of significant pieces of equipment, and photos of id plates if available, shall also be obtained. Changes in equipment inventory shall be appropriately documented and approved by the BCE prior to any changes in the NexGen IT or SMS programs.

**F5.2.3.4 Observed Deficiencies.** During the routine performance of work, the KTR shall evaluate facility and infrastructure systems to identify defects, as well as defects anticipated to arise in the next five years. Properties such as age, observed condition, WT history, leakage problems and overall appearance shall be considered when making recommendations. Identify deficiencies based on these visual inspections and information collected through interviews and review of other existing documentation. This includes visual surveys of Air Force owned utility system components including, but not limited to, potable/wastewater, fresh water, storm water, natural gas, electrical, petroleum storage and dispensing, and steam generation systems.

**F5.2.4 Corrective Maintenance (CM) WT Completion.** Performs WT closeout procedures and audits completed WT data for capitalization opportunities, NexGen IT and SMS updates, and compliance with Air Force Instructions (AFI's) and Playbooks. Ensures CM WTs on PM'd Building Equipment Assets are associated with the correct Building Equipment Asset. Ensures accurate labor, materiel, and contracted service costs are captured on WTs supporting Real Property annual operating cost collection and provides correct reimbursable customer charges for cost accounting invoicing. USG will close CM WT after invoicing. Accurately maintain records, lists, and recurring reports ensuring Real Property accountability records/information is readily available when required for auditing purposes. Prepares visual aids for weekly, monthly, and quarterly meetings.

**F5.2.4.1 BUILDER Data.** The KTR shall document replacement of equipment or pieces of equipment, classified within National Institute of Standards and Technology Interagency or Internal Reports (NISTIR) 6389 as Uniformat II Level 4 format or higher. Documentation shall include digital pictures of a legible nameplate and overall configuration for easy identification of the equipment. The BCE shall approve changes in equipment inventory prior to the KTR updating and/or populating BUILDER.

## **F5.3 OPERATIONS**

**F5.3.1 Heavy Repair Element.** The KTR shall manage and provide properly functioning and a pleasing appearance of all real property structures, interior and exterior areas at the base and all attached or related properties under the control of the base including for example, but not limited to: facilities, pavements, roads, sidewalks, and fences. Provide pavement clearance, pavement sustainment, and signage. If information on the GIS maps is incorrect, notify the COR within 5 days. Inventory all real property, accountable RPIE, and associated non-RPIE items IAW higher headquarters directives. Maintain and update collected data in Government designated systems and databases, for example, but not limited to: BUILDER, NexGen IT, as required.

**F5.3.1.1 Structures.** The KTR shall install, maintain, repair and perform minor alterations to all real property, RPIE, and RPSE. Fabricate and repair interior and exterior components of buildings. Maintain, inspect, repair, replace, certify, and load test items such as, but not limited to; fixed ladder systems, cranes and hoists, hangar and fire doors. Keep a copy of the inspection report and load test certification on file and provide a copy to the Government. Painting shall be limited to returning repairs to original condition and is not included in the 4A definition. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.1.1.1 Roofing.** The KTR shall perform a visual roof inspection and general housekeeping (removal of foreign debris from roofs, gutters, scuppers, etc.) each year IAW Air Force Preventive Maintenance Task Lists (AF-PMTL's). Some roofs require semiannual roof gutter and downspout cleaning, frequencies are listed in **F-TE-2i**. During this visual inspection, information required for paragraph **F5.2.1** may be gathered. Establish and maintain an active Roof

Inspection Program. Maintain roof reporting system; conduct periodic inspections, annotate existing conditions, conduct investigations, and input data into roofing database. Maintain accuracy of data. Maintain and repair roofing systems. All repairs will be ordered under the applicable RPM CLIN of the contract.

#### **F5.3.1.1.1.1 Roof Heating Tape/Cable System. RESERVED**

**F5.3.1.1.2 Annual Roof Assessments.** The KTR shall assess the roof using the direct rating inspection method guidelines outlined in the BUILDER Condition Assessment Manual. The assessment, to include a roof sketch and pictures of any distresses and comments, shall be uploaded to BUILDER by BUILDER Program Manager Roof database within fifteen (15) calendar days of completion, and maintained IAW AFI 32-1001

**F5.3.1.1.3 Locksmith Program.** Provide locksmith services on facilities to include rekeying, repairing, maintenance, replacement, and installing new door hardware and cores. The Entry Control Officer (ECO) maintains the key code system of all facilities and all requests will be coordinated through the ECO. The ECO shall provide the required key codes and issue the keys to the requestor. The KTR shall order and provide control of all key blanks. All keys shall be marked "Do Not Duplicate". Replacement keys shall be provided within two (2) workdays of receiving the Government's request for keys. New or replacement keys shall be given to the ECO, who will issue the key(s) to the requestor. Key cutting shall be ordered under the Facilities Management CLIN and locksmith repairs shall be ordered under the applicable RPS Facilities Management CLIN of the contract.

#### **F5.3.1.2 Pavement Clearance.**

**F5.3.1.2.1 Airfield Pavement Sweeping.** The KTR shall check all Air Force-owned airfield pavements daily for FOD and shall sweep 20% of the airfield pavement each day. The KTR shall arrange their daily sweeping so that all airfield pavements are swept no less than once a month. The KTR shall maintain all airfield pavements, aircraft parking mooring points and static ground points clean and FOD free. The KTR shall develop a map delineating the areas to be swept, and maintain records of areas swept every day. The KTR shall be required to respond to priority unscheduled sweeping, examples include but are not limited to: sweep after car accident; FOD removal on airfield; sweep around facility. The KTR shall respond to priority unscheduled sweeping within 30 minutes. The KTR shall be responsible for the purchase, installation and maintenance of all sweeper consumables such as gutter brooms, curtains, and associated parts as FFP. Additional airfield pavement sweeping requirements above the 20% each day, not redirection alone, will be ordered under the applicable RPS Pavement Clearance CLIN of the contract.

**5.3.1.2.2 Roads and Parking Lots Sweeping.** The KTR shall sweep all roads and parking lots monthly. The KTR shall develop a map delineating the areas to be swept, and maintain records of areas swept every day. After sweeping, pavements and curbs shall be free of dirt, debris, and foreign matter. The KTR shall be responsible for the purchase, installation and maintenance of all sweeper consumables such as gutter brooms, curtains, and associated parts as FFP. Additional non-FFP sweeping will be ordered under the RPS Pavement Clearance CLIN of the contract.

#### **F5.3.1.2.3 Snow and Ice Control.**

**F5.3.1.2.3.1 Snow Removal and Ice Control Operations.** The KTR shall provide snow removal and ice control operations as required to maintain installation mission capability at all times. The KTR shall perform the snow removal and ice control operations IAW AFI 32-1001 and the installation's Snow and Ice Control Plan (S&ICP). All snow removal and ice control will be ordered under the Pavement Clearance CM FFP CLIN of the contract.

**F5.3.1.2.3.2** The KTR shall ensure materials, and Operating Supply Levels as listed in the S&ICP or **F-TE-2-k**, required for snow removal and ice control operations are on site by 15 September each year. The KTR shall ensure adequate levels of materials and deicing chemicals shall be maintained throughout the season. The USG will provide a GSA Authorization Letter for the purchase of E-36 Potassium Acetate for use on this contract only. All deicing materials will be ordered under the applicable RPS Pavement Clearance CLIN of the contract.

#### **F5.3.1.2.3.3 Snow Plow Blades, Brooms. RESERVED**

#### **F5.3.1.2.3.4 Snow Markers, Stakes and Fencing. RESERVED**

**F5.3.1.2.3.5 Sand Barrels/Ice Melt.** The KTR shall install and fill sand barrels/ice melt at the outside entrance of all facilities by the end of October. Sand barrels/ice melt shall be checked and refilled weekly during the snow season. Sand Barrels/ice melt shall be removed between the 15 and 30 of April of each year. Barrels, scoops, shovels and material will be ordered under the Facilities Management CM FFP CLIN of the contract.

**F5.3.1.3 Pavement Sustainment.** Repair, maintain, modify, and inspect paved areas including streets, airfields, walkways, parking lots, driveways, fire lanes/breaks, storage areas, and other similar surfaces. Ensure the airfield and its adjoining assets are always capable of supporting mission aircraft, including transient aircraft, unless previously approved by airfield management or other Governmental agencies. Maintain, inspect, modify, and repair other road surfaces, guard rails, curbs, gutters, ditches, fences, and culverts. Maintain, inspect, repair, and clean storm drains and associated components to include for example, but not limited to: catch basins, storm inlets, swales and outfalls. Annually the KTR shall maintain fire lanes/breaks and service roads to approximately 15 feet wide and 15 feet high where possible by bush hogging, clearing limbs, grading, and road surface repair to allow safe access of service and emergency vehicles. Construct, repair, maintain, and inspect fences. Perform operator maintenance on equipment. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.1.3.1 Emergency Pavement Repairs.** The following pavements repairs shall be accomplished as priority 1 WT; Jet blast erosion on flexible pavements that remove some of the pavement material; All sudden depressions or swells on flexible and rigid pavements that in the opinion of the airfield manager are a hazard to the aircraft operations; Loose pieces of pavements caused by severe deterioration on flexible and rigid pavements that can be ingested by the aircraft engines and cause foreign object damage (FOD); All roads and parking lots with large pavement depressions such as those created by nature, collapsed sewers, water main breaks and collapsed manhole structures. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.1.4 Manhole Structures.** The KTR shall inspect all manholes annually. The KTR shall check the condition of the manhole for normal flow, ladder condition, cracking or collapsing sides, water/sand infiltration, fit/level of cover, and for the presence of gasoline, oil, noxious or explosive gases using a calibrated meter during the inspection IAW OSHA/Base Confined Space requirements. The KTR shall prepare a report of all findings. All repairs will be ordered under the applicable RPM CLIN of the contract.

#### **F5.3.1.5 Storm Water Structures**

**F5.3.1.5.1 Spill/Storm Water Detention Ponds/Swales/Bio-retention Areas.** The KTR shall inspect and maintain all storm water detention ponds/swales/bio-retention areas semi-annually and after significant rain events (i.e. greater than 2 inches in 24 hours) to include the following at a minimum: ensure inlet and outlet structures are in good condition, exercise both inlet and outlet valves and leave fully open, clean openings and outlets free of debris, clean trash from all outlet structure overflows, and inspect ponds for sediment buildup, erosion, woody vegetation and adequate drive access. An inspection form will be provided to the KTR by CEV for each area. A written report of findings and description of the O&M service performed shall be provided to COR and CEV within 5 days after the service is completed. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.1.5.2 Secondary Containment Structures.** The KTR shall inspect and maintain all secondary containment for aboveground storage tanks and temporary pop-up containment systems as specified by the HAZMAT Plan, Storm Water Pollution Prevention Plan (SWPPP) Spill Prevention, Control, and Countermeasures Plan (SPCC). Temporary pop-up containment – varies on number and location; assume 2 containment structures. These structures shall be inspected after each rain event of 0.5 inches or more of rainfall within a 24 hour period for visible sheen, foam, or odor. If no sheen, foam, or odor, release storm water to downstream conveyance system. Otherwise contact CEV who will provide guidance on how to address contaminated storm water in the secondary containment. An inspection form will be provided to the KTR by CEV for each structure. A written report of findings and description of the O&M service performed shall be provided to COR and CEV within 5 days after the service is completed. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.1.5.3 Storm Water Conveyance Systems.** The KTR shall inspect and maintain storm water conveyance systems (e.g., flumes, ditches, creeks, retention basins, drop inlets, etc.) nine (9) permitted outfalls monthly and after rain events greater than 0.5 inches, to include the following: remove trash, vegetation and debris, clean openings and outlets so they are free of debris to allow unimpeded flow of surface water. No mechanized equipment or disturbance to the bed or banks of the creek or tributaries is permitted without prior review and approval of the MSG/CEV for permitting requirements. Waste and or debris shall be removed from the site and disposed IAW the Base Solid Waste program. Use herbicides only as a last resort, IAW the base Integrated Pest Management Plan (IPMP)

**F5.3.1.5.4 Floating Booms. RESERVED**

**F5.3.1.5.5 Poorhouse, Rottenwood Creek and Big Lake.** The KTR shall inspect the rebar fence areas (outfalls) at perimeter/flight line fence, and the infall for Big Lake monthly (including the fence), and after precipitation events greater than 0.5 inch for collected debris and erosion damage. No mechanized equipment or disturbance to the bed or banks of the creek or tributaries is permitted without prior review and approval of the 94 MSG/CEV for permitting requirements. Waste and or debris shall be removed from the site and disposed IAW the Base Solid Waste program.

**F5.3.1.6 Paint Striping.** The KTR shall perform limited striping for all pavements, apply glass beads and raised pavement markers to correct safety issues. Color and type of striping (dashed, solid, single or double) are to be as currently on existing pavements or as directed by the BCE. All work under this paragraph will be ordered on an as required basis under the applicable RPM CLIN of the contract.

**F5.3.1.7 Removable Bollards.** The KTR shall maintain all removable bollards to ensure ease of placement and removal. Quarterly, the KTR shall remove and clean the bottom of all bollard poles, bollard holding points and bollard storage points. All holding/storage points shall be cleaned of dirt & debris.

**F5.3.2 Infrastructure Systems Element.** Manage and perform all activities and functions related to the base infrastructure systems. Systems include, but are not limited to, utilities maintenance, entomology, HVAC, plumbing, liquid fuels maintenance, and Energy Management Control System (EMCS), Vertical Transportation Equipment (elevators), and associated tasks including for example, corrosion control and cathodic protection. If information on the GIS maps is incorrect, notify the COR within 5 days. Inventory all real property, accountable RPIE, and associated non-RPIE items IAW higher headquarters directives. Maintain and update collected data in Government designated systems and databases, for example BUILDER, NexGen IT, as required. Ensure infrastructure systems comply with the most current DoD, AF, federal, state, local requirements and environmental regulations. Record all utility outages IAW **F3.6 Unscheduled Utility Outages.**

**F5.3.2.1 Utilities Maintenance.** Manage and perform all activities and functions related to electrical, water, and gas/propane distribution systems as well as sewer/waste water (WW) systems, storm drainage systems, plant operations, and associated tasks. Maintain, locate lines, mains and repair, modify, replace, and collect data from all utilities to include for example, water, electric and propane/gas meters except for those utilities that have been privatized. The KTR shall maintain, test for accuracy, and calibrate all Air Force owned water and sewer meters once per year. Calibration of meters shall be accomplished IAW meter manufacturer's instruction, AWWA standard, or the IPC. Electrical meters shall be calibrated per manufacturer's instruction. The KTR shall investigate, resolve and or explain any reported consumption that varies more than 50 percent from the previous month's consumption. Locate all utilities to support construction activities. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.2.2 Electrical Distribution System.** Maintain, repair, replace, modify, and operate the interior and exterior electrical distribution systems to include for example, but not limited to: exterior electrical overhead distribution systems, underground distribution systems, substations, switching stations, electrical vaults, exterior lights, traffic lights (post-mounted & suspension), facility lights, rotating beacons, and all related real property, accountable RPIE, and associated non-RPIE items. Inventory all real property, accountable RPIE, and associated non-RPIE items IAW higher headquarters directives. Maintain and update collected data in Government designated systems and databases, for example, but not limited to NexGen IT. All repairs or replacements will be ordered under the applicable RPM CLIN of the contract.

**F5.3.2.2.a** Electrical distribution, to the secondary side/disconnect for the facility, is maintained by privatized utility. Repairs shall be coordinated through the BCE.

**F5.3.2.2.1 Dielectric Testing.** The KTR shall ensure annual dielectric testing is accomplished IAW UFC 3-560-01 on accessories requiring testing and on the aerial platform truck IAW AFTO 36C-1-4, *Dielectric Testing of Insulated Manlift Devices* and ANSI A92.2. For Government furnished equipment, any repairs or replacements to basket, upper boom, or lower boom due to failure of test will be ordered under the applicable RPM CLIN of the contract.

**F5.3.2.3 Sewer/Waste Water (WW) Systems.** Maintain, repair, replace, modify, and operate the sewer/WW collection systems, to include for example, but not limited to: oil water separators, lift stations and septic tanks, real property, accountable RPIE, and associated non-RPIE items. Inventory all real property, accountable RPIE, and associated non-RPIE items IAW higher headquarters directives. Maintain and update collected data in Government designated systems and databases, for example, but not limited to NexGen IT. Establish and maintain operational and maintenance log books. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.2.3.1 Sewer/Waste Water Emergency Repairs.** The following sanitary sewage and storm drainage collection system repairs shall be classified as emergency repairs and treated as priority 1 WT for all blocked or collapsed sewers and all lift station malfunctions. The KTR shall be responsible for repairs and blockages of sanitary sewage systems in all facilities including system components of each facility. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.2.3.2 Lift Stations.** Lift stations items include, but are not limited to, pumps, motors, controls, ventilation system, wet wells, and bar screens. The KTR shall perform ITM actions and prepare a report of inspection findings. The KTR shall perform a daily check of lift stations to ensure that the lift stations are operational and clean, and that bar screens are free from excessive debris. Daily checks of lift stations shall be recorded on the lift station logs each day. All repairs will be ordered under the applicable RPM CLIN of the contract.

#### **F5.3.2.3.3 Industrial Wastewater Pre-Treatment Plant. RESERVED**

**F5.3.2.3.3.1 Oil Water Separators.** Oil water separators/sand grit traps shall be maintained IAW all government regulations and permits. All oil water separators shall be pumped out at least once a year, and manifests documenting the services of OWS/sand grit traps shall be submitted to MSG/BCE/CEV within 12 days of it being pumped out. The KTR shall notify COR and CEV when the OWS/sand grit trap pump outs are scheduled.

**F5.3.2.4 Water Distribution Systems.** Maintain, repair, replace, modify, inspect, and operate the water distribution systems, to include, but not limited to, water storage tanks, Supervisory Control and Data Acquisition (SCADA) system, wells, fire hydrants, real property, accountable RPIE, and associated non-RPIE items. Follow the Backflow Prevention Program that identifies, investigates, and documents all cross connection hazards and ensures annual backflow inspections and five-year cross connection surveys are conducted IAW DAFMAN 32-1067. The KTR shall test all Reduced Pressure devices (RPD) semi-annually and Double Check devices (DCV) annually. With the prior approval of the BCE, Bioenvironmental (BEE), base Backflow Program Manager (BPM), and the CO, the five-year cross-connection survey may be broken down into 20 percent of the base facilities per year, ensuring no base facilities, system, or device goes longer than 5 years without being surveyed. Annually in May, the KTR shall exercise all valves to ensure proper operation. Water valve curb boxes shall be free of dirt and debris and the box covers shall be painted blue upon completion of inspection. Inventory all real property, accountable RPIE, and associated non-RPIE items IAW higher headquarters directives. Maintain and update collected data in Government designated systems and databases, for example, but not limited to, NexGen IT. Establish and maintain operational and maintenance log books. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.2.4.1 Fire Hydrant Unidirectional Flushing.** Unidirectional flushing is required every 5 years IAW AFI 48-144 and the KTR shall use a water meter on all water system flushing and report water quantity usage. All repairs will be ordered under the applicable RPM CLIN of the contract.



**F5.3.2.4.2 Fire Hydrant Testing.** The KTR shall perform inspection, testing, and maintenance of hydrants to include flow testing IAW UFC 3-601-02 Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems; UFC 3-230-02, O&M: Water Supply Systems, and AWWA M17, Chapter 6. The KTR shall use a water meter on all hydrant testing and report water quantity usage. KTR shall follow NFPA recommendations for hydrant markings. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.2.4.3 Campground Water System. RESERVED**

**F5.3.2.4.4 Outdoor Water Fountains & Picnic Pavilion Water Systems. RESERVED**

**F5.3.2.4.5 Thermostatic Water Temperature Limiting Device. RESERVED**

**F5.3.2.5 Gas/Propane Distribution Systems.** Maintain, repair, replace, modify, inspect, and operate the gas/propane distribution systems, real property, accountable RPIE, and associated non-RPIE items. Inventory all real property, accountable RPIE, and associated non-RPIE items IAW higher headquarters directives. The KTR shall develop an emergency plan and procedures for isolating line breaks without unnecessarily disrupting service to buildings and facilities. Annually, in the month of June, the KTR shall perform a leak survey of the gas/propane distribution system using calibrated gas/propane detection equipment. Valves shall be exercised several times. Curb boxes shall be free of dirt and debris and the covers shall be painted yellow upon completion of inspection. Pressure relief valves shall be tested in the closed position for operation at the correct pressure. A log of the inspections and any repairs shall be maintained by the KTR and shall be made available to the BCE, COR and CO at all times during the life of the contract. Any leaks discovered during the survey shall be treated as priority 1 WT. The KTR shall perform leak detection tests when a suspected leak is reported. The KTR shall notify the Fire Department within 5 minutes when a suspected leak is reported or detected. All gas/propane distribution system leaks shall be classified as Type 1, Type 2 or Type 3 as defined in F-TE-5. The Type 1 and Type 2 leaks shall be treated as Priority 1 CM WT and the Type 3 leaks shall be treated as Priority 3A CM WT. The KTR shall read all meters on the last workday of each month and the readings submitted. Meter locations are shown in F-TE-6. Maintain and update collected data in Government designated systems and databases, for example, but not limited to, NexGen IT. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.2.6 Aircraft Fire Training Facility (AFTF).** The KTR shall maintain, repair, and winterize/de-winterize the AFTF. The KTR shall schedule and conduct two semi-annual inspections (not to exceed 190 days between inspections) in conjunction with winterization/de-winterization activities where applicable. The KTR shall perform all inspections, testing and maintenance IAW TO 35E1-2-13-1, updated 6 February 2015, Table 1, Semi-Annual System Safety Inspection and Operational Checks and Table 3, Maintenance Inspection and Test Schedule to BCE/COR. Using Table 2 of the T.O., the KTR shall provide a written summary of the conditions found during the inspection and shall identify all discrepancies needing immediate repair/replacement, identify any foreseeable problems which may require future budgeting, and provide a cost estimate to repair/replace all items identified as discrepancies. Any repairs shall adhere to the repair process described in TO 35E1-2-13-1. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.2.7 Pest Control.** Provide pest control activities in compliance with AFMAN 32-1053, state and local regulations as well as the Base Integrated (IPMP) Pest Management Plan to include for example, but not limited to: domestic and wild animal control services, monitoring, response, removal, and education programs for Base personnel utilizing a Government approved IPMP. Manage pest control inventory, implement proper storage practices, load inventory into Government designated database. Maintain current safety data sheets (SDS), current pesticide labels, implement proper mixing practices, and develop spill management plan. Minimize or eradicate all undesirable insects, rodents and vermin from associated facilities and grounds. Trap, net, relocate, and dispose of dead animals IAW local ordinances, INRMP, Bash, and Base IPMP. When noxious odors indicate the presence of dead rodents or other animals, locate and remove the animals and apply an effective deodorizer. Participate in the Bird Hazard Working Group and maintain the most current Bird Air Strike Hazard (BASH) standards. Protect Base personnel from vector borne diseases (animals and plants that do not directly transmit disease pathogens but are medically important because of biting, stinging, or other annoyances including secondary skin infections). Abide by the Federal Insecticide, Fungicide, Rodenticide Act (FIFRA). Prepare reports to include, but not limited to, (1) KTR's Inspection Schedule, (2) A list of insecticides, herbicides, and rodenticides to be used on this contract with analysis of active ingredients of

each, (3) A list of antidotes for each poison to be used and (4) Certification that the KTR's employee(s) responsible for entomology is qualified to perform insect and rodent control in the State and provide to local Government personnel and higher headquarters upon request. DoDI 4150.07 requires all KTR personnel who apply pesticides/herbicides shall be state certified, even if the state permits uncertified personnel to work under the supervision of a certified person. KTR shall ensure pest management activities do not adversely affect on-site natural resources.

**F5.3.2.7.1 Inspection and Service Requirements.** The KTR shall prepare and submit a schedule of inspections for Pest Management. The schedule shall establish dates for monthly pest inspections and treatment of designated facilities listed in F-TE-2g. Inspections and treatment shall be scheduled and performed no more than 15 calendar days apart. The KTR shall perform an annual termite inspection on facilities identified in the Pest Management Plan and report the presence of termites in writing, to the BCE or designated representative within one day. A WT shall be initiated for termite treatment. Any new facility requiring Pest Management treatment will be ordered under the applicable RPS Pest Management CLIN of the contract.

**F5.3.2.7.2 Pesticides/Herbicides Used.** The KTR may use insecticides, herbicides, and rodenticides which are registered with the USEPA for the use intended and are approved by the Air Force, as listed in the Base Integrated Pest Management Plan. Prior to using any other standard brands or their own firm's preparation, the KTR shall submit a quantitative analysis of active ingredients and the Request for Approval of Non-Standard Pesticide form to the BCE or designated representative and COR who will forward the package to the Command Entomologist for approval. The KTR shall enter all pesticide application documentation on Form DD 1532 or other designated form/database as required by MSG/CEV.

**F5.3.2.7.3 Pesticide Storage and Mixing.** Pesticide Storage, Mixing, and Equipment Cleaning is not permitted on base unless addressed in the Pest management plan.

**F5.3.2.8 Heating Ventilation Air Conditioning and Refrigeration (HVAC/R).** Maintain, repair, replace, modify, program, and operate HVAC/R systems such as, but not limited to, air distribution systems, air conditioning equipment, heating equipment, gas systems, compressed air systems, refrigeration, dryers, any control systems, on RPIE and RPSE items to include for example, but not limited to, portable emergency systems. Maintain appropriate and consistent climate control throughout the base IAW Infrastructure Energy Management Policy/Plan. Ensure building temperatures are within specified ranges. Inventory all real property, accountable RPIE, and associated non-RPIE items IAW higher headquarters directives. Maintain and update collected data in Government designated systems and databases, for example, but not limited to, NexGen IT, BUILDER, and APIMS. The KTR shall: Perform Refrigerant Management IAW AFMAN 32-7002 *Environmental Compliance and Pollution Prevention*; update the APIMS Refrigerant Compliance module's inventory and usage when systems are repaired, installed, removed, or decommissioned/moth balled, to include refrigerant recovered, lost and/or added; recover refrigerant from RPIE and RPSE items such as HVAC, refrigerators, water coolers and air dryers prior to disposal; conduct initial & final verification tests mandated by EPA for all repairable leaks. The KTR shall maintain and provide a daily status report in Excel format of all open HVAC CM WTs. The KTR shall contact COR for inspection upon completion of each annual inspection/cleaning before boilers and gas fired equipment are closed for operational check. The BCE shall set heat season/air conditioning season switchover. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.2.8.1 HVAC Filters.** Quarterly, the KTR shall clean all permanent filters and replace all disposable filters as identified in table F-TE-6, **F5.3.2.8.1 HVAC Filters and Locations**. All 2-inch disposable filters shall be extended surface pleated panels and shall be MERV 8 and UL 900 Class 2. All 4 inch to 12-inch final filters shall be MERV 13 and UL 900 Class 1. When Filters are changed, the KTR shall mark current date on each filter with permanent marker and annotate change in the mechanical room log. Date shall be readable when cover or access door is opened. During the quarterly change, the KTR shall vacuum coils, and surfaces inside of units that are accessible from filter location and other available access doors on the unit.

**F5.3.2.8.2 Summer Boiler/Utility Room Systems Inspection and Maintenance.** The annual summer inspection shall occur between April and June of each year. The KTR shall perform a detailed inspection of all system components of the boilers and other utility/mechanical room systems. During the summer inspection of boiler systems, the KTR shall perform inspections IAW the appropriate AF and RSMeans PMTLs and manufacturer's recommendations, and shall perform the following: KTR shall inspect tubes and water drum and note any scaling and corrosion, test all boiler controls (low water cutoff) for proper operation and accuracy, inspect and lubricate pump motor bearings, inspect expansion tanks for leaks, and remove all hand-hole and manhole plates from boiler and flush the sludge from the mud legs.

**F5.3.2.8.3 Combustion Efficiency Test.** The KTR shall perform combustion efficiency tests and inspections in the late fall each year on all boilers, heaters, and furnaces. The KTR shall adjust, "tune-up" and operate boilers in such a way that annual combustion efficiency is 80% or better and the overall boiler efficiency is 78% or better. A written report with all test results for each facility shall be provided to the BCE or designated representative.

**F5.3.2.8.4 Primary & Secondary Steam Distribution Systems, Pits, and Utility Rooms Monitoring.** The KTR shall inspect the primary distribution system, the secondary distribution system, and all utility rooms and pits once per week to ensure all systems components are working properly and without leaks. See Utility Room Paragraph **F5.3.2.14** for location and frequency. The KTR's employee(s) performing these inspections and preventive maintenance shall sign the log certifying the accomplishment of each required inspection and preventive maintenance as annotated (date and time) in the log. This log shall be maintained for the life of the contract and be made available at all times to the BCE, the COR, and the CO.

