

ATTACHMENT J-0200000-01
DEFINITIONS AND ACRONYMS

Definition	Description
Assessment	A general term referring to either a survey or inspection of a facility to determine condition.
Asset	A general term used to refer to an item, such as a component, system, building or facility, which is managed by an automated data management program.
Business Management System (BMS)	A web-based tool that provides a systematic method for the management of business processes, common practices, and process quality improvements that produce and support the most efficient and effective delivery of NAVFAC's products and services.
Competent Person	A person who has the professional experience and training necessary to identify existing and predictable hazards at a work or service environment, and who has the authority to take prompt and corrective action to eliminate or remove dangers from the environment.
Component Inventory Management Unit (CIMU)	An organization of like-kind real property into manageable maintenance units. CIMU is a building component, group of components or component assemblies, serving a specific purpose in a facility that can be expected to follow a common and predictable lifecycle behavior. This class of non-equipment will include items such as exterior walls, exterior windows, interior finish, and roofs. This class of equipment will include items such as fan coil units, air handling units, lighting, and water closets. CIMUs can include one or more items of installed equipment typically subject to routine scheduled maintenance.
Confined Work Space	A space that is large enough and so configured that a person may bodily enter a space (such as in tanks, vessels, silos, storage bins, hoppers, vaults, pits, and like spaces where there is limited means of entry) and is hindered or restricted from escaping during an emergency.
Contract Discrepancy Report (CDR)	A report, sent by the Government to the Contractor in which the Contractor is required to complete when performance is unsatisfactory. The CDR requires the Contractor to explain to the Contracting Officer, in writing within 10 calendar days, why performance is unsatisfactory, how performance shall be returned to satisfactory levels, and how recurrence of the problem shall be prevented in the future.
Contracting Officer (KO)	That individual with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.
Contractor	That entity or its representative responsible for the delivery of the services or materials specified in this contract, as designated by contract award. The term Contractor as used herein refers to both the prime Contractor and any subcontractors. The prime Contractor shall insure that subcontractors comply with the provision of this contract.
Contractor Representative	That individual appointed by the Contractor, either orally or in writing, who has been assigned responsibility for executing the requirements of this contract.
Defect	A defect is composed of one or more documented deficiencies of unsatisfactory work performance caused by either poor performance (non-complaint work) or non-performance.
Direct Material Costs	The actual vendor invoice charges for materials used for performance of work under this contract. Direct material costs shall include transportation charges when such charges are included on the invoice by the vendor, as well as any discounts allowed for prompt payment and discounts or rebates for core value or salvage value that accrue to the Contractor. When questions arise concerning the cost of materials, material costs will be based on the lowest of quotes provided by the Contractor from at least three different commercial vendors for the direct material cost. The Government retains the right to obtain additional quotes in questionable situations. The lowest price will be used.
Designated Government Representative	A person(s) designated by the Government to be its authorized representative.

ATTACHMENT J-0200000-01
DEFINITIONS AND ACRONYMS

Definition	Description
Electronic Operation And Maintenance And Support Information (eOMSI)	A set of consultant-prepared data and document files that contain detailed, as-built technical information that describes the efficient, economical and safe operation, maintenance and repair of a facility, plant, equipment or system throughout its life cycle. Generally it is prepared during construction and submitted upon completion of a new facility or major facility upgrade. eOMSI's typically include asset information, staffing and budgeting information, supply support including critical spare parts, operating procedures, troubleshooting and diagnostic guides, extended warranty data, maintenance task frequencies and documentation, technical data, repair procedures and manufacturer's product data. eOMSI data and document files are provided in electronic formats.
Equipment	Tangible asset that is functionally complete for its intended purpose, durable, and non-expendable.
Facility	A building or structure designed and created to serve a particular function.
Fixed Burden Rate (FBR)	<p>The additional costs (expressed in percent of direct material cost) for ordering, handling, and stockpiling materials and repair parts. For example, if the offeror's Fixed Burden Rate for materials in the Base Period is 10% then:</p> $\$100,000.00 + (\$100,000.00 \times 10\%) = \$110,000.00$ <p>The Government will compensate the Contractor for the required parts and materials and not the total amount shown in Schedule of Indefinite Delivery Indefinite Quantity Work.</p>
Frequency Of Service	<p>Annual (A). Services performed once during each 12-month period of the contract at intervals of 335 to 395 days.</p> <p>Biennial (B). Services performed once during each 24-month period of the contract at intervals of 670 to 790 days.</p> <p>Daily (D5). Services performed once each calendar day, Monday through Friday, including holidays unless otherwise noted.</p> <p>Daily (D7). Services performed once each calendar day, seven days per week, including weekends and holidays.</p> <p>Monthly (M). Services performed 12 times during each 12-month period of the contract at intervals of 28 to 31 calendar days.</p> <p>Quarterly (Q). Services performed four times during each 12-month period of the contract at intervals of 80 to 100 calendar days.</p> <p>Semiannual (SA). Services performed twice during each 12-month period of the contract at intervals of 160 to 200 calendar days.</p> <p>Semimonthly (SM). Services performed 24 times during each 12-month period of the contract at intervals of 14 to 16 calendar days.</p> <p>Three times weekly (3W). Services performed three times a week, such as Monday, Wednesday, and Friday.</p> <p>Twice weekly (2W). Services performed twice a week, such as Monday and Thursday or Tuesday and Friday.</p> <p>Weekly (W). Services performed 52 times during each 12-month period of the contract at intervals of six to eight calendar days.</p>
Government Furnished Property (GFP)	Property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. Government furnished property includes, but is not limited to, spares and property furnished for repairs, maintenance, overhaul, or modification. Government furnished property also includes contractor acquired property if the contractor acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract.
Government Property	All property owned by or leased to the Government or acquired by the Government.
Infrastructure Condition Assessment Program (ICAP)	A Navy automated data management program that utilizes historical asset lifecycle data and a structured assessment process to evaluate the condition facilities and their components.
Inspection	A rigorous, detailed assessment of the condition of a facility performed to generate a fundable scope and cost estimate for prioritization and funding of maintenance and repair.

ATTACHMENT J-0200000-01
DEFINITIONS AND ACRONYMS

Definition	Description
Job or Work Order	An authorization for work that requires planning and estimating and has an individual line of accounting for financial and performance evaluation.
Maintenance And Repair	The preservation or restoration of a piece of equipment, system, or facility to such condition that it may be effectively used for its designated purposes. Maintenance/repair may be adjustment, overhaul, reprocessing, or replacement of constituent parts or materials that are missing or have deteriorated by action of the elements or usage, or replacement of the entire unit or system if beyond economical repair.
Material Handling Equipment (MHE)	Self-propelled and conveyor equipment used in storage and materials handling operations in and around warehouses, shipyards, industrial plants, airfields, magazines, depots, docks, terminals, and on-board ships. Included are warehouse tractors, forklift trucks, rough terrain forklift trucks, platform trucks, pallet trucks, conveyors and conveyor systems, and straddle carrying trucks.
NAVFAC MAXIMO	A specially configured software version of MAXIMO®, a commercially available computerized maintenance management system (CMMS), adopted by NAVFAC for enterprise facility asset data management. The terms "MAXIMO", "NAVFAC MAXIMO" or "Government's MAXIMO" shall be used interchangeably in the document.
Ordnance Handling Equipment (OHE)	Equipment designed to safely handle ammunition in any given situation. This includes railroad, industrial, and automotive equipment used for transporting ammunition. It also includes equipment used to manually handle ammunition such as skids, pallets, carriers, and aircraft loading equipment.
Performance Assessment	A method used by the Government to provide some measure of control over the quality of purchased goods and services received.
Performance Assessment Representative (PAR)	That individual designated by the KO to be responsible for the monitoring of Contractor performance.
Pre-Expended Bin Materials And Supplies	The minor materials and supplies that are incidental to the job, for which the total direct cost of any one material line item shown on the material estimate is \$10.00 or less. Examples of pre-expended bin materials and supplies include, but are not limited to, solder, lead, flux, electrical connectors, electrical tape, fuses, nails, screws, bolts, nuts, washers, spacers, masking tape, sand paper, solvent, cleaners, lubricants, grease, oil, rags, mops, glue, epoxy, spackling compound, joint tape, plumbers tape and compound, clips, welding rods, and touch up paint.
Property Administrator	An authorized representative of the Contracting Officer who is responsible for administering contract property requirements, terms and conditions of the contract
Property Management Program	A Government program established for the purpose of reviewing and approving the Contractor's Property Management Plan and System through performance of a system analysis whenever government property is in the possession of the Contractor.
Quality Assurance (QA)	The planned and systematic activities implemented in a quality system so that quality requirements for a product or service will be fulfilled.
Quality Control (QC)	The observation techniques and activities used to fulfill requirements for quality.
R. S. Means	A data collection and organization system developed by R. S. Means Company which can be used to prepare accurate, dependable construction estimates and budgets in a variety of ways. The Contractor shall use the latest edition. Material prices are based on a national average and computed labor costs are based on a 30-city national average. An estimate prepared using this data is called a "Means estimate"; data may simply be referred to as "Means".
Real Property Inventory Equipment (RPIE)	A Government owned or leased individual pieces of equipment, apparatus, or fixture that are essential to the function of the real property (i.e. plumbing, electrical, heating, cooling and elevators). It is physically attached to, integrated into, and built in or on the property. Individual RPIE's can be combined to make a CIMU to facilitate facilities management. An individual RPIE can also be a CIMU if the equipment is complex enough to require its own management planning.

ATTACHMENT J-0200000-01
DEFINITIONS AND ACRONYMS

Definition	Description
Response Time	The time allowed the Contractor after initial notification of a work requirement to be physically on the premises at the work site with appropriate personnel, tools, equipment, and materials, ready to perform the work required.
Transient Equipment	CESE belonging to another Government activity visiting the installation on official business or operating in the vicinity of the installation and experiencing equipment problems requiring assistance, e.g., refueling at CESE fueling facility or towing service.
Unit Priced Labor (UPL) Hour	The unit price bid by the Contractor to perform one hour of work-in-place. With the exception of direct material and construction equipment costs, the unit price includes all indirect and direct costs associated with performing work. The price includes the Contractor's hourly composite trade wage, adjusted to allow for workforce productivity; costs for pre-expended bin materials, union agreements, crew sizes, hand tools, payroll burdens and fringes, overtime, job (field) overhead (including clerical support, supervision, inspection, fees, taxes, licenses, permits, and insurance), general and administrative (home office) overhead, and profit. Additionally, time for job preparation, safety standby personnel, and similar indirect labor elements are included.
Weight Handling Equipment (WHE)	Includes mobile or transportable truck, crawler, and railway mounted locomotive cranes normally used for lifting, moving, and placing heavy material or equipment. For purposes of this contract, WHE does not include portal, gantry, jib, and other facility type cranes.

ATTACHMENT J-0200000-01
DEFINITIONS AND ACRONYMS

Acronym	Title
ACO	Administrative Contracting Officer
BW	Biweekly
CDR	Contract Discrepancy Report
CIA	Controlled Industrial Area
CIMU	Component Inventory Management Unit
CMMS	Computerized Maintenance Management System
COR	Contracting Officer Representative
COR	Condition of Readiness
DBH	Diameter at Breast Height
DCR	Direct Condition Rating
DoD	Department of Defense
DoN	Department of Navy
DRMO	Defense Reutilization Management Office
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
FAR	Federal Acquisition Regulation
FFP	Firm Fixed Price
FIFRA	Federal Insecticide, Fungicide, and Rodenticide Act
FSC	Facility Support Contract
GIS	Geospatial Information System
GFE	Government-furnished Equipment
GFF	Government-furnished Facilities
GFM	Government-furnished Materials
HCA	Head Contracting Agency
ICAP	Infrastructure Condition Assessment Program
ICP	Integrated Contingency Plan
IDIQ	Indefinite Delivery Indefinite Quantity
iNFADS	Internet Navy Facilities Asst Data Store
IPM	Integrated Pest Management
IPMIS	Integrated Pest Management Information System
IPMP	Integrated Pest Management Plan
KO	Contracting Officer
LAN	Local Area Network
M	Monthly
MAP	Maintenance Action Plan
MDI	Mission Dependency Index
MEP	Mechanical, Electrical and Plumbing
MRI	Mission Readiness Index
MSDS	Material Safety Data Sheets
NAVFAC	Naval Facilities Engineering Command
NMCI	Navy Marine Corps Intranet
NOSC	Navy-On-Scene Coordinator
PAP	Performance Assessment Plan
PAR	Performance Assessment Representative
PAW	Performance Assessment Worksheet
PEO	Program Executive Officer
PM	Project Manager
PM	Planned Maintenance or Preventative Maintenance
PRCSP	Permit Required Confined Space Program
PWS	Performance Work Statement
PWO	Public Works Officer
Q	Quarterly
QC	Quality Control
RPIE	Real Property Inventory Equipment

ATTACHMENT J-0200000-01
DEFINITIONS AND ACRONYMS

Acronym	Title
RSL	Remaining Service Life
SC	Security Clearances
SM	Semimonthly
SPAR	Senior Performance Assessment Representative
TE	Technical Exhibit
VIQ	Variation in Quantity
WBS	Work Breakdown Structure

WD 05-2393 (Rev.-17) was first posted on www.wdol.gov on 07/14/2015

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.: 2005-2393
Director	Wage Determinations	Revision No.: 17
		Date Of Revision: 07/08/2015

Note: Executive Order (EO) 13658 establishes an hourly minimum wage of \$10.10 for 2015 that applies to all contracts subject to the Service Contract Act for which the solicitation is 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 \$10.10 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract. 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: North Carolina, South Carolina

Area: North Carolina Counties of Beaufort, Bladen, Brunswick, Carteret, Columbus, Craven, Cumberland, Dare, Duplin, Greene, Harnett, Hoke, Hyde, Johnston, Jones, Lee, Lenoir, Martin, Moore, New Hanover, Onslow, Pamlico, Pender, Pitt, Richmond, Robeson, Sampson, Scotland, Tyrrell, Washington, Wayne, Wilson
 South Carolina Counties of Dillon, Horry, Marion, Marlboro

