

**CONTRACT EXHIBIT 1**

**Contract Data Requirements List (CDRLs)**

**PORT OPERATIONS**

CDRL #	Deliverable	First Submission	Frequency	# of Copies	Submission Format	Submit To	PWS Paragraph Reference
1	Staffing Plan	With Tech Proposal	N/A	IAW RFP	Hardcopy and Electronic	KO	3.1.8
2	Quality Control Plan	With Tech Proposal	If Updates Required	IAW RFP	Hardcopy and Electronic	KO/COR	1.7.21a,c
3	Safety Plan	With Tech Proposal	If Updates Required	IAW RFP	Hardcopy and Electronic	KO/COR	3.1.4
4	Property Management Plan	With Tech Proposal	If Updates Required	IAW RFP	Hardcopy and Electronic	KO/COR	2.2, 2.2.1, 2.2.9
5	Transition Plan	With Tech Proposal	N/A	IAW RFP	Hardcopy and Electronic	KO	2.1, 2.1.4
6	Training Plan/Status Report	With Tech Proposal	Monthly Status Reports	IAW RFP	Hardcopy and Electronic	KO/COR	2.1.2
7	Personnel Contingency Plan	30 Days After Phase-in	If Updates Required	1	Electronic	KO/COR	3.4.5
8	Redbeam Inventory	Last 5 Days of Phase-in	Quarterly	1	Hardcopy	COR	2.2.6
9	Drug & Alcohol Plan	30 Days After Phase-in	If Updates Required	1	Electronic	KO/COR	3.1.5
10	Hazardous Material Management Plan	30 Days After Phase-in	If Updates Required	1	Electronic	KO/COR	2.7.1
11	Accident/Incident Report	As Required	As Required	1	Hardcopy and Electronic	KO/COR	1.7.13, 2.6.2d
12	HAZMAT Report	Last 5 Days of Phase-in	As Required	1	Electronic	COR	2.7.3
13	Inclement Weather Response Plan	10 days Prior to Base Year Start	If Updates Required	1	Electronic	COR	2.8.1
14	Vessel Inspection Checklists & SOP	5 Days Prior to Base Year Start	If Updates Required	1	Hardcopy and Electronic	COR	2.5.7
15	Equipment Maintenance Plans	30 Days After Phase-in	Annually and as Required	1	Hardcopy and Electronic	COR	2.6e
16	Funds Expenditure Report	After Contract Base Year Start	Weekly	1	Electronic	COR	1.8.1
17	Government Furnished Property Inventory	14 days Prior to Base Year Start	Quarterly	1	Hardcopy and Electronic	COR	2.1.1, 2.2.3
18	\$500 and below Purchase Order Report	After Base Year Start	Weekly	1	Electronic	COR	1.8.3b
19	Maintenance Status Report	After Base Year Start Date	Weekly	7	Hardcopy and Electronic	COR	2.6.2
20	Duty Section Report	After Base Year Start Date	Weekly	2	Hardcopy and Electronic	COR	2.5.10
21	Master Overhaul Schedule	After Work Specs Provided	Annually	1	Hardcopy and Electronic	KO/COR	1.8.4a
22	Oil & Hazardous Substance Spill Report	As Required	As Required	1	Hardcopy and Electronic	KO/COR	2.10.6
23	Line Handling Report	After 1 <sup>st</sup> Event	After Event	1	Hardcopy and Electronic	COR	2.9.4
24	Biobased Compliance Plan	30 Days After Phase-in	Annually and as Required	1	Hardcopy and Electronic	COR	1.8.5

WD 04-0047 (Rev.-13) was first posted on www.wdol.gov on 01/05/2016

Diver Services

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REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON, D.C. 20210

Daniel W. Simms	Division of Wage		Wage Determination No: 2004-0047
Director	Determinations		Revision No: 13
			Date Of Revision: 12/29/2015

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Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

NATIONWIDE: This wage determination applies to the Coastline of the U.S., Alaska and Hawaii except DC, DE, FL, GA, MD, NC, SC and VA (Southern Areas) .

ALASKA AREA: Alaska Coastline.

GULF OF MEXICO AREA: All land areas adjacent to the Gulf of Mexico, except Gulf of Mexico area in Texas and Louisiana (see WDs numbers below).

NEW ENGLAND AREA: From the border of New Brunswick, Canada down to longitude that is parrallel to the border between Massachusetts and Rhode Island so as to include Nantucket Island and Martha's Vineyard.

NEW YORK AREA: From the above down to the line between Monmouth and Ocean Counties, New Jersey.

NORTHERN CALIFORNIA AREA: From the above longitudinal parallel line extending out from the border of Oregon and California.

OREGON AREA: From the above longitudinal parallel line extending out from the border of Washington and Oregon.

SOUTHERN CALIFORNIA AND HAWAII AREA: From the border of Mexico to a line starting from the border between San Luis Obispo and Monterey Counties, California parallel to the latitudinal lines, including Hawaii.

WASHINGTON AREA: From the above to a longitudinal parallel line extending out from the border of Canada and Washington.

See WD 2002-0190 for Louisiana and WD 2002-0261 for Texas.

The Southeast Area has been removed which includes the Southern Area of New Jersey and can be located on WD 2007-0134.

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**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

Employed on contract for Diving services.

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
47040 - Diver		
Alaska Area - Diver		74.68
Alaska Area - Stand-by-Diver		37.34
Gulf of Mexico Area - Diver/Helper		25.52
Gulf of Mexico Area - Journeyman Diver		27.02
Hawaii		45.20

New England Area - 60 feet or less - Massachusetts-\$150.00/per Dive (8 hr shift)	50.74
New York Area	54.63
Northern California Area	76.58
Northern California Area - Stand-by-Diver	38.29
Oregon Area - Diver	77.94
Oregon Area - Stand-by-Diver	38.97
Southern California Area - Diver	82.96
Southern California Area - Stand By Diver	41.48
Washington Area - Diver	85.24
Washington Area - Stand-by-Diver	42.62
47041 - Diver Tender	
Alaska Area - Assistant Tender	32.30
Alaska Area - Tender	36.34
Hawaii	40.25
New England Area	36.24
New York Area	39.18
Northern California Area - Assistant Tender ROV Tender/Technician	33.90
Northern California Area - Tender ROV Operator/EMT Tech	37.29
Oregon Area	36.74
Southern California - Assistant Tender	37.48
Southern California Area - Tender	40.48
Washington Area	38.27
Diver can negotiate pay under the following conditions:	
For dives deeper than depths specified	
For special penetration situations	

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

ALASKA AREA Fringe Benefits:

DEPTH PAY: 050 - 100 ft. - \$1.00/ft.  
 101 - 200 ft. - \$2.00/ft.  
 Over 200 Divers negotiated

HELIUM - OXYGEN SURFACE DIVING DEPTH PAY:

200 - 250 ft. - \$3.00/ft.  
 251 - 300 ft/ - \$4.00/ft.  
 In excess of 300 feet - Divers negotiate, but not less than \$4.00 per foot

TUNNEL OR PIPE PAY (based on distance traveled from the entrance):

005 - 050 ft. - \$1.00/ft./per day  
 050 - 100 ft. - \$2.00/ft./per day  
 100 - 150 ft. - \$3.00/ft./per day  
 Over 150 ft. - Diver negotiated, but not less than \$3.00/ft/day

HEALTH AND WELFARE: \$7.15 per hour.

PENSION: \$9.28 per hour.

APPRENTICE TRAINING: \$.80 per hour.

GULF OF MEXICO AREA (except areas in Texas and Louisiana) Fringe Benefits:

HAZARD PAY: \$35.00 per eight hours shift for divers where work involves entry into any area where vertical ascent is not possible (tunnels, wrecks, etc.), live boating (diving from a moving vessel) or blasting.

DEPTH PAY:050 - 100 ft. - \$1.00/ft.  
 100 - 150 ft. - \$2.00/ft.  
 151 - 200 ft. - \$3.00/ft.  
 201 - 250 ft. - \$4.00/ft.  
 251 - 350 ft. - \$6.00/ft.  
 351 - 400 ft. - \$7.00/ft.  
 401 - 500 ft. - \$8.00/ft.  
 500 ft. and over - Diver negotiated but not less than \$8.00/ft.

HEALTH AND WELFARE: \$3.30 per hour.

APPRENTICE TRAINING: \$0.50 per hour.

PENSION: \$2.30 per hour.

ANNUITY: \$2.10 per hour.

HAWAII AREA fringe benefits:

DEPTH PAY: 50 - 100 ft. - \$1.50 /ft. in excess of 50 ft.  
 100 - 150 ft.- \$100.00 plus \$2.00 per ft. in excess of 100 ft.  
 150 - 200 ft. - \$200.00 plus \$3.00 per ft. in excess of 150 ft.  
 Over 200 ft. - the Diver shall have the right to designate his/her own rate, but in no case shall that rate be lower than the above-specified rate for depths of less than 200 feet.

Pipe & Tunnel - Ability to stand erect:

5 ft. - 50 ft - \$5.00 per day  
 50 ft - 100 ft - \$7.50 per day  
 100 ft. - \$150 ft - \$12.50 per day  
 150 ft - Additional - \$7.50 per day per 50 ft

Unable to stand erect.

5 ft - 50 ft - \$5.00  
 50 ft - 100 ft - \$7.50  
 100 ft - 150 ft - \$12.50  
 150 ft - 200 ft - \$15.00  
 200 ft - 300 ft - \$1.00  
 300 ft - 450 ft - \$1.50  
 450 ft - 600 ft - \$2.50

HEALTH AND WELFARE: \$5.92 per hour

VACATION AND HOLIDAY FUND: 5.25 per hour

APPRENTICESHIP AND TRAINING: \$0.71 per hour

401(k) FUND: \$1.50 per hour

NEW ENGLAND AREA Fringe Benefits:

Remote Observation Vehicles (ROV)  
 Autonomous Underwater Vehicles (AUV)  
 Atmospheric Dive Suits (ADS) and  
 Submersible Pilots & Robotic  
 Underwater Tools & Equipment

Also rates for Slurry/Effluent

Diver - \$76.11  
Tender - \$54.36

DEPTH PAY: Over 60 ft. - 100 ft. - \$.55/ft./per dive.  
Over 101 ft. - 150 ft. - \$1.05/ft./per dive  
Over 151 ft. - 200 ft. - \$1.60/ft./per dive  
Over 200 ft. - Diver/negotiated

PENETRATION PAY: 1 ft. - 150 ft. - \$.55/ft per dive  
151 ft. and over - \$.80/ft per dive  
Special situation - subject to negotiation per dive

HEALTH AND WELFARE: \$7.33 per hour

PENSION: \$5.51 per hour

ANNUITY: \$9.01 per hour

APPRENTICESHIP: \$.50

NEW YORK AREA Fringe Benefits:

AIR DIVES

060-74 FT. \$.25/ft./day from and over 60 ft.  
75-125 FT. \$.78/ft./day from and over 75 ft.

MIXED GAS DIVES

75 ft - 125 ft. \$.78/ft./day  
126 ft - 200 ft - \$1.60 per foot

AIR & MIXED GAS DIVES: Over 200 ft. - diver negotiated

HEALTH AND WELFARE: \$10.25 per hour

VACATION: \$6.66 per hour

PENSION: \$13.31 per hour

ANNUITY: \$7.10 per hour

APPRENTICESHIP: \$.70 per hour

SUPPLEMENTAL: \$.04 per hour

NORTHERN CALIFORNIA AREA Fringe Benefits:

DEPTH PAY: 050 - 100 ft. - \$2.00/ft.  
101 - 150 ft. - \$3.00  
151 - 220 ft. - \$4.00  
Over 221 ft. - \$5.00

TUNNEL OR PIPE PAY: (based on distance traveled from the entrance):  
0 - 25 ft. - no charge  
26 - 300 ft. - \$1.00/ft

Where diver is unable to stand erect in tunnel or pipe or when it is necessary for a diver to enter any pipe or tunnel or other enclosure over 300 feet from the entrance or less than 48" in height, the premium will be by mutual agreement between the diver, the Union, and the contractor, but never less than \$1.00 per foot.

\$1.00/ft

MANIFOLD OPERATOR: \$37.29

MIXED GAS MANIFOLD TECHNICIAN/DECOMPRESSION CHAMBER OPERATOR: \$42.29

HEALTH AND WELFARE: \$8.55 per hour.

VACATION: \$4.86 per hour.

PENSION: \$5.05 per hour.

APPRENTICE TRAINING: \$.53 per hour

ANNUITY: \$4.00 per hour.

OREGON AREA Fringe Benefits:

DEPTH PAY:050 - 100 ft. - \$1.00/ft.  
 101 - 150 ft. - \$1.50/ft.  
 151 - 200 ft. - \$2.00/ft.  
 Over 200 ft. - Diver negotiated

TUNNEL PAY (tunnel, pipe, or other enclosure in which there is no vertical escape based on distance traveled from the entrance):

005 - 50 ft. - \$4.00/day  
 050 - 100 ft. - \$5.00/day  
 100 - 150 ft. - \$8.00/day  
 150 - 200 ft. - \$20.00/day  
 200 - 300 ft. - \$.40/ft.  
 300 - 450 ft. - \$.80/ft.  
 450 - 600 ft. - \$1.60/ft.  
 Over 600 ft. - Diver negotiated

HEALTH AND WELFARE: \$6.44 per hour.

PENSION: \$5.06 per hour.

APPRENTICE TRAINING: \$.72 per hour

DRUG TEST: \$.10 per hour.

SOUTHERN CALIFORNIA Fringe Benefits:

The listed wage rates are for depths up to and including 50 feet.

DEPTH PAY:050 - 100 ft. - \$2.00/ft./day  
 101 - 150 ft. - \$3.00/ft./day

151 - 200 ft. - \$4.00/ft./day  
 221 - Deeper \$5.00

Manifold Operator - \$40.48  
 Gas Manifold Operator - \$45.48

TUNNEL OR PIPE PAY (based on distance traveled from the entrance):  
 0 - 25 ft. - No charge  
 25 - 300 ft. - \$1.00/foot  
 These premiums are per day  
 midnight to midnight.

Where diver is unable to stand erect in tunnel or pipe:

When it is necessary for diver to enter any pipe or tunnel or other enclosure over 300 feet from entrance or less than 48" in height, the premium will be by mutual agreement between the diver, the union and the contractor, but never less than \$1.00 per foot.

HEALTH AND WELFARE: \$3.95 per hour.

VACATION: \$3.30 per hour.

PENSION: \$1.91 per hour.

APPRENTICE TRAINING: \$.42 per hour.

WASHINGTON AREA Fringe Benefits:

DEPTH PAY: 050 ft - 100 ft. - \$2.00/ft.  
 101 ft - 150 ft. - \$3.00/ft.  
 151 ft - 220 ft. - \$4.00/ft.  
 221 ft - 299 ft - \$5.00/ft.  
 Over 299 ft. - Diver negotiate

TUNNEL OR PIPE PAY (based on distance traveled from the entrance)  
 000 - 025 ft. - N/C  
 025 - 300 ft. - \$1.00/per feet  
 100 - 150 ft. - \$8.00/day  
 Over 300 ft. or less than 48' in height - Negotiate with Diver,  
 but not less than 1.00 per foot per/day .

HEALTH AND WELFARE: \$6.68 per hour.

PENSION: \$4.25 an hour.

APPRENTICE TRAINING: \$.64 per hour.

SUBSTANCE ABUSE PROGRAM: \$0.064 per hour

\*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\*

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

WD 05-2153 (Rev.-21) was first posted on www.wdol.gov on 01/05/2016

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REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210

Daniel W. Simms	Division of		Wage Determination No.: 2005-2153
Director	Wage Determinations		Revision No.: 21
			Date Of Revision: 12/29/2015

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

States: American Samoa, Hawaii

Area: American Samoa Statewide

Hawaii Statewide

OCCUPATION NOTE:

STEVEDORING AND LONGSHOREMEN: Wage rates and fringe benefits can be found on Wage Determination 2000-0085

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.20
01012 - Accounting Clerk II		15.93
01013 - Accounting Clerk III		17.40
01020 - Administrative Assistant		26.48
01040 - Court Reporter		18.59
01051 - Data Entry Operator I		13.16
01052 - Data Entry Operator II		14.36
01060 - Dispatcher, Motor Vehicle		17.10
01070 - Document Preparation Clerk		13.15
01090 - Duplicating Machine Operator		13.79
01111 - General Clerk I		12.53
01112 - General Clerk II		13.67
01113 - General Clerk III		15.45
01120 - Housing Referral Assistant		23.77
01141 - Messenger Courier		12.47
01191 - Order Clerk I		13.18
01192 - Order Clerk II		14.38
01261 - Personnel Assistant (Employment) I		15.79
01262 - Personnel Assistant (Employment) II		17.88
01263 - Personnel Assistant (Employment) III		19.68
01270 - Production Control Clerk		18.86
01280 - Receptionist		15.40
01290 - Rental Clerk		15.79
01300 - Scheduler, Maintenance		19.05

01311	- Secretary I	19.05
01312	- Secretary II	21.31
01313	- Secretary III	23.77
01320	- Service Order Dispatcher	14.05
01410	- Supply Technician	25.82
01420	- Survey Worker	17.10
01531	- Travel Clerk I	14.78
01532	- Travel Clerk II	15.97
01533	- Travel Clerk III	17.12
01611	- Word Processor I	14.36
01612	- Word Processor II	16.11
01613	- Word Processor III	18.03
05000	- Automotive Service Occupations	
05005	- Automobile Body Repairer, Fiberglass	22.19
05010	- Automobile Electrician	22.43
05040	- Automotive Glass Installer	22.00
05070	- Automotive Worker	22.00
05110	- Mobile Equipment Servicer	18.99
05130	- Motor Equipment Metal Mechanic	24.41
05160	- Motor Equipment Metal Worker	22.00
05190	- Motor Vehicle Mechanic	25.65
05220	- Motor Vehicle Mechanic Helper	17.39
05250	- Motor Vehicle Upholstery Worker	20.80
05280	- Motor Vehicle Wrecker	22.00
05310	- Painter, Automotive	23.19
05340	- Radiator Repair Specialist	22.00
05370	- Tire Repairer	13.78
05400	- Transmission Repair Specialist	24.37
07000	- Food Preparation And Service Occupations	
07010	- Baker	14.87
07041	- Cook I	13.17
07042	- Cook II	15.29
07070	- Dishwasher	12.05
07130	- Food Service Worker	11.14
07210	- Meat Cutter	18.70
07260	- Waiter/Waitress	12.01
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	17.41
09040	- Furniture Handler	11.71
09080	- Furniture Refinisher	19.15
09090	- Furniture Refinisher Helper	14.19
09110	- Furniture Repairer, Minor	16.63
09130	- Upholsterer	17.41
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	10.89
11060	- Elevator Operator	12.89
11090	- Gardener	16.40
11122	- Housekeeping Aide	14.00
11150	- Janitor	14.00
11210	- Laborer, Grounds Maintenance	13.55
11240	- Maid or Houseman	14.49
11260	- Pruner	12.13
11270	- Tractor Operator	16.43
11330	- Trail Maintenance Worker	13.55
11360	- Window Cleaner	15.25
12000	- Health Occupations	
12010	- Ambulance Driver	20.70
12011	- Breath Alcohol Technician	20.70
12012	- Certified Occupational Therapist Assistant	19.67
12015	- Certified Physical Therapist Assistant	18.41
12020	- Dental Assistant	14.80
12025	- Dental Hygienist	30.34

12030 - EKG Technician	26.02
12035 - Electroneurodiagnostic Technologist	26.02
12040 - Emergency Medical Technician	22.19
12071 - Licensed Practical Nurse I	18.51
12072 - Licensed Practical Nurse II	20.70
12073 - Licensed Practical Nurse III	23.09
12100 - Medical Assistant	14.83
12130 - Medical Laboratory Technician	19.74
12160 - Medical Record Clerk	17.82
12190 - Medical Record Technician	19.93
12195 - Medical Transcriptionist	19.74
12210 - Nuclear Medicine Technologist	31.72
12221 - Nursing Assistant I	11.39
12222 - Nursing Assistant II	12.81
12223 - Nursing Assistant III	13.98
12224 - Nursing Assistant IV	15.69
12235 - Optical Dispenser	20.03
12236 - Optical Technician	14.91
12250 - Pharmacy Technician	17.19
12280 - Phlebotomist	15.69
12305 - Radiologic Technologist	29.04
12311 - Registered Nurse I	29.29
12312 - Registered Nurse II	35.82
12313 - Registered Nurse II, Specialist	35.82
12314 - Registered Nurse III	43.34
12315 - Registered Nurse III, Anesthetist	43.34
12316 - Registered Nurse IV	51.94
12317 - Scheduler (Drug and Alcohol Testing)	25.66
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.61
13012 - Exhibits Specialist II	23.29
13013 - Exhibits Specialist III	28.49
13041 - Illustrator I	20.71
13042 - Illustrator II	25.67
13043 - Illustrator III	31.40
13047 - Librarian	28.71
13050 - Library Aide/Clerk	14.17
13054 - Library Information Technology Systems Administrator	21.89
13058 - Library Technician	17.36
13061 - Media Specialist I	15.86
13062 - Media Specialist II	17.74
13063 - Media Specialist III	19.78
13071 - Photographer I	14.00
13072 - Photographer II	16.54
13073 - Photographer III	19.61
13074 - Photographer IV	23.99
13075 - Photographer V	28.99
13110 - Video Teleconference Technician	20.30
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.54
14042 - Computer Operator II	19.62
14043 - Computer Operator III	22.80
14044 - Computer Operator IV	24.81
14045 - Computer Operator V	27.45
14071 - Computer Programmer I	(see 1) 27.62
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)

14150 - Peripheral Equipment Operator	17.54
14160 - Personal Computer Support Technician	24.81
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	30.83
15020 - Aircrew Training Devices Instructor (Rated)	37.30
15030 - Air Crew Training Devices Instructor (Pilot)	43.09
15050 - Computer Based Training Specialist / Instructor	30.83
15060 - Educational Technologist	25.80
15070 - Flight Instructor (Pilot)	43.09
15080 - Graphic Artist	22.97
15090 - Technical Instructor	19.66
15095 - Technical Instructor/Course Developer	24.05
15110 - Test Proctor	19.47
15120 - Tutor	19.47
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	11.72
16030 - Counter Attendant	11.72
16040 - Dry Cleaner	14.51
16070 - Finisher, Flatwork, Machine	11.72
16090 - Presser, Hand	11.72
16110 - Presser, Machine, Drycleaning	11.72
16130 - Presser, Machine, Shirts	11.72
16160 - Presser, Machine, Wearing Apparel, Laundry	11.72
16190 - Sewing Machine Operator	15.45
16220 - Tailor	16.27
16250 - Washer, Machine	12.67
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	24.08
19040 - Tool And Die Maker	30.25
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	20.84
21030 - Material Coordinator	21.89
21040 - Material Expediter	21.89
21050 - Material Handling Laborer	16.89
21071 - Order Filler	13.51
21080 - Production Line Worker (Food Processing)	20.84
21110 - Shipping Packer	15.22
21130 - Shipping/Receiving Clerk	14.69
21140 - Store Worker I	13.23
21150 - Stock Clerk	18.58
21210 - Tools And Parts Attendant	20.84
21410 - Warehouse Specialist	20.84
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	28.74
23021 - Aircraft Mechanic I	27.03
23022 - Aircraft Mechanic II	28.74
23023 - Aircraft Mechanic III	30.43
23040 - Aircraft Mechanic Helper	19.51
23050 - Aircraft, Painter	25.27
23060 - Aircraft Servicer	22.63
23080 - Aircraft Worker	24.16
23110 - Appliance Mechanic	21.94
23120 - Bicycle Repairer	15.16
23125 - Cable Splicer	28.39
23130 - Carpenter, Maintenance	30.99
23140 - Carpet Layer	24.86
23160 - Electrician, Maintenance	28.25
23181 - Electronics Technician Maintenance I	26.83
23182 - Electronics Technician Maintenance II	28.69
23183 - Electronics Technician Maintenance III	30.56
23260 - Fabric Worker	20.95
23290 - Fire Alarm System Mechanic	23.46

23310 - Fire Extinguisher Repairer	19.40
23311 - Fuel Distribution System Mechanic	27.68
23312 - Fuel Distribution System Operator	21.58
23370 - General Maintenance Worker	18.45
23380 - Ground Support Equipment Mechanic	27.03
23381 - Ground Support Equipment Servicer	22.63
23382 - Ground Support Equipment Worker	24.16
23391 - Gunsmith I	19.40
23392 - Gunsmith II	22.51
23393 - Gunsmith III	25.64
23410 - Heating, Ventilation And Air-Conditioning Mechanic	24.07
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	25.52
23430 - Heavy Equipment Mechanic	28.29
23440 - Heavy Equipment Operator	34.11
23460 - Instrument Mechanic	29.96
23465 - Laboratory/Shelter Mechanic	24.07
23470 - Laborer	16.49
23510 - Locksmith	23.45
23530 - Machinery Maintenance Mechanic	24.70
23550 - Machinist, Maintenance	24.58
23580 - Maintenance Trades Helper	14.93
23591 - Metrology Technician I	29.96
23592 - Metrology Technician II	31.76
23593 - Metrology Technician III	33.49
23640 - Millwright	25.64
23710 - Office Appliance Repairer	21.56
23760 - Painter, Maintenance	25.29
23790 - Pipefitter, Maintenance	27.69
23810 - Plumber, Maintenance	25.71
23820 - Pneudraulic Systems Mechanic	25.64
23850 - Rigger	25.64
23870 - Scale Mechanic	22.51
23890 - Sheet-Metal Worker, Maintenance	28.46
23910 - Small Engine Mechanic	20.91
23931 - Telecommunications Mechanic I	27.52
23932 - Telecommunications Mechanic II	28.05
23950 - Telephone Lineman	24.18
23960 - Welder, Combination, Maintenance	25.04
23965 - Well Driller	25.14
23970 - Woodcraft Worker	25.64
23980 - Woodworker	17.67
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.62
24580 - Child Care Center Clerk	15.14
24610 - Chore Aide	11.40
24620 - Family Readiness And Support Services Coordinator	16.19
24630 - Homemaker	20.11
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	26.42
25040 - Sewage Plant Operator	21.94
25070 - Stationary Engineer	26.42
25190 - Ventilation Equipment Tender	19.25
25210 - Water Treatment Plant Operator	21.94
27000 - Protective Service Occupations	
27004 - Alarm Monitor	18.69
27007 - Baggage Inspector	12.13
27008 - Corrections Officer	21.67
27010 - Court Security Officer	23.28
27030 - Detection Dog Handler	15.35

27040 - Detention Officer	21.67
27070 - Firefighter	23.69
27101 - Guard I	12.13
27102 - Guard II	15.35
27131 - Police Officer I	23.97
27132 - Police Officer II	26.64
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	12.47
28042 - Carnival Equipment Repairer	13.26
28043 - Carnival Equipment Worker	9.93
28210 - Gate Attendant/Gate Tender	15.40
28310 - Lifeguard	15.84
28350 - Park Attendant (Aide)	17.23
28510 - Recreation Aide/Health Facility Attendant	13.19
28515 - Recreation Specialist	21.44
28630 - Sports Official	13.72
28690 - Swimming Pool Operator	17.14
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	16.98
30022 - Archeological Technician II	19.43
30023 - Archeological Technician III	24.08
30030 - Cartographic Technician	24.08
30040 - Civil Engineering Technician	21.55
30061 - Drafter/CAD Operator I	16.86
30062 - Drafter/CAD Operator II	19.43
30063 - Drafter/CAD Operator III	21.67
30064 - Drafter/CAD Operator IV	26.66
30081 - Engineering Technician I	15.91
30082 - Engineering Technician II	18.64
30083 - Engineering Technician III	22.50
30084 - Engineering Technician IV	29.74
30085 - Engineering Technician V	32.60
30086 - Engineering Technician VI	39.41
30090 - Environmental Technician	22.21
30210 - Laboratory Technician	23.01
30240 - Mathematical Technician	25.78
30361 - Paralegal/Legal Assistant I	18.66
30362 - Paralegal/Legal Assistant II	23.13
30363 - Paralegal/Legal Assistant III	28.30
30364 - Paralegal/Legal Assistant IV	34.23
30390 - Photo-Optics Technician	25.78
30461 - Technical Writer I	22.86
30462 - Technical Writer II	27.96
30463 - Technical Writer III	33.84
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 21.67
30621 - Weather Observer, Senior	(see 2) 24.08
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	12.94
31030 - Bus Driver	18.43
31043 - Driver Courier	14.10
31260 - Parking and Lot Attendant	9.16
31290 - Shuttle Bus Driver	14.98
31310 - Taxi Driver	11.77

31361 - Truckdriver, Light	14.98
31362 - Truckdriver, Medium	17.26
31363 - Truckdriver, Heavy	18.27
31364 - Truckdriver, Tractor-Trailer	18.27
99000 - Miscellaneous Occupations	
99030 - Cashier	10.93
99050 - Desk Clerk	18.46
99095 - Embalmer	22.34
99251 - Laboratory Animal Caretaker I	12.41
99252 - Laboratory Animal Caretaker II	17.67
99310 - Mortician	24.57
99410 - Pest Controller	17.33
99510 - Photofinishing Worker	13.86
99710 - Recycling Laborer	19.19
99711 - Recycling Specialist	23.10
99730 - Refuse Collector	17.18
99810 - Sales Clerk	14.39
99820 - School Crossing Guard	15.03
99830 - Survey Party Chief	24.01
99831 - Surveying Aide	13.13
99832 - Surveying Technician	17.99
99840 - Vending Machine Attendant	12.64
99841 - Vending Machine Repairer	15.06
99842 - Vending Machine Repairer Helper	12.64

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: (Hawaii): \$1.69 per hour, or \$67.60 per week, or \$292.93 per month hour for all employees on whose behalf the contractor provides health care benefits pursuant to the Hawaii prepaid Health Care Act. For those employees who are not receiving health care benefits mandated by the Hawaii prepaid Health Care Act, the new health and welfare benefit rate will be \$4.27 per hour.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not

list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

\*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an

employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

#### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent

information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

201300717 (2)

REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U. S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D. C. 20210

Daniel W. Simms  
Director

Division of  
Wage Determinations

Wage Determination No. : 2013-0071  
Revision No. : 7  
Date Of Last Revision: 12/29/2015

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Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

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States: Alabama, Alaska, Arizona, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming

Area: Alaska Statewide

Alabama Statewide

Arizona Statewide

California Statewide

Colorado Statewide

Connecticut Statewide

District of Columbia Statewide

Delaware Statewide

Florida Statewide

Georgia Statewide

Hawaii Statewide

Iowa Statewide

Idaho Statewide

Illinois Statewide

Indiana Statewide

Kentucky Statewide  
Louisiana Statewide  
Massachusetts Statewide  
Maryland Statewide  
Maine Statewide  
Minnesota Statewide  
Missouri Statewide  
Mississippi Statewide  
Montana Statewide  
North Dakota Statewide  
Nebraska Statewide  
New Hampshire Statewide  
New Jersey Statewide  
New Mexico Statewide  
Nevada Statewide  
New York Statewide  
Ohio Statewide  
Oklahoma Statewide  
Oregon Statewide  
Pennsylvania Statewide  
Puerto Rico Statewide  
Rhode Island Statewide  
South Carolina Statewide  
South Dakota Statewide  
Tennessee Statewide  
Texas Statewide  
Utah Statewide  
Virginia Statewide  
Vermont Statewide  
Washington Statewide  
Wisconsin Statewide  
West Virginia Statewide

201300717 (2)

Wyoming Statewide

EAST NORTH CENTRAL: Illinois, Indiana, Michigan, Ohio and Wisconsin

EAST SOUTH CENTRAL: Alabama, Kentucky, Mississippi and Tennessee

MIDDLE ATLANTIC: Pennsylvania, New Jersey and New York

MOUNTAIN: Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah and Wyoming

NEW ENGLAND: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont

PACIFIC: Alaska, California, Hawaii, Oregon and Washington

SOUTH ATLANTIC: Delaware; District of Columbia, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia and West Virginia

WEST NORTH CENTRAL: Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota and South Dakota

WEST SOUTH CENTRAL: Arkansas, Louisiana, Oklahoma and Texas

Guam

Puerto Rico

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\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

Employed on Department of Defense contract for global transportation and storage services for Department of Defense sponsored shipments of privately owned vehicles

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01051 - Data Entry Operator I		
East North Central		13.10
East South Central		12.84
Guam		9.51
Middle Atlantic		15.12
Mountain		13.51

	New England	15.26
	Pacific	15.45
	Puerto Rico	9.11
	South Atlantic	13.99
	West North Central	13.15
	West South Central	12.87
01052	- Data Entry Operator II	
	East North Central	14.30
	East South Central	14.01
	Guam	10.38
	Middle Atlantic	16.51
	Mountain	14.75
	New England	16.65
	Pacific	16.86
	Puerto Rico	9.94
	South Atlantic	15.27
	West North Central	14.35
	West South Central	14.04
01111	- General Clerk I	
	East North Central	13.78
	East South Central	11.84
	Guam	9.14
	Middle Atlantic	14.26
	Mountain	13.69
	New England	15.46
	Pacific	15.82
	Puerto Rico	8.98
	South Atlantic	13.35
	West North Central	12.98
	West South Central	12.03
01112	- General Clerk II	
	East North Central	15.04
	East South Central	12.92
	Guam	9.97
	Middle Atlantic	15.57
	Mountain	14.94
	New England	16.88
	Pacific	17.26
	Puerto Rico	9.80
	South Atlantic	14.57
	West North Central	14.16
	West South Central	13.13
01113	- General Clerk III	
	East North Central	16.88
	East South Central	14.51
	Guam	11.19
	Middle Atlantic	17.47
	Mountain	16.77
	New England	18.94
	Pacific	19.37
	Puerto Rico	11.00
	South Atlantic	16.35
	West North Central	15.90
	West South Central	14.74
01312	- Secretary II	
	East North Central	18.33
	East South Central	15.98
	Guam	15.38
	Middle Atlantic	22.30
	Mountain	17.26
	New England	20.34
	Pacific	20.54
	Puerto Rico	10.34

	South Atlantic	17.87
	West North Central	17.99
	West South Central	17.32
01420	- Survey Worker	
	East North Central	14.42
	East South Central	13.03
	Guam	15.26
	Middle Atlantic	16.15
	Mountain	13.67
	New England	18.34
	Pacific	17.11
	Puerto Rico	9.33
	South Atlantic	14.97
	West North Central	13.78
	West South Central	13.66
01460	- Switchboard Operator/Receptionist	
	East South Central	12.04
	East North Central	12.72
	Guam	9.67
	Middle Atlantic	14.46
	Mountain	12.53
	New England	14.33
	Pacific	14.85
	Puerto Rico	8.70
	South Atlantic	12.71
	West North Central	12.59
	West South Central	12.08
05000	- Automotive Service Occupations	
05070	- Automotive Worker	
	East North Central	17.79
	East South Central	17.50
	Guam	12.10
	Middle Atlantic	17.10
	Mountain	19.64
	New England	17.41
	Pacific	20.29
	Puerto Rico	11.87
	South Atlantic	16.77
	West North Central	17.38
	West South Central	16.48
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	
	East North Central	10.15
	East South Central	10.01
	Guam	8.60
	Middle Atlantic	10.05
	Mountain	9.89
	New England	11.21
	Pacific	11.41
	Puerto Rico	8.52
	South Atlantic	10.66
	West North Central	10.27
	West South Central	9.90
11150	- Janitor	
	East North Central	12.13
	East South Central	10.25
	Guam	8.57
	Middle Atlantic	15.15
	Mountain	11.35
	New England	14.05
	Pacific	13.87
	Puerto Rico	8.53
	South Atlantic	10.56

	West North Central	12.59
	West South Central	9.88
27000 -	Protective Service Occupations	
27101 -	Guard I	
	East North Central	11.58
	East South Central	10.13
	Guam	8.56
	Middle Atlantic	12.94
	Mountain	12.57
	New England	12.70
	Pacific	13.34
	Puerto Rico	8.47
	South Atlantic	12.08
	West North Central	12.34
	West South Central	11.30
27102 -	Guard II	
	East North Central	12.96
	East South Central	11.34
	Guam	9.58
	Middle Atlantic	14.48
	Mountain	14.07
	New England	14.22
	Pacific	14.93
	Puerto Rico	9.48
	South Atlantic	13.52
	West North Central	13.81
	West South Central	12.65
29000 -	Stevedoring/Longshoremen Occupational Services	
29010 -	Blocker And Bracer	
	East North Central	22.14
	East South Central	23.92
	Guam	18.87
	Middle Atlantic	26.00
	Mountain	24.62
	New England	22.74
	Pacific	33.58
	Puerto Rico	13.18
	South Atlantic	23.81
	West North Central	23.42
	West South Central	20.90
29020 -	Hatch Tender	
	East North Central	22.14
	East South Central	23.92
	Guam	18.87
	Middle Atlantic	26.00
	Mountain	24.62
	New England	22.74
	Pacific	33.58
	Puerto Rico	13.18
	South Atlantic	23.81
	West North Central	23.42
	West South Central	20.90
29030 -	Line Handler	
	East North Central	22.14
	East South Central	23.92
	Guam	18.87
	Middle Atlantic	26.00
	Mountain	24.62
	New England	22.74
	Pacific	33.58
	Puerto Rico	13.18
	South Atlantic	23.81
	West North Central	23.42

29041	West South Central - Stevedore I	20.90
	East North Central	21.09
	East South Central	22.78
	Guam	17.97
	Middle Atlantic	24.76
	Mountain	23.45
	New England	21.88
	Pacific	31.90
	Puerto Rico	11.23
	South Atlantic	21.60
	West North Central	22.30
	West South Central	19.90
29042	- Stevedore II	
	East North Central	23.67
	East South Central	25.11
	Guam	20.64
	Middle Atlantic	27.51
	Mountain	27.12
	New England	24.65
	Pacific	35.25
	Puerto Rico	13.36
	South Atlantic	23.11
	West North Central	24.59
	West South Central	22.57
31000	- Transportation/Mobile Equipment Operation Occupations	
31260	- Parking and Lot Attendant	
	East North Central	9.22
	East South Central	9.01
	Guam	8.64
	Middle Atlantic	9.78
	Mountain	9.87
	New England	10.87
	Pacific	10.22
	Puerto Rico	8.52
	South Atlantic	9.64
	West North Central	9.57
	West South Central	9.18
31361	- Truckdriver, Light	
	East North Central	16.52
	East South Central	15.93
	Guam	8.97
	Middle Atlantic	16.52
	Mountain	15.84
	New England	17.48
	Pacific	18.35
	Puerto Rico	8.81
	South Atlantic	17.41
	West North Central	15.25
	West South Central	15.18
31362	- Truckdriver, Medium	
	East North Central	17.51
	East South Central	16.89
	Guam	11.61
	Middle Atlantic	17.51
	Mountain	16.79
	New England	18.53
	Pacific	19.45
	Puerto Rico	9.96
	South Atlantic	18.45
	West North Central	16.17
	West South Central	16.09
31363	- Truckdriver, Heavy	

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	East North Central	19.06
	East South Central	18.16
	Guam	13.88
	Middle Atlantic	20.83
	Mountain	19.96
	New England	19.95
	Pacific	20.94
	Puerto Rico	10.57
	South Atlantic	18.87
	West North Central	20.23
	West South Central	17.50
31364	- Truckdriver, Tractor-Trailer	
	East North Central	19.06
	East South Central	18.16
	Guam	13.88
	Middle Atlantic	20.83
	Mountain	19.96
	New England	19.95
	Pacific	20.94
	Puerto Rico	10.57
	South Atlantic	18.87
	West North Central	20.23
	West South Central	17.50

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE

Standard Form 1444 (SF-1444)

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be retroactive to the commencement date of the contract (See 29 CFR 4.6(b)(2)(iv)(C)(vi)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, U.S. Department of Labor, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

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REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U. S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D. C. 20210

Daniel W. Simms  
Director

Division of  
Wage Determinations

Wage Determination No.: 2015-0214  
Revision No.: 2  
Date Of Last Revision: 12/29/2015

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Nationwide: Applicable on the East, Gulf, West Coasts and Hawaii.

Licensed Marine Engineers - see Wage Determination 2014-0800

Unlicensed Employees - see Wage Determination 2010-0147

Masters, Mates and Pilots - see Wage Determination 2014-0801

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

Employed on contract for special projects vessels, tugboats and other coastal vessels.

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
47080 - General Vessel Assistant		12.60
(not set) - Captain, Harbor Tug		19.16
(not set) - Deckhand, Harbor Tug		12.01
(not set) - Engineer, Harbor Tug		16.04

The rates are based on a daily rate of 12 hours per day.

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

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HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$4.27 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

HEALTH & WELFARE (Hawaii): For service employees on whose behalf the contractor provides health care benefits pursuant to the Hawaii Prepaid Health Care Act (HPHCA), minimum employer contributions costing an average of \$1.69 per hour computed on the basis of all hours worked by service employees employed on the contract. For those employees who are not receiving health care benefits mandated by the HPHCA, the new health and welfare benefit rate will be an average of \$4.27 per hour (See 29 CFR 4.175(b)). Employer contributions may include life, accident, health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans (See 29 CFR 4.162).

HOLIDAYS (Hawaii): A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

VACATION (Hawaii): 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

\*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

\*\* SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS \*\*

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

\*\* REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) \*\*

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR

4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(i)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure

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to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
  
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
  
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).
  
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
  
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.
  
- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1)).

\*\* OCCUPATIONS NOT INCLUDED IN THE SCA DIRECTORY OF OCCUPATIONS \*\*

Captain, Harbor Tug

Qualified tug master and operator in charge of the tugboat, its personnel, its operation and maintenance. The Captain is a radio operator, understands and operates radar and other navigational aids used in conjunction with tug-ship operations and tug-barge operations both harbor and ocean. This person must also be qualified in administrative ship business and overall charge of maintenance of the vessel. Must hold appropriate Coast Guard documentation/license.

Deckhand, Harbor Tug

Qualified seaman capable of performing all duties related to tugboat servicing ships and barges both in the harbor and at sea. Must hold appropriate Coast Guard documentation/license.

Engineer, Harbor Tug

Qualified engineer in the operation, the maintenance, both corrective and preventative, and overall supervisor in the proper operation and maintenance of all machinery, both main and auxiliary and electrical and other mechanical gear aboard the tugboat. Also must have administrative ability to keep records and maintain the inventory of parts, tools, fuel, etc. Must hold appropriate Coast Guard documentation/license.

**PORT OPERATIONS**  
**QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)**

Purpose: To ensure that the Government has an effective and systematic method of surveillance for the services in the Performance Work Statement (PWS). The QASP will be used primarily as a tool to verify that the contractor is performing all services required by the PWS in a timely, accurate and complete fashion.

**1. Critical Performance Processes and Requirements:**

Critical to the performance of Port Operations services in support of Commander, Navy Region Hawaii (CNRH) at Joint Base Pearl Harbor Hawaii is the timely, accurate, and thorough completion of all contract requirements. The contract is firm-fixed price, with the exception of certain reimbursable supplies and services.

**2. Performance Standards:**

- a. **Scheduled Maintenance** – Schedule and complete all preventive maintenance in accordance with PWS, maintenance plans, SOPs, the Original Equipment Manufacturer Technical Manuals (OEM), NAVSEA Preventive Maintenance System (PMS) and good engineering practices.
- b. **Deliverables** – The deliverables required to be submitted will be assessed against the specifications for the deliverables detailed in the contract and the contractor's Quality Control Plan (QCP) for the required content, quality, timeliness, and accuracy.
- c. **Past Performance** – In addition to any schedule, deliverables, and cost aspects of performance discussed above and pursuant to FAR 42.15, the Government will assess the contractor's record of conforming to contract requirements and to standards of good workmanship, the contractor's adherence to contract schedules including the administrative aspects of performance, the contractor's history of reasonable and cooperative behavior and commitment to customer satisfaction, and the contractor's business-like concern for the interest of the customer.

**3. Surveillance Methods:**

The principal methods that apply to the type of work being performed on this contract will include, but is not limited to, random or planned sampling, periodic or 100% inspection, customer feedback and validated customer complaints. One method or any combination of methods may be used. The Contracting Officer's Representative (COR) will provide timely feedback to the contractor on unacceptable performance. Prompt feedback is essential so the contractor can develop and implement a corrective action plan. Surveillance will be conducted monthly and on an as-needed basis. COR reports will be submitted by the COR to the Contracting Officer (KO) on a monthly basis. Out of cycle reports may be submitted in support of unacceptable performance identified during the performance period or when there is a significant change in performance that alters the assessment in one or more evaluation areas.

