

F²AST PWS

**PERFORMANCE-BASED WORK
STATEMENT
(PWS)**

FOR THE

**FUTURE FLEXIBLE ACQUISITION
AND
SUSTAINMENT TOOL
(F²AST)**

Revision 1

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**Air Force Material Command (AFMC)
Air Force Special Operations Command (AFSOC)
Aeronautical Systems Center (ASC)
Ogden Air Logistics Center (OO-ALC)
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1.0 DESCRIPTION OF SERVICES

1.1 SCOPE

This Performance-based Work Statement (PWS) defines the requirements for the Future Flexible Acquisition & Sustainment Tool (F²AST) Program. Requirements include development, modifications, and depot maintenance. F²AST may include one-time spares and repairs which qualify as critical, limited, and/or contingency and sole source services to a F²AST contractor or large business subcontractor. In addition, services that are not reasonably severable from the development, modification or depot maintenance efforts may be included. No requirement that has been previously performed by any small business or is suitable for a small business shall be issued under F²AST. Small business categories include: small businesses, small disadvantage businesses, service-disabled veteran-owned small businesses, women owned small businesses, historically black colleges and universities, and HUBZone small businesses.

F²AST does not include Military Construction (MILCON), Civil Engineering, Base Operating Support (BOS) or Commercial Items. In addition, F²AST will not be used for new development programs. Refer to *Appendix A* for definitions of these terms for purposes of the F²AST acquisition.

This PWS is generic in nature and describes general support requirements.

2.0 SERVICES SUMMARY

2.1 SERVICES SUMMARY (SS)

Performance Objective	Paragraph Reference	Performance Threshold
Sole Source Proposal Response Time	4.12.2	Contractor's sole source proposal is received IAW date/time specified in Request for Order Proposal (RFOP) cover letter for 90% of the time per fiscal year. Remaining 10% are received within 5 business days of date/time specified in RFOP cover letter.
Small Business Subcontracting	4.14.2	Large Business Contractors: The percent of total small business subcontract dollars as defined in a clause in Section H of the basic contract shall be no less than 13% of the total contract award dollars for competitive awards. Performance is unacceptable when small business subcontracting falls below 13% for competitive awards.

Note: Additionally, a PWS and SS may be required for individual delivery/task orders (D/TOs).

2.2 PERFORMANCE PLAN

No performance plan will be required on the basic contract. A performance plan may be required for individual D/TOs.

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3.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES

3.1 GOVERNMENT FURNISHED INFORMATION (GFI)

To the maximum practicable extent, the Government, via integrated digital environment (IDE), will provide available information needed to support individual D/TO performance in digital format. The contractor shall provide the necessary documentation to gain access to sensitive or proprietary data.

3.2 GOVERNMENT FURNISHED MATERIALS / EQUIPMENT AND FACILITIES

Government Furnished Material (GFM) and Government Furnished Equipment (GFE) may be provided to support individual D/TOs. In such cases, the GFM and GFE clauses of the contract will be supplemented by specific delivery and disposition instructions provided in the corresponding individual D/TOs. Additionally, if Government facilities are provided, they will be specified in individual D/TOs. The designated Government D/TO Manager will provide the contractor access to all Government furnished information, facilities, material, equipment, services, etc., as required to accomplish individual D/TOs.

4.0 GENERAL INFORMATION

4.1 CATEGORIES OF WORK

4.1.1 Development

Development shall apply when an individual D/TO requires new parts design or added functionality for a system and/or subsystem. The contractor shall use a systems engineering approach in the accomplishment of design, engineering, development, and manufacturing efforts, which in turn shall ensure that mission objectives and weapon system requirements relating to the D/TOs are met. Important factors shall include the demonstration of clear and definable improvements in the performance, accuracy, reliability, maintainability, supportability, deployability, survivability, cost effectiveness and/or service life of the hardware and/or software item, subsystem, system, weapon, or process. New parts, software, or systems shall be designed and produced to integrate with existing system components and software if applicable. Development activities shall take into account maintenance, repair, and operational support requirements, including corrosion prevention, Electromagnetic Compatibility (EMC) compatibility, safe design, human factors engineering, standard items, and nuclear hardness to ensure lower overall life cycle costs and a design that can in turn be effectively supported.

4.1.2 Modification(s)

Modification shall apply when an individual D/TO requires any configuration change, to include utilizing Commercial-off-the-Shelf (COTS) and Non-Developmental Items (NDI) for replacements and upgrades, to an existing Air Force (AF) operated system, sub-system, or component, not in new development.

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4.1.3 Maintenance

Maintenance shall apply when an individual D/TO requires either aircraft and/or system level maintenance activities which may include programmed depot maintenance (PDM), unprogrammed depot-level maintenance (UDLM), inspections, and unpredictable repair maintenance requirements.

4.1.4 Services

Service type work performed under F²AST contracts is limited to requirements that qualify as: (a) related to development, modification or maintenance; (b) sole source; and/or (c) cannot be performed by a small business. Services include: engineering, logistics, other services (see Requirements Traceability Matrix, *Appendix C*), interim and contractor logistics support, research and development, federally funded research and development contracts (FFRDC), sustainment, and FMS contracts.

Example – Systems Engineering and Technical Assistance (SETA) acquired by or for a program office to increase the design performance capabilities of existing or new systems or where they are integral to the development, modifications, and maintenance of a system or major component and/or end item of equipment essential to the operation of the system before final Government acceptance of a system.

4.1.5 Spares

As used in this PWS, “Spares” denotes reserve, replacement, and repair items procured for logistics support of an AF-operated system or subsystem. For purposes of the F²AST contracts, spares are limited to the following types defined below: Standard and Non-Standard Spares for development and/or modifications; Contingency; Critical; and Limited.

Types:

- Standard: A normal, existing item procured for logistics support of an AF-operated system or subsystem that has been or is being modified. Standard spares for development and/or modifications are within the scope of F²AST.
- Non-Standard: Requires a new item be procured for logistics support of an AF-operated system or subsystem that has been or is being modified. Non-Standard spares for development and/or modifications are within the scope of F²AST.
- Contingency: Source for part is non-responsive; work-around source is obtained to meet near term customer requirements. Contingency spares are within the scope of F²AST.
- Limited: The need for the replenishment spares is based on a low population (number) of items and/or has a low recurrence need rate. Limited spares are within the scope of F²AST.
- Critical: A critical item is a distinct, serviceable and/or replaceable element, part, component, assembly/subassembly, or tool that performs a critical function within a system or subsystem, such that in the event of its failure or omission, the associated system/subsystem will fail to sustain its operational readiness. Critical spares are within the scope of F²AST.

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4.1.6 Repairs

As used in this PWS, “Repairs” denotes the restoration or replacement of parts or components of real property or equipment as necessitated by wear and tear, damage, failure of parts or the like, in order to maintain efficient operating condition. For purposes of the F²AST contracts, repairs are limited to the following types defined below: Standard and Non-Standard repairs for development and/or modifications; Contingency; Critical; and Limited.

Types:

- Standard: A normal, existing, established source of repair; source of repair can be contract or organic. Standard repairs for development and/or modifications are within the scope of F²AST.
- Non-standard: Requires a new repair process, including such areas as expertise, parts, test equipment; a workaround repair process with an established source of repair; source of repair can be contract or organic. Non-Standard repairs for development and/or modifications are within the scope of F²AST.
- Contingency: Those contract repairs that are normally accomplished by an organic source of repair that cannot accomplish the repair in the time required by the customer; infrequently used. Example: the movement of an organic source of repair capability due to base realignment or relocation of contract source; if this is a high demand/highly critical workload a contingency repair contract may be established to provide coverage between the tear down time of the losing organization and the set up time at the gaining organization. Observe the Public/Private ratio as specified in Public Law. Contingency repairs are within the scope of F²AST.
- Limited: The repair is based on a low population (number) of items and/or has a low recurrence rate. Limited repairs are within the scope of F²AST.
- Critical: Mission essential. A critical item is a distinct, serviceable and/or replaceable element, part, component, assembly/subassembly, or tool that performs a critical function within a system or subsystem, such that in the event of its failure or omission, the associated system/subsystem will fail to sustain its operational readiness. Critical repairs are within the scope of F²AST.

4.2 CONTRACTOR REQUIREMENTS

The contractor shall provide the services and supplies specified herein in accordance with this PWS and the applicable individual D/TOs. General conditions applicable to all D/TO requirements appear in paragraph 4.3. Program management specific requirements are specified in paragraph 4.2.3. Unique requirements may be specified in individual D/TOs.

4.2.1 Personnel Qualifications

Upon contract award, the successful contractors’ identified labor categories will be incorporated as an attachment in Section J of their contracts. Only those labor categories listed in the attachment may be used for F²AST D/TOs unless a waiver has been granted prior to commencement of the individual D/TO.

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4.2.2 Single Managers

In accordance with the “Key Personnel” clause found in Section H of the basic contract, the contractor shall establish a single manager point of contact (POC) for program management, and one POC for contracting, having authority and responsibility for the overall effort for all D/TOs. The intent of each single manager is to give the Government agencies one point of contact for each management area to avoid possible duplication of effort from multiple D/TOs.

4.2.3 Program Management

The contractor shall be responsible for managing all aspects of the contract and awarded D/TOs, to include cost, schedule, performance and contract management. The contractor shall act as the task integrator, assuring that all technical and program elements of a D/TO provide a fully integrated approach. The contractor shall also participate in semi-annual F²AST Program Management Reviews, where performance requirements and metrics will be discussed and areas for process improvement identified.

4.2.4 Subcontractor Management

The contractor may disseminate portions of D/TOs to subcontractors based upon areas of expertise. The contractor may subcontract with other companies to establish a strong technical capability to meet diverse D/TO requirements. The contractor shall be held fully responsible for all aspects of each D/TO performance and oversight, regardless of any arrangement between the contractor and its proposed subcontractors.