**F5.3.2.9 Liquid Fuel Systems.** Maintain, repair, modify, and operate CE and Defense Logistics Agency fuels systems, real property, accountable RPIE, and associated non-RPIE items to include for example, but not limited to: liquid fuel systems, tanks, valves, pumps, pipelines, military service stations, fill-stands, Programmable Logic Control (PLC), fire training area ("fire pit"), and other system components IAW UFC 3-460-03. Several AST and USTs and fuel systems are DLA capitalized tanks and the quarterly, semi-annual, and annual inspections are performed by a separate DLA contract. These tanks are annotated in **F-TE-6, F5.3.2.4 Tank Inspection. Liquid Fuels. Above/Underground Storage Tank.** The KTR shall participate/observe these inspections to ensure continuity and will be completed under the FFP portion of the contract.

**F5.3.2.9.1 Liquid Fuels Policy and Procedure.** The KTR shall notify fuels management personnel and the fire department prior to removal of any system component or when the system is opened in a manner that would permit a fuel spill. The KTR shall install blind flanges when a component of a fueling system is removed or altered and left unattended. The KTR shall perform a weekly joint inspection of all fuel facilities/areas with liquid fuels maintenance and fuels manager and sign the AFTO Form 39, Fuel System Inspection and Discrepancy Report.

**F5.3.2.9.2 Tank Cleaning.** The KTR shall provide support in tank cleaning operations to include lowering fuel inventories and technical advice. Actual tank cleaning is not part of this PWS. All repairs will be ordered under the applicable RPM CLIN of the contract.

#### **F5.3.2.9.3 Vapor Recovery System. RESERVED**

**F5.3.2.9.4 Tank Inspection.** The KTR shall perform the required inspection of tanks IAW applicable guidance and Base Spill Prevention, Control, and Countermeasure (SPCC) and state requirements. KTR shall use the report format supplied by the MSG/CEV office. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.2.9.4.1 UST Inspections.** The KTR shall perform monthly and annual inspections on non DLA Capitalized UST's, and document in the Storage Tank Accounting and Reporting System (STAR). The KTR shall perform test, calibration, and certification of all Leak and Level Alarm Monitoring Systems IAW manufacturer's instructions, 40 CFR 280, DAFMAN 32-1067, State and Local Regulations. All inspections and repairs shall be performed by a certified technician and tracked in STAR. The KTR shall maintain written documentation in facility file. All repairs will be ordered under the applicable RPM CLIN of the contract.

#### **F5.3.2.9.5 RESERVED**

**F5.3.2.10 Organizational Fuel Tank Custodians and Shop-fabricated Tanks.** The KTR shall appoint an Organizational Tank Custodian(s) (primary and alternate) for all KTR assigned issue and support tanks and conduct inspections IAW DAFMAN 32-1067, *Water and Fuel Systems* and Base SPCC. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.2.11 Cathodic Protection (CP).** Maintain, repair, modify, and install CP systems and associated components. Complete corrosion survey and close-interval survey IAW UFC 3-570-06. Evaluates leaks and failures for each occurrence on protected structures, maintain CP testing equipment, and mandatory records for each CP system. Initiate repairs, replacements, and installations as needed. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.2.12 Energy Management Control Systems (EMCS)/Digital Control Systems (DCS).** Maintain, monitor, install, modify, remove, operate, calibrate, and repair EMCS/controls systems and associated components. Maintain appropriate and consistent climate control throughout the base IAW Energy Management Policy/Plan. Monitor and perform temperature control and modify/program existing programs to accommodate changes in occupancy times. Ensure building temperatures are within specified ranges. The KTR shall only adjust comfort set points or night setbacks to maintain temperatures required by Air Force policy, or as requested by BCE or BCE designated representative. Repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.2.12.1 Electronic Controls Weekly.** The KTR shall review each facility's graphics for all HVAC equipment such as air handlers, chillers, boilers, pumps to verify proper operation. The KTR shall review zone temperature trends for a sample of zones in each building to verify set points are being maintained. The KTR shall maintain a log for all deficiencies found, and associated WT for all corrective actions taken. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.2.13 Vertical Transportation Equipment (VTE).** The KTR shall inspect, test, repair, certify, and maintain all VTE as required under ASME A17, ASME QEI-1, State requirements, NFPA, OSHA codes, and with all local/state codes for elevator safety and accessibility using a State Qualified Elevator Inspector (QEI). The first annual tests shall be completed within 12 months of the previous tests and shall include all three (3) and five (5) year tests regardless of due date. The KTR shall ensure current testing/inspection certificates are posted in each elevator within 5 days of the annual inspection. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.2.14 Mechanical/Utility Rooms.** The KTR shall visually inspect and clean all mechanical/utility rooms listed in **F-TE-2i Facilities to Be Maintained By KTR** monthly to ensure all equipment, systems, and components are working properly and without leaks. Initiate a CM WT for any obvious defects, malfunctions, safety hazards or unauthorized storage of any materials, check for cleanliness, remove all debris, check the serviceability of mechanical/utility room fire extinguisher(s), and keep floors maintained to dry and broom clean condition. The KTR shall inspect and clean all floor drains inside and outside the entry ways to all utility rooms. The KTR shall maintain a log in the mechanical room to reflect the date and time of accomplishing the required inspections maintenance under this paragraph. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.3 Facility Systems Element.** Manage and perform all activities and functions related to controls, alarms, electrical, power production, airfield lighting systems and associated tasks. Inventory all real property, accountable RPIE, and associated non-RPIE items IAW higher headquarters directives. Maintain and update collected data in Government designated systems and databases, for example, but not limited to: BUILDER and NexGen IT. Ensure facility systems comply with the most current DoD, AF, federal, state, local requirements, and environmental regulations.

**F5.3.3.1 Fire Protection and Mass Notification Systems.** Maintain, install, remove, operate, alter, modify, program, and repair alarm, suppression, and control systems to include for example, but not limited to: fire alarm systems, control panels and annunciator equipment, initiating devices, notification appliances, and digital alarm transmitters/receivers and associated components. KTR shall clear and correct all fire suppression system alarms,

faults, and troubles. The KTR shall perform all PM inspections, tests, maintenance, and repairs by a qualified person as defined in UFC 3-601-02 personnel qualification requirements. All PM inspections, tests, maintenance, and repairs shall be coordinated with the Fire Department. Submit a written report of all inspection and test findings to the Fire Department and BCE within five workdays after monthly inspections. To benchmark all fire systems regardless of prior inspection date and required frequency, the KTR shall schedule and complete within the first performance period, all Inspection, Testing and Maintenance (ITM) requirements listed in UFC 3-601-02, including the one (1) year, two (2) year, five (5) year, and ten (10) year. On ten (10) year ITM tasks, record the gauge inspection/manufacture date. If the date cannot be determined, or if it exceeds the ten (10) year requirement, replace the gauge. The KTR shall repair all fire system defects or malfunctions as a Priority 1 or 3A CM WT. KTR shall clear and correct all fire suppression system alarms, faults, and troubles. All repairs and modifications will be ordered under the applicable RPM CLIN of the contract.

**F5.3.3.1.1 Foam Systems.** The KTR shall be responsible for all costs associated with ITM tasks. A minimum of 3 weeks prior to a test, the KTR shall submit a brief Foam Test Plan (facility-specific) for review and approval by the Govt. An example test plan can be provided upon request.

**F5.3.3.1.1.1 Foam Proportioning Systems Testing.** During testing of Foam Systems, the KTR shall prevent any trace of foam from reaching the sanitary or Storm Sewer system. The KTR shall block drains in the facility and contain the foam released during a test and deposit the foam into containers suitable for the foam type/quantity to be released. In addition, the KTR shall inspect the first down-gradient sanitary manhole for signs of foaming during and after the test. Any sign of a release to the sewer or outside the facility footprint shall be immediately responded to as a spill and action taken to contain, remove and report the spill.

**F5.3.3.1.1.1.1 Waste Disposal From Foam Proportioning Systems Testing.** The KTR shall be responsible for collecting, containing, transporting, and off-site disposal of the all waste generated from the foam testing operation. Disposal shall be via an off-site, approved disposal facility IAW local, state, and federal rules and regulations. SDSs for the material used in each facility can be provided upon request. The KTR must coordinate with 94 MSG/CEV for off-site shipments to ensure personnel from the 94 MSG/CEV office sign the bill of lading/manifest as the generator. The KTR shall provide the 94 MSG/CEV with a signed certificate of disposal provided by the disposal facility. This certificate shall include the disposal facility name, address, facility number, permit number, and weight/volume disposed. The KTR is responsible for all collection, transport, and disposal costs.

**F5.3.3.2 Electrical.** Maintain, install, operate, modify, and repair energized and de-energized facility components for example, but not limited to: electrical circuits, distribution systems, control systems, Surge Protection Devices (SPD), lightning protection systems, grounding systems, and associated mechanisms. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.3.2.1 Lighting Panels.** The KTR shall maintain, operate, and repair all lighting control panels. This includes wiring, relays, sensors, panel boards, etc. Annual inspections shall include the following visually check the panel conditions (connections, fuses, relays, light-emitting diodes (LED), LCD screen and batteries back-ups. Replace batteries that serves to back-up the clock during power outages every three years. Label the batteries with the replacing date/years. Adjust the lighting control clock/timer/dates twice a year (as necessary) after each daylight-saving time period, following the next business day. Maintain a permanent record for each lighting control panel. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.3.3 Power Production.** Maintain, remove, install, modify, operate, and repair renewable and non-renewable energy electrical power generating equipment and control systems, to include for example, but not limited to: emergency and standby generators, fire suppression pump generators, and associated equipment. Train base personnel on generators. Update inventories of all real property, accountable RPIE, and associated non-RPIE items IAW higher headquarters directives. Maintain and update collected data (e.g., CM and PM actions) in Government designated systems and databases, for example, but not limited to: NexGen IT and APIMS. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.3.3.1 Emergency Generators.** IAW UFC 3-540-07 *Operation and Maintenance (O&M) Generators*, Automatic transfer switches (ATS) shall be tested by interrupting normal electrical service. An actual power outage shall be simulated; e.g., via an open main circuit breaker, primary fuses to distribution transformer, or substation feeder breaker. The KTR shall verbally notify the BCE or designated representative within 30 minutes of any defects or malfunctions identified during tests or exercises. Generator engine maintenance tests shall not be used in place of the monthly exercise test period. The BCE may require additional load testing when generator performance justifies these actions. The KTR shall provide ample notification to facility managers prior to bringing generators on line. Replacement parts shall be items recommended by the manufacturer of the equipment. All generators and their associated equipment shall be kept in such repair that they shall crank and operate at +/- 5% nominal voltage and +/- 1/2 Hz at least 98% of the time. The KTR shall repair all items found defective by test, maintenance procedures, reports from base personnel, or any other means as Priority 1 or 3A CM WT under the applicable for RPM CLIN of the contract.

**F5.3.3.3.1.2 Generator/Engine Inspections and Maintenance.** The KTR shall Perform all maintenance IAW the appropriate UFCs and AFPMTLs. When applicable KTR shall conduct spark plug inspections every 1000 hours or annually, whichever occurs first. Engine oil shall be changed every 500 hours or annually, whichever occurs first. Oil analysis, to assure it is within the required tolerances, is acceptable in lieu of replacement. Record all PM and CM in the APIMS Power Module.

**F5.3.3.3.2 Generator Fuel.** Fuel for generators shall be Government furnished. The KTR shall request fuel from POL to refuel generators as required. All tanks shall be kept at least 80% full and not exceed nameplate fill specifications, when generators are in stand-by status as FFP. When generators are running, the KTR shall monitor and refuel tanks, so the fuel level does not drop below 25% of total capacity. During power outages, fuel servicing shall be ordered under the applicable RPS Facilities Management CLIN of the contract.

**F5.3.3.3.3 Temporary Power.** When a requirement for temporary power exists, the KTR shall procure, transport, connect, start, and maintain portable generator operations. All work under this paragraph will be ordered under the applicable RPM CLIN.

**F5.3.3.3.4 Training Base Personnel.** Upon request of using agency and approval of BCE, the KTR shall provide training to using activity personnel on the emergency start-up and shutdown of generators and the manual switching of the generator on and off-line for their facility. Repeat training may be necessary due to reassignment of personnel and to ensure continuous proficiency. All work under this paragraph will be ordered under the applicable RPS Facility Management CLIN.

**F5.3.3.4 Airfield Lighting Systems.** Maintain, repair, replace, modify, and operate the airfield lighting systems and all related real property, accountable RPIE, and associated non-RPIE items. The KTR shall be responsible for the operation of the airfield computer interface between the airfield lighting vault and control tower only and be responsible for the maintenance and repair of other components within the system. The KTR shall maintain underground cables and shall be expected to enter confined spaces (manholes). The KTR shall repair any defects, malfunctions discovered by test, or reported by any source as a Priority 1 or 3A CM WT. During normal daily airfield operations, a qualified airfield lighting electrician shall be on-base. All repair work under this paragraph will be ordered under the applicable RPM CLIN.

**F5.3.3.5 Active Vehicle Barrier (AVB).** Maintain, operate, test, and repair Base's AVBs. AVBs include, but not limited to: permanent, power-assisted, and manually deployed active vehicle barriers. Ensure AVBs, the associated control systems, and supporting safety systems are in good working order and functioning properly. The KTR shall provide annual training to Security Forces personnel on the proper operations of the system. All repairs will be ordered under the applicable RPM CLIN of the contract.

**F5.3.3.6 Indoor Small Arms Firing Range. RESERVED**

**F5.3.3.7 Aircraft Arresting System (AAS). RESERVED**

#### **F5.3.4 Munitions Igloos. RESERVED**

#### **F5.3.8 Truck Scale. RESERVED**

### **F6 Grounds Maintenance.**

**Estimated workload for grounds is identified in F-TE-2j and F-TE-7.**

#### **F6.1 Maintain Improved Grounds.**

**F6.1.1 Mow.** The KTR shall maintain all improved grounds to look well-manicured. Grass height shall be maintained between 2 and 4 inches and uniform in appearance. The KTR shall remove or mulch grass clippings when visible after mowing, before leaving work area. The KTR shall pick up debris, natural or manmade, prior to mowing any area. The grass shall not be scalped, unevenly mowed, and the ground shall not be rutted by equipment. Trees and shrubs shall not be damaged. The KTR shall repair or replace turf, shrubs and trees which have been damaged during mowing operations within 15 calendar days of the damage occurrence. All replacement shrubs and trees shall be of a size and species consistent with the original landscaping designs. All repairs or replacement of turf, shrubs and trees which were damaged during mowing operations due to negligence of the KTR or the KTR's employees shall be accomplished at the KTR's expense.

**F6.1.1.2 Edge.** The KTR shall edge sidewalks, driveways, street edges, curbs, and other hard surfaced areas located within the improved grounds. Grass height shall match surrounding area grasses. Grass, vegetation and weeds shall be cut back no more than ½-inch from the surface edged, maintaining an even contour with the edged surface, uniform in appearance.

**F6.1.1.3 Trim.** The KTR shall trim grass and weeds around trees, shrubs, facilities, fences, poles, fire hydrants, parking lots bumper blocks, boulders, other fixed obstacles, temporary obstacles/objects, and within all enclosures, storage yards and fenced utilities on improved grounds. Trimming height shall match surrounding area grass height. Grass clippings and debris from mowing shall be blown off all sidewalks, curbs, running track, and roadways before leaving area.

#### **F6.1.1.4 Irrigation. RESERVED**

**F6.1.1.5 Remove Debris/Police Grounds.** The KTR shall maintain improved grounds litter free. Litter includes but not limited to paper, plastic, bottles, cans, cardboard, rags, limbs, leaves, sticks, and other similar solid materials and foreign debris. An acceptably policed area shall be free of such trash, debris, and litter

**F6.1.1.5.1 Dead Animals.** All dead animals shall be collected and disposed of off base, IAW local ordinances INRMP, Bash, and IPMP. Recovery and disposal shall be made within 24 hours after notification of the presence of dead or dying animals. In inaccessible areas, locate and apply an effective deodorizer. Dead animal removal will be ordered under the applicable RPS Grounds Maintenance CLIN of the contract.

**F6.1.1.6 Leaf and Pine Needle Removal.** The KTR shall remove leaves, pinecones, and pine needles in improved grounds to maintain a neat and professional appearance. Leaf piles shall be picked up and disposed daily and shall not be left overnight on improved ground areas. At other times, remove leaves as a part of the litter patrol. The KTR shall coordinate with the BCE or BCE's designated representative for disposal site location.

**F6.1.1.7 Fertilization and Soil Aeration.** The KTR shall perform a laboratory test of the soil in improved grounds and apply fertilizer and lime using procedures appropriate for the soil conditions found, type of grass, and season. Apply fertilizer and other soil amendments and aerate to bring soil condition to that suitable for the vegetation being treated. All fertilizer spreaders shall be calibrated to avoid streaking or burning. The BCE will order improved grounds Fertilization and Soil Aeration on an as-needed basis and accomplish under the applicable RPS Grounds Maintenance CLIN of the contract.

**F6.1.1.8 Lawn Renovation/Damage to Grounds.** The KTR shall renovate lawns in improved grounds as identified by the BCE. Renovate deteriorated lawn area to match surrounding areas. Areas damaged by the KTR shall be repaired by the KTR at no cost to the Government. Lawn renovation will be ordered under the applicable RPS Grounds Maintenance CLIN of the contract.

**F6.1.1.8.1 Over Seeding.** The KTR shall, after lightly disc harrowing, apply Fescue and common Bermuda during October on improved turfed grounds designated by the BCE. **EXCEPTION:** Grounds with a well-established turf of any other type desirable grass shall not be over seeded. Over seeding will be ordered under the Grounds Maintenance CLIN of the contract.

**F6.1.1.8.2 Base Wide Soil Erosion.** The KTR is responsible for control of soil erosion. Those eroded areas shall be filled level with grade, topsoil added, and seeded with a mixture of Winter Rye, Fescue, and common Bermuda. Control of soil erosion will be ordered under the Grounds Maintenance CM FFP CLIN of the contract. Sodding is an acceptable substitute when approved by BCE

**F6.1.1.9 Prune Shrubs, Hedges, Emerald Green Arborvitae and Other Plants.** The KTR shall maintain all shrubs not to exceed 5 inches growth and hedges not to exceed 8 inches growth from the uniform height and width existing at contract start date. The KTR shall prune/trim shrubs and other plants to maintain their natural growth characteristics to enhance the beauty and health of the plant. Hedges shall be maintained to their natural mature height and shape. Shrubs, plants, hedges, and ground cover/vines shall be pruned/trimmed 3 inches away from buildings, fences, curbing, sidewalks, and other fixed obstacles. All ground cover and plants shall be kept within the bed borders. All plants and landscape around ground lights shall be pruned/trimmed to allow light usage for its intended purpose. Shrubs and hedges located on street corners, curb easements, etc. shall be pruned/trimmed to keep from obstructing view of oncoming traffic. Areas beneath shrubs and hedges shall be kept free (clean) of all grass, weeds, vegetation, and debris. Volunteer tree growth such as suckers and volunteers shall be removed at no additional cost to the Government. Conversion of informal hedges to formal shapes will be ordered under the applicable RPS Grounds Maintenance CLIN of the contract.

## **F6.1.2 Maintain Semi-improved Grounds and BASH Mowing Area.**

**F6.1.2.1 Mow.** The KTR shall cut all semi-improved grounds at a minimum of 4 inches and a maximum of 10 inches. The KTR shall cut the Bash areas at a minimum of 7 inches and a maximum of 14 inches. Areas are shown in **F-TE-7**. All Bash area requirements are referenced in the Bash plan.

**F6.1.2.2 Trim.** The KTR shall trim grass and weeds around trees, shrubs, buildings, fences, poles, fire hydrants, parking lots bumper blocks, boulders, and other fixed obstacles and temporary obstacles/objects on Semi-improved grounds. Trimming height shall match surrounding area grass height. All areas shall be trimmed concurrent with mowing. The KTR shall mulch or remove grass clippings when visible after trimming, before leaving work area.

**F6.1.2.3 Airfield Light Fixtures.** The KTR shall cut a 10-foot-wide path between 4 inches and 7 inches in height around the perimeter of the airfield pavement to include trimming around runway and taxiway lights, signs and other fixed obstacles and temporary obstacles/objects IAW improved grounds standards. Grass, vegetation, and weeds shall not extend over the edge of concrete, pads, taxiways, runways, and paved or asphalt areas.

**F6.1.2.4 Airfield Work Area.** The KTR shall be responsible for ensuring that all foreign objects and debris produced by grounds maintenance is cleared off all taxiways, runways, and aircraft parking aprons before leaving the work area.

**F6.1.2.4.a** The KTR shall coordinate between airfield sweeping and grounds maintenance to ensure all airfield pavements remain clear during the mowing season. One area of primary concern is between Taxiways Papa and Kilo on Taxiway Echo and Taxiway Juliet.

**F6.1.2.5 Vegetation Control Perimeter and Security Fences.** The KTR shall trim back vegetation including brush, trees and vines from both sides and top of perimeter fence, firing range fence, and all other security fences for a distance of 6 feet on the inside of fence and the distance outside the perimeter fence shall be to the property line, but



not to exceed 6 feet. Frequency and standard for perimeter and security fence vegetation control are the same as for grass cutting on improved grounds. Tree trimming/pruning/removal shall be done IAW paragraphs **F6.1.6**, ordered by the BCE, and accomplished under the applicable RPS Grounds Maintenance CLIN of the contract.

**F6.1.2.5.1 Fertilization and Soil Aeration.** The KTR shall perform a laboratory test of the soil in Semi-improved and BASH grounds and apply fertilizer and lime using procedures appropriate for the soil conditions found, type of grass, and season. Apply fertilizer and other soil amendments and aerate to bring soil condition to that suitable for the vegetation being treated. All fertilizer spreaders shall be calibrated to avoid streaking or burning. The BCE will order Fertilization and Soil Aeration on an as-needed basis and accomplish under the applicable RPS Grounds Maintenance CLIN of the contract.

**F6.1.2.6 Policing Semi-improved Grounds.** The KTR shall maintain Semi-improved Grounds litter free. Litter includes paper, plastic, bottles, cans, cardboard, rags, and other foreign debris. The KTR shall ensure that trash, litter, leaves, branches, and other foreign debris does not build up on perimeter fence and interior security fences. An acceptably policed area shall be free of such trash and litter.

**F6.1.3 Maintain Un-improved Grounds.** All maintenance and repair of un-improved roads and grounds, including restoration of eroded areas, trash and debris removal from trash barriers and collectors, and removal of trees and other obstructions from drainage ditches and drainage structures not otherwise defined in other sections of this PWS, will be ordered under the applicable RPS Grounds Maintenance CLIN of the contract.

**F6.1.4 Maintain Vegetative Beds, Inert Beds, Flower Beds, And Related Areas.** The KTR shall maintain vegetative beds, inert beds, and related areas as identified in **F-TE-7**. Maintenance activities may include but are not limited to fertilizing, watering, weeding, mulching, and repairing or replacing of damaged plants and shrubs. When replacing plants, shrubs, and performing repairs, conform to good Xeriscaping practices for the area. Flowerbeds are only authorized at installation main entrances and installation headquarters (I.E. Wing HQ, Bldg 838, and Numbered AF HQ Bldg 729). All other flower beds are not in contract. The KTR shall replant flower beds and planters identified in **F-TE-7** once in the Spring and once in the Fall. A planting plan shall be prepared and submitted. Only low maintenance, indigenous flowering plants shall be acceptable candidates for planting. All materials for new planting (plants/etc.) will be ordered under the applicable grounds maintenance RPS Grounds Maintenance CLIN Flowerbeds, planters, and newly planted landscaped areas shall be watered to assure hearty plants. Maintenance activities may include but are not limited to fertilizing, watering, weeding, mulching, and repairing or replacing of damaged plants and shrubs. Flowerbeds, planters, inert beds, and landscaped areas shall remain weed-free year around. In February, the KTR shall place 4 to 6 inches of pine straw as mulch on islands, shrubs, flower beds, and flowering ornamental trees. Plants that are dying, dead, or diseased as a result of KTR negligence shall be replaced by the KTR at no additional cost to the Government. Mulch will be ordered under the applicable RPS Grounds Maintenance CLIN of the contract.

**F6.1.5 Maintain Stream Banks And Surface Drainage Ditches.** The KTR shall mow vegetation in drainage ditches to the same standards as for grass cutting, “improved” or “semi-improved” grounds, in which they are adjacent to or contained within, without disturbing the bed and banks of the streams and ditches IAW state stream buffer regulations. Ditches without water shall have the entire area mowed. The KTR shall mow those with standing water in them to within 24 inches of the waterline (horizontally up the bank, not vertically), to prevent rutting. All vines, shrubs, trees, and trash shall be removed and spread out in wooded areas (not piled up to prevent erosion and ensure continuous flow of water. Drainage ditches shall be mowed at the same time the adjacent grassed areas are mowed, excluding wetlands.

**F6.1.5.1 Maintain Concrete-Lined Drainage Ditches.** Concrete-lined drainage ditches shall be kept clear of vegetation growth to discourage birds and other wildlife. DARB approved herbicides may be used as a last resort IAW EPA regulations, however all debris and vegetation shall remain cleared to ensure proper drainage.

**F6.1.5.1.1 Maintain Spill Retention Ponds.** Maintain 10 feet wide by 14 – 20-inch-high strip of non-woody vegetation around ponds to discourage birds and waterfowl. Retain pond function and capacity, as designed, and IAW with the base SPCC and SWPPP and local, state, and federal guidelines.

**F6.1.5.1 Wetlands.** The KTR shall mow vegetation in wetlands in compliance with State and Federal regulations. Wetlands without water shall have the entire area mowed and be maintained to the same standards as for grass cutting, “improved”, “semi-improved”, or “Bash Area” grounds, in which they are adjacent to or contained within, without disturbing the bed and banks of the streams and ditches. All debris and clippings/cuttings shall be removed to upland location before leaving the area. Care shall be taken to keep all cut vegetation, soil, and sediment out of wetland streams, ponds, and ditches. No soil disturbance is allowed in the wetlands areas. Equipment to be used shall not exceed ground pressure of 5 psi. This equipment may need to be fully amphibious capable to allow access to swamps, marshes, and wetland terrain inaccessible by other equipment. No mechanized equipment or disturbance to the stream bed or banks of the creek or tributaries is permitted without prior review and approval of the MSG/CEV, due to regulatory agency permitting requirements. The wetland survey is available from CEV.

## **F6.1.6 Special Requirements**

**F6.1.6.1 Tree Pruning.** The KTR shall only prune or trim trees as necessary for safety and security. The KTR shall be responsible for identifying all trees that require pruning or trimming. Pruning or trimming shall be accomplished IAW the American National Standards Institute ANSI A300 Part 1 industry standards. Pruning shall be required to lift, remove, and/or cutback branches that conflict with normal traffic or safety. In addition, the KTR shall prune or trim trees that pose public safety hazards. Minimum safety clearances are: 14 feet over streets, 12 feet over driveways, 8 feet over walk areas, 4 feet over buildings, and 1 foot from buildings. Trees that pose threats to structures or buildings shall be removed. Topping is not permitted. Trimming or pruning of trees that touch or hang over energized utility poles or power lines is the responsibility of the KTR. Minimum clearance from primary lines (over 600 volts) shall be 8 feet. Minimum clearance from secondary lines (under 600 volts, i.e., electric service drops, telephone, and cable TV) shall be 4 feet. KTR shall be responsible for removing all debris generated from trimming or pruning operations. Tree pruning will be ordered under the applicable RPS Grounds Maintenance CLIN of the contract.

**F6.1.6.1.1 Tree Care.** The KTR shall brace, cable, guy (to keep tree vertical), and deep water all damaged trees after identification. The KTR shall remove all guy wires, cables, straps, and stakes when the trees remain vertical (normally, after one year). The KTR shall adjust wires, cables, and straps as required, to prevent girdling. The KTR shall remove and plant trees to replace those that are lost either to any natural or unnatural causes all removal shall be coordinated with COR and CEV due to endangered bat species detected on base. All trees used to accomplish replacements shall be of a size and species consistent with original landscaping designs and shall be subject to approval by the BCE before replacement planting is accomplished. Trees to be replaced shall have a minimum height of 6 feet and a maximum height of 12 feet. The KTR shall be responsible for installed and planted replacement stocks for a period of one (1) year or to the contract completion, whichever occurs first, and shall be required to replace at KTR's expense all diseased, damaged, or stunted replacement stock. All work under this paragraph will be ordered under the applicable RPS Grounds Maintenance CLIN of the contract.

**F6.1.6.1.2 Tree Standards.** The KTR shall perform all tree work IAW contract specifications and tree care standards, latest edition, unless otherwise directed by the CO.

ANSI A300 - Standard Practices for Tree Care Operations including referenced Combined Federal Regulations (Utility Pruning and Emergency Service Restoration)

ANSI A300 (Part 1) – Tree Pruning

ANSI A300 (Part 3) – Tree Support Systems (Cabling, Bracing, and Guying)

ANSI Z60.1 – American Standards for Nursery Stock

ANSI Z133.1 – Safety Requirements for Tree Care Operations

**F6.1.6.1.3 Tree and Stump Removal.** Tree and stump removal will be ordered under the applicable RPS Grounds Maintenance CLIN of the contract. The KTR shall perform stump and perimeter roots removal by completely removing, by cutting and grinding all growth to a minimum of 8 inches below grade. Stumps shall be ground within one (1) workday of the tree removal date. Stump-grinding debris shall be removed the same day grinding is performed. In areas where a lawn sprinkler system exists, the KTR shall backfill with topsoil, and lay sod to match the existing ground grade. In areas where no lawn sprinkler system exists, the KTR shall backfill with topsoil, compact, and seed to match existing grades. Stump removal and grinding is not permitted within wetlands or other aquatic areas without prior review and approval of the MSG/CEV, due to regulatory agency permitting requirements.

