

Statement of Objectives (SOO)

Ira C. Eaker Center Professional Development School
525 Chennault Cir, Eaker Center, Bldg. 1404, Rm #270 & #268
Maxwell AFB AL 36112

- 1.0 Purpose - The contractor shall perform all requirements in this SOO conform to the professional standards identified, and shall follow all applicable instructions and directives as identified in this SOO.
- 2.0 Overview - The contractor will be responsible upgrading Bldg 1404 Room 270 on Maxwell-Gunter AFB, AL to allow for conferencing via a secure and non-secure IP network connection.
- 3.0 Mission Critical Information - The Commander School hosts over 1400 commanders yearly, the secure requirement is essential to complete the school Mission and to support the CSAF requirement of teaching the Commander's prior to the taking Command of a Wing/Group. The School hosts many DVs that require SIPRNet access to maintain operations while visiting the Commanders' School.
- 4.0 Description Requirements – The contractor shall provide materials and installation for the Eaker Center to include the following:
 - 4.1 Provide two Codec Pro video conferencing codecs. One codec will connect to the non-secure network. The second codec will connect to the secure network. Fiber transmitters and receivers will be provided to connect each codec to the respective network. It is assumed that network connections are located in the control booth.
 - 4.2 The new codecs will connect to the existing video switcher. Two outputs from each codec will connect to the existing video switcher. Two outputs from the existing video switcher will connect to each codec. One connection will route the camera feed to the codec. The second connection will route the program feed to the codec.
 - 4.3 A new audio DSP will be provided to allow for connections to the new codec. The existing audio DSP has no available inputs for the additional codec.
 - 4.4 A small furniture style rack will be provided to house the codec that will be used for secure conferencing. This rack will be located in the Room 270 control booth underneath the control desk to allow for the 1m required separation of the secure/non-secure network.
 - 4.5 Relay controlled power conditioners will be provided to control power to the codecs. During a non-secure VTC call the secure codec will be powered down. During a secure VTC call the non-secure codec will be powered down

5.0 General Information

5.1 Place of Performance: Work will be performed in Bldg 1404, room #270 on Maxwell AFB, AL. It may be performed at contractor facilities or at alternate work site upon approval from the Contract Officer Representative (COR). Any work performed off-site and the equipment needed to do so is at the contractor's expense.

5.2 Hours of Operations: The normal hours of operation for this support on Maxwell-Gunter AFB are 0700 to 1630, Monday through Friday. Contractor personnel must coordinate all work hour deviations with designated representative before executing.

5.3 Recognized Holidays/Base Closure: Federally recognized holidays: New Year's Day, Labor Day, MLK Birthday, Columbus Day, President's Day, Veteran's Day, Memorial Day, Thanksgiving Day Independence Day and Christmas Day.

5.4 In the case of Air Education and Training Command (AETC) FAMILY DAYS and INSTALLATION DOWN DAYS, the contractor may be given the opportunity to work at the contractor facilities or at alternate work site depending on mission need and COR approval. Not all classes cease on AETC Family Days.

5.5 If the base closes due to inclement weather, the contractor will be released with the general population of the base as authorized and directed by the 42 ABW Commander. The contractor will follow the local procedures for reporting in inclement weather as advertised on local television, radio stations and commander's channel.

6.0 Quality Control: Contractor Performance Will be Compared to the Contract Standards and Service Summary (SS).

6.1 Performance Evaluation: Performance of a service will be assessed to determine whether or not it meets the Performance Threshold (PT) of the contract. When the PT is exceeded, the Quality Assurance Personnel (QAP) will document the file with a Corrective Action Report or a Performance Assessment Report and forward these documents to the CO for their determination if further action is necessary.

6.1.1 The government will periodically assess the contractor's performance by appointing a representative(s) to monitor performance to ensure services are received. The Government representative will assess the contractor's performance through assessment of reports and contractor services documentation. The Government may assess each task as completed or increase the number of quality assessments if deemed appropriate because of repeated failures or because of repeated customer complaints. Likewise, the Government may decrease the number of quality assessments if performance dictates. The Government QAP shall make final determination of the validity of customer complaint(s).

