

PERFORMANCE WORK STATEMENT (PWS)
ISO 50001 PROGRAM FOR WARNER ROBINS
AIR LOGISTICS COMPLEX (WR-ALC)

09 October 2026

1.0 Description of Services. The Contractor shall provide personnel, equipment, tools, materials, supervision, and services to provide Strategic Energy Manager (SEM) expertise to support sustainment of certification of the most recent International Organization for Standardization (ISO) 50001 Energy Management System (EnMS) for the WR-ALC at Robins Air Force Base (AFB), GA.

1.1 The WR-ALC's intent is that the EnMS will continue into WR-ALC and eventually to every high-energy use facility. WR-ALC has four groups: AMXG (Aircraft Maintenance Group), CMXG (Commodities Maintenance Group), EMXG (Electronics Maintenance Group), and MXSG (Maintenance Support Group), as well as over 150 industrial facilities, including over 50 of those being heavy industrial facilities, many of which are high-energy users. The SEM will fully identify and implement the ISO 50001 support structure and initiatives necessary to achieve and maintain ISO 50001 certification, training, and one annual audit. This contract shall include the identification and onboarding of additional Significant Energy Uses (SEUs) and the development of a Complex-wide WR-ALC baseline energy models and performance indicators IAW Superior Energy Performance (SEP) requirements. This contract shall include labor to provide credible energy metering data collection, which will be required to develop baselines and updates, linear regression analysis modeling, validation of energy usage changes, deviation evaluations, and energy performance tracking. Some WR-ALC facilities and processes have no meters or have inadequate, broken, and improperly installed meters. To ensure credible availability of metering data, this contract shall include labor and materials to validate, maintain, and install meters.

1.2 The purpose of this effort is to provide WR-ALC with SEM energy expertise and support in achieving and sustaining ISO 50001 certification. This is in alignment with WR-ALC 2025 Strategic Goal 2.2.3 Modernization of Energy Conservation Initiatives and Air Force Materiel Command (AFMC) Energy Assurance Campaign Plan. The objective of these requirements is to guide a shift within the WR-ALC culture by:

- 1.2.1** Making energy management a formal part of the WR-ALC's management processes
- 1.2.2** Integrating the consideration of energy performance into all WR-ALC functions

1.2.3 Infusing energy awareness throughout the WR-ALC's workforce from Senior Leaders down to shop workers

1.3 This effort is designed to facilitate continuous improvement of the ISO 50001 EnMS as it is integrated into WR-ALC management structure, regulations, and standards so that over time it becomes a self-sustaining operating system in the WR-ALC.

1.4 Scope. The Contractor shall act as a SEU champion/facilitator for each of the below listed activities:

- 1.4.1** Meet with the SEU team at least four times per year.
- 1.4.2** Engage in telecom with the WR-ALC Energy Office on an established schedule.
- 1.4.3** Maintain and update the energy SharePoint site.
- 1.4.4** Perform resource energy audits including report of findings and recommendations.
- 1.4.5** Maintain the program guide document.
- 1.4.6** Develop and maintain an integrated master schedule.
- 1.4.7** Provide training to various energy teams.
- 1.4.8** Participate in energy team meetings.
- 1.4.9** Coach various energy groups.
- 1.4.10** Work with and advising the energy WR-ALC Energy Office on ISO 50001
- 1.4.11** Develop various energy communications strategies.
- 1.4.12** Provide annual Internal Audit training.
- 1.4.13** Provide technical assistance to all ISO 50001 support activities.
- 1.4.14** Support activities include, but are not limited to, advice on document control, support EnMS updates, and significant deviation response.

1.5 Contractor Requirements. All products developed under this contract shall be considered Government property and shall have no license encumbrances. All data shall be developed and provided in accordance with the data rights clauses identified in this contract. Unless the Contractor has expressed a claim to providing data to the Government with less than unlimited data rights, the Government will assume unlimited data rights (see DFARS clause 252.227-7013 for definition of data rights).

1.5.1 The Contractor shall provide expert SEM support for implementation of all requirements and guidelines of ISO 50001 to sustain annual ISO 50001 certification. The Contractor shall have the knowledge, skills, and experience to achieve each requirement identified in this contract. The Contractor shall provide consultation, as needed, on terms and requirements of the most current ISO 50001 standard. The Contractor shall identify all requirements of each new revision of the ISO 50001 standard, identify required changes to existing documents, prepare

any new documents, and conduct a thorough review of the entire WR-ALC EnMS for audit readiness. The Contractor shall engage with Base personnel, management and senior leaders (when required), and with the WR-ALC Energy Managers on a routine bases to ensure that all ISO 50001 elements are documented and functioning correctly to maintain certification. The Contractor shall ensure that a rigorous and disciplined approach to strategic energy management is adhered to at WR-ALC and that all of the structure and discipline is established and is mature for successful retention of ISO certification.

1.5.2 Guidebook Updates. The Contractor shall review, maintain and update the ISO 50001 program guidebook on a recurring basis and as required due to changes in in flow charts, written procedures, table of contents, etc., listing all EnMS documents, frequency and date for document review, author, and contact information, as applicable, to enable successful program execution and sustainment by the WR-ALC Energy Office. The guidebook shall be specific to the EnMS at WR-ALC and follow the sequence of the most current ISO 50001 standard with corresponding paragraph numbering and titles as appropriate. Reference to other detailed documents may be included where appropriate to avoid duplication. Contractor shall continue to, below each formal document, list supporting documents, spreadsheets, reports, etc. Contractor shall continue to link each document (both formal and supporting) in the Table of Contents to supporting text detailing information such as supporting office/s, person/s, office location, contact information, notes, and etc. The program guide shall remain professionally formatted and all final documents shall be easily editable with Microsoft Office Suite applications. This program guide serves as a basic document continuity book. **(CDRL A/B/C/D/E001, DI-MGMT-80368A/T, Status Report)**

1.5.3 If any updates to the ISO 50001 Standard or a new ISO 50001 Standard is published, the Contractor shall facilitate transition of WR-ALC EnMS to the most current ISO 50001 standard and ensure that WR-ALC is fully prepared for the internal audit and any recertification audits within a year of the update or new standard being published.