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.40
01012 - Accounting Clerk II		14.00
01013 - Accounting Clerk III		15.65
01020 - Administrative Assistant		19.33
01040 - Court Reporter		14.47
01051 - Data Entry Operator I		11.58
01052 - Data Entry Operator II		12.64
01060 - Dispatcher, Motor Vehicle		16.32
01070 - Document Preparation Clerk		11.40
01090 - Duplicating Machine Operator		11.40
01111 - General Clerk I		11.48
01112 - General Clerk II		12.53
01113 - General Clerk III		14.06
01120 - Housing Referral Assistant		17.94
01141 - Messenger Courier		10.81
01191 - Order Clerk I		11.60
01192 - Order Clerk II		12.66
01261 - Personnel Assistant (Employment) I		13.15
01262 - Personnel Assistant (Employment) II		14.71
01263 - Personnel Assistant (Employment) III		18.35
01270 - Production Control Clerk		17.84
01280 - Receptionist		10.77
01290 - Rental Clerk		11.75
01300 - Scheduler, Maintenance		12.79
01311 - Secretary I		12.79
01312 - Secretary II		14.47

01313	- Secretary III	17.94
01320	- Service Order Dispatcher	11.54
01410	- Supply Technician	19.33
01420	- Survey Worker	13.16
01531	- Travel Clerk I	11.20
01532	- Travel Clerk II	11.93
01533	- Travel Clerk III	12.67
01611	- Word Processor I	12.41
01612	- Word Processor II	13.92
01613	- Word Processor III	15.58
05000	- Automotive Service Occupations	
05005	- Automobile Body Repairer, Fiberglass	19.71
05010	- Automotive Electrician	19.33
05040	- Automotive Glass Installer	17.76
05070	- Automotive Worker	17.76
05110	- Mobile Equipment Servicer	15.82
05130	- Motor Equipment Metal Mechanic	19.71
05160	- Motor Equipment Metal Worker	17.76
05190	- Motor Vehicle Mechanic	19.71
05220	- Motor Vehicle Mechanic Helper	14.83
05250	- Motor Vehicle Upholstery Worker	16.17
05280	- Motor Vehicle Wrecker	17.76
05310	- Painter, Automotive	18.99
05340	- Radiator Repair Specialist	17.76
05370	- Tire Repairer	11.68
05400	- Transmission Repair Specialist	19.71
07000	- Food Preparation And Service Occupations	
07010	- Baker	13.08
07041	- Cook I	11.58
07042	- Cook II	13.08
07070	- Dishwasher	8.48
07130	- Food Service Worker	8.48
07210	- Meat Cutter	13.62
07260	- Waiter/Waitress	9.32
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	17.05
09040	- Furniture Handler	11.47
09080	- Furniture Refinisher	17.05
09090	- Furniture Refinisher Helper	13.34
09110	- Furniture Repairer, Minor	15.17
09130	- Upholsterer	17.05
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	8.90
11060	- Elevator Operator	8.90
11090	- Gardener	13.69
11122	- Housekeeping Aide	9.40
11150	- Janitor	9.40
11210	- Laborer, Grounds Maintenance	10.22
11240	- Maid or Houseman	8.05
11260	- Pruner	9.16
11270	- Tractor Operator	12.44
11330	- Trail Maintenance Worker	10.22
11360	- Window Cleaner	10.49
12000	- Health Occupations	
12010	- Ambulance Driver	14.47
12011	- Breath Alcohol Technician	15.98
12012	- Certified Occupational Therapist Assistant	23.49
12015	- Certified Physical Therapist Assistant	23.49
12020	- Dental Assistant	15.81
12025	- Dental Hygienist	29.84
12030	- EKG Technician	24.17
12035	- Electroneurodiagnostic Technologist	24.17

12040 - Emergency Medical Technician	14.47
12071 - Licensed Practical Nurse I	14.29
12072 - Licensed Practical Nurse II	15.98
12073 - Licensed Practical Nurse III	17.83
12100 - Medical Assistant	12.14
12130 - Medical Laboratory Technician	17.08
12160 - Medical Record Clerk	12.81
12190 - Medical Record Technician	14.33
12195 - Medical Transcriptionist	15.43
12210 - Nuclear Medicine Technologist	33.19
12221 - Nursing Assistant I	9.44
12222 - Nursing Assistant II	10.61
12223 - Nursing Assistant III	11.58
12224 - Nursing Assistant IV	12.99
12235 - Optical Dispenser	15.99
12236 - Optical Technician	14.25
12250 - Pharmacy Technician	17.03
12280 - Phlebotomist	12.99
12305 - Radiologic Technologist	23.06
12311 - Registered Nurse I	22.96
12312 - Registered Nurse II	28.09
12313 - Registered Nurse II, Specialist	28.09
12314 - Registered Nurse III	33.98
12315 - Registered Nurse III, Anesthetist	33.98
12316 - Registered Nurse IV	40.72
12317 - Scheduler (Drug and Alcohol Testing)	20.57
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	16.27
13012 - Exhibits Specialist II	20.17
13013 - Exhibits Specialist III	24.67
13041 - Illustrator I	16.27
13042 - Illustrator II	20.17
13043 - Illustrator III	24.67
13047 - Librarian	22.33
13050 - Library Aide/Clerk	11.32
13054 - Library Information Technology Systems Administrator	20.17
13058 - Library Technician	15.22
13061 - Media Specialist I	14.61
13062 - Media Specialist II	16.27
13063 - Media Specialist III	18.15
13071 - Photographer I	14.21
13072 - Photographer II	15.85
13073 - Photographer III	19.62
13074 - Photographer IV	23.41
13075 - Photographer V	28.34
13110 - Video Teleconference Technician	16.35
14000 - Information Technology Occupations	
14041 - Computer Operator I	14.20
14042 - Computer Operator II	15.88
14043 - Computer Operator III	18.75
14044 - Computer Operator IV	19.68
14045 - Computer Operator V	21.79
14071 - Computer Programmer I	(see 1) 22.75
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	14.20
14160 - Personal Computer Support Technician	19.68

15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	30.58
15020 - Aircrew Training Devices Instructor (Rated)	36.99
15030 - Air Crew Training Devices Instructor (Pilot)	41.77
15050 - Computer Based Training Specialist / Instructor	30.11
15060 - Educational Technologist	25.36
15070 - Flight Instructor (Pilot)	41.77
15080 - Graphic Artist	21.52
15090 - Technical Instructor	18.45
15095 - Technical Instructor/Course Developer	22.57
15110 - Test Proctor	14.89
15120 - Tutor	14.89
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.27
16030 - Counter Attendant	8.27
16040 - Dry Cleaner	10.20
16070 - Finisher, Flatwork, Machine	8.27
16090 - Presser, Hand	8.27
16110 - Presser, Machine, Drycleaning	8.27
16130 - Presser, Machine, Shirts	8.27
16160 - Presser, Machine, Wearing Apparel, Laundry	8.27
16190 - Sewing Machine Operator	10.85
16220 - Tailor	11.49
16250 - Washer, Machine	8.90
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.22
19040 - Tool And Die Maker	22.18
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	12.45
21030 - Material Coordinator	17.84
21040 - Material Expediter	17.84
21050 - Material Handling Laborer	10.32
21071 - Order Filler	10.09
21080 - Production Line Worker (Food Processing)	12.45
21110 - Shipping Packer	13.41
21130 - Shipping/Receiving Clerk	13.41
21140 - Store Worker I	11.35
21150 - Stock Clerk	15.84
21210 - Tools And Parts Attendant	12.45
21410 - Warehouse Specialist	12.45
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	21.35
23021 - Aircraft Mechanic I	20.34
23022 - Aircraft Mechanic II	21.35
23023 - Aircraft Mechanic III	22.92
23040 - Aircraft Mechanic Helper	15.11
23050 - Aircraft, Painter	19.31
23060 - Aircraft Servicer	17.20
23080 - Aircraft Worker	18.24
23110 - Appliance Mechanic	17.05
23120 - Bicycle Repairer	13.11
23125 - Cable Splicer	23.00
23130 - Carpenter, Maintenance	17.05
23140 - Carpet Layer	16.29
23160 - Electrician, Maintenance	20.76
23181 - Electronics Technician Maintenance I	20.99
23182 - Electronics Technician Maintenance II	22.91
23183 - Electronics Technician Maintenance III	24.22
23260 - Fabric Worker	15.24
23290 - Fire Alarm System Mechanic	17.96
23310 - Fire Extinguisher Repairer	14.25
23311 - Fuel Distribution System Mechanic	18.40

23312 - Fuel Distribution System Operator	14.31
23370 - General Maintenance Worker	16.30
23380 - Ground Support Equipment Mechanic	20.34
23381 - Ground Support Equipment Servicer	17.20
23382 - Ground Support Equipment Worker	18.24
23391 - Gunsmith I	14.13
23392 - Gunsmith II	16.30
23393 - Gunsmith III	18.40
23410 - Heating, Ventilation And Air-Conditioning Mechanic	18.40
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	19.42
23430 - Heavy Equipment Mechanic	18.81
23440 - Heavy Equipment Operator	17.31
23460 - Instrument Mechanic	18.40
23465 - Laboratory/Shelter Mechanic	17.41
23470 - Laborer	10.32
23510 - Locksmith	17.05
23530 - Machinery Maintenance Mechanic	20.47
23550 - Machinist, Maintenance	18.40
23580 - Maintenance Trades Helper	13.34
23591 - Metrology Technician I	18.40
23592 - Metrology Technician II	19.42
23593 - Metrology Technician III	20.40
23640 - Millwright	20.34
23710 - Office Appliance Repairer	17.05
23760 - Painter, Maintenance	17.05
23790 - Pipefitter, Maintenance	18.17
23810 - Plumber, Maintenance	17.26
23820 - Pneudraulic Systems Mechanic	18.40
23850 - Rigger	18.40
23870 - Scale Mechanic	16.30
23890 - Sheet-Metal Worker, Maintenance	18.40
23910 - Small Engine Mechanic	16.11
23931 - Telecommunications Mechanic I	23.46
23932 - Telecommunications Mechanic II	24.76
23950 - Telephone Lineman	21.84
23960 - Welder, Combination, Maintenance	18.40
23965 - Well Driller	18.40
23970 - Woodcraft Worker	18.40
23980 - Woodworker	14.25
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.68
24580 - Child Care Center Clerk	14.58
24610 - Chore Aide	9.33
24620 - Family Readiness And Support Services Coordinator	13.63
24630 - Homemaker	16.20
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	19.87
25040 - Sewage Plant Operator	19.00
25070 - Stationary Engineer	20.69
25190 - Ventilation Equipment Tender	14.40
25210 - Water Treatment Plant Operator	19.00
27000 - Protective Service Occupations	
27004 - Alarm Monitor	14.25
27007 - Baggage Inspector	12.21
27008 - Corrections Officer	15.39
27010 - Court Security Officer	16.56
27030 - Detection Dog Handler	14.10
27040 - Detention Officer	15.39
27070 - Firefighter	15.64

27101 - Guard I	12.21
27102 - Guard II	14.10
27131 - Police Officer I	17.27
27132 - Police Officer II	19.18
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.38
28042 - Carnival Equipment Repairer	12.16
28043 - Carnival Equipment Worker	8.90
28210 - Gate Attendant/Gate Tender	12.73
28310 - Lifeguard	11.34
28350 - Park Attendant (Aide)	14.24
28510 - Recreation Aide/Health Facility Attendant	11.10
28515 - Recreation Specialist	14.99
28630 - Sports Official	11.34
28690 - Swimming Pool Operator	18.94
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	16.04
29020 - Hatch Tender	16.04
29030 - Line Handler	16.04
29041 - Stevedore I	15.00
29042 - Stevedore II	17.13
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	15.11
30022 - Archeological Technician II	18.98
30023 - Archeological Technician III	22.25
30030 - Cartographic Technician	22.36
30040 - Civil Engineering Technician	19.11
30061 - Drafter/CAD Operator I	15.11
30062 - Drafter/CAD Operator II	16.96
30063 - Drafter/CAD Operator III	18.98
30064 - Drafter/CAD Operator IV	22.83
30081 - Engineering Technician I	14.39
30082 - Engineering Technician II	16.14
30083 - Engineering Technician III	18.06
30084 - Engineering Technician IV	22.38
30085 - Engineering Technician V	27.38
30086 - Engineering Technician VI	33.12
30090 - Environmental Technician	19.53
30210 - Laboratory Technician	22.43
30240 - Mathematical Technician	22.25
30361 - Paralegal/Legal Assistant I	15.95
30362 - Paralegal/Legal Assistant II	19.77
30363 - Paralegal/Legal Assistant III	24.18
30364 - Paralegal/Legal Assistant IV	29.25
30390 - Photo-Optics Technician	21.48
30461 - Technical Writer I	21.77
30462 - Technical Writer II	26.63
30463 - Technical Writer III	32.22
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 (see 2)	18.98
Surface Programs	
30621 - Weather Observer, Senior (see 2)	20.69
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.37
31030 - Bus Driver	14.98

31043 - Driver Courier	11.73
31260 - Parking and Lot Attendant	8.42
31290 - Shuttle Bus Driver	12.85
31310 - Taxi Driver	9.29
31361 - Truckdriver, Light	12.85
31362 - Truckdriver, Medium	14.80
31363 - Truckdriver, Heavy	16.27
31364 - Truckdriver, Tractor-Trailer	16.27
99000 - Miscellaneous Occupations	
99030 - Cashier	8.14
99050 - Desk Clerk	9.83
99095 - Embalmer	22.74
99251 - Laboratory Animal Caretaker I	10.07
99252 - Laboratory Animal Caretaker II	11.07
99310 - Mortician	22.74
99410 - Pest Controller	13.60
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	12.53
99711 - Recycling Specialist	15.25
99730 - Refuse Collector	11.23
99810 - Sales Clerk	11.08
99820 - School Crossing Guard	12.86
99830 - Survey Party Chief	18.64
99831 - Surveying Aide	11.03
99832 - Surveying Technician	15.12
99840 - Vending Machine Attendant	13.63
99841 - Vending Machine Repairer	16.43
99842 - Vending Machine Repairer Helper	13.63

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 8 years, and 4 weeks after 20 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.

