N62742-14-R-1888

ATTACHMENT J-19

WD 05-2147 (Rev.-16) was first posted on www.wdol.gov on 08/05/2014
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REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor	U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210
Diane C. Koplewski Division of Director Wage Determinations	Wage Determination No.: 2005-2147 Revision No.: 16 Date Of Revision: 07/25/2014

States: Guam, Northern Marianas, Wake Island

Area: Guam Statewide
Northern Marianas Statewide
Wake Island Statewide

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.50
01012 - Accounting Clerk II		13.53
01013 - Accounting Clerk III		15.59
01020 - Administrative Assistant		17.67
01040 - Court Reporter		15.38
01051 - Data Entry Operator I		10.48
01052 - Data Entry Operator II		11.99
01060 - Dispatcher, Motor Vehicle		13.06
01070 - Document Preparation Clerk		12.25
01090 - Duplicating Machine Operator		12.25
01111 - General Clerk I		10.29
01112 - General Clerk II		11.28
01113 - General Clerk III		12.32
01120 - Housing Referral Assistant		17.15
01141 - Messenger Courier		10.12
01191 - Order Clerk I		11.23
01192 - Order Clerk II		12.25
01261 - Personnel Assistant (Employment) I		14.33
01262 - Personnel Assistant (Employment) II		14.90
01263 - Personnel Assistant (Employment) III		16.48
01270 - Production Control Clerk		18.34
01280 - Receptionist		9.67
01290 - Rental Clerk		11.10
01300 - Scheduler, Maintenance		13.75
01311 - Secretary I		13.75
01312 - Secretary II		15.38
01313 - Secretary III		17.15
01320 - Service Order Dispatcher		11.57
01410 - Supply Technician		17.67
01420 - Survey Worker		15.26
01531 - Travel Clerk I		11.61
01532 - Travel Clerk II		12.57
01533 - Travel Clerk III		13.44
01611 - Word Processor I		12.25
01612 - Word Processor II		13.75
01613 - Word Processor III		15.38
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		13.34
05010 - Automotive Electrician		13.06

05040 - Automotive Glass Installer	12.10
05070 - Automotive Worker	12.10
05110 - Mobile Equipment Servicer	8.59
05130 - Motor Equipment Metal Mechanic	13.06
05160 - Motor Equipment Metal Worker	12.10
05190 - Motor Vehicle Mechanic	13.06
05220 - Motor Vehicle Mechanic Helper	10.12
05250 - Motor Vehicle Upholstery Worker	12.10
05280 - Motor Vehicle Wrecker	12.10
05310 - Painter, Automotive	12.37
05340 - Radiator Repair Specialist	12.10
05370 - Tire Repairer	7.81
05400 - Transmission Repair Specialist	12.10
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.47
07041 - Cook I	9.54
07042 - Cook II	11.78
07070 - Dishwasher	7.25
07130 - Food Service Worker	7.78
07210 - Meat Cutter	11.86
07260 - Waiter/Waitress	7.59
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.38
09040 - Furniture Handler	8.85
09080 - Furniture Refinisher	14.38
09090 - Furniture Refinisher Helper	10.66
09110 - Furniture Repairer, Minor	12.51
09130 - Upholsterer	14.38
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	8.23
11060 - Elevator Operator	8.23
11090 - Gardener	10.99
11122 - Housekeeping Aide	8.33
11150 - Janitor	8.23
11210 - Laborer, Grounds Maintenance	9.14
11240 - Maid or Houseman	7.25
11260 - Pruner	8.23
11270 - Tractor Operator	10.33
11330 - Trail Maintenance Worker	9.14
11360 - Window Cleaner	9.14
12000 - Health Occupations	
12010 - Ambulance Driver	15.81
12011 - Breath Alcohol Technician	15.81
12012 - Certified Occupational Therapist Assistant	21.70
12015 - Certified Physical Therapist Assistant	21.70
12020 - Dental Assistant	13.20
12025 - Dental Hygienist	29.85
12030 - EKG Technician	23.96
12035 - Electroneurodiagnostic Technologist	23.96
12040 - Emergency Medical Technician	15.81
12071 - Licensed Practical Nurse I	14.14
12072 - Licensed Practical Nurse II	15.81
12073 - Licensed Practical Nurse III	17.63
12100 - Medical Assistant	11.54
12130 - Medical Laboratory Technician	14.14
12160 - Medical Record Clerk	11.82
12190 - Medical Record Technician	13.59
12195 - Medical Transcriptionist	14.14
12210 - Nuclear Medicine Technologist	34.75
12221 - Nursing Assistant I	10.03
12222 - Nursing Assistant II	11.30

12223 - Nursing Assistant III		12.31
12224 - Nursing Assistant IV		13.84
12235 - Optical Dispenser		15.81
12236 - Optical Technician		14.14
12250 - Pharmacy Technician		13.41
12280 - Phlebotomist		13.84
12305 - Radiologic Technologist		22.64
12311 - Registered Nurse I		20.70
12312 - Registered Nurse II		25.32
12313 - Registered Nurse II, Specialist		25.32
12314 - Registered Nurse III		30.64
12315 - Registered Nurse III, Anesthetist		30.64
12316 - Registered Nurse IV		36.72
12317 - Scheduler (Drug and Alcohol Testing)		19.59
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		15.06
13012 - Exhibits Specialist II		18.66
13013 - Exhibits Specialist III		22.83
13041 - Illustrator I		15.06
13042 - Illustrator II		18.66
13043 - Illustrator III		22.83
13047 - Librarian		20.66
13050 - Library Aide/Clerk		12.00
13054 - Library Information Technology Systems Administrator		18.66
13058 - Library Technician		15.06
13061 - Media Specialist I		13.46
13062 - Media Specialist II		15.06
13063 - Media Specialist III		16.80
13071 - Photographer I		12.82
13072 - Photographer II		14.32
13073 - Photographer III		17.75
13074 - Photographer IV		21.73
13075 - Photographer V		26.30
13110 - Video Teleconference Technician		12.91
14000 - Information Technology Occupations		
14041 - Computer Operator I		13.65
14042 - Computer Operator II		15.76
14043 - Computer Operator III		17.56
14044 - Computer Operator IV		19.50
14045 - Computer Operator V		21.81
14071 - Computer Programmer I	(see 1)	15.73
14072 - Computer Programmer II	(see 1)	19.50
14073 - Computer Programmer III	(see 1)	23.84
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	24.23
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		13.65
14160 - Personal Computer Support Technician		19.50
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		24.23
15020 - Aircrew Training Devices Instructor (Rated)		29.32
15030 - Air Crew Training Devices Instructor (Pilot)		33.30
15050 - Computer Based Training Specialist / Instructor		24.23
15060 - Educational Technologist		22.82
15070 - Flight Instructor (Pilot)		33.30
15080 - Graphic Artist		20.47
15090 - Technical Instructor		17.65
15095 - Technical Instructor/Course Developer		21.58
15110 - Test Proctor		13.87

15120 - Tutor	13.87
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.08
16030 - Counter Attendant	8.08
16040 - Dry Cleaner	9.34
16070 - Finisher, Flatwork, Machine	8.08
16090 - Presser, Hand	8.08
16110 - Presser, Machine, Drycleaning	8.08
16130 - Presser, Machine, Shirts	8.08
16160 - Presser, Machine, Wearing Apparel, Laundry	8.08
16190 - Sewing Machine Operator	9.86
16220 - Tailor	10.33
16250 - Washer, Machine	8.46
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	14.49
19040 - Tool And Die Maker	18.20
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	12.49
21030 - Material Coordinator	18.34
21040 - Material Expediter	18.34
21050 - Material Handling Laborer	10.65
21071 - Order Filler	9.66
21080 - Production Line Worker (Food Processing)	12.49
21110 - Shipping Packer	13.33
21130 - Shipping/Receiving Clerk	13.33
21140 - Store Worker I	13.23
21150 - Stock Clerk	18.58
21210 - Tools And Parts Attendant	12.49
21410 - Warehouse Specialist	12.49
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	20.69
23021 - Aircraft Mechanic I	19.70
23022 - Aircraft Mechanic II	20.69
23023 - Aircraft Mechanic III	21.74
23040 - Aircraft Mechanic Helper	13.70
23050 - Aircraft, Painter	18.50
23060 - Aircraft Servicer	16.09
23080 - Aircraft Worker	17.38
23110 - Appliance Mechanic	14.49
23120 - Bicycle Repairer	9.74
23125 - Cable Splicer	15.43
23130 - Carpenter, Maintenance	13.00
23140 - Carpet Layer	13.55
23160 - Electrician, Maintenance	14.99
23181 - Electronics Technician Maintenance I	14.72
23182 - Electronics Technician Maintenance II	15.05
23183 - Electronics Technician Maintenance III	18.31
23260 - Fabric Worker	12.60
23290 - Fire Alarm System Mechanic	15.43
23310 - Fire Extinguisher Repairer	11.67
23311 - Fuel Distribution System Mechanic	15.43
23312 - Fuel Distribution System Operator	13.01
23370 - General Maintenance Worker	11.95
23380 - Ground Support Equipment Mechanic	19.70
23381 - Ground Support Equipment Servicer	16.09
23382 - Ground Support Equipment Worker	17.38
23391 - Gunsmith I	11.67
23392 - Gunsmith II	13.55
23393 - Gunsmith III	15.43
23410 - Heating, Ventilation And Air-Conditioning Mechanic	15.76

23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	16.55
23430 - Heavy Equipment Mechanic	15.15
23440 - Heavy Equipment Operator	13.73
23460 - Instrument Mechanic	15.43
23465 - Laboratory/Shelter Mechanic	14.49
23470 - Laborer	10.65
23510 - Locksmith	14.49
23530 - Machinery Maintenance Mechanic	17.38
23550 - Machinist, Maintenance	15.43
23580 - Maintenance Trades Helper	9.92
23591 - Metrology Technician I	15.43
23592 - Metrology Technician II	16.41
23593 - Metrology Technician III	17.37
23640 - Millwright	15.43
23710 - Office Appliance Repairer	14.38
23760 - Painter, Maintenance	13.55
23790 - Pipefitter, Maintenance	15.32
23810 - Plumber, Maintenance	14.38
23820 - Pneudraulic Systems Mechanic	15.43
23850 - Rigger	15.43
23870 - Scale Mechanic	13.55
23890 - Sheet-Metal Worker, Maintenance	15.21
23910 - Small Engine Mechanic	13.55
23931 - Telecommunications Mechanic I	19.01
23932 - Telecommunications Mechanic II	19.76
23950 - Telephone Lineman	18.24
23960 - Welder, Combination, Maintenance	14.66
23965 - Well Driller	15.43
23970 - Woodcraft Worker	15.43
23980 - Woodworker	11.67
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.09
24580 - Child Care Center Clerk	12.58
24610 - Chore Aide	12.43
24620 - Family Readiness And Support Services Coordinator	12.44
24630 - Homemaker	16.12
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	15.43
25040 - Sewage Plant Operator	14.49
25070 - Stationary Engineer	15.43
25190 - Ventilation Equipment Tender	10.73
25210 - Water Treatment Plant Operator	14.49
27000 - Protective Service Occupations	
27004 - Alarm Monitor	10.90
27007 - Baggage Inspector	7.35
27008 - Corrections Officer	12.05
27010 - Court Security Officer	12.05
27030 - Detection Dog Handler	10.90
27040 - Detention Officer	12.05
27070 - Firefighter	12.05
27101 - Guard I	7.37
27102 - Guard II	10.90
27131 - Police Officer I	12.05
27132 - Police Officer II	13.40
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	9.53
28042 - Carnival Equipment Repairer	10.08
28043 - Carnival Equpment Worker	7.78
28210 - Gate Attendant/Gate Tender	13.18

28310 - Lifeguard		11.01
28350 - Park Attendant (Aide)		14.74
28510 - Recreation Aide/Health Facility Attendant		10.76
28515 - Recreation Specialist		18.26
28630 - Sports Official		11.74
28690 - Swimming Pool Operator		17.71
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer		15.20
29020 - Hatch Tender		15.20
29030 - Line Handler		15.20
29041 - Stevedore I		14.22
29042 - Stevedore II		16.25
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		17.49
30022 - Archeological Technician II		19.56
30023 - Archeological Technician III		24.21
30030 - Cartographic Technician		23.18
30040 - Civil Engineering Technician		21.93
30061 - Drafter/CAD Operator I		17.49
30062 - Drafter/CAD Operator II		19.56
30063 - Drafter/CAD Operator III		20.74
30064 - Drafter/CAD Operator IV		24.21
30081 - Engineering Technician I		14.62
30082 - Engineering Technician II		16.41
30083 - Engineering Technician III		18.36
30084 - Engineering Technician IV		22.34
30085 - Engineering Technician V		27.83
30086 - Engineering Technician VI		33.66
30090 - Environmental Technician		21.10
30210 - Laboratory Technician		20.74
30240 - Mathematical Technician		23.34
30361 - Paralegal/Legal Assistant I		19.06
30362 - Paralegal/Legal Assistant II		21.53
30363 - Paralegal/Legal Assistant III		26.35
30364 - Paralegal/Legal Assistant IV		30.80
30390 - Photo-Optics Technician		21.93
30461 - Technical Writer I		22.17
30462 - Technical Writer II		27.10
30463 - Technical Writer III		32.79
30491 - Unexploded Ordnance (UXO) Technician I		22.74
30492 - Unexploded Ordnance (UXO) Technician II		27.51
30493 - Unexploded Ordnance (UXO) Technician III		32.97
30494 - Unexploded (UXO) Safety Escort		22.74
30495 - Unexploded (UXO) Sweep Personnel		22.74
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	20.74
30621 - Weather Observer, Senior	(see 2)	23.00
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		8.15
31030 - Bus Driver		9.69
31043 - Driver Courier		8.97
31260 - Parking and Lot Attendant		7.25
31290 - Shuttle Bus Driver		9.99
31310 - Taxi Driver		8.21
31361 - Truckdriver, Light		8.97
31362 - Truckdriver, Medium		11.61
31363 - Truckdriver, Heavy		12.48
31364 - Truckdriver, Tractor-Trailer		12.48

99000 - Miscellaneous Occupations	
99030 - Cashier	7.46
99050 - Desk Clerk	9.70
99095 - Embalmer	22.74
99251 - Laboratory Animal Caretaker I	16.24
99252 - Laboratory Animal Caretaker II	17.04
99310 - Mortician	22.74
99410 - Pest Controller	13.28
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	10.76
99711 - Recycling Specialist	16.27
99730 - Refuse Collector	10.24
99810 - Sales Clerk	8.95
99820 - School Crossing Guard	15.03
99830 - Survey Party Chief	20.30
99831 - Surveying Aide	11.54
99832 - Surveying Technician	15.00
99840 - Vending Machine Attendant	20.19
99841 - Vending Machine Repairer	23.57
99842 - Vending Machine Repairer Helper	20.19

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: $4.02 per hour or $160.80 per week or $696.79 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 4 weeks after 3 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 ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordance, 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 ordance, (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 ordance, 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 ordance, 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.

