

PERFORMANCE WORK STATEMENT (PWS)

Air Traffic Control (ATC) Services

PART 1

GENERAL INFORMATION

1. General. This is a non-personal services contract to provide Air Traffic Control (ATC) Services for the United States Army Garrison at Fort Bliss, Texas. The Government will not exercise any supervision or control over the contract service providers performing the services herein. The Contractor shall perform to the standards specified in this Performance Work Statement (PWS).

1.1 Description of Services. The Contractor shall provide all project management, supervision, and personnel to perform ATC services at Fort Bliss, TX. These services are required to support all aircraft operations within Fort Bliss owned or delegated airspace via coordinated agreements with Biggs Army Airfield (BAAF) ATC Branch. Fort Bliss has established ATC functional locations. These facilities are responsible for positive and procedural separation of Instrument Flight Rules/ Visual Flight Rules/ Unmanned Aircraft System (IFR/VFR/UAS) aircraft within Fort Bliss airspace. The Government shall provide examiner and regulatory inspection services to all ATC contractors and workspace located at Tower, building 13488 and Airspace Information Center (AIC) backup operation area at building 11210, where contractors will provide ATC services.

1.2 Background. BAAF has the tenth longest runway in the United States Army situated on approximately 5,400 acres. It is home to the 1st Armored Division Combat Aviation Brigade and the 204th Military Intelligence Battalion. The airfield is managed by the Airfield Division under the Directorate of Plans, Training, Mobilization, and Security (DPTMS) at Fort Bliss, Texas.

1.3 Objectives. ATC services are required to support all departing/arriving aircraft at Biggs Army Airfield and flight following services via an Airspace Information Center supporting aircraft operating over all Fort Bliss Special Use Airspace.

1.4 Scope. This contract includes all functions, tasks and responsibilities normally performed by an ATC function. Operations are conducted in an Army non-approach control tower and a Fixed Base (non-tactical) AIC located in Biggs ATC Tower, building 13488. The Contractor shall comply with all Federal Laws, Texas State Laws, Occupational Safety and Health Administration (OSHA) regulations, Army and Installation regulations. Any changes in regulations that increase responsibilities of workload after the signing of this contract may require a modification to the contract.

1.5 Period of Performance (POP). The period of performance shall be for one (1) Base Year of 10-months with a sixty (60) days phase-in period and four (4) 12-month option years, with an optional six (6) month extension.

Phase-in Period 60 days prior to base year start:	03FEB2027 – 04APR2027
Base Year:	04APR2027 – 03APR2028
Option Year I:	04APR2028 – 03APR2029
Option Year II:	04APR2029 – 03APR2030
Option Year III:	04APR2030 – 03APR2031
Option Year IV:	04APR2031 – 03APR2032

The following will be applicable only if the Contracting Officer (KO) determines extending the contract is necessary in accordance with FAR Clause 52.217-8, not to exceed 6 months.

6-month extension	04APR2032 – 03OCT2032
Phase-out Period	04SEP2032 – 03MAR2033

1.6 Quality Control. Quality Control is the responsibility of the Contractor. The Contractor is responsible for the delivery of quality services to the Government IAW the terms and conditions contained in Federal Acquisition Regulation (FAR) 52.246-1, entitled, "Contractor Inspection Requirements" and applicable sub-clauses pertaining to quality control.

1.6.1 Quality Control Plan. The Contractor shall develop, implement and maintain an effective Quality Control System which includes a written Quality Control Plan (QCP). The QCP shall implement standardized procedure/methodology for monitoring and documenting contract performance to ensure all contract requirements are met. The Contractors' QCP must contain a systematic approach to monitor operations to ensure acceptable services are provided to the Government. The QCP, as a minimum, shall address continuous process improvement; procedures for scheduling, conducting and documentation of inspection; discrepancy identification and correction; corrective action procedures to include procedures for addressing Government discovered non-conformances; procedures for root cause analysis to identify the root cause and root cause corrective action to prevent re-occurrence of discrepancies; procedures for trend analysis; procedures for collecting and addressing customer feedback/complaints. The Contractor shall provide to the KO their quality control plan (QCP) within 30 days after contract award; changes to the QCP after award shall be submitted to the KO and Contracting Officer's Representative (COR) within five (5) working days prior to the proposed changes thereafter. After acceptance of the quality control plan the Contractor shall receive the Contracting Officer's acceptance in writing of any proposed change to their QC System regarding this contract.

1.6.2 Corrective Actions. If it is determined by the KO that the quality control system, personnel, instructions, controls, tests, or records are not providing results which conform to contract requirements, action shall be taken by the Contractor to correct the deficiency.

1.7 Quality Assurance. The Government will evaluate the Contractor's performance under this contract in accordance with (IAW) the Quality Assurance Surveillance Plan (QASP). This plan is a Government only document primarily focused on what the Government deems appropriate to assure that the Contractor has performed IAW the requirements of the Performance Work Statement (PWS) of this contract. It defines how the performance standards are applied, the frequency of surveillance and the minimum acceptable deficiency rate(s) as illustrated within the PWS and Performance Requirements Summary (PRS).

1.8 Post Award Conference/Periodic Progress Meetings. The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office IAW Federal Acquisition Regulation Subpart 42.5, Post Award Orientation. The KO and COR will meet periodically with the Contractor to review the Contractor's performance. At these meetings, the KO will provide the Contractor of how the Government views the Contractor's performance and the Contractor is afforded the opportunity to raise issues, identify problems and make recommendations for deficiencies.

1.9 Hours of Operation. 24 hours a day, seven days a week (24/7) ATC Operations (Tower and AIC have established three (3) scheduled shift hours (day shift, second shift and third shift) as indicated below (All CLINS):

a. CLIN 1, Day Shift/First shift will support Monday through Friday at Tower and AIC locations.

- Key personnel, shift hours 0800 – 1700, refer to section 1.15.2
- Key personnel, shift hours 0800 – 1600, refer to section and 1.15.3
- Bargaining personnel, shift hours 0800 – 1600, refer to section 1.15.14

b. CLIN 2, Night Shift hours (second shift) will support Monday through Saturday, from 1600 to 2400 and (third shift) will support from 0000-0800 at Tower and AIC locations.

- Key personnel, 1.15.3
- Bargaining personnel, refer to section 1.15.14

c. CLIN 3, Sunday Shift will support day shift hours from 0800 to 1600 at Tower and AIC locations. .

- Key personnel, 1.15.3
- Bargaining personnel, refer to section 1.15.14

d. CLIN 4, Sunday Night Shift (second shift) will support shift hours from 1600 to 2400 and (third shift) 0000-0800 at Tower and AIC locations.

- Key personnel, 1.15.3
- Bargaining personnel, refer to section 1.15.14

e. CLIN 5, Holiday Shift will support all three (3) shift hours at Tower and AIC locations.

- Key personnel, 1.15.3
- Bargaining personnel, refer to section 1.15.14

1.9.1 Level of Support. The level of support is 24/7 with three (3) scheduled shifts based on mission requirements.

1.9.2 Federal Government Holidays. The Contractor will provide service/support during the Federal holidays times listed:

- New Year's Day 1 January
- Martin Luther King Jr.'s Birthday 3rd Monday of January
- Presidents Day 3rd Monday of February
- Memorial Day Last Monday of May
- Juneteenth 19th June
- Independence Day 4 July
- Labor Day 1st Monday of September
- Indigenous / Columbus Day 2nd Monday of October
- Veterans Day 11 November
- Thanksgiving Day 4th Thursday of November
- Christmas Day 25 December

1.10 Place of Performance. The work will be performed primarily at Biggs Army Airfield, building 13488 and Airfield Operations, building 11210 (backup location).

1.11 Type of Contract. The Government will award a Firm Fixed Price Indefinite Delivery Indefinite Quantity (IDIQ) Contract.

1.12 Security. All ATC contractor personnel shall obtain and maintain clearance of SECRET for the life of the contract. The Contractor shall comply with all personal

identity verification requirements and provide all information required for background checks. Application processing and approval shall occur during the Phase in period. The security requirements are IAW the Department of War (DoW) Contract Security Classification Specification form DD254. This requirement applies to replacement personnel prior to employment on this contract.

1.12.1 Threat Awareness Reporting Program (TARP/CIAR). For all contractors with security clearances. Per AR 381-12, Counterintelligence Awareness and Reporting (CIAR) Training, contractor employees must receive annual CIAR training by a Counterintelligence (CI) agent or other trainer as specified in 2-4b.

1.12.2 Access and Security Policy /Procedures. The Contractor and all associated subcontractor employees shall provide all information required for background checks by the installation Provost Marshal Office, Directorate of Emergency Services, or Security Office. The Contractor must comply with all personal identity verification requirements, Federal Aviation Regulation (FAR) clause 52.204-9, (Personal Identity Verification of Contract Personnel) as directed by DoW, Headquarters Department of the War, and local policy.

1.12.3 Before CAC issuance, the contractor employee requires, at a minimum, a favorably adjudicated National Agency Check with Inquiries (NACI) or an equivalent in accordance with Army Directive 2014-05. 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 6 months or more. An initial CAC may be issued based on a favorable review of the FBI fingerprint check and a successfully scheduled NACI with the Office of Personnel Management.

1.12.3.1 Information Assurance/Information Technology. All contractor employees and associated subcontractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor employees working IA/IT functions must 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.

1.12.4 Entry into Restricted Areas. Contract performance will require entry into designated restricted or vulnerable areas. All persons and vehicles entering a military installation are subject to video recording and/or search. Photographing, making notes, drawings of maps, or graphic representations of the installation or its activities is prohibited unless specifically authorized by the Commanding Officer. Any such material found in the possession of unauthorized personnel will be confiscated.

1.12.4.1 Entry Denial. The Government reserves the right to deny Contractor personnel entry into Government installations and facilities upon discovery of information, which indicates that the individual's continued entry into Government installations, and facilities or trustworthiness is not in the best interest of national security.

1.12.5 Operations Security (OPSEC). Per AR 530-1, *Operations Security*, the contractor employees must complete Level I OPSEC Awareness training. New employees must be trained within **30** calendar days of their reporting for duty and annually thereafter. 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 **five (5)** calendar days after completion of training by all employees and subcontractor personnel. OPSEC training is available at <https://securityawareness.dcsa.mil/opsec/index.htm>

1.12.6 Physical Security. The Contractor shall be responsible for safeguarding all Government equipment, proprietary information and property provided for Contractor use. At the close of each work period, Government facilities, equipment and materials shall be secured.