**F6.1.6.2 Emergency and Special Event Services.** The KTR shall upon notification, perform emergency or special event grounds maintenance service. Upon notification of an emergency, the contract manager shall respond within one (1) hour to initiate emergency services. Upon receiving direction by the CO or BCE, KTR personnel shall begin emergency work within two hours. Oral WTs for emergency services to minimize damages or mitigate hazardous conditions shall be confirmed with written WTs. The BCE will notify the KTR as soon as a special event requirement is known, but no less than 24 hours prior to the event. All work under this paragraph will be ordered under the applicable RPS Grounds Maintenance CLIN of the contract.

**F6.1.6.3 Special Cuts.** Upon notification the KTR shall perform special cuts. All work under this paragraph will be ordered under the applicable RPS Grounds Maintenance CLIN of the contract.

**F6.1.6.4 Planting trees, shrubs, and vegetative beds.** The KTR shall upon notification perform planting of trees, shrubs, and vegetative beds to include but not limited to: removal and disposal of trees, shrubs, or vegetative beds being replaced; soil preparation and amendments; performance of maintenance after planting to include watering, pruning; and insect and disease prevention to promote survivability. Disposal of vegetation shall be in upland, away from any ponds or other waterways. All work under this paragraph will be ordered under the applicable RPS Grounds Maintenance CLIN of the contract.

**F6.1.6.5 Growth Retardants.** The KTR shall be permitted to use growth retardant chemicals around only man-made objects if they can be properly applied without harmful effects to desirable plant and animal life. The retardant shall slow plant growth but not desiccate it or harm the plant's ability to maintain its color and soil holding capacity. The retardant shall not be applied on windy days when the chemical could be blown away from the point of application. The KTR shall use an individual licensed by the state to apply these chemicals. The retardant used and method of application shall be approved by the BCE prior to each application. Any changes to either shall be approved by the BCE. If harmful results from the application of the retardant are discovered, the BCE shall have the right to order changes in the type of chemical used or method of application. If these remedial measures are not successful, the BCE shall have the right to prohibit the use of retardant chemicals for the contract. Use of growth retardant chemicals shall not relieve the KTR of their responsibility to keep the grass trimmed. The use of growth retardant chemicals is optional and if used shall be provided at no additional expense to the Government. **See F-TE-2i for locations and quantity.** Growth Retardants used shall follow reporting requirements as listed in **F5.3.2.7.2 Pesticides/Herbicides Used.**

**F6.1.6.6 Base Water Outfalls and Infalls.** The KTR shall inspect and clear all debris, trash, leaves, branches, vegetation, and other obstructions from all Base water outfall & infall grates and openings monthly to ensure continuous flow of water. All inspections shall be documented and available to the BCE, CO, or COR upon request. Any repairs to the water outfall & infall grates or openings will be ordered under the applicable RPS Grounds Maintenance CLIN of the contract.

**F6.1.6.7 Weed/Vegetation Control.** The KTR shall reduce and effectively control all weeds through an aggressive weed control program on improved grounds. The KTR shall control all weeds/vegetation on roadways, streets, curbs, walkways, vehicle parking areas, inert beds, airfield drainage flumes, runways, taxiways, aircraft parking ramps, all taxiway/ramp soft shoulders on airfield surfaces and all other paved surfaces. Cracks, seams, and surfaces of all paved areas shall remain free of actively growing vegetation. The KTR shall control weeds/unwanted vegetation on all fences, storage yards, transformer, and equipment yards/pens, and within all fences or otherwise enclosed areas. The KTR shall select chemicals from the ones recommended by the Integrated Pest Management Plan, and IAW **F5.3.2.7** and sub paragraphs.

**F7 Material Management.** The KTR shall provide and manage material acquisition, logistical support, and associated warehouse activities for CE operations. The KTR shall order, receive, store and issue materials in support of CM WT, Contingency Projects, and U-Fix It Program. All materials ordered in support of facility CM WT shall be charged to the facility associated with the WT. KTR documentation shall provide an auditable record of proper disposition of all materials.

**F7.1 Work Task Material.** The KTR shall label all CM materials by WT number and store the materials in the holding area until materials are issued for CM WT completion.

**F7.2 Contingency Projects (Troop Training Projects).** The KTR shall order material for Contingency Projects on an approved work request. Contingency Projects WT are prioritized as a 2B. Contingency Projects WT are material only. If the military desires technical training/support to complete the work request (or a portion of the work request) a new WT shall be created for KTR labor. 2B WT shall be created via an approved AF Form 332 and is submitted to the KTR. The BCE or designated representative approves all 2B WT and sets the completion times. Material costs will be ordered under the applicable RPM CLIN. The KTR shall process these material requests as requested by the BCE or designated representative and shall meet the requested delivery time whenever practicable. If the requested delivery cannot be met, the KTR shall notify the BCE or designated representative. The KTR shall notify the BCE or designated representative and the customer when materials are received. All residual materials shall be returned to the KTR and processed IAW paragraph **F7.4**.

**F7.3 U-Fix-It Program.** The KTR shall order material for U-Fix-It Program and create a 3C WT with U-Fix-It in the beginning of the WT title. These WT may be material. If the requestor desires technical training/support to complete the work request (or a portion of the work request), a new WT shall be created for KTR labor. 3C U-Fix-It WT shall be created via an approved AF Form 332 and is submitted to the KTR. The BCE approves all 3C U-Fix-It WT and sets the completion times. KTR labor and all material costs will be ordered under the applicable RPM CLIN. The KTR shall process these material requests as requested by the BCE or designated representative and shall meet the requested delivery time whenever practicable. If the requested delivery cannot be met, the KTR shall notify the BCE or designated representative. The KTR shall notify the BCE or designated representative and the customer when materials are received. All residual materials shall be returned to the KTR and processed IAW paragraph **F7.4**.

**F7.4 Residual Holding.** The KTR shall store, label, and issue excess or returned parts/materials from WTs, construction U-Fix-It, and Contingency Projects, as needed. All residual materials shall be consumed before additional materials are purchased. The KTR shall submit a written report to the BCE or designated representative quarterly identifying all residual items, level of stock, location, and receipts/issue of inventory. An annual inventory shall be conducted with Government representative in May each year.

**F-TE-1. - Service Summary's (SS)**

<b>SS#</b>	<b>Performance Objective</b>	<b>PWS Ref</b>	<b>Performance Threshold</b>
<b>SSF01</b>	Ensure Quality Control metrics and records of inspections for RPM are completed and made available electronically, IAW the most current Government - accepted QC Plan, with sufficient data to detect deficiencies, and status of ongoing corrective actions.	<b>A3.2</b>	For all Tab F SS Performance Objectives, 100% of monthly QC data is available electronically to the CO and COR and are due concurrently with the monthly invoice.
<b>SSF02</b>	Participate in and comply with the Bases <i>Hazardous Materials (HAZMAT) Program</i> .	<b>A14.3.1</b>	100% of HAZMAT within RPM areas is properly bar-coded via EESOH-MIS procedures, accompanied by current Safety Data Sheets, and stored properly.
<b>SSF03</b>	QCP Performance	<b>A3.2.4</b>	The QCP shall be performed at no less than 97% each month. Any discrepancies (the 3%) shall have to be corrected within 7 calendar days.
<b>SSF04</b>	All work accomplished under this PWS is performed using skilled, certified, licensed craftsmen.	<b>A2.1, F2.2</b>	100% of work completed each month requiring licensed or certified craftsmen, is performed only by employees possessing the applicable licenses and/or certifications.
<b>SSF05</b>	Participate in and comply with the Bases Hazardous Waste Management Plan.	<b>F3.2</b>	100% of weekly inspections of Satellite Accumulation Point(s) under RPM responsibility are conducted and documented, as required by the Bases Hazardous Waste Management Plan.
<b>SSF06</b>	Keep job sites free of accumulations of waste material, rubbish, tools, scaffolding, equipment, and materials.	<b>F3.5.1</b>	100% of job sites are returned to clean and safe condition at the end of each work period
<b>SSF07</b>	Ensure effective preventive maintenance of all real property, real property installed equipment (RPIE) through an effective Preventive Maintenance (PM) program	<b>F4.1.1.3, F4.1.1.4</b>	100% of monthly Preventive Maintenance Program is accomplished IAW schedule, and fully documented.
<b>SSF08</b>	Optimize customer service by responding to and completing Corrective Maintenance (CM) work task requests based on a work priority system.	<b>F4.4.4</b>	98% of CM WT are completed IAW PWS paragraphs based on WT priority. The remaining two percent will be completed within 7 days.
<b>SSF09</b>	Pavement areas are free of dirt, debris, and foreign matter.	<b>F5.3.1.2.1, F5.3.1.2.2</b>	Sweeping is completed in the areas and frequencies specified, and documented 100% of the time for airfield pavements, and 95% of the time on all other pavements

<b>SS#</b>	<b>Performance Objective</b>	<b>PWS Ref</b>	<b>Performance Threshold</b>
<b>SSF10</b>	Update APIMS after adding or draining refrigerant to reflect accurate refrigerant usage data for all equipment containing refrigerants.	<b>F5.3.2.8</b>	100% compliance with inputting data into APIMS IAW AFMAN 32-7002.
<b>SSF11</b>	Perform inspection and document all tank inspections in the Storage Tank Accounting and Reporting (STAR) module.	<b>F5.3.2.9.4</b>	100% compliance by inputting data into the Storage Tank Accounting and Reporting (STAR) system IAW DAFMAN 32-1067.
<b>SSF12</b>	Record all generator runtimes in the APIMS Power Module.	<b>F5.3.3.3</b>	100% of all generator runtimes have been input into the APIMS Power Module monthly.
<b>SSF13</b>	Documentation of corrective and preventive maintenance actions on generators shall be documented in the APIMS Power Module. The official shop record, form 487, shall be uploaded and managed in the APIMS Power Module	<b>F5.3.3.3.1.2</b>	100% of documentation for corrective and preventive maintenance actions on generators are documented in the APIMS Power Module. The official shop record, form 487, shall be uploaded and managed in the APIMS Power Module monthly.
<b>SSF14</b>	Perform all preventive maintenance, testing, inspections, and repair of airfield navigational aids.	<b>F5.3.3.4</b>	100% compliance. Repair all defects as Priority 1 or 3A CM WT. Any components or systems not fully operational shall be responded to and repaired in the specified time frames. Repairs and necessary delays are reported to and coordinated with the Airfield Manager.
<b>SSF15</b>	Maintain AAS in fully operational condition	<b>F5.3.3.7</b>	<b>RESERVED</b>
<b>SSF16</b>	Maintain Grounds (Improved, Semi Improved, BASH, fencing, Flower Bed, etc.) IAW PWS standards	<b>F6.1.1</b>	<b>100% of the time.</b>
<b>SSF17</b>	Ensure required Data Deliverable submittals are on time and complete.	<b>F-TE-3</b>	Provide 100 % of submittals IAW the requirements of F-TE-3, including PWS references concurrently with the monthly invoice. Deferred or excused requirements are fully justified, pre-approved by the BCE, CO and documented.

## **F-TE-2. - Work Load Estimates**

**F-TE-2 Work Load Estimates are located in the Tab F portion of the Technical Library**

F-TE-2a	Corrective Maintenance and Modernization/Revitalization
F-TE-2b	RSMeans Estimates
F-TE-2c	AF Form 103 <i>Work Clearance Form</i>
F-TE-2d	NexGen IT Work Load Estimates
F-TE-2e	Builder Facility Condition Assessments
F-TE-2f	Reservist Training
F-TE-2g	Facilities Requiring Pest Management Inspections
F-TE-2h	Ice Buckets and Utility Hydrant Stakes
F-TE-2i	Facilities to be Maintained by the Contractor
F-TE-2j	Grounds Maintenance
F-TE-2k	Pavement Clearance Consumable Estimates (Sweeper & Snow Removal)

**F-TE-3. - Data Deliveries**  
(See F-TE-1 SSF17)

The KTR shall submit all required reports shown below using the complete mailing address (referenced by number) in the chart following the required report information. Only 1 copy of the report is required unless otherwise specified. KTR format is acceptable unless otherwise specified. **All Reports shall be electronically sent to Base Contracting Officers Representative office.** All “days” are in “calendar days” unless otherwise specified.

Item #	Report Title	Submit To	Freq	Contract
				Reference/Directive
<b>F001</b>	<b>Designation of RPM Manager and Alternate</b>	<b>1, 2</b>	<b>Award/As Required</b>	<b>F2.1</b>
Submit names of RPM Manager and alternate to the CO 15 days prior to base period of performance and CO and COR upon change of personnel.				
<b>F002</b>	<b>Craftsman Qualifications</b>	<b>2</b>	<b>As Required</b>	<b>F2.2</b>
For employees performing tasks requiring specific licenses and certifications, the KTR shall ensure licenses and certifications are current, and available for review upon request by the government.				
<b>F003</b>	<b>Unscheduled Utility Outage Report</b>	<b>2</b>	<b>Per Occurrence</b>	<b>F3.6</b>
Within 72 hours, the KTR shall document all utility outages and report specifics on the excel document supplied by the BCE.				
<b>F004</b>	<b>AF Form 103 Work Clearance Request</b>	<b>2</b>	<b>As Required</b>	<b>F3.10</b>
The KTR shall retain the original copy of the AF Form 103 and provide a copy within 5 calendar days of completion of the AF Form 103 requirement.				
<b>F005</b>	<b>Annual PM Schedule for Equipment ITM actions</b>	<b>2</b>	<b>Annual</b>	<b>F4.1.1.2</b>
Submit initial PM schedule to the BCE for approval within fifteen (15) days of the beginning of the first operational performance period. The schedule shall indicate the area/building number, equipment/asset identifier, item description, PM description/frequency, and the proposed date the work is scheduled for accomplishment. Subsequent annual PM schedule due same date of initial submission each year. Revised schedules shall be submitted for acceptance within three calendar days of any changes. Revised schedules must include complete explanation/justification for the changes. Report shall be in excel format.				
<b>F006</b>	<b>KTR's Monthly PM ITM Work Schedule</b>	<b>2</b>	<b>Monthly</b>	<b>F4.1.1.3</b>
First submission due NLT contract start date; updates for the following month due NLT the 25th calendar day of each month. Revised schedules shall be submitted for acceptance within three calendar days of any changes. Revised schedules must include complete explanation/ justification for the changes. The schedule shall indicate the area/building number, equipment/asset identifier, item description, PM description/frequency, and the proposed date the work is scheduled for accomplishment. The schedule will be prepared to conform to the format in paragraph <b>F4.1.1</b> and shall be in excel format.				
<b>F007</b>	<b>Completed Monthly PM ITM Schedule</b>	<b>2</b>	<b>Monthly</b>	<b>F4.1.1.4</b>
Report due concurrently with the monthly invoice, current as of the end of previous month. The monthly report shall include, but not limited to, area/building number, equipment/asset identifier, item description, PM description/frequency, completion date, actual hours, certification of the items accomplished, and list of deficiencies identified with WT number and brief description. The report shall also include a table that shows the number of PM actions scheduled, completed, and not completed. Report format to be provided by the BCE. PM items not complete shall be identified, with justification, include a copy of BCE approved deferment(s), and a revised monthly schedule (current month), highlighting these PMs.				
<b>F008</b>	<b>Key Performance Indicators</b>	<b>2</b>	<b>Monthly/MFT</b>	<b>F4.1.1.4 &amp; F4.3</b>
Report due and delivered at the Monthly MFT meetings or delivered to the COR. Format is KTR's preference but must include the Reporting Month and Contract Year to Date for: 1. Craft Hours per CLIN, 2. Total Hours per CLIN,				



Item #	Report Title	Submit To	Freq	Contract
				Reference/Directive
3. Material Cost per CLIN, 4. Subcontract Cost per CLIN, and 5. Total Costs per CLIN, 6. Customer complaints, 7. WT completed, 8. WT Received, 9. Number of PMs scheduled, 10. Number of PMs completed, and 11. Number of PMs not completed.				
F009	Equipment Failure Report	2	As Required	F4.1.2
At the direction of the BCE, the KTR shall provide an equipment failure report to the government on equipment failure within 2-calendar days IAW paragraph F4.1.2.				
F010	Daily Work Schedule	2	Daily	F4.3.1.1.1
Provide report daily to BCE and COR by 08:30. Format to be provided by the BCE.				
F011	Drawings/Sketches	2	As Required	F4.3.3
Provide and submit "marked-up" drawings/sketches on all CM to reflect all additions, deletions, performed in each facility. Sketch must be clear so that information is easily transferable to the base's record drawings. BCE approval of the "marked-up" drawings/sketches must be obtained prior to WT close-out.				
F012	Facility Condition Assessments - BUILDER Data	2	Per Occurrence	F5.2.3
FCAs shall be appropriately documented and approved by the BCE prior to any changes in the SMS program. Format to be provided by the BCE. The KTR shall enter the condition assessments into the BUILDER SMS database within 14 days of BCE approval. The KTR shall provide an electronic notification to the COR when complete.				
F013	Observed Deficiencies	2	As Required	F5.2.3.4
The KTR shall provide a report to the BCE identifying observed facility/system defects, as well as defects anticipated to arise in the next five years. Properties such as age, observed condition, WT history, leakage problems and overall appearance shall be considered when making recommendations.				
F014	BUILDER Data	2	Per Occurrence	F5.2.4.1
After approval of the BCE, the KTR shall enter the ID Number, Equipment Type, Equipment Make, Serial Number, Model, Capacity, Manufacturer, Warranty Date, Warranty Company, Warranty Company 2, Warranty Date 2, Detailed Location, dated Manufactured, Control Type/Make, Year Installed, and Digital Picture into BUILDER™ prior to WT close out. Format to be provided by the BCE. Updates to the BUILDER SMS database shall be within 14 days of BCE approval. The KTR shall provide an electronic notification to the COR when complete.				
F015	Fixed Ladder Report	2	Triennial	F5.3.1.1
KTR shall, perform a ladder inspection of all fixed ladders by September 15th of year due. Inspection shall be fully documented IAW DAFMAN 91-203, Air Force Occupational Safety, Fire and Health Standards. A report shall be submitted within 10 days of completing the inspection. The report shall include any required maintenance and repairs and be in Excel format.				
F016	Weight Test Report and Chain Hoists Inspection Report	2	Annual	F5.3.1.1
				DAFMAN 91-203
First and subsequent reports due within 5 workdays after completing the inspections. DAFMAN 91-203				
F017	Hangar Doors Inspection Report	2	Semi-annual	F5.3.1.1
Hangar doors shall be inspected, cleaned, lubricated, and adjusted in November and May of each year. The report shall include the condition of all door components inspected, discrepancies found and CM number.				
F018	BUILDER™ Roof Inspection Report	2	Annual	F5.3.1.1.2
				AFI32-1001
NLT May each year, provide a Final 5 Inspection Summary Report from BUILDER showing inspection completion dates for all roofs IAW the BUILDER™ Condition Assessment Manual and AFI 32-1001. Report shall include; type of roof, ratings, and inspection dates.				
F019	Storm Drain Catch Basin Inspection Report	2	Annual	F5.3.1.3
				ETL 04-6

Item #	Report Title	Submit To	Freq	Contract
				Reference/Directive (TSPWG M 3 260-03.04-6)
The report shall include all items that require repairs. The scope of work for each item, justification, the estimated material cost, and the estimated craft hours shall be included in the report. Report due within 5 workdays after completing annual requirement. NLT 5 September each year.				
F020	Manhole Structures Inspection Report	2	Annual	F5.3.1.4, F5.3.2.2
				UFC 3-550-07
The KTR shall check the condition of the structure and check for the presence of gasoline, oil, noxious or explosive gases using a calibrated meter during the inspection. The KTR shall prepare a report of all findings of items as addressed in IAW F5.3.1.4 & F5.3.2.2 UFC 3-550-07, and PMTLs. Report due within 5 workdays after completing the required inspection.				
F021	Storm Water Structures and Secondary Spill Containment	2	Monthly	F5.3.1.5.1
				F5.3.1.5.2
A written report of findings and description of the O&M service performed shall be provided to the COR and CEV within 5 days after the service is completed. (An inspection form will be supplied by CEV)				
F022	RESERVED Electric Meter Readings	2	Monthly	F5.3.2.1
RESERVED				
F023	Water and Sewer Meter Readings monthly Report & Annual Test and Calibration	2	Monthly/Annual	F5.3.2.1
Water and Sewer meters shall be read on the last workday of each month, with readings submitted NLT the fourth workday of the following month. Report must contain date, utility (i.e., water), meter number (if any), meter location, previous and present readings, and the total consumption (present less previous reading) in the units for which the meters are calibrated (gallons, cubic feet, 1000 gallons, 100 cubic feet, etc.). Report must be in EXCEL format.				
F024	Maintenance Schedule for Oil/Water Separators	2	Annual	F5.3.2.3
				UFC 3-460-03
Provide reports IAW Base Storm Water Plan. First submission due NLT 15 calendar days after contract start date and include maintenance schedule for the entire year. Subsequent submissions due NLT 15 Sep of each year.				
F025	Liquid Levels in Oil/Water Separators	2	Quarterly	F5.3.2.3
Provide reports IAW Base Storm Water Plan. Report due within 5 calendar days after completing quarterly requirements. Report format to be provided by CEV				
F026	Lift Stations Inspection Report	2	Annual*	F5.3.2.3.2
Inspect all lift station components and submit report of findings. *First and subsequent reports due within five workdays after completing the annual inspection items.				
F027	Backflow Preventer Inspection Report	2	Annual/Semi-annual	F5.3.2.4
				DAFMAN 32-1067
KTR shall perform inspection, testing, and preventive maintenance IAW DAFMAN 32-1067, UFC 3-420-01, Plumbing System, state, and local requirements. The results documented on an AF Form 843, Backflow Prevention Device Inspection Data, state-mandated forms, and a CMMS system approved by the base BPM. First and subsequent submissions due within 5 workdays after completing the 20% annual requirement per the Bases Back Flow Prevention Program.				
F028	Cross-Connections Surveys	2	20% Annually	F5.3.2.4
				DAFMAN 32-1067
A cross-connection survey shall be documented IAW DAFMAN 32-1067, state, and local requirements. Document results on an AF Form 848, Inventory of Cross-Connection Control and Backflow Prevention Devices, and AF Form 845, Cross Connection Information, a computerized maintenance management system (CMMS), or state submittal				

Item #	Report Title	Submit To	Freq	Contract
				Reference/Directive
forms. The report documenting the cross-connection survey shall be prepared and submitted to the COR, BCE, BPM, and BEE.				
F029	Water Valves Inspection Report	2	Annual	F5.3.2.4
				UFC 3-230-02
The KTR shall inspect and exercise all facility service main water valves once per year. Curb boxes will be free of dirt and debris. The KTR shall prepare and submit a report of their findings. Reports due within 5 workdays from the date of inspection.				
F030	Water Leaks Report	2	Per Occurrence	F5.3.2.4
The KTR shall maintain a record of all water leaks showing leak date, CM number, location, probable cause, existing pipe material, length of pipe replaced and replacement pipe material. Reports due within 5 workdays from the date of repair.				
F031	RESERVED Water Pumping Station and Water Tower	2	Annual	F5.3.2.4
A written report covering all findings and current condition found during the annual inspection/maintenance shall be submitted to the BCE within five workdays after inspection.				
F032	RESERVED Water Storage Tank Inspection Report	2	Annual	F5.3.2.4
				UFC 3-230-02
RESERVED				
F033	Fire Hydrant Unidirectional Flushing Water Use Report	2	Per Occurrence	F5.3.2.4.1
The KTR shall provide data report for all hydrant flushing within 2 working days of flushing. Report format to be provided by Government.				
F034	Conduct Fire Hydrant flow tests	2	Annual	F5.3.2.4.2
				UFC 3-601-02
Document Fire Hydrant flow test results and provide a copy to the fire and emergency service organization delivering fire suppression services for the installation. Report to include water quantity usage. (See COR for AF Form 1027 Water Flow Test Record computer generated version) Hydrant flow test is required every 5 years, may be broken down to 20% per year with approval of the BCE, Base Hydrant Flow Test Program Manager. First and subsequent submissions due within 5 workdays after completing the 20% annual requirement per the Bases Hydrant Flow Test Program.				
F035	Gas/Propane Distribution Emergency Plan and Cut-Off Procedures	2	Annual	F5.3.2.5
				DAFMAN 32-1067
The KTR shall develop a plan and procedure for isolating line breaks without unnecessarily disrupting service to buildings and facilities. First submission due NLT 30 calendar days after the contract start date. Subsequent submissions due NLT 30 Sep of each year and NLT 30 calendar days after addition of any new facilities. Location of cut-off valves to isolate each section of the gas distribution system shall be indicated on a map and included as a part of the plan. DAFMAN 32-1067				
F036	Gas/Propane Leak Survey	2	Annual	F5.3.2.5
				AFMAN 32-1067
KTR shall provide a written report submitted in the month of July within 10 days after completing the survey. DAFMAN 32-1067				
F037	Gas/Propane Leak Records	2	Quarterly	F5.3.2.5
The KTR shall maintain a record of all gas leaks and provide a report. Report shall include date discovered CM number, leak classification, discrepancy, corrective action, and date repaired. Submissions required quarterly at the end of December, March, June, and September. Submissions due to the BCE NLT 5th calendar day of January, April, July, and October. Report format to be provided by government				

Item #	Report Title	Submit To	Freq	Contract
				Reference/Directive
F038	Malfunctions Report (Gas Distribution)	2	As Required	F5.3.2.5
The KTR shall report any equipment malfunctions or discrepancies revealed by the inspections and tests prescribed herein. Report due NLT 7 calendar days after discovery of any malfunctions or discrepancies during prescribed inspections and tests.				
F039	Gas Meter Readings	2	Monthly	F5.3.2.5
Gas meters shall be read on the last workday of each month, with readings submitted NLT the 5th workday of the following month. Report shall contain the date meter(s) are read, the meter identification number and location, the present and previous meter reading and the consumption for the most recent period and for the fiscal year to date. The readings shall be expressed in the units for which the meters are calibrated (cubic feet, 100 cubic feet, 1000 cubic feet, etc.). Electronic format to be provided by CEC.				
F040	Aircraft Fire Training Facility (AFTF)	2	Semi-annual	F5.3.2.6
				T.O. 35E1-2-13-1
The KTR shall provide completed Tables 1, 2, and 3 from the T.O. 35E1-2-13-1. Table 3 items that require longer than annual inspections, shall have the last inspection date input in the Action Taken column, (3-year requirement, i.e., Mar 2018). Completed report shall be submitted within 5 days of completing inspection.				
F041	Pesticides/Herbicides Active Ingredient Used	2	Monthly	F5.3.2.7.2
				AFMAN 32-1053
The KTR shall report all pesticide usage on Form DD 1532 or other designated form/database as required by MSG/CEV to the COR no later than 5 days after the end of the month.				
F042	List of Antidotes	2	Award/As Required	F5.3.2.7
Prior to commencing work the KTR shall provide the List of Antidotes for each poison to the BCE or designated representative for approval. Any revisions shall be submitted to BCE or designated representative for approval prior to use. The list shall be arranged alphabetically by insecticides (poisons) with the antidotes for each and shall be provided in format to be provided by CEV.				
F043	List of Pesticides With Quantitative Analysis	2	Award/As required	F5.3.2.7
The KTR shall provide a List of Pesticides with Quantitative Analysis of each poison to the BCE or designated representative for approval NLT 30 calendar days after contract start date. Revisions shall be submitted for approval prior to use. Prepare analysis, using ingredients listed on labels or from KTR’s records on his own preparations and shall be provided in format provided by CEV.				
F044	Pest Management Inspection Schedule	2	Award/Annual	F5.3.2.7.1
The schedule shall be submitted to the BCE or designated representative for approval Fifteen calendar days after start of contract performance and then annually.				
F045	Termite And Wood Decay Inspection - DD Form 1070	2	Annual	F5.3.2.7.1
A written report (DD 1070) shall be submitted for each building inspected for wood decay and termite infestation. Report shall be in IAW AFMAN 32-1053. Fill in the blanks on E-DASH.				
F046	Refrigerant Management System Report	2	As Required	F5.3.2.8
				AFMAN 32-7002
The KTR shall update the APIMS Refrigerant Module when refrigerant is added or drained from any unit containing CFC's and/or when repairs meeting EPA Repairable Leaks (IAW 40 CFR 82) occur. Update APIMS within 3 workdays of adding or draining refrigerant. Send electronic notification to COR and CEV when APIMS has been updated. AFMAN 32-7002				
F047		2	Monthly	F5.3.2.8