N62742-14-R-1888

ATTACHMENT J-18

WD 05-2153 (Rev.-18) was first posted on www.wdol.gov on 08/05/2014
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REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor	U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210
Diane C. Koplewski Division of Director Wage Determinations	Wage Determination No.: 2005-2153 Revision No.: 18 Date Of Revision: 07/25/2014

States: American Samoa, Hawaii

Area: American Samoa Statewide
Hawaii Statewide
OCCUPATION NOTE:

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

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.20
01012 - Accounting Clerk II		15.93
01013 - Accounting Clerk III		17.40
01020 - Administrative Assistant		26.48
01040 - Court Reporter		18.59
01051 - Data Entry Operator I		13.16
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01060 - Dispatcher, Motor Vehicle		17.10
01070 - Document Preparation Clerk		13.15
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01263 - Personnel Assistant (Employment) III		19.68
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01311 - Secretary I		19.05
01312 - Secretary II		21.31
01313 - Secretary III		23.77
01320 - Service Order Dispatcher		14.05
01410 - Supply Technician		25.82
01420 - Survey Worker		17.10
01531 - Travel Clerk I		14.78
01532 - Travel Clerk II		15.97
01533 - Travel Clerk III		17.12
01611 - Word Processor I		14.36
01612 - Word Processor II		16.11

01613 - Word Processor III	18.03
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	22.19
05010 - Automotive Electrician	22.43
05040 - Automotive Glass Installer	22.00
05070 - Automotive Worker	22.00
05110 - Mobile Equipment Servicer	18.99
05130 - Motor Equipment Metal Mechanic	24.41
05160 - Motor Equipment Metal Worker	22.00
05190 - Motor Vehicle Mechanic	25.65
05220 - Motor Vehicle Mechanic Helper	17.39
05250 - Motor Vehicle Upholstery Worker	20.80
05280 - Motor Vehicle Wrecker	22.00
05310 - Painter, Automotive	23.19
05340 - Radiator Repair Specialist	22.00
05370 - Tire Repairer	13.78
05400 - Transmission Repair Specialist	24.37
07000 - Food Preparation And Service Occupations	
07010 - Baker	14.87
07041 - Cook I	13.17
07042 - Cook II	15.29
07070 - Dishwasher	12.05
07130 - Food Service Worker	11.14
07210 - Meat Cutter	18.70
07260 - Waiter/Waitress	12.01
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.41
09040 - Furniture Handler	11.71
09080 - Furniture Refinisher	19.15
09090 - Furniture Refinisher Helper	14.19
09110 - Furniture Repairer, Minor	16.63
09130 - Upholsterer	17.41
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.89
11060 - Elevator Operator	12.89
11090 - Gardener	16.40
11122 - Housekeeping Aide	14.00
11150 - Janitor	14.00
11210 - Laborer, Grounds Maintenance	13.55
11240 - Maid or Houseman	14.49
11260 - Pruner	12.13
11270 - Tractor Operator	16.43
11330 - Trail Maintenance Worker	13.55
11360 - Window Cleaner	15.25
12000 - Health Occupations	
12010 - Ambulance Driver	20.70
12011 - Breath Alcohol Technician	20.70
12012 - Certified Occupational Therapist Assistant	19.67
12015 - Certified Physical Therapist Assistant	18.41
12020 - Dental Assistant	14.80
12025 - Dental Hygienist	30.34
12030 - EKG Technician	26.02
12035 - Electroneurodiagnostic Technologist	26.02
12040 - Emergency Medical Technician	22.19
12071 - Licensed Practical Nurse I	18.51
12072 - Licensed Practical Nurse II	20.70
12073 - Licensed Practical Nurse III	23.09
12100 - Medical Assistant	14.83
12130 - Medical Laboratory Technician	19.74
12160 - Medical Record Clerk	17.82
12190 - Medical Record Technician	19.93

12195 - Medical Transcriptionist		19.74
12210 - Nuclear Medicine Technologist		31.72
12221 - Nursing Assistant I		11.39
12222 - Nursing Assistant II		12.81
12223 - Nursing Assistant III		13.98
12224 - Nursing Assistant IV		15.69
12235 - Optical Dispenser		20.03
12236 - Optical Technician		14.91
12250 - Pharmacy Technician		17.19
12280 - Phlebotomist		15.69
12305 - Radiologic Technologist		29.04
12311 - Registered Nurse I		29.29
12312 - Registered Nurse II		35.82
12313 - Registered Nurse II, Specialist		35.82
12314 - Registered Nurse III		43.34
12315 - Registered Nurse III, Anesthetist		43.34
12316 - Registered Nurse IV		51.94
12317 - Scheduler (Drug and Alcohol Testing)		25.66
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		19.61
13012 - Exhibits Specialist II		23.29
13013 - Exhibits Specialist III		28.49
13041 - Illustrator I		20.71
13042 - Illustrator II		25.67
13043 - Illustrator III		31.40
13047 - Librarian		28.71
13050 - Library Aide/Clerk		14.17
13054 - Library Information Technology Systems Administrator		21.89
13058 - Library Technician		17.36
13061 - Media Specialist I		15.86
13062 - Media Specialist II		17.74
13063 - Media Specialist III		19.78
13071 - Photographer I		14.00
13072 - Photographer II		16.54
13073 - Photographer III		19.61
13074 - Photographer IV		23.99
13075 - Photographer V		28.99
13110 - Video Teleconference Technician		20.30
14000 - Information Technology Occupations		
14041 - Computer Operator I		17.54
14042 - Computer Operator II		19.62
14043 - Computer Operator III		22.80
14044 - Computer Operator IV		24.81
14045 - Computer Operator V		27.45
14071 - Computer Programmer I	(see 1)	27.62
14072 - Computer Programmer II	(see 1)	
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		17.54
14160 - Personal Computer Support Technician		24.81
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		30.83
15020 - Aircrew Training Devices Instructor (Rated)		37.30
15030 - Air Crew Training Devices Instructor (Pilot)		43.09
15050 - Computer Based Training Specialist / Instructor		30.83
15060 - Educational Technologist		25.80
15070 - Flight Instructor (Pilot)		43.09

15080 - Graphic Artist	22.97
15090 - Technical Instructor	19.66
15095 - Technical Instructor/Course Developer	24.05
15110 - Test Proctor	19.47
15120 - Tutor	19.47
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	11.72
16030 - Counter Attendant	11.72
16040 - Dry Cleaner	14.51
16070 - Finisher, Flatwork, Machine	11.72
16090 - Presser, Hand	11.72
16110 - Presser, Machine, Drycleaning	11.72
16130 - Presser, Machine, Shirts	11.72
16160 - Presser, Machine, Wearing Apparel, Laundry	11.72
16190 - Sewing Machine Operator	15.45
16220 - Tailor	16.27
16250 - Washer, Machine	12.67
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	24.08
19040 - Tool And Die Maker	30.25
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	20.84
21030 - Material Coordinator	21.89
21040 - Material Expediter	21.89
21050 - Material Handling Laborer	16.89
21071 - Order Filler	13.51
21080 - Production Line Worker (Food Processing)	20.84
21110 - Shipping Packer	15.22
21130 - Shipping/Receiving Clerk	14.69
21140 - Store Worker I	13.23
21150 - Stock Clerk	18.58
21210 - Tools And Parts Attendant	20.84
21410 - Warehouse Specialist	20.84
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	28.74
23021 - Aircraft Mechanic I	27.03
23022 - Aircraft Mechanic II	28.74
23023 - Aircraft Mechanic III	30.43
23040 - Aircraft Mechanic Helper	19.51
23050 - Aircraft, Painter	25.27
23060 - Aircraft Servicer	22.63
23080 - Aircraft Worker	24.16
23110 - Appliance Mechanic	21.94
23120 - Bicycle Repairer	15.16
23125 - Cable Splicer	28.39
23130 - Carpenter, Maintenance	30.99
23140 - Carpet Layer	24.86
23160 - Electrician, Maintenance	28.25
23181 - Electronics Technician Maintenance I	26.83
23182 - Electronics Technician Maintenance II	28.69
23183 - Electronics Technician Maintenance III	30.56
23260 - Fabric Worker	20.95
23290 - Fire Alarm System Mechanic	23.46
23310 - Fire Extinguisher Repairer	19.40
23311 - Fuel Distribution System Mechanic	27.68
23312 - Fuel Distribution System Operator	21.58
23370 - General Maintenance Worker	18.45
23380 - Ground Support Equipment Mechanic	27.03
23381 - Ground Support Equipment Servicer	22.63
23382 - Ground Support Equipment Worker	24.16
23391 - Gunsmith I	19.40

23392 - Gunsmith II	22.51
23393 - Gunsmith III	25.64
23410 - Heating, Ventilation And Air-Conditioning Mechanic	24.07
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	25.52
23430 - Heavy Equipment Mechanic	28.29
23440 - Heavy Equipment Operator	34.11
23460 - Instrument Mechanic	29.96
23465 - Laboratory/Shelter Mechanic	24.07
23470 - Laborer	16.49
23510 - Locksmith	23.45
23530 - Machinery Maintenance Mechanic	24.70
23550 - Machinist, Maintenance	24.58
23580 - Maintenance Trades Helper	14.93
23591 - Metrology Technician I	29.96
23592 - Metrology Technician II	31.76
23593 - Metrology Technician III	33.49
23640 - Millwright	25.64
23710 - Office Appliance Repairer	21.56
23760 - Painter, Maintenance	25.29
23790 - Pipefitter, Maintenance	27.69
23810 - Plumber, Maintenance	25.71
23820 - Pneudraulic Systems Mechanic	25.64
23850 - Rigger	25.64
23870 - Scale Mechanic	22.51
23890 - Sheet-Metal Worker, Maintenance	28.46
23910 - Small Engine Mechanic	20.91
23931 - Telecommunications Mechanic I	27.52
23932 - Telecommunications Mechanic II	28.05
23950 - Telephone Lineman	24.18
23960 - Welder, Combination, Maintenance	25.04
23965 - Well Driller	25.14
23970 - Woodcraft Worker	25.64
23980 - Woodworker	17.67
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.62
24580 - Child Care Center Clerk	15.14
24610 - Chore Aide	11.40
24620 - Family Readiness And Support Services Coordinator	16.19
24630 - Homemaker	20.11
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	26.42
25040 - Sewage Plant Operator	21.94
25070 - Stationary Engineer	26.42
25190 - Ventilation Equipment Tender	19.25
25210 - Water Treatment Plant Operator	21.94
27000 - Protective Service Occupations	
27004 - Alarm Monitor	18.69
27007 - Baggage Inspector	12.13
27008 - Corrections Officer	21.67
27010 - Court Security Officer	23.28
27030 - Detection Dog Handler	15.35
27040 - Detention Officer	21.67
27070 - Firefighter	23.69
27101 - Guard I	12.13
27102 - Guard II	15.35
27131 - Police Officer I	23.97
27132 - Police Officer II	26.64
28000 - Recreation Occupations	

28041 - Carnival Equipment Operator		12.47
28042 - Carnival Equipment Repairer		13.26
28043 - Carnival Equpment Worker		9.93
28210 - Gate Attendant/Gate Tender		15.40
28310 - Lifeguard		15.84
28350 - Park Attendant (Aide)		17.23
28510 - Recreation Aide/Health Facility Attendant		13.19
28515 - Recreation Specialist		21.44
28630 - Sports Official		13.72
28690 - Swimming Pool Operator		17.14
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO)	(see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO)	(see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO)	(see 2)	27.16
30021 - Archeological Technician I		16.98
30022 - Archeological Technician II		19.43
30023 - Archeological Technician III		24.08
30030 - Cartographic Technician		24.08
30040 - Civil Engineering Technician		21.55
30061 - Drafter/CAD Operator I		16.86
30062 - Drafter/CAD Operator II		19.43
30063 - Drafter/CAD Operator III		21.67
30064 - Drafter/CAD Operator IV		26.66
30081 - Engineering Technician I		15.91
30082 - Engineering Technician II		18.64
30083 - Engineering Technician III		22.50
30084 - Engineering Technician IV		29.74
30085 - Engineering Technician V		32.60
30086 - Engineering Technician VI		39.41
30090 - Environmental Technician		22.21
30210 - Laboratory Technician		23.01
30240 - Mathematical Technician		25.78
30361 - Paralegal/Legal Assistant I		18.66
30362 - Paralegal/Legal Assistant II		23.13
30363 - Paralegal/Legal Assistant III		28.30
30364 - Paralegal/Legal Assistant IV		34.23
30390 - Photo-Optics Technician		25.78
30461 - Technical Writer I		22.86
30462 - Technical Writer II		27.96
30463 - Technical Writer III		33.84
30491 - Unexploded Ordnance (UXO) Technician I		22.74
30492 - Unexploded Ordnance (UXO) Technician II		27.51
30493 - Unexploded Ordnance (UXO) Technician III		32.97
30494 - Unexploded (UXO) Safety Escort		22.74
30495 - Unexploded (UXO) Sweep Personnel		22.74
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	21.67
30621 - Weather Observer, Senior	(see 2)	24.08
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		12.94
31030 - Bus Driver		18.43
31043 - Driver Courier		14.10
31260 - Parking and Lot Attendant		9.16
31290 - Shuttle Bus Driver		14.98
31310 - Taxi Driver		11.77
31361 - Truckdriver, Light		14.98
31362 - Truckdriver, Medium		17.26
31363 - Truckdriver, Heavy		18.27
31364 - Truckdriver, Tractor-Trailer		18.27
99000 - Miscellaneous Occupations		
99030 - Cashier		10.93

99050 - Desk Clerk	18.46
99095 - Embalmer	22.34
99251 - Laboratory Animal Caretaker I	12.41
99252 - Laboratory Animal Caretaker II	17.67
99310 - Mortician	24.57
99410 - Pest Controller	17.33
99510 - Photofinishing Worker	13.86
99710 - Recycling Laborer	19.19
99711 - Recycling Specialist	23.10
99730 - Refuse Collector	17.18
99810 - Sales Clerk	14.39
99820 - School Crossing Guard	15.03
99830 - Survey Party Chief	24.01
99831 - Surveying Aide	13.13
99832 - Surveying Technician	17.99
99840 - Vending Machine Attendant	12.64
99841 - Vending Machine Repairer	15.06
99842 - Vending Machine Repairer Helper	12.64

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: (Hawaii): $1.66 per hour, or $66.40 per week, or $297.73 per month hour for all employees on whose behalf the contractor provides health care benefits pursuant to the Hawaii prepaid Health Care Act. For those employees who are not receiving health care benefits mandated by the Hawaii prepaid Health Care Act, the new health and welfare benefit rate will be $4.02 per hour.

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

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

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

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than $27.63 (or on a salary or fee basis at a rate not less than $455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541. 400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds $27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer

occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:
(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordance, 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 ordance, (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 ordance, 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 ordance, 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-17
SAFETY DATA SHEET

The purpose of this form is to provide safety information for Factor C: Safety Program. This form is to be completed by the Offeror. Only complete year safety data will be considered. Partial year data will not be considered. If data is not available for an entire three-year period, the Offeror shall provide an explanation. If the data is not available from the insurance carrier, the Offeror shall provide a letter from the insurance carrier certifying that it is not available.

Joint Ventures: If the Offeror is a Joint Venture, one Exhibit "G" should be submitted for the Joint Venture. If there is no information for the Joint Venture, one Exhibit "G" should be submitted for each Joint Venture partner. Proposals that fail to submit information for all Joint Venture partners may be rated lower.

Joint Venture Offerors must also demonstrate the relationship between the Joint Venture partners and identify each partner's roles and responsibilities under the Offerors' respective safety programs:

_____

_____

1. Offeror Name:

Name of Joint Venture partner (if applicable):

2. Offeror's Most Recent Three (complete) Years of Reported Safety Data:

	2013	**2012**	**2011**		
Offeror's Experience Modification Rate (EMR)					
Offeror's OSHA Lost Workday Incidence Rate (LWDIR)					
Offeror's OSHA Recordable Incident Rate (RIR)					
Federal, State, and Municipal OSHA Citations Received by the Offeror					
Safety Awards and/or Certificates Received by the Offeror*					

Following this Exhibit, provide legible copies or photos of all safety awards and/or certificates received within the three-year period. If a copy or photo of the safety award or certificate is not provided, the award or certificate will not be considered.