1.5.4 The Contractor's SEM shall work both on site and remotely to achieve these requirements.

1.5.5 Milestones. The Contractor shall maintain an electronic schedule with major milestones for this contract every sixty (60) days, working within the AF and WR-ALC business structure and protocol. This shall be reviewed by the WR-ALC Energy Office. The Contractor shall revise, as needed, and finalize upon Energy Office approval. **(CDRL A/B/C/D/E002, Briefing Materials, DI-**

1.6 ISO 50001 Audits

1.6.1 Internal Audit

1.6.1.1 Internal Audit shall be conducted on-site annually by a minimum of one ISO 50001 auditor, from an outside source, who shall serve as the lead auditor. Internal audits shall be conducted during all contract years.

1.6.1.2 The Contractor shall organize, schedule, and fund all required audits including all fees, related travel, lodging, per diem, and other expenses for each audit.

1.6.1.3 The Contractor shall be on-site during each audit event to support the Energy Office and help facilitate audit activities. The contractor shall ensure results of each audit are published and properly communicated, including any audit reports. Reports shall be provided by email following the audits. **(CDRL A/B/C/D/E003, Status Report, DI-MGMT-80368A/T)**

1.6.2 Surveillance, Recertification, and Certification Audits

1.6.2.1 While Contractor is not responsible for performing the Surveillance, Recertification, and Certification Audit, the Contractor shall be on-site during each on-site audit event to support the Energy Office and help facilitate audit activities. The Contractor shall ensure results of each audit are published and properly communicated, including any audit reports. Reports shall be provided by email following the audits. **(CDRL A/B/C/D/E003, Status Report, DI-MGMT-80368A/T)**

1.7 Integrated Master Schedule (IMS). The Contractor shall provide an IMS with the objective of insuring that all the elements of the WR-ALC EnMS are conducted on time to meet ISO 50001 requirements. The scheduling goal is to pace the EnMS activities throughout the year so that they are manageable, to avoid crisis management, and to reduce risks of forgotten elements. Reports shall be submitted quarterly each year of the contract. The IMS is expected to have enough detail to identify required activities each week. The Contractor shall contact the Energy Managers to determine the weeks they will not be in the office to conduct EnMS business for IMS. The IMS

starting point will be one week after the certification/re-certification/surveillance audit. The IMS shall be calendared, show time periods for completion of each element, show relationship/dependencies, highlight major milestones, etc. The IMS will need to include simple activities, such as document reviews, so they can be reviewed according to their scheduled cycle. IMS shall be constructed using MS Projects. The Contractor shall obtain government approval to use any other software. Recurring activities such as SEU team meetings, energy team meetings, and telecoms can be identified separately. The Contractor will periodically review Energy Manager's progress in relation to the IMS and identify improvements for follow-on updates. Each contract year the IMS shall be updated with improvements. **(CDRL A/B/C/D/E004, Quality Audit Site Visit Schedule, DI-SESS-81925/T)**

1.7.1 Audit Reports and Nonconformance Actions. The Contractor shall be on-site in conjunction of the auditors as they prepare and conduct a pre-audit and a post-audit briefing with senior management during each on-site audit. Non-conformance items and concerns will be discussed at the post-audit briefing. Final or Official electronic audit reports shall be provided monthly following each audit and each audit phase. **(CDRL A/B/C/D/E005, DI-MGMT-80368A/T, Status Report)**

1.7.2 The Contractor shall fully support and engage in the resolution of nonconformances as required by the Energy Manager and address concerns/improvements identified for the EnMS during each audit process. This may include the revision of EnMS documents, the completion of records, or the interactions with various WR-ALC offices to guide and manage completion of nonconformance elements.

1.7.3 Significant Energy Uses (SEUs) Support. The Contractor shall play a major role in selecting and establishing successful SEUs. This includes but is not limited to planning, executing, sustaining, and training to ensure each SEU team successfully develops objectives, tasks, and achievable energy reduction Action Plans, measurable energy reduction goals, and documented engineering estimated energy reduction values for each task showing how it contributes to the SEU energy reduction goal. The Contractor shall conduct training and guidance for each SEU team in accordance with ISO 50001 and SEP standards which includes consistent communication with SEU teams and guidance through each SEU process. This may include, but is not limited to, follow-up training, guidance, and goal setting encouragement for pre-year established SEU teams no less than quarterly. The Contractor shall provide the guidance to ensure that measured energy savings for each SEU will be available at the surveillance and certification audits. The Contractor shall be aware and attentive to the pace of government processes when judging ability for SEUs to achieve demonstrated energy reduction. The Contractor shall ensure the Energy Manager and each SEU team

understand the timing for completion of the major milestones to achieve measured energy reduction goals.

- 1.8** The Contractor shall request training facility two (2) months in advance with the Facility Manager(s), 402 MXSG/MXDEA Office.

1.8.1 Energy Models and Energy Performance Indicators. The Contractor shall provide technical engineering services for baseline energy models (using linear regression) development, with multiple variables and coefficients to allow adjustments for changes in weather, seasons, business activity cycles, meter-reading intervals, and other conditions. As performance or energy usage changes significantly, the Contractor will adjust the models to more accurately reflect energy usage. An aggregate Energy Baseline Model and Energy Performance Indicator (EnPI) shall be developed and maintained/updated for WR-ALC within EnMS boundaries. An Energy Baseline Model and “Energy Metric” (performance indicator) shall be developed and maintained/updated for each SEU (existing and new). The Contractor shall develop control charts to track energy performance using a ratio of baseline energy model over measured energy usage for the EnPIs. This ratio should be bound by upper and lower control limits. This allows easy identification of significant deviations in energy performance. The models/charts EnPI and Energy Metrics will be provided to the WR-ALC Energy Office and SEU team leads. The SEM and technical engineer shall demonstrate and coach various management and energy related teams on how to utilize these energy measurement modeling to assist in energy saving initiatives, and how to evaluate variations. The SEM will work with the energy office and update the charts as needed and assist in tracking the data until each model owner is capable of updating their own model data. The energy modeling must be in accordance with SEP measurement and verification protocol. Details on model development and use shall be included in the most current ISO 50001 EnMS documents. The technical engineer shall show how to use the EnPIs to show energy reduction or demonstrate other methods for showing energy reduction. **(CDRL A/B/C/D/E006, Briefing Materials, DI-MGMT-81605/T)**