ATTACHMENT J-0200000-03
DIRECTIVES, INSTRUCTIONS, AND REFERENCES

<u>Reference</u>	<u>Title</u>
EM 385-1-1	U.S. Army Corps of Engineers Safety and Health Requirements
P.L. 91-596	Occupational Safety and Health Act
FAR Clause 52.228-5	INSURANCE – WORK ON A GOVERNMENT INSTALLATION
FAR 52.245	FAR 52.245
NAVFAC Clause 5252.245-9300	GOVERNMENT-FURNISHED PROPERTY
FAR Clause 52.246-4	INSPECTION OF SERVICES
29 CFR 1926.16	Code of Federal Regulations (CFR)
91-596	Public Law
DFARS Clause 252.223-7004	Drug Free Work Force
29 CFR 1910	Code of Federal Regulations
29 CFR 1915	Code of Federal Regulations
49 CFR Chapter III	(Operators Qualifications)
	Federal Highway Administration and Bureau of Motor Carrier Safety
	Federal Motor Carrier Safety Regulations
DoD Directive 4500.36	Management, Acquisition and Use of Motor Vehicles
DoD Regulation 4500.36R	Management, Acquisition and Use of Motor Vehicles
NAVFAC P-300	Management of Civil Engineering Support Equipment
NAVFAC P-307	Management of Weight handling Equipment
NAVSEA OP-2239	
NAVSUP 538	
NFPA 1071	Standard for Technical Professional Qualifications
OPNAVINST 5100.23 Section 133 of title 10	United States Code
Section 2302 note of title 10	United States Code
Section 2637 of title 10	United States Code
Section 32917 of title 49	United States Code
Sections 601-611 of title 40	United States Code
Sections of 6201,6374 and 13212 of title 42	United States Code
	Bureau of Motor Carrier Safety
	Federal Motor Carrier Safety Regulations
Section 32917 of title 49	United States Code
ASME B30.22	American Society Mechanical Engineers Standards
	Federal Highway Administration
	U.S. Department of Transportation
ASME B30.3	American Society Mechanical Engineers Standards

ATTACHMENT J-0200000-03
DIRECTIVES, INSTRUCTIONS, AND REFERENCES

ASME B30.5	American Society Mechanical Engineers Standards
ASME B30.8	American Society Mechanical Engineers Standards
NFPA 10	National Fire Protection Association
NFPA 241	National Fire Protection Association
NFPA 51B	National Fire Protection Association
NFPA 70	National Fire Protection Association
NFPA 70E	National Fire Protection Association
29 CFR 1910.120	Hazard of Waste and Emergency Response
29 CFR 1926.59	Hazard Communication
29 CFR 1910.1025	Occupational Safety and Health Administration
29 CFR 1910.134	Respiratory Protection Standard
FAR Clause 52.223-3	HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA
Executive Order 10579	“Regulations Relating to the Establishment of Interagency Motor Vehicle Pools and Systems.” November 30, 1954
Executive Order 13423	“Strengthening Federal Environmental, Energy, and Transportation Management,” January 24, 2007
E.O. 13423	Installation Energy Management Program and Water Conservation Programs
E.O. 13514	Installation Energy Management Program and Water Conservation Programs
FAR Clause 52.223-2	AFFIRMATIVE PROCUREMENT OF BIOBASED PRODUCTS UNDER SERVICE AND CONSTRUCTION CONTRACTS.
FAR 52.232-36	U.S. Army Corps of Engineers Construction Equipment Ownership and Operating Expense Schedule

1. CONTRACTOR'S INVOICE

DUNS NO: _____
CAGE CODE NO: _____
Invoice Date _____
Invoice Number _____

From: _____

POC/Telephone/email for this invoice: _____

To: Contract Specialist: _____

Below is a Statement of Performance under Contract N40085- _____ Task Order: _____
for _____ at _____

The enclosure provides breakdown of this statement of performance.

- A. Total value of contract/task order through change _____
- B. Percentage of performance complete _____
- C. Value of completed performance _____
- D. Less total of prior payments _____
- E. Amount of this invoice _____

Signature and Title: _____
Date: _____ Signature of Authorized Representative

2. FIRST ENDORSEMENT

Receipt and Acceptance Certification

From: _____
To: _____

1. Payment is recommended as follows:

- A. Amount of work completed to (date) _____
- B. Less: _____
 - Retention _____
 - Other Deductions: _____
- C. Subtotal _____
- D. Less previous payments _____
- E. Certified amount for payment # _____ Final on TO # _____
- F. Elapsed contract time (if applicable) _____
- G. Responsible Certifying UIC _____
- H. Invoice Receipt Date _____
- I. Material/Services Receipt Date _____
- J. Material/Services Acceptance Date _____
- K. Date forwarded to paying office _____
- L. I certify this amount is correct and payment is recommended.

Signature: _____ Date: _____
Signature of Authorized Representative

Name and Title (typed): _____
Phone and address: _____

3. PROMPT PAYMENT CERTIFICATION

I certify that the accounting data provided is accurate, funds have been obligated in appropriate accounting system and changes have been applied to the appropriate accounting classification reference number (ACRN), available funds have been decremented for the amount approved for disbursement and will not be de-obligated and the above invoice is correct and proper for payment.

Signature: _____ Date: _____
Signature of Authorized Representative

Name and Title (typed): _____
Phone and address: _____

Line(s) of accounting to be used for this invoice (include appropriate Line Item # (CLIN, SLIN, or ACRN, etc))

- Initial Report
- Follow-up Report
- Final Report

ATTACHMENT J-0200000-05-1

Contractor Significant Incident Report (CSIR)

1. General Information		
Contracting Activity/ROICC Office:		
Accident Classification:		
<input type="checkbox"/> Injury <input type="checkbox"/> Fatality <input type="checkbox"/> Environment <input type="checkbox"/> Procedural Issues <input type="checkbox"/> Lessons Learned <input type="checkbox"/> Illness <input type="checkbox"/> Property Damage <input type="checkbox"/> Other _____		
Involving:		
<input type="checkbox"/> Confined Space <input type="checkbox"/> Equip/Mrt Ver/Mat Handling (Heavy Construction Equip.) <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Crane and Rigging <input type="checkbox"/> Equip/Mrt Ver/Mat Handling (Material Handling) <input type="checkbox"/> Trenching/Excavation <input type="checkbox"/> Diving <input type="checkbox"/> Equip/Mrt Ver/Mat Handling (Man-Lift/Elevated Platform) <input type="checkbox"/> Waterfront/Marine <input type="checkbox"/> Demolition/Renovation <input type="checkbox"/> Fall from Ladder <input type="checkbox"/> Fall from Scaffold <input type="checkbox"/> Other _____ <input type="checkbox"/> Electrical <input type="checkbox"/> Fall from Roof <input type="checkbox"/> Fire		
2. Personal Information		
Name (Last, First, MI):	Age:	Sex:
Job Title/Description:	Employed By:	
Supervisor Name (Last, First, MI) & Title:	Was the person trained to perform this activity/task? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What type of training was received (OJT, classroom, etc)?	Date of the most recent formal training and topics discussed?	
3. Witness Information		
Witness #1: Name (Last, First, MI):	Job Title/Description:	
Employed By:	Supervisor Name (Last, First, MI):	
Witness #2: Name (Last, First, MI):	Job Title/Description:	
Employed By:	Supervisor Name (Last, First, MI):	
Additional Witnesses: (List any additional witnesses on a separate sheet and attach.)		
<input type="checkbox"/> Yes <input type="checkbox"/> No		

4. Contract Information		
Type of Contract:		
<input type="checkbox"/> A/E <input type="checkbox"/> BOS <input type="checkbox"/> CLEAN <input type="checkbox"/> Construction <input type="checkbox"/> Design Build <input type="checkbox"/> FSCC <input type="checkbox"/> FSSC <input type="checkbox"/> JOC <input type="checkbox"/> RAC <input type="checkbox"/> Service <input type="checkbox"/> Other _____		
Contract Number & Title:		Industrial Group & Industrial Type:
Prime Contractor Name/Address/Phone & Fax No:		Sub Contractor Name/Address/Phone & FAX No:
Safety Manager (Last, First, MI):		Safety Manager (Last, First, MI):
Insurance Carrier:		Insurance Carrier:
5. Accident Description		
Date of Accident:	Time of Accident:	Exact Location of Accident:
Describe the accident in detail in your words: (Use the back of page if you need additional space)		
Direct Cause(s) of Accident:		

Indirect Cause(s) of Accident:	
Action(s) taken to prevent re-occurrence or provide on-going corrective actions:	
Corrective Action Beginning Date:	Anticipated Completion Date:
<p>Personal Protective Equipment:</p> <p style="margin-left: 40px;"> <input type="checkbox"/> Available and used <input type="checkbox"/> Available and not used <input type="checkbox"/> Not Required </p> <p style="margin-left: 40px;"> <input type="checkbox"/> Not related to Mishap <input type="checkbox"/> Wrong PPE for job </p> <p>List PPE Used:</p>	
Type of Construction Equipment (Make, Model, Serial #, VIN#) Involved:	
<p>Was Hazardous Material Spilled/Released? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please List Hazardous Material(s) Involved:</p>	
Who provided first aid or cleanup of mishap site?	
<p>Any blood-borne pathogen exposure, other than EMTs? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Who?</p>	
List OSHA and WM-385-1-1 standards that were violated:	
<p>Was site secured and witness statements taken immediately? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>By Whom?</p>	

6. Injury Illness/Fatality Information		
Severity of Injury/Illness:		
<input type="checkbox"/> Fatality	<input type="checkbox"/> Lost Workday Case Involving Days Away From Work	
<input type="checkbox"/> Temporary Disability	<input type="checkbox"/> Recordable Workday Case Involving Restricted Duty	
<input type="checkbox"/> Permanent Total Disability	<input type="checkbox"/> Other Recordable Case	<input type="checkbox"/> Recordable First Aid Case
<input type="checkbox"/> Permanent Partial Disability	<input type="checkbox"/> Non-Recordable Case	<input type="checkbox"/> No Injury
Estimated Days Lost:	Estimated Days Hospitalized:	Estimated Days Restricted Duty:
List Primary Body Part Affected:	List Other Body Part(s) Affected:	
Nature of Injury/Illness for Primary Body Part (Examples: Amputation, Burn, Hernia):		
Type of Accident (Examples: Fall same level, Lifting, Bitten, Exerted):		
Source of Accident (Examples: Crane, Carbon Monoxide, Ladder, Welding Equipment):		
7. Casual Factors (Explain answers on supplementary sheet)		
• Design – Design of facility, workplace, or equipment was a factor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Inspection/Maintenance – Inspection & Maintenance procedures were a factor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Persons Physical Condition – In your opinion, the physical condition of the person was a factor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Operation Procedures – Operating procedures were a factor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Job Practices – One or more job safety/health practices not being followed when the accident occurred contributed to the accident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Human Factors – One or more human factors, such as a person's size or strength contributed to the accident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Environmental Factors – Heat, cold, dust, sun, glare, etc., contributed to the accident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Chemical and Physical Agent Factors – Exposure to chemical agents, such as dust, fumes, mist, vapors, or physical agents such as noise, radiation, etc., contributed to the accident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Office Factors – Office setting such as lifting office furniture, carrying, stooping, contributed to the accident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Support Factors – Inappropriate tools/resources were provided to perform the task?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• PPE – Improper selection, use or maintenance of PPE contributed to the accident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Drugs/Alcohol – In your opinion, were drugs or alcohol a factor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Job Hazard Analysis – The lack of an adequate (IAW-EM-385-1-1 Sec 01.A) activity hazard analysis was a contributing factor.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Job Hazard Analysis – JHA was not site specific and/or did not address the type of work/operations performed when the mishap occurred.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Management – A lack of adequate supervision contributed to the accident.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Management – Inadequate information was provided at pre con meeting.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

8. OSHA Information			
Date OSHA was Notified:	Date(s) of Investigation:	Date of citation: (Attach Copy)	Dollar amount of Penalties:
9. Report Preparer			
Name (Last, First, MI):		Date of Report:	
Title:		Signature:	
Employer:			
Phone #:			

CONTRACTOR SIGNIFICANT INCIDENT REPORT (CSIR) INSTRUCTIONS

Complete Sections Appropriate to Incident (Rev. 06/02).

NOTE: THE ATTACHED CSIR FORM IS TO BE USED BY CONTRACTORS TO RECORD THE RESULTS OF THEIR ACCIDENT/INCIDENTS INVESTIGATIONS AND SHALL BE PROVIDED TO THE CONTRACTING OFFICER WITHIN THE REQUIRED TIMEFRAMES.

GENERAL. Complete a separate report for each person who was injured in the accident. A report needs to be completed for all OSHA recordable accidents, property damage in excess of \$2000.00 (This amount is for record purposes only. GOV is not required to enter property damage reports into FAIR database if it is less than \$10,000.00.), WHE accidents, or near miss/high visibility mishaps. Please type or print legibly. Appropriate items shall be marked with an "X" in box(es), non-applicable sections shall be marked "N/A". If additional space is needed, provide the information on a separate sheet of paper and attach to the completed form.

Mark the report:

INITIAL – If this form is being used as initial notification of a Fatality or High Visibility Mishap. The initial form is due within 4 hours of a serious accident. A form marked 'Follow-up' or 'Final' is required within 5 days.

FOLLOW-UP – If you are providing additional information on a report previously submitted.