3. Explanation of any incomplete safety data:

4. Explanation of all high rates received:

High Rate #1:	**High Rate #2:**	**High Rate #3:**
Type of rate (check one): ☐ EMR ☐ LWDIR ☐ RIR Year: Description of the underlying incident: Resultant time lost: Corrective action taken:	Type of rate (check one): ☐ EMR ☐ LWDIR ☐ RIR Year: Description of the underlying incident: Resultant time lost: Corrective action taken:	Type of rate (check one): ☐ EMR ☐ LWDIR ☐ RIR Year: Description of the underlying incident: Resultant time lost: Corrective action taken:

5. Explanation of all citations received:

Citation #1:	**Citation #2:**	**Citation #3:**
Date of citation:	Date of citation:	Date of citation:

Description of the citation: Resultant time lost: Corrective action taken:	Description of the citation: Resultant time lost: Corrective action taken:	Description of the citation: Resultant time lost: Corrective action taken:
Citation #4: Date of citation: Description of the citation: Resultant time lost: Corrective action taken:	**Citation #5:** Date of citation: Description of the citation: Resultant time lost: Corrective action taken:	**Citation #6:** Date of citation: Description of the citation: Resultant time lost: Corrective action taken:

6. Offeror's Insurance Carrier Information:

Insurance Carrier Name:

Name of Offeror's Agent within the Insurance Agency:

Phone Number:

NOTE:

OSHA Lost Workday Incidence Rate (LWDIR) is based on the following industry standard calculation:

(200,000 x A)/B

Where A = the number of lost workday cases and B = total number of hours worked

OSHA Recordable Incident Rate (RIR) is based on the following industry standard calculation:

(200,000 x C)/B

Where C = the number of recordable incidents and B = total number of hours worked

ATTACHMENT J-16

BASE PERIOD AND OPTION YEAR SUBCONTRACTING GOALS

SOLICITATION *N62742-14-R-1888*

	Base Period	Option Period 1	Option Period 2	Total Periods
1.a Total Contract	$ _____	$ _____	$ _____	$ _____
1.b Total Subcontracted	$ _____	$ _____	$ _____	$ _____
(% of Line 1.a)	% _____	% _____	% _____	% _____
1.c Total Prime	$ _____	$ _____	$ _____	$ _____
(% of Line 1.a)	% _____	% _____	% _____	% _____
2.a To LB	$ _____	$ _____	$ _____	$ _____
(% of Line 1.b)	% _____	% _____	% _____	% _____
2.b To SB	$ _____	$ _____	$ _____	$ _____
(% of Line 1.b)	% _____	% _____	% _____	% _____
2.c To HUBZone SB	$ _____	$ _____	$ _____	$ _____
(% of Line 1.b)	% _____	% _____	% _____	% _____
2.d To WOSB	$ _____	$ _____	$ _____	$ _____
(% of Line 1.b)	% _____	% _____	% _____	% _____
2.e To SDB	$ _____	$ _____	$ _____	$ _____
(% of Line 1.b)	% _____	% _____	% _____	% _____
2.f To VOSB	$ _____	$ _____	$ _____	$ _____
(% of Line 1.b)	% _____	% _____	% _____	% _____
2.g To SDVOSB	$ _____	$ _____	$ _____	$ _____
(% of Line 1.b)	% _____	% _____	% _____	% _____
2.h To HBCU/MI	$ _____	$ _____	$ _____	$ _____
(% of Line 1.b)	% _____	% _____	% _____	% _____
2.i To AbilityOne	$_____	$_____	$_____	$_____
(% of Line 1.b)	%_____	%_____	%_____	$_____
2.j To ANCs/Indian Tribes, Not SDBs	$_____	$_____	$_____	$_____
(% of Line 1.b)	%_____	%_____	%_____	%_____
2.k To ANCs/Indian Tribes, Not SBs	$_____	$_____	$_____	$_____
(% of Line 1.b)	%_____	%_____	%_____	%_____

PROPOSED SUBCONTRACTING PARTICIPATION BREAKDOWN
(TO BE SUBMITTED BY SMALL BUSINESSES)

(CONTRACTOR'S NAME)
(ADDRESS)

N62742-14-R-1888

(Title of the Project)
(Location)

(Date Prepared)

SUBCONTRACTING BREAKDOWN – (Base Year and/or All Bid Items excluding Options)

1. Estimated $ value of all planned subcontracting $_____
2. Estimated $ value of all work to be performed by offeror's workforce $_____
3. Total $ value of the proposal (sum of 1 and 2) $_____
4. Subcontracts for products and services to be awarded under this project.

   a. Large Business: (LB)

NAME OF COMPANY	TYPE OF SERVICES	$ VALUE OF SUBCONTRACT
		TOTAL: $_____

   b. Small Business (SB)

NAME OF COMPANY	TYPE OF SERVICES	$ VALUE OF SUBCONTRACT
		TOTAL: $_____

(1) SMALL DISADVANTAGED BUSINESSES: (SDB)

NAME OF COMPANY	TYPE OF SERVICES	$ VALUE OF SUBCONTRACT
		TOTAL: $_____

(2) WOMEN-OWNED SMALL BUSINESSES: (WOSB)

NAME OF COMPANY	TYPE OF SERVICES	$ VALUE OF SUBCONTRACT
		TOTAL: $_____

(3) HISTORICALLY UNDERUTILIZED BUSINESS ZONE (HUBZone) BUSINESS:

NAME OF COMPANY	TYPE OF SERVICES	$ VALUE OF SUBCONTRACT
		TOTAL: $_____

(4) VETERAN OWNED SMALL BUSINESS: (VOSB)

NAME OF COMPANY	TYPE OF SERVICES	$ VALUE OF SUBCONTRACT
		TOTAL: $_____

(5) SERVICE-DISABLED VETERAN OWNED SMALL BUSINESS: (SDVOSB)

NAME OF COMPANY	TYPE OF SERVICES	$ VALUE OF SUBCONTRACT
		TOTAL: $_____

(6) HISTORICALLY BLACK COLLEGES AND UNIVERSITIES & MINORITY INSTITUTIONS: (HBCU/MI)

NAME OF C, U, OR MI	TYPE OF SERVICES	$ VALUE OF SUBCONTRACT
		TOTAL: $_____

(7) ABILITYONE PROGRAM (FORMERLY JWOD) - NISH

NAME OF COMPANY	TYPE OF SERVICES	$ VALUE OF SUBCONTRACT
		TOTAL: $_____

NOTES:

1. The sum of lines 4.a and 4.b must equal line 1.

2. Lines 4.b. (1) through 4.b (7) identify various categories of small businesses under the main small business (SB) group. Subcontracts to companies that qualify in multiple categories must be reported under each category. For example: if you are planning to subcontract $100,000 to ABC, a woman-owned small disadvantaged business that is also a certified HUBZone small business, you will report $100,000 on line 4.b SB, line 4.b (1) SDB, line 4.b (2) WOSB and line 4.b.(3) HUBZone SB.

Line Item		Base	Option 1	Option 2	TOTAL
DOLLARS					
Total dollar value of this contract.		$	$	$	$
Total Subcontracted		$	$	$	$
Large Business		$	$	$	$
Small Business		$	$	$	$
	SDB	$	$	$	$
	WOSB	$	$	$	$
	HUBZone SB	$	$	$	$
	VOSB	$	$	$	$
	SDVOSB				
	HBCU/MI	$	$	$	$
	ABILITYONE - NISH	$	$	$	$

PERCENTAGES

*Large Business		%	%	%	%
*Small Business		%	%	%	%
	*SDB	%	%	%	%
	*WOSB	%	%	%	%
	*HUBZone SB	%	%	%	%
	*VOSB	%	%	%	%
	*SDVOSB				
	*HBCU/MI	%	%	%	%
	*ABILITYONE-NISH	%	%	%	%
	*% of total dollars subcontracted				

SMALL BUSINESS SUBCONTRACTING PLAN
(Template)

*This template has been designed to be consistent with FAR 19.704, Subcontracting Plan Requirements and FAR clause 52.219-9, Small Business Subcontracting Plan ("Subcontracting Plan"). Other formats of a small business subcontracting plan may be acceptable. However, failure to include the essential information as exemplified in this template may be cause for either a delay in acceptance or the rejection of a bid or offer where the clause is applicable.

(TO BE SUBMITTED BY LARGE BUSINESSES)

(CONTRACTOR'S NAME)
(ADDRESS)

(N62742-14-R-1888)

(Title of the Project and Location)

(Date Prepared)

Type of Report (Individual, Commercial, Master)

PLAN SUBMITTED BY:

Signature: _____ Date: _____

Printed Name: _____

Title: _____

REVIEWED:

_____ _____
Small Business Specialist Date

REVIEWED:

_____ _____
Small Business Administration Date
Procurement Center Representative

ACCEPTED:

_____ _____
Procuring Contracting Officer Date

SUBCONTRACTING PLAN

The following, together with any attachments, is submitted as a Subcontracting Plan to satisfy the requirements of Federal Acquisition Regulations 19.704. The following goals are established for the Base Period and/or all Bid Items including all option periods. This contract ☐ does ☐ does not contain option periods. Use Attachment (1) for showing the breakdown of the base year and option periods. Percentages may be rounded to nearest tenth of a percent.

1. a. Total Contract Value $_____
(including options)

b. Total Subcontracted $_____ _____% of 1.a
(inclusive of all planned subcontracting to all businesses, regardless of size)

c. Total Prime-performed $_____ _____% of 1.a

2. The following dollars and percentage goals are applicable to the contract cited above. (See FAR 19.704(a)(1) and (2))

a. Large Business (LB) $_____ _____% of 1.b

This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are large business concerns.

b. Small Business (SB) $_____ _____% of 1.b

This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are small business concerns**; include contracts awarded under the AbilityOne Program (formerly Javits Wagner O'Day Act Contracts (JWOD)) to NISH and NIB; and awards to Alaskan Native Corporations (ANCs) and Indian Tribes as prescribed in FAR 19.703(c) & FAR 52.219-9.

(**includes all small businesses, including Small, Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), Historically Underutilized Business Zone (HUBZone), Veteran-Owned Small Business (VOSB), Service-Disabled Veteran-Owned Small Business (SDVOSB) concerns, and Historically Black Colleges, Universities and Minority Institutions (HBCU/MI))

(Include 2.c, 2.d, 2.e, 2.f, 2.g, 2.h, 2.i, 2.j, and 2.k below).

Attach supporting rationale for goals less than _____%.

Notes:
(1) Lines 1.b + 1.c=100% of Line 1.a
(2) Lines 2.a + 2.b = 100% of Line 1.b
(3) Lines 2.c, 2.d, 2.e, 2.f, 2.g, 2.h, 2.i, 2.j, and 2.k are calculated against Line 1.b, the total value of overall subcontracting dollars.
(4) Subcontracts to companies that qualify in multiple categories of SB must be reported under each category. For example: if you are planning to subcontract $100,000 to company ABC, a woman-owned small disadvantaged business that is also a certified HUBZone, you will report $100,000 on line 2.b (SB), 2.c (HUBZone), 2.d (WOSB) and 2.e (SDB).
(5) The sum of 2.c through 2.k does not automatically equate to the value of 2.b.
(6) Designated HUBZone Small Businesses must be certified by the Small Business Administration (SBA).

c. HUBZone SB $_____ _____% of 1.b

This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are qualified HUBZone small business concerns certified by SBA. Attach supporting rationale for goals less than _____%. (Included in 2.b, above, as a subset.)

d. Woman-Owned SB $_____ _____% of 1.b

This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are WOSB. Attach supporting rationale for goals less than _____%. (Included in 2.b, above, as a subset.)

e. Small Disadvantaged Business $_____ _____% of 1.b

This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are small business concerns owned and controlled by Socially and Economically Disadvantaged individuals (include in this category the planned subcontracting dollars to HBCU/MI shown in 2.h below, and the planned subcontracting dollars to ANCs and Indian Tribes shown in 2.j below). Attach supporting rationale for goals less than _____%. (Included in 2.b, above, as a subset.)

f. Veteran-Owned SB $_____ _____% of 1.b

This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are small business concerns owned and controlled by VOSB (include in this category the planned subcontracting dollars to SDVOSB shown in 2.g below). Attach supporting rationale for goals less than _____%. (Included in 2.b, above, as a subset.)

g. Service-Disabled Veteran-Owned SB $_____ _____% of 1.b

This number represents total planned subcontracting dollars under this contract that will go to subcontractors who are small business concerns owned and controlled by SDVOSB. Attach supporting rationale for goals less than _____%. (Included in 2.b and 2.f, above, as a subset.)

h. Historically Black Colleges & Universities/Minority Institutions $_____ _____% of 1.b.

This number represents total planned subcontracting dollars under this contract that will go to HBCU/MI as identified in FAR 26. (Included in 2.b and 2.e, above, as a subset.)

i. AbilityOne (Formerly JWOD) $_____ _____% of l.b.

This number represents total planned subcontracting dollars under this contract that will go to AbilityOne participating Nonprofit Agencies (sometimes referred to community rehabilitation programs, work centers, industries, or rehabilitation facilities). Per DFARS 219.703, subcontracts awarded to qualified non-profit agencies for the blind or severely disabled may be counted toward the small business subcontracting goal. (Included in 2.b, above, as a subset.)

j. Alaskan Native Corporations & Indian Tribes $_____ _____% of l.b.

This number represents total planned subcontracting dollars under this contract that will go to ANCs and Indian Tribes that are not SDBs where you are either subcontracting directly to the ANC or Indian Tribe or where you have been designated to receive their SDB credit. (See FAR 19.703 & FAR 52.219-9) (Included in 2.b and 2.e, above, as a subset.)

k. Alaskan Native Corporations & Indian Tribes $_____ _____% of l.b.

This number represents total planned subcontracting dollars under this contract that will go to ANCs and Indian Tribes that are not small businesses where you are either subcontracting directly to the ANC or Indian Tribe or where you have been designated to receive their SB credit. (See FAR 19.703 & FAR 52.219-9) (Included in 2.b, above, as a subset.)

3. The following principal products and/or services will be subcontracted under this contract. Additional sheets may be added as required. (See FAR 19.704(a)(3)

a. Products/services planned for subcontracting to LB concerns:

_____

_____

Or list firm commitments below:

Name of Firm	Products or Services
_____	_____
_____	_____

b. Products/services planned to be subcontracted to SB concerns:

_____

_____

Or list firm commitments below:

Name of Firm	Products or Services
_____	_____
_____	_____

c. Products/services planned to be subcontracted to HUBZone concerns:

_____

_____

Or list firm commitments below:

Name of Firm	Products or Services
_____	_____
_____	_____

d. Products/services planned to be subcontracted to WOSB concerns:

_____

_____

Or list firm commitments below:

Name of Firm	Products or Services
_____	_____
_____	_____

e. Products/services planned for subcontracting to SDB concerns:

_____

_____

Or list firm commitments below:

Name of Firm	Products or Services
_____	_____
_____	_____

f. Products/services planned for subcontracting to VOSB concerns:

_____

_____

Or list firm commitments below:

Name of Firm	Products or Services
_____	_____
_____	_____

g. Products/services planned for subcontracting to SDVOSB concerns:

_____

_____

Or list firm commitments below:

Name of Firm	Products or Services
_____	_____
_____	_____

h. Products/services planned for subcontracting to HBCU/MIs:

_____

_____

Or list firm commitments below:

Name of Firm	Products or Services
_____	_____
_____	_____

i. Products/services planned for subcontracting to AbilityOne organizations (formerly JWOD):

_____

_____

Or list firm commitments below:

Name of Firm	Products or Services
_____	_____
_____	_____

j. Planned products/services for subcontracting to ANCs and Indian Tribes that are not SDBs. (See 2.j above for explanation):

_____

_____

Or list firm commitments below:

Name of Firm	Products or Services
_____	_____
_____	_____

k. Planned products/services for subcontracting to ANCs and Indian Tribes that are not SBs. (See 2.k above for explanation.)

_____

_____

Or list firm commitments below:

Name of Firm	Products or Services
_____	_____
_____	_____

(ATTACH ADDITIONAL PAGES IF ADDITIONAL SPACE IS REQUIRED)

4. The following method was used to develop the above subcontracting goals. Include a statement explaining how the products and services to be subcontracted were established, how the areas to be subcontracted to SB, SDB, WOSB, HUBZone, VOSB, SDVOSB concerns, HBCU/MIs, AbilityOne program participants, ANCs and Indian Tribes were determined, and how their capabilities were determined. (See FAR 19.704(a)(4))

_____

_____

_____

5. Source lists utilized in making the determinations in paragraph 4, above are as follows: (See FAR 19.704(a)(5))

_____

_____

_____

6. Indirect and overhead costs ☐ have ☐ have not been included in the goals specified in 1. and 2. above. If "have" is checked, explain the method used in determining the proportionate share of indirect and overhead costs to be allocated as subcontracts to SB, SDB, WOSB, HUBZone SB, VOSB, SDVOSB concerns, HBCU/MI, AbilityOne program participants, ANCs, and Indian Tribes, and the products and services planned: (See FAR 19.704(a)(6))

_____

_____

_____

7. The following employee will administer the subcontracting program: (See FAR 19.704(a)(7))

NAME: _____

ADDRESS: _____

TELEPHONE NO.:_____ FAX NO.: _____

EMAIL: _____

TITLE: _____

This individual's specific duties, as they relate to the firm's subcontracting plan, are general overall responsibility for this company's Small Business Program. This person should have knowledge of the federal small business programs and be knowledgeable about federal procurement practices. If the prime decides to change the person in this position, they must notify the Contracting Officer and the Deputy for Small Business. The administrator is responsible for the development, preparation and execution of this subcontracting plan, and for monitoring performance relative to contractual subcontracting requirements contained in this plan, including, but not limited to:

a. Developing and maintaining bidders lists of SB, SDB, WOSB, HUBZone SB, VOSB, SDVOSB concerns, AbilityOne program participants, HBCU/MIs, ANCs, and Indian Tribes (hereafter referred to as the small business community) from all possible sources.
b. Ensuring that procurement packages are structured to permit the small business community to participate to the maximum extent possible.
c. Assuring inclusion of the small business community in all solicitations for products or services, which they are capable of providing.
d. Reviewing solicitations to remove statements, clauses, etc., which may tend to restrict or prohibit the small business community participation.
e. Ensuring periodic rotation of potential subcontractors on bidders lists.
f. Ensuring that the bid proposal review board documents its reasons for not selecting low bids submitted by the small business community.
g. Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.
h. Attending or arranging for attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
i. Conducting or arranging for the motivational training for purchasing personnel pursuant to the intent of P.L. 95-507.
j. Monitoring attainment of proposed goals.
k. Preparing and submitting required periodic subcontracting reports.
l. Coordinating contractor's activities during the conducting of compliance reviews by Federal agencies.

m. Coordinating the conduct of contractor's activities involving its small business subcontracting program.
n. Additions to (or deletions from) the duties specified above are as follows:

_____

_____

8. The following efforts will be taken to assure that the small business community will have an equitable opportunity to compete for subcontracts. (See FAR 19.704(a)(8))

a. Outreach efforts will be made by identifying:
- Contacts with minority and small business trade associations.
- Contacts with business development organizations.
- Attendance at small and minority business procurement conference and trade fairs.

b. Sources will be requested from the *Central Contractor Registration (CCR)* website available at http://www.ccr.gov/ on the Internet.
Automated data base sources to be used, other than CCR, will be as follows.