Item #	Report Title	Submit To	Freq	Contract
				Reference/Directive
	<b>AF Form 1459 - Boiler Water Treatment Operation Log</b>			<b>AFI32-1001</b>
First and subsequent submissions due NLT 5 <sup>th</sup> workday of each month following the month being reported. KTR shall comply with instructions on reverse of AF Form 1459. Report will include boiler number and chemical data. AFI32-1001				
<b>F048</b>	<b>Annual Boiler Inspection (LTW/MTW and LPS Heating Boilers) AF Form 1222</b>	<b>2</b>	<b>Annual</b>	<b>F5.3.2.8</b>
				<b>AFMAN32-1068</b>
Perform inspection IAW AFMAN 32-1068. One inspection report shall be posted near the boiler, one maintained in the facility file, and one delivered to the BCE.				
<b>F049</b>	<b>HVAC Status Report</b>	<b>2</b>	<b>Daily/As Required</b>	<b>F5.3.2.8</b>
The KTR shall provide a written daily report of all HVAC systems that are projected to be down for more than 2 consecutive hours. Report will be updated with current information and shall include the work task, issue, corrective action plan, current status, and the estimated date the equipment will be fixed, or the issue resolved. Daily report in Excel format is due by 0830 each morning and emailed or posted to the share drive as directed by the BCE.				
<b>F050</b>	<b>Compressed Air Systems Inspection Report</b>	<b>2</b>	<b>Quarterly</b>	<b>F5.3.2.8</b>
First and subsequent report and findings due within 5 working days after completing the required inspections and maintenance. Report format to be provided by Government.				
<b>F051</b>	<b>Summer Boiler/Utility Room Systems Inspection Report</b>	<b>2</b>	<b>Annual</b>	<b>F5.3.2.8.2</b>
First and subsequent submissions due NLT 30 calendar days after boilers are shut down in May. Report shall cover all boilers, utility room systems, and will include all items that require maintenance and repair. Report format to be provided by Government.				
<b>F052</b>	<b>Fall/Winter Inspection Report for Combustion Efficiency Test</b>	<b>2</b>	<b>Annual</b>	<b>F5.3.2.8.3</b>
				<b>AFMAN32-1068</b>
Report due NLT 15 December after completing annual requirement. The report shall include all test results for all facilities. The report shall include any item requiring repairs.				
<b>F053</b>	<b>Discrepancy Report (POL)</b>	<b>2</b>	<b>Monthly</b>	<b>F5.3.2.9</b>
				<b>UFC 3-460-03</b>
The KTR shall prepare a written report identifying all discrepancies revealed during the inspections and tests required in UFC 3-460-03. First and subsequent submissions due NLT 5th calendar day of each month. Report to include discrepancies and required repairs, which were identified the previous month.				
<b>F054</b>	<b>Pressure Test System Components Report (POL)</b>	<b>2</b>	<b>Annual</b>	<b>F5.3.2.9</b>
				<b>UFC 3-460-03</b>
Report covers pressure tests performed IAW UFC 3-460-03, Operation and Maintenance: Maintenance of Petroleum Systems. Test reports are due NLT 5 calendar days after completion of tests.				
<b>F055</b>	<b>Leak and Level Alarm Monitoring System (POL)</b>	<b>2</b>	<b>Semi-annual</b>	<b>F5.3.2.9</b>
				<b>UFC 3-460-03</b>
Submit a written report detailing all Leak Detection and Level Alarm Monitoring incidents and activations.				
<b>F056</b>	<b>Annual Leak Detection Equipment Report (POL)</b>	<b>2</b>	<b>Annual</b>	<b>F5.3.2.9</b>
				<b>UFC 3-460-03</b>
Report due within 5 calendar days after completing annual requirements. The report shall include all items that require repair.				
<b>F057</b>	<b>Tank Inspection</b>	<b>2</b>	<b>Annual</b>	<b>F5.3.2.9.4</b>
				<b>UFC 3-460-03</b>

Item #	Report Title	Submit To	Freq	Contract
				Reference/Directive
The KTR shall perform the required inspection of listed tanks. KTR shall use the report format supplied by the MSG/CEV office to report annual tank inspections.				
F058	Shop-fabricated Tank Inspection Reports	2	Monthly	F5.3.2.10
				DAFMAN 32-1067
Submit a monthly report along with STI SP001 inspection records accomplished in the previous month by the 5th of each month. Submit annual report along with STI SP001 inspection records NLT 5 January of each year. Report to include STI SP001 inspection report, discrepancies, required repairs, and service call number. First and subsequent reports shall be reported in the Storage Tank Accounting and Reporting (STAR) system within 5 workdays of each month following the month of inspection. DAFMAN 32-1067				
F059	Cathodic Protection	2	Semi-annual	F5.3.2.11
				UFC 3-570-06
The KTR shall provide all test reports and surveys required by UFC 3-570-06.				
F060	Cathodic Protection Annual Performance Booklet	2	Annual	F5.3.2.11
				UFC 3-570-06
The KTR shall provide booklet by 1 Feb of each year.				
F061	Cathodic Protection Operating Log for Impressed System (Not LRA)	2	Every 60 Days	F5.3.2.11
				UFC 3-570-06
The KTR shall provide AF Form 491 within 10 days of completion of inspection.				
F062	Cathodic Protection Operating Log for Sacrificial Anode System (Not LRA)	2	Annual	F5.3.2.11
				UFC 3-570-06
The KTR shall provide AF Form 491 within 10 days of completion of inspection.				
F063	Vertical Transportation Equipment Inspection Report	2	Per Inspection	F5.3.2.13
Report shall include date VTE inspected, and certificates posted in the elevators within 5 days of the annual inspection. Report format to be provided by Government.				
F064	Fire Protection and Mass Notification Systems	2	As Req by UFC	F5.3.3.1
				UFC 3-601-02
The KTR shall provide all inspection and test reports IAW the required frequencies in UFC 3-601-02 Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems and UFC 4-021-01, Design and O&M: Mass Notification Systems. An electronic copy of the written report of inspection and test findings shall be submitted to the BCE and the Base Fire Chief within five workdays after inspection. Report shall include inspection and test results, discrepancies and required repairs with information on WT and estimated time for repair. All reports shall include craftsperson’s state license number. Report format shall be based on appropriate NFPA Testing Inspection forms.				
F065	Fire Fighting Foam Waste Disposal	2	As Required	F5.3.3.1.1.1.1
Proof of authorized disposal/discharge document to be delivered within 5 days of disposal.				
F066	Grounds and Lightning Arrestor Testing Report	2	Semi-annual	F5.3.3.2
				AFMAN 32-1065
Report covers all Grounding Surge Suppression, and Lightning Arrestor systems, tested at all facilities, IAW AFMAN 32-1065 Grounding and Electrical Systems, and MIL-HDBK 419A. Report due within 5 workdays after completing tests. Report to be maintained by the KTR and be made available to the BCE, COR, CA, and CO for the duration of the contract. Report shall also be maintained in electronic format using Excel spreadsheet.				
F067	Engine Hourly Run Report	2	Monthly	F5.3.3.3
				UFC 3-540-07

Item #	Report Title	Submit To	Freq	Contract
				Reference/Directive
Monthly engine run hours on all generators, fire pumps, etc. shall be recorded on Generator Operating Log (AF Form 487) IAW UFC 3-540-07 Operation and Maintenance (O&M): Generators for all standby/emergency generators/fire pumps. Report is due NLT the 1st workday of each month. In addition, KTR shall record all generator runtimes in APIMS Power Module. Readings for Item 17: Reading Continuation, on the AF Form 487 will be taken at start-up, every 30 minutes during testing, and prior to shut down on monthly tests. During emergency operations, readings will be taken upon arrival and prior to the end of the duty day. Subsequent days will be recorded at the beginning and end of the duty day. Send electronic notification to COR and CEV when APIMS has been updated.				
F068	Inventory of Emergency Generators	2	Annual	F5.3.3.3
				UFC 3-540-07
The KTR shall perform an annual inventory and validation of existing RPIE generators IAW UFC 3-540-07 Operation and Maintenance (O&M): Generators and submit the report NLT 01 Aug of each year.				
F069	Generator/Engine Inspections and Maintenance	2	Per Occurrence	F5.3.3.3.1.2
				UFC 3-540-07
Corrective and preventive maintenance actions on generators shall be documented in the APIMS Power Module. The official shop record, form 487, must be uploaded and managed in the APIMS Power Module. Send electronic notification to COR and CEV when APIMS has been updated.				
F070	Active Vehicle Barrier (AVB)	2	Quarterly-annual	F5.3.3.5
First and subsequent report and findings due within 5 working days after completing the required inspections and maintenance. All inspections and maintenance shall be IAW the applicable manufacturer’s instructions. Report format shall be excel.				
F071	Residual Inventory Report	2	Quarterly	F7.4
First and subsequent submissions due NLT 5th calendar day of each quarter current as of the end of previous quarter.				
F072	Snow/Ice Melt	2	Per Occurrence	F5.3.1.2.3.1
KTR shall provide a detailed report with date, quantity, and type of Snow/Ice Melt product used after each weather event requiring application.				
F073	RESERVED Utility Pole Inspection Report	2	Annual	F5.3.2.2
				UFC 3-550-07
RESERVED				
F074	Septic Systems Report	2	Annual	F5.3.2.3
Report due within five (5) workdays after completing the annual inspection. The report shall include inspection results with measurements of sludge, solids, and scum layer to the bottom of outlet tee in the tank and all items that require repair. The scope of work for each item, justification, the estimated material cost, and the estimated craft hours shall be included in the report. Report format to be provided by CEV				
F075	AF Form 1457 – HVAC Cooling Tower Water Treatment Operation Log	2	Monthly	F5.3.2.8
				AFI32-1001
First and subsequent submissions due NLT 5th workday of each month following the month being reported. KTR shall comply with instructions on reverse of AF Form 1457.				
F076	RESERVED Vapor Recovery System (POL)	2	Annual	F5.3.2.9.3
				UFC 3-460-03
RESERVED				
F077	RESERVED State Mandated Tank Inspections	2	Semi-annual	F5.3.2.9.5
RESERVED				

Item #	Report Title	Submit To	Freq	Contract
				Reference/Directive
<b>F078</b>	<b>RESERVED Training of Non-AAS Personnel Lesson Plan</b>	<b>2</b>	<b>Annual</b>	<b>F5.3.3.7</b>
<b>RESERVED</b>				
<b>F079</b>	<b>Munitions Igloo Earth Cover Report</b>	<b>2</b>	<b>Annual</b>	<b>F5.3.4</b>
Report due within 5 workdays after completing the required inspection. The report shall include all items that require repair.				
<b>F080</b>	<b>Planting Plan</b>	<b>2</b>	<b>Annual</b>	<b>F6.1.4</b>
Prior to commencing work the KTR shall provide the plan to the BCE for approval. Any revisions must be submitted for re-approval. Report format to be provided by Government				
<b>F081</b>	<b>RESERVED IWPT Plant - Temperature and pH Readings</b>	<b>2</b>	<b>Quarterly</b>	<b>F5.3.2.3.3</b>
<b>RESERVED</b>				
<b>F082</b>	<b>RESERVED IWPT Plant - Process Run Documentation</b>	<b>2</b>	<b>Quarterly</b>	<b>F5.3.2.3.3</b>
<b>RESERVED</b>				
<b>F083</b>	<b>RESERVED IWPT Plant - Temperature and pH Meter Calibration</b>	<b>2</b>	<b>Annual</b>	<b>F5.3.2.3.3</b>
<b>RESERVED</b>				
<b>F084</b>	<b>Poorhouse, Rottenwood Creek and Big Lake</b>	<b>2</b>	<b>Monthly / As Required</b>	<b>F5.3.1.5.5</b>
The report shall include the following minimum information: amount and type of debris present (i.e., vegetation, trash, oils, or fuels), the physical condition, effectiveness, and any recommended repairs or maintenance to the outfall/infalls.				
<b>F085</b>	<b>RESERVED PM Program Created in NexGenIT</b>	<b>2</b>	<b>Monthly</b>	<b>F5.2.1</b>
<b>RESERVED</b>				
<b>F086</b>	<b>Annual Pest SDS and Inventory</b>	<b>2</b>	<b>Award/Annual</b>	<b>F5.3.2.7</b>
The KTR shall provide a digital and a hard copy of their current inventory and SDS sheets. Report to be provided within 30 days of contract start date, and July 1st. thereafter.				
<b>F087</b>	<b>Disposal of Dead Animal Tracking</b>	<b>2</b>	<b>Per Occurrence</b>	<b>F5.3.2.7</b>
KTR shall track collection and disposal of dead animals and report the data within 5 days of days of disposal. A tracking log form (DD-1532) will be provided by CEV.				
<b>F088</b>	<b>RESERVED Electronic Controls Weekly</b>	<b>2</b>	<b>Weekly</b>	<b>F5.3.2.12.1</b>
<b>RESERVED</b>				
<b>F089</b>	<b>Post Rain Event Report</b>	<b>2</b>	<b>Per Occurrence</b>	<b>F5.3.1.5.1, F5.3.1.5.2</b>
A written report of findings and O&M service performed shall be provided within 5 days after the rain event. A sample format can be obtained from CEV.				
<b>F090</b>	<b>RESERVED Pit Inspection</b>	<b>2</b>	<b>Annual</b>	<b>F5.3.1.2.3.6</b>
<b>RESERVED</b>				
<b>F091</b>	<b>Subcontracted Labor Report</b>	<b>2</b>	<b>Per Occurrence</b>	<b>F4.6</b>
All subcontracted labor shall be documented by WT, CLIN, and shop. Workload characterizations for shops are attached with report format. A sample format will be provided by the BCE.				



**Complete mailing addresses for F-TE-3 are as follows:**

<b>1.</b>	MSG/PK/CO	<b>2.</b>	MSG/CE/BCE/COR
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**F-TE-4. - Government Furnished Property****F-TE-4a. Government Facilities.**

(NOTE: For maps/drawings see F-TE-7)

Facility	Function	Approx Sq Ft
501	Admin, Maint & Ground Shop, Warehouse	12,678
502	Storage	800
507	Storage	1343
509	Storage	1064

**F-TE-4b. Government Equipment**

RPM#	Nomenclature	Stock #	Qty	RPM#	Nomenclature	Stock #	Qty
1776	Combinator, Key		1	1655	Saw Band Cutoff	340500836 5792	1
1815	Lock, Core Press		1	1755	Welder, Spot		1
1820	Sander, Belt		1	1442	Pipe Threader		1
	Saw Circular Table	3220008401 919	1		Jointer Woodworking	322000270 2219	1
	Saw Radial Overarm	3220002781 928	1	1711	Pipe Threading Machine		1
	Saw Band Woodworking	3220001745 289	1		Forming Machine, Sheet	344100371 9399	1
1754	Welder Arc		1	1832, 1833	Bin, Scrap wood		2
1741	Support Stand Roller Band Saw		1		Shearing Machine	344500263 0079	1

**F-TE-4c. Scheduled Incidentals**

Nomenclature	Qty	Nomenclature	Qty
Cabinet, Corrosive	1	Store Cabinet, 3' 5 Drw	1
Bin, Scrap Wood	2	Store Cabinet, 3' 6 Drw	2
Cabinet, Flammable	3	Store Cabinet, 5' 8 Drw	2
Cabinet, Tool	5	Store Cabinet, 5' 10 Drw	1
Locker	10	Store Cabinet, 5' 14 Drw	2
Locker, Flammable	3	Table, 6'	3
Pipe Storage Rack	12	Table, 10'	1
Storage Cabinet, 3' 2 Drw	1	Table, Metal Cutting	1

**F-TE-4d. Scheduled Incidental Listing- IT Equipment/ADPE/Copier/Radios.**

Nomenclature	Qty
Computer	6
Monitor	6
Printer	2

**F-TE-4e. Government Telephones.**

Bldg #	# of Lines	# of Instruments
501	6	6

**F-TE-4f Emergency Aircraft Arresting System Bench Stock: RESERVED**

## **F-TE-5. - Technical Acronyms/Definitions**

AAS	Aircraft Arresting System
A/C	Air Conditioner
A/CW	A/C window unit
A/H	Air Handler
AF-PMTL	Air Force Preventive Maintenance Task List
APIMS	Air Program Information Management System
ATC	Air Traffic Controller
AWWA	American Water Works Association
BCE	Base Civil Engineer
CEMAS	Civil Engineer Material Acquisition System
CAC	Control air compressor
CFRTF	Crash Fire Rescue Training Facility
CH	Chiller
CM	Corrective Maintenance
CMMS	Computerized Maintenance Management System
CSL	CEMAS Stock List
CHW	Chilled water
CT	Cooling tower
CW	Condenser water
DHW	Domestic hot water
DX	Direct Expansion
DX/C	Direct Expansion condensing unit
DXHP	Direct expansion heat pump
EC	Evaporative Cooler
ECAMP	Environmental Compliance Assessment Management Plan
EF	Exhaust fan
EIP	Environmental Inspection Process
EMCS	Energy Management Control System
FAF	Forced Air Furnace
FCU	Fan Coil Unit
FPU	Fan Powered Units
GP	Gas Pack - Comb gas heat/electric a/c unit
HCHW	Hot & chilled water
HHW	Heating hot water
HP	Heat Pump
HPW	Heat pump window type
HVAC	Heating, Ventilation and Air Conditioning
HW	Hot water
INRMP	Integrated Natural Resources Management Plan
IPM	Integrated Pest Management
INRMP	Integrated Natural Resources Management Plan
LFM	Liquid Fuels Maintenance
NACE	National Association of Corrosion Engineer
PM	Preventive Maintenance
PIU	Power Induction Unit
PMB	Power Mixing Box
POL	Petroleum, Oil and Lubricants
PTHP	Package Terminal Heat Pump
Rad Gas Htr	Radiant gas heater
RPM	Real Property Maintenance
RPS	Real Property Services
RT	Roof top mounted unit
PMP	Preventive Maintenance Program

SG	Steam Generator
STAR	Storage Tank Accounting and Reporting
SUH	Suspended unit heater
TTW	Through the Wall
Room FC	Room Fan Coil
STM	Steam
TU	Terminal Units
VAV	Variable Air Volume

**AIR FORCE PREVENTIVE MAINTENANCE TASK LIST** - AF-PMTL's supersede any commercial RSMMeans® PMTL versions. Compulsory standards including ETLs, UFC, NFPA requirements and other AF-specific mandates are the primary driver as to why. These standards cannot be overlooked. The bottom line is: If you see two PMTLs on the same asset, always chose the AF-PMTL.

**BACKFLOW** - The flow of water or other liquids, mixtures, or substances into distribution pipes of a potable supply of water from one or more sources, other than the intended source.

**BACKFLOW PREVENTER** - A device for preventing the backward flow of a fluid through a connection between separate systems. The preventer may be an air gap, vacuum breaker, or an arrangement of check valves.

**BACKLOG** - All work tasks outstanding at the time of contract start date.

**BACKWASH** - The action of reversing the flow through the pool filter for the purpose of cleaning the filter from all accumulated debris.

**BAFFLES** - Deflector valves, guides, grids, gratings, or similar devices constructed or placed in flowing water or wastewater to check or effect a more uniform distribution of velocities.

**BASE CIVIL ENGINEER (BCE)** - The Chief of BCE or his designated representative.

**BASH** - Bird Air Strike Hazard, defines procedures for controlling bird strikes on and around the airfield. KTR shall conform to AFI 91-212 *Bird/wildlife Aircraft Strike Hazard (BASH) Management Program* to ensure the maximum safety to all incoming or outgoing aircraft.

**BOILER OPERATING STANDARDS** – Maximum temperature and pressure ranges within which the boilers can be operated.

**CHECK VALVE** - A device which permits a liquid or a gas to flow in one direction only.

**COMMINUTOR** - A device used to reduce the size of solid chunks in wastewater by shredding (comminuting).

**COOLING SEASON** – The time of year in which cooling comfort is required. Exact dates will be set by the BCE and the KTR will be notified by the CO.

**CORNER BREAK** - A Corner Break is defined as a crack that intersects the joints at a distance less than or equal to one half the slab length on both sides, measured from the corner of the slab. A corner break is classified as high severity when one of the following conditions exists: (1) filled or non-filled crack is severely spalled, causing definite FOD potential; (2) a non-filled crack has a mean width greater than approximately one inch, creating tire damage potential; or (3) the area between the corner break and the joints is severely cracked.

**CORRECTIVE MAINTENANCE (CM)** - Non-preventive sustainment maintenance/repair is defined as those items of work necessary to change parts, accessories, apparatus, bearings, drive belts, chains, pulleys, sheaves, valves,

pipng apparatus, strainers, filters, dryer elements and the change-out of components such as generators, pumps, starters, motors, radiators, and the total overhaul of the basic item of equipment/facility system. Non-preventive maintenance/repair is performed as a result of equipment/facility system breakdown or by detection of malfunction or potential malfunction. All non-PM and repair work will be ordered under the applicable CM WT/TO CLIN of the contract. - As used herein, CM are defined as the following priority 1, 3A, 3B, and 3C, type non-recurring maintenance and repair work required to keep the facility, utility systems, and installed equipment in such a condition that it may be utilized at its original design capacity and efficiency. For purposes of this PWS, work tasks shall also include priority 4A/4B - Modernization/Revitalization (M/R) work as defined herein.

**CYCLIC** - Tasks performed every designated number of months.

**DAILY MAINTENANCE** - Services performed each day Mondays thru Fridays during each 12 month period of the contract at intervals of 20 to 28 hours.

**DAILY OPERATIONS** - Services performed each day, seven days per week, during each 12 month period of the contract.

**DIKE** - A bank of soil or other material to control water or other liquid.

**DISASTER DAMAGE** - Damage to facilities or utility systems caused by fire, flooding, winds, accidents

**DISINFECTION** - The process by which pathogenic (disease) organisms are killed.

**DURABILITY ("D") CRACKING** – "D" Cracking is caused by concrete's inability to withstand environmental factors such as freeze-thaw cycles. It usually appears as a pattern of cracks running parallel to a joint or linear crack. A dark coloring can usually be seen around the fine durability cracks. This type of cracking may eventually lead to disintegration of the concrete within 1 to 2 feet of the joint or crack. "D" cracking is classified as high severity when "D" cracking has developed over a considerable amount of slab area and the pieces are well defined and can be removed easily. The area is a considerable source of FOD potential.

**EQUIPMENT/FACILITY JACKET FILES** - File folder containing the past history of maintenance and repair, warranties, and drawings of a facility or piece of equipment.

**EDGING** - Services to maintain a narrow space free of vegetation between lawn areas/grass and adjacent paved surface/curb/sidewalk.

**EMERGENCY CALLS – Priority 1** - Failures or deficiencies which constitute an immediate danger, health hazard to occupants, threatens to damage property, or as directed by the BCE.

**ENHANCEMENT WORK – Priority 4A/4B** - New work or work that substantially alters a facility or system. This work shall be accomplished as a work task and shall be processed IAW the procedures of section **F4**, including all subparagraphs.

**EROSION CONTROL** - Stabilization of soil subject to erosion from wind, water, and man-made causes.

**FACILITY** - A facility is an integral structure built or established for a particular purpose. The facility includes all interior utilities (except telephone and television cable), heating and air conditioning systems, and the various utilities as outlined in the following paragraphs: (See F-TE-2i for facilities to be maintained by KTR.)

Sewer lines up to a point an approximately five feet from the building

Water lines up to a point approximately five feet from the building

Gas lines from building foundation through the service main pressure regulator cut off valve

Steam lines from building foundation through the service main pressure regulator cut off valve

Electrical lines from the building service entrance to the main distribution panel  
Fuel oil lines from the building to the fuel tank, including the tank

**FIRE HYDRANTS** - A device with a valve and spouts at which water may be drawn from a main pipe for use in fighting fires.

**FORCE MAIN** - A pipe carrying liquid under pump pressure.

**GRASS** - Botanically, any plant of the Grameneae family which is characterized by narrow leaves with parallel veins. The leaves are composed of blade, sheath, and ligule. The plants have jointed stems and fibrous roots and inconspicuous flowers usually arranged in spikelets.

**GRILL TEMPERATURE** - Temperature of supply air measured in air stream at nearest point to evaporator.

**GRIT** - Heavy mineral material present in wastewater such as sand, eggshells, gravel, and cinders.

**HEATING SEASON** - The time of year in which heating comfort is required. Exact dates will be set by the BCE and the KTR will be notified by the CO.

**HIGH SEVERITY PATCH** - Patch which has deteriorated to a state which causes considerable roughness and high FOD potential. The extent of the deterioration warrants replacement of the patch.

**IMPROVED GROUNDS** - Areas coded as such at F-TE-7. Defined as grounds on which intense development and maintenance measures are performed. This category normally applies to areas within the built-up section of a Base which contains lawns, landscaping, parade grounds, athletic facilities, and road shoulders along main thoroughfares.

**INFALL** - The point where storm water enters Base boundaries.

**INSPECTION** - Visual and mechanical check of the condition of facilities to determine the extent of the maintenance and repair work required and to ensure the proper operation of the systems. This includes lubrication and adjustments as stated in the PMTL sheets.

**ITEM** - Any material, part, component, subassembly, assembly, equipment, equipment accessory or attachment, or consolidation of similar materials for the equipping, maintenance, operation, or support of facilities.

**JET BLAST EROSION** - Darkened areas on the pavement surface where bituminous binder has been carbonized. Localized burned areas may vary in depth up to approximately 1/2 inch.

**LANDSCAPING** - New/replacement planting of trees, shrubs, vines, ground covers, flowers, and turf grasses; placing rock, timbers, bark, mulch, and edging material IAW the Base Land Management Plan.

**LANDSCAPE MAINTENANCE** - The cultural practices required to preserve the appearance and condition of plants and special ground covers.

**LEAK CLASSIFICATION** -

**TYPE 1** - A leak inside or near a building which creates a potential hazard to occupants, or a large volume leak due to a broken main or other system component.

**TYPE 2** - A large volume leak that presents a potentially low hazard due to its location.

**TYPE 3** - A leak that has a low rate of leakage and presents a potentially low hazard.

**LOW PRESSURE SYSTEM** - A system is considered low pressure if the pressure is less than 1/2 pound per square inch (PSI). However, it usually operates at 3-4 pounds per square inch (psi).

**MAINTENANCE** - Maintenance is defined as the preventive or non-preventive repair activities required to keep an item or facility in condition so that it may be utilized and kept at its assigned or designed capability and efficiency. To be consistent with sound industrial practice, the maintenance program shall be such as to provide for (1) disclosure of need for the performance of repair work, (2) disclosure and reporting of the need for capital type rehabilitation (alteration projects), and (3) recording the work accomplished under the program. All maintenance activities are subdivided into two types: preventive maintenance, and non-preventive maintenance/repair.

**PREVENTIVE MAINTENANCE TASK LIST (PMTL)** - Sheets which outline the inspection, testing, and PM requirements and schedules for a particular piece of equipment.

**MAINTENANCE** - The recurring day-to-day, periodic, or scheduled work required to preserve or restore real property to such a condition that it may be effectively utilized for its designated purpose. The term includes work undertaken to prevent damage to a facility that otherwise would be more costly.

**PREVENTIVE MAINTENANCE (PM)** - The recurring day-to-day periodic scheduled work required to preserve or restore real property to such a condition that it may be used for its designated purpose. The term includes work undertaken to prevent damage to a facility that otherwise would be more costly.

**MANHOLE** - A device used to change flow directions and flow elevations in sewer lines, and to provide access

**MANUFACTURER'S SPECIFICATIONS** - Technical information provided by the manufacturer specifying equipment operating parameters and recommended maintenance requirements.

**MEDIUM PRESSURE SYSTEM** - In these systems, pressure ranges from 1-1/2 to 50 PSI. However, a service regulator shall be installed at each building to reduce the pressure to about 4 pounds per square inch before it enters the building.

**MONITORING** - Operational visits to an equipment item or system that requires occasional adjustments and recording of performance data.

**NEXGEN IT** - NexGen IT is a Government furnished computer system for tracking all real property maintenance and alteration work. It is mandatory for the KTR to use this system during performance under this contract.

**NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)** - NFPA is an organization that publishes pamphlets that are accepted by local, state, and federal governments and are directive in nature as indicated in this PWS.

**NUMBER OF TIMES PER SHIFT** - Where multiple services are required in given time frames (for example, 3 x per shift), those services shall be evenly distributed over the performance period.

**OFF SEASON MAINTENANCE** - Maintenance work carried out during non-heating or non-air conditioning seasons.

**OIL/WATER SEPARATOR** - A flow through device used to separate oils, grease, and grit from wastewater.

**OPERATIONAL SURVEILLANCE** - Required of the plant operator to ensure equipment is performing properly.

**OTHER DEBRIS** - Objects that present obstacles to mowing and other ground maintenance operations.

**OUTFALL** - The point where storm water enters a natural waterway, enters a municipal separate storm sewer system, or exits Base boundaries.

**PAINTING** - Includes enamels, paints, varnishes, stains, sealers, and other coatings, whether used as primer, intermediate or finish coats for interior and exterior painting. Work includes painting all repaired items requiring finish painting and spot painting. Filling, taping, beading, and sanding are a part of painting.