FINAL – If you are providing a completed report and expect no changes.

SECTION 1 – GENERAL INFORMATION

CONTRACTING ACTIVITY/ROICC OFFICE - Enter the name and address of the Contracting Office administering the contract under which the mishap took place (e.g. ROICC MCBH, ROICC NORFOLK, PWC GUAM, etc.).

ACCIDENT CLASSIFICATION - INJURY/ILLNESS/FATALITY/PROPERTY DAMAGE/-PROCEDURAL ISSUES/- ENVIRONMENTAL/LESSONS LEARNED/OTHER – Mark the appropriate block(s) if the incident resulted in any of these conditions.

INVOLVING - If the mishap involved any of the conditions listed under "Involving" mark the appropriate box(es). Specific questions associated with each of these conditions are available from the Contracting Officer to assist you in your investigation. When these questions are used they shall be attached as part of this report.

SECTION 2 - PERSONAL INFORMATION

NAME - Enter last name, first name, middle initial of person involved.

AGE - Enter age.

SEX - Enter M for Male and F for Female.

JOB TITLE/DESCRIPTION - Enter the job title/description assigned to the injured person (e.g. carpenter, laborer, surveyor, etc.).

EMPLOYED BY - Enter employment company name of the person involved.

SUPERVISOR'S NAME & TITLE - Enter name and title of the immediate supervisor.

WAS PERSON TRAINED TO PERFORM ACTIVITY/TASK? - For the purpose of this section "trained" means the person has been provided the necessary information (either formal and/or on-the-job (OJT) training) to competently perform the activity/task in a safe and healthful manner.

TYPE OF TRAINING - Indicate the specific type of training (classroom or on-the-job) that the injured person received before the accident happened.

DATE OF MOST RECENT FORMAL TRAINING/TOPICS DISCUSSED - Enter the month, day, and year of the last formal training completed that covered the activity/task being performed at the time of the accident. List topics that were discussed at the training identified above.

SECTION 3 - WITNESS INFORMATION

The following applies to Witness #1 and Witness #2:

WITNESS NAME - Enter last name, first name, middle initial of the witness.

JOB DESCRIPTION/TITLE - Enter the job title/description assigned to the witness (e.g. carpenter, laborer, surveyor, etc.).

EMPLOYED BY - Enter the name of the employment company of the witness.

SUPERVISORS NAME - Enter name of immediate supervisor of the witness.

ADDITIONAL WITNESSES - Provide same information, as above, for each witnesses. Use additional pages if necessary.

SECTION 4 - CONTRACTOR INFORMATION

TYPE OF CONTRACT - Mark appropriate box. A/E means architect/engineer. If "OTHER" is marked, specify type of contract on line provided.

CONTRACT NUMBER/TITLE - Enter complete contract number and title of prime contract (e.g. N62477-85-C-0100, 184 Pearl City Hsg. Revitalization).

CONSTRUCTION INDUSTRIAL GROUP AND INDUSTRIAL TYPE – This is the type of construction that will be done at this project.

1. First, you must choose the Industrial Group. You have 4 choices to choose from: (NOTE! Review of the Industrial Types below and knowing what the projects scope of work is will assist you in deciding what the Industrial Group should be.)

- a. Buildings
- b. Heavy Industrial
- c. Infrastructure
- d. Light Industrial

2. Once you have chosen the Industrial Group, you now select the Industrial Type. You have multiple choices under each Group, chose the one you feel fits the project most closely because on most projects there won't be an exact match:

- a. Buildings:
 - (1) Communications Ctr.
 - (2) Dormitory/Hotel
 - (3) High-rise Office
 - (4) Hospital
 - (5) Housing
 - (6) Laboratory
 - (7) Low-rise Office
 - (8) Maintenance Facility
 - (9) Parking Garage
 - (10) Physical Fitness Ctr.
 - (11) Restaurant/Nightclub
 - (12) School
 - (13) Warehouse
- b. Heavy Industrial:
 - (1) Chemical Mfg.
 - (2) Electrical (Generating)
 - (3) Environmental
 - (4) Metals Refining/Processing
 - (5) Mining
 - (6) Natural Gas Processing
 - (7) Oil Exploration/Production
 - (8) Oil Refining
 - (9) Pulp and Paper
- c. Infrastructure:
 - (1) Airport
 - (2) Electrical Distribution
 - (3) Flood Control
 - (4) Highway
 - (5) Marine Facilities
 - (6) Navigation
 - (7) Rail
 - (8) Tunneling
 - (9) Water/Wastewater
- d. Light Industrial:
 - (1) Automotive Assembly/Mfg.
 - (2) Consumer Products Mfg.
 - (3) Foods
 - (4) Microelectronics Mfg.
 - (5) Office Products Mfg.
 - (6) Pharmaceuticals Mfg.

CONTRACTOR'S NAME/ADDRESS/PHONE NUMBER

- (1) PRIME - Enter the exact name (title of firm), address, phone and fax numbers of the prime contractor.
- (2) SUBCONTRACTOR - Enter the exact name, address, phone and fax numbers of any subcontractor involved in the accident.

SAFETY MANAGER'S NAME

- (1) PRIME - Enter the name of the prime contractor safety manager.
- (2) SUBCONTRACTOR - Enter the name of the subcontractors safety manager.

INSURANCE CARRIER

- (1) PRIME - Enter the exact name/title of the prime's insurance company. Policy number not required.
- (2) SUBCONTRACTOR - Enter the exact name of the subcontractor's insurance company. Policy number not required.

SECTION 5 - ACCIDENT DESCRIPTION

DATE OF ACCIDENT - Enter the month, day, and year of accident.

TIME OF ACCIDENT - Enter the local time of accident in military time. Example: 14:30 hrs (not 2:30 p.m.).

EXACT LOCATION OF ACCIDENT - Enter facts needed to locate the accident scene (installation/project name, building/room number, street, direction and distance from closest landmark, etc.).

DESCRIBE THE ACCIDENT IN DETAIL. Fully describe the accident in the space provided. If property damage involved, give estimated dollar amount of damage and/or repair costs involved. If additional space is needed continue on a separate sheet and attach to this report. Give the sequence of events that describe what happened leading up to and including the accident. Fully identify personnel and equipment involved and their role(s) in the accident. Ensure that relationships between personnel and

equipment are clearly specified. Ensure questions below regarding direct cause(s), indirect cause(s), and actions taken are answered. NOTE! Review questions in Section 7 below before completing.
DIRECT CAUSE(S) - The direct cause is that single factor which most directly lead to the accident. See examples below.
INDIRECT CAUSE(S) - Indirect cause are those factors, which contributed to, but did not directly initiate the occurrence of the accident.

Examples for Direct and Indirect Cause:

1. Employee was dismantling scaffold and fell 12 feet from unguarded opening.

Direct cause: Failure to provide fall protection at elevation

Indirect causes: Failure to enforce safety requirements: improper training/motivation of employee (possibility that employee was not knowledgeable of fall protection requirements or was lax in his attitude toward safety); failure to ensure provision of positive fall protection whenever elevated; failure to address fall protection during scaffold dismantling in phase hazard analysis.

2. Private citizen had stopped his vehicle at intersection for red light when vehicle was struck in rear by contractor vehicle. (note contractor vehicles was in proper safe working condition.)

Direct cause: Failure of contractor driver to maintain control of and stop contractor vehicle within safe distance.

Indirect cause: Failure of employee to pay attention to driving (defensive driving).

ACTION(S) TAKEN TO PREVENT RE-OCCURRENCE OR PROVIDE ON-GOING CORRECTIVE ACTIONS. Fully describe all the actions taken, anticipated, and recommended to eliminate the cause(s) and prevent reoccurrence of similar accidents/illnesses. Continue on back or additional sheets of paper if necessary to fully explain and attach to the complete report form.

CORRECTIVE ACTION DATES -

(1) Beginning - Enter the date when the corrective action(s) identified above will begin.

(2) Anticipated Completion - Enter the date when the corrective action(s) identified above will be completed.

PERSONAL PROTECTIVE EQUIPMENT (PPE) - Mark appropriate box(es) and list PPE which was being used by the injured person at the time of the accident (e.g. protective clothing, shoes, glasses, goggles, respirator, safety belt, harness, etc.)

TYPE OF CONTRACTOR EQUIPMENT - Enter the Serial Number, Model Number and specific type of equipment involved in the mishap (e.g. dump truck (off highway), crane (rubber tire), pump truck (concrete), etc.).

WAS HAZARDOUS MATERIAL SPILLED/RELEASED? - Mark appropriate block and list name(s) of any reportable quantities of hazardous materials spilled/released during the mishap.

WHO PROVIDED FIRST AID OR CLEAN-UP OF MISHAP SITE? - List name(s) of individual(s) and employer, if known.

ANY BLOOD-BORNE PATHOGEN EXPOSURE, OTHER THAN EMT? - Mark appropriate block and list name(s) of individual(s) and employer, if known.

LIST OSHA AND/OR EM 385-1-1 STANDARDS THAT WERE VIOLATED. - Self explanatory.

WAS SITE SECURED AND WITNESS STATEMENT TAKEN IMMEDIATELY? - Mark appropriate block and list by whom.

SECTION 6 - INJURY/ILLNESS/FATALITY INFORMATION

SERVERITY OF INJURY/ILLNESS – Mark appropriate box.

ESTIMATED DAYS LOST - Enter the estimated number of workdays the person will lose from work. Update when final data is known.

ESTIMATED DAYS HOSPITALIZED - Enter the estimated number of workdays the person will be hospitalized. Update when final data is known.

ESTIMATED DAYS RESTRICTED DUTY - Enter the estimated number of workdays the person, as a result of the accident, will not be able to perform all of their regular duties. Update when final data is known.

BODY PART(S) AFFECTED - Enter the most appropriate primary and when applicable, secondary, etc. body part(s) affected (e.g. arm: wrist: abdomen: single eye; jaw : both elbows: second finger: great toe: collar bone: kidney, etc.).

NATURE OF INJURY/ILLNESS FOR PRIMARY BODY PART - Enter the most appropriate nature of injury/illness (e.g. amputation, back strain, dislocation, laceration, strain, asbestosis, food poisoning, heart conditions, etc.).

TYPE AND SOURCE OF INJURY/ILLNESS - Type and Source Codes are used to describe what caused the incident.

(1) TYPE Code stands for an "Action" (Example: Worker, installing conduit, lost his balance and fell five feet from a ladder.

Type Code: Fell different levels".) Select the most appropriate Type of injury from the list below:

TYPE OF INJURY/ILLNESS

STRUCK BY/AGAINST	CONTACTED CONTACTED WITH (INJURED PERSON MOVING) CONTACTED BY (OBJECT WAS MOVING)
FELL, SLIPPED, TRIPPED SAME LEVEL/DIFFERENT LEVEL/NO FALL	EXERTED LIFTED, STRAINED BY (SINGLE ACTION) STRESSED BY (REPEATED ACTION)
CAUGHT ON/IN/BETWEEN	EXPOSED INHALED/INGESTED/ABSORBED/EXPOSED TO
PUNCTURED, LACERATED PUNCTURED BY/CUT BY/STUNG BY/BITTEN BY	TRAVELING IN

(2) SOURCE Code stands for an "object or substance." (Example: Worker, installing conduit, lost his balance and fell five feet from a ladder. Source Code: "Ladder".) Select the most appropriate Source of injury from the list below:

SOURCE OF INJURY/ILLNESS

<p>BUILDING OR WORKING AREA WALKING/WORKING AREA STAIRS/STEPS LADDER FURNITURE BOILER/PRESSURE VESSEL EQUIPMENT LAYOUT WINDOWS/DOORS ELECTRICITY</p>	<p>DUST, VAPOR, ETC. DUST (SILICA, COAT, ETC.) FIBERS ASBESTOS GASES CARBON MONOXIDE MIST, STEAM, VAPOR, FUME WELDING FUMES PARTICLES (UNIDENTIFIED)</p>
<p>ENVIRONMENT CONDITION TEMPERATURE EXTREME (INDOOR) WEATHER (ICE, RAIN, HEAT, ETC.) FIRE, FLAME, SMOTE (NOT TABACCO) NOISE RADIATION LIGHT VENTILATION TOBACCO SMOKE STRESS (EMOTIONAL) CONFINED SPACE</p>	<p>CHEMICAL, PLASTIC, ETC. DRY CHEMICAL - CORROSIVE DRY CHEMICAL - TOXIC DRY CHEMICAL - EXPLOSIVE DRY CHEMICAL - FLAMMABLE LIQUID CHEMICAL - CORROSIVE LIQUID CHEMICAL - TOXIC LIQUID CHEMICAL - EXPLOSIVE LIQUID CHEMICAL - FLAMMABLE PLASTIC WATER MEDICINE</p>
<p>MACHINE OR TOOL HAND TOOL (POWERED: SAW, GRINDER, ETC.) HAND TOOL (NON POWERED) MECHANICAL POWER TRANSMISSION APPARATUS GUARD, SHIELD (FIXED, MOVEABLE, INTERLOCK) VIDEO DISPLAY TERMINAL PUMP, COMPRESSOR, AIR PRESSURE TOOL HEATING EQUIPMENT WELDING EQUIPMENT</p>	<p>INANIMATE OBJECT BOX, BARREL, ETC. PAPER METAL ITEM, MINERAL NEEDLE GLASS SCRAP, TRASH, WOOD FOOD CLOTHING, APPAREL, SHOES</p>
<p>MACHINE OR TOOL HAND TOOL (POWERED: SAW, GRINDER, ETC.) HAND TOOL (NON POWERED) MECHANICAL POWER TRANSMISSION APPARATUS GUARD, SHIELD (FIXED, MOVEABLE, INTERLOCK) VIDEO DISPLAY TERMINAL PUMP, COMPRESSOR, AIR PRESSURE TOOL HEATING EQUIPMENT WELDING EQUIPMENT</p>	<p>INANIMATE OBJECT BOX, BARREL, ETC. PAPER METAL ITEM, MINERAL NEEDLE GLASS SCRAP, TRASH, WOOD FOOD CLOTHING, APPAREL, SHOES</p>
<p>VEHICLE AS DRIVER OF PRIVATELY OWNED, RENTAL VEH. AS PASSENGER OF PRIVATELY OWNED, RENTAL VEH. DRIVER OF GOVERNMENT VEHICLE PASSENGER OF GOVERNMENT VEHICLE COMMON CARRIER (AIRLINE, BUS, ETC.) AIRCRAFT (NOT COMMERCIAL) BOAT, SHIP, BARGE</p>	<p>ANIMATE OBJECT DOG OTHER ANIMAL PLANT INSECT HUMAN (VIOLENCE) HUMAN (COMMUNICABLE DISEASE) BACTERIA, VIRUS (NOT HUMAN CONTACT)</p>
<p>MATERIAL HANDLING EQUIPMENT EARTHMOVER (TRACTOR, BACKHOE, ETC.) CONVEYOR (FOR MATERIAL AND EQUIPMENT) ELEVATOR, ESCALATOR, PERSONNEL HOIST HOIST, SLING CHAIN, JACK CRANE FORKLIFT HANDTRUCK, DOLLY</p>	<p>PERSONAL PROTECTIVE EQUIPMENT PROTECTIVE CLOTHING, SHOES, GLASSES, GOGGLES RESPIRATOR, MASK DIVING EQUIPMENT SAFETY BELT, HARNESS PARACHUTE</p>

SECTION 7 - CAUSAL FACTORS

Review thoroughly. Answer each question by marking the appropriate block. NOTE! If any answer is yes, explain in section 5 above.

