

SPACE FENCE

Performance Work Statement (PWS)

Solicitation #: FA2517-21-R-0001

TABLE OF CONTENTS

SECTION/PWS PARAGRAPH(S)	SPACE FENCE SERVICES REQUIREMENTS	PAGE(S)
SECTION 1.0.	SPACE FENCE GENERAL REQUIREMENTS (Applicable to Det 4 Space Force Operations Center (SOC) and Sensor Site 1)	3 - 9
Paragraphs 1.1. - 1.28.6.	Mission, Scope and General Contract Support Requirements	3 - 9
SECTION 2.0.	MISSION OPERATIONS AND SUPPORT REQUIREMENTS (Applicable to Det 4 SOC and Sensor Site 1)	10 - 38
Paragraphs 2.1. - 2.1.15.3.	Sensor Operations and Support	10 - 15
Paragraphs 2.2. - 2.2.16.	Mission System Maintenance Management	15 - 22
Paragraphs 2.3. – 2.3.2.3.	Logistics Management	22 - 27
Paragraphs 2.4. – 2.4.6.2.	Communications Operations and Maintenance (O&M)	27 - 34
Paragraph 2.5	Environmental Management	34 - 35
Paragraphs 2.6	Civil Engineering (CE)	35
Paragraphs 2.7 – 2.7.9.	Industrial, Physical and Operational Security	35 - 37
Paragraphs 2.8 – 2.8.2.	Knowledge Operations	37 - 38
Paragraphs 2.9 – 2.9.3.1.	Contract Transition	38
SECTION 3.0	DET 4 SOC MISSION OPERATIONS AND SUPPORT REQUIREMENTS (Applicable to Det 4 SOC Only)	39 - 40
Paragraphs 3.0 – 3.1.8.1.	Det 4 SOC Mission Operations and Support Requirements	39 - 40
SECTION 4.0	SENSOR SITE 1 SUPPORT REQUIREMENTS (Applicable to Sensor Site 1 Only)	41 - 47
Paragraphs 4.1. – 4.1.1.	Test, Measurement, and Diagnostic Equipment (TMDE)	41
Paragraphs 4.2. – 4.2.9.	Environmental Services	41 - 42
Paragraphs 4.3. – 4.3.25.	Civil Engineering (CE)	42 - 46
Paragraphs 4.4. - 4.4.3.1.	Environmental Health	47
SECTION 5.0	GOVERNMENT PROVIDED SUPPORT OF CONTRACT SERVICE PERFORMANCE (DET 4 SOC and Sensor Site 1, as applicable)	48 - 49
Paragraphs 5.1. - 5.1.2.	Government-Furnished Property (GFP) and Government-Furnished Equipment (GFE)	48
Paragraphs 5.2. - 5.2.5.	Government-Furnished Information (GFI)	48
Paragraphs 5.3. - 5.3.5.	Government-Furnished Services (GFS) (Applicable to Sensor Site 1 only)	48 - 49
SECTION 6.0	SERVICES SUMMARY (Applicable to Det 4 SOC and Sensor Site1)	50 - 51
	APPENDICES	
APPENDIX A	DELIVERABLE REQUIREMENTS	52 - 75
APPENDIX B	PUBLICATIONS AND FORMS	76 - 79
APPENDIX C	SUPPORT AGREEMENTS	80
APPENDIX D	PWS ACRONYMS	81 - 87
APPENDIX E	PWS DEFINITIONS	88-111
APPENDIX F	GOVERNMENT-FURNISHED TRAINING	112-113
APPENDIX G	RMF ARTIFACTS	114

SECTION 1.0. SPACE FENCE GENERAL REQUIREMENTS

(Applicable to Detachment (Det) 4 Space Force Operations Center (SOC) and Sensor Site 1, including all subparagraphs)

1.1. Mission. The United States Space Force (USSF) Delta (DEL) 2 located at Peterson Air Force Base (PAFB), Colorado exercises responsibility for Space Fence (SF) Increment One through the 20th Space Control Squadron (20 SPCS) at Eglin AFB, FL. The SF radar is remotely operated at the SOC, designated as 20 SPCS Det 4, and the SOC is co-located at the Reagan Test Site Operations Center in Huntsville, Alabama (ROC-H). The SF radar is located at the U.S. Army Garrison-Kwajalein Atoll (USAG-KA) in the Republic of the Marshall Islands in the Western Pacific, and is designated as 20 SPCS Det 4 Sensor Site 1. The Det 4 SF SOC is managed by a site director who performs as the SF contracting officer representative (COR). The implementation of the SF Increment One expands and strengthens U.S. space superiority through improved Space Domain Awareness (SDA) mission capabilities.

1.2. Space Fence Scope. Provide non-personal services to manage, operate, maintain, and provide logistical and general support for the SF system. Provide all personnel, tools, materials, transportation, supervision, and other items necessary to perform SF Performance Work Statement (PWS) requirements on 24-hours-a-day, 7-days-a-week (24/7) year round. Contractor's furnished materials and equipment shall include transportation, fuel, non-specialized tools (specialized tools provided as Government Furnished Property (GFP)), custodial supplies, office administrative supplies and equipment, and any other supplies and materials not furnished by the Government which the Contractor believes necessary to perform these requirements. In addition to providing SF mission system operation and maintenance (O&M) requirements, contracted services include logistics, communications, environmental, civil engineering, occupational health, security, and knowledge operations support requirements, as well as support of system upgrades and modifications. Upgrade and modification support includes system acceptance testing and organizational level maintenance both while in acceptance testing and after acceptance. Many support services are provided by the Host Installations and the contractor is required to interface with Det 4 SOC and Sensor Site 1 Hosts IAW requirements specified in the PWS.

Reference: United States Government Inter-agency Agreements (IAAs) with the US Army Space and Missile Defense Command/Army Forces Strategic Command (USASMD/ARSTRAT) at ROC-H SOC and IAA #A2110-057-021-000001 between 20 SPCS and USAG at KA

1.3. Site Changes. Support additional sites and relocations, as needed during the performance of this contract. There is potential for SF Sensor Site 2, located in the southern hemisphere, to be added to this PWS during the life of this contract. Det 4 may be potentially relocated to 20 SPCS at Eglin AFB during life of this contract. The anticipated type of work is covered within this PWS and support for additional sites and relocations will be negotiated separately after contract award, when and if, the need arises.

1.4. Active Cyber Defense. The Air Force (AF) is moving towards active United States (US) cyber defense capabilities and implementation. The type of work required has not been determined at this time, but if the work is added to the contract, it will be separately negotiated after contract award.

1.5. PWS Organization. PWS requirements have been organized in a manner to facilitate clarity and location of performance. The grouping of requirements is not intended to imply a preferred organizational structure to meet requirements. Requirements are included in the body

of the PWS and all appendices and must be adhered to in total. The contractor is expected to understand the interrelationship between requirements and to organize and perform accordingly.

1.5.1. PWS Standards and References. A Standard (STD) is a PWS requirement, for which compliance is mandatory. Standards may include an entire directive publication, or may only include titles of chapters or sections, or applicable paragraphs within the directive publication. For example, if a STD states: "IAW Air Force Instruction (AFI) 17-130 – Privileged User with Cybersecurity Responsibilities" the section titled "Privileged User with Cybersecurity Responsibilities" within the AFI is a mandatory requirement. Publications listed as reference are included for informational purposes only for background and context. When not otherwise specified, apply industry standards and commercial best practices and comply with local, state and federal statutes in performance of PWS requirements.

1.5.2. Acceptable Quality Levels (AQLs). Certain standards are identified as AQLs and will be assessed on a scheduled basis by the Government. Report contractor self-assessment of AQLs and other PWS requirements in the Site Quality Status Report (QSR)

Deliverable: Appendix A, D1.1.5, Site QSR

1.5.3. Publication Updates. Review product announcements and the Product Index on the e-Publishing web site to ensure publications are current. Comply with the current version of all publications cited as a standard. Review all publications listed in the PWS and notify the Contracting Officer (CO) of any changes in writing within 30 calendar days including any cost impacts, if applicable. Cost impacts will be negotiated in accordance with DFARS REA Clause 252.243-7002 Requests for Equitable Adjustment. If the CO is not notified in writing within 30 calendar days, perform IAW publication changes at no increase to contract price.

1.6. Contractor Performance Assessment Report (CPAR). The contractor will receive an annual CPAR reflecting performance each year of contract performance.

1.7. Site Operations. Contractor personnel may be removed from the site, when the presence of such employee endangers life, property, or security, or where the employee violates regulations or lawful orders. Categories of violations or misconduct, which may cause employees to be removed from the installation/site include, but are not limited to:

- Security violations
- Negligence, willful damage to, or destruction of property
- Injuries inflicted upon other personnel
- Alcohol or drug abuse
- Engagement in unauthorized private business transactions

1.8. Withdrawal of Privileges. Contractor employee abuse(s) of installation/site privileges may, upon investigation of facts and circumstances of any incident, be withdrawn by the 20 SPCS Commander (20 SPCS/CC) or the Host Commander on a permanent or temporary basis.

1.9 Contract Line Item (CLIN) types. The following contract types are applicable to the contract CLINs.

1.9.1. FIRM FIXED PRICE (FFP) CONTRACT LINE ITEM NUMBERS (CLINS). Provide on a FFP basis non-personal services for all labor, management, transportation, equipment, materials, supplies, parts, (not available through the Integrated Logistics System-Supply (ILS-S)

for mission equipment maintenance) and services necessary in performance of PWS requirements that are *foreseeable* (see definition in Appendix E). The FFP includes all supplies, parts and materials needed to perform preventive maintenance, routine maintenance and organizational level maintenance in accordance with (IAW) the PWS and stated standards. The FFP also includes consumables (custodial supplies, light bulbs, paper, etc.) in performance of day-to-day contract requirements. Requirements shall be covered in the fixed price even if the Contractor chooses to subcontract to a company to perform the work. Include in the FFP all employee expenses to include unofficial travel, for example leave, to and from site(s). Cover any employee unofficial travel expenses as agreed to between the Contractor and the contractor's employees. The Government will not reimburse these costs on a cost reimbursable basis.

1.9.2. COST REIMBURSABLE (CR) CLINS. The Government will reimburse the contractor for Government-approved equipment, materials, supplies, labor, and parts necessary for repairs that are not part of preventive maintenance, routine maintenance and organizational level maintenance as defined in the PWS, and which are not *foreseeable* (see definition in Appendix E). The Government will reimburse the contractor for Government-approved temporary duty (TDY) and non-local travel, and labor hours resulting from pre-approved minor labor surges. The contractor will be reimbursed for costs determined to be allowable, allocable, and reasonable in accordance with the Federal Acquisition Regulation (FAR), Part 31, Subpart 31.2. For the purposes of this provision, allowable costs shall include costs for initial or replenishment spare parts, operational materials, supplies, material handling, off-site depot-level maintenance, packaging, freight, contingencies, and general & administrative (G&A) burden (when applicable), for Government approved purchases authorized by and in accordance with the PWS. Fee/profit will not be allowed.

1.9.2.1. LOCAL PURCHASES. Procure all parts and supplies necessary to support the Mission System through ILS-S. For parts and supplies not available through ILS-S, provide three quotes to the COR and Government PM and CO for approval. Once approved, items may be procured and charged to the CR CLIN.

1.9.3. Individual Job Orders (IJOs). This paragraph outlines the Government's requirement for work which is not specifically identified in the PWS, but which is still within the general scope of this contract. The CO will determine the appropriate contract type on a case-by-case basis, depending on the nature of the work. Develop initial technical and cost proposals for Government review and approval at the request of the CO. Types of work may include, but are not limited to, planning, development, and distribution of plans and specifications, installation instructions, bills of materials, and inspections to complete the job at the work location. Provide all necessary management for IJOs to include technical management, logistics support and services, administrative support and services, and similar requirements as they occur. The CO will negotiate IJOs prior to any action occurring.

1.10. Contractor Documentation of Contract Performance. Make all information and documentation generated in performance of PWS requirements available to the Government upon request in editable electronic format. Contractor-generated format is acceptable, unless otherwise noted in the PWS.

1.11. Workload Data. Provide a Deliverable (D1.1.1, Workload Data) that captures performance workload data. Examples include numbers of actions and types of actions performed, or level of effort required in performance of contract requirements. Deliverable D1.1.1, will be noted for various paragraphs throughout the PWS that require the Contractor to

collect, maintain, and submit performance workload data to the Government.

Deliverable: Appendix A, D1.1.1, Workload Data

1.12. Incident Reporting. Notify the COR, Government PM, CO, and other responsible agencies involved of all incidents, accidents, threats, events, and natural disasters (impending or actual) that may affect or involve the performance of PWS requirements.

1.13. Continuance of Performance/Mission Essential Services. In the event of a crisis declared by the President of the United States and/or the Secretary of Defense, continue all PWS requirements. Continue services through all Force Protection and Defense Conditions without interruption. In a time of crisis, other services to increase the security and well-being of the Sites may be required on a continuous basis as identified by the COR and directed by the CO. The Contractor shall notify the Contracting Officer of an increase or decrease in costs within ninety days after continued performance has been directed by the Contracting Officer, or within any additional period that the Contracting Officer approves in writing, but not later than the date of final payment under the contract.

1.14. Mission Essential Services Plan. Develop a contingency plan for continued operations and return of systems to operational status in the event of a declared crisis, catastrophic and non-catastrophic events, and work stoppages for each site. All site personnel shall be made aware of the Contractor's contingency plan.

Deliverable: Appendix A, D1.1.2, Mission Essential Services Plan

1.15. Third-Party Support. Provide technical information and logistical support for other contractors, subcontractors, or Government agencies in support of upgrades, projects and other efforts impacting PWS requirements and site operations. It is permissible for the contractor to separately contract with third-parties under the following conditions:

- (a) the services are performed on a non-interference basis with the contractual services performed under this contract,
- (b) no Government property provided under this contract is used in performance of third-party services without written approval of the CO, and
- (c) the Government PM and CO are informed of third-party contracts prior to final agreement.
- (d) subject to Host support requirements

1.16. Uncleared Personnel Escort. Escort uncleared personnel as requested by the COR. Provide escort support, except in circumstances where the support will cause mission degradation. Notify the COR and CO if requested support is in excess of seven calendar days per project, either consecutive or intermittent.

Deliverable: Appendix A, D1.1.1, Workload Data; project name, purpose and dates capturing the nature and duration that escort support was provided

1.17. SF Operating Instructions (SF OIs). Create new, update and maintain SF OIs where other manuals and directives are not available or do not provide sufficient instructions. Use the Technical Order (TO) change process (AFTO 22) for recommended changes to TOs.

Deliverable: Appendix A, D1.1.3, SF OIs

1.18. Technical Order (TO) Distribution and Control. Appoint a Technical Order Distribution Office (TODO) Point of Contact (POC) with approved access to the current version of Enhanced Technical Information Management System (ETIMS). Establish and maintain a TO library.

Performance Standard:

a) STD: IAW TO-00-5-1

1.19. Quality Program. Develop, implement, and maintain a Quality Program ensuring performance meets or exceeds all requirements in the PWS.

1.19.1. Quality Program Plan (QPP). Implement the Quality Program IAW a QPP providing insight into the following quality processes: internal audits; procedures and oversight; identification of deficiencies/ nonconformances, actions taken to correct deficiency(ies) and nonconformance(s), root cause analysis, and actions taken to prevent reoccurrence; and a methodology for ensuring all PWS requirements are met, such as a checklist of PWS requirements/paragraphs.

Deliverable: Appendix A, D1.1.4, QPP

1.19.2. Site Quality Status Report (QSR). Generate and distribute a QSR.

Deliverable: Appendix A, D1.1.5, QSR

1.20. Technical Meetings. Participate in sustainment and performance working group meetings, Multi-Functional Team (MFT) meetings, the weekly Maintenance Production Status Teleconference (provide briefing slides identified below) and all invited ad hoc technical meetings and conferences that affect the Contractor's execution of the operations, maintenance, and repair functions of this contract.

Deliverables:

a) Appendix A, D1.1.1, Workload Data; number of meetings attended and amount of time spent at meetings

b) Appendix A, D1.1.6, Maintenance Production Status Briefing (for weekly teleconference)

1.21. Familiarization Briefings and Tours. Conduct site briefings, such as technical orientation/familiarization briefings and tours when requested by the COR. Include as part of all briefings any areas that pose a threat to human safety within the installation/site.

Deliverable: Appendix A, D1.1.1, Workload Data; number of briefings and tours provided

1.22. Inspections and Exercise Support. Participate in exercises and debriefings as requested by the COR or 20 SPCS/CC. Support inspection teams, as identified by the COR. Immediately limit or terminate support if personnel are needed to meet real-world operational requirements.

Deliverable: Appendix A, D1.1.1, Workload Data; number of inspections and exercises participated in or supported

1.22.1. Trusted Agent (TA). Designate a TA at the request of the COR or 20 SPCS/CC before the start of an exercise. Complete TA training upon designation. The TA shall assist the COR in developing and implementing exercises.

1.22.2. Exercise Reports. Provide findings to the COR, for the completion of the after action report, by the time requested and in the format designated.

1.22.3. Crisis Response. Participate in the unit crisis response team during HHQs inspections or local exercises as determined by the COR.

1.23. Budget Information. Participate in developing budget information including projected costs for unfunded requirements with justification and impact statements.

Deliverable: Appendix A, D1.1.7, Resource Utilization Report

1.24. Training. Manage training to ensure technical competency to fully execute all PWS requirements. Maintain individual training records for all personnel. Training records shall reflect all training received on- and off-site.

1.24.1. Government-Furnished Training. The Government will furnish and fund the training identified in Appendix F. Submit requests for Government-furnished training in writing to the COR, Government PM and CO for approval, funding, and contractual action. Disseminate knowledge gained by contractor personnel at Government training courses and conferences to other contractor personnel requiring the same information. If turnover of personnel creates the need for another Government-furnished training quota within 1 year of completion of the last training, the contractor is solely responsible for all costs of obtaining training (including course, travel and per diem costs) and any failure in meeting contract requirements.

1.24.2. Knowledge Capture/Management (KCM) Plan. Create, implement, and maintain a KCM Plan for a sustainable workforce qualified in meeting PWS requirements for the contract period of performance. Standardize the KCM Plan across the SF sites.

Deliverable: Appendix A, D1.1.8, KCM Plan

1.24.3. Contractor Personnel Qualifications, Training, Certification, and Licensing. Staff positions with personnel that are qualified, trained, certified, and licensed to perform PWS requirements. Provide initial and refresher training as required to meet PWS requirements.

1.25. Contractor Common Access Cards (CACs). A CAC is required for contractor personnel requiring on-going access to a military installation, or who require Department of Defense (DoD) unclassified network access in performance of PWS requirements. A favorable background investigation is required for Non-Secure Internet Protocol Router Network (NIPRNet) access. Coordinate with the appointed Trusted Agent Security Manager (TASM) to acquire a CAC.

1.26. SIPRNet Tokens. Coordinate with the appointed Trusted Agent Security Manager (TASM) and host to acquire Secure Internet Protocol Router Network (SIPRNet) tokens required for contractor personnel access to the DoD classified network for PWS performance.

1.27. Hand Tools and Equipment. The Government will retain ownership of specialized tools and equipment identified on the contract Government Furnished Property (GFP) listing.

1.28. Program Management. Integrate all activities needed to execute the Space Fence requirements ensuring timeliness, completeness, and quality of deliverables; identification and resolution of issues; corrective action plans; proposal submittals; scheduling and proper allocation of resources to minimize impacts of personnel turnover, issues with shift coverage, gaps in qualified personnel and requirements. Immediately report problems affecting functional area accomplishment or Contractor performance to the COR, Government PM, and CO.

1.28.1. Key Points of Contact. Provide the names, home, cell, and duty phone numbers of key points of contact at each SF location to the COR, Government PM, and CO in writing.

Deliverable: Appendix A, D1.1.9, Key Points of Contact

1.28.2. Staffing Positions. Retain personnel to meet mission and support requirements essential to the work being performed under this contract. Employees shall have current and valid certifications at contract performance start in accordance with proposed position descriptions. Immediately notify the CO of a personnel vacancy. Submit a plan to the CO and Government Program Manager (PM) no later than 15 calendar days after a vacancy occurs

and provide an updated personnel staffing chart. The contractor will have 60 calendar days from the date a personnel vacancy occurs. Replacement personnel must meet the qualifications and certifications of position descriptions as proposed by the contractor. If a Government delay prevents compliance with this requirement, submit a written waiver request to the CO for approval. The Government expects that performance continues for the areas vacant until the vacancy is filled. The vacancy is considered filled when the individual is on-site performing work meeting the position description requirements. Moving, hiring or promoting personnel from one location to another will constitute a vacancy at the losing location, with no reset of the 60 day period.

Deliverable: Appendix A, D1.1.10, Organizational and Staffing Chart

1.28.3. Safety Training and Meetings. Attend host safety training and provide safety information to all Contractor personnel. Attend host safety meetings and participate in safety committees IAW support agreements and local regulations, directives and procedures.

1.28.4. Site Personnel Evacuation. Evacuate a site whenever directed by the COR, Host Unit, or at Contractor discretion if COR is unavailable and circumstances warrant. Notify the COR, Government PM and CO once safely off-site.

1.28.5. COR Briefings. Conduct a weekly briefing to the COR including status of operations and maintenance, any inspections, exercises, visits, training, funding status, and other pertinent information, and as requested by the COR.

1.28.6. Travel Orders for Contractor TDY. Coordinate contractor travel through the COR. Submit travel orders/letter of identification (LOI) for non-local travel to the CO for approval. Include sufficient information for the CO to determine whether the TDY is required to fulfill PWS requirements and with all transportation and per diem costs clearly identified. If traveling overseas, indicate whether the US Government rate tariff applies. Compliance with DoD Foreign Clearance Guide for clearance, passport, and immunization requirements are the responsibility of the Contractor. The Government shall reimburse the Contractor for CO-approved TDY/non-local travel as determined necessary for performance of the contract. Cost for delays en route for local, staffing-related, or personal travel shall not be reimbursed by the Government. Note: The CR CLIN will be used for official TDY travel only, not local travel, staffing-related, or personal travel.

Performance Standard:

a) IAW Defense Travel Regulation (DTR)

1.28.7. Contractor Manpower Reporting. Report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract using the following web address www.sam.gov.

Deliverable: Appendix A, D1.1.11, Contractor Manpower Reporting

SECTION 2.0. MISSION OPERATIONS AND SUPPORT REQUIREMENTS

(Applicable to Det 4 SOC and Sensor Site 1, including all subparagraphs)

2.1. Sensor Operations and Support. Provide radar sensor operations, technical services, and operations support to meet SDA mission requirements.

2.1.1. Sensor Operations. From the SOC at Det 4, the contractor shall accomplish continued operational activity support including radar monitoring, controlling, tasking, and data processing IAW Combined Special Operations Center (CSpOC), 18 SPCS, and National Space Defense Center (NSDC) taskings. Additionally, the SOC operators shall develop and update tactics, techniques, and procedures (TTPs), standard operating procedures (SOPs), and provide updates to TOs within their standard on-duty schedule.

2.1.1.1. Sensor Site 1 Dual-Role Operator/Maintainers. Sensor Site 1 shall accomplish limited operational mission tasks in the event of contingencies or when the SOC becomes unavailable. The contractor shall provide operator/maintainers at the radar site capable of performing limited operations. When required for continued operations, Sensor Site 1 shall be operated independently providing data to the Command and Control (C2) Centers using Net-Centric Services provided via the DoD Information Network (DoDIN) or controlled by on-site personnel. Limited mission taskings include, but are not limited to, responding to C2 tasking (voice or message), Positive/Negative reporting for high interest objects, initiation/management of Black Box recording, and operational reporting (Operations Capability (OPSCAP), Operations Reporting (OPREP), and Situational Reporting (SITREP)).

2.1.2. Taskings and Reporting. Accomplish all higher headquarters (HHQ) taskings and reporting requirements.

2.1.2.1. Metric Taskings. Perform routine and special metric taskings as directed by 18 SPCS.

Performance Standards:

- a) AQL (Performance Objective# 1 (PO# 1): 100% of all Category (Cat) I taskings
- b) STD: IAW SSOPs OI 534-9 (S) Ground-Based Metric Tasking Suffixes table
- c) STD: IAW JFSCC and NSDC taskings

Deliverable: Appendix A, D1.1.1, Workload Data; number of metric taskings

2.1.2.2. SOI Taskings. Complete 100% of SOI-tasked objects each month within system limitations.

Performance Standards:

- a) AQL (PO# 2): 100% of SOI-tasked objects each month
- b) STD: IAW SSOPs OI 534-9 (S) Narrowband SOI Tasking Suffixes table

Reference: Space Fence System Concept (for system limitations)

Deliverable: Appendix A, D1.1.1, Workload Data; number, frequency, and duration of SOI taskings

2.1.2.3. Manually Tasked Objects. Enter taskings manually if not received through normal channels. Perform manual scheduling, special sensor settings, and other special techniques to include uncorrelated target (UCT) processing, hand-offs, break-up processing, maneuver, proximity operations events, and launch events.

Performance Standard:

- a) STD: IAW SSOPs OI 534-9 (S) Sensor Tasking Update (SU67)

2.1.3. Operations Logs. Document operations, security events, equipment status, authorized software changes, shift changes, changing of the Zulu day, and any other significant events in an operations log. Include start and end times for events as well as initials of individuals documenting the information. Maintain operations logs in mission subsystem and make available to the Government upon request.

Performance Standard:

a) STD: IAW SSOPs OI 534-9 (S)

2.1.4. Health and Status Monitoring. Monitor and direct corrective maintenance for system calibrations and system capability. Provide operational reporting, as required.

Performance Standard:

a) STD: IAW SSOPs OI 534-9 (S)

2.1.5. Sensor Contractor-Controlled Availability (Acc). Ensure availability of radar sensors to meet mission operational requirements. Provide the monthly calculation for Acc in the QSR.

Performance Standards:

a) AQL (PO# 3): Maintain an overall sensor Acc each calendar month of not less than 99.7%

b) STD: IAW SSOPs OI 534-9 (S)

2.1.6. Operations Training Plan. Develop and maintain a Master Task List. Develop and implement an Operations Training Plan that certifies proficient operators and continues to advance operator expertise through advanced training in the Mission System and the contributions to the overall SDA mission. Standardize training program for SOC operators and Sensor Site 1 operator/maintainers, who shall be qualified, trained, and knowledgeable in both maintenance and operations.

Reference: AFI 13-602V1 – Attachment 2, Sample Master Task List

Deliverable: Appendix A, D2.1.1, Operations Training Plan

2.1.6.1. Operations Training Classes and Curriculum. Develop training curriculum and provide training to all operator personnel (to include all Sensor Site 1 operator/maintainers). Provide limited Combat Mission Ready training to all Sensor Site 1 operator/maintainer personnel for performance of limited operational mission tasks during contingencies and when the SOC is not available. Provide training material to operators and make training available to other Air Force personnel, such as test personnel, upon request and COR approval. Support additional training developed as part of Det 4 standup and operations (e.g., emergency procedures, ancillary training, etc.) provided by the Government, within operations personnel standard on-duty schedule. Support 20 SPCS advanced training activities, as requested.

Reference: AFI 13-602V1

Deliverable: Appendix A, D2.1.2, Operations Training curriculum

2.1.6.2. Initial and Annual Certification. Conduct and document training to ensure proficiency in all required functions before operating the Mission System. Maintain a comprehensive list of all monthly sensor operations training tasks. Certify in writing that operations personnel have completed all applicable training for an operational position and document within contractor training records. No individual shall perform any system operations task for which they have not been trained unless under the direct supervision of fully trained and certified personnel. Each Sensor Site 1 operator/maintainer shall perform at least one real-world proficiency shift per month. Documented completion of recurring training as outlined above and within the Contractor's Operations Training Plan shall constitute annual re-certification.

Reference: AFI 13-602V1 - Qualification Training, Unit and Space crew Status, Currency and Sample Master Task List

2.1.6.3. Continuation Training. Conduct monthly continuation training using task and scenario based approaches, addressing mission performance requirements. Monthly continuation training shall cover all individual tasks within a one-year timeframe. SOC operations personnel and Sensor Site 1 operator/maintainer personnel designated to support operations for tasks required (i.e., Operations Supervisor position during Contingency Operations), will receive mission operations training similar to Mission Ready (MR) Mission Qualification Training (MQT) required for Space Operations Command (SPOC) military and DoD civilian space operators, upon arrival at the unit. This initial mission operations training is a prerequisite to being certified Basic Mission Capable (BMC) for SOC and Contingency Operations. Document all training and certifications within individual training records.

Performance Standard:

a) STD: IAW AFI 13-602V1 - Continuation Training

2.1.6.4. Individual Training Records. Maintain individual training records for all operators and make available to the Government upon request. Training records shall reflect all training received on- and off-site.

2.1.7. Equipment Familiarization Training. Provide on-site equipment familiarization training for AF personnel upon request and with COR approval.

2.1.8. Collaboration. Support system life-cycle activities such as program management reviews, design reviews, data collection, tests, physical and functional configurations audits.

2.1.9. System Performance. Monitor system logs, security logs, security configuration, and performance utilities to assure system performance to identify and correct imminent system failures.

2.1.9.1. System Malfunctions or Anomalies. Notify the COR of all system malfunctions or anomalies.

Performance Standard:

a) STD: SF OPSCAP Determination Matrix

2.1.9.2. Deficiency Reporting (DR). For *qualifying events*, generate a DR within 30 calendar days of an anomaly or outage. Maintain supporting data including references to associated Problem Reports (PRs), computer printouts, and system data logs.

Performance Standard:

a) STD: IAW TO 00-35D-54, Chapter 3 – Deficiency Identification and Reporting

2.1.9.3. System or Software Modifications or Enhancements. Generate a DR, AF Form 1067, for system or software modifications or enhancements.

Performance Standards:

a) STD: IAW TO 00-35D-54, Chapter 3 – Deficiency Identification and Reporting

b) STD: IAW AFI 63-101/20-101, Attachment 2 – Modification Management and Modification Proposal Process and AF Form 1067 Descriptions

2.1.9.4. System Requirements Validation Board (SRVB). Perform as coordinator and recorder for the SF SRVB, providing technical expertise, as required. Provide meeting minutes to COR within 5 business days of meeting. Technical inputs may include improvements to software, hardware, operations and maintenance procedures, equipment availability, and utilization.

Performance Standards:

a) STD: IAW 21 SWI 21-131 - SRVB responsibilities

Reference: TO 00-35D-54

2.1.9.5. Materiel Improvement Project Review Board (MIPRB). Participate in MIPRB meetings and discussions and provide feedback as requested.