4.2.4.1 Subcontractor Management Plan

The contractor shall submit a Subcontractor Management Plan in accordance with CDRL A001, DI-MGMT-80368A/T.

4.3 DELIVERY/TASK ORDER REQUIREMENTS

The contractor shall perform tasks as specified by individual D/TOs.

Contractor must comply with Theater Base Clearance (TBC) for contractor performance in or delivery to Iraq and Afghanistan. (See *Appendix F*).

4.3.1 Field Representation

In some cases the complexity of system problems will warrant extended contractor representation at operational bases and repair depots. In such instances the contractor may be required to physically observe and evaluate system performance, collect data, provide on-the-spot assistance for operational problems, and perform as a liaison between Government, contractor, and/or subcontractor representatives. Requirements for field representation may be presented to the contractor and required as an integral part of problem resolution and/or task assignment. Contractor personnel assigned to field activities shall be fully qualified individuals who have knowledge of the systems related to a specific D/TO.

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4.3.2 Access to Facilities and Property

Access to Government facilities and sites is limited. Therefore, the contractor shall coordinate the need, time, and personnel requiring access with the Task Order Initiator (TOI) prior to need.

Contractor clearances shall be confirmed prior to access to any restricted areas. Access to appropriate and affected data systems will be provided as authorized by the Government. All contractor personnel shall comply with facility requirements for vehicle decals and personnel identification badges before being allowed access to facilities to accomplish the tasks as specified by individual D/TOs. Any local requirements and procedures for access to Government facilities and property will be specified by the Government requirements POC for each D/TO.

4.3.3 D/TO Deliverables

The Quality Assurance Personnel (QAP) will be the point of contact to reject or require correction of any deficiencies found in deliverables unless otherwise defined in individual D/TOs. In the event of rejection of any deliverable, the contractor will be notified in writing by the contracting officer of the specific reasons why the deliverable was rejected.

4.3.3.1 D/TO Data Requirements

The contractor shall provide data as required on DD Forms 1423 as specified by individual D/TOs.

4.4 SECURITY

The contractor shall not divulge any information regarding files, data, processing activities/functions, user identifications, passwords, or other knowledge that may be gained, to anyone who is not authorized to have access to such information. Contractor personnel shall abide by all Government rules, procedures, and standards of conduct. Some D/TOs may have security requirements that exceed those of the DD Form 254 included in the basic contract. In those cases, a D/TO specific DD Form 254 will be included in the request for order proposal (RFOP) and resultant D/TO. In such an event, only those contractors who meet the proper security requirements will be considered for award of that specific D/TO.

4.5 RELEASE/REMOVAL OF DOCUMENTATION

The contractor shall not release or remove system documentation, data, or reports generated by or through the use of any Government systems. All requests for information shall be forwarded to the contracting officer who will request approval from the TOI.

4.6 AUTOMATED INFORMATION SYSTEMS (AIS) SECURITY

Contractors requiring access to Government AIS shall have background investigations and security awareness training completed prior to the start of contract performance. The TOI will be responsible to ensure the background investigation is accomplished, per local requirements. When the period of performance is complete and/or contractor personnel leave work on the project, they will have five (5) days to terminate all their network user accounts and to return all access cards and base identification badges.

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4.7 ENVIRONMENTAL COMPLIANCE

All chemical and material products shall meet performance specifications and shall not violate the environmental requirements of any applicable local, state, or federal entity. It shall be the contractor's responsibility to ensure project compliance with all environmental regulations, ordinances, and/or statutes of any sovereign governing the contractor or as identified by a specific D/TO. Furthermore, it shall be the contractor's responsibility to ensure that all waste products generated in assigned efforts are disposed of in a safe manner, complying with all applicable regulations. In no event shall the Government be liable for the contractor's failure to comply with applicable environmental requirements. The contractor agrees to hold harmless the United States should the contractor violate any environmental regulation, ordinance, or statute. In the case where more than one environmental requirement is present, the contractor shall comply with the stricter requirement. Should there be a conflict between environmental regulations/ordinances/statutes and the contract's specifications, the contractor shall, in writing, contact the contracting officer for written resolution. Any adjustment in the specifications or contract terms by the contractor without such a resolution shall be at the contractor's risk and expense. Environmental testing shall be conducted in accordance with approved procedures and as specified by individual D/TOs.

4.7.1 Environmental Management System (EMS)

IAW 1 Aug 07, AFMC/CV Policy Letter, Conformance with AF Environmental Management System (EMS) Requirements for Contracts Performed on AF Installations and the 11 Dec 06, SAF Policy Letter, Conformance with AF Environmental Management System (EMS) Requirements for Contracts Performed on AF Installations, all contractors who physically perform work on an AF Installation must receive EMS awareness training. All prime contractors must complete the training prior to beginning work on an AF installation and must ensure that all subcontractors comply with this requirement. Additionally, this requirement will be addressed on each D/TO.

EMS training is provided by the Environmental Management Division, 78 CEG/CEV, at (478) 926-9645. Contractors have three options to choose from to satisfy the mandatory EMS Awareness Training requirement. Option 1 (Preferred Option): An online version of Robins EMS Awareness Training is available at the following website, https://cev.robins.af.mil/EMS_TRAINING_SLIDES/Robins%20AFB%20EMS%20Awareness%20Training%20.swf. This option is only available to contractors who have a Common Access Card (CAC) and takes approximately 15 minutes to complete. Contractors that do not have a CAC must exercise Options 2 or 3. Option 2: Contractor requests a copy of the Robins EMS Awareness Training Power Point Presentation from the Environmental Management Division. The request should be sent to the Environment Management Division Workflow Box at the following email address, 78ceg.cev.FrontOfc@robins.af.mil. Once the presentation is received, the contractor is responsible for ensuring that all his/her employees view the training. Option 3: If a company is ISO 14000 certified, the contractor does not have to complete Robins AFB EMS Awareness Training; however, the contractor must submit documentation to the Contracting Officer (CO) stating ISO 14000 Certification. All contractor personnel must complete EMS awareness training by one of the three options prior to beginning work on Robins AFB.

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4.7.2 Green Procurement Program (GPP)

GPP is a mandatory federal acquisition program that focuses on the purchase and use of environmentally preferable products and services. FAR 23.404(b) applies and states the GPP requires 100% of EPA designated product purchases that are included in the Comprehensive Procurement Guidelines (CPG) list that contains recovered materials, unless the item cannot be acquired: a) competitively within a reasonable timeframe; b) meet appropriate performance standards; or c) at a reasonable price. The prime contractor is responsible for ensuring that all subcontractors comply with this requirement. Additionally, this requirement will be addressed on each D/TO.

4.8 QUALITY CONTROL PROVISIONS

The contractor shall have a quality control program in accordance with either AS 9100, ISO9001, or Capability Maturity Model Integration (CMMI) 3. These programs may be tailored to meet or exceed the requirement for D/TOs. D/TOs may establish additional quality control measures. The contractor shall be responsible for the performance of quality control activities, ensuring the performance of products, subcontractors, and vendors. Specific quality requirements will be specified by individual D/TOs.

The Government is responsible for quality assurance. Performance Plans will be incorporated as specified by individual D/TOs in accordance with AFI 63-124.

4.8.1 Aircraft Quality Control Program

The contractor shall provide and maintain a quality control program consistent with International Aerospace Quality Group (IAQG) and Society of Automotive Engineers (SAE) AS 9100 for Quality Control requirements. At the Government's request, the contractor shall provide their quality program manual, including a matrix that traces the provisions of AS 9100 requirements to the contractor's documented procedures.

4.8.2 Software Engineering

The contractor shall apply effective software engineering processes to all software requirements. Software Engineering Institute (SEI) CMMI 3 certification requirements or equivalent processes approved by other DoD services or agencies may be specified for individual D/TOs.

4.9 TRAVEL REQUIREMENTS

Travel requirements will be specified by individual D/TOs. Airfare for travel and per diem shall be billed IAW Joint Travel Regulations (JTR). The contractor shall be responsible for making their own travel and lodging arrangements as necessary to support the requirements of each D/TO.

4.10 SAFETY AND ENVIRONMENTAL

Each D/TO may require the contractor to comply with safety provisions, e.g., technical specifications, technical publications, MIL-Standards, Federal Occupational Safety and Health Standards (Title 29 CFR Part 1910) or other applicable nationally recognized or local sources of safety, health, and fire prevention standards. Safety shall be conducted in accordance with approved procedures and as specified by individual D/TOs.

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The contractor shall comply with all applicable federal, state and local safety, health and environmental regulations, including the National Environmental Policy Act (NEPA), as appropriate with D/TOs.

The contractor shall satisfy all Environmental Management System (EMS) and Green Procurement Program (GPP) requirements specified in section 4.7 as applicable.

4.10.1 System Safety and Health Hazards

The contractor shall identify and evaluate system safety and health hazards; define risk levels; and establish a program that manages the probability and severity of all hazards associated with individual D/TOs. Safety and health hazards shall be managed consistent with mission/system requirements. All inherent hazards shall be identified, evaluated, and either eliminated or controlled to ensure minimum risk to the environment and personnel.

4.10.2 Hazardous Materials

The contractor shall implement a Hazardous Material Management program to reduce and control hazardous materials utilized in the performance of this contract. The use of hazardous or corrosive materials shall be reduced in accordance with DODD 4210.15. No Class I Ozone Depleting Substances shall be used without prior approval from the contracting officer.

4.10.3 Pollution Prevention Program

The contractor shall implement a Pollution Prevention Program to minimize environmental impacts and the costs associated with environmental compliance. Pollution shall be prevented or reduced at the source whenever feasible. Hazardous materials that cannot be prevented or recycled shall be processed in an environmentally safe manner, in accordance with applicable environmental regulations.