6.1.2 If any of the services do not conform to contract requirements, the Government may require the contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by re-performance, the Government may:

6.1.2.1 Require the contractor to take necessary action to ensure that future performance conforms to contract requirements; and reduce the contract price to reflect the reduced value of the services performed.

6.1.2.2 Hold progress meetings and Multi-functional Team meetings as needed.

7.0 Government Furnished Property and Services (On-Site)

7.1 Telephone Communications Security Monitoring: All communications with DOD organizations are subject to Communications Security (COMSEC) review. Contractor personnel will be aware telephone communications are continually subject to intercept by unfriendly intelligence organizations. The DOD has authorized the military departments to conduct COMSEC monitoring and recording of telephone calls originating from, or termination at, DOD organizations. Therefore civilian contractor personnel are advised any time they place a call to or receive a call from an USAF organization, they are subject to COMSEC procedures. It is the contractor's responsibility for ensuring wide and frequent dissemination of the above information to all employees dealing with DOD information.

7.2 Property Damage. The contractor must take all precautions to avoid damage to Government property or equipment. Any damage to Government property or equipment by the contractor must be repaired by the contractor to its original state or better condition at no additional expense to the Government. Prior to beginning work, the Contractor must conduct a walk through and inspection of the site and facility with the COR and note the existing conditions and any damage. The inspection must include all areas affected by the performance of work under this contract. Existing damage or defects must be noted and will be the basis for determination of damages caused by the Contractor's operations. Failure of the contractor to perform this inspection indicates that all areas are free of damage and defects.

8.0 Security Requirements for Unclassified and Classified Services

8.1 Contractor Notification Responsibilities: The contractor shall notify the contracting office within 30 days before on-base performance of the service. The notification shall include:

8.1.1 Name, address, and telephone number of contractor representatives.

8.1.2 The contract number and contracting agency.

- 8.1.3 The location(s) of service performance and future performance, if known.
- 8.1.4 The date service performance begins.
- 8.1.5 Any change to information previously provided under this paragraph.

8.2 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 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.

8.2.1 The contractor shall submit a written request on company letterhead to the CO 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 CO 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 to obtain a vehicle pass. Government ID card holders may not use their credentials to sponsor an individual on to the base to perform work that's been contracted to an official contractor.

8.2.2 During performance of the service, the contractor shall be responsible for obtaining required identification for newly assigned personnel and for prompt return of credentials for any employee who no longer requires access to the work site.

8.2.3 When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with AFI 31-101, Integrated Defense, and AFMAN 16-1405, Air Force Personnel Security Program.

8.2.4 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.

8.2.5 All commercial vehicles will be directed to Gate 3 (Kelly St) or Gate 4 (Congressman Dickenson for Gunter) for processing through the Commercial Vehicle Inspection (CVI) Area, when operational. During non-duty hours and holidays, commercial vehicle inspections will be conducted at Gate 1 (Maxwell Blvd) or Gate 4 only. Inspection members will conduct thorough inspections of the interior and exterior of the vehicle for items prohibited from the installation such

as explosive devices, weapons and ammunition, drugs, and open or closed alcohol containers.

8.2.6 Failure to comply with these requirements may result in withholding of final payment.

8.3 Freedom of Information Act Program (FOIA): The contractor shall comply with DoD Regulation 5400.7-R/Air Force Supplement, DoD Freedom of Information Act Program, requirements. The regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding For Official Use Only (FOUO) material. The contractor shall comply with AFI 33-332, Air Force Privacy Civil Liberties Program, when collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, section 8013. The contractor shall maintain records in accordance AFI 33-364, Records Disposition Procedures and Responsibilities; and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

8.4 Reporting Requirements: The contractor shall comply with AFI 71-101, Volume-1, Criminal Investigations, and Volume-2, Protective Service Matters, requirements. Contractor personnel shall report to 42 Air Base Wing Information Protection Office, 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 unclassified defense information. Contractor employees shall be briefed by their immediate supervisor upon initial on-base assignment and as required thereafter.