_____

_____

c. The following internal efforts will be made to guide and encourage buyers:
(i) Workshops, seminars and training programs will be conducted.
(ii) Activities will be monitored to evaluate compliance with this subcontracting plan.
(iii) Arrange interviews with the small business community.

d. Describe how your small business data base, source lists, guides, and other data will be maintained and utilized by buyers in soliciting subcontracts; e.g., rotation of firms in the data base, keeping data base current and useful, etc.

_____

_____

e. Additions to (or deletions from) the above listed efforts are as follows:

_____

_____

_____

9. The offeror (contractor) agrees that the FAR clause 52.219-8 entitled "Utilization of Small Business Concerns " will be included in all subcontracts which offer further subcontracting opportunities, and all subcontractors, except SB concerns, who receive subcontracts in excess of $650,000 ($1,500,000 for Construction) will be required to adopt and comply with subcontracting plan similar to this one. Such plans will be reviewed by comparing them with the provisions of P.L. 95-507 and assuring that all minimum requirements of an acceptable subcontracting plan have been satisfied. The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential small and small disadvantaged subcontractors, and prior experience. Once approved and implemented, plans will be monitored through the submission of periodic reports, and/or, as time and availability of funds permit, periodic visits to review subcontracting program progress. (See FAR 19.704(a)(9))

10. The offeror (contractor) agrees to submit such periodic reports and cooperate in any studies or surveys as may be required by the contracting agency or the Small Business Administration in order to determine the extent of compliance by the offeror (contractor) with the subcontracting plan and with FAR clause 52.219-8. (See FAR 19.704(a)(10)(i) and (ii))

11. The offeror (contractor) agrees to: (See FAR 19.704(a)(10)(iii)-(vi))
a. Submit the Individual Subcontract Report (ISR) and the Summary Subcontract Report

(SSR) using the Electronic Subcontracting Reporting System (eSRS) at http://www.esrs.gov, following the instructions in the eSRS and FAR Clause 52.219-9;

1st reporting period – Oct 1 through March 31	Submit NLT 30 April
2nd reporting period – Oct 1 through September 30	Submit NLT 30 October

A separate "Final" ISR is required at contract completion.

Upon award of the contract, the identity of the individual(s) responsible for acknowledging receipt or rejecting the ISR and the SSR will be provided to the awardee.

b. Ensure that its large business subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using the eSRS;
c. Provide its prime contract number and its DUNS number, and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to all first tier large business subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their reports; and
d. Require that each large business subcontractor with a subcontracting plan provide the prime contract number and its own DUNS number, and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to its large business subcontractors with subcontracting plans.
e. Ensure that the identified Contracting Officer and Small Business Specialist assigned to the contract are included on the eSRS email notification distribution upon submission of each report.

Note 1: If contract value is $25,000 or more and the solicitation includes FAR Clause 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards, ensure additional reporting requirements are met in eSRS in accordance with this clause.

12. The offeror (contractor) agrees to maintain at least the following types of records to document compliance with this subcontracting plan: (See FAR 19.704(a)(11))
    a. Source lists, guides, and other data identifying concerns in the small business community.
    b. Organizations contacted to locate firms in the small business community.
    c. On a contract-by-contract basis, records on all subcontract solicitations over $150,000 and indicating for each solicitation;
       (i) whether concerns in the small business community were solicited, and if not, why not; and
       (ii) reasons for the failure of the solicited concerns in the small business community to receive the subcontract award.
       (iii) written designations from ANCs or Indian Tribes, in accordance with FAR 19.703, if applicable.
    d. Records to support other outreach efforts, e.g., contacts with small business trade associations, business development organizations, and attendance at small business procurement conferences and trade fairs, and frequency of accessing CCR.

*****END OF PLAN*****

The original copy of this plan is included in the file and made a material part of the contract.

Copy to:
Small Business Specialist
SBA PCR

ATTACHMENT J-13

SMALL BUSINESS PAST PERFORMANCE

Small Business offerors, newly established Large Business offerors, or Large Business Offerors with no prior SF294/ISR history shall complete this form. Large Business Offerors with a SF294 or ISR history shall submit SF294s or ISRs in lieu of completing this form.

(a) SUBCONTRACTING ACHIEVEMENT – Include actual dollar values subcontracted for each of the categories listed. Include the percentage goal only if a goal was established.

(1) Contract Number/Title:			
	ACTUAL		**GOAL** (if applicable)
Completion Date: **Total Contract Value**: $			
Total Subcontracted Value: $	Whole Dollars	Percent	Percent
(a) Small Business Concerns (Including SDB, WOSB, HBCU/MI, HUBZone, VOSB, and SDVOSB) (Dollar amount and percent of line c.) Small Business Concerns (Non-Federal Certifications Examples: MBE (Minority Business Enterprise), DBE (Disadvantaged Business Enterprise), DVBE (Disabled Veteran Business Enterprise), SB (Small Business), WBE (Women's Business Enterprise).			
(b) Large Business Concerns (Dollar amount and percent of line c.)			
(c) Total (sum of lines a & b above)			
(d) Small Disadvantaged Business Concerns (Dollar amount and percent of line c.) Including MBE & DBE			
(e) Women-Owned Small Business Concerns (Dollar amount and percent of line c.) Including WBE			
(f) HUBZone Small Business Concerns (Dollar amount and percent of line c.)			
(g) Veteran-Owned Small Business Concerns (Dollar amount and percent of line c.)			
(h) Service Disabled Veteran-Owned Small Business Concerns (Dollar amount and percent of line c.) Including DVBE			

Name of customer reference for this project: _____

Phone Number: _____ FAX Number: _____

Email address: _____

(2) Contract Number/Title:			
	ACTUAL		**GOAL** (if applicable)
Completion Date: Contract Dollar Value: $			
Total Subcontracted Value: $	Whole Dollars	Percent	Percent
(b) Small Business Concerns (Including SDB, WOSB, HBCU/MI, HUBZone, VOSB, and SDVOSB) (Dollar amount and percent of line c.) Small Business Concerns (Non-Federal Certifications Examples: MBE (Minority Business Enterprise), DBE (Disadvantaged Business Enterprise), DVBE (Disabled Veteran Business Enterprise), SB (Small Business), WBE (Women's Business Enterprise).			
(b) Large Business Concerns (Dollar amount and percent of line c.)			
(c) Total (sum of lines a & b above)			
(d) Small Disadvantaged Business Concerns (Dollar amount and percent of line c.) Including MBE & DBE			
(e) Women-Owned Small Business Concerns (Dollar amount and percent of line c.) Including WBE			

(f) HUBZone Small Business Concerns (Dollar amount and percent of line c.)			
(g) Veteran-Owned Small Business Concerns (Dollar amount and percent of line c.)			
(h) Service Disabled Veteran-Owned Small Business Concerns (Dollar amount and percent of line c.) Including DVBE			

Name of customer reference for this project: _____
Phone Number: _____ FAX Number: _____
Email address: _____

(3) Contract Number/Title:			
	ACTUAL		**GOAL** (if applicable)
Completion Date: Contract Dollar Value: $			
Total Subcontracted Value: $	Whole Dollars	Percent	Percent
(c) Small Business Concerns (Including SDB, WOSB, HBCU/MI, HUBZone, VOSB, and SDVOSB) (Dollar amount and percent of line c.) Small Business Concerns (Non-Federal Certifications Examples: MBE (Minority Business Enterprise), DBE (Disadvantaged Business Enterprise), DVBE (Disabled Veteran Business Enterprise), SB (Small Business), WBE (Women's Business Enterprise).			
(b) Large Business Concerns (Dollar amount and percent of line c.)			
(c) Total (sum of lines a & b above)			
(d) Small Disadvantaged Business Concerns (Dollar amount and percent of line c.) Including MBE & DBE			
(e) Women-Owned Small Business Concerns (Dollar amount and percent of line c.) Including WBE			
(f) HUBZone Small Business Concerns (Dollar amount and percent of line c.)			
(g) Veteran-Owned Small Business Concerns (Dollar amount and percent of line c.)			
(h) Service Disabled Veteran-Owned Small Business Concerns (Dollar amount and percent of line c.) Including DVBE			

Name of customer reference for this project: _____
Phone Number: _____ FAX Number: _____
Email address: _____

Note: Form may be expanded.

SAMPLE PROJECT II PRICE SHEET

PROJECT TITLE: CULTURAL RESOURCES MANAGEMENT SERVICES IN SUPPORT OF THE PLANNED DEVELOPMENT OF A NAVY-OWNED LAND PARCEL LOCATED ON THE ISLAND OF GUAM

0001 Provide all services, labor, and material in accordance with the Statement of Work for Sample Project I.

0001AA LABOR:
(Identify major wage classification) $ _____

0001AB SPECIFIC TASKS $ _____
(List Specific Tasks and indicate which will be subcontracted.)

0001AC SUPPLIES AND EQUIPMENT: $ _____
(Specify if any)

0001AD TRAVEL/PERDIEM: $ _____

(Specify if any)

0001AE MISCELLANEOUS: $ _____
(Specify if any)

TOTAL AMOUNT: $_____

FIRM:_____

SAMPLE PROJECT I PRICE SHEET

PROJECT TITLE: CULTURAL RESOURCES MANAGEMENT SERVICES IN SUPPORT OF THE PLANNED DEVELOPMENT OF A NAVY-OWNED LAND PARCEL LOCATED ON THE ISLAND OF OAHU, HAWAII

0001 Provide all services, labor, and material in accordance with the Statement of Work for Sample Project I.

0001AA LABOR:
(Identify major wage classification) $ _____

0001AB SPECIFIC TASKS $ _____
(List Specific Tasks and indicate which will be subcontracted.)

0001AC SUPPLIES AND EQUIPMENT: $ _____
(Specify if any)

0001AD TRAVEL/PERDIEM: $ _____
(Specify if any)

0001AE MISCELLANEOUS: $ _____
(Specify if any)

TOTAL AMOUNT: $_____

FIRM:_____

1. The NAVFAC Form PPQ shall be utilized for all evaluations that require a Past Performance Questionnaire (PPQ).

2. Solicitations utilizing PPQs shall include the language cited below in the RFP. The current NAVFAC Form PPQ-0 dated 7 December 2011 is available at *https://portal.navfac.navy.mil/portal/page/portal/aq/pdffiles/ppq%20rev%20dec%202011.doc*

"Solicitation Submittal Requirements: IF A COMPLETED CPARS EVALUATION IS AVAILABLE, IT SHALL BE SUBMITTED WITH THE PROPOSAL. IF THERE IS NOT A COMPLETED CPARS EVALUATION, the Past Performance Questionnaire (PPQ) included in the solicitation is provided for the offeror or its team members to submit to the client for each project the offeror includes in its proposal for Factor (insert applicable factor number, usually Factor 1, and insert factor title, usually Corporate Experience). AN OFFEROR SHALL NOT SUBMIT A PPQ WHEN A COMPLETED CPARS IS AVAILABLE.

IF A CPARS EVALUATION IS NOT AVAILABLE, ensure correct phone numbers and email addresses are provided for the client point of contact. Completed PPQs should be submitted with your proposal. If the offeror is unable to obtain a completed PPQ from a client for a project(s) before proposal closing date, the offeror should complete and submit with the proposal the first page of the PPQ (Attachment C), which will provide contract and client information for the respective project(s). Offerors should follow-up with clients/references to ensure timely submittal of questionnaires. If the client requests, questionnaires may be submitted directly to the Government's point of contact, Velma Wong, via email at velma.wong@navy.mil prior to proposal closing date. Offerors shall not incorporate by reference into their proposal PPQs or CPARS previously submitted for other RFPs. However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation."

ATTACHMENT J-10

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.

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. *(If liquidated damages were assessed or the schedule was not met, please address below)*	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

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? *If no, please explain in Remarks section.*		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? *Indicate if show cause or cure notices were issued, or any default action in comment section below.*		Yes			No	
f) Have there been any indications that the contractor has had any financial problems? *If yes, please explain below.*		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 *(explain if specific issues)*	E	VG	S	M	U	N
c) Would you hire or work with this firm again? *(If no, please explain below)*		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-9

OFFEROR'S NAME: _____

OFFEROR'S PAST PERFORMANCE/EXPERIENCE INFORMATION

Provide the following information to demonstrate the the Prime contractor's recent, relevant past performance/experience. Use continuation sheets, if needed. See Section M, Paragraph M2.3, Note 1, for the definition of relevant project.

Contract No:	
Contract Title:	
Location:	
Key Personnel Assigned for Duration of Project (Project Manager, Site Superintendent, Project QC Manager, and Site Health and Safety Specialist)	
Original Contract/Task Order Amount:	$
Final Contract/Task Order Amount:	$
Physical Contract/Task Order Completion Date:	
Final Contract/Task Order Completion Date:	
Any liquidated damages assessed: If yes, provide explanation	
Was the Offeror the Prime Contractor or a Subcontractor:	
Percentage of work performed by Offeror:	
Owner/Customer Point of Contact:	
Owner/Customer phone/fax number:	
e-mail address:	
Customer Evaluation of work performed ***(Attach evaluations, letters of appreciation, etc.):***	

Provide a description of the contract or task order scope of work as it relates to the evaluation criteria AND a description of the work performed by the Offeror. Attach additional sheets if necessary. If the project was a task order, please address ONLY the task order work as it pertains to the relevancy of the project and not the basic IDIQ contract work.
Provide any information on problems encountered and the corrective actions taken:
Other information the Contractor deems necessary for the Government's evaluation of past performance in terms of customer satisfaction such as any past performance information that will assist the Government in fairly and accurately evaluating the company's past performance:

ATTACHMENT J-8

SAMPLE PROJECT II

STATEMENT OF WORK (SOW)
FOR CULTURAL RESOURCES MANAGEMENT SERVICES IN SUPPORT OF THE PLANNED DEVELOPMENT OF A NAVY-OWNED LAND PARCEL LOCATED ON THE ISLAND OF GUAM

Attachment (1): Map of Project Area

A. INTRODUCTION

1. The Navy is planning to relocate a tenant command to a parcel of Navy-owned land parcel located on the island of Guam [Attachment (1)]. The relocation project will involve the construction of several new warehouses and administration buildings and associated infrastructure within portions of the parcel shown on Attachment (1). The parcel contains both developed and undeveloped areas. It is expected that the project will require clearing, grading, and construction within portions of the undeveloped areas, as well as demolition of several existing buildings in developed portions.

2. Cultural Resources Management services are needed to:

a. document historic architectural resources in accordance with the Historic American Buildings Survey (HABS) standards and guidelines;
b. document archaeological resources at the Phase II level;
c. research and document possible traditional cultural properties; and
d. conduct archaeological monitoring and data recovery during planned construction work.

B. BACKGROUND

1. The Navy, in consultation with the Guam State Historic Preservation Officer and the Advisory Council on Historic Preservation, has determined that the proposed development of this parcel will potentially have an adverse effect on two (2) significant World War II (WWII) era historic buildings, pre-contact Chamorro archaeological sites, and possible traditional cultural properties. The Guam SHPO and consulting parties have also expressed concern about the potential for encountering burial sites, although none are known to be located within the parcel.

2. Previous cultural resource surveys have identified four (4) National Register-eligible buildings on the parcel; two (2) housing units and two (2) small administration buildings. These buildings are considered significant for their association with important WWII era events or significant persons, and because they exhibit distinctive architectural characteristics. Two (2) of these buildings will be demolished as part of the proposed construction project [Attachment (1)]. Two (2) buildings will need to be documented following HABS standards and guidelines.

3. Previous cultural resource surveys have identified twenty pre-contact Chamorro archaeological features within the undeveloped areas of the parcel. Features are typical of other Latte Period surface features found within Northern Guam limestone plateau settings, and include *latte* stones (set of 8 pillars in primary context, capstones missing/disturbed), charcoal stained soil (midden), numerous pottery scatters, stone artifacts (i.e., *lusong* stone and pounders), and a prehistoric /proto-historic trail segment. These features have been documented at the Phase I level. The nature and extent of associated subsurface deposits has not been determined. It is not known if any of the features contain pre-contact human remains or other cultural items. Under the proposed construction plans, it is expected that approximately 25% of these features will be demolished. All twenty features will need to be documented at the Phase II level and, in addition, archaeological monitoring and data recovery will be needed during construction to mitigate the potential effect of construction activities on five of these features.