4.10.4 Safety Plan

No safety plan will be required on the basic contract. A safety plan may be required for individual D/TOs. If required by an individual D/TO, the contractor shall submit a Safety Plan for approval by the 78th ABW/SE (Ground Safety Office). The offeror's Safety standards, fire fighting capability, structural fire fighting capability, personnel and airfield facilities will be in accordance with each D/TO CDRL.

4.11 INTEGRATED DIGITAL ENVIRONMENT (IDE)

4.11.1 Contractor IDE Capabilities

This contract will utilize an Integrated Digital Environment (IDE) to facilitate the generation, exchange, storage, and management of Continuous Acquisition and Lifecycle Support (CALs) compliant electronic data. At time of award, the contractor shall be able to support digital exchange of product/process data among Computer Aided Design (CAD) and Computer Aided Manufacturing (CAM) systems, and Air Force legacy data systems including, but not limited to:

- Technical illustrations
- Engineering drawings
- Electrical/electronic applications
- 2-dimensional and 3-dimensional piping and geometry

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- Workflow processes
- Technical Documents
- Interactive Electronic Technical Manuals (IETMs)

The contractor shall be capable of supporting the following:

- Exchange of large quantities of engineering and technical support data among heterogeneous computer systems
- Exchange of digital information between organizations or systems and for the conduct of business by electronic means

The contractor shall have competency in data exchange technologies to accomplish such activities as, but not limited to:

- Development of data and technical document interfaces
- Implementation of digital product/process data sharing
- Implementation of Product Data Management data structure
- Conversion of legacy raster information and metadata into a Product Data Management infrastructure
- Development of workflow management processes in an IDE
- Documentation of IDE processes

See *Appendix D* for Air Logistics Centers' IDE Capabilities.

4.11.2 Computer Equipment

The contractor shall have access to and operational knowledge of computer networks, Computer Aided Design (CAD), Computer-Aided Engineering (CAE) and Computer Aided Manufacturing (CAM) workstations and applications to perform individual D/TOs. Contractor computing facilities and resources shall be capable of quick reaction design, development, and test activities. In general, the following functions may be required:

- High data rate networking
- Global Internet connectivity
- Virtual prototyping, modeling, and simulation
- Collaborative planning connectivity
- Software development tools
- Engineering analysis tools

4.11.3 Security

The contractor shall comply with the instructions in this section. For the purpose of these instructions, the Servicing Security Activity (SSA) is the local military security organization that provides security support for all Government and contractor personnel performing on the installation.

a. Facility Clearance, Personnel Security Clearances, and Background

Investigations: The Contractor must possess a facility clearance at the classification level indicated on the associated DD Form 254, Department of Defense (DoD) Contract Security

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Classification Specification. It is anticipated that some of the RFOPs and resultant D/TOs will be classified acquisitions up to and including Top Secret. Contractors that do not possess the required clearance and safeguarding capability at time of RFOP release will not be eligible to receive that RFOP and resultant D/TO. DD Forms 254 will be attached to the RFOPs and resultant D/TOs as required. Each contractor requiring access to unclassified Government automated information systems will only require a National Agency Check (NAC), as a minimum, in accordance with DoD 5200.2-R. The SSA will process the necessary documentation for the contractor to obtain the necessary background investigation as specified by DoD 5200.2-R for the level of access required. Each employee requiring a background investigation for this purpose will comply with instructions furnished by the wing/group/squadron security manager and the SSA.

Security clearance requirements for contractor personnel, up to and including Top Secret/Sensitive Compartmented Information (SCI), will be specified in individual D/TOs.

b. Long-term Visitor Group Security Agreement: The contractor shall comply with the provisions of the National Industrial Security Program Operating Manual (NISPOM), the security procedures of the host military installation where D/TO performance will occur, and the requirements specified in the applicable DD Form 254. Where classified contract performance will occur on a military installation for 90 days or longer, the contractor shall enter into a long-term visitor group security agreement. This agreement, provided by the Government program manager in concert with the SSA, shall be tailored to specific mission and performance requirements and will include NISPOM and local military security procedures as applicable. As a visitor group operation, contractor access is controlled by the Government. Visitor group security agreements suffice in lieu of Standard Practice Procedures (SPPs). See Notification of Government Security Activity and Visitor Group Security Agreements Clause (AFFARS 5352.204-9000) in basic contracts.

c. Notification of Government Security Activity: Thirty (30) days before the date contractor operations will begin on the military installation, the contractor shall furnish the SSA at the performance location all information required by the clause, Notification of Government Security Activity (AFFARS 5352.204-9000). Contact the SSA identified in Item 13 of the DD Form 254 for assistance in obtaining the address of the applicable SSA for the performance location.

d. Contractor Credentials and Vehicle Passes: For contract performance on a military installation, contractor will comply with local procedures provided by the SSA to obtain contractor credentials and vehicles passes.

e. Unescorted Entry Authorizations: To obtain unescorted entry authorizations into controlled or restricted areas, contractor will comply with local procedures provided by the SSA. Forms accomplished to obtain such entry must be certified by the SSA to ensure the individual requiring unescorted entrance has a personnel security clearance or a favorable background investigation.

f. Counterintelligence Awareness Briefing: The contractor shall comply with the military installation's Counterintelligence Awareness Program. Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of DoD personnel, contractor personnel, resources, and classified or

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unclassified defense information. Contractor employees shall be briefed on this requirement by their immediate supervisor upon initial on-base assignment.

g. Crime Prevention Program: While performing on a military installation, the contractor shall adhere to the installation's Crime Prevention Program.

4.11.4 Non-Development Items (NDI)

NDI and commercial products shall be used in accordance with individual D/TOs.

4.11.5 Contractor Furnished Materials and Equipment

The contractor shall acquire any additional hardware and software not provided by the Government as required to accomplish individual D/TOs. Ownership will be established in accordance with terms and conditions specified within individual D/TOs. The contractor is required to maintain software integrity in accordance with the licensing agreement of the vendor.

The contractor is responsible to assure the completeness and correctness of the data before performance and completion of individual D/TOs. Required data types, formats, and transmission media will be specified by individual D/TOs.

4.11.6 Commercial Processes and Technologies

The contractor shall apply commercially acceptable processes and technologies, as appropriate, in accordance with individual D/TOs.

4.11.7 Risk Management

The ordering contracting officer reserves the right to request a risk mitigation plan for mitigating major risks identified in accordance with individual D/TOs. The plan shall outline the major risks to executing the proposed program concept.

4.12 PROGRAM MANAGEMENT

The contractor shall maintain a single management focal point with decision authority and maintain a supporting program management system to accomplish the administrative, managerial, financial, and technical aspects of F²AST.

4.12.1 Multi-functional Teams

The contractor shall participate in Government Multi-Functional Teams (MFTs) to facilitate an Integrated Product and Process Development (IPPD) environment as specified in the individual D/TOs. The contractor's MFT members shall:

- Represent the required functions for the performance of applicable individual D/TOs
- Possess the authority to implement MFT objectives and decisions

Group size shall be optimized for efficiency in communication and coordination.

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4.12.1.1 Associate Contractor Agreements

If the contractor shall enter into Associate Contractor Agreements (ACA) for any portion of the contract requiring joint participation in the accomplishment of the Government's requirement, the agreements shall include the basis for sharing information, data, technical knowledge, expertise, and/or resources essential to the integration of the F²AST Program, which shall ensure the greatest degree of cooperation for the development of the program to meet the terms of the contract. Associate contractors are listed in (f) below.

(a) ACAs shall include the following general information:

(1) Identify the associate contractors and their relationships.

(2) Identify the program involved and the relevant Government contracts of the associate contractors.

(3) Describe the associate contractor interfaces by general subject matter.

(4) Specify the categories of information to be exchanged or support to be provided.

(5) Include the expiration date (or event) of the ACA.

(6) Identify potential conflicts between relevant Government contracts and the ACA; include agreements on protection of proprietary data and restrictions on employees.

(b) A copy of such agreement shall be provided to the contracting officer for review before execution of the document by the cooperating contractors.

(c) The contractor is not relieved of any contract requirements or entitled to any adjustments to the contract terms because of a failure to resolve a disagreement with an associate contractor.

(d) Liability for the improper disclosure of any proprietary data contained in or referenced by any agreement shall rest with the parties to the agreement, and not the Government.

(e) All costs associated with the agreements are included in the negotiated cost of this contract. Agreements may be amended as required by the Government during the performance of this contract.

(f) The following contractors are associate contractors with whom agreements are required:

<u>Contractor</u>	<u>Address</u>	<u>Program / Contract</u>
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4.12.2 Proposal Submission

The procuring contracting officer (PCO) shall issue contractors a cover letter with the RFOP. The cover letter will specify the date and time proposals must be received for consideration. All proposals must be received by the PCO in accordance with the date and time specified in RFOP cover letter. Contractors requiring an extension must submit written requests with justification to the PCO at least 2 business days prior to the original due date. A waiver is approved only when written notification is received from the PCO. The approved extension period will be specified in the PCO's waiver.

4.12.3 Meetings and Reviews

4.12.3.1 Post-Award Conferences

The Government will host a joint Post-Award Orientation Conference for all successful basic contract awardees at a Government designated facility within 30 days after contract award. All key contract participants (Government and each contractor) shall attend. The PCO will notify all contractors of the specific date, location, and agenda within 10 calendar days after contract award.

As applicable, a separate Post-Award Orientation Conference with each contractor shall occur within 90 days of contract award, at the contractor's facility. Dates for these contractor Conferences will be established at the Post-Award Orientation Conference.

4.12.3.2 Technical Interchange Meetings (TIMs)

The contractor shall participate in TIMs as required by the D/TOs Managers for individual D/TOs. The Government D/TO Manager will specify agenda and attendance requirements, with specific dates and locations, at least 10 calendar days prior to the meeting.