Performance Standards:

a) STD: IAW TO 00-35D-54 - MIP Review Boards (MIPRB)

2.1.9.6. System Changes. Advise the SRVB in identifying and prioritizing new requirements for, and changes to, the operational system. Submit change requests to the COR for approval, NLT 30 calendar days prior to the Wing Requirements Validation Board (WRVB), Submit to the WRVB upon approval from the COR.

Performance Standard:

a) STD: IAW 21st Space Wing Instruction (21 SWI) 21-131, The SRVB provides the first level of review in the change approval process section and attachment

2.1.10. Mission System Risk Management Framework (RMF) for DoD Information Technology (IT). Maintain situational awareness and initiate actions to implement or restore cybersecurity posture as directed by the Mission System Information System Security Manager (ISSM) at Space and Missile Center (SMC). Provide information to support RMF authorization, information system continuous monitoring activities, and maintain system artifacts. Coordinate any changes impacting the Mission System RMF package through the COR and send to SMC for approval. Conduct annual security reviews of all cybersecurity controls and test selected cybersecurity controls as directed by SMC. Provide artifacts identified in Appendix G to the requesting Mission System ISSM for information assurance (IA) control validation and inclusion into the AF Assessment and Authorization (A&A) package, using Mission System ISSM provided guidance.

Performance Standards:

a) STD: IAW STD: IAW AFI 17-101 - Information System Security Officer (ISSO)

b) STD: IAW Department of Defense Instruction (DoDI) 8500.01 - Risk Management

c) STD: IAW National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53

d) STD: IAW 21 SWI 21-131 - Cybersecurity

Reference: DoDI 8510.01- RMF for DoD IT

Deliverable: Appendix A, D2.1.3, RMF Artifacts

2.1.11. System Analysis and Performance. Monitor and analyze system performance. Analyze critical system files, computer and radar logs ensuring the logs are maintained and archived. Analyze daily UCT rates to identify abnormal performance. Review and analyze system calibration, operability assessment test results, and other indicators of system performance utilizing the system calibration metrics on the Space C2 Agency website, <https://www.space-track.org>. Analyze occurrences of system outages or operational degradation such as the following: indications of radar system degradation; uncommon computer halts or hangs; CAT 1 satellite misses; electro-magnetic interference (EMI); and other abnormal data, performance, and occurrences that may lead to a system failure. Provide analyses to support site operations investigations to the COR.

Performance Standard:

a) STD: Completion of investigation of occurrences of system outages or operational degradation within five calendar days of the problem or by request of the COR

References: SSOps OI 534-9(S)

Deliverables:

a) Appendix A, D2.1.4, System Analysis Results

2.1.11.1. Document and Report Analysis and Findings. Provide Problem Reports (PRs) to support site operations investigations by the COR. Submit a DR for unusual and unique anomalies, or outages. Generate an AF Form 1067 or *Standard Change Form (SCF)* prior to installing new software constants for the subarray test and element test installations. Generate an SCF for system or software modifications for corrective or preventive action as a result of analyses or any other proposed system/software modifications. Evaluate and provide written technical analysis on any system modification/upgrade proposal or recommendation. Maintain references to any associated PR, DR and SCF and supporting data.

Performance Standards:

- a) STD: IAW TO 00-35D-54 - Deficiency Identification and Reporting
- b) STD: IAW 21 SW Instruction (21 SWI) 21-131 - System Modification and Deficiency Processing
- c) STD: Submit DR within 30 calendar days of the anomaly or outage
- d) STD: Submit SCF within 30 calendar days of the anomaly or outage; prior to installing new software constants; and for system or software modifications

Deliverables:

- a) Appendix A, D2.1.5, Problem Report (PR)
- b) Appendix A, D2.1.6, Deficiency Report (DR)
- c) Appendix A, D2.1.7, AF Forms 1067 or Standard Change Form (SCF)
- d) Appendix A, D2.1.8, Evaluation and Technical Analysis

2.1.12. Emergency Actions. Perform emergency actions as requested by the 20 SPCS Commander or their designated representative.

Performance Standard:

- a) STD: Respond immediately and report on site as determined by COR

2.1.13. Events or Incidents Reporting. Perform OPSCAP reporting to CSpOC and notify the 20 SPCS Mission Operations Center (MOC) of OPSCAP changes. Notify the 20 SPCS MOC and COR with information on events or incidents that may require OPREP or Commander's Critical Information Request (CCIR) Reporting. Record status within the Operational Log and make available to the government upon request. Maintain checklists and implement Information Condition (INFOCON) and Force Protection (FP) Condition (FPCON) measures for both exercise and real-world scenarios.

Performance Standards:

- a) STD: IAW AFI AFMAN10-206/AFSPC SUP
- b) STD: IAW SSOPs OI 534-9 (S)
- c) STD: IAW HHQ policy letters
- d) STD: IAW Strategic Instruction (SI) 527-1

2.1.14. Chatroom Communications. Establish the necessary chat-type accounts via SIPRNet and NIPRNet. Ensure operators are actively logged into the HHQ-designated account and utilizing "chatrooms" or similar collaboration applications. During periods of exercise and/or contingency, continuously monitor or check collaboration chatrooms via the SIPRNet/NIPRNet and make any postings needed in response to questions or direction from HHQ.

2.1.15. Depot/Testing Agency Support. Interface and assist in testing activities being accomplished by Government and other Contractor team personnel. Provide data and feedback to the teams on the adequacy of test procedures, noting any system deficiencies or anomalies, and assist in developing methods for ensuring all testing is complete prior to system

acceptance.

2.1.15.1. Installation, Development, Test and Evaluate (DT&E) and Software and Operational Test and Evaluation (OT&E) Support. Provide organizational level support for installation and evaluation of all software and hardware modifications to include planning, technical, and administrative support. Provide organizational level maintenance in support of installation activities, perform applicable test plan actions, and notify the COR and testing/depot agencies of any system anomalies.

2.1.15.2. Installation and Checkout Evaluation (ICE) Plan. Develop and submit ICE plans for newly installed hardware, firmware, or software through the COR and 20 SPCS/MA as requested. Execute approved installation and checkout plans with Government oversight for final approval and acceptance by the Government.

Performance Standards:

a) STD: IAW 21 SWI 10-202

b) STD: IAW 21 SWI 21-131 - Unit (organizational) maintenance personnel, Installation Checkout and Evaluation (ICE), DEL 2 units and Restricted Operational Use (ITW/AA and Surveillance)

Deliverable: Appendix A, D2.1.9, ICE Plan

2.1.15.3. Visiting Team Preparation. Support all teams visiting SF. Provide logistics support for visiting teams and coordinate receipt and storage of project materials and equipment.

Deliverable: Appendix A, D1.1.1, Workload Data; number of visiting contractor teams supported

2.2. Mission System Maintenance Management. Ensure Mission Systems are serviceable, safely operable, and properly configured to meet mission requirements and system readiness. Plan, schedule, direct, organize, coordinate, control, document, report, and execute all actions necessary to maintain Mission System equipment operability and availability. Perform inspections, repairs, modifications, analyses, and other maintenance related tasks. Maintain logs, records, inspection forms and Maintenance Information Systems (MIS) reflecting equipment status, inspections, and maintenance performed.

2.2.1. Scope of Maintenance. Perform all authorized organizational level maintenance. Site maintenance level authorized for repair is determined by Source, Maintenance, and Recoverability (SMR) Codes and Expendability, Recoverability, Reparability Codes (ERRC) assigned to stock listed items.

Performance Standards:

a) STD: IAW TO 31-10-7 (CUI, Distribution Statement: B)

b) STD: IAW SF TOs (TBD); utilize draft until approved

Reference: TO 00-33A-1001(CUI, Distribution Statement: D)

2.2.1.1. Depot-Level Maintenance. Request depot-level maintenance when the maintenance required exceeds organizational-level maintenance through the COR or 20 SPCS/CC.

Deliverable: Appendix A, D1.1.1, Workload Data; number, type, and frequency of depot-level maintenance requests

2.2.1.2. Requests for Assistance. Submit Maintenance Assistance Requests for Technical Assistance (TA), Engineering Assistance (EA), Emergency Depot Level Maintenance (EDLM) or Urgent Depot Level Maintenance (UDLM).

Performance Standards:

- a) STD: 21 SWI 21-131 – Depot Level Maintenance (DLM)
- b) STD: IAW TO 00-25-107 - Procedures for Requesting Assistance, Response Time and Required Actions
- c) STD: IAW TO 00-25-108

Deliverable: Appendix A, D2.2.1, Maintenance Assistance Requests

2.2.1.3. Non-Integrated Logistics System-Supply (ILS-S) Inventory Items. Maintain sufficient non-stock listed items (outside the AF inventory) to support the Mission System. Submit request to purchase non-stock listed items to the PM for approval, prior to purchase on the CR CLIN.

2.2.1.4. Shop Stock. Maintain shop stock for day-to-day operations. Monitor shop stock to prevent materiel from becoming excessive or outdated. Shop stock should not normally exceed 90-calendar days usage, or the unit of issue or unit pack, whichever is greater. Store shop stock near/adjacent to bench stock items, if practical, but do not mix them together. Clearly identify materiel as "Shop Stock" and label them with noun, national stock number or part number, unit of issue, and shelf-life, if applicable. Shop stock includes gas cylinders, random length bar stock, sheet metal, plastic, fabric, electrical wire, and similar items not normally included in bench stocks.

Performance Standards:

- a) STD: IAW AFI 23-101 AFGM2019-01 – Sourcing of Materiel, Make and Maintain Materiel, Delivery of Materiel, Materiel Returns and Logistics Programs and Systems
- b) STD: 100% accountability of tools IAW TO 00-33A-1001 (CUI, Distribution Statement: D) - Unit/Work Center Tool Management
- c) STD: No systems misaligned or erroneously declared serviceable/unserviceable or damaged equipment components or hardware due to unserviceable tools

2.2.1.5. Operating Stock. Store operating stock near/adjacent to bench stock items, if practical, but do not mix them together. Monitor operating stock to prevent it from becoming excessive or outdated. Retain partially used bench stock items in bench stock and not in operating stock. Identify, tag, and turn in items with no forecasted use. Clearly identify items as "Operating Stock" and label them with noun, national stock number or part number, unit of issue, and shelf-life as applicable. Operating stock includes connector dust covers, hydraulic line caps/plugs, and similar items that are normally recovered after use and re-used.

Performance Standard:

- a) STD: IAW AFI 23-101 AFGM2019-01 – Sourcing of Materiel, Make and Maintain Materiel, Delivery of Materiel, Materiel Returns and Logistics Programs and Systems

2.2.2. Equipment Status Reporting (ESR). Fulfill requirements listed in performance standards below. Report equipment status changes, as they occur. Input data into the Integrated Maintenance Data System (IMDS) ESR subsystem.

Performance Standards:

- a) AQL (PO# 4): Submit IMDS entry within two hours of the equipment status change
- b) STD: IAW AFI 21-103, AFSPC Sup 1, Chapter 6 and Section 6.10 - What is Reportable, Equipment Status Reporting Procedures, *Downtime Codes* for Communications Equipment, IMDS to Reliability and Maintainability Information System (REMIS) Status Code Conversion Cross Reference, and IMDS to REMIS Downtime to Reason Code
- c) STD: IAW TO 00-33A-1001 (CUI, Distribution Statement: D) - Equipment Status Report (ESR)
- d) STD: IAW Air Force Computer System Manuals (AFCSM) 21-560, Volume 2 (V2) (Distribution Statement: D) - Communications Equipment Status and Inventory Reporting

e) STD: IAW AFSPCI 21-108 - Equipment Status Reporting (ESR) and Maintenance Data Documentation (MDD)

2.2.2.1. ESR Changes. Implement changes to ESR provided by 21st Operations Support Squadron (OSS)/MAD within one duty-day.

2.2.3. SRD Reporting. Report all Mission System equipment that is assigned Standard Reporting Designators (SRDs) listed in the IMDS REMIS SRD Table. Alphanumeric characters 1 through 8, B, C, E, F, J, K, Q, and U, as listed in the IMDS REMIS SRD Table

2.2.4. Maintenance Data Collection (MDC). Collect, input, and submit MDC data and utilize all appropriate documentation forms for MDC on systems listed as reportable in the REMIS SRD tables.

Performance Standards:

a) STD: IAW TO-00-20-2

b) STD: IAW Applicable -06 TOs

c) STD: Input SRD reportable data in IMDS within three calendar days of completion

References: AFSPCI 21-108 and AFCSMs 21-556 V2, 21-560 V2, 21-561 V2, 21-562 V2, 21-563 V2, 21-564 V2, 21-569 V2, and 21-571 V2 (All AFCSM 21-x publications Distribution Statement: D)

2.2.4.1. Integrated Maintenance Data System (IMDS) Data Entries. Complete IMDS training prior to use of the system. Input all MDC data on reportable equipment into the IMDS MDC subsystem. Input MDC data into IMDS for all maintenance performed on the mission system, to include maintenance performed by on-site Depot teams.

Performance Standards:

a) AQL (PO# 5): MDC data shall be entered into IMDS with 95% initial accuracy, 98% accuracy within 72 hours, and 100% accuracy within 5 calendar days

b) STD: IAW TO-00-20-2

c) STD: IAW TO 00-33A-1001 (CUI, Distribution Statement: D) - AF-Approved Automated Information System

d) STD: IAW TO 31P7-2FSY1-6WC1 (CUI, Distribution Statement: D)

e) STD: IAW AFCSM 21-556V2 (CUI, Distribution Statement: D)

f) STD: IAW AFCSM 21-560V2 (CUI, Distribution Statement: D)

g) STD: IAW AFCSM 21-561V2 (CUI, Distribution Statement: D)

h) STD: IAW AFCSM 21-562V2 (CUI, Distribution Statement: D)

i) STD: IAW AFCSM 21-563V2 (CUI, Distribution Statement: D)

j) STD: IAW AFCSM 21-564V2 (CUI, Distribution Statement: D)

k) STD: IAW AFCSM 21-569V2 (CUI, Distribution Statement: D)

l) STD: IAW AFCSM 21-571V2 (CUI, Distribution Statement: D)

2.2.4.2. IMDS Reconciliations. Set up contingency procedures to track equipment status while IMDS is unavailable. Process IMDS status changes when IMDS is restored. Maintain and update the Equipment Inventory List (EIL). Process NFS5B0 reconciliation program and review the quarterly NFS5B0 error output file for action. Reconcile all Red/Amber jobs using the Open Incident List (OIL). Implement changes provided by 21st Operations Support Squadron (OSS) to ensure accurate data submissions.

Performance Standards:

a) STD: IAW AFI 21-103, AFSPC Sup 1 - Inventory Records

b) STD: Weekly reconciliation of all Red/Amber jobs

2.2.5. Scheduled and Unscheduled Maintenance. Maintain, calibrate, and *repair* Mission System equipment, including upgrades and modifications. Schedule maintenance downtime and complete scheduled system downtime for maintenance between 75% and 100% of the estimate. Immediately initiate restoration actions for unscheduled maintenance.

Performance Standards:

- a) STD: IAW 21 SWI 10-202
- b) STD: Immediately initiate restoration actions for unscheduled maintenance
- c) STD: Complete scheduled system *downtime* for maintenance between 75% and 100% of the estimate

Reference: TO 00-33A-1001 (CUI, Distribution Statement: D)

2.2.5.1. Preventive Maintenance Inspections (PMIs). Load all preventive maintenance routines into the IMDS database for recurring equipment PMIs.

Deliverable: Appendix A, D2.2.2, IMDS PMI inputs and updates

2.2.5.1.1. Locally Developed Maintenance Procedures. Submit all contractor-developed Local Work Cards (LWCs) to the COR and Government PM for submission to the Space Delta 2 Chief of Maintenance (COM) for approval prior to use. LWCs cannot modify existing PMIs. Ensure compliance with all parent TO procedures and ensure new requirements for tools or test equipment are not introduced. Do not use locally prepared technical instructions to circumvent centrally-managed responsibilities. Do not inter-file LWCs in TO binders.

Performance Standard:

- a) STD: LWCs will be updated/deleted within 60 calendar days of equipment modification/removal
- b) STD: IAW TO 00-5-1 - Locally Prepared Workcards, Checklists, Job Guides, and Page Supplements;
- c) STD: IAW TO 00-33A-1001 (CUI, Distribution Statement: D) - Local Workcards
- d) STD: IAW AFSPCI 21-108

Deliverable: Appendix A, D2.2.3, Local Work Cards

2.2.5.2. Maintenance Events. Document scheduled and unscheduled maintenance (both software and hardware) events for MDC Job Data Documentation (JDD) in the IMDS database for equipment with MDC reportable SRDs.

Performance Standards:

- a) AQL (PO# 5): MDC data shall be entered into IMDS with 95% initial accuracy, 98% accuracy within 72 hours, and 100% accuracy within 5 calendar days
- b) STD: IAW TO-00-20-2
- c) STD: IAW TO 00-33A-1001 (CUI, Distribution Statement: D) - AF-Approved Automated Information System

2.2.5.3. Operational Downtimes. Operational downtime requests will be the responsibility of the Contractor. The Contractor will submit all Combat Capability Assessment Schedule (CCAS) inputs for A - Retrofit or Modification, B - Depot Maintenance Scheduled and C - Test coded line numbers. Contractor will coordinate with COR or designated representative for approval prior to submitting downtime requests in CCAS. Notify COR or designated representative via email as a minimum once the schedule request has been successfully inputted into the CCAS website.

Performance Standard:

- a) STD: IAW 21 SWI 10-202

2.2.6. TO System Improvement. Submit Air Force Technical Order (AFTO) Form 22 to

recommend changes. Coordinate through the COR prior to submission.

Performance Standard:

a) STD: IAW TO 00-5-1, Paragraphs 9.1.14, 9.1.15, 9.2, 9.6, and 9.7 - Mishap Investigation Directed Changes, Submitting Changes to Joint-Use TMs, Submitting Recommended Changes, Recommendation Priorities and AFTO Form 22 Procedures

Deliverable: Appendix A, D2.2.4, Technical Order (TO) System Improvement

2.2.7. Time Compliance Technical Order (TCTOs). Comply with and respond to TCTOs (Field Change Orders (FCOs) and Equipment Change Orders (ECOs)) within the specified time. Process and document TCTOs, time change items, and other approved modifications.

Performance Standard:

a) STD: IAW TO 00-5-15 – Air Force Time Compliance Technical Order Process

2.2.8. Historical Records. Maintain and document AFTO Form 95, Historical Record, or Historical Screen in IMDS, to reflect current operational configuration. Notify equipment custodians when TCTO actions result in equipment stock number changes and initiate AFTO Form 22, as applicable. Identify preplanned items, time change items, and TCTOs. Complete required actions when scheduled.

Performance Standards:

a) STD: IAW TO 00-20-1 - Maintenance Historical Documentation

b) STD: IAW IMDS Manual AFCSM 21-568 V2 (CUI, Distribution Statement: D)

2.2.9. Repairable Assets Status. Determine repairable status of failed assets by the SMR/ERRC and restore serviceability.

Performance Standards:

a) STD: Repair SMR items IAW the specific SMR code in TO 00-25-195

b) STD: IAW TO 00-20-3 - Repair Cycle Processing of XB Coded Items

c) STD: IAW TO 00-20-2 - Rules for Documentation and Convenience of Making Repair Table

d) STD: IAW TO 00-25-234 - Economical Repair, and Replacement and Repair of Parts

Deliverable: Appendix A, D2.2.6, SMR Code Change Requests

2.2.9.1. Non-SMR Coded Items. Repair items with no SMR code (XB3 items) assigned when cost effective or necessitated by mission requirements.

Performance Standard:

a) STD: IAW TO 00-20-2 and Table 3-3 – Convenience of Making Repair Table

2.2.9.2. SMR Code Changes. Submit request for SMR code changes using AFTO Form 22 Technical Reporting.

Performance Standards:

a) STD: IAW TO 00-5-1 - Mishap Investigation Directed Changes, Submitting Changes to Joint-Use TMs, Submitting Recommended Changes, Recommendation Priorities and AFTO FORM 22 Procedures

b) STD: IAW TO 00-25-195, Chapter 4 – SMR Code Change Request

2.2.9.3. Maintenance Turnaround (TRN). Accomplish TRNs for Due-in-for-Maintenance (DIFM) item repairs.

Performance Standard:

a) STD: IAW TO 00-20-3 - Processing Maintenance Turnaround (TRN) Transactions and Documenting Maintenance TRN Transactions

2.2.10. Configuration Control. Maintain configuration control. Route proposed modifications

through the SRVB process.

Performance Standards:

- a) STD: IAW TO: 31-10-7 (CUI, Distribution Statement: B)
- b) STD: IAW 21 SWI 21-131 - Changes to Off-line Software or Hardware Components and System Modification
- c) STD: IAW TO 00-5-15 - Compliance with Time Compliance Technical Orders

2.2.11. Cannibalization. Cannibalization may only be used as a last resort and before taking such action, all other support avenues must be exhausted. Ensure all cannibalization actions are approved through COR and DEL 2 Chief of Maintenance and documented.

Performance Standards:

- a) STD: IAW TO 00-20-2, Chapter 5 - Reporting Requirements for Cannibalization Actions
- b) STD: Order replacement parts within one calendar day of approval
- c) STD: Repair cannibalized equipment within 24 hours of part receipt or by agreed upon date with 21 OSS COM

References: AFSPCI 21-108, TO 00-33A-1001(CUI, Distribution Statement: D), and AFCSM 21-561 V2 (CUI, Distribution Statement: D) - IMDS Maintenance Event Subsystem

2.2.11.1. Depot Coordination. Coordinate with the Depot and order replacement parts within one calendar day of approval and repair cannibalized equipment as soon as the parts are received, but not later than one calendar day after receipt.

2.2.11.2. Supply Coordination. Prior to performing cannibalization actions, coordinate all cannibalization actions regarding supply issues through the COR, 21st Logistics Readiness Squadron (LRS)/LGRS, and DEL 2/S4MA.

2.2.12. Mission System Corrosion Prevention and Control. Establish, update, and maintain a corrosion prevention and control program for all assigned equipment to minimize the effects of corrosion on communications-electronics equipment. Perform thorough cleaning, inspection, preservation, and lubrication at established specified intervals for applicable system/equipment IAW specific maintenance manuals and standards below. Check for corrosion damage and the integrity of the protective finishes and preservative coatings during all scheduled and unscheduled maintenance. Ensure early detection and repair to limit the severity of the damage. When corrosion is found, treat the corrosion as prescribed. Develop and maintain site specific checklists/procedures.

Performance Standards:

- a) STD: IAW TO 1-1-689, Volume 1 (CUI, Distribution Statement: C) - Cleaning and Corrosion Control, Corrosion Program and Corrosion Theory (Vol 1)
- b) STD: IAW SF system specific TOs
- c) STD: IAW AFSCPI 21-108
- d) STD: IAW TO 1-1-700, Corrosion Prevention and Control for Ground Communication Electronics

2.2.13. Maintenance Safety Requirements. Practice maintenance safety procedures. Perform grounding, bonding, and shielding.

Performance Standards:

- a) STD: IAW AFMAN 91-203 - Variances and Exemptions
- b) STD: IAW AFSPCI 21-108

2.2.14. Engineering Investigation (EI) and Product Quality Deficiency Reports (PQDRs).

Identify materiel deficiencies and trends. Depending on deficiency type, develop an EI or PQDR

and submit through Joint Deficiency Reporting System (JDRS). Notify SMC/SYGR via e-mail of any such deficiencies.

Performance Standard:

a) STD: IAW TO 00-35D-54, Chapter 3 – Deficiency Identification and Reporting

2.2.15. Mission System Software and Equipment O&M. Operate, maintain, repair, and restore the Mission System software and equipment to meet ACC and mission requirements.

2.2.15.1. Mission System Administrators (SAs). Assign a local primary and backup SA to ensure continuous coverage of all mission SA requirements at the Det 4 SOC and Sensor Site 1. The contractor SA and ISSO roles shall not be cross-utilized or performed by the same personnel. SSA and ISSO roles must be separate and distinct.

Performance Standard:

a) STD: IAW DoD 8570.01-M

Deliverable: Appendix A, D2.2.7, Role-based Access and Certification Listing

2.2.15.1.1. SA Training. Contractor SAs, assigned to perform Mission System administration, shall complete contractor-developed training to become knowledgeable of the Mission System.

2.2.15.1.2. SA Certification. Contractor SAs performing Mission System administration shall maintain Information Assurance Technical (IAT) Level II and Linux and Windows systems platform Cybersecurity certifications. Any cost for Cybersecurity certification training is the Contractor's responsibility.

Performance Standard:

a) STD: IAW DoD 8570.01-M, Table C3.T4

Deliverable: Appendix A, D2.2.8, SA Certification

2.2.15.2. Software Maintenance, Configuration, and Support. Maintain data processing software, database, and system files; perform software installation and system reconfiguration, and maintain associated documentation. Provide communications and networking support.

2.2.15.3. Time Co-Efficient Updates. Synchronize computers to Universal Time Coordinated (UTC) for correct operation of the Mission System astronomic algorithms.

2.2.15.4. Documentation. Update and maintain documentation on Mission System software and site-adaptable parameters integrating changes as required to reflect the current operational and support baseline.

2.2.15.5. System Assessment Report (SAR). Implement and maintain a Mission System SAR to document SA support activities.

Deliverable: Appendix A, D2.2.9, System Assessment Report (SAR)

2.2.15.6. Troubleshooting Assistance. Assist sustainment personnel as required in identifying and isolating faulty systems or subsystems.

2.2.15.7. Mission System Actions. Coordinate with the COR for power shutdown, maintenance, system reconfiguration, and restoration actions that could impact operations.

2.2.15.8. Mission System Backups. Ensure servers, workstations, and communications devices are backed up for catastrophic recovery. Accomplish server backups prior to any software version release or hardware upgrade. Document the date and time of system backups

in the SAR and verify the contents and integrity of the backups. Store the two most recent full sets of backups in a secure location.

Performance Standard:

a) STD: IAW Catastrophic Recovery Plan

Deliverable: Appendix A, D2.2.10, Back-up and Restore Plan

2.2.16. Maintenance Training Plan. Develop and implement a maintenance training plan designed to keep technicians proficient in Mission System maintenance requirements. Provide a copy of the training plan and training materials to the Government upon request. Maintain individual training records for all maintenance personnel. Training records shall reflect all training received on- and off-site.

Deliverable: Appendix A, D2.2.11, Maintenance Training Plan

2.3 Logistics Management:

2.3.1. Supply Support. Manage, control, acquire, issue, and safeguard Government-owned and *Government-furnished material*, supplies and equipment to ensure continuous system operation at a 100 percent. *Direct mission support* items will be provided by the Mission Support Base Supply (MSBS) organization FB2500 account at PS-GAR. In some cases, other contractor supply systems that support equipment upgrades are utilized. Order supplies for Standard Reporting Designator (SRD) equipment through Integrated Logistics System-Supply (ILS-S) system. The following Controlled Transaction Identification Codes (TRICs) are authorized: turn-in (TIN), issue (ISU), bench stock issue (1BS), MSI, due-in from maintenance detail change (DFM), receipt (REC), due out release (DOR), and TRN. In-addition utilize ILS-S user's manual for the administration of asset management functions for electronically signing, clearing, archiving and maintaining electronic records. Contact MSBS Customer Service for supplemental instructions on transactions that would result in reverse post actions being undertaken. MSBS will accomplish Mission-capable (MICAP) actions. Establish a demand for mission items through the organization FB2500 account. Account for all items on the Defense Property Accountability System (DPAS) Custodian Inventory Report. Turn-in excess property, or property that is no longer serviceable in coordination with the COR. When approved by the Government and a mission asset is not available through ILS-S as a national stock number, the Contractor may be directed to procure via local purchase ILS-S Routing Identifier (JBB) at the Government's expense. Local purchases shall be procured through the Materiel Management Activity (Customer Support Liaison) when the extended cost is over \$10,000 or through the CR CLIN when extended cost is less than \$10,000.

Performance Standards:

a) STD: Perform all necessary functions through ILS-S to ensure 100% accountability

b) STD: Contact MSBS for MICAP immediately upon identification of requirement

c) STD: 100% accountability of all US COMSEC equipment listed on the DPAS Custodian Inventory Report

d) STD: 100% completion of monthly M04 reviews, Semi-annual and Annual S04 reconciliations

e) STD: 100% completion of Semi-annual reconciliations and annual Supply Point inventories

f) STD: 100% completion of Annual DPAS Custodian Inventory Report

g) STD: 100% completion of all inventories required when custodian or commander changes

h) AQL: Process all actions that deplete stock within 4 duty hours

Reference: Air Force Manual (AFMAN) 23-122

Deliverables:

a) Appendix A, D2.3.1, ILS-S inputs and updates

b) Appendix A, D2.3.2, DPAS Custodian Inventory Report Updates and Changes

2.3.1.1. Requesting Supply Assistance. Submit ILS-S supply assistance requests. Notify the COR and 21 LRS Customer Service within 24 hours of receipt of an unacceptable delivery date on any required supply and equipment items that cannot be resolved at the unit level. Notify 21 LRS Customer Liaison Section if response is unsatisfactory.

Performance Standard:

a) STD: IAW AFMAN 23-122

Deliverable: Appendix A, D2.3.3, ILS-S Supply Assistance Requests

2.3.1.2. Integrated Logistics System-Supply (ILS-S) Account. Establish and maintain ILS-S account. Submit a DD Form 2875 to request access to ILS-S.

Deliverable: Appendix A, D2.3.4, Establish ILS-S Account

2.3.1.3. Management of DIFM Assets. Appoint a primary and alternate DIFM monitor and complete Block IIB Repair Cycle training. Manage DIFM and maintain a current copy of the Repair Cycle Asset Management Listing. Accomplish DIFM reconciliation showing the correct status, locations and any noted discrepancies. Locate missing items and resolve discrepancies. Immediately research property found during the reconciliation which is not on the listing. Initiate found on base return procedures if property does not belong to the site. Ensure each DIFM asset has a completed AFTO Form 350 tag and the applicable condition tag.

Performance Standards:

a) STD: Block IIB Repair Cycle training within 30 calendar days of assuming DIFM management responsibilities

b) STD: Perform quarterly DIFM reconciliations; maintain 100% accountability of assets on-hand

References: AFMAN 23-122 and AFI 23-101

Deliverables:

a) Appendix A, D2.3.5, Appoint DIFM Monitors and Complete Required Training

b) Appendix A, D2.3.6, DIFM Reconciliation

2.3.1.4. Electro-Static Devices (ESD). Appoint a primary and alternate focal point for electrostatic discharge (ESD) control, and conduct and document work area ESD control surveys.

