STATEMENT OF WORK (SOW)

FOR

SOUND TESTING and CERTIFICATION TESTING

AT

Edwards AFB, California
Nellis AFB, Nevada

Prepared by:
Phillip Folson Jr. Chief, Maintenance and Logistics Operations Division AFMC
Christina Calkins, Acquisition Project Specialist
445th TS/EWJ
~~**22 December 2025**~~
~~**30 March 2026**~~
~~**24 April 2026**~~
~~**28 April 2026**~~
~~**9 June 2026**~~
~~**12 June 2026**~~
15 June 2026

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GENERAL

1.0 PURPOSE

This contract is required for the 412th Electronic Warfare Group's (EWG) Sound Test in Buildings 1020 and 1040 located at EWG, Edwards Air Force Base (EAFB), California and Building 1733 located at Digital Test and Training Range-Nellis (DTTR-N), Nellis Air Force Base (NAFB), Nevada, ensuring readiness for Sensitive Compartmented Information Facility (SCIF) accreditation.

2.0 BACKGROUND

Previous completed Sound Test results exposed multiple locations surrounding the Sensitive Compartmented Information Facility (SCIF) exterior that did not meet the Noise Isolation Class (NIC) score of 45 for Amplified Voice. Repairs are being completed on the walls, Heating, Ventilation and Air Conditioning (HVAC), and doors as directed by the Physical Security Officer (PSO). Once repairs are completed, repeat sound tests are required to confirm all areas meet the minimum NIC score.

The Government estimates approximately 754 acoustic test points will be required over a 5-year period of performance. This estimate is subject to change based on actual construction progress, facility handoff schedules, and final accreditation mandates.

Ceiling/Floor Assemblies - QTY 132
Wall/Vertical Partition Assemblies - QTY 394
Door/Aperture Assemblies -QTY 228

3.0 SCOPE OF WORK

3.1 Sound Test for Amplified Voice - The Contractor shall conduct sound testing for amplified voice at specific locations (test points) designated by the Government. The exact quantity and location of the test points will be finalized and authorized via individual Task Orders (TOs).

3.2 The Contractor shall provide unit pricing per test point for each partition category listed above. Actual quantities billed shall reflect the authorized tests performed.

3.3 Protocol for Acoustic Test Failures, Field Mitigation, and Concurrent Retesting.

3.3.1 Immediate Notification of Failure-In the event that any acoustic or sound transmission test (e.g., STC, NIC) yields a failing result or fails to meet the specified performance thresholds, the Contractor shall immediately pause testing in that specific location and notify the designated Government Representative.

3.3.2 Government Opportunity for Field Mitigation-Upon notification of a test failure, the Government team shall be afforded the opportunity to implement real-time field mitigations, adjustments, or corrective actions while the Contractor's testing personnel remain mobilized on-site.

3.3.3 Contractor Schedule Accommodation-To maximize testing efficiency, the Contractor shall accommodate Government mitigation efforts by pivoting to test other scheduled, unaffected locations. If no other locations are available for testing, the Contractor shall pause testing operations for a mutually agreed-upon duration.

3.3.4 Concurrent Retesting-Once the Government Representative communicates that the field mitigation is complete, the Contractor shall perform a retest of the modified assembly to verify compliance. This retest shall be conducted prior to the Contractor concluding on-site operations

and demobilizing. The Contractor shall factor reasonable schedule allowances for these mitigations and concurrent retests into their initial site visit planning to prevent the need for separate, subsequent remobilization trips.

4.0 TECHNICAL REQUIREMENTS

Field Sound Testing: Consultant shall perform acoustic testing of doors, walls, and floor/ceiling assemblies at the locations identified in Task Order (TO). Testing shall confirm acoustics requirements have been met. For each round of testing, prepare a report documenting results, testing methodology, applicable standards, equipment used, and recommendation (if any).

Testing will be conducted at ICD/ICS 705 Secure Area Boundary.

5.0 PERIOD OF PERFORMANCE

5.1 Work must be completed within 180 calendar days of Contract Award.

6.0 PLACE OF PERFORMANCE

6.1 The contractor shall perform the services in the Statement of Work (SOW) at Building 1020 and 1040 Edwards AFB, CA and Building 1733 Nellis Air Force Base, Nevada.