1.12.7 Key Control. The Contractor shall establish and implement methods of making sure all keys issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons.

1.12.7.1 Lost Keys. In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the KO, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor.

1.12.7.2 Unauthorized Area. The Contractor shall prohibit the use of Government issued keys/key cards by any personnel other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of personnel other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the KO. The Contractor will only enter Contractor allowed Government area when scheduled to work in that area.

1.12.7.3 Lock Combinations/ Door Codes. The Contractor shall establish and implement methods of ensuring that all lock combinations and door codes are not revealed to unauthorized personnel. The Government shall ensure that lock combinations and door codes are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's QCP. Contractor will not allow "piggybacking" (letting cars with personnel

that are not on the contract in the restricted area) of vehicles through the entrance gate to the tower. The contractor will report this incident and the proper corrective action to COR.

1.12.8 Vehicle Registration Requirements. All Contractor personnel shall register their privately owned vehicles routinely driven on Fort Bliss IAW current Installation policy.

1.12.9 Contractor In-processing/Out-processing Requirements. The Contractor shall notify the COR of all persons to be hired and terminated by the Contractor for any reason. New employees will be directed to the COR so in processing procedures can be briefed/initiated, including Joint Personal Adjudicative System (JPAS) verification. Departing employees will perform established out-processing procedures which shall include as a minimum: forfeit their vehicle decal upon departure from the Installation (if issued); turn in assigned Government keys; turn in Government cards to the COR. Out-processing procedures will be completed before the final day of service of the employee.

1.12.10 AT Level I Training IAW AR525-13, Antiterrorism (AT), all contractor employees, shall complete AT Level I awareness training within thirty (30) calendar days after contract start date or date of hire of new employees. The contractor shall submit certificates of completion for all contractor employees to the COR, within five (5) calendar days after completion of training by all employees or hiring of new employees. AT Level I training is available at the following site: <https://jko.jten.mil/courses/AT-level1/launch.html>.

1.12.11 Locally Developed iWATCH Army Training. The Contractor shall brief all employees on the local iWATCH Army program. This 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 thirty (30) calendar days after contract award and within thirty (30) days of new employees commencing performance and send to the COR NLT thirty (30) calendar days after completion.

1.13 Security of Classified/Unclassified Information. Classified Information: The Contractor shall not have access to classified information; should classified documents fall into the possession of the Contractor, the Contractor shall immediately contact the COR for disposition instructions. Unclassified Information (CUI): if the contractor is provided with CUI, or generates CUI, then dissemination controls and protective measures will be developed by the contractor to safeguard this information that prevents violation of clause 252.204-7000 of the Defense Federal Acquisition Regulation Supplement. Safety. The Contractor shall establish and maintain a safety plan. The Contractor shall submit a draft of the safety plan to the KO at the time of proposal. The Contractor shall submit the final safety plan to the KO no later than (NLT)

fourteen (14) calendar days after contract award. Contractors will comply with DFARS clause 252.204-7012, DFARS provision 252.204-2019, and DFARS clause 252.204-7020.

1.13.1 The Contractor shall comply with Occupational Safety and Health Act (OSHA) and 29 CFR 1910, Occupational Safety and Health Standards to provide safety control for the protection of life and health of employees. The compliance shall assist the Contractor in the prevention of damage to property, materials, supplies, equipment, and avoid interruptions in the performance of this contract. The Contractor shall comply with the above and all applicable Department of War (DoW), Army, Federal, State and Local safety and health requirements.

1.13.2 Reporting of Fire and Safety Hazards: The Contractor shall train their personnel to recognize fire and safety hazards and encourage their personnel to report fire and safety hazards and unsafe conditions to their supervisor.

1.13.3 Environment and OSHA. The Contractor shall comply with all OSHA standards, local, State, and Federal environmental and occupational safety laws, rules, and regulations. Any apparent conflict between compliance with such local, State, and Federal environmental and occupational safety laws, rules, regulations, and compliance with the requirements of the contract shall be immediately brought to the attention of the COR for final resolution.

1.13.4 Personnel Safety.

1.13.4.1 The Contractor shall establish a safety plan which provides safety and health protection as required by AR 385-10, Chapter 1. This regulation incorporates the Occupational Safety and Health Act (OSHA) as a minimum standard. The Contractor shall observe the requirement for a safety observer when electrical potential exceeds 30 volts AC or DC. The Contractor's safety plan shall be submitted within fourteen (14) calendar days after contract award to the KO upon contract award.

1.13.4.2 The Contractor shall appoint a Safety Manager, which may be a co-lateral duty with another position. The Government reserves the right to conduct unannounced safety inspections at any time.

1.13.4.3 The Government reserves the right to investigate incidents and accidents as defined by AR 385-10, Chapter 3. The Contractor shall immediately report to the COR any bodily injury, death, damage to Government property and any loss of Government property resulting from the activities of the Contractor. The Contractor shall document a proper and thorough analysis of all incidents and accidents to identify and eliminate the causes IAW AR 385-10. A serious incident report is submitted by the Site Manager IAW AR 190-45 and DA PAM 385-40 to the Airfield Manager.

1.13.4.4 Emergency first aid is available at the William Beaumont Army Medical Center (WBAMC). All other services shall be provided by the Contractor and comply with OSHA standards. Emergency first aid is defined as medical/surgical treatment provided to patients to save life, limb, or eyesight, and prepare them for evacuation without jeopardizing the patient's well-being.

1.13.4.5 The Contractor shall assure that all signs, traffic markings, equipment, machinery, and hazards within control are marked or painted to identify the hazard. The colors and markings used will conform to OSHA (29 CFR 1910.144).

1.13.4.6 The Contractor shall ensure that all Contractor-owned power-operated equipment and tools have guards and/or other required safety features, which conform to the provisions of OSHA and other state and local laws.

1.13.4.7 Fire Prevention. The Contractor shall take all necessary safety and fire precautions and comply with regulations listed in Fort Bliss, BAAF Safety SOP (Appendix 13) as they apply to the Contractor's operations under this contract.

1.14 Contracting Officer Representative (COR). The COR monitors all technical aspects of the contract and assists in contract administration. The COR is not authorized to change any of the terms and conditions of the contract.

1.15 Personnel. The Contractor shall staff this effort with trained, competent, and capable employees. Contractor personnel shall ensure their controllers meet Class IV flight physical standards and have a Federal Aviation Administration (FAA) Form 7220-1, CTO or AVO Credential.

1.15.1 Key Personnel. Required key personnel include ATC Site Manager, ATC Facility Chief, AIC Facility Chief, and ATC Training Supervisor, AIC Training Supervisor, and ATC and AIC Administrative Supervisors. The primary responsibility of key personnel is to participate in scheduled meetings, training, and inspections with the Government. Key personnel functions cannot be combined with other position at the same time, for example, the Government cannot approve airspace because there is no Subject Matter Expert (SME) present.

1.15.2 ATC Site Manager, ATC Facility Chief, AIC Facility Chief, ATC Training Supervisors and AIC Training Supervisors key personnel shift scheduled hours are:

- a. Day/First Shift scheduled hours are Monday to Friday, from 0800 – 1700.

1.15.3 ATC and AIC Administrative Supervisors key personnel shift scheduled hours are:

- a. Day/First Shift is scheduled 24 hours/7 days a week from 0800 -1600.
- b. Second Shift is scheduled 24 hours/7 days a week from 1600 - 2400.
- c. Third Shift is scheduled 24 hours/7 days a week from 0000 - 0800.

1.15.4 Resumes. The Contractor shall provide resumes to the ATC Branch Chief for the ATC Site Manager, ATC and AIC Chiefs, ATC and AIC Training Supervisors, ATC and AIC Administrative Supervisors, ATC Controllers, and AIC specialists positions and any time there is a change of one of these positions.

1.15.5 The Contractor is cautioned that off duty active military personnel hired under this contract may be subject to Permanent Change of Station (PCS), change in duty hours, or deployment. Military Reservists and National Guard members may be subject to recall to active duty. Their absence at any time shall not constitute an excuse for nonperformance under this contract. The following personnel are considered key personnel by the Government:

1.15.6 ATC Site Manager. The Contractor shall identify a dedicated Site Manager (Project Management). The Site Manager shall have full authority to act on behalf of the Contractor on all contract matters relating to daily operations of this contract. The Site Manager shall possess demonstrable supervisory experience as a SME in Army ATC with a minimum of six (6) years' Army ATC experience controlling aircraft at Army locations and at least eight (8) years' managerial/supervisory experience related to Army ATC Operations. Civilian education can equate for half of the supervisory experience such as a degree in Business Management.

1.15.7 The Site Manager shall not be included in any work schedule prepared by the Contractor for performing levels of service IAW TC 3-04.15. The Site Manager shall be located at Fort Bliss and designated in writing no later than NLT than five (5) days after the start of the Period of Performance (POP).

1.15.8 The Site Manager's Duty is:

- a. Ensure that ATC systems are operationally acceptable.
- b. Ensure each shift is manned with the required amount of personnel.
- c. Ensure that facilities collect and safeguard data on aircraft mishaps, emergencies, or violations.
- d. Ensure that all assigned ATC personnel maintain currency in assigned facilities on a monthly basis with the results reflected on a spreadsheet in each facility that is visible at all times.
- e. Ensure that facilities conduct the Government's ATC/AIC training and rating programs according to prescribed regulations.

1.15.9 The Site Manager shall be physically present and available on site during normal Fort Bliss duty scheduled hours (0800-1700), Monday through Friday, excluding Federal Holidays. The Contractor shall provide to the KO and the COR a phone number for the

Site Manager and alternate(s) during duty and non-duty scheduled hours (to include evenings, holidays, and weekends). This individual shall be available to meet with Government personnel, unless mission dictates. The Site Manager shall be present at the daily 0800 synchronization meeting.