1.8.2 ISO 50001 Program Management. The Contractor shall provide EnMS program oversight to ensure all elements of WR-ALC EnMS is functioning properly for successful audits to consistently achieve the most current ISO 50001 certification and sustainment. The Contractor shall conduct a comprehensive review of each EnMS document twice per year, prior to the internal and the surveillance/recertification audits, to ensure that all elements of the most current ISO 50001 standard are in compliance. The Contractor shall also assess the overall health of the EnMS and provide a risk assessment. This includes, but is not limited to: overall progress of ISO 50001 requirements, all documentation, adequate preparation for audits, cultural engagement, SEU teams progress, energy

reduction, EnPIs, Management Engagement, etc. The WR-ALC Energy Office will assist in matters requiring their direct involvement.

1.8.3 The Contractor shall generate presentation materials as required to aid the discussion of technical issues and management briefings. **(CDRL A/B/C/D/E007, Briefing Materials, DI-MGMT-81605/T)**

1.8.3.1 The Contractor shall provide development support for a SharePoint Energy site. The contractor shall provide support by:

- 1.8.3.1.1** Documented best practices.
- 1.8.3.1.2** Uploading ISO documentation.
- 1.8.3.1.3** Developing procedures for updating SharePoint from official government records management site.
- 1.8.3.1.4** Automating updates, if possible.
- 1.8.3.1.5** Developing and publishing rules for the SharePoint site.
- 1.8.3.1.6** Obtaining and posting relevant energy cost data.
- 1.8.3.1.7** Obtaining and posting relevant engineering formulas and/or links to appropriate websites or databases to aid in energy calculations, life cycle cost analysis, etc. Examples may include but not be limited to how to calculate cost for thermal piping leaks, compressed air leaks, failed economizers, and so forth.

1.8.4 The Contractor shall communicate frequently throughout the year with the WR-ALC Energy Assurance Office.

- 1.8.4.1** Communications. The Contractor shall provide support to the WR-ALC Energy Communications effort. This support shall include, but not be limited to:
- 1.8.4.2** Periodic generation of morning production Tier meeting and office staff meeting announcements for workforce.
- 1.8.4.3** Poster and flyer content.
- 1.8.4.4** Plasma screen content.
- 1.8.4.5** Social media content.
- 1.8.4.6** Ready-to-send management workforce emails.
- 1.8.4.7** Printed media content.
- 1.8.4.8** Support for two awareness campaigns yearly, one of which will coincide with Air Force October Energy Awareness Month.

2.0 Services Summary

Performance Objective	PWS Para.	Performance Threshold
Milestones	1.6.5	The Contractor shall maintain an electronic schedule with major milestones for this contract every sixty (60) days, working within the AF and WR-ALC business structure and protocol. This shall be reviewed by the WR-ALC Energy Office. The Contractor shall revise, as needed, and finalize upon Energy Office approval.
Integrated Master Schedule (IMS)	1.8	The Contractor shall maintain an electronic schedule with major milestones for this contract every sixty (60) days, working within the AF and WR-ALC business structure and protocol. This shall be reviewed by the WR-ALC Energy Office. The Contractor shall revise, as needed, and finalize upon Energy Office approval.
Audit Reports and Nonconformance Actions	1.8.1	The Contractor shall be on-site in conjunction of the auditors as they prepare and conduct a pre-audit and a post-audit briefing with senior management during each on-site audit.

3.0 GOVERNMENT FURNISHED PROPERTY, MATERIALS, AND SERVICES.

None – there is no GFP attachment for this acquisition.

4.0 GENERAL INFORMATION.

4.1 Government Representatives. The following individuals will serve as the Primary and Alternate Government Representatives as the points of contact through which all contractor-provided services will be requested and accomplished for MXSG. Government Representatives will not supervise the Contractor, and they are not empowered to make any contractual commitments or to authorize any contractual changes on the Government's behalf. The following individuals will serve as Government Representatives for MXSG.

Primary Government Representative	Alternate Government Representative
Name: William (Damon) West	Name: Michael Bull

Unit: 402 MXSG/MXDEA	Unit: 402 MXSG/MXDEA
Phone: 478-926-8871	Phone: 478-472-0000
Email: william.west.1@us.af.mil	Email: michael.bull.2@us.af.mil

4.2 Period of Performance. Period of Performance will consist of one basic year and 4 option years. Total Period of Performance will be 60 months from date of award.

4.3 Contractor Program Manager. The Contractor shall provide a Program Manager who shall be the single point of contact between the Contractor, Government selected contractor performing ISO 50001 Certification, and the Government. The name and phone number of the Contractor's Program Manager shall be provided in writing to the Contracting Officer, Government Representatives, and COR no later than five (5) calendar days after contract award date.

4.3.1 Contractor Qualifications. The minimum qualifications of the Contractor's energy SEM are as follows:

4.3.2 Expertise is demonstrated by experience in successfully implementing ISO 50001 certification for at least 5 sites. This is to provide confidence of the level of experience needed to provide EnMS continuous improvement to sustain certification.

4.3.3 Association of Energy Engineers (AEE) Certified Practitioner in Energy Management Systems. This credential, created by the United States Department of Energy (US DOE), will ensure that a rigorous and disciplined approach to strategic energy management is adhered to at WR-ALC and that all the structure and discipline is established to be prepared for subsequent SEP certification.

4.3.4 Certified SEP Performance Verifier (PV) by the AEE. This certification demonstrates a level of knowledge and training on how to implement and validate energy baseline and EnPI energy tracking models for ISO 50001.