4.12.3.3 Performance Reviews

The contractor shall attend Contract Performance Reviews as required. These meetings will focus on overall contract performance. Specific dates, locations, agenda and attendance requirements will be specified by the PCO at least 30 days prior to each meeting. Individual D/TOs may also require Contract Performance Reviews.

4.12.4 Performance During Crisis/Development

IAW DoDI 3020.37, the Functional Director/Functional Commander (FC/FD) may determine that the contractor shall continue to work during a crisis on a case-by-case basis per D/TO. The administering PCO for the D/TO will provide further direction as required.

If required by individual D/TOs, the contractor shall, within 24 hours after notification by the Government, provide personnel and resources to deploy with USAF military and/or civilian personnel with equipment, spare parts, or hardware and software, from the Continental United States (CONUS) or outside the Continental US (OCONUS) to any worldwide location. During the deployment, unless stated otherwise in the applicable D/TO, the Government will provide emergency medical/dental care, transportation, lodging, and meals. Medical/dental care shall be reimbursed in accordance with local policy. In consideration for use of Government lodging and meals, adjusted per diem rates may apply as required by the Joint Travel Regulation (JTR).

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Status of Forces Agreements (SOFAs), Memorandums of Agreements (MOAs), US Department of State Directives, foreign treaties, and theater-unique requirements will be identified by individual D/TOs.

4.13 CONTRACT TASKS

4.13.1 Work Control

All documents for D/TO execution shall be exchanged via IDE. An electronic acknowledgement shall be issued confirming receipt of each document and that it has been reviewed and is intact.

4.13.2 Systems Engineering

The contractor shall apply an integrated systems engineering and Operational Safety, Suitability and Effectiveness (OSS&E) approach to all D/TOs.

4.13.2.1 Human Factors Engineering

The contractor may apply human factors engineering design criteria, principles, practices, and standards to the design process to achieve ergonomics, effectiveness, simplicity, efficiency, reliability, and safety of system operation, training, and maintenance; as specified by individual D/TOs.

4.13.2.2 Technology Insertion/Systems Integration

The contractor shall integrate new technologies into current system architectures as specified by individual D/TOs. The contractor shall apply a systems design approach to ensure that mission objectives and system criteria requirements are fulfilled. Emphasis shall be on open systems architecture and the demonstration of clear and definable improvements in the performance, logistics supportability, reliability, and maintainability of the item. All efforts shall employ the latest technology in consonance with economic considerations.

If applicable, design concepts shall include provisions for continuous technological upgrade to maximize opportunities for product improvement available from emerging technological advances in the commercial marketplace. Commercial-off-the-shelf (COTS) equipment and software meeting the requirements of individual D/TOs shall be used whenever possible.

If directed by individual D/TOs, the contractor shall evaluate unproven technology applications and identify potential risks. Such analyses shall be conducted and documented as specified in paragraph 4.13.2.5 below or as specified by individual D/TOs. Where analysis is not feasible, the contractor shall apply proven engineering design concepts necessary to achieve required performance.

If directed by individual D/TOs, the contractor shall provide software support and/or development.

All technical data shall be submitted to the Government for engineering approval prior to implementation. The Government shall own unlimited rights to all data generated by the individual D/TOs. Limited rights to data not generated by individual D/TOs may be negotiated and acquired.

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The contractor shall develop and maintain a Systems Integration/Insertion Plan to assist in identifying opportunities for the integration of new equipment technologies into existing architectures, as specified by individual D/TOs. As applicable, this plan shall describe the management of the integration/insertion process when moving from one hardware platform to another, updates of system software and the use of software developed by other sources.

4.13.2.3 Systems Installation and Integration

The contractor shall install and integrate equipment or software into systems or modify existing systems as specified by individual D/TOs. As required, the contractor shall fabricate integration hardware and installation kits, and acquire associated software. As required, the contractor shall assist the Government in identifying all equipment and utilities required for installation at the installation site, including GFM/GFE. The contractor shall assist the Government in ensuring that the required equipment, utilities, and resources are available at the installation site.

4.13.2.4 Standard Items

All designs shall use COTS, standard parts, materials, and processes whenever practical. The requirements for installation, operation, maintenance, removal, and repair shall be satisfied by the use of common hand tools. Any deviations from this requirement must have advanced written approval from the contracting officer.

4.13.2.5 Design Reviews/Audits

The contractor shall prepare for and participate in formally scheduled reviews/audits (e.g., Software Specification Review (SSR), Preliminary Design Review (PDR), Critical Design Review (CDR), Test Readiness Review (TRR), Functional Configuration Audit (FCA)/Physical Configuration Audit (PCA)) to be conducted in accordance with standards as set forth by individual D/TOs (e.g., established Government and/or industry standards).

4.13.2.6 Fabrication

The contractor shall design, develop, and provide manufacturing/production. Manufacturing/Production may be provided to resolve limited/critical/contingency support issues, or build prototypes, preproduction, and production units, as specified by individual D/TOs.

4.13.2.7 Producibility

The contractor may be required to establish a producibility program that assures all designs are producible and that producibility enhancements are considered in the design process, consider long-term logistics support analysis concerns and life cycle cost impacts. The contractor shall provide for the limited production of parts, components, systems, support equipment, test equipment, etc., as necessary to meet mission critical functions as determined by the Air Force and as specified by individual D/TOs.

4.13.2.8 Prototype/Pre-Production/Production Development, Build, Test, and Evaluation

The contractor shall develop and provide prototypes/preproduction/production items in quantities as specified to allow for testing by both the contractor and government. When required by D/TO, the contractor shall build prototype, preproduction, and/or production units; conduct tests

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and evaluate the item(s) against specified requirements; and deliver a validated technical documentation package. The contractor may also be required to perform first article testing. When deemed appropriate by the Air Force, the contractor shall also provide for rapid delivery of production quantities as specified by individual D/TOs.

4.13.2.9 Source Qualification

The contractor may be required to assist in the qualification of sources as specified by individual D/TOs.

4.13.2.9.1 Requirements Traceability Matrix

Appendix C shows the Requirements Traceability Matrix that each contractor and all subcontractors must provide in accordance with CDRL A003, DI-MGMT-80368A/T.

The matrix is defined by

1. Across by Categories and Type of Work
2. Down by Products and Systems

The matrix is filled by placing an "X" under each category that a company has previous/past actual work experience and capabilities.

4.13.2.10 Laboratory Services

As specified by individual D/TOs, the contractor may be required to supply independent laboratory services to analyze test and inspect materials, component parts, and sample specimens. These may include third party analysis, testing, validation, verification and inspection of metallurgical, chemical, or other samples. This may include Non-Destructive Inspection or destructive testing.

4.13.2.11 Test and Evaluation

The contractor shall conduct testing, or shall support Government test personnel, as specified by individual D/TOs. The contractor shall ensure that all hardware, software, test equipment, instrumentation, supplies, facilities, and personnel are available and in place to conduct or support each scheduled test as specified in individual D/TOs. The contractor shall be capable of furnishing technical personnel onboard aircraft to perform such testing. If a phased approach is used the contractor may be required to implement corrective actions discovered in previous testing before retesting.

The contractor shall create, review, and/or evaluate Test Evaluation Master Plans (TEMPs), test plans, test procedures, and test results as specified in individual D/TOs.

The contractor shall develop test programs, plans, and procedures, conduct testing, and evaluate and document results in accordance with individual D/TOs. The contractor shall be capable, of conducting the following tests:

- Acceptance testing
- Aging and Surveillance testing
- Airworthiness testing
- Application testing
- Built-In Testing/Self-Test

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- Corrosion testing
- Coupon testing
- Developmental Test and Evaluation (DT&E)
- Demonstration and Validation (D&V)
- Destructive Teardown testing
- Electromagnetic interference testing, electromagnetic compatibility testing and Emissions Security (EMSEC)
- Environmental testing
- Environmental Stress Screening (ESS) testing
- Existing Test Equipment testing
- Fatigue testing
- Field-testing and evaluation
- Flight-testing
- Full-scale structural testing
- Functional testing
- Hardware and software component testing
- Human Factors testing
- Independent Verification and Validation (IV&V)
- Integration testing
- Metallurgical/Materials testing
- Maintainability testing
- Nuclear Hardness and Survivability testing
- Performance testing
- Operational Test and Evaluation (OT&E)
- Qualification Testing and Evaluation (QT&E)
- Reliability testing
- Safety of Flight testing
- System and subsystem level development testing
- System compatibility testing

4.13.2.12 Certification

The contractor shall obtain commercial and/or military certifications/authorizations as specified by individual D/TOs.

4.13.2.13 Studies and Analyses

Studies and analyses services satisfying one or more of the following criteria will be included:

(a) related to development, modification or maintenance; (b) sole source to F²AST contractor or large business subcontractor; and/or (c) cannot be performed by a small business. The contractor shall perform studies/analyses and document the results in accordance with individual D/TOs.

Studies/analyses include, but are not limited, to the following:

- Cost-Benefit Analyses
- Diminishing Manufacturing Sources and Material Shortages
- Engineering/Supportability Studies
- Environmental Studies

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- Life Cycle Cost Studies
- Logistics Support Analyses
- Problem Identification Studies
- Reliability, Availability, Maintainability, Analyses
- System Safety Analyses
- Technology Insertion/Transfer Studies
- Technology Trade-off Studies

4.13.2.14 Product Data Management

The contractor shall review and/or develop and submit Product Data in accordance with individual D/TOs. Product Data may define one or more configuration items, associated manufacturing processes, and associated test procedures. Various types of Product Data, including engineering drawings, specifications, quality assurance requirements, and/or commercial item descriptions may be required. Furthermore, Product Data may include:

- Complete design disclosure
- Form, fit, and function requirements
- Performance specifications
- Interface Control Data or,
- Combination thereof

The contractor shall apply CAD, CAM, and CAE methods/systems to support concurrent design integration with manufacturing and logistics considerations. All CAD, CAM, and CAE systems shall be compatible with resident Government architectures, as specified by individual D/TOs.