1.15.10 ATC and AIC Facility Chief Functions. The ATC and AIC Facility Chief positions will be dedicated and will not be combined. These positions shall not be dedicated to a control position function included in any work schedules prepared by the Contractor except for position currency requirements. The Contractor shall provide one (1) ATC Chief and one (1) AIC Chief to supervise and manage the ATC and AIC locations respectively. They shall be present at the daily 0800 synchronization meeting to brief the government on all missions, exercises and/or ATC Safety issues that arise. Positions shall have a minimum of six (6) years ATC service respectively (Tower = six (6) years' experience, ATC = six (6) years' experience) at an Army Fixed based ATC operational experience controlling aircraft at Army locations. To prohibit any interruptions in ATC operations, the ATC Chief requires a previous tower rating prior to employment and the AIC Chief requires a previous AIC certification prior to employment. The ATC Chief and AIC Chief shall perform the following functions as described in TC 3-04.15, Chapter 1:

- Ensure the facility operates according to military, international Civil Aviation Organization (ICAO), rules and regulations.
- Gathers, reviews, and verifies Terminal Instrument Procedures Service (TERPS) data associated with assigned facility.
- Shall ensure the operational readiness of the facility equipment.
- Ensures all controllers meet the physical standards of AR 40-501
- Ensure the operational readiness of facility equipment and associated Navigational Aids (NAVAIDs).
- Maintain a current file of pertinent regulations, manuals, charts, maps, and training material listed in appendix A of TC 3-04.15.
- Ensure assigned personnel maintain currency on each ATC position.
- Maintain custodial control of all facility forms, records, and publications and ensures their accuracy, completeness, and distribution.
- Initiate and maintain a facility duty schedule.
- Conduct position qualification evaluations.
- Administer annual written exams and conducts skill evaluations.

1.15.12 ATC and AIC Training Supervisor Functions. The Contractor shall provide one (1) ATC Training Supervisor and one (1) AIC Training Supervisor whose purpose is to supervise and manage Training in the ATC and AIC locations respectively during day shift. The ATC and AIC Training Supervisor will have a previous tower rating or ATCS certification prior to position appointment. The Training Supervisor shall not be dedicated to a control position included in any work schedules prepared by the Contractor except for position currency requirements listed in TC 3-04.15.

1.15.12.1 The ATC and AIC Training Supervisors will be dedicated and not be combined. The Training Supervisor should have a minimum of six (6) years of ATC operational experience controlling at a DoW facility. The Contractor shall make available any training materials to the COR as a deliverable. The Training Supervisor shall:

- Plan, schedule, direct, and supervise the facility Training of assigned ATC/AIC personnel.
- Supervise and conduct classroom and self-study Training.
- Maintain local course material, Training aids, and control scenarios to supplement and enhance the Facility Training Program (FTP).
- Evaluate and analyze the capabilities and progress of the ATC personnel assigned to that facility.
- Maintain Training records.
- Ensure the position qualification (PQ) of trainees.
- PQ trainees.
- Recommend to the ATC/AIC Chief the controllers who require proficiency or remedial training. The Training Supervisor bases his/her recommendations on personal observations and supervisory comments.
- Administer biennial written exams and conduct skill evaluations.
- Report to the Site Manager on status of trainee progression. Conducts position qualification evaluations.

1.15.13 Administrative Supervisor Function. These positions will be dedicated and cannot be combined. During the 24/7 scheduled shifts duty hours, tour he/she shall manage the efficiency of ATC operations. The Administrative Supervisor will perform normal ATC duties in addition listed below:

- Assign and direct all phases of the subordinates' work.

- Ensure interfacility coordination lines, crash/alert phones and all emergency lines are monitored 24/7 scheduled shifts hours within ten (10) seconds.
- Ensure personnel receive on-the-job training (OJT) and conduct assessments of training through the administration of controller evaluations (DA Form 3479-1-R, Trainee/Controller Evaluation).
- Conduct position qualification evaluations when directed by the ATC Chief or Training Supervisor but is restricted from conducting biennial skill evaluations.
- Assist and advise controllers during emergencies.
- Maintain facility records.
- Ensure personnel are current and proficient.
- Notify search and rescue facilities of aircraft in distress and provide assistance and advice.
- Delegate responsibility to subordinates and assist the training supervisor/specialist.
- Evaluate the operational effectiveness of facility systems, subsystems, and equipment.
- Record and report outages and take action to correct discrepancies.

1.15.14 Bargaining Positions. During 24 hour/7 days scheduled shifts, 0800 – 1600, 1600 – 2400, and 0000-0800. Each shift shall have two (2) bargaining positions to fulfill functions for ATC and AIC locations.

1.15.14.1 Local Control Position Function. Issues information and clearance for properly separating and sequencing aircraft under his control.

1.15.14.2 Ground Control Position Function. Issues information and instructions for the orderly movement of traffic (aircraft, vehicles, and pedestrians) on the movement area. This position is combined with the Flight Data position in the Tower.

1.15.14.2.2 Flight Data Position Function. Receives, posts, and relays flight data clearances and messages and assists in facility operations, as directed. This position is combined with the ground control position in the Tower.

1.15.14.3 Flight Following Position Function. Issues information and advisories to arriving, departing, and enroute aircraft and monitors the flight progress of aircraft. Receives, posts, and relays progress reports and posts information to flight data strips, boards, charts, and tactical situation maps.

1.15.14.4 Flight Deck Position Function. Provides advisory services, weather updates, and radar traffic advisories to VFR and IFR aircraft operating within designated Special Use Airspace or training sectors.

1.15.15 Controllers. The Contractor shall ensure that controllers have the AC Form 8060-1, Control Tower Operators Certificate (CTO), and medical certification NLT than the indoctrination phase of ATC training. All controllers will be facility rated/certified at the Biggs ATC Facility IAW TC 3-04.15, AR 95-2, and related Army regulations by the conclusion of their controller training. The ATC and AIC facility controllers shall be dedicated to their facilities and shall not work in both.

1.15.16 Controller Certifications. IAW AR 95-2 and TB 001-23, the Contractor shall ensure that all controllers possess the following current and valid professional ATC Certification (CTO or ATCS Card/AOV) prior to starting work and such certifications remain current throughout the term of this contract. Copies of these records shall be retained and available to the Government upon request:

- a. AC Form 8060-1, Control Tower Operators Certificate Biggs Tower.
- b. FAA 7220-1 (ATCS Card) Biggs Tower and Biggs AIC.
- c. Air Traffic Safety Oversight (AOV) Credential (Not applicable for Contractors)

1.15.16.1 Class IV Flight Physicals and DD Form 2992.

Flight physicals are provided to the Contractor by the Government utilizing Fort Bliss Medical services at no charge for the purposes of qualifying Operators for a valid DD Form 2992. Any additional cost associated with medical service beyond the flight physical will be billed to the Contractor. All Contractor employees shall have a current DD Form 2992 stating full flying duties approved and signed by the ATC Branch Chief before they can proceed to the position qualification phase. Per AR 40-501 and the PWS, contract personnel must satisfy all training and medical readiness standards in accordance with AR 40-501 and TC 3-04.15. This includes securing an approved DD Form 2992 and completing both Part 1 and Part 2 of the Army flight physical within 60 training days. If medical processing is delayed, personnel may perform restricted, non-control duties (e.g., simulator training or Flight Data coordination) subject to coordination between the Government Approval Authority and the evaluating Medical Authority. The contractor shall be provided a protected time slot once a month for the contractor to schedule their part 1 flight physical.

1.15.16.2 Coordination and Notification.

The Contractor is the responsible party for ensuring all personnel maintain current medical certifications. To facilitate this:

- **Government Coordination:** The ATC Branch Chief shall act as the primary liaison with local medical services. Once available examination dates are communicated to the ATC Branch Chief by the medical facility, the Branch Chief will coordinate these dates directly with the Contractor.
- **Notice Period:** The Contractor shall receive at least thirty (30) days' notice for all scheduled flight physical appointments. This notice period is provided to ensure the Contractor can maintain mission-ready staffing levels and comply with internal labor scheduling requirements.

1.15.16.2.1 Mandatory Scheduling Window.

To support uninterrupted operations and allow sufficient time for specialty follow-ups and waiver requirements, the Contractor shall strictly adhere to the following scheduling window regardless of the specific appointment date:

- Part 1 of the flight physical may begin up to sixty (60) days prior to the employee's birth month.
- Part 1 must be completed no later than the first day of the employee's birth month.

1.15.16.3 Risk, Compliance, and Liability.

Failure to maintain a current flight physical will result in a medical grounding (downslip) and immediate loss of work status, potentially leading to the termination of the employee by the Contractor. If a Contractor employee fails to complete Part 1 within the mandated 60-day window and consequently misses their birth-month Part 2 examination, any resulting delay, downslip, or loss of operational coverage shall not be attributable to the Government. Early completion of Part 1 mitigates this risk and is the sole responsibility of the Contractor.

1.15.16.4 Records Management.

Upon completion of the flight physical, the Contractor shall ensure all completed DD Form 2992s are immediately forwarded to the COR and the Airfield Management designated representative for proper upload and system entry into the Aviation Resource Management System (ARMS) and facility records.

1.15.17 Supervision of Contractor Employees. The Government will not exercise any supervision or control over Contractor employees while performing work under the contract. Such employees shall be accountable solely to the Contractor, not the Government. The Contractor, in turn, shall be accountable to the Government for Contractor employees.

1.16 Training. The Contractor shall provide ATC training for control tower and AIC facility personnel. The Contractor is responsible for the completion of all mandatory Government-assigned training (e.g., OPSEC, Information Assurance). The Contractor shall manage the Facility Training Program (FTP) to guide controllers through all training phases to become facility rated and remain proficient. The COR will forward

these requirements to the Site Manager as needed, which will include a suspense date approved by the KO for training completion by the Contractor.

1.16.1 The Contractor shall manage the Biggs Tower/ Bliss Radio Facility Training Program (FTP) that establishes a Program of Instruction (POI) to guide controllers through all Training phases to become facility rated and remain proficient. These programs are proprietary to the Government and will not be disseminated without the consent of the ATC Branch Chief.

1.16.2 FTPs are responsible to incorporate a Training schedule that gives the trainee, trainer and Administrative Supervisor a clear understanding of what the trainee is expected to learn and a reasonable amount of time in which to learn it.

1.16.3 Facility Training Manual (FTM). The Contractor shall make the Facility Training Manual available at work sites.

1.16.4 The ATC/AIC Chief is responsible for ensuring the FTM remains current with the most up to date information and is approved by the ATC Branch Chief. The FTM is required to be reviewed and/or updated at least annually, to include providing the Government with corrections, addendums and updates as necessary. A memorandum will be attached to the front of each FTM with the date, statement of review or update, and the ATC/AIC Chief's signature. This memorandum will be created even if no changes are made. TC 3-04.15 Table B-1 shows a detailed FTM subject outline for installation facilities.