4. A preliminary study of traditional cultural places (TCPs) has identified two possible TCPs within the project area. One appears to be associated with one of the archaeological features within the parcel, and consists of a well-preserved *latte* set tentatively interpreted as a high status residence. The other refers to a geological landform in the general vicinity of the parcel, which oral historical accounts attribute to an important human origin legend. The *latte* set tentatively interpreted as a high status residence will not be directly affected by the proposed construction project. The two (2) possible TCPs will need to be further researched and documented so the Navy can better evaluate the potential effect of its actions on these properties.

5. Information to be provided by the Government includes: (1) The Navy's latest Integrated Cultural Resources Management Plan, (2) previous cultural resource studies of the project area consisting of a Phase I archaeological survey report, (3) preliminary results of TCP study, and (4) an electronic base map (AutoCAD) for the parcel with parcel boundaries, topography, roads, and structures.

C. SPECIFIC TASKS

1. **Task 1:** The Contractor shall conduct architectural history studies of two (2) buildings located within the project area in accordance with Section C.2.42 of the basic contract.

2. **Task 2:** The Contractor shall conduct Phase II archaeological survey of the project area in accordance with Section C.2.2 of the basic contract. This task includes subsurface testing.

3. **Task 3:** The Contractor shall conduct ethnographic, folklore, and/or cultural anthropology studies in accordance with Section C.2.34 of the basic contract sufficient to identify and document traditional cultural properties within the project area. This task includes applying National Register of Historic Places criteria and developing treatment recommendations.

4. **Task 4:** The Contractor shall conduct archaeological monitoring during construction in accordance with Section C.2.3 of the basic contract. It is assumed that monitoring will occur over a four-week (4-week) period and will involve data recovery at five (5) archaeological features; four (4) of which are Latte Period pottery scatters, and one (1) prehistoric/proto-historic trail segment.

D. STIPULATIONS

1. The Contractor shall prepare a work plan that that outlines the Contractor's approach, methodology, personnel, and schedule for accomplishing the work. The Contractor shall submit the work plan to the Navy Technical Representative (NTR) for review and approval within twenty (20) days of Task Order award.

2. The Contractor shall follow the National Park Service's Heritage Documentation Programs standards for the production of drawings, histories and photography, as well as the *Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation*.

4. Photography, film development, processing, and mounting requires a professional photographer with experience in military HABS photography. Photos shall capture the overall context as well as historic features and remaining support structures with historical ties. Scanned historical copies of archival photographs shall be scanned a minimum resolution of 300 dpi.

5. Maps developed for the project may require services of an AutoCAD/ArcGIS specialist experienced in producing Microsoft Access personal geodatabases. Custom location and site maps shall be appropriately scaled to convey site information with legible text, scale, and north arrow.

6. The Contractor shall specify the types and quantity of specialized analyses to be performed during archaeological survey and during archaeological monitoring, referring to specific tasks listed in Section C.2 of the basic contract.

7. The Contractor shall refer to, and/or extract relevant historical background information as needed from previous studies of the project area and adjacent parcels that have been prepared for the Navy.

E. SCHEDULE OF DELIVERABLES

1. One (1) electronic copy of the Work Plan shall be submitted on Compact Disc (CD) to the Contracting Officer or designated representative for review and approval within twenty (20) days of Task Order award.

2. One (1) electronic copy of the End of Field Summary Report shall be submitted via e-mail to the Contracting Officer or designated representative within 14 calendar days of completion of the fieldwork effort.

3. The Draft HABS report containing two (2) sets of the written report, one (1) electronic copy of the written report on CD, accompanying photo index, and legible photocopies of the prints, shall be submitted to the Contracting Officer within 150 calendar days of completion of the fieldwork effort.

4. Five (5) bound hard copies and one (1) electronic copy on CD of the Draft Final Report containing results of the Phase II archaeological survey, cultural study, and archaeological monitoring shall be submitted to the Contracting Officer within 120 calendar days of completion of the fieldwork effort. If revisions are necessary, the Government will forward review comments to the Contractor within 60 calendar days of receipt of Draft Final Report.

5. The Final HABS report containing one (1) set of the complete package including the hard copy written report, negatives and mounted archival contact prints; three (3) hard copies of the written report with photo prints in archival quality sleeves, and four (4) photocopied sets of the complete report including written report and photos shall be submitted to the Contracting Officer with 45 calendar days after receipt of Government review comments (including National Park Service comments – 90 day Government review process).

6. Ten (10) bound hard copies, and eight (8) electronic copies on CD of the Final Report containing results of the Phase II archaeological survey, cultural study, and archaeological monitoring shall be submitted to the Contracting Officer within 45 calendar days after receipt of Government review comments.

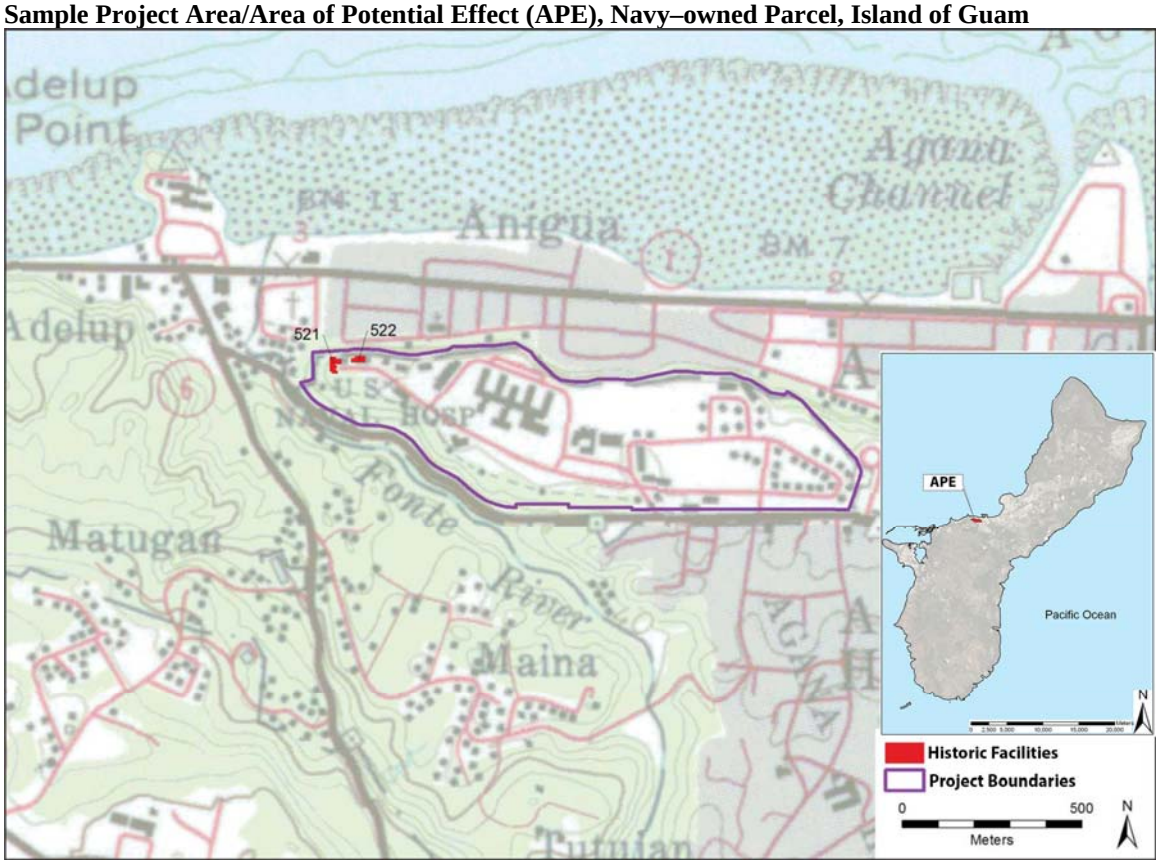
7. One (1) electronic copy of Geographic Information System (GIS) mapping source files on DVD shall be submitted to the Contracting Officer within 45 calendar days after receipt of Government review comments.

8. Once the project is underway, in the event that additional deliverables are necessary, please provide your pricing for the following: bound hard copy reports, CDs, DVDs, lab/field supplies, acid free boxes for curation, black and white/color prints, archival paper, archival quality print sleeves, as well as anything else needed to execute this project.

F. AUTHORITY

Work conducted under this SOW shall be in compliance with the Archaeological Resources Protection Act (ARPA) of 1979. This SOW will serve as Department of the Navy's "permit" required under this statute and its' implementing regulations.

Sample Project Area/Area of Potential Effect (APE), Navy–owned Parcel, Island of Guam



Attachment (1): Sample Project Area (inside purple outline on map), Agana, Guam. Note archaeological features randomly distributed throughout undeveloped areas, five are located within an area to be developed – see SOW. Historic facilities proposed for demolition are highlighted in red.*****

*note: Sample Project scope and cultural resources described within are fictional

ATTACHMENT J-7

SAMPLE PROJECT I

STATEMENT OF WORK (SOW) FOR CULTURAL RESOURCES MANAGEMENT SERVICES IN SUPPORT OF THE PLANNED DEVELOPMENT OF A NAVY-OWNED LAND PARCEL LOCATED ON THE ISLAND OF OAHU, HAWAII

Attachment (1) Map of Project Area

A. INTRODUCTION

1. The Navy is planning to relocate a tenant command to a parcel of Navy-owned land located on leeward Oahu [Attachment (1)]. The relocation project will involve the construction of several new warehouses and administration buildings and associated infrastructure within portions of the four (4) parcels shown on Attachment (1). The parcels contain both undeveloped and developed areas. It is expected that the project will require clearing, grading, and construction within portions of the undeveloped areas, as well as demolition of several existing buildings.

2. Historic preservation services are needed to:

a. document historic architectural resources in accordance with the Historic American Buildings Survey (HABS) standards and guidelines;

b. document archaeological resources at the Phase II level;

c. research and document possible Native Hawaiian traditional cultural properties; and

d. conduct archaeological monitoring and data recovery during planned construction work.

B. BACKGROUND

1. The Navy, in consultation with the Hawaii State Historic Preservation Officer and the Advisory Council on Historic Preservation, has determined that the proposed development of this parcel will potentially have an adverse effect on significant World War II (WWII) era historic buildings, pre-contact Hawaiian archaeological sites, and possible Native Hawaiian traditional cultural properties. The Hawaii SHPO and consulting Native Hawaiian organizations have also expressed concern about the potential for encountering Hawaiian burial sites, although none are known to be located within the parcel.

2. Previous cultural resource surveys have identified six National Register-eligible buildings on the parcel; two concrete bunkers, two officer-housing units, and two small administration buildings. These buildings are considered significant for their association with important WWII era events or significant persons, and because they exhibit distinctive architectural characteristics. Two of these buildings will be demolished as part of the proposed construction project, one bunkers and one administration building [Attachment (1)]. All six buildings will need to be documented following HABS standards and guidelines.

3. Previous cultural resource surveys have identified over twenty pre-contact Hawaiian archaeological features within the undeveloped areas of the parcel. Features are typical of those found at other coastal leeward Oahu settings (i.e., the `Ewa Plain), and include platforms, mounds, enclosures, and a trail. These features have been documented at the Phase I level. The nature and extent of associated subsurface deposits has not been determined. It is not known if any of the features contain pre-contact Hawaiian human remains or other cultural items. Under the proposed construction plans, it is expected that approximately 25% of these features will be demolished. All twenty features will need to be documented at the Phase II level and, in addition, archaeological monitoring and data recovery will be needed during construction to mitigate the potential effect of construction activities on five of these features.

4. A preliminary study of Native Hawaiian traditional cultural places (TCPs) has identified two possible TCPs within the project area. One appears to be associated with one of the archaeological features within the parcel, and consists of a stone platform tentatively interpreted as a Hawaiian fishing shrine. The other refers to the shoreline in the general vicinity of the parcel, which oral historical accounts attribute to the home of an important Hawaiian deity. The platform tentatively interpreted as a Hawaiian fishing shrine will not be directly affected by the proposed construction project. The two possible TCPs will need to be further researched and documented so the Navy can better evaluate the potential effect of its actions on these properties.

5. Information to be provided by the Government includes: (1) The Navy's 2008 Integrated Cultural Resources Management Plan, (2) previous cultural resource studies of the project area consisting of a Cultural Resource Management Overview Survey and Phase I archaeological survey report, (3) previous archaeological studies of adjacent Navy-owned parcels, (4) preliminary results of TCP study, and (5) an electronic base map (AutoCAD) for the parcel with parcel boundaries, topography, roads, and structures.

C. SPECIFIC TASKS

1. The Contractor shall conduct architectural history studies of buildings located within the project area in accordance with Section C.2.42 of the basic contract.

2. The Contractor shall conduct Phase II archaeological survey of the project area in accordance with Section C.2.2 of the basic contract. This task includes subsurface testing.

3. The Contractor shall conduct ethnographic, folklore, and/or cultural anthropology studies in accordance with Section C.2.34 of the basic contract sufficient to identify and document traditional cultural properties within the project area. This task includes applying National Register criteria and developing treatment recommendations.

4. The Contractor shall conduct archaeological monitoring during construction in accordance with Section C.2.3 of the basic contract. It is assumed that monitoring will occur over a four-week period and will involve data recovery at five archaeological features; two enclosures, two mounds, and one trail segment.

D. STIPULATIONS

1. The Contractor shall prepare a work plan that that outlines the Contractor's approach, methodology, personnel, and schedule for accomplishing the work. The Contractor shall submit the work plan to the Navy Technical Representative (NTR) for review and approval within twenty (20) days of Task Order award.

2. The Contractor shall specify the types and quantity of specialized analyses to be performed during archaeological survey and during archaeological monitoring, referring to specific tasks listed in Section C.2 of the basic contract.

3. The Contractor shall refer to, and/or extract relevant historical background information as needed from previous studies of the project area and adjacent parcels that have been prepared for the Navy.

E. SCHEDULE OF DELIVERABLES

1. One (1) electronic copy of the Work Plan shall be submitted to the Contracting Officer or designated representative for review and approval within twenty (20) days of Task Order award.

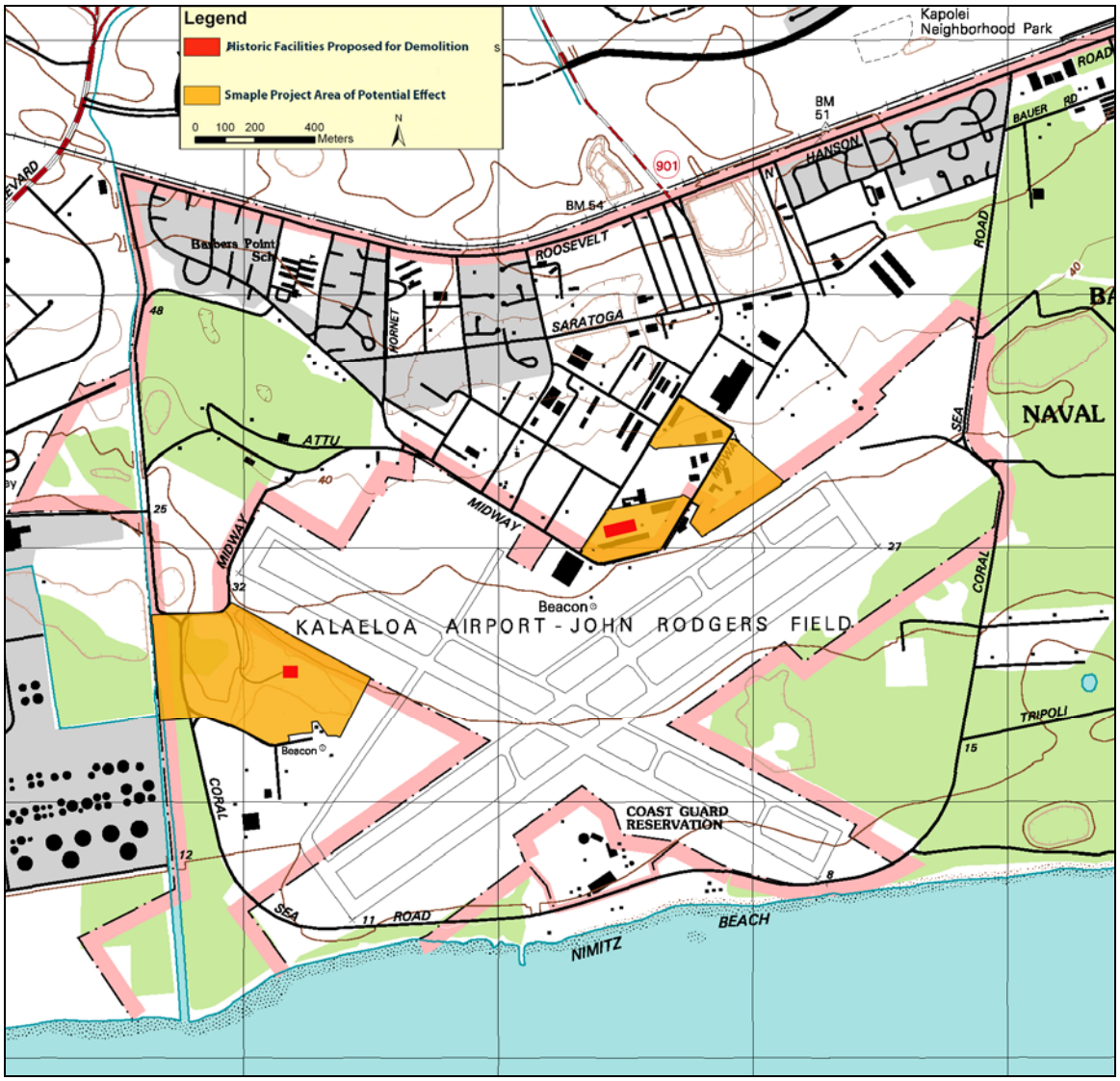
2. One (1) electronic copy of the End of Field Summary Report shall be submitted to the Contracting Officer or designated representative within 14 calendar days of completion of the fieldwork effort.