(1) DESIGN - Did inadequacies associated with the building or work site play a role? Would an improved design or layout of the equipment or facilities reduce the likelihood of similar accidents? Were the tools or other equipment designed and intended for the task at hand?

- (2) INSPECTION/MAINTENANCE - Did inadequately or improperly maintained equipment, tools, workplace, etc., create or worsen any hazards that contributed to the accident? Would better equipment, facility, work site or work activity inspections have helped avoid the accident?
- (3) PERSONS PHYSICAL CONDITION - Do you feel that the accident would probably not have occurred if the employee was in "good" physical condition? If the person involved in the accident had been in better physical condition, would the accident have been less severe or avoided altogether? Was overexertion a factor?
- (4) OPERATION PROCEDURES - Did lack of or inadequacy within established operating procedures contribute to the accident? Did any aspect of the procedures introduce any hazard to, or increase the risk associated with the work process? Would establishment or improvement of operating procedures reduce the likelihood of similar accidents?
- (5) JOB PRACTICES - Were any of the provision of the Safety and Health Requirements Manual (EM 385-1-1) violated? Was the task being accomplished in a manner which was not in compliance with an established job hazard analysis or activity hazard analysis? Did any established job practice (including EM 385-1-1) fail to adequately address the task or work process? Would better job practices improve the safety of the task?
- (6) HUMAN FACTORS - Was the person under undue stress (either internal or external to the job)? Did the task tend toward overloading the capabilities of the person: i.e., did the job require tracking and reacting to many external inputs such as displays, alarms, or signals? Did the arrangement of the workplace tend to interfere with efficient task performance? Did the task require reach strengths, endurance, agility, etc., at or beyond the capabilities of the employee? Was the work environment ill-adapted to the person? Did the person need more training, experience, or practice in doing the task? Was the person inadequately rested to perform safely?
- (7) ENVIRONMENTAL FACTORS - Did any factors such as moisture, humidity, rain, snow, sleet, hail, ice, fog, cold, heat, sun temperature changes, wind, tides, floods, currents, terrain; dust, mud, glare, pressure changes, lighting, etc., play a part in the accident?
- (8) CHEMICAL AND PHYSICAL AGENT FACTORS - Did exposure to chemical agents (either single shift exposure or long-term exposure such as dusts, fibers, (asbestos, etc.), silica, gases (carbon, monoxide, chlorine, etc.), mists, steam, vapors, fumes, smoke, other particulates, liquid or dry chemicals that are corrosive, toxic, explosive or flammable, by-products of combustion or physical agents such as noise, ionizing radiation, non-ionizing radiation (UV radiation created during welding, etc.) contribute to the accident/incident?
- (9) OFFICE FACTORS - Did the fact that the accident occurred in an office setting or to an office worker have a bearing on its cause? For example, office workers tend to have less experience and training in performing tasks such as lifting office furniture. Did physical hazards within the office environment contribute to the hazard?
- (10) SUPPORT FACTORS - Was the person using an improper tool for the job? Was inadequate time available or utilized to safely accomplish the task? Were less than adequate personnel resources (in terms of employee skills, number of workers, and adequate supervision) available to get the job done properly? Was funding available, utilized and adequate to provide proper tools, equipment, personnel, site preparation, etc.
- (11) PERSONAL PROTECTIVE EQUIPMENT - Did the person fail to use appropriate personal protective equipment (gloves, eye protection, hard-toed shoes, respirator, etc) for the task or environment? Did protective equipment provided or worn fail to provide adequate protection from the hazard(s)? Did lack of or inadequate maintenance of protective gear contribute to the accident?
- (12) DRUGS/ALCOHOL - Is there any reason to believe the person's mental or physical capabilities, judgment, etc., were impaired or altered by the use of drugs or alcohol? Consider the effects of prescription medicine and over the counter medications as well as illicit drug use. Consider the effect of drug or alcohol induced "hangovers".
- (13) JOB/ACTIVITY HAZARD ANALYSIS - Was a written Job/Activity Analysis completed for the task being performed at the time of the accident? If one was made, did it address the hazard adequately or does it need to be updated? If none made, will one be made? These may also need to be addressed in the Corrective Actions Taken section. Mark the appropriate box. If one was made, attach a copy of the analysis to the report.
- (14) MANAGEMENT - Did the lack of supervisor or management support play a part in the mishap? Mark the appropriate box.

SECTION - 8 OSHA INFORMATION - Complete this section if applicable

SECTION 9 - REPORT PREPARER

Providing a completed CSIR to the Contracting Officer is the PRIME CONTRACTOR'S RESPONSIBILITY. Enter the name, date of report, title, employer, phone number and signature of person completing the accident report and provide it to the Contracting Officer, or his representative, responsible for oversight of that contractor activity. NOTE! If prepared by other than the Prime Contractor, a person employed by the Prime Contractor must sign that they have reviewed and concur with the report and it's findings (e.g. company owner, project supervisor/foreman, Safety Officer, etc.).

ATTACHMENT J-0200000-6
DENIAL OF CONTRACTOR ID CARD ISSUANCE



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATION-EAST, MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NC 28542-0004

IN REPLY REFER TO:

1320

PMO

From: Commanding General, Marine Corps Base, Camp Lejeune

Subj: DENIAL OF CONTRACTOR ID CARD ISSUANCE

Ref: (a) MARADMIN 533/08
(B) BO 5512.1C W/Ch 1,2&3

1. After reviewing your background check, this office is not able to issue you an ID card based on the reason indicated below.

Installation access shall be denied if it is determined that an employee:

- a. Is listed on the National Terrorist Watch List.
- b. Is not a U.S. Citizen and is illegally present in the U.S. or whose U.S. citizenship, immigration status or Social Security Number cannot be verified.
- c. Is subject to an outstanding criminal warrant of any type.
- d. Has knowingly submitted false or fraudulent information.
- e. Has been issued a debarment order and is currently banned from any military installations. (PNG)
- f. Is on a prisoner work-release program or currently on parole.
- g. Is a registered sex offender regardless of date of the criminal offense.
- h. Has been convicted of a drug crime within the past five years.

ATTACHMENT J-0200000-06
DENIAL OF CONTRACTOR ID CARD ISSUANCE

Subj: DENIAL OF CONTRACTOR ID CARD ISSUANCE

- i. Has obtained a conviction for the following types of criminal offenses within the last five years:
 - 1) Offenses of a sexual nature
 - 2) Offenses of violence
 - 3) Offenses related to gang activity, supremacist or extremist behavior
 - 4) Offenses in which weapon instrumentality was used either as a means of violence or a threat of violence
 - 5) Offenses were offender is pending a trial
- j. Has received a DUI/DWI in the last year. This applies only to Delivery drivers, all others may be allowed access to the installation, but will not be permitted to drive on the installation
- k. Has had driving privileges revoked aboard any installation. This applies only to delivery drivers, all others may be allowed access to the installation, but will not be permitted to drive on the installation.
- l. Has had military active duty terminated by receipt of a dishonorable discharge or bad conduct discharge.
- m. Has exhibited characteristics, traits or other indications that cause concern for the health, safety or welfare of personnel and/or residents aboard the base; or that cause concern for the physical security or environment of the base (this can be an incident that has occurred at any time in the past and will need to be reviewed by the Officer in the building).
- n. Any reason the Installation Commander deems reasonable for good order and discipline.

2. Appeal Process. All appeals should be directed to Base Inspector's Office, Bldg. 27 for any individual that has been denied access to the base.

ATTACHMENT J-0200000-06
DENIAL OF CONTRACTOR ID CARD ISSUANCE

3. Please refer any questions or comments to the supervisor of the Contractor ID Office, **Mr. Terry Scott at 910-451-0743.**

By direction of
Commander, MCIEAST-MCB



ATTACHMENT J-0200000-07
VISITOR CENTER AND CONTRACTOR VETTING ACCESS CONTROL
UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EA. ST-HARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE, NC 28542-0005

5500
PMO

PROVOST MARSHAL SPECIAL ORDER 48-13

From: Provost Marshal, Marine Corps Installations East-Marine
Corps Base, Camp Lejeune
To: Distribution

Subj: VISITOR CENTER AND CONTRACTOR VETTING ACCESS CONTROL

Ref: (a) BO 5512.1C
(b) BO 5560.2N
(c) MARADMIN 533/08

Encl: (1) Sample Delivery Letter
(2) Sample Business Letter

1. Situation. To promulgate policies and procedures in accordance with references (a) through (c), for the operation of the Visitor's Center and Contractor Identification (ID) Office, regarding visitor and contractor vetting for Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) and Marine Corps Air Station, New River (MCAS New River).

2. Mission. To operate, policies must be in place to guide all Visitor and Contractor ID Office clerks in order to ensure that the daily operations of the offices are conducted fairly, clearly and without question. Uniformity is imperative to earning and keeping the trust and confidence of the individuals who live and work aboard MCIEAST-MCB CAMLEJ and MCAS New River and tenant commands.

3. Execution

a. Provost Marshal's Intent. The purpose of this Order is to establish an effective and efficient access control policy. The Commanding General (CG) MCIEAST-MCB CAMLEJ and Commanding Officer (CO), MCAS New River must ensure all personnel who are granted access to the Installations are properly identified and vetted prior to gaining access.

ATTACHMENT J-0200000-07
VISITOR CENTER AND CONTRACTOR VETTING ACCESS CONTROL

Subj: PROVOST MARSHAL SPECIAL ORDER FOR ACCESS CONTROL FOR THE VISITOR'S CENTER AND CONTRACTOR IDENTIFICATION OFFICE FOR CONTRACTOR VETTING

b. Concept of Operations. Per references (a) through (c), all individuals who access MCIEAST-MCB CAMLEJ, MCAS New River,, and tenant commands are subject to installation access control measures, including identity proofing, vetting, vehicular searches, personnel searches, and internal security regulations.

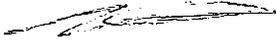
c. Tasks. The Provost Marshal Office's (PMO) will establish entry control point (gate) procedures to prevent unauthorized entry/access by personnel and vehicles and enforce all applicable internal security regulations consistent with this Order.

4. Administration and Logistics. This Special Order is applicable to all personnel assigned to the Visitor's Center and Contractor ID Office. Failure to follow the procedures set forth herein may subject a violator to administrative and/or disciplinary proceedings in appropriate cases.

5. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ and MCAS New River.

b. Signal. This Order is effective immediately.



R. E. CATO II

DISTRIBUTION: A

Chapter 1

PROCESSING BACKGROUND CHECKS

1. Responsibility. References (a) through (c), and this Order require that contractors provide a letter from the CG, MCIEAST-MCB CAMLEJ and CO, MCAS New River Contracting Office with contract number, name of employees, and two forms of ID that contain a photo. Valid forms of ID include but are not limited to; Military dependent ID card, Military retiree ID card, ID card issued by Federal, State or Local Government Agencies, and/or passport, proof of United States Citizenship or work visa. Only original documents can be accepted, facsimiles, emails, and/or copies cannot be accepted for any missing documents.

2. The Visitor's Center or Contractor ID Office will conduct a nationwide background check. The individual's full name, and date of birth, will be verified using a valid form of identification. If any of the following offenses and/or disposition is listed on the background check, access shall not be granted to the Installations.

- a. On national terrorist watch list.
- b. Not a legal U.S. Citizen.
- c. On a prisoner work-release program or currently on parole.
- d. A registered sex offender.
- e. Have been convicted of a felony or drug crime within the past five years.

3. ID checks through the Consolidated Law Enforcement Operations Center (CLEOC) and Criminal Justice Law Enforcement Automated Data Service (CJLEADS) will also be conducted. If any information listed below appears, access to the Installation will be denied.

- a. Outstanding criminal warrant(s) of any type.
- b. Pending a felony charge(s).
- c. Individual whose military active duty has terminated by the receipt of a dishonorable discharge or bad conduct discharge.

ATTACHMENT J-0200000-07
VISITOR CENTER AND CONTRACTOR VETTING ACCESS CONTROL

d. Debarment order stating individual is currently banned from any military installation.

e. Individual who has received a Driving Order the Influence (DUI)/Driving While Intoxicated (DWI) within the last 12 months; individual may be allowed to access the Installation but will not be permitted to drive on the Installation.

f. Current revocation of driving privileges aboard any military installation; individual shall not be allowed access to the Installation or be permitted to drive aboard the Installation.