**4. Incentives/Disincentives:**

The COR submits an annual Contractor Performance Assessment Report (CPAR). The contractor's failure to achieve satisfactory performance under the contract, reflected in the COR's annual report, may result in the non-exercise of available options. In accordance with the inspection of services provisions of the contract, the contractor will be incentivized to provide quality products in a timely manner since the Government can require the Contractor, at no additional cost, to replace or correct work that fails to meet contract requirements.

5. **Performance Measurement**: Performance will be measured in accordance with the following table:

<b>Performance Element</b>	<b>Performance Requirement</b>	<b>Surveillance Method</b>	<b>Frequency</b>	<b>Acceptable Quality Level</b>
Regulatory Compliance (Paragraph 1.7.17)	Meet the requirements stated in the contract.	Inspection by the COR, base environmental, state environmental.	Quarterly spot checks and unannounced.	100% Compliance with standards
Contractor Quality Control Plan (Paragraph 1.7.21)	QC activities, inspections, and corrective actions completed as required by the plan.	Inspection by the COR	Monthly, random spot checks, and as required for corrective actions.	98% Compliance with the contractor Plan
Contractor Acquired Property (paragraph 1.8)	Meet the requirements stated in the contract.	Inspection by the COR	Monthly, and random spot checks	98% Compliance
Transition Support (paragraph 2.1)	Meet the requirements stated in the contract.	Inspection by the COR	Weekly, and random spot checks	98% Compliance
Property Management (Paragraph 2.2)	Meet the requirements stated in the contract.	Inspection by the COR & KO	Quarterly inventory, spot checks. Annual 100% inventory.	100% Accountability
Booming/De-Booming (Paragraph 2.3)	Meet the requirements stated in the contract.	Inspection by COR	Monthly, and random spot checks	100% of deliverables
Dockmaster Services (Paragraph 2.4)	Meet the requirements stated in the contract.	Inspection by COR	Monthly, and random spot checks	98% of deliverables
Duty Section Support (Paragraph 2.5)	Meet the requirements stated in the contract.	Inspection by the COR	Monthly, and random spot checks	98% of deliverables
Equipment Maintenance (Paragraph 2.6)	Meet the requirements stated in the contract.	Inspection by the COR	100% inspection of all contract deliverables	>97% of deliverables submitted timely w/o rework required.
Hazardous Material Management (Paragraph 2.7)	Meet the requirements stated in the contract.	Inspection by the COR	100% inspection of all contract deliverables	100% Compliance
Inclement Weather (Paragraph 2.8)	Meet the requirements stated in the contract.	Inspection by the COR	100% inspection of all contract deliverables	98% Compliance
Line handling (Paragraph 2.9)	Meet the requirements stated in the contract.	Inspection by the COR	100% inspection of all contract deliverables	98% Compliance

Oil Spill Response (Paragraph 2.10)	Meet the requirements stated in the contract.	Inspection by the COR	100% inspection of all contract deliverables	100% Compliance
Scuba Diving Services (Paragraph 2.11)	Meet the requirements stated in the contract.	Inspection by the COR	100% inspection of all contract deliverables	95% Compliance
Trash Removal (Paragraph 2.12)	Meet the requirements stated in the contract.	Inspection by the COR	100% inspection of all contract deliverables	95% Compliance
Vessel Operations Paragraph 2.13)	Meet the requirements stated in the contract.	Inspection by the COR	100% inspection of all contract deliverables	98% Compliance
Safety Procedures followed (Paragraph 3.1.4)	No major or minor safety violations or infractions	Inspection by the COR	Monthly reports	No major violations, 2 minor violations corrected immediately.
Staffing Goals are met (CDRL 1)	Certified/Qualified mechanics, drivers, dispatch, boat crews, admin staff	COR & KO	Monthly reports	98% Compliance
Contract Deliverables	Contract deliverables furnished as prescribed in the PWS, contract and CDRLs.	Inspection by the COR	100% inspection of all contract deliverables	>97% of deliverables submitted timely w/o rework required.
Technical Library (Paragraph 1.7.23)	Meet the requirements stated in the PWS.	Inspection by the COR	Monthly, random spot checks, and as required for corrective actions.	95% Compliance

## 6. Contract Discrepancy Reports (CDR):

When nonconformities (failure to meet contract requirements) are discovered, the Government may issue a nonconformity notification or Contract Discrepancy Report (CDR) for each item that does not meet acceptable levels. Nonconformity notifications will be issued by the COR and CDR's will be issued by the Contracting Officer (KO) via e-mail. The contractor must reply to the COR and KO in writing within 5 days of receipt by identifying how future occurrences of the problem will be prevented. The contractor shall respond promptly to all nonconformity notifications and CDR's with the corrective action taken and how reoccurrence will be prevented. Based upon the contractor's past performance and plan to solve the problem, the KO will determine if any further action will be taken. The Government will notify the contractor as follows:

### a. Minor Nonconformity:

Method A - The COR will provide written notification to the contractor of a Minor Nonconformity, which is a defect that will "NOT" impair the performance life of a product, result in an unsafe condition, or cause risk to harm the environment. If a Method A is not corrected within 7 days of issue it shall be elevated to a Method B.

### b. Major Nonconformity:

Method B - The COR will provide written notification to the contractor of a Major Nonconformity, which is a nonconformance that could impair the performance life of a product, result in hazardous unsafe condition, cause harm to the environment, and is an elevated Method A that has not been corrected within 7 days of issue.

### c. Critical Nonconformity:

Method C - When a method B fails to obtain satisfactory results, or when the severity of the situation warrants, a CDR shall be issued by the Contracting Officer notifying the Contractor's top level management that a serious quality problem exists and immediate management action must be taken to comply with the provisions of the contract.

## 7. Documentation:

Documentation used and referenced to perform surveillance will consist of technical reports, contractor plans and procedures, schedules, customer feedback and contract data requirements. During the course of a contract, the COR will retain a copy of all inspection schedules and surveillance activity logs. At the end of the surveillance period, the COR will submit a monthly COR report to the KO for inclusion in the contract file. However, when a specific service becomes unsatisfactory during a surveillance period the Surveillance Log (template shown below) can be used to document and support the nonconformity notice and/or CDR issuance.

### a. Recording Observations.

Surveillance Logs can be used to record information on observations and defects noted. Each observation is recorded on the log. The documents then become a formal record for reference. The contractor is notified of each defect found during scheduled observations. The COR makes a notation on the surveillance log of the date and time the defect was discovered, then the COR asks the contractor to initial the notation, documenting notification of the defect only. The KO will be made aware of any defects discovered in the monthly COR report.

### b. Potential Unacceptable Performance.

The COR must identify the specific service that is unacceptable and the possible causes, confer with the appropriate contractor staff and ask a number of questions to pinpoint the source of the problem.

### c. Documenting Unacceptable Performance.

1. The COR shall attempt to resolve problems with the contractor. The original Surveillance Log, any nonconformity notifications, the attempted resolution, and the evaluation of results, are retained in the COR file.

2. Based on the severity of the discrepancy and the success of the solution, the COR will notify the KO.

d. Taking Action.

1. The COR may evaluate the contractor's performance and document any non-compliance, but only the KO may take action against the contractor for an unacceptable rating.
2. When the contractor's performance is unacceptable and a formal action is indicated, the COR will determine what action is appropriate for the specific circumstances and make a recommendation to the KO.

**8. Acceptance of Services:**

Invoices shall be submitted monthly for work performed the prior month. Invoices will be posted on the Wide Area Work Flow (WAWF) electronic Web-Based Order Processing System with attached backup information for customer acceptance. After the COR has accepted the invoice in WAWF, the invoice will be routed to DFAS for payment.

**9. Performance Ratings:**

All performance on contracts will be rated as Exceptional, Satisfactory, Marginal, or Unsatisfactory on the surveillance log. The COR will collect the surveillance logs and necessary supporting documentation and then prepare a COR report to give a site rating for each of the performance areas using the performance ratings below.

Exceptional: Indicates performance clearly exceeds contract requirements. The area of evaluation contains few minor problems for which corrective actions appear highly effective.

Satisfactory: Indicates performance clearly meets contract requirements. The area of evaluation contains some minor problems for which the corrective actions appear satisfactory.

Marginal: Indicates performance meets contract requirements. The area of evaluation contains one or more problem(s) for which corrective actions have not yet been identified, appear only marginally effective, or have not been fully implemented.

Unsatisfactory: Indicates the contractor is in danger of not being able to satisfy contract requirements and recovery is not likely in a timely manner. The area of evaluation contains serious problems for which the corrective actions appear ineffective.

Upward ↑ or downward ↓ arrows may be used to indicate an improving or worsening trend insufficient to change the assessment status.

Surveillance Log **Template**

CONTRACT NUMBER #:

SERVICE DESCRIPTION:

COR:

PERIOD OF PERFORMANCE:

MONTH COVERED: \_\_\_\_\_

<b>Performance Quality Ratings Table</b>		
<b>Code</b>	<b>Rating</b>	<b>Definition</b>
E	Exceptional	Performance met contractual requirements and exceeded many to the Government's benefit. The contractual performance of the element or sub-element being evaluated was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.
VG	Very Good	Performance met contractual requirements and exceeded some to the Government's benefit. The contractual performance of the element or sub-element being evaluated was accomplished with some minor problems for which corrective actions taken by the contractor were effective.
S	Satisfactory	Performance met contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.
M	Marginal	Performance did not meet some contractual requirements. The contractual performance of the element or sub-element being evaluated reflected a serious problem for which the contractor has not/did not identify corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.
U	Unsatisfactory	Performance did not meet most contractual requirements and recovery was not in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s) for which the contractor's corrective actions were ineffective.
NA	Not Applicable	Rating was not applied to the area for evaluation.

PERFORMANCE AREA: QUALITY OF SERVICE

- Exceptional ( )
- Very Good ( )
- Satisfactory ( )
- Marginal ( )
- Unsatisfactory ( )
- N/A ( )

Justification for Rating:

Corrective action required (if any):

PERFORMANCE AREA: SCHEDULE CONTROL

- Exceptional ( )
- Satisfactory ( )
- Marginal ( )
- Unsatisfactory ( )
- N/A ( )

Justification for Rating:

Corrective action required (if any):

PERFORMANCE AREA: COST CONTROL

- Exceptional ( )
- Satisfactory ( )
- Marginal ( )
- Unsatisfactory ( )
- N/A ( )

Justification for Rating:

Corrective action required (if any):

PERFORMANCE AREA: MANAGEMENT/CONTRACT ADMINISTRATION

- Exceptional ( )
- Satisfactory ( )
- Marginal ( )
- Unsatisfactory ( )
- N/A ( )

Justification for Rating:

Corrective action required (if any):

PERFORMANCE AREA: DELIVERABLES

- Exceptional ( )
- Satisfactory ( )
- Marginal ( )
- Unsatisfactory ( )
- N/A ( )

Justification for Rating:

Corrective action required (if any):

**PERFORMANCE AREA: INVOICING**

Exceptional ( )  
Satisfactory ( )  
Marginal ( )  
Unsatisfactory ( )  
N/A ( )

Justification for Rating:

Corrective action required (if any):

**PERFORMANCE AREA: REPORTING**

Exceptional ( )  
Satisfactory ( )  
Marginal ( )  
Unsatisfactory ( )  
N/A ( )

Justification for Rating:

Corrective action required (if any):

**PERFORMANCE AREA: OVERALL PERFORMANCE**

Exceptional ( )  
Satisfactory ( )  
Marginal ( )  
Unsatisfactory ( )  
N/A ( )

Justification for Rating:

Corrective action required (if any):

CONTRACT ADMINISTRATION PLAN (CAP)  
FOR FIRM-FIXED PRICE CONTRACTS WITH COST REIMBURSABLE CLINS

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications, or information regarding the administration function assigned.

1. The Procuring Contract Office (PCO) is responsible for:
  - a. All pre-award duties such as solicitation, negotiation and award of contracts.
  - b. Any information or questions during the pre-award stage of the procurement.
  - c. Freedom of Information inquiries.
  - d. Changes in contract terms and/or conditions.
  - e. Post award conference.
2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.

**PCO/CAO responsibilities as applicable to Cost Reimbursable CLIN only:**

- a. The PCO/CAO is responsible for audit verification of invoices and final audit of this contract prior to final payment to the contractor.
  - b. Requesting, obtaining and evaluating proposals for cost reimbursable work to be performed.
  - c. Determining that the price/estimated cost of the work is fair and reasonable for the effort proposed.
  - d. Obligating the funds of the cost reimbursable work.
  - e. Authorizing the contractor to begin performance.
  - f. Providing subcontract approval.
  - g. Monitoring direct costs.
3. The paying office is responsible for making payment of proper invoices after acceptance is documented.
  4. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:

- a. Technical Interface

(1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The COR is prohibited from issuing any instruction which would constitute a contractual change. The COR shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Contract Surveillance

(1) The COR shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the COR should exercise extreme care to ensure that he/she does not cross the line of personal services. The COR must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the COR's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

(2) The COR shall monitor contractor performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the COR is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation.

**2a. Applicable to Cost Reimbursable CLIN only:** When contract performance is taking place at a government location, the COR shall also monitor contractor employees performing under the contract with regard to kind, number and hours worked to ensure that the contractor is properly charging time applied to the contract. A record of such personal observations should be kept and compared with charges invoiced by the contractor for that task and time frame. This information can also be used as a tool in evaluating the contractor certificate of performance. It is essential that the COR coordinate these efforts with the CAO designated in the contract.

(3) The COR will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the COR should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the COR is responsible for monitoring the recovery and keeping the PCO advised of progress.

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of contract performance. Subsequent CPARs covering any contract option periods should be ready at 1-year intervals thereafter.

c. Invoice Review and Approval/Inspection and Acceptance

(1) The COR is responsible for quality assurance of services performed and acceptance of the services or deliverables. The COR shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the COR must take into consideration all documentary information available and any information developed from personal observations.

(2) The COR must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The COR must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

(3) The COR will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The COR shall work with the Contractor to obtain and execute a final invoice no more than 60 days after completion of contract performance. The COR shall ensure that the invoice is clearly marked as a "Final Invoice."

d. Contract Modifications.

(1) The COR is responsible for developing the statement of work for change orders, technical direction letters (TDLs) or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

(2) Once the Contracting Officer has requested and received the contractor's proposal the COR shall review and evaluate the contractor's technical proposal and furnish comments and recommendations to the Contracting Officer, as appropriate.

e. Administrative Duties

(1) The COR shall take appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The COR shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

(3) The COR must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the COR will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

g. Security. The COR is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The COR is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Contract Completion Statement.

(1) The COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of contract completion.

(3) The COR is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

Reset Form

# Scheduled Government Furnished Property

Save

Attachment Number

Contract Number

DoD Enterprise Identifier

Year

Procurement  
Instrument  
Type Code

Serialized Identifier

Order Number

OR

Non-DoD Number

## Serialized Items List

Add	Copy	Item#	Descr	CAGE	Marking Instr	Model #	NSN	Nomen	Part #	Part or Ident #	Qty	Serial #	Type Designator	Unique Item #	Unit Acq Cost	Unit of Measure	Use As Is
X	#	1	BR-7.5-14-HM		yes	BR-7.5-14-HM		BOOMREEL-IMMOBILE			1	210056A		LDN003670000324081	\$38937.50	Each	true
X	#	2	BR-7.5-14-HM		yes	BR-7.5-14-HM		BOOMREEL-IMMOBILE			1	210056B		LDN003670000324079	\$38937.50	Each	true
X	#	3	BR-7.5-14-HM		yes	BR-7.5-14-HM		BOOMREEL-IMMOBILE			1	2012260		LDN003670000313831	\$32875.00	Each	true
X	#	4	BR-7.5-10-HM		yes	BR-7.5-10-HM		BOOMREEL-IMMOBILE			1	201226		LDN003670000324082	\$32875.00	Each	true
X	#	5	MKE		yes	MKE		BOOMREEL-IMMOBILE			1	49B2A4-08		LDN003670000324090	\$32875.00	Each	true
X	#	6	RT-2		yes	RT-2		TRAILER, BOOMREELAS SEMBLY			1	1S9ES2126BH364172		LDN003670000324104	\$20371.81	Each	true
X	#	7	RT-2		yes	RT-2		TRAILER, BOOMREELAS SEMBLY			1	3S9ES2129BH364173		LDN003670000324105	\$20371.81	Each	true

X	#	8	RT-2		yes	RT-2		TRAILER, BOOMREELAS SEMBLY		1	1S9EC27344 H364221		LDN0036 7000032 4103	\$20371.81	Each	true
X	#	9	35178523		yes	35178523		BOOMREEL- IMMOBILE		1	215262A		LDN0036 7000037 7861	\$39534.33	Each	true
X	#	10	35178523		yes	35178523		BOOMREEL- IMMOBILE		1	215262B		LDN0036 7000037 8480	\$39534.33	Each	true
X	#	11	M45		yes	1.9045.01100		PORTABLESCR EWCOMPRE		1	1002		LDN0036 7628130 1158	\$18000.00	Each	true
X	#	12	M45		yes	1.9045.01100		PORTABLESCR EWCOMPRE		1	1003		LDN0036 7628130 1157	\$18000.00	Each	true
X	#	13	BOATLIFT		yes	GFL13018AS- D		BOATLIFT&am p;POWERPACK		1	L01		LDN0036 7000015 4600	\$39424.44	Each	true
X	#	14	BOATLIFT		yes	GFL13018AS- D		BOATLIFT&am p;POWERPACK		1	L02		LDN0036 7000015 4601	\$39424.44	Each	true
X	#	15	BOATLIFT		yes	GFL13018AS- D		BOATLIFT&am p;POWERPACK		1	L03		LDN0036 7000015 4599	\$39424.44	Each	true
X	#	16	BOATLIFT		yes	GFL13018AS- D		BOATLIFT&am p;POWERPACK		1	L04		LDN0036 7000015 4604	\$39424.44	Each	true
X	#	17	BOATLIFT		yes	GFL13018AS- D		BOATLIFT&am p;POWERPACK		1	L05		LDN0036 7000015 4596	\$39424.44	Each	true
X	#	18	BOATLIFT		yes	GFL13018AS- D		BOATLIFT&am p;POWERPACK		1	L06		LDN0036 7000015 4597	\$39424.44	Each	true
X	#	19	BOATLIFT		yes	GFL13018AS- D		BOATLIFT&am p;POWERPACK		1	L07		LDN0036 7000015 4622	\$39424.44	Each	true
X	#	20	BOATLIFT		yes	GFL13018AS- D		BOATLIFT&am p;POWERPACK		1	L08		LDN0036 7000015 4598	\$39424.44	Each	true
X	#	21	BOATLIFT		yes	GFL13018AS- D		BOATLIFT&am p;POWERPACK		1	L09		LDN0036 7000015 4611	\$39424.44	Each	true
X	#	22	BOATLIFT		yes	GFL13018AS- D		BOATLIFT&am p;POWERPACK		1	L10		LDN0036 7000015 4621	\$39424.44	Each	true

X	#	23	BOATLIFT		yes	GFL13018AS-D		BOATLIFT&am p;POWERPACK			1	L11		LDN0036 7000015 4610	\$39424.44	Each	true
X	#	24	BOATLIFT		yes	GFL13018AS-D		BOATLIFT&am p;POWERPACK			1	L12		LDN0036 7000015 4619	\$39424.44	Each	true
X	#	25	BOATLIFT		yes	GFL13018AS-D		BOATLIFT&am p;POWERPACK			1	L13		LDN0036 7000015 4616	\$39424.44	Each	true
X	#	26	BOATLIFT		yes	GFL13018AS-D		BOATLIFT&am p;POWERPACK			1	L14		LDN0036 7000015 4625	\$39424.44	Each	true
X	#	27	105000LBS		yes	FL10014D		BOATLIFT&am p;POWERPACK			1	24TD1002		LDN0036 7000015 4623	\$99500.00	Each	true
X	#	28	BMB-101		yes	CUSTOM		BARGE, BOOMMAINTE NAN			1	BMB-101		LDN0036 7000015 4615	\$411000.00	Each	true
X	#	29	BOATLIFT		yes	AATLAS2LIFT		CRAFT, FLOATING			1	24BL1009		LDN0036 7000015 4591	\$17499.00	Each	true
X	#	30	BOATLIFT		yes	AATLAS2LIFT		CRAFT, FLOATING			1	24BL1010		LDN0036 7000015 4587	\$17499.00	Each	true
X	#	31	BOATLIFT		yes	AATAS2		BOATLIFT&am p;POWERPACK			1	24BL1004		LDN0036 7000012 2485	\$289284.00	Each	true
X	#	32	BOATLIFT		yes	AATAS2		BOATLIFT&am p;POWERPACK			1	24BL1003		LDN0036 7000012 5001	\$289287.00	Each	true
X	#	33	BOATLIFT		yes	AATAS2		BOATLIFT&am p;POWERPACK			1	24BL1005		LDN0036 7000015 4609	\$289287.00	Each	true
X	#	34	BOATLIFT		yes	AATAS2		BOATLIFT&am p;POWERPACK			1	24BL1006		LDN0036 7000015 4624	\$289287.00	Each	true
X	#	35	BOATLIFT		yes	AATAS2		BOATLIFT&am p;POWERPACK			1	24BL1007		LDN0036 7000015 4613	\$289287.00	Each	true
X	#	36	BOATLIFT		yes	AATAS2		BOATLIFT&am p;POWERPACK			1	24BL1008		LDN0036 7000015 4626	\$289287.00	Each	true
X	#	37	SE520XYAY00-TR5		yes	GRW50		GENERATOR, PORTABLE			1	PEE2149352 1		LDN0036 7000012 3497	\$31995.11	Each	true

X	#	38	Forklift		yes	FORKLIFT3		3TonForklift			1	13-83465			\$325000.00	Each	true
X	#	39	Forklift		yes	FORKLIFT10		10TonForklift			1	13-19148			\$325000.00	Each	true
X	#	40	NORTHWINDFRT-1w/ Trailer		yes	FRT-1		(1) YamahaF150H PTXR			1	FRT1			\$77352.00	Each	true
X	#	41	WORKSKIFFFRT-2w/Trailer		yes	FRT-2		(1) YamahaF150H PTXR			1	FRT2			\$67726.00	Each	true
X	#	42	NORTHWINDFRT-3w/ Trailer		yes	FRT-3		(1) YamahaF150H PTXR			1	FRT3			\$77352.00	Each	true
X	#	43	WORKSKIFFFRT-4w/Trailer		yes	FRT-4		(1) YamahaF150H PTXR			1	FRT4			\$67726.00	Each	true
X	#	44	NORTHRIVERFRT-5w/ Trailer		yes	FRT-5		(1) YamahaF150H PTXR			1	FRT5			\$67674.00	Each	true
X	#	45	NORTHRIVERFRT-6w/ Trailer		yes	FRT-6		(1) YamahaF150H PTXR			1	FRT6			\$70495.00	Each	true
X	#	46	NORTHRIVERFRT-7w/ Trailer		yes	FRT-7		(1) YamahaF150H PTXR			1	FRT7			\$68674.00	Each	true
X	#	47	SEAARKPlatformRRP-1w/ Trailer		yes	RRP-1		(2) Yamaha4Strok e150HP			1	RRP1			\$80951.00	Each	true
X	#	48	SEAARKPlatformRRP-2w/ Trailer		yes	RRP-2		(2) Yamaha4Strok e150HP			1	RRP2			\$82808.00	Each	true
X	#	49	ALMARPlatformRRP-3w/ Trailer		yes	RRP-3		(2) Yamaha4Strok e150HP			1	RRP3			\$115423.00	Each	true
X	#	50	Kvichak,SkimmerSK-1w/ Trailer		yes	SK-1		(2) Yamaha4Strok e,90HP			1	SK1			\$162938.00	Each	true
X	#	51	Kvichak,SkimmerSK-2w/ Trailer		yes	SK-2		(2) Yamaha4Strok e60HP			1	SK2			\$265233.00	Each	true
X	#	52	FPBarrierBoat(BB1)		yes	BB-1		(1) CumminsQSM 11			1	BB1			\$295052.00	Each	true



<b>TE-2 WATERCRAFT &amp; SUPPORT EQUIPMENT (Updated 29 FEB 2016)</b>				
<b>Description</b>	<b>Year</b>	<b>Qty</b>	<b>Unique Identifier / Deminsions / Registry</b>	<b>Description</b>
<b>1. Equipment: Contractor is responsible for Inventory, Installation, Removal &amp; Maintenance</b>				
Cable Trays	1988-2011	60	B-01 thru B-95	Various Lengths
Deep Draft Camel	2002-2008	5 Pr	DDC-11, 12, 15-20	N/A
Deep Draft Seperator	1989	3Pr	DDS-1-4, 6,7, 10 & 11	N/A
DDG Separators	2004	2 Pr	1A/B, 2A/B	N/A
Surface Separator	2006	3 Pr	S-05 & S-06	5ftx80ft
Surface Separator	2005	4 Pr	LDS-1-3, 5 - 9	10ft X 40ft Length
Foam Fenders	VARIOUS	2	2 each unmarked	3 ft
Foam Fenders	VARIOUS	3	F- 77, 144, & 1 unmarked	4 ft
Foam Fenders	VARIOUS	21	F-075, 078, & 19 unmarked	5 ft
Foam Fenders	VARIOUS	3	F-01, 017, 018	6 ft
Foam Fenders	VARIOUS	2	F-038, and one unmarked	8 ft
Foam Fenders	VARIOUS	1	one each unmarked	9 ft
Foam Fenders	2015	207	F-009, 010, 011, 012, 013, 014, 015, 019, 020, 021, 022, 023, 024, 031, 032, 033, 039, 041, 049, 051, 063, 065, 072, 073, 074, 080, 081, 082, 083, 084, 090, 096, 097, 098, 099, 140, 197, 198, 199, 200, 207, 208, 209, 210, 211, 212, & 83 various unmarked	10 ft
Foam Fenders		12		12 ft

3.3m Hydro-Pneumatic Fenders	2003	10	F-025, 026, 027,028, 029, 124, 125, 141, & 2 unmarked	3.3m
4.5m Hydro-Pneumatic Fenders	VARIOUS	32	F-001, 002, 003, 004, 005, 006, 007, 008, 120, 121, 122, 123, 126, 142, 143, 150, 151, 152, 153, 154, 155, 156, 157, 173, 174, 175, & 6 unmarked	4.5m
Pneumatic Fenders	VARIOUS	19	F-060, 61, 069, 071, 081, 088, 095, 196, 205, 206 & 9 unmarked	3.3 x 4.5m
Pneumatic Fenders	VARIOUS	35	F-100, 101,102,103,105,106, 109, 111, 112, 114, 115, 116, 119,158,159, 159,,160, 161,162,163,164, 165,166,168,169,170,172, & 5 each unmarked	2.0 x 3.5m
Pneumatic Fenders	VARIOUS	120	F-056, 057, 058, 058, 059, 060, 061, 064, 068, 070, 085, 086, 089, 091, 092, 094, 176,177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 70, 71, 87, 93, & 80 unmarked	3.3 x 6.5m
Platforms	1970-2012	2	P-07, 09	7 ft h x11 ft x 11ft
Platforms	1970-2012	16	P-01, 02, 03, 04, 05, 06, 08, 10, 11, 13, 14, 15, 16, 17, 18, 21	8ft
Platforms	1970-2014	13	PB P-1, 2, 3, P-30, 32, 8 unmarked	10ft

Platforms	1970-2012	4	P-10, 20, 24, 29	12ft
Platforms	1970-2012	4	P-22, 23, 25, 26	20ft
Brows	1970-2012	1	B-61	20ft
Brows	1970-2012	1	B-49	24ft
Brows	1970-2012	3	B-09, 39, 51	29ft
Brows	1970-2012	2	B-62, 64	30ft
Brows	1970-2012	5	B-04, 10, 11, 28, 35,	32ft
Brows	1970-2012	4	B-36, 38, 59, 82	36ft
Brows	1970-2012	12	B-02, 03, 05, 34, 41, 56, 67, 78, 80, 81, 85, 89,	37ft
Brows	1970-2014	19	B-07, 12, 37, 42, 48, 54, 57, 75, 77, 79, 83, 88, 96, 99, 100, 101, 102, 103, 104	40ft
Brows	1970-2012	60	B-01, 06, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 29, 30, 31, 32, 33, 43, 44, 45, 46, 47, 52, 53, 55, 58, 60, 63, 66, 68, 69, 70, 71, 72, 73, 74, 76, 84, 86, 87, 90, 92 and remainder unmarked	45'
Brows	1970-2012	2	B-94, 95	50'
Brows	1970-2012	2	B-50, 93	60'
<b>2. Vehicles/Pumps: Contractor is responsible to Inventory, Maintain, and Operate</b>				
FRT Forklift	2000	1	Ser 13-83502	3 Ton
FRT Forklift	2001	1	Ser 13-19148	10 Ton

Pramac- Diesel Generator	2011	1	Ser PEE2493521	Model GRW50
Kaeser Diesel Generator	2011	1	Ser 6281301157	MODEL M-45
SPECTRUM BOOM REEL (F-9)	2001	1	159ES2129NH364173	Model BR-10-12-HM
SPECTRUM BOOM REEL (F-9)	2001	1	159ES2126BH364172	Model BR-10-12-HM
SLICKBAR BOOM REEL (K-1)	2001	1	Ser 6144901744	N/A
IPS BOOM REEL (K-9)	2010	1	Ser 6144901739	Model # BR-10-16-HM
IPS BOOM REEL (S-4)	2010	1	Ser 6144901740	Model # BR-7.5-14-HM
IPS BOOM REEL (W-3)	2010	1	Ser 6144901742	Model # BR-7.5.10.HM
IPS BOOM REEL (Bldg-3)	2015	1	215262A	Model # BR-7.5-14-HM
IPS BOOM REEL (Bldg-3)	2015	1	215262B	Model # BR-7.5-14-HM
HYDRAULIC REEL PUMP (Bldg-3)	2015	1	215262A	Model # DHP-10-GSMV
HYDRAULIC REEL PUMP (Bldg-3)	2015	1	215262B	Model # DHP-10-GSMV
HYDRAULIC REEL PUMP (Bldg-3)	2001	1	Ser 210056-B	Model # DHP-10-GSM
HYDRAULIC REEL PUMP (Bldg-3)	2001	1	Ser 201226-A	Model # DHP-10-GSVT
HYDRAULIC REEL PUMP (K-1)	2001	1	Ser 210056-A	Model # DHP-10-GSM
HYDRAULIC REEL PUMP (K-9)	2001	1	Ser 210056-C	Model # DHP-10-GSM
HYDRAULIC REEL PUMP (Bldg-3)	2001	1	Ser 201226-B	Model # DHP-10-GSVT
HYDRAULIC REEL PUMP (Bldg-3)	2001	1	Ser 201226-C	Model # DHP-10-GSVT
HYDRAULIC REEL TRAILER	2015	1	VIN: 4LYUS192XGH000228	Model# UTT-1970-15
HYDRAULIC REEL TRAILER	2015	1	VIN: 4LYUS192XGH000229	Model# UTT-1970-15
HYDRAULIC REEL TRAILER	2011	2	2063711	5,000 lb Capacity
HYDRAULIC REEL TRAILER	2011	2	2063711	5,000 lb Capacity
HYDRAULIC REEL TRAILER	2011	2	2063711	5,000 lb Capacity
<b>3. Vessels &amp; Equipment: Contractor shall Operate and Maintain Cleanliness to include Hull Cleaning</b>				
Boom Maintenance Barge	2010	1	BMB 101	Barge and Boom Cleaning Machine
NORTH WIND FRT-1 w/Trailer	2006	1	21UB0601	(1) Yamaha F150HP TXR
WORKSKIFF FRT-2 w/Trailer	2007	1	21UB0702	(1) Yamaha F150HP TXR
NORTH WIND FRT-3 w/Trailer	2006	1	21UB0602	(1) Yamaha F150HP TXR
WORKSKIFF FRT-4 w/Trailer	2007	1	21UB0703	(1) Yamaha F150HP TXR
NORTH RIVER FRT-5 w/Trailer	2008	1	21UB0803	(1) Yamaha F150HP TXR

NORTH RIVER FRT-6 w/Trailer	2009	1	21UB0905	(1) Yamaha F150HP TXR
NORTH RIVER FRT-7 w/Trailer	2008	1	21UB0804	(1) Yamaha F150HP TXR
SEAARK Platform RRP-1 w/Trailer	1996	1	30BP9601	(2) Yamaha 4 Stroke 150HP
SEAARK Platform RRP-2 w/Trailer	1997	1	30BP9702	(2) Yamaha 4 Stroke 150HP
ALMAR Platform RRP-3 w/Trailer	2007	1	30BP0601	(2) Yamaha 4 Stroke 150HP
Kvichak, Skimmer SK-1 w/Trailer	2013	1	30OP1210	(2) Yamaha 4 Stroke, 90 HP
Kvichak, Skimmer SK-2 w/Trailer	2005	1	28OP0502	(2) Yamaha 4 Stroke 60HP
FP Barrier Boat (BB1)	2009	1	25BB0605	(1) Cummins QSM11
FP Barrier Boat (BB2)	2009	1	25BB0606	(1) Cummins QSM11
Workboat (WB-1)	2014	1	30WB1206	(1) Cummins QSL-9
Workboat (WB-2)	2014	1	30WB1207	(1) Cummins QSL-9
YC-1464	1965	1	28' X 108'	Lighters Flat Barge
YC-1485	1968	1	28' X 108'	Lighters Flat Barge
YC-1494	1969	1	28' X 108'	Lighters Flat Barge
YC-1660	1995	1	28' X 108'	Lighters Flat Barge
CNRH Barge R-1	1968	1	40PE683	Detroit 6-71
JBPHH Gig JB-1	1990	1	33PE9012	Cummins 6BTA5.9-M2
Arizona Boat TB 39-1 w/Cradle	2009	1	24MPE0801	(2) Cummins QSB5.9-358
Arizona Boat TB 39-2 w/Cradle	2009	1	24MPE0802	(2) Cummins QSB5.9-358
Arizona Boat TB 39-3 w/Cradle	2009	1	24MPE0803 Layup	(2) Cummins QSB5.9-358
Arizona Boat TB 39-4	2009	1	24MPE0804	(2) Cummins QSB5.9-358
Arizona Boat TB 39-5	2009	1	24MPE0805	(2) Cummins QSB5.9-358
Arizona Boat TB 39-6	2010	1	24MPE1001	(2) Cummins QSB5.9-358
SILVER SHIP HSB-1 w/Trailer	2009	1	11MHS0903	(2) Yamaha 225HP
SILVER SHIP HSB-2 w/Trailer	2009	1	11MHS0904	(2) Yamaha 225HP
METAL SHARK HSB-3 w/Trailer	2014	1	32HS1304	(2) Yamaha 225HP

METAL SHARK HSB-4 w/Trailer	2014	1	32HS1312	(2) Yamaha 225HP
METAL SHARK HSB-5 w/Trailer	2014	1	32HS1313	(2) Yamaha 225HP
MOOSE HSB-6	2004	1	36PB0406	(2)Cummins QSB5.9-380
SAFE BOAT HSB-7 w/Trailer	2012	1	35HS1101	(2) Yamaha 250HP
SAFE BOAT HSB-8 w/Trailer	2012	1	35HS1102	(2) Yamaha 250HP
Boat Lifts, small	2009	14	BL-01 thru 19	Battery power packs
Boat Lifts, large	2009	8	BL- 3 thru 10	Battery power packs
Boat Lift, extra large	2015	1	35178059	Battery power packs

## TE-3 SPECIAL TOOLS & EQUIPMENT (Port Operations)

As of 29 FEB 2016

### Engineering Tool Inventory

<u>Tool</u>	<u>Manufacturer</u>	<u>Date</u>	<u>Amount of items</u>	<u>Visually Sited</u>	<u>Date</u>	<u>Comments</u>
Toshiba Laptop computer for Yamaha and Cummins Diagnostic checks (SME Office)	Tosiba	4/16/2013	1	Yes	4/30/2015	
Panasonic #CF-53SJCZYLM Tough Rugged Laptops	Panasonic	9/3/2014	1	Yes	4/30/2015	Ser #4GTSA13078
Panasonic #CF-53SJCZYLM Tough Rugged Laptops	Panasonic	9/3/2014	1	Yes	4/30/2015	Ser #4GTSA13064
Icom IC-M34 VHF marine handheld radio	ICOM	2/26/2013	1	Yes	4/30/2015	Ser# 0165818
Icom IC-M88 VHF marine handheld radio	ICOM	2/26/2013	1	Yes	4/30/2015	Ser# 01051258
Icom IC-M88 VHF marine handheld radio	ICOM	2/26/2013	1	Yes	4/30/2015	Ser# 01057087
Lamor Boom Washing Machine with Diesel driven Hydraulic Power Pac	Lamor	4/24/2015	3	Yes	4/30/2015	Power Pac # 6692 Washer #1 104470200 Washer #2 104470201
Haskel Hydrostatic Test Pump #1011-0629	Haskel	9/3/2014	1	Yes	4/30/2015	
Dayton 1.2hp electric oil transfer pump	Dayton	7/20/2015	1	Yes	7/20/2015	Hazmat stowage area

Pallet Jack	Grainger	4/7/2015	2	Yes	4/30/2015	
41" Tool Chest	Sears	1/9/2012	1	Yes	4/30/2015	
41" tool chest roller	Sears	1/9/2012	1	Yes	4/30/2015	
12/24 volt Battery Charge NBC 85-5000	Napa	4/12/2012	1	Yes	4/30/2015	
10 Ton Ram Kit	Napa	11/4/2011	1	Yes	4/30/2015	
YardArm OB1 Outboard engine lift stand	Yardarm	1/9/2012	1	Yes	4/30/2015	
Sternmaster outboard engine stand	Sternmaster	1/9/2012	2	Yes	4/30/2015	
(4) engine outboard engine stand	UNK	3/16/2009	1	Yes	4/30/2015	
SPX hydraulic press	SPX	3/16/2009	1	Yes	4/30/2015	
5 ton floor jack	UNK	3/16/2009	1	Yes	4/30/2015	
4 ton floor jack	UNK	3/16/2009	1	Yes	4/30/2015	
Cross slide vise	Grainger	3/16/2009	1	Yes	4/30/2015	4KXF3
Lamor Hydraulic Boom Power Packs # LPP7HA-BB	Lamor	4/15/2015	4	Yes	8/17/2015	Ser # 11203 Ser # 11204 Ser # 11030 Ser # 11032
Lamor Hydraulic Boom Power Packs # LPPHAB8	Lamor	4/15/2015	2	Yes	8/17/2015	Ser # 11205 Ser # 11202
Mega Systems Hydraulic Boom Power Packs	Mega Systems	1/15/2015	2	Yes	8/17/2015	Ser # P20BD6A9H2-R Ser # P20BD5A9H2-R
Yamaha Hydraulic Boom Power Packs #0ALV0040000	Yamaha	5/15/2010	1	Yes	8/17/2015	Ser # SNP2NN-80RN06GA
HP Pavillion Laptop for Fuelmaster system tracking (Ops Office)	Hewitt Packard	8/12/2011	1	Yes	4/30/2015	Ser# 00196-178-929-493

(NMCI) HP computer (Watch Station)	N/A	UNK	1	Yes	4/30/2015	Ser# 5100195257
(NMCI) HP computer	N/A	UNK	1	Yes	4/30/2015	Ser# 5100467231
NMCI computer Dell Optiplex (Ops Office)	N/A	UNK	1	Yes	4/30/2015	Ser# 6780018701
Icom IC-M88 VHF marine handheld radio	ICOM	2/26/2013	1	Yes	4/30/2015	Ser# 01057084
Icom IC-M88 VHF marine handheld radio	ICOM	2/26/2013	1	Yes	4/30/2015	Ser# 1054410
Icom IC-M88 VHF marine handheld radio	ICOM	2/26/2013	1	Yes	4/30/2015	Ser# 01057088
Icom IC-M34 VHF marine handheld radio	ICOM	2/26/2013	1	Yes	4/30/2015	Ser# 0165819
Icom IC-M34 VHF marine handheld radio	ICOM	2/26/2013	1	Yes	4/30/2015	Ser# 0159409
26" 7 drawer Tool Chest	Sears	10/4/2011	1	Yes	4/30/2015	
26" 5 drawer Tool Chest	Sears	10/4/2011	1	Yes	4/30/2015	
Craftsman Tap & Die Set	Grainger	14-Oct	1	Yes	4/30/2015	
Yardarm support jacks	Yardarm Marine Products Inc	6/14/2013	7	Yes	4/30/2015	
Pallet Jack	Grainger	4/7/2015	1	Yes	4/30/2015	
Milwaukee M18 cordless 4 tool combo kit, flash light, sawzaw, 1/2" hammer drill, 1/4" impact drill and carry bag.	Milwaukee	11/8/2012	8	Yes	4/30/2015	

<b>Supply Cage Inventory</b>						
<u>Tool</u>	<u>Manufacturer</u>	<u>Date</u>	<u>Amount of items</u>	<u>Visually Sited</u>	<u>Date</u>	<u>Comments</u>

HP Pavillion Laptop for Red Beam Inventory Tracking System	Hewitt Packard	6/1/2012	1	Yes	4/30/2015	Ser# 584037-001
Panasonic #CF-53SJCZYLM Tough Rugged Laptops	Panasonic	9/3/2014	1	Yes	4/30/2015	Ser #4FTSA09602,
Honeywell Inventory Hand Scanner unit	Honeywell	6/1/2012	2	Yes	4/30/2015	Good condition
Cummins Onan PX2000E Portable Generator	Cummins	5/5/2012	1	Yes	4/30/2015	Good condition
Centurion 12500 Portable Generator	Centurion	5/5/2012	1	Yes	4/30/2015	Good condition
SpeedAire (Green) Compressor Model# 6EWK7	Speedaire	8/17/2011	1	Yes	4/30/2015	Ser# 08 11 2013 0885
Aurand Electric Handheld Scarifier (Deck Grinder)	Aurand	5/27/2015	2	Yes	5/27/2015	Good condition
Milwaukee hand band saw	Milwaukee	5/15/2012	1	Yes	4/30/2015	(Electric)
Milwaukee 18V Cordless Band Saw W/charger and battery	Milwaukee	10/2/2014	1	Yes	4/30/2015	Ser # F83AD1426-0908 (New)

<b>Welders Tool Inventory</b>						
<u>Tool</u>	<u>Manufacturer</u>	<u>Date</u>	<u>Amount of items</u>	<u>Visually Sited</u>	<u>Date</u>	<u>Comments</u>
Slugger Circular Saw	Slugger	4/10/2011	1	Yes	4/30/2015	Operational
Hypertherm Plazma Cutter	Hypertherm	3/24/2012	1	Yes	4/30/2015	Operational
Miller Dynasty 200 Tig Welder	Miller	6/11/2009	1	Yes	4/30/2015	Operational
Miller Trailblazer Portable Welder / Generator	Miller	6/11/2009	1	Yes	4/30/2015	Operational

Jet Drive Bench Lathe W/stand	Jet Drive	8/21/2014	1	Yes	4/30/2015	Ser# 840057 (New)
Jet Bandsaw 7 X 12, 3/4HP	Jet Drive	8/21/2014	1	Yes	4/30/2015	Ser# HVBS-7MW (New)
Tube Shark Pipe Bender	Tube Shark	5/5/2010	1	Yes	4/30/2015	Operational
Ingersoll Rand T30 Air Compressor	Ingersoll	3/20/2009	1	Yes	4/30/2015	Operational
Kaiser M-45 Generator / Compressor	Kaiser	5/8/2009	1	Yes	4/30/2015	Operational
Ridgid Chop Saw	Ridgid	6/15/2010	1	Yes	4/30/2015	Operational
Optimum Floor Drill Press	Optimum	9/28/2012	1	Yes	4/30/2015	Operational
Dewalt Cordless Drill/Driver Kit	Dewalt	8/24/2015	2	Yes	8/24/2015	Ser# 020881 (New)

**TE-4 CNRH OPERATIONS PROJECTED EQUIPMENT REPAIR (Updated 3/24/16)**

**CNRH PORT OPERATIONS PIER SUPPORT OVERHAULS**

<b>Type Pier Equipment</b>	<b>Sizes</b>	<b>TOTAL QTY</b>	<b>Service Life Yrs or Repair Cycle</b>
Deep Draft Camels	9 x 30 x17	5 pr	6
Surface Separator LDS	10 x 40	4 pr	6
Hydro Pneumatic Fenders	4.5m,	42	15

<u><b>EQUIPMENT TYPE/SIZE/ROH CYCLE &amp; ID #</b></u>	<u><b>Description</b></u>	<u><b>LAST REPAIR OR REPLACE</b></u>	<u><b>NOTES</b></u>	<u><b>FY17</b></u>	<u><b>FY18</b></u>	<u><b>FY19</b></u>	<u><b>FY20</b></u>	<u><b>REMARKS</b></u>
Deep Draft Camels	Overhaul			1 pr				PER TE-16
Surface Separator 10 x 40	Overhaul				2 pr	2 pr		PER TE- 18
Hydro Pneumatic Fenders	Overhaul			6			20	PER TE-17 & 19

TE-5 CNIC Shore Installation Management Port Operations PQS

**Commander, Navy Installations Command (N3/N7)  
Shore Installation Management (SIM) Port Operations  
Personal Qualification Standards (PQS) Advisory**

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Date: 16 November 2012

Expiration: 16 November 2013

Subj: SHORE INSTALLATION MANAGEMENT (SIM) PORT OPERATIONS  
PERSONAL QUALIFICATION STANDARDS (PQS) ADVISORY

Ref: (a) OPNAVINST 3500.34F (Personnel Qualification Standards  
(PQS) Program)  
(b) NAVEDTRA 43602 (Shore Installation Management (SIM)  
Port Operations PQS)  
(c) CNICINST 3502.1 (CNIC Training and Education Program)  
(d) NAVEDTRA 43100-1K (PQS Unit Coordinators Guide)

1. SITUATION. A Personal Qualification Standard (PQS) for Shore Installation Management (SIM) Port Operations (NAVEDTRA 43602) has been approved by NETC and posted on Navy Knowledge Online (NKO).