3. Five (5) bound paper copies and one (1) electronic copy of the Draft Final Report shall be submitted to the Contracting Officer within 120 calendar days of completion of the fieldwork effort. If revisions are necessary, the Government will forward review comments to the Contractor within 60 calendar days of receipt of Draft Final Report.

4. Ten (10) bound paper copies, one (1) camera-ready paper copy, and one (1) electronic copy of the Final Report shall be submitted to the Contracting Officer within 45 calendar days after receipt of Government review comments.

F. AUTHORITY

Work conducted under this SOW shall be in compliance with the Archaeological Resources Protection Act (ARPA) of 1979. This SOW will serve as Department of the Navy's "permit" required under this statute and its implementing regulations.



Attachment (1): Sample Project Area (highlighted in orange). Note archaeological features randomly distributed throughout undeveloped areas, five are located within an area to be developed – see SOW. Historic facilities proposed for demolition are highlighted in red.*****

***note: Sample Project scope and cultural resources described in this SOW are fictional.**

SECURITY REQUIREMENTS APPLICABLE FOR PEARL HARBOR NAVAL SHIPYARD & IMF'S CONTROLLED INDUSTRIAL AREA, OTHER SENSITIVE AREAS, CONTROLLED NUCLEAR INFORMATION AREAS, AND/OR NUCLEAR WORK AREAS
(REVISED AUG 2013)

1. The provisions of these security requirements are applicable to Shipyard & IMF areas including the areas listed below: **(R**

a. CIA-I (Controlled Industrial Area I) – The large fenced-in area encompassing the waterfront and industrial shops, extending from Building 1274 to include all of Bravo Pier 2.

b. When activated, CIA-II (Controlled Industrial Area II)- Dry Dock No. 4 Compound (including Building 1444).

c. Areas designated "Other Sensitive Area" (OSA), "Controlled Nuclear Information Area" (CNIA); and "Nuclear Work Area" (NWA).

2. **Performance of all work under this contract (includes task and delivery orders) is restricted to U.S. citizens and U.S. nationals only.** U.S. citizen employees of a foreign owned, controlled, and/or influenced company (including a parent company) for access purposes are considered foreign nationals and special authorization would be required for escorted access to PHNSY & IMF spaces. **(R**

3. For issuance of Red or Yellow badges, a "classified contract" is required with a Contract Security Classification Specification (DD 254) that allows access to Restricted Data (for Red) and Naval Nuclear Propulsion Information (NNPI) (for both). Also in accordance with OPNAVINST N9210.3 (Safeguarding of NNPI) the contract or subcontract must incorporate all NNPI handling requirements. **(R**

4. These security requirements are applicable to the prime contractor as well as to all subcontractors and suppliers thereunder. For unescorted access, these requirements shall be incorporated into Shipyard & IMF and co-located command originated and funded contracts and memorandums of agreement or understanding. **(R**

5. The period of proposed contract work to be performed in particular areas of the Shipyard & IMF is subject to further approval of the Shipyard & IMF Commander depending on the sensitivity of Shipyard & IMF industrial operations in the affected areas.

6. Three weeks prior to the visit, the contractor, subcontractors, and suppliers shall complete applicable items on Part 1 of the Contractor Visit Request (VR) form (PH-SYD 5512/28) and submit it to the Government Contracting Activity (GCA) or COR for completion of Part 2. The GCA/COR will then forward the VR and DD 254, as applicable, to the Shipyard & IMF Sponsor for completion of Part 3 no later than two weeks prior to the visit. The Shipyard & IMF Sponsor will submit the VR to the Pass and Identification Office (Pass and ID) no later than one week prior the visit. The VR must include the type of U.S. citizenship. Entry into the CIA, CNIA, NWA or OSA may be authorized under one of the following conditions. **(R**

a. For unescorted entry to the CIA: contractor personnel must show proof of U.S. citizenship before a Green badge can be issued.

b. For unescorted entry into an OSA, CNIA or NWA:

(1) All contractors, subcontractors, and suppliers must have a DOD Facility Security Clearance and those contractor employees who need access to the OSA, CNIA and/or NWA must have DOD security clearances granted by Defense Security Service (DSS). A Yellow or Red badge will be issued depending on the areas needed to be accessed. For a Yellow (CNIA) badge, the contractor must have at least an Interim Confidential. For a Red (NWA) badge, the contractor must have a final security clearance.

c. For situations other than the above, personnel requiring unclassified/CIA access may be issued a White "Escort Required" ("ER") badge for CIA access under the escort of a briefed Yellow or Red badged Shipyard & IMF employee knowledgeable of the area. Escorted access to CNIAs and NWAs must be **(R**

coordinated with the cognizant Department Security Coordinator to ensure that the area is sanitized and the escort is properly briefed/knowledgeable of the area. Contractors, subcontractors, and suppliers are advised that processing of "ER" badges may take up to five working days to complete.

d. The initial submittal of VR forms need not be all-inclusive. It may be expanded to meet the essential requirements of the contractor. Each individual added to the list, however shall be subject to the same pre-entry screening requirements as outlined above.

e. Under no circumstances shall personnel sign, transmit or hand-carry their own VR. The VR should be mailed, e-mailed encrypted or password protected, or delivered by the GCA or Shipyard & IMF Sponsor. **(R**

f. Ensure that all contractor employees provide a valid (i.e. state or federally issued) photo identification card and proof of U.S. citizenship to the Pass and ID Office prior to being issued a Shipyard & IMF badge, see Attachment (1) for a list of acceptable documents. **(R**

g. Ensure any derogatory or questionable information concerning contractor employees possessing a DOD security clearance or a Shipyard & IMF badge is immediately reported to the Security Office (Code 1125) so that access eligibility can be evaluated.

h. Ensure that contractor employees attend a 30-minute orientation on the safety, security, and radiological protection aspects of industrial operations within the Shipyard & IMF. **(R**

NOTE: The briefing, which is in the form of a video presentation will be given at the Pass and ID Office in groups of 10, prior to the issuance of Shipyard & IMF badges. Special arrangements for larger groups can be scheduled upon request.

i. Ensure that onsite contractor personnel issued Red or Yellow badges attend mandatory Shipyard security training and briefings as required by SECNAV M-5510.30 (DON Personnel Security Program) and DOD Directives. **(A**

j. Ensure that all employees wear and display the Shipyard & IMF badge in the chest area at all times while entering, remaining in, and exiting Shipyard & IMF spaces.

k. Ensure that each badge is used only by the specific individual named on the badge.

l. Maintain strict accountability over identification badges and passes issued by the Pass and ID Office. Report immediately, to the Pass and ID Office, any badges/passes that are missing or lost and the circumstances. Return badges/passes to the GCA immediately upon termination of any employee, upon expiration, upon completion of contract, or when no longer required. The GCA will ensure that all badges/passes are returned and forwarded to the Shipyard & IMF Pass and ID Office (Code 1125.2).

m. Restrict hours of work to 0630 – 1500 hours Monday through Friday only. When operational needs require the contractor to schedule work before 0630 and/or after 1500 (Monday through Friday) or on weekends and holidays, provide written notification at least two weeks in advance to GCA who will obtain approval from the respective Shipyard & IMF departments, offices, and shops. Such notifications will include the company name, type of work to be performed, location of work, specific dates, and hours of work. The POC will submit a request in writing to the Security Office (Code 1124) by Wednesday of each week to add the contractor to the "Non-Duty Hours Contractor Access List" that is prepared weekly. Emergency access for contractors not on the non-duty hours list may be authorized entry by the Security Officer or Security Operations Officer upon verification with the POC.

n. Restrict employees/representatives to the work site and control travel directly to and from the work site.

7. The Pass and ID Office is located in Building 207 at Safeguard Street and Russell Avenue.

8. No vehicle will be permitted access to a work site in the CIA without a valid Shipyard & IMF CIA vehicle pass. The Shipyard & IMF CIA vehicle passes are issued by the Shipyard & IMF Pass and ID Office. Shipyard & IMF CIA vehicle passes will not be issued unless proof of vehicle registration to the **(D**

contractor's company has been presented to Shipyard & IMF Pass and ID. All vehicles are required to conform to Shipyard & IMF traffic regulations. The speed limit is 15 MPH in the CIA. Outside the CIA, the speed limit is as posted or marked.

9. Only those contractor vehicles meeting all of the following criteria will be allowed to enter the CIA with the Shipyard & IMF CIA vehicle pass:

a. All vehicles must clearly display an authorized company sign or logo on both sides of the vehicles. The logo must be either painted on or a magnetic sign. Paper or cardboard signs are not authorized. Lettering of the logo must not be less than 2-1/2 inches in height and 1/4 inch wide.

b. They must be company or commercial vehicles used by the contractor to transport heavy equipment and/or material to the job site. In limited circumstances, contractor vehicles may be allowed entry to conduct on-site inspections at the job site.

NOTE: Contractor vehicles will not be used to transport employees to the job site. Privately-owned vehicles will not be allowed in the CIA.

10. A limited number of CIA vehicles passes will be issued to each contractor, subcontractor and vendor to facilitate work requirements. Every vehicle entering the CIA will display the pass on the dashboard or visor (facing outward). The pass will be visible at all times while in the CIA. Parking is limited to those areas that are specifically identified on the pass. If additional passes are required, adequate justification must be presented to the Pass and ID Office via the GCA.

11. Vehicles may enter and exit from gates located on Paul Hamilton Avenue or on Chosin Street, Monday through Friday, 0630 to 1500 hours. For access before 0630 and after 1500 hours, weekends, and holidays the contractors must comply with paragraph 6.m. After proper notification, contractors may enter and exit from either gate after hours, weekends, and holidays.

12. Parking is not permitted on any piers on any dry dock/waterfront areas. Contractors shall not park on or block the marked fire lanes at any time. Vehicles may stop on the piers of dry dock/waterfront areas for 15 minutes for loading or unloading. An exception may be made for vehicles which are part of the equipment needed to do the required work and are attached or connected to the pier or ship, i.e., a truck which uses a mounted generator, a vehicle with built-in equipment, etc. A written request for pier parking authorization with justification will be sent to the Shipyard & IMF Security Officer (Code 1120) via the GCA at least two weeks prior to the date parking space is required. The following information is required:

a. The license number of the vehicle(s).

b. The type and size of the vehicle(s) (pickup truck, crane, forklift, etc.)

c. Parking location.

d. Purpose and duration.

13. Parking for privately-owned vehicles is available:

a. In the "N" parking lot on Central Avenue and "D" parking lot on Paul Hamilton Avenue, located between South Avenue and Safeguard Street.

b. In the "C" parking lot on Lake Erie Street and Central Avenue.

14. All vehicles are subject to search while entering, remaining in, or leaving the Shipyard & IMF and/or JBPHH areas. A Property Pass (OP-7) issued and signed by the GCA must cover all government material being transported out of the CIA by contractors. Material found without a Property Pass will be confiscated and a police offense report issued.

15. Entry into shop/office/ship spaces covered by this contract will be subject to prior approval of the respective Shop Superintendent/Office Head/Ship's Commanding Officer. Contractors will coordinate

action with the GCA for obtaining entry approval.

16. The Shipyard & IMF Security Officer will provide guard services on a reimbursable basis for contractors requiring guard services. The contractor must notify and obtain approval from the Shipyard & IMF Security Office via the GCA at least two weeks prior to the time guard services will be required. **(R** Notification in writing shall (include the purpose and number of hours guard services will be required.

17. Contractor personnel will not be permitted to enter Shipyard & IMF buildings, spaces, and areas not covered by this contract except on prior approval of the Shipyard & IMF department/office/shop having jurisdiction of the areas. Contractors will coordinate action with the GCA to obtain such entry approval.

18. Access to unclassified and classified U.S. Navy shipbuilding, conversion, or repair technology and related technical information manuals, documents, drawings, plans, specifications, etc., by the contractor shall be restricted to an official need-to-know basis. This type of information shall be handled, controlled, and safeguarded to prevent oral, visual, and documentary disclosure to uncleared personnel, the public, to foreign sources, and to all personnel not having an official need-to-know. It shall be returned to the Pearl Harbor Naval Shipyard & IMF upon completion of contracted work, except when the GCA grants specific retention authorization.

19. **Photography and photographic equipment are prohibited in the Pearl Harbor Naval Shipyard & IMF, to include personal cellular phones with camera features.** When operationally required, a written request containing specific justification and details will be submitted to the Security Office (Code 1125) via the GCA for consideration. If a Shipyard & IMF photographer is unable to take the photographs, authorization will only to be granted to the contractor if the contractor has a Shipyard **(R** Sponsor and is under continuous escort of a designated Shipyard & IMF employee. The designated escort shall be briefed by Code 1125. The escort will take the film or photographic media in his or her custody. The Sponsoring Shipyard Code/Office will mark and control the photographs as “For Official Use Only” and route the photographs in accordance with local regulations for review and approval of a Distribution Statement (prior to release from Shipyard & IMF).

20. **<u>Portable Electronic Devices (PEDs</u>). PEDs include pagers, mobile/cellular telephones (with/without cameras), personal digital assistants/job performance aids, laptop/notebook /handheld computers, digital imagery (still/video) devices, analog/digital sound recorders (e.g. <u>I-PODs</u>), video game devices, USB devices, and devices of similar capability, functionality, or design.** Privately-Owned PED devices such as those listed above are prohibited on Shipyard **(R** premises. Privately-Owned PEDs without camera devices are prohibited unless approved in writing by the local Information Assurance Authority (IAA) or Information Assurance Manager (IAM). Violations may result in the confiscation and sanitization of the PEDs. The only approved method of sanitizing most PEDs is physical destruction.

a. All users authorized to use PEDs in the Shipyard & IMF workspaces, whether privately-owned **(R** (includes contractor-owned) or government-owned, are required to comply with NAVSHIPYD&IMFPEARLINST 5239.1(series), *Activity Information Systems Security Plan (AISSP)*

b. For Privately-Owned PEDs without camera devices approved for use in Shipyard & IMF spaces, **(R** the user shall follow:

(1) The PEDs will not handle, process, or store any U.S. Government information unless otherwise authorized by the IAM.

(2) The PEDs will not be connected to any Shipyard & IMF network, U.S. Government-Owned computers, or associated peripherals.

(3) The PEDs will operate in only approved locations. These PEDs are not allowed in spaces processing and/or handling classified information.

(4) Users shall comply with software copyright laws and agreements.

(5) Violations of the above may result in the confiscation of the PED.

(6) The U.S. Government will not be liable for the privately-owned PED hardware/software while on the Shipyard & IMF premises.

c. For U.S. Government-Owned PEDs approved for use in Shipyard & IMF spaces and issued for official government travel, the user shall follow:

(1) Government-Owned PEDs that are synchronized with desktop computers on Shipyard & IMF Local Area Network (LAN) shall follow the security measures in Enclosure (2) of NAVSHIPYD&IMFPEARLINST 5239.1(series).

(2) Use of Government-Owned PED equipment while on travel and performing official government business is allowed.

(3) Government-Owned PEDs shall not be checked as baggage, stored in airport or bus station lockers, or left with desk clerks at motels. PEDs with NNPI data shall not be left unattended in the motel room. If a PED with no NNPI data is left unattended in the motel room, it must be locked in a personally owned container (i.e., luggage, brief case, etc.).

(4) Government-Owned PEDs shall not be taken out of the United States without an authorization letter from the IAM.

(5) Government-Owned PEDs will not be used to store passwords; safe and door combinations; personal identification numbers (PINs); as well as classified information.

(6) Government-Owned PEDs shall not be used for classified information processing unless specifically authorized in writing by the local IAA.

(7) Where feasible, Government-Owned PEDs shall employ up-to-date signature files that are used to profile and identify viruses, worms, and malicious code. As proven anti-virus clients for PEDs become available, these clients shall be deployed to the greatest possible extent in all PEDs that connect to the Shipyard & IMF network.