7.0 GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

7.1 Government Furnished Services. The Government will provide the following (as required):

- 7.1.1 The Air Force Test Center (AFTC) will provide access to secure areas within 412 EWG Compound
- 7.1.2 Escort and security monitoring will be coordinated during work performance as required
- 7.1.3 All Equipment required will be provided by the contractor
- 7.1.4 Any staging areas or laydown spaces will be coordinated in advance.

7.2 Emergency Medical Services. Edwards AFB will provide emergency medical services for Contractor personnel in performance of services under this contract IAW Air Force Instruction (AFI) 41-115 Chapter 1. The Contractor shall reimburse the Government for treatment provided at the current reimbursement rate for non- authorized user IAW AFH 41-114, paragraph 42. The Contractor shall provide, to the Edwards AFB Medical Group, the name of a physician and/or hospital to which injured personnel can be transferred for further treatment and care after receiving initial emergency treatment on base. All mishaps will be promptly reported to the base safety office through the organization's Safety Officer.

7.3 Security Police and Fire Protection. Phone number for Edwards AFB Security Forces Squadron, 661-277- 3340; Nellis AFB Security Forces Squadron 702-652-4311Emergencies (Fire/Security Forces/Medical), 911.

7.4 Emergency Medical Services. The Mike O'Callaghan Federal Medical Center (MOFMC) will provide emergency medical treatment to employees of the Contractor for injuries incurred while working at Nellis AFB, NV. The Contractor will be required to reimburse the Government at an established rate for non-beneficiaries in accordance with DHA Procedures Manual 6015.01 https://www.health.mil/Reference-Center/DHA- Publications/2017/10/24/DHA-PM-6015-01. After receiving initial emergency treatment, the Contractor will provide the hospital with the name of a physician and/or hospital to which injured personnel can be transferred for further treatment and care.

Follow-on care after initial emergency treatment will not be provided. There are very limited medical services available at Creech AFB and on the Nellis Test & Training Range (NTTR).

7.5 Security Police and Fire Protection. Phone number for Nellis AFB Security Forces Squadron 702-652-4311 Emergencies (Fire/Security Forces/Medical), 911.

7.6 Utilities. The Government will provide all electricity, water and sewage at no additional cost to the Contractor. The Contractor shall instruct employees in utilities conservation practices. The Contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish requirements under this SOW.

7.7 Government Furnished Materials. NONE

8.0 DELIVERABLES

8.1 Schedule of Work (due within 5 business days of award)

The contractor shall be responsible for delivery and installation support of all required materials.

The contractor shall notify the Maintenance and Logistics Operations Division Chief Mr. Phillip "PJ" Folson Jr. at (661) 527-1791, Logistics Management Specialist Mr. Hugo Castillo at (661) 277-1524 and Acquisition Specialist Ms. Christina Calkins (661) 277-3375, seven (7) days prior to the expected arrival date.

The contractor shall provide a completed "Site Support Visit Request", with the following information for all personnel that are required to complete the installation on-site no later than four (5) days prior to the agreed upon install date:

1. Name(s)
2. Company Name or Organization
3. Social Security Number (SSN)
4. Driver's License No./State
5. Date and place of birth
6. US citizenship (declare Yes or No)
7. Date(s) of Visit and Length of visit (provide approximate dates)
8. Purpose of visit: Contractor Visit, Job Walk, etc
9. Length of visit (provide approximate dates)

Point of Contact and phone number: Edwards AFB – Hugo Castillo (661) 277-1524

The contractor shall provide, if requested, verification that all required vehicles have valid registration and insurance documentation, which may be checked prior to entering the work site or the base.

9.0 Point of Contact

Government Project Manager: Phillip D Folson JR, phillip.folson.2@us.af.mil 527-1791
Logistics Management Specialist: Hugo C. Castillo, hugo.castillo@us.af.mil 661-277-1524
Security Representative: Adam Raper, adam.raper.2@us.af.mil 661-277-3790
Acquisition Specialist Ms. Christina J. Calkins, christina.calkins.1@us.af.mil 661-277-3375

Nellis AFB-
Maintenance Element Lead: Ms. Stacey Heavner, stacey.heavner.2@us.af.mil 702-652-5581

Chief of Logistics: Mr. Jacob Ramos, jacob.ramos.4@us.af.mil 661-902-4644

9.1 Additional Information

9.1.1 Inherently Governmental Function. The Contractor shall not perform Inherently Governmental functions as defined in FAR Subpart 7.5 in relationship to this SOW.