1.16.5 The Contractor shall provide at least four (4) copies of the FTM that are maintained at each facility: one (1) copy for the facility reference file, one (1) copy for the controller reference file, one (1) copy for controllers to sign out, and , one (1) copy to the COR where it shall be maintained on file.

1.16.6 Training and Proficiency Record - Controller.

1.16.6.1 The Contractor shall maintain a complete and current DA Form 3479-R for all controllers. A paper record on each controller shall be maintained in an area that is accessible only to authorized personnel. No one shall remove, alter, omit, delete or destroy any section or component of the DA Form 3479-R. These records are proprietary to the Government and cannot be released without the consent of the ATC Branch Chief.

1.16.6.2 File folders are available to the individual controller upon request to be reviewed in the facility. They also will be made available to:

- a. Air Traffic Services Command (ATSCOM).
- b. ATC Commanders.

- c. FAA authorities.
- d. Supervisors (Training or Administrative).
- e. Aircraft accident and flight violation investigators.
- f. Systems managers and their authorized representatives.
- g. Trainee/Controller Evaluation.

1.16.6.3 The Contractor shall use the DA Form 3479-1-R to provide a written evaluation of an individual's training progress or job performance. Personnel responsible for the completion of DA Form 3479-1-R are to ensure the evaluation factors are standardized for each operating position within the facility.

1.16.6.4 The Contractor is to use the DA Form 3479-1-R to record trainee/controller proficiency and qualification at all control positions. The evaluator shall make the appropriate entries and sign the form.

1.17 Reference Files/Records.

1.17.1 The Contractor shall certify all completed services on a monthly basis and provide a monthly invoice for all certified work to the COR no later than the fourth workday of each month following the month in which work was performed. To report on the facility's operational metrics and workload, the Contractor shall provide to the COR a copy of DA Form 3479-6 (Hourly/Monthly Traffic Count) no later than the fourth workday of the following month. The Contractor shall provide to the COR a copy of DA 3479-6 (Hourly/Monthly Traffic Count) NLT five (5) calendar days after the month of activity. Reports are to be provided by the Contractor to the COR at other times as requested by the Government.

1.17.2 The Contractor shall maintain a current set of facility directives, Letters of Agreement (LOAs), handbooks, Army regulations, field manuals, technical manuals, messages, and facility training manuals. All references shall be kept current and be immediately available to facility personnel operations, reference, training, and study. TC 3-04.15, Appendix A lists the publications that are basic to ATC facility operations and training.

1.17.3 The Contractor shall use DA Form 3479-1-R to document and provide continuous written evaluations of an individual controller's training progress, proficiency, and daily job performance as part of their facility training records.

1.17.4 Reference material is to be arranged in loose-leaf binders, labeled in accordance with AR 25-400-2, and kept in a bookcase, rack, or similar suitable container. Required

reference materials may be maintained on computer recorded media (such as, hard drive, CD, zip drive) provided that controllers have immediate access to the current material. The recent information and operating position files, charts, diagrams, and maps will not be maintained on recorded media.

1.17.5 Facility Reference File

1.17.5.1 The Contractor shall establish and maintain a complete reference file of the written material required for facility operations. This file is to be maintained in the ATC/AIC Chief's office.

1.17.5.2 At a minimum, the facility reference file is to include the publications listed in TC 3-04.15, Appendix A. This file should also contain copies of Field Training Manuals (FTM)s, Standard Operating Procedures (SOPs), operating manuals, and other materials of value to controllers and facility operations.

1.17.5.3 Controller Reference File. The publications listed in TC 3-04.15 Appendix A are required to support daily operations and are to be readily available to controllers in facility operating positions. ATC facilities are required to maintain separate controller reference files.

1.17.5.4 Recent Information File. The Contractor shall maintain an information file in a folder, binder, or clipboard. The file is to be used to post shift schedules and new information about facility operations. This file is temporary. Items are removed and filed in accordance with AR 25-400-2 after all personnel have initialed the document. It is to be readily available to controllers in facility operating positions. Each controller shall read and initial new directives, changes, or other materials before assuming a control position. Items may be removed from the file when all controllers have initialed them.

1.17.6 Operating Position Files.

1.17.6.1 The Contractor shall maintain operating position files in a loose-leaf binder or other suitable display file for each facility. These files are to be available for each operating position, so all controllers have an immediate source for confirming data or obtaining information. To determine what to include in the files, the ATC/AIC Chief shall decide what material applies to each position.

1.17.6.2 All local procedures and instruction handbook materials pertaining to a certain operating position will be identified, defined and maintained. For example, a portion binder should include LOAs, operations letters, memorandums and other documents pertaining to operating position.

1.17.6.3 Mandatory items for operating position files include:

a. Instructions dealing with airfield emergencies (such as in-flight/ground emergencies, hijacking, bomb threats, facility evacuation and position-specific responsibilities).

b. A list of suitable airports, as determined by the ATC Branch Chief, showing runways, type of surface lighting and distance and bearing from the facility.

c. Charts, Diagrams and Maps.

d. Each ATC facility, control tower, radar facility and flight-following facility shall maintain certain charts, diagrams and maps for reference. The requirements for these materials are given below:

1.17.7 ATC/AIC Facility Files. Each ATC facility shall maintain current crash grid maps, sunrise and sunset tables, and flight information publications.

1.17.7.1 Diagrams and Charts. The control tower is required to maintain the following diagrams and charts:

a. Airfield diagram. The airfield diagram will depict runways, ramps, blind spots, Instrument Landing System (ILS), critical areas, helipads, wind equipment and Radio Transmission (RT) groups. The Contractor shall review the diagrams and charts annually and post the date of review to the chart.

b. Intersection take-off diagram. The intersection take-off diagram is to depict distances remaining rounded down to the nearest fifty (50) feet. The intersection take-off diagram may be incorporated into the airfield diagram provided no information is omitted and the diagram remains legible.

c. Visibility Charts. The Contractor, with weather support personnel, will prepare a chart of day and night visibility markers. They may use panoramic photographs marked with distances and cardinal compass points. Each marker is identified and its distance from the tower noted. The height of the marker is noted if used for estimating heights of clouds and obscuring phenomena. The ATC Branch Chief and weather personnel will review these charts annually. Both personnel conducting the review will annotate their name and the date on the chart.

1.17.7.2 Flight Following Facility Map. The personnel at the AIC shall keep an up-to-date map of its area of responsibility.

1.17.8 Administrative Correspondence. The Contractor shall ensure that each ATC Facility maintains a file of administrative correspondence. This correspondence should include Letters of Agreement (LOAs), Letters of Procedure (LOPs), Facility Memorandums. Relevant LOAs, LOPs, and Facility Memorandums will be provided to the Contractor after the award of the contract if applicable.

1.17.8.1 Letters of Agreement. LOAs may apply to a specific facility, a group of facilities or all facilities within a designated geographical area. LOAs are prepared between the U.S. Army and other military services or Guest Nations. They are also prepared between centers and towers, centers and terminal radar facilities or ATC facilities located on the same or different airfields. The ATC Branch Chief shall approve LOAs to:

- a. Delegate areas of control, jurisdiction and the conditions of use.
- b. Define special operating conditions or specific ATC procedures.
- c. Define interfacility or interagency responsibilities and coordination requirements.
- d. Describe procedures that deviate from or are not contained in TC 3-04.15 and other applicable regulations and directives.

1.17.8.2 Letters of Procedures. LOPs should be prepared using AR 25-50 and FAAO 7610.4, as administrative guidelines. Ensure LOPs are worded so the Army maintains the greatest degree of mission flexibility within limits prescribed by law or regulation. Care is required when choosing the appropriate subject matter, terminology, and correct procedures when negotiating the content.

1.17.8.3 Facility Memorandums. The ATC/AIC Chief are responsible for issuing facility memorandums when internal facility operations shall be regulated and standardized. Memorandums will contain instructions on the administrative or operational practices and procedures within the facility. The ATC Branch Chief will issue a memorandum as a joint document when it applies to two or more ATC facilities under his jurisdiction.

1.17.8.3.1 Facility memorandums will follow the standard Army memorandum format in accordance with AR 25-50 and are numbered in sequence (25-1, 25-2 meaning the first/second memorandum for 2025). Facility memorandums will be limited to one subject, operation or procedure, enclosures and attachments will be included if applicable.

1.17.8.4.2 Facility memorandums shall be reviewed annually to ensure that the facility memorandums are accurate and up to date. The ATC/AIC Chief shall date and sign the annual review.

1.17.8.5 Facility Records. Facility Records are to be managed according to the procedures in AR 25-400-2 and as directed by the servicing adjutant general. Facility Records are a part of the facility's permanent records and subject to review by authorized personnel and agencies. No records, recorded or written, shall be released without permission from the ATC Branch Chief and after coordination with the ATC Branch Chief and Government Airfield Manager. Incorrect entries will not be erased or struck over. When an entry must be corrected, a line will be typed or drawn through the

incorrect portion and the correct entry made. The controller correcting the error shall initial the correction.

1.17.8.5.1 Instructions for completing DA Form 3502-R (Daily Report of ATC Facility) and DA Form 3503-R (ATC Position Log) are given in TC 3-04.15.

1.17.9 Operational Hazard Report.

1.17.9.1 Controllers that witness procedural or material operational hazards or unsafe ATC practices or procedures shall submit DA Form 2696 (Operational Hazard Report) to their supervisors. Procedures covering the completion and disposition of DA Form 2696 are covered in AR 385-10. The ATC/AIC Chief shall ensure that blank copies of this form are available. He/she shall also ensure that completed forms are correct and submitted through the appropriate commander to the local Aviation Safety Officer or Airfield Operations Officer.

1.17.9.2 The Facility Training Manual (FTM) shall include instructions for preparing and submitting DA Form 2696.

1.17.9.3 Operational hazard reports are not used to report alleged flight violations for punitive action and a memorandum is used instead. AR 95-1 provides guidance for processing alleged flight violations.

1.17.9.4 Training and Proficiency Record and Controller and Trainee/Controller Evaluation. TC 3-04.15, Chapters 7, and appendix F cover the preparation, retention, and distribution of DA Forms 3479-R and 3479-1-R.