**PEST CONTROL** – Pest control includes the use of insecticides, pesticides, herbicides, and fungicides to control and eliminate; weeds, plant insects, and diseases.

**PEST PROBLEM** – Pest problems include all insects, fungi, and diseases detrimental to the health of vegetation.

**PLEASING APPEARANCE** - An appearance similar to the original finished appearance with only minor, unobjectionable deterioration resulting from normal wear.

**POTABLE** - Acceptable for human consumption

**POTHOLES** - Potholes are small (usually less than 3 feet in diameter) bowl-shaped depressions in the pavement surface. They generally have sharp edges and vertical sides near the top of the hole. Their growth is accelerated by free moisture collection inside the hole. The levels of severity for potholes under 30 inches in diameter are based on both the diameter and the depth of the pothole according to the following table:

Max Depth of Pothole	Average Diameter (in.)		
	4" – 8"	8" – 18"	18" – 30"
½" – 1"	L	L	M
Over 1" – 2"	L	M	H
Over 2"	M	M	H
L = Light Severity	M = Medium Severity	H = High Severity	

If the pothole is over 30 inches in diameter and the depth is 1 inch or less, they are considered medium severity. If the depth is over 1 inch, they are considered high severity.

**PRACTICABLE** - Means feasible or capable of being done. The term is commonly used in statutes to indicate when, how, or if something should be done. For example: "when a person has been arrested, he or she shall as soon as practicable be advised of the right to a lawyer."

**PREVENTIVE MAINTENANCE (PM)** - Tasks of a fixed and repetitive nature where the scope of work is consistent and the amount of work (i.e., quantity and frequency) is defined by the performance work statement (e.g., grass cutting, put up snow fences). PM is planned work, inspections and tests required on a periodic (for example, daily, weekly, semi-monthly, quarterly, semi-annual, and annual) basis to prevent and delay failures of facilities and equipment. The factors in considering the degree of PM to be employed are based upon reliability, criticality and economics of the equipment/facility/system being maintained, except as specified elsewhere in the PWS.

**PRIMARY DISTRIBUTION SYSTEM** - High temperature hot water (HTHW) or steam and condensate distribution pipe-lines and stop valves between boiler house and utility rooms. Primary distribution system includes condensate return pipes between steam traps and boilers.

**PROVIDED** - That which is furnished by the KTR to be in place, installed, and ready for use.

**PUMP** - A mechanical device for causing flow, lifting, or raising water or other fluids and applying pressure to water or other fluids.



**REAL PROPERTY MAINTENANCE (RPM) Firm Fixed Price (FFP)** - RPM/FFP is the planned/preventive maintenance, inspections, test, and materials required on a periodic basis (e.g., daily; weekly; semi-monthly; etc.) to maintain the equipment, facilities and systems identified in the Performance Work Statement (PWS). Examples: maintenance to facility HVAC, electrical, plumbing, fire protection and detection systems, liquid fuels maintenance, etc.

**REAL PROPERTY MAINTENANCE (RPM) Materials (Reimbursable)** - The materials required to perform non-recurring sustainment maintenance and repairs of all facilities and utility systems. Examples are, materials required for facility repairs to HVAC, electrical, plumbing, fire protection and detection systems, roof and gutter leaks, carpet laying, welding, etc. Equipment rental in support of RPM work tasks such as backhoes, welders, etc.

**REAL PROPERTY MAINTENANCE (RPM) Work Tasks (Reimbursable)** - The non-recurring sustainment repair of all facilities and utility systems. Examples are repairs to facility HVAC, electrical, plumbing, fire protection and detection systems, roof and gutter leaks, carpet laying, welding, LFM, etc.

**REAL PROPERTY SERVICES (RPS) Firm Fixed Price (FFP)** - RPS/FFP is the recurring services and non-sustainment maintenance which do not directly maintain/repair facilities and utility systems.

**Examples of RPS/FFP services (FFP):**

**Pavement Clearing CLIN** –Sweeping of streets, piers, airfield pavements, and walkways. Examples include but may not be limited to: sweeping of streets and airfields, etc.

**Grounds Maintenance CLIN** – Includes all associated plant growth management of improved, semi-improved, and unimproved land. Examples include but may not be limited to: Grounds maintenance on the airfield, cantonment area, Base perimeter fence, etc.

**Pest Management CLIN** – Includes pest monitoring, and administrative costs related to pest control and management. Examples include but may not be limited to: Pest monitoring, application, and inspections.

**Facility Management CLIN** – Includes facility management, and administration. Facility management includes management of: public works, material, facility data, etc. Facility Management services include annual inspection of facilities, and management of work tasks. Examples include but may not be limited to: Grease Trap Servicing, Oil Water Separator Cleaning, Septic Tank Cleaning, etc. In addition, all costs associated with the operations of the RPM office. To include but is not limited to: Supervision; work task desk; material ordering and management; tool room management; WT cost estimating; PM management, attendance at meetings, etc.

**REAL PROPERTY SERVICES (RPS) Materials** - The materials required to accomplish work which does not directly repair facilities and utility systems

**Examples of RPS (recurring) materials (FFP):**

**Pavement Clearance CLIN** – Materials in support of recurring sweeping of streets, piers, airfield pavements, and walkways. Examples include but may not be limited to: materials required to perform operator maintenance on the Flightline/Street Sweeper and Snow Removal Equipment. I.e., Flightline/Street Sweeper - Skirts, Brooms, Gutter Brushes, and Snowplow - Blades, Shoes; Snow Brooms, - Bristles etc.

**Grounds Maintenance CLIN** – Materials in support of recurring grounds maintenance associated with plant growth management of improved, semi-improved, and unimproved land. Examples include but may not be limited to: materials for grounds maintenance, herbicides, etc.

**Pest Management CLIN** – Materials in support of recurring pest associated with pest monitoring, removal. Examples include but may not be limited to: pest management materials.

**Facility Management CLIN** – Materials in support of recurring facility management services include annual maintenance and inspection of facilities.

**REAL PROPERTY SERVICES (RPS) Work Tasks (Reimbursable)** - The non-recurring maintenance and repairs or additional tasks required to accomplish non-sustainment work which does not directly repair real property.

**Examples of RPS work tasks (Reimbursable):**

**Pavement Clearance CLIN** – Snow and ice removal from paved areas includes streets, airfields, piers, walkways, and parking lots, and additional sweeping requirements of streets, piers, airfield pavements, and walkways. Examples include but may not be limited to: snow removal, additional sweeping requirements of streets and airfields, etc.

**Grounds Maintenance CLIN** – Includes additional plant growth management of improved, semi-improved, and unimproved land. Examples include but may not be limited to: additional grounds maintenance on the airfield, cantonment area, storm debris removal, fallen trees etc.

**Pest Management CLIN** – Includes additional pest monitoring, response, and removal, related to pest control and management. Examples include but may not be limited to: entomology work tasks.

**Facility Management CLIN** – Facility management includes management of: public works, etc. Facility Management services include work tasks. The non-recurring maintenance and repairs or additional tasks required to accomplish work which does not directly repair real property. Examples include but may not be limited to: Repairs associated with grease traps; septic tanks, etc.

**Examples of RPS (non-recurring) materials (Reimbursable):**

**Pavement Clearance CLIN** – Materials in support of non-recurring snow and ice removal from paved areas to include; streets, airfields, piers, walkways, and parking lots, and sweeping of streets, piers, airfield pavements, and walkways. Examples include but may not be limited to: snow and ice removal materials, such as runway deicing materials, street sand, etc.

**Grounds Maintenance CLIN** – Materials in support of non-recurring grounds maintenance associated with plant growth management of improved, semi-improved, and unimproved land. Examples include but may not be limited to: materials for grounds maintenance, etc.

**Pest Management CLIN** – Materials in support of non-recurring pest associated with pest monitoring, removal, training, and education. Examples include but may not be limited to: entomology materials

**Facility Management CLIN** – Materials in support of non-recurring facility management work tasks. Examples include but may not be limited to: Materials associated with repair of grease traps, etc.

**REPAIR** - Repair is the restoration of a piece of equipment, a system, or a facility to such condition that it may be effectively and reliably utilized for its designated purposes, and is a result of ordinary use, operation, normal wear and tear and the passage of time. Repairs may be overhaul, reprocessing, or replacement of constituent parts or materials that have deteriorated by action of the elements or usage and have not been corrected through maintenance, or replacement of the entire unit or system if beyond economical repair.

**REPLACEMENT** - Replacement is a complete reconstruction of real property or equipment destroyed or damaged beyond the point at which it may be economically repaired.

**RESPONSE TIME** - The interval between receipt of the initial notification and the time the KTR arrives on the scene for initial investigation.

**ROUTINE or SCHEDULED SUSTAINMENT (MED or LOW) CALLS – Priority 3B/3C** - These are calls of less importance that do not meet the criteria of a priority 1 or 3A WT.

**RSMEANS COST DATA** - Job estimating system utilizing trade and material cost RSMeans by the Gordian Group. The fixed hourly rates are based on average installation time, utilizing a national efficiency average, to produce quality work using sound and accepted methods. Also, materials cost used is based on the national average. This cost shall be used for estimating purposes. The KTR shall order materials and invoice for actual materials used under the applicable CM WT CLIN. (See Paragraph **F4.2.4**). Notwithstanding that all parts/materials shall be KTR furnished; craft hours developed by the KTR using RSMeans shall be based on the time required as if the parts/materials were to be picked up at the Base Supply building only. The KTR may be required to provide RSMeans estimates at a level which equals the total quantity of the applicable CM WT CLINs. However, the KTR should be aware that some projects which require RSMeans estimates may not be issued for work accomplishment due to funding constraints, cancellations, or delayed/deferred projects for reasons which are currently unknown. Similarly, the KTR may be required to provide revised RSMeans estimates due to project changes, funding constraints or for other reasons.

**SCHEDULED MAINTENANCE AND PLANT OPERATION** - Plant operations and maintenance, and repair work of equipment and facilities routinely scheduled and accomplished to prevent breakdown or deterioration, for example, preventive maintenance.

**SECONDARY DISTRIBUTION SYSTEMS** – The Distribution System includes all components of the heating system within a facility, excluding those components in the utility room. The following is a representative list of equipment that can normally be found in secondary distribution systems:

Heating coils	Gauges
Air vents	Air Make-up Units
Thermostats	Air handling units
Unit heaters	Pumps
Piping supply & return pipes on hot water distribution system inside building and up to utility rooms	Valves which include stop valves & modulating valves

**SECURITY FENCE** – Any freestanding or permanent structure/obstacle designed to restrict, prevent movement or access across a boundary or into enclosed area.

**SEMI-IMPROVED GROUNDS** - Areas coded as such at F-TE-7. Semi-Improved Grounds require maintenance of a lesser degree than improved grounds. This category includes, but is not limited to, the airfield, rifle ranges, picnic areas, antenna farms, and ammunition storage areas, road shoulders on secondary roads, banks of drainage ditches, spill containing ponds and storm water ponds.

**WORK TASKS or CORRECTIVE MAINTENANCE (CM)** - As used herein, work tasks are defined as the following priority 1, 3A, 3B, and 3C, type non-recurring maintenance and repair work required to keep the facility, utility systems, and installed equipment in such a condition that it may be utilized at its original design capacity and efficiency. For purposes of this PWS, work tasks shall also include priority 4A/4B - Modernization/Revitalization (M/R) work as defined herein.

**SEWER** - A pipe or conduit, generally enclosed, but normally not flowing full, for carrying wastewater and storm water.

**SHOP FABRICATED OIL STORAGE TANKS** - Shop fabricated oil storage tanks are welded metal above ground tanks with a capacity of 35,000 gallons or less storing oil products and not identified as field-erected.

**SPALLING (CORNER)** - The raveling or breakdown of the slab within approximately 2 feet of the corner. A corner spall differs from the corner break in that the spall usually angles downward to intersect the joint, while a break extends vertically through the slab. Corner spalling is classified as high severity when one of the following conditions exist:

(1) spall is broken into two or more pieces defined by high severity fragmented crack(s) with loose or absent fragments; (2) pieces of the spall have been displaced to the extent that a tire damage hazard exists; or (3) spall has deteriorated to the point where loose material is causing high FOD potential.

**SPALLING (TRANSVERSE AND LONGITUDINAL JOINT)** - Breakdown of the slab edges within 2 feet of the side of the joint. A joint/spall usually does not extend vertically through the slab but intersects the joint at an angle. Spalling is considered high severity when: (1) spall is broken into more than three pieces defined by one or more high severity cracks, with high FOD potential; or (2) joint is severely frayed, with high FOD potential.

**SPECIAL EVENTS** - Activities which cause an increase or decrease in the level of service required.

**UNIMPROVED GROUNDS** - Areas coded as such at F-TE-7 and grounds not included in the above categories. This classification includes, but is not limited to, bombing ranges, timber and forest areas, agricultural and grazing lands, lakes, ponds, and swamp areas requiring limited or no maintenance.

**URGENT CALLS or SCHEDULED SUSTAINMENT WORK (HIGH) – Priority 3A** - Failures or deficiencies which do not immediately endanger the occupants or threaten damage to property but would soon inconvenience and affect the health and well-being of the occupants, or as directed by the BCE.

**UPGRADE/DOWNGRADE OF PRIORITIES** - work tasks shall not be downgraded to a lower classification except as approved in writing by the BCE. Conversely, as determined in writing by the BCE, work tasks may be upgraded to a higher classification as dictated by the situation.

**UTILITY/ELECTRICAL/MECHANICAL ROOMS** - Rooms containing the HVAC equipment Electrical panels/equipment, elevator equipment, irrigation/plumbing equipment, fire suppression/detection equipment or any utility service for the facility. The following list is representative, but not necessarily all inclusive, of equipment that can normally be found in these rooms:

Piping	Heat Exchangers	Fire Detection Equipment
Stop Valves	Thermostat	Relief Valves
Pump - Motor Set	Expansion Tank	Strainers
Steam Traps	Air Compressors	Gauges
Exhaust Fans	Electrical Panels/Equipment	Fire Suppression Equipment
Irrigation/Plumbing Equipment	Elevator Equipment	Control Valves which include Modulating Valves

**VALVE** - A device which regulates flow.

**VEGETATION CONTROL** – Is the removal, prevention, and elimination of unwanted vegetation in unimproved areas.

**WASTEWATER** - The used water and solids that flow from a facility to a treatment plant.

**WEEDS** - Any plant growing where it is not desired.

**WIND AND STORM DAMAGE** - Fallen trees, limbs and other debris deposited on roads, streets, walks, improved and semi-improved grounds. This includes any blockage of storm drains or silt deposited by water runoff on sidewalks or roadways.

**WORK REQUESTS** - The term “Work Requests” refers to an AF Form 332, *Base Civil Engineer Work Request*, which in NexGen IT will be termed as a “Service Request” before being routed as a Work Task (to include Service Contracts) or Facility Project.

**WORK TASKS** - The Customer Service Unit within the Operations Flight converts Service Requests denoting small-scale work to a Work Task, similar to work previously known as DSW. Work Tasks involve only one task and one shop. Work Tasks rarely require capitalization.

**F-TE-6. - PM Program Inventory.**

F-TE-6 PM Program Inventory is located in the Tab F portion of the Technical Library

**F-TE-7. - Maps**

F-TE-7 MAPS is located in the Tab F portion of the Technical Library

**F-TE-8. - AF PMTLs**

F-TE-8 AF PMTLs is located in the Tab F portion of the Technical Library

**F-TE-9. - Key Personnel, Special Training, Certification, and Licensing Requirements**

<b>Certification Number</b>	<b>Key Personnel, Special Training, Certification, or Licensing Requirement</b>	<b>At Least</b>	<b>Special Training, Certification, or Licensing by</b>	<b>Required by (Statute or Instruction)</b>
<b>1</b>	(**) Real Property Maintenance Manager (RPM)	10 years' experience in a combination of construction, maintenance, and operation of facilities and utilities. Six years management level experience in any of the above areas.	NA	F2.1.1
<b>2 (Power Pro)</b>	Aircraft Arresting System (AAS) Technician <b>(RESERVED)</b>	Task certified as 5 or 7 level in the CFETP for 3E0X2 (military) or CFETP 3E0X2WG (civil service) and a minimum 5 years Documented Experience on Arresting Systems	Higher Headquarters	AFMAN 32-1040
<b>3</b>	Aircraft Arresting System (AAS) Assistant(s) <b>(RESERVED)</b>	Documented On-The-Job Training for required tasks	KTR developed local procedures and lesson plans	AFMAN 32-1040
<b>4 (Power Pro)</b>	Generator Maintenance	Minimum 5 years Documented Experience on Generator Maintenance and Repair	Higher Headquarters	UFC 3-540-07 PWS § F5.3.3.3
<b>5</b>	Liquid Fuels Maintenance (LFM) Technician	Minimum 5 years Documented Experience on Aviation Fuel Systems		PWS F2.2
<b>6</b>	Liquid Fuel Storage Tank Entry Supervisor	As required by USAF and State	USAF Liquid Fuel Storage Tank Entry Supervision course	State and DAFMAN32-1067
<b>7</b>	Fire Alarm Systems Maintenance/Inspection	Lead Person Responsible for Inspecting, Testing and Maintaining Devices: Fire Protection License for Fire Alarms and Detection	As Required by State	State, UFC 3-601-02
<b>8</b>	Fire Suppression Systems Maintenance/Inspection	As required by State/NICET in Automatic Sprinkler System Layout	As Required by State	State, UFC 3-601-02

<b>Certification Number</b>	<b>Key Personnel, Special Training, Certification, or Licensing Requirement</b>	<b>At Least</b>	<b>Special Training, Certification, or Licensing by</b>	<b>Required by (Statue or Instruction)</b>
<b>9</b>	Backflow Prevention Technicians	Persons testing and repairing devices	As Required by State	Federal, State, DAFMAN 32-1067, UFC 3-420-01
<b>10</b>	Cross-Connection Surveyor	Certified by the state for cross connection	As Required by State	Federal, State, DAFMAN 32-1067, UFC 3-420-01
<b>11</b>	Wastewater Operator Certification (Industrial Wastewater Pre-Treatment Plant)	5 years documented experience as an operator at a wastewater treatment plant.	As Required by State	State, UFC 3-240-03
<b>12</b>	Confined Space Certification	Anyone entering a confined space	As Required by Federal, (OSHA), 29 CFR 1910.120, 1910.146	DAFMAN 91-203 OSHA
<b>13 (HVAC Mech)</b>	Air Conditioning and Refrigeration	Persons repairing or replacing Air Conditioning and Refrigeration systems	Journeyman	International Mechanical Code, Uniform Mechanical Code
<b>14</b>	Hoists	Lead Person Responsible for Testing and Maintaining Devices: Certificate of Completion for Overhead Crane Inspection	Hoists/Cranes: Trained and Qualified to Maintain and Service according to OSHA 29 CFR 1910.179	As Required by OSHA
<b>15</b>	Elevator	Lead Person Responsible for Testing and Maintaining Devices	As required by State & Federal Guidance	State & ASME A17, ASME QE1-1, NFPA, OSHA codes
<b>16</b>	Locksmith	Lead person working on GSA Safes and Vaults	GSA Certified Safe and Vault Technician/inspector	AFI 16-1404, DoD, & FED-STD-809B
<b>17</b>	State Plumbing License	Lead Person Responsible for Testing and Maintaining Devices	As Required by State	Uniform Plumbing Code
<b>18</b>	State Electrical License	Persons Responsible for Testing and Maintaining Devices License as Required; Supervisor with Master license and Journeymen or Apprentice Licenses as Needed	As Required by State	National Electric Code



<b>Certification Number</b>	<b>Key Personnel, Special Training, Certification, or Licensing Requirement</b>	<b>At Least</b>	<b>Special Training, Certification, or Licensing by</b>	<b>Required by (Statue or Instruction)</b>
<b>19</b>	Lightening/Grounding Protection	Technician/Inspector responsible for Lightening/Grounding Protection	4E-F38/645-F22 (DL) AIR FORCE ELECTRICAL EXPLOSIVE SAFETY (CERT)(USG training); Education available online.	AFMAN 32-1065
<b>20</b>	Corrosion Control and Cathodic Protection	Base Corrosion Engineer and Technicians Assigned Corrosion Control Responsibilities Electrician Performing Cathodic Protection Inspections	Trained And Certified by Professional Organizations Such as NACE (National Association of Corrosion Engineers)	UFC 3-570-06
<b>21</b>	State Gas Fitters License	Persons Responsible for Testing and Maintaining Devices	As Required by State	As Required by State
<b>22 (HVAC/R Mech)</b>	Refrigerant Handling/Management	Anyone Working with Refrigerants	EPA, 40 CFR Par 82 subpart F	EPA Certification AFM 32-7002
<b>23</b>	State Certified/Licensed Pesticide/Herbicide	Personnel applying pesticide, herbicide, and/or rodenticide	State in Which Base is Located	DoDI 4150.07 and State
<b>24</b>	Lead-based Paint Handling	Anyone performing Lead Abatement actions	As Required by State	As Required by State
<b>25</b>	Electrician- Exterior Systems/Airfield Lighting	Personnel Maintaining, Repairing, and Constructing Underground and Overhead Electrical Distribution Systems	As Required by State	As Required by State
<b>26</b>	LP Gas Installers	As Required by State	As Required by State	As Required by State
<b>27 (Boiler Tender)</b>	Boiler Operator Certification	Person tending boiler has State High Pressure Operator's License	State in Which Base is Located	As Required by State
<b>28</b>	Aboveground Tank Inspector Certification	Person performing inspection	Steel Tank Institute	State, DAFMAN 32-1067
<b>29</b>	Organizational Fuel Tank Custodian Training	Person performing inspection	Base Fuels Management Office	AFI 23-204

<b>Certification Number</b>	<b>Key Personnel, Special Training, Certification, or Licensing Requirement</b>	<b>At Least</b>	<b>Special Training, Certification, or Licensing by</b>	<b>Required by (Statue or Instruction)</b>
<b>30</b>	Oil/Water Separator Training	Person performing inspection	Base Oil/Water Program Manager	Base Hazardous Waste Management Plan
<b>31</b>	Lawn/Landscape Irrigation Systems	As Required by State	As Required by State	As Required by State
<b>32</b>	Commercial Driver's License (For Operation of Special Purpose Vehicles, For Example: High Voltage Bucket Truck, Sweeper, Dump Truck, Tractor, Forklift)	Valid Driver's License for the State	CDL Certification	As Required by State
<b>33</b>	Hazardous Waste Operations	Personnel managing Accumulation Sites	OSHA 40 Hour-HAZWOPER	Government Directive OSHA 29 CFR 1910.120, 1926.65
<b>34</b>	EMCS/HVAC Controls Technician	1 Year Documented Experience as a Previous EMCS Operator and 2 Years Documented Experience with HVAC Systems		Government Directive
<b>35</b>	Underground Storage Tank (UST) Service Technician (LFM)	Anyone performing inspections or repairs to USTs		Title 40 CFR 280.242, State and Local Requirements

(\*\*) Denotes "Key Personnel" positions and shall be filled with a qualified individual meeting the requirement and standards in the PWS for that respective Key Personnel position and the individual shall be present on base during the core hours and available for after-hours responses.

## F-TE-10. - Publications

This is not an all-inclusive list.

Publication	Title
AFI 10-2501	<i>Emergency Management Program</i>
AFMAN 13-204 Vol 3	Air Traffic Control
DODM 5200.01V1_AFMAN1601404V1	<i>Information Security Program: Overview, Classification and Declassification</i>
DODM 5200.01V2_AFMAN1601404V2	<i>Information Security Program: Marking of Classified Information</i>
DODM 5200.01V3_AFMAN1601404V3	<i>Information Security Program: Protection of Classified Information</i>
AFI 23-204	Organizational Fuel tanks
AFI 32-1001	Civil Engineer Operations
AFI 32-10141	Planning and Programming Fire Safety Deficiency Correction Projects
AFMAN 32-1040	Managing, Operating, and Maintaining Aircraft Arresting System
AFMAN 32-1053	Pest Management Program
AFMAN 32-7002	<i>Environmental Compliance and Pollution Prevention</i>
AFI 32-1061	Providing Utilities to US Air Force Installations
AFI 32-1062	Electrical Systems, Power Plants and Generators
AFMAN 32-1065	Grounding and Electrical Systems
DAFMAN 32-1067	Water and Fuels Systems
AFMAN 32-1068	Heating Systems and Unfired Pressure Vessels
AFI 91-202	The US Air Force Mishap Prevention Program
DAFMAN 91-203	Air Force Occupational Safety, Fire and Health Standards
AFI 91-212	<i>Bird/wildlife Aircraft Strike Hazard (BASH) Management Program</i>
DESR 6055.09_AFMAN 91-201	Explosives Safety Standards
ANSI A300	Tree, Shrub, and Other Woody Plant Management – Standard Practices
ANSI Z60.1	American Standards for Nursery Stock
ANSI Z133	Safety Requirements for Tree Care Operations
ASME A17.1	Safety Code for Elevators and Escalators (applicable code for year VTE was installed)
ASME A17.2	Guide for Inspection of Elevators, Escalators, and Moving Walks (applicable to equipment)
ASME A17.3	Safety Code for Existing Elevators and Escalators (applicable to equipment)
ASME QEI-1	Qualification for Elevator Inspectors
DoDI 4150.07	Pest Management Program
ETL 04-6	Inspection of Drainage Systems
ETL-11-12	Grounding, Bonding, Testing, and Recordkeeping for Communications Facilities
FAA AC 150/5340-26B	Maintenance of Airport Visual Aid Facilities
FC 3-260-18F	Air Force Aircraft Arresting Systems Installation, Operation and Maintenance
FED-STD-809A	Neutralization and Repair of GSA Approved Containers and Vault Doors
NFPA 25	Standard for the Inspection, testing, and Maintenance of Water Based Fire Protection Systems

Publication	Title
NFPA 291	Recommended Practice for Fire Flow Testing and Marking of Hydrants
NFPA 72	National Fire Alarm and Signaling Code
NFPA 780	Standard for Lightning Protection Systems
NFPA 80	Standard for Fire Doors and Other opening Protectives
NFPA 85	Boiler and Combustion Systems Hazards Code
NFPA 96	Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations
STI SP001	Standard for the Inspection of Aboveground Storage Tanks
TO 35E1-2-13-1	Operations and Maintenance Instructions: Aircraft Fire Training Facility
TO 35E8-2-5-1	Operation and Maintenance Instructions; Aircraft Arresting System Model BAK-12/E32A
TO 35E8-2-5-1WC-1	Workcard, Periodic Inspection and Lubrication; Aircraft Arresting System Model BAK-12/E32A
TO 35E8-2-5-3	Overhaul Maintenance with Illustrated Parts Breakdown; Aircraft Arresting System Model BAK-12/E32A
TO 35E8-2-5-4	Illustrated Parts Breakdown; Aircraft Arresting Barrier, Aircraft Arresting System Model BAK-12/E32A
TO 37-1-1	General Operation and Inspection of Installed Fuel Storage and Dispensing Systems
UFC 3-110-03	Roofing
UFC 3-120-01	Sign Standard
UFC 3-230-02	Operation and Maintenance; Water Supply Systems
UFC 3-240-13FN	Industrial Water Treatment Operation and Maintenance
UFC 3-260-01	Airfield and Heliport Planning and Design
UFC 3-420-01	Plumbing Systems
UFC 3-460-03	Operation and Maintenance: Maintenance of Petroleum Systems
UFC 3-535-01	Visual Air Navigation Facilities
UFC 3-540-07	Operation and Maintenance (O&M): Generators
UFC 3-550-07	Operations and Maintenance: Exterior Power Distribution Systems
UFC 3-560-01	Operations and Maintenance: Electrical Safety
UFC 3-570-06	Operation and Maintenance: Cathodic Protection Systems
UFC 3-575-01	Lightning and Static Electricity Protection Systems
UFC 3-601-02	Operations and Maintenance: Inspection, Testing, and Maintenance of Fire Protection Systems
UFC 4-021-01	Design and O&M: Mass Notification Systems
UPC	Uniform Plumbing Code

**TAB G  
FUELS MANAGEMENT**

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## **FUELS MANAGEMENT DESCRIPTION OF SERVICES**

### **G1 INTRODUCTION**

**G1.1 General Description.** This PWS is for Air Force Reserve Command (AFRC) contracted operational and management services on AFRC Base Operating Support (BOS) installation. General services are identified under Scope of Work and Performance Requirements, and base specific requirements will be specified through incorporation in Tab G and Technical Exhibits (G-TE).

### **G2 BACKGROUND**

**G2.1 Air Force Reserve Fuels Mission.** AFRC operates eight (8) BOS locations stateside. The Logistics Readiness Squadrons (LRS) or BOS Services KTRs at Dobbins ARB perform fuels management operations at these facilities. This encompasses bulk fuel storage to include Operator Maintenance and Inspections; fuels distribution via mobile equipment; cryogenics; deicing fluid; inventory and accounting; quality control/surveillance; and the ground products automated military service stations. Vehicle Management Refueling Maintenance (RFM) typically performs special purpose vehicle Preventive Maintenance and repair. Base Civil Engineering (BCE) maintains general base infrastructure and typically performs system maintenance on petroleum fixed facilities where this has not been contracted.