HOURS OF OPERATION, SAFETY

10.0 GENERAL INFORMATION

10.1 Hours of Operation. The services required under this contract will primarily be completed between the following hours: 7:30AM – 4:30PM, Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. Any additional work requiring an extended duty day or weekend shifts shall be coordinated through the government for approval no later than 24 hours in advance. For other than firm fixed price contracts, the Contractor will not be reimbursed when the Government facility is closed for the above reasons. On occasion, the contractor will be required to work on weekends and Federal Holidays. These instances will be worked out in advance between the Government and the Contractor. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this SOW when the Government facility is not closed for the above reasons.

10.1.1 Recognized Holidays. Contractor is not required/permitted to perform services on the following holidays.

New Year's Day	Labor Day
Martin Luther King Jr's Birthday Day	Columbus Day
President's Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
Juneteenth	NA

*If the holiday falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls on Sunday, it will be observed on the following Monday.

10.1.2 Work Schedules, Leave, and Absences. The contractor shall provide the government with a performance schedule for the project. Any changes in the schedule shall be coordinated with the government in advance.

10.2 Contract Personnel

10.2.1 Alcohol/Drug Use. The consumption of alcoholic beverages or illegal drugs by Contractor personnel, while on duty, is strictly forbidden. The Contractor shall immediately remove any employee who is under the influence of alcohol or drugs.

10.2.2 Appearance. Contractor personnel shall present a neat appearance. Contractor's uniform must be easily recognized. This shall be accomplished by wearing distinctive clothing bearing the name of the company and by wearing badges that contain the company name and employee name.

10.2.3 Certifications. Contractor employees shall have current and valid professional certifications and licenses required to perform the work in this SOW, prior to contract award. All certification and licensing requirements by Federal, State, and local agencies shall be complied with at the Contractor's expense.

10.2.4 Contractor Qualifications.

10.2.4.1 The Contractor shall utilize employees possessing adequate training, skills, and knowledge to perform the requirements of this contract.

10.2.4.2 Personnel must be U.S. citizens and may be subject to background screening or escort requirements

10.2.5 Privately Owned Vehicles. Each Contractor employee driving a privately owned vehicle on the installation must carry minimum liability insurance as required by the State. Contractor employees shall adhere to all posted speed limits and shall not use hand-held cellular telephones while driving on the installation for phone calls or texting. Use of seat belts is mandatory. Any Contractor employee cited for driving under the influence will have their driving privileges immediately revoked for a period to be determined.

10.3 Safety

Safety and Health Requirements: It is the contractor's responsibility to ensure its employees and managers have a comprehensive understanding of OSHA requirements. Detailed information is available on the OSHA website at http://www.osha.gov. Contractors are responsible for complying with federal and state occupational safety and health standards for their employees, except where the Air Force contractually agreed to assume responsibility.

Mishap Reporting. The Contractor shall promptly report pertinent facts to the Government Program Office (GPO) regarding mishaps involving government personnel or property, on or off the Air Force Installation, incidental to work performed IAW DAFI 91-204, Safety Investigation and Hazard Reporting. Direct costs related to the mishap shall be separated from other cost and provided to the GPO and Safety Investigators.

The Contractor is responsible for establishing requirements for all subcontractors who qualify as subcontractors under the resulting contract

10.3.1 Safety Equipment. The Contractor shall furnish personal safety equipment for its employees in performance of this contract. Safety equipment includes shoes or boots, eyewear, respirators, and gloves, etc.

10.3.2 Safety Threats. The Contractor shall not employ persons for work on this contract if such employees are identified to the Contractor by the CO as a potential threat to the health, safety, security, general well-being or operational mission of the installation and its population.

10.4 Conservation of Utilities. The Contractor shall instruct employees in utilities conservation practices. The Contractor shall be responsible for operating under conditions that preclude the waste of utilities.

10.5 Contractor Furnished Property and Services. Except for those items or services specifically stated to be Government-furnished in Section 7.0 and any appendixes, the Contractor shall furnish everything required to fulfil this contract in accordance with all of its terms.

10.6 Environmental Protection. The Contractor shall comply with all applicable Federal, state, and local laws, regulations, and standards, including Air Force and installation policies, directives and instructions, that are or may become applicable to the Contractor's activities in performance of this contract.

