



DIRECTORATE OF PUBLIC WORKS  
6650 MELOY DRIVE  
FORT BENNING, GEORGIA  
31905

## STATEMENT OF WORK

### 1. General Information

#### a. Project Title:

### **REPLACE ROOF, B20, MOTOR POOL CAMP MERRILL**

#### b. Project Information:

##### i. Schedule

Contract Period	180
- Add an additional 30 days for project closeout	
Contractor's Project Walk	TBD
Proposal Due	TBD
Contract Start/Award Date	TBD
Construction Start Date	TBD
Construction Completion Date	TBD

#### c. Document Level:

- i. Document level will vary from 0% to approximately 35%. It is the Contractor's responsibility to bring all documents to 100%.

#### d. Bid Documents:

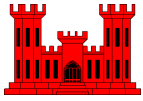
- i. Statement of Work
- ii. Drawings
- iii. 144R (record of Environmental Consideration)
- iv. Specifications (Guide Specifications and List)

#### e. Bidding Questions

- i. All questions should be submitted in written form either by hand delivered hard copies or electronic mail (e-mail). The Contracting Officer (KO / COR) shall determine the final date for submission of questions.
- ii. **Bid by Contractor to remain valid through September 30<sup>th</sup> 2025.**

#### f. Liquidated Damages

In the event of delay (caused by contractor only) in project completion, **REPLACE ROOFS, B20** the contractor shall pay liquidated damages to government in the amount of \$1,180.23 for the total LD Rate/Day.



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## 2. Project Description:

1. B20	1 Camp Merrill Road	5,381 square feet	built 1990 approximate
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The project consists of replacing the existing **flat and metal roof system for Building 20** in entirety and to make necessary repairs of all deficiencies in conjunction with the roof replacements with a minimum 24-guage standing seam metal roofing system and 60 mil (rolled goods) PVC flat roof system to **match existing with 20-year warranty NDL, No Dollar Limit, and additional finish warranty that includes color fading for metal roofing.** This project consists of replacing the existing wood roof decking where necessary (assume half) in addition to the roofing system. **The project will be split into two phases**, with one phase being half of the metal roof and the second phase other being the other half of the metal roof and the PVC roof to allow the motor pool to have **three bays open during construction.**

Other work required to complete this scope may consist of repairs and/or replacing flashing, gutters and downspouts, soffit, curbs, drains, rotten wood, louvers, roof vents, roof exhausts, antenna, awning, masonry, caulking, sealant degradation, adding insulation, etc. The replacement of certain components may be required based on the type of roof system, any deficiencies to be repaired. **Importance is also placed on ease of future maintenance and longevity of the roofing system.** All raised mechanical curbs to have correct sloping and drainage of water, add crickets as required and proper flashing. All walking pads to allow water drainage as per manufacturer's instructions. Add concrete splash blocks at each downspout, ensure that grade slopes away from building. xii. Clean, test, and repair all existing roof drains and internal gutters to ensure operational roof drain system. Replace all soffits/fascia and gutter covers and clean downspout systems. All exterior walls, doors, and trim to be pressure washed and primed to paint exterior including doors, etc. Use 2 coats of primer and 2 coats of exterior paint or additional as needed for good long-lasting product. Return site to pre-construction condition. The buildings are to be occupied for the duration of construction.

Follow all manufacturer's instructions to keep warranty in force. **Flat roof warranty requirements** NDL, include coverage for wind speeds up to and including the wind design speed, system weathertightness, from a single source manufacturer, and minimum duration of 20 years. **Metal roof warranty requirements** NDL, include coverage for wind speeds up to and including the wind design speed, system weathertightness, from a single source manufacturer, and minimum duration of 20 years with additional minimum 20 years finish warranty that includes color fading. See sheet/attached.

### a. Additional details

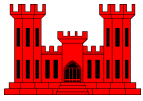
The Contactor shall perform all work as described below per the project documents, contract, drawings, specifications, and any addendum issued by the Government for completion of this work.

All work shall be In Accordance With (IAW) all applicable Federal, State, and Local codes and standards.

-DoD UFC 3-110-03 Roofing, with change 5, 12 June 2020.