1.17.9.5 ATC Facility Personnel Status Report DA Form 3479-6. All facilities authorized or assigned U.S. Army, Army National Guard, Department of the Army Civilian (DAC), contract controller personnel shall prepare and submit DA Form 3479-6 (ATC Facility and Personnel Status Report) or an automated version of the form within the first 15 workdays of the succeeding calendar month. The Contractor shall forward this completed unclassified form to the ATC Branch Chief. Instructions for completing DA Form 3479-6 are in TC 3-04.15, appendix A.

1.18 Data Rights. The Government has unlimited rights to all documents and material produced under this contract. All documents and materials, to include the source codes of any software produced under this contract, is to be Government owned and are the property of the Government with all rights and privileges of ownership and copyrights belonging exclusively to the Government. These documents and materials may not be used or sold by the Contractor without written permission from the KO. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

1.19 Phase-In/Phase-Out Period. To minimize any decreases in productivity and to prevent possible negative impacts on additional services, the Contractor shall have personnel on board during the sixty (60) day phase-in and thirty (30) phase-out periods. During the phase in period, the Contractor shall become familiar with performance requirements to commence full performance of services on the contract start date.

1.19.1 Phase-In. The phase-in period is scheduled to be sixty (60) calendar days in duration. All ATC personnel are responsible to be on-site on the first day of the phase-in period and are ready to perform services. A joint inventory of all Government furnished Property (GFP) to include operable ATC equipment will be conducted by the COR and the ATC Site Management during the first fifteen (15) calendar days of this period. Items of equipment missing or not in working order shall be recorded and the COR shall be notified in writing. The Contractor and the Government representative shall jointly determine the working order and condition of all equipment and document their findings. Rejection of GFP by the Contractor shall not relieve the Contractor of responsibility in performance of this contract but will relieve the Government from the obligation of providing the same or similar GFP at a future date. The Contractor shall not use property provided by the Government for any purpose other than the performance of this contract. The Contractor shall conduct 100% inventories of Government property at a minimum, annually, IAW Contractor's approved property management procedures and provide results IAW the DFARS PGI 245.103-72 format.

1.19.2 Phase-Out. The existing Contractor shall fully cooperate with the follow-on agency or vendor to ensure that system continuity is maintained.

PART 2 - DEFINITIONS & ACRONYMS

2.0 Definitions and Acronyms. Below is a list of definitions and acronyms used both in this Performance Work Statement and encountered in day-to-day operations when dealing with Government organizations. This listing is not intended to be all-inclusive and appropriate Army Regulations (AR) should be utilized whenever an acronym or a definition is encountered and are unknown to the Contractor. If required, more acronyms and definitions can be found at DOD Dictionary of Military Terms website:

http://www.dtic.mil/doctrine1/DOD_dictionary/index.html

2.1 Contract Definitions.

2.1.1 Acceptable Quality Level (AQL). The maximum percent defective, the maximum number of defects per hundred units, or the number of defects that can be considered

satisfactory. The allowable variance from a standard below which the Government will reject a specific service.

2.1.2 Air Carrier. A civil aircraft certified to operate and serve the public interest by transporting people and cargo for scheduled and unscheduled operations.

2.1.3 Air Tasking Order (ATO). The document that implements tactical air support. The order tasks assigned and attached units to accomplish specific missions to support the objectives of the joint force commander. The combat plans division of the Air Operations Center (AOC) publishes the ATO daily. The order provides sufficient detail to enable mission aircrew and Theater Air-Ground System (TAGS) elements to execute assigned missions.

2.1.4 Air Taxi. A term used to describe helicopter or Vertical Take Off and Landing (VTOL) aircraft movement conducted above the surface.

2.1.5 Airport Surveillance Radar. The approach control radar used to detect and display an aircraft position in the terminal area.

2.1.6 Airspace Control. A service provided within the combat zone to maximize combat effectiveness.

2.1.7 Airspace Management. The coordination, integration, and regulation of the use of airspace of defined dimensions.

2.1.8 Airspace Control Authority. A service component commander designated by the joint force commander to plan and coordinate airspace control matters.

2.1.9 Airspace Control Order. A document that details all approved airspace requests.

2.1.10. Airspace Information Center (AIC). Formerly flight coordination center, flight operations center, or Army flight following service, an ATC facility used in the Corps/Division training area to provide flight-following services and air warning advisories and assist in search and rescue operations.

2.1.11 Army Approach Control (non-radar). An ATC facility located at a U.S. Army airfield or heliport. It provides approach control service without the use of radar.

2.1.12 Automated Radar Terminal System (ARTS) II. A programmable, non-tracking, computer-aided display subsystem capable of modular expansion. ARTS II provides a level of automated ATC capability at terminals with low-to-medium activity.

2.1.13 Certification. The technical verification that the system/subsystem/equipment provides the required or advertised services to the user (air traffic personnel or the aviation community) after commissioning.

2.1.14 Certification Authority. Consists of the appropriate documentation in the certification and training records of the satisfactory completion of the theory and performance requirements according to the directive on the pertinent system/sub system/equipment.

2.1.15 Certification Record. DA Form 3479-9-R (ATC Certification and Related Training Record) Certification Responsibility. Responsibility consisting of the accountability for determining and documenting the operational status of specific systems/ sub systems/equipment in the official facility maintenance log.

2.1.16 Class A Service. Telephone which are authorized for the transaction of official business of the Government, requiring access to city trunks, long distance lines, and leased tie lines. Personal calls will not be placed from these telephones.

2.1.17 Contractor. A supplier or vendor awarded a contract to provide specific supplies or services to the Government. The term used in this contract refers to the prime.

2.1.18 Site Manager. That individual appointed by the Contractor to be responsible for the overall management and coordination of this contract and who acts as central point of contact with the Government.

2.1.19 Contracting Officer (KO). A person with authority to enter into, administer, and/or terminate contracts and make related determinations and findings on behalf of the Government.

2.1.20 Contracting Officer's Representative (COR). An employee of the U.S. Government appointed by the KO to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations.

2.1.21 Contract Start Date. Same as effective date of the contract.

2.1.22 Control and Reporting Center. An element of the TAGS from which air defense, radar control, and warning operations are conducted within its area of responsibility.

2.1.23 Controlled Area. A controlled space extending upward and outward from a specified point.

2.1.24 Controller. Person authorized to provide ATC service.

2.1.25 Current. Controller is current and may exercise the privileges of their rating when they meet the requirements of appendix H, paragraph H-2 through H-4.

2.1.26 Currency. Signifies that a person has met all the requirements for performing the duties associated with a particular facility rating.

2.1.27 Date of the Contract. Date on which the KO signs the contract.

2.1.28 Defective Service. A service output that does not meet the standard of performance associated with PWS.

2.1.29 Deliverable. Anything that can be physically delivered but may include nonmanufactured items such as meeting minutes or reports.

2.1.30 Direct. One-on-one supervision provided by a facility-rated, current/ proficient supervisor or controller who is assigned to a control position with an individual who is not position qualified or proficient at that control position.

2.1.31 Facility Rating. An endorsement on a Control Tower Operator (CTO) or an ATCS certificate that signifies the applicant has demonstrated the competence, qualifications, and skills required to control air traffic at a given location.

2.1.32 Final Airport Surveillance Radar (ASR). A short-to-medium-range radar system used by air traffic control (ATC) to detect and display the position of aircraft within the terminal area

2.1.33 General Aviation. The portion of civil aviation that includes all facets of aviation except air carriers.

2.1.34 General Supervision. Supervision provided by the shift supervisors to ensure the efficient operation of the facility.

2.1.35 Ground Controlled Approach. A radar approach system operated from the ground by ATC personnel transmitting radio instructions to a pilot.

2.1.36 Installation. One or more facilities assigned to a single federal military reservation and/or post.

2.1.37 Instrument Flight Rules (IFR). Rules that govern the procedures for conducting instrument flight.

2.1.38 Instrument Meteorological Conditions. Meteorological conditions expressed in terms of visibility, the distance from clouds, and the ceiling.

2.1.39 Key Personnel. Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS.

2.1.40 Military aircraft. Rotary-Wing (RW) and Fixed-Wing (FW) airframes under the jurisdiction of the U.S. military, foreign military, or U.S. Coast Guard.

2.1.41 No-Gyro. A radar approach/vector provided in case the gyrocompass or directional gyro malfunctions.

2.1.42 Operational. For the purposes of this PWS, operational means performing to the standards listed in the applicable Technical Manual for that item of equipment.

2.1.43 Over-flights. Aircraft that receive Army ATC services while overflying or transiting a facility area of responsibility.

2.1.44 Physical Security. Actions that prevent the loss or damage of Government property.

2.1.45 Position Qualification. A term that attests that an individual has mastered the knowledge and skills required to operate independently at a specific ATC operating position.

2.1.46 Positive Control. The operation of air traffic in a radar slash non-radar-controlled environment in which positive identification, tracking, and direction of aircraft within an airspace are conducted by an agency having authority in responsibility therein.

2.1.47 Precision Approach Radar. A precision instrument approach wherein the controllers' issues guidance for aviator compliance.

2.1.48 Qualified Controller. A facility-rated controller or one who is position-qualified in one or more controller positions.

2.1.49 Quality Assurance. The Government procedures to verify that services being performed by the Contractor are acceptable IAW established standards and requirements of this contract.

2.1.50 Quality Assurance Surveillance Plan (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of Contractor performance.

2.1.51 Quality Control. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.52 Radar Approach. An instrument approach procedure that uses PAR or ASR.

2.1.53 System. For the purpose of this Performance Work Statement, this term refers not only to the end item of equipment but also to associated equipment, accessories, transmission cables, etc., necessary for the proper operation of the end item.

2.1.54 Technical Manual Complete. A condition whereby all material, components, accessories, and hardware listed in the Technical Manual as required for or supplied with a set are on hand, identifiable, and installed.

2.1.55 Visual Flight Rules. The rules that govern the procedures for conducting flights under visual conditions. The term VFR is used in the United States to indicate weather conditions equal to or greater than, minimum VFR requirements.