10.7 Audit. This contract may be subject to audit by any and all cognizant Government agencies. The

Contractor shall make available all records, which it maintains with respect to this contract, to such agencies.

10.8 Miscellaneous Paragraphs

10.8.1 Official Correspondence. The Government singularly identifies each project with a contract number at the time of award. The contract number is a unique identifier to purposely and permanently represent an awarded project. The Government issued contract number is to be referenced on all official communication starting upon notice of the award.

10.8.2 Post Award Conference. The Contractor agrees to attend any post award conference convened by the Contracting Officer IAW FAR Part 42.5. These meetings shall be at no additional cost to the Government.

10.8.3 Records. All records created and received by the Contractor in the performance of this contract shall be maintained and readily accessible. Records shall remain the property of the Government.

10.8.4 Insurance. The contractor shall obtain the necessary insurance as required by FAR part 28.3. The minimum amounts of insurance will be maintained IAW FAR 28.307-2.

10.8.5 Fire Prevention. The Contractor shall take all necessary precautions to prevent fires in the units and Contractor-furnished and Government-furnished facilities while performing any work under this contract. In the event fires do occur, the Contractor shall immediately notify the Base Fire Department at 911. The Contractor shall then notify the requiring activity and the CO. The Contractor shall brief and document its employees monthly in fire safety issues and procedures in reporting fires.

10.8.6 Inclement Weather. If the base closes due to inclement weather, the Contractor will be released, by the installation commander, with the general population of the base at no decrement to contract price. The Contractor will follow the local procedures for reporting in inclement weather as advertised on local television and radio stations.

SECURITY REQUIREMENTS

11.0SECURITY REQUIREMENTS

11.1All Contractor employees will be subject to a criminal history background check IAW DoDM 5200.08V3_AFMAN 31-101V3, Installation Perimeter Access Control, and 412th Test Wing Integrated Defense Plan (IDP) 31, Volume I (the AFMAN and IDP are both limited access documents but more details on the requirements/process in terms of background checks can be provided by the Contracting Office upon request). Vehicle registration, proof of insurance, and a valid driver's license must be presented for vehicles. Installation Commanders may deny access and credentials based on information obtained during identity vetting that indicates the individual may present a threat to the good order, discipline, and morale of the installation.

Base Access. For Contractor personnel requiring frequent base access to perform work at Edwards AFB will be granted access via an Air Force Materiel Command (AFMC) Form 496, Application for AFMC Identification Card. Air Force Federal Acquisition Regulation Supplement (AFFARS) Clause 5352.242-9000, Contractor Access to Air Force Installations, the Prime Contractor shall submit a written request on company letterhead to the CO with the following information (prior to submitting a request for Base access via an AFMC Form 496): 1) contract number, 2) location of work, 3) contract start and stop date (must be on or before contract's expiration date), and 4) names of employees/ subcontractor employees needing access to the base, to include each employee's company name.

It is recommended that the Prime Contractor provide a copy of the request letter to each employee for verification purposes when the employee comes to the Contracting Office at Building 2800 to get their AFMC Form 496 signed. Employees for which no request letter can be found or provided will result in the employee being asked to return on another date/time so verification can be made.

Base passes will be limited to the length of the contract not to exceed 3 years from the date the AFMC Form 496 is submitted to the Contracting Office for signature.

The AFMC Form 496 will be reviewed/approved by the CO, then taken by the Contractor employee to the Edwards AFB Pass & Registration Office in Building 3000, or the Visitor Control Center in Building 1004, for the security portion and issuance of the Base pass.

The contractor shall comply with all base security regulations. Additionally, the contractor shall comply with actions dictated by force protection condition (FPCON) changes/measures and/or health protection condition (HPCON) changes/measures. For real-world situations/exercises, changes to force/health protection conditions could impact on contractor performance of work and can include denial of access to the installation to perform work

Only employees who will be working on the contract consistently/frequently should be submitted for a long-term Base pass.

11.2The Contractor shall comply with all security requirements imposed by the Installation. Specific security considerations will be handled on an individual Task Order/contract basis as required. The contractor shall report suspicious activity to Security Forces in a timely manner.

11.2.1 Edwards AFB Security Forces at 661-277-3340
11.2.2 Nellis AFB Security Forces at 702-652-4311

11.3The Contractor and its employees shall comply with all base traffic regulations.