2. BACKGROUND. Standardization of qualifying procedures for personnel assigned to CNIC Port Operations has been an ongoing training requirement to ensure watch personnel possess and demonstrate a minimum level of competency to successfully support Port Operations missions.

3. DISCUSSION

a. PQS ensures personnel demonstrate required competencies prior to performing specific duties. PQS use is mandatory and applies to all military, government civilian and civilian contract personnel who perform the duties delineated within the subject matter of a specific PQS.

b. Reference (b) was developed in accordance with reference (a). It was reviewed and validated within CNIC (N3 and N7) with support from subject matter experts in region and installation SIM Port Operations processes and procedures.

c. NETC N74 (Navy PQS Program Manager) approved the SIM Port Operations PQS and incorporated it into the Navy PQS Program as NAVEDTRA 43602.

d. As with all approved PQS, reference (b) is accessible online via NKO.

#### 4. GUIDANCE

a. Effective 16 November 2012, the following will be implemented:

(1) All Regions and Installations will use reference (b) to qualify any person assigned to support SIM Port Operations functionality/watches. The specific watch assignments are:

- (a) Sounding and Security
- (b) Port Operations Dispatcher
- (c) Port Operations Duty Officer
- (d) Port Dockmaster/Piermaster
- (e) Harbormaster/Surface Coordinator

(2) Initial implementation instructions:

(a) Implement reference (b) per the guidance provided in reference (d). All individuals previously qualified by other means (local qualifications) must complete final qualification of the applicable PQS watch assignment by the **completion dates annotated below.**

- 1. Sounding and Security: **1 Apr 13**
- 2. Port Operations Dispatcher: **1 Apr 13**
- 3. Port Operations Duty Officer: **1 Jun 13**
- 4. Port Dockmaster/Piermaster: **1 Aug 13**
- 5. Harbormaster/Surface Coordinator: **1 Sep 13**

(3) Given reference (b) is a new PQS, an initial formal review will commence October 2013 with a planned release of January 2014. Subsequent reviews will be held every two years commencing October 2015, or as directed.

#### 5. ACTION ITEMS

a. In accordance with reference (b), the Model Manager for this PQS is CNIC N31 and is responsible for all subject matter content, as well as conducting periodic reviews assisted by CNIC N7 to ensure currency.

b. Per references (c) and (d), the Region N31 and Region N7 will ensure PQS standards are set and monitored. Region N31/N7 will:

(1) Ensure this training advisory is implemented by all installations in their area of responsibility.

(2) Provide oversight and direction through their SIM Port Operations PQS Unit Coordinators to ensure compliance by all personnel assigned Port Operations duties in their area of responsibility.

(3) Ensure the SIM Port Operations PQS Program is managed per references (c) and (d).

(4) Provide SIM Port Operations PQS Program Status reports to CNIC N31/N73, as directed.

c. The Installation Port Operations Officer and Installation Training Officer/Coordinator should manage the PQS program implementation to include the SIM Port Operations PQS Program and perform the duties as PQS Unit Coordinator in accordance with reference (d). PQS Unit Coordinator(s) shall:

(1) Ensure this advisory is distributed to their respective departments/divisions.

(2) Provide direction to ensure compliance with this advisory to all personnel assigned duties within Port Operations.

(3) Ensure the SIM Port Operations PQS Program is appropriately implemented in accordance with references (c) and (d).

(4) Ensure a SIM Port Operations PQS Qualifier List is approved by the Installation Commanding Officer or designated authority.

(5) Periodically spot check PQS program compliance as well as individual qualification or progress toward qualification. Provide findings to Region N31 and Region N7, as directed.

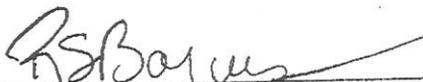
(6) Provide SIM Port Operations PQS subject matter experts to support periodic reviews, as directed.

6. Points of Contact

- a. Mr. Dave Harper (N31)  
COM: (202) 685-0181 / DSN: 325-0181  
Email: david.d.harper1@navy.mil
  
- b. Mr. Chad Sain (N736)  
COM: (757)433-4480 / DSN: 646-4480  
Email: chad.sain@navy.mil

Signed:

  
\_\_\_\_\_  
F. X. MARTIN  
Captain, USN  
Director, Operations

  
\_\_\_\_\_  
R. S. BARCUS  
GS-15  
Director, Training and Readiness  
Acting

## TE-6 TWMS SOP

### STANDARD OPERATION PROCEDURES

#### TOTAL WORKFORCE MANAGEMENT SYSTEM (TWMS) FOR CONTRACTOR PERSONNEL

1. Purpose. To provide guidance and establish procedures for the Total Workforce Management System (TWMS) and to provide mandatory training requirements for NMCI account holders. Specific training courses must be completed by NMCI account holders. The TWMS data base maintains an official record of course completion.
2. Background. TWMS is the Navy mandated system for tracking personnel on-board. Contractor personnel with a valid CAC are provided with access to TWMS. Contractor personnel without a CAC are recorded in TWMS as personnel on-board. Personal data in TWMS is "For Official Use Only - Privacy Sensitive" and any misuse or unauthorized disclosure may result in both civil and criminal penalties.
3. Procedures. Access to TWMS will require for the individual to log in with their government CAC and associated PIN number. The link to the TWMS Self Service website is:  
<https://twms.nmci.navy.mil/selfservice>.
  - a. Contractor personnel without a CAC. The contractor's record is manually added by the government owner of the contract or designated representative. The contractor will complete the attached excel worksheet to provide required data for all new employees and submit to COMNAVREG Hawaii (CNRH), Port Operations, N311. CNRH N31 will establish the contractor personnel in TWMS. The excel worksheet will be maintained and updated by the contractor for all personnel changes. The contractor will also remove all outgoing personnel and submit a summary of changes to the worksheet in an email submitted to CNRH N311. CNRH N311 will deactivate contractor employees in TWMS and record the effective date for separation of the contractor or last day the employee was on-board.
  - b. Contractor personnel with a CAC. To obtain a TWMS account, complete enclosure (1) and submit to COMNAVREG Hawaii (CNRH), Port Operations, N311. CNRH N31 will establish NMCI account holders in TWMS and provide log-in instructions to apply for a self-service TWMS account. After logging in, personnel will be able to view their own record. Unless the data in the TWMS website is contained in a white colored cell, changes or corrections cannot be made. Contact CNRH N311 to report any errors.
  - c. Mandatory Training Requirements. TWMS provides on-line instructions for taking training courses that are mandatory for

NMCI account holders. The new training cycle starts on 1 Oct each year. The following mandatory training courses are required to be completed by all NMCI account holders on an annual basis and additional courses may be required:

- 1) DOD Information Awareness Training. This training course must be completed annually or NMCI will deactivate the user's account. You must complete the entire training course in one session. If you stop before completing the course and exit TWMS, you will have to start the course from the beginning. Please note that this class must be completed, before a new NMCI account can be activated.
- 2) Annual Security Brief
- 3) Active Shooter Training
- 4) DOD Privacy (PII) Training
- 5) Others as assigned

- d. The TWMS Help Desk is available to assist you with problems encountered in TWMS or standard reports contained in TWMS <mailto:TWMSAdministrator@navy.mil;eas@cnihelp.com> or hit the "Contact Us" button under "NAVIGATION" in TWMS.

Date Prepared:	10/1/2016
Company Name:	Ship Repair, Inc.
POC:	June Cleaver
POC Phone #:	808-555-5555

# TE-7 TWMS Report (SAMPLE)

## TOTAL WORKFORCE MANAGEMENT SERVICES (TWMS) & EBEST INPUT FOR CONTRACTOR PERSONNEL

	Add Change Delete	LAST NAME	FIRST NAME	MIDDLE NAME (MUST MATCH CAC EXACTLY)	SSN	POSITION TITLE	WORK START DATE	CONTRACTOR STATUS	BLDG #	WORK SCHEDULE	DATE OF BIRTH	GENDER	KEY & ESSENTIAL (EBEST)	NMCI ACCT
		NAME MUST EXACTLY MATCH CAC	NAME MUST EXACTLY MATCH CAC	DO NOT INCLUDE MIDDLE INITIAL OR NAME UNLESS IT IS ON CAC			MM/DD/YY	P=PERMANENT T=TEMPORARY		1=FLEX TIME 2=FULL TIME 3=PART TIME 4=INTERMITENT	MM/DD/YYYY	M=MALE F=FEMALE	Y=YES N=NO	Y=YES N=NO
1		Doe	John	Lee	111-11-1111	Program Manager	10/01/12	P	3	2	1/1/1960	M	Y	Y
2		Smith	Ann	A	222-22-2222	Payroll Clerk	10/01/12	T	3	3	12/1/1973	F	N	N
3		Doe	Susan		333-33-3333	Administrative Officer	10/01/12	P	3	2	07/22/1973	F	Y	Y
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	<b>Add Change Delete</b>	<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MIDDLE NAME (MUST MATCH CAC EXACTLY)</b>	<b>SSN</b>	<b>POSITION TITLE</b>	<b>WORK START DATE</b>	<b>CONTRACTOR STATUS</b>	<b>BLDG #</b>	<b>WORK SCHEDULE</b>	<b>DATE OF BIRTH</b>	<b>GENDER</b>	<b>KEY &amp; ESSENTIAL (EBEST)</b>	<b>NMCI ACCT</b>
		<b>NAME MUST EXACTLY MATCH CAC</b>	<b>NAME MUST EXACTLY MATCH CAC</b>	<b>DO NOT INCLUDE MIDDLE INITIAL OR NAME UNLESS IT IS ON CAC</b>			<b>MM/DD/YY</b>	<b>P=PERMANENT T=TEMPORARY</b>		<b>1=FLEX TIME 2=FULL TIME 3=PART TIME 4=INTERMITENT</b>	<b>MM/DD/YYYY</b>	<b>M=MALE F=FEMALE</b>	<b>Y=YES N=NO</b>	<b>Y=YES N=NO</b>
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	<b>Add Change Delete</b>	<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MIDDLE NAME (MUST MATCH CAC EXACTLY)</b>	<b>SSN</b>	<b>POSITION TITLE</b>	<b>WORK START DATE</b>	<b>CONTRACTOR STATUS</b>	<b>BLDG #</b>	<b>WORK SCHEDULE</b>	<b>DATE OF BIRTH</b>	<b>GENDER</b>	<b>KEY &amp; ESSENTIAL (EBEST)</b>	<b>NMCI ACCT</b>
		<b>NAME MUST EXACTLY MATCH CAC</b>	<b>NAME MUST EXACTLY MATCH CAC</b>	<b>DO NOT INCLUDE MIDDLE INITIAL OR NAME UNLESS IT IS ON CAC</b>			<b>MM/DD/YY</b>	<b>P=PERMANENT T=TEMPORARY</b>		<b>1=FLEX TIME 2=FULL TIME 3=PART TIME 4=INTERMITENT</b>	<b>MM/DD/YYYY</b>	<b>M=MALE F=FEMALE</b>	<b>Y=YES N=NO</b>	<b>Y=YES N=NO</b>
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		<b>NAME MUST EXACTLY MATCH CAC</b>	<b>NAME MUST EXACTLY MATCH CAC</b>	<b>DO NOT INCLUDE MIDDLE INITIAL OR NAME UNLESS IT IS ON CAC</b>			<b>MM/DD/YY</b>	<b>P=PERMANENT T=TEMPORARY</b>		<b>1=FLEX TIME 2=FULL TIME 3=PART TIME 4=INTERMITENT</b>	<b>MM/DD/YYYY</b>	<b>M=MALE F=FEMALE</b>	<b>Y=YES N=NO</b>	<b>Y=YES N=NO</b>
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		NAME MUST EXACTLY MATCH CAC	NAME MUST EXACTLY MATCH CAC	DO NOT INCLUDE MIDDLE INITIAL OR NAME UNLESS IT IS ON CAC			MM/DD/YY	P=PERMANENT T=TEMPORARY		1=FLEX TIME 2=FULL TIME 3=PART TIME 4=INTERMITENT	MM/DD/YYYY	M=MALE F=FEMALE	Y=YES N=NO	Y=YES N=NO
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TE-8 JBPHH EM Plan (Basic, HSA-1 & HSA-2)



**JOINT BASE PEARL HARBOR-HICKAM  
EMERGENCY MANAGEMENT PLAN**

## TRANSMITTAL LETTER

Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, requires the development of the National Incident Management System (NIMS) to coordinate the preparedness and incident management efforts of federal, state, tribal, and local governments. Based on HSPD-5 and the common preparedness requirements set forth in the NIMS, the federal government created the National Response Framework (NRF) to integrate federal government prevention, mitigation, preparedness, response, and recovery plans into one all-discipline, all-hazard approach to domestic incident management.

The NRF supersedes the National Response Plan (NRP), U.S. Government Interagency Domestic Terrorism Concept of Operations Plan (CONPLAN), the Federal Radiological Emergency Response Plan (FRERP), and the Initial National Response Plan. The NRF serves as the core plan for federal support to state, tribal, and local governments and establishes the principal construct for management of Incidents of National Significance (INS). The NRF is linked to an array of incident or hazard-specific federal contingency plans, including the National Oil and Hazardous Substances Pollution Contingency Plan (NCP).

Federal departments and agencies are required to modify existing incident management, contingency, and emergency plans under their purview to appropriately align these plans with the direction provided in the NIMS and the NRF. The Deputy Secretary of Defense Memorandum of 26 January 2004 mandated cooperation and use of the NIMS and the NRF by all services. The Deputy Secretary of Defense Memorandum to the services on 5 September 2002 established the requirement for all services to protect assigned personnel against chemical, biological, radiological, nuclear, and high-yield explosive terrorism incidents impacting military installations. The appropriate Department of Defense (DOD) and joint guidance quickly followed in the form of DoD Instructions 6055.17 and 2000.18 to clarify the guidelines, standards, and employment concepts necessary to execute the guidance provides by the Deputy Secretary.

The JBPHH Emergency Management (JBEM) Program implements the concepts outlined above as well as other applicable DOD and joint guidance. The incident management structures and processes outlined herein call for maximum integration and coordination at all levels of the Navy and coordination between the Air Force, Navy, federal, state, local, and other services, and/or private agencies and departments to optimize resources

and develop an optimum response and recovery effort. The JBEM Program shall implement the policy and procedures set forth by DoD Instruction 6055.17, DoD Installation Emergency Management (IEM) program, 13 JAN 2009 and listed reference through the development, maintenance, and execution of the JBEM Plan in this document.

A handwritten signature in black ink, appearing to read 'R. W. Kitchens', with a long horizontal flourish extending to the right.

**R. W. KITCHENS**  
**Commander**  
**Joint Base Pearl Harbor-Hickam**

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**SECTION I**

**BASIC PLAN**

## SECTION I. BASIC PLAN

1. PURPOSE. This plan serves as the instrument by which Commander, Joint Base Pearl Harbor-Hickam (JBPHH) executes his/her responsibility and authority to develop, implement and sustain a comprehensive Emergency Management (EM) Program for JBPHH. For purposes of this EM Plan, "tenant commands" refers to all tenant activities and units located on or subject to the installation command authority of JBPHH.

### 2. REFERENCES

- a. DoD Instruction 6055.17, DoD Installation Emergency Management (IEM) Program
- b. CNI Instruction 3440.17 (Series), Navy Installation Emergency Management (EM) Program Manual
- c. COMNAVREGHI Instruction 3440.17 (series), Navy Region Hawaii Emergency Management (EM) Plan
- d. OPNAV Instruction 3440.16D, Navy Defense Support of Civil Authorities
- e. AFI 10-2501, Air Force Emergency Management Program Planning and Operations (24 Jan 07)
- f. AFI Manual 10-2507, Readiness and Emergency Management Flight Operations (14 May 09)
- g. National Incident Management System (NIMS) (1 Mar 04)
- h. CJCSI 3214.01B, Military Support to Foreign Consequence Management Operations (31 Mar 06)
- i. OPNAV Instruction 3100.6 (Series), Special Incident Reporting (OPREP-3, Navy Blue and Unit SITREP) Procedures
- j. National Fire Protection Agency 1600 (2007)
- k. BUMED Instruction 3440.10, Navy Medicine Force Health Protection(FHP) Emergency Management Program (EMP)

### 3. SCOPE

a. The scope of this Installation EM Plan includes all aspects of the prevention of, preparedness for, the mitigation of potential effects of, the response to, and the recovery from natural, man made (technological), and terrorism hazards within the jurisdiction of JBPHH.

b. This Installation EM Plan:

(1) Provides JBPHH operational and response organization structures and processes.

(2) Identifies JBPHH response resources and assets.

(3) Establishes training standards for assigned personnel.

(4) Provides policy for equipment procurement, issue, and maintenance.

(5) Identifies operational procedures.

#### 4. SITUATION AND ASSUMPTIONS

a. Situation. As JBPHH is geographically isolated from CONUS and Western Pacific bases, members should anticipate long delays in receiving significant logistical support following a major disaster. The EM Plan develops an "All Hazard" approach for mitigation and response to events effecting JBPHH. During natural (large-scale) disasters, planning does not expect that the base will receive any significant assistance from civil authorities for some time. Long-term messing, housing and healthcare will prove challenging until supply chains are re-established. Refer to the Hazard Specific Appendices for concepts of operation for each type of disaster. Destructive Weather plan describes a large-scale disaster scenario and can be used in similar end-state events without a specific instruction included herein.

b. Assumptions. The JBPHH EM Plan, along with supporting procedures developed using the CNRH EM Plan as guidance, is designed to reflect the possibility of any or all of the below conditions occurring. Due to the remote location of the Hawaiian Islands and the vast logistical challenges that would be presented in evacuating all Department of Navy personnel from the Island of Oahu, evacuation is not regarded as practical. EM planning also assumes that any destructive weather situation affecting the island will affect all parts equally and evacuation from one location on the island to another would produce no benefit. In the context of destructive weather (i.e., hurricane/typhoon), all reference to "evacuation" in this instruction can be considered synonymous with "sheltering" and refers to movement of personnel from their worksites or homes to safe havens on JBPHH.

(1) Per references (a), (b) and (c), an all-hazard assessment shall be completed prior to the preparation of the EMPs. An Installation Hazard Summary should be completed which provides guidance to JBPHH and tenant commands for their conduct of detailed hazard and threat assessments per reference (b), Standard 4.

(2) Table BP-1 outlines the current Hazards/Threats that are applicable to CNRH. These same hazards apply to JBPHH.

**Table BP1: Hazards/Threats Applicable to Navy Region Hawaii**

<b>Probability</b>
<b>High Probability</b>
Communicable Disease
Power/Fuel/Utility/Communications/IT Failure & Interruption
Tropical Storm, Storm Surge, High Wind and Flooding
Environmental Contamination
<b>Significant Probability</b>
Transportation Accident (Land/Air/Water)
Hazardous Material Release
Hurricanes, Storm Surge, and associated Tornadoes
Earthquake (including structural failure and collapse)
Geographically-Remote Tsunamis
Terrorism ( <i>CBRNE, Electromagnetic, and Cyber</i> )
<b>Moderate Probability</b>
Landslide/Mudslide
Structural, Ship, Industrial, Aircraft Fires
<b>Low Probability</b>
Wild Land Fire
Lightning Strike
Civil Disturbance
Financial System Interruption
Volcanic Ash Fall (from the Island of Hawaii)
<b>Very Low Probability</b>
Local Tsunamis
Dam Failure
Drought
Financial System Collapse
<b>Extremely Low Probability</b>
Naval Nuclear Propulsion Program Reactor or Radiological Accident/Incident

c. Mitigation Activities. Mitigations conducted prior to the occurrence of an emergency, result in a potential reduction in the above events.

(1) Mitigation actions involve lasting, often permanent, reduction of exposure to, probability of or potential loss from hazard events. They tend to focus on where and how to build. Mitigation measures also include the use of modeling and simulation tools to evaluate potential mitigation strategies. Mitigation examples include: zoning and building code requirements for rebuilding in high-hazard areas; floodplain buyouts; and analyses of floodplain and other hazard-related data to determine where it is safe to build in normal times, to open shelters in emergencies or to locate temporary housing in the

aftermath of a disaster. Mitigation also can involve educating businesses and the public on simple measures they can take to reduce loss and injury, like fastening bookshelves, water heaters and file cabinets to walls to keep them from falling during earthquakes.

(2) Cost-effective mitigation measures are the key to reducing disaster losses in the long term. In hazard-prone areas, mitigation can break the cycle of having to rebuild with every recurrence of floods, hurricanes or earthquakes. Where there is a willingness to mitigate, opportunities can be found. Ongoing efforts might include: educating the private sector about what it can do to mitigate at home and at work; reaching out to planning, zoning, and development agencies to ensure that hazard conditions are considered in comprehensive plans, construction permits, building codes, design approvals, etc.; and creating inventories of existing structures and their vulnerabilities to aid mitigation planning. There is also a need for planning to take advantage of mitigation opportunities in the aftermath of an emergency or disaster, when hazard awareness is high, funds may become available (with associated requirements for mitigation), and disruption of the status quo makes it possible to rethink design and location of some facilities and infrastructure.

(3) Mitigation can also refer to steps to harden a Critical Mission Facility (CMF) to ensure its operations during a disaster. Installing generators, uninterruptible power supply (UPS), or collective protections are some examples.

(4) Protecting personnel is a mitigation process that is planned for in the EMP. Early evacuations to safe havens or shelters can be a mitigation action, which may be part of a hazard-specific appendix such as Destructive Weather or Tsunami.

(5) Procedures stated in the hazard-specific appendices to minimize damage and shorten recovery time are considered mitigation measures, for example: During an improvised explosive device (IED) attack, if windows are opened prior to evacuating the threatened building this increases ventilation and reduces the possible explosive blast pressure if a detonation within the building was to occur. This is a mitigation reducing glass fragmentation and building structural damage.

(6) The Continuity of Operations Plan (COOP) (Annex 18) and Business Continuity Plan (BCP) (Annex 19) are mitigation plans required by references (a), (b) and (c). All JBPHH departments and tenants shall have either a COOP or BCP, depending on their mission. The intent of the plan is to ensure critical mission functions, essential mission functions and basic business services are protected in the

event of the facility being rendered unusable after a disaster the services can be relocated to another facility without loss of records or critical equipment.

(7) Supporting plans and procedures are updated and maintained by responsible parties at the higher headquarters, regional, and JBPHH levels.

## 5. POLICY

a. The primary responsibility of all DoD Installations shall be to accomplish the command's assigned mission-essential functions (MEFs) and supporting tasks. This EM Plan supports the priority of such COOP efforts in relation to the response to an emergency and provides validated and approved methods for protecting assigned personnel, equipment, and facilities within the scope of federal law and DOD, joint, and Navy policy.

b. It is the policy of the federal government to support civil authorities in coping with civil emergencies or disasters that overwhelm the capability of state and local governments to adequately respond to and recover from such events to protect the safety, health, and property of the civilian population. This EM Plan outlines the applicable JBPHH support to assist civil authorities as directed by the Regional Commander or when an emergency poses an immediate and imminent threat to human life.

## 6. PLAN ORGANIZATION AND MAINTENANCE

a. Plan Organization. The JBPHH EM Plan is divided into six sections: a Basic Plan (ENCL 1), Functional Area Annexes (FAAs), Support Annexes (SAs), Hazard-Specific Appendices (HSAs), General Appendices, and the Tenant Command List.

(1) *Section I.* The basic plan describes the overall structure and requirements to establish and implement the overarching concept of operations for responding to and recovering from an emergency impacting the installation and/or the civil community in which this installation resides. The basic plan includes incident notification, reporting, and management procedures common to the effective management of all emergencies, regardless of cause or extent.

(2) *Section II.* Functional Area Annexes (FAAs) identify the lead agent responsible for the annex and describe the roles, responsibilities, and capabilities of each identified functional area to successfully execute the concept of operations put forth in the basic plan. The number and type of functional annexes included in the

EM Plan vary depending on needs, capabilities, and organization. Since functional annexes are oriented toward operations, their primary audience consists of those who perform the tasks. They do not repeat general information contained in the Basic Plan. Per reference (c), enclosure (1), the JBPHH EM Plan or tenant command EAPs are not required to develop independent FAAs. The CNRH FAAs shall provide adequate guidance down to the lowest echelon of command for services provided at the regional level unless noted in the FAA. The JBPHH EMP FAAs will only cover specific actions that are required at the installation or tenant level that are not addressed in the CNRH EMP.

(3) Section III, Support Annexes (SAs). SAs are provided to ensure consistent and accurate execution of those tasks that are considered technically rigorous, provide significant management challenges or are based on detailed legal processes or procedures. Per reference (c), enclosure (1), the JBPHH EM Plan or tenant command EAPs are not required to develop independent SAs. CNRH SAs shall provide adequate guidance down to the lowest echelon of command unless noted in the Support Annex. The JBPHH EMP SAs will only cover specific actions that are required at the JBPHH or tenant level that are not addressed in the CNRH EMP.

(4) Section IV. Hazard-Specific Appendices (HSAs) are provided to ensure that the unique aspects of each possible hazard identified in the JBPHH hazard assessments are documented and applied to the common incident notification, reporting, and management procedures and process provided by the basic plan. HSAs specify which resources and procedures contained in the FAAs and SAs are needed to respond to a hazard/threat during the response and recovery phases.

(5) Section V. General appendices are provided to ensure consistent language throughout the plan. These appendices include the JB Commander's Essential Elements of Information, Commander's Critical Information Requirements, definitions, acronyms and ICS forms to be used during the response phase of an event, such as the Incident Action Plan (IAP). The IAP outlines how the incident is managed, duty rotations, timelines of operations, and a record of events to be included in the After-Action Report (AAR).

b. Plan Maintenance

(1) The JBPHH EMO will maintain the JBPHH EMP in a current status by utilizing the JBEMWG to review and recommend changes. The JBPHH EMP will be reviewed annually for currency and accuracy. Changes or updates to the instruction and base plan will be submitted to the Commander, JBPHH (JBC) for review and signature. JBC will approve and

provide the initial signature of the JBPHH EMP. This will become Section I, Basic Plan.

(2) The JBPHH JB3 will approve all subsequent changes to the EMP SAs, FAs, HSAs and other appendices. If changes alter the Commander's intent in the original document or a re-write is performed, then the JB3 will resubmit the EMP to the Commander, JBPHH for signature approval.

(3) All Support Annexes (SA), Functional Area Annexes (FAA) and Hazard Specific Appendices (HSAs) will be submitted for review to JBPHH JB3 for final approval. All changes will be incorporated prior to the annual CNIC budgeting process to ensure the capture of all additionally approved requirements.

(4) The JBEMWG will review all hazard-specific appendices and changes to the JBPHH EMP prior to being forwarded for final approval. A review and signature page showing the reviewing officers names and signatures will also accompany the recommended changes as they are routed for approval.

(5) The approval signature line on the Record of Changes for the master JBPHH EMP will reside with the JBPHH JB3.

(6) Incident Action Plans (IAPs). IAPs are plans that are developed in response to an incident when ICS is utilized. These plans are not permanent plans and only have to be approved by the IC/UC. The IAPs are usually drafted under the supervision of the Planning Section of the ICS organization (located at the incident or within the Emergency Operations Center (EOC)) approved by the IC and carried out by the Operations Section.

(7) Continuity of Operations Plan (COOP). COOPs will be established and maintained by the command responsible for the Mission Essential Function (MEF). JBPHH COOP is described in SA 18.

(8) Safe Haven Plan. Safe Haven Plans are divided into two types: Emergency (Sheltering in Place) and Deliberate. Both types of plans are covered in detail in SAs 7 and 9.

(9) Planned and Emergency Evacuation. Evacuation plans are separated into two types, planned and emergency. These plans are covered in detail in SA 5.

c. Personnel Accountability. JBPHH will utilize the Navy Family Accountability and Assessment System (NFAAS) and USAF recall procedures as the comprehensive personnel accountability plan for all active duty

and reserve military personnel including dependents, government service and their family members, full and part-time non-appropriated fund (NAF) employees, and government contractors regardless of status, (i.e., leave or Temporarily Additional Duty (TAD)). JBPHH Departments and tenant command CO/OICs will incorporate a means to muster personnel following a significant incident. Contact phone numbers and potential safe haven locations for each employee and their families will be addressed in a department/command recall and notification bill. JBPHH N1 is the lead for plan development and JBPHH N3 and N7 will ensure the plan is exercised at least annually. For more details on personnel accountability, see SA 6.

d. Noncombatant Evacuation Operation (NEO). At any given time, large numbers of U.S. citizens are living, working or traveling in foreign countries. The Department of State (DOS) is responsible for their protection and care. Situations such as political unrest, increasing international tensions or widespread natural or technological disasters may require the immediate evacuation of these citizens to the United States with little or no preparation time. JBPHH currently has a supporting role for interim processing, logistics and staging termed repatriation in the CNRH response. The JBPHH repatriation plan is located in SA 20.

e. Defense Support of Civil Authorities (DSCA). The response to an emergency in the local community is the responsibility of local and state governments. Per references (a), (b) and (d), the U.S. military, because of its unique capabilities and resources, may be requested through established channels to provide temporary, short duration emergency support to the local civil authorities during an emergency once local and state resources have been overwhelmed and the National Response Frame Work (NRFW) has been activated. DSCA utilizing the JBPHH component in Hawaii is coordinated through USPACOM Defense Coordinating Officer (DCO), Joint Task Force Homeland Defense (JTF-HD), COMPACFLT (PPA), 13<sup>th</sup> Air Force, Region Planning Agent (RPA) and the Lead Planning Agent (LPA) (if applicable). Complete guidance can be found in FAA T. In addition, USPACOM will provide DSCA coordination through the DCO and also establishes the Joint Information Center (JIC). Under JBPHH, respective service principle and regional planning agents shall coordinate via the DCO to effectively respond to DSCA events.

f. Business Continuity. Per references (b) and (c) JBPHH and tenant commands/units will draft and maintain Business Continuity Plans (BCP). A JBPHH BCP template can be found in SA 19.

g. Hazard-Specific Appendices (HSA). HSAs are developed to prepare, mitigate, respond and recover from a specific form of hazard

(i.e., hurricanes, tsunamis, CBRNE terrorist attack and other manmade or natural disasters). Per reference (c), JBP HH HSA will be based upon the CNRH EMP HSAs for continuity. JBP HH EMP HSAs will add JBP HH specific checklists and provide copies to CNRH N37 for review.

h. JBP HH will perform hazard assessments based on the Regional Hazard Summary, reference (c), Standard 4, and develop hazard-specific appendices based on the hazard assessments they develop.

i. Supporting Plans. Per reference (c) the JBP HH EMP must be consistent with regional and JBP HH Anti-Terrorism (AT) plans as required by references (a) and (b). AT plan(s) should be referenced accordingly within EMP(s), especially in the areas of vulnerability assessment and explosive event management. EMPs will be consistent with FFD disaster plans as required by references (a) and (b).

7. JBP HH ORGANIZATION AND GROUP DESIGNATION

a. JBP HH Organization. JBC is the key link to supporting customers onboard the installation and provides integration of the various regional program service outputs in a coherent process in support of joint operational missions. JBC operationally and administratively reports to the Regional Commander. JBC exercises command over the JBP HH Office of Emergency Management.

**Figure BP-1: JBP HH Emergency Management Organizational Chart**

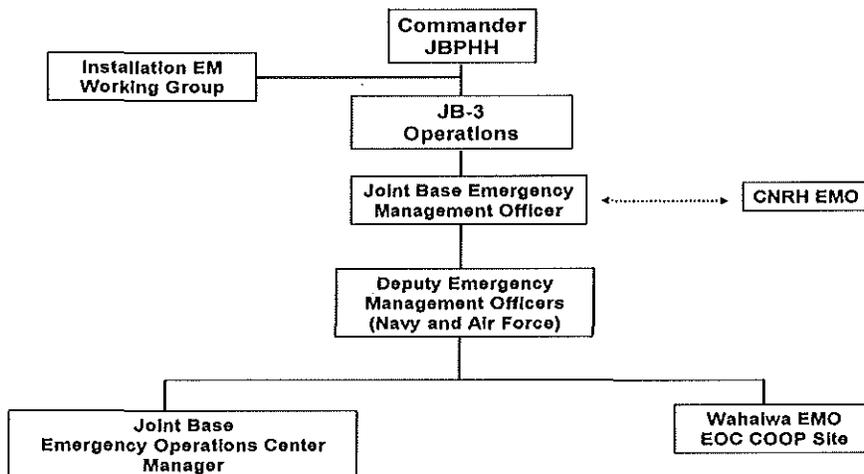
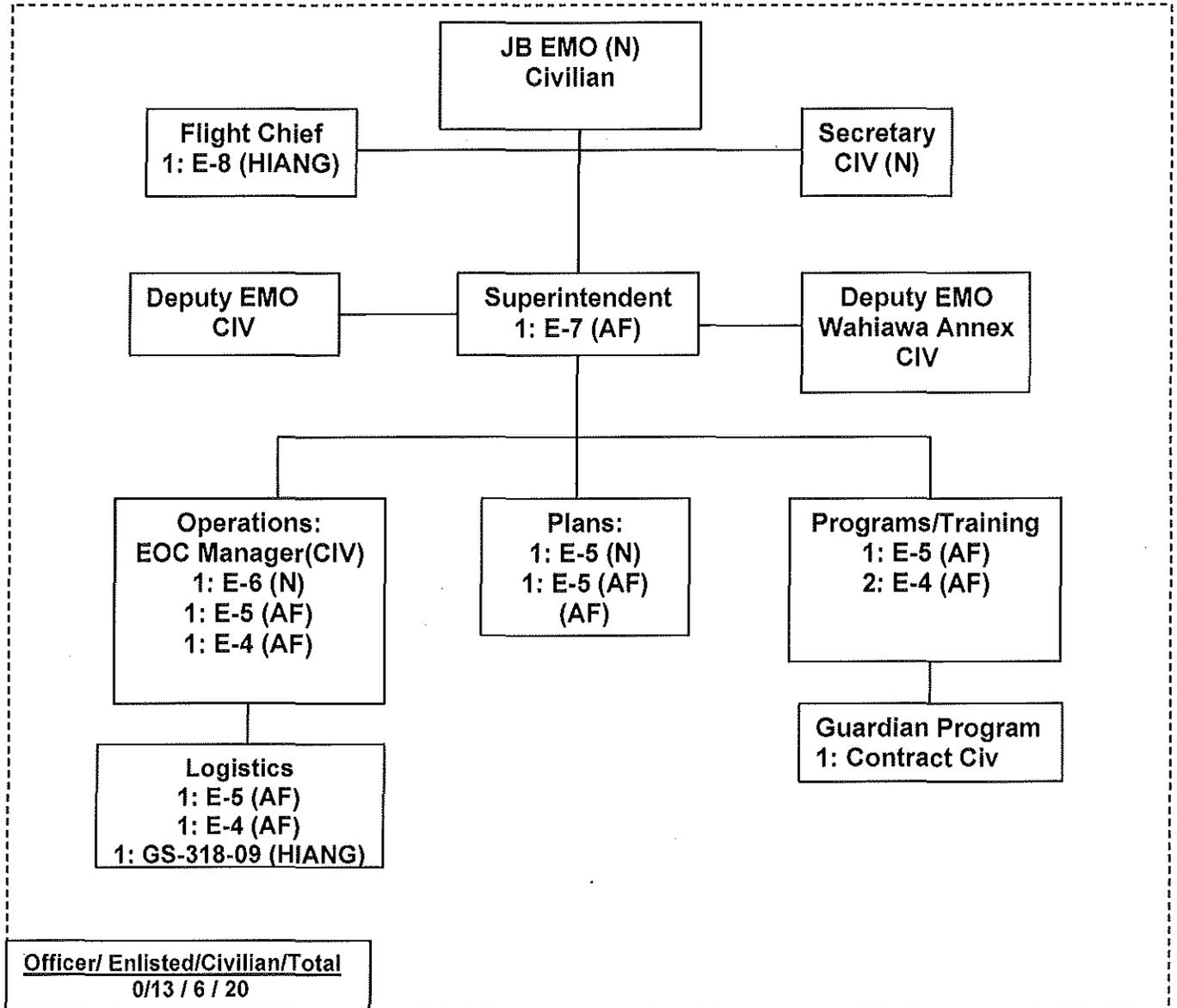


Figure BP-2: JBPHH Emergency Management Staffing Organization



(1) JBPHH Emergency Management Officer - Civilian (JBEMO). The JBEMO is a civilian position designed to ensure continuity of operations within the JBEM organization/program that reports to the Commander, JBPHH and serves as the EM Program Coordinator at the Joint Base level as identified in references (a), (b), and (c). The JBEMO is responsible for leading the EM Office, including the Operations, Logistics, and Training sections. The JBEMO duties include:

(a) Develop an EM Program designed to prevent, prepare for, mitigate potential effects from, respond to, and recover from all

natural and manmade hazards, including chemical, biological, radiological, nuclear, and high-yield explosive (CBRNE) events, which may affect JBPHH.

(b) Responsible for the management, administration, and operation of the JBEOC and Navy and Air Force Geographically Separated Units (GSUs) at West Loch Annex, Lualualei Annex, Wahiawa Annex and active and Air National Guard units on Kauai, Maui and the Big Island.

(c) Ensure development of an EM program that meets the intent of both Navy and AF requirements Per DoD 6055.17.

(2) Flight Chief - The EM Flight Chief is a senior Hawaii Air National Guardsman NCO in charge of assigned Air Force personnel. The Flight Chief will assist the EMO in overall program management, specifically regarding Air Force requirements and training. Duties include:

(a) Ensure implementation and execution of the EM CBRNE program for Joint Base Pearl Harbor-Hickam.

(b) Oversee AF personnel management to the EM organization.

(c) Represent AF related equities at various EM related working groups.

(3) Deputy JBPHH Emergency Management Officers - Civilian (DJBEMO). The two JBDEMO positions are civilian position designed to ensure continuity of operations within the JBEM organization/program and to fulfill the duties and responsibilities of the JBEMO as required. One of the two DJBEMO's will be assigned to Wahiawa Annex a geographically isolated Annex with multiple CMF's performing EMF's. The JBEMO will assist in AF specific aspects of a traditional EM flight to include Training, Logistics and Expeditionary Engineering tasks as required.

(4) Superintendent - Military. The Superintendent position is a military position designed to ensure continuity of operations within the JBEM organization/program and to fulfill the duties and responsibilities of the JBEMO as required. Will assist the EMO with program development and execution of the JB EM program and provide continuity of operations. Additional unique AF duties include:

(a) Ensure AF EM personnel maintain full CBRNE response capability (Sense, Shape, Shield, and Sustain) to include equipping, training, exercise and evaluation as part of the JB annual exercise program.

(b) Oversee CE Expeditionary Engineering section tasks and program objectives to ensure they meet the requirements of the Air Force 613<sup>th</sup> CE Mobility mission.

(5) JBPHH Emergency Management Office

(a) Operations Section. Responsible for EOC operations for JBPHH. It reviews and coordinates on all installation plans and is responsible for the JBPHH EM plan. 647th EM personnel will continue to conduct additional AF specific requirements Per AFI 10-2501 on AF units only (i.e., Staff Assistance Visit (SAV) Program).

(b) Training Section. 647th EM specific duties to include training AF personnel on CBRN defense Operations and maintaining AF EM specific training requirements.

(c) Logistics Section. Responsible for the budgeting, procurement, tracking, and inventory of all 647th CE mobility equipment to include EM CBRN response equipment.

(d) Expeditionary Engineering Section. The 647th CES mobility office responsible for overall mobility training, equipping, tracking and deployment of all 647th CES military personnel. This section is manned with EM personnel and works directly for the 647th CE/CC.

d. JBPHH Emergency Management Organization. As described above, the JBEMO is responsible for developing and maintaining the JBPHH EM Program and the appropriate response capabilities as identified by their Installation Group designation. The Commander, JBPHH is assigned command responsibility over multiple facilities combined within the Joint Base title, which hold multiple unit identification codes (UICs). In the case of the installation which consists of multiple facilities, and tenant commands, guidance contained within this manual and the term "jurisdiction," when used, applies to all of the identified facilities assigned to the particular Commander, JBPHH vice solely the principal facility. A current listing of JBPHH will be maintained in Appendix G6 of this document and updated annual with the review of the Functional Area, Support and Hazard Specific Appendices.

c. U.S. Installations. Installations located within the United States have Defense Support of Civil Authorities (DSCA) responsibilities (see reference (b) Standard 6, DSCA) above and beyond the Navy Installation EM Program requirements. JBPHH may be tasked to support DSCA operations through the provision of resources, supported tenant commands assigned to the Fleet Commander, or the establishment of a Base Support Installation (BSI, see reference (b) Standard 6,

BSI). JBPHH is located within the Pacific Command area of responsibility (AOR) and may have additional requirements identified in writing to the Commander, Navy Region Hawaii. DSCA requests and support actions will be routed from Joint Task Force Homeland Defense (JTF-HD), as coordinated through the Defense Coordinating Officer via CNRH ROC to JBPHH EOC.

d. Organizational Construct. In accordance with references (a), (b) and (c), the established organizational construct for JBPHH is represented above in Figure BP-1. The JBPHH EMO requests appropriate resources from CNRH EM for developing and maintaining this JBPHH organization through CNI's capabilities-based budgeting (CBB) process based on the CNRH EM Implementation Plan.

e. Installation Group Designation. In accordance with reference (b), JBPHH has been designated a Group 2 Installation. This designation requires EM response capabilities that are based upon a risk-based strategy that considers threat, vulnerability, criticality, operational requirements, and potential consequences. This group designation has been considered in the categorization of personnel, response capabilities training matrix, and MOU/MAA/ISSA support requests. Table BP-2 identifies key response capabilities required to meet the EM capability requirements of each group per reference (a). Because Installations with critical missions have historically had a broader range of capabilities, these existing capabilities serve as the foundation for determining group designations.

**Table BP-2: Installation Group Designations**

Group	Priority	EM Capability
1	High	Technician-level response capability. Ability to effectively respond to and contain, identify, and mitigate the effects of a natural or manmade emergency, including a CBRNE event. Ability to conduct offensive operations within a contaminated environment during a CBRNE event.
2	Medium	Operations-level response capability. Ability to effectively respond to and contain the effects of a natural or manmade emergency, including a CBRNE event. Ability to conduct defensive operations outside of the contaminated environment during a CBRNE event.
3	Low	Awareness-level response capability. Ability to recognize a natural or manmade emergency and conduct protective measures, including evacuation, safe haven, shelter, and shelter-in-place.
Note: With Group 3 as the lowest level of response capability, each successively higher group designation gains the aforementioned capabilities as described, in addition to those capabilities attained by lower group designations.		

8. TENANT COMMANDS. Due to the dynamic nature of the Joint Base and new commands that will be established in the future the listing of tenant commands will be maintained in Appendix G6 of this document and updated annually with the review of annexes and appendices or as new commands are established.

#### 9. RESOURCE MANAGEMENT

a. Overview. Resource management involves identifying, coordinating and overseeing the application of tools, processes, and systems that provide incident managers with timely and appropriate resources during an incident. Resources include personnel, teams, facilities, equipment, and supplies. Resource management coordination activities take place within operations centers and incident command posts (ICPs). If they are established, multi-agency coordination entities may also prioritize and coordinate resource allocation and distribution during incidents. Resource management involves four primary tasks:

(1) Establishing systems for describing, inventorying, requesting, and tracking resources.

(2) Activating these systems prior to and during an incident.

(3) Dispatching resources prior to and during an incident.

(4) Deactivating or recalling resources during or after incidents.

(5) The basic concepts and principles that guide the resource management processes used in references (b), (c), and (e) allow these four primary tasks to be conducted effectively. By standardizing the procedures, methodologies, and functions involved in these processes, resources can move quickly and efficiently to support incident managers and emergency responders.

b. Concept. The underlying concepts of resource management in this context are that resource management:

(1) Provides a uniform method of identifying, acquiring, allocating, and tracking resources. Uses effective mutual-aid and donor assistance and is enabled by the standardized classification of kinds and types of resources required to support the incident management organization.