4.3.5 Demonstrated experience in successfully implementing ISO 50001 certification for a DoD or federal installation performing DoW weapon system depot maintenance or equivalent. This demonstrates knowledge and experience working with DoD culture, constraints, and organizational structure at complex industrial facilities.

4.4 Place of Performance and Hours of Work. Services shall be performed in buildings on the attached spreadsheet (Attachment 1). On-site contract services shall be performed at the Warner Robins Air Logistic Complex. The work will take place in building various buildings at Robins Air Force Base, GA. The Contractor's work hours (shifts) shall normally be from 4:00 am to 6:00 pm, Monday through Sunday. The Government may adjust the Contractor's work hours based on workload requirements, with the flexibility to start work earlier, work odd shifts, and/or work weekends. The Government will provide the Contractor the required work hours

(schedule) for contractor personnel and will provide a 48-hour notice prior to changing any work hours. Any activities outside the normal operating hours must be prescheduled and approved by the Contracting Officer (CO) or the Contracting Officer's Representative (COR).

4.5 Recognized Holidays. Unless otherwise required by the Government, the Contractor shall not have access to Government facilities to work or telework on all federal holidays or during facility closings as authorized by the Government. If the holiday falls on Saturday, it is observed on Friday. If the holiday falls on a Sunday, it is observed on Monday.

4.6 Security Requirements.

4.6.1 Government Security Regulations. The Contractor shall ensure personnel, information, system, facility, and international security requirements are met in accordance with 32 CFR Part 117, National Industrial Security Program Operating Manual (NISPOM), Department of the Air Force Instruction (DAFI) 31-101, Base Defense Operations. The National Industrial Security Program Operating Manual (*NISPOM*), 32 CFR Part 117 is the authoritative manual concerning baseline standards for the protection of classified information in connection with classified contract and activities under the National Industrial Security Program.

- 32 CFR Part 117, *National Industrial Security Program Operating Manual (NISPOM)* "most current"
- DoDM5220.22V2_AFMAN16-1406V2, *Operations Support: National Industrial Security Program: Security Procedures for Government Activities*, "most current"; Incorporating DAFGM2025-01, "most current"
- DoDD 5205.02E, *DoD Operations Security (OPSEC) Program* "most current", Chg. 2; "most current"
- DoDM 5205.02, *DoD Operations Security (OPSEC) Program Manual* "most current", Chg. 2; dated "most current"
- AFI10-701, *Air Force Operations Security (OPSEC)* "most current", Chg. 1, dated "most current"
- DoDI 5200.02, *DoD Personnel Security Program (PSP)* "most current", Chg. 3; "most current"
- DoDM 5200.02 *Procedures for The DoD Personnel Security Program (PSP)* "most current", Chg. 1; "most current"
- DoDM 5200.02_DAFMAN16-1405, *Dept of Air Force Personnel Security Program* "most current"; Incorporating DAFGM2026-01, "most current"
- DoDI 5200.48, *Controlled Unclassified Information (CUI)* "most current"
- DoDI5200.48_DAFI16-1403_DAFGM2025-01, Department of the Air Force Guidance Memorandum to DoDI 5200.48_DAFI 16- 1403, *Controlled Unclassified Information (CUI) (Under Secretary of Defense Memorandum, "most current", Change to Policy on Sharing Controlled Unclassified Information with Foreign Entities)* "most current"
- NIST SP 800-171A, *Protecting Controlled Unclassified Information in Non-federal Systems and Organizations* CSR May 2024, REV 3, "most current" SP 800-171 Rev. 3
- DoDI 8510.01, *Risk Management Framework for DoD Systems* "most current"
- DoDI 8582.01, *Security of Non-DoD Information Systems Processing Unclassified Nonpublic DoD Information* "mot current"

- DoDM 5200.01-V1, *DoD Information Security Program: Overview, Classification, and Declassification* “most current” , Chg 3; “most current”
- DoDM 5200.01V1_DAFMAN16-1404V1, *Department of Air Force Information Security Program: Overview, Classification, & Declassification* “most current;; Incorporating DAFGM2025-01, “most current”
- DoDM 5200.01-V2, *DoD Information Security Program: Marking of Information* “most current”, Chg 4; “most current”
- DoDM 5200.01V2_DAFMAN16-1404V2, *Department of Air Force Information Security Program: Marking of Information* “most current”; Certified Current “most current”
- DoDM 5200.01-V3, *DoD Information Security Program: Protection of Classified Information* “most current” , Chg. 4; “most current”
- DoDM 5200.01V3_DAFMAN 16-1404V3, *Department of Air Force Information Security Program: Protection of Classified Information* “most current:
- DODM 5400.07, *DoD Freedom of Information Act (FOIA) Program* “most current”
- DODM 5400.07_AFMAN 33-302, *Air Force DoD Freedom of Information Act (FOIA) Program* “most current”
- DoD Issuances website <https://www.esd.whs.mil/directives/issuances/dodm/>

AF e-Publications website <https://www.e-publishing.af.mil/Product-Index/>

4.6.2 Contractor Security Clearance. This requirement does not require a Secret security clearance. The Contractor shall ensure Contractor personnel have a valid security clearance appropriate to the access required for proper accomplishment of contract/order requirements. Contractor personnel shall not be authorized access to classified and/or sensitive, but unclassified, information and/or materials or be permitted to work on classified and/or sensitive, but unclassified, projects and/or programs without a proper security clearance and a need-to-know. Contractor personnel whose clearances have been suspended or revoked shall immediately be denied access to classified and/or sensitive, but unclassified, information.

4.6.3 Communications Security (COMSEC). The Contractor shall use only secure communications methods and/or equipment to transmit or otherwise transfer classified and/or sensitive, but unclassified, information in accordance with 32 CFR Part 117.21, National Industrial Security Program Operating Manual (NISPOM). NSA/CSS Policy Manual 3-16, Control of COMSEC Material.