- Fort Benning is in ASHRAE Climate Zone 3A. ASHRAE 90.1 Requires a minimum R-

Value



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for Continuous Insulation (c.i.) in Climate Zone 3A of R-25.

-ASHRAE 7-16 shall be used to determine the Design Wind Speed for the building.

**b. General Execution Requirements:**

- i. The Work will be performed in accordance with the approved A/E firm's drawings and specifications, approved construction submittals, and based on the Directorate of Public Works (DPW) drawings, specification, and SOW.
- ii. All work will be performed per industry standards or to meet federal, state, or local codes and regulation. Work will not be sloppy or carelessly performed.
- iii. Mobilization and lay-down shall be pre-determined prior to commencement of work. Request guidance from DPW for how to approach the project with material and where to stage materials. Final approval of specific location shall be determined by DPW Real Property.  
The customer shall be notified by contractor of any changes in staging and/or set-up of equipment that may affect parking and daily disruptions to flow in or out of building. Contractor shall establish temporary safety barricades/areas to ensure all persons are safe when loading or off-loading from the roof above.
- iv. Contractor to provide temporary wood construction covered egress at entrances/exits, if required.
- v. Where feasible, the contractor shall secure all materials in a high chain link fenced lay-down area with wide gate near the project site. Sandbag fence post bases rather than core into the ground.
- vi. All work will be performed per industry standards or to meet federal, state, or local codes and regulation and also manufacturer's recommendations to not void warranty. Work will not be sloppy or carelessly performed.
- vii. Any existing mechanical found atop the roof, including but not limited to HVAC unit, duct work, electrical raceways, control boxes, infrastructure, etc., shall be disconnected prior to roof system installation and reconnected after new roof system installation. HVAC system to be reused. Replace treated wood skids (of same length) for the unit to fastened to and sit on, if found present. Ensure line sets are not crimped, return all components to pre-construction condition, and verify that the unit is reinstalled and functioning prior to roof work completion.
- viii. The mechanical units do not need to remain off-line for a long period of time and shall be returned to pre-construction condition once re-installed. Contractor shall coordinate with Owner as to what interior area of the building the HVAC unit supports to determine the time in which it can remain off-line. All parties must agree on the schedule.
- ix. Remove the entire roofing system in its entirety to include roofing material, insulation, flashing, and all associated appurtenances and the existing roof



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deck.

- x. If lightning protection exists, maintain active the existing lightning protection systems for areas of work. Remove, store and reinstall existing lightning protection if found to be efficient. Provide a UL Letter of Findings upon completion for pertinent areas. Existing lightning protection system will be reviewed/tested before any roofing work begins. Lightning protection to be recertified after reinstallation.
- xi. Clean, test, and repair all existing roof drains and internal gutters to ensure operational roof drain system. Replace all gutter covers and clean downspout systems.
- xii. Install new roof system to include insulation, roof membrane, flashing and all associated appurtenances IAW Technical Specifications and the roofing manufacturer's instructions.
- xiii. Provide a 20-year roof warranty for both new roof systems in its entirety upon acceptance of the roof. Metal standing seam roof to have additional minimum 20-year finish warranty that includes color fading.
- xiv. Pressure wash and paint all exterior walls, doors, and trim.
- xv. Replace all lead boot and/or rubber boot membrane with draw band hardware over existing plumbing vent stacks. Size of boots to vary and shall be specific to field condition.
- xvi. Where present, contractor shall paint all surfaces to the roof access hatch or metal ladder, and exhaust hood vents (where signs of rust are visible). Clean all surfaces prior to paint. Use a commercial grade product with rust inhibitor.
- xvii. All roof replacements shall include all materials of a complete roof system components, hardware, flashing, etc. requirement to fully complete the roof system and ensure roof does not leak prior to customer turnover.
- xviii. Follow all manufacturer's instructions to keep roofing warranty in force.
- xix. Add wall signage for all offices and bathrooms.
- xx. Any drawings provided with this drawing package are to be reference only.
- xxi. Provided drawings are for information only and are to be used as a guide. Final engineered design may vary from provided drawings.
- xxii. Existing exterior metal awning above doors to be replaced with new metal awning similar to photo:



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**c. General Information**

1. The Design, Work/Construction contract requirements are described herein this Statement of Work (SOW) and on the drawings, specifications (as provided, or per the guide specification), and 144R prepared by The Directorate of Public Works (DPW) which is conveyed as 0-35% design.
2. In addition to the SOW, Drawings, Specifications, 144R, the contractor will use when asked to provide 100% designs the resources located on the Whole Building Design Guide website and the Fort Benning –Installation Design Guide.
3. The SOW, drawings, and specifications may not identify all procedures (means and methods) or requirements necessary to accomplish the work. The contractor is expected to follow industry standards or manufactures instructions/recommendations.
4. The contractor will provide all required supervision, labor, materials, and equipment to complete the work.
5. The superintendent will be an individual with a minimum 5 years of experience with jobs of similar type and size. Provide resume of job site supervisors and key personnel. The superintendent will be on the job site when work is being performed and will be available to the Government representatives.

**ci. Design and Engineering:**

- i. General



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1. Fort Benning's Directorate of Public Works (DPW) Engineering Division will provide the Contractor a set of 35% construction drawings, specifications, and a SOW. The provided 35% drawings, specifications, and statement of work only convey the Government's concept / intent of the project. It is the Contractor and Architectural and Engineering (A/E) firm responsibility to provide items listed in section ii, subsection 1, 100% submittal. Once the 100% submittal has been approved by the Government, work may begin. If the contractor is provided written approval prior to the start of the work, the contractor may not be required to provide a 100% submittal. The items listed below will be used as a guide for the Contractor and A/E in items that may be needed in the 100% submittal.

- a. The submittals also are to also include, but not limited to: Quality Control Plan, Accident Prevention Plan, cost-loaded Schedule of Values.

b. DRAWINGS

- i. The A/E firm will update, provide additional information, and add drawings as required to take the 35% drawings provided by the Government to a 100% set of drawings. Below is a list of drawings that may need to be provided to accomplish a 100% drawing set:

1. All disciplines: completed plans (site and floor), elevations (exterior), sections (site, building and wall), enlarged plans, details (project specific and standard), schedules.\* **All drawings are to incorporate a graphic scale illustrating the true scale of the drawing, so that the print size/scale can be verified.**

\*The items listed above may not address every drawing requirement for a project and is not intended to limit the number of drawings to be provided. Additionally the items listed above may not be required for every project. Contractor's submittals / shop drawings are not considered part of the 100% drawing set.

c. SPECIFICATIONS

- i. The Contractor and A/E will provide any missing specifications for the project. Also the Contractor and A/E will update any specification that requires to be



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changed due to drawings or other specifications provided by the A/E.

d. CALCULATIONS / PRODUCT INFORMATION

- i. The Contractor and A/E will provide all calculation and product information for the project when not provided in the Government provide information. Calculations and product information may be required for the following, but this list will not limit the requirements to: Civil, Structural, Architectural, and Electrical. Calculations and product information will be provided in an organized, logical, and understandable manner.

e. COLOR BOARD

- i. Contractor and A/E will provide a color board showing colors or materials selected by the contractor or A/E for the project. Color board will address all items (trim paint, wood or concrete stain, base material or color, ceiling color or material, etc.) required for the project. Government approval is required prior to start of the work, unless written approval from the government is provided.

f. CD

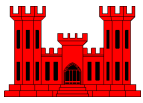
2. **The contractor and A/E firm will provide a CD with PDFs of the IFC drawings, specifications, calculations and product information. Also on the CD, the contractor will provide CAD files of the 100% drawings.** This is in addition to the as-builts provided at project completion. Upon completion of the work the contractor will provide As-Builts and Record Documents consisting of items listed under section Record Document Submittal. The Record Document Submittal will reflect the final design of the facility at the completion of the work.\*

a. AS-BUILTS

- i. Contractor will provide the government approved hard copy of the 100% drawings keep at the site. The hard copy from the site (As-Built) will show any changes or modifications made during construction. Changes or modifications will be marked in red on the hard copy.