4. If the individual is not in CLEOC, they must be entered into the system whether or not they plan to receive a DoD decal.

5. If there are no derogatory entries on the individual's record and all paperwork is received; they will be issued a contractor's identification card. This identification card will be issued for a maximum of one year or the complete length of contract, whichever is less. The individual must possess the card at all times. Upon completion or termination, the employee or employer must turn in the card to the Contractor's ID Office. If the employer is unable to obtain a card, the Contracting Office must be notified.

6. If for any reason access is denied, Visitor Center and/or Contractor ID Office personnel will verbally explain the appeal process. An appeal can be submitted to the Assistant Chief of Staff, Security and Emergency Services Office, MCIEAST-MCB CAMLEJ, Building 58. They may also complete the appeal online at the following website: <http://www.mcieast.marines.mil/StaffOffices/CommandInspectorGeneral/Appeals.aspx>.

Chapter 3

PROCESSING AND COMPLETION OF BUSINESS LETTER

1. Prior to reporting to the Contractor ID Office, the individual must make an appointment with the office due to the length of the process. The same steps that are outlined in Chapter 1 of this Order will be followed during processing and completion of business letters per enclosure (2). Additionally, the owner will provide the below listed paperwork:

a. Health Code Rating (only required for restaurants). If the restaurant is already established aboard the Installation (i.e. Domino's, Burger King, Wendy's, and/or Michelangelo's) no Health Code Rating is necessary.

b. If the establishment is not a restaurant, they must provide proof of insurance for that business.

c. A copy of the individual's driver's license, social security card, and other required paperwork that is copied will be stored in the facility in an approved locked cabinet per applicable orders and directives.

d. The contractor must keep the letter and the card they are issued on their person at all times. The card and letter will be issued for a maximum of one-year or for the duration of contract, whichever is less. Upon completion or termination, the employee or employer must turn in the card to the Contractor's ID Office.

ATTACHMENT J-0200000-07
VISITOR CENTER AND CONTRACTOR VETTING ACCESS CONTROL

l. Temporary passes must be stamped with the expiration date of the pass and the Vehicle Registration (VEH REGS) stamp.

m. Upon contract completion or termination of the contract, decals shall be removed from the vehicle. The employer must notify the Contractor ID Office of early termination. ID card and/or decal must be returned, failure to return these items are a direct violation of references (a) through (c), and the individual can be legally processed for withholding government property.

ATTACHMENT J-0200000-07
VISITOR CENTER AND CONTRACTOR VETTING ACCESS CONTROL

SAMPLE DELIVERY LETTER



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE, NC 28542-0005

5000
ADJ
DD MMM YY

From: Commanding General, Marine Corps Installations East-
Marine Corps Base, Camp Lejeune
To: Mr/Ms. *First MI Last, Insert Street, City, North Carolina*
00000

Subj: AUTHORIZATION TO DELIVER SUBSISTENCE ABOARD MARINE CORPS
INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE OR
MARINE CORPS AIR STATION NEW RIVER FOR RESTAURANT/DELIVERY
SERVICE NAME, LOCATION OF RESTAURANT, JACKSONVILLE,
NORTH CAROLINA

Ref: (a) BO 5370.4H
(b) BO 10110.2F

1. Per references (a) and (b), you are authorized to conduct business aboard Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) and Marine Corps Air Station New River (MCAS, New River) as a representative subject named establishment, providing you continue to meet the requirements.
2. You certify that you have a valid driver's license and that you are not under suspension or revocation by MCIEAST-MCB CAMLEJ or any state.
3. You will be required to present your driver's license with this authorization upon request. This authorization will be carried at all times while delivering subsistence aboard this Installation.
4. You are required to display this authorization at Building 818 (Visitor's Center) in order to obtain a visitor's pass on each delivery and at any other time as may be necessary. In addition, you are required to provide proof of food orders received and delivery destination to any authority upon request, and also no deliveries will be made to unaccompanied personnel housing (barracks) between the hours of 0001 to 0700.

Enclosure (1)

SAMPLE BUSINESS LETTER



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE, NC 28542-0005

5000
ADJ
DD MMM YY

From: Commanding General, Marine Corps Installations East-
Marine Corps Base, Camp Lejeune
To: Mr./Ms. *First MI Last, Insert Street, City, North Carolina*
00000

Subj: AUTHORIZATION TO CONDUCT BUSINESS ABOARD MARINE CORPS
INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE OR
MARINE CORPS AIR STATION NEW RIVER E'OR *RESTAURANT/DELIVERY*
SERVICE NAME, LOCATION OF RESTAURANT, JACKSONVILLE, NORTH
CAROLINA

Ref: (a) BO 5370.4H
(b) BO 10110.2F

1. Per references (a) and (b), you are authorized to conduct business aboard Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ)OR Marine Corps Air Station, New River (MCAS, New River) as a representative of subject named establishment, provided you continue to meet the requirements. You are not permitted to visit government quarters and rental housing except by request and appointment. Rental housing includes Midway Park, Tarawa Terrace, and Knox Trailer Park. Personnel soliciting, which includes house-to-house, individual-to-individual and organization-to-organization, either in person or by telephone, anywhere on this Installation is prohibited. The only authorized, method of solicitation is conducted through the United States Postal Service. If an individual replies to such a communication, it then becomes a personal matter and a private transaction.

a. Each time you desire to transact business, you will first obtain clearance from the Area Commander concerned. You are not permitted to enter any storeroom, squad room, troop barracks, or sleeping quarters except when it is designated as a place of meeting by the appropriate Area Commander or immediate Commanding Officer of the individual being contacted.

Subj: AUTHORIZATION TO CONDUCT BUSINESS ABOARD MARINE CORPS
INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE AND
MARINE CORPS AIR STATION NEW RIVER FOR **RESTAURANT/
DELIVERY SERVICE NAME, LOCATION OF RESTAURANT,**
JACKSONVILLE, NORTH CAROLINA

CERTIFICATION:

My signature below denotes my receipt of the authorization and
indicates my having read and understand the orders and regula-
tions governing solicitation and delivery of subsistence aboard
MCIEAST-MCB CAMLEJ.

Permit #0000

Validated by: Enter initials

Representative's Signature

J-0200000-09
GOVERNMENT FURNISHED EQUIPMENT

DESCRIPTION	MFR	MODEL	UI	QTY.	SERIAL #	BLDG #	LOCATION
Radio, Handheld	Harris	Unity XG-100	EA	1	A40200037591	1410	Office
Radio, Handheld	Harris	Unity XG-100	EA	1	A40200037584	1410	Office
Radio, Handheld	Harris	Unity XG-100	EA	1	A40200037585	1410	Office
Radio, Charger	Harris	6 Bank	EA	1		1410	Office
Grinder, Bench 6"	Delta	GR275	EA	1	200733-XL	1410	Welding Shop
Tap & Die Set	Sears Craftsman	952377	EA	1	MY52377	1410	Welding Shop
Bench Vise, Utility, 6 1/2"	Wilton	676	EA	2	NA	1410	Welding Shop
Oven, Electric			EA	1	931770583	1410	Welding Shop
Machine, Welder	Millermatic	251	EA	1	LH281090B	1410	Welding Shop
Drill, Press, Floor Mount	Orbit		EA	1	500208	1410	Welding Shop
Kit, Chest	NA	NA	EA	1	NA	1410	Welding Shop
Shear, Break, Roll 12"			EA	1	3447	1410	Welding Shop
Pressure Washer	Honda	BE225M	EA	1	PL19708	1410	Mower Shop
Tow Bar	IBIS TEK		EA	1	3873	1410	Mower Shop
Generator	Honda	EM3000C	EA	1	GCAE1506249	1410	Mower Shop
Plate Compactor	Multiqui	MVC88VGH	EA	1	U9272	1410	Mower Shop
Hydraulic Power, Gen, 18Hp	ICS/Vanguard	350447	EA	1	1714992	1410	Mower Shop
Paint Spray Gun, Airless	Spray Tech	GPH80	EA	1	2222000	1410	Mower Shop
Water Pump, High Pressure	North Star	10625	EA	1	N/A	1410	Mower Shop
Winch	Warn	26626	EA	1	704286	1410	Mower Shop
Winch, Industrial	Warn	Series 12	EA	1	C3848	1410	Mower Shop
Concrete Saw, 15"	ICS	853 Pro	EA	1	06927	1410	Mower Shop
3 Ton Jack	Lincoln		EA	1	G3838	1410	Mower Shop
Box, Tool	NA	NA	EA	1	86041	1410	Mower Shop
Cleaner, Vacuum	Hild		EA	1	D02643825	1410	Mower Shop
Compressor, Air	Speed Aire	Tire Pump	EA	1	101386H-620049	1410	Mower Shop
Set, Tool, 167 pc			SE	1	33167	1410	Mower Shop
Auger (3 pt hitch)	Bush Hog		EA	1		1410	Mower Shop
Seeder, PTO Operated	Agrex	150	EA	1	LM-09	1410	Mower Shop
Air Compressor	Speed Aire	4LW38/13H30	EA	1	088590871236YT4	1410	Truck, International
Machine, Welder	Miller	Bobcat 225	EA	1	93177-0798	1410	Truck, International
Grinder, Angle 7"	Dewalt	DW747	EA	1	029353	1410	Truck, International
Air Hammer	Snap-On		EA	1	PH3050	1410	Truck, International
Ratchet Wrench, Pneumatic 1/2"	Ingersoll-Rand	1099XP	EA	1		1410	Truck, International
Impact Wrench, Pneumatic 3/4"	Ingersoll-Rand		EA	1		1410	Truck, International
Impact Wrench, Pneumatic 1/2"	Snap-On	IM6100	EA	1		1410	Truck, International
Pneumatic Angle Rotary Tool	Kobalt		EA	1	KT00406	1410	Truck, International
Grinder, Angle 4 1/2"	Dewalt	28402	EA	1	311079	1410	Truck, International
Grinder, Angle 4 1/2"	Dewalt	DW402	EA	1	813030	1410	Truck, International
Air Compressor	Speed Aire		EA	1	04072999	1410	Truck, Chevrolet
Machine, Welder	Miller	Bobcat 225	EA	1	LA086322	1410	Truck, Chevrolet
Kit, Tool	NA	NA	EA	1	N/A	1410	Truck, Chevrolet
Drill, Impact, Half		C98-6013	EA	1	1589003859	1410	Truck, Chevrolet
Drill, Press, 17" Floor Mount	Sears Craftsman	113 213170	EA	1	92135R0051	1404	Construction Shop
Saw, Band	Delta		EA	1	86G25279	1404	Construction Shop
Saw, Circular	Dewalt	C98-0114	EA	1	70320	1404	Construction Shop
Saw, Radial	Delta	33-890	EA	1	7PE56B3409E	1404	Construction Shop
Saw, Table	Delta	Unisaw	EA	1	03D29471	1404	Construction Shop
Saw, Table	Sears Craftsman		EA	1	RFS4042	1404	Construction Shop
Saw, Panel	Milwaukee		EA	1	697A903230038	1404	Construction Shop
Saw, Miter, Single Compound	Dewalt 12"	DW705	EA	1	39925	1404	Construction Shop
Saw, Miter, Double Compound	Dewalt 12"	DW716	EA	1	964567 2010 4949	1404	Construction Shop
Planer	Delta		EA	1	035454	1404	Construction Shop
Cleaner, Air	Trion	FRED-JR	EA	1	FJR1XV-00-00120	1404	Construction Shop
Grinder, Bench, 6"	Dayton	4Z672D	EA	1	200111	1404	Construction Shop
Pallet Jack	Presto Lifts		EA	1	V037908-100	1404	Construction Shop
Jack, Kit, 10 Ton, Hydraulic		24-520022	EA	1	5120-00-595-8388	1404	Construction Shop
Air Compressor	Dewalt		EA	1	2902012949	1404	Construction Shop

J-0200000-09
GOVERNMENT FURNISHED EQUIPMENT

Wheel Barrow	Jackson		EA	1		1409	End Bay
Wheel Barrow	True Temper		EA	1		1409	End Bay
Mixer, Cement			EA	1	931770046	1409	End Bay
Pallet Jack	Wrangler 80	2048	EA	1	11963	1409	End Bay
Box Blade 6'	Rollins		EA	1		1410	Lot
Silt Fence Plow	Economy Plow		EA	1		SR46	CONT74
Back Hoe (attachment)	Bush Hog	BH850	EA	1		SR46	CONT74
Grader Blade	Land Pride		EA	1		SR46	CONT74
Chop Saw 14" (metal cutting)	Dewalt	DW871	EA	1	525536	1404	Tool Room
Band Saw, Heavy Duty	Milwaukee	6232-6	EA	1	678J404031577	1404	Tool Room
DESCRIPTION	MFR	MODEL	UI	QTY.	SERIAL #	BLDG #	LOCATION
Portable Crane	Spitzlift	LTED436	EA	1	3300006176	1404	Tool Room
Jack stand 5 ton	Norco	81205	PR	1	N/A	1404	Tool Room
Compressor, Air	Sears Craftsman	Pancake, 6 Gal	EA	1	2262041514	1404	Tool Room
Blower, Gas Power	ECHO		EA	1		1404	Tool Room
Hammer, Rotary, 1 1/2"	Milwaukee		EA	1	077610531	1404	Tool Room
Auger/Drill, Gas Power	ECHO		EA	1	510836	1404	Tool Room
Hammer Drill, Electric	Bosh, Bulldog Ext	11255VSR	EA	1	981002198	1404	Tool Room
Drill, Electric, 3/8"	SKIL		EA	1	DK-520211	1404	Tool Room
Hammer Drill, Electric, 1/2"	Bosh	1199VSR	EA	1	3870090005	1404	Tool Room
Finish Sander, 1/3 Sheet	Black & Decker	FS350	EA	1	200432-47	1404	Tool Room
Saw, Circular, 7 1/4"	Dewalt		EA	1	52034	1404	Tool Room
Saw, Reciprocating	Milwaukee		EA	1	962E301043628	1404	Tool Room
Drill, Cordless, 19.2V	Porter Cable 1/2"		EA	1	185134	1404	Tool Room
Drill, Cordless, kit, 18V	Dewalt		EA	1	329393	1404	Tool Room
Palm Sander, 1/4 Sheet	Dewalt		EA	1	745693	1404	Tool Room
Saw, Reciprocating, Electric	Milwaukee	Super Sawzall	EA	1	916G399044108	1404	Tool Room
Drill, Cordless, 18V	Bosh 1/2"	33618	EA	1		1404	Tool Room
Saw, Reciprocating, Cordless	Bosh 18V		EA	1	8395	1404	Tool Room
Saw, Circular, 6 1/2", Cordless	Bosh 18V		EA	1	6352	1404	Tool Room
Saw, Jig, Cordless	Bosh 18V	52318	EA	1		1404	Tool Room
Brad Nailer, 18ga.	Sears Craftsman		EA	1	200207	1404	Tool Room
Framing Nailer	Bostitch		EA	1	N88RH 04013 214	1404	Tool Room
Framing Nailer	Sears Craftsman		EA	1	G3868	1404	Tool Room
Framing Nailer, Cordless	Paslode		EA	1	0524ET7121	1404	Tool Room
Automatic Level, W/Tripod/Rod	David White	AL8-26	EA	1	M171391	1404	Tool Room
Battery Charger	Bosh 7.2 - 24 Volt	E201519	EA	1	2607224 412	1404	Tool Room
Ladder, Fiberglass, 4'	Werner		EA	1		1404	Tool Room
Ladder, Fiberglass, 6'	Werner		EA	4		1404	Tool Room
Ladder, Fiberglass, 8'	Werner		EA	1		1404	Tool Room