(2) Uses a credentialing system tied to uniform training and certification standards to ensure that requested personnel resources are successfully integrated into ongoing incident operations.

(3) This resource management function is the responsibility of the CNRH Regional Operations Center and supported JBPHH EOC, as well as specific elements of the ICS structure. Resource management should encompass resources contributed by private-sector and nongovernmental organizations.

c. Principles. Five key principles govern effective resource management:

(1) Advance Planning. Preparedness organizations work together in advance of an incident to develop plans for managing and employing resources in a variety of possible emergency circumstances.

(2) Resource Identification and Ordering. Resource managers use standardized processes and methodologies to order, identify, mobilize, dispatch, and track the resources required to support incident management activities. Resource managers perform these tasks either at an IC's request or in accordance with planning requirements.

(3) Categorizing Resources. Resources are categorized by size, capacity, capability, skill, and other characteristics. This "Type and Kind" system supports the NRF system and makes the resource ordering

and dispatch process within jurisdictions, across jurisdictions, and between governmental and nongovernmental entities more efficient to ensure that ICs receive resources appropriate to their needs. Facilitating the development and issuance of national standards for "typing" resources and "certifying" personnel are the responsibility of the NIMS Integration Center [see reference (g)], however not all resources have been categorized and typed at this time. Thus Regional/JBPHH use of resource typing will be an on-going process.

(4) Use of Agreements. Pre-incident support agreements among all parties providing or requesting resources are necessary to enable effective and efficient resource management during incident operations. Formal pre-incident agreements between parties, both governmental and nongovernmental, that might provide or request resources are established to ensure the employment of standardized, interoperable equipment, and other incident resources during incident operations.

(5) Effective Management of Resources. Resource managers use validated practices to perform key resource management tasks systematically and efficiently. Examples include:

(a) Acquisition Procedures. Used to obtain resources to support operational requirements. Preparedness organizations develop tools and related standardized processes to support acquisition activities. Examples include mission tasking, contracting, drawing from existing stocks, and making small purchases.

(b) Management Information Systems. Used to collect, update, and process data; track resources; and display their readiness status. These tools enhance information flow and provide real-time data in a fast-paced environment where different jurisdictions and functional agencies managing different aspects of the incident life cycle must coordinate their efforts. Examples include geographical information systems, resource tracking systems, transportation tracking systems, inventory management systems, and reporting systems.

(c) Ordering, Mobilization, Dispatching, and Demobilization Protocols. Used to request resources, prioritize requests, activate and dispatch resources to incidents, and return resources to normal status. Preparedness organizations develop standard protocols for use within their jurisdictions. Examples include tracking systems that identify the location and status of mobilized or dispatched resources and procedures to "demobilize" resources and return them to their original locations and status.

d. Managing Resources. To implement these concepts and principles in performing the primary tasks of resource management, the JBPHH EM

Program includes standardized procedures, methodologies, and functions in its resource management processes per reference (g). These processes reflect functional considerations, geographic factors, and validated practices within and across disciplines and are continually adjusted as new lessons are learned. The basic foundation for resource management provided in this discussion will be expanded and refined over time in a collaborative cross-jurisdictional, cross-disciplinary effort led by the NIMS Integration Center [see reference (g)].

(1) The JBPHH EM Program uses nine processes for managing resources:

(a) Identifying and Typing Resources. See *Support Annex 15: Inventory Management*.

1 Categorize by capability.

2 Resources kinds may be divided into subcategories (types) to precisely define the capabilities needed.

3 Resource typing is a continuous process designed to be as simple as possible to facilitate frequent use and accuracy in obtaining needed resources (see reference (b) Standard 12, Federal Response).

(b) Certifying and Credentialing Personnel. Personnel are credentialed and certified for EM functions per reference (b) via the Training Department (N7).

(c) Inventorying Resources. CBRN supplies and equipment inventories are carried in Chemical, Biological, Radiological-Detection Operating Space Items Management System (CBR-D OSIMS). Air Force CBRN supplies for AF military personnel only are maintained by the Logistics Readiness Squadron and tracked in the MICAS system.

(d) Identifying Resource Requirements. Resource managers identify, refine, and validate resource requirements throughout the incident life cycle. This process involves accurately identifying what and how much is needed, where and when it is needed, and who will be receiving or using it. Possible resources include the following:

1 Supplies

2 Equipment

3 Facilities

4 Incident management personnel

5 Emergency response teams

(e) Ordering and Acquiring Resources. Requests for items that the IC cannot obtain locally are submitted through the JBPHH EOC using standardized resource-ordering procedures. If the JBPHH EOC is unable to fill the order locally, the order is forwarded to the CNRH Regional Operations Center for resolution.

(f) Mobilizing Resources. Incident personnel begin mobilizing when notified through established channels. Steps of resource mobilization:

1 Standing requirements for tenant commands during emergency will provide personnel for Incident Response Teams (IRTs) as listed in FA V.

2 Notification of Tenant Command Duty Officers (CDOs) to activate IRT.

3 Use of Recall Rosters and telephone recall.

4 Use of Computerized Desktop notification System (CDNS).

5 Personnel will be directed to report to specific location for assignment.

(g) Tracking and Reporting Resources. Tracking and reporting resources are completed in accordance with ICS System and SA 15.

(h) Recovering Resources. Recovery involves the final disposition of all resources. During this process, resources are rehabilitated, replenished, disposed of, and retrograded.

1 Nonexpendable Resources. These resources are tracked via ICS forms at the IC or EOC. Recovery of resources are covered in SA 15.

2 Expendable Resources. These are also fully accounted for. Restocking occurs at the point from which a resource was issued. The incident management organization bears the costs of expendable resources, as authorized in preplanned financial agreements concluded by preparedness organizations. Returned resources that are not in restorable condition—whether expendable or nonexpendable—must be

declared as excess according to established regulations and policies of the controlling entity. Waste management is of special note in the process of recovering resources. Resources that require special handling and disposition (e.g., biological waste and contaminated supplies, debris, and equipment) are dealt with according to established regulations and policies.

3 Reimbursement. Reimbursement provides a mechanism to fund critical needs that arise from incident-specific activities. Reimbursement processes also play an important role in establishing and maintaining the readiness of resources. Processes and procedures must be in place to ensure that resource providers are reimbursed in a timely manner. These must include mechanisms for collecting bills; validating costs against the scope of the work, ensuring that proper authorities are involved, and accessing reimbursement programs, such as the Public Assistance Program and the Emergency Relief Program.

e. Resource Typing System. Resource typing is a standardized process for identifying resources to facilitate resource sharing across disparate organizations using different terminology, such as the local governments and the Navy. See reference (g) for more information on resource typing.

f. Volunteer and Donations Management. Volunteer and donations management refers to those volunteer services and donated goods provided by unaffiliated volunteer services or individuals and donated goods which are unsolicited and for which no established resource requirements may exist. See SA 12 in Section III.

## 10. PERSONNEL CATEGORIZATION

a. Background. Categorization of all assigned personnel is necessary to prioritize resource allocation and provide a risk-rationalized approach to investing in protection of personnel. Personnel categories will be used to identify the targeted assets for specific response requirements. The EM Program shall focus its efforts on:

(1) Protection of Category 1-4 personnel and the preparedness, mitigation, response, and recovery capabilities of Category 5 personnel.

(2) Support the ability of Category 1 personnel to continue mission essential functions for at least 12 hours at either their primary or alternate site per references (a) through (f).

(3) Protect Category 2 through 4 personnel primarily through evacuation, safe haven, shelter, and shelter-in place procedures per reference (c). This protection strategy shall be coupled with the proper employment of organized, trained, equipped, exercised, evaluated, and sustained Category 5 personnel.

b. Personnel Categories

(1) Category 1: Emergency-essential United States (U.S.) military personnel, Department of Defense (DOD) civilians, and DOD contractor (or subcontractor) personnel who perform mission essential functions (MEF) within a COCOM designated Critical Mission Facility (CMF) per reference (a) through (f).

(2) Category 2: Other U.S. personnel, such as:

(a) U.S. military family members living on and off a military installation.

(b) Non-essential emergency U.S. military personnel, Navy civilian employees, and other persons covered.

(c) Navy contractor (and subcontractor) employees other than those performing essential Navy services.

(d) Employees of other U.S. Government (USG) agencies.

(e) Other USG contractor (and subcontractor) employees.

(3) Category 3: Other personnel supporting U.S. military operations, such as: non-U.S. citizens who are employees of the Navy or a Navy contractor (or subcontractor) and who are not included in Categories 1 or 2.

(4) Category 4: Allied/Coalition Nation personnel, including host-nation personnel and third country nationals that the U.S. may assist pursuant to an international agreement approved by the Department of State (DOS) or as directed by the Secretary of Defense, such as allied/ coalition military forces, government officials, and emergency response personnel.

(5) Category 5: First responders and emergency responders who are U.S. military personnel, DOD civilians, and/or contractor personnel, such as:

(a) EM personnel, Fire & Emergency Services personnel, HAZMAT Teams, Naval Security Forces (NSF), Emergency Medical Services

(EMS) personnel, Explosive Ordnance Disposal (EOD) Teams, Medical Treatment Facilities (MTF) providers, Public Health Emergency Officers (PHEO), Emergency Call-taking and Dispatch (Dispatch) staff, Regional Operations Center and EOC staff, Emergency Response Teams (ERT), Fire Brigades, mass care personnel, mortuary affairs personnel, and Oil and Hazardous Substance (OHS) spill response teams.

(b) Category 5 personnel may include Occupational Safety and Health (OSH), Industrial Hygiene (IH), public works, public affairs, supply/logistics individuals, contract security personnel, and any other personnel designated to perform response or recovery tasks in support of the EM Program.

c. Responsibilities. For facilities and activities within their AOR, JBPHH Commander and all tenant command COs shall identify the following using the example in Tables BP-4-9 below:

- (1) Individuals in Category 1.
- (2) Personnel and/or populations in Categories 2 through 4.
- (3) Individuals, agencies and departments in Category 5

**Table BP-4: Category 1 Personnel**

Department or Tenant Command	# of Personnel (24/7 basis)	Response Timeframe Objective (RTO)	Critical Ops, Essential Ops or Essential Services?

(a) Denote the number of Category 1 Personnel in each Department/Tenant Command along with the Response Timeframe Objective (RTO) and which category (Critical Ops, Essential Ops, or Essential Services) the groups belong to. Each department and tenant command will be responsible for maintaining an up-to-date roster of CAT 1 personnel and submit to the JBEOC on a quarterly basis, and ensure a representative enters the names into the Electronic Base Entry Security Tool (eBEST) at NSF to allow rapid verification via CAC swipe at the main gate. More information concerning Category 1 personnel shall be included in Annex F.

**Note:** Category 1 Personnel are required to be identified by name and rank but this information should be listed in a STAFFNOTE or other such mechanism that allows for periodic updating and increased security.

**Table BP-5: Category 2 Personnel**

Category 2 Personnel Counts	Total # Daytime/Nighttime	Notes
Number of nonessential active duty personnel		
Number of nonessential reserve military personnel		
Number of nonessential DOD civilian personnel		
Number of nonessential DOD contractor personnel		
Number of dependants residing in base housing		
Number of dependants residing in nonmilitary housing		
<b>Note:</b> Total number of nonessential U.S. citizens on JBPHH should be identified. Names, duties, and addresses are not required, but may be required elsewhere for personnel accountability.		

**Table BP-6: Category 3 Personnel  
(Non-U.S. Citizens Employed by U.S. Navy)**

Supported U.S. Military Operations	Assigned Department, Agency, or Organization	Designated U.S. Official Responsible for Dept/Agency/Organization	Number of Non-U.S. Citizens Employed Daytime/Nighttime	Notes
<b>Note:</b> Total number of non-U.S. citizens employed by JBPHH should be identified by department. Names and support duties are not required.				

**Table BP-7: Category 3 Personnel (Foreign Military Personnel Supporting U.S. Military Operations)**

Supported U.S. Military Operation	Assigned Department, Agency, or Organization	Designated U.S. Official Responsible for Dept/Agency/Organization	Number of Foreign Military Personnel Employed Daytime/Nighttime	List Represented Foreign Nations
<p><b>Note:</b> This list includes all allied or coalition personnel as well as host-nation and third-country-national personnel supporting JBPHH operations. Names and duties are not required.</p>				

**Table BP-8: Category 4 Personnel (Allied and Coalition Personnel Supporting U.S. Military Operations)**

Supported U.S. Military Operation	Assigned Department, Agency, or Organization	Designated U.S. Military Point of Contact	Total Number of Allied or Coalition Personnel Assigned Daytime/Nighttime	Notes
<p><b>Note:</b> This list includes all foreign military personnel supporting U.S. military operations who are employed by JBPHH or by the host nation on behalf of JBPHH. Names and duties are not required.</p>				

**Table BP-9: Category 5 Personnel**

Category/ Department	Number of Assigned Personnel
EOC/ROC Staff	
First Responder (NSF, EMS, EOD, etc)	
Other Assigned Departments	

(b) Denote the number of Category 5 Personnel in each Department/Tenant Command along with the Response Timeframe Objective (RTO) and which category (Critical Ops, Essential Ops, or Essential Services the groups belong to. Each department and tenant command will be responsible for maintaining an up-to-date roster of CAT 5 personnel and submit to the EOC on a quarterly basis, and ensure a representative enters the names into the eBEST system at NSF to allow rapid verification via CAC swipe at the main gate. More information concerning Category 1 personnel shall be included in Annex F.

d. General Requirements. All personnel must receive awareness training [reference (b), Standard 8] sufficient to understand potential hazards they may face according to their pre-assigned role during an emergency. Generally, those personnel required to remain on the installation during an emergency will require significantly higher levels of preparation due to the hazards they will face while performing assigned duties that are considered critical to sustaining operations during the early phases of the event. Training and equipment requirements are listed in the Basic Plan: Training and Equipment Programs.

## 11. DUTIES AND RESPONSIBILITIES

a. Joint Base Commander (JBC). The JBC has the following responsibilities under the EM Program per reference (b):

(1) Coordinate with assigned region in determining the appropriate installation group designation (Standard 3).

(2) Conduct categorization of personnel at the installation level and provide results to Regional Commander for validation (Standard 2).

(3) Designate in writing an installation EMO appropriate to the established installation group designation (Standard 1).

(4) Ensure EM Program Standards are properly addressed on JBPHH (Standard 1).

(5) Designate Category 1 personnel in writing (Standard 2).

(6) Charter an Installation Emergency Management Working Group (JBPHH EMWG) (Standard 6).

(7) Participate in the JBPHH EMWG (Standard 6).

(8) Ensure all required threat, hazard, vulnerability, and consequence assessments are conducted prior to approval of the JBPHH EM Plan (Standard 4).

(9) Review and approve the JBPHH EM Plan (Standard 7).

(10) Support tenant operational commands in the identification of MEFs and associated Critical Mission Facilities (CMFs) on JBPHH.

(11) Ensure essential operations supporting these MEFs are identified by appropriate JBPHH programs and that procedures are

identified within the JBPHH EM Plan for prioritized restoration of these essential operations.

(12) Designate appropriate JBPHH EM staff (Standard 1).

(13) Establish operable and, when possible, interoperable communications across assigned response community.

(14) Establish a JBPHH EOC (Standard 6).

(15) Designate an EOC Manager in writing to support the IEMO (Standards 1 and 6).

(16) Identify and designate in writing a continuity of Operations Planning (COOP) Officer (should not be the EMO) to coordinate COOP and Business Continuity Planning to coordinate plan development for JBPHH (Standards 1 and 6).

(17) Identify and designate in writing appropriate personnel to support EOC manning during times of emergency (Standards 1 and 6).

(18) Participate in EOC training and exercises (Standards 6, 7, and 12).

(19) Assist the Regional Commander in the consolidation of individual dispatch centers at the Regional or multi-Regional level, if at all possible (Standard 6).

(20) Coordinate with CNRH a Joint Information Center in coordination with local representatives (Standard 6).

(21) Ensure all EM efforts are coordinated with region, state, local, other service, and/or private agencies and departments (Standard 6).

(22) Provide DSCA planning and response and support to DOD and civilian forces engaged in DSCA operations.

(23) Review and approve all support agreements, to include JBPHH mutual aid agreements (MAAs), memoranda of understanding (MOUs), memoranda of agreement (MOAs), Inter-Service Support Agreements (ISSAs), and contracts (Standard 6).

(24) Require JBPHH leaders to plan, coordinate and exercise EM program planning and operations requirements with local communities, municipalities, state and federal organizations.

(25) Review JBPHH Exercise AARs, apply lessons learned, and institute corrective action plans.

(26) Review results of annual JBPHH EM Capability Assessments (EMCAs) (Standard 4) as required by the Regional EM Program Implementation and Transition Plan.

(27) Ensure proper resources are programmed for during the budget process (Standard 14).

(28) Ensure participation in the JBPHH EM Program by tenant commands (Standard 7).

b. Operations (JB 3). Reports to the JBC and provides supervision and oversight of the JBPHH EM Program. During an emergency, fills the Operations Officer role in the JBPHH Incident Management Team.

c. Joint Base Emergency Management Officer (JBEMO). The JBEMO supports the JBC in the accomplishment of the EM Program per reference (b) (Section 1):

- (1) Program management tasks.
- (2) Preparedness tasks.
- (3) Planning tasks.
- (4) Training tasks in conjunction with the N7.
- (5) Equipment tasks.
- (6) Exercise tasks in conjunction with the N7.

d. Tenant Commands. Tenant commands on JBPHH shall coordinate with the host JBPHHs EM Program as outlined in higher headquarters directives, the host-tenant agreements or ISSA/MOU/MOAs. Coordination shall include active participation in EM preparedness, mitigation, response, and recovery efforts, as required by Regional and/or JBPHH EM Program(s). Participation in the JBPHH EM Program requires the development of a tenant EAP supporting the JBPHH EM Plan (CNICINST 3440.17, Standard L, pg 42).

e. Emergency Management Working Group. In accordance with references (a) (b) and (c), the Commander, JBPHH has established and maintains an Installation EM Working Group (EMWG) to assist the JB EMO in the development, execution, exercising, and assessment of the JBPHH EM Program. The principal goal of the EMWG is the coordination of

plans and concepts of operations among multiple functional areas and among organic response organizations and their mutual aid partners. The EMWG encourages participation by appropriate federal, state, local, other service, and/or private (or host nation) EM-related agencies and departments. This section of the EM Plan will serve as the charter for the EMWG. The EMWG may be consolidated with the Antiterrorism (AT) Working Group as required.

(1) The JBPHH EMWG is chaired by the Commander, JBPHH. The JBEMO serves as the principal action officer for the JBPHH EMWG. The EMWG includes the following JBPHH staff:

- Commander
- Chief Staff Officer
- EMO/Deputy EMO
- Security Officer
- Fire Chief
- EOC Manager
- Operations Officer
- Engineer (if assigned)
- Environmental Coordinator
- Public Affairs Officer
- Fleet and Family Services Representative
- Medical Representative
- Major tenant command EMOs (as required)
- Regional EM Program Representative

(2) Depending on assignment, the EMWG membership will also include the following:

- Air Operations Officer
- Port Operations Officer
- Regional Explosive Ordnance Disposal (EOD) Detachment Officer-in-Charge (OIC) (if resident onboard JBPHH)

(3) The EMWG has the following responsibilities:

(a) Provides a forum for the Commander, JBPHH to execute directions and decisions on issues related to all-hazards emergency response.

(b) Includes representatives of all relevant functions and offices that would be affected by or be involved in EM at the installation level.

(c) Invites and includes liaison personnel from appropriate federal, state, local, other service, and/or private responder communities and tenant organizations, as necessary. Existing support agreements should be evaluated and modified, when and where appropriate.

(d) Integrates JBPHH EM initiatives into JBPHH resource planning.

(e) Collects and prioritizes EM resource requirements for the appropriate budget submissions.

(f) Ensures that the JBPHH EM Plans are developed, maintained and integrated with local/state/host-nation EM plans, as necessary.

(g) Ensures that JBPHH EM training programs are developed and executed to support Categories 1-5 personnel.

(h) Conducts and/or supports all required assessments.

## 12. TRAINING

a. Training is a critical pillar of a Regional and Installation EM Program along with organization, equipment and exercises. Training is necessary to optimize command and control, protect all categories of personnel from hazards and ensure emergency response personnel can safely and effectively perform assigned tasks during an event.

b. The below establishes JBPHH Installation EM Program minimum training standards per reference (b). These training standards shall focus on the requirements for Category 1 personnel to maintain critical operations, for Category 2-4 personnel to gain hazard awareness & understanding of warning and response procedures, and for Category 5 personnel to conduct safe and effective operations at their appropriate level of training.

c. JBPHH EMOs shall tailor their training programs to meet their specific mission requirements and incorporate their Regional/Installation capabilities and resources. All personnel will receive required training through identified military, government civilian, local/state agencies, and contractors unless otherwise noted. Training will include realistic exercises (see reference (a)., Standard 10) demonstrating the level of proficiency required for training and evaluation purposes.

d. Category 1 Personnel. Category 1 Personnel consist of Emergency-Essential U.S. military personnel, DoD civilians, and DoD contractor personnel who perform Mission Essential Functions (MEFs) supporting the National Military Strategy. Only the specific individuals who are performing tasks that may not be interrupted due to their national significance and importance to ongoing combat operations or supporting command and control operations shall be designated as Category 1 (Critical Operations) personnel.

e. Personnel providing essential services in support of MEFs, to include facilities management, public works/engineering, or other support services, are to be designated as Category 1 (Essential Operations) personnel. First/emergency responders, including public works personnel directly supporting a preplanned response and/or recovery effort, shall remain designated as Category 5 personnel (see below).

f. Continuity of Operations (COOP) Training. Personnel assigned to the COOP Team must complete the FEMA IS-546; Continuity of Operations (COOP) Awareness Course and IS-547; Introduction to Continuity of Operations (COOP) courses. Both courses may be found on the web at <http://training.fema.gov/EMIWeb/IS/crslist.asp>. Category 1 personnel will attend the required courses to meet the proficiencies needed to accomplish mission essential functions and perform those required functions while wearing the designated PPE, if appropriate.

g. Emergency Management (EM). EM functional areas consist of JBPHH EM Officers (JBPHH EMO), EM Staff, JBPHH Emergency Operations Center Manager (EOC Manager), and all other personnel assigned to support the EM function.

h. EM is responsible for the coordination of the overall preparedness and mitigation actions, response and recovery operations, EOC operations, and support to the Incident Commander (IC). EM personnel may be organized to support or as members of an Emergency Response Teams (ERT).

i. Training Methods. The foundation of professional training for EM personnel is the Independent Study (IS) courses provided by the Department of Homeland Security through FEMA. These courses are self-paced and available online at <http://training.fema.gov/EMIWeb/IS/crslist.asp>. Courses should be done in the order shown within Tables BP-10 and 11. A formal training course is available for EM personnel through the CNI Shore Force Training Center. This course provides a thorough course in all aspects of EM and is a billet requirement for Group 1 and 2 Installation EMOs. Public awareness training will normally be accomplished by video or

web-based training and may be augmented with written materials (i.e., newspaper articles, posters, and refrigerator magnets). FEMA courses, both self-study and classroom, will be the preferred method for ICS training. Responder training will be accomplished in the most cost effective manner using a combination of web-based, classroom and field training.

**Table BP-10: Professional Training for Group 2 Installation Emergency Management Officers**

Course #	Course Title Fundamentals (Required)	Hours
IS-1	Emergency Manager: An Orientation to the Position	10
IS-700	National Incident Management System	3
IS-800	National Response Plan	3
IS-2	Emergency Preparedness - U.S.A.	10
IS-230	Principles of Emergency Management	10
IS-292	Disaster Basics	10
IS-235	Emergency Planning	10
IS-275	The EOC's Role in Community Preparedness, Response, and Recovery Actions	10
IS-546	Continuity of Operations (COOP) Awareness Course	1
IS-547	Introduction to Continuity of Operations (COOP)	5
IS-548	Continuity of Operations (COOP) Program Manager Course	4
<b>Additional Training (Recommended)</b>		
IS-271	Anticipating Hazardous Weather & Community Risk	10
IS-120	Orientation to Community Disaster Exercises	10
IS-139	Exercise Design	15
Source	IS courses available via FEMA EMI - <a href="http://training.fema.gov/EMIWeb/IS/crslinst.asp">http://training.fema.gov/EMIWeb/IS/crslinst.asp</a>	

Table BP-11: Group 2 - Response Organization Training

Job Position	Training Requirements																		
	ICS - Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level I - DoD IFSAC Awareness	HAZMAT Level II - DoD IFSAC Operations	HAZMAT Level III - DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V - DoD IFSAC Incident Commander	HAZMAT Level II - NFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician - Basic	EMS/HM Level I - Awareness	EMS/HM Level II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
<b>Category 1</b>																			
Category 1 (Critical Operations) with Collective Protection	X				X					X <sup>1</sup>							X	X	
Category 1 (Critical Operations) with Individual Protection	X				X					X <sup>1</sup>							X	X	
Category 1 (Critical Operations) without Protective Equipment	X				X												X	X	
Category 1 (Essential Operations) with Individual Protection	X				X					X <sup>1</sup>							X	X	
Category 1 (Essential Operations) without Protective Equipment	X				X												X	X	
<b>Category 2, 3, 4 Personnel</b>																			
Non-emergency Essential																			X
<b>Category 5 (Scene)</b>																			
Incident Commander	X	X	X	P	X	X	P	O	X		P		X				X	X	

Job Position	Training Requirements																		
	ICS - Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level I - DoD IFSAC Awareness	HAZMAT Level II - DoD IFSAC Operations	HAZMAT Level III - DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V - DoD IFSAC Incident Commander	HAZMAT Level II - NPPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician - Basic	EMS/HM Level I - Awareness	EMS/HM Level II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
Fire-Rescue Personnel	X	X	X		X	X	O	O				X					X		
Casualty Decon Corridor	X	X			X	X											X		
JB Security Force	X	O	O		X					X <sup>1</sup>							X		
Medical Triage Team (On Scene)*	X	O										X	X	X			X		
Emergency Medical Services (EMS)*	X	O										X	X	X			X		
Mortuary Affairs Team *	X	P			X					X <sup>1</sup>							X		
Debris Clearance Team*	X	P			X					X <sup>1</sup>							X		
Damage Assessment Team*	X	P			X					X <sup>1</sup>							X		
Mass Care Management Team*	X	P			X	O											X		
Emergency Management Staff*	X	X	X	X	X	P		P									X		X
Emergency Response Teams**	X	X	X	O	X	X		P			O		O				X		
Evidence Collection & Recovery Teams***	X	X	X		X	X					X						X		
<b>Category 5 (Dispatch)</b>																			
Dispatch Staff*	X											X					X		R
<b>Category 5 (JIC)</b>																			
Joint Information Center Staff	X															X	X		X
<b>Category 5 (Shelter)</b>																			

Job Position	ICS - Basic	ICS - Intermediate	ICS - Advanced	ICS - EOC	HAZMAT Level I - DoD IFSAC Awareness	HAZMAT Level II - DoD IFSAC Operations	HAZMAT Level III - DoD IFSAC Technician	HAZMAT Level IV - DoD IFSAC Specialist	HAZMAT Level V - DoD IFSAC Incident Commander	HAZMAT Level II - NFFPA 472 Operations-Level Tasks	HAZMAT Packaging & Handling Course	DoD Telecommunicator I (Operator) / Level II (Supervisor)	Emergency Medical Technician - Basic	EMS/HM Level I - Awareness	EMS/HM Level - II - Operations	Emergency Public Information Training	Task Specific Training	Public Awareness	EOC Training
Shelter Manager*	X	P	O														X	X	
Legend	<p>X = Required Training (if representative/function present onboard JBP HH)</p> <p>X' = Required Training for the Operations-level tasks assigned (does not require certification at the Operations-level)</p> <p>R = Required when assigned to specific duties</p> <p>P = Preferred Training (if more than one person present in particular functional area AND possible within fiscal and manning constraints)</p> <p>O = Optional Assignment, (notable benefit to response organization if assignment made - manning dependent)</p> <p>* = If assigned to Region or JBP HH</p> <p>** = Emergency Response Teams, usually employed overseas, may perform functions typically assigned to HAZMAT teams and must meet all requisite training &amp; equipment requirements. Required equipment list represents requirements to perform offensive operations in a contaminated environment.</p> <p>*** = Evidence Collection &amp; Recovery Teams, employed in remote overseas locations only, may perform functions as the HAZMAT Technician level in up to Level B PPE and must meet all requisite training &amp; equipment requirements.</p>																		

13. HAZARD ASSESSMENT PROGRAM

a. JBP HH Hazard Summary. Table BP-12 lists those hazards that have been identified by federal, state, local, other service, and/or private agencies or departments or identified through the Regional Hazard Summary process or JBP HH hazards assessment required per Standard 4 of reference (b).

**Table BP-12: JBP HH Hazard Assessment**

<b>Probability</b>
<b>High Probability</b>
Communicable Disease
Power/Fuel/Utility/Communications/IT Failure & Interruption
Tropical Storm, Storm Surge, High Wind and Flooding
Environmental Contamination
<b>Significant Probability</b>
Transportation Accident (Land/Air/Water)
Hazardous Material Release
Hurricanes, Storm Surge, and associated Tornados
Earthquake (including structural failure and collapse)
Geographically-Remote Tsunamis
Terrorism ( <i>CBRNE Electromagnetic, and Cyber</i> )
<b>Moderate Probability</b>
Landslide/Mudslide
Structural, Ship, Industrial, Aircraft Fires
<b>Low Probability</b>
Wild Land Fire
Lightning Strike
Civil Disturbance
Financial System Interruption
Volcanic Ash Fall (from the Island of Hawaii)

b. The following natural and technological hazards were determined to not be applicable to JBP HH:

**Table BP-13 Hazards/Threats Not Applicable to JBP HH**

<b>Hazards/Threats Not Applicable to Navy Region Hawaii</b>
Commercial Nuclear Reactor Releases
Strategic Systems Program Nuclear or Radiological Accidents/Incidents
Winter Storms ( <i>Rain, Snow, Hail, Ice</i> ) and associated Flooding
Avalanches

c. Based on the Table BP-12, the JBP HH EM Plan includes the hazard-specific appendices listed below. Note that in some cases hazards listed in Table BP-12 have been grouped together.

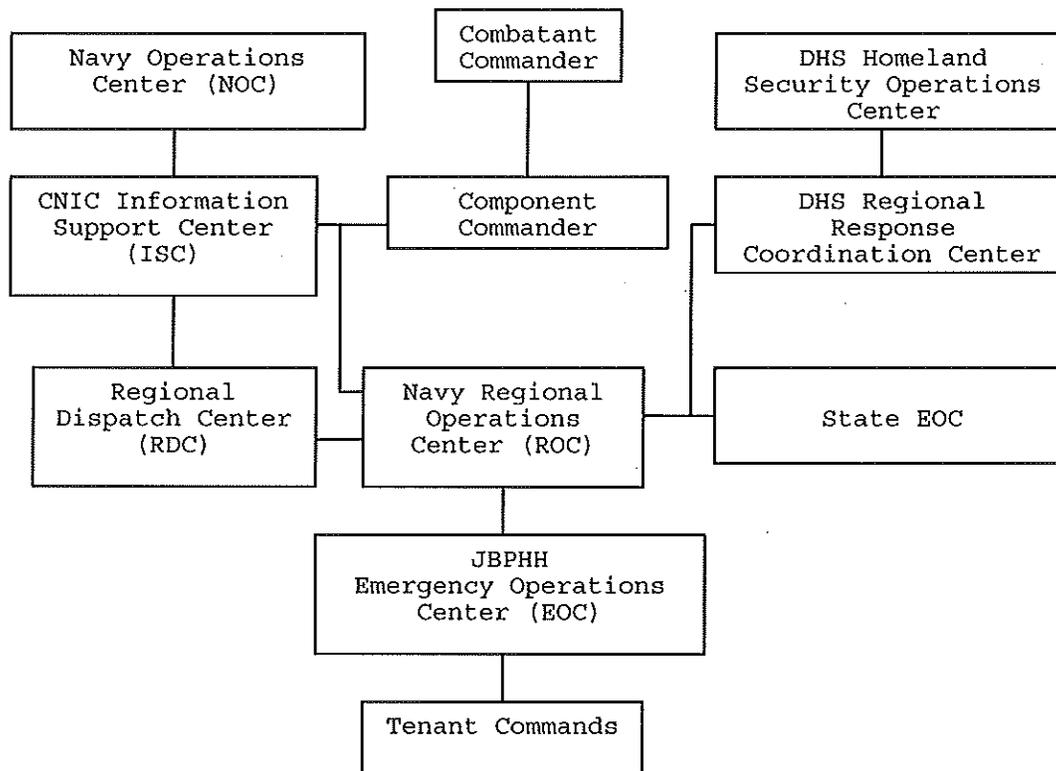
Appendix 1..... Destructive Weather  
 Appendix 2..... Seismic / Geological Hazards  
 Appendix 3..... Fire Hazards  
 Appendix 4..... Pandemic Influenza  
 Appendix 5..... Hazardous Materials Spill / Release  
 Appendix 6..... Transportation Accidents  
 Appendix 7..... Structural Failure / Collapse  
 Appendix 8..... Infrastructure or Utility Loss or Interruption  
 Appendix 9..... Environmental Pollution / Contamination  
 Appendix 10..... Terrorism Incidents  
 Appendix 11..... Chemical Terrorism  
 Appendix 12..... Biological Terrorism  
 Appendix 13..... Radiological Terrorism  
 Appendix 14..... Nuclear Terrorism  
 Appendix 15..... Incidents Involving High Explosive or Incendiaries  
 Appendix 16..... Electromagnetic or Cyber Terrorism  
 Appendix 17..... Civil Disturbance  
 Appendix 18..... Nuclear Reactor Accident / Incidents  
 Appendix 19..... Active Shooter

d. The JBPHH Hazard Assessment required by Standard 4 of reference (b) is maintained in the EOC and ROC.

14. COMMAND AND CONTROL

**Note:** Nothing in this section is intended to override existing event-specific command and control procedures or requirements, especially in the areas of health service support and radiological/nuclear accident/incident response.

Figure BP-3: Operations Center Organization



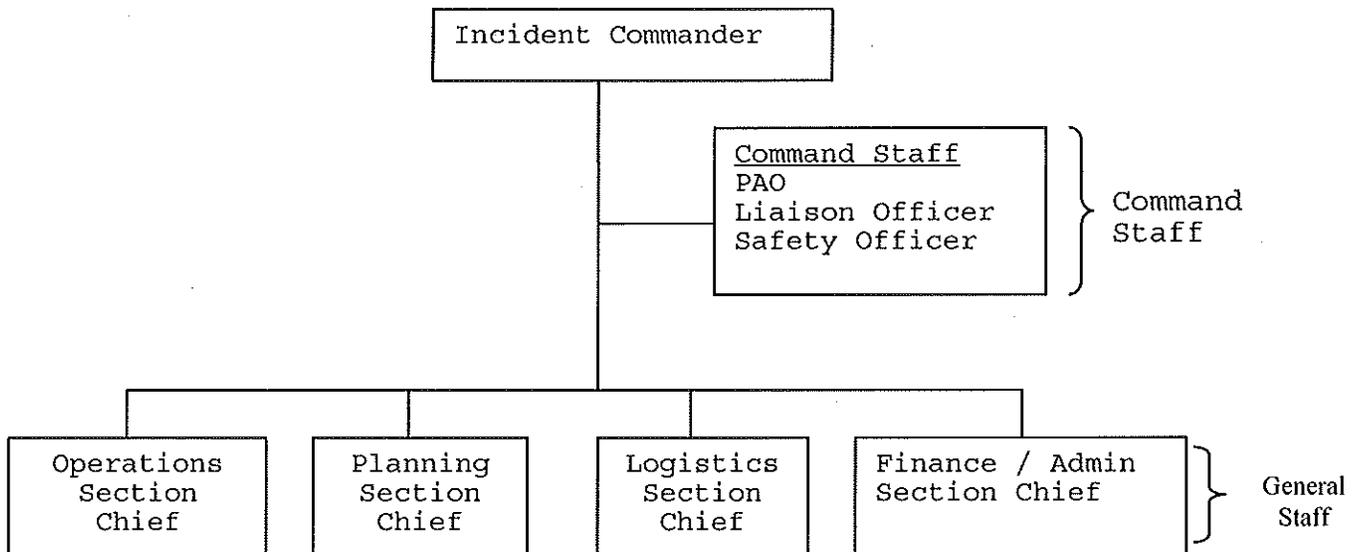
a. Incident Command System. As detailed in reference (a), ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in domestic incident management activities. It is used for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade, including acts of catastrophic terrorism. ICS is used by all levels of federal, state, and local government as well as by many private-sector and nongovernmental organizations.

(1) The ICS is usually organized around five major functional areas: Command, Operations, Planning, Logistics, and Finance/Administration as seen in Figure BP-4. A sixth functional area, Intelligence, may be established if deemed necessary by the IC, depending on the requirements of the situation at hand. The IC retains responsibility for these functions unless delegated to another individual. The ICS may be expanded to include a Unified Command for complex responses that require multi-agency and/or multi-jurisdictional resources. Within the ICS, the Safety Officer is part of the command

function, and this task is usually performed by Fire and Emergency Services (F&ES) personnel (or Emergency Response Team [ERT] personnel).

(2) The ICS is used throughout the United States and is the recognized standard for on-scene incident management. ICS is specifically designed to allow response agencies to adopt an integrated organizational structure equal to the complexity and demand of single or multiple incidents without being hindered by jurisdictional boundaries. The use of ICS is mandated by references (a) through (c). Direct tactical and operational responsibility for conducting on-scene incident management activities rests with the Incident Commander.

**Figure BP-4: Incident Command System Command Structure**



b. Multi-Agency Coordination Systems (MACS). A multi-agency coordination system is a combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordinating and supporting domestic incident management activities. The primary functions of multi-agency coordination systems are supporting incident management policies and priorities

(1) Facilitating logistics support and resource tracking, especially if shortages are predicted or occurring.

(2) Coordinating and providing incident-related information.

(3) Coordinating/implementing interagency and intergovernmental issues/decisions regarding incident management policies, priorities, and strategies.

c. The CNRH Regional Operations Center and the JBPHH EOC performs additional MACS functions when multiple incidents have occurred and an increased number of response agencies are involved. These additional functions typically include the following:

(1) Ensuring that each agency involved in incident management activities is providing appropriate situational awareness and resource status information.

(2) Establishing priorities between incidents and/or area commands in concert with the IC(s) or Unified Command (UC) involved and supporting operations center(s).

(3) Acquiring and allocating resources required by incident management personnel in concert with the tactical priorities established by the IC or UC.

(4) Anticipating and identifying future resource requirements.

(5) Coordinating and resolving policy issues arising from the incident(s).

(6) Providing strategic coordination as required.

(7) Following incidents, multi-agency coordination entities are also typically responsible for ensuring that improvements in plans, procedures, communications, staffing, and other capabilities necessary for improved incident management are acted on.

d. Concept of Employment. For purposes of this document, operations centers, such as Regional Operations Centers (ROCs) and JBPHH EOCs, represent the physical location at which the coordination of information and resources to support incident management activities normally takes place. The incident command post (ICP) located at or in the immediate vicinity of an incident site, although primarily focused on the tactical on-scene response, may perform an operations center-like function in smaller-scale incidents or during the initial phase of the response to larger, more complex events. ICPs shall be linked to the JBPHH EOC and/or the Regional Operations Center to ensure effective and efficient incident management.

(1) Standing operations centers, or those activated to support larger, more complex events, are typically established in a more

central or permanently established facility at a higher level of organization within a jurisdiction. Operations centers within the Navy are organized by jurisdiction (COCOM, Fleet, Numbered Fleet, CNIC, Region, Installation, Medical Treatment Facility [MTF], and tenant command). Departmental Operations Centers normally focus on internal agency incident management and response and are linked to and, in most cases, are physically represented in, a higher-level operations center.

(2) When incidents cross disciplinary or jurisdictional boundaries or involve complex incident management scenarios, a multi-agency coordination entity such as a ROC or JBPHH EOC may be used to facilitate incident management and policy coordination. The situation at hand and the needs of the jurisdictions involved will dictate how these multi-agency coordination entities conduct their business, as well as how they are structured. Multi-agency coordination entities typically consist of principals (or their designees) from organizations and agencies with direct incident management responsibility or with significant incident management support or resource responsibilities. Within the Navy, these principals include the Regional Commander, JB Commander, MTF commander, and major tenant commanders. These entities are sometimes given titles such as crisis action team, policy committee, incident management group, or executive team.

e. JBPHH Emergency Operations Center (JB EOC). The JB EOC is responsible for coordination and liaison with local and/or private response and recovery assets adjoining or near JBPHH. The mission of the JB EOC is to support the IC during emergencies by setting strategic and operational-level objectives. The EOC should accomplish the following:

- Establish priorities between incidents and/or area commands in concert with the ICs involved,
- Acquire and allocate resources in concert with the priorities established by the ICs,
- Anticipate and identify future resource requirements,
- Coordinate and resolve policy and support issues arising from the incident,
- Coordinate with higher authorities,
- Ensure that each agency involved in incident management activities is providing appropriate situational awareness and resource status information.

(1) The JB EOC executes operational control over all assigned JBPHH assets and may reallocate those assets on its own volition to support affected areas during an emergency.

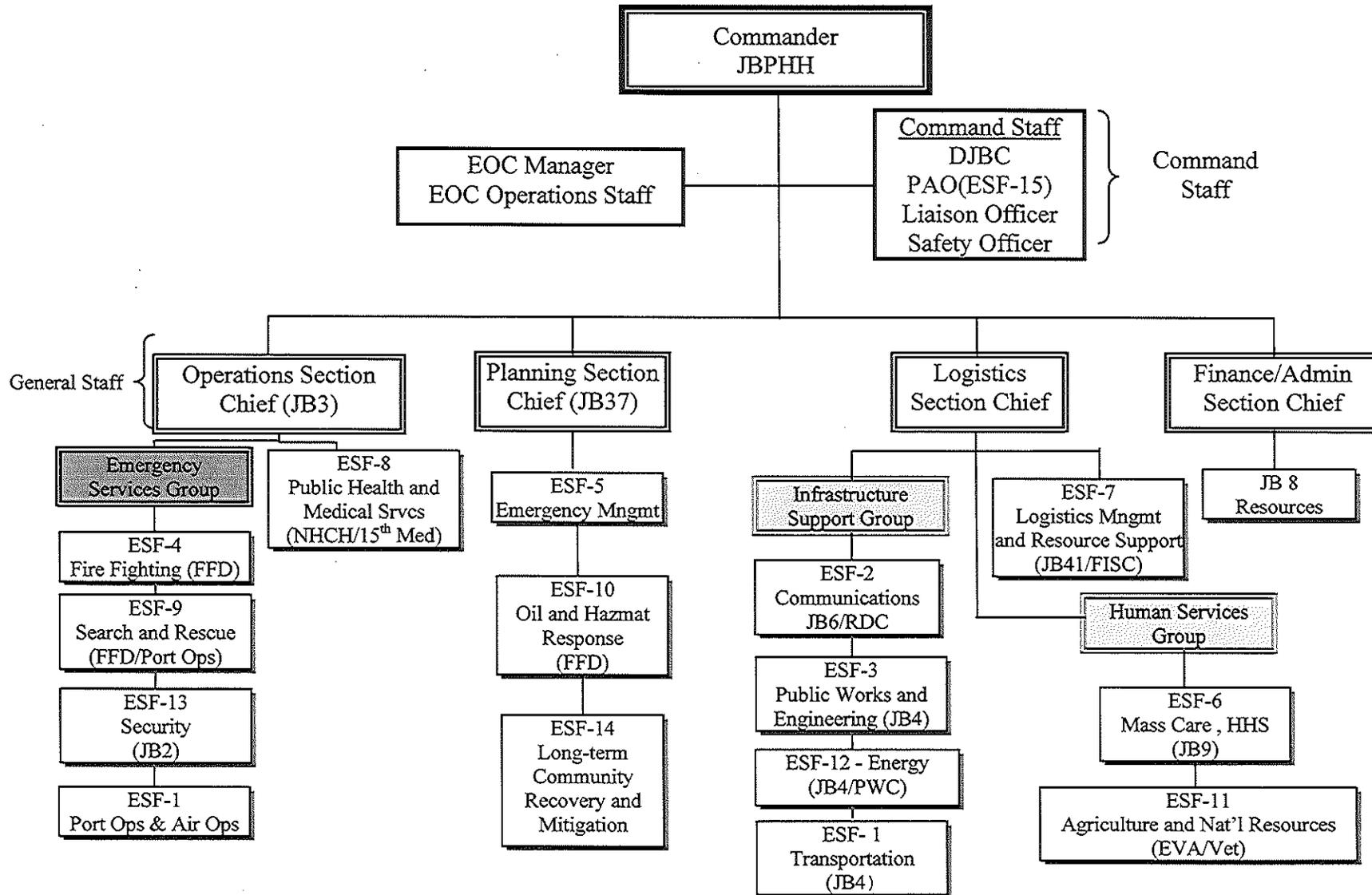
(2) Basic Tasks of the Emergency Operations Center. The basic tasks of the Emergency Operations Center include:

- Receive, monitor and assess emergency information.
- Receive, assess, track, and manage available resources.
- Operate a message center to log and post all key emergency information.
- Conduct preliminary damage assessment and maintain documentation on extent of damage.
- Make policy decisions and proclaim local emergencies as needed.
- Provide direction and control for center operations, set priorities, and establish strategies.
- Provide direction for recovery assistance missions in response to the situations and available resources.
- Keep senior, subordinate, and tenant commands informed.
- Keep local jurisdictions (tenants, installation, city/county, region, and State) informed.
- Develop and disseminate public information warnings and instructions.
- Provide information to the news media if the Joint Information Center (JIC) is not activated.
- Execute tactical operations to implement policy, strategies, and missions, and monitor and adjust tactical operations as necessary.
- Assess needs and coordinate evacuation and safe haven and sheltering-in-place operations.
- Monitor, assess, and track response units and resource requests.
- Coordinate operations of all responding units, including all functional areas listed in Section II.
- Organize staging area and assignments for volunteer personnel.
- Maintain security and access control of the operations center.
- Provide for relief and necessities of response for operations center personnel.