b. DRAWINGS

- i. **The Contractor and A/E firm will provide PDFs, hard copies, and CAD files of Record Documents drawings reflecting changes or modifications noted on the**



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**As-Builts.** Any changes or modification will be clouded on the Record Documents drawings.

c. SPECIFICATIONS

- i. The contractor and A/E firm will provide updated specifications addressing any changes or modifications made during construction.

d. CD

- i. The contractor and A/E firm will provide a CD with PDFs of the Record Documents; drawings and specifications, and the As-Builts from the job site. Also on the CD the contractor and A/E firm will provide CAD files of the Record Document drawings.
- e. DD Form 1354, Transfer and Acceptance of DoD Real Property, to be included in Closeout Documents.
- f. All O&M Data to be in a 3 ring binder with tabs (1 hard copy, 2-CDs)
- g. All Warranty information on all products.

*\*The contractor will provide complete sets of drawings, specifications, and As-Builts, not just drawing sheets or specifications sections that have changed.*

ii. Design and Engineering Submittal Requirements

1. 100% Submittal

Deliverables	To - DPW
Drawings	<b>2 Full Size set, 1 half-sized set, and CAD Files</b>
Specifications	1 Set
Calculation / Product Information	1
Color Board	1
CD with all 100% submittal Documentation*	1

\*CD will include PDFs of all files (Drawings and Specifications) and CAD files of the Drawings.

2. Record Document Submittal





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Deliverables	To - DPW
As-Built (Red Lined set from construction site)	1 set
Drawings (adjusted per As-Built)	1 Full Size, 1 Half Size, and CAD Files
Specifications	1 Set
CD with all Record Document submittal Documentation*	1

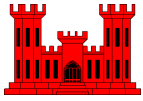
\*CD will include PDFs of all files (Drawings, Specifications, and As-Built) and CAD files of the Drawings

- iii. The contractor will submit a Construction Schedule that includes major benchmarks and milestones to provide knowledge of the project and objectives to be completed within the construction time scheduled. The Construction Schedule will be submitted to the Government within 10 (ten) days of the notice to proceed for review. The contractor will provide an update schedule if the original schedule is impacted for any reason or if requested by the Government. **Each schedule will include 2 milestone days or DFWs that require 3 phase inspections. After inspection and approval, work may continue. Please show these DFWs on project schedule and coordinate site visits with Inspection Branch.**
- iv. At the pre-construction meeting the contractor will arrange to have a representative of the A/E firm to be present. At the meeting the A/E representative will satisfy themselves with the requirements of the Design and Engineering submittals and the expectations of the Government.

**e. Codes and Standards:**

- i. All work shall be In Accordance With (IAW) all applicable Federal, State, and Local codes and standards including but not limited to:
  - a. DoD UFC 3-110-03 Roofing, with change 5, 12 June 2020.

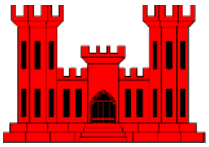
-Paragraph 1-8.11 "Design Professional Qualifications" requires roofs larger than 15,000 SQFT, or roofs of buildings that are defined as "Critical Use" or "Mission Critical", shall have a registered roof consultant (RRC), or a Registered PE or RA that derives principal income from roofing design, on the design team.
  - b. Fort Benning is in ASHRAE Climate Zone 3A. ASHRAE 90.1 Requires a minimum R-Value for Continuous Insulation (c.i.) in Climate Zone 3A of R-25.
  - c. ASHRAE 7-16 shall be used to determine the Design Wind Speed for the



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building.

- d. Additional codes and standards, not limited to:
  - 1. International Building Code (IBC)
  - 2. International Electrical Code
  - 3. Installation Design Guide
  - 4. UFC 1-200-01, General Building Requirements
  - 5. UFC 1-300-08, Criteria for Transfer and Acceptance of Military Real Property
  - 6. UFC 3-560-01, Electrical Safety, O&M
  - 7. TM 111 Guidance provided in Fort Benning Environmental Considerations as listed on the projects 144R.
  