21. Ensure that yellow plastic material is not used for warning signs, covering material, etc.

22. Be responsible for control and security of all contractor-owned equipment and material at the work site. Report immediately, all missing/lost/stolen property to the Joint Base Pearl Harbor Hickam Security Detachment (phone 474-6751) as each case occurs. **(R**

23. Ensure that no material is stacked within ten (10) feet of the CIA perimeter. Remove from the work site, or secure, ladders or other such equipment, which could be used to climb the CIA perimeter fence. Ensure that no vehicles are parked within ten (10) feet of the CIA perimeter.

24. Provide written notification to the Commander, Pearl Harbor Naval Shipyard & IMF (Code 1120) via the GCA, two (2) weeks prior to actual start of work to allow for notification of the appropriate Shipyard & IMF departments, offices, and shops of the impact resulting from the contract work. Such notifications will include specific details such as work schedules (including actual start date for Shipyard & IMF entry), and impact statements concerning tasks to be done, e.g. specific parking spaces to be vacated, inclusive dates involved, traffic rerouting, changes to traffic and parking patterns, traffic/parking controls to be instituted by the contractor, barricades to be erected by the contractor, etc., along with sketches of the particular areas involved.

25. Two weeks prior to making any penetrations (i.e. tunneling under, cutting through a fence or building, etc.) in a restricted area (e.g. CIA fence line, CNIA or NWA) the contractor shall contact Code 1120 via the GCA to make arrangements for a security guard or other measures required to meet all security requirements. The cost for the security guard will be charged to the contractor. **(R**

26. Any exceptions to these security requirements must be coordinated with the Security Office (Code 1120).

DOCUMENTS ACCEPTABLE FOR PROOF OF U.S. CITIZENSHIP
(Original documents or certified copies)

1. U.S. BIRTH REGISTRATION CARD (with Registrar's raised seal and signature)

2. U.S. BIRTH CERTIFICATE (original with raised seal from one of the 50 states or outlying U.S. territories or U.S. possessions)

3. U.S. IMMIGRATION AND NATURALIZATION SERVICE NATURALIZATION CERTIFICATE (INS N-550/570)

4. DD FORM 1966 (U.S. citizenship documents sighted are listed and attested to by a recruiting official)

5. DELAYED BIRTH CERTIFICATE (Original with Registrar's seal and signature and cites secondary evidence)

6. HOSPITAL BIRTH CERTIFICATE (Original with authenticating raised seal or signature provided all vital information is given)

7. U.S. PASSPORT (Current or expired)

8. U.S. IMMIGRATION AND NATURALIZATION SERVICE CERTIFICATE OF CITIZENSHIP (INS N-560/561)

9. FORM FS 240 – REPORT OF BIRTH ABROAD OF A CITIZEN OF THE UNITED STATES OF AMERICA/CONSULAR REPORT OF BIRTH

10. FORM FS 545 – CERTIFICATION OF BIRTH (Issued by U.S. Consulate)

11. FORM DS 1350 – DEPARTMENT OF STATE CERTIFICATION

12. NOTICE FROM THE STATE'S REGISTRAR ACCOMPANIED BY SECONDARY EVIDENCE I.E. BAPTISMAL CERTIFICATE, CERTIFICATE OF CIRCUMCISION, EARLY CENSUS, FAMILY BIBLE RECORDS, ETC.

--END OF SECTION--

ATTACHMENT J-5

N62742-14-R-1888

GUIDELINES FOR PREPARING WRITTEN HISTORICAL DESCRIPTIVE DATA (HABS), HISTORIC AMERICAN ENGINEERING RECORD (HAER) AND HISTORIC AMERICAN LANDSCAPE SURVEY (HALS) STANDARDS

The Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation define the products acceptable for inclusion in the Heritage Documentation Programs (HABS/HAER/HALS) collections in the Library of Congress as measured drawings, large-format black & white photographs, and written histories.

The Secretary of Interior Standards consist of the following four standards, originally published in the Federal Register, Vol. 48, No. 190, Thursday, September 29, 1983, pp. 44731-34.

Standard I. Documentation Shall Adequately Explicate and Illustrate What is Significant or Valuable About the Historic Building, Site, Structure or Object Being Documented.

The historic significance of the building, site, structure or object identified in the evaluation process should be conveyed by the drawings, photographs and other materials that comprise documentation. The historical, architectural, engineering or cultural values of the property together with the purpose of the documentation activity determine the level and methods of documentation. Documentation prepared for submission to the Library of Congress must meet the HABS/HAER Guidelines.

Standard II. Documentation Shall be Prepared Accurately From Reliable Sources With Limitations Clearly Stated to Permit Independent Verification of the Information.

The purpose of documentation is to preserve an accurate record of historic properties that can be used in research and other preservation activities. To serve these purposes, the documentation must include information that permits assessment of its reliability.

Standard III. Documentation Shall be Prepared on Materials That are Readily Reproducible, Durable and in Standard Sizes.

The size and quality of documentation materials are important factors in the preservation of information for future use. Selection of materials should be based on the length of time expected for storage, the anticipated frequency of use and a size convenient for storage.

Standard IV. Documentation Shall be Clearly and Concisely Produced.

In order for documentation to be useful for future research, written materials must be legible and understandable, and graphic materials must contain scale information and location references.

The Guidelines provide advice and technical information on meeting the standards. Most important, they outline an approach to historic architecture, engineering and landscapes that helps ensure the documentation will meet the Secretary's Standards while creating a comprehensive understanding of the site or structure. They also provide recommendations on research methods and report organization, line weight and sheet layout, photographic paper and negative preparation, and the disposition of field notes.

Guidelines are prepared under the authority of section 101(g) and section 110 of the National Historic Preservation Act of 1966, as amended. The revisions contained herein update the Secretary of the Interior's Guidelines for Architectural and Engineering Documentation of September 29, 1983 (Federal Register, Vol. 48, No. 190, Thursday, September 29, 1983, pp. 44731-34).

Secretary of the Interior's Guidelines for Architectural and Engineering Documentation

Introduction. The following guidelines provide more specific procedural and technical information on how to produce architectural and engineering documentation and outline one approach to meeting the Secretary of the Interior's Standards. Agencies, organizations or individuals proposing to approach documentation differently may wish to review their plans with the National Park Service.

The Guidelines are organized as follows:

Definitions

Goal of Documentation

Content

Quality

Materials

Presentation

Architectural and Engineering Documentation Prepared for Other Purposes

Definitions. The following definitions are used in conjunction with these guidelines:

Documentation—measured drawings, photographs, histories, or other media that depict historic buildings, sites, structures, objects or landscapes.

Field Photography—photography other than large-format photography (usually 35mm), intended for the purposes of producing documentation.

Field Records—notes of measurements taken, field photographs and other recorded information intended for the purpose of producing documentation.

Large-Format Photographs—photographs taken of historic buildings, sites, structures, objects, or landscapes where the dimensions of the negatives are either 4″ × 5″, 5″ × 7″ or 8″ × 10″ and where the photographs are taken with appropriate means to correct perspective distortion.

Measured Drawings—drawings produced according to HABS/HAER/HALS guidelines depicting existing conditions or other relevant features of historic buildings, sites, structures, objects or landscapes. Measured drawings are usually produced in ink on an archival material, such as Mylar.

Written Data—inventory forms, data sheets, historical reports, or other original, written works of varying lengths that describe a building, site, structure, object, or landscape and highlight its historical, architectural, technological, or cultural significance.

Photocopy—a photograph, with large-format negative, of a photograph or drawings.

Select Existing Drawings—drawings of historic buildings, sites, structures, objects or landscapes, whether original construction or later alteration drawings that portray or depict the historic value or significance.

Sketch Plan—a floor or site plan, usually not to exact scale although often drawn from measurements, where the features are shown in proper relation and proportion to one another.

Goal of Documentation. The Historic American Buildings Survey (HABS), the Historic American Engineering Record (HAER), and the Historic American Landscapes Survey (HALS) are the national historical architectural, engineering and landscape documentation programs of the National Park Service. The goal of HABS/HAER/HALS documentation is to provide architects, engineers, scholars, preservationists, and interested members of the public with comprehensive information on the historical, architectural, technological, or cultural significance of a building, site, structure, object or landscape. Placed on permanent deposit at the Library of Congress, HABS/HAER/HALS documentation serves as a permanent record of the growth and development of the nation's built environment.

HABS/HAER/HALS documentation usually consists of measured drawings, large-format photographs and written data that highlight the significance of a building, site, structure, object or landscape. This documentation acts as a form of insurance against fires and natural disasters by permitting the repair and, if necessary, reconstruction of historic resources damaged by such disasters. It is also used for scholarly research, interpretation, and education, and it often provides the basis for enforcing preservation easement. HABS/HAER/HALS documentation is often the last means of preservation of a property: when a property is to be demolished, documentation provides future researchers access to valuable information that otherwise would be lost.

HABS/HAER/HALS documentation is developed in a number of ways. The National Park Service regularly employs summer teams of student architects, engineers, and historians to develop HABS/HAER/HALS documentation under the supervision of National Park Service professionals. The National Park Service also produces HABS/HAER/HALS documentation in conjunction with restoration or other preservation treatment of historic buildings managed by the National Park Service. Federal agencies, pursuant to section 110(b) of the National Historic Preservation Act, as amended, record those historic properties to be demolished or substantially altered as a result of agency action or assisted action (referred to as mitigation projects). Finally, individuals and organizations prepare documentation to HABS/HAER/HALS standards and donate the documentation to the programs.

The Secretary of the Interior's Standards describe in general terms the fundamental principals of HABS/HAER/HALS documentation. They are supplemented by other material describing more specific guidelines, preferred techniques for architectural photography, and formats for written historical reports. This technical information is found in the procedure manuals for the individual programs.

These guidelines contain useful information on how to produce documentation for other archives, such as state or local archives. The State Historic Preservation Officer (SHPO) or the state library should be consulted regarding archival requirements if the documentation is to become part of its collection. In establishing archives, the important questions of durability and reproducibility should be considered in relation to the purposes of the collection.

Documentation prepared for the HABS/HAER/HALS collections must meet the requirements below. The HABS/HAER/HALS office of the National Park Service reserves the right to refuse documentation that does not meet these requirements.

Content

Standard: Documentation shall adequately explicate and illustrate what is significant or valuable about the historic building, site, structure, object or landscape being documented.

Guideline: Documentation shall meet one of the following requirements for content:

A. Level I

1. Drawings: a full set of measured drawings depicting existing or historic conditions

2. Photographs: photographs with large-format negatives of exterior and interior views; photocopies with large-format negatives of select, existing drawings or historic views that are produced in accordance with the U.S. Copyright Act (as amended)

3. Written data: history and description

B. Level II

1. Drawings: select existing drawings, where available, may be photographed with large-format negatives or photographically reproduced on Mylar in accordance with the U.S. Copyright Act, as amended

2. Photographs: photographs with large-format negatives of exterior and interior views, or historic views where available and produced in accordance with the U.S. Copyright Act, as amended

3. Written data: history and description

C. Level III

1. Drawings: sketch plan

2. Photographs: photographs with large-format negatives of exterior and interior views

3. Written data: short form for historical reports

Commentary. The kind and amount of documentation should be appropriate to the nature and significance of the subject. For example, Level I would be inappropriate for a building that is a minor element of an historic district, notable only for context and scale. A full set of measured drawings for such a minor building would be expensive and would likely add little new insight into the growth and development of the built environment at either the local, regional, or national level. Large-format photography (Level III) would be the more appropriate choice for documenting this type of building.

Similarly, the aspect of the building, site, structure, object or landscape being documented should reflect the subject's overall significance. For example, measured drawings of Dankmar Adler and Louis Sullivan's Auditorium Building in Chicago should indicate not only facades, floor plans and sections, but also the innovative structural and mechanical systems that were incorporated into that building. Large-format photography of Gunston Hall in Fairfax County, Virginia, to take another example, should clearly show William Buckland's hand-carved moldings in the Palladian Room, as well as other views, since Buckland's role in the creation of the building is one of the reasons why Gunston Hall is considered architecturally significant.

HABS/HAER/HALS documentation is usually in the form of measured drawings, photographs, and written data. While the criteria in this section have addressed only these media, documentation need not be limited to them. Other media, such as films of industrial processes, can be—and have been—used to document historic buildings, sites, structures, objects and landscapes. If other media are to be used, the HABS/HAER/HALS office should be contacted before recording.

The selection of the appropriate documentation level will vary from one project to the next. For mitigation documentation projects, this level will be selected by the National Park Service Regional Office and communicated to the agency responsible for completing the documentation. Generally, Level I documentation is required for

nationally significant buildings and structures, defined as National Historic Landmarks and the primary historic units of the National Park Service.

On occasion, factors other than significance will dictate the selection of another level of documentation. For example, if a rehabilitation of a property is planned, the owner may wish to have a full set of as-built drawings, even though the property may not merit Level I documentation.

HABS Level I measured drawings usually depict existing conditions through the use of a site plan, floor plans, elevations, sections and construction details. HAER Level I measured drawings will frequently depict original conditions where adequate historical material exists, so as to illustrate manufacturing or engineering processes.

Level II documentation differs from Level I by substituting copies of existing drawings, either original or alteration drawings, for recently executed measured drawings. If this is done, the drawings must meet HABS/HAER/HALS requirements outlined below and be free of copyrights. While existing drawings are rarely as suitable as as-built drawings, they are adequate in many cases for documentation purposes. Only when the desirability of having as-built drawings is clear are Level I measured drawings required in addition to existing drawings. If existing drawings are housed and preserved in an accessible archival collection, their reproduction for HABS/HAER/HALS may not be necessary. In other cases, Level I measured drawings are required in the absence of existing drawings.

Level III documentation requires a sketch plan if it helps to explain the structure, site, or landscape. A short historical report should supplement the photographs by explaining what is not readily visible.

The HABS/HAER/HALS office reserves the right to refuse documentation that does not meet these requirements for content.

Quality

Standard: Documentation shall be prepared accurately from reliable sources with limitations clearly stated to permit independent verification of the information.

Guideline: Documentation shall meet the following requirements for quality:

A. Measured drawings: Measured drawings shall be produced from recorded, accurate measurements. Portions of the building that were not accessible for measurement should not be drawn on the measured drawings but clearly labeled as not accessible or drawn from available construction drawings and other sources. No part of the measured drawings shall be produced from hypothesis or non-measurement related activities. Level I measured drawings shall be accompanied by a set of field notebooks in which the measurements were first recorded. Other drawings prepared for Levels II and III shall include a statement describing where the original drawings are located.

B. Large-format photographs: Large-format photographs shall clearly depict the appearance of the property and areas of significance of the recorded building, site, structure, object or landscape. Each view shall be perspective-corrected and fully captioned.

C. Written data: Written history and description for Levels I and II shall be based on primary sources to the greatest extent possible. For Level III, secondary sources may provide adequate information; if not, primary research will be necessary. A frank assessment of the reliability and limitations of the sources shall be included. Within the written history, statements shall be footnoted as to their sources, where appropriate. The written data shall include a methodology section specifying the name of the researcher, date of research, sources consulted, and the limitations of the project.

Commentary. The quality of architectural documentation cannot be easily prescribed or quantified, but it derives from a process in which thoroughness of research and factual accuracy play a large part, and it acts, for better or

worse, as a measure of the integrity and reliability of the information. HABS/HAER/HALS promotes documentation of the highest quality and the principle of independent verification of all factual information.

The HABS/HAER/HALS office reserves the right to refuse documentation that does not meet these requirements for quality.

Materials

Standard: Documentation shall be prepared on materials that are readily reproducible, durable and in standard sizes.

Guideline: The following material requirements shall be met for all levels of documentation:

A. Measured Drawings

Readily Reproducible: Ink on translucent material, such as Mylar.

Durable: Ink on archival media.

Standard Sizes: Three sizes: 19″×24″, 24″×36″ or 34″×44″

B. Large-Format Black White Photographs

Readily Reproducible: One print per negative.

Durable: Photography processed and stored according to archival standards; negatives on safety film only; prints on fiber paper, such as AZO paper; no resin-coated paper.

Standard Sizes: Three sizes: 4″×5″, 5″×7″ or 8″×10″.

C. Large-Format Color Transparencies

Readily Reproducible: One identical black white negative and print per color transparency; one duplicate transparency and electrostatic or laser copy per color transparency.

Durable: Photography processed and stored according to archival standards

Standard Sizes: Three sizes: 4″×5″, 5″×7″ or 8″×10″

D. Written History and Description

Readily Reproducible: Clean copy for photocopying

Durable: Archival bond

Standard Sizes: 81/2″×11″

E. Field Records

Readily Reproducible: Field notebooks may be photocopied. Photo identification sheet shall accompany 35mm negatives and contact sheets.

Durable: No requirements.

Standard Sizes: Only requirement is that materials can be made to fit into a 91/2″×12″ archival file folder.