2.1.56 Visitors. Personnel requiring infrequent entry into a facility on an official basis.

2.2. Acronyms listed below may be used in the life of the contract:

A ² C ²	Army Airspace Command and Control
AAC	Army Approach Control (non-radar)
AAF	Army Airfield
AAR	After Action Report; After Action Review
AC	Arrival Control
ACA	Airspace Control Authority
ACM	Airspace Control Measure
ACO	Airspace Control Order
ACOR	Alternate Contracting Officer's Representative
AD	Air Defense
ADIZ	Air Defense Identification Zone
AFARS	Army Federal Acquisition Regulation Supplement
AGL	Above Ground Level
AHP	Army Heliport
AIC	Airspace Information Center
AIG	Indicator Group
AIM	Aeronautical Information Manual
AIT	Advanced Individual Training
ALE	Automated Link Establishment
ALSF-1	High-Intensity Approach Lighting System
AM	Amplitude Modulation
ANCD	Automated Net Control Devices
AOC	Air Operations Center
AP	Approach Control
APG	Aviation Procedures Guide

APM	Approach Path Monitor
AQL	Acceptable Quality Level
AR	Army Regulation
ARAC	Army Radar Approach Control
ARIMS	Army Records Information Management System (formerly MARKS)
ARMS	Aviation Resource Management Survey
ARNG	Army National Guard ARR Arrival
ARTCC	Air Route Traffic Control Center
ARTS II	Automated Radar Terminal System (ARTS) II
ASR	Airport Surveillance Radar
AT	Annual Training
AT&A	Air Traffic and Airspace
AT&AO	Air Traffic and Airspace Officer (also AT&A)
ATC	ATC/Controller
ATCS	ATC Section, ATC Specialist
ATCRBS	ATC Radar Beacon System
ATCSS	ATC Signaling System
ATCT	Airport Traffic Control Tower
ATSCOM	Air Traffic Services Command
ATIS	Automatic Terminal Information Service
ATNAVICS	Air Traffic Navigation, Integration, and Coordination System
ATO	Air Tasking Order
ATS	Air Traffic Services
ATTN	Attention
AVN	Aviation
AWDS	Automated Weather Distribution System
C ²	Command and Control

C	Centigrade; Concept
CA	Conflict Alert
CAC	Common Access Card
CCE	Contracting Center of Excellence
CCU	Communication Control Unit
CD	Clearance Delivery; Combat Developer
CDRL	Contract Date Requirements List
CDT	Cumulative Downtime
C-E	Communications Electronics
CECOM	Communications-Electronics Command
CFR	Code of Federal Regulations
CI	Coordinator
CIRVIS	Communications Instructions for Reporting Vital Intelligence Siting (ATC)
CMR	Contract Manpower Reporting
COCO	Contractor-Owned/Contractor Operated
COMSEC	Communications Security
CONUS	Continental United States (exclude Alaska and Hawaii)
COR	Contracting Officer's Representative
COTS	Commercial-Off-the-Shelf
CRC	Control and Reporting Center
CTA	Common Table of Allowance
CTO	Control Tower Operator
CXAM	Concept Exam
DA	Department of the Army
DAC	Department of the Army civilian
D-AIC	Division Airspace Information Center
DA PAM	Department of the Army Pamphlet

DAR	Department of the Army Representative
DAT	Digital Audio Tape
DB	Decibel
DCA	Deputy Chief of Staff
DC	Departure Control, Direct Current
DD	Forms Department of Defense Forms.
DEP	Departure
DFARS	Defense Federal Acquisition Regulation Supplement
DFAS	Defense Finance Accounting Service
DH	Decision Height
DMDC	Defense Manpower Data Center
DME	Distance Measuring Equipment
DNIF	Duties Not to Include Flying
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DSN	Defense Switching Network
DSO	Data Systems Officer
DSS	Direct Support System; Data Systems Specialist
DTM	Digital Terrain Map
DTS	Date Training Starts
DVRS	Digital Voice Recorder System
ECCM	Electronic Counter-Counter Measures
ECHUM	Electronic Chart Updating Manual
ECM	Electronic Counter Measures
ECU	Electronic Control Unit
EDA	Estimated Date of Arrival
EDR	Expect Departure Release; Estimated Date of Return

EIP	Engineering Installation Package
EMC	Electromagnetic Compatibility
EOD	Explosive Ordnance Disposal; Explosive Ordnance Demolition
ESCAT	Emergency Security Control of Air Traffic
ETA	Estimated Time of Arrival
ETS	Expiration Term of Service
ETVS	Enhanced Tower Voice Switch
FAA	Federal Aviation Administration
FAAH	Federal Aviation Administration Handbook
FAAO	Federal Aviation Administration Order
FAR	Federal Aviation Regulations; Federal Acquisition Regulation
FARP	Forward Area Rearming/Refueling Point
FBPAR	Fixed Base Precision Approach Radar
FC	Full Certification for complete service (responsibility code)
FCC	Federal Communication Commission.
FD	Flight Data
FDIO	Flight Data Entry and Printout Equipment
FF	Flight Following
FFD	Full Flying Duties
FI	Flight Inspection
FIC	Full Installation Certification (responsibility code)
FIDO	Flight Inspection District Office
FIR	Facility Inspection Responsibility (responsibility code)
FLIP	Flight Information Publication
FM	Field Manual, Frequency Modulation
FOD	Foreign Object Damage/Debris
FOIA	Freedom of Information Act

FPN	Fixed Pulse Radar Navigation Aid
FS	Full stop
FSC	Front Supply Classification
FSS	Flight Service Station
Ft	Foot/feet
FTM	Facility Training Manual
FTP	Facility Training Program
FTS	Federal Telephone System
FTX	Field Training Exercise
FWB	Fahrenheit Wet Bulb
G3	Assistant Chief of Staff, G3 (Operations and Plans)
GC	Ground Control
GCA	Ground-Controlled Approach
GD	Grounding
GFE	Government-Furnished Equipment
GPI	Ground Plane Intercept
GPS	Global Positioning System
GRR	Ground Radio Receiver
GRT	Ground Radio Transmitter
GS	General Support; General Schedule (civilian employee pay scale)
GTM	General Terrain Map
HF	High Frequency
HIPPA	Health Insurance Portability and Accountability Act of 1996.
HIRLS	High-Intensity Runway Lighting System
HQ	Headquarters
HTSA	Guest Tenant Support Agreement
Hz I	Hertz Interim

IAW	In Accordance With
ICAO	International Civil Aviation Organization Identification
ID	Identification,
IFF	Init Friend or Foe (radar)
IFR	Instrument Flight Rules
ILS	Instrument Landing System
IMC	Instrument Meteorological Conditions
IMCOM	Installation Management Command Initial
Intro	Introduction
JAC ² C	Joint Airspace Command and Control Course
JAOS	Joint Air Operations Staff
JFCC	Joint Firepower Control Course
JO	Job Order
KO	Contracting Officer
KV	Kilovolt
KW	Kilowatt
KHz	Kilohertz
LA	Low Approach
LAT	Latitude
LC	Local Control; Limited Certification (responsibility code)
LNO	Liaison Officer
LOA	Letter of Agreement
LONG	Longitude
LOP	Letter of Procedure
LWO	Limited Weather Observation
LZ	Landing Zone
MA	Missed Approach

MALS	Medium Intensity Approach Light System
MAP	Missed Approach Point
MDA	Minimum Descent Altitude (now MAP)
Med	Medical
MEDEVAC	Medical Evacuation (via aircraft)
METAR	Meteorological Aviation Report
MEVA	Mission Essential Value Asset
MHz	Megahertz
MIL-STD	Military Standard
MIRLS	Medium-Intensity Runway (edge) Lights
MIREP	Mission Impairment Report
MMS	Meteorological Measuring System
MOA	Military Operations Area
MOS	Military Occupational Specialty
MRA	Minimum Reception Altitude
M/S	Monitored and/or Simulated
MSA	Minimum Safe Altitude
MSAW	Minimum Safe Altitude Warning
MSL	Mean Sea Level
MVA	Minimum Vectoring Altitude
MVAC	Minimum Vectoring Altitude Charts
N	North
NAS	National Airspace System
NATO	North Atlantic Treaty Organization
NAVAID	Navigational Aid
NCO	Noncommissioned Officer
NDB	Non-directional Radio Beacon

NM	Nautical Miles
NOE	Nap-of-the-Earth
NOTAM	Notice to Airmen
NSN	National stock Number
NTFYD	Notified
NTRN	Nonresident Training
NVD	Night Vision Device
NVG	Night Vision Goggles
NVIS	Near Vertical Incidence Sky Wave
O	Opposite (in formula)
O&M	Operation and Maintenance
OCE	Office, Chief of Engineer
OCI	Organizational Conflict of Interest
OCIE	Organizational Clothing and Individual Equipment
OCONUS	Outside Continental United States
ODALS	Omni-directional Approach Lights System
ODC	Other Direct Costs
OJT	On-the-Job Training
OPM	Office of Personnel Management
Ops	Operations
OPSEC	Operations Security
OSHA	Occupational Safety and Health Act
OPTEMPO	Operating/Operations Tempo
OTS	Out of Service
P	Proficiency (as in type of training)
PAM	Pamphlet
PAO	Public Affairs Office

PAPI	Precision Approach Path Indicator
PAR	Precision Approach Radar
PC	Prior Certification, Personal Computer
PCL	Pilot Controlled Lighting
PCS	Permanent Change of Station
PEXAM	Performance Examination
PIP	Plant in Place (Facility Drawings)
PIPO	Phase In/Phase Out
PIPRs	Plant-In-Place Records
PIREPS	Pilot Reports
PLL	Prescribed Load List
PMOS	Primary Military Occupational Specialty
POC	Point of Contact
POI	Program of Instruction
POL	Petroleum, Oil, and Lubricants
PQ	Position-Qualified
PRS	Performance Requirements Summary
PSG	Platoon Sergeant
PUA	Positive Urinalysis
PWS	Performance Work Statement
PZ	Pickup Zone
Q	Qualification
QA	Quality Assurance
QAE	Quality Assurance Evaluation
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control

QCP	Quality Control Program
R	Remedial; Record; Reproducible
RAIL	Runway Alignment Indicator Lights
REIL	Runway End Indicator Lights
RCO	Remote Communication Outlet
RCP	Reception Center Processing
RDP	Radar Data Processing
REG	Regulation
REQ	Request
Rev	Revision
RH	Relative Humidity
RF	Radio Frequency
RPI	Runway Point of Intercept
RSC	Radio Set Controls
RSP	Reconnaissance and Security Positions
RT	Radar Tracking; Receiver/Transmitter
RTRN	Return Resident Training
RTS	Return To Service
RVR	Runway Visual Range
RWA	Regular Workload Assignments (responsibility code)
RWCS	Regular Workload
SAAFR S	Standard use Army Aviation Flight Route
SALS	Short, High-Intensity Approach Lighting System
SARSAT	Search and Rescue Satellite-Aided Tracking
Sat	Satisfactory
SAVES	Safe Aviation Via Exceptional Service
SD	Special Duty