4.13.2.15 Configuration Data Management

The contractor shall provide configuration management support in accordance with individual D/TOs, including but not limited to:

- Collection, review, tracking and archiving of Configuration Control Documents
- Development of automated databases to track hierarchical components
- Maintenance of Product Data
- Support to Configuration Control Boards
- Performance of Functional Configuration Audits and Physical Configuration Audits
- Evaluation of Configuration Management Single Process Initiative (CMSPI) Concept Papers

4.13.2.16 Infrastructure and Systems Administration

The contractor shall provide infrastructure and systems administrative support for communication and computer information technology systems, as required by individual D/TOs.

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4.13.3 Logistics Support

4.13.3.1 Maintenance and Repair

Maintenance and repair services satisfying one or more of the following criteria will be included: (a) related to development, modification, or maintenance; (b) sole source to F²AST contractor or large business subcontractor; and/or (c) cannot be performed by a small business.

The contractor shall maintain and repair items, subsystems and/or systems including associated software as required by individual D/TOs. Repairs are defined in *Appendix A*.

4.13.3.2 Supply Support

Supply support services satisfying one or more of the following criteria will be included: (a) related to development, modification, or maintenance; (b) sole source to F²AST contractor or large business subcontractor; and/or (c) cannot be performed by a small business. The contractor shall provide spares in accordance with individual D/TOs. Spares are defined in *Appendix A*.

4.13.3.3 Modifications

The contractor shall fabricate or procure hardware or software as required by individual D/TOs. Modifications are for the upgrade or replacement of systems for the enhancement of reliability, serviceability, maintainability, and performance of existing AF-operated systems, subsystems, and components.

4.13.3.4 Publications

The contractor shall develop and submit publications or review and update existing publications to include technical orders as required by individual D/TOs. See *Appendix D* for Air Logistics Centers' IDE Capabilities.

4.13.3.5 Logistics Support Analyses

Logistics support analyses services satisfying one or more of the following criteria will be included: (a) related to development, modification, or maintenance; (b) sole source to F²AST contractor or large business subcontractor; and/or (c) cannot be performed by a small business. The contractor shall perform or assist in the performance of Logistics Support Analyses (LSA) as required by individual D/TOs. The contractor shall review any existing Integrated Logistics Support (ILS) Plan and/or LSA Plan for subsystems that are the target of redesign. After this review, modifications and changes shall be identified and the contractor shall prepare an LSA Plan in accordance with dictated standards. Prior to approval of the LSA Plan, the contractor may be required to host an LSA Guidance Conference to review and further define LSA requirements. Delineation of tailored LSA task deliverables shall be accomplished at the LSA Guidance Conference for each D/TO.

4.13.3.6 Packaging, Handling, Storage, Marking and Transportation

Packaging will be accomplished in accordance with form AFMC 158 provided with individual D/TOs, as applicable.

4.13.3.7 Systems Orientation/Familiarization

The contractor shall identify familiarization requirements and shall obtain or develop system orientation/familiarization programs in accordance with individual D/TOs. The contractor shall

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develop familiarization manuals and other familiarization documentation or familiarization aids as required. Electronic familiarization applications such as video-teleconferencing and computer-based familiarization shall be employed to enhance the effectiveness of familiarization materials and courses when cost effective. The contractor shall be capable of conducting initial familiarization for Government personnel to ensure proper operation maintenance, repair, and testing of equipment and systems.

4.13.3.7.1 Courseware Development

The contractor may be required to develop, modify, validate or upgrade courseware material as specified by individual D/TOs. This may include online training courses, training manuals, training aids, or textbooks.

4.14 REPORTING

4.14.1 Funding Actions

The contractor shall report new contract actions that affect contract funding each reporting period. This report shall include all new D/TOs and modifications that increase or decrease D/TO funding. This will be used to reconcile the contracting actions between the government and the contractor to ensure contract ceiling is not breached (CDRL A002, DI-MGMT-80368A/T).

4.14.2 Subcontractor Participation

All contractors shall report Subcontractor Participation in accordance the Subcontracting Requirement clause found in Section H of the basic contract. The report shall provide subcontractor participation status on all F²AST orders. The information provided on CDRL A004, DI-MGMT-80368A/T will be used to verify that each contractor is meeting the small business subcontracting requirement for the F²AST program and for reporting purposes.

The subcontractor performance will be used as part of the D/TO evaluation criteria on competed orders.

4.15 INSPECTION OF SERVICES CLAUSE

Contract performance will be monitored as outlined in the individual D/TOs. Services that do not conform to the contract requirements will be handled in accordance with FAR 52.246-4, 52.246-5, 52-246-6, Inspection of Services Clauses.

4.16 ANTHRAX INFORMATION

In accordance with the Air Force Anthrax Vaccine Immunization Program (AVIP), 18 Jan 2007, any Mission Essential contractor personnel performing work in the CENTCOM AOR or Korea for greater than 15 consecutive days are required to obtain the Anthrax vaccination.

4.17 COMMERCIAL ASSET VISIBILITY (CAVAF)

The contractor shall report using Commercial Asset Visibility (CAVAF) as specified in each D/TO. (CDRL A005, DI-MGMT-81634A/T) The contractor shall provide data related to the tasks and efforts conducted for each reparable unit. If CAVAF training is required, contract 586 CBSS/GBMCA, Centralized Sellers Office (CSO), Robins AFB GA 31098, Phone Commercial (478) 327-6576/DSN 497-6576 for additional information. The contractor shall conduct production reporting on a daily basis, or as transactions occur.

5.0 APPENDICES

All products applicable to this PWS shall be delivered to the Government as specified in the individual D/TOs.

Appendix A

TERMS AND DEFINITIONS

Advisory and Assistance Services (A&AS): Services acquired by contract from non-Governmental sources to support or improve organization policy development, decision making, management and administration, support services for research and development (R&D) activities; provide engineering and technical support services; or improve the effectiveness of management processes or procedures. Such services may take the form of information, advice, opinions, alternatives, analyses, evaluations, recommendations, training, and technical support.

Acquisition Program: A directed, funded effort designed to provide a new, improved or continuing weapons system or automated information system capability in response to a validated operational need.

Contractor: The team consisting of the prime contractor, subcontractors, teaming partners and joint venture partners under that contractor.

Critical: A critical item is a distinct, serviceable and/or replaceable element, part, component, assembly/subassembly, or tool that performs a critical function within a system or subsystem, such that in the event of its failure or omission, the associated system/subsystem will fail to sustain its operational readiness.

Development: Development shall apply when an individual D/TO requires new parts design or added functionality for a system and/or subsystem. The contractor shall use a systems engineering approach in the accomplishment of design, engineering, development, and manufacturing efforts, which in turn shall ensure that mission objectives and weapon system requirements relating to the D/TOs are met. Important factors shall include the demonstration of clear and definable improvements in the performance, accuracy, reliability, maintainability, supportability, deployability, survivability, cost effectiveness and/or service life of the hardware and/or software item, subsystem, system, weapon, or process. New parts, software, or systems shall be designed and produced to integrate with existing system components and software if applicable. Development activities shall take into account maintenance, repair, and operational support requirements, including corrosion prevention, Electromagnetic Compatibility (EMC) compatibility, safe design, human factors engineering, standard items and nuclear hardness to ensure lower overall life cycle costs and a design that can in turn be effectively supported.

Delivery Order: An individual requirement for *supplies* issued against an existing contract.

D/TO: Delivery/Task Order.

Indefinite Delivery/Indefinite Quantity (ID/IQ): (Indefinite Delivery) the exact time of delivery is unknown at the time of award, but the performance period is known. (Indefinite Quantity) The contractor provides, within stated limits, specified supplies or services, during a specified contract period. Contract contains a minimum Government obligation and a stated

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maximum order quantity. Funds are obligated for the minimum quantity and thereafter by each order. Note: Requirements are flexible in quantity and delivery schedule. Orders are placed only after the need materializes.

Manpower Support: Any requirement for expertise and direct assistance to augment in-house functions. Contracted manpower support includes those Operation and Maintenance (O&M) requirements that serve to keep existing systems operational including engineering services.

Maintenance: Maintenance shall apply when an individual D/TO requires either aircraft/system level maintenance activities which may include program depot maintenance (PDM), unprogrammed depot level maintenance (UDLM), analytical condition inspections, and unpredictable repair maintenance requirement.

Modification(s): Any configuration change, to include utilizing COTS and NDI for replacements and upgrades, to an existing Air Force operated system, sub-system, or component, not in new development.

New Development: The creation of a new Air Force weapon system(s). The requirement is derived from the customer generated Initial Capabilities Document (ICD).

Onsite: Performance at the contractor's facility.

Offsite: Performance at a facility other than the contractor's.

Quick Reaction Capability (QRC): A special management and requirements process usually applied by the AF to designate Electronic Combat (EC) programs to provide rapid response to technical or tactical surprise by an enemy, new intelligence, or changes in our own systems or tactics.

Repairs: Denotes the restoration or replacement of parts or components of real property or equipment as necessitated by wear and tear, damage, failure of parts or the like, in order to maintain efficient operating condition. For purposes of the F²AST contract, repairs are limited to the following types: Standard and Non-Standard for development and/or modifications; Contingency; Critical; and Limited.

- Standard: A normal, existing, established source of repair; source of repair can be contract or organic. Standard repairs are within the scope of F²AST for development and/or modifications.

- Non-Standard: Requires a new repair process, including such areas as expertise, parts, test equipment; a workaround repair process with an established source of repair; source of repair can be contract or organic. Non-Standard repairs are within the scope of F²AST for development and/or modifications.