- di. **Specifications:**
  - i. Refer to the Guide Specifications and the following specification prior to and during all phases of the work:
    - 1. 01 33 00 Submittal Procedures
    - 2. 01 35 26 Governmental Safety Requirements
    - 3. 01 45 00.00 10 Quality Control
    - 4. 01 57 20 00 10 Environmental Protection
    - 5. 01 74 19 Construction and Demolition Waste Management
    - 6. 01 78 00 Closeout Submittals
    - 7. 01 78 23 Operation and Maintenance Data
  
  - ii. When written specifications are not furnished by the Government the contractor's A/E firm will provide missing specifications. Standards of work will be in accordance with industry standards and Fort Benning guide specs as issued by the Savannah District Corps of Engineer.
  
  - iii. Contractor or A/E will deliver any specifications not provided in the bid document specifications. The A/E specifications will be combined with the bid specifications and submitted as one specifications book for the 100% submittal and Record



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DPW Project: 44520

Document submittal.

**b. Preparation:**

Contractor will be responsible for field/site visit to obtain and verify measurements, existing site conditions, dimensions and structural support requirements IAW accepted local, state and federal building practices. All drawings provided to the contractor are for reference/information only and may or may not be current or to scale. Contractor shall provide for any/all deviations to accepted local, state and federal building practices/codes and bring these to the attention of the Construction Inspector and Contracting Officers Representative for review/consideration by the government. Review the project's 144R; Record of Environmental Consideration for compliance prior to initiating any work.

- i. Environmental Restrictions/Concerns: Once the Notice To Proceed is issued, coordination with the Natural Resources Management Branch (NRMB) will begin to survey the area and identify any protected species in the area. If any protected species are located within the project's limits of disturbance, the project schedule is dependent on the timeframe/season the protected species can be relocated. The contractor shall take this into consideration when developing the project's schedule. The Government will not be liable or financially responsible for delays involving relocating protected species.

**c. Cost and Pricing:**

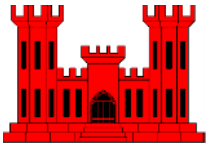
- i. Within 48 hours of the bid/proposal date and time the contractor will provide to the Architect/Engineer an itemized list of material and labor cost for review prior to award of the contract.

**d. Coordination with other contractors:**

- i. If other contracts and work are subject to be performed or arise to address any issues, at the same time as this contract the contractor will cooperate and coordinate work with all parties involved and is now notified of same.

**e. Building Occupancy:**

- i. General
  - 1. Building 20 to be occupied during the performance of work.



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2. Areas in which work is required may be occupied or have public or Government presence during the performance of work under any Task Order (TO). Every effort will be made to keep unauthorized personnel from accessing work site. Other maintenance and/or repair construction may also be concurrently being performed at the site by other contractors. The Contractor shall cooperate with the Government to minimize conflict, and to facilitate the Government's operations by scheduling the Work to accommodate Government occupancy.
3. The contractor shall provide notice 14 days prior to the start of the work for any phase of the project to allow the government to remove any furniture, materials, lockers, equipment, etc. from designated work areas that may impact the work of the contract. Items left in place will be protected during construction.

**f. Selective Demolition:**

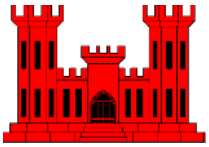
- i. Building
  1. Remove existing roofing material as required for each specific Scope of Work.
- ii. Site
  1. N/A

**g. Salvage:**

- h. Any items identified as salvage and return to the Government or any phrase with the intent to return items to the Government, those items will be protected during removal. The contractor will coordinate turning over those items to the Government.

**i. Disposal of Construction Waste:**

- i. The Contractor will be responsible for removing and disposal of all debris and hazardous waste created by this project, IAW local, state and federal guidelines and laws. The contractor shall dispose of all debris and hazardous waste created by this project in Georgia/Alabama approved Landfill at the contractor's expense. Contractor shall maintain and provide upon request by the KO or the designated representative receipts and haul tickets or bills of lading that construction debris from this contract has been disposed of IAW with local, state and federal guidelines and laws.
- ii. In restrictive areas, for example an airfield, could have special requirements or additional steps for disposing of construction waste. The contractor will verify any special requirements or



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additional steps prior to the start of the work.