Performance Standards:

a) STD: IAW TO 00-25-234

b) STD: IAW AFI 23-101_AFGM2019-01 - Electro-Static Devices (ESD)

Reference: AFI 21-108

2.3.1.5. Bench Stock Management. Appoint primary and alternate Bench Stock monitors and complete Base-Level Supply Customer Training Block I (General Supply Indoctrination) and Block IIA (Bench Stock). Ensure bench stock item qualification criteria is met. Manage, store, secure/safeguard, monitor and replenish bench stock items. Establish controls for shelf life items so that older items are used first to minimize the occurrence of expired, unusable items. Review bench stock due-outs on the Daily Document Register. Validate and track organizational bench stock backorders. Bench stocks and shop stocks may be stored adjacently at the discretion of the unit to facilitate *accountability* and reduce storage space.

Performance Standards:

a) STD: Training within 30 calendar days of appointment prior to assuming bench stock monitor responsibilities

b) STD: 100% completion of Bench Stock reviews and reconciliations

c) STD: Replenish bench stock items when on-hand balance is 50 percent of the authorized item stock level

Reference: AFMAN 23-122

Deliverables:

- a) Appendix A, D2.3.7, Appoint Bench Stock Monitors and Complete Required Training
- b) Appendix A, D2.3.8, Organization Bench Stock Listing

2.3.1.6. Equipment Management. Appoint primary and alternate equipment custodians (ECs) and document appointment in Custody Authorization/Custody Receipt Listing (CA/CRL) jacket files. Prior to assuming equipment custodian responsibilities, contact 21LRS/LGRMCE for the following training Block III (Equipment Custodian Training Certificates), and AF/A4LE supplemental training. Accomplish annual COMSEC and R14 equipment inventories and maintain 100% accountability for assets on-hand.

Performance Standards:

- a) STD: Training completion prior to assuming equipment custodian responsibilities
- b) STD: 100% completion of Annual R14/Organizational Visibility Listing inventories
- c) STD: 100% completion of annual COMSEC inventories of equipment listed on the R14
- d) STD: 100% completion of all inventories required when custodian or commander changes

Reference: AFI 23-101

Deliverable: Appendix A, D2.3.9, Appoint Equipment Custodian Appointments and Training

2.3.1.7. Supply Point Management. Appoint a primary and alternate supply point monitors. The following items are authorized on a supply point: any item of supply, except for equipment items (ERRCD ND*/NF*) and items assigned Numeric Parts Preference Codes (NPPC) 4 or 9. Identify and account for Individual XD2/XF* components of buildup items separately on supply point detail records. *Expendable* items (XB3) required for a buildup item do not need to be accounted for separately. Forward supply point requests which include Economic Order Quantity (EOQ) items (ERRCD XB3) to the 21 LRS Flight Service Center for Materiel Management Flight Commander approval. Accomplish supply point reconciliation.

Performance Standards:

- a) STD: IAW AFMAN 23-122 - Supply Point Management, Asset Accountability, Issues From Supply Points, Returns to a Supply Point from Maintenance, Balance Discrepancies, and Verified Excesses
- b) STD: 100% accountability on Semi-annual reconciliations and annual Supply Point inventories

Deliverables:

- a) Appendix A, D2.3.10, Appoint Supply Point Monitors
- b) Appendix A, D2.3.11, Supply Point Requests
- c) Appendix A, D2.3.12, Supply Point Reconciliation/Q13 Inventories

2.3.1.8. Issues From Supply Points. Prepare Issue to Maintenance (MSI) requests (when a *demand* is placed on the supply point and the item is available). If ILS-S access is available at the supply point, the MSI document will be returned to the input terminal so the recipient's signature can be obtained.

Performance Standards:

- a) STD: 100% transactions when system and funding are available
- b) STD: IAW AFH 23-123, Vol 2, Pt 1 - Issue From Detail Record (TRIC MSI) Processing Instructions and Transaction Format

Reference: AFMAN 23-122

Deliverable: Appendix A, D2.3.13, MSI requests

2.3.1.9. Returns to a Supply Point from Maintenance. Complete returns TRIC Turn-In (TIN) Request to a supply point from maintenance. Supply points will only accept returns when the property is serviceable and required to satisfy existing due-outs.

Performance Standard:

a) STD: IAW AFH 23-123, Vol 2, Pt 1 - Recoverable Item TIN procedures

Reference: AFMAN 23-122

2.3.1.10. Customer Issue Request and Processing. Submit supply issue requests to the 21 LRS Customer Support.

Performance Standard:

a) STD: IAW AFMAN 23-122 - Customer Issue Request and Processing of Special Type Items and Conditions

Deliverable: Appendix A, D2.3.14, Applicable Equipment Action Requests

2.3.1.11. Customer Backorder Requisitions. Monitor status of backorder requisitions. Review backorders validating numbers, current status, and that backorder data elements (i.e., priority, project code, quantity, mark-for, etc.) are correct. Validate UND A, B and C backorders. Keep the COR informed on the status of all backorders.

Performance Standards:

a) STD: Validate UND A and B monthly, and UND C backorders quarterly

b) STD: IAW AFMAN 23-122 - Customer Backorder Review/Validation Products Table

Reference: AFMAN 23-122

2.3.1.12. Non-Mission Capable Supply/Partial Mission Capable Supply (NMCS/PMCS). Provide after-hours support for Non-Mission Capable Supply/Partial Mission Capable Supply (NMCS/PMCS) conditions.

Performance Standard:

a) STD: Provide NMCS/PMCS support on a 24/7 basis.

Deliverable: Appendix A, D1.1.1, Workload Data; number of 1X, JX Urgency Justification Codes (UJCs) and timeframe

2.3.1.13. Classified Assets and Controlled Material. Appoint primary and alternate personnel authorized to handle and receive classified property and controlled material. Manage, issue, receive, store, ship, safeguard and track controlled materiel. Designate personnel authorized to handle and receive classified property and controlled material and complete the Advanced Learning Service (ADLS) Computer-Based Training (CBT) Special Handling Assets Course for Materiel Management.

Performance Standards:

a) STD: IAW AFH 23-123, Vol 2, Pt 1 - Delivery of Material requirements

b) STD: Appoint new designees in writing and receive training within 30 calendar days

c) STD: Accomplish training annually

References: AFI 23-101 and AFMAN 23-122

Deliverable: Appendix A, D2.3.15, Appoint Personnel Authorized to Receive Classified Property and Controlled Material and Complete Required Training

2.3.1.14. Disposal and Demilitarization. Property shall be turned in to Defense Logistics Agency Disposition Services when no longer authorized for Air Force use. Local disposal is authorized if approved by Defense Logistics Agency Disposition Services.

2.3.1.15. Shelf-Life. Appoint and train shelf-life monitors and ensure they are properly trained in all aspects of shelf-life management for items in their care. Establish and implement shelf-life controls.

References: DoDM 4140.27 V2 and AFI 23-101

Deliverable: Appendix A, D2.3.16, Appoint Shelf-Life Monitors

2.3.1.16. Item Unique Identification (IUID) Requirements. Maintain unique item identifiers (UIIs) and work with the PAFB Equipment Accountable Element (EAE) to ensure that UIIs are applied and associated with equipment data and registered with the approved marking/inventory management tool. Complete Equipment Custodian Block III, COMSEC and IUID training. Notify the EAE when replacement labels are required.

Reference: AFI 23-101

Deliverable: Appendix A, D2.3.17, Item Unique Identification (IUID)

2.3.1.17. Precious Metals Recovery Program (PMRP). Appoint PMRP monitors to maintain PMRP for the contractor's area of responsibility. Maintain protection requirements for fine precious metals, precious metals, and high content precious metals bearing scrap.

Performance Standard:

a) STD: IAW DoD 4160.21-M - Precious Metals Recovery Program

Reference: AFI 23-101

Deliverable: Appendix A, D2.3.18, Appoint Precious Metals Monitors

2.3.1.18. Limited Inspector Responsibilities. Appoint a primary and alternate Activity Supply Limited Inspector to ensure that all materiel received, stored, issued, or shipped is properly identified and maintained. Accomplish Limited Activity Supply Inspector Training provided by 21 LRS.

Performance Standards:

a) Maintain the legibility and permanence of the information contained on tags, labels, and other markings

Reference: AFMAN 23-122

Deliverable: Appendix A, D2.3.19, Appoint Limited Inspector Monitors and Complete Required Training

2.3.1.19. Hazardous Material (HAZMAT). Manage the receipt, storage, inspection, and distribution of HAZMAT brought onto the site. Maintain Safety Data Sheets (MSDSs) and a list of all HAZMAT used at the site, including annual use rates and final disposition (if not entirely consumed in process). Provide MSDSs to host for items due in.

Performance Standard:

a) STD: IAW AFMAN 23-122

b) STD: IAW AFI 32-7086

c) STD: IAW host installation policies and procedures

2.3.2. Traffic Management. Accomplish Traffic Management functions to include travel, packing, crating, shipping, and receiving of all cargo consigned to and from Sensor Site 1, as applicable.

2.3.2.1. Shipment of Government Property. Arrange for shipment of Government property through host transportation services or CR commercial bill of lading. Ship direct mission support assets via the most cost effective commercial service available. Priority NMCS shipments shall be given expeditious handling and processing. Receive and ship Government property on an as-needed basis.

Performance Standards:

a) STD: IAW Defense Transportation Regulation (DTR) 4500.9R

b) STD: IAW AFI 24-602V2, Preparation and Movement of Air Force Cargo

2.3.2.2. Packing and Crating. Pack and crate Government property for shipment. Containers

shall meet carrier requirements and be of sufficient strength, design, and construction to be shipped safely without further packing. Ensure hazardous cargo is handled.

Performance Standards:

- a) STD: IAW AFMAN 24-204, Attachment 25
- b) STD: IAW International Air Transport Association (IATA) Dangerous Goods Regulation for Commercial Movement of Hazardous Goods
- c) STD: IAW International Maritime Dangerous Goods (IMDG) for Movement of Seagoing Vessels
- d) STD: IAW AFI 24-602V2, Preparation and Movement of Air Force Cargo
- e) STD: IAW Host Base requirements

2.3.2.3. Pickup and Delivery. Pick-up, deliver, protect, and process all supply and equipment items.

2.4. Communications O&M:

2.4.1. Site NIPRNet/SIPRNet (Network) Maintenance. Coordinate with the host to ensure continuous network access and to perform desktop support. Manage unit NIPRNet/SIPRNet accounts interfacing with the host as needed. Manage all unit file/print services and shared network drives and permissions. Assist the host with troubleshooting and touch maintenance required to restore network service, improve security, reliability and performance. Comply with host policies and procedures, enforce Cybersecurity policies, and assist NIPRNet, and SIPRNet Service Providers, Defense Information Systems Agency (DISA), and Secure Digital Information Network (SDIN) with circuit troubleshooting functions as needed.

2.4.1.1. Installations and Troubleshooting. Coordinate and support installation of information technology equipment (ITE) and software. Ensure physical security protocols are implemented for equipment.

Performance Standard:

- a) STD: IAW AFSCI 33-101

Deliverable: Appendix A, D1.1.1, Workload Data; provide number/type of routine and after-hours *repair* requests/actions

2.4.1.2. Service Disruptions. Immediately report SIPRNet problems, outages, and/or deficiencies to host communications. Report all service disruptions to the COR within 30 minutes. Maintain workload data on number and frequency of network outages.

Deliverable: Appendix A, D1.1.1, Workload Data; number and frequency of network outages

2.4.1.3. Desktop Configuration. Configure client-level software and provide software application assistance for commonly used office automation applications. Promote user awareness concerning unauthorized or illegal use of ITE and software.

2.4.1.4. User Access. Request NIPRNet and SIPRNet user access through applicable host.

2.4.1.5. Elevated Network Privileges/Rights. Contractor personnel with elevated NIPRNet/SIPRNet account requirements are required to have IAT Level II certifications and a Tier 3 security clearance investigation requisite with the position being performed.

2.4.1.6. New Requirements. Coordinate all new requirements (ITE and software) and support issues through the host Service Provider prior to installation.

2.4.2. Information Technology Equipment (ITE) Management. Appoint a primary and alternate Information Technology Property Custodian to perform IT asset management. Provide copies of the appointment letters to the COR and the host Equipment Control Officers (ECOs). Perform IT Property Custodian responsibilities IAW Government provided training.

Performance Standards:

- a) STD: IAW AFMAN 17-1203, Paragraphs 1.2.13.3 through 1.2.13.3.1.2 – IT Property Custodian and Inventory of Hardware Assets
- b) STD: Property Custodian appointment prior to assumption of ITE accounts(s), as changes occur and no later than 45 calendar days prior to Property Custodian turnover
- c) STD: Property Custodian training with the ECO within 30 calendar days of initial appointment and annually thereafter

Deliverable: Appendix A, D2.4.1, Appoint Information Technology Equipment Custodians

2.4.2.1. ITE Inventory. Conduct an annual physical inventory of all Government-furnished ITE identified on the inventory list and document changes. Coordinate the signed inventories through the ECO within 30 calendar days of completion of the inventory. Maintain a copy of the current inventory.

Deliverable: Appendix A, D2.4.2, ITE Physical Inventory

2.4.2.2. ITE Changes. Notify the ECO when ITE is installed or received that is not listed in the inventory. Contact the ECO for excess ITE that needs to be relocated or transferred.

2.4.2.3. ITE Requirement Submissions. Submit end-user ITE requirements for computers, laptops, monitors, and printers to 21st Communications Squadron (CS)/SCOSE. Enter all projects and network requirements into the Command, Control, Communications, Computers (C4), Intelligence, Surveillance and Reconnaissance (C4ISR) Infrastructure Planning System (CIPS).

2.4.2.4. Communications Project Management. Create USAF Cyberspace Infrastructure requirements. For each project package, include the Government *requester* with the Space Fence contractor as the Project Manager. Use the CIPS to create requirements and manage projects from initiation of requirements through project implementation.

2.4.2.4.1. Project Implementation Support. Coordinate project requirements and logistics with the host. Coordinate with base supply on receipt and storage of project materials, transfer equipment and software *accountability* and request radio frequency support. Validate that the system meets *configuration control* requirements and has passed testing prior to project completion and system acceptance. Inform the team PM of support and implementation status. Provide project status through acceptance in the QSR.

Deliverable: Appendix A, D1.1.5, Site Quality Status Report (QSR)

2.4.3. Cybersecurity Management:

2.4.3.1. System Administrator (SA). Assign a local primary and backup SA to ensure continuous coverage of all SA requirements for all assigned systems. Manage the cybersecurity of the Mission System and information systems on a regular basis. This includes audit logging and reviewing, account management, incident response, DISA security technical and implementation guide (STIG) compliance, Army and Air Force policy, and other requirements-related accreditation or authorization documents. Contractor SA shall perform IAT Level II requirements and maintain certification.

Performance Standards:

- a) STD: IAW AFI 17-130 - Protect (Privileged User Cybersecurity Responsibilities)
- b) STD: IAW AFMAN 17-1301 - End-Point Security and Remanence Security
- c) STD: IAW AFMAN 17-1303 - Workforce Qualifications
- d) STD: IAW DoDI 8500.01 - Privileged Users and Authorized Users
- e) STD: IAW DoD 8570.01-M
- f) STD: IAW NIST SP 800-53

Deliverable: Appendix A, D2.4.3, Local SAs at Each Site

2.4.3.2. Information System Security Officer (ISSO). Assign a primary and alternate ISSO (one of which must be local) to ensure continuous coverage of all ISSO requirements for mission and communication systems. The ISSO can also perform as the Cybersecurity Liaison (CSL). However, contractor ISSO and SA roles shall not be cross-utilized or performed by the same personnel. ISSO and SSA roles must be separate and distinct.

Performance Standards:

- a) STD: IAW AFI 17-101 - Information System Security Officer (ISSO)
- b) STD: IAW DoD 8570.01-M
- c) STD: IAW AFMAN 17-1303 - Workforce Qualifications
- d) STD: IAW AFI 17-203 – Incident Handling

Deliverable: Appendix A, D2.4.4, ISSO and CSL Appointments

2.4.3.3. Cybersecurity Liaison (CSL). Appoint a primary and alternate CSL or equivalent, in writing to the COR, host, and P-S GAR Cybersecurity office or host. Operate, manage, conduct, and maintain a Cybersecurity Assessment and Assistance Program (CSAAP). Implement and enforce the Computer Security (COMPUSEC) program on behalf of 21 CS Cybersecurity Office and host. Execute cybersecurity responsibilities protecting and defending information systems by ensuring the availability, integrity, confidentiality, authentication, and non-repudiation of data through the application of cybersecurity measures. Protect information systems, their operating system, peripherals (media and devices), applications, and the information it contains against loss, misuse, unauthorized access, or modification.

Performance Standards:

- a) STD: At contract performance start or within 30 calendar days of contract change
- b) STD: IAW AFI 17-130 - Privileged User with Cybersecurity Responsibilities and Information System Security Officer (ISSO) and Cybersecurity Liaison
- c) STD: IAW AFMAN 17-1301 – End-Point Security and Remanence Security

References: AFI 17-130, AFMAN 17-1301, and DoD 8570.01-M

Deliverable: Appendix A, D2.4.4, ISSO and CSL Appointments

2.4.3.3.1. Incident Reporting and Sanitation. Report system security incidents, virus attacks, classified message incidents, and identify threats, vulnerabilities, and associated countermeasures using the policies, procedures and report formats provided by the P-S GAR Cybersecurity office or host. Clean or sanitize information systems as required. Track and dispose of unclassified IS storage media previously contaminated with classified data as classified media.

Performance Standards:

- a) STD: IAW AFMAN 17-1301 - End-Point Security and Remanence Security
- b) STD: IAW NSA/CSA Policy Manual 9-12, NSA/CSS Storage Device Declassification Manual

2.4.3.3.2. Software Security. Ensure all software is included in the information system A&A package. Freeware, public domain software, shareware originating from questionable or unknown sources (e.g., World Wide Web sites), and Peer-to-Peer (P2P) file sharing software are highly susceptible to malicious logic will only be used after a risk assessment has been

conducted and authorizing officer (AO) approval received through the A&A process.

Performance Standards:

- a) STD: IAW AFMAN 17-1301 – Software Security and Remanence Security
- b) STD: IAW AFI 17-101 - Risk Management Framework (RMF) for Air Force Information Technology (IT)

2.4.3.3.3. Account Management. Check and disable information system user accounts that have been dormant more than 30 calendar days. Validate user-access privilege levels to include *accountability*, access rights (based on user clearance, access approval, and need to know) and special handling requirements. Establish, configure, maintain and track all NIPRNet/SIPRNet user accounts. Establish procedures for *users* to request new accounts, and to modify or delete existing user accounts to host.

Performance Standard:

- a) STD: IAW AFMAN 17-1301 - End-Point Security and Remanence Security

Reference: TO 00-33D-2001 (CUI, Distribution Statement: D)

Deliverable: Appendix A, D1.1.1, Workload Data, provide number of user accounts

2.4.3.4. Cybersecurity Training. Review Government-provided Cybersecurity training information for Air Force Network (AFNET) users. Follow host training requirements for all other networks. Ensure all users receive cybersecurity training. Maintain and administer assigned training programs. Ensure all network *users* complete initial, annual, and applicable remedial DoD IAA CyberAwareness Challenge Training via ADLS before granting or continuing network and systems' access. Track training completion information for all users.

Performance Standards:

- a) STD: IAW AFI 17-130 - Protect (Privileged User Cybersecurity Responsibilities)
- b) STD: IAW AFMAN 17-1301 - Training and Resources

2.4.3.5. Cybersecurity Reporting. Report system threats, vulnerabilities, and security incidents to the CSL, who reports to the COR, the host, and the P-S GAR Cybersecurity office or host. Comply with host reporting procedures, submit incident status reports, implement directive mitigations, and clean or sanitize information systems, as required.

2.4.3.6. Network Security Notices. Comply with all service provider network security notices, such as security patches, in the timeframe specified in the notification and report back to host of attainment.

Deliverable: Appendix A, D1.1.1, Workload Data; number and frequency of network security notices requiring action

2.4.3.7. User Access. Verify user-access requirements based on user clearance, access approval, and need to know.

Performance Standards:

- a) STD: IAW CJCSI 6510.01F (CUI, Distribution Statement: A/B/C/J) Protection of and Access to Information and Information Systems
- b) STD: IAW AFI 17-130 - Authorized User
- c) STD: IAW AFMAN 17-1301 – Attachment 3, Air Force Information Technology User Responsibilities
- d) STD: IAW NIST SP 800-53, Control AC-2

2.4.3.8. Hardware and Software Modifications. For Mission System, SAs will work with SMC on implementing any required security patches. For non-Mission System, review and coordinate computer software and hardware modifications through the host prior to installation.

2.4.3.9. Cyberspace Defense Analysis (CDA) Operations and Notice and Consent Process.

Manage and execute the CDA Notice & Consent Program and implement procedures for network, private or intranet web home pages, portable electronic devices, telephone and information systems and any other information technology devices or systems maintained. Make results of inspections available for Government review upon request.

Performance Standards:

a) STD: IAW AFI 10-701

2.4.3.10. Computer Security Assessments. Conduct and maintain a Cybersecurity program. Maintain situational awareness and initiate actions to implement or restore cybersecurity posture as directed by 21 CS Cybersecurity Office or host in support RMF requirements for DoD IT. Provide information to support RMF authorization, information system continuous monitoring activities, and maintain system artifacts. Coordinate any changes impacting the non-Mission System RMF package through the COR and send to 21 CS Cybersecurity Office and host for approval. Conduct annual security reviews of all cybersecurity controls and test selected cybersecurity controls as directed by 21 CS Cybersecurity Office and host. Provide artifacts identified in Appendix G to the requesting ISSM for IA control validation and inclusion into the AF A&A package, using ISSM provided guidance.

Performance Standards:

a) STD: IAW AFI 17-130 - Cybersecurity Liaison and Cybersecurity Inspections

b) STD: IAW AFMAN 17-1301 - End-Point Security, Remanence Security and Ports, Protocols and Services Management

2.4.3.11. Assessment and Authorization (A&A). For the Mission System, provide information to support compliance and comply with requirements for A&A packages as requested by SMC/SYGO. The performance standard below will be the primary document tailored for compliance assessment of the Mission System. For NIPRNet/SIPRNet, provide information to update host A&A packages, as requested. Submit updates and changes as necessary to the 21 CS Cybersecurity Office, host, or AO. The Contractor is responsible for A&A packages for standalone and/or Platform Information Technology (PIT) systems used in support of Space Fence.

Performance Standards:

a) STD: IAW NIST SP 800-53

b) STD: IAW AFI 17-101 - Risk Management Framework (RMF) for Air Force Information Technology (IT) and Enclave Information System Owner (ISO)

c) STD: IAW DoDD 8100.02

d) STD: IAW AFI 17-101 – Risk Management Framework (RMF) for Air Force Information Technology (IT)

Reference: DoDI 8510.01 - RMF

Deliverable: Appendix A, D2.1.3, RMF Artifacts

2.4.4. TEMPEST. Review TEMPEST packages and provide documentation for TEMPEST package updates to the 21 CS Cybersecurity and host in areas where classified information is processed. Implement required countermeasures and notify 21 CS Cybersecurity and host prior to any modifications to the facility affecting the TEMPEST package. Notify the 21 CS Cybersecurity Office and host whenever changes are made that affect the TEMPEST certification. Request and assist in performing TEMPEST inspections after installation, but before operation of any new equipment. Correct all TEMPEST inspection deficiencies and request a re-inspection. Maintain the current certification memorandum provided by the 21 CS

Cybersecurity Office. Provide assistance for additional TEMPEST assessments, tests, inspections, and certification activities.

Performance Standards:

a) STD: IAW AFSSI 7700 - Emission Security

b) STD: IAW AFSSI 7702 - Emission Security Countermeasures Reviews

Reference: AFMAN 17-1301 and <https://cs3.eis.af.mil/sites/OO-SC-IA-01/default.aspx>

Deliverable: Appendix A, D2.4.5, Review TEMPEST Package

2.4.4.1. Classified Equipment Inventory. Maintain an inventory of all equipment that processes or handles classified information. Coordinate equipment inventory with 21 CS Cybersecurity Office and host.

Deliverable: Appendix A, D2.3.2, DPAS Custodian Inventory Updates and Changes

2.4.4.2. Mobile Computing Devices. Approved DoD Mobile Device *users* will complete AF Form 4433 and annotate the optional settings authorized and the date. All users will complete the required OPSEC training. Provide certificates of completion upon request.

Performance Standard:

a) IAW AFMAN 17-1301 - Bring Your Own Approved Device (BYOAD) Program

2.4.4.3. Communications Security (COMSEC). Manage, control, protect and safeguard COMSEC material, equipment and local element IAW AF policy and Key Management Infrastructure (KMI) Operating Account Manager (KOAM) guidance.

Performance Standards:

a) AQL (PO# 6): No reportable COMSEC incidents due to Contractor error or failure to follow established guidance; additionally no “unsatisfactory” rating during an AF or KOAM inspection

b) STD: IAW AFMAN 17-1302-O (CUI) - CRO, CAP Enrollment Requirements, Cryptographic Access Eligibility, Cryptographic Access and COMSEC Detailed Checklist Changes, and COMSEC, Inventory Updates and Changes

c) STD: Semiannual assessments and inventories

d) STD: Respond and begin restoral actions within one hour

Reference: AFMAN 17-1302-O (CUI)

Deliverable: Appendix A, D2.3.2, DPAS Custodian Inventory Updates and Changes

2.4.4.3.1. KMI Operating Account Agent (KOAA). Appoint a primary and alternate KOAA in writing to the issuing KOAM and provide copies to the COR and support organization. Ensure proper transfer of COMSEC material accountability to a new KOAA prior to leaving the position.

Performance Standards:

a) STD: IAW AFMAN 17-1302-O, Paragraph 2.14.1.

b) STD: IAW AFMAN 17-1302-O (CUI) - KMI Operational Account Manager (KOAM) and Alternate KOAM (Alt KOAM), COMSEC Account Personnel Requirements, and COMSEC Audits

c) STD: IAW TO 00-33B-5001 (CUI, Distribution Statement: D)

d) STD: Semiannual assessments and inventories

Deliverables:

a) Appendix A, D2.4.6, KMI Operating Account Agent (KOAA) Appointments

2.4.4.3.2. COMSEC Account Management. Manage COMSEC material using account management software, provide backups, and support upgrades as required.

2.4.4.3.3. Formal Cryptographic Access (FCA). Request enrollment into the Cryptographic Access Program (CAP) for Contractor personnel meeting the requirements for FCA by

completing and submitting AFCOMSEC IMT 9 (CUI). Maintain an accurate list of persons authorized access to COMSEC holdings.

Performance Standard:

a) STD: IAW AFMAN 17-1302-O, Paragraphs 6.3 and 6.4 and Attachment 6

2.4.4.3.4. COMSEC Training. Attend training provided by supporting KOAM annually and train COMSEC users. Maintain most recent training documentation for each person with COMSEC access until such access is terminated.

Performance Standard:

a) STD: IAW AFMAN 17-1302-O, Paragraph 5.4.7

2.4.4.3.5. Material Requirements. Coordinate COMSEC material requirements with the issuing KOAM.

Performance Standard:

a) STD: IAW AFMAN 17-1302-O, Paragraph 5.4.11

2.4.4.3.6. Standard Operating Procedures (SOPs) and Emergency Action Plans (EAPs).

Develop local SOPs and EAPs, and coordinate them with the KOAM for review and endorsement. All persons authorized access to COMSEC material will read the SOPs and perform EAP dry-runs semiannually.

Performance Standard:

a) STD: IAW AFMAN 17-1302-O, Paragraph 5.4.4

2.4.4.3.7. Material Transport. Ensure proper packaging and protection when transporting COMSEC material. Couriers must possess a DD Form 2501 or other written authorization to transport material between the site and supporting COMSEC account.

Performance Standard:

a) STD: IAW AFMAN 17-1302-O - Transportation of COMSEC Material

2.4.4.3.8. Material Accountability, Keying, and Storage. Account for and protect all COMSEC items from date of receipt until date of return or destruction. Secure classified keying material in a government-provided General Services Administration (GSA) approved security container designated for the storage of COMSEC material. Provide crypto keying and shift-change verification for United States Air Force (USAF) cryptographic equipment. Provide proof to the supporting KOAM that all cryptographic equipment is entered into the proper accountability system.

Performance Standard:

a) STD: IAW AFMAN 17-1302-O - COMSEC Operations and Safeguarding and Controlling COMSEC

2.4.4.3.9. Material Destruction. Perform and document destruction of COMSEC material within specified timeframes. Coordinate all COMSEC destruction with the supporting KOAM, including providing properly completed destruction reports.

Performance Standard:

a) STD: IAW AFMAN 17-1302-O - Disposition, Destruction, and Emergency Protection for COMSEC Materials

2.4.4.3.10. Secure Voice. Appoint primary and alternate secure voice responsible officers (SVRO). Develop and implement secure voice program to properly manage secure voice devices, to include protection, accountability, and device rekeys.

Performance Standard:

a) STD: IAW AFMAN 17-1302-O – SVRO/Secure Voice Program

2.4.4.3.10.1. SIPRNET Video Teleconferencing (VTC) Suite. Perform *limited touch maintenance* and cleaning on SIPRNET VTC suite IAW VTC equipment manuals. If a circuit or component malfunctions, troubleshoot and restore functionality or coordinate repair.

2.4.4.3.11. COMSEC Incidents. Immediately report any known or suspected COMSEC incidents to the KOAM. Process incident reports as directed by the KOAM.

Performance Standards:

- a) STD: IAW AFMAN 17-1302-O – Reporting COMSEC Incidents
- b) STD: IAW Supporting KOAM guidance

2.4.4.3.12. COMSEC Inspections. Conduct and document COMSEC self-assessments semiannually and maintain documentation for KOAM review.

Performance Standard:

- a) STD: IAW AFMAN 17-1302-O, Attachment 18 – COMSEC Detailed Checklist Attachment

2.4.4.3.13. COMSEC Documentation. Ensure proper maintenance and disposition of COMSEC documentation.

Performance Standards:

- a) STD: IAW AFMAN 17-1302-O, Attachment 8 – COMSEC Records Disposition Instructions
- b) STD: IAW issuing KOAM direction

2.4.5. Base Communications and Information Systems Officer (CSO). Sites shall follow the host CSO instructions for customers and tenant units.