- Contingency: Those contract repairs that are normally accomplished by an organic source of repair that cannot accomplish the repair in the time required by the customer; infrequently used. Example: the movement of an organic source of repair capability due to base realignment or relocation of contract source; if this is a high demand/highly critical workload; a contingency repair contract may be established to provide coverage between the tear down time of the losing organization and the set up time at the gaining organization. Observe the Public/Private ratio as specified in Public Law. Contingency repairs are within the scope of F²AST.

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- Limited: The repair is based on a low population (number) of items and/or has a low recurrence rate. Limited repairs are within the scope of F²AST.
- Critical: Mission essential. (See definition of Critical) Critical repairs are within the scope of F²AST.

Replenishments: Items and equipment, both reparable and consumable, purchased by inventory control points, required to replenish stocks for use in the maintenance, overhaul, and repair of equipment, such as aircraft, engines, support equipment vehicles, guns, radar, munitions, telecommunications, avionics, trainers, shelters, etc.

Services: Must satisfy one or more of the following criteria: (a) related to development, modification or maintenance; (b) sole source to F²AST contractor or large business subcontractor; (c) cannot be performed by a small business. Examples – (1) Systems Engineering and Technical Assistance (SETA) acquired by or for a program office to increase the design performance capabilities of existing or new systems or where they are integral to the logistics support and maintenance of a system or major component and/or end item of equipment essential to the operation of the system before final Government acceptance of a complete hardware system.

Spares: Denotes reserve, replacement, and repair items procured for logistics support of an AF-operated system or subsystem. For purposes of the F²AST contract, spares are limited to the below definitions: Standard and Non-Standard Spares for development and/or modifications, Contingency, Critical, and Limited.

Types:

- Standard: A normal, existing item procured for logistics support of an AF-operated system or subsystem that has been or is being modified. Standard spares are within the scope of F²AST for development and/or modifications.
- Non-Standard: Requires a new item be procured for logistics support of an AF-operated system or subsystem that has been or is being modified. Non-Standard spares are within the scope of F²AST for development and/or modifications.
- Contingency: Source for part is non-responsive; work-around source is obtained to meet near term customer requirements. Contingency spares are within the scope of F²AST.
- Limited: The need for the replenishment spares is based on a low population (number) of items and/or has a low recurrence need rate. Limited spares are within the scope of F²AST.
- Critical: (See definition of Critical) Critical spares are within the scope of F²AST.

System / Subsystem: A system refers to that combination of elements that will function together to produce the capabilities required to fulfill a mission need including, but not limited to, aircraft (fixed and rotary wing), ground vehicles, avionics equipment, support equipment, integrated electronic warfare equipment, missiles/launchers, engines, maintenance equipment, test equipment, radar, telecommunications, avionics, trainers, shelters, aircraft commodities, photographic, munitions, trainers, etc., that use one or more subsystems. A subsystem refers to electronic/mechanical/structural equipment, associated components/parts and computer software or firmware that performs one or more of the following functions:

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- System integrity, to include mechanical/structural, electronic and electromagnetic integrity
- Command and control
- Information exchange
- Communications
- Intelligence
- Navigation
- System survivability
- Identification
- Power regulation
- Electronic sensing
- Automatic guidance control
- Computer processing and control/display

Task Order: An individual requirement for *services* issued against an existing contract.

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Appendix B

ACRONYMS

A&AS	Advisory and Assistance Services
ACA	Associate Contractor Agreements
AF	Air Force
AFMC	Air Force Material Command
AIS	Automated Information System
AVIP	Air Force Anthrax Vaccine Immunization Program
BOS	Base Operating Support
CAD	Computer Aided Design
CAE	Computer-Aided Engineering
CALS	Continuous Acquisition and Lifecycle Support
CAM	Computer Aided Manufacturing
CAVAF	Commercial Asset Visibility – Air Force
CDR	Critical Design Review
CDRL	Contract Data Requirements List
CMMI	Capability Maturity Model Integration
CMSPI	Configuration Management Single Process Initiative
CONUS	Continental United States
COTS	Commercial-off-the-Shelf
CSO	Centralized Sellers Office
D&V	Demonstration & Validation
DCMA	Defense Contract Management Agency
DoD	Department of Defense
D/TOs	Delivery/Task Orders
DT&E	Developmental Test and Evaluation
EMC	Electromagnetic Compatibility
EMS	Environmental Management System
EMSEC	Emissions Security
F ² AST	Future Flexible Acquisition & Sustainment Tool
FCA	Functional Configuration Audit
FC/FD	Functional Commander / Functional Director
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GFM	Government Furnished Material
GPP	Green Procurement Program
IAQG	International Aerospace Quality Group
IAW	In Accordance With
ICD	Initial Capabilities Document
IDE	Integrated Digital Environment
ILS	Integrated Logistics Support
IPPD	Integrated Product and Process Development
IETMs	Interactive Electronic Technical Manuals

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IV&V	Independent Verification and Validation
JTR	Joint Travel Regulations
LSA	Logistics Support Analysis
MFTs	Multi-Functional Teams
MILCON	Military Construction
MOAs	Memorandums of Agreements
NAC	National Agency Check
NDI	Non-Developmental Items
NEPA	National Environmental Policy Act
NISPOM	National Industrial Security Program Operating Manual
O&M	Operation and Maintenance
OCONUS	Outside the Continental United States
OO-ALC	Ogden Air Logistics Center
OSS&E	Operational Safety, Suitability and Effectiveness
OT&E	Operational Test and Evaluation
PCA	Physical Configuration Audit
PCO	Procuring Contracting Officer
PDM	Programmed Depot Maintenance
PDR	Preliminary Design Review
POC	Point of Contact
PWS	Performance-Based Work Statement
QAP	Quality Assurance Personnel
QRC	Quick Reaction Capability
QT&E	Qualification Testing and Evaluation
R&D	Research and Development
RFOP	Request For Order Proposal
SAE	Society of Automotive Engineers
SCI	Sensitive Compartmented Information
SEI	Software Engineering Institute
SETA	Systems Engineering and Technical Assistance
SOFAs	Status of Forces Agreements
SPPs	Standard Practice Procedures
SS	Services Summary
SSA	Servicing Security Activity
SSR	Software Specification Review
TBC	Theater Base Clearance
TEMPs	Test Evaluation Master Plans
TIMs	Technical Interchange Meetings
TOI	Task Order Initiator
TRR	Test Readiness Review
UDLM	Unprogrammed Depot Level Maintenance
WR-ALC	Warner Robins Air Logistics Center

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Appendix C (PWS 4.13.2.9.1)

REQUIREMENTS TRACEABILITY MATRIX

Appendix D

AIR LOGISTIC CENTERS' INTEGRATED DIGITAL ENVIRONMENT (IDE) CAPABILITIES

OO-ALC Hill AFB UT

1. Microstations are utilized for drafting and development.
2. Pro Engineer is utilized for design.
3. Civil Engineer.
 - a. Intergraph stations.
 - b. Source View Software package. (Viewer they export their drawings into)
4. Microsoft Products for data.
5. Oracle database.
6. Retrieval Ware for scanning in drawings.
7. Perhaps utilize RTF or text format for Word Documents.
8. Centra 2000 and Metaphase are being looked at Warner Robins and Oklahoma City respectively for storage of the data.
9. Technical Orders - 20% of OO-ALC managed Technical Orders are digitized.
10. Data Logics is their primary data composition package for Technical Orders and AutoCAD for the graphics packages.
11. Majority of the F-16 and ICBM packages are in read-only PDF.

WR-ALC Robins AFB GA

1. Product Data Management and Engineering Data Management – CENTRA 2000
2. Technical Orders and Raster Images – 37,745 indexed and accessible through Product Data Management
3. JEDMICS/ Product Data Management interface – currently being implemented
4. Near Future – Mylars capture and CAD interface, commercial data/ Product Data Management interface, and legacy weapon systems data/ Product Data Management interface

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5. Microsoft 2003/2007 Office – MS Word, MS Outlook, Excel, Access, PowerPoint

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Appendix E

REFERENCES

The data referenced as guidance in the performance of this effort are as follows:

<u>REFERENCE</u>	<u>DATE</u>	<u>TITLE</u>
MIL-STD-129P(3)	29 OCT 04	MILITARY MARKING FOR SHIPMENT AND STORAGE
MIL-STD-2073-1D(1)	10 MAY 02	DoD STANDARD PRACTICE FOR MILITARY PACKAGING

Appendix F

Theater Business Clearance Acquisition Instructions

Acquisition instructions for contractor performance in or delivery to Iraq and Afghanistan:

AI 22.1 Trafficking in Persons (IRAQ AND AFGHANISTAN)

Trafficking in Persons Prohibition: Prohibition Against Human Trafficking, Inhumane Living Conditions, and Withholding of Employee Passports

All contractors (“contractors” herein below includes subcontractors at all tiers) are reminded of the prohibition contained in Title 18, United States Code, Section 1592, against knowingly destroying, concealing, removing, confiscating, or possessing any actual or purported passport or other immigration document, or any other actual or purported government identification document, of another person, to prevent or restrict or to attempt to prevent or restrict, without lawful authority, the person’s liberty to move or travel, in order to maintain the labor or services of that person, when the person is or has been a victim of a severe form of trafficking in persons.

Contractors are also required to comply with the following provisions:

- 1) Contractors shall only hold employee passports and other identification documents discussed above for the shortest period of time reasonable for administrative processing purposes.
- 2) Contractors shall provide all employees with a signed copy of their employment contract, in English as well as the employee’s native language that defines the terms of their employment/compensation.
- 3) Contractors shall not utilize unlicensed recruiting firms, or firms that charge illegal recruiting fees.
- 4) Contractors shall be required to provide adequate living conditions (sanitation, health, safety, living space) for their employees. Fifty square feet is the minimum acceptable square footage of personal living space per employee. Upon contractor’s written request, contracting officers may grant a waiver in writing in cases where the existing square footage is within 20% of the minimum, and the overall conditions are determined by the contracting officer to be acceptable. A copy of the waiver approval shall be maintained at the respective life support area.
- 5) Contractors shall incorporate checks of life support areas to ensure compliance with the requirements of this Trafficking in Persons Prohibition into their Quality Control program, which will be reviewed within the Government’s Quality Assurance process.
- 6) Contractors shall comply with international laws regarding transit/exit/entry procedures, and the requirements for work visas. Contractors shall follow all Host Country entry and exit requirements.