**i. Safety:**

i. General

1. The contractor will comply with all governing codes and standards. Contractor will comply with Fort Benning Safety and Environmental laws and regulations. The contractor shall perform all work IAW government procedures for entering and working at Fort Benning. The government reserves the right to stop work at any time for safety, security reasons, and for national defense at no cost to the government.

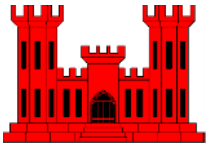
ii. Public

1. The Contractor shall conduct his operations to offer the least possible obstruction and inconvenience to the public, vehicular, and the normal day-to-day routine of the Government installation where work is to be performed. Unless safety otherwise prevents such actions, personnel and traffic shall be permitted to pass through the work area with as little delay as possible. Where the nature of construction operations in progress and the equipment and machinery in use are of such character as to endanger passing traffic, the Contractor shall provide such lights and signs, erect such fences or barriers, and station such guards as may be necessary to give adequate warning and to avoid damage or injury to passing traffic. Signs, flags, lights, and other warning and safety devices shall conform to applicable laws, safety regulations and requirements. All lane closures shall be coordinated in advance with the COR/Inspector, traffic engineer and the DES. All traffic control procedures shall be in accordance with GA and/or FL DOT regulations.

iii. Employee

In order to provide safety controls for protection to the life and health of employees, and other persons; for prevention of damage to property, materials, supplies, and equipment; and for avoidance of work interruptions in the performance of this contract, the Contractor shall comply with all pertinent provisions of the U.S. Army Corps of Engineers Safety and Health Requirements Manual EM 385-1-1, as amended. The Contractor will also take or cause to be taken such additional measures as the KO may determine to be reasonably necessary for the purpose.

**j. Accessibility to Work Site:**



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- i. Normal Working hours for the Contractor will be 0800 to 1630, Monday through Friday, excluding Saturdays, Sundays, and Federal Holidays. If the Contractor wishes to work during periods other than above, additional Government inspection forces will be required. The Contractor must notify the Contracting Officer (KO) five (5) working days in advance of his/her intention to work during other periods to allow assignment of additional inspection forces when the Contracting Officer determines that the additional inspection force is reasonably available. All inspections will be done during normal duty hours. Due to certain circumstances (i.e., emergencies or urgent requirements), deviation of contractor's working hours will be as indicated in the RTOR.

**a. Daily Housekeeping:**

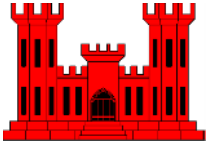
- i. The Contractor shall keep work area clean and remove all unneeded construction debris daily and/or as directed by the Construction Inspector, User, or Contracting Officer's Representative.

**b. Required Submittals:**

- i. The contractor will provide submittals according to the specifications or noted elsewhere in this Statement of Work.
- ii. Additional submittal to include but not limited to: Quality Control Plan, Accident Prevention Plan, cost-loaded Schedule of Values.
- iii. The Contractor's personnel will compile submittals based on the Specifications or other sections in this Statement of Work. Submittals will be complete before submitting to the Government for review. A complete submittal will consist of all items required for a submittal. Sending information incrementally for one submittal is unacceptable.
- iv. The contractor's personnel or A/E firm will indicate which product will be used when multiple products are listed on a submittal.
- v. The contractor shall make sure all submittals are reviewed by the designer of record (DOR) prior to government acceptance via transmittal. Any submittal transmitted to the government without a DOR review and stamp/signature will be rejected/disapproved.
- vi. The contractor shall provide a submittal register to track and log all submittals between government (DPW) and contracting office (MICC). The contractor shall be responsible for updating the submittal register on a regular basis and provide to government (DPW).
- vii. The contractor shall email or hand deliver all submittals to the contracting officer (MICC) designated for the project. DPW will not accept any submittals unless filtered through MICC first.
- viii. Failure to comply with i-vi may result in a disapproved submittal.