Commentary. All HABS/HAER/HALS materials are intended for reproduction. Some 20,000 records are reproduced each year by the Library of Congress. Although field records are not generally reproduced, they are intended to serve as supplements to the formal documentation. The basic durability performance standard (that is to say, life expectancy) for HABS/HAER/HALS materials is 500 years. Ink on Mylar is believed to meet this standard, while color photography does not (although color transparencies are acceptable, their life expectancy is considerably shorter—50 years or less). Field records do not meet this standard but are maintained in the HABS/HAER/HALS collections as a courtesy to collections patrons.

The HABS/HAER/HALS office reserves the right to refuse documentation that does not meet these requirements for materials.

Presentation

Standard: Documentation shall be clearly and concisely produced.

Guideline: The following requirements for presentation shall be met for all levels of documentation:

A. Measured Drawings: Level I measured drawings shall be lettered mechanically (*i.e.*, CAD, Leroy or similar) or in a hand-printed equivalent style. Adequate dimensions shall be included on all sheets. Level III sketch plans should be neat and orderly.

B. Large-format photographs: Level I photographs shall include duplicate photographs that include a scale. Level II and III photographs shall include, at a minimum, at least one photograph with a scale, usually of the principal facade.

C. Written history and description: Data shall be typewritten or laser printed on bond, following accepted rules of grammar.

Commentary. The HABS/HAER/HALS office reserves the right to refuse documentation that does not meet these requirements for presentation.

Architectural and Engineering Documentation Prepared for Other Purposes

Where a preservation planning process is initiated, architectural and engineering documentation, like other treatment activities, is undertaken to achieve the goals identified by that process. Documentation is deliberately selected as a treatment for properties evaluated as significant, and the development of the documentation program for a property follows from the planning objectives. Documentation efforts focus on the significant characteristics of the historic subject, as defined in the previously completed evaluation. The selection of a level of documentation techniques (measured drawings, photography, *etc.*) is based on the significance of the subject and the management needs for which the documentation is being performed. For example, the kind and level of documentation required to record a historic property for easement purposes may be less detailed than the kind and level required as mitigation prior to destruction of the property. In the former case, essential documentation might be limited to portions of the property controlled by the easement (exterior facades, for example), while in the latter case, significant interior architectural features and non-visible structural details would also be documented.

HABS/HAER/HALS encourages other archives to use the Secretary of the Interior's Standards and related HABS/HAER/HALS guidelines as a basis for their own documentation guidelines. Levels of documentation and the durability and sizes of the items may vary depending on the intended use of the materials and various storage and preservation considerations. Review of documentary sources and the periodic verification of factual information in

the documentation are among the best means of assuring quality. The reliability of the documentation is only strengthened by an accounting of the limitations of the research and physical examination of the property, and by retaining the primary data (field measurements and notebooks) from which the archival record was produced. The long-term usefulness of the documentation is directly related to the quality and durability of the materials (ink, paper, film, *etc.*) used to record the historic resource.

CONTENTS OF INRMPs AND ICRMPs

(From: DOD 4715.3 Environmental Conservation Program Instruction of 3 May 96)

A. GENERAL CONTENTS

An INRMP or ICRMP shall do the following:

1. **Include a summary of general information about the installation's mission and history, as well as specific management information necessary for managing the installation's natural or cultural resources.**

2. **Provide natural or cultural resources context information about the installation's mission and history.**

3. **Identify all legal requirements pertinent to natural or cultural resources management.**

4. **Identify the installation's natural or cultural resources.**

5. **Recommend procedures for managing the installation's natural or cultural resources in a manner that is compatible with installation mission, satisfies legal requirements, and is consistent with ecosystem management principles and guidelines.**

6. **Establish priorities for natural or cultural resources management that ensure compliance with legal requirements and ongoing stewardship responsibilities.**

7. **Provide management procedures for the ongoing identification, maintenance, and enhancement of natural or cultural resources.**

8. **Promote the use of natural or cultural resources in ways that are beneficial to the military mission, the resources, and other public interests.**

9. **Be thoroughly integrated with other installation plans, including the INRMP, the ICRMP, the installation master plan, the facilities maintenance plan, training and range area management plans, mobilization and deployments plans, and information management systems.**

10. **Establish requirements, goals, and targets that can be easily reflected in budget documents and decision making processes, and addressed in conservation self-assessments.**

11. **Address natural and cultural resources, ecosystems, and areas of critical or special concern from both technical and policy standpoints.**

B. SPECIFIC CONTENTS OF AN INRMP
[NOT APPLICABLE TO THIS CONTRACT]

C. SPECIFIC CONTRENTS OF AN ICRMP

An ICRMP shall include, as appropriate:

1. **A summary of known cultural resources information and a list and brief description of properties listed or eligible for listing in the National Register of Historic Places.**

2. **Analysis of the sufficiency of the existing information on cultural resources and associated contexts to meet compliance requirements.**

3. **Information on areas that have not been inventoried and a plan for completion of the inventory.**

4. **Identification and prioritization of actions required to implement goals and objectives of the plan.**

5. **Identification of the type and location of actions that may affect cultural resources.**

6. **Procedures to ensure that actions of the installation and its tenants are planned and carried out in way that protect and enhance its cultural resources.**

7. **Identification of unique cultural resource issues confronting the installation.**

8. **Preservation and mitigation strategies for threatened cultural resources.**

9. **Coordination processes between the installation, regulatory agencies and the public that help to ensure proper management of an installation's cultural resources.**

10. **Provisions for permanent storage of historic property records.**

11. **Standard operating procedures for routine occurrences and where blanket statements can coordinate a process, such as inventories, repetitive maintenance and repair, unexpected discovery and reporting, and spill responses where cultural resources are involved and tailored for the particular conditions at the installation.**

12. **Procedure for the documentation of historic properties that will be altered or destroyed as a result of DOD action or assistance, in accordance with 36 CFR 79.**

13. **Procedures for consultation with all interest groups and individuals that represent an interest in cultural resources.**

14. **Procedures for unanticipated discovery of an historic property or other cultural resource.**
15. **Procedures to ensure that all archeological collections are properly processed, maintained and preserved, in accordance with 32 CFR 22.**
16. **Provisions for sharing appropriate cultural resources information with Federal and State agencies, nongovernmental organizations, researchers, and the general public.**
17. **Provisions for enforcement of cultural resource laws-and regulations by professionally trained personnel.**
18. **Provisions for public access to cultural resources, as appropriate.**

GENERAL REPORT SPECIFICATIONS

1. REPORT PRODUCTION.

   a. All text completed under this contract shall be produced on, or transferred to, a computer that uses an Operating System Platform compatible with MS Windows NT/Windows 2007. All documentation (reports, manuals, user guides, etc.) shall be delivered in a Microsoft Office format. Electronic copies of Draft Reports shall be provided in the same format as that for Final Reports. Electronic copies shall include one (1) primary and one (1) duplicate.
   b. All databases shall be produced with the current version of Microsoft Access.
   c. All GIS products shall be produced with, or transferred onto a computer with an Operating System Platform compatible with MS Windows 2007 and application programs compatible with ArcView 9.3, Microsoft Access, and/or Microsoft Word.
   d. All graphics for non-map related charts, illustrations, and diagrams, shall be in compressed JPEG formats, and have adequate pixel resolution to clearly convey content. Acceptable formats for source graphics include uncompressed JPEG, TIFF, PDF, and Adobe Photoshop (PSD). Multi-media deliverables shall be provided in a format that can be viewed through Windows Media Player.

2. Electronic GIS Deliverables
   a. Shall be submitted on CD or DVD
   b. Shall use an Operating System Platform compatible with MS Windows 2007 and application programs compatible with ArcView 9.3 , Microsoft Access, and/or Microsoft Word
   c. Include all databases, metadata and other documentation, such as user's and technical manuals, data dictionaries, etc., as needed to fully understand the content of the GIS. Acceptable tabular database formats include Microsoft Access (mdb)and ArcGIS geodatabase. Metadata shall be delivered in a format and comprehensiveness compliant with the Federal Geographic Data Committee (FGDC) standards.
   d. Spatial data (GIS Map Themes) shall be in a digital format. Acceptable formats include ESRI product file formats: ArcView 9.3, ArcInfo coverage format, ArcSDE format, or as an ArcGIS geodatabase. Spatial data shall be delivered in a “GIS-ready” state, such that polygons are closed, and all undershoots/overshoots are corrected. Spatial data must be geo-referenced and projected using the WGS84 appropriate UTM zone
   e. All graphics for non-map related charts, illustrations, and diagrams shall be in GIF or JPEG formats and have adequate pixel resolution to clearly convey the subject’s content. Photographs, charts, presentation briefs and other graphics shall be delivered and organized in a directory tree structure. The general structure is as follows:\[Region or sub-region]\[Activity UIC], [Functional Category]\[filename.jpg]. For example, file names for Building 100 with 4 photos would be CNRH\FISCN00604\Facilities\Wharehouse\100_0.jpg, 100_1.jpg, 100_2.jpg, and 100-3.jpg.

3. HARD COPIES

   a. Shall be submitted on twenty (20) pound weight, white, 8.5 by 11-inch paper.
   b. Shall be legible when reproduced.
   c. Shall be submitted as unbound original camera ready and bound copies.
   d. Bound copies shall be provided on double-sided format.
   e. Front and back covers, and title pages will include distribution statements as follows:

      (1) All draft submittals that address archaeological resources within and outside Hawaii shall have the following statement printed on the front and back covers and on the title page:

OFFICIAL USE ONLY
STAFF WORKING COPY
Prepared prior to decision-making. Contains opinions,
advice, and/or recommendations. Not for public release;
not subject to release under the
Freedom of Information Act (Exemption 5)
nor to discovery during litigation

(2) Final submittals which address archaeological resources within Hawaii shall have the following statement printed on the front and back covers and on the title page:

FOR OFFICIAL USE ONLY
Distribution of this document is limited to U.S.
Government agencies and consultants under contract
to the U.S. Government. Other requests for
this document shall be referred to the
Commander, Navy Region Hawaii

(3) Final submittals that address archaeological resources outside Hawaii shall include the preceding statement printed on the front and back covers and on the title page; however, the agency designation will be amended to reflect the appropriate agency. This information will be furnished to the Contractor by the Contracting Officer or designated technical representative.

f. Front and back covers of all reports shall be produced as follows:

Area/Facility	Color of Cover	Remarks
Hawaii (all except Marine Facilities)	Blue	Dark blue lettering lt. blue cover
Guam; Commonwealth of Northern Mariana Islands	Green	Black lettering on lt. green cover
Marine Facilities (all)	Red	Black lettering on lt. red cover stock
Japan	Off-white	Black lettering on off-white cover
Korea	Yellow	Black lettering on yellow cover stock
All others	Beige	Black print on beige cover stock

g. The Contractor's name can appear only on the report chapter containing the list of participants. The Contractor's name or logo shall not appear elsewhere within the report, including front and back covers, tables, maps, illustrations, photographs and graphics.

3. PAGE/TEXT FORMAT.

a. Left, right, bottom and top margins shall be one (1) inch.
b. Page numbers shall be centered on the bottom of the page and placed one space above the bottom margin.
c. Text in appendices shall be the same typeface as the text of the Final Report.

4. GRAPHICS.

a. Incorporate uniform lettering and labeling systems.
b. Be reproducible on 8.5 by 11 inch paper, whenever possible.
c. Include north scale (showing both magnetic and true north) as well as metric and English graphic scales, when appropriate.
d. Be suitable for black and white and/or color photocopy, and be legible when reproduced.
e. Base maps showing project area locations and location of resources shall be selected or produced in consultation with the Contracting Officer or designated technical representative.
f. The Contractor's name or logo shall not appear on the graphics.

OUTLINE FOR DRAFT FINAL AND FINAL REPORTS

I. TITLE PAGE

- **A. Report Title**
- **B. Location of Investigation;**
- **C. Sponsoring Agency, Contract Number, and Task Order Number;**
- **D. Principal Investigator;**
- **E. Author(s); and**
- **F. Date (each revision to be dated separately).**

II. ABSTRACT

A concise and informative statement of the purpose, scope, methods, and major findings of the report. The abstract shall be understandable independent of the rest of the report.

III. TABLE OF CONTENETS WITH(S) OF FIGURES AND TABLES

IV. PREFACE, INCLUDING ACKNOWLEDMENTS (Optional)

V. FOREWARD (Optional)

VI. INTRODUCTION

- **A. Dates of investigation, person hours of fieldwork, field personnel;**
- **B. Sponsor;**
- **C. Geographic location and limits of project area;**
- **D. Purpose of the task(s);**
- **E. Scope of the effort; and**
- **F. Disposition of field notes and other "raw data".**

VII. RESEARCH DESIGN AND METHODS

- **A. Research objectives/approach;**
- **B. Methods and findings of documentary research conducted, and a summary of prehistory and history within the area of investigation and within the relevant traditional or historic regional land division; and**
- **C. Methods, techniques, and procedures used for fieldwork and laboratory analyses, including a discussion of rationale for the methods used.**

VIII. BACKGROUND

- **A. General description of environment, including data on topography, vegetation soil climate, and rainfall;**
- **B. Traditional and historic and use patterns; and**
- **C. Current land use.**

IX. RESULTS

- **A. Phase I results shall minimally include:**
  - **1) site numbers/feature designations assigned;**
  - **2) Reference to previous studies, if site(s) were previously identified;**
  - **3) Type and density of archaeological resources identified;**

4) **Brief descriptions of archeological resources identified including assessments of site conditions;**
5) **Selected area and site photographs and sketched site plan maps;**
6) **Archaeological sites location map;**
7) **Analysis and interpretations.**

B. Phase II, Archaeological Monitoring, Subsurface Testing, and Data Recovery results shall minimally include.

1) **site numbers/feature designations assigned;**
2) **reference to previous studies, if site(s) were previously identified;**
3) **archaeological sites location map;**
4) **site and feature types;**
5) **site size (horizontal extent) and, if present, feature size, (architectural dimensions of structural features and/or vertical and horizontal extent of non-structural features);**
6) **presence or absence of surface remains (artifacts, midden, debris, etc.);**
7) **presence or absence of surface remains; if subsurface excavation is conducted, excavation results will include stratigraphic profiles and soil descriptions, depth and nature of cultural and non- cultural deposits, and description of vertical and horizontal extent of all major deposits;**
8) **laboratory analyses, including artifactual remains, faunal and botanical remains, absolute dating results, and other types of specialized analyses required by the specific Task order;**
9) **photographs;**
10) **plan maps to scale;**
11) **assessments of condition, function (with supporting arguments), and age (with absolute dating results, if specified in the Task Order Scope of Work); and**
12) **evaluations of significance and proposed treatment if specified in the Task Order Scope of Work.**

X. DISCUSSION (OR, SUMMARY) AND CONCLUSIONS

XI. RECOMMENDATIONS

XII. REFERENCES, including list of archival maps and photographs.

XIII. APPENDICIES, including:

A. Copy of the research design, monitoring plan, or data recovery plan, if such documents are required in the Task Order Scope of Work; and

B. Copies of radiocarbon dating results sheets and other analyses documents, when appropriate.

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(From: DOD 4715.3 Environmental Conservation Program Instruction of 3 May 96)

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17. **Provisions for enforcement of cultural resource laws-and regulations by professionally trained personnel.**
18. **Provisions for public access to cultural resources, as appropriate.**

REFERENCE DOCUMENTS

All work conducted under this contract shall conform to the provisions of following legislation, regulations, and guidelines in the absence of instruction to the contrary from the Contracting Officer or designated representative.

STATUTES

Antiquities Act of 1906 (16 U.S.C. §431-433)

Archeological and Historic Preservation Act of 1974 (16 U.S.C. §469)

Archeological Resources Protection Act of 1979 (16 U.S.C. §470aa-470II)

Historic Sites Act of 1935 (16 U.S.C. §461-467)

National Historic Preservation Act of 1966; as amended (16 U.S.C. §470)

Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. §3001-3013)

REGULATIONS

36 CFR PART 60:	National Register of Historic Places
36 CFR PART 66:	Recovery of Scientific, Prehistoric, Historic and Archeological Data: Methods, Standards and Reporting Requirements
36 CFR PART 79:	Curation of Federally-Owned and Administered Archeological Collections
36 CFR PART 800:	Protection of Historic Properties
32 CFR PART 229:	Protection of Archaeological Resources
43 CFR PART 10:	Native American Graves Protection and Repatriation Act Regulations

DEPARTMENT OF DEFENSE

DOD Instruction 4715.3	Environmental Conservation Instruction
OPNAVINST 5090.1B	Environmental and Natural Resources Program Manual

GUIDELINES

Advisory Council on Historic Preservation: Preparing Agreement Documents: How to Write Determinations of No Adverse Effect, Memoranda of Agreement, and Programmatic Agreements under 36 CFR Part 800.

Advisory Council on Historic Preservation: Treatment of Archeological Properties: A handbook.