Attachment J-0200000-09-01

Equipment ID	PLATE #	MANUFACTURER	EQUIPMENT DESCRIPTION
289349	NA	KUBOTA	TRACTOR, M9000
291053	MC291-053	CHEVROLET	TRUCK - STAKE;3T, 6500 4X2
291054	MC291-054	INTERNATIONAL	TRUCK - STAKE;5T, 7300 4X4
60485T	60485T	CONTINENTAL CARGO	TRAILER - ENCLOSED
60486T	60486T	WINSTON	TRAILER - GOOSE NECK;10-14T FLAT BED
60487T	60487T	HAWKE	TRAILER - SEMI;DUMP HYDRAULIC
60488T	60488T	A-1 HITCHES/TRAILERS	TRAILER - UTILITY (YELLOW)
60489T	60489T	ECONOLINE	TRAILER - GOOSE NECK;10-14T FLAT BED
60521T	60521T	NA	TRAILER - UTILITY (BLACK)

Line Item 0001 Recurring Price - Base Period (Firm Fixed Price)

PROVIDE PRICES FOR RANGE MAINTENANCE AND REPAIR SUPPORT RECURRING SERVICES IN ACCORDANCE WITH SPEC ITEM 3 OF ANNEX 1502000

ELIN /Sub ELIN	Description - CONTRACT REQUIREMENT 1502000	Quantity (Tickets)	Unit of Issue	Unit Price	Total
A001	USMC Spec Item 3				
A001AA	Urgent Service Orders, Spec Item 3.1.2	100	EA		\$0.00
A001AB	Routine Service Orders, Spec Item 3.1.3	150	EA		\$0.00
A001AC	Range Maintenance Inspections, Spec Item 3.1.4	83	EA		\$0.00
	TOTAL RECURRING LINE ITEMS A001AA through AA001AC			TOTAL	\$0.00
	A001AD - A001AG Reserved				

Line Item 0002 Non-recurring Price - Base Period (IDIQ)

PROVIDE PRICES FOR RANGE MAINTENANCE AND REPAIR SUPPORT NON-RECURRING SERVICES IN ACCORDANCE WITH SPEC ITEM 4 OF ANNEX 1502000(Extended price of Material shall Not Exceed \$200,000.00)

ELIN /Sub ELIN	Description - CONTRACT REQUIREMENTS 1502000	Description Extended	Est. Qty	Unit of Issue	Unit Price	Extended Price
A002AA	Unit Priced Labor Work	Labor Rate	2,000	MH		\$0.00
A002AB	Material Costs	Material		LS		\$200,000.00
	TOTAL NON-RECURRING LINE ITEMS A002AA through A002AB				TOTAL	

Line Item 0003 Recurring Price - First Option Period (Firm Fixed Price)

PROVIDE PRICES FOR RANGE MAINTENANCE AND REPAIR SUPPORT RECURRING SERVICES IN ACCORDANCE WITH SPEC ITEM 3 OF ANNEX 1502000

ELIN /Sub ELIN	Description - CONTRACT REQUIREMENT 1502000	Quantity (Tickets)	Unit of Issue	Unit Price	Total
B003	USMC Spec Item 3				
B003AA	Urgent Service Orders, Spec Item 3.1.2	100	EA		\$0.00
B003AB	Routine Service Orders, Spec Item 3.1.3	150	EA		\$0.00
B003AC	Range Maintenance Inspections, Spec Item 3.1.4	83	EA		\$0.00
	TOTAL RECURRING LINE ITEMS B003AA through B003AC			TOTAL	\$0.00
	B003AD - B003AG Reserved				

Line Item 0004 Non-recurring Price - First Option Period (IDIQ)

PROVIDE PRICES FOR RANGE MAINTENANCE AND REPAIR SUPPORT NON-RECURRING SERVICES IN ACCORDANCE WITH SPEC ITEM 3 OF ANNEX 1502000(Extended price of Material shall Not Exceed \$200,000.00)

ELIN /Sub ELIN	Description - CONTRACT REQUIREMENTS 1502000	Description Extended	Est. Qty	Unit of Issue	Unit Price	Extended Price
B004AA	Unit Priced Labor Work	Labor Rate	2,000	HR		\$0.00
B004AB	Material Costs	Material		LS		\$200,000.00
	TOTAL NON-RECURRING LINE ITEMS B004AA through B004AB					

Line Item 0005 Recurring Price - Second Option Period (Firm Fixed Price)

ATTACHMENT J-0200000-10
EXHIBIT LINE ITEM NUMBERS
Solicitation#N40085-15-R-0839

PROVIDE PRICES FOR RANGE MAINTENANCE AND REPAIR SUPPORT RECURRING SERVICES IN ACCORDANCE WITH SPEC ITEM 3 OF ANNEX 1502000

ELIN /Sub ELIN	Description - CONTRACT REQUIREMENT 1502000	Quantity (Tickets)	Unit of Issue	Unit Price	Total
C005	USMC Spec Item 3				
C005AA	Urgent Service Orders, Spec Item 3.1.2	100	EA		\$0.00
C005AB	Routine Service Orders, Spec Item 3.1.3	150	EA		\$0.00
C005AC	Range Maintenance Inspections, Spec Item 3.1.4	83	EA		\$0.00
	TOTAL RECURRING LINE ITEMS C005AA through C005AC			TOTAL	\$0.00
	C005AD - C005AG Reserved				

Line Item 0006 Non-recurring Price -Second Option Period (IDIQ)
PROVIDE PRICES FOR RANGE MAINTENANCE AND REPAIR SUPPORT NON-RECURRING SERVICES IN ACCORDANCE WITH SPEC ITEM 3 OF ANNEX 1502000(Extended price of Material shall Not Exceed \$200,000.00)

ELIN /Sub ELIN	Description - CONTRACT REQUIREMENTS 1502000	Description Extended	Est. Qty	Unit of Issue	Unit Price	Extended Price
C006AA	Unit Priced Labor Work	Labor Rate	2,000	HR		\$0.00
C006AB	Material Costs	Material		LS		\$200,000.00
TOTAL NON-RECURRING LINE ITEMS C006AA through C006AB						

Line Item 0007 Recurring Price -Third Option Period (Firm Fixed Price)
PROVIDE PRICES FOR RANGE MAINTENANCE AND REPAIR SUPPORT RECURRING SERVICES IN ACCORDANCE WITH SPEC ITEM 3 OF ANNEX 1502000

ELIN /Sub ELIN	Description - CONTRACT REQUIREMENT 1502000	Quantity (Tickets)	Unit of Issue	Unit Price	Total
D007	USMC Spec Item 3				
D007AA	Urgent Service Orders, Spec Item 3.1.2	100	EA		\$0.00
D007AB	Routine Service Orders, Spec Item 3.1.3	150	EA		\$0.00
D007AC	Range Maintenance Inspections, Spec Item 3.1.4	83	EA		\$0.00
TOTAL RECURRING LINE ITEMS D007AA through D007AC					\$0.00
TOTAL					
D007AD - D007AG Reserved					

Line Item 0008 Non-recurring Price -Third Option Period (IDIQ)
PROVIDE PRICES FOR RANGE MAINTENANCE AND REPAIR SUPPORT NON-RECURRING SERVICES IN ACCORDANCE WITH SPEC ITEM 3 OF ANNEX 1502000(Extended price of Material shall Not Exceed \$200,000.00)

ELIN /Sub ELIN	Description - CONTRACT REQUIREMENTS 1502000	Description Extended	Est. Qty	Unit of Issue	Unit Price	Extended Price
D008AA	Unit Priced Labor Work	Labor Rate	2,000	HR		\$0.00
D008AB	Material Costs	Material		LS		\$200,000.00
TOTAL NON-RECURRING LINE ITEMS D008AA through D008AB						

Line Item 0009 Recurring Price - Fourth Option Period (Firm Fixed Price)
PROVIDE PRICES FOR RANGE MAINTENANCE AND REPAIR SUPPORT RECURRING SERVICES IN ACCORDANCE WITH SPEC ITEM 3 OF ANNEX 1502000

ELIN /Sub ELIN	Description - CONTRACT REQUIREMENT 1502000	Quantity (Tickets)	Unit of Issue	Unit Price	Total
E009	USMC Spec Item 3				
E009AA	Urgent Service Orders, Spec Item 3.1.2	100	EA		\$0.00
E009AB	Routine Service Orders, Spec Item 3.1.3	150	EA		\$0.00
E009AC	Range Maintenance Inspections, Spec Item 3.1.4	83	EA		\$0.00
TOTAL RECURRING LINE ITEMS E009AA through E009AC					\$0.00
E009AD - E009AG Reserved					

ATTACHMENT J-0200000-10
EXHIBIT LINE ITEM NUMBERS
Solicitation#N40085-15-R-0839

Line Item 0010 Non-recurring Price - Fourth Option Period (IDIQ)
PROVIDE PRICES FOR RANGE MAINTENANCE AND REPAIR SUPPORT NON-RECURRING SERVICES IN ACCORDANCE WITH SPEC ITEM 4 OF ANNEX 1502000 *Extended price of Material shall Not Exceed \$200,000.00)*

ELIN /Sub ELIN	Description - CONTRACT REQUIREMENTS 1502000	Description Extended	Est. Qty	Unit of Issue	Unit Price	Extended Price
E010AA	Unit Priced Labor Work	Labor Rate	2,000	HR		\$0.00
E010AB	Material Costs	Material		LS		\$200,000.00
	TOTAL NON-RECURRING LINE ITEMS E010AA through E010AB					

NAVFAC/USACE PAST PERFORMANCE QUESTIONNAIRE (Form PPQ-0)

CONTRACT INFORMATION (Contractor to complete Blocks 1-4)

1. Contractor Information

Firm Name: _____ CAGE Code: _____
 Address: _____ DUNs Number: _____
 Phone Number: _____
 Email Address: _____
 Point of Contact: _____ Contact Phone Number: _____

2. Work Performed as: Prime Contractor Sub Contractor Joint Venture Other (Explain)

Percent of project work performed: _____
 If subcontractor, who was the prime (Name/Phone #): _____

3. Contract Information

Contract Number: _____
 Delivery/Task Order Number (if applicable): _____
 Contract Type: Firm Fixed Price Cost Reimbursement Other (Please specify): _____
 Contract Title: _____
 Contract Location: _____

Award Date (mm/dd/yy): _____
 Contract Completion Date (mm/dd/yy): _____
 Actual Completion Date (mm/dd/yy): _____
 Explain Differences: _____

Original Contract Price (Award Amount): _____
 Final Contract Price (to include all modifications, if applicable): _____
 Explain Differences: _____

4. Project Description:

Complexity of Work High Med Routine
 How is this project relevant to project of submission? (Please provide details such as similar equipment, requirements, conditions, etc.) _____

CLIENT INFORMATION (Client to complete Blocks 5-8)

5. Client Information

Name: _____
 Title: _____
 Phone Number: _____
 Email Address: _____

6. Describe the client's role in the project:

7. Date Questionnaire was completed (mm/dd/yy):

8. Client's Signature:

NOTE: NAVFAC REQUESTS THAT THE CLIENT COMPLETES THIS QUESTIONNAIRE AND SUBMITS DIRECTLY BACK TO THE OFFEROR. THE OFFEROR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO NAVFAC WITH THEIR PROPOSAL, AND MAY DUPLICATE THIS QUESTIONNAIRE FOR FUTURE SUBMISSION ON NAVFAC SOLICITATIONS. CLIENTS ARE HIGHLY ENCOURAGED TO SUBMIT QUESTIONNAIRES DIRECTLY TO THE OFFEROR. HOWEVER, QUESTIONNAIRES MAY BE SUBMITTED DIRECTLY TO NAVFAC. PLEASE CONTACT THE OFFEROR FOR NAVFAC POC INFORMATION. THE GOVERNMENT RESERVES THE RIGHT TO VERIFY ANY AND ALL INFORMATION ON THIS FORM.