(3) The JBPHH EOC is organized into the following sections: Operations, Planning, Logistics, Finance & Admin, and Command Staff.

Figure BP-5 illustrates the JBPHH organizational structure during an emergency at activation level 4 (full activation) within JBPHH AOR.

Figure BP-5: JBPHH Joint Base EOC Structure



(4) Administration. JBPHH is a Group 2 Installation. The EOC is a dedicated use space manned during emergency events or during events of national significance (such as DEC 7<sup>th</sup> activities) under the operational and administrative control of the JBPHH EMO/N3 when activated. An EOC Manager shall be designated in writing and shall be responsible for the administration, maintenance, and routine operations and use of the JBPHH EOC. The JBPHH EMO and the EOC Manager shall not be the same individual.

(a) The temporary EOC in Bldg 1200 on JBPHH will be the primary EOC, Bldg 150 will be used as the primary alternate EOC site. A dual use tertiary ROC/EOC is located in secure facility on the JBPHH Wahiawa Annex within Bldg 261.

f. Mass Warning and Notification. JBPHH has/continues to develop capabilities to rapidly warn and notify personnel in the event of an emergency per reference (b). Per reference (b), Categories 2-4 personnel must receive warning within 15 minutes of an event and Categories 1 and 5 personnel must receive notification within 5 minutes of an event (all time constraints based on time from initial notification of event via 911 or similar emergency number).

(1) Fielding Considerations. Multiple systems are required to maximize the potential for reaching all required personnel. Further, cooperation with local authorities is of vital importance for JBAs with a significant on-base or nearby off-base family housing as these civilian jurisdictions may have access to radio and television emergency communication systems. The mass warning and notification requirements for CNRH and JBPHH consists of three principal components.

(a) Region and Installation-wide voice announcing system, including exterior and interior speakers (commonly termed "Wide Area Alert network or WAAN").

(b) The Computer Desktop Notification System (CDNS). An administrative broadcast across the computer system network consisting of a notice from a central location that can override current computer applications, thus reaching all computer users nearly instantaneously. CDNS can also provide talk groups to allow recall of specific CAT 1 and CAT 5 personnel. The system is capable of providing voice and/or data messages to multiple receivers (telephone, cellular phones, pagers, e-mail, Web, etc.) with an interactive method to record receipt of notification/warning and a call-prioritization method compatible with the modeling capability.

(2) Recognition and proper response to mass warnings and notifications is a crucial component of public awareness training for all categories of personnel. This capability shall be routinely exercised as a part of all EM exercises.

15. PREVENTION. Prevention is aimed at activities, tasks, programs, and systems intended to avoid or intervene in order to stop an incident from occurring. Prevention can apply both to human-caused incidents (such as terrorism, vandalism, sabotage, or human error) as well as to naturally occurring incidents. Prevention of human-caused incidents can include applying intelligence and other information to a range of activities that includes such countermeasures as deterrence operations, heightened inspections, improved surveillance and security operations, investigations to determine the nature and source of the threat, and law enforcement operations directed at deterrence, preemption, interdiction, or disruption.

a. Prevention Strategy. Per reference (g), JBPHH prevention strategy should include the following:

- Deterrence operations,
- Provision of protective systems or equipment for physical or cyber risks,
- Surveillance and security operations,
- Investigations to determine the full nature and source of the threat,
- Threat assessment documentation,
- Use of applicable building construction standards,
- Relocation, retrofitting, or removal of structures at risk,
- Removal or elimination of the hazard,
- Reduction or limitation of the amount or size of the hazard,
- Segregation of the hazard from that which is to be protected,
- Modification of the basic characteristics of the hazard,
- Control of the rate of release of the hazard,
- Provision of protective systems or equipment for both cyber and physical risks,
- Establishment of hazard warning and communication procedures,
- Redundancy or diversity of essential personnel, critical systems, equipment, information, operations, or materials,
- Protection of competitive/proprietary information,
- Perimeter fence line and gates,
- Access control system, increased camera surveillance, intruder detection systems (motion-sensing cameras, infrared detectors),

- Patrols (inside and outside) of facility and increased inspections of vehicles entering the facility Background checks for personnel,

b. In addition to the measures above, other techniques to consider in a prevention strategy include:

- Ongoing hazard identification,
- Threat assessment,
- Risk assessment,
- Impact analysis,
- Program assessment,
- Operational experience,
- Ongoing incident analysis,
- Information collection and analysis,
- Intelligence and information sharing,
- An impact analysis could include a cost-benefit analysis, the cost-benefit analysis should not be the overriding factor in establishing a prevention strategy.
- The mitigation strategy should establish interim and long-term actions to reduce the risks from hazards.

## 16. PREPAREDNESS

a. Individual/Family Preparedness. Individual and family preparedness is the cornerstone of any successful EM program. Preparedness at the individual level contributes directly to the success of Regional and Installation mass care efforts during and after an emergency by establishing a buffer between the onset of the emergency, the attendant evacuation or sheltering events, and the reestablishment of essential services by providers. Individuals and families should be prepared to survive for a *minimum* of 72 hours before the restoration of essential services such as the distribution of water, food, and emergency supplies, such as non-emergency medicinal items.

(1) Resources. The preparedness principles delineated in reference (b) apply to all levels, individual and family preparedness is disseminated to all Navy personnel via Operation Prepare ([https://www.cnmc.navy.mil/cnmc\\_hq\\_site/OpPrepare/index.htm](https://www.cnmc.navy.mil/cnmc_hq_site/OpPrepare/index.htm)). Other resources that provide detailed preparedness guidance, especially in the areas of planning and family/individual preparedness kits can be found through the federal government at (<http://www.ready.gov>) and the American Red Cross at (<http://www.redcross.org>).

(2) Assignments. All JBPHH personnel are highly encouraged to develop a personal or family emergency plan, complete a preparedness checklist, and develop/maintain a personal and/or family emergency kit, as outlined in Operation Prepare materials. The preparedness of the individual and the family is an essential part to the overall success of the JBPHH EM program, especially due to the reliance on evacuation, movement to local and remote safe havens, and sheltering-in-place as the primary protective strategies for Categories 2-4 personnel. The JBPHH EM staff will provide individual and family preparedness information to all Categories 1-5 personnel during the JBPHH EM portion of command indoctrination. In addition, individual and family preparedness information shall be provided directly to family members during JBPHH EM seminars and workshops within the community. Supporting tenant EMOs shall distribute an EM awareness folding card (see Support Annex 19) to all Category 1-5 personnel during public awareness training conducted in conjunction with Operation Prepare.

b. Community Preparedness-Community Emergency Response Team (CERT). The CERT program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. CERT members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in the community.

(1) Legal. CERTs are considered "Good Samaritans" and are covered under the Volunteer Protection Act. CERT volunteers have no authority beyond serving as Good Samaritans when helping others.

(2) Concept of Employment. Personnel attending CERT training have a better understanding of the potential threats to their home, workplace, and community and can take the right steps to lessen the effects of these hazards on themselves, their homes, or workplace. Currently, JBPHH does not currently have CERT capability.

c. Overview. Local Emergency Planning Committees (LEPC). LEPCs were established under Title III of the Superfund Amendments and Reauthorization Act (SARA) and appointed by the State Emergency Response Commission. The LEPC is a valuable resource in the community for information on local response plans, response capabilities and hazard/threat assessments for the areas around the JBPHH. By participating in LEPCs, JBPHH EMOs will establish working relationships with their civilian counterparts in the community.

(1) Concept of Employment. All interaction with local and state agencies are coordinated via the Regional EMO and JTF-HD.

(2) Training Program. In coordination with the Regional Emergency Manager and the EMWG, the JBPHH EMO is responsible for developing, implementing, tracking, and reporting on the training of personnel assigned to support emergency response and recovery operations per Standard 8 of reference (b). The JBPHH EMO shall be supported by the Regional COOP Team for the training of all Category 1 personnel and supported by the relevant members of the Regional/Installation EMWG (Regional Fire Chief, Regional AT Officer, MTF/Clinic Commander/OIC, Regional Operations Center Manager, etc.) for the training of Category 5 personnel. All JBPHH training requirements are provided in the Regional EM Plan and reference (b), Standard 8. The JBPHH EMO and Regional N7 is responsible for ensuring all categories of personnel are aware of their training requirements and that a system is in place to properly track and report training of personnel.

(3) Equipment Program. The JBPHH EMO is responsible for identifying and facilitating procurement of required equipment listed in the EM Program Implementation Plan. In coordination with the Regional Emergency Manager and JB EMWG, the JBPHH EMO is also responsible for identifying the consolidated equipment requirements for all organic units or teams incorporated into this JBPHH EM Plan. The JBPHH EMO shall be supported by the Regional COOP Team for the equipping of Category 1 (Critical Operations) personnel and the relevant members of the Regional EMWG (Regional Fire Chief, Regional AT Officer, MTF/Clinic Commander/OIC, Regional Operations Center Manager, etc.) for the equipping of Category 5 personnel with first responder assignments. The Regional EM Plan provides a consolidated matrix of Regional / Installation equipment requirements to support the response and recovery concepts of operations above.

d. Exercise and Evaluation Program. Exercise scenarios should be realistic and address the full range of potential natural and manmade emergencies, including CBRNE terrorism. EM exercises may be combined with multiple existing exercise requirements provided that the resulting event exercises all applicable functional areas simultaneously, in addition to the personnel assigned to the JBPHH EM Team and EOC. Exercises should include appropriate representatives from federal, state, local, other service, and/or private agencies and departments, whenever possible. When authorized post-event by the next higher echelon, actual management of a real-life emergency may meet some or all of the JBPHH EM exercise requirements. Exercise schedules

and priorities are defined in the CNRH EM Plan. The overall evaluation process and schedule are defined in the CNRH EM Plan.

17. JBPHH MITIGATION PROGRAM. Mitigation efforts are aimed at reducing the impact of identified hazards or threats on critical operations, assets, infrastructure, personnel, essential operations and services, and both government and personal property. Mitigation efforts are taken either before an emergency or incorporated in the recovery effort post-emergency to reduce further loss or injury from a similar event.

a. Multiple functional areas execute mitigation tasks as a normal part of their operations. The task presented to JB EM is the coordination of these efforts under an integrated strategy to ensure effective coordination of effort and resources. Examples of mitigation efforts include the following:

- Responder, community, and individual preparedness and evacuation and sheltering procedures.
- MTF (or clinic) mitigation efforts such as vaccinations, immunizations, facility design and construction, syndromic surveillance, vector control, and preventive health procedures.
- F&ES efforts such as pre-incident fire planning, fire protection inspections, and burn bans.
- NSF efforts such as crime prevention, terrorism prevention, surveillance, and community policing.
- Public works efforts such as facility design and construction, dam and levee maintenance, flood control, roof repair and strengthening, structural anchoring, and transportation network maintenance and signage.
- Pre-activation of safe haven and shelter in place facilities.

b. Assignments. Supported by the JB EMWG, the JBPHH EMO shall develop and promulgate a Mitigation Strategy to reduce facility damage or personnel injury/loss in the installation and its supporting tenants from identified hazards or threats. Since CNRH and JB are collocated the regional mitigation plan will apply for JBPHH.

c. The JBEMO will meet with the Regional Officer in Charge of Construction on a semiannual basis to ensure that new building construction and refurbishment or repairs of existing facilities support the construction standards contained in Standard 11 of reference (b) and supporting Unified Facilities Criteria (UFC). Construction, refurbishment, and repair efforts will also support the Region's mitigation strategy for reducing the risk of facility damage

due to flooding, destructive weather, seismic events, and other identified hazards.

## 18. RESPONSE CONCEPT OF OPERATIONS

### a. Phases of Emergency Management

(1) Mitigation. Mitigation actions often involve lasting or permanent reduction of exposure to, probability of, or potential loss from hazard events. Actions tend to focus on where and how to build. Mitigation measures also include the use of modeling tools to evaluate potential mitigation strategies. Examples of mitigation include zoning and building code requirements for building in high-hazard areas, floodplain buyouts, and analysis of floodplain and other hazard-related data.

(2) Prevention. Prevention is aimed at activities, tasks, programs, and systems intended to avoid or intervene in order to stop an incident from occurring. Prevention can apply both to human-caused incidents (such as terrorism, vandalism, sabotage, or human error) as well as to naturally occurring incidents.

(3) Preparedness. While mitigation may make communities safer, it does not eliminate the risk and vulnerability for all potential hazards. Therefore, JBPHH must be ready to face emergency threats that have not been mitigated away. Since emergencies often evolve quickly and become too complex for effective improvisation, it is anticipated that JBPHH can successfully discharge its EM responsibilities only by taking actions beforehand.

(4) Response. The onset of an emergency creates a need for time-sensitive actions to save lives and property, as well as for action to begin stabilizing the situation so that JBPHH and tenant commands can regroup and eventually recover from disaster. Such response actions include notifying EM personnel of the crisis, warning and evacuating or sheltering the population if possible, keeping the base population informed, rescuing individuals and providing emergency medical treatment.

(5) Recovery. Recovery is the effort to restore infrastructure and the social and economic life of a community to normal, but it should incorporate mitigation as a goal. For the short term, recovery may mean restoring or bringing necessary lifeline systems (i.e., power, communication, water, sewage, and transportation) up to an acceptable standard while providing for basic human needs and ensuring the social needs of the community is being met.

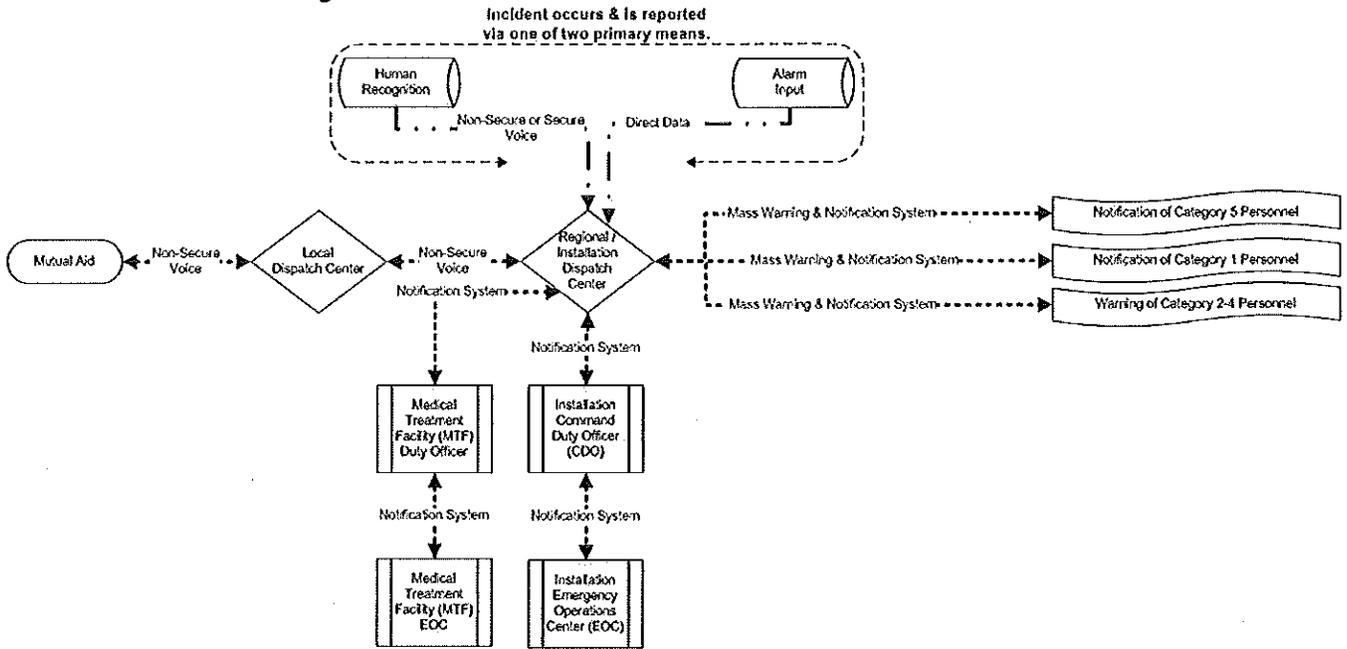
b. Define Operational Environment (Battlespace). JBPHH is geographically isolated from CONUS and Western Pacific bases. As such, members should anticipate long delays in receiving significant logistical support following a major disaster. The EM Plan develops an "All Hazard" approach for mitigation and response to events effecting JBPHH. During natural (large-scale) disasters, planning does not expect that the base will receive any significant assistance from civil authorities for some time. Long-term messing, housing and healthcare will prove challenging until supply chains are re-established. Refer to the Hazard Specific Appendices for concepts of operation for each type of disaster. The Destructive Weather plan describes a large-scale disaster scenario and can be used in similar end-state events without a specific instruction included herein.

c. Response Concept of Operations. This JBPHH EM Plan, along with supporting procedures developed using the CNRH EM Plan as guidance, is designed to reflect the possibility of any or all of the below conditions occurring. Due to the remote location of the Hawaiian Islands and the vast logistical challenges that would be presented in evacuating all Department of Navy personnel from the Island of Oahu, evacuation is not regarded as practical. EM planning also assumes that any destructive weather situation affecting the island will affect all parts equally and evacuation from one location on the island to another would produce no benefit. In the context of destructive weather (i.e. hurricane/typhoon), all reference to "evacuation" in this instruction can be considered synonymous with "sheltering" and refers to movement of personnel from their worksites or homes to emergency shelters or safe havens onboard JBPHH. Detailed concepts of operations are provided for each applicable hazard and threat in hazard-specific appendices, Standard Operating Procedures (SOPs), and Incident (Commander) Action Plans.

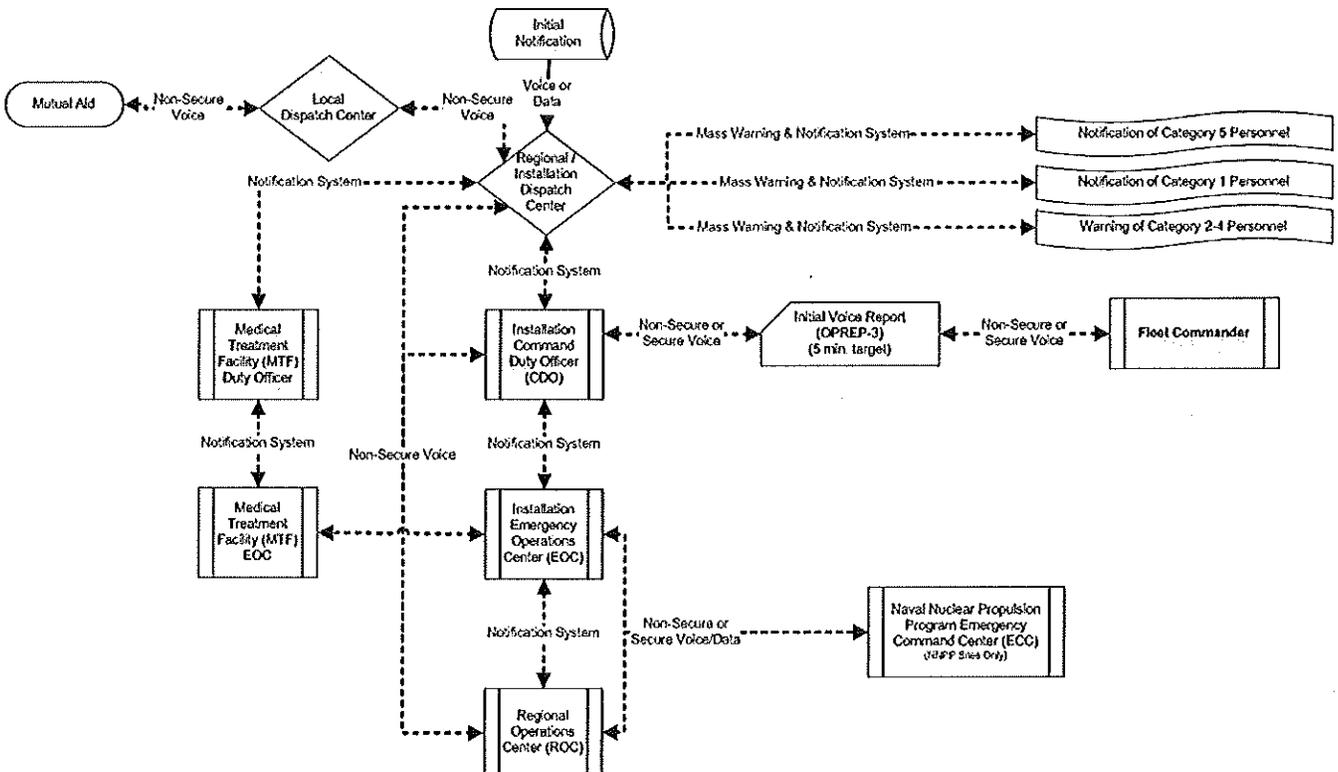
d. Incident Notification and Reporting

(1) Incident Notification. The incident notification process used by the Navy JBPHH EM Program is based on satisfying the requirements set forth by federal, DOD, joint, and Navy policy while enabling rapid access to the installation response partners in the civilian community. Incident notification will follow the procedures described per reference (b) and provided in EOC SOPs. Figure BP-6 provides the initial notification process and Figure BP-7 provides how the process is continued once the EOC is activated.

**Figure BP-6: Incident Notification Process**



**Figure BP-7: JBP HH Notification Process**



(2) Incident Reporting. JBPHH will submit an Operational Report (OPREP)-3 report where national-level interest has been determined. In the event of a terrorist CBRNE incident, the JBPHH will send an OPREP-3 (flag word PINNACLE) report directly to the National Military Command Center, the supported COCOM, and Regional Headquarters. The goal is to make initial voice reports within 5 minutes of an incident. The initial report must not be delayed to gain additional information. Follow-up reports can be submitted as additional information becomes available. Situational Reports (SITREPs) may be used as follow-on reports depending on the severity and scope of the emergency. Incident reporting will be in accordance with references (b) and (i).

(3) Incident Management. JBPHH incident management will be conducted in accordance with the ICS at the scene and the NIMS multi-agency / Unified Command coordination system at the EOC per reference (b). There are 14 elements of a successful consequence management effort at the Incident Command level. The 14 elements are:

- (a) Site Assessment
- (b) Scene Safety
- (c) Including establishment of Hazard/Contamination Control Zones
- (d) Self Protection
- (e) Including PPE selection and employment
- (f) Command and Control
- (g) Victim Rescue
- (h) Decontamination of Victims and Responders
- (i) Communication and Coordination
- (j) Casualty Management and Treatment Facilities
- (k) Crime Scene Preservation and Management
- (l) Hazard Identification and Mitigation
- (m) Resource Coordination and Sustaining Incident Management

- (n) Media Control
- (o) Weather and Environmental Concerns
- (p) Public Welfare and Information

e. Essential Elements of Information (EEI). EEIs are a compilation of generic information goals that have been established as a baseline for information gathering. The JB Commander has identified the EEIs as noted in Section V, Appendix G1. Location of EEIs in Appendix G1, allows for rapid administrative update without necessitating changes to this enclosure.

f. Commander's Critical Information Requirements (CCIR). CCIRs are a compilation of generic information goals that have been established as a baseline for information gathering. Specific CNIC, Regional, and JB CCIRs, shall be classified SECRET. Generic CCIRs are similar to the EEIs and the Installation-level tasks noted in Section V, Appendix G4 and G5. Location of unclassified CCIRs in Appendix G4, allows for rapid administrative update without necessitating changes to this enclosure. The Commander, JBPHH shall be immediately notified by the Command Duty Officer and/or EM Officer of the occurrence of any of the Commanders CCIRs.

g. JBPHH-Level Tasks. In addition to the 14 incident command-level elements, the following 21 tasks must be successfully addressed at the Installation-level (in approximate order of execution):

- (1) Initial Notification of Event
- (2) Notification of selected Category 5 Personnel
- (3) Impact of uncontrolled movement of contaminated casualties ("Self-Referrals")
- (4) Mass Warning of Category 2-4 Personnel
- (5) Notification of Category 1 Personnel
- (6) Initial Incident Reporting to Higher Headquarters
- (7) Casualty Flow Control at Military Treatment Facilities/Clinics
- (8) Activation of the JBPHH EOC
- (9) Evacuation/Shelter/Shelter-in-Place

- (10) Follow-on Incident Reporting to Higher Headquarters
- (11) Establishment of Staging Areas
- (12) Coordination with Local Responders
- (13) Casualty Tracking
- (14) Activation of the Regional Operations Center
- (15) Employment of Category 5 Personnel
- (16) Incident Modeling
- (17) Establishment of Rehab Capability
- (18) Establishment of Mass Care Capability
- (19) Agent Confirmatory Testing
- (20) Shelter Management
- (21) Evacuation Route Management

h. Other Information Requirements (OIRs). The following events are required to be reported immediately to CNIC by the Regional Commander and therefore must be reported immediately by JBPHH to the Region:

(1) Significant degradation or reduction in readiness affecting JBPHH's ability to conduct its primary mission or conduct adequate force protection.

(2) Significant change in the ability to execute and sustain Homeland Defense of Civil Support operations. Damage/casualty to critical infrastructure.

(3) Civil disturbances directed against U.S. forces in the vicinity of a Navy installation.

(4) Regional or JBPHH plans to execute Continuity of Operations (COOP).

(5) Fire on JBPHH or fires that occur off-base in which JBPHH Fire Fighters are dispatched to support.

(6) Loss of communications (voice, data, networks, etc.) in the ROC.

(7) Higher authority direction requiring imminent planning or asset provision by regions or JBPHH.

(8) CNIC personnel or immediate family member killed or involved in the death of another.

(9) Intrusion or attack on computer networks.

(10) Class C mishap involving any ship, submarine, or aircraft on a Navy installation.

i. *Evacuation and Sheltering.* The JBPHH EM Plan outlines procedures to implement evacuation, safe haven, move to shelter, or shelter-in-place (hereafter "evacuation and sheltering") of Categories 2-4 personnel per reference (b). Per reference (b), evacuation, rather than procurement and employment of protective equipment, is the primary means of addressing hazards faced by Categories 2-4 personnel. Applicable procedures are contained within Support Annexes 5-11.

(1) *Evacuation.* An endangered population is directed to use specified evacuation routes and transportation methods to depart a threatened area/location. Evacuation planning must include provisions for all assigned personnel, including assisting people without transportation or with special needs for evacuation in SA's 5, 10 and 11.

(2) *Safe Haven Operations.* Pre-designated facilities that are not publicly identified for use as temporary protection. This location is usually not certified, insured, supplied, or regularly staffed. Safe haven operations are discussed in Support Annex 8. Support Annex 12 provides guidance concerning volunteer and donations management, which can become a key issue affecting safe haven management.

(3) *Shelter Operation.* A publicly identified, certified, supplied, staffed, and insured facility where the endangered population may seek temporary protection for a limited duration. There are no requirements to designate and maintain shelters on JBPHH.

(4) *Shelter-In-Place Operations.* Temporary, protective position within a structure or vehicle during an emergency. This location is neither certified nor insured and is staffed only by those personnel present. In accordance with reference (b), when shelter-in-place procedures are used, the goal shall be to protect at least 90% of

personnel within 15 minutes. Shelter-in-place operations are discussed in Support Annex 9.

(5) Assignments. JBPHH EMOs shall implement the procedures contained within Support Annexes 6-11 in JBPHH EM Plans. The CNRH Regional Emergency Manager is responsible for coordination, tracking, and status reporting for all evacuations within the regional geographic AOR involving personnel from the Region or its supporting Installation. JBPHH Administrative Officer will ensure that evacuation reporting to Regional Emergency Manager is accomplished. See Support Annex 7, Personnel Accountability.

#### 19. RECOVERY CONCEPT OF OPERATIONS

a. Priorities. Recovery programs are designed to assist victims and their families, restore institutions to suitable economic growth and confidence, rebuild destroyed property, and reconstitute governmental operations and services. Recovery actions often extend long after the incident itself and include mitigation designed to avoid long-term health problems and avoid damage from future incidents. To assist with maintenance of continuity of operations, the recovery tasks list should identify essential or critical functions and processes, their recovery priorities, and internal and external interdependencies, so that Recovery Time Objectives (RTOs) can be tailored to the situation and locale. The recovery task list includes a strategy for recovery for the impact area and may include infrastructure beyond the installation. The strategy should be included in the report presented to the Commander, JBPHH and the JBPHH EMO, including but not limited to, the following:

- (1) Critical and essential operations
- (2) Essential services
- (3) Continuity of operations
- (4) Business continuity
- (5) Priorities for restoration and mitigation
- (6) Acceptable downtime before restoration to a minimum level
- (7) Minimum resources needed to accomplish the restoration
- (8) Temporary and long-term housing requirements

(9) Coordination with American Red Cross and other shelter authorities

b. In developing recovery plans, consideration should be given to long-term goals and objectives, including but not limited to the following: Installation strategic plan; management and coordination of activities; funding and fiscal management; and management of volunteers, contractual and JBPHH resources.

c. Recovery Task List. Table BP-14 lists priorities, tasks, and timelines to assist with coordination across functions and to provide a basis for periodic reports to the supported Commander and other entities as necessary and appropriate. The recovery task list is developed by the JBPHH Recovery Manager assisted by the CAT/TWG/IMT, in preparing an Initial Recovery Plan and any subsequent Recovery Plans. Some priorities and their tasks are simultaneous; some are sequential and depend on recovery management and protection of life, safety, and property.

d. The priority list, presented to the JB Commander, as appropriate, for approval, shall provide for these short / long-term priorities for restoration of functions, services, resources, facilities, program, and infrastructure. Additionally, a community plan shall identify stakeholders that need to be notified; critical and time-sensitive applications; alternative work sites; and vital records, processes, and functions that shall be maintained, as well as the personnel, procedures, and resources necessary to do so, while the impacted area is being recovered.

**Table BP-14: Prioritized Recovery Tasks**

Priority	Tasks	Timeline
1	Transportation (Short-Term)	Days 1-4 to 1 month+
	Communications	Days 1-2 to 2 months+
	Casualty Management	Days 1-15
	Survival-Food/Water/Medicines	Days 1-15+
	Search and Rescue (SAR)	Days 1-15
2	Shelter Management	Days 1-15+
	Special Needs Population Care	Days 1-15+
	Fatality Management	Day 4 to 1 month
	Animal Rescue/Care	Day 5 to 1 month
3	Damage Assessment	Days 1-2 (rapid) to 2 weeks
	Public Health	Ongoing to 6 months+
	Temporary Facilities	Ongoing to 6 months+
	Resources/Funding	Ongoing to 6 months+
4	Debris Management	1-6 months+
	Utility Reconstruction	1-6 months+

Priority	Tasks	Timeline
	Building Code Review and Permits	1-6 months+
	Transportation (Long-Term)	1-6 months+
5	Community Reconstruction	1-5 years
	Business Reconstruction	1-5 years
	Mental Health	Ongoing
	Recovery Plan Review	-

e. Recovery Planning Guidance. Recovery plans and strategies must recognize that different magnitude incidents and events will require upwardly scalable actions, and for higher-magnitude events, the capacities and capabilities of lower echelons will be rapidly overwhelmed and swamped for both response actions and recovery actions.

Recovery planning, like any project, follows an order of progression. The following is a list of chronological steps in the recovery planning process:

f. Joint Base Pearl Harbor-Hickam Recovery Planning

(1) Operational Priorities. Per references (a) and (b), the operational priorities of the JB EM Program are:

- (a) Sustain critical operation
- (b) Save lives & prevent great human suffering
- (c) Restore essential operations and services post-event

(2) Special consideration is given to the following priorities when conducting emergency response operations:

(a) Meeting the immediate emergency needs of our personnel, to include rescue, medical care, food, shelter, clothing and essential items.

(b) Temporarily restoring facilities essential to the health, safety and welfare of our personnel, to include medical treatment facilities, utilities communications connectivity and transportation networks.

(c) Meeting the rehabilitation needs of our personnel, including provision of temporary housing, pay and benefits, psychological counseling and care and return to normalcy.

(d) Mitigating hazards that pose a threat to life, property and the environment.

(e) Management by Objectives (MBO). All levels of a growing ICS organization must have a clear understanding of the functional actions required to manage the incident. MBO is an approach used to communicate functional actions throughout the entire ICS organization. It can be accomplished through the incident action planning process, which includes the following steps:

1 Step 1: Understand agency policy and direction.

2 Step 2: Assess incident situation.

3 Step 3: Establish incident objectives.

4 Step 4: Select appropriate strategy or strategies to achieve objectives.

5 Step 5: Perform tactical direction (applying tactics appropriate to the strategy, assigning the right resources, and monitoring their performance.

6 Step 6: Provide necessary follow-up (changing strategy or tactics, adding or removing resources, etc.).

(f) Incident Action Plan (IAP). In ICS, considerable emphasis is placed on developing effective IAPs. An IAP is an oral or written plan containing general objectives reflecting the overall strategy for managing an incident. An IAP includes the identification of operational resources and assignments and may include attachments that provide additional direction.

(g) At the simplest level, all IAPs must have four elements:

1 What do we want to do?

2 Who is responsible for doing it?

3 How do we communicate with each other?

4 What is the procedure if someone is injured?

(h) The purpose of this plan is to provide all incident supervisory personnel with direction for actions to be implemented during the operational period identified in the plan. IAPs include the measurable strategic operations to be achieved and are prepared around a timeframe called an operational period.

g. Roles and Responsibilities. The Commander, JBPHH will appoint an JBPHH Recovery Manager (JBRM). The role of the JBRM is to serve as the principal coordinator of all recovery efforts and to support the JB Commander in effecting an efficient and effective recovery program. The JBRM and ICO will establish a multi-disciplinary JBPHH Recovery Working Group (JBRWG) comprised of EM, Environmental, Public Works, Safety, Industrial Hygiene, effected tenant command representatives and other specialists to form the core of the JBRWG. The responsibilities of the JBRM and JBRWG are sequenced over time from short-term stabilization, to intermediate recovery actions, to long-term recovery.

(1) Short Term. The Recovery Manager shall prepare an Initial Recovery Report for submission to the JBPHH Recovery Working Group (JBRWG) and the Commander, JBPHH covering the priorities for recovery tasks and timelines within two weeks of termination of the response phase. The Initial Recovery Report shall describe the strategic considerations necessary to stabilize the impact area(s), identify priorities, propose actionable objectives, and propose responsible parties for implementing a Recovery Plan. Consistent with the JBPHH EM Plan, the Initial Recovery Plan shall include the following:

- (a) Critical Infrastructure Assessment
- (b) Threat Assessment
- (c) Hazard Assessment: Natural hazards (geological, meteorological, and biological) and human-caused events (accidental and intentional)
- (d) Risk Assessment
- (e) Consequence Assessment
- (f) EM Capability Assessment
- (g) Health and safety of persons in the affected area at the time of the incident (injury, illness and death)
- (h) Health and safety of personnel responding to the incident
- (i) Continuity of Operations of MEFs/CMFs
- (j) Continuity of Business
- (k) Property, facilities, and infrastructure

(l) Restoration and delivery of services (water, food, power, sanitation)

(m) Incident impact on the environment

(n) Economic and financial condition

(o) Regulatory and contractual obligations

(p) Reputation of or confidence in the entity

(q) Regional, national, and international impacts

(r) Applicable environmental regulations

(s) Re-occupancy, reentry, and cleanup levels (decontamination, removal, etc.)

(2) Intermediate and Long-Term. Following an initial stabilization and development of the Initial Recovery Report, the Recovery Manager shall develop a Recovery Management Plan based on the Initial Recovery Plan for submission and adoption by the JB Commander and the IRWG. In addition to elements that were considered in the Initial Recovery Report, the Recovery Plan shall include the following:

(a) Procedures shall be established and implemented for recovery from the consequences of those hazards identified and shall address health and safety, incident stabilization, operational/business continuity, property conservation, and protection of the environment under the jurisdiction of the Commander, JBPHH.

(b) Strategies and operational procedures for mitigating the loss or disruption of MEFs and/or planning for timely restoration or recovery of MEFs.

(c) Identification of a process for including and obtaining input from stakeholder communities, including entities impacted by the event itself, entities impacted by recovery operations, and appropriate entities from federal agencies and state and local governments. Consideration should be given to involvement of LEPCs where this entity is active.

(d) Procedures including life safety, incident stabilization, operational/business continuity, and property conservation.

(e) Procedures should include, but are not be limited to, the following:

1 Continued control of access to the area(s) affected by the emergency

2 Identification of personnel engaged in recovery activities and required health monitoring

3 Accounting for persons affected, displaced, or injured as the result of recovery operations

4 Mobilization and staging and demobilization of resources

5 Coordination with the American Red Cross and other authorities for provisioning temporary, short-term, or long term housing, feeding, and care of populations displaced or evacuated by a emergency

6 Recovery, identification, and safeguarding of human remains incorporating recommendations made by the National Foundation for Mortuary Care for mass casualty events

7 Provision for the mental health and physical well-being of individuals affected by the disaster and the recovery operations

8 Operational strategies and plans for returning or placing evacuees or sheltered personnel

9 Provision for managing critical incident stress for responders

10 Procedures to conduct a situation analysis that includes ongoing needs assessment, damage assessment, and the identification of resources needed to support recovery operations

11 Identifying contract efforts required for recovery

(3) As a necessary component of recovery planning, business continuity plans should include strategies for bringing infrastructure and individuals back to pre-disaster conditions, including implementation of mitigation measures to facilitate Continuity of Government (NDW only) and COOP, both short- and long-term. The Recovery Manager shall ensure coordination with the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)

Disaster Recovery Center, if any, and the Principal Federal Official designated for the impact area, if any. The business continuity plan should include a Business Impact Analysis that identifies the impacts of losing the entity, consistent with the FEMA Standard Checklist Criteria for Business Recovery.

20. DEFENSE SUPPORT OF CIVIL AUTHORITIES. The response to an emergency in the local community is the responsibility of local and state governments. In accordance with references (a) through (c), the U.S. military, because of its unique capabilities and resources, may be requested through established channels to provide temporary, short-duration emergency support to civil authorities during an emergency once local and state resources have been overwhelmed and the NRF has been activated. DSCA operations are executed by Fleet Commanders through the Regional Planning Agents (RPAs) assigned within references (a) through (d). DSCA operations are covered at length in Section II, functional Support Annex T.

a. Immediate Response Rule. In accordance with references (a) through (d), the JB Commander may provide immediate assistance to civil authorities. This form of immediate assistance (under the "Immediate Response Rule") is employed only when the need to save lives, prevent human suffering, or mitigate great property damage is a direct concern, and the Commander, JBPHH must then report the incident to higher headquarters as soon as possible. The Immediate Response Rule requires that the civil authority provide a written request that supports the request and the nature of the response as soon as possible. The following apply when providing assistance under the Immediate Response Rule:

- a) Assess mission requirements and the capabilities of their commands to determine the extent of immediate military assistance to provide to the civil authorities.
- b) Expeditiously report "immediate response" actions through the chain of command to the Joint Director of Military Support.
- c) Ensure costs associated with DSCA are documented for reimbursement.

b. Priority of DSCA. Unless directed by the Secretary of Defense, continuity of military operations has priority over DSCA disaster relief operations. For details, contact the designated Fleet DSCA representative and consult references (a) through (d).

c. Reimbursement. Activation of reference (d) does not necessarily mean that the Stafford Disaster Relief Act [see reference (b), Standard 12] has also been authorized. References (b) and (d) require reimbursement to DOD for the incremental costs of providing

support. Per the Economy Act and the National Response Framework, federal agencies can provide goods and services to other federal agencies on a reimbursable basis.

d. JBPHH Role in DSCA. JBPHH will not perform any DSCA mission other than immediate response (as described above) without mission assignment from CNRH. Overall DSCA command structure and Request for Assistance (RFA) procedures can be found in the CNRH EM Plan. JBPHH shall be prepared to support Base Support Installation (BSI) or Operational Staging Area (OSA) missions as assigned by the Regional Commander. JBPHH will comply with guidance in Functional Annex Area T; Defense Support of Civil Authorities.

e. Base Support Installation. A BSI is an integral portion of the DSCA concept of operations outlined within references (b) and (c). A BSI is provided by the JBPHH EM Program, when directed by the Fleet Commander and Regional Planning Agent (RPA), to support the deployment and operations of military forces and material prior to, during, or after an emergency.

(1) Concept of Support. To provide support with only critical specialized capabilities, the Navy will maximize use of existing capabilities, installations, and infrastructure in the vicinity of the domestic operational area as delineated in references (b) and (c).

(2) The aerial port of debarkation (APOD) or sea port of debarkation (SPOD) may be either a DOD or commercial facility and will be evaluated on its feasibility by the supported command in conjunction with the U.S. Transportation Command as deployment estimates are developed. The reception process at the POD consists of two functions:

(a) Preparations to receive forces include establishing FP measures, organizing areas to assemble and stage the arriving forces, and coordinating local contracted support as required.

(b) Reception operations include receiving personnel and cargo, preparing personnel and cargo for further movement, movement to a BSI, and control of movement operations.

(3) DOD response forces will require support once they off-load transportation at the APOD/SPOD. Support for these forces is normally provided by a DOD Installation that has been approved for use by the Secretary of Defense as a BSI. A BSI is a military installation of any Service or agency designated by DOD in or near an actual or projected domestic operational area to support DOD forces conducting civil support operations. A support relationship is established by a Joint Staff Execute Order to enable the supported command to receive

necessary support from the BSI. The BSI serves in general support of the COCOM conducting response operations. Support provided by a designated BSI may include, but is not limited to, command and control capabilities; communications support; general supply and maintenance; transportation; contracting; personnel and equipment reception/staging; facilities; civil engineering; and health and other life-support services, including billeting, food service, and FP.

(4) Joint reception, staging, onward movement, and integration (JRSOI) is the final phase of deployment and is the critical link between deployment and employment of response forces in the domestic operational area. Key to JRSOI is the reception of the forces at the POD and subsequent staging at the BSI.

(5) To maximize economy of force and focus the response force on civil support operations, the BSI is responsible for joint reception and staging (and onward movement, if required). These are executed in coordination with the deploying force commander, usually a Joint Task Force (JTF). The deploying force will use organic assets when possible to assist and expedite reception and staging operations. Depending on the size and scope of the deploying response force, the BSI may require additional equipment and personnel with specialized capabilities to conduct JRSOI. Installations must identify any shortfalls in equipment, personnel, or other resources through their operational chain of command, including the RPA, the Regional Commander, and the supported Fleet Commander.

(6) BSI Mission Requirements. Installations selected as BSIs will be expected to continue assigned military mission operations, plus those imposed by the BSI mission. Installation Commanders should be prepared to request personnel, material, and equipment augmentation from the Regional Commander.

(7) BSI Selection. Navy Region CNRH will not pre-designate BSIs or enter into agreements that automatically commit certain installations for BSI duties. Consideration of any installation for BSI duties will be situation dependent, and primary consideration will be given to preservation of military mission effectiveness. However, the region shall provide capability information to DOD for planning purposes, when requested by higher authority.

(8) BSI Planning Considerations. BSIs share the following common characteristics that can be used by the Regional and JBPHH EM Programs to anticipate designation of BSIs within the Regional AOR:

(a) Outside the immediate disaster area, but within reasonable road or rail movement of the disaster site,

(b) Airfield capable of supporting C-5, C-17, C-130, and/or C-141 fixed-wing aircraft and/or helicopter operations,

(c) Available areas for staging of equipment and supplies,

(d) Office space or other shelters from which operational or logistics center can operate.