2.4.6. Long-Haul Circuit Outages. Report long-haul circuit outages to the host and DISA; provide troubleshooting support to restore circuit. Provide daily updates until circuit is restored.
Deliverable: Appendix A, D1.1.1, Workload Data; number of long-haul circuit outages and required after-hours support

2.4.6.1. After-Hours Support. Provide primary and alternate points of contact (POCs) in writing to the host for after-hours support. Upon direction from host, respond to outages within two hours of notification.

Performance Standard:

- a) Respond within 30 minutes and initiate restoration actions

Deliverable: Appendix A, D2.4.7, After-Hours Support Point of Contact (POC) Appointments

2.4.6.2. Status Reporting. Notify COR of outages and provide daily status updates until circuit is restored.

2.5. Environmental Management. Comply with all federal, state, local, and host environmental standards, policies, and requirements.

Performance Standards:

- a) STD: 100% compliance with federal, state, and local environmental regulations/standards
- b) STD: Notification of conflict with requirements or noncompliance to 21 CES/CEIE within 1 business day of identification

References: AFMAN 32-7002 and AFI 32-7047

Deliverable: Appendix A, D2.5.1, Host Environmental Plans, Policies, and Requirements

2.6. Civil Engineering:

2.6.1. Fire Prevention and Training. Comply with host fire prevention policies. Ensure all Contractor personnel receive fire prevention and fire extinguisher training.

Performance Standard:

a) STD: All contractor personnel shall accomplish fire extinguisher training within 30 calendar days of arrival and annually thereafter

2.6.2. Emergency Management. Develop and administer emergency management plans for Det 4 SOC and Sensor Site 1. Participate in Host emergency management training, staff assistance visits, and provide support during emergency management exercises or true emergencies. Participation may include personnel and or equipment and facilities for emergency response and recovery operations.

Performance Standards:

a) STD: IAW Host's emergency management regulations, directives, policies and procedures to include participation in Army Emergency Management Programs

Deliverable: Appendix A, D2.6.1, Space Fence Emergency Management Plans (for Det 4 SOC and Sensor Site 1)

2.7. Industrial, Physical, and Operational Security. Operate, maintain, and safeguard assets, information, and Protection Level (PL) resources at the SF sites. Det 4 Sensor Site 1 is designated as a PL-3 and the SOC is designated a PL-4 resource.

Performance Standard:

a) STD: IAW AFI 31-101 (CUI, Distribution Statement: D), Annex C, Appendix 2 - Identification of Protection Level Resources

2.7.1. Industrial/Information Security. Implement and perform all required industrial/information security functions and actions.

Performance Standards:

a) AQL (PO# 7): Zero security incidents resulting in violations

b) STD: IAW Certified DD Form 254

c) STD: IAW DODM 5220.22, Volume 2

d) STD: IAW DODM 5200.01 Vol 1 through Vol 4

2.7.2. Visitor Group Security Agreement (VGSA). Enter into a VGSA as an integrated visitor with the COR.

Performance Standard:

a) STD: IAW Certified DD Form 254 - Contract Security Classification Specification

Reference: IAW DoDM 5220.22V2/AFMAN 16-1406V2

2.7.3. Security Equipment. Provide all parts, equipment, material, and labor to maintain and repair the intrusion detection system (IDS) and all associated equipment not covered under warranty. For items currently under warranty, coordinate repairs with the manufacturer. Support system tests during installations and upgrades. Maintain all physical security aids. Conduct routine IDS tests and report any suspected site IDS alarm panel or IDS sensor anomalies to the Host.

Performance Standards:

a) STD: IAW AFI 31-101 (CUI, Distribution Statement: D) - Annex C, Appendix 5, para 3

b) STD: IAW applicable TOs and commercial manuals

Reference: ESE-TP-0023 (CUI)

2.7.4. Visit Requests. Complete visit requests. Follow host area clearance procedures for obtaining visit approval and submit to the COR. Current procedures require 14 calendar days' notice to process an area clearance letter.

Performance Standards:

- a) STD: IAW DoD 5220.22-M, Chapter 6
- b) STD: IAW AFI 16-1404, Paragraph 5.1.5
- c) STD: IAW DoDM 5200.01 Volume 3, Enclosure 2, Part 7
- d) STD: IAW Defense Counterintelligence and Security Agency (DCSA) procedures governing use of the Joint Personnel Adjudication System (JPAS)

Deliverable: Appendix A, D1.1.1, Workload Data; number and frequency of visit requests processed

2.7.5. Unescorted Entry. Contractor personnel requiring unescorted entry to USAF controlled areas must have a minimum of a Tier 1, Favorably Adjudicated Investigation, interim, or final SECRET security clearance.

Performance Standards:

- a) STD: IAW AFI 31-101 (CUI, Distribution Statement: D), Annex C, Appendix 3, Tab F"
- Annex C, Appendix 3, Tab F" c) STD: IAW DoDM 5200.02_AFMAN 16-1405, Table 2

2.7.5.1. Controlled Area Badges. Coordinate security requirements with the host. All sites will control, display, and dispose of controlled area personnel badges.

Performance Standard:

- a) STD: IAW AFI 31-101 (CUI, Distribution Statement: D), Annex C, Appendix 3, Tab F

2.7.5.2. Physical Security Training. Conduct initial physical security indoctrination and annual refresher training for all contractor personnel.

Performance Standards:

- a) STD: IAW AFI 31-101 (CUI, Distribution Statement: D), Annex C, Appendix 4, Tab A, para 4.10.4
- b) STD: Initial and annual Physical Security training

2.7.6. Anti-Terrorism (AT)/Force Protection (FP) (AT/FP). Appoint a primary and alternate AT Representative (ATR). Participate in host force protection program IAW support agreements; to include FPCON measures, ID checks, and tasked random antiterrorism measures (RAMS). Provide and track AT Level I training provided to contractor employees. All contract personnel shall participate in AT/FP initial AT Level 1 training which is provided in person by the host. Ensure unit personnel complete Level I AT Awareness (Force Protection) training annually via ADLS. Report suspicious activities to the host.

Performance Standards:

- a) STD: IAW DoDIO 2000.16, Vol 1_AFI 10-245-O (CUI, Distribution Statement: C), Antiterrorism (AT) Program Implementation
- b) STD: IAW installation/site AT Plan requirements
- c) STD: Annual training (not to exceed 12 months)

Deliverable: Appendix A, D2.7.1, Appoint Anti-Terrorism Representatives (ATRs)

2.7.7. Operations Security (OPSEC). Appoint an OPSEC POC to track and report contractor completion of Government-provided OPSEC training. Protect critical/sensitive information on the unit critical information list (CIL) and ensure and actions protect unauthorized disclosure. Participate in training, which includes initial, refresher, and/or other training as required (up to four occurrences annually). OPSEC training is provided via CBT, in-person, and/or by the COR, as required or situation dependent. Report training completion to the COR and 20 SPCS/Security

Manager.

Performance Standards:

a) STD: IAW AFI 10-701, Paragraphs 1.3.18.5 through 1.3.18.7 - OPSEC Process and OPSEC Awareness Education and Training

b) STD: Initial training and other training as required (up to four occurrences annually)

Reference: AFI 10-701

Deliverable: Appendix A, D2.7.2, Operations Security (OPSEC) POC Appointments

2.7.8. Information Security (Standard Form 311). Provide SF 311 sample counting by validating derivate classification decisions and providing data to the COR, when requested.

Performance Standard:

a) STD: IAW AFI 16-1404, Chapter 11 - Standard Form (SF) 311, Agency Security Classification Management Program Data

2.7.9. Transporting Classified Material. Transport classified material. Couriers must possess DD Form 2501 or other written authorization to transport classified material.

Performance Standards:

a) STD: IAW AFI 16-1404

b) STD: IAW DoDM 5200.01 V3

2.8. Knowledge Operations. Perform Records Management, forward Freedom of Information Act (FOIA) and Privacy Act (PA) requests through appropriate channels, and protect PA and For Official Use Only (CUI) records and information.

2.8.1. Records Management. Maintain records provided to the contractor at contract performance start and generated by the contractor in performance of PWS requirements. Maintain Government records system in place for continued preservation of mission requirements. Create, manage, maintain, and properly dispose of records.

Performance Standards:

a) STD: IAW AFI 33-322 – Commanders RM Plan and Users and Records Professionals

2.8.1.1. Unit Records Manager (URM). Appoint at least a primary and alternate URM for *accountability* of all contractor managed official records. Upon appointment, accomplish initial RM Training in ADLS CBTs for RM Commanders Designated POC Training and Protecting Sensitive Information. Maintain copies of all training certificates.

Performance Standards:

a) STD: IAW AFI 33-322 – Commander RM Plan and Records Professionals

b) STD: Initial and annual URM training

Deliverable: Appendix A, D2.8.1, URM Appointments and Training

2.8.1.2. Office Records Management (RM) POC (OPOC). Appoint a primary and alternate OPOC to maintain and dispose of official records created by contractor *users* in contract performance IAW Commander's RM Plan. Upon appointment, accomplish ADLS CBTs for RM Commander Designated RM POC Training and Protecting Sensitive Information. Maintain copies of all training certificates.

Performance Standards:

a) STD: IAW AFI 33-322 – Commander RM Plan and Records Professionals

b) STD: Initial and annual OPOC training

Deliverable: Appendix A, D2.8.2, OPOCs Appointments and Training

2.8.2. Freedom of Information Act (FOIA) and Privacy Act (PA) Requests and Protection. Forward FOIA and PA requests to 21sw.foia.pa@us.af.mil and inform the COR of all requests

sent. Protect PA and CUI records and information.

Performance Standard:

a) STD: IAW DD Form 254

Reference: Privacy Act of 1974, AFI 16-1404, AFI 33-332 and DoDM 5200.01 Vol 1 - Vol 4

2.9. Contract Transition. Complete all activities necessary to ensure a successful transition with the incumbent Contractor and the Government team.

2.9.1. Contract Transition Period. The Government shall define the contract transition period.

2.9.2. Transition Plan and Activities. Provide a Transition Plan to the Government PM and CO. The Transition Plan must address all actions necessary to ensure a seamless transition. Coordinate with the Incumbent and the Government CO and PM before any transition efforts begin. Identify any conflicts to the CO.

Deliverable: Appendix A, D2.9.1, Transition Plan

2.9.2.1. Joint Inventory. Participate in joint physical inventories of documentation, property, equipment, materials, classified, COMSEC, supplies, and records in each functional area. The Government shall monitor all inventories. Document and resolve all discrepancies through the Government PM and CO prior to completion of the transition effort.

Deliverable: Appendix A, D2.9.2, COMSEC Inspection and Combination Change

2.9.2.2. Transfers. Transfer all property, equipment, materials, and supplies as necessary to ensure a successful transition.

2.9.2.3. TEMPEST Inspection. Conduct a joint TEMPEST inspection of all areas, equipment, and signal lines that are used to handle or process classified information. Annotate discrepancies in writing and submit a copy signed by both parties to the Government.

2.9.3. Phase-Out. Provide continuous service while the contract is transitioning. Complete all activities to ensure a seamless transition. Without impacting the mission, allow the Successor access to any system for over-the-shoulder observation and hands-on training.

Deliverable: Appendix A, D2.9.3, Phase-Out Plan

2.9.3.1. Inventories. Provide all required inventories to ensure accountability of all documentation, property, equipment, materials, classified, COMSEC, supplies, and records in each functional area. Jointly develop and prepare required reports (if any) during the last 30 calendar days of transition prior to the assumption of maintenance and support responsibilities by the Successor.

SECTION 3.0. DET 4 SOC MISSION OPERATIONS AND SUPPORT REQUIREMENTS

(Applicable to Det 4 SOC Only)

3.1. Mission Planning. Attend weekly launch mission planning teleconferences up to and including the Top Secret (TS) level/Sensitive Compartmented Information (SCI) level with CSpOC, 18 SPCS, National Air and Space Intelligence Center (NASIC), and NSDC among others and participate in 20 SPCS mission planning briefs/de-briefs, launch planning meetings, and other intelligence integration meetings. Provide real-time support to facilitate a quick operational response to a dynamically changing environment. Identify routine metric taskings, and special metric taskings, SOI signature gathering. Special metric tasking of high interest to HHQs shall be jointly planned and executed with 20 SPCS. Incorporate SOI taskings and all available intelligence information to maximize system accomplishment of daily, weekly, and monthly tasking requirements. Coordinate with the COR prior to testing and/or implementing procedures or approved TTPs. Det 4 COR will coordinate with the Host on SCIF utilization, and contractor personnel will comply with host directives on scheduling and execute TS/SCI mission planning requirements as soon as personnel are cleared.

Performance Standards:

- a) STD: IAW SSOPs OI 534-9 (S) Space Launch Planning table
- b) STD: IAW SSOPs OI 534-9 (S) Automatic Metric Tasking for New Foreign Launch table

3.1.1. Top Secret (TS)/Sensitive Compartmented Information (SCI) Cleared Personnel. The Contractor shall provide six (6) TS/SCI cleared personnel IAW DD Form 254 requirements for mission planning and operations using data gathered at the weekly launch mission planning sessions. Security clearance investigations shall be initiated for all personnel during contract phase-in. *Note: There is a potential for Operations move to 20 SPCS at Eglin AFB in the future. If this occurs, then all Operators will require TS/SCI clearances for SCIF Operations and a contract modification will be separately negotiated at that time.*

Deliverable:

Appendix A, D3.1.1, Appointment of TS/SCI Representatives and Status of Cleared Personnel

3.1.2. Uncorrelated Target (UCTs). Execute auto Self-Tasking, process Resident Space Object (RSO) Candidate Alert and manage Alerts for auto-release as required. Assess Critical and Significant UCT requirements for additional tasking and report Critical and Significant UCTs to 18 SPCS as required. Maintain and manage UCT database to ensure ephemeris and observations for UCTs are accessible to 18 SPCS.

Performance Standards:

- a) STD: IAW SSOPs OI 534-9 (S)
- b) STD: System Concept

3.1.3. Hand-offs. Mission plan and execute procedures that provide UCT element sets (ELSETs) to 18 SPCS and other Space Surveillance Network (SSN) sensors. Plan and execute handoffs received from 18 SPCS and other SSN sensors.

Performance Standards:

- a) STD: IAW SSOPs OI 534-9 (S)
- b) STD: System Concept

3.1.4. Break-up Processing. Assess Critical and Significant UCT requirements for additional tasking and ensure 18 SPCS received Possible Breakup Alert via DISA's Enterprise Messaging (EM) Service, as well as point to point (e.g. voice, email, chat). Ensure initiation of archival Black Box recording and manage UCT database to ensure ephemeris and observations for UCTs are accessible to 18 SPCS.

Performance Standards:

- a) STD: IAW SSOPs OI 534-9 (S)
- b) STD: System Concept

3.1.5. Maneuver and Proximity Operations Events. Ensure 18 SPCS receives Possible Maneuver or Proximity Operations Alert via DISA's EM Service, as well as point to point (e.g. voice, email, chat).

Performance Standards:

- a) STD: IAW SSOPs OI 534-9 (S)
- b) STD: System Concept

3.1.6. Launch Events. Support 18 SPCS launch processing by mission planning, employing detection and tracking TTPs, and monitoring various communication and computer systems for cooperative and non-cooperative launches from liftoff through early orbit and/or parking orbit to final orbit determination.

3.1.7. Black-box Reporting. Operators will initiate manual recording IAW direction from 18 SPCS or another authorized requestor. Provide Black Box snapshots associated with a space event/anomaly to SPOC/S3/6Z or other authorized requesting users.

3.1.8. Develop, Test, Execute Tactics Improvement Proposals (TIPs). Develop, submit on an AF Information Management Tool (IMT) 4326, and test/validate new and existing TIPs.

Deliverable: Appendix A, D1.1.1, Workload Data; number of TIPs developed and tested

3.1.8.1. Formal TIP Coordination and Implementation Process. Submit Contractor-developed and validated TIP proposals to the COR for approval on AF IMT 4326. The COR will notify the Contractor in writing if the submitted TIPs are formally approved via the TTP process.

Performance Standard:

- a) STD: IAW AFSPCI 10-260, Tactics Development Process and Implementation

SECTION 4.0 SENSOR SITE 1 SUPPORT REQUIREMENTS

(Applicable to Sensor Site 1 Only)

4.1. Test, Measurement, and Diagnostic Equipment (TMDE). Manage, schedule, and transport TMDE. Perform organizational level maintenance.

Performance Standards:

- a) STD: IAW TO 33K-1-100-1
- b) STD: IAW TO 00-20-14, Paragraphs 3.6 through 3.8 - TMDE User Responsibilities, Input Priority System, and Care of TMDE
- c) STD: IAW TO 33-1-27 (CUI, Distribution Statement: C)
- d) STD: IAW TO 33-1-32 (CUI, Distribution Statement: D)
- e) STD: IAW AFSPCI 21-108 - TMDE Management
- f) No inspection Critical or Significant undetected deficiencies

Reference: AFMAN 21-113 - AFMETCAL Management

Deliverable: Appendix A, D1.1.1, Workload Data; number of TMDE managed, scheduled, and transported

4.1.1. TMDE Coordinator. Consult the host Precision Measurement Equipment Laboratory (PMEL) for newly acquired items to determine if the items are considered TMDE and need to be scheduled into the PMEL for service. The Contractor will be reimbursed under the CR CLIN for TMDE transportation and shipment costs outside of the local area.

Performance Standards:

- a) STD: IAW TO 00-20-14, TO 33-1-27 (CUI, Distribution Statement: C) and TO 33-1-32 (CUI, Distribution Statement: D)
- b) STD: IAW TO 33K-1-100 series
- c) STD: IAW AFSPCI 21-108 - TMDE Management

Deliverable: Appendix A, D4.1.1, Appoint TMDE Coordinators

4.2. Environmental Services. Work with host installation to provide any environmental data requested and access to facilities for environmental compliance (EC) inspections.

Performance Standards:

- a) STD: 100% compliance with host installation policies, procedures and requests
- b) STD: Report correspondence or inspections to 21 CES environmental POC

4.2.1. Environmental Compliance Contact (ECC) for Host. Appoint in writing (name, position, office symbol, and telephone number) primary and alternate ECCs to comply with host environmental management requirements, complete training, and to address environmental issues.

Performance Standard:

- a) STD: 100% compliance with host installation, federal, state and local environmental programs, policies, and directives

Reference: AFMAN 32-7002

Deliverables:

- a) Appendix A, D4.2.1, Environmental Compliance Contact (ECC) Appointments
- b) Appendix A, D4.2.2, Environmental Data and Reports

4.2.2. Hazardous Waste Management Program (HWMP). Comply with host HWMP. See Paragraph 2.3.1.18 for HAZMAT requirements.

Reference: AFI 32-7042

Deliverable: Appendix A, D4.2.3, Hazardous Waste Management Program (HWMP)

4.2.3. Environmental Requirements. Identify any new environmental requirements, in writing, to the COR and host Environmental Management Office (EMO).

4.2.4. Pollution Incident Reporting. Report all incidents to the COR, host EMO, and 21 CES/CEIE, in writing.

Deliverable: Appendix A, D4.2.4, Pollution Incident Reporting

4.2.5. Spill Response Plan. Develop and maintain a site-specific spill response plan and ensure it is included and in-compliance with the host installation spill response plan. Maintain appropriate spill response equipment at or near any bulk fuel storage location.

Performance Standards:

a) STD: Report spills to the COR and 21 CES/CEIE no later than the next business day

b) STD: IAW 40 CFR 112

c) STD: IAW host standards

d) STD: Training within 30 calendar days of contract performance start and within 30 calendar days of change in POC

Reference: AFMAN 32-7002

Deliverable: Appendix A, D4.2.5, Spill Prevention Control and Counter-measures (SPCC) or Spill Plan

4.2.6. Emergency Response Plan. Create, update, and maintain an Emergency Response Plan for emergency response to pollution incidents and uncontrolled releases to the environment. Report all pollution incidents and uncontrolled releases to COR, 21 CES/CEIE, and host EMO, complying with Host Installation Emergency Management Plan (IEMP).

Deliverable: Appendix A, D4.2.6, Emergency Response Plan

4.2.7. Project Planning Requirements. Initiate local National Environmental Policy Act (NEPA) requirements on behalf of the COR or assist the project proponent to initiate them. Ensure all planning requirements are fulfilled prior to undertaking a project. Assist in completion of Section 1 of AF Form 813 and host equivalent, as required, for COR signature and submit to the host EMO.

Deliverable: Appendix A, D4.2.7, AF Form 813 or Host Equivalent

4.2.8. Environmental Reports and Requested Technical Information. Submit copies of all Environmental assessment reports received and provide requested environmental technical information to the COR and 21 CES/CEIE.

Deliverable: Appendix A, D4.2.8, Environmental Reports and Requested Technical Information

4.2.9. Meetings and Training. Contractor ECC shall participate in required host environmental meetings and training courses and maintain documentation of attendance. Disseminate ECC information (environmental compliance, pollution prevention, spill response, and conservation goals) to all personnel. Maintain copies of current host meeting minutes.

4.3. Civil Engineering (CE). Operate, maintain, and repair real property (RP) and real property installed equipment (RPIE) IAW manufacturer's recommendations, applicable industry codes, local regulations, host policies and procedures, and as specified in the paragraphs below. This includes the Space Fence Radar site up to and including the perimeter fence. For Power requirements, see the demarcation in PWS paragraph 4.3.14. below. Coordinate with Host and COR on required work outside PWS requirements.

Performance Standard:

a) STD: 95% of preventive/predictive maintenance completed on time; remaining 5% to be completed within the following 30 calendar days

References:

a) Catcode Link: <https://cs2.eis.af.mil/sites/10758/CITCATCODE/Module/Home.aspx>

b) AFI 32-9005 – RPIE Property Types, Non-RPIE Property Types and Air Force Common Output Level Standards (AFCOLS) 4 for Facility Sustainment

(<https://cs2.eis.af.mil/sites/12508/Module/Playbooks/Overview.aspx>)

Deliverable: Appendix A, D1.1.1, Workload Data; number of maintenance and type of repair actions, cost records of engineering time, material and resources utilized

4.3.1. Maintenance (Non-Reimbursable). Provide all materials, equipment, parts, labor, and associated costs for all maintenance to retain RP and RPIE in support of the Recurring Work Program (RWP).

Performance Standard:

a) STD: 95% of *preventive/predictive maintenance* completed on time; remaining 5% to be completed within the following 30 calendar days

4.3.2. Repair (Reimbursable Parts and Materials). Restore failed or failing RP or RPIE so it may be used effectively for its designated purpose. It further consists of overhauling, reprocessing, or replacing equipment, or materials not included in maintenance. Restoring or replacing components damaged by fire, storm, explosions, or other disasters beyond the Contractor's control shall be subject to separate contractual action.

Performance Standard:

a) STD: Repair within 30 calendar days or within 30 calendar days of receipt of materials

4.3.3. Emergency Response. Maintain capability to respond to emergency conditions 24/7. Respond to emergency conditions within one hour of notification and eliminate emergency condition within 24 hours.

Performance Standard:

a) STD: Respond to emergency conditions within one hour and eliminate condition within 24 hours

Deliverable: Appendix A, D1.1.1, Workload Data; number/type of emergency repair requests and actions

4.3.4. Real Property Installed Equipment (RPIE). Maintain inventory listings of all RPIE.

Deliverable: Appendix A, D4.3.1, As-Built RP and RPIE Record Drawings

4.3.4.1. Modifications or Alterations. Obtain prior approval from 21 CES/CENP and host before making modifications or alterations to real property.

4.4.5. Operation and Maintenance Manuals. Maintain and update manuals for all RP, RPIE, and Power Conditioning and Continuation Interface Equipment (PCCIE).

4.3.6. Documentation. Maintain workload data on all RP, RPIE, and PCCIE modifications, maintenance, and repair actions performed.

Deliverable: Appendix A, D1.1.1, Workload Data; number of RP, RPIE, and PCCIE modifications, maintenance, and repair actions performed

4.3.7. Warranty and Guarantee Program. Establish, document, and maintain a warranty and guarantee program on RP and RPIE to insure that all warranties are enforced and no additional funds are expended for covered repairs.

Performance Standard:

a) STD: No warranties voided/invalidated due to contractor action/inaction

4.3.8. Recurring Work Program (RWP). Implement, document, and maintain a RWP IAW manufacturer's recommendations, applicable industry codes, local regulations, and host policies and procedures to provide for the preventive/predictive maintenance of RP and RPIE.

Deliverable: Appendix A, D4.3.2, Recurring Work Program (RWP)

4.3.9. Red-Line Drawings. Provide red-line drawings to host.

Performance Standard:

a) STD: Update drawings within 7 calendar days of changes

Deliverable: Appendix A, D4.3.3, Red-Lined Drawings

4.3.10. Master Index. Maintain a master index of all drawings.

4.3.11. Backflow Prevention Program. Develop a cross-connection Control and Back-Flow Prevention Program.

Performance Standards:

a) STD: IAW Federal, state and local regulations and manufacturer's recommendations

b) STD: IAW AFI 32-1067 - Air Force Backflow Prevention Program

Deliverable: Appendix A, D4.3.4, Backflow Prevention Program Inventory

4.3.12. Heating, Ventilation, and Air Conditioning (HVAC) Systems. Heat and cool mission equipment and facilities to system design specifications.

Performance Standards:

a) STD: Sustain mission availability requirements

b) STD: IAW Manufacturer's recommendations

Reference: AFMAN 32-7089 - Refrigerant Leak Standards

4.3.13. Key Control and Management. Update and maintain a master inventory listing. Implement and maintain a key management program for initial key issue, key turn-in, loss, and temporary issue.

Performance Standard:

a) STD: 100% inventory and accountability

4.3.14. Power. Maintain continuous power to meet mission and facility requirements at all times site power is available from island power to Sensor Site 1. *Demarcation: USAG-KA Host maintains the Power Plant Annex (PPA), medium voltage transformers and electrical distribution lines up to, but not including the Sensor Site switchgear. Contractor is responsible to maintain the Sensor Site 1 switch gear and facility power and systems.*

Performance Standard:

a) STD: 100% of the time

4.3.15. PCCIE. Maintain, operate, and make user-level repairs on PCCIE systems IAW manufacturer's recommendations. Coordinate all preventive/predictive maintenance (P/PM) and system malfunctions with the PCCIE maintenance contractor, 21 CES/CENP, and COR. Contact AF PCCIE contractor for all higher level repair/maintenance. Maintain records of all tests and inspections.

4.3.16. Critical Utility Outages. Notify the COR, Government PM, CO, and 21 CES/CENP of critical utility outages.

Performance Standard: Submit Utility Outage and Status Reports IAW instructions in Excel outage report

Deliverable: Appendix A, D4.3.6, Utility Outage and Status Report

4.3.16.1. Utilities Availability. Coordinate planned utility system downtime with the Host and COR seven calendar days prior to the actual shutdown.

Performance Standard: Coordinate system downtime with affected organizations seven calendar days prior to the actual shutdown

4.3.16.2. Utility Contingency Plan. Implement and maintain a Utility Contingency Plan for essential utility supply and distribution systems to include electricity, water, air conditioning, and fuel.

4.3.17. Lightning Protection. Contractor shall perform inspection, testing, maintenance, and repair of installed lightning protection systems. Coordinate lightning protection repair activities with the Host.

Performance Standards:

- a) STD: IAW AFI 32-1065 - All, excluding Maintenance Self-Check for Explosives Facilities
- b) STD: IAW AFI 32-1065 - Scheduled Maintenance for Grounding Systems Table (Exterior lightning arrestors and/or surge protective devices on primary distribution lines; and General blocks)
- c) STD: IAW AFI 32-1065, General Qualifications (certification requirements)

4.3.18. Facility Grounding System. Perform inspection, testing, maintenance, and repair of facility grounding systems.

Performance Standard:

- a) STD: IAW AFI 32-1065, all except Attachment 5 - Scheduled Maintenance for Grounding Systems Table

Reference: National Fire Protection Association (NFPA) 780

4.3.19. CE Project Planning. Coordinate required facility projects and work requests (outside PWS requirements) with the Host Installation BOS contractor. Track projects and work requests and provide status to the Government upon request.

4.3.19.1. Project Planning Inputs. Provide three years project forecast information to assist future project funding.

Deliverable: Appendix A, D4.3.7, Installation Development Plan Inputs

4.3.19.2. Project Review Activities. Provide information on site equipment, facility system modifications, and new construction projects to 21 CES/CENP upon request.

4.3.19.2.1. Project Coordination Meetings. Coordinate with Host Installation BOS contractor, attend meetings and provide comments to 21 CES IAW coordinated project schedule.

4.3.20. Fire Protection.

4.3.20.1. Fire Protection Systems. Operate, maintain, repair, test, and inspect fire protection systems. Conduct regular inspections and promote fire prevention programs.

Performance Standards:

- a) STD: IAW Uniform Facilities Criteria (UFC) 3-601-02 - Inspection, Testing and Maintenance (ITM) Tables for applicable systems
- b) STD: IAW UFC 3-601-02 - Personnel Qualifications
- c) STD: IAW Host policies, procedures and inspections

4.3.20.2. Fire Extinguisher Maintenance. Ensure all contractor employees complete online hand-held fire extinguisher training. Perform fire extinguisher inspections.

Performance Standards:

- a) STD: IAW NFPA 10 and Host policies, procedures and inspections
- b) STD: Fire extinguisher training within 30 calendar days of arrival and annually thereafter
- c) STD: Monthly fire extinguisher inspections

4.3.20.3. Fire Hazards. Correct fire hazards identified by fire inspectors during building inspections. Identify projects requiring funding to COR and 21 CES/CENP.

4.3.20.4. Fire Prevention and Training. Comply with host fire prevention policies. Ensure all Contractor personnel receive fire prevention and fire extinguisher training.

Performance Standard:

- a) STD: All contractor personnel shall accomplish fire extinguisher training within 30 calendar days of arrival and annually thereafter

4.3.21. Pest Management. Identify requirements and any issues with Pest Management to the Host.

Performance Standard:

- a) STD: Comply with host policies and procedures

4.3.22. Sanitation and Cleanliness. Maintain all areas in a clean, orderly, and sanitary condition to include periodic dusting and vacuuming. Note: There are no Government-furnished custodial services available. The premises shall be kept free of accumulations of waste material and/or debris. Areas shall be subject to inspection by Government fire, safety, environmental, and health personnel. Correct any discrepancies identified resulting from a failure to maintain acceptable sanitation and cleanliness.