### **G3 SCOPE**

**G3.1 General Scope of Work.** The KTR shall be responsible for providing the necessary personnel and resources to accomplish all tasks specified herein at KTR expense unless specifically stated otherwise. The KTR shall ensure safe, accurate, and timely receipt, storage, transfer, issue, and accountability of all Defense Wide Working Capital Fund (DWWCF)-owned petroleum products and cryogenic products under their control. The KTR shall perform required Preventive Maintenance to ensure facilities, associated systems, vehicles, and equipment remain operational to meet the base mission. The KTR shall comply with environmental protection, safety, and security directives. Tasks identified for the Fuels Service Center (FSC), Product Issues, Accounting/Auditability, Quality Surveillance/Laboratory, and Preventive Maintenance (PM) are performed by either the KTR or Air Force as specified in G5.3.2. KTR performance will be evaluated and based on the standards identified.

**G3.2 Contract Turnover.** The KTR shall receive assistance from current KTR/military/Government personnel, representatives from AFRC, and the Contracting Officer's Representative (COR) to accomplish a joint facilities turnover inspection, fuel and cryogenic product testing, and inventory. The incoming KTR personnel will be permitted access to the applicable fuels facilities to observe its operation. The outgoing KTR shall assist AFRC, the COR, and the incoming KTR personnel operator to accomplish the facility turnover inspection, fuel and cryogenic product testing, and inventory accounting as well as provide any relevant information concerning the facility and its operation including maintenance records and engineering documentation. The outgoing KTR shall turn over all non-proprietary physical and electronic files, evidentiary matter, DLA-Energy auditable documents, and other official records related to fuels management, operations, and maintenance to the incoming Government/KTR personnel.

### **G4 APPLICABLE DIRECTIVES**

**G4.1 General.** The KTR shall comply with all applicable federal, state, local, and international agreements, laws, regulations, and policies including, but not limited to, the directives listed herein in performance of the contract effort. The KTR shall use DoD 4140.25M, *DoD Management of Bulk Petroleum Products, Natural Gas, and Coal*, AFI 23-201 *Fuels Management, applicable Fuels Technical Letters (FTLs)*, AFI 23-201\_AFRCSUP, AFMAN 91-203 *Air Force Occupational Safety, Fire and Health Standards*, DLA-Energy Policy and Instructions, and applicable fuels Technical Orders (T.O.s) as guidance unless references are specified elsewhere in this PWS. Clarification of applicability should be obtained from the CO if necessary. In the event of conflicting guidance, the most stringent requirements shall be followed.

### **G5 PERFORMANCE REQUIREMENTS**

**G5.1 Staffing.** The KTR shall staff with qualified personnel IAW para **G5.7, G-TE-9**, and the proposal, to effectively perform all required PWS tasks. The KTR shall ensure adequately trained and certified personnel are available to perform all tasks. If necessary to perform PWS tasks beyond or after normal hours as listed in this paragraph, the KTR shall notify the CO and will, if possible, accomplish the mission through reallocation of personnel. If requirements necessitate KTR personnel return to conduct operations outside normal hours, the KTR shall respond IAW Tab A paragraph **A5.1** Call-out and After-Hours Services Under Routine Operations. The KTR shall provide constant coverage of Fuels Management Services as follows:

Monday thru Thursday:	6:00AM - 12:00AM	(0600L - 2400L)
Friday:	6:00AM - 11:00PM	(0600L - 2300L)
Saturday thru Sunday:	7:00AM - 4:00PM	(0700L - 1600L)

\*Excluding holidays

Exceptions to established hours of operation will be coordinated/approved by BOS CO working with Fuels COR unless airfield is closed by the authority of the 94 AW/CC approval.

**G5.2 Operations.** The KTR shall conduct all necessary fuels and cryogenic operations to support deployments, exercises, contingencies, and base operations under normal conditions. As well as during periods of heightened security, inclement weather, or other unique situations. Operations must be safely and efficiently conducted to receive, store, transfer, issue, and account for products with appropriate controls to ensure fuel quality, maintain inventory accuracy, and ensure no environmental impact. In the event of facility or equipment failure resulting in extended downtime, the KTR shall perform the functions using alternative methods.

**G5.2.1 Fuels Service Center (FSC).** The FSC shall be staffed sufficiently on all shifts to ensure rapid and effective receipt and response to requests for support from authorized customers. The FSC shall maintain up-to-date vehicle/facility/inventory statuses and inform Terminal Manager of any issues impacting the ability to meet mission requirements. The FSC shall maintain current electronic Fuels Manager Defense (FMD) logs containing all fuel requests, incidents, spills, accidents, and any explanation/justification for not meeting performance requirements. The FSC shall maintain key control for all assigned real property, vehicles, and clipboards for fueling vehicles. The FSC shall maintain communications at all times with Maintenance Operations Center (MOC), Base Operations, and all fuel servicing operations. The FSC shall maintain inventory of base stations and hand-held radios. The FSC shall make notifications to Fuels COR who will contact appropriate base personnel, HQ AFRC, AFPET, DLA-Energy, and other offices pertaining to quality or quantity discrepancies as required.

**G5.2.2 Product Receipt.** The KTR shall receive products without causing operational delays or incurring demurrage. The KTR shall coordinate receipt scheduling and quantities with the FSC and ensure sufficient ullage exists to accommodate receipts. For tank truck deliveries, the KTR shall escort tank trucks to and from base gate and appropriate storage facilities as required. The KTR shall verify documentation, seals if required, fuel grade, and offload completion. The KTR shall perform required initial visual inspection of all fuel receipts. The KTR shall ensure sampling and laboratory analysis of products IAW applicable directives. The KTR shall not offload products found to be non-conforming during receipt inspection or lab testing until approval has been granted by DLA Energy and AFPET. Off-specification products shall be isolated pending disposition instructions from DLA Energy Region. The KTR shall notify the FSC and COR of any product quality or quantity discrepancy. The KTR shall prepare all documents required for product receipt.

**G5.2.2.1 Return to Bulk (RTB).** The KTR shall RTB on-specification fuel from defuel units or bowsers upon request from FSC. Defueled fuel and RTB bowsers shall be sampled/tested as applicable to ensure product quality prior to offloading into the fuel system. Off-specification product shall not be offloaded into the fuel system without DLA Energy Region approval.

**G5.2.3 Product Storage.** The KTR shall be responsible for product integrity and quantity while in KTR custody. Product shall be maintained to preclude degradation, contamination, commingling, or other occurrences which render the product unsuitable for its intended use. The KTR shall notify the FSC and COR of any issues that impact the integrity, quantity, or availability of products in storage. The KTR shall respond to requests for truck fillstand support, fuel transfers, and offload of fuel for shipments where facilities exist within locally established response time to ensure no

mission impact.

**G5.2.4 Product Issues.** The KTR shall issue fuel without causing operational delays. The KTR shall notify the FSC and COR of any fuel quality discrepancies. For any discrepancy, the KTR shall initiate corrective actions to facilitate delivery of on-specification product. The KTR shall prepare all documents required for product issue.

**G5.2.4.1 Flightline Issues/Defuels.** The KTR shall respond to requests from the MOC or other authorized customers for alongside aircraft fueling operations or aviation/flightline support equipment within locally established response times. The KTR shall provide aircraft defueling of on-specification fuel upon request from MOC. The disposal of fuel suspected of contamination will be accomplished in accordance with local Operating Instruction (OI) guidance. Requests for service shall be logged by the FSC as received on individual FMD log sheet lines and dispatched individually unless MOC initiates the request as a multi-dispatch authorization. Response times are calculated from the time of request to time of arrival at the servicing location or arrival at the first servicing location in a multi-dispatch series. When established response timeframes are not met, circumstances leading to delay shall be annotated in the remarks section of the FMD control log using approved FMD 20-Codes to aid in controlling flightline operations and to quickly document events/actions. Additional 20-Codes may be added to facilitate local requirements. The KTR can preposition refueling units in closer proximity to aircraft or fillstands to expedite required support. A Cryogenic Conservation Plan will be established within the Flight Operation Instruction (FOI) and IAW AFI 23-201.

**G5.2.4.2 Organizational Tank Issues/Defuels.** The KTR shall respond to servicing requests from authorized organizational tank custodians on an as required/priority basis. The KTR shall not defuel organizational tanks or return product to DWWCF stocks until the quality has been verified and approval provided by DLA Energy Region and AFPET.

**G5.2.4.3 Service Station Issues.** The KTR shall operate and maintain the self-service automated service station facilities, equipment, and systems and ensure sufficient product is available to provide 24 hours a day, seven days a week support of ground fuels. Should power fail at the service station, the KTR shall provide ground product support through alternative means such as positioning a ground product refueling unit and operator at the service station or other convenient location during normal business hours (0700-1630, M-F and UTA weekends). For authorized users (vehicles and equipment) that cannot utilize the base service station, the KTR shall provide mobile ground fuel delivery IAW locally established response times. The KTR shall issue and maintain Vehicle Identification Link (VIL) keys for authorized base vehicles. The KTR shall perform required tasks to ensure fuel is properly accounted for and issued to only authorized users.

**G5.2.4.4 Cryogenics Issues.** The KTR shall support the locally established Cryogenic Conservation Plan. The KTR shall respond to emergency fill requests and other requirements from MOC IAW locally established response times and servicing hours.

**G5.2.4.5 Deicing Fluid. RESERVED**

**G5.2.5 Inventory Management.** The management of inventories involves a range of physical and accounting actions associated with ordering/requisitioning, receiving, storing, issuing, and transferring fuel. The KTR shall coordinate inventory management with the FSC and COR to ensure adequate fuel and cryogenics inventories are maintained.

**G5.2.5.1 Physical Inventory Management.** The KTR shall follow the physical inventory management procedures specified in applicable directives and contract clauses to maintain sufficient product inventories to meet daily demand requirements and minimum levels required in the Inventory Management Plan (IMP) and the Wartime Consumable Document Objective (WCDO).

- Ensure all orders, receipts, transfers, shipments, issues, losses, gains, adjustments, and other transactions/actions are properly documented.
- Maintain control over the physical environment to ensure proper product storage and prevention of losses.
- Ensure inventory variations are within allowable limits. Investigate, document, report, and take corrective action when necessary on excessive variations.
- Provide and maintain manual gauging equipment/supplies (, tape and bob with 1/16 inch increments, fuel and water finding paste) and manually perform inventory tasks as required per directives, in the event of Automatic



Tank Gauging (ATG) inoperability, or if ATG readings are in question. Ensure tape and bobs are calibrated during annual ATG calibration and replace as necessary.

- Provide all applicable documents within required timeframes to FSC/accountant for input into the DLA Energy accounting system.

**G5.2.5.2 Accounting/Auditability.** The KTR shall ensure proper accounting and maintain auditability for DWWCF products. The KTR shall implement procedures specified in applicable directives (special attention to DLA Energy Policy and Instructions).

- Ensure all orders, receipts, transfers, issues, losses, gains, adjustments, and other transactions/actions are properly reviewed and processed in a timely manner.
- Promptly initiate research for out-of-tolerance gains or losses and document results of investigations.
- Maintain files and evidentiary matter for all applicable transactions.
- Coordinate with the DLA Energy Region Inventory Manager and suppliers to order sufficient product to ensure no mission impact due to lack of inventory.
- Perform daily, monthly, and end-of-year closeouts; research and promptly correct rejected transactions.
- Reconcile fuel orders to ensure contract close out and de-obligation of unnecessary open orders
- Process inflight and secondary sales transactions as required.

**G5.2.5.2.1 Automation Requirements.** The KTR shall implement and maintain the Automated Information Technology (AIT) Equipment, including all automated fuels equipment and facility devices. Maintain existing fuels automation software and hardware and install new fuels automation software and hardware within 30 days of receipt. Coordinate for necessary updates or resolution of automation issues with applicable base and DLA Energy information technology (IT) offices or help desks.

**G5.2.6 Quality Surveillance/Laboratory.** The Laboratory technician shall be responsible for verifying quality of product receipts and of product in the custody of the KTR IAW applicable directives. The KTR shall follow all applicable directives to ensure products remain on-specification. The KTR shall provide all necessary laboratory supplies. KTR shall request replacement equipment for unserviceable assets (GFE) through the fuels Government representative (COR). The Laboratory technician shall:

- Obtain all fuel samples other than initial receipt visual
- Obtain quarterly cryogenics purity samples
- Take and determine API and temperature measurements for receipt and issue tanks when ATG is inoperable or questionable
- Prepare product samples for shipment to Area Laboratories or commercial laboratories as required and document process for tracking purposes/results (shipping costs covered/reimbursed by Government)
- Perform laboratory testing as required and document results IAW applicable directives/procedures to include aircraft sump samples
- Maintain laboratory and cryogenic, equipment, ensure calibrations are current IAW Precision Measurement Equipment Laboratory (PMEL) policy as determined by the Air Force Metrology and Calibration (AFMETCAL), Test Measurement and Diagnostic Equipment (TMDE) used to make quantitative measurements as directed by applicable AF directives which have an effect on the accuracy and/or reliability of AF systems and subsystems shall be calibrated. TMDE user responsibilities are listed in TO 00-20-14, and the TMDE Management Guidelines are provided in AFI 21-101
- Manage laboratory supply consumable inventory
- Maintain a schedule of analyses and input results in FMD daily
- Submit Product Quality Deficiency Report (as required)

**G5.3 Maintenance.** The KTR shall provide a detailed maintenance plan to address the references, frequencies, methods, and procedures for accomplishing the maintenance objectives. The KTR shall provide all manpower and tools to implement the maintenance plan. KTR shall provide all parts, supplies, and material needed to perform operational

and/or Preventive Maintenance. Tools needed to perform Preventive Maintenance will be provided by the KTR as needed. Specialized equipment will be provided by the Government in technical exhibit **G-TE-4b**. The maintenance records and maintenance plan will be updated as changes occur and be made available for review by the COR upon request and turned over to the COR at the end of the contract. The KTR shall ensure maintenance activities are scheduled to prevent or minimize impact to operations. The KTR shall notify the COR/designated office and the FSC of any maintenance downtime within 2 hours, that could affect operational use of the system and the estimated time in commission (ETIC) the system will be back in operation. The KTR shall conduct or request, coordinate, and monitor maintenance and repair actions to ensure completion IAW applicable directives or project plans. The KTR shall be required to provide after-hours access to facilities for maintenance or repair work. KTR shall be appointed as facility manager and be authorized to submit routine BCE repair work orders. The KTR shall implement a tool control program to ensure accountability of items and reduce the risk of foreign object damage. For Government-owned, KTR-operated (GOCO) facilities, the KTR is responsible to identify and up channel maintenance deficiencies which are required to ensure the continued operability and regulatory compliance of the facility and associated systems.

**G5.3.1 Operator Maintenance and Inspection.** The KTR shall perform operator maintenance to inspect, service, and maintain all fuel distribution systems and equipment IAW T.O. 37-1-1, other applicable directives, manufacturer's specifications, and best commercial practices. The KTR shall keep pits, and interior secondary containments/dike basins clean and dry and shall drain all water following rain/snow melt, as applicable. Drains will not be left unattended while draining.

**G5.3.2 KTR Performed Preventive Maintenance (PM).** PM required is the KTR's responsibility IAW UFC 3-460-03, as the Operators Maintenance (OM) other applicable directives, manufacturer's specifications, and best commercial practices. The KTR shall implement a systematic PM program contributing to the uninterrupted functioning of the fuel terminal. Where DLA Energy has assumed responsibility for specific parts of PM under the SRM program or a Centrally Managed Program (CMP), the Government will coordinate actions with the KTR to minimize disrupting operations of the fuel terminal.

**G5.3.2.1 KTR Performed System Maintenance (SM).** SM shall be performed IAW Tab F requirements.

**G5.3.3 SRM/MILCON.** SRM or MILCON required is the Government's responsibility IAW DLA Energy policies and DoD 4140.25M. The KTR shall initiate action (WT, Form 332, etc.) for SRM or MILCON needed based upon the maintenance plan and unplanned deficiencies discovered during preventive/operator maintenance or operations. The KTR shall notify the BCE and the Fuel's COR and follow up to ensure projects are submitted to HQ AFRC and DLA Energy. If determined by DLA-Energy to be appropriate, DLA-Energy may request the KTR perform SRM tasks IAW Tab F.

**G5.3.4 Buildings and Grounds Maintenance.** The KTR shall maintain buildings to the standards expected of any Base facility occupant and grounds IAW Tab F guidelines. The KTR shall report building maintenance needs to BCE through the facility manager. The KTR shall be responsible for weed control within the secured fence line of the Fuels facilities using Base approved methods where those services are not currently provided by the base. The Base Snow Plan will provide snow removal for access roads, truck loading/offloading pavement, and parking lots. If applicable, the KTR shall be responsible for snow and ice removal on all walking surfaces within the area to include sidewalks, tank stairs, and dike wall stairs as well as operational areas required for mission continuation. The KTR shall ensure buildings are clean, free from debris, and pest free. The KTR shall not permit or allow fire hazards to accumulate in buildings or on grounds. The KTR shall notify the COR of any unresolved maintenance action but shall not perform major repairs or make any alterations to the buildings or grounds without prior approval from the CO. If determined by AFRC to be appropriate, AFRC may request the KTR perform buildings and grounds maintenance tasks as specified in G5.3.5. Other Maintenance.

**G5.3.5 Other Maintenance.** The KTR shall notify the COR/BCE of other maintenance and repairs needed based upon the maintenance plan and unplanned deficiencies discovered during operator and preventive maintenance or operations. The KTR shall request BCE assistance with AF Form 332 to correct these deficiencies or to perform necessary repairs. The KTR shall not perform maintenance and repairs beyond operator and preventive maintenance.

**G5.3.6 Vehicle Maintenance.** The KTR shall maintain special purpose vehicles IAW applicable 36-series technical orders and AFI 24-302 *Vehicle Management* standards to include performing a daily check of refueling units prior to use

and a minimum of a weekly check for vehicles not used during the week. Government owned vehicles requiring preventive maintenance or repair shall be turned in to Vehicle Management Refueling Maintenance (RFM). The KTR shall ensure DWWCF fuel in vehicles out for maintenance is properly accounted for and not disposed of without approval. The KTR shall notify the COR when vehicle inventory falls below Mission Essential Levels or Mission Capable Rates when statuses indicate potential mission impact. The KTR shall provide necessary information when requested to justify vehicle authorizations or replacements. The KTR is responsible for maintaining KTR owned vehicles IAW commercial/manufacture's standards and ensuring serviceability of sufficient vehicles to perform all required PWS tasks. The KTR shall be appointed to act as Vehicle Control Non-Commissioned Officer (VCNCO) for Government owned vehicles IAW with Wing directives and shall provide documents or info pertaining to Government owned vehicles to the COR and Vehicle Control Officer (VCO) when requested.

**G5.3.7 Cryogenics Maintenance.** The KTR shall maintain cryogenics tanks, equipment, and area IAW applicable directives to ensure safety of personnel and quality/quantity of products are maintained. Tank deficiencies shall be reported to AFPET IAW AFI 23-201.

**G5.4 Safety.** The KTR shall ensure KTR personnel have a safe and healthy work environment. It is essential that personnel handling fuel products and related equipment at the fuel facilities are thoroughly knowledgeable of the principal hazards to be encountered and how to prevent or reduce these hazards IAW applicable federal, state, and local laws and regulations. The KTRs safety program shall instruct employees how to eliminate the hazards or cope with them in a safe manner. KTR shall comply with applicable safety requirements and base fire regulations at all times and shall maintain documentation showing compliance which shall be available to the Government or designated representative at any time. KTR shall provide 24-hour contact information to the base fire department dispatch center. The KTR shall provide and replace as necessary all Personal Protective Equipment (PPE) and other safety items required for performing operations and maintenance tasks.

**G5.5 Security.** The KTR shall incorporate necessary physical, personnel, operations, communications, and information system security to obtain and control access to applicable restricted/controlled areas, ensure only appropriate computer and information access, and maintain integrity and safety of applicable fuel facilities and Government Owned Equipment/Vehicles. These security measures shall include controlling access by only authorized personnel to fuel facilities and equipment under KTR control; inspecting gates, fencing, and security lighting surrounding fuel facilities and requesting maintenance and repairs when needed; securing gates, buildings, and system valves when not in use. The fuels KTR shall establish liaison with appropriate base law enforcement agencies for implementation of security measures. The fuels KTRs are not responsible for providing dedicated guards. Force protection is the responsibility of the base. After hours security checks, are performed by LRS or Security Forces personnel. The KTR shall respond immediately upon notification to correct security issues. Tab G KTR personnel shall be identified to the LRS and Base Security Forces as mission essential as required to facilitate base entry and ensure uninterrupted fuel support during normal base operations, deployments, exercises, and contingencies as well as during periods of heightened security or inclement weather.

**G5.6 Environmental Protection.** The KTR shall actively protect and enhance the quality of the environment by adhering to all applicable regulatory requirements and by preventing or controlling pollution at the fuel facilities. The KTR shall ensure dike draining or similar discharge actions are properly approved, performed, and documented as required. If the KTR receives a visit from or a Notice of Violation (NOV) from a federal, state, or local agency, the KTR shall immediately notify the COR or CO. The KTR shall support and participate in either the host base or the DLA Energy Environmental Management System.

**G5.6.1 Government Provided Documents.** The Government will provide the following environmental documents as applicable: Spill Prevention Control and Countermeasures (SPCC) Plan; Spill Prevention, Response Plan (SPRP); Oil Pollution Act 1990 (OPA 90) Facility Response Plan (FRP); Hazardous Waste Management System; National Pollutant Discharge Elimination System (NPDES) Permits Program; Storm Water Pollution Prevention Plan (SWPPP); Integrated Contingency Plan (ICP); and Oil Pollution Prevention Operations Manual.

**G5.6.2 Leak Detection.** The KTR shall provide fuel system access, product transfer, and ancillary mechanical support to DLA Energy Leak Detection POCs (BAE) for the implementation of the Leak Detection Centrally Managed Program (LD-CMP) point in time testing and leak location testing at all locations. For Permanent Leak Detection Systems (PLDS), the KTR shall conduct testing at least quarterly by operating the PLDS and provide test results to DLA LD-CMP Program

Manager immediately upon conclusion of testing. For PLDS technical and operation support, the KTR shall enter a trouble ticket. DLA will provide annual certification and required maintenance of the PLDS.

### **G5.6.3 Spill Response.**

**G5.6.3.1** In the event of a fuel spill, the KTR shall respond to fuel spill and make base notifications IAW Tab A, the SPCC Plan, FRP, or equivalent plan. Notifications shall be initiated immediately but no later than 30 minutes after discovering the spill.

**G5.6.3.2** For all spills, the KTR shall initiate Fuels Incident Report within 24 hours IAW AFI 23-201. For large spills, reporting procedures shall be followed to ensure all reportable fuel notifications are made within 24-hours IAW DLA-Energy P-40.

**G5.6.3.3** The KTR shall recover usable fuel to the greatest extent possible.

**G5.7 Training.** Upon contract start, KTR personnel shall be fully qualified to perform Tab G Fuels tasks. The KTR shall adequately train personnel to ensure success and safety of the Fuel's operation. The KTR shall ensure prior to performing tasks unsupervised, that personnel assigned to all tasks must have the requisite knowledge and skills to meet minimum performance requirements and comply with all applicable laws and regulations. The KTR shall document all fuels training by name of employee, training, certifications, and date and make these records available to the COR upon request. This training provided shall include operations, maintenance, safety, security, and environmental compliance IAW applicable federal, state, and local laws and regulations. The KTR shall utilize AFPET predefined operating procedures IAW AFI 23-201. Lesson plans, and checklists are developed locally. AFPET predefined operating procedures may be tailored to meet localized training requirements IAW AFI 23-201. The KTR shall also conduct DoD/DLA publication familiarization training to ensure periodic content review and compliance with new or updated policy.

**G5.7.1 Government Provided Training.** The KTR shall attempt to schedule employees for all required courses within 30 days of falling below minimum training requirements. The KTR is responsible for all costs incurred for personnel to attend training. The KTR shall submit requests for classroom slots to the COR who will obtain HQ AFRC approval/disapproval for the Quality Control/Cryogenic Maintenance courses. Approval/disapproval will be based on available course allocations for AFRC. The KTR shall be required to replace departing personnel or fill a vacant position without additional compensation. The DLA- Energy and/or the Government will provide the following training if course allocations are readily available:

- Emergency generator training (base)
- Leak Detection operation and testing (VEEDER ROOT)
- Fuels Terminal Manager/Responsible Officer course, (Coggins International in Alexandria VA)
- Quality Control, course number J3AZR2F051 06AA, (Sheppard AFB)
- Cryogenics Maintenance, course numbers J3AZR2F051, (Sheppard AFB)
- Base Level Defense Fuels Management Course (FMD), (Coggins International in Alexandria VA)

**G5.7.2 Air Force Access.** The KTR shall provide Air Force access (Active Duty, Guard, Reserves) for use of Government furnished vehicles, facilities, and equipment during all scheduled UTAs, Annual Tours, Season Training Program, normal base operations, deployments, exercises, and contingencies.

**G5.7.2.1 AF Reservist Training.** The KTR shall provide UTA, AT, and AMRT training, IAW paragraph A5.2. Government validated training requirements will be provided to the KTR IAW paragraph A12.5. The KTR shall provide specific related training to 2F0 and 21R reservists using procedures IAW AFI 23-201, AFI 23-204 *Organization Fuel Tanks*, and all other guidance outlined in the 2F0X1 Career Field Education and Training Plan (CFETP) for each respective Air Force Specialty Code (AFSC).

**G5.7.2.1.1** Training shall include but is not limited to Proficiency Training, and On-the-Job-Training (OJT).

**G5.7.3 Organizational Tank Custodian Training.** The KTR shall provide tank custodian training and implement an organizational tank inspection program IAW applicable Air Force Instructions.

**G5.8 KTR or On-Site Items.** Items used in the performance of this contract are either brought in by the KTR or available on-site.

**G5.8.1 KTR Items.** The KTR shall provide sufficient and adequate tools, personnel protective equipment, laboratory supplies, and other items needed to adequately and safely perform all operations and maintenance tasks required by the contract. The KTR shall ensure compatibility between KTR items and on-site facilities, systems, and equipment.

**G5.8.1.1 Disposition of KTR Items.** KTR items identified herein shall be used solely in the performance of the work defined in Section G5.0. The KTR shall not store items in excess of the contract requirements on base property.

**G5.8.1.2 Uniforms, Clothing, and Safety Equipment.** The KTR shall provide all personnel safety equipment including safety shoes, safety glasses, reflective vests, sound suppression devices, cranial protection, gloves and other identifiable special safety equipment for specific operation and maintenance procedures for personnel. If caps are worn on the flight-line they must be approved through Airfield Management and be secured to the head to prevent FOD hazards.

**G5.8.1.3 Government Special Purpose Vehicles.** Where required, the Government will provide sufficient special purpose vehicles with appropriate capability to meet the contract requirements for aviation and ground product service. The KTR is responsible for ensuring that all special purpose vehicles are operated only by licensed and qualified personnel.

**G5.8.2 On-Site Equipment, Facilities, and Services.** On-site facilities and equipment incidental to the location listed in Tab G including sufficient shared office/workshop space or separate facility for KTR occupancy shall be operated and maintained in performance of this contract. When an item on-site is no longer required or becomes unserviceable, the Government, at its discretion, is not required to replace the item.

**G5.8.2.1 Other Items and Services.** In addition to on-site items listed in Tab G, the following items and services are available in support of this contract:

- Fire Suppression Equipment: All fire suppression equipment (i.e., fire extinguishers, portable and installed fire suppression equipment) shall be provided, overhauled, and when necessary, replaced by the Government. The Government will determine the quantity and type of fire suppression equipment at the stations.
- Safety Data Sheets (for Government-Owned Products only).
- Bowsers for conducting reclaimable fuel operations.
- Wastewater/fuel disposal (typically via a Base Environmental contract).
- Laboratory vent hood testing (Government responsibility).

**G5.8.2.2 Unauthorized Use of Facilities.** Cooking, eating food or drinking beverages in the fuel's laboratory is prohibited.

**G5.9 Other Performance Requirements.** The KTR shall:

- Submit Petroleum Contingency Capability Report (REPOL), Vehicle Validation documentation, monitor cryogenic conservation plan, submit and other reports as required and upon request.
- The KTR shall set up a local Enhanced Technical Information Management System (ETIMS) account and have a Technical Order Distribution Administrator (TODA) IAW T.O. 00-5-1.
- Respond to LRS, base, or higher headquarters correspondence by suspense dates. Provide information copies to COR. Provide advance copies to COR/HQ AFRC prior to responding to taskers related to changes in contract performance.
- Maintain a document control file (recommend IAW AFRIMS, DLA file plan, and AF/DLA disposition schedules) and turn over all files to the Government at the end of the contract.