**c. Special Instruction:**

- i. Contractor will ensure that all individuals associated with the Work adhere to all safety regulations and codes. Construction debris waiting removal from the site will be stored per regulations and codes. Contractor will walk the site prior to leaving for the day to ensure all debris is picked up and disposed of properly.
- ii. The contractor will verify that all Federal, State, Local, and Fort Benning (144R) environmental regulations and code are being followed.
- iii. Omissions from the drawings or specifications or the wrong description of details of work



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that are manifestly necessary to carry out the intent of the drawings and specifications, or that are customarily performed, shall not relieve the Contractor from performing such omitted or incorrectly described details of the work. The Contractor shall perform such details as if fully and correctly set forth and described in the drawings and specifications.

(Any drawings provided with this drawing package are to be reference only. )

**-- End of Architectural SOW --**



### **Anti-Terrorism (AT) Level I Training**

All contractor employees, to include subcontractor employees, requiring access Army installations, facilities and controlled access areas shall complete AT Level I Awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the COR or to the contracting officer, if a COR is not assigned, within 30 calendar days after completion of training by all employees and subcontractor personnel. AT level I Awareness training is available at the following website: <http://jko.jten.mil>.

### **Access and General Protection, Security Policy, and Procedures**

Contractor and all associated subcontractor employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

### **Contractor Employees Requiring a Common Access Card (CAC)**

Only the Contractor's key personnel will be issued a CAC. Before CAC issuance, the Contractor employee requires, at a minimum, a favorably adjudicated National Agency Check with Inquiries (NACI) or an equivalent or higher investigation IAW Army Directive 2014-05, *Policy and Implementation Procedures for Common Access Card Credentialing and Installation Access for Uncleared Contractors*. The Contractor employee will be issued a CAC only if duties involve one of the following: (1) Both physical access to a DoD Facility and access, via logon, to DoD networks on-site or remotely, (2) Remote access, via logon, to a DoD network using DoD-approved remote access procedures, or (3) Physical access to multiple DoD Facilities or multiple non-DoD Federally Controlled Facilities on behalf of the DoD on a recurring basis for a period of six (6) months or more. At the discretion of the Sponsoring Activity, an initial CAC may be issued based on a favorable review of the Federal Bureau of Investigation (FBI) fingerprint check and a successfully completed NACI at the Office of Personnel Management. For contractors that do not require CAC, but require access to a DoD facility or installation. Contractor and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (Army Directive 2014-05/AR 190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative).

### **iWATCH Training**

The Contractor and all associated sub-Contractors shall brief all employees on the local iWATCH Army program (training standards provided by the requiring activity ATO). This local developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employees commencing performance with the results reported to the COR NLT 10 calendar days after contract award.





### **Contractor Employees Requiring Access to Government Information Systems**

The Contractor, to include associated sub-Contractor employees, with access to a Government info system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services, and must successfully complete the DOD Information Assurance Awareness prior to access to the information system and then annually thereafter.

### **Operations Security (OPSEC) Training**

IAW AR 530-1, *Operations Security*, all personnel, to include Contractor employees and associated sub-Contractor employees must complete Level I Operations Security (OPSEC) training which is composed of both initial and continual awareness training (annually). All personnel within the first thirty (30) calendar days of arrival in the organization (or TO start date) must receive initial training to include a briefing on the organizations critical information, read/sign the OPSEC Individual User Compliance Agreement form, and send completion to the COR via electronic copy. The end state of initial and continual awareness training is that each individual should have the requisite knowledge to safeguard critical information. Level I OPSEC training is available at the following website:

<https://securityawareness.usalearning.gov/opsec/index.htm>.

### **OPSEC Standing Operating Procedure/Plan**

The Contractor shall adhere to the Government's Operations Security (OPSEC) Standard Operating Procedure (SOP)/Plan during the entire period of performance.

### **Contractor Employees Requiring Information Awareness / Information Technology (IA/IT) Training and Certification.**

The Contractor, to include associated sub-Contractor employees, performing IA/IT functions shall comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six (6) months of appointment to IA/IT functions. All contractor employees and associated subcontractor employees shall complete the DoD IA awareness training before issuance of network access and annually thereafter. IAW DoD 8570.01-M, DFARS 252.239.7001 and AR 25-2, the contractor employees supporting IA/IT functions shall be appropriately certified upon contract award. The baseline certification as stipulated in DoD 8570.01-M must be completed upon contract award.