Performance Standards:

- a) STD: IAW Federal, state and local regulations and manufacturer's recommendations
- b) STD: Professional appearance, neat and tidy

4.3.23. Refuse Collection. Collect and segregate any materials that can be recycled, including precious metals, paper, cardboard, aluminum and glass. Remove refuse from the facilities and place in dumpsters provided by the host. Coordinate refuse collection and disposal requirements with Host. Keep Host provided containers in good working condition.

Performance Standard:

- a) STD: IAW Solid waste (refuse and food waste) dumpsters kept below 80% capacity
- b) STD: IAW with Host's regulations, directives and procedures.

4.3.24. Corrosion Control. Establish, update, and maintain a corrosion prevention and control program. Perform thorough cleaning, inspection, preservation, and lubrication at established specified intervals for applicable system/equipment IAW specific maintenance manuals and standards below. Check for corrosion damage and the integrity of the protective finishes and preservative coatings during all scheduled and unscheduled maintenance. Ensure early detection and repair to limit the severity of the damage. When corrosion is found, treat the corrosion as prescribed.

Performance Standards:

- a) STD: IAW UFC 3-570-06
- b) STD: IAW UFC 3-190-06

4.3.25. Energy Conservation. Comply with host policies and procedures.

4.4. Environmental Health. Comply with Republic of Marshall Islands Environmental Authority (RMIEPA) and host regulations/standards.

Performance Standards:

- a) STD: 100% compliance with no Notices of Violation (NOVs)
- b) STD: Notify 21 OMRS/SGPB Bioenvironmental GSU Manager of conflict with requirements or noncompliance within one business day of identification

Deliverable: Appendix A, D4.4.2, Notification and Documentation of Visit

4.4.1. Occupational and Environmental Health (OEH) Coordinator. Appoint in writing a central point of contact for OEH issues. Coordinate required actions and support with 21 OMRS/SGPB Bioenvironmental GSU Manager, USAG-KA host, and host nation IAW host agreement.

Performance Standard:

- a) STD: Submit POC by contract performance start and within five calendar days of any changes
- b) STD: IAW Army Regulations, host regulations, directives, procedures and all Host Nation policies

Deliverable: Appendix A, D4.4.1, Occupational and Environmental Health (OEH) POC Appointments

4.4.2. Outside Agency Inspections/Visits. Notify 21st Operational Medical Readiness Squadron (OMRS) Bioenvironmental GSU Manager within one business day of being notified of any local agency inspections or visits related to Environmental Health matters. Provide any documentation related to these visits to the 21 OMRS Bioenvironmental GSU Manager within three business days after receipt.

Performance Standards:

- a) STD: Notification of planned inspection or visit within one business day
- b) STD: Provide documentation of visit within three business days after receipt of results

Deliverable: Appendix A, D4.4.2, Notification and Documentation of Visit

4.4.3. Electro-Magnetic Field Radiation (EMFR) Safety Awareness Training. Provide initial and refresher EMFR Safety Awareness training to personnel with the potential to exceed the Lower Tier maximum permissible exposure (MPE) limits. Training will be commensurate with the potential for exposure within the workplace. Provide training to visitors to lower and upper tier MPE areas. Document all training provided for assigned personnel; proof of implementation of awareness training for visitors is acceptable.

Performance Standards:

- a) STD: IAW AFI 48-109 - EMF Protection Standards
- b) STD: Upon personnel arrival on site and annually thereafter

Reference: AFRL-SA-WP-SR-2013-0003 Base-Level Guide for EMFR

Deliverable: Appendix A, D1.1.1, Workload Data; number of personnel trained on EMFR Safety Awareness

4.4.3.1. EMFR Over-Exposure. For a suspected Lower Tier EMFR over-exposure of any personnel, including visitors, notify the 21 OMRS Bioenvironmental GSU Manager in writing.

Performance Standard:

- a) STD: Within 24 hours of the over-exposure incident

**SECTION 5.0 GOVERNMENT PROVIDED SUPPORT OF CONTRACT SERVICE
PERFORMANCE
(DET 4 SOC and Sensor Site 1, as applicable)**

5.1. Government-Furnished Property (GFP) and Government-Furnished Equipment (GFE). The Government shall provide adequate facilities; utilities; official telephone service; mission parts available through ILS-S; systems and associated software and desktop computers to perform the services described in the PWS.

5.1.1. The Government shall retain ownership of specialized tools and equipment identified in inventories as GFP/GFE. Maintain specialized tools and equipment and notify the Government if they need repair or replacement. The CR CLIN may be used for COR recommended and CO-approved maintenance, repair or replacement of specialized tools and equipment. Any other tools or equipment necessary for contract performance is the responsibility of the contractor.

5.1.2. Items such as appliances, furnishings, or other equipment within the Det 4 offices and the Space Fence facility and offices on Kwajalein shall be made available at the discretion of the Government and are not guaranteed to be provided through the life of the contract.

5.2. Government-Furnished Information (GFI). Information provided by the Government shall be maintained and updated by the Contractor.

5.2.1. Technical Documentation. Maintain technical documentation resident at Det 4 SOC and Sensor Site 1 and provided in the technical library at contract performance start. Maintain the list of all technical documentation.

Deliverable: Appendix A, D5.2.1, Technical Documentation List

5.2.2. Support Agreements. Host services for communications, civil engineering, environmental, police, occupational health, supply, TMDE, and security are provided based on the latest support agreements. Comply with host requirements indicated by "the receiver will" and IAW support agreements listed in Appendix C.

5.2.3. Funds Management. The Government shall manage funds necessary to fund equipment and supplies and will notify the Contractor if there are any changes in the amounts identified for cost reimbursable items.

5.2.4. Travel. The Government will only reimburse the Contractor for CO-approved official travel.

5.2.5. Government Provided Housing (applicable to Det 4 Sensor Site 1 Only). The Government will provide housing for Contractor personnel at no charge to the Contractor. It is anticipated that up to 5 accompanied Permanent Family Housing Units (400 Series) and up to 12 unaccompanied Permanent Housing Bachelor Quarter (BQ) Units will be provided. However, the potential exists for BQ Units to be provided in the place of Family Housing Units based on contractor personnel need and at the discretion of the Government. Laundry facilities are available for use in housing at contractor expense. Permanent party housing furnishings, appliances and equipment shall be provided by the contractor at contractor expense.

5.3. Government-Furnished Services (GFS) (Applicable to Det 4 Sensor Site 1 only). The Government shall provide the following services:

5.3.1. Transportation. The Government shall provide transportation of administrative supply items, materials, and equipment. Use Government bill-of-lading.

5.3.2. Unaccompanied Baggage. Upon request, the Government shall transport Contractor personnel unaccompanied baggage up to 330 lbs. (shipped in freight) for the start of initial contract Period of Performance (PoP) trip from the Continental United States (CONUS) to Sensor Site 1 at Kwajalein Atoll and return trip from Sensor Site 1, Kwajalein Atoll, to CONUS at the end of contract PoP.

5.3.3. Exchange Privileges. The Government host at Kwajalein Atoll authorizes use of Army and Air Force Exchange Service (AAFES) facilities at the current time. Use of AAFES is only authorized per AAFES regulations and local directives.

5.3.4. Limited Health Services. Contract Performance in support of the geographically separated unit (GSU) at Det 4 Sensor Site 1 requires work in a remote environment. Except as otherwise provided in the contract, the contractor accepts the risks associated with required contract performance at this GSU. The Kwajalein Hospital is not a Military Treatment Facility and is only capable of providing limited medical services. Services for non-permanent party personnel will be limited to emergency services only. The contractor shall pay individual user fees. In the event that medical evacuation of contractor personnel from Kwajalein Atoll is required, the contractor will be responsible for payment up front of the costs of medical evacuation to the provider of the service (e.g., the Air Force or private company).

5.3.5. Meals. Contractor personnel are authorized use of the Dining Facility. Contractors shall pay for meals IAW applicable price structure (not Government reimbursable).

SECTION 6.0 SERVICES SUMMARY

(Applicable to Det 4 SOC and Sensor Site 1)

The Services Summary (SS) is a list of POs and AQLs that will be verified by Government personnel and will result in a Major finding if the AQL is not met. Each Performance Objective (PO) represents a significant task as identified in the PWS by the Government at the time of contract award. The AQL represents the minimum acceptable level of performance. The POs and AQLs represent the most significant tasks of this contract and do not excuse the Contractor from performance of other requirements and standards identified in this PWS.

POs may be added or deleted and AQLs raised or lowered during the course of this contract. For example, repeated Contractor performance deficiencies in non-critical areas may force the related requirement to become a PO in the SS. Conversely, changes in technology or mission requirements may eliminate SS objectives. An example would be the integration of a new electronic automated system making obsolete the PWS-required manual system.

Mission and Site Requirements		
Performance Objective (PO)	PWS Reference	Acceptable Quality Level (AQL)
PO# 1 - Metric Taskings. Perform metric taskings as directed by 18 SPCS.	Paragraph 2.1.2.1	100% of all category (CAT) I taskings. Track or attempt to track all CAT I taskings, except when non-contractor liable downtime or physical/geographic limitations.
PO# 2 - SOI Taskings. SOI-tasked objects.	Paragraph 2.1.2.2	Complete 100 percent of SOI-tasked objects each month except when non-contractor liable.
PO# 3 - Sensor Contractor-Controlled Availability (Acc). Maintain an overall sensor Acc.	Paragraph 2.1.5	A _{CC} each calendar month of not less than 99.7%. See PWS reference for additional information.

Mission System Maintenance Management		
Performance Objective (PO)	PWS Reference	Acceptable Quality Level (AQL)
PO# 4 - Equipment Status Reporting (ESR). Ensure equipment status updates are entered into the IMDS ESR Subsystem.	Paragraph 2.2.2	Submit an IMDS entry within two hours of the equipment status change. See PWS reference for additional information.
PO# 5 - IMDS Data Entries. Accurately input all MDC data into IMDS in a near real-time basis.	Paragraphs 2.2.4.1, 2.2.5.2	MDC data shall be entered into IMDS with 95% initial accuracy, 98% accuracy within 72 hours and 100% accuracy within 5 calendar days.

SECTION 6.0 SERVICES SUMMARY (cont.)

(Applicable to Det 4 SOC and Sensor Site 1)

Communications Operations & Maintenance (O&M)		
Performance Objective (PO)	PWS Reference	Acceptable Quality Level (AQL)
PO# 6 - Communications Security (COMSEC). Manage, handle, control, and safeguard COMSEC material, equipment, and local element in accordance with Air Force policy and Key Management Infrastructure (KMI) Operating Account Manager (KOAM) guidance.	Paragraph 2.4.4.3	No Reportable COMSEC incidents due to Contractor error or failure to follow established guidance. Additionally, no “unsatisfactory” rating during an AF or KOAM inspection.

Industrial, Physical and Operational Security		
Performance Objective (PO)	PWS Reference	Acceptable Quality Level (AQL)
PO# 7 - Industrial/Information Security. The Contactor shall implement and perform all required industrial/information security functions and actions IAW the certified DD Form 254 and DoD 5220.22-M.	Paragraph 2.7.1.	Zero security incidents resulting in violations.

APPENDIX A

DELIVERABLE REQUIREMENTS

Deliverables referenced in applicable line items of this PWS are detailed in the table below. Provide the Deliverable requirements as specified in the following tables. Days referenced are calendar days, unless otherwise noted. For recurring Deliverables, if the due date falls on a holiday or a weekend, the Deliverable may be sent on the following business day. Contractor format is acceptable unless a specific format is identified. However, contractor name and logos may not be used on any Deliverable except when a contractor signatory is required by the Deliverable.

Make deliverable distribution by an electronic method unless otherwise specified. Email subject line will read as “deliverable number, title, submission date”, for instance “D001_Workload Data_15 Sep 21”. Email documents in a Microsoft Office or Adobe Acrobat-compatible format. Submit drawings in a uniform electronic format.

Number	Title	PWS Reference	Schedule	Distribution
D1.1.1	Workload Data	1.11.	Submit by 1 June each Option Year	P-S GAR/PMD
Requirement: Collect, maintain, and submit workload data in electronic format for the following PWS requirements: 1.11, 1.16., 1.20., 1.21., 1.22., 2.1.2.1., 2.1.2.2., 2.1.15.3., 2.2.1.1., 2.3.1.12., 2.4.1.1., 2.4.1.2, 2.4.3.3.3., 2.4.3.6, 2.4.6., 2.7.4., 3.1.8., 4.1., 4.3., 4.3.3., 4.3.6., and 4.4.3.				

Number	Title	PWS Reference	Schedule	Distribution
D1.1.2	Mission Essential Services Plan	1.14.	30 days prior to contract performance start and within 30 calendar days of changes occurring	COR 20 SPCS/MA P-S GAR/PMD 21 CONS/PKD
Requirement: The Contingency Plan shall contain the following information at a minimum: contingency actions, emergency work requests, natural disasters, severe weather, health epidemics, turnover of personnel/logistics plan, labor strike/personnel walk-off, contingency mobilization, mobilization recall commitments, and restoration of mission essential functions within 24 hours. <ul style="list-style-type: none"> • Provide a written list of all “Mission Essential Contractor Personnel” to the CO and CORs. Identify by contractor position and site where the position in question will perform work under this contract. • Describe responsibilities and actions taken to mitigate interruptions in contract performance in the event of catastrophic and non-catastrophic contingencies, emergencies and crisis situations to include continuation of mission during wartime. Address in the plan, at a minimum— <ol style="list-style-type: none"> (i) Challenges associated with maintaining essential contractor services during an extended event, such as a pandemic that occurs in repeated waves; (ii) The time lapse associated with the initiation of the acquisition of essential personnel and resources and their actual availability on site; (iii) The components, processes, and requirements for the identification, training, and preparedness of personnel who are capable of relocating to alternate facilities or performing work from home; (iv) Any established alert and notification procedures for mobilizing identified “essential contractor service” personnel; and (v) The approach for communicating expectations to contractor employees regarding their roles and responsibilities during a crisis. 				

APPENDIX A
DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D1.1.3	Space Fence Operating Instructions (SF OIs)	1.17.	No Later Than (NLT) 2 months after contract performance start and annually by 1 Nov	COR 20 SPCS/MA DEL 2/MA P-S GAR/PMD
<p>Requirement: Document current operations in SF OIs where other manuals and directives are not available or do not provide sufficient instructions in support of continued operations.</p> <p>Maintain a master index listing by series for all current, rescinded, and terminated SF OIs.</p> <p>For current SF OIs, index shall include the number, title, revision number, and revision date. For rescinded SF OIs, index shall include number, the name of the person who rescinded the SF OI, and the rescinded date.</p> <p>For terminated SF OIs, index shall include number, the name of the Government person that terminated the SF OI, and the termination date.</p> <p>SF OIs shall not include proprietary markings or information. Provide final products to the Government in Microsoft Word format. <i>Note: Use the Technical Order (TO) change process (AFTO 22) for recommended changes to TOs.</i></p>				

Number	Title	PWS Reference	Schedule	Distribution
D1.1.4	Quality Program Plan (QPP)	1.19.1.	At contract performance start and as changes occur	P-S GAR/PMD QAM
<p>Requirement: Implement the Quality Program in accordance with a QPP providing insight into the following quality processes: control of documents and records, internal audits including procedures and oversight, preventing and corrective measures for non-conforming services from recurrence, and identification of deficiencies.</p> <p>Provide copies of internal audits to the P-S GAR/PMD QAM.</p>				

APPENDIX A
DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D1.1.5	Site Quality Status Report (QSR)	1.5.2., 1.19.2., 2.1.5., and 2.4.2.4.1.	Monthly by the 10th	COR 20 SPCS/MA P-S GAR/PMD QAM

Requirement: As a minimum, ensure the QSR includes:

- Details of audits and inspections accomplished during the reporting period.
- All open deficiencies/nonconformities identified, the cause of each deficiency, impact to the PWS requirement(s), corrective action(s) taken, details of plan/actions to prevent recurrence, and current status of all issues yet to be resolved.
- An independent narrative assessment and analysis of trends generated by the quality assurance (QA) function.
- Details on the following: supply and other logistical support status, electronic systems and civil engineering project status, mission critical system outages, other reportable outages, status of equipment, calibration issues, operations and maintenance issues, trend analysis, mission taskings completed, weather conditions, and CR CLIN expenditures.
- An overall self-assessment of the contractor's performance during the reporting period to include a measurement system (metrics) that graphically illustrates at minimum, the Contractor's performance with regard to each of the AQL's in the PWS Services Summary.

Number	Title	PWS Reference	Schedule	Distribution
D1.1.6	Maintenance Production Status Briefing	1.20.	Weekly as scheduled by 21 OSS	COR 20 SPCS/MA 21oss.ma.wf@us.af.mil

Requirement: Provide briefing slides with current information including scheduled maintenance (within the next month), maintenance issues, mission-capable (MICAP) supply issues, and other items of interest as identified by DEL 2/MA.

Number	Title	PWS Reference	Schedule	Distribution
D1.1.7	Resource Utilization Report	1.23.	Monthly; 30 calendar days after contract performance start date	COR P-S GAR/PMD

Requirement: Detail how Government funding will be used for this contract. Document the use of Government funding detailing annual CR CLIN projections and expenditures for each option year by CLIN, ACRN, Site, CLIN Description, SubCLIN, Contract Value, Billed Amount, Procured but Not Yet Billed, CLIN Balance, Remaining %. Develop budget information including projected costs and unfunded requirements with justification and impact statements as required for continued performance. This report is intended to indicate how the contractor expects to use funding under this contract to fulfill requirements. This report will be used for: (a) updating and forecasting contract funds requirements, (b) planning and decision making on funding changes to contracts and (c) developing budget estimates in support of approved programs.

APPENDIX A
DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D1.1.8	Knowledge Capture/ Management (KCM) Plan	1.24.2.	Provide 60 calendar days after contract award and annually thereafter by 1 June	COR P-S GAR/PMD
<p>Requirement: Include the following in the KM Plan: Detail how employee knowledge will be captured and passed onto new employees by capturing lessons learned and corporate knowledge of workers gained through experience in operating and maintaining the Space Fence system, and the communication systems. It should provide a standard process for identifying and documenting information that is determined to be missing from current technical manuals or operating instructions.</p> <p>The KM Plan should capture corporate knowledge of workers gained through experience to include tactics, techniques, and procedures not formally documented. Finally, the KM Plan should dictate how knowledge will be trained to new workers. Also include a training plan for new employees to be trained and qualified to replace other Contractor employees retiring or leaving the contract through attrition. Standardize the KM Plan across the Space Fence sites.</p>				

Number	Title	PWS Reference	Schedule	Distribution
D1.1.9	Key Points of Contact	1.28.1	Seven calendar days after contract award, within 5 calendar days of changes, and upon request	COR P-S GAR/PMD 21 CONS/PKD
<p>Requirement: Provide names, home/cell/duty phone numbers of key points of contact for each location.</p>				

Number	Title	PWS Reference	Schedule	Distribution
D1.1.10	Organizational and Staffing Chart	1.28.2.	Seven calendar days after contract award and within 15 calendar days of a vacancy	COR P-S GAR/PMD 21 CONS/PKD
<p>Requirement: Provide an organizational chart reflecting all filled positions to the Government for each location. Notify the CO when a vacancy occurs. Submit a plan to the CO and Government PM no later than 15 calendar days of a personnel vacancy identifying how the contractor intends to fill the vacancy.</p>				

APPENDIX A
DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D1.1.11	Contractor Manpower Reporting	1.28.7.	Data shall be reported no later than October 31 of each calendar year	P-S GAR/PMD 21 CONS/PKD
Report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract using the following web address www.sam.gov . Reporting inputs shall be for the labor executed during the period of performance during each Government Fiscal Year (FY), which runs October 1 through September 30. Contractors may direct questions to the System for Award Management (SAM) help desk.				

Number	Title	PWS Reference	Schedule	Distribution
D2.1.1	Operations Training Plan	2.1.6.	At contract performance start, as changes occur, and upon Government request	COR P-S GAR/PMD DEL 2/TD
Requirement: Develop and implement an Operations Training Plan that certifies proficient operators and continues to advance operator expertise through advanced training in the Mission System and the contributions to the overall SDA mission. Standardize training program for SOC operators and Sensor Site 1 operator/maintainers, which shall be qualified, trained, and knowledgeable in both maintenance and operations.				

Number	Title	PWS Reference	Schedule	Distribution
D2.1.2	Operations Training Curriculum	2.1.6.1.	At contract performance start, as changes occur, and upon Government request	COR P-S GAR/PMD DEL 2/TD
Requirement: Develop training curriculum and provide training to all operator personnel (to include all Sensor Site 1 operator/maintainers). Provide limited Combat Mission Ready training to all Sensor Site 1 operator/maintainer personnel for performance of limited operational mission tasks during contingencies and when the SOC is not available. Reference: AFSPCI 36-221.				

Number	Title	PWS Reference	Schedule	Distribution
D2.1.3	RMF Artifacts	2.1.10. and 2.4.3.11.	As requested	COR P-S GAR/PMD SMC/SYGR
Requirement: Provide artifacts identified in Appendix G to the requesting ISSM for IA control validation and inclusion into the AF Assessment and Authorization (A&A) package.				

APPENDIX A
DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D2.1.4	System Analysis Results	2.1.11.	As requested	COR P-S GAR/PMD SMC/SYGO
Requirement: Provide system analysis results for abnormal data or performance, overflow, operator errors, tests or for any other issues which show variances in system performance.				

Number	Title	PWS Reference	Schedule	Distribution
D2.1.5	Problem Report (PR)	2.1.11.1.	As requested	COR P-S GAR/PMD 21 OSS/OSOT
Requirement: Provide a PR to support investigations.				

Number	Title	PWS Reference	Schedule	Distribution
D2.1.6	Deficiency Report (DR)	2.1.11.1.	As deficiencies are identified	COR P-S GAR/PMD 21sw.moc@us.af.mil 21sw.ma.wf@us.af.mil 21oss.masw@us.af.mil
Requirement: Submit a Deficiency Report IAW TO 00-35D-54 for unusual and unique anomalies or outages.				

APPENDIX A

DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D2.1.7	AF Forms 1067 or Standard Change Form (SCF)	2.1.11.1.	Within 30 calendar days of the anomaly or outage (if needed); prior to installing new software constants and for system or software modifications for corrective or preventive action as a result of analyses	COR P-S GAR/PMD
<p>Requirement: Prepare and submit AF Forms 1067 or SCF data sheets to the COR for approval, then to 21 OSS for database tracking and Wing Requirements Validation Board (WRVB) processing. Ensure change requirements are stated clearly and tied to documented specifications, requirements, or operational mission publications IAW 21 SW 21-131.</p> <p>AF Forms 1067 are only acceptable in full digital format, (i.e., no wet signatures or annotations) except when classification issues preclude. Within 30 calendar days of the anomaly or outage and/or prior to installing new software constants for the subarray test and element test installations, document the rationale in an SCF for the proposed change, results of tests that ensure system meets all internal system specifications for system calibration, operability, alignment and equipment checks.</p> <p>Generate an SCF for system or software modifications for corrective or preventive action as a result of analyses or any other proposed system and/or software modifications.</p>				

Number	Title	PWS Reference	Schedule	Distribution
D2.1.8	Evaluation and Technical Analysis	2.1.11.1.	As requested	COR P-S GAR/PMD 21sw.moc@us.af.mil 21sw.ma.wf@us.af.mil 21oss.masw@us.af.mil
<p>Requirement: Written technical analysis on any system modification/upgrade proposal or recommendation to the requesting organization.</p>				

APPENDIX A

DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D2.1.9	Installation and Checkout Evaluation (ICE) Plan	2.1.15.2.	As requested	COR 20 SPCS/MA 21sw.moc@us.af.mil 21sw.ma.wf@us.af.mil 21oss.masw@us.af.mil
<p>Requirement: Develop and submit ICE plans for newly installed hardware, firmware, or software through the COR to DEL 2/TD for final approval. Provide a draft ICE Plan to the Director of Operations (DO) for Installation/Site Commander approval. Include sufficient detail in the ICE Plan so that all personnel involved understand objectives, risk and mitigation, evaluation methodology, assumptions, limitations, and other aspects of ICE. Contact DEL 2/MA to obtain a copy of the ICE Writing Guide. At a minimum, include the following in the plan:</p> <ul style="list-style-type: none"> A. Executive Summary (outlining the purpose of test, system description, critical operational issues, test overview, and reporting requirements) B. Section I - Introduction (general overview, system information, operational environment, and program structure) C. Section II - ICE Outline (critical operational issues (COI) and objectives, scope and test concept, planning considerations and limitations, system contractor involvement, and schedule) D. Section III – Methodology (Critical Operational Issues (COI), Measures of Effectiveness (MOE), Measures of Performance (MOP), and Measures of Suitability (MOS), criteria, planned samples and methods of evaluation) E. Section IV – Administration (test management, key program personnel, tasking, training requirements, operational risk management, environmental impact, and security to include information protection, COMSEC, TEMPEST, OPSEC, release of information, and security awareness) F. Section V – Reporting (reports, test readiness review, test incident report, final report, briefings, deficiency reports and enhancements) 				

APPENDIX A

DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D2.2.1	Maintenance Assistance Requests	2.2.1.2.	As required	COR 20 SPCS/MA 21sw.moc@us.af.mil 21sw.ma.wf@us.af.mil 21oss.masw@us.af.mil

Requirement: Submit requests for Technical Assistance (TA), Engineering Assistance (EA), Emergency Depot Level Maintenance (EDLM), or Urgent Depot Level Maintenance (UDLM) IAW TO 00-25-108, Paragraph 2.5, Figures 2-4 and 2-5 and TO 00-25-107, Paragraphs 2.1 through 2.1.3, and 2.2 through 2.3.7.

Submit using TO 00-25-108 Format for Requesting Emergency/Urgent Support and Format for Requesting Engineering and Technical Assistance. Also TO 00-25-107 format for submitting requests for maintenance assistance. Provide the requests to the COR prior to routing.

Number	Title	PWS Reference	Schedule	Distribution
D2.2.2	IMDS PMI Inputs and Updates	2.2.5.1.	As required	None; IMDS System inputs and updates

Requirement: Submit ESR, MDC, JDD, Historical Records, PMI schedule and completion and TCTO documentation inputs into IMDS IAW IMDS Manual AFCSM 21-568, Vol 2 (CUI, Distribution Statement: D).

Number	Title	PWS Reference	Schedule	Distribution
D2.2.3	Local Work Cards	2.2.5.1.1.	As required	COR 21sw.moc@us.af.mil 21sw.ma.wf@us.af.mil 21oss.masw@us.af.mil

Requirement: IAW TO 00-5-1 - Locally Prepared Workcards, TO 00-33A-1001 (CUI, Distribution Statement: D) - Local Workcards and AFSPCI 21-108.

Number	Title	PWS Reference	Schedule	Distribution
D2.2.4	Technical Order (TO) System Improvement	2.2.6.	As TO changes are needed	COR 20 SPCS/MA SPOC/S4U

Requirement: Submit IAW TO 00-5-1, Paragraphs 9.1.14., 9.1.15, 9.2, 9.6, and 9.7. Requesting Office and Distribution is based on the system involved. Refer to SPOC AFTO 22 Routing Procedures found on the USAF Tech Order Recommended Change Processing SharePoint site <https://cs3.eis.af.mil/sites/OO-TO-00-59/default.aspx> for requiring office and distribution.

APPENDIX A
DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D2.2.5	Reserved			

Number	Title	PWS Reference	Schedule	Distribution
D2.2.6	SMR Code Change Requests	2.2.9.	As required	COR 20 SPCS/MA SPOC/S4SG 21sw.moc@us.af.mil 21sw.ma.wf@us.af.mil 21oss.masw@us.af.mil P-S GAR/PMD
Requirement: Request SMR code changes on AFTO Form 22.				

Number	Title	PWS Reference	Schedule	Distribution
D2.2.7	Role-Based Access and Certification Listing	2.2.15.1	At contract performance start and within five calendar days of any certification changes, or on an annual basis, whichever is sooner; always notify Government within five calendar days of changes in System Administrators	COR 21 CS/SCXS P-S GAR/PMD Applicable mission system ISSM
Requirement: Provide a list of certified personnel names and type of certification by role for all Cybersecurity requirements and positions to include current applicable operating system and/or computing environment certifications.				

Number	Title	PWS Reference	Schedule	Distribution
D2.2.8	SA Certification	2.2.15.1.2	Annually by 1 Oct	21 CS/SCXS P-S GAR/PMD DEL 2/MA 20 SPCS/MA
Requirement: Report changes to Cybersecurity certification IAW DoD 8570.01-M.				

APPENDIX A
DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D2.2.9	System Assessment Report (SAR)	2.2.15.5.	Monthly by 15th NLT 1200 MST/MDT	COR 20 SPCS/MA 21 OSS/ MASW SMC/SYGO

Requirement: **Requirement:** Reports shall contain general mission system software administrative actions/activities performed (such as system data collection, backup, and retrieval) as well as status of open standard change forms (SCFs) and PRs with associated priorities. Reporting period is from 0000Z on 1st day of the month to 2400Z on the last day of the month.

Number	Title	PWS Reference	Schedule	Distribution
D2.2.10	Back-up and Restore Plan	2.2.15.8.	Annually and prior to operational acceptance of any modifications and upgrades which change the way system data is stored	COR P-S GAR/PMD DEL 2/MA 20 SPCS/MA

Requirement: Include a minimum of 30 calendar days of archived virtual mission history tape files and procedures for placing and rotating critical archive data to a secure storage area physically separated from the primary media storage area. Include in the Site Backup Plan, instructions for installing the backup media, if required. Review and update plan annually and prior to operational acceptance of any modifications and upgrades which change the way system data is stored.

Number	Title	PWS Reference	Schedule	Distribution
D2.2.11	Maintenance Training Plan	2.2.16.	At contract performance start and as updates occur	COR P-S GAR/PMD DEL 2/MA 20 SPCS/MA

Requirement: Develop and implement a maintenance training plan designed to keep technicians proficient in Mission System maintenance requirements.

Number	Title	PWS Reference	Schedule	Distribution
D2.3.1	ILS-S inputs and updates	2.3.1.	As required	COR P-S GAR/PMD 21LRS.LGRSC@us.af.mil 21LRS.LGRMMF@us.af.mil 21LRS.LGRSE@us.af.mil

Requirement: Submit inputs and required documentation to the FSC, PAFB A4 account.