States are subject to Real ID Act enforcement at this time. The Department of Defense will not accept standard State-issued driver's licenses and identification cards from all U.S. States and territories as proof of identity. Please visit the Department of Homeland Security's (DHS) website to get the latest information, https://www.dhs.gov/current-status-states-territories. Once Real ID Act is enforced, the Contractor shall comply fully.

The contractor shall maintain and make available to the Government Program Manager (GPM), within 30 days after award, records of Antiterrorism Awareness Level I required training of contractor employees and subcontractor employees who require routine physical access to the installation via 30-day pass, DBIDS Access card or Common Access Card (CAC), both initially and annually thereafter. AT Level I training provides contractor employees with the requisite knowledge necessary to remain vigilant for possible terrorist threats. Level I AT Awareness Training may be taken at https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf for non-CAC holders. CAC holders may complete AT Level I training (Force Protection course ZZ133079) via myLearning at https://lms-jets.cce.af.mil/moodle/. Tracking for each contractor or subcontractor employee is the responsibility of the GPM or unit Antiterrorism Representative.

During performance of the contract, the Contractor shall be responsible for obtaining required identification for newly assigned personnel.

The Contractor shall be responsible for prompt return of credentials and vehicle passes for: 1) any employee who no longer requires access to the work site; 2) upon request by a CO; and 3) upon completion or termination of the contract. The Prime Contractor shall ensure that all Base identification passes issued to employees and subcontractor employees are returned to the issuing office. Failure to comply with these requirements may result in the withholding of payment.

Contractor employees are prohibited from possessing weapons, firearms or ammunition, on themselves or within Contractor-owned or privately owned vehicle while on Edwards AFB.

11.4OPSEC-The Contractor shall comply with DOD, USAF, and locally established Operations Security (OPSEC) policies and procedures to protect sensitive and unclassified information and/or equipment, which is furnished to and operated by the Contractor, and prevent compromise of classified information and equipment.

Contractor shall maintain Operations Security (OPSEC) in accordance with DOD Directive & Manual 5205.02, DOD Operations Security (OPSEC) Program, AFI 10-701, Operations Security (OPSEC), and Edwards AFB OPSEC policies and procedures.

Completion of OPSEC Training of contractor employees offered by the Government IAW AFI 10-701, para. 4.1 and 4.2.3 shall be required of all Contractor employees within 30 days of initiating work. Access to mission critical information will not be allowed until OPSEC education has been completed and documented. This training provides Contractor employees with the requisite knowledge necessary to remain vigilant for possible threats, understand basic security procedures, understand the obligation to report security violations and the continued obligation to safeguard information. The requiring unit Security Manager/OPSEC Coordinator will coordinate, and track completed training with the Contractor.

Contact the unit Security Manager/OPSEC Coordinator or Wing OPSEC Signature Manager at (661) 277-2066 for questions or reporting.

12. OMBUDSMAN
(a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and others for this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman does not affect the authority of the program manager, contracting officer, or source selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of protests or formal contract disputes. The ombudsman may refer the interested party to another official who can resolve the concern.
(b) Before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution. Consulting an ombudsman does not alter or postpone the timelines for any other processes (e.g., agency level bid protests, GAO bid protests, requests for debriefings, employee-employer actions, contests of OMB Circular A-76 competition performance decisions).
(c) If resolution cannot be made by the contracting officer, the interested party may contact the ombudsman,
AFTC Vice Commander
1 S Rosamond Blvd
Edwards AFB CA 93524
COMM: (661) 277-2810
aftc.workflow@us.af.mil
Concerns, issues, disagreements, and recommendations that cannot be resolved at the Center/MAJCOM/DRU/SMC ombudsman level, may be brought by the interested party for further consideration to the Air Force ombudsman, Associate Deputy Assistant Secretary (ADAS) (Contracting), SAF/AQC, 1060 Air Force Pentagon, Washington DC 20330-1060, phone number (571) 256-2395, facsimile number (571) 256-2431.
(d) The ombudsman has no authority to render a decision that binds the agency.
(e) Do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the contracting officer.