(9) During disaster operations, the Regional Commander, through the Regional Emergency Manager, may nominate a BSI to assist DOD response and recovery operations. Such designation and/or subsequent operations shall not affect the ability of the selected installation to resume a mission-ready posture or degrade that posture during execution of the BSI mission. As a matter of policy, installations directly affected by the disaster shall not be considered for designation as a BSI except in extraordinary circumstances.

(10) BSI Support Considerations. BSI operations and support for DOD response and recovery operations will, in addition to facilities support, engender requests for selected materials, supplies, services, and equipment. A generic list of these requirements is provided below to assist and prepare potential installations for BSI operations:

(a) Transportation (personnel and supply) to/from and in/around the operational areas (buses and trucks).

(b) Communications support, including access to networks, computers, printers, and broadband Internet access.

(c) Large open areas to serve as bivouac sites, messing, laundry, and basic subsistence services (heads and showers).

(d) Supply and logistics support (food, water, ammunition, fuel, oil, repair parts, etc.,)

(e) MTF support,

(f) EMS support,

(g) Public Works/Civil Engineering support,

(h) Airfield operations to receive and service military aircraft (helicopters and transport).

(i) Contracting and purchasing of supplies and services.

(j) Support maintenance of common type equipment.

(k) Administrative, logistical, and transportation support for DOD units,

(l) Forward assembly areas in/near the area of operations.

d. Operational Staging Area (OSA). An OSA is an integral portion of the DSCA concept of operations outlined in references (b) and (c). An OSA is provided by Regional and/or Installation EM Programs, when directed by the Fleet Commander and RPA, to support federal or supported state, local, and/or private response and recovery assets and assigned personnel.

(2) Concept of Support. To provide support with only critical specialized capabilities, the Navy will maximize use of existing capabilities, installations, and infrastructure in the vicinity of the domestic operational area as delineated within references (b) and (c). An OSA is a military installation of any service or agency designated by DOD, in or near an actual or projected domestic operational area to support civil response efforts. A support relationship is established by a Joint Staff Execute Order to enable the supported agency to receive necessary support from the OSA. The OSA serves in general support of the COCOM conducting response operations. Support provided by a designated OSA may include, but is not limited to:

- Command and control capabilities,
- Communications support,
- General supply and maintenance,
- Transportation,
- Contracting,
- Personnel and equipment reception/staging,
- Facilities,
- Civil engineering,
- Health and other life-support services, including billeting, food service, and FP. See the BSI discussion above for more information.

21. FOREIGN CONSEQUENCE MANAGEMENT. This area does not apply to JBPHH.

22. NONCOMBATANT EVACUATION OPERATIONS/REPATRIATION OPERATIONS.

Joint Base Pearl Harbor-Hickam is a designated Noncombatant Evacuation Operations / Repatriation Operations Site. Any operation assignment will comply with Support Annex 20.

23. CONTINUITY OF OPERATIONS PROGRAM (COOP). Per reference (b), the purpose of the COOP Program is to provide for the continual operation of the Region and JBPHH MEFs and associated CMFs throughout an emergency. The focus of the COOP Program is the ability of the Region or its supporting Installation to maintain or restore MEFs at the MEF's primary or alternate site and the ability of the identified Category 1 personnel to perform these functions for up to 30 days before returning to normal operations.

(a) These MEFs may be performed in one or more CMFs located primarily onboard DOD installations. Most of these MEFs may be relocated to either a complimentary CMF at another location or relocated to a designated ERS. MEFs should plan on the use of subordinate headquarters as the designated ERS, if available.

(b) Based on references (b) and (c), the MEFs and associated CMFs must be able to sustain operations for up to 12 hours or less at the primary site, depending on the speed and efficacy of MEF relocation to the ERS. A limited number of MEFs which require specialized facilities and equipment may not be able to relocate to an ERS either due to the unique nature of their MEF or due to the lack of warning and relocation time during an emergency. These MEFs and their supporting CMFs may receive specialized collective and individual protection capabilities from supporting DOD or Joint Staff programs to sustain critical operations at the primary CMF despite the presence of contamination from an accidental or terrorist release of CBRN agents or materials. Support Annex 18 from reference (c) and SA 18 in this document respectively outline the CNRH and JBPHH COOP.

(c) The overall coordination and execution of the COOP Program is the responsibility of the Regional Emergency Manager with the assistance of the JBPHH EMOs. Regional and JBPHH EM Programs within Navy Region Hawaii are responsible only for coordinating this function and shall not resource COOP planning, assessment, mitigation, training, equipment, or relocation site procurement efforts unless specifically tasked to do so in writing by the CNIC EM Functional Manager.

(d) Program Elements. Standard elements of a COOP Program include ERS, MEFs, CMFs, Category 1 (Critical Operations) Personnel, Category 1 (Essential Operations) Personnel, Delegation of Authority, Order of Succession, Vital Records and Databases, Interoperable Communications, Critical Systems, Training and Exercises, Equipment Selection, Fielding, and Sustainment, and Plan Maintenance.

(e) COOP Planning Factors. While COOP Plans cannot provide for all possible events or execution variables, it is necessary to develop as

comprehensive a plan as possible. See references (b) and (c) for additional planning guidance.

(f) Implementing COOP. Take the following actions if an emergency requires the implementation of COOP:

(1) Bring each ERS to a degree of preparedness consistent with preplanned actions to meet conditions.

(2) If the MEF's primary site becomes inoperative, the ERS should automatically assume their responsibilities.

(3) Report relocation of MEFs to the appropriate operational and administrative chain of command via OPREP-3 voice or message report, as well as any other directed communications procedures.

(4) An activated ERS will monitor the status of the commands above them in their chain of command to ensure readiness to assume COOP responsibilities.

(g) Classifying COOP Plans. Classify COOP Plans according to content as required by applicable security guidance.

(h) COOP Plan Review. All MEFs and associated CMFs are required to review their COOP Plan annually and submit all changes to the supporting JBPHH and Regional Emergency Manager.

(i) Detailed planning guidance may be found in Standard 7 (Planning) and Appendix P (COOP Planning Guide) of reference (b).

(j) Assignments. The JBPHH EM shall identify applicable members of the COOP Team and ensure quarterly meetings with progress reports to the JB Commander and Regional Emergency Manager on the development, implementation, and validation of COOP Plans. The COOP Team shall be a standing subcommittee of the JBPHH EMWG.

24. CONTINUITY OF BUSINESS. Just as a COOP Program is critical to the sustainment of MEFs at CMFs, a Regional Business Continuity Program is critical to ensuring the continuity of tasks not directly related to supporting the National Military Strategy. Such tasks include:

- Continuity of command authority through an established line of succession
- Ability to rapidly relocate command personnel and continue normal business operations without significant delay or loss of capability
- Ability to restore nonessential services and capabilities to

support the return to normalcy during the recovery phase.

(a) Within Navy Region Hawaii, the JBPHH EMs are responsible for developing, maintaining, and executing an JBPHH Business Continuity Plan prior to, during, and following an emergency. The JBPHH Business Continuity Plan will include the same planning considerations and aspects of the JBPHH COOP Plans but rely solely on low-cost, predominately nonmaterial solutions to a reasonable RTO (days versus the minutes/hours in COOP).

(b) The JBPHH EMO will identify in the JBPHH EM Plan the assignments for continuity of command authority (included below) and the movement of the EOC, and other key installation capabilities to designated ERSS (included in the command and control portion of this plan). Selection of the appropriate ERS (or multiple ERSS) should consider the assigned remote safe haven assignments determined for JBPHH Categories 2-4 personnel. See Support Annexes 6-8.

(c) Continuity of Command Authority (Line of Succession). JBPHH has established the following line of succession:

Joint Base Commander (USN)  
 Deputy Joint Base Commander (USAF)  
 Joint Base Chief Staff Officer  
 JB3 Operations Officer  
 Next JBPHH Senior Ranking Officer (SRO) or Officer  
 appointed by Commander, Navy Region Hawaii.

(d) This line of succession may be executed during any type or level of emergency based upon the following principles (in order of priority):

(1) The written transfer of command authority from the JB Commander to a designated individual.

(2) The verbal transfer of command authority from the JB Commander to a designated individual

(3) The absence of the JB Commander and/or designated successors above the individual assuming command with the written or verbal transfer of command authority granted to that individual.

(4) The death or incapacitation of the JB Commander and/or designated successors above the individual assuming command.

(e) JBPHH Business Continuity Plan Review. All JBPHH offices and departments are required to review their supporting Business Continuity Plan annually and submit all changes to the JBPHH EM.

(f) Supporting Plans

(1) Anti-Terrorism Plan. The JBPHH Anti-Terrorism Plan describes site-specific AT measures. The JBPHH AT Program includes tenets of counter-surveillance, counterintelligence, situational awareness, physical security, and law enforcement and identifies an appropriate organization as the focal point for the integration of local intelligence, counterintelligence, and criminal intelligence information into JBPHH AT operations. The JBPHH AT Plan includes the roles, responsibilities, and concept of operations for the employment of NSF in support of emergency response and recovery operations.

(g) The Regional/JBPHH AT Plans addresses the following key elements:

- Terrorism Threat Assessment
- Vulnerability Assessment
- Risk Assessment
- AT physical security measures
- NSF incident response measures
- NSF crisis management measures
- NSF CoM measures

(h) The JBPHH EM and AT Plans shall be integrated and mutually supporting. Coordination will occur on a regular and recurring basis through mutual participation in the JBPHH EMWG and JBPHH ATWG by both the JBPHH EMO and the JBPHH AT Officer.

(i) Medical Treatment Facilities (MTF) EM Plans. Per references (b) and (c), MTFs, including Naval Health Clinic Hawaii and the 15<sup>th</sup> Medical Group are required to develop EM Plans. Like JBPHH EM Plans, these EM Plans are based on applicable federal and DOD guidance and address the facility's preparedness, response, and recovery capabilities, including the following:

- MTF/clinic EM organization
- MTF/clinic training requirements
- MTF/clinic equipment requirements
- MTF/clinic exercise and evaluation requirements
- MTF/clinic EOC requirements and procedures
- Casualty decontamination procedures for those facilities.

- designated to receive contaminated casualties
- Procedures for managing self-referred patients
- Capabilities and procedures for on-scene casualty triage, treatment, and/or transport (if provided)
- Syndromic surveillance procedures
- Activation procedures for the Strategic National Stockpile and associated regional, state, and local pharmaceutical stockpiles/caches
- Pharmaceutical management procedures
- Detailed Public Health Emergency Officer (PHEO) guidance (experience, qualifications, certifications, training)
- Role within Mortuary Affairs operations

(j) Mass Casualty Plan. Per references (b) and (c) the Mass Casualty Plan is developed and maintained by Federal Fire Department who has cognizance of Emergency Medical Services for JBPHH. The plan will be part of Hazard Specific Appendix 3, Fire hazards and Mass Casualty Plan. Naval Health Clinic Hawaii and the 15<sup>th</sup> Medical Group will assist Federal Fire Department Emergency Medical Services in developing that plan.

(k) The plan should address where patients will be sent by priority and where medical support requests will be forwarded in the event of an emergency. Events that result in a large number of casualties more than likely will exceed the capabilities of the supporting MTF or clinic. DHS, the Department of Veterans Affairs, and the Department of Health and Human Services' Centers for Disease Control and Prevention (CDC) are engaged in preparations for assisting state and local authorities in responding to mass casualty needs during a major disaster, either from natural, technological, or terrorism causes.

(l) CDC has issued grants to state health departments to increase preparedness for bioterrorism and other large-scale events. The planning requirements for these events include preparation for mass fatalities and mass casualties. JBPHH planning for mass fatalities and mass casualties should include state and local health officials. Local and regional medical centers will be engaged in an event early on and will bring to bear all assets available. A cooperative effort between JBPHH and civilian medical authorities is crucial to a successful mass casualty plan.

(m) DHS has developed a Mass Casualty Incident Response Plan within the framework of reference (b). In accordance with reference (c), responsibility for response rests with local authorities and, when requested, the state. In a major event, however, it is assumed that local and state resources will be quickly overwhelmed. Given the

assumed large number of casualties, DHS will establish predefined "Push Packages" designed to provide assistance to state and local authorities in seven critical areas: mass care, search and rescue, decontamination, medical support, prophylaxis, casualty transportation, and public information.

(n) High-Value Asset Sortie Plan. The maritime sortie plan for Navy Region Hawaii is maintained and developed by JBPHH Port Operations Department and coordinated in the EOC/ROC through MIDPAC. Hickam AFB also maintains an evacuation plan for high value air assets maintained by the 15<sup>th</sup> Air Wing. Individual sortie plans are a part of a tenant command or unit IAP/EAPs and are covered in various Hazard Specific Appendices as appropriate.

(o) Aircraft Mishap Plan. Aircraft Mishap Plans for JBPHH will be maintained by the 15<sup>th</sup> Wing Commander, and tenant squadrons. Copies of the tenant organizations mishap plans and check lists will be provided to the EOC to facilitate response activities. Individual mishap plans are a part of a tenant command or unit IAP/EAPs and are covered in various Hazard Specific Appendices as appropriate.

(p) Tenant Command Emergency Action Plan. Tenant commands within the JBPHH installation shall coordinate with the host JBPHH EM Program as outlined in host-tenant agreements or applicable ISSA/MOU/MOAs. Per reference (b), coordination shall include active participation in EM preparedness, mitigation, response, and recovery efforts, as required by JBPHH EM Program.

(q) The tenant EAP focuses on the measures and actions that are vital for protecting assigned personnel with the tenant command, which includes coordination/support of the COOP Plan in order to sustain/restore MEFs. Critical tasks to be addressed at the tenant command level include integration with Regional/Installation mass warning and notification, completion/participation in public awareness training, evacuation/shelter-in-place planning, coordination with Regional evacuation/safe haven/shelter/shelter-in-place procedures, and integration with Regional and JBPHH EM Plans.

(r) Department of Homeland Security requires federal agencies to implement certain facility management procedures at each federal facility, including training employees in emergency procedures and determining a designated official, usually the highest-ranking official of the primary occupant agency or a designee selected by mutual agreement of occupant agency officials. Designated officials are responsible for the development of tenant EAP and the staffing and training of the occupant emergency organization.

(s) Reference (b) requires certain work sites to have an emergency action plan that covers the designated actions employers and employees must take to ensure employee safety from all expected/likely hazards, including CBRNE terrorism events. Those designated actions should include procedures for sheltering-in-place (remaining in the building) as well as for evacuating buildings. A properly developed and executed tenant EAP meets this requirement.

(t) The tenant EAP provides guidance and a template format for emergency plan development. For most tenant commands, the requirements for emergency planning can be satisfied with a simple tenant EAP, which should contain, as a minimum, the following elements:

(1) Assignment of responsibilities in the event of an emergency (e.g., emergency coordinator, fire marshal or warden, etc.)

(2) Procedures and telephone numbers for reporting fires and other emergencies.

(3) A communication plan that includes details regarding how each facility will be notified of emergency that occur in its area; who in the facility will make the decision to evacuate vs. implement shelter-in-place procedures; how employees in the facility will be notified; how employees away from the facility will be notified; and for shelter-in-place scenarios, who will give the "all clear" signal to return to work or make the decision to subsequently evacuate.

(4) A facility emergency evacuation plan that specifies an assembly point away from the building.

(5) A shelter-in-place plan, which includes designated areas for sheltering-in-place and guidelines for employees to prepare their own emergency supply kits.

(6) Instructions for the preservation or removal of valuable or classified property and materials, if applicable, and whether this can be accomplished without undue risk to personnel.

(7) Procedures for personnel who must remain at their posts after an initial evacuation to secure or operate critical equipment or perform essential duties.

(8) Procedures to account for personnel after an emergency evacuation has been completed or after shelter-in-place has occurred.

(9) Points of contact that can provide additional information or explanation of emergency plan duties.

(10) Resources for employees to obtain additional emergency preparedness information, including the family emergency preparedness guides including within Appendix N of this plan.

(u) Commanding Officers (COs) and OICs of tenant commands shall identify a designated official for each overall facility, which may include one or more buildings or structures. COs/OICs shall cooperate in the development, implementation, and maintenance of the tenant EAP and the establishment, staffing, and training of an occupant emergency organization.

(v) COs, OICs, and/or designated officials shall:

(1) Develop and maintain a tenant EAP containing the applicable elements listed above. For tenant commands that already have emergency plans in place, those plans shall be updated as needed to incorporate these elements.

(2) Large facilities or those with special considerations (e.g., child development centers or significant quantities of hazardous materials) will require more detailed EAPs. Tenant commands that routinely host afloat or deployable units/commands shall ensure that plans for shore and afloat units are mutually supporting. Planning support is available from Regional and JBPHH EM Programs.

(3) Provide appropriate occupant emergency plan training to all employees.

(4) Maintain an occupant emergency organization.

(5) At small facilities, the Officer of the Day and duty section may satisfy this requirement.

(6) Large facilities or facilities with multiple agencies located in large buildings may require a sizable occupant emergency organization to support their EAP during normal working hours. This organization may be independent of or integrated with the normal duty section requirements and may have members from other agencies/tenants.

(7) Conduct drills in accordance with the level of risk to the facility.

25. NAVY NUCLEAR PROPULSION PROGRAM (NNPP). JBPHH will comply with JBPHH Hazard Specific Annex 18 and existing MOU's during any incidents governed under the NNPP.

Hazard Specific Appendix 1: Destructive Weather

**TAB A: JBPHH EOC Tropical Cyclone Conditions of Readiness Checklist**

NOTE: The actions listed below for all checklists are in approximate order; however, many actions occur simultaneously and some may deviate from sequence. All should be considered.

TCCOR FIVE (5)		
Item #	ACTION/TASK	OPR
1.	Order JBPHH to TCCOR 5 via MSG from 1 June-30 November annually (Hurricane Season)	N00
2.	Update/Verify all prior to June 1 annually: <ul style="list-style-type: none"> <li>• FAA's</li> <li>• SA's</li> <li>• HSA's</li> </ul>	EOC-IMT /EMWG
3.	Receive Tenant Command / Departmental Emergency Action Plans Checklists prior to June 1 annually.	EMWG
4.	Provide Hurricane Awareness training for all affected population* prior to June 1 annually	EMO/JB7
5.	Update JBPHH Web site prior to June 1 annually	PAO
6.	Ensure Annual Hurricane Preparedness training is complete* prior to June 1 annually	JB7
7.	Prepare and Schedule Hurricane Exercise prior to June 1 annually	EMO/JB7
8.	Exercise Communications Plan prior to June 1 annually	EMO/JB7
9.	Update/verify all POC information for Tenant Commands, Departments and Regional contacts prior to June 1 annually	EMO / EOC Mgr
10.	Develop/update vehicle and equipment database for installation prior to June 1 annually	EMO / EPC Mgr
11.	Conduct an inventory of emergency supplies needed for hurricane preparation and recovery prior to June 1 annually	EMO/ Tenant CMDs/ NAVFAC
12.	Provide EOC-IMT Members of methods to be used to capture costs associated with hurricanes Prior to June 1 annually	N8
13.	Identify Hurricane Job Order Numbers (JONS) Prior to June 1 annually	N8
14.	Train Purchase Card Holders in use of cards for emergency purchases	N8
15.	Identify Hurricane Job Order Numbers (JONS) Prior to June 1, annually	N8
16.	Provide annual Ombudsman training covering family preparedness and post hurricane procedures* Prior to June 1 annually	EMO/N9
17.	Ensure Safe Haven Managers are assigned per installation EM Plan guidance prior to June 1 annually	JBC / EMO

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TCCOR FIVE (5)		
Item #	ACTION/TASK	OPR
18.	Train Assigned Safe Haven Managers prior to June 1, annually	N9/JB7
19.	Verify and Update Installation Destructive Weather Associated Plans prior to June 1 annually	EMO
20.	News releases, TV announcements and streamers prior to June 1 annually	PAO
21.	Schedule Disaster Preparedness Videos to appear on CCTV prior to June 1 annually	PAO
22.	Verify Departmental Checklists have been reviewed and updated prior to June 1 annually	EMO
23.	Verify Command Notification and Recall Bill is current prior to June 1 annually	JBC AD
24.	Ensure Critical/Essential Personnel lists are current and reported to Base Security via EBEST prior to June 1 annually	JBC AD
25.	MIDPAC reviews Sortie Plans, procedures and coordinates with JBPHH Port Ops, N37, NSSC and NMWC/JTWC prior to June 1 annually	MIDPAC
26.	154 <sup>th</sup> Wing, 15 <sup>th</sup> Wing and 735 <sup>th</sup> will review plans, and procedures for emergency evacuation of aircraft and coordinate with the JB EOC and CNRH ROC and 13 <sup>th</sup> AF	Tenant Units
27.	Schedule pre-Sortie Brief with Tenant Commands prior to June 1 annually ** Vessels shall top-off with water and ice before returning to port upon receiving the 'All Clear'.	N00
28.	Schedule Tenant Command Meeting on preparedness and setting of TCCOR 5 prior to June 1 annually	JBC
29.	Report TCCOR 5 attainment to ROC June 1 annually	EMO
30.	Prepare TCCOR-4 MSG	JBC AD
31.	Schedule NMWC/JTWC/Region VTC in preparation for named storm approach	EMO
32.	Initiate Storm Tracker Display	EOC IMT/ CDO
33.	Notify Departments and Tenant Commands of threat of destructive weather prior to TCCOR 4 MSG release	EMO/CDO

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**TCCOR 4 - Checklist (72 hours prior to onset of winds 50 kts/58 mph or greater for shore facilities.)**

TCCOR FOUR (4)		
Item #	ACTION/TASK	OPR
34.	Attend CNRH AM Brief with NMWC/JTWC for weather update	EMO
35.	Work with ROC to define Battle Rhythm for event	EMO
36.	Order JBPHH to TCCOR 4 from CNRH MSG	CNRH N00
37.	Set Battle Rhythm for Attainment reporting for Tenant CMDS	EOC
38.	Activate EOC to AL-2, Maintain Situational Awareness with ROC via C4I Suite	EMO
39.	Schedule Departmental/Tenant Command/EOC-IMT Brief	EOC
40.	Develop Sortie Brief:** Include requirement for vessels to top-off with water and produce ice before returning to port upon receiving the 'All Clear'.	Port Ops
41.	Execute Harbor Operations checklist	PORT OPS
42.	Review low lying areas for potential evacuation and develop evacuation plans	EOC
43.	Review ECP and Bridge Closure plans, revise as required	EOC/JBSF
44.	Begin coordination with N1, PHNSY, Tenant Commands and Federal Executive Board for release of non-essential civilian personnel	EOC/ROC
45.	Request CAT 1 & 5 personnel rosters from Tenant Commands and JB Codes: <ul style="list-style-type: none"> <li>• Names /numbers of personnel that will remain on station during hurricane,</li> <li>• Where will they Shelter-in-Place,</li> </ul>	EOC / Tenant CMDS
46.	Disseminate Approved TCCOR 4 news releases and update EPI: <ul style="list-style-type: none"> <li>• CCTV Streamer Announcements</li> <li>• JBPHH Web site</li> </ul>	PAO
47.	Review personnel Leave and TAD schedule	Dept Heads
48.	Implement Travel/Leave restrictions as necessary	Dept Heads
49.	Top off all Emergency Vehicles	Tenant CMD /Depts
50.	Activate Emergency Action Plans (EAPs)	Tenant CMD /Depts
51.	Determine mission essential equipment requiring relocation	EOC/ Tenant Cmd
52.	Coordinate Safe Haven preparation and activation as needed	EOC/Safe Haven Team
53.	Begin Clean up of all outside areas, piers and lay-down areas for missile hazards	All Codes and CMDS
54.	Provide OPREP 3 Reporting as necessary	CDO
55.	Receive attainment status from Departments/Tenant Commands	EOC
56.	Report TCCOR 4 attainment to ROC	EOC
57.	Provide TCCOR 3 News Release for approval	PAO

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**TCCOR 3 - Checklist (48 hours prior to onset of winds of 50 kts/58 mph or greater for shore facilities).**

<b>TCCOR THREE (3)</b>		
<b>Item #</b>	<b>ACTION/TASK</b>	<b>OPR</b>
58.	Attend CNRH AM Brief with NMWC/JTWC for weather update	EMO/OPS /CO
59.	Order JBPHH to TCCOR 3 from CNRH MSG	JBC
60.	Order EOC to Activation Level Three (3)	JBC
61.	Maintain established Battle Rhythm in EOC	EOC
62.	Maintain Situational Awareness with ROC via C4I Suite	EOC-IMT
63.	Ensure completion of TCCOR 4 checklist	EOC
64.	Provide TCCOR 3 News Release for approval	PAO
65.	Disseminate Approved TCCOR 4 news releases and update EPI: <ul style="list-style-type: none"> <li>• CCTV Streamer Announcements</li> <li>• JBPHH Web site</li> </ul>	PAO
66.	Schedule Departmental/Tenant Command/EOC-IMT Brief	EOC-IMT
67.	Execute EAP TCCOR checklist	Tenant CMD /Depts
68.	Execute Harbor Operations checklist	PORT OPS
69.	Initiate base wide cleanup of missile hazards, secure all loose objects, tents and outdoor furniture	Tenant CMD /Depts
70.	Place ASF on stand by	JBSF
71.	Stand Up Safe Havens Operations	JB9/FFRP
72.	Review shelter in place requirements	EOC/PAO
73.	Receive CAT 1 & 5 personnel rosters from Tenant Commands and JB Codes: <ul style="list-style-type: none"> <li>• Names /numbers of personnel that will remain on station during hurricane,</li> <li>• Where will they Shelter-in-Place,</li> </ul>	EOC / Tenant CMDS
74.	Develop Feeding Plan for CAT 1 & 5 personnel	FFRP
75.	Conduct inspections and ensure resources are secure.	Tenant CMDs
76.	Release CAT 1 and 5 personnel to prepare homes and families for coming event	Depart Heads
77.	Begin phase down non-mission critical facilities and operations.	All
78.	Monitor Sortie Operations ** Vessels shall top-off with water and ice before returning to port upon receiving the 'All Clear'.	EOC
79.	Provide OPREP 3 Reporting as necessary	EOC
80.	Provide "Battle Rhythm" reporting as needed	EOC
81.	Report TCCOR 3 attainment to ROC	EOC
82.	Develop TCCOR 2 Press Release	PAO

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**TCCOR 2 - Checklist (24 hours prior to onset of winds 50 kts/58 mph or greater for shore facilities).**

TCCOR TWO (2)		
Item #	ACTION/TASK	OPR
83.	Attend CNRH AM Brief with NMWC/JTWC for weather update, Sortie Plan	EMO/OPS /CO
84.	Order EOC to Alert Level Three (3)	JBC
85.	Maintain established Battle Rhythm in EOC	EOC
86.	Maintain Situational Awareness with ROC via C4I Suite	EOC-IMT
87.	Activate Phone Bridge with ROC, PHNSY ECC, FISC and NAVFAC	EOC-IMT
88.	Order JBPHH to TCCOR 2 via MSG	CNRH N00
89.	Ensure completion of TCCOR 3 checklist	EOC
90.	Provide TCCOR 2 News Release for approval to include shelter in place procedures	PAO
91.	Disseminate Approved TCCOR 4 news releases and update EPI: <ul style="list-style-type: none"> <li>• CCTV Streamer Announcements</li> <li>• JBPHH Web site</li> </ul>	PAO
92.	Monitor Air & Maritime Sortie Operations	EOC
93.	Complete harbor operations	Port Ops
94.	Continue base wide cleanup of missile hazards, secure all loose objects, tents and outdoor furniture	Tenant CMD /Depts
95.	Activate ASF	JBSF
96.	Execute EAP TCCOR checklist	Tenant CMD /Depts
97.	Receive attainment status from Departments/Tenant Commands	EOC-IMT
98.	Confirm receipt of all CAT 1 & 5 personnel rosters from Tenant Commands and JB Codes: <ul style="list-style-type: none"> <li>• Names /numbers of personnel that will remain on station during hurricane,</li> <li>• Where will they Shelter-in-Place,</li> </ul>	EOC
99.	Develop/Update IAP that addresses, lists and prioritizes; <ul style="list-style-type: none"> <li>• "Immediate Response" that will be deployed following the hurricane.</li> <li>• Review Evacuation procedures</li> <li>• Possible Requests for Assistance (RFAs)</li> <li>• Resources available that may be applied to the request if approved.</li> <li>• EPI Release, MWNS use</li> </ul>	EOC-IMT
100.	Direct personnel/ facilities/resources be secured and protected. <ul style="list-style-type: none"> <li>• Identify facilities to be protected.</li> <li>• Initiate surveillance of protected facilities.</li> <li>• Secure all loose objects.</li> <li>• Check condition of emergency equipment.</li> <li>• Shut down nonessential functions.</li> <li>• Disperse vehicles, equipment, supplies (food, water, medical, etc).</li> </ul>	EOC-IMT

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TCCOR TWO (2)		
Item #	ACTION/TASK	OPR
101.	Develop feeding plan for CAT 1 & 5 personnel	FFRP
102.	Recall CAT 1 and CAT 5 personnel	Dept Heads
103.	Recall Leave and TAD personnel as necessary	Dept Heads
104.	Monitor low lying area for potential evacuation decision based on changes to storm severity	EOC
105.	Secure non-hurricane deliveries	EOC/JB2/ FISC/DLA
106.	Begin coordinated release of Non-Essential personnel to prepare homes and families for upcoming event	Tenant CMD /Depts
107.	Begin Securing Installation ECPs upon completion of non-essential personnel dismissal	JBSF
108.	Begin limiting Base Access to CAT 1 & 5 Personnel	JBSF
109.	Limit Ford island Access to residents only	JBSF
110.	Provide OPREP 3 Reporting as necessary	EOC
111.	Provide "Battle Rhythm" reporting as needed	EOC
112.	Report TCCOR 2 attainment to ROC	EOC
113.	Prepare TCCOR 1 EPI	PAO

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**TCCOR 1 - Checklist (12 hours prior to the onset of winds 50 kts/58 mph or greater for shore facilities.)**

TCCOR ONE (1)		
Item #	ACTION/TASK	OPR
114.	Attend CNRH AM Brief with NMWC/JTWC for weather update, Sortie Plan	EMO/OPS /CO
115.	Order JBPHH to TCCOR 1 from CNRH MSG	JBC
116.	Order EOC to Alert Level Four (4) for duration of emergency	JBC
117.	Maintain established Battle Rhythm in EOC	EOC
118.	Maintain Situational Awareness with ROC via C4I Suite	EOC-IMT
119.	Maintain Phone Bridge with ROC, PHNSY ECC, FISC and NAVFAC	EOC-IMT
120.	Ensure attainment of TCCOR 2 checklist	EOC
121.	Provide TCCOR 1 News Release for approval	PAO
122.	Schedule Departmental/Tenant Command/EOC-IMT Brief	EOC-IMT
123.	Disseminate Approved TCCOR 4 news releases and update EPI: <ul style="list-style-type: none"> <li>• CCTV Streamer Announcements</li> <li>• JBPHH Web site</li> </ul>	PAO
124.	Complete all Harbor Operations	Port Ops
125.	Limit Installation Access to CAT 1 and CAT 5 personnel	JBSF
126.	Complete IAP that addresses, lists and prioritizes; <ul style="list-style-type: none"> <li>o Sortie, RTB of ships</li> <li>o "Immediate Response" that will be deployed following the hurricane.</li> <li>o Review Evacuation procedures</li> <li>o Possible Requests for Assistance (RFAs)</li> <li>o Resources available that may be applied to the request if approved.</li> <li>o EPI Release, MWNS use</li> </ul>	
127.	Receive attainment status from Departments/Tenant Commands	EOC-IMT
128.	Confirm receipt of all CAT 1 & 5 personnel rosters from Tenant Commands and JB Codes: <ul style="list-style-type: none"> <li>o Names /numbers of personnel that will remain on station during hurricane,</li> <li>o Where will they Shelter-in-Place,</li> </ul>	EOC
129.	Conduct final inspections and ensure resources are secure.	Tenant CMDs
130.	Secure Ford Island Bridge	JBSF/ NAVFAC
131.	Secure ECPs	JBSF
132.	Secure installations for heavy weather	EOC-IMT
133.	Maintain Situational Awareness with ROC via C4I Suite	EOC-IMT
134.	Provide OPREP 3 Reporting as necessary	CDO
135.	Report TCCOR 1 attainment to ROC	EOC-IMT
136.	Maintain communications with Safe Havens if possible	EOC-IMT

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**TCCOR 1E - Checklist TCCOR-1E occurs between landfall and the 'ALL Clear' signal.**

TCCOR ONE (1E)		
Item #	ACTION/TASK	OPR
137.	CNRH Brief for NMWC/JTWC for weather update	EMO/OPS /CO
138.	Order JBPHH to TCCOR 1E via MSG, PHONCON and E-Mail	CNRH/ JBC
139.	Maintain EOC at Alert Level Four (4) for duration of emergency	JBC
140.	Maintain established Battle Rhythm in EOC	EOC
141.	Maintain Situational Awareness with ROC via C4I Suite	EOC-IMT
142.	Maintain Phone Bridge with ROC, PHNSY ECC, FISC and NAVFAC	EOC-IMT
143.	Ensure attainment of TCCOR 1 checklist	EOC
144.	Provide TCCOR 1E News Release for approval	PAO
145.	Disseminate Approved TCCOR 4 news releases and update EPI: <ul style="list-style-type: none"> <li>• CCTV Streamer Announcements</li> <li>• JBPHH Web site</li> </ul>	PAO
146.	Continue to operate EOC at AL-4	EOC-IMT
147.	Gather attainment status from Departments/Tenant Commands	EOC-IMT
148.	Secure for Heavy Weather <ul style="list-style-type: none"> <li>• Secure Entry Control Points,</li> <li>• Base remains in full lock down until "All Clear".</li> </ul>	JBC
149.	Update IAP that addresses, lists and prioritizes; <ul style="list-style-type: none"> <li>• Sortie, RTB of ships</li> <li>• "Immediate Response" that will be deployed following the hurricane.</li> <li>• Develop possible emergency or rescue operations during lull if eye of hurricane passes over area.</li> <li>• Review Evacuation procedures</li> <li>• Possible Requests for Assistance (RFAs)</li> <li>• Resources available that may be applied to the request if approved.</li> <li>• EPI Release, MWNS use</li> </ul>	EOC-IMT
150.	Execute "Battle Rhythm"	EOC-IMT
151.	Maintain communications via radio and Phone Bridge with Tenant Commands Safe Havens and JBPHH Codes	EOC-IMT
152.	Provide OPREP 3 Reporting as necessary	CDO
153.	Activate/Maintain Situational Awareness with ROC via C4I Suite	EOC-IMT
154.	Continue to gather data as possible during storm landfall	EOC-IMT
155.	Provide C4I updates while computers are still online	EOC-IMT
156.	Provide OPREP 3 Reporting as necessary if possible	EOC-IMT
157.	Report TCCOR 1E attainment to ROC	EOC-IMT

Hazard Specific Appendix 1: Destructive Weather

**TCCOR-R - Recovery Checklist TCCOR-R Checklist operations begin once 'All Clear' is issued.**

RECOVERY		
Item #	ACTION/TASK	OPR
158.	Attend CNRH Brief with NMWC/JTWC for weather update, Sortie Plan	EMO/OPS /CO
159.	Order JBPHH to TCCOR R from CNRH MSG	JBC
160.	Continue to operate EOC to Alert Level Four (4) for duration of emergency	JBC
161.	Maintain established Battle Rhythm in EOC	EOC
162.	Maintain Situational Awareness with ROC via C4I Suite	EOC-IMT
163.	Reestablish phone bridge or voice, C4I chat as required with ROC, Tenant Cmd EOC's, ECC and Safe Havens as necessary	EOC-IMT
164.	Establish communications with Emergency Services: <ul style="list-style-type: none"> <li>• JBSF</li> <li>• FFD / EMS</li> <li>• EOD</li> <li>• NHCL HI &amp; 15th MG</li> </ul>	EOC-IMT
165.	Security begins windshield tour of installation, report damages to EOC	JBSF
166.	Activate Damage Assessment Teams and begin annotating damage reports to installation. Obtain: <ul style="list-style-type: none"> <li>• Location, facility number and damage description</li> <li>• Utilities status</li> <li>• HAZMAT status</li> <li>• C4 systems</li> <li>• Water/waste systems</li> <li>• Fuel storage and distribution systems, transportation arteries</li> </ul>	EOC-IMT
167.	Request MUDSU 1 begin channel and Harbor Survey	EOC-IMT
168.	Move Security Teams into evacuated areas to protect personal and government property	JBSF
169.	Evaluate Critical Infrastructure damages	DART
170.	Develop IAP following the CO's priorities that addresses; <ul style="list-style-type: none"> <li>• Recovery operations sustainment</li> <li>• Medical, fire fighting, security and logistics support</li> <li>• HAZMAT Ops</li> <li>• Harbor and Airfield Recovery</li> <li>• Return of Ships/Subs/Aircraft</li> <li>• ** Ensure Ships returning from Sortie plan are topped-off with water and ice prior to returning to port.</li> <li>• Personal injury and property damage assessments</li> <li>• Possible Requests for Assistance (RFAs)</li> <li>• Resources available that may be applied to the request if approved.</li> <li>• Public affairs activities</li> <li>• Restoration of MEF/CMF</li> <li>• Begin debris removal prioritization</li> </ul>	EOC-IMT Port Ops

Hazard Specific Appendix 1: Destructive Weather

RECOVERY		
Item #	ACTION/TASK	OPR
171.	Contact Safe Havens for situational updates and stand down from sheltering	EOC-IMT
172.	Begin Personnel Accountability	ADMIN
173.	Implement preliminary IAP and assess needs based upon damage reports	EOC-IMT
174.	Provide Situational Awareness to ROC via most effective method	EOC-IMT
175.	Activate required support annexes or appendices: <ul style="list-style-type: none"> <li>• Personnel Accountability</li> <li>• Structural failure</li> <li>• SAR</li> <li>• EMS/Mass Casualty</li> <li>• Utility loss</li> <li>• Mass Care</li> <li>• Safe Havens</li> <li>• Mortuary Affairs</li> <li>• Other plans as needed</li> </ul>	EOC-IMT /N1 / SHO/ N9
176.	Begin Debris Management - removal and storage	ESF/PW
177.	Inspect damaged facilities prior to restoring utilities to prevent fires	DART
178.	Determine appropriate time for return of aircraft, personnel and equipment. EOC monitor and relay	CNRH/ JBC
179.	Prepare Damage Assessment Brief and SITREP for ROC	EOC-IMT
180.	Evaluate Emergency response Capabilities	EOC-IMT
181.	Request Mutual Aid as necessary	EOC-IMT
182.	Establish operational periods and staffing watch bills	EOC-IMT
183.	Provide Battle Rhythm Reporting as required	EOC-IMT
184.	Complete OPREP Reporting as required	EOC-IMT
185.	Complete Personnel Accountability	ADMIN
186.	Allow return of Non-Essential Personnel as soon as safe to do so	EOC-IMT
187.	Provide relief, transportation and supplies for CAT 1 and CAT 5 Personnel as required	EOC-IMT
188.	Coordinate with ROC for possible DSCA support	EOC-IMT
189.	Continue recovery cycle of developing priorities for: <ul style="list-style-type: none"> <li>• Next operational period</li> <li>• IAP Development</li> <li>• Review and adjust IAP</li> <li>• Review EEI and response priorities</li> <li>• Apply appropriate FAAs, SAs and HAS's until recovery operations are stood down</li> </ul>	EOC-IMT
190.	Consolidate expense list for reimbursement	JB8
191.	Compile Lessons Learned for AAR	DEPT/ EOC
192.	Promulgate After Action Report	EMO/JB7

Hazard Specific Appendix 1: Destructive Weather

Hazard Specific Appendix 2: Seismic/ Geological Hazards

**Table HSA2-6: JBPHH EOC-IMT Earthquake Checklist**

Note: Not all actions in the checklist will be performed sequentially - some actions by the EOC-IMT will occur simultaneously.

Earthquake Checklist - Initial Actions		
Item #	ACTION/TASK	OPR
1.	Execute HSA <u>Notification Procedures</u>	CDO
2.	Activate the Emergency Operations Center (*if primary EOC is unavailable due to possible structural damage, consider alternate EOC or deploying the Mobile Emergency Operation Center (MEOC) and establish required communications.	JBC
3.	Evacuate buildings and turn off utilities where possible.	All
4.	Weigh risks of re-entering buildings to search for casualties( DATs, DRTs, first responders, etc)	All Tenant CMDs
5.	Once cleared of personnel, do not allow re-entry into damaged buildings until cleared.	All Tenant CMDs
6.	Determine if a tsunami watch or warning has been issued via msg traffic, NOAA web site, or landline.	CDO/EMO
7.	OPREP Voice Report if Required	CDO
8.	Draft OPREP MSG	CDO
9.	Begin ICS Form 201 using posted <u>Emergency Essential Information (EEI's)</u>	CDO/EMO
10.	Activate Annex C - Communications Plan: <ul style="list-style-type: none"> <li>• Activate Phone Bridge with ROC, and tenant command EOC's and ECC's</li> <li>• Exercise PACMERS RADIO Check utilizing Command Emergency Net (C1, C2, C3).</li> <li>• Exercise COM checks with ROC on SATCOM and SAT PHONE.</li> </ul>	CDO/EMO
11.	Draft ALNAVACTS requesting damage assessments	CDO
12.	Notify the JBC/EOC of buildings cleared of personnel.	All
13.	Review Installation EEI's, EM Plan Annexes and Appendices as applicable	EOC-IMT
14.	Recall/assemble Damage Assessment Teams (DAT)	EOC-IMT
15.	Request Initial Damage Assessment for utilities to be performed by NAVFAC HI	EOC-IMT
16.	Request Damage Assessments from Building Managers	EOC-IMT
17.	Request Initial Damage Assessments on installations roads from NSF	EOC-IMT
18.	Gather as much information on the local transportation network. Determine status of: <ul style="list-style-type: none"> <li>• Roads/Highways, Bridges, Dams, etc</li> </ul>	EOC
19.	Monitor communications from Federal, State and local Emergency Management agencies to maintain situational awareness of pertinent issues affecting the installation and/or personnel	EOC

Hazard Specific Appendix 2: Seismic/ Geological Hazards

<b>Earthquake Checklist - Initial Actions (continued)</b>		
20.	Request/Receive casualty reports from FFD and NHCL HI	EOC-IMT
21.	Request Required Liaison Officers to Report	EOC-IMT
22.	Request Weather Report for the next three days from METOC	EOC-IMT
23.	Develop response priorities COAs for JBC covering: <ul style="list-style-type: none"> <li>• Initial Damage Assessment</li> <li>• Assessment of Utilities</li> <li>• Fires</li> <li>• Land Slides</li> <li>• Tsunami - if Tsunami - execute Tsunami checklist.</li> <li>• Immediate Response outside of the fence line</li> <li>• Road Conditions</li> <li>• Injuries / Fatalities</li> </ul>	EOC-IMT
24.	Set Response Priorities	JBC
25.	Set Operational Period	EOC-IMT
26.	Develop Incident Action Plan	EOC-IMT
27.	Brief IAP to JBC	EOC-IMT
28.	Publish / Implement initial IAP	EOC-IMT
29.	Develop Emergency Public Information (EPI)	PAO
30.	Distribute EPI	PAO
31.	Continuing Actions: <ul style="list-style-type: none"> <li>• Gather &amp; Log all Information</li> </ul> Evaluate and adjust IAP as required <ul style="list-style-type: none"> <li>• Maintain comms with ROC, and Tenant CMD EOC's</li> <li>• Initial / Update / Final OPREP-3 as appropriate</li> </ul>	EOC- IMT/CDO
32.	Evaluate IAP and adjust as needed, begin next Operational Planning Cycle	EOC-IMT

Hazard Specific Appendix 2: Seismic/ Geological Hazards

Earthquake Checklist - Recovery Operations		
Item #	ACTION/TASK	OPR
33.	Begin next Operational Planning Cycle and next Operational Period IAP	EOC-IMT
34.	List Immediate Repairs Required to support CMF COOP Plans	EOC-IMT
35.	Prioritize the listed CMF Repairs	EOC-IMT
36.	List remaining repairs reported in via Damage Assessments	EOC-IMT
37.	Develop new Operational Priorities COAs for CO: <ul style="list-style-type: none"> <li>• Prioritize repairs based on Operational Requirements.</li> <li>• Review EEI's, activate Support, or Functional Area Annexes or HSA's as required</li> </ul>	EOC-IMT
38.	Set Operational Priorities	JBC
39.	Set Operational Period	EOC-IMT
40.	Develop Incident Action Plan	EOC-IMT
41.	Brief IAP to JBC	EOC-IMT
42.	Approve new IAP	JBC
43.	Publish / Implement IAP	EOC-IMT
44.	Maintain communications with ROC and other EOC's	
45.	Update Installation Web site with pertinent information for disaster relief services	PAO
46.	Continue to evaluate IAP and Recovery Action	EOC-IMT
47.	Continue Recovery process via IAP until stand down of recovery	EOC-IMT
48.	Draft AAR	EMO/N7

Hazard Specific Appendix 2: Seismic/ Geological Hazards

**TAB A EOC Tsunami Mitigation/Preparedness Checklist**

*Note: Not all actions in the checklist will be performed sequentially - some actions by the EOC-IMT will occur simultaneously.*

<b>Tsunami Mitigation/Preparedness</b>		
<b>Item #</b>	<b>ACTION/TASK</b>	<b>OPR</b>
1.	Verify/Update the following Functional Areas, and Support Annexes and Hazard Specific Appendices are correct annually in May as they also apply to Hurricane Season: <ul style="list-style-type: none"> <li>• Annex C - Communications Plan</li> <li>• Annex O - Mass Care (N9)</li> <li>• Annex T - Defense Support of Civil Authorities (EOC-IMT)</li> <li>• Annex V - Incident Management Teams (EOC-IMTs)</li> <li>• Annex 5 - Planned and Emergency Evacuation (NSF)</li> <li>• Annex 7 - Safe Haven Procedures (Safe Haven Officer)</li> <li>• Annex 9 - Shelter in Place Procedures (Building Managers)</li> <li>• Annex 11 - Animal Care Management (Safe Haven Officer)</li> <li>• Annex 12 - Volunteer and Donations Management (N9)</li> <li>• Annex 17 - Tenant Command Emergency Action Plan (Tenant Commands)</li> <li>• Annex 18 - Continuity of Operations Plan (COOP) (CMF Commands)</li> <li>• Annex 19 - Business Continuity Plan (BCP) JBPHH DEPTS</li> </ul>	EMWG
2.	Schedule Annual Tsunami Training/Exercises annually in Nov	EM/N7
3.	Participate in State Tsunami Annual work shops annually in May/Jun	EM
4.	Tsunami - EMWG Agenda Item annually in Nov	EMWG

Hazard Specific Appendix 2: Seismic/ Geological Hazards

**TAB B EOC Tsunami Advisor / Watch Checklist**

Note: Not all actions in the checklist will be performed sequentially - some actions by the EOC-IMT will occur simultaneously.