4.6.4 Contractor Access To Department of the Air Force Installations.

4.6.4.1 The contractor shall obtain base identification, and vehicle passes, if required, for all contractor personnel who make frequent visits to or perform work on the Department of the Air Force installation(s) cited in the contract. Contractor personnel are required to wear or prominently display installation identification badges or contractor-furnished, contractor identification badges while visiting or performing work on the installation.

4.6.4.2 The contractor shall submit a written request on company letterhead to the Contract Surveillance Management Office (CSMO) POC (Wide Area Workflow – WAWF Acceptor or Contracting Office Representative – COR) listing the following: contract number, location of work site/building number, start and stop dates, and names

of employees, birthdate; license number/state of issue; days of the week/hours needed (including overtime) and subcontractor employees needing access to the base. The letter will also specify the individual(s) authorized to sign for a request for base identification credentials or vehicle passes. The CSMO POC will endorse the request and forward it to the issuing base pass and registration office or Security Forces for processing. When reporting to the registration office, the authorized contractor individual(s) should provide a valid driver's license/Identification card/Passport, current vehicle registration, valid vehicle insurance certificate, and all visitors are subject to a criminal background check and required to follow all traffic guidelines while on the installation to obtain a vehicle pass.

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

4.6.4.4 When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with *DAFI 31-101, Base Defense Operations, and DoDMAN5200.02_DAFMAN16-1405_DAFGM2026-01, Air Force Personnel Security Program* citing the appropriate paragraphs as applicable.

4.6.4.5 Upon completion or termination of the contract or expiration of the identification passes, the prime contractor shall ensure that all base identification passes issued to employees and subcontractor employees are returned to the issuing office.

4.6.4.6 The contractor shall provide an after-hours contact number or after-hours email in the Emergency Mass Notification System (EMNS) for each of their personnel, whose normal place of duty is on a DoD installation or within a DoD facility. The contractor shall comply with any additional requirements in DAFI 10-206, Operational Reporting for emergency operational reporting. Foreign Nationals may participate and may remove themselves from the Emergency Mass Notification System at any time. To update information, personnel can access the globe icon on their system desktop screens and choose the "Access Self-Service" option.

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

4.6.4.8 If a contractor is denied base access due to criminal activity the CSMO POC will notify the contracting company which will take appropriate action to resolve the issue.

4.6.5 Access to Government Facilities/Contractor ID (Badging). The Contractor shall ensure Contractor/subcontractor personnel who require access to Robins AFB or other Government facilities comply with the security requirements of the installation.

4.6.6 The Contractor shall ensure a Defense Biometric Identification System (DBIDS) ID card is obtained by all contractor/subcontractor personnel who require recurring

access to a Government facility, but not local area network (LAN) access. The Contractor shall submit a letter to the Badging Agent [CSMO POC (WAWF Acceptor or COR)] listing all contractor/subcontractor personnel requiring access with the information requested in paragraph 4.6.4.2. The badging agent then submits to "Pass and Registration" for issuance of the contractor's DBIDS ID card. Contractor/subcontractor personnel shall report to the issuing/registration office to obtain the DBIDS ID card(s) with required documentation.

4.6.6.1 All personnel requesting a DBIDS ID (credentials) must present a valid state issued identification card or driver's license and a social security card or certified birth certificate or passport before they will be issued a credential. For those operating a motor vehicle on base, they will need to provide valid proof of registration and insurance. If Contractor employees are not a U.S. citizen, they must possess proof showing they are allowed to work in the United States/Georgia. Persons must present a previously issued Contractor identification card if applicable. Any foreign visitor/contractors must coordinate with the Foreign Disclosure Office. DBIDS ID cards are normally valid up to one year.

4.6.6.2 The Air Force has mandated contractors requesting a badging ID, consent to a check of their criminal history prior to being allowed access to installations. The check will be conducted at the Visitor Control Center (VCC) off Watson Boulevard, Robins AFB, GA. Contractors requiring unescorted access will need their driver's license or state-issued ID, and a social security card, which will be checked by name, dates of birth and social security number. The Badging Agent [CSMO POC (WAWF Acceptor or COR)] will submit required documentation to the Visitor Control Center (VCC). The contractor ID card/badge authorizes unescorted entry to Robins AFB for the bearer only. A contractor with a DBIDS ID card does NOT have sponsorship capability or trusted traveler capabilities.

4.6.6.3 The Contractor shall submit a letter to the Badging Agent [CSMO POC (WAWF Acceptor or COR)] immediately if contractor/subcontractor personnel no longer require access, upon transfer/termination of contractor/subcontractor personnel or upon completion/termination of the contract/order. The letter shall identify the name(s) and social security number(s) of the Contractor/subcontractor personnel. The Contractor shall return the ID card(s) to the issuing/registration office upon expiration, upon transfer/termination of Contractor/subcontractor personnel, or once contractor/subcontractor personnel no longer require access to the facility. If Contractors do not turn in their ID, the Contractor shall contact the designated Badging Agent [CSMO POC (WAWF Acceptor or COR)] to terminate installation access.

4.6.6.4 Controlled Area Access Cards. The CSMO POC shall work with the Contractor PM to complete an AF Form 2586 for each Contractor personnel requiring airfield/flightline access. Each Contractor personnel shall hand-carry the completed AF Form 2586 to the Aircraft Maintenance Group (AMXG) Security Office in Building 155. Upon confirming the accuracy of the AF Form 2586, the AMXG Security Office will issue the appropriate Controlled Area Access Card. This card must be always worn

above the waist and in plain view. When an individual ends employment with the Contractor and/or at the end of the contract Period of Performance (PoP) date, the Contractor PM shall collect the cards and return them to the AMXG Security Office. If a card is lost or stolen, the Contractor PM shall immediately notify the CSMO POC who will then contact the AMXG Security Office.

4.6.7 Airfield / Flightline / Industrial Area Driving and Operation of POV, Vehicular and Non-Vehicular Equipment. Airfield / Flightline / Industrial Area Driving Authorization: Contractor personnel operating any Vehicular or Non-Vehicular Equipment (NVE) on the airfield at Robins Air Force Base (AFB) shall comply with all requirements outlined in DAFI 13-213, Airfield Driving, as supplemented by the current Robins AFB Supplement. This includes, but is not limited to, obtaining and maintaining a valid airfield driving permit. NVE includes, but is not limited to, bicycles, tricycles, golf carts, and all-terrain vehicles (ATVs).