13. HEALTH AND SAFETY ON GOVERNMENT INSTALLATIONS
(a) In performing work under this contract on a Government installation, the contractor shall:
(1) Take all reasonable steps and precautions to prevent accidents and preserve the health and safety of contractor and Government personnel performing or in any way coming in contact with the performance of this contract; and
(2) Take such additional immediate precautions as the contracting officer may reasonably require for health and safety purposes.
(b) The contracting officer may, by written order, direct Department of the Air Force Occupational Safety and Health (AFOSH) Standards and/or health/safety standards as may be required in the performance of this contract and any adjustments resulting from such direction will be in accordance with the Changes clause of this contract.
(c) Any violation of these health and safety rules and requirements, unless promptly corrected as directed by the contracting officer, shall be grounds for termination of this contract in accordance with the Default clause of this contract.

14. CONTRACTOR ACCESS TO THE DEPARTMENT OF THE AIR FORCE INSTALLATIONS
(a) The contractor shall obtain base identification and vehicle passes, if required, for all contractor personnel who make frequent visits to or perform work on the Department of the Air Force installation(s) cited in the contract. Contractor personnel are required to wear or prominently display installation identification badges or contractor-furnished, contractor identification badges while visiting or performing work on the installation.
(b) The contractor shall submit a written request on company letterhead to the contracting officer listing the following: contract number, location of work site, start and stop dates, and names of employees and subcontractor employees needing access to the base. The letter will also specify the individual(s) authorized to sign for a request for base identification credentials or vehicle passes. The contracting officer will endorse the request and forward it to the issuing base pass and registration office or Security Forces for processing. When

reporting to the registration office, the authorized contractor individual(s) should provide a valid driver's license, current vehicle registration, valid vehicle insurance certificate, and [insert any additional requirements to comply with local security procedures] to obtain a vehicle pass.
(c) During performance of the contract, the contractor shall be responsible for obtaining required identification for newly assigned personnel and for prompt return of credentials and vehicle passes for any employee who no longer requires access to the work site.
(d) When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with [insert any additional requirements to comply with AFI 31-101 , Integrated Defense, and DODMAN5200.02_AFMAN 16-1405 , Air Force Personnel Security Program] citing the appropriate paragraphs as applicable.
(e) Upon completion or termination of the contract or expiration of the identification passes, the prime contractor shall ensure that all base identification passes issued to employees and subcontractor employees are returned to the issuing office.
(f) The contractor shall provide an after-hours contact number or after-hours email in the Emergency Mass Notification System (EMNS) for each of their personnel, whose normal place of duty is on a DoD installation or within a DoD facility. The contractor shall comply with any additional requirements in DAFMAN 10-206 for emergency operational reporting. Foreign Nationals may participate and may remove themselves from the Emergency Mass Notification System at any time. To update information, personnel can access the globe icon on their system desktop screens and choose the "Access Self-Service" option.
(g) Failure to comply with these requirements may result in withholding of final payment.

15. COMMON ACCESS CARDS (CAC) FOR CONTRACTOR PERSONNEL
(a) For installation(s)/location(s) cited in the contract, contractors shall ensure Common Access Cards (CACs) are obtained by all contract or subcontract personnel who meet one or both of the following criteria:
(1) Require logical access to Department of Defense computer networks and systems in either:
(i) the unclassified environment; or
(ii) the classified environment where authorized by governing security directives.
(2) Perform work, which requires the use of a CAC for installation entry control or physical access to facilities and buildings.
(b) Contractors and their personnel shall use the following procedures to obtain CACs:
(1) Contractors shall provide a listing of personnel who require a CAC to the contracting officer. The government will provide the contractor instruction on how to complete the Contractor Verification System (CVS) application and then notify the contractor when approved.
(2) Contractor personnel shall obtain a CAC from the nearest Real Time Automated Personnel Identification Documentation System (RAPIDS) Issuing Facility (typically the local Military Personnel Flight (MPF)).
(c) While visiting or performing work on installation(s)/location(s), contractor personnel shall wear or prominently display the CAC as required by the governing local policy.
(d) During the performance period of the contract, the contractor shall:
(1) Within 7 working days of any changes to the listing of the contract personnel authorized a CAC, provide an updated listing to the contracting officer who will provide the updated listing to the authorizing government official;
(2) Return CACs in accordance with local policy/directives within 7 working days of a change in status for contractor personnel who no longer require logical or physical access;
(3) Return CACs in accordance with local policy/directives within 7 working days following a CACs expiration date; and
(4) Report lost or stolen CACs in accordance with local policy/directives.
(e) Within 7 working days following completion/termination of the contract, the contractor shall return all CACs issued to their personnel to the issuing office or the location specified by local policy/directives.
(f) Failure to comply with these requirements may result in withholding of final payment.