APPENDIX A

DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D2.3.2	DPAS Custodian Inventory Updates and Changes	2.3.1., 2.4.4.1 and 2.4.4.3	<ul style="list-style-type: none"> • 30 calendar days prior to contract performance start • Annually; in preparation for PAFB Equipment Accountability Element (EAE) visit • Out of cycle: within 15 calendar days of equipment custodian change 	COR 21 LRS/LGRM P-S GAR/PMD 21LRS.LGRSE@us.af.mil

Requirement: Submit ILS-S inputs and updates to the FSC, P-S GAR A4 account, for processing or local listings as applicable. For COMSEC also perform IAW AFMAN 17-1302-O (CUI) - Communications Security (COMSEC) and Inventory Updates and Changes. Notify 21 LRS/LGRM when a copy of the CA/CRL (R-14 document) is needed to accomplish this requirement. Annotate any discrepancies on the R-14 and sign the document prior to submission.

Number	Title	PWS Reference	Schedule	Distribution
D2.3.3	ILS-S Supply Assistance Requests	2.3.1.1	As required	COR 21 LRS/LGRM P-S GAR/PMD 21LRS.LGRSC@us.af.mil

Requirement: Submit to the FSC, PAFB A4 account, with a copy to supply site support.

Number	Title	PWS Reference	Schedule	Distribution
D2.3.4	Establish ILS-S Account	2.3.1.2	At contract performance start and whenever personnel changeover	COR 21 LRS/LGRM P-S GAR/PMD

Requirement: Establish an ILS-S account.

Number	Title	PWS Reference	Schedule	Distribution
D2.3.5	Appoint DIFM Monitors and Complete Required Training	2.3.1.3	At contract performance start and within 30 calendar days of personnel changeover	COR 21 LRS/LGRM P-S GAR/PMD

Requirement: Appoint primary and alternate DIFM monitors and complete Block IIB repair cycle training and provide certificate to 21 LRS/LGRM. Contact 21 LRS/LGRM for the Block IIB training.

APPENDIX A

DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D2.3.6	DIFM Reconciliation	2.3.1.3	Quarterly, and within 15 calendar days of equipment custodian change	COR 21 LRS/LGRM P-S GAR/PMD 21LRS.LGRMMF@us.af.mil
Requirement: Annotate any discrepancies and sign the document prior to submission.				

Number	Title	PWS Reference	Schedule	Distribution
D2.3.7	Appoint Bench Stock Monitors and Complete Required Training	2.3.1.5	30 calendar days prior to contract performance start and as personnel changes occur	COR 21 LRS/LGRM P-S GAR/PMD 21LRS.LGRSC@us.af.mil
Requirement: Appoint primary and alternate Bench Stock monitors and complete Base-Level Supply Customer Training Block I (General Supply Indoctrination) and Block IIA (Bench Stock). Contact 21 LRS/LGRM for the Base-Level Supply Customer Training Block I (General Supply Indoctrination) and Block IIA (Bench Stock).				

Number	Title	PWS Reference	Schedule	Distribution
D2.3.8	Organization Bench Stock Listing	2.3.1.5	As required	COR 21 LRS/LGRM P-S GAR/PMD 21LRS.LGRSC@us.af.mil
Requirement: Validate and track organizational bench stock orders. Inform the COR if there are issues with the bench stock orders.				

Number	Title	PWS Reference	Schedule	Distribution
D2.3.9	Equipment Custodians Appointments and Training	2.3.1.6	At contract phase-in and within 30 calendar days of personnel changeover	COR 21 LRS/LGRM P-S GAR/PMD
Requirement: Appoint primary and alternate ECs and complete initial Block III CBT, Communications Security (COMSEC), Item Unique Identification (IUID), and AF/A4LE supplemental training and provide certificate to 21 LRS Equipment Management.				

APPENDIX A
DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D2.3.10	Appoint Supply Point Monitors	2.3.1.7	At contract phase-in and within 30 calendar days of personnel changeover	COR P-S GAR/PMD 21LRS.LGRMMF@us.af.mil 21LRS.LGRSC@us.af.mil
Requirement: Appoint primary and alternate supply point monitors.				

Number	Title	PWS Reference	Schedule	Distribution
D2.3.11	Supply Point Requests	2.3.1.7	As required	COR P-S GAR/PMD 21LRS.LGRMMF@us.af.mil
Requirement: Includes Economic Order Quantity (EOQ) items (ERRCD XB3) to the 21 LRS FSC, P-S GAR A4 account, for Materiel Management Flight Commander approval.				

Number	Title	PWS Reference	Schedule	Distribution
D2.3.12	Supply Point Reconciliation/Q13 Inventories	2.3.1.7	Semi-annually	COR P-S GAR/PMD 21LRS.LGRMMF@us.af.mil
Requirement: Accomplish and submit reconciliation.				

Number	Title	PWS Reference	Schedule	Distribution
D2.3.13	MSI Requests	2.3.1.8	As required	COR P-S GAR/PMD 21LRS.LGRMMF@us.af.mil
Requirement: Submit all documentation to the FSC, P-S GAR A4 account, for processing.				

Number	Title	PWS Reference	Schedule	Distribution
D2.3.14	Applicable Equipment Action Requests	2.3.1.10	As required	COR 21 LRS/LGRM P-S GAR/PMD 21LRS.LGRSE@us.af.mil
Requirement: Complete and submit DD Form 1348-6, AF Form 601, or AF Form 2005 as applicable/required.				

APPENDIX A
DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D2.3.15	Appoint Personnel Authorized to Receive Classified Property and Controlled Material and Complete Required Training	2.3.1.13	At contract phase-in and within 30 calendar days of personnel changeover	COR 21 LRS/LGRM P-S GAR/PMD
Requirement: Appoint primary and alternate personnel authorized to receive classified property and controlled material, which includes: order and requisitioning; physical asset management; equipment management; document control & detail records, record reversal and correction, physical inventory and inventory adjustments; special purpose recoverables authorized maintenance (SPRAM); inspection and related operations; and materiel disposition. Complete ADLS CBT Special Handling Assets Course for Materiel Management.				

Number	Title	PWS Reference	Schedule	Distribution
D2.3.16	Appoint Shelf-Life Monitors	2.3.1.15	At contract phase-in and within 30 calendar days of personnel changeover	COR 21 LRS/LGRM P-S GAR/PMD
Requirement: Appoint primary and alternate shelf-life monitors and ensure they are properly trained in all aspects of shelf-life management for items in their care.				

Number	Title	PWS Reference	Schedule	Distribution
D2.3.17	Item Unique Identification (IUID)	2.3.1.16	Annually by 15 Sep	COR 21 LRS/LGRM P-S GAR/PMD 21 CONS/PKD
Requirement: Provide a list of items that the Contractor purchased outside of the ILS-S that were not provided through Depot level support or another Government contract and where the acquisition value is greater than \$5,000. Include the IUID number for each part listed.				

Number	Title	PWS Reference	Schedule	Distribution
D2.3.18	Appoint Precious Metals Monitors	2.3.1.17	At contract phase-in and within 30 calendar days of personnel changeover	COR 21 LRS/LGRM P-S GAR/PMD
Requirement: Appoint primary and alternate precious metal recovery program monitors to maintain precious metal recovery program.				

APPENDIX A
DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D2.3.19	Appoint Limited Inspector Monitors and Complete Required Training	2.3.1.18	At contract phase-in and within 30 calendar days of personnel changeover	COR 21 LRS/LGRM P-S GAR/PMD

Requirement: Appoint primary and alternate Supply Activity Inspectors and attain limited inspector training for supply assets from 21 LRS.

Number	Title	PWS Reference	Schedule	Distribution
D2.4.1	Appoint Information Technology Equipment Custodians	2.4.2	At contract phase-in and no later than 45 calendar days prior to departure of current custodian	COR 21 CS/SCOSE PAFB ECO P-S GAR/PMD

Requirement: Appoint primary and alternate Information Technology Equipment Custodians. Ensure designation is dated, with names and written or digital signatures of the primary and alternate IT Property Custodians acknowledging their designation.

Number	Title	PWS Reference	Schedule	Distribution
D2.4.2	ITE Physical Inventory	2.4.2.1.	As changes occur and within 30 calendar days of annual date of last inventory signed	COR 21 CS/SCOSE PAFB ECO P-S GAR/PMD

Requirement: Conduct annual ITE inventory during each calendar year from date the commander signed the most current inventory listing.

Number	Title	PWS Reference	Schedule	Distribution
D2.4.3	Local System Administrators (SAs) at Each Site	2.4.3.1	At contract phase-in and within 30 calendar days of personnel changeover	COR P-S GAR/PMD P-S GAR/Cybersecurity

Requirement: Assign a local primary and alternate SA at each site to support all assigned systems and to manage the cybersecurity of the Mission System and information systems on a regular basis.

APPENDIX A
DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D2.4.4	Information System Security Officer (ISSO) and Cybersecurity Liaisons (CSL) Appointments	2.4.3.2 and 2.4.3.3	At contract phase-in and within 30 calendar days of personnel changeover	COR Host P-S GAR/Cybersecurity P-S GAR/PMD
Requirement: Appoint primary and alternate Information System Security Officers (ISSOs) and Cybersecurity Liaisons (CSLs) in writing. Complete required ISSO and CSL training annually.				

Number	Title	PWS Reference	Schedule	Distribution
D2.4.5	Review TEMPEST Package	2.4.4	As changes occur during each 365 calendar day period	COR P-S GAR/Cybersecurity P-S GAR/PMD
Requirement: Review TEMPEST packages and provide documentation for TEMPEST package updates to the P-S GAR Cybersecurity.				

Number	Title	PWS Reference	Schedule	Distribution
D2.4.6	KMI Operating Account Agent (KOAA) Appointments	2.4.4.3.1	At contract phase-in and within 30 calendar days of personnel changeover	COR P-S GAR/Cybersecurity P-S GAR/PMD
Requirement: Appoint primary and alternate KMI Operating Account Agent (KOAA) in writing to the issuing KOAM.				

Number	Title	PWS Reference	Schedule	Distribution
D2.4.7	After-Hours Support Point of Contact (POC) Appointments	2.4.6.1	At contract phase-in and within 30 calendar days of personnel	COR Host P-S GAR/PMD 21 CONS/PKD
Requirement: Appoint primary and alternate after-hours POCs in writing to the host.				

Number	Title	PWS Reference	Schedule	Distribution
D2.5.1	Host Environmental Plans, Policies, and Requirements	2.5	At contract phase-in and within 30 calendar days of changes	COR 21 CES/CEIE P-S GAR/PMD
Requirement: Provide copies of the host environmental plans, policies, and requirements.				

APPENDIX A
DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D2.6.1.	Space Fence Emergency Management Plan	2.6.2.	At contract performance start and within 5 calendar days of personnel changes	Host Installation 21 OMRS/SGPB P-S GAR/PMD
Requirement: Include the following in the plan: emergency management mitigation, preparedness, response and recovery plans IAW Host's emergency management regulations, directives, policies and procedures.				

Number	Title	PWS Reference	Schedule	Distribution
D2.7.1	Appoint Anti-Terrorism Representatives (ATRs)	2.7.6	At contract phase-in and immediately after personnel changeover	COR Host P-S GAR/PMD
Requirement: Appoint a primary and alternate ATR in writing.				

Number	Title	PWS Reference	Schedule	Distribution
D2.7.2	Operations Security (OPSEC) POC Appointments	2.7.7	At contract phase-in and immediately after personnel changeover	COR Host P-S GAR/PMD
Requirement: Appoint a primary and alternate OPOCs in writing and complete ADLS CBTs for OPOCs and Protecting Sensitive Information.				

Number	Title	PWS Reference	Schedule	Distribution
D2.8.1	URM Appointments and Training	2.8.1.1	At contract performance start and within 30 calendar days of personnel changes	COR Host P-S GAR/PMD
Requirement: Appoint a primary and alternate URM and complete ADLS CBTs for URM and Protecting Sensitive Information.				

Number	Title	PWS Reference	Schedule	Distribution
D2.8.2	OPOCs Appointments and Training	2.8.1.2	At contract performance start and within 30 calendar days of personnel	COR Host P-S GAR/PMD
Requirement: Appoint a primary and alternate OPOC and complete ADLS CBTs for RM Commander Designated RM POC Training and Protecting Sensitive Information.				

APPENDIX A
DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D2.9.1	Transition Plan	2.9.2	30 calendar days after contract award	21 CONS/PKD P-S GAR/PMD
Requirement: Contractor awarded the contract shall provide a transition plan to address all actions necessary to ensure a seamless transition. Include all Knowledge/Continuation of Service information gained from the Knowledge Capture efforts.				

Number	Title	PWS Reference	Schedule	Distribution
D2.9.2	COMSEC Inspection and Combination Change	2.9.2.1	One calendar day prior to contract performance start	21 CONS/PKD KOAM P-S GAR/PMD
Requirement: Submit the Special Listing signed by both parties and change combinations on all safes containing COMSEC material at the start of the new contract.				

Number	Title	PWS Reference	Schedule	Distribution
D2.9.3	Phase-Out Plan	2.9.3	30 calendar days after contract award	P-S GAR/PMD 21 CONS/PKD
Requirement: Incumbent not awarded the contract shall provide a phase-out plan to address all actions necessary to ensure a seamless transition.				

Number	Title	PWS Reference	Schedule	Distribution
D3.1.1	Appointment of TS/SCI Representatives and Status of Cleared Personnel	3.1.1.	At contract performance start and within 30 calendar days of personnel	COR P-S GAR/PMD
Requirement: Appoint primary and alternate TMDE coordinators and complete host-provided coordinator training.				

Number	Title	PWS Reference	Schedule	Distribution
D4.1.1	Appoint TMDE Coordinators	4.1.1.	At contract performance start and within 30 calendar days of personnel	COR P-S GAR/PMD
Requirement: Appoint primary and alternate TMDE coordinators and complete host-provided coordinator training.				

APPENDIX A
DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D4.2.1	Environmental Compliance Contact Appointments (ECCs)	4.2.1	At contract phase-in and within 30 calendar days of personnel changes	COR 21 CES/CEIE Host EMO P-S GAR/PMD
Requirement: Appoint primary and alternate ECC in writing.				

Number	Title	PWS Reference	Schedule	Distribution
D4.2.2	Environmental Data and Reports	4.2.1	When requested by the host, other program office, or by 21 CES/CEIE	COR 21 CES/CEIE Host EMO P-S GAR/PMD
Requirement: Provide technical information on environmental situations, programs, analyses and similar functions.				

Number	Title	PWS Reference	Schedule	Distribution
D4.2.3	Hazardous Waste Management Program (HWMP)	4.2.2	Annually by 1 Oct; NLT 30 calendar days after contract performance start date	COR 21 CES/CEIE Host EMO P-S GAR/PMD
Requirement: Use standardized format provided by 21 CES/CEIE. <i>Note: Hazardous waste includes lead-based paint.</i> The HWMP can be combined with the ISWM Plan. Comply with host Hazardous Waste and Solid Waste Programs.				

Number	Title	PWS Reference	Schedule	Distribution
D4.2.4	Pollution Incident Reporting	4.2.4	Within one calendar day of initial discovery of incident	COR 21 CES/CEIE Host EMO P-S GAR/PMD
Requirement: Report all pollution incidents. Report all pollution incidents to host environmental office and 21 CES/CEIE.				

APPENDIX A

DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D4.2.5	Spill Prevention Control and Counter-measures (SPCC) or Spill Plan	4.2.5	Annually as required by 40 CFR 112; and NLT 30 calendar days after contract performance start date	COR 21 CES/CEIE Host EMO P-S GAR/PMD
Requirement: The plan will include prevention and response for any spills originating by contractor activities that impact the Installation. Identify level of response (initial and full response with cleanup) as well as initial and recurring training required to use equipment in the plan. Use the format of 40 CFR 112; minor and major updates will follow requirements of 40 CFR 112. If host installation is required to have base-wide SPCC, work with local environmental office to incorporate Space Fence facility into the SPCC plan.				

Number	Title	PWS Reference	Schedule	Distribution
D4.2.6	Emergency Response Plan	4.2.6	At contract phase-in and as changes occur	COR 21 CES/CEIE Host EMO P-S GAR/PMD
Requirement: Create, update, and maintain an Emergency Response Plan for emergency response to pollution incidents and uncontrolled releases to the environment. Report all pollution incidents and uncontrolled releases to COR and host EMO.				

Number	Title	PWS Reference	Schedule	Distribution
D4.2.7	AF Form 813 or Host Equivalent	4.2.7	Upon request within 14 calendar days of identified need	COR 21 CES/CEIE Host EMO
Requirement: Request for Environmental Impact Analysis, AF Form 813, or host equivalent and coordinate with the appropriate AF representative(s) or host.				

Number	Title	PWS Reference	Schedule	Distribution
D4.2.8	Environmental Reports and Requested Technical Information	4.2.8	Upon request or within 10 calendar days of receipt of report or request	COR 21 CES/CEIE
Requirement: Submit all Environmental assessment reports and requested Environmental technical information.				

APPENDIX A
DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D4.3.1	As-Built RP and RPIE Record Drawings	4.3.4.	Within 6 months after completion of work	COR 20 SPCS/MA 21 CES/CENP
Requirement: Update As-Built RP and RPIE Record drawings.				


Number	Title	PWS Reference	Schedule	Distribution
D4.3.2	Recurring Work Program (RWP)	4.3.8	Upon request	COR 21 CES/CENP P-S GAR/PMD
Requirement: Provide RWP to Government upon request in Maximo format.				

Number	Title	PWS Reference	Schedule	Distribution
D4.3.3	Red-Lined Drawings	4.3.9	Within 60 calendar days of project completion	COR Host 20 SPCS/MA 21 CES/CENP
Requirement: Provide red-lined drawings to host.				

Number	Title	PWS Reference	Schedule	Distribution
D4.3.4	Backflow Prevention Program Inventory	4.3.11	At contract performance start and annually thereafter	21 OMRS/SGPB
<p>Requirement: The inventory shall be documented and submitted on AF Form 848. Inventories provided on forms for compliance with a respective state government are acceptable.</p> <p>High Hazard - A high hazard is also defined as "contamination" and is an impairment of the quality of the potable water that creates an actual hazard to public health through poisoning or through the spread of disease by sewage, industrial fluids, chemicals, or wastewaters.</p> <p>Low Hazard - A low hazard is also defined as "pollution" and is an impairment of the quality of the potable water to a degree that does not create a significant hazard to the public health, but that does adversely and unreasonably affect the aesthetic quality of potable water for potable use.</p>				

APPENDIX A
DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D4.3.5	RESERVED			
<u>Requirement:</u>				

Number	Title	PWS Reference	Schedule	Distribution
D4.3.6	Utility Outage and Status Report	4.3.16	As Excel spreadsheet requires	COR 20 SPCS/MA DEL 2/MA 21 CES/CENP
<u>Requirement:</u> Submit Report IAW Excel format provided.  Mission Critical Utility Outage Report.xlsx Mark each page of the data "Controlled Unclassified Information (CUI)" at the bottom of the page. When transmitting the document as an email include "CUI" in the subject of the submission email, and include the statement "For Official Use Only Attachment" in the body of the email.				

Number	Title	PWS Reference	Schedule	Distribution
D4.3.7	Installation Development Plan Inputs	4.3.19.1	Annually by 1 Nov	COR 20 SPCS/MA DEL 2/MA 21 CES/CENP
<u>Requirement:</u> Provide information forecasting Safety, Quality of Life, RP and RPIE repair, upgrades, and sustainment projects three years prior to end of useful life or desired start date. <i>Note: Projects identified in the Three-Year Plan and Facilities Excellence Plan (FEP) are prioritized by the PS-GAR Facilities Board. 21 CES/CENP receives funding for and implements approved projects at the Sites.</i>				

Number	Title	PWS Reference	Schedule	Distribution
D4.4.1	Occupational and Environmental Health (OEH) POC Appointments	4.4.1	At contract performance start and within 5 calendar days of personnel changes	21 OMRS/SGPB P-S GAR/PMD
<u>Requirement:</u> Appoint a central POC for OEH issues in writing.				

APPENDIX A
DELIVERABLE REQUIREMENTS (cont.)

Number	Title	PWS Reference	Schedule	Distribution
D4.4.2	Notification and Documentation of Visit	4.4.2.	Within one business day of being notified	21 OMRS/SGPB P-S GAR/PMD Host

Requirement: Notify 21 OMRS/SGPB of any federal, state or local agency inspections or visits related to Occupational and Environmental matters.

Number	Title	PWS Reference	Schedule	Distribution
D5.2.1	Technical Documentation List	5.2.1.	Annually by 1 Nov	21 CONS/PKD P-S GAR/PMD

Requirement: Update list provided by CO at contract performance start and published annually.

APPENDIX B

PUBLICATIONS AND FORMS

Publication	Publication Title
AFI 10-206	Operational Reporting
AFI 10-206/ AFSPC Sup 1	Operational Reporting
AFI 10-701	Operations Security (OPSEC)
AFI 16-1404	Air Force Information Security Program
AFMAN 16-1405/ DoDM 5200.02	Air Force Personnel Security Program
AFI 16-1406	Air Force Industrial Security Program
AFI 17-101	Risk Management Framework (RMF) for Air Force Information Technology (IT)
AFI 17-130	Cybersecurity Program Management
AFMAN 17-1203	Information Technology (IT) Asset Management (ITAM)
AFMAN 17-1301	Computer Security (COMPUSEC)
AFMAN 17-1302-O	Communications Security (COMSEC) Operations (FOUO)
AFMAN 17-1303	Cybersecurity Workforce Improvement Program
AFI 17-203	Cyber Incident Handling
AFI 21-103, AFSPCSUP	Equipment Inventory, Status, and Utilization Reporting
AFMAN 21-113	Air Force Metrology and Calibration (AFMETCAL) Management
AFI 23-101	Air Force Material Management
AFMAN 23-122	Material Management Procedures
AFH 23-123 V2 PT 1	Integrated Logistics System-Supply (ILS-S), Materiel Management Operations
AFMAN 24-204	Preparing Hazardous Materials for Military Air Shipments
AFI 24-602V1	Passenger Movement
AFI 24-602V2	Cargo Movement
AFI 31-101	Integrated Defense (ID) (FOUO, Distribution Statement: D)
AFI 32-1065	Grounding Systems
AFI 32-1067	Water and Fuel Systems
AFMAN 32-7002	Environmental Compliance and Pollution Prevention
AFI 32-7042	Waste Management
AFMAN 32-7089	Civil Engineering Refrigerant Management Program
AFI 32-9005	Real Property Accountability and Reporting
AFI 33-322	Records Management and Information Governance Program
AFI 33-332	Air Force Privacy and Civil Liberties Program
AFI 33-364	Records Disposition – Procedures and Responsibilities
AFI 48-109	Electromagnetic Field Radiation (EMFR) Occupational and Environmental Health Program
AFI 63-101/20-101	Integrated Life Cycle Management
AFMAN 91-203	Air Force Occupational Safety, Fire, and Health Standards
AFCOLS 2	Integrated Solid Waste Management
AFCSM 21-556V2	Introduction to Core Automated Maintenance System (CAMS) (CUI, Distribution Statement: D)
AFCSM 21-560V2	C-E Equipment and Inventory Reporting Software User Manual (CUI, Distribution Statement: D)

APPENDIX B
PUBLICATIONS AND FORMS (cont.)

Publication	Publication Title
AFCSM 21-561V2	Maintenance Events Software User Manual (CUI, Distribution Statement: D)
AFCSM 21-562V2	Location Subsystem Software User Manual (CUI, Distribution Statement: D)
AFCSM 21-563V2	Job Data Documentation (JDD) Software (CUI, Distribution Statement: D)
AFCSM 21-564V2	Status and Inventory Reporting Software User Manual (CUI, Distribution Statement: D)
AFCSM 21-568V2	Time Compliance Technical Order (TCTO) Software User Manual (CUI, Distribution Statement: D)
AFCSM 21-569V2	Personnel Management Software User Manual (CUI, Distribution Statement: D)
AFCSM 21-571V2	Database Management Software User Manual (CUI, Distribution Statement: D)
AFRL-SA-WP-SR-2013-0003	Base-Level Guide for EMFR
AFSPCI 10-260	Tactics Development Program
AFSPCI 21-108	Space Systems Maintenance
AFSPCI 36-221	Management of Space Education and Training
AFSSI 7700	Emission Security
AFSSI 7702	Emission Security Countermeasures Reviews
CATCODE Book	Real Property Category Codes
CJCSI 6510.01F	Protection of and Access to Information and Information Systems (CUI, Distribution Statement: A/B/C/J)
DoDIO 2000.16, Vol I, AFI 10-245-O	Antiterrorism (AT) Program Implementation (CUI, Distribution Statement: C)
DoDM 4140.27 V2	DoD Shelf-Life Management Program: Volume 2 - Materiel Quality Control Storage Standards
DODM 4160.21	Precious Metals Recovery Program
DODM 5200.01 Vol 1 through Vol 4	Information Security Program
DoDM 5200.01 Vol 3	DoD Information Security Program: Protection of Classified Information
DoDM 5220.22 Vol 2	National Industrial Security Program: Industrial Security Procedures for Government Activities
DoD 5220.22-M	National Industrial Security Program Operational Manual
DoDI 8500.01	Cybersecurity
DoDI 8510.01	Risk Management Framework (RMF) for DoD Information Technology (IT)
DoD 8570.01-M	Information Assurance Workforce Improvement Program
DTR 4500.9R, PT 1	Defense Transportation Regulation
ESE-TP-0023	Electronic Security Equipment (ESE) Master Installation Acceptance Test and Turnover Plan (TP)
NFPA 10	Standard for Portable Fire Extinguishers
NSA/CSA Policy Manual 9-12	NSA/CSS Storage Device Declassification Manual
NIST SP 800-53	Security and Privacy Controls for Federal Information Systems and Organizations
SI 527-1	Operations, Planning, and Command and Control

APPENDIX B
PUBLICATIONS AND FORMS (cont.)

Publication	Publication Title
SSOPs OI 534-9 (S)	Space Surveillance Operations Operating Instruction
TO 00-5-1	AF Technical Order System
TO 00-5-15	Air Force Time Compliance Technical Order Process
TO 00-20-1	Maintenance Historical Documentation
TO 00-20-2	Inspection and Preventive Maintenance Procedures for Classified Storage Containers
TO 00-20-3	Maintenance Processing of Repairable Property and Repair Cycle Asset Control System
TO 00-20-14	Air Force Metrology and Calibration Program
TO 00-25-107	Maintenance Assistance
TO 00-25-108	Communications-Electronics (C-E) Depot Support
TO 00-25-195	Source Maintenance and Recoverability (SMR) Coding of AF Weapons System and Equipment
TO 00-25-234	General Shop Practice Requirements for the Repair, Maintenance and Test of Electrical Equipment
TO 00-33A-1001	Methods and Procedures General Communications Activities Management Procedures and Practice Requirements (CUI, Distribution Statement: D)
TO 00-33B-2001	Air Force COMSEC Accounting Procedures (CUI, Distribution Statement: D)
TO 00-33D-2001	AFNET Enterprise Services Naming Conventions (CUI, Distribution Statement: D)
TO 00-35D-54	USAF Material Deficiency Reporting and Investigating System
TO 1-1-689V1	Cleaning and Corrosion Control (CUI, Distribution Statement: C)
TO 31-10-7	Terminating and Soldering Electrical Connections (CUI, Distribution Statement: B)
TO 31P7-2FSY1-6WC1	m) Preventive Maintenance Inspection Work Cards Space Fence Radar System AN/FSY-3 (CUI, Distribution Statement: D)
TO 33-1-27	Logistic Support of TMDE in FSC (CUI, Distribution Statement: C)
TO 33-1-32	General Instructions for Input Power Wiring (CUI, Distribution Statement: D))
TO 33K-1-100-1	Calibration Procedure for MDC Codes and Calibration Measurement Summaries
UFC 3-190-06	Protective Coatings and Paints
UFC 3-570-06	Cathodic Protection Systems
UFC 3-601-02	Operations and Maintenance, Inspection, Testing, and Maintenance of Fire Protection Systems
21 SWI 10-202	Operations Maintenance Scheduling
21 SWI 21-131	Sensor System Maintenance and Modification
AFSCI 33-101	Provisioning/Deprovisioning of AFSC Managed Information Systems

APPENDIX B

FORMS

Form Number	Form Title
AF Form 601	Authorization Change Request
AF Form 813	Request for Environmental Impact Analysis
AF Form 848	Survey of Cross-Connection Control and Backflow Prevention Devices
AF Form 1067	Modification Proposal
AF Form 2005	Issue/Turn-in Request
AF IMT Form 2586	Unescorted Entry Authorization Certificate
AF IMT 4326	Tactic Improvement Proposal
AFCOMSEC IMT 9	Cryptographic Access Briefing (CUI)
AFTO Form 22	Technical Manual (TM) Change Recommendation and Reply
DD Form 254	DoD Contract Security Classification Specification
DD Form 1348-6	DoD Single Line Item Requisition System Document
DD Form 2501	Courier Authorization (Controlled Item)
SF Form 311	Agency Security Classification Management Program Data
21 SW Form 1	Organizational-Level System Change

APPENDIX C
Support Agreements

Title of Host Plan, Policy or Procedure
Inter-Agency Agreement (IAA) A2110-057-021-000001 – Between USAG-KA and 20 SPCS/Det 4 OL-A for Base Operations and Support Services
IAA with the US Army Space and Missile Defense Command/Army Forces Strategic Command (USASMDC/ARSTRAT) at ROC-H SOC

APPENDIX D
PWS ACRONYMS

ACRONYM	LONG VERSION
1BS	Bench Stock Issue
18 SPCS	18th Space Control Squadron
20 SPCS	20th Space Control Squadron
21 CS	21st Communications Squadron
21 CONS	21st Contracting Squadron
21 LRS	21st Logistics Readiness Squadron
21 OMRS/SGPB	21st Operational Medical Readiness Squadron, Bioenvironmental Engineering
21 OSS	21st Operations Support Squadron
21 SWI	21st Space Wing Instruction
P-S GAR/PMD	21st Space Wing/Program Management Division
24/7	24-hours-a-day, 7 days-a-week
A&A	Assessment and Authorization
A _{cc}	Contractor Controlled Availability
ACRN	Accounting Classification Reference Number
ADLS	Advanced Learning Service
AF	Air Force
AFB	Air Force Base
AFCOL	Air Force Common Output Level Standard
AFCSM	Air Force Computer System Manual
AFI	Air Force Instruction
AFMAN	Air Force Manual
AFNET	Air Force Network
AFRIMS	Air Force Records Information Management System
AFSPC	Air Force Space Command
AFSPCI	Air Force Space Command Instruction
AFTO	Air Force Technical Order
AMC	Air Mobility Command
AO	Authorizing Officer
AQL	Acceptable Quality Level
AT	Anti-terrorism
AT/FP	Anti-terrorism/Force Protection
ATR	AT Representative
ATS	Automatic Transfer Switch
AutoCAD	Automated Computer Aided Design
C2	Command and Control
C4	Command, Control, Communications, and Computers
C4ISR	Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance
CA/CRL	Custody Authorization/Custody Receipt Listing
CAC	Common Access Card
CAP	Cryptographic Access Program
CAT	Category
CATCODE	Category Code
CBA	Collective Bargaining Agreement
CBT	Computer-Based Training
CC	Commander

APPENDIX D
PWS ACRONYMS (cont.)