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Contractors have an affirmative duty to advise the Contracting Officer if they learn of their employees violating the human trafficking and inhumane living conditions provisions contained herein. Contractors are advised that contracting officers and/or their representatives will conduct random checks to ensure contractors and subcontractors at all tiers are adhering to the law on human trafficking, humane living conditions and withholding of passports.

The contractor agrees to incorporate the substance of this clause, including this paragraph, in all subcontracts under his contract.

AI 23.1 Reporting a Kidnapping

Kidnapping reporting is required in all contracts performed in Iraq. Add the requirement to the Statement of Work or in a letter to the awarded contractor. Reformat as necessary.

To Report a Kidnapping Contract manager will notify the JCCI/A Duty Officer at phone number 914-822-1419 when an employee kidnapping occurs:

Report the following information:

Name of person reporting: _____

Phone: _____

E-mail: _____

- **Who** was kidnapped?
 - Name
 - Age
 - Nationality and country of residence
- **When** did the incident occur?
- **Where** did it happen?
- **How** was the person kidnapped?

AI 25.1 Defense Contractors Outside the United States

Defense Contractors Outside the United States: All Contractors in the Multi-National Forces-Iraq (MNF-I) theater of operations shall comply with and shall ensure that their personnel supporting MNF-I forces are familiar with and comply with all applicable orders, directives, and instructions issued by the MNF-I Commander relating to force protection and safety.

Contractors shall provide an initial report of all weapons firing incidents to the Reconstruction Operations Center (ROC) as soon as practical based upon the situation and shall submit a

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written report to a ROC within 48 hours. The initial report will include the name of the company, where the incident occurred, time when the incident occurred, a brief description of the events leading up to the incident, and a point of contact for the company. A follow-up, comprehensive written report of events surrounding the firing of weapons will be provided to the ROC within 96 hours. Reports shall be submitted to the ROC, Operations Section (or as otherwise directed): roc.ops@aegisiraq.com, DSN 318-239-4301, VOIP 703-544-1370, MCI 914-822-5302, IRENA 07902-7762300, Thurman 8821621157354, and IMMERVED 870764061257.

Contractors will also provide first aid and request MEDEVAC of injured persons, and remain available for Coalition response forces based upon the situation. In the event contractor personnel are detained by US or Coalition Forces, prolonged detention due to lack of proper identification can be alleviated by contractor personnel possessing on their person information that includes the Contractors name, the contract number, a POC in the Contractor management, and the phone number of the ROC.

AI 25.4 Quarterly Contractor Census Reporting

Quarterly Contractor Census Reporting (12 Nov 07). The prime contractor will report upon contract award and then quarterly thereafter, not later than January, 1 April, 1 July and 1 October, to JCCI.J2J5J7@pco-iraq.net for Iraq and to BGRMPARC-A@swa.army.mil for Afghanistan the following information for the prime contract and all subcontracts under this contract:

- (1) The total number of contract employees performing on the contract who receive any support benefits, including but not limited to billeting, food, use of exchanges, laundry by host nation, US Nationals, and Third Country Nationals;
- (2) The total number of prime contract employees performing on the contract by host nation, US Nationals, and Third Country National;
- (3) The total number of subcontractor employees performing on the contract by subcontractor, host nation, US Nationals, and Third Country National;
- (4) The company names and contact information of its subcontractors at all tiers; and
- (5) The name of all company POCs who are responsible for entering and updating employee data in the Synchronized Predeployment & Operational Tracker (SPOT) IAW DFAR 252.225-7040 DOD class deviation 2007-O0004 or DFAR DOD class deviation 2007-O0010.

Icon

<http://www.centcom.mil/sites/contracts/Joint%20Contracting%20CommandIraqAfghanistan%20Contracti/03%20-%20CO%27s%20Guide%20to%20Special%20Contract%20Requirements%20for%20Iraq-Afghanistan%20Theater%20Business%20Clearance,%2025%20Nov.doc>

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25.2 Medical Dental Care in the Iraq

Medical / Dental Care: The contractor shall perform the requirements of this contract notwithstanding the fitness for duty of deployed employees, the provisions for care offered under this section, and redeployment of individuals determined to be unfit. The contractor bears the responsibility for ensuring all employees are aware of the conditions and medical treatment available at the performance. The contractor shall include this information and requirement in all subcontracts with performance in the theater of operations.

The contractor shall not deploy an individual with any of the following conditions unless approved by the appropriate CENTCOM Service Component (ie. ARCENT, CENTAF, etc.)
Surgeon: Conditions which prevent the wear of personal protective equipment, including protective mask, ballistic helmet, body armor, and chemical/biological protective garments; conditions which prohibit required theater immunizations or medications; conditions or current medical treatment or medications that contraindicate or preclude the use of chemical and biological protectives and antidotes; diabetes mellitus, Type I or II, on pharmacological therapy; symptomatic coronary artery disease, or with myocardial infarction within one year prior to deployment, or within six months of coronary artery bypass graft, coronary artery angioplasty, or stenting; morbid obesity (BMI \geq 40); dysrhythmias or arrhythmias, either symptomatic or requiring medical or electrophysiologic control; uncontrolled hypertension, current heart failure, or automatic implantable defibrillator; therapeutic anticoagulation; malignancy, newly diagnosed or under current treatment, or recently diagnosed/treated and requiring frequent subspecialist surveillance, examination, and/or laboratory testing; dental or oral conditions requiring or likely to require urgent dental care within six months' time, active orthodontic care, conditions requiring prosthodontic care, conditions with immediate restorative dentistry needs, conditions with a current requirement for oral-maxillofacial surgery; new onset (< 1 year) seizure disorder, or seizure within one year prior to deployment; history of heat stroke; Meniere's Disease or other vertiginous/motion sickness disorder, unless well controlled on medications available in theater; recurrent syncope, ataxias, new diagnosis (< 1 year) of mood disorder, thought disorder, anxiety, somatoform, or dissociative disorder, or personality disorder with mood or thought manifestations; unrepaired hernia; tracheostomy or aphonia; renalithiasis, current; active tuberculosis; pregnancy; unclosed surgical defect, such as external fixator placement; requirement for medical devices using AC power; HIV antibody positivity; psychotic and bipolar disorders. (Reference: Mod 8 to USCENTCOM Individual Protection and Individual/Unit Deployment Policy, PPG-Tab A: Amplification of the Minimal Standards of Fitness for Deployment to the CENTCOM AOR).

In accordance with military directives (DoDI 3020.41, DoDI 6000.11, CFC FRAGO 09-1038, DoD PGI 225.74), resuscitative care, stabilization, hospitalization at Level III (emergency) military treatment facilities and assistance with patient movement in emergencies where loss of life, limb or eyesight could occur will be provided. Hospitalization will be limited to emergency stabilization and short-term medical treatment with an emphasis on return to duty or placement in the patient movement system. Subject to availability at the time of need, a medical treatment facility may provide reimbursable treatment for emergency medical or dental care such as broken bones, lacerations, broken teeth or lost fillings.

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Routine and primary medical care is not authorized. Pharmaceutical services are not authorized for routine or known, routine prescription drug needs of the individual. Routine dental care, examinations and cleanings are not authorized.

Notwithstanding any other provision of the contract, the contractor shall be liable for any and all medically-related services or transportation rendered. In accordance with OUSD(C) Memorandum dated January 4, 2007, the following reimbursement rates will be charged for services at all DoD deployed medical facilities. These rates are in effect until changed by DoD direction.

Inpatient daily rate: \$1,918.00. Date of discharge is not billed unless the patient is admitted to the hospital and discharged the same day.

Outpatient visit rate: \$184.00. This includes diagnostic imaging, laboratory/pathology, and pharmacy provided at the medical facility.

AI 26.5 Iraq Socioeconomic Program

The Contractor shall maximize the employment of, training of, and transfer of knowledge, skills and abilities to the Iraqi / Afghan workforce. The Contractor shall maximize utilization of Iraqi/Afghan subcontractors and businesses. The offeror shall maximize utilization of material of Iraqi manufacture.

Iraqi First Definitions:

Employment means the total number of Iraqi citizens proposed by the offeror for the contract effort, and the total number of Iraqi citizens proposed for the contract effort by each subcontractor, to be directly employed, full or part time, during the life of the contract.

An "Iraqi" company (or subsidiary company) has a principal place of business located within Iraq and the majority shareholder is an Iraqi citizen.

An Iraqi citizen or employee is an individual whose ordinary residence is in Iraq and holds an Iraq-issued passport or Iraq residency papers.

Materiel of Iraqi manufacture includes all items where significant value is added, or a change of form, fit, and function, leading to the final form of the procured end item takes place, within the country of Iraq.

The contractor's efforts to encourage the Iraqi/Afghanistan First program will be considered by the government in performance evaluations.

AI 52.6 Arming of Contractors: Iraq/Afghanistan:

The following language shall be incorporated in all solicitations and contracts where arming of contractors is contemplated in Iraq or Afghanistan. For Iraq: The OPARC maintains copies of all necessary approval documents that must be completed and submitted to MNC-I for approval. Staffing of arming approval is the responsibility of the requiring activity. For Afghanistan: All necessary documents shall be submitted by the Customer for approval through the RC-E CG. Once approved, the respective RCC shall be provided and shall maintain copies of the all necessary approval documents completed by the Requiring Activity prior to contract execution.