SEIP	Standard Engineering Installation Package
SHAPE	Supreme Headquarters Allied Powers Europe
SID	Standard Instrument Departure
SIF	Selective Identification Feature
SINCGARS	Single-Channel Ground and Airborne Radio System
SJA	Staff Judge Advocate
SM	Statute Miles
SOAR	Special Operations Aviation Regiment
SOI	Signal Operation Instructions
SOP	Standard Operating Procedure
SOW	Statement of Work
SPECI	Special Observation
SPC	Specialist
SQ FT	Square Foot (feet)
SR	Senior
SSALR	Simplified Short Approach Lighting System with Runway Alignment
SSALS	Simplified Short Approach Lighting System
SSB	Single Side Band
SSC	Subsystem Certification (responsibility code)
SSN	Social Security Number
SUA	Special Use Airspace
SVFR	Special Visual Flight Rules
SWOD	Single Word of Day
T	Trainee; Tangent (in formula)
TAC	Tactical Air Commander
TACAN	Tactical Air Navigation
TAN	Tangent

TAPS	Tactical Approach Publication System
TC	Training Circular; quantity of air outlets (in formula)
TD	Touchdown
TDA	Table(s) of Distribution and Allowances
TDY	Temporary Duty
TDZE	Touchdown Zone Elevation
TE	Quantity of air outlets (in formula); Technical Exhibit
TERP	Terminal Instrument Procedures
TG	Touch and Go
TM	Technical Manual
TMDE	Test, Measurement, and Diagnostic Equipment
TOC	Tactical Operations Center; Technical Order Compliance; Theater of Operations Command
TOE	Table of Organization and Equipment
TPN	Tactical Packet Network
TPX	Military Beacon System
TR	Computed air quantity (in formula)
TRADOC	Training and Doctrine Command (United States Army)
T/SIP	Tactical/Standard Instrument Procedures
TTCS	Tactical Terminal Control System
TTE	Training Time Extended
TTR	Training Time Resumed; Target Tracking Radar; Time To Repair; Total Tank Requirement
TTS	Training Time Stopped
TVO	Tower Visibility Observations
TVOR	Terminal VHF Omni-directional Range
TWR	Tower (as in Aerodrome Control Tower)
UAS	Unmanned Aerial System

UH	Utility Helicopter
UHF	Ultra-High Frequency
UNK	Unknown
Unsat	Unsatisfactory
UPS	Uninterrupted Power Supply
U.S.	United States
USA	United States Army; United States of America
USAASA	U.S. Army Aeronautical Services Agency
USAASD-E	U.S. Army Aeronautical Service Detachment Europe
USAAVNC	U.S. Army Aviation Center
USAF	U.S. Air Force
USAISC	U.S. Army Information Systems Command
USAR	U.S. Army Reserve
USFK	U.S. Forces, Korea
UTC	Coordinated Universal Time
VASI	Visual Approach Slope Indicator
VFR	Visual Flight Rules
VHF	Very High Frequency
VOR	Very High Frequency Omni-directional Range
VORTAC	Very High Frequency Omni-directional Range (VOR) and tactical air navigation (TACAN)
WBGT	Wet Bulb Globe Temperature
W/chgs	With changes
WG	Wage Grade (civilian employee pay scale)
WX	Weather

PART 3 - GOVERNMENT FURNISHED ITEMS AND SERVICES

3.1 Services. The Government will allow the Contractor to use equipment outlined in section 3.4 to perform ATC services.

3.2 Utilities. The Government will furnish building utilities, including gas, electricity, water, sewer, heating, cooling, and telephone lines for ATC communications equipment.

3.3 The Government shall be responsible for connecting new equipment to utility services. The Contractor shall return the facilities to the Government in the same condition (except as deteriorated through fair wear and tear) and quantity as received.

3.4 Incidental Property. Incidental property is not covered under FAR part 45, Government Property. The control, reporting, inventory requirements, maintenance, repair, disposition and loss shall be annotated by the Requiring Activity within the Performance Work Statement (PWS) and validated via FAR Part 46, Quality Assurance. The Requiring Activity shall specify in PWS whether the Government or the contractor is responsible for maintenance and repair costs, as well as the conditions under which the contractor may be held liable for loss of property. The Government will allow the Contractor to use the following essential ATC equipment to perform their duties.

- SYSTEM: INTERIM VOICE SWITCH REPLACEMENT (IVSR) - QUANTITY: 1
- SYSTEM: NATIONAL AIRSPACE VOICE RECORDER (NVR) - QUANTITY: 1
- SYSTEM: PRECISION APPROACH PATH INDICATOR (PAPI) - QUANTITY: 2
- SYSTEM: SIMPLIFIED SHORT APPROACH LIGHTING SYSTEM RUNWAY (SSALR) - QUANTITY: 1
- SYSTEM: RADIO SERIES CM300 RECEIVERS/TRANSMITTERS (UHF/VHF) - QUANTITY: 9 (Transmitters), 12 (VHF Receivers), 9 (UHF Receivers)
- SYSTEM: RADIO PORTABLE URM-200 - QUANTITY: 2
- SYSTEM: RADIO PORTABLE AN/PRC-117G - QUANTITY: 2

3.5 Materials and Property Accountability. The Government will provide workspaces with appropriate furniture. All persons utilizing Government property are responsible for its proper use, care, and safekeeping.

3.6 The Government will furnish all workspaces with the appropriate furniture for the areas' intended use.

3.7 Any alterations to facilities listed above shall be approved by the Government prior in writing and equipment shall be returned to its original condition prior to completion of this contract unless it's due to wear and tear. Contractor shall be responsible for any damages or loss of use due to their negligence. Any signage shall conform to standard Army/Installation signs/format and must be approved by the COR in writing prior to placement and may not be permanently affixed to any Government property or structure.

3.8 Vehicle parking for contracted controllers on duty will be provided at Building 13488 parking.

3.9 Telephone lines for Standardize Terminal Automation Replacement System (STARS) radar equipment, ATC communications and telephone service for conducting official Government business related to this contract.

3.10 Local Area Network (LAN). Sufficient LAN connections to operate effectively as well as to be able to obtain online publications, orders, forms, technical manuals, etc., is required in the performance of this contract. Only authorized Government computers will be connected to the LAN. No private or unauthorized software shall be added to a Government provided system(s).

3.11 The Contractor shall instruct employees in utilities conservation practices. The Contractor shall operate under conditions that preclude the waste of utilities, which include turning off lights or other energy draws once not needed if there is no impact to the equipment.

3.12 All persons utilizing Government property are responsible for its proper use, care, custody, safekeeping and disposition. Records must be maintained to show the location of the property and persons charged with its care and safekeeping. Army property will not be used for any private purpose.

3.13 When Government property in the care of a Contractor is Lost, Damaged, or Destroyed (LDD), the procedures prescribed in FAR Part 52 shall be followed. LDD property shall be reported immediately to the COR to obtain relief from property responsibility, follow the procedures in AR-735-5.3.7.

3.13.1 When government property is reported as missing, a preliminary investigation and search shall be conducted to ensure the property is missing before an administrative process is initiated.

3.13.2 Any lost equipment by the Contractor shall be repaid from the Contractor's company.

PART 4 - CONTRACTOR FURNISHED ITEMS AND SERVICES

4.1 The Contractor shall provide all labor, supervision, transportation, vehicles, office chairs, office supplies, and services required to perform work under this contract that are not otherwise listed as Government-furnished.

4.2 The Contractor shall establish security procedures to permit only authorized entry to Contractor work areas to assist with the prevention of property theft.

PART 5 - SPECIFIC TASKS

5.1 Substance Abuse Testing.

The Contractor performing ATC services shall provide a drug-free workplace by instituting illegal substance testing for any employee for whom reasonable suspicion exists, based on specific articulable observations of impairment or misconduct, shall be immediately removed from duties pending evaluation and/or testing in accordance with Federal regulations and Contractor policy.

5.2. The Contractor shall provide the COR an accurate copy of the monthly traffic count report (DA Form 3479-6), by the fourth workday of the following month in which the work was completed.

5.2.1 The Contractor shall use DA Form 3479-1-R to document and provide continuous written evaluations of an individual controller's training progress, proficiency, and daily job performance as part of their facility training records by the fourth workday of the following month.

5.2.2 The Contractor shall provide a current copy of the ATC/AIC FTM, and a copy of the ATS SOP to the COR upon completion of the phase-in. The Contractor shall provide the COR with changes to these two (2) documents once changes are ready to be posted.

5.2.3 The Contractor shall provide the COR an Emergency Manning Level (EML) memorandum reflecting the current status of manning as well as a current roster of all assigned personnel during phase-in, and whenever there are fixed changes to manpower levels for both ATC and AIC locations.

5.3 Deliverables. The Contractor shall provide the COR with a monthly traffic count report, a current copy of the ATC/AIC Facility Training Manual (FTM), and a current roster of all assigned personnel.

5.4 Inspections. The Contractor shall be subject to periodic training records inspections and Aviation Resource Management Surveys (ARMS).

5.4.1 Joint Inspections. The Contractor shall be subject to Aviation Resource Management Surveys (ARMS) conducted by the Air Traffic Services Command (ATSCOM) periodically, approximately every 18 to 36 months. The Government will provide a copy of the latest version of the survey checklist to the Contractor prior to the survey being conducted for preparation purposes.

5.4.2 When the Contractor's performance is unsatisfactory, a Corrective Action Report (CAR) will be issued. If a CAR is issued, the Contractor shall reply in writing, giving the reason for the unsatisfactory condition, and what corrective action has been taken and procedures to prevent recurrence.

5.5 Service Requirements. The Contractor is responsible for providing ATC services to promote the safe, orderly, and expeditious flow of air traffic.

5.5.1 Control of Air Traffic. The Biggs AAF traffic area is the class D airspace which is primarily overlapped within the El Paso International Airport Class C Airspace. The traffic area referred to as the Biggs Traffic Pattern Area is defined in the current Letter of Agreement. The Biggs ATC tower shall provide air and ground traffic services to aircraft arriving and departing BAAF and the Fort Bliss main cantonment area. The Contractor shall operate the Airspace Information Center (AIC) and provide flight following services to DoW and other aircraft authorized to operate in the Fort Bliss managed special use airspace (airspace includes R-5103A/B/C, R-5107A R5107K and West Test Flight Area) to include the Fort Bliss Division Training Area (south of R- 5103A/B), the designated High-Altitude Mountain/Environmental Training Area (north of R-5103C), and the Class G Visual Flight Rules (VFR) corridor (the area that segregates R-5103 and R-5107 adjacent to Fort Bliss reservation airspace).