Tsunami Advisory		
Item #	ACTION/TASK	OPR
5.	Received notification of a Tsunami Advisory	CDO/EMO
6.	Review Tsunami Advisory make notifications to CO	CDO/EMO
7.	Instruct CDO to monitor MSG traffic, NAVPACMETOCEN / JTWC /PTWC to ensure awareness of possible changes from Tsunami Awareness to a Tsunami Watch.	CDO/EMO

Tsunami Watch		
Item #	ACTION/TASK	OPR
8.	Received notification of a Tsunami Watch Bulletin	CDO/EMO
9.	Review Tsunami Watch Bulletin make notifications to CO	CDO/EMO
10.	Begin notifications for situational awareness. <ul style="list-style-type: none"> <li>o Advise all CDOs if the Watch changes to a Warning, then the Installation Tsunami Plan will be activated.</li> <li>o Commands are encouraged to notify personnel and family members of the Tsunami Watch Bulletin especially if they live in high-risk areas.</li> <li>o Document POC / Time of Notification.</li> </ul>	CDO/EMO
11.	Recall EOC-IMT members via TAS/CDNS (if ordered)	CDO/EMO
12.	If possible get ETA of possible Tsunami from PTWC	CDO/EMO / EOC
13.	CDO reviews MSG traffic every 30 minutes for updates or changes in Tsunami status.	CDO/EMO / EOC
14.	Log all activity on ICS Form 214 and C4I Chat	CDO/EMO/ EOC
15.	Notify Installation and Tenant Command Personnel that may need to be recalled to support the sortie of ships i.e., MIDPAC, NSSC, Port Operations, Safe Haven officers. (Determine if recall is required.)	CDO/EMO/ EOC
16.	Establish communications with Honolulu or State Civil Defense and coordinate actions if required.	CDO/EMO/ EOC

Hazard Specific Appendix 2: Seismic/ Geological Hazards

**TAB C EOC Pacific-Wide Tsunami Warning Checklist**

*Note: Not all actions in the checklist will be performed sequentially - some actions by the EOC-IMT will occur simultaneously.*

Pacific-Wide Tsunami Warning		
Item #	ACTION/TASK	OPR
17.	Received notification of a Pacific-wide Tsunami Warning	CDO/EMO/EOC
18.	Activate JBPHH Tsunami Plan	CDO/EMO/EOC
19.	Review Tsunami Warning Bulletin make notifications to JBPHH Chain of Command: <ul style="list-style-type: none"> <li>• JBC</li> <li>• XO</li> <li>• N3</li> <li>• Emergency Management Officer</li> <li>• EOC Activation as directed</li> </ul>	CDO/EMO/EOC
20.	Activate EOC and recall EOC-IMT	JBC
21.	Activate: <ul style="list-style-type: none"> <li>• Phone Bridge with ROC &amp; ECC PHNSY-IMF 15<sup>th</sup> AW Operations</li> <li>• C4I Chat, other</li> </ul>	CDO/EMO/EOC
22.	Begin ICS 201 and log all events on ICS Form 214 and C4I Chat.	CDO/EMO/EOC
23.	Begin Tsunami Warning notifications to all Tenant Command CDOs and advise to begin: <ul style="list-style-type: none"> <li>• Tsunami planned actions</li> <li>• Notification of personnel and family members</li> </ul>	CDO/EMO/EOC
24.	Monitor MSG traffic to ensure awareness of possible changes	CDO/EMO/EOC
25.	Notify / Recall Key Installation and Tenant Command Personnel to support the sortie of ships (i.e., MIDPAC, NSSC, Port Operations, safe haven officers).	CDO/EMO/EOC
26.	Obtain/establish time left until the first wave is predicted to arrive.	CDO/EMO/EOC
27.	Determine state road closures that may impede the evacuation plans or anticipated recovery efforts.	CDO/EMO/EOC
28.	Ensure all aircraft, ships and submarines are informed of the impending Tsunami, sortie, the closing of Pearl Harbor, and all Hawaiian coastal waters out to 200 fathoms via message and voice.	PORT OPS /MIDPAC /NSSC/15 <sup>th</sup> AWG/EOC

Hazard Specific Appendix 2: Seismic/ Geological Hazards

Pacific-Wide Tsunami Warning (continued)		
29.	Prepare/Execute evacuation of personnel*. <ul style="list-style-type: none"> <li>• 100 feet above sea level or up to two miles inland.</li> <li>• Away from the coastline and as high as possible.</li> <li>• Follow posted tsunami evacuation routes.</li> <li>• Reference Support Annex 5</li> </ul>	EOC-IMT /CDO *As directed /coordinated by CNRH
30.	Close access roads to beaches and evacuation areas. Post evacuation route road signs and control incoming base traffic.	NSF
31.	Announce public protective actions using available resources.	EOC
32.	Prepare a situational brief to CO with ICS 201	EMO/ EOC-IMT
33.	Set Operational Priorities	JBC
34.	Develop IAP that addresses, lists and prioritizes; <ul style="list-style-type: none"> <li>o Sortie Plan</li> <li>o "Immediate Response" that will be deployed following the tsunami.</li> <li>o Possible Requests for Assistance (RFAs)</li> <li>o Resources available that may be applied to the request if approve.</li> <li>o EPI</li> <li>o MWNS use</li> </ul>	EOC-IMT /CDO
35.	Brief CO on IAP	EOC-IMT
36.	Activate IAP	JBC
37.	In areas prone to possible damage caused by tsunami wave amplitude or Run-Up, NAVFAC HI will perform mitigation measures to ensure fuel, electricity, water, gas and other utilities are isolated to minimize collateral damage to utilities and surrounding facilities.	EOC-IMT /NAVFAC
38.	Initiate the coordination of the Sortie of Ships with priority going to ships tied up at Whiskey piers, Alpha Docks, and Bravo 1-4 Piers.	PORT OPS
39.	Initiate personnel evacuations early to ensure they are completed 30 min prior to the arrival of tsunami impact.	EOC-IMT
40.	Receive hourly updates as to status of evacuations and the preserving of valuable equipment.	CDO/EOC
41.	Submit SITREP/OPREP	CDO
42.	30 min Prior to the arrival of the tsunami ensure all Naval small boat traffic within coastal shores and areas prone to wave amplitude have been restricted from these areas.	PORT OPS /NSF
43.	Maintain Communications with ROC tenant command EOCs and ECC via Phone Bridge and C4I chat	EOC-IMT
44.	Maintain log of all actions via C4I and ICS 214	CDO / EOC-IMT

Hazard Specific Appendix 2: Seismic/ Geological Hazards

**TAB D EOC Regional Tsunami Warning Checklist**

*Note: Not all actions in the checklist will be performed sequentially - some actions by the EOC-IMT will occur simultaneously.*

Regional Tsunami Warning		
Item #	ACTION/TASK	OPR
45.	Received notification of a Regional Tsunami Warning	CDO/EMO /EOC
46.	Activate the Installation Tsunami Plans	CDO/EMO EOC
47.	Review Tsunami Warning Bulletin - make notifications to JBPHH Chain of Command: <ul style="list-style-type: none"> <li>• JBC</li> <li>• XO</li> <li>• N3</li> <li>• Emergency Management Officer</li> <li>• EOC Activation as directed</li> </ul>	CDO/EM /EOC
48.	Activate EOC and recall EOC-IMT	JBC
49.	Activate: <ul style="list-style-type: none"> <li>• Phone Bridge with ROC &amp; ECC PHNSY-IMF</li> <li>• C4I Chat, other</li> </ul>	CDO/EMO /EOC
50.	Begin ICS 201 and ICS Form 214 Unit log and C4I Chat	CDO/EMO /EOC
51.	Begin Tsunami Warning notifications to all Tenant Commands CDOs and advise to begin: <ul style="list-style-type: none"> <li>• Tsunami planned actions</li> <li>• Notification of personnel and family members</li> </ul>	CDO/EMO /EOC
52.	Monitor MSG traffic to ensure awareness of possible changes	CDO/EMO /EOC
53.	Coordinate EPI with ROC	PAO
54.	Coordinate / activate MWNS use with State	EOC-IMT
55.	Obtain/establish time left until the first wave is predicted to arrive.	CDO/EMO /EOC
56.	Determine state road closures that may impede the evacuation plans or anticipated recovery efforts.	CDO/EMO /EOC
57.	Notify / Recall Key Installation and Tenant Command Personnel to support the sortie of ships (i.e., MIDPAC, NSSC, Port Operations).	CDO/EMO /EOC

Hazard Specific Appendix 2: Seismic/ Geological Hazards

Regional Tsunami Warning (continued)		
58.	Prepare a situational brief to CO with ICS 201	EMO/ EOC-IMT
59.	Ensure all ships and submarines are informed of the impending Tsunami, sortie, the closing of Pearl Harbor, and all Hawaiian costal waters out to 200 fathoms via message and voice.	Port Ops
60.	Develop IAP that addresses, lists and prioritizes; <ul style="list-style-type: none"> <li>o Sortie of ships</li> <li>o "Immediate Response" that will be deployed following the tsunami.</li> <li>o Possible Requests for Assistance (RFAs)</li> <li>o Resources available that may be applied to the request if approved.</li> <li>o EPI Release</li> <li>o MWNS use</li> </ul>	
61.	Brief CO on IAP	EOC-IMT
62.	Approve and activate IAP	JBC
63.	Initiate the coordination of the Sortie of Ships with priority going to ships tied up at Whiskey piers, Alpha Docks, and Bravo 1-4 Piers.	JB3
64.	Commence Evacuation of High Risk Areas (FFD is IC for JBPHH) NSF Supports. Ensure they are completed 30 min prior to the arrival of tsunami impact.	EOC-IMT
65.	Receive guidance on priorities for evacuation via the EOC.	IC
66.	Provide situational updates to the EOC on evacuations and road closures.	IC
67.	In areas prone to possible damage caused by tsunami wave amplitude or Run Up NAVFAC HI will perform mitigation measures to ensure fuel, electricity, water, gas and other utilities are isolated to minimize collateral damage to utilities and surrounding facilities.	NAVFAC
68.	Receive hourly updates as to status of evacuations and the preserving of valuable equipment.	CDO/EM /EOC
69.	30 min Prior to the arrival of the tsunami ensure all Naval small boat traffic with-in coastal shores and areas prone to wave amplitude have been restricted.	Port Ops
70.	30 MIN prior to the anticipated arrival of the tsunami provide a situational brief to the CO.	EOC
71.	Submit SITREP/ OPREP	EOC

Hazard Specific Appendix 2: Seismic/ Geological Hazards

**TAB E EOC Urgent Local Tsunami Warning Checklist**

Note: Not all actions in the checklist will be performed sequentially - some actions by the EOC-IMT will occur simultaneously.

Urgent Local Tsunami Warning		
Item #	ACTION/TASK	OPR
72.	Received notification of an Urgent Local Tsunami Warning	CDO/EMO
73.	Activate the JBPHH Pearl Harbor Installation Tsunami Plans	CDO/EMO
74.	Review Tsunami Watch Bulletin make notifications to JBPHH Chain of Command: <ul style="list-style-type: none"> <li>• JBC</li> <li>• XO</li> <li>• N3</li> <li>• Emergency Management Officer</li> <li>• EOC Activation</li> </ul>	CDO/EMO
75.	Activate EOC and recall EOC-IMT, if not already done	CDO/EMO
76.	Activate: <ul style="list-style-type: none"> <li>• Phone Bridge with ROC &amp; ECC PHNSY-IMF</li> <li>• C4I Chat, other</li> </ul>	CDO/EMO /EOC
77.	Establish time left until the first wave is predicted to arrive.	CDO/EMO /EOC
78.	Ensure all ships and submarines are informed of the impending Tsunami, sortie, the closing of Pearl Harbor, and all Hawaiian costal waters out to 200 fathoms via message and voice.	Port Ops
79.	Perform evacuations of Tsunami inundation areas ( <b>FFD/NSF assists the IC in evacuation</b> )	IC (FFD)
80.	Clear Harbor Channel of all ship and boat traffic.	Port Ops
81.	Secure any on load of munitions, fuel or supplies for any vessels in Pearl Harbor	Port Ops/ FISC
82.	Secure Harbor Entrance of any incoming vessels. Inform all vessels to remain in at least 200 fathoms of water.	Port Ops
83.	Secure any work in dry dock 1-4 and evacuate.	Port Ops / PHSY-IMF
84.	Secure all diving Operations	Port Ops
85.	Notify / Recall Key Installation and Tenant Command Personnel to support the sortie of ships i.e., MIDPAC, NSSC, Port Operations.	CDO/EMO /EOC
86.	Secure all vessels with wire rope whenever possible if there is no time available to sortie especially Whiskey and Bravo 1-4 Piers.	Port Ops

Hazard Specific Appendix 2: Seismic/ Geological Hazards

Item #	ACTION/TASK	OPR
87.	EOD Immediately relocate response gear and at least one boat to the helicopter LZ	EOD
88.	In areas prone to possible damage caused by tsunami wave amplitude or Run Up NAVFAC HI will perform mitigation measures to ensure fuel, electricity, water, gas and other utilities are isolated to minimize collateral damage to utilities and surrounding facilities if the procedures can be accomplished with no risk to maintenance personnel.	NAVFAC
89.	Determine state road closures that may impede the evacuation plans or anticipated recovery efforts.	CDO/EMO /EOC
90.	30 min Prior to the arrival of the tsunami ensure all Naval small boat traffic with-in coastal shores and areas prone to wave amplitude have been restricted to 200 fathoms or more.	Port Ops
91.	Begin ICS 201 and ICS Form 212 Unit Log and C4I Chat	EOC-IMT
92.	Coordinate EPI with ROC	PAO
93.	Coordinate MWNS use with State	EOC-IMT
94.	Prepare a situational brief	EOC-IMT
95.	Develop IAP that addresses, lists and prioritizes; <ul style="list-style-type: none"> <li>o "Immediate Response" that will be deployed following the tsunami.</li> <li>o Possible Requests for Assistance (RFAs)</li> <li>o Resources available that may be applied to the request if approved.</li> <li>o EPI</li> <li>o MWNS use</li> </ul>	EOC-IMT
96.	Provide status update to CO	EOC-IMT
97.	Submit SITREP/OPREP	EOC-IMT

Hazard Specific Appendix 2: Seismic/ Geological Hazards

**TAB F EOC Tsunami Final Warning Supplement**

*Note: Not all actions in the checklist will be performed sequentially - some actions by the EOC-IMT will occur simultaneously.*

Final Tsunami Warning Supplement		
Item #	ACTION/TASK	OPR
98.	Received notification of a Final Warning Supplement	EM/CDO /EOC
99.	Review Tsunami Final Warning Supplement make notifications to CO	EM/CDO /EOC
100.	Provide the estimated time for the tsunami threat to have passed dictated in the Final Warning Supplement to IMT and Tenant Commands.	EOC-IMT
101.	Utilizing unsecure Voice Communications, provide the data of the Final Warning Supplement to JBPHH Operational Commands.	EOC-IMT
102.	Submit SITREP / OPREP	CDO/EOC
103.	Provide status update to CO	EOC-IMT
104.	Begin development of Recovery IAP	EOC-IMT

Hazard Specific Appendix 2: Seismic/ Geological Hazards

**TAB G EOC Tsunami Response and Recovery Checklist**

*Note: Not all actions in the checklist will be performed sequentially -some actions by the EOC-IMT will occur simultaneously.*

<b>Tsunami Response and Recovery</b>		
<b>Item #</b>	<b>ACTION/TASK</b>	<b>OPR</b>
105.	Upon receiving the "Tsunami Warning Cancellation" Order JBPHH to Stand-down from the Tsunami Threat Conditions.	EOC-IMT
106.	Re-establish phone bridge or voice, C4I chat as required with ROC, Tenant Cmd EOC's, and ECC as necessary	EOC-IMT
107.	Establish Communications with all harbor boats and tugs that were operating during the tsunami and get accountability	Port Ops
108.	Establish communications with Emergency Services: <ul style="list-style-type: none"> <li>o NSF</li> <li>o FFD / EMS</li> <li>o EOD</li> <li>o NHCL HI</li> </ul>	EOC-IMT
109.	Move Security Teams into evacuated areas to protect personal and government property	NSF
110.	Deploy damage assessment teams	EOC-IMT
111.	Installations report results of the Harbor Assessment Teams to ROC	EOC-IMT
112.	Establish Communications with all ships/submarines/ 15 <sup>th</sup> AWG with in the JBPHH AOR	Port Ops/
113.	Implement preliminary IAP and assess needs based upon damage reports	EOC-IMT
114.	Activate required support annexes or appendices: <ul style="list-style-type: none"> <li>o Personnel Accountability</li> <li>o Structural failure</li> <li>o SAR</li> <li>o EMS/Mass Casualty</li> <li>o Utility loss</li> <li>o Mass Care</li> <li>o Safe Havens</li> <li>o Mortuary Affairs</li> <li>o Other plans as needed</li> </ul>	EOC-IMT /N1 / SHO/ N9
115.	Update the IAP as field assessments are reported via first responders.	EOC-IMT
116.	Provide status update to CO	EM
117.	Establish recovery effort prioritize post damage assessments.	JBC

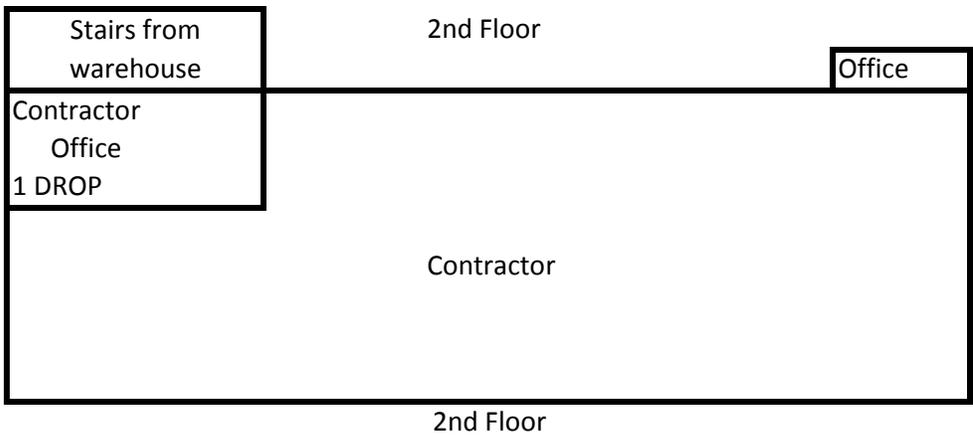
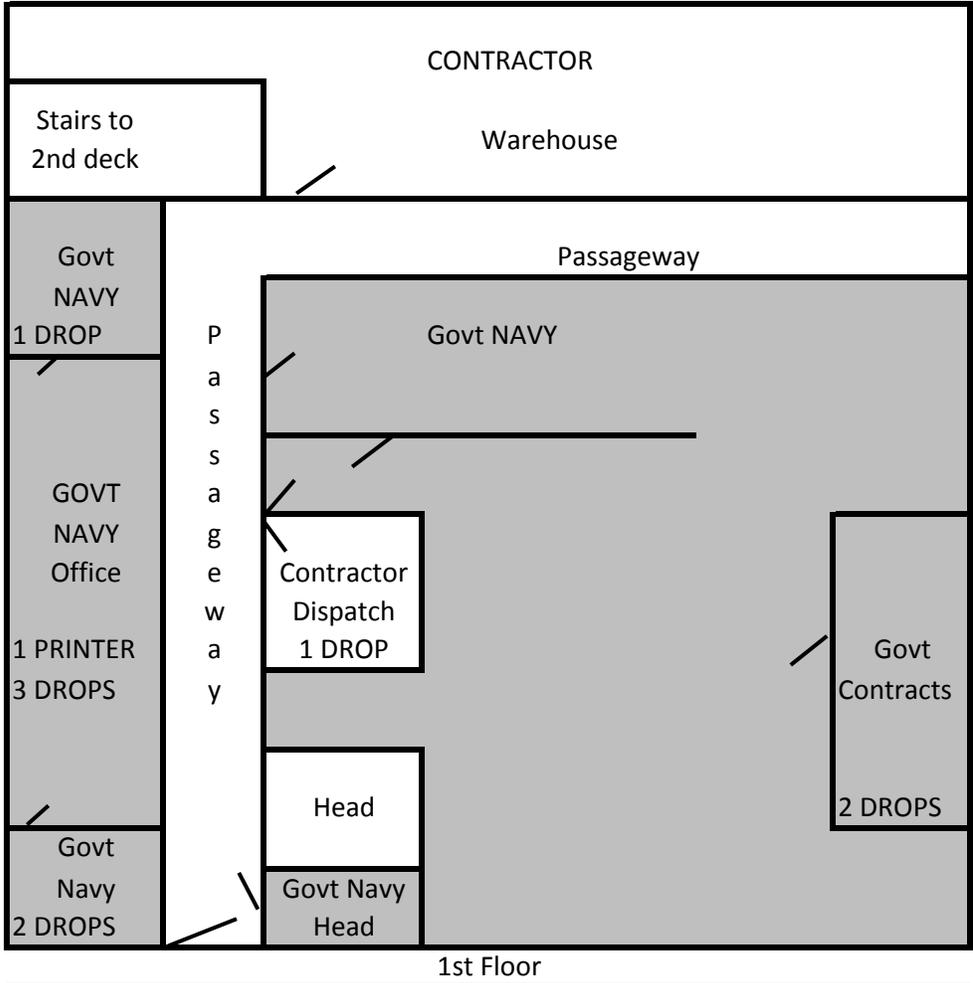
Hazard Specific Appendix 2: Seismic/ Geological Hazards

<b>Tsunami Response and Recovery (continued)</b>		
118.	Develop IAP following the CO's priorities that addresses; <ul style="list-style-type: none"> <li>o Recovery operations sustainment</li> <li>o Harbor Recovery</li> <li>o Return of Ships/subs</li> <li>o Possible Requests for Assistance (RFAs)</li> <li>o Resources available that may be applied to the request if approved.</li> <li>o EPI</li> <li>o Restoration of MEF/CMF</li> <li>o Debris removal</li> </ul>	EOC-IMT Port Ops
119.	Submit SITREP/OPREP	EOC/CDO
120.	Submit IAP to CO	EOC-IMT
121.	Approve IAP and set operational period	CO
122.	Activate required support annexes or appendices: <ul style="list-style-type: none"> <li>o Personnel Accountability</li> <li>o Structural failure</li> <li>o SAR</li> <li>o EMS/Mass Casualty</li> <li>o Utility loss</li> <li>o Mass Care</li> <li>o Safe Havens</li> <li>o Mortuary Affairs</li> <li>o Other plans as needed</li> </ul>	EOC-IMT /N1 / SHO/ N9
123.	Update the IAP as field assessments are reported via first responders.	EOC-IMT
124.	Provide status update to CO	EM
125.	Establish recovery effort prioritize post damage assessments.	CO

# TECHNICAL EXHIBIT 9 (UPDATED 19 JAN 2016)

Spaces marked "Govt" are for Government use and will not be turned over to the Contractor

## BUILDING 1749



TE-10 OPERATIONS TRAINING PLAN

Training	Required Instruction	Required Personnel	Required Periodicity	Date last Conducted	Date Due
Asbestos	Asbestos control	All hands	Annual		
Basic Damage Control/Firefighting	Basic Damage Control/Firefighting	All hands	60 Months		
Basic Safety	Basic Safety	All hands	Annual		
Building fire drill	Semi-Annual building fire drill	All hands	Semi-Annual		
Confined Space Operations	Confined Space Operations	All Hands	Annual		
CPR/First Aid	Cardio Pulmonary Resuscitation	All Hands	Biennial		
Discharge of oils and garbage	Discharge of oils and garbage	All hands	Annual		
Electrical Safety	Electrical safety	All hands	Annual		
Gas Free Engineering	Gas free engineering	All hands	Annual		
Hearing and Sight Conservation	Hearing and sight conservation	All hands	Annual		
Heat Stress	Heat stress control	All hands	Annual		
Hurricane/Tsunami Response Drill	Current HUREX Plan Review	All hands	Annual		
Job Hazard Analysis	JHA procedure	All hands	Annual		
Lead	Lead control	All hands	Annual		
Lock Out / Tag Out	Lockout/Tag out procedures	All hands	Annual		
Maintenance procedures	Maintenance procedures	All hands	Annual		
Man made vitreous fibers & PCBs	Man made vitreous fibers & polychlorinated biphenyls	All hands	Annual		
Mercury	Mercury control	All hands	Annual		
Onboard First Aid	Onboard First Aid	All hands	Biennial		
Personal safety	Personal safety	All hands	Annual		
Purchasing procedures	Purchasing procedures	All hands	Annual		
Quality and Safety Management System	QSMS	All hands	Annual		
Respiratory Protection	Respiratory protection	All hands	Annual		
Severe Weather Response Drill	Test severe weather plan	All hands	Annual		
Severe Weather Training	Sortie, Heavy Weather Instruction	All Hands	Annual		
USCG 25 Ton License	USCG 25 Ton License	Boat Coxswain	New Hire		
Abandon Ship Drill	Review Abandon Boat Drill Procedures	Boat Crews	Annual		
Man Overboard Drill	Test Man Overboard Procedures	Boat Crews	Quarterly		
Shipboard Fire Drill	Fire drill while underway	Boat Crews	Quarterly		
USCG STCW-95	Personal Survival Techniques (Sea Survival Course) Elementary First Aid, Personal Survival Techniques, Personal Safety, & Social Responsibilities	Boat Crews	New Hire		
NAVEDTRA 43602 SIM Port Ops	PQS	Dockmaster, Dispatcher & Sound and Security Watch	New Hire		
Forklift Safety	OSHA	Forklift Operators	Biennial		
NAVEDTRA 43127-D	PQS	Line Handler	New Hire		
Sexual Harassment/Diversity	Sexual Harassment/Diversity	Management	Biennial		
HAZMAT Response Drill	HAZMAT Instruction	Oil Spill Response	Annual		
HAZMAT/HAZWOPER	HAZWOPER	Oil Spill Response	Annual		
Oil Spill equipment deployment	Quarterly oil spill response drill (OPA 90)	Oil Spill Response	Quarterly		
Oil spill response	Quarterly oil spill response drill (OPA 90)	Oil Spill Response	Quarterly		
Oil spill response	FRT Course	Oil Spill Response	Annual		
Oil Spill Management Table Top Drill	Test management planning base wide	Project Manager, Operations Manager, OSR Lead	Annual		
ICS 100, 200, 700, and 800	Incident Command Systems	Project Manager & Operations Manager	New Hire		
USCG 50 ton USCG Master Inland waters or License as Operator Uninspected Towing Vessels	USCG 50 Ton License, all boats including AZ Tour Boats	Project Manager, Operations Manager	New Hire		
NAVEDTRA 43606 SIM Basic Boat Coxswain	PQS	Project Manager, Operations Manager, Coxswain, & Deckhand	New Hire		

TE-12 OPERATIONS TRAINING PLAN

NAVEDTRA 43195-D Oil Spill Recovery	PQS	Project Manager, Operations Manager, Oil Spill Response	New Hire		
2nd Class Swim Test	Navy 2nd Class Swim	Project Manager, Operations Manager, Coxswain, Deckhand	New Hire		

## TECHNICAL EXHIBIT 11

### DEFINITIONS & ACRONYMS

#### 2.1 Definitions

Boat Operator: The person responsible for the operation of any vessel being used in support of this contract. The Operator is responsible for the navigation and care of the vessel as well as the safety of personnel embarked. The Operator shall execute his duties IAW U.S. Coast Guard rules and regulations and as set forth in this Performance Work Statement.

Consumables: Materials such as tools, equipment, and operating supplies utilized in the normal course of work of performing standardized preventive maintenance and repairs on vessels, trailers and equipment.

Contractor: A supplier or vendor having a contract to provide specific supplies or services to the government. The term used in this contract refers to the prime.

Contracting Officer: A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

Contracting Officer's Representative (COR): An employee of the U.S. Government appointed by the Contracting Officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract. The COR is sometimes referred to as the Contracting Officer's Technical Representative (COTR).

Contractor Acquired Property: Property acquired, fabricated, or otherwise provided by the contractor, at Government expense, for performing a contract and to which the Government has title.

Corrective Maintenance: Unscheduled work on structures, equipment, systems, subsystems, and components required to correct operating deficiencies and to preclude a breakdown by servicing, adjusting, and replacing parts and expendable items as found necessary as a result of preventive maintenance, operational observation, or routine inspections.

Day: Unless specifically identified in the context of its use, "day" will herein refer to a calendar day.

Defective Service: A service output that does not meet the standard of performance associated with the Performance Work Statement.

Deliverable: Anything that can be physically delivered.

Depot Level Maintenance and Repair: The material maintenance or repair requiring the overhaul, upgrading, or rebuilding of parts, assemblies, or subassemblies, and the testing and reclamation of equipment as necessary.

Dockmaster: is a person in charge of a pier used for freight, logistics, and repair or maintenance of ships.

Emergency Repairs: Unexpected and unscheduled repairs required to maintain the integrity of the boat's hull, machinery and systems to ensure the safety of the crew and effective performance of the boat's mission.

Equipment:

A tangible item that is functionally complete for its intended purpose, durable, nonexpendable, and needed for the performance of a contract. Equipment is not intended for sale, and does not ordinarily lose its identity or become a component part of another article when put into use. Equipment does not include material, real property, special test equipment or special tooling. (*Federal Acquisition Regulation*)

Any functional unit of a hull, mechanical, electrical, ordnance, or electronic type material which operates singularly or as a component of a system or subsystem and which is identified by a Component

Identification Number, Numerical Control Number, Allowance Parts List, or similar designation. (*Supply Terminology*)

Facility: Physical platform where a service is performed, including a vessel and all installed equipment.

Government Property: All property owned or leased by the Government. Government property includes both Government-furnished property and contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.

Inventory: A complete listing of merchandise, stock on hand, work in progress, raw materials, or finished goods on hand for which records are maintained and stock records are reconciled accordingly.

Loss of Government Property: Unintended, unforeseen or accidental loss, damage, or destruction of Government property that reduces the Government's expected economic benefits of the property. Loss of Government property does not include occurrences such as purposeful destructive testing, obsolescence, normal wear and tear, or manufacturing defects. Loss of Government property includes, but is not limited to (1) Items that cannot be found after a reasonable search; (2) Theft; (3) Damage resulting in unexpected harm to property requiring repair to restore the item to usable condition; or (4) Destruction resulting from incidents that render the item useless for its intended purpose or beyond economical repair.

Materials: Property that may be consumed or expended during the performance of a contract, component parts of a higher assembly, or items that lose their individual identity through incorporation into an end-item. Material does not include equipment, special tooling, and special test equipment or real property.

Normal Operations: Normal operations are those operations occurring on scheduled days during the working hours specified in the summary notional operation schedule.

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

Platforms: All ships, watercraft and boats that are provided as government property.

Preventive Maintenance: Scheduled work on structures, items of equipment, systems, subsystems and components required to provide continuing operation, to preclude unnecessary breakdowns, and to prolong the life of equipment by operating, inspecting, servicing, topping up, adjusting, cleaning, coating or replacing of items.

Property Records: The records created and maintained by the contractor in support of its stewardship responsibilities for the management of Government property.

Quality Assurance: The Government and Contractor procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

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

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

Regional Maintenance Center: Building 3 on Ford Island where contractor tasks will be performed.

Repair Parts: Any item (including modules and consumable type materials) that has application and appears in an APL, Stock Number Sequence List (SNSL), Integrated Stock List (ISL), Naval Ship Systems Command Drawings, or a manufacturer's handbook.

Sortie: All services required to relocate and secure all ships, watercraft, and boats.

Subcontractor: One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

## 2.2 Acronyms

ACOR	Alternate Contracting Officer's Representative
APL	Allowance Parts List
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CFR	Code of Federal Regulations
CID	Component Identification Number
CLIN	Contract Line Item Number
CNIC	Commander, Navy Installations Command
CNRH	Commander, Navy Region Hawaii
CONAUTH	Controlling Authority
CONUS	Continental United States (excludes Alaska and Hawaii)
COOP	Continuity of Operations
COR	Contracting Officer's Representative
COSAL	Coordinated Shipboard Allowance List
COTR	Contracting Officer's Technical Representative
COTS	Commercial Off the Shelf
CPR	Cardiopulmonary Resuscitation
CTR	Contract Technical Representative
DDE	Designated Duty Engineer
DFARS	Defense Federal Acquisition Regulation Supplement
DFSP	Defense Fuel Supply Pier
DPAS	Defense Property Accountability System
DOD	Department of Defense
DOT	Department of Transportation
ECMRA	Enterprise-wide Contractor Manpower Reporting Application
EPA	Environmental Protection Agency
FAR	Federal Acquisition Regulation
FFP	Firm Fixed Price
FIC	Facility Incident Coordinator
FLCPH	Fleet Logistics Center Pearl Harbor
FRT	Facility Response Team
FTE	Full-Time Equivalent
FY	Fiscal Year
G&A	General and Administrative
GFE	Government-Furnished Equipment
HAZMAT	Hazardous Material
HAZWOPER	Hazardous Waste Operations and Emergency Response
IA	Information Assurance
IAW	In Accordance With
ISL	Integrated Stock List
IT	Information Technology
JQR	Job Qualification Requirement
JTR	Joint Travel Regulation
KM	Knowledge Management
KO	Contracting Officer
LOGREQ	Logistics Requirement
MOA	Memorandum of Agreement
MMD	Merchant Mariners Document
MOU	Memorandum of Understanding

MS	Microsoft
MSC	Military Sealift Command
NAVFAC	Naval Facilities Engineering Command
NEC	Navy Enlisted Classification
NCC	Numerical Control Number
NOSC	Navy On-Scene Commander
NTE	Not to Exceed
NVIC	Navigation and Vessel Inspection Circular
O&M	Operations and Maintenance
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States
OEM	Original Equipment Manufacturer
OM	Operations Manager
OPA 90	Oil Pollution Act of 1990
OPTEMPO	Operations Tempo
ORM	Operational Risk Management
OSHA	Occupational Safety and Health Administration
OSR	Oil Spill Response (Team)
PM	Project Manager
PMO	Program Management Office
PMS	Preventive Maintenance System
PMR	Program Management Review
POC	Point of Contact
POMS	Port Operations Management System
PQS	Personnel Qualifications System
PSC	Product Service Code
PWC	Pacific Warfighting Center
PWD	Public Works Department
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
RCRA	Resource Conservation and Recovery Act
RFI	Ready for Issue
RFS	Request for Service
R&M	Reliability and Maintainability
SAR	Search and Rescue
SIM	Shore Installation Management
SNSL	Stock Number Sequence List
SOP	Standard Operating Procedure
STCW	Standards for Training Certification and Watch Standing
TB	Tour Boat
TE	Technical Exhibit
TELCOM	Telecommunications
TWIC	Transportation Workers Identification Card
UB	Utility Boat
UHF	Ultra High Frequency
USCG	United States Coast Guard
WAWF	Wide Area Workflow

## TECHNICAL EXHIBIT 12

### APPLICABLE PUBLICATIONS

Publications applicable to services under this Contract are listed herein. The Contractor must abide by all applicable regulations, publications, manuals, and local policies and procedures. The latest revisions of these publications are mandatory to the extent that a specific procedure or requirement is specified in the Performance Work Statement. The Government shall provide publications and forms listed at the start of the Contract. Supplements or amendments to listed publications may be issued during the life of the Contract. Changes to Navy or DOD publications which impact on the Contractor's costs may be considered under FAR 52.243-1 Alternate II (Fixed Price). Changes to other Government or regulatory publications referenced in this document shall not be the subject of a claim under the aforementioned clause. It is the Contractor's responsibility to ensure that all mandatory publications are posted and up to date. Upon completion of the Contract, the Contractor shall return to the Government all issued publications.

PUBLICATION NUMBER	PUBLICATION NAME
CNICNOTE 5530	Navy Commercial Access Control System (NCACS)
COMNAVREGHIINST 5300.28A	PROHIBITED SUBSTANCES
COMNAVREGHIINST 11240.3G	TRANSPORTATION
COMNAVREGINST 5510.18D	ENTRY REGULATIONS FOR NAVAL INSTALLATION
COMNAVREGINST 5510.23A	ENTRY REGULATIONS
U.S. Army Corps of Engineers EM 385-1-1 (2003)	Safety and Health Requirements Manual
JBPHH 5530.1	REGISTRATION AND POSSESSION OF FIREARMS AND DANGEROUS WEAPONS
JBPHHHIINST 5560.1 CH1	TRAFFIC AND PARKING REGULATION
JBPHHHIINST 5510.1	BASE ACCESS REGULATION
JBPHHHIINST 5560.1	TRAFFIC AND PARKING REGULATION BASIC
NAVEDTRA 43602	SHORE INSTALLATION MANAGEMENT (SIM) PORT OPERATIONS PQS (DRAFT) 6SEP12
OPNAVINST 5530.14E W CH1	PHYSICAL SECURITY
REF FUEL FISCPHINST4020.1	FUEL RECLAMATION AT FORFAC
REF FUEL HAWAII ADMIN RULES	DOH TITLE 11 CHAP 279 HWM MGT OF USED OIL
REF FUEL NAVSUPFLCPHINST 5090.1H	OIL AND HAZARDOUS CONTINGENCY PLAN
REF FUEL NAVSUPFLCPHINST 5090.3D	HAZARDOUS WASTE (HW) MANAGEMENT
REF FUEL NAVSUPFLCPHINST 5090.5C	HAZARDOUS WASTE MINIMIZATION (HAZMIN) PLAN
Standard Operation Procedure	SOP for TOTAL WORKFORCE MANAGEMENT SYSTEM (TWMS) FOR CONTRACTORS PERSONNEL
Standard Operation Procedure	SOP for SECURITY BOAT BARRIERS
OPNAV M-5090.1	Environmental Readiness Program Manual <a href="http://doni.daps.dla.mil/SECNAV%20Manuals1/5090.1.pdf">http://doni.daps.dla.mil/SECNAV%20Manuals1/5090.1.pdf</a>
HSA-1 and HSA-2	JBPHH Emergency Management Plan

**TE-13 Joint Base Spill Response Lines of Debarkation**



- - - CREST LINES
- OUTLET DRAINS
- PERMA BOOM
- SOFT BOOM
- BOOM REEL
- ⤵

Imagery Date: 8/7/2009

Image USGS  
Data SOEST/UHM  
Data USGS  
Image © 2012 GeoEye

21°18'33.21" N 157°56'13.22" W elev 3 ft

Google earth

Eye alt 24974 ft

**TE-13 Joint Base Spill Response Lines of Debarkation**

BRIDGE



# TE-14 Port Security Barrier SOP

## FORCE PROTECTION BARRIER BOAT

### A. FPBB OPERATIONS

- 1) When a boat is moored to the pier, ensure the crew maintains a forward and aft line secured to the pier at all times.
- 2) Ensure all lines are onboard and clear before your boat gets underway.
- 3) Ensure that there is a qualified coxswain on the Helm at all times when engines are engaged.
- 4) Ensure the rules of good seamanship and rules of the road are followed in accordance with reference (h) with respect to the right of way, and turning early and radically to show clear intention so as not to embarrass larger and less maneuverable vessels.

Under no circumstance will the coxswain leave helm with the vessel's engine engaged unless relieved by another qualified coxswain.

### B. MANNING

Each FPBB will be manned by a minimum of (2) qualified personnel designated in writing. The crew will consist of (1) JQR qualified Coxswain and (1) JQR qualified bow hook/rigger; one must be a Petty Officer.

### C. COMMUNICATIONS:

FPBB's will monitor VHF channel 69. Coxswains are responsible for ensuring radio checks are conducted with Harbor Control Tower prior to boat movements.

### D. MISHAPS, NEAR MISSES, AND EMERGENCY PROCEDURES

In case of the following emergencies, the LCPO and Coxswain should take the prescribed actions.

#### 1) Craft incident/accident

- a) If at any time during the operation of a FPBB, damage occurs to the hull, superstructure, or engines the coxswain and bow hook will fill out, in detail, all events leading up to and during the incident/accident.
- b) The coxswain will immediately notify the chain of command and submit the craft incident reports the next business day.

#### 2) Fire in the engine compartment or topside spaces

- a) Report the fire to harbor control and Metson Marine via VHF channel 69 keeping them informed of the status.
- b) The coxswain will notify chain of command and Metson Marine requesting additional assistance as required.
- c) Alter the boat's course toward the nearest possible landing.
- d) The coxswain will take charge of the situation with assistance from the bow hook.
- e) All FPBB's are equipped with (1) ABC type fire extinguisher located in the coxswain cabin. If the fire is in the engine compartment ensure the hatch is closed and the coxswain should discharge the fixed FE 241 in the space. Do not discharge the ABC bottles if possible, save these bottles for any topside fires that may occur.
- f) If the fire will overcome the boat and a boat landing is not in the vicinity, the coxswain may choose to run the boat aground. This action should only be considered when the only alternative is to abandon ship.
- g) If the coxswain decides to abandon ship, shut down both engines, and notify Harbor Control and Metson Marine via VHF channel 69.

3) Flooding (pier side)

- a) The bilge level will be visually checked during pre-underway checks and post-operational checks.
- b) If the water level exceeds 6 inches or more, notify Metson Marine for investigation.
- c) Check for any apparent leaks, specifically hoses that have separated from the engine and are pumping liquid into the bilge.
- d) If no apparent leaks are visible, report status to Metson Marine. Proceed to Ford Island boat house and exchange boat.

4) Flooding (underway)

- a) If the boat is flooding rapidly, notify Harbor Control and Metson Marine via VHF channel 69 and request to activate the bilge pump. Proceed to the nearest landing.
- b) If the flooding is uncontrollable, and a landing is not in the vicinity, the coxswain may choose to run the boat aground. This action should only be considered when the only alternative is to abandon ship.

Note: Only the Joint Base Commander can authorize operation of the bilge pump in the confines of Pearl Harbor.

5) Man Overboard

- a) Throw a life-ring to the person in the water.
- b) Coxswain will turn boat in direction of man overboard.
- c) Coxswain will notify harbor control and chain of command via VHF channel 69 and requesting additional support as necessary.
- d) To avoid having the boat blown over the person approach from the leeward direction (against the wind).
- e) Coxswain will place the FPBB in neutral and allow the man overboard to swim back to the boat. The coxswain will recover the man overboard and administer first aid as necessary.
- f) Immediately return to Ford Island boat house and request an ambulance if necessary.
- g) Coxswain and bow hook will fill out a voluntary statements.