ACRONYM	LONG VERSION
CCAS	Combat Capability Assessment Schedule
COLT	CCAS On-Line Tool
CCIR	Commander's Critical Information Request
CDA	Cyberspace Defense Analysis
CE	Civil Engineer
CFP	Communications Focal Point
CIL	Critical Information List
CIPS	C4ISR Infrastructure Planning System (CIPS)
CLD	Contractor Liable Downtime
CLIN	Contract Line Item Number
CM	Corrective Maintenance
CMAFS	Cheyenne Mountain Air Force Station
CMI	Classified Message Incident
CO	Contracting Officer
COM	Chief of Maintenance
COMSEC	Communications Security
COMPUSEC	Computer Security
CONUS	Continental United States
COOP	Continuity of Operations Plan
COR	Contracting Officer Representative
CPAR	Contractor Performance Assessment Report
CR	Cost Reimbursable
CSAAP	Cybersecurity Assessment and Assistance Program
CSL	Cybersecurity Liaison
CSO	Communications and Information Systems Officer
CSpOC	Combined Space Operations Center
CUI	Controlled Unclassified Information
DCAA	Defense Contract Audit Agency
DCSA	Defense Counterintelligence and Security Agency
DET	Detachment
DFM	Due-in from Maintenance Detail Change
DIFM	Due-In-For-Maintenance
DISA	Defense Information Systems Agency
DLM	Depot Level Maintenance
DoD	Department of Defense
DoDI	Department of Defense Instruction
DoDIN	Department of Defense Information Network
DOR	Due Out Release
DPAS	Defense Property Accountability System
DR	Deficiency Reporting
DRP	Disaster Recovery Plan
DT&E	Development Test and Evaluation
DTR	Defense Transportation Regulation
EA	Engineering Assistance
EAID	Equipment Authorized In-Use Details
EAE	Equipment Accountable Element
EAP	Emergency Action Plans

APPENDIX D
PWS ACRONYMS (cont.)

ACRONYM	LONG VERSION
EC	Equipment Custodian / Environmental Compliance
ECC	Environmental Compliance Contact
ECO	Equipment Change Orders /Equipment Control Officer
ECMRA	Enterprise Contractor Manpower Reporting Application
EDLM	Emergency Depot Level Maintenance
EEIC	Element of Expense Investment Code
EI	Engineering Investigation
EIL	Equipment Inventory List
ELSET	Element Set
EM	Enterprise Messaging
EMFR	Electro-Magnetic Field Radiation
EMI	Electro-Magnetic Interference
EMO	Environmental Management Office
EOQ	Economic Order Quantity
ERRC	Expendability, Recoverability, Reparability Cost Designator
ESD	Electro-Static Devices
ESOH CAMP	Environmental, Safety, Occupational, Health Compliance Assessment and Management Program
ESP	Essential System Performance
ESR	Equipment Status Reporting
ETIMS	Enhanced Technical Information Management System
FAM	Functional Area Manager
FAR	Federal Acquisition Regulation
FCA	Formal Cryptographic Access
FCO	Field Change Order
FEP	Facilities Excellence Plan
FFP	Firm Fixed Price
FOIA	Freedom of Information Act
FOUO	For Official Use Only
FP	Force Protection
FPCON	Force Protection Condition
FY	Fiscal Year
G&A	General & Administrative
GFE	Government Furnished Equipment
GFI	Government-Furnished Information
GFP	Government-Furnished Property
GFS	Government-Furnished Services
GSA	General Services Administration
GSU	Geographically Separated Unit
HAZMAT	Hazardous Material
HAZWASTE	Hazardous Waste
HHQ	Higher Headquarters
HIO	High Interest Objects
HVAC	Heating, Ventilation, and Air Conditioning
HWMP	Hazardous Waste Management Plan
IA	Information Assurance
IAT	Information Assurance Technical

APPENDIX D
PWS ACRONYMS (cont.)

ACRONYM	LONG VERSION
IATA	International Air Transport Association
IAW	In Accordance With
IBE	Installed Building Equipment
ICE	Installation and Checkout Evaluation
ID	Identification
IDS	Intrusion Detection System
IEMP	Installation Emergency Management Plan
IJO	Individual Job Order
ILS-S	Integrated Logistics System-Supply
IMCOM	Installation Management Command (Army)
IMDG	International Maritime Dangerous Goods
IMDS	Integrated Maintenance Data System
IMT	Information Management Tool
INFOCON	Information Condition
ISO	Information System Owner
ISSM	Information Systems Security Manager
ISSO	Information Systems Security Officer
ISU	Issue
IT	Information Technology
ITE	Information Technology Equipment
ITEC	Information Technology Equipment Custodian
ITM	Inspection, Testing, and Maintenance
IUID	Item Unique Identification
JBB	Local Purchase ILS-S Routing Identifier
JDD	Job Data Documentation
JDRS	Joint Deficiency Reporting System
JPAS	Joint Personnel Adjudication System
KM	Knowledge Management
KMI	Key Management Infrastructure
KOAA	KMI Operating Account Agent
KOAM	KMI Operating Account Manager
LOI	Letter of Identification
LWC	Local Work Card
MC	Mission Capable
MDC	Maintenance Data Collection
MDD	Maintenance Data Documentation
MFT	Multi-Functional Team
MICAP	Mission-Capable
MICT	Management Internal Control Toolset
MIS	Maintenance Information System
MOC	20 SPCS Mission Operations Center (MOC)
MPE	Maximum Permissible Exposure
MQT	Mission Qualification Training
MR	Mission Ready
MSBS	Mission Support Base Supply
MSDS	Material Safety Data Sheets
MSI	Issue to Maintenance
NASIC	National Air and Space Intelligence Center

APPENDIX D
PWS ACRONYMS (cont.)

ACRONYM	LONG VERSION
NEG	Negative
NEPA	National Environmental Policy Act
NFPA	National Fire Protection Association
NIPRNET	Non-Secure Internet Protocol Router Network
NIST	National Institute of Standards and Technology
NLT	No Later Than
NMC	Non-Mission Capable
NMCS	Non-Mission Capable Supply
NOV	Notice of Violation
NPPC	Numeric Parts Preference Codes
NSDC	National Space Defense Center
OEH	Occupational and Environmental Health
O&M	Operations and Maintenance
OI	Operating Instruction
OIL	Open Incident List
OPOC	Office RM POC
OPREP	Operational Reporting
OPSCAP	Operations Capability
OPSEC	Operations Security
OT&E	Operational Test and Evaluation
P2P	Peer-to-Peer
PA	Privacy Act
PC	Personal Computer
PCCIE	Power Conditioning and Continuation Interface Equipment
PIT	Platform Information Technology
PL	Protection Level
PM	Program Manager / Preventive Maintenance
PMC	Partial Mission Capable
PMCS	Partial Mission Capable Supply
PMEL	Precision Measurement Equipment Laboratory
PMI	Preventive Maintenance Inspection
PMRP	Precious Metals Recovery Program
PO	Performance Objective
POC	Point of Contact
POS	Positive
P/PM	Preventive/Predictive Maintenance
PQDR	Product Quality Deficiency Report
PR	Problem Report
P-S GAR	Peterson-Shriever Garrison
PWS	Performance Work Statement
QA	Quality Assurance
QAM	Quality Assurance Manager
QPP	Quality Program Plan
QSR	Quality Status Report
RAMS	Random Antiterrorism Measures
REC	Receipt

APPENDIX D
PWS ACRONYMS (cont.)

ACRONYM	LONG VERSION
REMIS	Reliability and Maintainability Information System
RMF	Risk Management Framework
RMIEPA	Republic of Marshall Islands Environmental Authority
RP	Real Property
RPIE	Real Property Installed Equipment
RSO	Resident Space Object
RWP	Recurring Work Program
S	Secret
SA	System Administrator
SAR	System Assessment Report
SCF	Standard Change Form
SDA	Space Domain Awareness
SDIN	Secure Digital Information Network
SDS	Safety Data Sheets
SF	Space Fence
SI	Strategic Instruction
SIPRNET	Secure Internet Protocol Router Network
SITREP	Situational Reporting
SMC	Space and Missile Center
SMDC	Space and Missile Defense Command (Army)
SMR	Source, Maintenance and Recoverability
SOC	Space Operations Center
SOI	Space Object Identification
SOPs	Standard Operating Procedures
SP	Special Publication
SPCC	Spill Prevention Control and Counter-measures
SPCS	Space Control Squadron
SPO	System Program Office
SpOC DEL 2	Space Operations Command Delta 2
SPRAM	Special Purpose Recoverables Authorized Maintenance
SRD	Standard Reporting Designator
SRVB	System Requirements Validation Board
SS	Services Summary
SSOps	Space Surveillance Operations
SSN	Space Situational Network
STD	Standard
STIG	Security Technical and Implementation Guide
STP	System Training Plan
SUP	Supplement
SVRO	Secure Voice Responsible Officers
TA	Trusted Agent / Technical Assistance
TASM	Trusted Agent Security Manager
TCTO	Time Compliance Technical Order
TDY	Temporary Duty
TIN	Turn-in
TIP	Tactics Improvement Proposal
TMDE	Test, Measurement and Diagnostic Equipment

APPENDIX D
PWS ACRONYMS (cont.)

ACRONYM	LONG VERSION
TMO	Traffic Management Office
TO	Technical Order
TODD	Technical Order Distribution Office
TRIC	Transaction Identification Code
TRN	Turnaround
TS	Top Secret
TTP	Tactics, Techniques, and Procedures
UCT	Uncorrelated Target
UDLM	Urgent Depot Level Maintenance
UFC	Uniform Facilities Criteria
UII	Unique Item Identifiers
URM	Unit Records Manager
US	United States
USAF	United States Air Force
UTC	Universal Time Coordinated
VGSA	Visitor Group Security Agreement
WRVB	Wing Requirements Validation Board
XB3	Expendable Items

APPENDIX E
PWS DEFINITIONS

Term	Definition
- A -	
A_{cc} Calculation	See Contractor Controlled Availability (Acc) definition.
Acceptable Quality Level (AQL)	The minimum performance expected
Accountability	The obligation imposed by law or regulation to keep accurate records of business activities and transactions. The contractor's obligation to account for its activities, accept responsibility, and to document and disclose the results in a transparent manner.
Amber – Partial Mission Capable (PMC)	<p>System or equipment functioning in such a way that it can perform at least one, but not all of its assigned missions or functions; system is impaired but usable. Systems with redundant capabilities will be coded PMC when redundancy is lost, even though the system is fully capable of supporting all missions.</p> <p>Equipment will reported as Amber when a part is ordered with a status of partially mission capable supply. Equipment in this category usually supports minimum mission requirements with deficiencies in range, quality, and speed of service.</p> <p>Further loss of redundancy, spare equipment, channels, circuits, frequencies, etc. will cause the equipment to be reported as Red (NMC). Equipment reported as Amber for the sole purpose of ordering parts at a higher priority is not authorized.</p>
As-Built Facility Record Drawings	Drawings and maps that reflect the current complete physical configuration of a <i>real property facility</i> .
Asset	Includes personnel, property, and material.
- B -	
Bench Stock	<p>A stock of consumption-type supplies and parts established at or near point of consumption to ensure continuous and uninterrupted operations.</p> <p>In supply terms, stores of ERRC XB3 items kept on-hand in a work center to enhance maintenance productivity.</p>
Building	A roofed and floored <i>facility</i> enclosed by exterior walls and consisting of one or more levels that is suitable for single or multiple functions and that protects human beings and their properties from direct harsh effects of weather such as rain, wind, sun, etc.

APPENDIX E
PWS DEFINITIONS (cont.)

Term	Definition
- C -	
Communication Security (COMSEC)	<p>Consists of those actions to preclude unauthorized persons from obtaining valuable information. It includes crypto security, personnel security, physical security, transmission security, and emission security.</p> <p>A component of Cyber Security that deals with measures and controls taken to deny unauthorized persons information derived from telecommunications and to ensure the authenticity of such telecommunications. COMSEC includes crypto security, transmission security, emissions security, and <i>physical security</i> of COMSEC material. (CNSSI 4009) Refers to measures and controls taken to deny unauthorized persons information derived from information systems of the US Government related to national security and to ensure the authenticity of such information systems.</p>
COMSEC Account	Administrative entity, identified by an account number, used to maintain accountability, custody, and control of COMSEC material.
COMSEC Account Manager	Person designated by proper authority to be responsible for the receipt, transfer, accounting, safeguarding, and destruction of COMSEC material assigned to a COMSEC account. Individual who manages the COMSEC resources of an organization.
COMSEC Equipment	<p>Also referred to as "Crypto." Electronic equipment used to scramble signals to prevent interception during transmission along wire or radio paths.</p> <p>Equipment designed to provide security to telecommunications by converting information to a form unintelligible to an unauthorized interceptor and, subsequently, by reconvertng such information to its original form for authorized recipients. Also, equipment designed specifically to aid in, or as an essential element of, the conversion process. COMSEC equipment includes crypto-equipment, crypto-ancillary equipment, crypto-production equipment, and authentication equipment.</p>
COMSEC Finding	Any Government-identified critical deficiencies, significant problems, problems corrected on the spot, or non-compliance with contract requirements that specifies that an activity or action did not take place, or did not take place to the standards of timeliness or quality required.
COMSEC Incident	<p>Any occurrence that potentially jeopardized the security of COMSEC material or the secure electrical transmission of national security information or information governed by 10 U.S.C. Section 2315.</p> <p>Occurrence that potentially jeopardized the security of COMSEC material or the secure electrical transmission of national security information or information governed by 10 U.S.C. Section 2315.</p>

APPENDIX E
PWS DEFINITIONS (cont.)

Term	Definition
- C -	
COMSEC Material	Item designed to secure or authenticate telecommunications. COMSEC material includes, but is not limited to key, equipment, devices, documents, firmware, or software that embodies or describes cryptographic logic and other items that perform COMSEC functions.
Configuration Control	The systematic process used to validate requirements, and to approve and implement changes in a baseline configuration of weapon system hardware or software. Configuration control begins with the establishment of the physical and functional baseline and continues throughout the life of a system.
Consumable Item	Item of supply (except explosive ordnance and major end items of equipment) that is normally expended or used up beyond recovery in the use for which it is designed or intended. Minor parts, tools, and hardware identified by <i>ERRC</i> designator XB3. NF1 items (with IEX E, K) are managed like consumable items. A consumable item cannot be economically repaired by a field or depot maintenance activity. Accountability for consumable items is terminated upon issue.
Contracting Officer	A person duly appointed with the authority to enter into and administer contracts on behalf of the Government.
Contractor Controlled Availability (A_{cc})	<p>Acc is expressed as a percentage (%) and represents that portion of time the system is performing its assigned missions based on Contractor Liable Downtime (CLD) relative to a specified operating time. The Acc is calculated on a monthly basis as follows:</p> $A_{cc} = \frac{\text{Radar Operational Time} - \text{Contractor Liable Downtime (CLD)}}{\text{Radar Operational Time}} \times 100$ <p>Acc Example. Operational Time of 42,600, and a CLD of 1 hour and 30 minutes (90 minutes) for April, here is the Acc calculation for April:</p> $A_{cc} = \frac{\text{Radar Operational Time} - \text{CLD}}{\text{Radar Operational Time}} \times 100 = \frac{42,600 - 90}{42,600} \times 100 = 99.79\%$ <p>Radar Operational Time = 42,600</p>

APPENDIX E
PWS DEFINITIONS (cont.)

Term	Definition
- C -	
Contractor Liable Downtime (CLD)	<p>Applies to Level 1 hardware and software corrective maintenance. Accountable downtime starts when a sensor is degraded until the sensor is repaired and an operations check is successful, unless deemed unnecessary.</p> <p>CLD is system downtime (red) resulting in mission failure that the contractor is responsible for preventing. The contractor is liable for downtime, except for the following:</p> <ol style="list-style-type: none"> 1) Non Corrective Maintenance (CM) downtime requested and approved via the SIPRNET STRATCOM JFCC Space CCAS On-Line Tool (COLT) and approved by the installation /Site Commander or Operations Officer. In instances where the scheduled downtime is extended, the cause of the extension will be reviewed by the CO in consultation with the COR to determine if the contractor will be held liable. 2) Downtime caused by Government personnel error. 3) Downtime due to a higher headquarters priority. 4) Downtime caused by events outside the contractor's control may be determined to be non-contractor liable by the CO (with inputs from the 20 SPCS Commander, COR, etc.). For example, downtime caused by unobtainable spare parts may be determined to be non-contractor liable where the contractor has attempted to keep adequate bench stock while properly planning ahead for parts deficiencies and using the procedures within ILS-S, but due to problems beyond the contractor's control, those parts have not been delivered. 5) Downtime due to equipment damage caused by severe weather or atmospheric conditions such as anomalous propagation, high winds, or due to natural disasters, vandalism, jamming or catastrophic and unusual events not caused by contractor personnel such as fire.
Corrective Maintenance	<p>All actions performed as a result of failure to restore an item to a specified condition.</p> <p>Corrective maintenance can include any or all of the following steps: localization, isolation, disassembly, interchange, reassembly, alignment, and checkout.</p> <p>Any unscheduled maintenance performed to repair or replace equipment that affects the unit's OPSCAP.</p>

APPENDIX E
PWS DEFINITIONS (cont.)

Term	Definition
- C -	
Critical Information	Specific facts about friendly intentions, capabilities, or activities vitally needed by adversaries for them to plan and act effectively to guarantee failure or unacceptable consequences for friendly mission accomplishment.
- D -	
Depot Level Maintenance	<p>Maintenance performed on equipment requiring major overhaul. Depot level maintenance includes: repair, replacement, or a complete rebuild of parts, assemblies, subassemblies, or the end items. It also includes the manufacture, reclamation, and testing of parts, assemblies, etc., when required.</p> <p>This level of maintenance is performed by designated activities to support <i>organizational</i> and intermediate maintenance performed on equipment requiring major overhaul. It employs more extensive shop facilities, equipment, and personnel of higher technical skill than are available at the lower levels of maintenance. Its phases include inspection, test, <i>repair</i>, modification, alteration, modernization, conversion, overhaul, reclamation, or rebuild of parts, assemblies, subassemblies, components, equipment end items, and weapon systems. It is normally accomplished in fixed shops, and other facilities, or by depot field teams. It can be performed by DoD personnel or by commercial contractors. Depot level maintenance includes: preventive <i>repair</i>, replacement, or a complete rebuild of parts, assemblies, subassemblies, or the end items.</p> <p>In supply terms, maintenance performed on materiel requiring major overhaul or a complete rebuild of parts, assemblies, subassemblies, and end items, including the manufacture of parts, modifications, testing and reclamation as required.</p>
Depot Level Repair	That <i>repair</i> performed on equipment that is not preventive, but on an as-needed basis for items that are not covered under regularly <i>scheduled</i> depot level maintenance as described in manufacturers manuals.
Depot-Level Repairable Item	A repairable item of supply that is designated for <i>repair</i> at depot level or that is designated for <i>repair</i> below the depot level, but if <i>repair</i> cannot be accomplished at that level, shall have its unserviceable carcass is either forwarded to the depot for <i>repair</i> or condemnation, or reported to the ICP for disposition.

APPENDIX E
PWS DEFINITIONS (cont.)

Term	Definition
- D -	
Depot Maintenance Support	Maintenance and modification support accomplished or provided by AFMC. It includes: 1) O&I level maintenance or modification work that cannot be accomplished within the maintaining command's capability; 2) Depot level maintenance or modification work that requires special skills, tools, equipment or facilities available at a depot level <i>facility</i> or at a designated facility or site.
Depot Status	EDLM, UDLM, and programmed depot level maintenance or planned upgrade.
Designated Representative	A person who is empowered to act on behalf of the unit commander or other officials designated in the contract. A person who is empowered to act on behalf of the Installation/Site Commander/ USAFLO, or other officials designated in the contract.
Direct Mission Support	Assets required to support major weapons systems used by the Government. These assets are generally ordered through ILS-S and are funded by the Government. Applies to both supplies and equipment.
Downtime	<i>Scheduled or unscheduled</i> loss or reduction in mission capability which results in a RED or YELLOW <i>OPSCAP</i> (GREEN <i>OPSCAP</i> line numbers will be scheduled for tests in order to Lock-in the test time block).
Downtime Codes	The codes provide the cause for C-E equipment <i>downtime</i> and are used in reporting status; alpha code used to indicate why a piece of communications equipment is not operational.
- E -	
Electromagnetic Compatibility (EMC)	(1) The condition that prevails when telecommunications equipment is performing its individually designed function in a common EM without causing or suffering unacceptable degradation due to unintentional EMI to or from other equipment in the same environment (NTIA). (2) DoD: The ability of systems, equipment, and devices that use the EM spectrum to <i>operate</i> in their intended environments without causing or suffering unacceptable or unintentional degradation because of EM radiation or response. (Joint Publication [JP] 1-02).
Electromagnetic Interference (EMI)	Any electromagnetic disturbance that interrupts, obstructs, or otherwise degrades or limits the effective performance or electronic/electrical equipment. It can be induced intentionally, as in some forms of electronic warfare, or unintentionally, as a result of spurious emissions and responses, intermodulation products, and the like.

APPENDIX E
PWS DEFINITIONS (cont.)

Term	Definition
- E -	
Emergency Maintenance Support	Includes: 1) Those requirements of such an <i>urgent</i> nature that <i>repair</i> cannot be delayed; 2) Equipment or systems are inoperative and active missions have failed; 3) Maintenance assistance required by Air Force activities to satisfy urgent unprogrammed requirements for depot level maintenance which is beyond the capability of the maintaining command.
Emergency Repair RPIE	Real Property Installed Equipment repairs required to eliminate a condition within 24 hours of notification that is detrimental to mission, health, safety, environment, or could cause degradation to Government property. Any <i>facility</i> deficiency that immediately compromises the mission or life, health and safety. Always includes, but is not limited to, failure of any utility, fire protection, environmental control, or security alarm systems.
Engineering Assistance	Assistance required to resolve structural, component or system deficiencies that cannot be resolved through maintenance assistance. Engineering assistance may be in conjunction with, or separate from, maintenance assistance.
Equipment Authorized In-Use Details (EAID)	Non-expendable items that are maintained on equipment management inventory records.
Equipment Status Report (ESR) Number	A number reporting an individual <i>downtime</i> event in the Communications Status and Inventory Reporting System. Same as the job control number.
Evolution or System Evolution	Refers to the upgrading, modifying, phasing in, deactivating, removal, or phasing out of inherent site systems.
Excess Government Property	Property that has been identified by the Government as no longer being actively used or which exceeds authorized allowances.
Expendable Supplies	Supply item that may be consumed in use or may lose its original identity during periods of use.
Expendability, Recoverability, Reparability Cost (ERRC) Designator	Cataloging element that indicates whether an item can be economically repaired and what level (base or depot) has the authority to condemn an item.

APPENDIX E
PWS DEFINITIONS (cont.)

Term	Definition
- F -	
Facility	<p>A building, structure, utility system or other improvement to real property, having value and requiring periodic maintenance and upkeep.</p> <p>A building, structure, or linear structure whose footprint extends to an imaginary line surrounding a facility at a distance of 5 feet from the foundation that, barring specific direction to the contrary such as a utility privatization agreement, denotes what is included in the basic record for the facility (e.g., landscaping, sidewalks, utility connections). This imaginary line is commonly referred to as the "5-foot line."</p>
Findings	Any Government-identified noncompliance with contract requirements that specifies that an activity or action did not take place, or did not take place to the standards of timeliness or quality required.
Formal Cryptographic Access	Formal documentation of an individual's access to classified COMSEC keying material, and consent to a periodic, non-lifestyle, counterintelligence polygraph examination.
For Official Use Only (FOUO)	A protective marking to be applied to unclassified information when disclosure to the public of that particular record, or portion thereof, would reasonably be expected to cause a foreseeable harm to an interest protected by one or more provisions of the FOIA. This includes information that qualifies for protection pursuant to the provisions of the Privacy Act of 1974, as amended. See Reference (p) for detailed information on categories of information that may qualify for exemption from public release.
Furnishings	Includes furniture, floor coverings, art work, beds, drapes, televisions, and appliances.
Foreseeable	Being such as may be reasonably anticipated, as in foreseeable costs that can be predictable and forecasted; see <i>firm fixed price</i> .
- G -	
Government-Furnished Property (GFP)	Property in the possession of, or directly acquired by, the Government and subsequently made available to the Contractor for use in contract performance.
Government Property	<p>All property owned by or leased to the Government or acquired by the Government under the terms of the contract. It includes both Government-furnished property and Contractor-acquired property as defined in this section. See FAR Part 45, Government Property, Subpart 45.1, Paragraph 45.101, Definitions, for definitions of other types of property.</p> <p>All property owned or leased by the Government. Government Property can be subdivided into six classes: material/supplies (to include fuel), vehicles, equipment, <i>real property</i>, special tooling, and special test equipment. <i>Source: FAR 45.301</i></p>

APPENDIX E
PWS DEFINITIONS (cont.)

Term	Definition
- G -	
Green – Full Mission Capable (FMC)	Equipment/system functioning as required in TO specifications and is capable of performing all of its assigned mission requirements.
- H -	
Hardware	<p>1. The generic term dealing with physical items as distinguished from its capability or function such as equipment, tools, implements, instruments, devices, sets, fittings, trimmings, assemblies, subassemblies, components, and parts.</p> <p>2. In data automation, the physical equipment or devices forming a computer and peripheral components.</p>
Hazardous Material (HAZMAT)	Any material that poses a threat to human health and/or the environment. Typical <i>hazardous substances</i> are toxic, corrosive, ignitable, explosive, or chemically reactive. Also any item of supply consisting of material that because of its quantity, concentration, or physical, chemical, or infectious characteristics, may either cause or significantly contribute to an increase in mortality or an increase in serious, irreversible, or incapacitating reversible illness; or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of,
Hazardous Substance	Any substance to which exposure may result in adverse effects on the health and safety of employees. Any substance listed in Table 302.4 of 40 CFR 302, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 as amended or the FGS list of hazardous materials.
Hazardous Waste (HAZWASTE)	<p>Any used hazardous substance that exhibits the characteristics of: 1) ignitability, 2) corrosiveness, 3) reactivity, 4) toxicity, or 5) listed in 40 CFR 261, subpart D.</p> <p>Any waste or combination of wastes defined in 40 CFR 261.33 (RCRA) or those substances defined in 40 CFR 171.8, or the FGS list of hazardous wastes. Note: Hazardous waste includes lead-based paint.</p>
HAZMART	The term used for the location, organization, or function that performs the HTA requirement.
Host-Tenant Support Agreement or Support Agreement	An agreement between a tenant unit operating on or near another base that provides specified services to the tenant through a mutual agreement. Funding for the services is usually provided at a higher level from the tenant's command or higher.
- I -	
Inactive Equipment	Equipment not commissioned or installed to perform an operational mission or requirement. Includes equipment in storage, tactical and combat communications equipment not deployed or setup and operational for training, mockups, procured/identified training equipment, and equipment not being utilized to perform a specific mission.

APPENDIX E
PWS DEFINITIONS (cont.)

Term	Definition
- I -	
Inactive Real Property	RP that is scheduled for demolition and coded as a Category 6 on the Real Property Inventory Detail List.
Incumbent	Contractor who is holding the present contract.
Infrastructure	<i>Real property</i> other than buildings.
Intermediate Level Maintenance	<p>That maintenance performed on equipment requiring minor overhaul. Intermediate maintenance includes: the periodic inspection and servicing of equipment; the repair or replacement of unserviceable parts, assemblies, subassemblies, and components; the local manufacture or reclamation of non-available parts; and the calibration of instrumentation and protective devices.</p> <p>This level of maintenance is performed by separate maintenance activities to support <i>users</i>. Intermediate maintenance is normally accomplished in fixed or mobile shops, tenders, repair facilities, or by mobile teams. Its phases include: calibration, <i>repair</i>, or replacement of damaged or unserviceable parts, components, assemblies, the manufacture of critical non-available parts, and providing <i>technical assistance</i>.</p>
Ionizing Radiation	Any electromagnetic or particulate radiation capable of producing ions, directly or indirectly during its passage through matter. It includes gamma rays, x-rays, alpha particles, beta particles, neutrons, protons and other particles and electromagnetic waves capable of producing ions.
- J -	
Joint Inventory	An inventory conducted with the participation of the Incumbent, the Successor, and the Government Transition Team.
- K -	
Key Management Infrastructure (KMI)	All parts – Computer hardware, firmware, software, and other equipment and its documentation; facilities that house the equipment and related functions; and companion standards, policies, procedures, and doctrine that form the system that manages and supports the ordering and delivery of cryptographic material and related information products and services to <i>users</i> .
KMI Operating Account Agent (KOAA)	The individual formally appointed to the COMSEC account as being responsible for COMSEC material and equipment at a user location.
Knowledge Management	The deliberate and systematic coordination of an organization's people, technology, processes, and organizational structure in order to add value through reuse and innovation. This is achieved through the promotion of creating, sharing, and applying knowledge as well as through the feeding of valuable lessons learned and best practices into corporate memory in order to foster continued organizational learning.

APPENDIX E
PWS DEFINITIONS (cont.)