8.5 Physical Security: Areas controlled by contractor employees shall comply with base operations plans/instructions for FPCON procedures, Random Antiterrorism Measures (RAMS) and local search/identification requirements. The contractor shall safeguard all government property, including controlled forms, provided for contractor use. At the close of each work period, government training equipment, ground aerospace vehicles, facilities, support equipment, and other valuable materials shall be secured.

8.6 Internal Operating Instructions: The contractor will adhere to the Air Force activity operating instructions (OI) for internal circulation control, protection of resources, and to regulate entry into Air Force controlled areas during normal, simulated, and actual emergency operations.

8.7 Key Control: The contractor shall adhere to the Air Force activity operating instructions control procedures to ensure keys issued to the contractor by the government are properly safeguarded and not used by unauthorized personnel. The contractor shall not duplicate keys issued by the government. All government issued keys will be turned in at the end of employment or contract. Lost keys shall be reported immediately to the Air Force activity that issued the keys. The government replaces lost keys or performs re-keying. The total cost of lost keys, re-keying or lock replacement shall be deducted from the monthly payment due the contractor.

- 8.8 Government Authorization: The contractor shall ensure its employees do not allow government issued keys to be used by personnel other than current authorized contractor employees. Contractor employees shall not use keys to open work areas for personnel other than contractor employees engaged in performance of their duties, unless authorized by the government functional area chief.
- 8.9 Access Lock Combinations: Access lock combinations are “For Official Use Only” and will be protected from unauthorized personnel. The contractor will adhere to the Air Force activity operating instruction (OI) for ensuring lock combinations are not revealed to unauthorized persons and ensure the procedures are implemented. The contractor is not authorized to record lock combinations without written approval by the government functional director.
- 8.10 Traffic Laws: The contractor and their employees shall comply with base traffic regulations set forth in AFI 31-218, Motor Vehicle Traffic Supervision and AFMAN 31- 113, Installation Perimeter Access Control. Personnel in violation may be issued a Central Violations Bureau Form 1805 traffic ticket.
- 8.11 Random Installation Entry/Exit Checks: Entry/exit vehicle checks are conducted by order of the 42 ABW Commander. These checks are conducted for the purpose of safeguarding the base and protecting government property by discovering and seizing stolen property, classified information and contraband. Refusal to submit to an installation (entry/exit) vehicle check may result in the loss of base driving privileges, revocation of base registration, or debarment action.
- 8.12 Cellular Phone Operation Policy: The use of cellular phones while operating a motorized vehicle is prohibited on Maxwell-Gunter. Although discouraged, drivers are authorized to use devices, i.e. ear bud or ear boom, which allows their cellular phone to be operated hands-free. The device must not cover both ears. This policy applies to everyone driving on Maxwell-Gunter AFB. Personnel in violation may be issued a Central Violations Bureau Form 1805 traffic ticket.
- 8.13 Operation Security (OPSEC): The contractor will comply with installation and organizational OPSEC requirements in accordance with AFI 10-701 and applicable supplements. They will also receive a local threat briefing.
- 8.14 Wireless Electronic Devices: The contractor shall not establish their own Information Technology (IT) systems or networks (Local Area Networks [LAN], Wide Area Network [WAN], Cellular phone/USB Modem as WAN, Wi-Fi as WAN, etc.), or camera system without the direct permission of the Program Manager and governing communications and responsible information systems office (42 CS).
- 8.15 Firearms and Ammunition: Transporting weapons or ammunition, concealed or otherwise, IS NOT permitted by any non-law enforcement personnel on Maxwell AFB/Gunter Annex at any time regardless of state issued concealed weapons permits. Violations may result in criminal prosecution under the applicable federal

laws.

8.16 Illegal Weapons. The below weapons are considered illegal, unless specifically authorized by competent authority, and are prohibited on Maxwell AFB/Gunter Annex. Violations may result in criminal prosecution under the applicable federal laws.

- a. Switchblade knives or knives with any type of automatic blade release.
- b. An incendiary/explosive weapon (e.g., grenades, flash bangs).
- c. Fireworks
- d. Homemade mortars, aka "tennis ball launchers" or similar devices.