Arming Requirements and Procedures for Private Security Company (PSC) Contracts, Personal Security Detachment (PSD) Contracts, and for Requests for Personal

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Protection in Iraq and Afghanistan

- a. **General.** Contractor and its subcontractors at all tiers that require arming under this contract agree to obey all existing and future laws, regulations, orders, and directives applicable to the use of private security personnel in Iraq and Afghanistan, including US CENTCOM, Multi-National Force Commander and Multi-National Corps Commander orders, instructions and directives. Contractors will ensure that all employees, including employees at any tier of subcontracting relationships, armed under the provisions of this contract, comply with the contents of this clause and with the requirements set forth in the following:
 - (1) DODI 3020.41, *Contractor Personnel Authorized to Accompany the US Armed Forces*;
 - (2) DFARS 252.225-7040, *Contractor Personnel Supporting a Force Deployed Outside the United States*;
 - (3) CPA Order #17, *Registration Requirements for Private Security Companies*, dated 24 Jun 04;
 - (4) US CENTCOM Policy Letter, *Personal Protection and Contract Security Service Arming*, dated 23 Dec 05

- b. **Required Government Documentation.** The unit requesting the contractor security shall provide a description of the following to the arming approval authority and to the contracting officer:
 - (1) The specific location where the PSC will operate;
 - (2) The persons and/or property that require protection;
 - (3) The anticipated threat;
 - (4) The required weapon types; and
 - (5) The reason current security/police forces are inadequate.

- c. **Required Contractor Documentation.** Contractors and their subcontractors at all tiers that require arming approval shall provide the following to the contracting officer representative (COR):
 - (1) Documentation that each employee who will be armed under the contract received the following training—
 - (A) Weapons Qualification/Familiarization. All employees must meet the qualification requirements established by any DoD or other U.S. government agency
 - (B) Law of Armed Conflict (LOAC);
 - (C) Rules for the Use of Force (RUF), as defined in the US CENTCOM Policy, dated 23 December 2005; and
 - (D) Distinction between the above-prescribed RUF and the Rules of Engagement (ROE), which are applicable only to military forces.

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- (2) Completed DD Form 2760 (or equivalent documentation) for each armed employee, indicating that the employee is not otherwise prohibited under U.S. law from possessing the required weapon or ammunition.
 - (3) One (1) copy of a business license from the Iraqi Ministry of Trade;
 - (4) One (1) copy of an operating license (or a temporary operating license) from the Ministry of Interior;
 - (5) A communications plan that, at a minimum, sets forth the following:
 - (A) The contractor's method of notifying military forces and requesting assistance where hostilities arise or combat action is needed;
 - (B) How relevant threat information will be shared between contractor security personnel and U.S. military forces; and
 - (C) How the contractor will coordinate transportation with appropriate military authorities.
 - (6) An acceptable plan for accomplishing background checks on all contractor and subcontractor employees who will be armed under the contract. The contractor shall, at a minimum, perform the following (which will be specifically addressed in its plan and which will be documented and furnished to the COR upon completion):
 - (A) Use one or more of the following sources when conducting the background checks: Interpol, FBI, Country of Origin Criminal Records, Country of Origin US Embassy Information Request, CIA records, and/or any other records available;
 - (B) Verify with MNC-I Provost Marshal that no employee has been barred by any commander within Iraq; and
 - (C) Certify, after completing all checks, that all persons armed under this contract are not prohibited under U.S. law from possessing a weapon or ammunition.
- d. **Required Contractor Acknowledgements.** Contractors and their subcontractors at all tiers that require arming approval will provide written acknowledgement of the following to the COR:
- (1) **Penalties for Non-Compliance.** Failure of contractor or subcontractor employee(s) to comply with the laws, regulations, orders, and rules (including those specified herein) governing the use of force may result in the revocation of weapons authorization for such employee(s). Where appropriate, such failure may also result in the total revocation of weapons authorization for the contractor (or subcontractor) and sanctions under the contract, including termination.
 - (2) **Criminal and Civil Liability.** Arming of contractor or subcontractor employees under this contract may subject the contractor, its subcontractors, and persons employed by the same, to U.S. and Host Nation prosecution and civil liability.

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“Host Nation” refers to the nation or nations where services under this contract are performed.

- (3) Lapses in Training. Failure to successfully retrain an employee who is armed under this contract within twelve (12) months of the last training date will constitute a lapse in the employee’s authorization to possess and carry the weapon. All unauthorized employees will immediately surrender their weapon to the contractor and will remain unarmed until such time as they are retrained and the COR determines that the retraining is sufficient.
- e. **Authorized Weapon & Ammunition Types.** Unless DCDRUSCENTCOM (or a designee) provides otherwise, all arming requests and authorizations for contractor or subcontractor employees under this contract shall be limited to U.S. Government-approved weapons and ammunition. This restriction applies to all weapons in the possession of contractor employees, even if such weapons are required for personal protection. The following weapons and ammunition are currently authorized by the U.S. Government for use in Iraq and Afghanistan:
- (1) The M9, M4, M16, or equivalent (e.g. .45 CAL, AK-47).
 - (2) The M9 or equivalent sidearm will be the standard personal protection weapon unless other weapons are specifically requested and approved.
 - (3) US government Ball ammunition is the standard approved ammunition.
- f. **Requirements for Individual Weapons Possession.** All employees of the contractor and its subcontractors at all tiers who are armed under this contract must:
- (1) Possess only those U.S. Government-approved weapons and ammunition for which they are qualified under the training requirements of section (c);
 - (2) Carry weapons only when on duty or at a specific post;
 - (3) Not conceal any weapons, unless specifically authorized;
 - (4) Carry proof of authorization to be armed. Employees not possessing such proof will be deemed unauthorized and must surrender their weapon to their employer; and
 - (5) Not consume any alcoholic beverage while armed or within eight (8) hours of the next work period where they will be armed.
- g. **Weapons/Equipment Restrictions and Responsibilities.** Unless otherwise provided, the U.S. Government will not provide any weapons or ammunition to contractors, their subcontractors, or any employees of the same. The Contractor will provide all weapons and ammunition to those employees that will be armed under the contract. The contractor and its subcontractors at all tiers will also provide interceptor body armor, ballistic helmets, and the Nuclear, Biological, and Chemical (NBC) protective masks to those employees that require such equipment in the performance of their duties.
- h. **Rules for the Use of Force (RUF).** In addition to the RUF and ROE training referenced in paragraph (c), the contractor and its subcontractors at all tiers will monitor and report all activities of its armed employees that may violate the RUF. Prompt reporting demonstrates a desire by the contractor and its subcontractors to

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minimize the impact of any violations and, therefore, will be given favorable consideration. Violations of the RUF include, though are not limited to:

- (1) Taking a direct part in hostilities or combat actions, other than to exercise self-defense;
 - (2) Failing to cooperate with Coalition and Host Nation forces;
 - (3) Using deadly force, other than in self-defense where there is a reasonable belief of imminent risk of death or serious bodily harm;
 - (4) Failing to use a graduated force approach;
 - (5) Failing to treat the local civilians with humanity or respect; and
 - (6) Detaining local civilians, other than in self-defense or as reflected in the contract terms.
- i. ***Retention and Review of Records.*** The Contractor and all subcontractors at all tiers shall maintain records on weapons training, LOAC, RUF and the screening of employees for at least six (6) months following the expiration (or termination) of the contract. The Contractor and its subcontractors at all tiers shall make these records available to the Contracting Officer or designated representative, at no additional cost to the government, within 72 hours of a request.
- j. ***Contractor Vehicles.*** Vehicles used by contractor and subcontractor personnel in the course of their security duties shall not be painted or marked to resemble US/Coalition or host nation military and police force vehicles.
- k. ***Quarterly Reporting.*** The prime contractor will report quarterly (i.e. NLT 1 January, 1 April, 1 July and 1 October for each quarter of the calendar year) to the Contracting Officer responsible for this contract, and any other organization designated by the Contracting Officer, the following information under this contract:
- (1) The total number of armed civilians and contractors;
 - (2) The names and contact information of its subcontractors at all tiers; and
 - (3) A general assessment of the threat conditions, adequacy of force numbers, and any problems that might require a change to force levels. Note: this information is in addition to the information the contractor promises to immediately provide under the communications plan referenced at paragraph (c)(5).

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AI 52.12 Contractor Support of USAID Communities Stabilization Program (CSP) for Hiring Iraqi Apprentices

The contractor shall provide a company point of contact – name and telephone number – within five days after contract award to serve as a liaison with USAID / Iraq. The individual designated will be contacted by a representative of USAID / Iraq for the purpose of developing contractor participation in the USAID apprenticeship program.

The contractor shall make a good faith effort to maximize participation in USAID's apprentice program while still assuring compliance of the terms and conditions of the contract herein. The duration for each apprenticeship is currently six months. USAID will provide apprentices matched to work being performed by the contractor.

This is a program administered and funded solely by USAID.
In accordance with the Apprentice Program, USAID currently provides:

- (1) Tools of their trade for apprentices to begin work;
- (2) 50% of the apprentices' salary; and
- (3) A one-time bonus/honorarium for the supervisor of apprentices covering all extra work to guide, supervise and prepare a written evaluation of each apprentice.

Contractor will comply with the terms and conditions of the Apprentice Program set forth by USAID. To the extent that the Apprentice Program may conflict in any way with the contract terms herein, the Contractor shall apprise the COR, and the contract terms herein shall take precedence. The Contractor shall pay 50% of the apprentices' salaries plus any fringe benefits in accordance with the Apprenticeship Program. Upon training completion the designated supervisor shall complete evaluation forms for each apprentice.

This program is not intended to replace skilled laborers. Contractors who successfully support the program will be given additional credit in a final performance evaluation of their company upon completion of the work.