5.5.2 The Contractor shall ensure sufficient personnel coverage to meet daily and peak operating hours of air traffic services IAW TC 3-04.15 and Army Regulation (AR) 95-2. No portion of ATC services shall be curtailed or delayed due to a lack of qualified personnel; no services or aircraft handling shall be delayed because the controller is performing non-control or advisory duties. All radio, intercom, landline transmission/telephone calls shall be responded to as soon as possible but not to exceed ten (10) seconds.

5.5.3 The Contractor shall operate the ATC services in accordance with the current level of service as agreed upon by the Contractor and KO. During all scheduled shifts of ATC operations, additional hours of operation may be required by the Airfield Manager with as little as two (2) hours prior notification. Requirements for additional hours will be coordinated through the COR and KO as soon as possible.

5.5.4 During DoW exercises, increased levels of military alert, and/or other occurrences, the Contractor shall provide ATC services when they are required to support Fort Bliss and BAAF. The Government, at its option, can provide military augmentation to the Contractor during these exercises (excluding level IV operations). The Contractor shall provide position qualification training for these personnel. During exercises, hours may be increased to 24/7, not necessarily during a consecutive period of time during the operation. The ATC Facilities shall be operational within two (2) hours of initial notification when the ATC facilities are not operational on a 24/7 schedule.

5.5.5 The Contractor shall have a Government provided operational receiver/transmitter for each ATC frequency published in the Flight Information Publication (FLIP) enroute supplement. The Contractor shall monitor all control frequencies continuously during operational hours of the ATC Facilities and shall

immediately notify the BAAF Operations and COR of any interruptions. Any outages that require a Notice to Airmen (NOTAM) shall be coordinated with Airfield Operations, IAW AR 95-10 and existing Policy Letters.

5.5.6 The Contractor shall ensure the clear and audible recording of all radio and circuit communications for the control tower. Circuits, frequencies and positions of operation to be recorded shall be IAW the priorities of TC 3-04.15.

5.5.7 The ATC Branch Chief will have custodial responsibility of all recordings and will not release any information contained therein except IAW TC 3-04.15

5.5.8 The Contractor shall utilize the primary crash alarm as directed by AR 420-1, AR 385-10 and Biggs Pre-Accident/Accident Plan.

5.5.9 Advice and instruction to emergency aircraft being worked by ATC may be relayed through ATC. However, if the information is extremely technical or if in the opinion of the ATC Branch Chief (after coordinating with ATC), technical representative may utilize the frequency for direct transmission IAW TC 3-04.15. These transmissions shall be limited to advice or assistance and may not include any information pertinent to the regulation of air traffic. A person who commandeers an ATC microphone assumes responsibility for the control position.

5.5.10 Trainee controllers, not facility rated, shall not control emergency aircraft. They may, however, control simulated emergencies.

5.5.11 Contract personnel shall control air traffic so as not to overfly on-post parades and ceremonies to the greatest extent possible, consistent with flying safety. All flights associated with any ceremonies and prohibited areas will be planned by the ATC Branch Chief and disseminated to the contract controllers.

5.5.12 The Contractor shall provide to the COR reports, counts or surveys other than those listed, which pertain to air traffic, ground movement or other related information within 24 hours of request.

5.5.13 The Contractor shall be required to provide on-the-job training for designated military controllers. When training of military controllers is conducted, training and training records maintenance shall be IAW TC 3-04.15.

5.5.14 The Contractor shall forward immediately any special reports about security or national defense (e.g. ESCAT) from the Air Route Traffic Control Center to the Airfield Manager.

5.6 UAS Monitoring, Coordination, and Detection. The Contractor shall plan, coordinate, and execute Unmanned Aircraft Systems (UAS) airspace management within Fort Bliss-controlled, special use, and adjacent airspace in accordance with, at a

minimum, AR 95-23, applicable FAA regulations, local Letters of Agreement (LOAs), and Biggs Army Airfield (AAF) Air Traffic Control (ATC) Branch Standard Operating Procedures (SOPs), including the SOP for Detection and Reporting of Small Unmanned Aircraft Systems (sUAS), to ensure safety of flight, protection of personnel and resources, and mission assurance. The Contractor shall integrate and deconflict authorized UAS with manned aircraft across all applicable phases of flight; maintain required separation and positive control/procedural separation; and coordinate UAS launch and recovery with appropriate ATC facilities, range control, and other stakeholders to prevent airspace conflicts. The Contractor shall actively monitor airspace using all Government-furnished and locally authorized systems and procedures; detect, identify, and track authorized and unauthorized UAS to the maximum extent possible; recognize non-compliant or anomalous behavior; and initiate required ATC and security notifications. The Contractor shall promptly report and coordinate real-time responses to unauthorized, unidentified, or non-compliant UAS activity with designated agencies; implement immediate air traffic adjustments (e.g., traffic flow changes, holding, reroutes, altitude restrictions, or temporary airspace closures) as necessary; and support post-incident reviews when requested. The Contractor shall provide ATC-related UAS subject matter expertise to support development and refinement of UAS procedures, ensure all personnel performing UAS-related ATC functions are trained and current in accordance with applicable requirements, and ensure all UAS monitoring, coordination, and detection activities remain aligned with current Army, DoW, FAA, and Fort Bliss policies and directives.

5.7 The Contractor shall notify government ATC Maintenance if ATC equipment is inoperable during duty hours, within thirty (30) minutes.

5.8 Facilities Engineering Work Requests. The Contractor shall request Airfield Division to initiate all Facilities Engineering Service Orders or Work Order Requests (DA Form 4283) for all deficiencies within each facility listed above. The Contractor shall not cancel nor sign completion records of service orders or work orders and should defer these tasks to Government representatives.

5.9 Acquisition and Disposal of Government Furnished Material (GFM).

5.10 The Contractor shall notify the Government ATC Maintenance Technician for turn of all inoperable or broken assemblies/components to the Installation Supply System and requisition replacements and other components/assemblies through the same system.

5.11 The Contractor shall maintain the ATC GFM (repair parts) at levels designated on the DA Form 2063-R. All ATC GFM shall be maintained only in maintenance authorized areas.

5.12 Equipment that are used by the Contractor shall be turned in at the end of the day to the Government for accountability. Any lost equipment by the Contractor shall be repaid from the Contractor's company.

5.13 Plans Management. The Contractor shall review all plans received from other agencies and advise the Government through the COR of their capability to support

5.19 Environmental Control. The Contractor shall comply with local environmental and atmospheric directives for the handling, neutralizing and disposing of industrial waste materials.

PART 6 - APPLICABLE PUBLICATIONS AND FORMS

6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)

6.1 The Contractor must abide by all applicable regulations, publications, manuals and local policies and procedures.

6.2 Publications applicable to this Performance Work Statement and required to be readily available in an electronic version to the Contractor are listed in Appendix A, Table A-1 through A-2 of TC 3-04.15. Other relevant documents are listed below. All the reference materials below will be readily available to the Contractor; electronic versions are acceptable. U.S. Army IMCOM, and local installation changes and supplements/amendments are equally applicable to the Contractor. All subsequent changes to regulations and manuals will likewise be binding. Changes, supplements and amendments to publications shall be considered to be in full force and effect immediately upon receipt by the Contractor. It is the Contractor's responsibility to ensure that all publications for which is responsible for are available to the Government and up to date.

GOVERNMENT DOCUMENTS

Federal Occupational Safety and Health (OSHA) Standards National Electrical Code

DOD 5200.2-R Personnel Security Program

DOD 5220.22.M National Industrial Security Program: Operating Manual ARMY REGULATIONS and DA PAMs

AR 25-2, Information Management – Information Assurance DA PAM 25-33, User's Guide for Army Publications and Forms AR 95-10. DOD Notice to Airmen (NOTAM) System

AR 95-11, Military Flight Data

AR 95-23, Unmanned Aircraft System Flight Regulations AR 115-10, Weather Support for the U.S. Army

AR 190-13, The Army Physical Security Program AR 190-16, Physical Security

AR 190-45, Law Enforcement Reporting

AR 190-51, Security of Unclassified Army Property (Sensitive and No sensitive) AR 340-21, The Army Privacy Programs

AR 350-8, Joint United States (US) Air Force, US Army, US Navy, and US Marines Air Combat

AR 385-63, Range Safety

AR 500-1, Aircraft Piracy Emergencies AR 530-1, Operations Security (OPSEC)

AR 710-3, Inventory Management Asset and Transaction Reporting System
TECHNICAL MANUALS (TM)

FM 1-100, Army Aviation Operations

FM 1-230, Meteorology for Army Aviators FM 3-76, Special Operations, Aviation FM 4-02.2, Medical Evacuation

FM 3-01.80, Visual Aircraft Recognition

FM 3-04.300, Airfield and Flight Operations Procedures TRAINING CIRCULARS (TC)

TC 3-04.15, ATC Facility Operations

32 CFR 147.24, The National Agency

29 CFR 1910, Occupational Health and Safety DOD 5200.08-R, Physical Security Program

EM 385-1-1, Engineering Manual, General Safety Requirements UFC 4-141-10N, Design: Aviation Operation and Support Facilities Fort Bliss Regulation 95-1, Fort Bliss Local Flying Rules

Fort Bliss Regulation 95-23, UAV Operations

*DoW FLIGHT INFORMATION PUBLICATIONS. Current editions of the following:
Sectional Aeronautical Chart, Albuquerque Sectional Aeronautical Chart, El Paso
Sectional

General Planning, (GP)

6.3. FORMS

DA Form 2696-R, Occupational Hazard Report

DA Form 3502-R, Daily Report of ATC Facility. DA Form 3503-R, ATC Position Log DA Form 3479-R, Training and Proficiency Record- Controller. DA Form 3479-1R, Trainee/ Controller Evaluation

DA Form 3479-6R ATC Facility and Personnel Status Report. FAA Form 7230-8, Flight Progress Strips

DD254 – Department of Defense Contract Security Classification Specification, available at <http://www.dtic.mil/dtic/pdf/formsNguides/dd0254.pdf>

DD Form 1662, DOD Property in the Hands of Contractors

DA Form 4283, DPW Work Order Request Form