E. Loss of Main Propulsion

- 1) If a loss of main propulsion is experienced, report the status and location to harbor control and Metson Marine via VHF channel 69.
- 2) If a loss of main propulsion engine due to stall, a maximum of 3 attempts may be made to place the engine back online.
- 3) Do not attempt to restart the engine at any time if casualty to the engine is due to the following conditions: Broken shaft saver, spun transmission, engine casualty etc.
- 4) If the boat is clear of shipping lanes, stand-by to drop the anchor. When the anchor is let go, pay out 5 to 7 times the estimated depth of the water.
- 5) If the boat is in the shipping lanes, stand-by to drop the anchor and let the boat drift clear of traffic lanes before dropping the anchor.
- 6) Any casualty to the propulsion engines, the coxswain will note the engine oil temp/pressure, water temperature and transmission oil pressure for future troubleshooting.

#### F. Runaway Engine

- 1) If a runaway engine occurs, the affected engine will be shut down immediately. The coxswain will perform the following:
- 2) Turn the affected engine ignition switch to the "off" position.
- 3) Pull the remote shutdown for fuel located in the coxswain cabin.  
*THE EMERGENCY FUEL SHUT OFF HANDLE SHOULD ONLY BE USED IN AN EMERGENCY! SHUTTING DOWN THE ENGINES USING THE EMERGENCY FUEL SHUT OFF HANDLE WILL NOT IMMEDIATELY SECURE THE ENGINES. THE ENGINES MAY CONTINUE TO OPERATE UNTIL FUEL IN THE SUCTION LINES IS DEPLETED.*
- 4) Notify Chain of Command via Pier Supervisor of casualty.

#### G. RESPONSIBILITIES OF THE FORCE PROTECTION BARRIER BOAT

- 1) The Tour Boat Coxswain is responsible for the navigation, and mooring of the FPBB. He/She is responsible for supervising all personnel embarked. The Coxswain is solely responsible for the safety of the boat and all persons embarked therein.
- 2) PRE-UNDERWAY CHECKS
  - a) Daily boat crews will conduct daily boat checks IAW pre-underway check sheet.
  - b) Boat crew will request permission to get underway from Harbor Control via VHF channel 69.
- 3) POST-OPERATIONAL DUTIES
  - a) Complete post-operational boat check.
  - b) Report all operational discrepancies of the FPBB to Metson Marine and the chain of command via the LPO. Document all discrepancies in the Equipment Inspection Report

#### H. PROCEDURES FOR PEARL HARBOR BOAT AND SHIP SECURITY GATES

- 1) Disconnecting Security Gate:
  - a) Coxswain will maneuver FPBB to place buoy at amidships.
  - b) Bow hook will secure FPBB to buoy.
  - c) Bow hook will attach towline to FPBB.
  - d) Bow hook will detach safety line and connect to FPBB.
  - e) Bow hook will remove the cotter pin to safety bar, and remove the safety bar.
  - f) Bow hook will disconnect security gate from buoy by releasing paw lock.
  - g) Once paw lock is release bow hook will reset paw lock to close position.
  - h) Bow hook will now take spear lanyard line and remove the eye of the line from open link of chaffing chain.
  - i) Bow hook will cast off FPBB from buoy.
  - j) Coxswain will set tow for opposing buoy.
  - k) While towing coxswain and bow hook will conduct visual inspection of tow for slippage or parting lines.
  - l) Coxswain will maneuver FPBB to place buoy at amidships.
  - m) Bow hook will secure FPBB to buoy.
  - n) Bow hook will detach safety line and attach to buoy.
  - o) Bow hook will detach towline and attach to buoy.
  - p) Coxswain will notify harbor control of completion via channel 69.

2) Connecting Security Gate:

- a) Coxswain will maneuver FPBB to place buoy at amidships.
- b) Bow hook will secure FPBB to buoy.
- c) Bow hook will detach safety line from FPBB and attach safety line to buoy.
- d) Coxswain will back down to relieve strain on tow line.
- e) Bow hook will disconnect tow line and reconnect to buoy.
- f) Bow hook will take spear lanyard line and connect eye to open link in chaffing chain.
- g) Bow hook will connect the other end of spear lanyard to bow of FPBB.
- h) Bow hook will then cast off FPBB from buoy.
- i) Coxswain will back down on spear lanyard line to take strain and connect chaffing chain to buoy.
- j) Coxswain will maneuver FPBB to place buoy at amidships.
- k) Bow hook will secure FPBB to buoy.
- l) Bow hook will make fast the spear lanyard line to buoy to prevent from falling into the water.
- m) Bow hook will then cast off FPBB from buoy.
- n) Coxswain will notify harbor control of completion via channel 69.

Safety Note: WHEN WINDS ARE AT/ABOVE 20 KNOTS, IN THE CASE OF HEAVY CURRENT OR 2FT SEAS AND HIGHER TWO FPBB'S WILL BE USED TO OPEN AND CLOSE SMALL BOAT AND SHIP WATER SECURITY GATES.

4. 15M UTILITY BOAT

A. Manning of 15M Utility Boat:

Each tour boat will be manned by a minimum of (2) qualified personnel designated in writing. The crew will consist of (1) PQS qualified Shore Installation Basic Boat Coxswain (NAVEDTRA 43153/302) and (1) PQS qualified Shore Installation Basic Boat Crewmember (NAVEDTRA 43153/301); one must be a Petty Officer.

B. Communications

Utility boat will monitor VHF channel 69. Coxswains are responsible for ensuring radio checks are conducted with Harbor Control Tower prior to boat movements.

C. AUTHORITIES AND RESPONSIBILITIES FOR 15M UTILITY BOAT

1) RESPONSIBILITIES OF THE PORT OPERATIONS OFFICER

- a) To communicate to the Commanding Officer for the safe operation and maintenance of the JBPHH Waterfront Operations craft.
- b) To keep the Commanding Officer appraised of all Waterfront operation activities.

2) RESPONSIBILITIES OF THE WATERFRONT OPERATIONS OFFICER

- a) To communicate to the Port Operations Officer for the safe operation of all harbor craft and logistics within the harbor.
- b) To serve as the assistant to the Port Operations Officer

## Technical Exhibit 15 Historical Data

### Total Port Movement Summary

Date	Number of Movements	Berth Shifts	Berth Days	Nested Berth Days
1/15/2014 - 1/15/2015 RIMPAC	1897	156	10228	177
1/15/2015 - 1/15/2016 NON-RIMPAC	1731	150	9377	7

### Vessel Macro Metric Summary Report

#### For All Vessels

From 01/15/2014 to 01/15/2015

Command	Number of Movements	Berth Shifts	Berth Days	Nested Berth Days
AH-866	4	0	28	0
AO-886	6	0	24	22
AOR-304	6	0	21	0
AOR-509	17	1	99	0
AS-39	4	0	23	0
AX-421	6	0	19	0
BB-63	0	0	366	0
CARGO-1593	2	0	2	0
CARGO-41138	2	0	1	0
CARGO-61	8	0	5	0
CARGO-87045	4	0	3	0
CG-52	6	0	5	0
CG-57	8	0	28	19
CG-63	2	0	4	0
CG-65	35	3	226	0
CG-70	17	2	113	0
CG-71	16	1	37	13
CG-73	34	1	324	0
CVH-182	4	0	25	0
CVN-76	4	0	17	0
DD-116	8	0	22	0
DD-171	4	0	22	0
DDG-100	2	0	3	0
DDG-101	4	0	3	0
DDG-102	4	0	16	14
DDG-108	2	0	5	0
DDG-111	4	0	18	0
DDG-112	51	4	201	0
DDG-174	8	0	23	0
DDG-53	26	3	109	0
DDG-60	28	2	317	0
DDG-70	11	2	243	6
DDG-77	16	2	92	0
DDG-83	2	0	4	0
DDG-88	19	1	151	0

DDG-90	34	2	355	0
DDG-91	2	0	4	0
DDG-93	24	2	363	0
DDG-97	25	1	134	0
DDGH-978	16	2	53	14
DDGH-993	14	0	50	0
EXFFG-37	1	0	0	0
EXFFG-43	3	1	0	0
EXLPD-9	1	0	0	0
FF-49	8	0	13	0
FFG-046	1	0	0	0
FFG-335	8	1	22	6
FFG-51	2	0	15	0
FFG-57	6	3	0	0
FFG-60	8	0	28	14
FFG-731	2	0	15	0
FFGH-15	4	0	22	0
FFGH-311	6	1	29	0
FFGH-334	1	0	2	0
FFGH-575	4	0	22	22
FFGH-69	4	0	23	0
FFL-51	6	0	18	0
GOVT-005	48	11	247	0
GOVT-007	6	0	161	0
LCS-2	12	2	18	0
LCS-3	4	0	5	0
LHA-5	4	0	18	0
LHD-4	2	0	3	0
LPD-005	1	0	0	0
LPD-07	2	1	0	0
LPD-18	2	0	3	0
LPD-23	2	0	11	0
LPD-9	4	0	43	0
LPD-953	6	0	24	0
LSD-47	4	0	17	0
LSD-49	2	0	3	0
LST-1182	2	0	0	0
LST-1187	1	0	0	0
LST-1191	2	1	0	0
LSV-02	127	21	364	0
LSV-4	69	5	195	0
LSV-7	38	9	347	0
NOAA-R104	8	0	65	0
NOAA-R334	23	0	181	0
NOAA-R335	26	1	209	0
OTH-00001	4	0	11	0
OTH-05	4	0	10	0

OTH-06	6	0	27	0
OTH-08	6	0	27	16
OTH-1	10	1	4	0
OTH-164	12	0	23	0
OTH-55	2	0	5	0
OTH-8275	4	1	66	0
PET-01	12	0	18	0
PET-431	2	0	3	0
PET-492	2	0	3	0
PET-5244	2	0	3	0
PET-5975	2	0	5	0
SS-598	7	0	32	0
SSB-001	2	0	2	0
SSGN-727	6	0	9	0
SSK-068	8	0	42	0
SSK-599	8	0	31	0
SSK-77	15	0	46	0
SSK-876	4	0	22	0
SSN-698	10	2	45	0
SSN-699	37	2	287	0
SSN-701	20	2	72	0
SSN-705	17	3	249	6
SSN-713	44	1	269	0
SSN-715	38	3	119	0
SSN-717	28	0	135	0
SSN-723	2	0	2	0
SSN-724	37	0	159	0
SSN-758	4	1	42	0
SSN-759	1	0	53	0
SSN-762	20	0	156	0
SSN-763	50	0	276	0
SSN-766	42	4	305	6
SSN-770	19	1	84	0
SSN-771	23	0	154	0
SSN-772	16	1	77	0
SSN-773	24	3	127	0
SSN-775	35	3	97	0
SSN-776	30	1	155	0
SSN-777	22	0	171	0
SSN-782	9	0	46	0
TAGM-25	2	0	7	0
TAGS-45	4	0	13	0
TAGS-61	3	1	93	0
TAH-19	4	0	23	0
TAK-3005	4	1	6	0
TAKE-14	14	1	72	0
TAKE-6	2	0	6	0

TAKE-7	7	0	56	0
TAKE-8	2	0	8	0
TAKE-9	2	0	7	0
TAO-187	36	1	154	0
TAO-194	12	1	31	0
TAO-200	23	0	113	0
TAOE-7	12	1	55	0
TARS-52	21	6	97	0
TATF-169	59	13	159	0
TATF-171	54	16	135	0
TV-3508	2	0	4	0
TV-3516	2	0	4	0
TV-3518	2	0	4	4
WHEC-722	7	0	3	0
WHEC-723	4	0	2	0
WHEC-7241	6	0	4	0
WLB-203	8	0	4	0
WLB-205	4	0	2	0
WMSL-751	4	0	16	15
WPB-87364	2	0	0	0
<b>Total</b>	<b>1897</b>	<b>156</b>	<b>10228</b>	<b>177</b>

**Vessel Macro Metric Summary Report  
For All Vessels  
From 01/15/2015 to 01/15/2016**

Command	Number of Movements	Berth Shifts	Berth Days	Nested Berth Days
AO-886	2	0	5	0
AORH-58	2	0	4	4
AS-39	5	0	15	0
AX-81	2	0	5	0
BB-63	0	0	366	0
CARGO-41138	2	0	1	0
CARGO-V2013	2	0	4	0
CG-52	2	0	4	0
CG-57	2	0	6	0
CG-60	2	0	5	0
CG-62	2	0	3	0
CG-65	36	4	270	0
CG-73	37	5	349	0
CVH-181	6	0	15	0
CVN-70	2	0	4	0
CVN-71	2	0	3	0
DDG-101	2	0	4	0
DDG-102	2	0	5	0
DDG-104	2	0	4	0
DDG-105	2	0	4	0

DDG-112	13	1	240	0
DDG-178	12	0	16	0
DDG-53	44	5	305	0
DDG-59	2	0	1	0
DDG-60	22	3	148	0
DDG-65	2	0	2	0
DDG-69	2	0	4	0
DDG-70	28	1	324	0
DDG-76	4	0	7	0
DDG-77	16	4	374	0
DDG-88	35	3	143	0
DDG-90	26	1	135	0
DDG-93	44	2	268	0
DDG-97	29	1	285	0
DDGH-152	2	0	5	0
DDGH-979	2	0	4	0
EXFFG-37	2	1	0	0
EXFFG-41	1	0	0	0
EXFFG-43	2	1	0	0
EXFFG-48	1	0	0	0
EXLHA-5	1	0	0	0
FF-F29	2	0	4	0
FFG-046	4	2	0	0
FFG-335	4	0	6	0
FFG-51	1	0	0	0
FFG-57	5	1	120	0
FFGH-548	2	0	5	0
GOVT-005	96	26	354	0
GOVT-007	13	1	295	0
LHD-2	2	0	4	0
LHD-8	2	0	5	0
LPD-22	2	0	5	0
LPD-23	2	0	1	0
LSD-45	2	0	5	0
LSD-47	2	0	2	0
LST-4003	4	0	10	0
LSV-02	89	9	240	3
LSV-4	55	0	365	0
LSV-7	54	4	359	0
NOAA-R104	12	0	42	0
NOAA-R334	32	0	150	0
NOAA-R335	31	2	168	0
NOAA-R337	17	0	51	0
OTH-1	9	0	0	0
OTH-3450	2	0	3	0
PET-01	4	0	6	0
PET-431	2	0	3	0

SS-503	8	1	25	0
SS-596	8	0	35	0
SSB-001	12	2	24	0
SSGN-726	12	0	29	0
SSN-698	52	3	242	0
SSN-699	20	1	118	0
SSN-705	25	1	160	0
SSN-706	2	0	0	0
SSN-713	31	1	149	0
SSN-715	54	3	255	0
SSN-717	17	3	41	0
SSN-724	14	0	56	0
SSN-752	1	0	0	0
SSN-754	5	0	11	0
SSN-759	10	2	81	0
SSN-762	23	1	114	0
SSN-763	22	0	146	0
SSN-766	39	4	237	0
SSN-770	33	1	219	0
SSN-771	31	1	185	0
SSN-772	35	3	151	0
SSN-773	30	1	166	0
SSN-775	44	2	204	0
SSN-776	16	2	73	0
SSN-777	28	0	168	0
SSN-782	60	3	275	0
TAH-19	4	0	7	0
TAK-3005	2	0	2	0
TAK-3006	4	0	4	0
TAK-3007	2	0	3	0
TAKE-10	6	0	27	0
TAKE-11	2	0	3	0
TAKE-14	2	0	9	0
TAKE-4	14	2	19	0
TAKE-9	2	0	7	0
TAKR-301	2	0	4	0
TAKR-303	2	0	5	0
TAO-187	3	0	32	0
TAO-200	20	0	70	0
TAO-204	3	0	10	0
TAOE-7	2	0	1	0
TARS-52	58	18	149	0
TATF-169	31	9	161	0
TATF-171	26	6	46	0
TJHSV-3	12	3	44	0
TMLP-1	4	0	38	0
TV-3508	4	0	6	0

TV-3513	4	0	6	0
TV-3515	4	0	6	0
WHEC-717	2	0	1	0
WHEC-720	2	0	1	0
WHEC-722	4	0	3	0
WLB-203	12	0	6	0
WLB-205	4	0	3	0
WPB-1336	2	0	0	0
WPB-87316	4	0	0	0
WPB-87364	2	0	0	0
<b>Total</b>	<b>1731</b>	<b>150</b>	<b>9377</b>	<b>7</b>

1.0 SCOPE:

1.1 Restoration of one set (2EA) Deep Draft Camels (DDC).

1.2 Location of work:

1.2.1 Work will be performed on JBPHH, Ford Island or at the contractor facility based on cost determination from the contractor's bid.

1.3 Identification:

1.3.1 Set of DDC constructed of Steel.

1.3.2 Length overall: Approximately 33 ft.

1.3.3 Width overall: Approximately 13 ft.

1.3.4 Height overall: Approximately 27 ft.

1.3.5 Total Weight per set: Approximately 170,000 lbs.

2.0 REFERENCES:

2.1 Maritime International Inc. Drawing No. 3551-01 to 3551-06 Rev 4.

3.0 REQUIREMENTS:

3.1 Contact the CNRH COR AND/OR DESIGNEE to coordinate the pick up and drop off of the DDC set.

3.1.1 The Government shall be responsible to pick up and drop off DDC set.

3.1.2 Upon delivery of the Separators LDS set, a change of custody form shall be completed and signed by the contractor, assuming all liability of the asset during heavy weather conditions. It shall be the contractor's responsibility for the safe keeping of the asset while in their custody during the entire overhaul period.

- 3.1.3 Contractor shall do a walk through with the CNRH COR AND/OR DESIGNEE before final turnover of the craft to the contractor.
- 3.2 A schedule showing the start/stop/completion dates of all milestones shall be forwarded to the CNRH COR AND/OR DESIGNEE a minimum of one week (7 calendar days) prior to the start of the availability. The schedule shall include the delivery dates for all outstanding material. An updated schedule shall be submitted to the CNRH COR AND/OR DESIGNEE on a weekly basis.
- 3.3 Weather delays, other than those resulting from named storms, shall not be considered as justification for delay of delivery date.
- 3.4 A weekly production meeting with the CNRH COR AND/OR DESIGNEE shall be held on site at the same time each Friday as determined by the production yard.
- 3.5 The Government reserves the right to make routine site visits of the vessel during normal business hours.
- 3.6 The CNRH COR AND/OR DESIGNEE shall be notified a minimum of twenty-four (24) hours in advance to witness and/or verify any inspection/test items.
  - 3.6.1 Twenty-four (24) hour notice means one (1) full work day in advance. In the event an inspection item occurs on a Monday, the notice shall be given no later than the Friday prior.
- 3.7 All contractual issues shall be submitted to the FLC.
- 3.8 In the event the overhaul dates are exceeded the Contractor shall provide a suitable substitute until the unit is returned.
- 3.9 A test and inspection report shall be submitted seven (7) days prior to the start of availability.

3.10 Work Site Preparation / Environmental Controls.

3.10.1 Contractor is required to develop an environmental protection and safety plan to be approved by JBPHH base environmental prior to any work being started. All Base, State and Federal Environmental regulations must be followed for the duration of the project.

3.10.2 Contractor will be required to provide all required site containment.

3.10.3 Contractor will be required to collect and dispose of all material deemed Hazardous, produced during the life of this project IAW their approved Environmental plan.

3.10.4 Contractor will be required to arrange crane services for the duration of the project.

3.10.5 Remove all rubber fendering and associated hardware.

3.10.5.1 Accomplish visual inspection of all fendering and associated hardware for deterioration and damage.

3.10.5.2 Submit one legible copy, in hard copy or approved transferrable media, of a report listing the results of the visual inspection to the CNRH ACOR AND/OR DESIGNEE within twenty-four (24) hours of completion.

3.10.5.3 Replace all damaged and deteriorated fendering and associated hardware as agreed upon by the COR AND/OR DESIGNEE.

3.11 Reinstall fendering and associated hardware once all preservation is complete.

3.11.1 Remove and dispose of excessive marine growth and paint.

- 3.11.1.1 Remove all excessive marine growth and paint using industry approved methods ensuring always that the approved environmental plan is strictly adhered too.
      - 3.11.1.2 Dispose of all removed material in accordance with contractors approved environmental plan.
- 3.12 Open flotation pontoons, including all vertical and horizontal tubular members and remove closed cell foam prior to commencement of hot work. Ensure foam is removed IAW approved safety plan.
  - 3.12.1 After welding has been completed, completely fill the flotation pontoons, including all vertical and horizontal tubular members by pressure injecting foam, IAW referenced drawings. The closed cell polyurethane foam shall have a density of 2 lbs. per cubic foot.
    - 3.12.1.1 Notify CNRH COR AND/OR DESIGNEE with a minimum of twenty-four (24) hours' notice to witness and inspect.
- 3.13 On a one foot by one foot grid take ultra-sonic readings of the metal piping and pontoon structures provide a written report to the CNRH COR AND/OR DESIGNEE.
- 3.14 Crop out damaged/deteriorated areas of underwater piping structure, pontoons, fender plating, and handrail holders. Replace removed material according to reference drawings. (Approximately one hundred (100) square feet of material per Surface Separator LDS). Material specifications will be found in ref. 2.1.
- 3.15 Remove and replace all plugs (6 EA) per ref. 2.1. Fittings shall be provided with Teflon pipe thread tape and shall be tightened before ballast material placement.

- 3.16 Remove existing deck planking, deteriorated decking support structure and hardware. Replace with same material in accordance with ref. 2.1.
- 3.17 Replace all Zinc Anodes, up to thirty (30) each per DDC.
- 3.18 Remove and replace all deteriorated lifting and mooring eyes as agreed upon by the CNRH COR AND/OR DESIGNEE. Replace with same material in accordance with ref. 2.1.
  - 3.18.1 Test each lifting eye weld using magnetic particle method. Defective welds shall be repaired and retested after repair.
    - 3.18.1.1 Provided CNRH COR AND/OR DESIGNEE with a written report detailing the final results of the test.
    - 3.18.1.2 Notify CNRH COR AND/OR DESIGNEE with a minimum of twenty-four (24) hours' notice to inspect.
- 3.19 After fabrication and before the foam is provided, pipes and joints shall be pressure tested per ref. 2.1. Pipes indicated to remain open shall not be pressure tested. Brush joints with soapy water to check for leaks. Install a calibrated test pressure gage in the system to observe loss of pressure. Pressure drop, corrected for temperature change, shall not exceed five (5) percent. Correct any defects and retest.
  - 3.19.1 Notify CNRH COR AND/OR DESIGNEE with a minimum of twenty-four (24) hours' notice to inspect.
  - 3.19.2 Provided CNRH COR AND/OR DESIGNEE with a written report detailing the final results of the test.
- 3.20 Accomplish near White Metal Blast of the DDC set to near White Metal Blast NACE 2/SSPC-SP-10.

- 3.21 Notify the CNRH ACOR AND/OR DESIGNEE a minimum of twenty-four (24) hours prior, to inspect the blasted surface.
- 3.22 Blank off all openings to preclude entry of abrasive blast media into voids and piping.
- 3.23 Grind rough surfaces smooth on weld seams, sharp edges, and corners to a minimum of a one-eighth (1/8) inch radius. Remove visible oil, grease, drawing and cutting compounds by SSPC SP1 solvent cleaning. Remove loose paint and rust using approved and industry accepted practices.
  - 3.23.1 Notify CNRH COR AND/OR DESIGNEE with a minimum of twenty-four (24) hours' notice to inspect.
- 3.24 Preserve the surfaces of the DDC including under the rubber fendering.
  - 3.24.1 Prepare and apply the marine coating system in accordance with ref. 2.1 and per manufacturer's instructions, procedures and data sheets and the paint schedule submitted in 3.2.
  - 3.24.2 Install environmental protection to the extent necessary to contain all blast media and removed paint.

- 3.25 Clean and preserve the exposed areas after the DDC is bounced.
- 3.25.1 Preparation and preservation shall be the same as the rest of DDC.
- 3.26 Take DFT mil thickness readings at random locations as specified by the CNRH ACOR AND/OR DESIGNEE.
- 3.26.1 Provide CNRH ACOR AND/OR DESIGNEE with a minimum of twenty-four (24) hours' notice to confirm the DFT mil thickness readings.
- 3.26.2 Report to be provided to CNRH ACOR AND/OR DESIGNEE upon completion of readings.
- 3.27 Following completion and curing of the coating system, inspect coated surfaces for pinholes, blisters, inadequate coating thickness, and other defects. Measure the dry film thickness in accordance with SSPC PA 2 at several random points over the surface as designated by the CNRH COR AND/OR DESIGNEE. Repair imperfections found.
- 3.27.1 Notify CNRH COR AND/OR DESIGNEE with a minimum of twenty-four (24) hours' notice to inspect.
- 3.27.2 NOTE: If the average in an area is less than the specified minimum dry film thickness, take additional readings in adjacent areas to define the extent of the thin area. Coat such areas with topcoat as necessary to achieve specified thickness. Apply coating within the conditions specified in paragraph entitled "Application of Coating System." Lightly brush or hand sand thin areas found to remove the glossy surface of the topcoat before applying additional topcoat if the topcoat was applied more than forty-eight (48) hours in advance.

3.28 Prepare Surface Separator set for transport back to Pearl Harbor.

4.0 NOTES:

4.1 Flotation testing: After final assembly is complete, the contractor shall float test the DDC set to ascertain that the DDC's float at a level draft. Notify CNRH COR AND/OR DESIGNEE with a minimum of twenty-four (24) hours' notice to inspect.

Trim Angle (FWD & AFT) 1/2 Degree

List Angle (Port & Starboard) 1/2 Degree

5.0 GOVERNMENT FURNISHED MATERIAL (GFM):

5.1 N/A.

1.0 SCOPE:

1.1 Title: Yokohama Hydro-pneumatic fenders maintenance.

1.2 Location of work:

1.2.1 Either Contractor's facility or at pier  
Kilo 10- Kilo 11 on JBPHH, in an area designated  
by the CNRH Port Engineer.

1.2.1.1 Facility must be accessible from a state  
maintained road.

1.3 Identification:

1.3.1 6 EA 4.5M dia x 9.0M long Yokohama Hydro-  
pneumatic Submarine Fender

1.3.1.1 Fender weight: Approximately 5.8 tons in  
air without filling water.

1.3.1.2 Counterweight weight: Approximately 11.5  
tons

2.0 REFERENCES:

2.1 YOKOHAMA REF. FD-04R1; HYDRO-PNEUMATIC RUBBER FENDERS

2.2 YOKOHAMA REF. SF-08-002; HANDLING AND INSTALLATION  
MANUAL OF YOKOHAMA PNEUMATIC RUBBER FENDER FOR  
SUBMARINE USE (HYDRO-PNEUMATIC FENDER 4.5M DIA. X 9.0M  
LONG)

2.3 YOKOHAMA REF. SF-16-008; HANDLING MANUAL FOR SAFETY  
VALVE OF YOKOHAMA PNEUMATIC RUBBER FENDER

2.4 CNRH Port Operations Port Engineer (PE) contact  
information:

Isaac Kishinami

Email: [isaac.kishinami@navy.mil](mailto:isaac.kishinami@navy.mil)

Work phone: 808-472-6940

Cell phone: 808-728-6347

3.0 REQUIREMENTS:

- 3.1 Remove fender from the water using ref. 2.1 and 2.2 as guidance. Provide a crane capable of lifting the expected weight provided in 1.3. The crane and lift plan will need to be certified by NAVFAC Hawaii Crane Equipment Specialist 72 hours prior to start of work. Contact information:

Wes Naganuma

KTR. Crane Equipment Specialist / OPC 731

Naval Facilities Engineering Command Hawaii

400 Marshall Road

JBPBH HI 96860-3139

Office BSVE Bldg. 899

Primary Contact: 808-478-1941

Secondary Work: 808-471-0808

wes.naganuma@navy.mil/wesnaganuma@gmail.com

- 3.2 Remove all marine growth from fender assembly including the counterweight and chains.
- 3.2.1 Remove all marine growth from entire fender to include; rubber body and end fittings.
- 3.2.2 Install environmental protection to the extent necessary to contain removed marine growth.
- 3.2.2.1 Environmental protection shall be in accordance with Federal and State EPA requirements.
- 3.2.2.2 Disposal of marine growth shall be in accordance with Federal and State EPA requirements.

- 3.3 Inspect fender for damage per ref. 2.1 and 2.2.
  - 3.3.1 Provide CNRH COR AND/OR DESIGNEE with an as found condition report on the inspection results of 3.4.
    - 3.3.1.1 If the as found condition of any fender falls within the guidelines of Section 9 with exception to subparagraph 1), note the condition in the report. The CNRH COR AND/OR DESIGNEE will verify the condition and will determine if the fender will be marked for disposal.
- 3.4 Replace air valve based on the inspection results of 3.3.1 if identified as damaged and agreed upon by the CNRH Port Ops POC.
- 3.5 Repair up to 5 sq. ft. of external damage to the body of each fender per 2.1 Section 8 and Section 11.
  - 3.5.1 Repair materials to be provided by the contractor and are identified in ref. 2.1 and 2.2.
- 3.6 The fenders identified in 1.3.1 are equipped with safety valves to prevent over pressurization.
  - 3.6.1 Remove the safety valves from those fenders identified in 1.3.1.
    - 3.6.1.1 Disassemble safety valve assembly and clean all associated parts and fasteners per ref. 2.3.
    - 3.6.1.2 Grease the outer piston body, spring locator, the spring, spring plate, and adjuster nut with copper slip grease.
    - 3.6.1.3 Reassemble the safety valve assembly and set the safety valve to 175 kPa.

3.6.1.4 Soap test the safety valve assembly to ensure valve body and stem are air tight.

3.6.1.5 No leaks are allowed.

3.6.2 Reinstall the safety valve assembly to the fender.

3.7 Inflate all fenders to the appropriate pressure per 2.1.1 Section 4.

3.8 Replace existing hanging chain, counterweight chain and shackles on each fender with new as agreed upon by the CNRH COR AND/OR DESIGNEE.

3.9 The CNRH COR AND/OR DESIGNEE will do weekly inspections of repairs, testing, and safety concerns.

3.9.1 The CNRH COR AND/OR DESIGNEE will do a final inspection of all fenders before installation.

3.10 Install all fenders in the water using 2.1 and 2.2 as guidance. Contractor to provide crane service as previously stated in 3.1.

4.0 NOTES:

4.1 N/A.

5.0 GOVERNMENT FURNISHED MATERIAL (GFM):

5.1 20M of size 28mm Hanging chain per fender (total 120M)

5.2 2 EA 1.5in shackles per fender (total 12 EA)

5.3 One EA 2in shackle per fender (total 6 EA)

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1.0 SCOPE:

1.1 Restoration of two sets (4EA) of Surface Separators LDS.

1.2 Location of work:

1.2.1 Work will be performed on JBPHH, Ford Island or at the contractor facility based on cost determination from the contractor's bid.

1.3 Identification:

1.3.1 2 Sets of Surface Separators LDS constructed of Steel.

1.3.2 Length overall: 40 ft.

1.3.3 Width overall (not including "A" fendering): 11 ft. 2 and 7/8 inches.

2.0 REFERENCES:

2.1 Maritime International Inc. Drawing No. 2170-01 to 2170-05

2.2 Maritime International Inc. Surface Separator LDS Manual

3.0 REQUIREMENTS:

3.1 Contact the CNRH COR AND/OR DESIGNEE to coordinate the pick-up and drop off of the Surface Separator LDS sets.

3.1.1 The Government shall be responsible to pick up and drop off Surface Separator LDS sets.

3.1.2 Upon delivery of the Separators LDS sets, a change of custody form shall be completed and signed by the contractor, assuming all liability of the assets during

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heavy weather conditions. It shall be the contractor's responsibility for the safe keeping of the assets while in their custody during the entire overhaul period.

- 3.1.3 Contractor shall do a walk through with the CNRH COR AND/OR DESIGNEE before final turnover of the craft to the contractor.
- 3.2 A schedule showing the start/stop/completion dates of all milestones shall be forwarded to the CNRH COR AND/OR DESIGNEE a minimum of one week (7 calendar days) prior to the start of the availability. The schedule shall include the delivery dates for all outstanding material. An updated schedule shall be submitted to the CNRH COR AND/OR DESIGNEE on a weekly basis.
- 3.3 Weather delays, other than those resulting from named storms, shall not be considered as justification for delay of delivery date.
- 3.4 A weekly production meeting with the CNRH COR AND/OR DESIGNEE shall be held on site at the same time each Friday as determined by the production yard.
- 3.5 The Government reserves the right to make routine site visits of the vessel during normal business hours.
- 3.6 The CNRH COR AND/OR DESIGNEE shall be notified a minimum of twenty-four (24) hours in advance to witness and/or verify any inspection/test items.
- 3.6.1 Twenty-four (24) hour notice means one (1) full work day in advance. In the event an inspection item occurs on a Monday, the notice shall be given no later than the Friday prior.
- 3.7 All contractual issues shall be submitted to the FLC.

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- 3.8 In the event the overhaul dates are exceeded the Contractor shall provide a suitable substitute until the unit is returned.
- 3.9 A test and inspection report shall be submitted seven (7) days prior to the start of availability.
- 3.10 Work Site Preparation / Environmental Controls.
- 3.10.1 Contractor is required to develop an environmental protection and safety plan to be approved by JBPHH base environmental prior to any work being started. All Base, State and Federal Environmental regulations must be followed for the duration of the project.
- 3.10.2 Contractor will be required to provide all required site containment.
- 3.10.3 Contractor will be required to collect and dispose of all material deemed Hazardous, produced during the life of this project IAW their approved Environmental plan.
- 3.10.4 Contractor will be required to arrange crane services for the duration of the project.
- 3.10.5 Remove all rubber fendering and associated hardware.
- 3.10.5.1 Accomplish visual inspection of all fendering and associated hardware for deterioration and damage.
- 3.10.5.2 Submit one legible copy, in hard copy or approved transferrable media, of a report listing the results of the visual inspection to the CNRH ACOR AND/OR DESIGNEE within twenty-four (24) hours of completion.

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- 3.10.5.3 Replace all damaged and deteriorated fendering and associated hardware as agreed upon by the COR AND/OR DESIGNER.
- 3.11 Reinstall fendering and associated hardware once all preservation is complete.
  - 3.11.1 Remove and dispose of excessive marine growth and paint.
    - 3.11.1.1 Remove all excessive marine growth and paint using industry approved methods ensuring always that the approved environmental plan is strictly adhered too.
    - 3.11.1.2 Dispose of all removed material in accordance with contractors approved environmental plan.
- 3.12 Open forty (40) ft. flotation pontoons, including all vertical and horizontal tubular members and remove closed cell foam prior to commencement of hot work. Ensure foam is removed IAW approved safety plan.
  - 3.12.1 After welding has been completed, completely fill the forty (40) ft. flotation pontoons, including all vertical and horizontal tubular members by pressure injecting foam, IAW referenced drawings. The foam shall have a density of 2 lbs. per cubic foot.
    - 3.12.1.1 Notify CNRH COR AND/OR DESIGNER with a minimum of twenty-four (24) hours' notice to witness and inspect.
- 3.13 On a one foot by one foot grid take ultra-sonic readings of the metal piping and pontoon structures provide a written report to the CNRH COR AND/OR DESIGNER.

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- 3.14 Crop out damaged/deteriorated areas of underwater piping structure, pontoons, fender plating, and handrail holders. Replace removed material according to reference drawings. (Approximately one hundred (100) square feet of material per Surface Separator LDS). Material specifications will be found in ref. 2.1 and 2.2.
- 3.15 Remove and replace all plugs (30 EA) per ref. 2.1 and 2.2. Fittings shall be provided with Teflon pipe thread tape and shall be tightened before ballast material placement.
- 3.16 Remove existing deck planking, deteriorated decking support structure and hardware. Replace with same material in accordance with ref. 2.1 and 2.2.
- 3.17 Remove and replace all deteriorated lifting and mooring eyes. Replace with same material in accordance with ref. 2.1 and 2.2.
  - 3.17.1 Test each lifting eye weld using magnetic particle method. Defective welds shall be repaired and retested after repair.
    - 3.17.1.1 Provided CNRH COR AND/OR DESIGNEE with a written report detailing the final results of the test.
    - 3.17.1.2 Notify CNRH COR AND/OR DESIGNEE with a minimum of twenty-four (24) hours' notice to inspect.
- 3.18 After fabrication and before the foam is provided, pipes and joints shall be pressure tested with air at a minimum fifty (25) PSI for 2 hours. Pipes indicated to remain open shall not be pressure tested. Brush joints with soapy water to check for leaks. Install a calibrated test pressure gage in the system to observe loss of pressure. Pressure drop, corrected for temperature change, shall not exceed five (5) percent. Correct any defects and retest.

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- 3.18.1 Notify CNRH COR AND/OR DESIGNEE with a minimum of twenty-four (24) hours' notice to inspect.
- 3.18.2 Provided CNRH COR AND/OR DESIGNEE with a written report detailing the final results of the test.
- 3.19 Accomplish near White Metal Blast of the Surface Separator LDS sets to near White Metal Blast NACE 2/SSPC-SP-10.
- 3.20 Notify the CNRH ACOR AND/OR DESIGNEE a minimum of twenty-four (24) hours prior, to inspect the blasted surface.
- 3.21 Blank off all openings to preclude entry of abrasive blast media into voids and piping.
- 3.22 Grind rough surfaces smooth on weld seams, sharp edges, and corners to a minimum of a one-eighth (1/8) inch radius. Remove visible oil, grease, drawing and cutting compounds by SSPC SP1 solvent cleaning. Remove loose paint and rust using approved and industry accepted practices.
  - 3.22.1 Notify CNRH COR AND/OR DESIGNEE with a minimum of twenty-four (24) hours' notice to inspect.
- 3.23 Preserve the surfaces of the surface separator LDS including under the rubber fendering.
  - 3.23.1 Prepare and apply the marine coating system in accordance with ref. 2.1 and 2.2 and per manufacturer's instructions, procedures and data sheets and the paint schedule submitted in 3.2.
  - 3.23.2 Install environmental protection to the extent necessary to contain all blast media and removed paint.

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- 3.24 Clean and preserve the exposed areas after the surface separator LDS' are bounced.
- 3.24.1 Preparation and preservation shall be the same as the rest of surface separators.
- 3.25 Take DFT mil thickness readings at random locations as specified by the CNRH ACOR AND/OR DESIGNEE.
- 3.25.1 Provide CNRH ACOR AND/OR DESIGNEE with a minimum of twenty-four (24) hours' notice to confirm the DFT mil thickness readings.
- 3.25.2 Report to be provided to CNRH ACOR AND/OR DESIGNEE upon completion of readings.
- 3.26 Following completion and curing of the coating system, inspect coated surfaces for pinholes, blisters, inadequate coating thickness, and other defects. Measure the dry film thickness in accordance with SSPC PA 2 at several random points over the surface as designated by the CNRH COR AND/OR DESIGNEE. Repair imperfections found.
- 3.26.1 Notify CNRH COR AND/OR DESIGNEE with a minimum of twenty-four (24) hours' notice to inspect.
- 3.26.2 NOTE: If the average in an area is less than the specified minimum dry film thickness, take additional readings in adjacent areas to define the extent of the thin area. Coat such areas with topcoat as necessary to achieve specified thickness. Apply coating within the conditions specified in paragraph entitled "Application of Coating System." Lightly brush or hand sand thin areas found to remove the glossy surface of the topcoat before applying additional topcoat if the topcoat was applied more than forty-eight (48) hours in advance.

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3.27 Prepare Surface Separator sets for transport back to Pearl Harbor.

4.0 NOTES:

4.1 Flotation testing: After final assembly is complete, the contractor shall float test the surface separator sets to ascertain that the surface separators float at a level draft. Notify CNRH COR AND/OR DESIGNEE with a minimum of twenty-four (24) hours' notice to inspect.

Trim Angle (FWD & AFT) 1/2 Degree  
List Angle (Port & Starboard) 1/2 Degree

5.0 GOVERNMENT FURNISHED MATERIAL (GFM):

5.1 N/A.

1.0 SCOPE:

1.1 Title: Yokohama Hydro-pneumatic fenders maintenance.

1.2 Location of work:

1.2.1 Either Contractor's facility or at pier  
Kilo 10- Kilo 11 on JBPHH, in an area designated  
by the CNRH Port Engineer.

1.2.1.1 Facility must be accessible from a state  
maintained road.

1.3 Identification:

1.3.1 20 EA 4.5M dia x 9.0M long Yokohama Hydro-  
pneumatic Submarine Fender

1.3.1.1 Fender weight: Approximately 5.8 tons in  
air without filling water.

1.3.1.2 Counterweight weight: Approximately 11.5  
tons

2.0 REFERENCES:

2.1 YOKOHAMA REF. FD-04R1; HYDRO-PNEUMATIC RUBBER FENDERS

2.2 YOKOHAMA REF. SF-08-002; HANDLING AND INSTALLATION  
MANUAL OF YOKOHAMA PNEUMATIC RUBBER FENDER FOR  
SUBMARINE USE (HYDRO-PNEUMATIC FENDER 4.5M DIA. X 9.0M  
LONG)

2.3 YOKOHAMA REF. SF-16-008; HANDLING MANUAL FOR SAFETY  
VALVE OF YOKOHAMA PNEUMATIC RUBBER FENDER

2.4 CNRH Port Operations Port Engineer (PE) contact  
information:

Isaac Kishinami

Email: [isaac.kishinami@navy.mil](mailto:isaac.kishinami@navy.mil)

Work phone: 808-472-6940

Cell phone: 808-728-6347

3.0 REQUIREMENTS:

- 3.1 Remove fender from the water using ref. 2.1 and 2.2 as guidance. Provide a crane capable of lifting the expected weight provided in 1.3. The crane and lift plan will need to be certified by NAVFAC Hawaii Crane Equipment Specialist 72 hours prior to start of work. Contact information:

Wes Naganuma

KTR. Crane Equipment Specialist / OPC 731

Naval Facilities Engineering Command Hawaii

400 Marshall Road

JBP HH HI 96860-3139

Office BSVE Bldg. 899

Primary Contact: 808-478-1941

Secondary Work: 808-471-0808

wes.naganuma@navy.mil/wesnaganuma@gmail.com

- 3.2 Remove all marine growth from fender assembly including the counterweight and chains.
- 3.2.1 Remove all marine growth from entire fender to include; rubber body and end fittings.
- 3.2.2 Install environmental protection to the extent necessary to contain removed marine growth.
- 3.2.2.1 Environmental protection shall be in accordance with Federal and State EPA requirements.
- 3.2.2.2 Disposal of marine growth shall be in accordance with Federal and State EPA requirements.

- 3.3 Inspect fender for damage per ref. 2.1 and 2.2.
  - 3.3.1 Provide CNRH COR AND/OR DESIGNEE with an as found condition report on the inspection results of 3.4.
    - 3.3.1.1 If the as found condition of any fender falls within the guidelines of Section 9 with exception to subparagraph 1), note the condition in the report. The CNRH COR AND/OR DESIGNEE will verify the condition and will determine if the fender will be marked for disposal.
- 3.4 Replace air valve based on the inspection results of 3.3.1 if identified as damaged and agreed upon by the CNRH Port Ops POC.
- 3.5 Repair up to 5 sq. ft. of external damage to the body of each fender per ref. 2.1 and 2.2.
  - 3.5.1 Repair materials to be provided by the contractor and are identified in ref. 2.1 and 2.2.
- 3.6 The fenders identified in 1.3.1 are equipped with safety valves to prevent over pressurization.
  - 3.6.1 Remove the safety valves from those fenders identified in 1.3.1.
    - 3.6.1.1 Disassemble safety valve assembly and clean all associated parts and fasteners.
    - 3.6.1.2 Grease the outer piston body, spring locator, the spring, spring plate, and adjuster nut with copper slip grease.
    - 3.6.1.3 Reassemble the safety valve assembly and set the safety valve to 175 kPa.

3.6.1.4 Soap test the safety valve assembly to ensure valve body and stem are air tight.

3.6.1.5 No leaks are allowed.

3.6.2 Reinstall the safety valve assembly to the fender.

3.7 Inflate all fenders to the appropriate pressure per 2.1.1 Section 4.

3.8 Replace existing hanging chain, counterweight chain and shackles on each fender with new as agreed upon by the CNRH COR AND/OR DESIGNEE.

3.9 The CNRH COR AND/OR DESIGNEE will do weekly inspections of repairs, testing, and safety concerns.

3.9.1 The CNRH COR AND/OR DESIGNEE will do a final inspection of all fenders before installation.

3.10 Install all fenders in the water using 2.1 and 2.2 as guidance. Contractor to provide crane service as previously stated in 3.1.

4.0 NOTES:

4.1 N/A.

5.0 GOVERNMENT FURNISHED MATERIAL (GFM):

5.1 20M of size 28mm hanging chain per fender (total 400M)

5.2 2 EA 1.5in shackles per fender (total 40 EA)

5.3 One EA 2in shackle per fender (total 20 EA)