- Attend and participate in appropriate meetings with supporting/supported organizations for planning purposes, problem identification and resolution, and status updating (such as daily Maintenance meetings, VCO meetings, monthly “How Goes It” briefings, etc.).
- For exercises or real-world contingencies, the KTR shall provide 24-hour contact information to Emergency Operations Center (EOC) or similar function when activated. The KTR shall not be required to dedicate a representative to staff the EOC but shall ensure prompt response to any EOC request for fuels information and support.
- Perform all duties associated with the Management Internal Control Toolset (MICT) or current annual self-inspection program, to include Self-Assessment Checklists (SAC) and updates with current program. The COR will validate all inputs and observations identified by the KTR.
- The KTR shall perform Workgroup Administrator (WGA) duties for DLA Energy AIS IAW DLA-Energy, USAF, MAJCOM, and Wing directives.

## **G6 REQUIRED FUELS PLANS**

**G6.1 KTR Detailed Plans.** Following contract award, the KTR shall have 60 days, unless otherwise indicated, to submit the detailed plans listed below to the COR and CO for review and acceptance. The plans are considered dynamic documents and will be updated as required throughout the contract period. Updates will be provided to the COR and CO for review and acceptance as changes are made. These plans may be used by the COR for monitoring and assessing contract performance.

**G6.1.1 Contract Compliance Plan (CCP).** The KTR is responsible for ensuring compliance with all contract performance requirements. As such, the KTR shall develop an inspection system acceptable to the Government for monitoring overall contract performance. The inspection system is to include a written Contract Compliance Plan (CCP) developed and used by the KTR to measure performance on a continuous basis. The CCP will include performance-based plans. General performance criteria will include the KTR’s ability to provide continuous fuel support capabilities as specified in this PWS, record keeping and reporting procedures pertaining to administrative requirements, bulk storage operations, facility/equipment maintenance, and upkeep and appearance of grounds inside the secured fence lines and facilities under KTR control. The CCP will address procedures for corrective actions including the resolution of Corrective Action Report (CAR) and Contract Deficiency Reports (CDR) generated by the COR. The KTR shall submit a CCP to the CO for review and approval within 30 days after contract award. The CCP will be made available for Government review, upon request, at any time during the contract performance period.

**G6.1.2 Operations Plan.** The plan will provide comprehensive and detailed step-by-step procedures (checklists) covering all requirements specified in G5.2 through G5.2.6.

**G6.1.3 Maintenance Plan.** The KTR shall provide a detailed maintenance plan for all facilities, equipment, and system components. The plan will address the requirements specified in G5.3 through G5.3.7 and identify the frequencies, methods, and procedures for documenting and accomplishing the maintenance objectives set forth within and will be developed IAW applicable directives including UFC 3-460-03 and T.O. 37-1-1, manufacturer’s recommendations, best commercial practice, and industry standards.

**G6.1.4 Safety Plan.** The plan will outline procedures necessary to maintain safety IAW applicable federal, state, and local laws and regulations. At a minimum, this plan will include Confined Space Entry, Disaster Preparedness, Fire Prevention and Protection, Personal Protective Equipment, Emergency Response, Safety and Health Standards, Hazardous Communications, Lockout/Tagout, Two-person requirement plan, and Fuel Handling Operations.

**G6.1.5 Security Plan.** The plan will clearly identify staffing and procedures necessary to meet applicable security requirements and include information, operations, and communications, physical, and personnel security aspects associated with Protection Level 4 (Fuels) Government assets.

**G6.1.6 Environmental Protection Plan.** The KTR shall provide a comprehensive and detailed plan that will ensure compliance with federal, state, and local environmental laws, regulations, and other guidance. Such aspects as spill prevention, spill response for varying Tier levels, operational details such as dike drain and oil/water separator procedures, Hazardous Waste Operations (HAZWOPER) and related training, and environmental contact information

should be included.

**G6.1.7 Training Plan.** The plan will identify length of training, specify initial or recurring fuels training, training sources, and a brief description of courses for federally, state, and locally mandated and generally required safety training, environmental protection training, and job qualification training. The plan will include a sample fuels training record or method of documenting fuels personnel qualifications/certifications. The plan will address the training requirements and methodology for fuels KTR personnel.

## **G-TE-1 SERVICE SUMMARY**

**Introduction.** The rights of the Government and remedies described below are in addition to all other rights and remedies set forth in this contract or existing under federal common law. Specifically, the Government reserves its rights to inspect the services performed under the contract and if any services do not conform to the contract requirements and cannot be corrected by re-performance, the Government may reduce the contract price to reflect the reduced value of the services performed. Further the Government reserves its rights to perform the services itself and charge to the KTR any cost incurred by the Government to perform those services, as well as reserving the Government's right to terminate the contract for default.

This Performance Requirements/Fuels Services Summary Table below is the foundation for the Quality Assurance Surveillance Plan (QASP) used to determine KTR overall performance. The table identifies specific fuel service performance requirements and related standards for each of the PWS performance factors/subfactors: 1. Staffing; 2. Operations; 3. Maintenance; 4. Safety; 5. Security; 6. Environmental; 7. Training; 8. KTR or Government Owned Items; and 9. Other Performance Requirements.

The KTR shall provide the COR view only access to the FMD through establishment of a trust (COR LAN connection to FMD). The COR will have the option of using their computers or FMD computers to access information to assist in surveillance requirements.

As this is an AFRC BOS contract, inspection of KTR performance is primarily the responsibility of AFRC rather than DLA-Energy. The AFRC Inspector General offices may continue to assess mission support functions with prior AFRC CO notification. Base permitting/regulatory offices may assess KTR compliance with legally mandated requirements and provide documentation of any inspections and requests for action to the COR to forward to the CO.

Using the QASP, the COR or other AFRC inspectors observe and rate KTR performance on the accomplishment of requirements identified in the Fuels Service Summary Table, **G-TE-1**.



**Fuels Service Summary Table**

<b>SS#</b>	<b>Performance Standard</b>	<b>PWS Section/ Paragraph</b>	<b>Performance Measure</b>
<b>SSG01</b>	Ensures staffing is provided as proposed and required to meet all PWS requirements	<b>G5.1; G-TE-9</b>	<ul style="list-style-type: none"> <li>- Operating hours staffed as proposed</li> <li>- All personnel meet qualification requirements</li> <li>- No mission impact due to staffing shortfalls or personnel lacking qualification</li> </ul>
<b>SSG02a</b>	Ensures all FSC operations are conducted to meet mission requirements	<b>G5.2.1</b>	<ul style="list-style-type: none"> <li>- FSC constantly staffed on all shifts unless documented coordination for exception with customers</li> <li>- Up-to-date vehicle/facility/inventory status maintained</li> <li>- FSC log properly documented</li> <li>- Key control maintained</li> <li>- Communications with stakeholders maintained</li> <li>- VIL key program in compliance</li> <li>- Proper procedures followed; no safety, environmental, or security issues; no inventory or mission impact</li> <li>- No valid complaints related to FSC performance</li> </ul>
<b>SSG02b</b>	Ensures all receipt operations are conducted to meet mission requirements	<b>G5.2.2 - G5.2.2.1 (inclusive)</b>	<ul style="list-style-type: none"> <li>- All receipts started/ended within required time or no mission impact</li> <li>- No demurrage due to lack of KTR staffing or KTR fault</li> <li>- All receipt documentation provided to FSC accurately and within required timeframe or corrected by KTR with no adverse impact</li> <li>- All required quality control tasks accomplished within required timeframe</li> <li>- Proper procedures followed; no safety, environmental, or security issues; no inventory or mission impact</li> <li>- No valid complaints related to receipt operations.</li> </ul>

SS#	Performance Standard	PWS Section/ Paragraph	Performance Measure
SSG02c	Ensures all storage operations are conducted to meet mission requirements	G5.2.3	<ul style="list-style-type: none"> <li>- All truck fills and transfers started/ended within required time or no mission impact</li> <li>- All storage documentation provided to FSC accurately and within required timeframe or corrected with no adverse impact</li> <li>- All required quality control tasks accomplished within required timeframe</li> <li>- Proper procedures followed; no safety, environmental, or security issues; no inventory or mission impact</li> <li>- No valid complaints related to storage operations.</li> </ul>
SSG02d	Ensures all issue and transfer operations are conducted to meet mission requirements	G5.2.4 - G5.2.4.3 (inclusive)	<ul style="list-style-type: none"> <li>- All truck fills and transfers started/ended within required time or no mission impact</li> <li>- All flight line issues initiated/ accomplished within required timeframes</li> <li>- All cryogenics issues initiated/ accomplished within required timeframes</li> <li>- All organizational tank issues initiated/ accomplished within required timeframes</li> <li>- Base service station issue capability maintained, or alternative provided to avoid mission impact.</li> <li>- All issue and transfer documentation provided to FSC accurately and within required timeframe or corrected by KTR with no adverse impact.</li> <li>- All required quality control tasks accomplished within required timeframe</li> <li>- Proper procedures followed; no safety, environmental, or security issues; no inventory or mission impact</li> <li>- No valid complaints related to issue/transfer operations</li> </ul>

SS#	Performance Standard	PWS Section/ Paragraph	Performance Measure
SSG02e	Ensures all inventory management tasks are conducted to meet mission requirements	G5.2.5 - G5.2.5.2 (inclusive)	<ul style="list-style-type: none"> <li>- All transaction processing/ documentation accurate and within required timeframes or corrected with no adverse impact</li> <li>- All required investigation/ documentation of excessive gains/losses performed</li> <li>- No violations of inventory control limits due to KTR</li> <li>- Properly performs daily, monthly, annual close-outs/ reconciliations</li> <li>- Proper procedures followed; no safety, environmental, or security issues; no inventory or mission impact</li> <li>- Ensure stock levels are maintained IAW the DLA Inventory Management Plan (IMP) and MAJCOM established levels.</li> <li>- Perform back-up/maintain file plans for all transactions.</li> <li>- No valid complaints related to inventory management</li> </ul>
SSG02f	Ensures all quality surveillance tasks are conducted to meet mission requirements	G5.2.6	<ul style="list-style-type: none"> <li>- All required sampling and testing tasks accomplished accurately and on time</li> <li>- All required action taken promptly for off-specification products to document, notify, isolate, avoid issue, and correct</li> <li>- Proper procedures followed; no safety, environmental, or security issues; no inventory or mission impact</li> <li>- Meet Caution Tag Program, laboratory housekeeping and glassware cleanliness requirements.</li> <li>- No valid complaints related to quality surveillance</li> </ul>

SS#	Performance Standard	PWS Section/ Paragraph	Performance Measure
SSG03a	Ensures facilities, systems, vehicles, and equipment are serviceable and properly maintained to meet mission requirements	G5.3 - G5.5.3.6 (inclusive)	<ul style="list-style-type: none"> <li>- All facilities/ systems inspected with AFTO Forms 39 checked/signed off as required,</li> <li>- Maintenance documentation or discrepancies noted</li> <li>- No outstanding maintenance actions greater than 30 days due to KTR action/inaction</li> <li>- No facility/equipment degradation due to KTR maintenance action/inaction</li> <li>- Facility discrepancies repaired or reported to CE promptly and followed-up on</li> <li>- SRM/MILCON projects submitted, followed up on, and monitored</li> <li>- Tool control maintained</li> <li>- No valid complaints related to facility maintenance</li> </ul>
SSG03b	Ensures facilities, systems, vehicles, and equipment are serviceable and properly maintained to meet mission requirements	G5.3.6	<ul style="list-style-type: none"> <li>- All vehicles inspected with records checked / signed off as required</li> <li>- Maintenance documentation or discrepancies noted</li> <li>- No outstanding maintenance actions greater than 30 days due to KTR action/inaction</li> <li>- Vehicle discrepancies reported to RFM promptly and followed-up on</li> <li>- Tool control maintained</li> <li>- No valid complaints related to vehicle maintenance</li> </ul>
SSG04	Ensures all PWS tasks are conducted safely, and a safe work environment is maintained.	G5.4	<ul style="list-style-type: none"> <li>- Safety Program in place and complied with (i.e., lock-out, tag-out, confined space, etc.)</li> <li>- No safety incidents attributed to KTR error, oversight, or negligence</li> <li>- No unsafe operations observed</li> <li>- No valid complaints related to safety</li> </ul>

SS#	Performance Standard	PWS Section/ Paragraph	Performance Measure
SSG05	Maintains information, operations, communications, physical, and personnel security.	G5.5	<ul style="list-style-type: none"> <li>- Security Program in place and complied with (i.e., visitor control agreement, designating controlled area monitors, emergency essential personnel, etc.)</li> <li>- No security violations observed or documented.</li> <li>- No valid complaints related to security</li> </ul>
SSG06	Maintains strict compliance for environmental protection, spill prevention, and spill response	G5.6 - G5.6.3 (inclusive)	<ul style="list-style-type: none"> <li>- Environmental Program in place and complied with (i.e., Spill Response Plan, etc.)</li> <li>- No environmental violations or noncompliance</li> <li>- No NOV's</li> <li>- No preventable fuel spills</li> <li>- No Class II or above fuel spills due to KTR</li> <li>- Proper response to incidents (i.e., prompt reporting and containment actions)</li> <li>- Proper operational environmental compliance (dike drain procedures followed, MSDS maintained, etc.)</li> <li>- No valid complaints related to environmental</li> </ul>
SSG07	Maintains fully trained personnel and conducts required training for others.	G5.7 - G5.7.3 (inclusive)	<ul style="list-style-type: none"> <li>- Workforce fully qualified/trained or in training with no mission impact due to lack of trained personnel</li> <li>- No operations performed by unqualified personnel without trainer/supervisor directly supervising</li> <li>- Training documentation requirements met</li> <li>- No valid complaints related to training</li> </ul>

<b>SS#</b>	<b>Performance Standard</b>	<b>PWS Section/ Paragraph</b>	<b>Performance Measure</b>
<b>SSG08</b>	Provides all required KTR owned items; maintains KTR and Government owned items	<b>G5.8 - G5.8.2.2 (inclusive)</b>	<ul style="list-style-type: none"> <li>- No mission degradation due to lack of KTR items</li> <li>- No mission degradation due to lack of maintenance of Government KTR vehicles</li> <li>- Accountability of items maintained</li> <li>- No valid complaints related to KTR or Government owned items.</li> </ul>
<b>SSG09</b>	Effectively manages fuels performance, responds to taskers, and complies with special programs	<b>G5.9</b>	<ul style="list-style-type: none"> <li>- On-time submissions</li> <li>- Meeting attendance</li> <li>- Compliance with special programs</li> <li>- Submit REPOL reports to (SIPR) JCS REPOL database</li> <li>- No valid complaints not pertaining to other categories</li> </ul>

**G-TE-2  
WORKLOAD ESTIMATES**

Base workload/requirements are provided below. Quantities and durations are estimates only and subject to variation. Variation does not directly correspond to additional requirement or staffing without validation and/or increase in normal hours of operation by the CO. Averages are monthly unless otherwise noted. The KTR shall provide any workload data when requested by the COR.

<b>Workload</b>		<b>Monthly Average</b>
<b>1</b>	Gallons of Product Received	
	Jet Fuel	152000
	Pipeline	
	Tank Truck	7,500/7,800
	Transfers to Hydrants	
	Ground Fuel (Including Heating Fuel)	
	Tank Truck: E85 (TT 2, 000), MUR: 7000 DS2: 7,000	
	Cryogenics	1,000
<b>2</b>	Number of Receipts	
	Jet Fuel	15
	Tank Trucks	
	Transfers to Hydrants	
	Ground Fuel (Including Heating Fuel)	2
	Cryogenics	1
	Truck Escort	18
<b>3</b>	Gallons of Product Issued by Fillstand	
	Jet Fuel	
	Fills	150000
	Return to Bulk	8800
	Ground Fuel (DS2 only)	844
<b>4</b>	Number of Fillstand Issues	
	Jet Fuel: Number of Fillstands: 2	
	Fills	85
	Return to Service	
	Return to Bulk	
	Ground Fuel	3
<b>5</b>	Gallons of Product Issued	
	Jet Fuel	
	Trucks	160000
	Hydrant Servicing Vehicle	
	Average Number of issues by shift	
	Ground Fuel	
	Truck (DS2 only)	695
	Automated: E85 (482), MUR: (2517) DS2: 2305 (Feb 2017 – Jan 2020)	5304
<b>6</b>	Number of Issues	
	Jet Fuel	
	Trucks	165
	Hydrant Servicing Vehicle	
	Ground Fuel	
	Truck	123
	Service Station (Including Compressed Natural Gas)	

<b>Workload</b>		<b>Monthly Average</b>
	Automated E85 (67), MRR (343), & DS2 191 (Feb 2017 – Jan 2020)	601
	Manual	
<b>7</b>	Gallons of Product Defueled	
	Jet Fuel	
	Truck	3345
	Hydrant Servicing Vehicle	
	Ground Fuel	0
<b>8</b>	Number of Defuels	
	Jet Fuel	
	Truck	5
	Hydrant Servicing Vehicle	
	Ground Fuel	0
<b>9</b>	Accounting Transactions	
	Refuels (1RF)	
	Inventory (1RD)	
	Off-station Purchases (1GC)	
	Requisitions (1PR)	3
	Receipts (1RP)	3
	Defuels (1DF)	
	Shipments (1SP)	2
	Adjustments (P 41 inventory – 5 / P42 adjustments - 5)	10
	1884 (Report)	4
	EBS Transactions	585
	1 FN In-Flight Refuels	
<b>10</b>	Quality Control	
	Samples and Analysis	38
<b>11</b>	Compliance Inspections	
	Internal	
	Spot-checks (Including Operations and Personnel)	10
	Functional Semi-annuals	2
	Facilities/Equipment	30
	Operator Preventive MX Inspection Discrepancies	2
<b>12</b>	Manual Tank Gauging	7
<b>13</b>	Organizational Tank Custodian Training (when requested by tank custodians)	1
	Organizational Tank Inspections	2
<b>14</b>	Air Force Reservist Training	
	Number of Fuels Reservist Supported on UTA and AT Annually (AFSC 2F0X1)	12
	Number of Reservist Supported on AMRT Annually	2
	Number of UTA Supported	1
<b>15</b>	Management	
	Technical Orders and Publications (Checklists, Operating Instructions) T.O./ FOI's (Technical Orders & Publications maintained on Apple iPads)	ETIMS
	Support Agreements	1
	Contingency Plans	1



<b>Workload</b>		<b>Monthly Average</b>
	Technical Order Changes Posted – T.O. on ETIMS (each truck w/inspections)	14
	Records Management Actions	1
	Fuels Manager Defense (FMD) Workorder	1
<b>16</b>	Estimated After Hour Support (PWS reference A5.1)	120 (Annually)

<b>Refueling Transient Aircraft (Average Per Year)</b>				235
<b>Numbers are estimated and subject to vary</b>				
<b>Monthly Averages (based off 2017-2019)</b>				
<b>Type Acft</b>	<b># of Issues</b>	<b>Total Gals Issued</b>	<b>Av Gals Per Issue</b>	<b>Monthly Average</b>
A10	6	4852	809	135
AH64	34	7755	228	215
B737	9	11930	1326	331
B747	14	65578	4684	1822
B767	7	18509	2644	514
B777-200	5	25347	5069	704
C12	13	2546	196	71
C130	57	131217	2302	3645
C17	98	311310	3177	8648
C21	4	1780	445	49
C32	1	957	957	27
C5	5	68695	13739	1908
C550	18	7150	397	199
C601	5	4728	946	131
D328	4	2321	580	64
F022	11	21136	1921	587
F15	5	10728	2146	298
F16	50	38914	778	1081
F18	28	36138	1291	1004
F5N	43	20442	475	568
HH60	39	8753	224	243
KC130	3	6781	2260	188
KC135	9	37444	4160	1040
LS35	18	10905	606	303
MC012W	18	4713	262	131
MH53E	3	7248	2416	201
MV22	6	5859	977	163
T38	75	26829	358	745
UC12	6	1191	199	33
UC35	7	2550	364	71

**G-TE-3**  
**DATA DELIVERABLES**  
(See G-TE-1 SSG17)

The KTR shall submit all required reports electronically, or physically utilizing the complete mailing address (referenced by number) in the chart following the required report information. Only 1 copy of the report is required unless otherwise specified. KTR format is acceptable unless otherwise specified. All “days” are in “calendar days” unless otherwise specified.

Item #	Report Title	Submit To	Frequency	PWS Reference/Directive
<b>G001</b>	<b>Operating Procedures/Lesson Plans/Checklists</b>	<b>1,2</b>	<b>*</b>	<b>G5.7</b>
* Initial submission required NLT 30 days after base period of performance start date. Government acceptance is required prior to implementation. Submit revisions for Government acceptance as they occur IAW AFI 23-201, Paragraph 5.7.1				
<b>G002</b>	<b>Bulk Petroleum Contingency Report (REPOL)</b>	<b>1,2</b>	<b>Monthly</b>	<b>G5.9</b>
The Monthly REPOL reports will be submitted using the web-based JCS REPOL tool on SIPR IAW CJCSM3150.14b Joint Reporting Structure, and AFI 23-201.				
<b>G003</b>	<b>Product Quality Deficiency Requirements</b>	<b>1,2</b>	<b>As Required</b>	<b>G5.2.1; G5.2.4; G5.2.6</b>
The KTR shall report quality product deficiencies IAW AFI 23-201 and DoD 4140.25M, Volume 4.				
<b>G004</b>	<b>Bulk Petroleum Storage Facilities Report</b>	<b>1,2</b>	<b>Annually</b>	<b>G5.9</b>
HQ AFRC/A4RF will advise of first and subsequent submissions. Prepared IAW DoD 4140.25M, Volume 4.				
<b>G005</b>	<b>Base Support Plan</b>	<b>1,2</b>	<b>*</b>	<b>G5.9</b>
Prepare IAW AFI 23-201, Paragraph 12.4				
<b>G006</b>	<b>Refueler Validation</b>	<b>1,2</b>	<b>As Required</b>	<b>G5.9</b>
AFPET provides justification for number of refueling vehicles authorized. First submission is due NLT 60 days after the start of the base period of performance. Subsequent reports will be required when there is a change in Dobbins assigned aircraft, a significant change in average workload, or as requested by the COR/AO.				
<b>G007</b>	<b>Quality Control Monthly Schedule &amp; Inspections</b>	<b>3</b>	<b>Monthly</b>	<b>G5.2.6</b>
First submission due first day of first month of base period of performance. Subsequent submission due NLT 1 week prior to the start of the next month. Sampling schedules using computer generated FMD Program. Manually prepared for PMEL and User calibration equipment identified IAW TO 42-B-1-1, appendix C and all other applicable TO's.				
<b>G008</b>	<b>Cryogenic Levels</b>	<b>2</b>	<b>Monthly</b>	<b>G5.2.4.4</b>
Provide end of month report by 5th day of each month				
<b>G009</b>	<b>End of Month Operating Gain/Loss Comp Report (Fm24)</b>	<b>2,3</b>	<b>Monthly</b>	<b>G5.2.5.2</b>
Provide end of month report by 5th day of each month.				
<b>G010</b>	<b>Tank Inspection Deficiency Reports (cryogenics)</b>	<b>3</b>	<b>As Required</b>	<b>G5.2.7</b>
First and subsequent reports are due within five (5) workdays following the identification of a deficiency. Report deficiencies IAW AFI 23-201, chapter 9 to include inspect report, discrepancies and required repairs with estimated time for repair.				
<b>G011</b>	<b>Organizational Fuel Tank Custodian Reports</b>	<b>3</b>	<b>Biennial</b>	<b>G5.7.3</b>
Validate the availability/validity of existing organizational biennial tank inspection checklists within 90 days of contract start. If inspection details are not available, the KTR shall conduct initial organizational tank inspections. KTR shall thereafter, conduct and record biennial program management assistance reviews of all organizational tank inventory procedures, physical security, safety compliance, administrative documentation, containment, and tank serviceability to include proper painting and marking.				
<b>G012</b>	<b>POC for coordination Fuels Servicing Operations</b>	<b>2,3</b>	<b>As Required</b>	<b>G5.1; G5.9</b>
Provide a fully qualified single POC for coordinating, controlling, and directing Fuels servicing operations. First				

Item #	Report Title	Submit To	Frequency	PWS Reference/Directive
submission is due NLT thirty (30) calendar days after operation performance start date.				
<b>G013</b>	<b>Qualification Certificates</b>	<b>2</b>	<b>As Required</b>	<b>GTE-9; G5.7;</b>
Provide updates of all evaluations and certificates IAW AFI 23-201.				
<b>G014</b>	<b>Organizational Chart</b>	<b>2,3</b>	<b>Semi-Annual</b>	<b>G2.2.1</b>
Provide an organizational chart to illustrate communications of all Fuel support requirements IAW AFI 23-201.				
<b>G015</b>	<b>Semi-Annual Internal Evaluations</b>	<b>3</b>	<b>Semi-Annual</b>	<b>G6.1.1</b>
Internal evaluations will be performed IAW DAFI 20-112, Paragraph 2.6 and DAFMAN 91-203, Paragraph 18.7. Written reports will be provided and will include the evaluation areas defined in Quality Assurance Surveillance Plan.				
<b>G016</b>	<b>No-Notice Spot Checks</b>	<b>2</b>	<b>Weekly</b>	<b>G6.1.1</b>
Two no notice spot checks will be accomplished weekly. Written reports will be provided and will include, but will not be limited to Name, Date/Time, the Operation/Type (i.e., receipt, sample, receipt download, receipt visual) and the Rating.				
<b>G017</b>	<b>Workload Status Tracking</b>	<b>2</b>	<b>Monthly</b>	<b>A5.4</b>
The KTR shall submit a Monthly Workload Status Report NLT five (5) days after the first of each month. The report Will detail the amount of Estimated Workload Data work completed during the preceding month and will include a running total completed to date for the current Period of Performance.				
<b>G018</b>	<b>Environmental Coordinator Appointment Letter</b>	<b>2</b>	<b>*</b>	<b>G6.1.6</b>
The KTR shall appoint an Environmental Coordinator in writing. * Initial submission required NLT thirty (30) calendar days after base performance period start.				
<b>G019</b>	<b>Quality Control Plan</b>	<b>2</b>	<b>*</b>	<b>G6.1.1</b>
The KTR shall submit a CCP to the CO for review and approval within 30 days after contract award. The CCP Will be made available for Government review, upon request, at any time during the contract performance period.				
<b>G020</b>	<b>Hydrant Utilization Strategy Report</b>	<b>1,2,3</b>	<b>Monthly</b>	<b>G5.9</b>
<b>RESERVED</b>				
The KTR shall submit HUR for monthly metrics reporting and provide rationale for instances where the HUS fell short of achieving the hydrant utilization goal IAW AFI 23-201, para 6.5.2.				
<b>G021</b>	<b>Hardware/Software/System Trouble Tickets</b>	<b>2</b>	<b>As Required</b>	<b>G5.2.5.2.1; G5.6.2</b>
The KTR shall report DLA Energy AIS system issues/trouble tickets IAW AFI 23-201, para 10.3 and DLA Energy P-26and notify COR within one business day when submitted.				
<b>G022</b>	<b>Cryogenic Conservation Plan</b>	<b>2</b>	<b>Monthly</b>	<b>G5.2.4.1; G5.9</b>
The KTR shall adhere to the established Cryogenic Conservation Plan and report monthly fills performed outside of designated cryogenic servicing times to the COR by the 5 <sup>th</sup> day of each month.				
<b>G023</b>	<b>Minimum Inventory Reporting (IMP)</b>	<b>1,2,3</b>	<b>As Required</b>	<b>G5.2.5.1</b>
The KTR shall report minimum inventory penetrations IAW DoD 4140.25-M and forward information copy to HQ AFRC, AFPET and COR IAW AFI 23-201, para 7.2.3.9.				
<b>G024</b>	<b>Deicing Fluid Inventory</b>		<b>Monthly</b>	<b>G5.2.4.5</b>
<b>RESERVED</b>				
If Deicing fluid is stocked, provide end of month report by 7th day of each month.				

The following are the addresses for each addressee:

1. HQ AFRC/A4RF  
155 Richard Ray Blvd, Bldg 549  
Robins AFB, GA 31098-1635  
HQ.AFRC.A4RF.ForceManagement@us.af.mil
2. AO / COR John D. Trudeau  
1538 Atlantic Ave, Bldg 812  
Dobbins ARB, GA 30069-4823  
Email Address 94lrs.lgrs.cor-ao@us.af.mil /  
john.trudeau.1@us.af.mil
3. AFPET  
8725 John J. Kingman Rd, Suite 1227  
Fort Belvoir, VA 22060  
[afpet.ptoc@dla.mil](mailto:afpet.ptoc@dla.mil)

**G-TE-4**  
**GOVERNMENT FURNISHED PROPERTY**

**G-TE-4a: Government Furnished Facilities:**

The following on-site installation facilities may be used by the KTR in performance of the PWS tasks. The facilities may be changed by the local installation, from time to time to meet mission requirements. The KTR shall be notified prior to any change of location.