4.6.7.1 Requirements for Operation: Prior to operating any Vehicle or NVE on the Airfield / Flightline / Industrial Area, contractor personnel shall:

4.6.7.1.1 Successfully complete all required airfield driving training as specified in the Robins AFB Supplement to DAFI 13-213. The Contractor is responsible for obtaining contact information from the CSMO POC to schedule training with the Unit's Airfield Driving Program Manager (ADPM)/Vehicle Control Officer (VCO). This shall be done with adequate lead time to prevent interference with the contract schedule. The following information shall be provided by the Contractor to schedule the training: List of individuals (first name, middle initial, last name) and contact number for each.

4.6.7.1.2 Possess a valid AF Form 483, Certificate of Competency. This certificate showing successful completion must be in the possession of the vehicle operator when driving on the Airfield / Flightline / Industrial Area.

4.6.7.1.3 Ensure the equipment is in safe operating condition and meets all applicable safety requirements as defined in the Robins AFB Supplement to DAFI 13-213.

4.6.7.1.4 Adhere to all speed limits, traffic regulations, and operational procedures outlined in DAFI 13-213 and the Robins AFB Supplement.

4.6.7.2 Privately Owned Vehicle (POV) Access: Access to the airfield for Contractor personnel in Privately Owned Vehicles (POVs) is authorized only upon written approval from the Aircraft Maintenance Group Commander (AMXG/CC). Only Contractor Supervisors are authorized to request POV access. The Contractor shall submit a written request to the CSMO POC. The CSMO POC will forward the request along with the completed Application 18 to the AMXG/ADPM/VCO for consideration. Application 18 information includes:

4.6.7.2.1 Justification for POV access (e.g., specific tasks requiring POV use).

4.6.7.2.2 List of personnel requiring POV access, including their airfield driving permit numbers (if applicable).

4.6.7.2.3 Vehicle information (year, make, model, color, license plate number).

4.6.7.3 Vehicle Identification: All Contractor-owned vehicles, including POVs authorized for airfield access, shall prominently display the Contractor's company name and logo in accordance with paragraph 4.29.10 of the Robins AFB Supplement to DAFI 13-213. The Contractor is responsible for ensuring that vehicle markings are legible and maintained in good condition. Vehicle markings must be either magnets or decals; no paper or lamen markings permitted.

4.6.7.4 Compliance Verification: The Government reserves the right to inspect Contractor POV's, vehicles and NVE, and to verify compliance with all airfield driving and safety requirements. Failure to comply with these requirements may result in revocation of airfield driving privileges and/or other contractual remedies

4.6.8 Operations Security (OPSEC). The purpose of OPSEC is to reduce the vulnerability of USAF missions to adversary collection and exploitation of critical information. The Contractor shall comply with DoDD 5205.02E "DoD Operations Security (OPSEC) Program", DoD Manual 5205.02 "DoD Operations Security (OPSEC) Program Manual" and AFI 10-701 "Operations Security (OPSEC)" to protect United States (U.S. Government interest). The Contractor shall ensure compliance with OPSEC requirements including procedures to protect classified and/or sensitive, but unclassified, Government projects and/or programs. The Contractor shall ensure Contractor personnel who perform work at Robins AFB or another Government facility comply with the OPSEC procedures of the facility.

4.6.9 Supply Chain Risk Management. The Contractor shall implement risk management procedures to ensure that system, equipment, components, software, maintenance equipment, and supplies do not incorporate counterfeit parts, malicious code, or other elements that would allow adversaries to gain access to data and critical program information and disrupt operations. Contractor risk management procedures shall comply with:

- DoDI5000.83 DAFI 63-113, *Technology and Program Protection to Maintain Technological Advantage*
- SAE Aerospace Standard AS5553D, *Counterfeit Electrical, Electronic, and Electromechanical (EEE) Parts; Avoidance, Detection, Mitigation and Disposition*,
- National Institute of Standards and Technology (NIST) Special Publication 800-53 Rev 5, *Security and Privacy Controls for Information Systems and Organizations*

4.10 Contractor Identification. Contractor personnel shall wear visible identification designating them as contractors at all times while on Robins Air Force Base.

4.11 Contractor Vehicle Entry. The Contractor shall contact the Robins Air Force Base Visitor's Center to and comply with local procedures for obtaining credentials and vehicle entry. Information may be obtained by calling the following phone number: Commercial 478-222-1972.

4.12 Agency Affirmative Procurement Program. In accordance with RFO 23.102 (Policy) and 23.103 (Procedures), 100% of purchases of Environmental Protection Agency (EPA)-designated products included in the Comprehensive Procurement Guidelines (CPG) list [<https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>] and/or United States Department of Agriculture (USDA)-designated products included in the biobased product listings [<http://www.biopreferred.gov>] shall, at a minimum, meet the EPA or USDA standards for recovered materials or bio based content, respectively, unless an item cannot be acquired competitively within a realistic timeframe, meet appropriate performance standards, and/or be acquired at a reasonable price.

4.12.1 The Contractor shall provide estimates and verification of recovered material for EPA-designated CPG products and certification for both EPA-designated CPG products and USDA-designated biobased products. In accordance with the Robins Air Force Base, Georgia / Affirmative Procurement Program (formerly Green Procurement Program (GPP)) Plan, the Contractor shall provide estimates and certifications to the Government for completion of the applicable attachment(s) to be included in the Purchase Request (PR) package.

4.13 Elimination of Use of Class I Ozone Depleting Substances (ODS)

4.13.1 Contractors shall not:

4.13.1.1 Provide any service or product with any specification, standard, drawing, or other document that requires the use of a Class I ODS in the test, operation, or maintenance of any system, subsystem, item, component, or process; or

4.13.1.2 Provide any specification, standard, drawing, or other document that establishes a test, operation, or maintenance requirement that can only be met by use of a Class I ODS as part of this contract/order.