Term	Definition
- L -	
Level 1 Maintenance	The systematic, timely, and periodic inspection and servicing of equipment which results in elimination of hazard to life and property, includes maximum reliability of equipment, and creates the minimum number of major and costly repair jobs, and produces the optimum utilization of equipment throughout its serviceable life.
- M -	
Maintaining Activity	The activity responsible for performing direct (<i>Organizational</i> and <i>Intermediate</i>) maintenance.
Maintenance	Actions necessary for retaining or restoring a piece of equipment, machine, system, or property to the specified operable condition to achieve its maximum useful life. It includes corrective maintenance and preventive maintenance.
Maintenance Assistance	Assistance provided to maintaining activities by AFMC to resolve problems with maintenance procedures or production that are beyond the capability of the maintaining command. Maintenance assistance may take the form of <i>emergency maintenance support</i> , <i>technical assistance</i> , or a combination of both. It may be in conjunction with or separate from <i>engineering assistance</i> .
Maintenance Support	Includes maintenance (scheduled and unscheduled) and management necessary to satisfy the maintenance requirements of the using organization. Contractor support includes (as defined herein) repair, lubrication, equipment alignment, installation of Government-approved modifications, testing and corrosion control, and the maintenance and dissemination of logs, drawings, records, and forms. Also included is that Contractor in-plant technical support necessary to resolve equipment problems, which are beyond the capability of on-site personnel. In-plant support will be limited to minimum engineering necessary for restoration of mission capability.
Major Finding	A conclusion that identifies a condition having a significant adverse effect on the quality of the activity under review that includes but not limited to: a. Failure to meet a Performance Threshold. b. Significant mission degradation in any Contractor operated function. c. A situation that is likely to result in hazardous or unsafe conditions for individuals (or any other Government resource) coming into contact with the work. d. Failure to provide adequate corrective action to prevent reoccurrence of Government identified findings. e. Failure to provide corrective action to deficiencies identified by the Contractor within a prescribed suspense period. f. Any failure to adhere to safety, security or environmental instructions/directives that results in or could result in a safety, security or environmental violations/incidents. g. Damage to equipment or potential damage to equipment.

APPENDIX E
PWS DEFINITIONS (cont.)

Term	Definition
- M -	
Major Overhaul	The restoration of equipment beyond original specifications through modifications/machining and the installation of other than original specification parts. (e.g., Major engine overhaul may include cylinder boring and installation of oversize piston rings, machining of crankshaft journals and installation of oversize bearings, etc.)
Major Repair	The restoration of equipment beyond original specifications through modifications/machining and the installation of other than original specification parts.
Materiel Management	Continuing actions relating to planning, organizing, directing, coordinating, controlling, and evaluating the application of resources to ensure the effective and economical support of military forces. It includes provisioning, cataloging, requirements determination, acquisition, distribution, maintenance, and disposal. The terms "materiel management," "materiel control," "inventory control," "inventory management," and "supply management" are synonymous.
Material Safety Data Sheets (MSDS)	Forms that contain information on the manufacturer, physical hazards, and chemical composition of a product.
Minor Finding	A departure from established standards having little bearing on service provided.
Minor Modification	Approved modifications that can be accomplished by the Contractor without incurring additional costs.
Minor Overhaul	The thorough examination and renewal of equipment to original specifications without making modifications to that equipment. (e.g., Minor engine overhaul may include the replacement of original size parts such as piston rings, valves, bearings, etc.)
Mission Capable	A system's ability to perform at least one of its assigned peacetime or wartime missions. If no wartime mission is assigned, the system will be capable of performing any one assigned peacetime mission.
Mission Capability (MICAP)	Failure of the system/equipment prevents performance of the required mission. The end item system/equipment mission capability is identified by the system reporting designator (SRD) as MICAP. The designation MICAP is provided by maintenance activity.
Mission Critical Utility	Utility system such as electrical distribution, or utility component such as HVAC, that directly supports mission hardware or personnel and whose loss would result in loss of mission operation capability.

APPENDIX E
PWS DEFINITIONS (cont.)

Term	Definition
- M -	
Mission Essential RPIE/RPIE System	Equipment or system required for support of the mission sensor system. Any equipment or system that causes an OPSCAP RED, such as, but not limited to, HVAC chiller, computer system power, and power plant is considered mission essential.
Mission Status	Status hours required for operation of mission set equipment. NOTE: Mission status reporting is optional within IMDS; however MAJCOMs/FOAs can define mission status reporting procedures in MAJCOM/FOA supplements, if required.
Mission System	The Mission System is the composite of all systems designed to perform assigned mission of a particular site.
Mission System Equipment	All communications systems and equipment including but not limited to ground-based radio and wireless systems including infrared, radar, radiating aids for fire control, intrusion detection systems, mission critical computer hardware, cryptographic equipment, communications consoles, electronic counter-measure equipment, and electronic devices as stated in the PWS and inventories.
Mission System Computer Equipment	All computer equipment that is directly used, or is used as backup equipment for system failures, to perform the mission is considered to be mission computer equipment. Personal computers (PCs) or computer terminals for the purpose of programming, data extraction, analysis, or other forms of software support are not considered mission computer equipment, unless it has been officially added to the sensor and/or mission computer system end items and appears in the technical orders as such.
Monthly Maintenance Schedule (MMS)	A schedule of planned unit <i>downtime</i> activities approved for applicable SpOC DEL 2 units.
- N -	
Non-Contractor Liable Downtime	a. Mission Capable (MICAP) Condition. A verified MICAP condition (calculated from the time the part is ordered to the time the part is received). Document exceptions to MICAP downtime and brief to the COR for performance standard waiver consideration. The CO must approve exceptions. In general, if the parts shortage should have reasonably been anticipated or more thorough troubleshooting could have detected the root cause of a problem, a request for waiver from MICAP downtime will not be approved. <i>See continuation on next page.</i>

APPENDIX E
PWS DEFINITIONS (cont.)

Term	Definition
- N -	
Non-Contractor Liable Downtime (Continued)	<p>b. Monthly maintenance. Non Corrective Maintenance (CM) downtime scheduled in the monthly maintenance schedule and approved by the COR and HHQ as being Contractor non-labile.</p> <p>c. Urgent Depot Level Maintenance (UDLM) or Emergency Depot Level Maintenance (EDLM). When the Government determines that a request for UDLM/ EDLM or engineering or technical assistance is required.</p> <p>d. Approved special tests or projects. Downtime required for special tests or projects approved by the AF.</p> <p>e. Operational training. Any equipment outage occurring during operational training of AF personnel that is directly attributable to the training.</p> <p>f. Insufficient troubleshooting guidance. The time associated with delays caused by situations where sufficient troubleshooting guidance is not contained in the appropriate TO.</p> <p>g. Applicable directive and TO requirements. Downtime incurred IAW applicable directives and TO requirements (e.g., warm-up or cool down periods).</p> <p>h. Government caused delay. A requirement to notify the chain of command or downtime due to a HHQ priority.</p> <p>i. Event outside the Contractor's control. Downtime caused by an event outside the Contractor's control may be determined to be Contract or non-labile by the CO (with inputs from the COR). For example: fire or explosion caused by events beyond the Contractor's control and beyond the scope of normal contingency planning; weather or other natural phenomenon that could not be planned for or controlled, etc.; or unobtainable spare parts may be determined to be Contractor non-labile where newly acquired materials or components are not available yet through the supply system or the Contractor has attempted to keep adequate bench stock while properly planning ahead for parts deficiencies and using the procedures within ILS-S, but due to problems beyond the Contractor's control, those parts have not been delivered. Downtime caused by events outside the control of the contractor. Some examples are external communications failures. Software induced failures, supply difficulties, natural disasters, or downtime resulting from Government priorities, interruptions, or errors. Downtimes caused by commercial or offsite power failures.</p>
- N -	
Non-Duty Hours	Any time outside of the normal duty hours.
Non-Integrated Logistics System-Supply (ILS-S) Inventory Items	Non-stock listed/not cataloged (basically items that do not cross to a National Stock Number) and are not ordered through the supply system. Examples are local purchase or local manufactured items.
Non Mission Capable (NMC)	The system or equipment cannot accomplish its assigned mission or function.

APPENDIX E
PWS DEFINITIONS (cont.)

Term	Definition
- N -	
Not Repairable This Station	A supply term used to characterize the process of returning items that cannot be successfully repaired by a base maintenance repair shop to a repair activity designated by the wholesale item manager.
- O -	
Office Records Management (RM) POC (OPOC)	Person designated within an office of record to manage the internal record keeping program, having guardianship and control of records.
Operational Time	<p>The amount of time the Mission System is required to be available – 24 hours per day times the number of days in the month minus scheduled non-CM downtime.</p> <p>Example: Month: April (30 days)</p> <p>Number of Minutes: $30 \times 24 \times 60 = 43,200$</p> <p>Total Scheduled Downtime for April: 12 hours 30 minutes (Assume 2 hours 30 min were used for Corrective Maintenance in this example)</p> <p>Scheduled Downtime in April: 10 hours = 600 minutes</p> <p>Operational Time for April: $43,200 - 600 = 42,600$ minutes</p>
Operational Capability (OPSCAP)	<p>An assessment of a site's capability to perform its Space Domain Awareness (SDA) mission as decided by the on-duty sensor operator. OPSCAP may be influenced by equipment status (computer/software or hardware), communications, weather, or personnel.</p> <p>The overall capability of the site to perform its mission. In general maintenance terms, a procedure of inspecting, testing, aligning, and reconditioning equipment at regular intervals according to specified instructions. Preventive maintenance is intended to prevent failures in service or to retard deterioration.</p>
Operations Security (OPSEC)	The process of analyzing friendly actions attendant to military operations and other activities to: (1) Identify those actions that can be observed by adversary intelligence systems. (2) Determine indicators hostile intelligence systems might obtain that could be interpreted or pieced together to derive critical information in time to be useful to adversaries. (3) Select and execute measures that eliminate or reduce to an acceptable level the vulnerabilities or friendly actions to adversary exploitation.
Operate	To work, perform, or function according to its original purpose.

APPENDIX E
PWS DEFINITIONS (cont.)

Term	Definition
- O -	
Operator/ Maintainer	On-site maintenance personnel have the training to perform limited mission tasks during contingencies when the SOC is not available (e.g., Operations Capability (OPSCAP) Red). These limited mission tasks will be documented in the System Training Plan (STP) and Space Fence Operating Concept. Examples of operational mission tasks that may need to be accomplished during contingency operations including responding to Combined Space Operations Center (CSPOC) taskings (voice or message), Positive/Negative (POS/NEG) reporting for high interest objects, initiation/management of Operational Report (OPREP), Situational Report (SITREP).
Operations Support	Any activity performed to ensure successful accomplishment of the operational mission as defined in PWS. Some examples of operational support activities include monitoring system operations and troubleshooting problems. Resolving operational problems by analyzing root causes of operational malfunctions and providing resolutions. Evaluating current operational processes and recommending improvements to improve operational efficiency. Developing preventive measures and documenting recommended issue resolution procedures, performing pre- and post-mission planning/analysis, etc.
Organizational or Field Level Maintenance	<p>The systematic, timely, and periodic inspection and servicing of equipment which results in elimination of hazard to life and property, induces maximum reliability of equipment, and creates the minimum number of major and costly repair jobs, and produces the optimum utilization of equipment throughout its serviceable life. For system maintenance it also includes minor overhaul of equipment; periodic inspection and servicing of equipment; repair or replacement of unserviceable parts, assemblies, subassemblies, and components; the local manufacture or reclamation of non-available parts; and the calibration of instrumentation and protective devices.</p> <p>Organizational maintenance duties include inspecting, servicing, lubricating, adjusting, and replacing parts, minor assemblies, and subassemblies. Also, the systematic, timely, and periodic inspection and servicing of equipment which results in elimination of hazard to life and property, induces maximum reliability of equipment, and creates the minimum number of major and costly repair jobs, and produces the optimum utilization of equipment throughout its serviceable life. Work required to preserve property, systems or components and prevent premature failure or the wearing out of the same; to retain material and equipment in a serviceable condition. Maintenance includes work to prevent and arrest component deterioration, inspection, and repair; and/or action taken to restore material and equipment to serviceability through repair, rebuilding, and reclamation. For the purpose of the CE portion of this statement of work, the term maintenance includes all repair work.</p>
Organizational Visibility Listings	Listings which provide visibility of high dollar equipment items and pilferable assets not tracked in ILS-S. Listings serve as a custody receipt when signed by the custodian and identify quantities in use for a specific organizations, facilitating control and accountability.

APPENDIX E
PWS DEFINITIONS (cont.)

Term	Definition
- O -	
Outage	An interruption or failure in the functioning of a machine, system, or mechanism.
- P -	
Periodic	Once every two weeks.
Physical Security	Actions taken to preserve Government property from damage or loss.
Physical Security Aids	Security fencing, lighting, entry control points, intrusion detection systems (IDS'), security containers, entry control points, video surveillance system, cypher locks, and proximity locks within the Contractor's area of responsibility.
Placed-In-Service Date	The calendar date the improvement to a <i>real property</i> facility is available for use by DoD. The date on which the leasehold improvement (capital improvement) is made to a leased facility. On this date, the Government assumes liability and the warranties begin for the capital improvement to which they have received title. Also includes date of leaseholds.
Possessed Hours	The total hours in a given calendar period where assigned equipment is under the operational control of the designated operating organization expressed as possession stop date and time minus start date and time.
Power Conditioning and Continuation Interface Equipment (PCCIE)	PCCIE is defined as any of the following forms of power conditioning and continuation systems: power conditioning without continuation for use during power fluctuations, frequency changing transformers, surge suppressors, and filters. It includes static and/or solid state uninterruptible power systems (UPS, SSUPS, or SUPS).
Preventive Maintenance (PM) (Mission)	A procedure of inspecting, testing, aligning, and reconditioning equipment at regular intervals according to specified instructions. Preventive maintenance is intended to prevent failures in service or to retard deterioration. In terms of mission systems, maintenance scheduled via the MMS on any equipment or system which causes a RED, YELLOW, and GREEN
Privacy Act (PA) Request	Privacy Act breach or incident with such things as social security numbers or other personal information being leaked. Notify P-S GAR FOIA/PA office.
Proficiency Shifts	Performing periodic operations activities to maintain the ability to execute limited operational mission tasks when the SOC is not available. Limited mission taskings include, but is not limited to, responding to CSpOC taskings (voice or message), positive/negative reporting for high interest objects, initiation/management of black box recording, and operational reporting (OPSCAP, OPREP, SITREP).

APPENDIX E
PWS DEFINITIONS (cont.)

Term	Definition
- Q -	
Qualifying Events	<p>PQDR - Replacement parts that generate harmonics that are not within the part specification.</p> <p>DR: A software abend that causes temporary mission failure. A software log that fails to record the data that it was intended to record. The mission software is only using 70% of the radar resources (duty cycle). The mission software schedules excessive transmit pulses and exceeds the duty cycle. The mission software computes a corrupted radar cross section in certain circumstances. The correlation software fails often and generates false UCT's.</p>
- R -	
Real Property	A building, structure, pavement, utility, or other improvement which has a six-digit category code as found in the Category Code (CATCODE) Book. Land and improvements to land (e.g., buildings, structures, and linear structures (see facility).
Real Property Installed Equipment (RPIE)	<p>An item of equipment that is affixed and built into a facility as an integral part of that facility. To qualify as RPIE, the equipment must be necessary to make the facility complete, and if removed, would destroy or severely reduce the designed usefulness and operation of the facility. RPIE may be accounted for as a real property equipment asset record, but not as a separate facility record in the real property inventory. RPIE includes such items as control systems, heating, cooling, electrical, plumbing, emergency lighting, etc., and is synonymous with installed building equipment (IBE).</p> <p>Those items of Government-owned or leased accessory equipment, apparatus and fixtures that is essential to the function of the facility. An item of equipment that is affixed and built into a facility as an integral part of that facility. To qualify as RPIE, the equipment is deemed necessary to make the facility complete, and if removed, would destroy or severely reduce the designed usefulness and operation of the facility. RPIE may be accounted for as a real property equipment asset record, but not as a separate facility record in the real property inventory. RPIE includes such items as control systems, heating, cooling, electrical, emergency lighting, etc., and is synonymous with Installed Building Equipment. Excluded is organizational or collateral equipment reflected in the <i>equipment authorized in-use details (EAID)</i>. Items that are on a Table of Allowance are not RPIE, but EAID through Base Supply. RPIE is permanently attached to RP, that cannot be removed from the structure without physically damaging the structure and without which the facility (structure) would be unable to operate as designed.</p>

APPENDIX E
PWS DEFINITIONS (cont.)

Term	Definition
- R -	
Reason Code	Are used in REMIS to help explain when equipment is placed in the "Other" (NMCO) <i>status code</i> condition and have the same meaning as <i>delay codes</i> in IMDS.
Records	<p>All books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included.</p> <p>Records include all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, created or received by the Air Force in connection with the transaction of public business and preserved or appropriate for preservation by the Air Force as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Air Force or because of the informational value of the data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included. Records are media neutral. Different content types such as e-mail, data in IT systems, web pages, and instant messaging, etc. may be considered an Air Force record if they meet this definition.</p>
Office Records Management (RM) POC (OPOC)	Person designated within an office of record to manage the internal record keeping program, having guardianship and control of records.
Recurring Maintenance	Maintenance to real property, RPIE, PCCIE, and other items of equipment for which civil engineering has the responsibility to assure continued uninterrupted operation. It is work which can be pre-identified and must be performed at specific repetitive intervals of once a year or more frequently (except daily), involving facilities, systems, and equipment.
Recurring Work	Pre-identifiable work to be accomplished within five years, two years, annually, or more frequently.
Red Non-Mission Capable (NMC)	The system or equipment does not meet the TO specifications; therefore, cannot accomplish any of its assigned missions or functions. Unusable (neither in-use nor available for use). The equipment will reported as Red when a part is ordered with a status of non-mission capable supply. Condition does not apply if the equipment is in-use, available for use, or was turned off by the user at their option.

APPENDIX E
PWS DEFINITIONS (cont.)

Term	Definition
- R -	
Repair	Restoration of a broken, damaged, or failed device, equipment, part, or property to an acceptable operating or usable condition or state. In terms of civil engineering, the contractor is required to restore failed or failing RP and RPIE or equipment so it may be used effectively for its designated purpose. It further consists of overhauling, reprocessing, or replacing deteriorated constituent parts, equipment, or materials not included in <i>routine maintenance</i> or repairs. Restoring or replacing components damaged by fire, storm, explosions, or other disasters beyond the contractor's control will be subject to separate contractual determination/action.
Reparable Item	In supply terms, an item that can be <i>repaired</i> at either depot or <i>field level</i> .
Requester	A <i>customer</i> requesting products or services. Requesters may include any authorized individual from on-base organizations, tenant organizations, geographically-separated units (GSU), or other Air Force, Department of Defense, or Government agency authorized to procure products or services. Requesters are identified on authorized work requests.
Revision Request	A request to add an activity, change, or cancel any <i>scheduled activity</i> after the current MMS has been published and distributed.
Risk Management Plan (RMP)	A plan that documents the actions a facility that stores, transports or uses regulated <i>hazardous substances</i> at levels exceeding established thresholds will take to prevent and mitigate their accidental release, and reduce the severity of releases that do occur. RMP requirements are found at 40 C.F.R. Part 68.
Routine Maintenance Support	Those requirements which exist but do not fall under the category of <i>urgent</i> or <i>emergency</i> .
Routine Repair Request (Civil Engineering)	Any deficiency that does not qualify as <i>emergency</i> work, but is needed to maintain the agreed upon facility condition. Typically these are known or predictable maintenance or repair requirements.
Routine Tasking	Day-to-day items tasked by 18 SPCS.
- S -	
Scheduled Activity	Any activity during a predefined period which is forecasted in advance and incorporated into the MMS.
Scheduled Downtime	A period of time that is prearranged with and approved by the appropriate approving authority.
Scheduled Maintenance Outage	A break in availability or capability specifically scheduled to permit the accomplishment of preventive organizational, intermediate, or depot level maintenance work.

APPENDIX E
PWS DEFINITIONS (cont.)

Scheduled Maintenance	Known or predictable maintenance that can be planned or programmed. This includes accomplishment of recurring scheduled maintenance, inspections and servicing, compliance with TCTOs other than the immediate action category, accomplishment of time change item replacements, and correcting deferred or delayed discrepancies. It also includes modifications and renovation projects that are programmed for depot-level maintenance.
Security Incidents	Security Incidents are Security Infractions or Security Violations as defined in AFI 16-1404. This also includes performance of industrial/information security functions and actions IAW the DD Form 254, DoD 5220.22-M and DoD 5220.22-R. All Security Infractions and/or Security Violations will fall under one of the following: Unauthorized Access, Information Technology (IT) Spillage/Classified Message Incident (CMI), Improper Classification Action, Improper Destruction, Improper Storage, Improper Transmission, Unauthorized Reproduction and Other.
Space Object Identification (SOI)	Analysis and interpretation of received sensor target data to determine the size, shape, and orientation of an orbiting body.
Special Metric Tasking	High priority interest items identified and tasked by 18 SPCS.
Standard (STD)	A publication, in whole or as described, or a form, that shall be used in the performance of the PWS task.
Status Code	Used in REMIS to determine the <i>condition status</i> of the equipment at the point in time the status is being reported and have the same meaning as <i>downtime</i> code in IMDS.
Successor	Contractor who is succeeding the Incumbent as the holder of the new contract being phased in. (Incumbent and Successor could be the same Contractor.)
Sustainment of Real Property Assets	This category of work provides resources for annual maintenance and scheduled repair activities to maintain the inventory of real property assets through its expected service life. It includes regularly scheduled adjustments and inspections, preventive maintenance tasks, and emergency response and service calls for minor repairs. (The above are requirements are coordinated by the Contractor with the host). It (Sustainment) also includes major repairs or replacement of facility components that are expected to occur periodically throughout the facility life cycle (identified and submitted by the Contractor in the Five-Year Plan and accomplished by 21 CES/CECR or the host). This work includes regular roof replacement, refinishing of wall surfaces, repairing and replacement of heating and cooling systems, replacing tile and carpeting, and similar types of work. Not included is the repair or replacement of non-attached equipment or furniture, or building components that typically last more than 50 years (such as foundations and structural members). Sustainment does not include requirements funded elsewhere, such as restoration, modernization, environmental compliance, historical preservation or costs related to unexpected events.

APPENDIX E
PWS DEFINITIONS (cont.)

Switchgear	An indoor or outdoor metal structure containing electrical switching and interrupting equipment with buses and connections and associated control, instrumentation, metering, protective, and regulating devices. The associated devices are in separate grounded metal compartments from the switching and interrupting equipment.
System Requirements Validation Board (SRVB)	A board representing the SF sites that provides information to the 21st Space Wing Requirements Validation Board (WRVB). Technical inputs may include improvements to software, hardware, operations and maintenance procedures, equipment availability, and utilization. First level of review in the change proposal process. The SRVB may be convened for like weapon system units to consider proposed changes that impact multiple units.
System Software	Software that allocates, controls, monitors, and supports the system's hardware resources. It includes operating system functions, utilities, and generic applications. It manages external interfaces in order to pass information as determined by the mission software. It translates mission software requests into system and hardware functions. It provides system data to mission software for processing. Software that is not specifically mission software is system software. (For example, AIS, DPS, SCS, and VSS)
Term	Definition
- T -	
Tactics, Techniques, and Procedures (TTPs)	A tactic is the action or group of actions taken to accomplish an overall effect within the battle space. Tactics define "what" will be done in order to obtain the desired effect. Techniques are methods by which you implement a tactic. Each technique is one way of contributing to a tactic to achieve the desired effect of the tactic. Procedures are the standard, detailed steps that prescribe how to perform specific tasks. Another way to describe procedures is a set of established rules, laws, policies or guidance intended to increase the probability that actions (tactics/techniques) result in a desired outcome.
Technical Assistance	Provides knowledge, assistance, disposition and training pertaining to installation, operation and maintenance of equipment using authorized procedures. Provides authorization for one-time repairs or time definite repair opportunities beyond what is spelled out in existing TOs (the accomplishment of the provided repair procedure is authorized for a defined amount of time, with a 120 duty-day maximum timeframe). Provides the one-time authority to use a specific part/commodity with defects or deviations beyond TO limits. Provides authorization for limited use of non-listed substitutes (supplies, components, support equipment, etc.) to prevent work stoppages.
TEMPEST	An unclassified term referring to technical investigations, study and control of compromising emanations from electrically operated information processing equipment (telecommunications and automated information systems equipment); these investigations are conducted in support of emanations and emissions security.

APPENDIX E
PWS DEFINITIONS (cont.)

Third-Party	Contractors (other than the Space Fence contractor), individuals, companies or organizations conducting business at the Space Fence installations/sites. Fall into three categories: 1) Third-Party Contractors. Includes Government awarded or allowed contracts with performance requirements at the Space Fence installations/sites. 2) Third-Party Organizations. Organizations that have temporary business at the Space Fence installations/sites. Organizations may/may not have a support agreement. 3) Third-Party Tenants. Organizations that have permanent business at the Space Fence installations/sites and have a current support agreement.
TMDE Availability Rate	Measure of the percentage of total TMDE inventory operationally capable of performing its designed function based on the TMDE condition (serviceability). It is expressed mathematically as (Current Master-ID inventory, minus "Total Item Backlog")/divided by Current Master-ID inventory.
Tool	The term "tool" refers to all types of tool kits as well as a basic tool, such as Xcelite kits, drill, sockets kits, eTools, etc.
Trusted Agent	A trusted agent is an individual who participates substantially in exercise planning and scenario development and agrees not to divulge exercise confidences to potential players or others involved with the exercise.
Turnaround	In supply terms, to record demand data in the materiel management system for either repairs in place or removal, <i>repair</i> , reinstallation of a recoverable item without ordering a replacement item.
- U -	
Unobtainable Spare Parts	Unobtainable spare parts are those that the Contractor has attempted to keep on bench stock and supply point while properly planning ahead for parts deficiencies and following the procedures within ILS-S, but due to problems beyond the Contractor's control, those parts have not been delivered.
Unprogrammed Depot Maintenance	Depot maintenance requirements that could not be forecast or programmed.
Unscheduled Maintenance	Corrective maintenance required by item conditions. That maintenance deemed necessary to correct and/or <i>repair</i> unanticipated breakdowns.
Urgent Maintenance Support	Requirements which are unexpected in nature and could not be foreseen. The main difference between this requirement and an emergency is response time. Although the equipment is not inoperative, a mission impacting problem exists that needs to be resolved in a timely manner.
User-Level Maintenance (Civil Engineering)	Normal day-to-day maintenance requiring no expertise/certifications to include, but not limited to, lighting cleaning, single battery change out, lamp test, change filter, and switching to and from by-pass mode, when needed. Also requires contacting AF SUPS contracted service provider or SPOC/S4CS, as applicable, when problems arise and assist in simple test tasks in an attempt to rectify problem.

APPENDIX E
PWS DEFINITIONS (cont.)

Users	All Air Force personnel to include military active duty, reserve, guard, civilian, foreign national' s employed by the Department of the Air Force and Air Force contractor employees.
- W-	
Wing Requirements Validation Board (WRVB)	A monthly board chaired by DEL 2 Technical Director to review and approve recommendations from the SRVB. Meet when necessary to consider validation for proposed changes, change projects, or at the direction of DEL 2/TD. Change proposals should have been scored by a URVB or SRVB prior to consideration by the WRVB. DEL 2/MA carries out the functions of the WRVB on behalf of DEL 2.
Work Requests (Civil Engineering)	Routine or emergency <i>repair</i> work that is already required in the PWS. This includes work required to return a facility to its effective operating state.
Work Order (Civil Engineering)	Requests for facility improvements or additions (outside of the PWS maintenance and <i>repair</i> responsibilities) that does not require detailed planning, special costing, close coordination between shops, or a large bill of materials.

APPENDIX F
GOVERNMENT-FURNISHED TRAINING

Training	Training Information	PWS Reference	Frequency
Host Safety Training	Provided by Host	1.28.3	As scheduled by Host
Trusted Agent Training	Contact COR	1.22.1	One-time training upon designation
Integrated Maintenance Data System (IMDS) User Training	Contact DEL 2/MA	2.2.4.1	One-time training prior to IMDS use
Block IIB Repair Cycle	Provided by 21LRS/LGRMMF	2.3.1.3	One-time training within 30 calendar days of assuming DIFM management responsibilities
Base-Level Supply Customer Training Block I (General Supply Indoctrination) and Block IIA (Bench Stock)	Provided by 21LRS/LGRSC	2.3.1.5	One-time training within 30 calendar days of appointment prior to assuming bench stock monitor responsibilities
AF/A4LE Supplemental Training	Provided by 21LRS/LGRMMF	2.3.1.6	Annually
Equipment Custodian Block III Training	Provided by 21LRS/LGRMCE	2.3.1.6, 2.3.1.13, and 2.3.1.16	Prior to assuming equipment custodian responsibilities and annually thereafter
Special Handling Assets Course for Materiel Management	CBT provided through ADLS	2.3.1.13	Annually and within 30 calendar days of appointment
IT Property Custodian Training	Provided by PAFB ECO	2.4.2	Initial prior to signing ITE inventory
DoD IAA CyberAwareness Challenge	CBT provided through ADLS for AFNET users; Follow Host training requirements for all other networks	2.4.3.4	Initial, annual, and applicable remedial
COMSEC Training	Provided by supporting KOAM	2.4.4.3.4	Initial and annual refresher training

APPENDIX F
GOVERNMENT-FURNISHED TRAINING (cont.)

Training	Training Information	PWS Reference	Frequency
Fire Prevention and Fire Extinguisher Training	CBT provided through ADLS	2.6.1 and 4.3.22.2	Within 30 calendar days of arrival and annually thereafter
Physical Security Indoctrination	IAW AFI 31-101 (CUI, Distribution Statement: D), Paragraph 8.3.3.4	2.7.5.2	Initial and annual refresher training
AT Level I (Force Protection) Training	CBT provided through ADLS, or AF-approved briefing	2.7.6	Initial and annual refresher training
OPSEC Training	On-site provided by the Government OPSEC training manager or through DISA CBT	2.7.7	Initial training within 30 calendar days of contract performance start and within 30 calendar days of change in POC; refresher, and/or other training as required (up to four occurrences annually)
Unit Records Manager (URM) Training	CBT provided through ADLS	2.8.1.1	Initial and annual refresher training
Office Records Manager POC (OPOC) Training	CBT provided through ADLS	2.8.1.2	Initial and annual refresher training
Host Environmental Compliance	As required in support of Host Environmental Requirements	4.2.1	As required in support of Host Environmental Requirements

APPENDIX G
RMF ARTIFACTS

1. Disaster Recovery Plan (DRP)/ Continuity of Operations Plan (COOP) Recovery Plan
2. Media Protection and Sanitization Policy
3. Maintenance & Repair Plan
4. Auditing and Data Backup Plan
5. Security Awareness / Training
6. Physical access & personnel Security
7. Environmental protection plan
8. Account Management & Access Control (Identification and Authentication); System Program Office (SPO) provided for site use/implementation
9. Incident Response Plan; SPO provided for site use/implementation
10. Continuous Monitoring Plan; SPO provided for site use/implementation