<b>Bldg #</b>	<b>Function</b>	<b>Installed Equipment/Description</b>
531	Bulk Fuels Facility	2 – Fillstands; 2 – 600 GPM Pumps; 2 300 GPM Pumps; 1 300 GPM Diesel (DS2) Fillstand/receipt Pumps; 8
531	Bulk Fuels Facility	Administrative, FSC, & Fuels Lab
	Facility Bulk Storage	1 – RTB Stub
752	FL Diesel Tank	1 DS2 w/ 6K Tank
990	Cryogenic Storage	1 – 3K LOX Tank; 1 – 2K LOX Tank with 1 – Vacuum Pump; 1 – Purge Unit
513	Base Service Station -	1 DS2 Pump w/ 10K gal Tank, 1 MUR Pump w/ 10K gal Tank, 1 E85 Pump w/ 3K gal Tank

**Petroleum Tanks:**

<b>Facility Number</b>	<b>Tank Number</b>	<b>Function (Bulk/Hydrant/MSS)</b>	<b>Product Grade</b>	<b>Type UST/AST</b>	<b>Primary Receipt Mode</b>
531		Jet Fuel Storage, 82K Gals	JAA	AST	Tank Truck
531		Jet Fuel Storage, 204K Gals	JAA	AST	Tank Truck
2143	6	Operating Storage, Diesel	DS2	AST	Tank Truck
752	9	Operating Diesel FL Storage Tank	DS2	AST	Tank Truck/C300 Transfer
513	8	Base Service Station, Diesel	DS2	UST	Tank Truck
513	7	Base Service Station, MUR	MUR	UST	Tank Truck
512/513	5	Base Service Station, E85	E85	AST	Tank Wagon

**G-TE-4b: Attachment 3 Consolidated (GFP) Listing (See GFP Listing)**

**G-TE-4c. Scheduled Incidentals Listing**

<b>Nomenclature</b>	<b>Qty</b>
Bookcase	1
Chairs, Assorted	5
Chairs, wheeled	16
Computer Desk	9
Table	1

**G-TE-4d: Schedule Incidentals IT/ADPE/Copiers/Radios**

<b>Nomenclature</b>	<b>Qty</b>
Lexmark –T654 – SN 79567CP	1
Radio, XTS 5000	2
Radio, XTS 5000 II	4
Radio Charger, Multi-charger (Motorola)	1

<b>Nomenclature</b>	<b>Qty</b>
Storage/charging Unit, PowerSync+ Cart 20	1
Multi Media Hub, Belkin 45 B-C	1
External Hard Drive	1
iPad	22
MacBook	4

**G-TE-4e. Government Furnished Telephones.**

<b>Bldg</b>	<b>Description</b>	<b>Qty</b>
531	CISCO UC	3

**G-TE-5**  
**TECHNICAL ACRONYMS/ABBREVEIATIONS AND DEFINITIONS**

<b>ABBREVIATIONS AND ACRONYMS</b>	
AFOSH	Air Force Occupational Safety and Health
AFPET	Air Force Petroleum Office
API	American Petroleum Institute
AQL	Acceptable Quality Level
AST	Aboveground Storage Tank
ASTM	American Society for Testing Materials
ATG	Automatic Tank Gauging
BBLS	Barrels
BCE	Base Civil Engineer
BEAP	Base Exterior Architecture Plan
DLA Energy AIS	DLA Energy Automated Information System
CAR	Corrective Action Request
CDR	Contract Discrepancy Report
CFR	Code of Federal Regulations
CLIN	Contract Line Item Number
CNG	Compressed Natural Gas
COR	Contracting Officer's Representative
DFAMS	Defense Fuel Automated Management System
DER	Defense Energy Region
DLA Energy	DLA Energy (formerly Defense Energy Support Center (DESC))
DFSP	Defense Fuel Support Point
DLA	Defense Logistics Agency
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
EDP	Emergency Distribution Plan
EPA	Environmental Protection Agency
ETIMS	Enhanced Technical Information Management System
FAR	Federal Acquisition Regulation
FSC	Fuels Service Center (formerly Resource Control Center (RCC))
FSII	Fuel System Icing Inhibitor
IAW	In Accordance With
ICP	Integrated Contingency Plan
JPO	Joint Petroleum Office
LGRF	Logistics Readiness Flight (formerly Fuels Management) Logistics
LRS	Logistics Readiness Squadron

ABBREVIATIONS AND ACRONYMS	
MICT	Management Internal Control Toolset
MILCON	Military Construction
MOC	Maintenance Operations Center
MPMS	Manual of Petroleum Measurement Standards
MRP	Maintenance & Repair Project
MUR	Motor Gasoline Unleaded Regular
NAC	National Agency Check
NEC	National Electric Code
NFPA	National Fire Protection Association
NPDES	National Pollution Discharge Elimination System
NSN	National Stock Number
OPA	Oil Pollution Act
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
PC&S	Posts, Camps, and Stations
PLDS	Permanent Leak Detection System
PM	Preventive Maintenance
PMI	Preventive Maintenance Inspection
POL	Petroleum, Oils & Lubricants
POS	Peacetime Operating Stock
PQA	Petroleum Quality Assurance
PWO	Public Works Office
PWS	Performance Work Statement
QCP	Quality Control Plan
SCP	Service Control Point
SOP	Standard Operating Procedure
SPCC	Spill Prevention Control and Countermeasure Plan
SRM	Sustainment, Restoration, and Modernization
SWMP	Storm Water Management Plan
TM	Terminal Manager
TO	Technical Order
TS	Terminal Superintendent
UF	Uniform Fire Code
UFC	Unified Facilities Criteria
UST	Underground Storage Tank
WFSM	Water and Fuel System Maintenance (formerly Liquid Fuels Maintenance (LFM))

**DLA ENERGY AUTOMATED INFORMATION SYSTEM.** Formally referred to as BSM-E, DLA Energy AIS is the overarching system of processing applications used to record and process fuel accounting transactions to include fuel



shipments and receipts. DLA Energy AIS subsystems include; include FuelsManager@Defense (FMD), Electronic Point of Sale (EPoS), and Enterprise Business System External Enterprise Business Portal (EBS EEBP)

**DLA-E POLICY AND PROCEDURES.** Generally speaking, this refers to DODM 4140.25M and DLA-E interim Policy and Procedures. Contact HQ AFRC/A4RF for assistance in obtaining this guidance.

**FUELS MANAGER DEFENSE (FMD).** A DLA Energy AIS system used to manage fuels equipment, facilities, personnel, quality control, inventories, and transactions. FMD is the system used to process transactions to EBS, daily.

**INVENTORY MANAGEMENT PLAN (IMP).** A DOD integrated plan of bulk fuel inventory levels and storage requirements designed to utilize DOD resources more efficiently and provide financial management data.

**PETROLEUM LOGISTICS MANAGEMENT COURSE (PLMC).** Formal Air Education & Training Command course. Prepares senior fuels management personnel for greater responsibility.

**ENTERPRISE BUSINESS SYSTEM EXTERNAL ENTERPRISE BUSINESS PORTAL (EBS EEBP).** A DLA AIS system used to process ground fuel orders and receipts.

**BULK PETROLEUM CONTINGENCY REPORT (REPOL).** Report used to transmit mission critical information to higher headquarters. Submitted during contingency or natural disasters to higher headquarters on a daily basis, after changes in capabilities occur, or IAW AFI 23-201.

**MULTI-DISPATCH OPERATIONS.** Requests designated by MOC and called in at the same time for refueling/defueling service for more than one aircraft (generally of the same type) located in close proximity to each other where availability of maintenance crews, aircraft turn time, and fuel quantity requirements enable service of each aircraft in line by a single dispatched refueling unit without requiring the refueling unit to refill between aircraft.

**RESPONSE TIME.** The total elapsed time as measured from the time a call for services is received by the KTR to the time the fuel servicing equipment and operator arrives at the aircraft, vehicle, facility, or equipment to be serviced.

**TERMINAL MANAGER (TM).** As defined in DLA Energy Policy has signatory authority for the DWWCF fuels account at contracted Fuels Management Services locations.

**G-TE-6**  
**APPLICABLE DIRECTIVES AND FORMS**

	<b>Publication</b>	<b>Title</b>
<b>I. Directives</b>		
1	FAR	Federal Acquisition Regulation
2	OSHA 29 CFR 1910.120	Hazardous Waste Operations and Emergency Response
3	OSHA 29 CFR 1910.132	Personal Protective Equipment
4	OSHA 29 CFR 1910.134	Respiratory Protection Program
5	OSHA 29 CFR 1910.146	Confined Space Entry
6	OSHA 29 CFR 1919.147	Energized Equipment, Lockout/Tagout
7	OSHA 29 CFR 1910.1025	Toxic and Hazardous Substances-Lead
8	OSHA 29 CFR 1910.1200	Hazard Communication Program
9	OSHA 29 CFR 1904	Reporting of Occupational Injuries and Illnesses
10	OSHA 29 CFR 1925	Safety & Health Standards for Federal Service Contracts
11	DoL 41 CFR 50-204	Safety & Health Standards for Federal Supply Contracts
12	EPA 40 CFR 112	Oil Pollution Prevention
13	EPA 40 CFR 122	NPDES Permit Plan
14	EPA 40 CFR 260- 268	EPA Hazardous Waste Management System
15	EPA 40 CFR 280	Underground Storage Tanks
16	DoT 33 CFR 154	USCG Oil Pollution Prevention
17	DoT 33 CFR 156	Oil and Hazardous Transfer Operations
18	DoT 49 CFR 171-172	Hazardous Materials Regulations
19	DoT 49 CFR 195	Pipeline Safety – Where Applicable
20	Oil Pollution Act of 1990	
21	National Fire Protection Association (NFPA)/Uniform Fire Code (UF)	
22	Unified Facilities Criteria (UFC)	
23	T.O. 00-5-1	AF Technical Order System
24	00-20-1	Aerospace Equipment Maint. Inspection, Documentation, Policy, and Procedures
25	00-25-172	Ground Servicing of Aircraft and Static Grounding/Bonding
26	00-25-172CL-1	Concurrent Fuel Servicing of Commercial Contract Cargo and Passenger Aircraft
27	00-25-172CL-4	Aircraft Servicing's with USAF Servicing Vehicles R-5, R-9, and R-11
28	33D2-10-60-1	Operation and Maintenance Instruction with Illustrated Parts Breakdown (Cryogenic Sampler)
29	34Y5-3-37-31	Operation Maintenance, and Overhaul Instructions with Illustrated Parts Breakdown (Power Driven) Rotary Vacuum Pump, USAF Type PMU -4/E
30	35E22-5-5-1	Operations Maintenance and IPB for Purge Unit Type Model GSU 2/M
31	36A12-13-35-1	Instruction, Maintenance Parts Manual Truck Tank Fuel Servicing
32	36A12-13-31-1CL-1	Aircraft Servicing Procedures with the Hydrant Servicing Vehicle (HSV)
33	36A12-13-17-81	Opn. and Maint. Instr. Fuel Servicing Tank Truck USAF Type A/S32R-11 (OSHKOSH)

34	36A12-13-17-91	Opn. and Maint. Instr. Fuel Servicing Tank USAF Type R-11 (Kovatch)
35	36A12-13-38-1	Opn. and Maint. Instr. Fuel Servicing Tank USAF Type R-11 (2005/2008 Kovatch)
36	36G2-3-1	Technical Manual Operation, Service, and repair Instructions, Air Purging Unit Type GSU-62/M
37	T.O.36G2-3-4	Parts Breakdown/Purge Unit
38	37-1-1	General Operation and Inspection of Installed Fuel Storage and Dispensing Systems
39	37A-1-101	Fuel and Oil Handling Equipment
40	37C2-8-1-116WC-1	Periodic Inspection Work Cards Non-Powered Aerospace Ground Equipment, Liquid Oxygen and Liquid Nitrogen, Liquid Argon, Liquid Air Storage and Transfer Tanks
41	37C2-8-22-1	Operations and Service Instructions 2000 Gallon Liquid Oxygen/Nitrogen Tank
42	37C2-8-22-3	Repair & Overhaul Instructions, Instructions 2000 Gallon Liquid Oxygen/Nitrogen Tank
43	37C2-8-22-4	IPB, 2000 Gallon Liquid Oxygen/Nitrogen Tank
44	37C2-8-33-1	Operations and Maintenance Instructions, TMU-35/E 2000 Gallon Liquid Nitrogen Storage Tank
45	37C2-8-33-3	Overhaul Instructions, TMU-35/E 2000 Gallon Liquid Nitrogen Storage Tank
46	37C2-8-33-4	IPB, TMU-35/E 2000 Gallon Liquid Nitrogen Storage Tank
47	37C2-8-36-1	5000 Gallon Cryogenic Tank
48	37C2-8-38-1	Storage Vessel, Liquid Oxygen, 3000Gallon
49	37C2-8-39-1	Storage Vessel, Liquid Oxygen, 6,000 Gallon
50	37C2-8-40-1	Storage Vessel, Liquid Nitrogen, 3000 Gallon
51	37C2-8-41-1	Storage Vessel, Liquid Nitrogen, 6,000 Gallon
52	37C11-1-1	Technical Manual Maintenance Cleaning of Pressure Gauges Used on Liquid Oxygen Systems
53	37C11-3-1	Vacuum Gauge (Portable)
54	42B-1-1	Quality Control of Fuels & Lubricants
55	42B-1-23	Management of Reclaimed, Recoverable and Waste Petroleum Products
56	42B1-1-14	Fuels for USAF Aircraft
57	42B1-1-1	Fuels for USAF Piston and Turbine Support Equipment
58	42B1-1-21	Quality Control Procedures High Density Fuels Grades JP-10 and PF-1
59	42B1-1-22	Quality Control of Aviation Gasoline
60	42B1-1-16	Quality Control Procedures for JPTS Thermally Stable Turbine Fuel
61	42B6-1-1	Quality Control of Oxygen Propellant Liquid Oxygen, Aviator's Liquid Breathing Oxygen and Aviator's Gaseous Breathing Oxygen
62	42B7-3-1-1	Quality Control of Nitrogen
63	DOD 5220.22R	National Industrial Security Program Operating Manual
64	DOD 4140.25M	DOD Management of Bulk Petroleum Vol I-IV Products, Natural Gas and Coal
65	DOD 5200.1-R	DOD Information Security Program

66	DOD 5200.2-R	DOD Personnel Security Program
67	MILSTD 3004	Quality Surveillance for Fuels, Lubricants, and Related Products
68	AFI 10-701	Operations Security
69	DAFI 13-213	Airfield Driving
70	AFI 20-112	Logistics Readiness Quality Assurance Program (LRS QA)
71	AFI 23-111	Management of Govt. Property in Possession of the Air Force
72	AFI 23-201	Fuels Management
73	AFI 23-204	Organizational Fuel Tanks
74	AFI 23-502	Recoverable and Unusable Liquid Petroleum Products
75	AFI 24-301	Vehicle Operations
76	AFI 24-302	Vehicle Management
77	DODM 5200.01V1_AFMAN1601404V1	<i>Information Security Program: Overview, Classification and Declassification</i>
78	DODM 5200.01V2_AFMAN1601404V2	<i>Information Security Program: Marking of Classified Information</i>
79	DODM 5200.01V3_AFMAN1601404V3	<i>Information Security Program: Protection of Classified Information</i>
80	DoDMAN5200.02_AFMAN 16-1405	Air Force Personnel Security Program Management
81	DoDM5220.22V2 AFMAN16-1406V2	National Industrial Security Program: Industrial Security Procedures for Government Activities
82	AFI 32-2001	Fire and Emergency Services Program
83	AFI 17-1203	Information Technology Hardware Asset Management
84	AFI 90-201	The Air Force Inspection System
85	AFMAN 91-202	The U.S. Air Force Mishap Prevention Program
86	DAFI 23-101	Materiel Management Policy
87	UFC 3-460-03	Maintenance of Petroleum Systems
88	DLA Policy	Interim Policy and Procedural Guidance
89	AF Policy	Air Force Fuels Policy Directives
90	DAFMAN 91-203	Air Force Consolidated Occupational Safety, Fire, and Health Standards
91	MIL-STD.-161G	Identification Methods of Bulk Petroleum Products Systems, Including Hydrocarbons Missile Fuels
92	ASTM-D-1250	Volume I, and Volume II, ASTM Standards
93	DOD CPARS	KTR Performance Assessment Reporting System Policy Guide

## II. APPLICABLE FORMS

1	AF Form 171	Request for Drivers Training & Addition
2	AF Form 332	BCE Work Request
3	AF Form 440	Bomb Threat Aid
4	AF Form 457	USAF Hazard Report
5	AF Form 601	Equipment Action Request
6	AF Form 824	Daily Fuels Request and Servicing Log
7	AF Form 979	Danger Tag
8	AF Form 980	Caution Tag
9	AF Form 1235	Physical Inventory (Fuels/Missile Propellants)
10	AF Form 1236	Daily Service Station Summary

11	AF Form 1295	USAF Ground Fuel Identaplate
12	AF Form 1297	Issue/Receipt
13	DD Form 1898	Fuels Sales Slip
14	AF Form 2005	Issue/Turn-In Request
15	AF Form 2411	Technical Order Checklist Inspection Record
16	AF Form 2419	Routing and Review of Quality Control Report
17	AF Form 2420	Quality Control Inspection Summary
18	AF Form 4427	Operator's Inspection Guide and Trouble Report
19	AFTO Form 39	Fuel System Discrepancy and Inspection Record
20	AFTO Form 95	Significant Historical Data
21	AFTO Form 134	Aviator Breathing Oxygen Servicing
22	AFTO Form 176	Cryogenic Materials Samples
23	AFTO Form 244	System/Equipment Status Record
24	AFTO Form 350	Repairable Item Tag
25	AFTO Form 422	Filter Separator Pressure Differential Log
26	AFTO Form 475	Fuels and Lubricants Sample
27	DD Form 361	Transportation Discrepancy Report
28	DD Form 518	Accident Identification Card
29	DD Form 1131	Cash Collection Voucher
30	DD Form 1149	Requisition for Invoice/Shipping Document
31	DD Form 1348-7	DFSP Shipment and Receipt Document
32	DD Form 1348-8	DFPS Inventory Accounting Document
33	DD Form 1574	Serviceable Tag - Materiel
34	DD Form 1577	Unserviceable (Condemned) Tag Material
35	DD Form 1577-2	Unserviceable (Reparable) Tag - Materiel
36	DD Form 1896	Jet Fuel Identaplate
37	DD Form 1898	Energy Sales Slip
38	DD Form 1898-E	Energy Sales Slip
39	DD Form 1898-F	Alternate Foreign Government and Commercial Fuel Customer Billing Information
40	DD Form 2920	Transfer of Account
41	DLA Form 1960	Disposition Request
42	SF 91	Operator's Report of Motor Vehicle Accident

**G-TE-9 Key Personnel, Special Training, Certification, And Licensing Requirements**

<b>Certification Number</b>	<b>Key Personnel, Special Training, Certification, or Licensing Requirement</b>	<b>At Least</b>	<b>Special Training, Certification, or Licensing by</b>	<b>Required by (Statue or Instruction)</b>
1	(**) Terminal Manager	Will have three (3) years' experience working in an AF Fuels Management function, within the last ten (10) years; one (1) year in base level fuels operations, two (2) years in a managerial capacity or civilian equivalent	DLA-E RO Course	PWS G5.1; G5.7.1
2	Fuels Distribution System Operators	Minimum of two (2) years' experience in receipt, storage and issue of petroleum products and liquid propellants and the operation of aviation and ground fuels storage and dispensing systems; mobile and fixed fuel systems used in the servicing of military or civilian aircraft.	Class B CDL, with HAZMAT, Tanker, and Brake Endorsements	PWS G5.1; G5.7.1
3	Fuels Operator	Will have at least two (2) years' experience driving/operating fuel servicing vehicles and equipment performing tasks equivalent to an AF Fuels Management five-skill level (2F051) personnel or similar commercial/military standard.	Class B CDL, with HAZMAT, Tanker, and Brake Endorsements	PWS G5.1; G5.7.1
4	(*) Fuels Accountant	Minimum two (2) years' Documented Experience on Aviation Fuel Systems. Must be	Joint Enterprise Accounting Course	PWS G5.1; G5.7.1

Certification Number	Key Personnel, Special Training, Certification, or Licensing Requirement	At Least	Special Training, Certification, or Licensing by	Required by (Statue or Instruction)
		familiar with their fuels accounts, DLA Energy Policy, and FMD responsibility/use.		
5	(*) Fuels Quality Control Technician (Fuels Laboratory)	Minimum five (5) years' Documented Experience on Aviation Fuel Systems. Must be familiar with types of tests, test sets and safety Principles, and proficient in sampling fuels system and equipment IAW applicable sampling requirements.	Fuels Quality Control (J3AZP2F051 01AA) - Class B CDL, with HAZMAT, Tanker, and Brake Endorsements	PWS G5.1; G5.7.1
6	Cryotainer Maintenance	Minimum two (2) years' experience on Cryogenic equipment. Must be familiar with principles and components, and proficient in inspection of cryotainer and cryogenic maintenance equipment.	Cryotainer Maintenance Course (J3AZR2F051 04AA) - Class B CDL, with HAZMAT, Tanker, and Brake Endorsements	PWS G5.1; G5.7.1

(\*) NOTE: IAW AFI 23-201, the Fuels Laboratory shall be staffed with a minimum of one person with the special experience and a minimum of two person in the Fuels Service Center (FSC) with the Fuels Accountant special experience. The Quality Control Technician and Fuels Accountant shall not be the same person.

(\*\*) Denotes "Key Personnel" positions and shall be filled with a qualified individual meeting the requirement and standards in the PWS for that respective Key Personnel position and the individual shall be present on base during the core hours and available for after-hours responses.

#### **Key Personnel Defined**

**Terminal Manager (TM):** To ensure on-site management of PWS requirements, the KTR shall employ a TS/TM on-site at each AF base under this contract for the life of this contract.

1. The TM shall have at least three (3) years specialized commercial or military experience in fuel terminal operations and maintenance performing and supervising tasks equivalent to an AF Fuels Management seven-skill level (2F071) or

above personnel or similar commercial/military standard. This experience shall include receiving, storing, issuing, and shipping petroleum products via tank truck, pipeline, rail, or tanker/barge as appropriate to the Air Force installation's mode of receipt capability and maintenance and repair of bulk petroleum storage terminals, systems, and equipment.

2. Additionally, a TM shall have broad experience of fuels functions such as operations, accounting, and laboratory and shall have attended the Fuels Terminal Manager/Responsible Officer Course.

3. The TM will have significant, relevant, and preferably recent supervisory experience. Although general supervisory experience may be included, specialized supervisory experience in fuel terminal operations with emphasis in terminal maintenance, operations and environmental compliance must be predominant.

4. This **CANNOT** be a collateral duty job, but this does not prevent the TM from infrequent performance of routine PWS tasks (such as a FDSO or dispatcher) to maintain proficiency, build teamwork, and augment during peak or elevated workload so long as TM duties, segregation of duties, and overall performance management is not affected.

5. If the TM is absent for short periods (minor illness, vacation), an alternate must be designated and available to perform the TS/TM duties. The alternate for a TM must have attended the Terminal Manager/Responsible Officer Course. For extended absence (hospitalization, temporary duty), the KTR shall notify the CO and provide a qualified temporary or permanent replacement at no additional cost.

**Assistant Manager (ATM):** To assist the TM with on-site management of PWS requirements, the KTR may employ an ATM.

1. The ATS/ATM shall have commercial or military experience in fuel terminal operations and maintenance performing and supervising tasks equivalent to an AF Fuels Management seven-skill level (2F071) personnel or similar commercial/military standard. This experience shall include receiving, storing, issuing, and shipping petroleum products via modes as appropriate to the Air Force installation's capability and maintenance and repair of bulk petroleum storage terminals, systems, and equipment.

2. Additionally, an ATM shall have broad experience of fuels functions such as operations, accounting, and laboratory and shall have attended the Fuels Terminal Manager/Responsible Officer Course.

3. This may be a collateral duty job **EXCEPT** for the Accountant position.

**Additional Personnel (where required: titles may vary)**

#### **Fuel Distribution System Operator (FDSO)**

1. Shall have at least two (2) years commercial or military experience in operating fuel bulk storage and distribution systems and equipment performing tasks equivalent to an AF Fuels Management five-skill level (2F051) personnel or similar commercial/military standard.

2. Lead Operators shall have experience equivalent to an AF Fuels Management seven-skill level (2F071) personnel or similar commercial/military standard.

#### **Fuels Operators**

1. Shall have at least two (2) years' experience driving/operating fuel servicing vehicles and equipment performing tasks equivalent to an AF Fuels Management five-skill level (2F051) personnel or similar commercial/military standard.

2. Shall have all current and valid professional certifications before starting work.

3. Possess and maintain valid state commercial driver's license (CDL) with at least a Class B with Tanker, Brake and Hazmat Endorsement.



4. Possess or successfully complete base flightline driving training and obtain flightline access pass.

#### **Accountant**

1. Shall have commercial or military/Government experience in performing fuel inventory accounting tasks equivalent to an AF Fuels Management five-skill level (2F051) personnel with accounting Special Experience Identifier.

2. Experience shall include reviewing inventory records, measurements, calculations, and documentation; preparing and inputting inventory data; preparing reports; checking for discrepancies and performing research; presenting findings and reports to applicable management for review and acceptance; etc.

3. A minimum of two employees, one primary and one alternate, shall be trained to process/record energy transactions and shall have attended the Joint Enterprise Accounting Course and be current on FMD processes, training, and certifications.

4. This **CANNOT** be a collateral duty job, but this does not prevent the Accountant from infrequent performance of routine PWS tasks (such as a Dispatcher) to maintain proficiency, build teamwork, and augment during peak or elevated workload so long as specific accounting duties and segregation of duties is not affected. The Fuels accountant and Fuels Laboratory Technician shall not be the same individual.

#### **Laboratory Technician**

1. Shall have commercial or military/Government experience in performing fuels and cryogenics sampling and testing tasks equivalent to an AF Fuels Management five-skill level (2F051) personnel with laboratory Special Experience Identifier.

2. Experience shall include taking and analyzing product samples from all receipt, storage, and issue methods; documentation, recording, and computer input requirements; laboratory equipment calibration and maintenance; laboratory safety; etc.

3. A minimum of one employee performing daily laboratory functions shall have successfully completed the formal Fuels Quality Control Course or the original AF Quality Control Course. A trained alternate must be available to ensure continuity by performing quality control sampling and testing tasks during the primary Laboratory Technician temporary absence.

4. This **CANNOT** be a collateral duty job, but this does not prevent the Laboratory technician from infrequent performance of routine PWS tasks (such as a FDSO or Refueling Unit Operator) to maintain proficiency, build teamwork, and augment during peak or elevated workload so long as specific quality surveillance and control sampling and testing duties are not affected. The Laboratory Technician and the Fuels Accountant shall not be the same individual.

#### **Cryogenics Tank Operator/Maintainer**

1. Shall have commercial or military/Government experience in performing cryogenics operations and maintenance equivalent to an AF Fuels Management five-skill level (2F051) personnel with cryogenics Special Experience Identifier.

2. Experience shall include receiving, storing, and issuing cryogenics products; cryogenics safety; documentation, recording, and computer input requirements; cryogenic tank maintenance; etc.

3. A minimum of one employee performing daily cryogenics operations and cryotainer maintenance functions shall have successfully completed the formal Cryotainer Maintenance Course. A trained alternate must be available to ensure continuity by performing cryogenics operations and maintenance tasks during the absence of the primary Cryogenics Tank Operator/Maintainer temporary absence.

4. This may be a collateral duty job due to the typical part-time nature of cryogenics receiving, issuing, and maintenance

tasks.

## **General**

Personnel qualifications and staffing are important in evaluating the KTR's proposal and subsequent capability to successfully provide the services specified in the PWS. The KTR shall ensure personnel assigned to all tasks have the requisite knowledge and skills to meet minimum performance standards and comply with all applicable Federal, State, and local laws and regulations. The KTR shall also ensure at a minimum the TM, ATM, accountant, and alternate accountant possess and maintain the appropriate security clearance level to review, complete, submit classified reports associated with the IMP, REPOL reports, and higher headquarter communications via Secure Internet Protocol Router. If operational tasks also require a security clearance, sufficient operators must possess the appropriate security clearance level to ensure no lapse in mission support.

Unique aspects of fuels operations and maintenance, such as the two-person policy for safety, confined space entry requirements, visitor control, escort duties, capability to conduct simultaneous operations, and variability in task times and duration, necessitate maintaining a certain level of staffing to ensure success. Failure to staff accordingly may not result in an immediately noticeable lapse in performance requirements, but will likely lead to intermittent lapses, threatened lapses or potential long-range impacts. Also, the risk of failure of critical military missions can be mitigated by ensuring proposed, evaluated, and approved personnel are assigned and available during the specified hours of operation. Therefore, the KTR agrees to provide the proposed amount of full-time equivalent (FTE) staffing and specifically assign those persons whose resumes and personnel qualifications statements were submitted to fill the requirements of the contract. No substitution of key personnel or FDSMs will be made without approval from the CO.

FTE personnel are expected to be on-site in the performance of their duties during the proposed operating hours excepting normal leave periods. Fuels KTRs are considered key personnel and shall not be utilized to augment BOS contract services outside of Tab G. If personnel for whatever reason become unavailable for work under this contract for a continuous period exceeding 30 workdays or are expected to devote substantially less effort toward the work than indicated in the proposal, the KTR shall propose a substitution of such personnel. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the qualifications of the person being replaced.