4.13.2 For the purposes of Department of the Air Force policy, the following products that are pure (i.e., they meet the relevant product specification identified in DAFMAN 32-7002) are Class I ODSs:

4.13.2.1 Halons: 1011, 1202, 1211, 1301, and 2402

4.13.2.2 Chlorofluorocarbons (CFCs): CFC-11, CFC-12, CFC-13, CFC-111, CFC-112, CFC-113, CFC-114, CFC-115, CFC-211, CFC-212, CFC-213, CFC-214, CFC-215, CFC-216, and CFC-217, and the blends R-500, R-501, R-502, and R-503; and

4.13.2.3 Carbon Tetrachloride, Methyl Chloroform, and Methyl Bromide.

4.14 Other Government Furnished Equipment and Services. None

4.15 Environmental Management System (EMS). Environmental Management Systems (EMS) Awareness Training: All contractor personnel working on Robins AFB who perform activities on the installation are required to complete Air Force-provided initial EMS Awareness Training. It is the responsibility of the Prime Contractor to ensure that all sub-contractors, vendors, and employees complete this training prior to beginning work on Robins AFB. Notification of training completion shall be sent to the Robins AFB Contracting Officer (CO) and the Contract Surveillance Management Office (CSMO) POCs to be maintained in the contract file for tracking purposes. Failure to provide documentation of EMS Training may result in termination of the contract.

4.15.1 EMS training is provided by Environmental Management. Contractors have two options to satisfy the mandatory EMS Awareness Training requirement. (Front Desk: 478-926-1176)

4.15.2 Option 1: Contractors can register for an account through The Environmental Awareness Course Hub (TEACH), the Air Force training database:
<https://usaf.learningbuilder.com/account/login/?ReturnUrl=%2f>

Search for Course ID: EMS110UHHZ00293

Directions:

1. Hover your mouse over the Courses and Transcripts tab.
2. Click on Transcripts
3. Click into the TEACH Course Completion Log by clicking the orange Continue or Begin button.
4. When you are on the transcript, click on the blue “Search for Course” button.
5. When the pop up appears enter the course name or course number and press search.
6. Once you find the course you want to add, click on the +Select button to add the course to your transcript.

(Note: Teach may not be supported by Internet Explorer; recommend using Chrome.)

4.15.3 Option 2: Contractor requests a copy of the Robins EMS Awareness Training PowerPoint Presentation from Environmental Management. The request should be sent to the Environment Management Office at the following email address, jessica.parker.15@us.af.mil. Once the presentation is received, the contractor is responsible for ensuring that all his/her employees view the training. **(CDRL A/B/C/D/E008 DI-MGMT-80368A/T, Status Report/EMS Training)**

4.16 ISO 50001 – Energy Management System. Due to the WR-ALC being certified ISO 50001, all contractors are subject to the Energy Management System (EnMS) requirements and shall abide by certification guidelines whenever applicable.

4.16.1 EnMS Training. All contractor personnel working on Robins AFB who perform activities on the installation are required to complete Air Force provided initial EnMS Training. It is the responsibility of the Prime Contractor to ensure that all sub-contractors, vendors, and employees complete this training prior to beginning work on Robins AFB.

4.16.1.1 EnMS training is provided by the Energy Assurance Office. The Contractor shall request the training by sending an email to 402MXSG.MXDEA.EnergyAssurance@us.af.mil.

4.16.2 Notification of training completion shall be sent to the Energy Assurance Office (402MXSG.MXDEA.EnergyAssurance@us.af.mil) and the CSMO POC to be maintained for tracking purposes. Failure to provide documentation of EnMS Training prior to beginning work may result in termination of the contract. (CDRL A/B/C/D/E009 DI-MGMT-80368A/T, Status Report/EnMS Training)

4.17 Contractor Safety Program. (See Appendix C, Part II, Para 7) The Contractor shall establish and maintain an acceptable safety program in accordance with their accepted Safety and Health Plan. The Air Force is part of the OSHA Voluntary Protection Program (VPP). All shall familiarize themselves with the requirements of VPP. Information on the VPP can be accessed at <http://www.osha.gov/dcs/vpp/index.html>. Additionally, the Contractor is responsible for the safety and health of all subcontractor employees. No more than two Class C mishaps per contract year and Zero Class A or B mishaps will be tolerated. All changes to the plan must also be submitted in writing and approved by the Government.

4.17.1 Safety and Health Plan: Within 10 calendar days after contract award, the contractor shall email a copy of their company Safety Plan that is required to ensure compliance with the Occupational Safety and Health Act (OSHA) (Public Law 91-596) to 402mxw.se.wf@us.af.mil. The Safety Plan will be provided to the Safety Office for review. The Safety Office will provide acceptance or non-acceptance within 5 working days of receipt to the government point-of-contact who will notify the CO. (CDRL A010, DI-SAFT-82080/T NOT 2, Contractor's Safety Plan).

4.17.2 The Contractor Safety Plan shall address in detail the items listed in the Contract Appendix C, Part II through Part IV as applicable. For task specific procedures identified in the Contract Appendix C, the contractor's internal procedures for those tasks must be identifiable within the submitted Safety Plan or shall be provided in an amendment or addendum to the company's Safety Plan. If task specific procedures identified in the Contract Appendix C, are not submitted with the contractor's Safety Plan, the submitted Safety Plan will be returned as NOT ACCEPTED. The contractor will have 5 working days to resubmit the Safety Plan, amendment or addendum to address or correct issues identified for non-acceptance. The Safety Office will provide acceptance or non-acceptance of the resubmission within 5 working days of receipt to the government POC who will notify the CO.

4.17.3 In performing work under this contract on a Government installation, the contractor shall:

4.17.3.1 Take all reasonable steps and precautions to prevent accidents and preserve the health and safety of contractor and Government personnel performing or in any way coming in contact with the performance of this contract; and

4.17.3.2 Take such additional immediate precautions as the contracting officer may reasonably require for health and safety purposes.