APPENDIX DEFINITIONS

Arrival Services. Services performed to prepare for and properly park transient aircraft in an assigned parking area

Contract Administrator (CA). The individual within the contracting office who performs the day-to-day administration of the contract. The contract administrator may also be the contracting officer.

Contracting Officer (CO). The duly appointed Government agent authorized to award or administer contracts. The contracting officer is the only person authorized to contractually obligate the Government.

Corrective Action Report (CAR). Used to document unacceptable performance by the Contractor.

Defect. Any non-conformance with requirements specified in the contract.

Defective Service. A service output that does not meet the standard of performance specified in the contract for that service.

Fair Wear and Tear. The deterioration of items attributed to normal usage

Government Furnished Property (GFP). Facilities, equipment, tools, supplies, parts, or any other items furnished for the concessionaire's use by the Government.

Major discrepancy. A major finding is defined as a condition that would endanger personnel, jeopardize equipment or system reliability, affect safety of flight, or warrant discontinuing the process or equipment operation.

Minor discrepancy. A minor finding is defined as an unsatisfactory condition that requires repair or correction, but does not endanger personnel, affect safety of flight, jeopardize equipment reliability, or warrant discontinuing a process or equipment operation.

Performance Assessment. A process that measures success towards achieving defined performance objectives or goals defined within the performance thresholds in the services summary or the process of assessing progress towards achieving the objectives/goals developed in a performance plan or partnering agreement.

Performance Indicator. A measurable characteristic of an output of a work process. Generally synonymous with attribute.

Performance Management. The use of performance measurement information to effect positive changes in organizational culture, systems, and processes, by helping to set agreed upon performance goals, allocating and prioritizing resources, informing managers to either confirm or change current policy or program directions to meet those goals, and sharing results of performance in pursuing those goals.

Performance Objective. The outcome is associated with successful contract performance in a specific area. This is a critical success factor in achieving the organization’s mission, vision and strategy which, if not achieved, would likely result in a significant decrease in customer satisfaction or risk mission failure. Obtaining multi-

services/sub-services performed at a certain measurable standard and consistently ensure success in achieving the objectives critical to the mission.

Performance Threshold. The minimum performance level of a performance objective required by the Government.

Quality Assurance (QA). Those actions taken by the Government to ensure services meet the requirements of the Statement of Work (SOW).

Quality Assurance Program Coordinator (CORC). The individual designated by the contracting squadron commander to manage the installation QA program.

Quality Control (QC). Those actions are taken by a Concessionaire to control the performance of services so that they meet the requirements of the SOW.

Standard. An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A fixed quantity or quality. A defined measure of comparison.

ACRONYMS

AF	Air Force
AFB	Air Force Base
AFFARS	Air Force Federal Acquisition Regulation Supplement
AFI	Air Force Instruction
AFMC	Air Force Material Command
AFMAN	Air Force Manual
AFTC	Air Force Test Center
ASTM	American Society for Testing and Materials
AT	Awareness Training
CAC	Common Access Card
CO	Contracting Officer
DAFI	Department of the Air Force Instruction
DBIDS	Defense Biometric Identification System
DHS	Department of Homeland Security
DOD	Department of Defense
DTTR OL-N	Digital Test & Training Range Operating Location-Nellis
DTTR-E	Digital Test & Training Range -Edwards
EPA	Environmental Protection Agency
EWG	Electronic Warfare Group
FAR	Federal Acquisition Regulation
FPCON	Force Protection Condition
GA	Levels of Finish for Gypsum Panel Products
GFE	Government-Furnished Equipment
GFP	Government-Furnished Property
GPM	Government Project Manager
HVAC	Heating, Ventilation, and Air Conditioning
IAW	In Accordance With
ICD	Intelligence Community Directive
NIC	Noise Isolation Class
NTTR	Nellis Test & Training Range
OPSEC	Operation Security
OSHA	Occupational Safety and Health Administration
PSO	Physical Security Officer
QTY	Quantity
SCIF	Sensitive Compartmented Information Facility
SOW	Statement of Work
STC	Sound Transmission Class
TO	Task Order
USAF	United States Air Force
USG	United States Government