*ADJECTIVE RATINGS AND DEFINITIONS TO BE USED TO BEST REFLECT
YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE*

RATING	DEFINITION	NOTE
(E) Exceptional	Performance meets contractual requirements and exceeds many to the Government/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective.	An Exceptional rating is appropriate when the Contractor successfully performed multiple significant events that were of benefit to the Government/Owner. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified.
(VG) Very Good	Performance meets contractual requirements and exceeds some to the Government's/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.	A Very Good rating is appropriate when the Contractor successfully performed a significant event that was a benefit to the Government/Owner. There should have been no significant weaknesses identified.
(S) Satisfactory	Performance meets minimum 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.	A Satisfactory rating is appropriate when there were only minor problems, or major problems that the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. Per DOD policy, a fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.
(M) Marginal	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.	A Marginal is appropriate when a significant event occurred that the contractor had trouble overcoming which impacted the Government/Owner.
(U) Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.	An Unsatisfactory rating is appropriate when multiple significant events occurred that the contractor had trouble overcoming and which impacted the Government/Owner. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating.
(N) Not Applicable	No information or did not apply to your contract	Rating will be neither positive nor negative.

ATTACHMENT J-0200000-11

Contractor Information (Firm Name): _____

Client Information (Name): _____

TO BE COMPLETED BY CLIENT

**PLEASE CIRCLE THE ADJECTIVE RATING WHICH BEST REFLECTS
YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE.**

1. QUALITY:	
a) Quality of technical data/report preparation efforts	E VG S M U N
b) Ability to meet quality standards specified for technical performance	E VG S M U N
c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance	E VG S M U N
d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance)	E VG S M U N
2. SCHEDULE/TIMELINESS OF PERFORMANCE:	
a) Compliance with contract delivery/completion schedules including any significant intermediate milestones. <i>(If liquidated damages were assessed or the schedule was not met, please address below)</i>	E VG S M U N
b) Rate the contractor's use of available resources to accomplish tasks identified in the contract	E VG S M U N
3. CUSTOMER SATISFACTION:	
a) To what extent were the end users satisfied with the project?	E VG S M U N
b) Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication)	E VG S M U N
c) To what extent was the contractor cooperative, businesslike, and concerned with the interests of the customer?	E VG S M U N
d) Overall customer satisfaction	E VG S M U N
4. MANAGEMENT/ PERSONNEL/LABOR	
a) Effectiveness of on-site management, including management of subcontractors, suppliers, materials, and/or labor force?	E VG S M U N
b) Ability to hire, apply, and retain a qualified workforce to this effort	E VG S M U N
c) Government Property Control	E VG S M U N
d) Knowledge/expertise demonstrated by contractor personnel	E VG S M U N
e) Utilization of Small Business concerns	E VG S M U N
f) Ability to simultaneously manage multiple projects with multiple disciplines	E VG S M U N
g) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changes	E VG S M U N
h) Effectiveness of overall management (including ability to effectively lead, manage and control the program)	E VG S M U N
5. COST/FINANCIAL MANAGEMENT	
a) Ability to meet the terms and conditions within the contractually agreed price(s)?	E VG S M U N

ATTACHMENT J-0200000-11

Contractor Information (Firm Name): _____
 Client Information (Name): _____

b) Contractor proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client	E	VG	S	M	U	N
c) If this is/was a Government cost type contract, please rate the Contractor's timeliness and accuracy in submitting monthly invoices with appropriate back-up documentation, monthly status reports/budget variance reports, compliance with established budgets and avoidance of significant and/or unexplained variances (under runs or overruns)	E	VG	S	M	U	N
d) Is the Contractor's accounting system adequate for management and tracking of costs? <i>If no, please explain in Remarks section.</i>	Yes			No		
e) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? <i>Indicate if show cause or cure notices were issued, or any default action in comment section below.</i>	Yes			No		
f) Have there been any indications that the contractor has had any financial problems? <i>If yes, please explain below.</i>	Yes			No		
6. SAFETY/SECURITY						
a) To what extent was the contractor able to maintain an environment of safety, adhere to its approved safety plan, and respond to safety issues? (Includes: following the users rules, regulations, and requirements regarding housekeeping, safety, correction of noted deficiencies, etc.)	E	VG	S	M	U	N
b) Contractor complied with all security requirements for the project and personnel security requirements.	E	VG	S	M	U	N
7. GENERAL						
a) Ability to successfully respond to emergency and/or surge situations (including notifying COR, PM or Contracting Officer in a timely manner regarding urgent contractual issues).	E	VG	S	M	U	N
b) Compliance with contractual terms/provisions (<i>explain if specific issues</i>)	E	VG	S	M	U	N
c) Would you hire or work with this firm again? (<i>If no, please explain below</i>)	Yes			No		
d) In summary, provide an overall rating for the work performed by this contractor.	E	VG	S	M	U	N

Please provide responses to the questions above (*if applicable*) and/or additional remarks. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk (*please attach additional pages if necessary*):

ATTACHMENT J-0200000-12
 RANGE MAINTENANCE DAILY REPORT

RANGE MAINTENANCE DATE	DESCRIPTION OF WORK: PM, CM, REPAIRS, VEGETATION MAINTENANCE, ETC.
12-Oct-15	
RANGE MAINTENANCE	Explain what the contractor is working on for the day. Include Service Request, IDIQ etc.
RANGE MAINTENANCE	

ATTACHMENT J-020000-13
RESERVED

ATTACHMENT J-0200000-14
WEEKLY PM CHECKLIST

Date of PM:	Vehicle ID #:	Odometer Reading:
Item to be checked	Status	Notes
Fluid Levels:		
Coolant level		
Power Steering level		
Oil level		
Transmission level		
Windshield washer level		
Brake fluid level		
Leaks:		
Fuel		
Oil		
Coolant		
Differential (rear end)		
Transmission		
Exhaust		
Lights:		
Standard Lights		
Hi Beam Lights		
Brake Light		
Interior Lights		
Exterior Marker Lights		
Turn signals		
Flashers, hazard		
Belts		
Battery Terminals		
Hoses		
Wiring		
Mirrors		
Tires (check pressure & adjust)		
Spare tire (check pressure & adjust)		
Jack, Lug wrench, handle		
Horn		
Gauges		
Wipers		
Seats		
Seat belts		
Brake travel		
Brakes, emergency		
Windows		
Exhaust system		
Clutch		
Damage, Pilferage		
Cleanliness, External		
Cleanliness, Internal		
First Aid Kit		
Extinguisher, Fire		
		Fuel (Gallons)
LEGEND (STATUS BLOCK)		
/ = OK		
X = SERVICE REQUIRED		
Serviced By Name Print:		

N/A = NOT APPLICABLE

Serviced By Name Sign:

--

FLEET INVENTORY PM FREQUENCY

Equipment ID	PLATE #	MANUFACTURER	EQUIPMENT DESCRIPTION	LOCATION	PM FREQUENCY
289349	NA	KUBOTA	TRACTOR, M9000	1410	SEMI ANNUAL
291053	MC291-053	CHEVROLET	TRUCK - STAKE;3T, 6500 4X2	1410	WEEKLY
291054	MC291-054	INTERNATIONAL	TRUCK - STAKE;5T, 7300 4X4	1410	WEEKLY
60485T	60485T	CONTINENTAL CARGO	TRAILER - ENCLOSED	1410	SEMI ANNUAL
60486T	60486T	WINSTON	TRAILER - GOOSE NECK;10-14T FLAT BEE	1410	SEMI ANNUAL
60487T	60487T	HAWKE	TRAILER - SEMI;DUMP HYDRAULIC	SR46	SEMI ANNUAL
60488T	60488T	A-1 HITCHES/TRAILERS	TRAILER - UTILITY (YELLOW)	1410	SEMI ANNUAL
60489T	60489T	ECONOLINE	TRAILER - GOOSE NECK;10-14T FLAT BEE	SR46	SEMI ANNUAL
60521T	60521T	NA	TRAILER - UTILITY (BLACK)	1410	SEMI ANNUAL

ATTACHMENT J-0200000-16
TRAILER PM CHECKLIST

Date of service:		Vehicle ID #:	
Item to be checked		Status	Notes
Wiring System:			
Inspect wiring condition; cuts/breaks			
Verify grounding circuit works properly			
Light connections: wiring harness & plug connections			
Brake light			
License plate light			
Exterior marker lights			
Turn signals			
Flashers, hazard			
Brake System:			
pads, shoes, rotors, drums,			
lines & hoses			
Parking brake			
Wheels & Tires:			
Rotate tires			
Check tire pressure			
Check tire pressure (spare)			
Inspect tire: cracks, dry rot, bulges etc.			
Lug nut torque			
Inspect tire wear, tread depth (>1/4")			
Rims			
Repack wheel bearings			
Inspect axle (s)			
Inspect tire guard/fender			
Structure & Undercarriage:			
Inspect welds			
Inspect bolt torque			
Inspect stringers			
Inspect for damage & corrosion			
Mud flaps/guards			
Operational check, inspect & service:			
Battery & battery connections			
Hydraulic Pump			
Hydraulic Lines			
Reflectors			
Reflective Tape			
Exterior paint			
Dents: major & minor			
Deck boards (wood)			
Deck boards (metal)			
Ramps			
Leaf springs			
Lubricate all grease fittings			
Lubricate hinges, latches, locks			
Straps			
Drop landing leg			
Drop landing leg handle			
Goose neck coupler			

ATTACHMENT J-0200000-16
TRAILER PM CHECKLIST

DATE OF SERVICE:	VEHICLE ID #	
ITEMS TO BE CHECKED	STATUS	NOTES
Goose neck safety chains		
Tongue		
Tongue jack & handle		
Tongue safety chains		
Pin securing ball mount		
Hitch coupler/lock		
Inspect tie down points		
Remove rust, install primer and paint		

LEGEND (STATUS BLOCK)

S = SERVICED

R = REPLACED

N/A = NOT APPLICABLE

/ = OK

Serviced By Name Print:

Serviced By Sign NAME:

ATTACHMENT J-0200000-17
KABOTA M-9000 DAILY MAINTENANCE

CHECK AND MAINTENANCE

CAUTION

- **Be sure to check and service the tractor on a flat place with engine shut off, the parking brake on and chock the wheels.**

DAILY CHECK

To prevent trouble from occurring, it is important to know the condition of the tractor. Check the following items before starting:

Checking

- **Check areas where previous trouble was experienced.**
 - **Walk around the tractor.**
1. Check the tire pressure, and check for wear and damage.
 2. Check for oil and water leaks.
 3. Check the engine oil level.
 4. Check the transmission fluid level.
 5. Check the coolant level.
 6. Check the condition of ROPS attaching hardware.
 7. Check and clean the radiator screen and grill.
 8. Check the bolts and nuts of the tires are tight.
 9. Check the number plate or SMV emblem for damage and cleaner replace as necessary if equipped.
 10. Care of damage, warning and caution labels.
 11. Clean around the exhaust manifold and the muffler of the engine.

While sitting in the Operator's Seat

1. Check the throttle pedal, brake pedals and clutch pedal.
2. Check the parking brake.
3. Check the steering wheel.

Turning the Key Switch

1. Check the performance of the Easy Checker lights.
2. Check head lights, tail lights and hazard light.
Clean if necessary.
3. Check the performance of the meters and gauges.

Starting the Engine

1. Check to see that the lights on the Easy Checker go off.
2. Check the color of the exhaust.
3. Check the brakes for proper operation.

KUBOTA M-9000 MONTHLY MAINTENANCE

7. MAINTENANCE

No.	Item		Period	Indication on hour meter							After purchase		Important	Reference page	
				50	100	200	300	400	600	800	1500	3000			1 year
1	Engine oil		Change	★		☆									G-16
2	Engine oil filter		Replace	★				☆							G-16
3	Fuel filter		Replace					☆						@	G-27
4	Front differential case oil		Change	★						☆					G-29
5	Hydraulic oil filter		Replace	★				☆							G-17
6	Front axle gear case oil		Change	★				☆							G-29
7	Water separator		Clean					☆							G-27
8	Engine start system		Check	☆											G-19
9	Wheel bolt torque		Check	☆											G-21
10	Greasing		-			☆									G-24
11	Battery condition		Check			☆									G-21
12	Air cleaner element [Double type]	Primary element	Clean			☆									G-22
			Replace								☆		**	@	G-22
		Secondary element	Replace								☆				G-22
13	Air cleaner [Oil bath type]	Oil	Check	☆											G-18
		Element	Clean			☆									G-28
14	Fan belt		Adjust			☆									G-23
15	Clutch		Adjust	★	☆										G-18
16	Brake		Adjust			☆									G-23
17	Radiator hose and clamp		Check			☆									G-25
			Replace									☆			G-25
18	Power steering oil line		Check			☆									G-25
			Replace									☆			G-25
19	Fuel line		Check			☆								@	G-25
			Replace									☆			G-25
20	Toe-in		Adjust			☆									G-26
21	Greasing (2WD front wheel hub)		-					☆							G-26
22	Transmission fluid		Change	★						☆					G-17
23	Intake air line		Check			☆								@	-
			Replace									☆	***		-
24	Front axle pivot		Adjust						☆						G-29
25	Engine valve clearance		Adjust							☆					1-S19
26	Fuel injection nozzle injection pressure		Check								☆			@	1-S68
27	Injection pump		Check									☆		@	1-S67
28	Cooling system		Flush									☆			G-30, 31
29	Coolant		Change									☆			G-30, 31
30	Fuel system		Bleed												G-32
31	Clutch housing water		Drain												G-32
32	Fuse		Replace												G-33
33	Light bulb		Replace												G-33

■ IMPORTANT

- The jobs indicated by ★ must be done after the first 50 hours of operation.
- * : Air cleaner should be cleaned more often in dusty conditions than in normal conditions.
- ** : Every year or every 6 times of cleaning.
- *** : Replace only if necessary.
- The items listed above (@ marked) are registered as emission related critical parts by KUBOTA in the U.S.EPA nonroad emission regulation. As the engine owner, you are responsible for the performance of the required maintenance on the engine according to the above instruction.
Please see the Warranty Statement in detail.