4.17.3.2 The contracting officer may, by written order, direct Department of the Air Force Occupational Safety and Health (AFOSH) Standards and/or health/safety standards as may be required in the performance of this contract and any adjustments resulting from such direction will be in accordance with the Changes clause of this contract.

4.17.3.3 Any violation of these health and safety rules and requirements, unless promptly corrected as directed by the contracting officer, shall be grounds for termination of this contract in accordance with the Default clause of this contract.

4.18 Mishap Notification. (See Appendix C, Part II, Para 5) The Contractor shall notify the Robins AFB Safety Office telephonically at (478)327-4862 during duty hours and (478)926-3567 after hours, within four (4) hour after initial notification of all mishaps or incidents for damage to DoD property (material plus labor) entrusted by this contract and employee injuries as a result of the contract operation. A follow-up (written or e-mail) of this mishap/incident notification shall be sent within three calendar days to the Government Representative, the Procurement Contracting Officer (PCO), CSMO Representative (with a copy to program manager), who will forward it to the Safety Office. The information that is not available at the time of the initial notification shall be provided within 20 calendar days after the mishap. Mishap notification shall contain, as a minimum, the following information:

- a. Contract, Contract Number, Name and Title of Person(s) Reporting
- b. Date, Time and exact location of accident/incident
- c. Brief Narrative of accident/incident (Events leading to accident/incident)
- d. Cause of accident/incident, if known
- e. Estimated cost of accident/incident (material and labor to repair/replace)
- f. Impound Authority Name and Phone Number (as applicable)
- g. Nomenclature of equipment and personnel involved in accident/incident
- h. Corrective actions (taken or proposed)
- i. Other pertinent information

(CDRL A/B/C/D/E011, DI-SAFT-81563/T NOT 2, Accident/Incident Report)

4.19 Travel. In the event contractor travel is required in support of these services, it shall be authorized in advance by the Contracting Officer. Costs shall be reimbursed in accordance with the Joint Travel Regulation. Receipts must be presented with the invoice for reimbursement of actual travel costs.

4.19.1 Travel Anticipated. Travel shall be IAW the Joint Travel Regulation (JTR) and shall require approval in writing by the CO, COR and PM fourteen (14) days prior to start of

travel or incurring any travel related expenses. Travel shall be Cost Reimbursement No Fee (CRNF).

4.19.2 Travel Pre-Approval. The Contractor is responsible for making all necessary travel arrangements. All travel requires CO notification, approval, and authorization prior to departure (which requires a realistic Not to Exceed (NTE) estimate of the travel at the period in which they will be traveling. The Contractor shall propose all estimated travel costs for each occurrence. The Contractor shall obtain written approval to travel from the Contracting Officer (cc COR and PM) at least fourteen (14) business days in advance before traveling. Request for approval shall include the following:

- Date and Location of Travel
- Event (Purpose of Travel)
- Number of Travelers
- Name and Title (Labor Category) of Travelers
- Goals and Desired Outcomes of Trip
- Total Estimated Cost of Trip
- Anticipated Itinerary with Associated Estimated Costs (i.e., airfare, hotel, rental car, etc.)

4.19.3 Travel Expenses. Contractor travel policies and procedures must be best business practices IAW FAR 31.205-46, Travel Costs. Contractor must use the DoD Joint Travel Regulation (JTR) as a guide regarding air fares, per diem, hotel, allowances, and reimbursement of travel expenses. First class air travel is not authorized. The Government reserves the right to disallow unreasonable travel costs. Travel must be billed as a separate line item on all invoices. The Contractor shall submit receipts for travel expenses to the PM and COR IAW Federal Travel Regulation (FTR) 301-11.25.

4.19.4 Post-Trip Report. As part of the monthly status report, upon completion of any travel, the Contractor shall submit a trip report describing the actual activities, accomplishments, and any relevant information learned on the trip. The report shall be sent no later than five (5) days after return. Actual travel expenses shall be incorporated in this report. It shall be sent electronically to the government POC, Contracting Officer and CSMO representative. (CDRL A/B/C/D/E013 DI-MGMT-80368A/T, Status Report/Post Trip Report)

4.20 Essential Services During Crisis. The Services Acquisition Lead (SAL) has determined, by placing in writing their decision, that this requirement is not Mission Essential (M-E) in accordance with R-DFARS 252.237-7023, Continuation of Essential Contractor Services.

4.21 Inspection of Services/Inspection of Supply: In accordance with the Inspection of Supply/Services clause(s) identified in the contract/order, the Government reserves the right to inspect Contractor performance.

4.22 Invoice/Payment and Receipt/Acceptance: In accordance with R-DFARS clause 252.232-7003, Electronic submission of Payment Requests and Receiving Reports, the Contractor shall submit/process payment requests (invoices, Receiving Reports or combos) and

receipt/acceptance documents via Procurement Integrated Enterprise Environment (PIEE) through module Wide Area Workflow (WAWF). Access at the following site:
<https://piee.eb.mil/>

4.23 Technology Control Plan. The Contractor shall have an applicable Technology Control Plan (TCP) that protects export-controlled tech data and defense articles consistent with DoDM 5200.01 Vols 1, 2 and 3. The TCP shall comply with:

1. 48 CFR 52.239-1, Privacy or Security Safeguards
2. 48 CFR 252.225-7048, Export-Controlled Items

5.0 APPENDICES

5.1 References

Publication/Instruction Title	Date of Document	Amendments and/or Revision	Specific Paragraph/Chapter/or Entire Document Applies
AF IMT 55	12 February 2025	N/A	Entirety
AFI 13-213, Robins AFB Sup	4 February 2020	N/A	Entirety
DAFMAN 17-1203	13 September 2022	N/A	Entirety
DAFI 31-101	10 Sept 2024	N/A	Entirety
DFARS 237.76	24 October 2025	N/A	Entirety
ISO 50001	21 August 2018	February 2024	Entirety
Public Law 91-596	29 December 1970	15 January 2024	Entirety
DAFI 13-213	8 February 2023	N/A	Entirety